



City of Sunnyvale

Notice and Agenda City Council

Tuesday, November 10, 2020

5:15 PM

Telepresence Meeting: City Web Stream |
Comcast Channel 15

Special Meeting: Study Session - 5:15 PM | Regular Meeting - 7 PM

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

- *Watch the City Council meeting on television over Comcast Channel 15, at <http://youtube.com/SunnyvaleMeetings> or <https://sunnyvaleca.legistar.com/calendar.aspx>.*
- *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 (Study Session)**Call to Order**

Call to Order via teleconference.

Roll Call**Study Session**

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.

- A [20-0052](#) Sunnyvale Cleanwater Center and Plant Rehabilitation Update
- B [20-0851](#) Review of Solid Waste Franchise Collection Proposal

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**SPECIAL ORDER OF THE DAY**

- C [20-0840](#) SPECIAL ORDER OF THE DAY - Picture Book 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 this section.

CONSENT CALENDAR

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

- 1.A [20-0727](#) Approve City Council Meeting Minutes of October 27, 2020

Recommendation: Approve the City Council Meeting Minutes of October 27, 2020 as submitted.

- 1.B [20-0734](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

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

- 1.C [20-0805](#) Award of a Contract to Kimley Horn & Associates, Inc. for Design Services for a New Traffic Signal at Wolfe Road and Dartshire Way (F20-155)

Recommendation: - Award a Consultant Services Agreement in substantially the same form as Attachment 1 to the report in the amount not-to-exceed \$114,430.00 to Kimley Horn & Associates, Inc.;
- Approve a 10% contingency in the amount of \$11,443.00;
and
- Authorize the City Manager to execute the contract when all necessary conditions have been met.

- 1.D [20-0885](#) Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule

Recommendation: Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule.

- 1.E [20-0945](#) Adopt Ordinance No. 3166-20 to Amend Sunnyvale Municipal Code Chapter 9.28 to Prohibit the Sale of Flavored Tobacco Products.

Recommendation: Adopt Ordinance No. 3166-20 to amend Sunnyvale Municipal Code Chapter 9.28 to prohibit the sale of flavored tobacco products.

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearing/general business item, please refer to 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 [20-0049](#) REQUEST FOR CONTINUANCE TO A DATE UNCERTAIN
Proposed Project: General Plan Amendment Initiation request to consider amending the General Plan designation from Commercial to Low Density Residential for the northwest portion of the site.
Location: 1689 S. Wolfe Road (APN: 309-51-028)
File #: 2020-7436
Zoning: C-1 (Neighborhood Business)/PD (Planned Development)
General Plan: Commercial
Applicant / Owner: PSR Development Inc. (applicant and owner)
Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).
Project Planner: Kelly Cha, (408) 730-7408, kcha@sunnyvale.ca.gov

Recommendation: Alternative 1: Open the Public Hearing and continue this item to a City Council meeting of a date uncertain.

- 3 [20-0943](#) CONTINUED FROM OCTOBER 27, 2020.
Receive and File the FY 2020/21 First Quarter Budget Update and Approval of Budget Modification No. 8 in the Amount of \$1,932,000 to Appropriate CARES Act Funding

Recommendation: Receive and file the FY 2020/21 First Quarter Budget Update and Approve Budget Modification No. 8 in the amount of \$1,932,000 to Appropriate CARES Act Funding.

- 4 [20-0944](#) CONTINUED FROM OCTOBER 27, 2020.
Approve the Master Plan for Public Art, Introduce an

Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan; and Allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project.

Recommendation: Alternatives 1 through 3: (1) Approve the Master Plan for Public Art; (2) Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan; and (3) Allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project.

- 5 [20-0842](#) Adopt a Resolution Amending Section 7.12 (Administrative Citations), Late PaymentsLate Payment Penalties for Neighborhood Preservation and, and Fire Prevention Code ViolationsAdministrative Citations, and Licensing/ Permitting Non Compliance PenaltiesCode Violations in the Fee Schedule and Provide an Overview of Neighborhood Preservation Process Improvements

Recommendation: Alternative 1: Adopt a resolution amending Section 7.12 (Administrative Citations) of the Fee Schedule to reduce the late payment penalty rate of 10% per month to 1% per month for Neighborhood Preservation and Fire Prevention Code Violations and Licensing/Permitting Non Compliance Penalties (Attachment 1 to the report) and find that the Action is Exempt from CEQA pursuant to CEQA Guidelines section 15378 (b) (4).

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.

[20-0899](#) Tentative Council Meeting Agenda Calendar

[20-0900](#) Board/Commission Meeting Minutes

[20-0901](#) Information/Action Items

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. Please 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 Office of the City Clerk. The City

Clerk will distribute your items to the Council following the meeting.

Upcoming Meetings

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



City of Sunnyvale

Agenda Item

20-0052

Agenda Date: 11/10/2020

Sunnyvale Cleanwater Center and Plant Rehabilitation Update



City of Sunnyvale

Agenda Item

20-0851

Agenda Date: 11/10/2020

Review of Solid Waste Franchise Collection Proposal



City of Sunnyvale

Agenda Item

20-0840

Agenda Date: 11/10/2020

SPECIAL ORDER OF THE DAY - Picture Book Month



City of Sunnyvale

Agenda Item

20-0727

Agenda Date: 11/10/2020

SUBJECT

Approve City Council Meeting Minutes of October 27, 2020

RECOMMENDATION

Approve the City Council Meeting Minutes of October 27, 2020 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

City Council

Tuesday, October 27, 2020

5:30 PM

City Web Stream | Comcast Channel 15

Special Meeting: Closed Session - 5:30 PM | Regular Meeting - 7 PM

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

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 5:32 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.

Public Comment

Public Comment opened at 5:34 p.m.

No speakers.

Public Comment closed at 5:34 p.m.

Convene to Closed Session

A [20-0833](#) Closed Session held pursuant to California Government Code Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Acquisition of 970 W Evelyn Ave, Sunnyvale, CA -

APN 165-20-017

Agency negotiator: Kent Steffens, City Manager; Chip Taylor, Director of Public Works; and Sherine Nafie, City Property Administrator

Negotiating parties: Edward Woodhall, Owner

Under negotiation: Price and terms

B [20-0667](#)

Closed Session Held Pursuant to California Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager; Charles Sakai, Labor Attorney

Employee Organization: Public Safety Officers Association (PSOA)

Adjourn Special Meeting

Mayor Klein adjourned the meeting at 6:44 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 7:00 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.

CLOSED SESSION REPORT

Vice Mayor Smith reported that Council met in Closed Session held pursuant to California Government Code Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS Property: Acquisition of 970 W Evelyn Ave, Sunnyvale, CA APN 165 20 017 Agency negotiator: Kent Steffens, City Manager; Chip Taylor, Director of Public Works; and Sherine Nafie, City Property Administrator Negotiating parties: Edward Woodhall, Owner Under negotiation: Price and terms; nothing to report.

Vice Mayor Smith reported that Council met in Closed Session Held Pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS Agency Designated Representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager; Charles Sakai, Labor Attorney Employee Organization: Public Safety Officers Association (PSOA); nothing to report.

ORAL COMMUNICATIONS

Vice Mayor Smith announced details of COVID-19 testing availability at the Sunnyvale Murphy Park Building and testing availability via Santa Clara County. She also announced the current recruitment for various Boards and Commissions and applications are being accepted for the Neighborhood and Community Events Grant Program.

Kristel Wickham spoke towards the upcoming November 3 election.

Christophe LaBelle spoke about an officer involved shooting of Walter Wallace Jr. and shared support for policies that reduce violence at the hands of police officers.

Michael Johnson, Executive Director, Sunnyvale Downtown Association shared details of the Stronger Together campaign and of the Holiday Tree Lighting Celebration.

Holly Lofgren spoke towards the upcoming November 3 election and shared concerns regarding the impact of independent expenditures supporting Sunnyvale candidates on local elections.

CONSENT CALENDAR

MOTION: Vice Mayor Smith moved and Councilmember Melton seconded the

motion to approve agenda items 1.A through 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 [20-0027](#) Approve City Council Meeting Minutes of October 13, 2020

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

1.B [20-0733](#) Approve the List(s) of Claims and Bills Approved for Payment
by the City Manager

Approve the list(s) of claims and bills.

1.C [20-0244](#) Appoint a City of Sunnyvale Community Member
Representative to the Valley Transportation Authority Bicycle
and Pedestrian Advisory Committee

Appoint Mr. Timothy Oey as Sunnyvale's community member representative for the Santa Clara Valley Transportation Authority Bicycle and Pedestrian Advisory Committee for a two-year term, which begins retroactively on July 1, 2020 and ends on June 30, 2022.

1.D [20-0804](#) Award of Contract to Kimley Horn & Associates, Inc., for Signal
Coordination and Timing Optimization (F20-144)

Take the following actions:

- Award a consultant services agreement in the amount not-to-exceed \$372,050 in substantially the same form as Attachment 1 to the report to Kimley Horn & Associates, Inc.;
- Approve a 10% contingency in the amount of \$37,205; and
- Authorize the City Manager to execute the contract when all necessary conditions have been met.

1.E [20-0363](#) Acceptance of Google Inc.'s Donation of Voluntary Bicycle and

Pedestrian Facility Improvements (Phase 1 and Phase 2) on Manila Drive/West Moffett Park Drive with an Estimated Construction Cost of \$2,575,800 and Finding of Exemption from the California Environmental Quality Act

Accept Google Inc.'s donation of voluntary bicycle and pedestrian facility improvements (Phase 1 and Phase 2) on Manila Drive/West Moffett Park Drive with an estimated construction cost of \$2,575,800 and make a finding that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c) existing streets, sidewalks, bicycle lanes and facilities involving negligible or no expansion and that does not create additional automobile lanes.

- 1.F** [20-0853](#) Ratify Vice Mayor Smith's Appointment to the League of California Cities Women's Caucus as Immediate Past President; Re-appoint Councilmember Glenn Hendricks to the Valley Transportation Authority Board of Directors as the City of Sunnyvale Representative

Council ratifies Vice Mayor Smith's appointment to the League of California Cities Women's Caucus as immediate past president and re-appoints Councilmember Hendricks to the Valley Transportation Authority Board of Directors as the City of Sunnyvale Representative.

- 1.G** [20-0906](#) CONTINUED FROM OCTOBER 13, 2020.
Approve Participation in the Bay Area Air Quality Management District Spare the Air Cut the Commute Pledge

Approve participation in the Bay Area Air Quality Management District Cut the Commute Pledge with the aspirational goal to extend remote work options by at least 25 percent for employees whose work requirements allow for that flexibility to improve air quality and quality of life for all Bay Area residents. Implementation details of the remote work policy will be determined by the City Manager.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [20-0814](#) Approve a Phased Reach Codes Program and implement Phase 1 for new Residential and Non-Residential Construction Projects: Introduce an Ordinance to Amend Chapter 16.42 (Energy Code) and Chapter 16.43 (Green Building Code) of Title 16 (Buildings and Construction) and Find that the Action is Exempt from CEQA

Councilmember Fong stated he is a Tesla shareholder, recused himself, and left the teleconference meeting at 7:23 p.m.

Chief Building Official Suzanne Park provided the staff report and presentation.

Public Hearing opened at 8:20 p.m.

Kerry Haywood voiced support for the ordinance and of the Reach Codes Program phase levels as presented. She shared concerns with increased demands on electric grids.

Barbara Fukumoto communicated support of the new construction Reach Codes, making exceptions to the all-electric code on a case by case basis and adjusting the electric vehicle (EV) charging infrastructure requirement to categorize hotels and motels as “other non-residential.”

Radhika Agarwal, on behalf of Sunnyvale-Silicon Youth Climate Action Team (Action Team) spoke towards modifications to the Reach Codes related to non-residential kitchens, the implementation timeline for Phase 3 and EV infrastructure requirements for hotels and motels.

Mike Serrone, on behalf of Sunnyvale Democratic Club shared support for the Reach Codes Program specifically the EV charging infrastructure requirements.

Peri Plantenberg, Co-Lead, Action Team voiced support for the Action Team’s recommendations for the Reach Codes.

Kaushik Tota, President, Sunnyvale Youth Public Policy Institute (Institute) and Action Team member spoke towards strengthening the proposed Reach Codes related to data servers and non-residential kitchens.

Annabelle Law, Action Team member communicated support for the Action Team’s recommendations for the Reach Codes.

Shruti shared support for an all-electric reach code and for an implementation timeline for Phase 3.

Bruce Paton voiced support for the phased approach recommendation for the Reach Codes program. He encouraged Council to consider increasing the EV

installation requirements and combining Phases 1 and 2.

Rani Fischer communicated support for making exceptions for commercial kitchens on a case by case basis.

Rathik Murtinty, Institute member shared support for increasing Sunnyvale's EV charging infrastructure.

Doug Kunz urged Council to consider eliminating the exceptions related to non-residential kitchens and buildings with industrial and process loads.

Kristel Wickham, Sustainability Commission Chair spoke towards the Commission's recommendations for the Reach Codes program; specifically, eliminating Exception 1 (buildings with industrial and process loads) and Exception 4 (non-residential kitchens).

Kristel Wickham, speaking on her on behalf voiced support for establishing a Phase 3 implementation timeline.

Sannath Mathapathi, Institute member communicated support for increasing EV requirements for hotels and motels, specifically changing section 5.106.5.3 to increase the percentage of parking spaces required to be EV-ready.

Anika Khandavalli, Action Team member shared support for the Action Team's recommendations for the Reach Codes.

John Supp, Silicon Valley Clean Energy (SVCE) spoke towards level 1 EV chargers and shared details of the free technical assistance program offered by SVCE.

Bruce Nagel voiced support for installation of software controls that manage EV charging infrastructure.

Mallory Mitton, Action Team member communicated support for the Action Team's recommendations for the Reach Codes.

James Tuleya shared support for Reach Codes related to all-electric and EV infrastructure. He spoke towards making exceptions for commercial kitchens on a case by case basis.

Public Hearing closed at 9:09 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Goldman seconded the motion to approve Alternative 2: approve a Phased Reach Codes Program and implement Phase 1 for new Residential and Non-Residential construction projects and introduce an Ordinance to amend Chapter 16.42 (Energy Code) and Chapter 16.43 (Green Building Code) of Title 16 (Buildings and Construction) and find that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15308, 15305 and 15061 with the following modifications:

- Develop a new all-electric exception to cover other electric sources not on the grid; Set Electric Vehicle Charging Infrastructure Requirements:

- New multi-family residential construction (no size project limitations) have 70% of spaces at EV capable – conduit provided and 30% at level 2 EV ready circuit – outlet provided;

- Hotels and motels have 50% of spaces at EV capable – conduit provided and 20% at level 2 EV ready circuit – outlet provided;

- Office building have 35% of spaces at EV capable – conduit provided and 35% at level 2 EV charging station; and

- Single-family, including duplexes and townhomes, have unassigned spaces at 70% with EV capable – conduit provided and 30% at level 2 EV ready circuit – outlet provided.

FRIENDLY AMENDMENT: Councilmember Goldman offered a friendly amendment that “other non-residential” have 20% at level 2 EV charging station and affordable housing be the same as market rate housing (70% of spaces at EV capable – conduit provided and 30% at level 2 EV ready circuit – outlet provided).

Councilmember Hendricks restated the friendly amendment that “other non-residential” have 35% of spaces at EV capable – conduit provided and 35% at level 2 EV charging station, that there be no “affordable housing” category and accepted the friendly amendment.

FRIENDLY AMENDMENT: Vice Mayor Smith offered a friendly amendment to make exceptions for commercial kitchens on a case by case basis.

Councilmember Hendricks declined to accept the friendly amendment.

Following discussion, Councilmember Hendricks clarified the motion that new

multi-family residential construction have 70% of spaces at level 1 ready circuit – outlet provided, instead of EV capable – conduit provided.

FRIENDLY AMENDMENT: Councilmember Melton offered a friendly amendment to eliminate exception 4 – non-residential kitchens.

Councilmember Hendricks accepted the friendly amendment.

FRIENDLY AMENDMENT: Vice Mayor Smith offered a friendly amendment to add a new exception for natural gas fuel cell technology on a case by case basis.

Councilmember Hendricks accepted the friendly amendment.

Following discussion, Vice Mayor Smith stated the intent of the friendly amendment is to include exceptions for a variety of additional energy sources not just natural gas fuel cells.

FRIENDLY AMENDMENT: Councilmember Melton offered a friendly amendment for the second reading of the Ordinance to occur at the December 1, 2020 Council meeting.

Councilmember Hendricks accepted the friendly amendment.

FRIENDLY AMENDMENT: Councilmember Melton offered a friendly amendment to direct staff to conduct public outreach to organizations in the field of affordable housing.

Councilmember Hendricks declined to accept the friendly amendment.

FRIENDLY AMENDMENT: Councilmember Larsson offered a friendly amendment to direct staff to make the Ordinance available for public review by November 17, 2020 and distribute to interested parties.

Councilmember Hendricks accepted the friendly amendment.

City Clerk David Carnahan read the Ordinance title for the record.

The motion carried with the following vote:

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

No: 0

Recused: 1 - Councilmember Fong

Council took a recess at 10:41 p.m. and reconvened at 10:50 p.m. with Mayor Klein, Vice Mayor Smith and Councilmembers Larsson, Hendricks, Melton and Goldman present via teleconference. Councilmember Fong returned at 10:50 p.m.

3 [20-0799](#) Award of Bid No. PW20-16 to Hensel Phelps Construction Co. for Civic Center Modernization Phase 1

Assistant City Engineer Allison Boyer, Assistant Public Works Director Jennifer Ng, Public Works Director Chip Taylor and City Manager Kent Steffens provided the staff report and presentation.

Public Hearing opened at 11:25 p.m.

Alex Caraballo, International Brotherhood of Electrical Workers (IBEW) shared concerns with the bid and project. He suggested Council deny the project unless a suitable electrical contractor is used.

Will Smith, Business Representative, IBEW Local 332 spoke towards “low-road” contractors and voiced concerns regarding the bid.

Mike Serrone communicated support for the project and spoke towards the 6-week bid process.

Public Hearing closed at 11:35 p.m.

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

- Award a construction contract in substantially the same form as Attachment 2 to the report in the amount of \$174,116,999.92 to Hensel Phelps Construction Co.;

- Authorize the City Manager to execute the construction contract when all necessary conditions have been met; and
- Approve an 8.2% construction contingency in the amount of \$14,277,594.

The motion carried with the following vote:

- Yes:** 4 - Mayor Klein
Councilmember Larsson
Councilmember Hendricks
Councilmember Melton
- No:** 3 - Vice Mayor Smith
Councilmember Goldman
Councilmember Fong

MOTION: Councilmember Hendricks moved and Vice Mayor Smith seconded the motion to hear Agenda Item 4:

The motion carried with the following vote:

- Yes:** 4 - Mayor Klein
Councilmember Larsson
Councilmember Hendricks
Councilmember Fong
- No:** 3 - Vice Mayor Smith
Councilmember Melton
Councilmember Goldman

- 4** [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)

Neighborhood Preservation Manager Christy Gunvalsen provided the staff report and presentation.

Public Hearing opened at 12:38 a.m.

Bob Gordan, Tobacco-Free Coalition of Santa Clara County member spoke towards health risks related to hookah use and shared support for prohibiting the sale of flavored tobacco products.

Carol Baker, Co-Chair, Tobacco-Free Coalition of Santa Clara County and Volunteer Ambassador, American Cancer Society spoke towards health risks related to tobacco products. She communicated support for exempting hookahs.

Jaime Rojas, National Association of Tobacco Outlets shared information from the California Healthy Kids Survey about teen smoking trends in Santa Clara County. He voiced opposition to imposing a ban on flavored tobacco products.

Blythe Young, Community Advocacy Director, American Heart Association shared support for the Ordinance and of a local Tobacco Retailer License (TRL) requirement.

Amresh Prasad, Chair, Breathe California of the Bay Area communicated support for implementing a TRL administered by Santa Clara County.

Vanessa Marvin, Co-Chair, Tobacco-Free Coalition of Santa Clara County shared support for prohibiting the sale of flavored tobacco products with no exemptions.

Owner of a smoke shop located on Murphy Avenue requested Council not approve the Ordinance and instead rely on the statewide ban on flavored tobacco products.

Hanah, My Smoke Shop communicated support for not imposing a ban on flavored tobacco products.

John Maa, Chair, American Heart Association's California Advocacy Committee spoke towards health risks and associated hidden costs related to tobacco products. He voiced support for the Ordinance.

Hooah Alomari shared opposition to the Ordinance.

Public Hearing closed at 1:03 a.m.

MOTION: Councilmember Melton moved and Councilmember Hendricks seconded the motion to approve Alternative 1: introduce an Ordinance to amend the Sunnyvale Municipal Code Chapter 9.28 to prohibit the sale of flavored tobacco products.

City Clerk David Carnahan read the Ordinance title for the record.

The motion carried with the following vote:

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

No: 1 - Councilmember Fong

- 5 [20-0905](#) CONTINUED FROM OCTOBER 13, 2020.
Receive and File the FY 2020/21 First Quarter Budget Update
and Approval of Budget Modification No. 8 in the Amount of
\$1,932,000 to Appropriate CARES Act Funding

Agenda item not heard by Council.

- 6 [20-0865](#) Approve the Master Plan for Public Art, Introduce an
Ordinance Amending Sunnyvale Municipal Code Chapter
19.52 (Art in Private Development) to Increase the Percent for
Art Requirement from 1% to 1.5%, Implementing Option 2A of
the Public Art Master Plan; and Allocate \$50,000 from the
Public Art Fund to Implement a Utility Box Art Project.

Agenda item not heard by Council.

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

Agenda item not heard by Council.

NON-AGENDA ITEMS & COMMENTS

-Council

Agenda item not heard by Council.

-City Manager

Agenda item not heard by Council.

INFORMATION ONLY REPORTS/ITEMS

- [20-0319](#) Tentative Council Meeting Agenda Calendar

[20-0782](#) Board/Commission Meeting Minutes

[20-0803](#) Information/Action Items

ADJOURNMENT

Mayor Klein adjourned the meeting at 1:15 a.m.



City of Sunnyvale

Agenda Item

20-0734

Agenda Date: 11/10/2020

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>
047	10-11-20 through 10-17-20	\$6,787,481.64
048	10-18-20 through 10-24-20	\$8,534,764.37

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. In addition, the agenda and report are 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

10/27/2020

City of Sunnyvale
List of All Claims and Bills Approved for Payment
For Payments Dated 10/11/2020 through 10/17/2020
Sorted by Payment Number

LIST # 047

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx327810	10/14/20	JOSEPH J ALBANESE INC	FOAOHBRIDGE #02	Construction Services	1,270,324.44	0.00	1,270,324.44	\$1,270,324.44
xxx328122	10/13/20	ABLE SEPTIC TANK SERVICE	TM-20-0917	Construction Services	18,267.58	0.00	18,267.58	\$18,267.58
xxx328123	10/13/20	ADVANCED CHEMICAL TRANSPORT INC	291962	General Supplies	1,816.92	0.00	1,816.92	\$5,641.74
			295542	HazMat Disposal - Hazardous Waste Disposal	3,824.82	0.00	3,824.82	
xxx328124	10/13/20	AIRGAS USA LLC	9972914557	Supplies, First Aid	192.71	0.00	192.71	\$385.42
			9973655751	Supplies, First Aid	192.71	0.00	192.71	
xxx328125	10/13/20	AMAZON CAPITAL SERVICES INC	1336-DGP4-H91 D	General Supplies	245.10	0.00	245.10	\$7,034.07
			13FC-MKV6-VR X7	Books & Publications	311.09	0.00	311.09	
			14FT-FJ3W-6RQ X	General Supplies	54.48	0.00	54.48	
			14LR-GGP3-KV XR	General Supplies	52.08	0.00	52.08	
			16GD-911F-T3P 3	General Supplies	61.00	0.00	61.00	
			17T6-WPCM-4K RF	Furniture	272.49	0.00	272.49	
			19JL-3MPH-DV4 D	Supplies, Office	125.03	0.00	125.03	
			19NF-PCXW-JQ 17	General Supplies	60.00	0.00	60.00	
			1FP1-WDCH-3N P9	General Supplies	15.25	0.00	15.25	
			1GDY-44RD-N3 D4	General Supplies	41.39	0.00	41.39	
			1GRT-74W9-PH 7R	Supplies, Office	34.88	0.00	34.88	

City of Sunnyvale

LIST # 047**List of All Claims and Bills Approved for Payment**

For Payments Dated 10/11/2020 through 10/17/2020

Sorted by Payment Number

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			1HDT-DFTG-14 NX	Furniture	-272.49	0.00	-272.49	
			1HJT-PX71-GT WX	General Supplies	102.22	0.00	102.22	
			1JFD-RFJN-NRF J	General Supplies	78.45	0.00	78.45	
			1LLG-KD39-3M T3	General Supplies	17.94	0.00	17.94	
			1P6K-YL39-NTT 4	General Supplies	192.40	0.00	192.40	
			1PWX-FKT7-3M 9M	General Supplies	4,902.82	0.00	4,902.82	
			1X67-JX4G-VLG D	Supplies, Office	45.06	0.00	45.06	
			1XC3-FHTX-X9 G4	Supplies, First Aid	435.80	0.00	435.80	
			1YKT-3RH1-33H M	General Supplies	204.66	0.00	204.66	
			IMVT-WQ3W-1 KNP	General Supplies	54.42	0.00	54.42	
xxx328127	10/13/20	APPLEONE EMPLOYMENT SERVICES	01-5672679	Salaries - Contract Personnel	1,260.36	0.00	1,260.36	\$4,715.60
			01-5672680	Salaries - Contract Personnel	1,240.98	0.00	1,240.98	
			01-5684197	Salaries - Contract Personnel	973.28	0.00	973.28	
			01-5684198	Salaries - Contract Personnel	1,240.98	0.00	1,240.98	
xxx328128	10/13/20	ARNE SIGN & DECAL CO INC	20-12245	Parts, Vehicles & Motor Equip	425.75	0.00	425.75	\$715.85
			20-12280	Parts, Vehicles & Motor Equip	290.10	0.00	290.10	
xxx328129	10/13/20	BMI IMAGING SYSTEMS	313747	Contracts/Service Agreements	3,375.80	0.00	3,375.80	\$7,201.87
			313748	Contracts/Service Agreements	3,826.07	0.00	3,826.07	
xxx328130	10/13/20	BADGER METER INC	1382260	Water Meters	14,866.11	0.00	14,866.11	\$14,866.11
xxx328131	10/13/20	BAUER COMPRESSORS INC	0000269302	Safety Equipment Maintenance & Repair	489.81	0.00	489.81	\$489.81
xxx328132	10/13/20	BAY COUNTIES SMART	03942	Recycling Services	41,883.97	0.00	41,883.97	\$41,883.97
xxx328133	10/13/20	BELLECCI & ASSOC INC	20002-C	Engineering Services	38,167.50	0.00	38,167.50	\$70,810.50
			20002-D/REV0	Engineering Services	32,643.00	0.00	32,643.00	

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xxx328134	10/13/20	BIGGS CARDOSA ASSOC INC	79359	Engineering Services	427.00	0.00	427.00	\$427.00
xxx328135	10/13/20	CSG CONSULTANTS INC	32482	Professional Services	3,480.00	0.00	3,480.00	\$3,590.00
			32599	Professional Services	110.00	0.00	110.00	
xxx328136	10/13/20	CALLANDER ASSOCIATES LANDSCAPE ARCHITEC	19053-9	Engineering Services	2,203.00	0.00	2,203.00	\$2,203.00
xxx328137	10/13/20	CALTEST ANALYTICAL LABORATORY	613511	Water Lab Services	1,305.00	0.00	1,305.00	\$1,305.00
xxx328138	10/13/20	CALTROL INC	CD99107194	Miscellaneous Equipment Parts & Supplies	9,657.51	0.00	9,657.51	\$9,657.51
xxx328139	10/13/20	CARBONIC SERVICE INC	291125	Equipment Rental/Lease	247.75	0.00	247.75	\$495.50
			296893	Equipment Rental/Lease	247.75	0.00	247.75	
xxx328140	10/13/20	CAROLLO ENGINEERS	0190158	Consultants	301,817.92	0.00	301,817.92	\$301,817.92
xxx328141	10/13/20	CENTURY GRAPHICS	54025	Inventory Purchase	1,432.26	0.00	1,432.26	\$2,342.89
			54048	Clothing, Uniforms & Access	910.63	0.00	910.63	
xxx328142	10/13/20	CITIZEN COMMUNICATIONS LLC	1752	Professional Services	11,000.00	0.00	11,000.00	\$11,000.00
xxx328143	10/13/20	D & M TRAFFIC SERVICES INC	72442	Miscellaneous Equipment	105.46	0.00	105.46	\$2,242.33
			73727	Inventory Purchase	968.19	0.00	968.19	
			74127	Inventory Purchase	1,168.68	0.00	1,168.68	
xxx328144	10/13/20	DELL MARKETING LP	10414528223	Computer Hardware	3,886.86	0.00	3,886.86	\$3,886.86
xxx328145	10/13/20	DELTA DENTAL INSURANCE CO	BE004107878	Insurances - Dental	1,498.68	0.00	1,498.68	\$1,498.68
xxx328146	10/13/20	DISPENSING TECHNOLOGY CORP	13239	Materials - Land Improve	1,430.44	0.00	1,430.44	\$1,430.44
xxx328147	10/13/20	E-Z-GO TEXTRON INC	91962813	Parts, Vehicles & Motor Equip	1,879.87	0.00	1,879.87	\$3,371.85
			92010077	Parts, Vehicles & Motor Equip	283.89	0.00	283.89	
			92086320	Parts, Vehicles & Motor Equip	586.11	0.00	586.11	
			92086321	Parts, Vehicles & Motor Equip	621.98	0.00	621.98	
xxx328148	10/13/20	EOA INC	SU63-0820	Engineering Services	3,226.30	0.00	3,226.30	\$3,226.30
xxx328149	10/13/20	ENNIS PAINT INC	403243	Materials - Land Improve	7,919.95	0.00	7,919.95	\$7,919.95
xxx328150	10/13/20	FEDEX	7-087-29979	Mailing & Delivery Services	7.01	0.00	7.01	\$49.29
			7-100-54710	Mailing & Delivery Services	8.94	0.00	8.94	
			7-127-06606	Mailing & Delivery Services	33.34	0.00	33.34	
xxx328151	10/13/20	FIRE & RISK ALLIANCE LLC	132-001-50	Contracts/Service Agreements	44,633.55	0.00	44,633.55	\$44,633.55
xxx328152	10/13/20	GRM INFORMATION MANAGEMENT SERVICES	0109519RE	Records Related Services	2,381.13	0.00	2,381.13	\$4,269.58
			0110127RE	Records Related Services	1,888.45	0.00	1,888.45	
xxx328153	10/13/20	GRAINGER						\$979.93

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City of Sunnyvale

LIST # 047

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			9537647423CR	Supplies, Safety	-560.27	0.00	-560.27	
			9578985542	Supplies, Safety	206.60	0.00	206.60	
			9656370773	Inventory Purchase	118.80	0.00	118.80	
			9662118356	Inventory Purchase	1,214.80	0.00	1,214.80	
xxx328154	10/13/20	GRANITEROCK CO	1256658	Materials - Land Improve	6,016.47	0.00	6,016.47	\$35,346.18
			1258076	Materials - Land Improve	16,946.07	0.00	16,946.07	
			1260307	Materials - Land Improve	12,383.64	0.00	12,383.64	
xxx328155	10/13/20	HAGENSEN PACIFIC CONSTRUCTION INC	WSHNGTNPOO L#09	Construction Services	664,094.19	0.00	664,094.19	\$664,094.19
xxx328156	10/13/20	JUSTINE DUONG	081893-3569821	DED Services/Training - Books	76.80	0.00	76.80	\$76.80
xxx328157	10/13/20	O'DELL ENGINEERING	3524022	Engineering Services	488.45	0.00	488.45	\$6,626.90
			3524023	Engineering Services	488.45	0.00	488.45	
			3727006	Engineering Services	5,650.00	0.00	5,650.00	
xxx328158	10/13/20	OPTONY INC	203608	Engineering Services	2,150.00	0.00	2,150.00	\$2,150.00
xxx328159	10/13/20	ORLANDI TRAILER INC	190837	Parts, Vehicles & Motor Equip	176.55	0.00	176.55	\$176.55
xxx328160	10/13/20	P&R PAPER SUPPLY CO INC	30338154-01	Inventory Purchase	1,883.91	0.00	1,883.91	\$5,633.95
			30338154-02	Inventory Purchase	444.72	0.00	444.72	
			30338542-00	Inventory Purchase	3,305.32	0.00	3,305.32	
xxx328161	10/13/20	PANKEYS RADIATOR SHOP INC	249040	Parts, Vehicles & Motor Equip	3,239.95	0.00	3,239.95	\$5,782.90
			249956	Parts, Vehicles & Motor Equip	2,542.95	0.00	2,542.95	
xxx328162	10/13/20	PAPE MATERIAL HANDLING INC	10202732	Parts, Vehicles & Motor Equip	358.00	0.00	358.00	\$1,115.06
			19047185	Parts, Vehicles & Motor Equip	757.06	0.00	757.06	
xxx328163	10/13/20	PAYMENT VISION	198501	Financial Services	1,488.60	0.00	1,488.60	\$1,488.60
xxx328164	10/13/20	PETERSON TRUCKS	240732S	Parts, Vehicles & Motor Equip	206.41	0.00	206.41	\$2,826.90
			242051S	Parts, Vehicles & Motor Equip	134.24	0.00	134.24	
			243457S	Parts, Vehicles & Motor Equip	896.18	0.00	896.18	
			244175S	Parts, Vehicles & Motor Equip	818.47	0.00	818.47	
			244310S	Parts, Vehicles & Motor Equip	228.06	0.00	228.06	
			244676S	Parts, Vehicles & Motor Equip	543.54	0.00	543.54	
xxx328165	10/13/20	POWER PLAN - OIB	12254215	Parts, Vehicles & Motor Equip	194.68	0.00	194.68	\$337.75
			12258468	Parts, Vehicles & Motor Equip	143.07	0.00	143.07	

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xxx328166	10/13/20	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	7993	Parts, Vehicles & Motor Equip	599.50	0.00	599.50	\$599.50
xxx328167	10/13/20	QOVO SOLUTIONS INC	26-3168	Computer Hardware	11,454.64	0.00	11,454.64	\$44,962.07
			26-3158	Contracts/Service Agreements	243.00	0.00	243.00	
			26-3167	Computer Hardware	32,885.18	0.00	32,885.18	
			26-3170	Computer Hardware	136.25	0.00	136.25	
			26-3215	Contracts/Service Agreements	243.00	0.00	243.00	
xxx328168	10/13/20	RGW EQUIPMENT	S42220I	Parts, Vehicles & Motor Equip	1,020.00	0.00	1,020.00	\$1,020.00
xxx328169	10/13/20	REED & GRAHAM INC	982823	Materials - Land Improve	4,515.96	0.00	4,515.96	\$32,605.00
			982957	Materials - Land Improve	6,421.50	0.00	6,421.50	
			983521	Materials - Land Improve	10,185.33	0.00	10,185.33	
			984743	Materials - Land Improve	7,001.71	0.00	7,001.71	
			984744	Materials - Land Improve	4,480.50	0.00	4,480.50	
xxx328170	10/13/20	ROCK CREEK MFG LLC	0050	Construction Services	896.00	0.00	896.00	\$896.00
xxx328171	10/13/20	SASE CO INC	INV245324	Parts, Vehicles & Motor Equip	58.84	0.00	58.84	\$1,890.00
			INV251352	Parts, Vehicles & Motor Equip	1,831.16	0.00	1,831.16	
xxx328172	10/13/20	SC FUELS	4430823	Inventory Purchase	19,632.04	0.00	19,632.04	\$19,632.04
xxx328173	10/13/20	SSA LANDSCAPE ARCHITECTS INC	6896	Engineering Services	11,038.65	0.00	11,038.65	\$11,038.65
xxx328174	10/13/20	SAFETY KLEEN SYSTEMS INC	84118544	Parts, Vehicles & Motor Equip	858.21	0.00	858.21	\$1,160.71
			84177594	Parts, Vehicles & Motor Equip	302.50	0.00	302.50	
xxx328175	10/13/20	SAFEWAY INC	669955-091120	General Supplies	10.88	0.00	10.88	\$10.88
xxx328176	10/13/20	SAN BENITO COUNTY	003-2287-20 #6	Contracts/Service Agreements	1,945.02	0.00	1,945.02	\$1,945.02
xxx328177	10/13/20	SAN FRANCISCO BAY BIRD OBSERVATORY	1575	Water Lab Services	1,729.80	0.00	1,729.80	\$1,729.80
xxx328178	10/13/20	SECURITY ALERT SYSTEMS OF CALIFORNIA INC	175702	Facilities Maintenance & Repair Labor	615.00	0.00	615.00	\$615.00
xxx328179	10/13/20	SHUMS CODA ASSOC	5724	Consultants	13,280.00	0.00	13,280.00	\$32,025.00
			5725	Consultants	18,745.00	0.00	18,745.00	
xxx328180	10/13/20	SIEGFRIED ENGINEERING INC	40805	Engineering Services	5,455.09	0.00	5,455.09	\$5,455.09
xxx328181	10/13/20	SILICON VALLEY AUTOBODY INC	41894	Parts, Vehicles & Motor Equip	3,518.41	0.00	3,518.41	\$4,754.22
			41912	Parts, Vehicles & Motor Equip	1,235.81	0.00	1,235.81	
xxx328182	10/13/20	SMARSH INC	INV00622002	Software As a Service	45,597.13	0.00	45,597.13	\$45,597.13
xxx328183	10/13/20	SPATIAL WAVE INC	INV12959	Software Licensing & Support	3,000.00	0.00	3,000.00	\$3,000.00

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xxx328184	10/13/20	SPECIAL SERVICES GROUP LLC	14567	General Supplies	185.30	0.00	185.30	\$185.30
xxx328185	10/13/20	STATCOMM INC	W10159	Facilities Maintenance & Repair Labor	270.00	0.00	270.00	\$540.00
			W10216	Facilities Maintenance & Repair Labor	270.00	0.00	270.00	
xxx328186	10/13/20	STATE WATER RESOURCES CONTROL BOARD	SC-122165	Environmental Services	3,195.32	0.00	3,195.32	\$3,195.32
xxx328187	10/13/20	STEVENS CREEK CHEVROLET	111378	Parts, Vehicles & Motor Equip	371.81	0.00	371.81	\$426.09
			112706	Parts, Vehicles & Motor Equip	54.28	0.00	54.28	
xxx328188	10/13/20	STEVENS CREEK QUARRY INC	4054	Materials - Land Improve	4,613.04	0.00	4,613.04	\$4,613.04
xxx328189	10/13/20	TJKM	0050073	Consultants	639.68	0.00	639.68	\$23,260.77
			0050123	Engineering Services	22,621.09	0.00	22,621.09	
xxx328191	10/13/20	V & A CONSULTING ENGINEERS	19675	Engineering Services	1,248.75	0.00	1,248.75	\$1,248.75
xxx328192	10/13/20	VWR INTERNATIONAL LLC	8802081271	General Supplies	678.59	0.00	678.59	\$678.59
xxx328193	10/13/20	VERIZON WIRELESS	9859079003	Computer Hardware	1,048.49	0.00	1,048.49	\$38,259.53
			9859079003	Utilities - Mobile Phones - City Mobile Phones	18,425.29	0.00	18,425.29	
			9861136816	Utilities - Mobile Phones - City Mobile Phones	18,785.75	0.00	18,785.75	
xxx328194	10/13/20	WALKER PARKING CONSULTANTS ENGINEERS INC	33207501007	Consultants	3,600.00	0.00	3,600.00	\$8,350.00
			33207503003	Developer Passthroughs-Downtown Projects	2,850.00	0.00	2,850.00	
			332075030034	Developer Passthroughs-Downtown Projects	1,900.00	0.00	1,900.00	
xxx328195	10/13/20	WARDELL AUTO INTERIORS AND TOPS LLC	8357	Parts, Vehicles & Motor Equip	575.91	0.00	575.91	\$2,615.34
			8437	Parts, Vehicles & Motor Equip	585.18	0.00	585.18	
			8461	Parts, Vehicles & Motor Equip	704.70	0.00	704.70	
			8555	Parts, Vehicles & Motor Equip	749.55	0.00	749.55	
xxx328196	10/13/20	WATEREUSE ASSN	D40655	Membership Fees	5,885.00	0.00	5,885.00	\$5,885.00
xxx328197	10/13/20	AMAZON CAPITAL SERVICES INC	11HF-NJM9-94P T	Supplies, Office	1,471.41	0.00	1,471.41	\$10,631.46
			11QJ-V9PK-GM DG	Supplies, Office	150.19	0.00	150.19	
			13CL-7TW6-CT ND	Supplies, Office	228.83	0.00	228.83	

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			149H-6G3N-4DP X	Supplies, Office	513.53		0.00	513.53	
			14JR-CR46-7V4 G	Supplies, Office	11.99		0.00	11.99	
			14JR-CR46-FNT T	Supplies, Office	15.53		0.00	15.53	
			14MJ-QM11-FT YT	Supplies, Office	56.01		0.00	56.01	
			16V1-VPWJ-ND W7	Supplies, Office	141.65		0.00	141.65	
			173R-NTCW-PV JH	Supplies, Office	27.19		0.00	27.19	
			17NL-QNDT-LH J4	Supplies, Office	26.16		0.00	26.16	
			17T6-WPCM-D Q37	Supplies, Office	11.98		0.00	11.98	
			1FP1-WDCH-H9 NY	Supplies, Office	76.29		0.00	76.29	
			1FP1-WDCH-PQ M1	Supplies, Office	76.29		0.00	76.29	
			1G94-CF19-1NJL	Supplies, Office	37.05		0.00	37.05	
			1GLQ-TGMK-F 9NX	Supplies, Office	24.64		0.00	24.64	
			1HNY-QMF6-61 61	Supplies, Office	84.96		0.00	84.96	
			1HQR-DKNR-K L4K	Supplies, Office	315.22		0.00	315.22	
			1JR7-YG3T-39K D	Supplies, Office	65.68		0.00	65.68	
			1KXJ-YYDK-9V 3V	Supplies, Office	4.88		0.00	4.88	
			1LYL-CNMW-G RRQ	Supplies, Office	81.54		0.00	81.54	

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			1MHH-P91J-RH 41	Supplies, Office	702.47		0.00	702.47	
			1N64-KFVR-LJL K	Supplies, Office	69.66		0.00	69.66	
			1NQH-7RGM-D YC3	Supplies, Office	4,857.00		0.00	4,857.00	
			1NW9-TFW9-QT HF	Supplies, Office	104.99		0.00	104.99	
			1Q1C-JQKQ-FH ND	Supplies, Office	283.84		0.00	283.84	
			1QCP-WN7G-K1 PM	Supplies, Office	259.54		0.00	259.54	
			1R79-XNWK-K XXK	Supplies, Office	21.75		0.00	21.75	
			1R79-XNWK-NP 4T	Supplies, Office	13.99		0.00	13.99	
			1RVT-PJMW-17 MJ	Supplies, Office	52.95		0.00	52.95	
			1TDW-3TD3-T6 HP	Supplies, Office	75.59		0.00	75.59	
			1TH7-F1W9-4W 94	Supplies, Office	120.66		0.00	120.66	
			1TRK-FP7K-1R7 X	Supplies, Office	252.85		0.00	252.85	
			1V47-PRXD-DP N1	Supplies, Office	13.40		0.00	13.40	
			1V47-PRXD-DP PX	Supplies, Office	1.62		0.00	1.62	
			1VVG-R169-TXP 7	Supplies, Office	16.32		0.00	16.32	
			1W9P-CD9L-TV MN	Supplies, Office	75.33		0.00	75.33	
			1WTV-6QN9-H7 WH	Supplies, Office	270.30		0.00	270.30	

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xxx328200	10/13/20	CINTAS LOC #38K	1WVK-HDMD-GFFL	Supplies, Office	9.72	0.00	9.72	
			1WXF-HPWP-TDRK	Supplies, Office	8.46	0.00	8.46	
			4054741220	Laundry & Cleaning Services	19.43	0.00	19.43	\$3,455.95
			4054741275	Laundry & Cleaning Services	152.09	0.00	152.09	
			4054741337	Laundry & Cleaning Services	161.33	0.00	161.33	
			4054741372	Laundry & Cleaning Services	2.82	0.00	2.82	
			4054741547	Laundry & Cleaning Services	356.99	0.00	356.99	
			4055480358	Laundry & Cleaning Services	19.43	0.00	19.43	
			4055480453	Laundry & Cleaning Services	152.09	0.00	152.09	
			4055480455	Laundry & Cleaning Services	2.82	0.00	2.82	
			4055480488	Laundry & Cleaning Services	161.33	0.00	161.33	
			4055480687	Laundry & Cleaning Services	356.99	0.00	356.99	
			4056088840	Laundry & Cleaning Services	161.33	0.00	161.33	
			4056088906	Laundry & Cleaning Services	19.43	0.00	19.43	
			4056088928	Laundry & Cleaning Services	152.09	0.00	152.09	
			4056089044	Laundry & Cleaning Services	2.82	0.00	2.82	
			4056089251	Laundry & Cleaning Services	354.54	0.00	354.54	
			4056731113	Laundry & Cleaning Services	19.43	0.00	19.43	
			4056731127	Laundry & Cleaning Services	152.09	0.00	152.09	
			4056731175	Laundry & Cleaning Services	2.82	0.00	2.82	
			4056731200	Laundry & Cleaning Services	161.33	0.00	161.33	
			4056731547	Laundry & Cleaning Services	354.54	0.00	354.54	
			4057364527	Laundry & Cleaning Services	19.43	0.00	19.43	
			4057364540	Laundry & Cleaning Services	152.09	0.00	152.09	
			4057364564	Laundry & Cleaning Services	2.82	0.00	2.82	
			4057364594	Laundry & Cleaning Services	161.33	0.00	161.33	
			4057364691	Laundry & Cleaning Services	354.54	0.00	354.54	
xxx328203	10/13/20	GRAINGER	9609271987	Parts, Vehicles & Motor Equip	158.72	0.00	158.72	\$11,787.96
			9609668091	General Supplies	143.14	0.00	143.14	

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			9609822326	Miscellaneous Equipment Parts & Supplies	318.05	0.00	318.05	
			9610851801	Parts, Vehicles & Motor Equip	6.46	0.00	6.46	
			9610851819	Parts, Vehicles & Motor Equip	8.51	0.00	8.51	
			9611951741	Miscellaneous Equipment Parts & Supplies	90.26	0.00	90.26	
			9612370107	Hand Tools	89.20	0.00	89.20	
			9612549577	Electrical Parts & Supplies	140.45	0.00	140.45	
			9612554072	Electrical Parts & Supplies	355.02	0.00	355.02	
			9613167536	Miscellaneous Equipment Parts & Supplies	224.00	0.00	224.00	
			9613779652	Bldg Maint Matls & Supplies	120.61	0.00	120.61	
			9614872498	Bldg Maint Matls & Supplies	270.76	0.00	270.76	
			9615141034	Bldg Maint Matls & Supplies	121.29	0.00	121.29	
			9615424208	Miscellaneous Equipment Parts & Supplies	72.48	0.00	72.48	
			9615424216	Miscellaneous Equipment Parts & Supplies	74.28	0.00	74.28	
			9615803310	Hand Tools	133.20	0.00	133.20	
			9616014321	Miscellaneous Equipment	202.86	0.00	202.86	
			9616014339	Electrical Parts & Supplies	293.76	0.00	293.76	
			9616091600	Miscellaneous Equipment Parts & Supplies	241.17	0.00	241.17	
			9617440483	General Supplies	102.81	0.00	102.81	
			9617963518	Bldg Maint Matls & Supplies	61.34	0.00	61.34	
			9620354952	Chemicals	181.67	0.00	181.67	
			9620646621	Electrical Parts & Supplies	257.12	0.00	257.12	
			9620934894	Electrical Parts & Supplies	76.86	0.00	76.86	
			9622180025	Parts, Vehicles & Motor Equip	9.48	0.00	9.48	
			9622302454	Hand Tools	1,830.45	0.00	1,830.45	
			9623147882	Chemicals	545.01	0.00	545.01	
			9624666781	Miscellaneous Equipment Parts & Supplies	813.24	0.00	813.24	
			9625097002	Supplies, Safety	64.42	0.00	64.42	
			9625097010	Hand Tools	93.98	0.00	93.98	
			9625200440	Facilities Equipment	638.05	0.00	638.05	
			9625253423	Electrical Parts & Supplies	222.63	0.00	222.63	
			9625253431	Supplies, Safety	85.46	0.00	85.46	

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			9627807077	Hand Tools	38.37	0.00	38.37	
			9628469943	Bldg Maint Matls & Supplies	48.18	0.00	48.18	
			9628512692	Parts, Vehicles & Motor Equip	116.08	0.00	116.08	
			9628628498	Parts, Vehicles & Motor Equip	82.86	0.00	82.86	
			9629237331	Supplies, Safety	127.86	0.00	127.86	
			9630437722	Miscellaneous Equipment Parts & Supplies	34.41	0.00	34.41	
			9630555325	Bldg Maint Matls & Supplies	196.01	0.00	196.01	
			9631156107	Bldg Maint Matls & Supplies	97.06	0.00	97.06	
			9631465755	Electrical Parts & Supplies	84.28	0.00	84.28	
			9633025920	General Supplies	586.85	0.00	586.85	
			9633755831	Bldg Maint Matls & Supplies	26.38	0.00	26.38	
			9633925202	Hand Tools	16.46	0.00	16.46	
			9634832977	Miscellaneous Equipment Parts & Supplies	842.58	0.00	842.58	
			9635036370	Hand Tools	740.66	0.00	740.66	
			9635078190	Bldg Maint Matls & Supplies	17.09	0.00	17.09	
			9636587637	Electrical Parts & Supplies	276.95	0.00	276.95	
			9637380206	Hand Tools	114.96	0.00	114.96	
			9637448052	Miscellaneous Equipment Parts & Supplies	47.88	0.00	47.88	
			9637448060	Miscellaneous Equipment Parts & Supplies	15.89	0.00	15.89	
			9637584963	Chemicals	31.50	0.00	31.50	
			9637584971	Miscellaneous Equipment Parts & Supplies	131.03	0.00	131.03	
			9637593741	Hand Tools	67.88	0.00	67.88	
xxx328208	10/13/20	SOUTH BAY REGIONAL PUBLIC SAFETY	221148	Training and Conferences	812.90	0.00	812.90	\$812.90
xxx328210	10/13/20	UNITED STATES POSTAL SERVICE	8050365-100620	Inventory Purchase	20,000.00	0.00	20,000.00	\$20,000.00
xxx328211	10/13/20	LYNNE PAGE	486983	Refund Recreation Fees	40.00	0.00	40.00	\$40.00
xxx328212	10/13/20	MICHAEL PAYNE	187425-2686	Refund Utility Account Credit	250.40	0.00	250.40	\$250.40
xxx328213	10/13/20	RICHARD STEFFEN	484751	Refund Recreation Fees	40.00	0.00	40.00	\$40.00
xxx328214	10/13/20	XL CONSTRUCTION	2019-5940	Construction Tax	32,400.00	0.00	32,400.00	\$94,893.45
			2019-5940	Permit - Building	26,462.26	0.00	26,462.26	
			2019-5940	Permit - Electrical	2,835.87	0.00	2,835.87	
			2019-5940	Permit - Fire Prev Construct	18,523.58	0.00	18,523.58	

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			2019-5940	Permit - Mechanical	2,835.87	0.00	2,835.87	
			2019-5940	Permit - Plumbing & Gas	2,835.87	0.00	2,835.87	
			2019-5940	Plan Maintenance Fees - General Plan Maintenance	9,000.00	0.00	9,000.00	
xxx328215	10/15/20	ABODE SERVICES	TBRA 2019/20-8	Contracts/Service Agreements	5,847.16	0.00	5,847.16	\$59,003.16
			TBRA 2019/20-8	Outside Group Funding	53,156.00	0.00	53,156.00	
xxx328216	10/15/20	ACADEMY OF TRUCK DRIVING INC	1943	DED Services/Training - Training	4,992.00	0.00	4,992.00	\$4,992.00
xxx328217	10/15/20	ADVANCED CHEMICAL TRANSPORT INC	293561	General Supplies	377.55	0.00	377.55	\$377.55
xxx328218	10/15/20	ADVANCED GRAPHIX INC	205010	Parts, Vehicles & Motor Equip	508.00	0.00	508.00	\$508.00
xxx328219	10/15/20	AFFORDABLE TURF & SPECIALTY TIRE	4043223	Parts, Vehicles & Motor Equip	134.08	0.00	134.08	\$134.08
xxx328220	10/15/20	AIR COOLED ENGINES INC	83748	Parts, Vehicles & Motor Equip	9.24	0.00	9.24	\$327.33
			83782	Parts, Vehicles & Motor Equip	318.09	0.00	318.09	
xxx328221	10/15/20	ALHAMBRA	19768402060120	General Supplies	4.98	0.00	4.98	\$983.36
			19768402070120	General Supplies	252.28	0.00	252.28	
			19768402070120	Miscellaneous Services	27.48	0.00	27.48	
			19768402080120	General Supplies	326.17	0.00	326.17	
			19768402080120	Miscellaneous Services	89.16	0.00	89.16	
			19768402090120	General Supplies	246.05	0.00	246.05	
			19768402090120	Miscellaneous Services	37.24	0.00	37.24	
xxx328225	10/15/20	ALTEC INDUSTRIES INC	11450743	Parts, Vehicles & Motor Equip	552.74	0.00	552.74	\$552.74
xxx328226	10/15/20	ALWAYS UNDER PRESSURE	93018	Parts, Vehicles & Motor Equip	516.97	0.00	516.97	\$516.97
xxx328227	10/15/20	APPLEONE EMPLOYMENT SERVICES	01-5678614	Salaries - Contract Personnel	1,190.34	0.00	1,190.34	\$2,263.62
			01-5678615	Salaries - Contract Personnel	1,073.28	0.00	1,073.28	
xxx328228	10/15/20	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	4HX47	Vehicles & Motorized Equip	356.00	0.00	356.00	\$356.00
xxx328229	10/15/20	BAY AREA NEWS GROUP	0006499750	Advertising Services	1,080.80	0.00	1,080.80	\$2,930.60
			0006500873	Advertising Services	525.00	0.00	525.00	
			0006504058AUG	Advertising Services	1,080.80	0.00	1,080.80	
			0006505412	Advertising Services	244.00	0.00	244.00	
xxx328230	10/15/20	BAY AREA POLYGRAPH	998	Investigation Expense	525.00	0.00	525.00	\$525.00
xxx328231	10/15/20	BELKORP AG LLC	664521	Parts, Vehicles & Motor Equip	62.65	0.00	62.65	\$384.41
			664690	Parts, Vehicles & Motor Equip	321.76	0.00	321.76	

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xxx328232	10/15/20	BEST BEST & KRIEGER LLP	886472	Legal Services	2,380.00	0.00	2,380.00	\$2,380.00
xxx328233	10/15/20	BOUND TREE MEDICAL LLC	83802628	Inventory Purchase	2,306.44	0.00	2,306.44	\$2,306.44
xxx328234	10/15/20	BURKE WILLIAMS & SORENSEN LLP	259586	Legal Services	442.50	0.00	442.50	\$442.50
xxx328235	10/15/20	BURTONS FIRE INC	S48597	Parts, Vehicles & Motor Equip	684.50	0.00	684.50	\$2,135.12
			S49406	Parts, Vehicles & Motor Equip	248.83	0.00	248.83	
			S49994	Parts, Vehicles & Motor Equip	277.77	0.00	277.77	
			S50136	Parts, Vehicles & Motor Equip	413.92	0.00	413.92	
			S50142	Parts, Vehicles & Motor Equip	510.10	0.00	510.10	
xxx328236	10/15/20	CPS HR CONSULTING	SOP50228	Personnel Testing Services	1,037.30	0.00	1,037.30	\$2,412.30
			SOP51740	Personnel Testing Services	1,375.00	0.00	1,375.00	
xxx328237	10/15/20	CALLANDER ASSOCIATES LANDSCAPE ARCHITEC	18054-18	Consultants	7,812.55	0.00	7,812.55	\$7,812.55
xxx328238	10/15/20	CENTRAL LABOR COUNCIL PARTNERSHIP	39	Contracts/Service Agreements	63,697.30	0.00	63,697.30	\$63,697.30
xxx328239	10/15/20	CITY OF SAN JOSE - WORK2FUTURE	0004	Contracts/Service Agreements	23,837.15	0.00	23,837.15	\$23,837.15
xxx328240	10/15/20	COAST COUNTIES PETERBILT	01108992P	Parts, Vehicles & Motor Equip	140.73	0.00	140.73	\$1,581.23
			01110225P	Parts, Vehicles & Motor Equip	34.87	0.00	34.87	
			01110235P	Parts, Vehicles & Motor Equip	296.88	0.00	296.88	
			01110887P	Parts, Vehicles & Motor Equip	591.41	0.00	591.41	
			01111305P	Parts, Vehicles & Motor Equip	258.67	0.00	258.67	
			01111306P	Parts, Vehicles & Motor Equip	258.67	0.00	258.67	
xxx328241	10/15/20	COLANTUONO HIGHSMITH & WHATLEY PC	43751	Legal Services	993.15	0.00	993.15	\$993.15
xxx328242	10/15/20	CONCENTRA	68900834	Pre-Employment Testing	100.00	0.00	100.00	\$2,449.00
			68955630	Pre-Employment Testing	125.00	0.00	125.00	
			69018482	Pre-Employment Testing	1,170.00	0.00	1,170.00	
			69084584	Pre-Employment Testing	1,054.00	0.00	1,054.00	
xxx328243	10/15/20	DAVID J POWERS & ASSOC INC	25498	Developer Passthroughs-Downtown Projects	4,415.00	0.00	4,415.00	\$4,415.00
xxx328245	10/15/20	DOWNEY BRAND LLP	551583	Legal Services	9,596.25	0.00	9,596.25	\$12,224.75
			552593	Legal Services	2,628.50	0.00	2,628.50	
xxx328246	10/15/20	FEDEX	7-081-08440	Mailing & Delivery Services	15.01	0.00	15.01	\$20.56

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			7-126-15842	Mailing & Delivery Services	5.55	0.00	5.55	
xxx328247	10/15/20	FERGUSON WATERWORKS	1578553	Inventory Purchase	333.98	3.06	330.92	\$330.92
xxx328248	10/15/20	FIRE & RISK ALLIANCE LLC	132-001-51	Contracts/Service Agreements	37,032.73	0.00	37,032.73	\$71,763.78
			132-001-52	Contracts/Service Agreements	34,731.05	0.00	34,731.05	
xxx328249	10/15/20	FLEETPRIDE INC	58445664	Parts, Vehicles & Motor Equip	80.55	0.00	80.55	\$1,195.09
			58634017	Parts, Vehicles & Motor Equip	392.42	0.00	392.42	
			58678409	Parts, Vehicles & Motor Equip	92.50	0.00	92.50	
			58805450	Parts, Vehicles & Motor Equip	165.42	0.00	165.42	
			58935483	Parts, Vehicles & Motor Equip	245.06	0.00	245.06	
			58964475	Parts, Vehicles & Motor Equip	83.38	0.00	83.38	
			59077433	Parts, Vehicles & Motor Equip	116.24	0.00	116.24	
			59410742	Parts, Vehicles & Motor Equip	19.52	0.00	19.52	
xxx328250	10/15/20	GOLDFARB LIPMAN ATTORNEYS	137167	Legal Services	2,304.00	0.00	2,304.00	\$3,360.00
			137168	Legal Services	1,056.00	0.00	1,056.00	
xxx328251	10/15/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1104279	Parts, Vehicles & Motor Equip	807.62	0.00	807.62	\$8,133.42
			189-1104288	Parts, Vehicles & Motor Equip	340.64	0.00	340.64	
			189-1104319	Parts, Vehicles & Motor Equip	3,571.92	0.00	3,571.92	
			189-1104384	Parts, Vehicles & Motor Equip	969.41	0.00	969.41	
			189-1104440	Parts, Vehicles & Motor Equip	108.25	0.00	108.25	
			189-1104441	Parts, Vehicles & Motor Equip	317.71	0.00	317.71	
			189-1104522	Parts, Vehicles & Motor Equip	183.93	0.00	183.93	
			189-1104564	Parts, Vehicles & Motor Equip	962.92	0.00	962.92	
			189-1104577	Parts, Vehicles & Motor Equip	126.52	0.00	126.52	
			189-1104721	Inventory Purchase	744.50	0.00	744.50	
xxx328252	10/15/20	GRAINGER	9681880879	Inventory Purchase	173.31	0.00	173.31	\$173.31
xxx328253	10/15/20	HACH CO INC	12067581	Chemicals	163.61	0.00	163.61	\$163.61
xxx328254	10/15/20	HUMANE SOCIETY SILICON VALLEY	125484	General Supplies	24,496.32	0.00	24,496.32	\$64,496.32
			125485	Contracts/Service Agreements	40,000.00	0.00	40,000.00	
xxx328255	10/15/20	HYBRID COMMERCIAL PRINTING INC	27137	Printing & Related Services	1,389.75	0.00	1,389.75	\$3,970.87
			27167	Printing & Related Services	1,498.75	0.00	1,498.75	
			27168	Printing & Related Services	651.82	0.00	651.82	

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			27169	Printing & Related Services	430.55	0.00	430.55	
xxx328256	10/15/20	HYDROSCIENCE ENGINEERS INC	262001107	Engineering Services	3,297.50	0.00	3,297.50	\$3,297.50
xxx328257	10/15/20	ID WHOLESALER	INV6442079	Bldg Maint Matls & Supplies	90.46	0.00	90.46	\$90.46
xxx328258	10/15/20	ICONIX WATERWORKS	U2016049914	Materials - Land Improve	263.64	2.42	261.22	\$261.22
xxx328259	10/15/20	IMPERIAL MAINTENANCE SERVICES INC	SES #0031	Bldg Maint Matls & Supplies	608.04	0.00	608.04	\$608.04
xxx328260	10/15/20	IMPERIAL SPRINKLER SUPPLY	4216340-01	Materials - Land Improve	33.72	0.00	33.72	\$33.72
xxx328261	10/15/20	INDEPENDENT ELECTRIC SUPPLY INC	S104601136.002	Materials - Land Improve	3,595.37	0.00	3,595.37	\$3,595.37
xxx328262	10/15/20	INFOSEND INC	176942	Mailing & Delivery Services	963.22	0.00	963.22	\$9,511.99
			176943	Postage	1,806.92	0.00	1,806.92	
			177360	Mailing & Delivery Services	792.56	0.00	792.56	
			177361	Postage	1,620.93	0.00	1,620.93	
			178017	Financial Services	1,370.63	0.00	1,370.63	
			178428	Mailing & Delivery Services	843.63	0.00	843.63	
			178429	Postage	2,114.10	0.00	2,114.10	
xxx328264	10/15/20	INTERSTATE BATTERY SYSTEM OF SAN JOSE	10291644	Parts, Vehicles & Motor Equip	921.94	0.00	921.94	\$5,363.63
			10292322	Parts, Vehicles & Motor Equip	233.43	0.00	233.43	
			10293110	Parts, Vehicles & Motor Equip	791.49	0.00	791.49	
			10293223	Parts, Vehicles & Motor Equip	102.98	0.00	102.98	
			10293532	Parts, Vehicles & Motor Equip	1,400.30	0.00	1,400.30	
			10293621	Parts, Vehicles & Motor Equip	96.11	0.00	96.11	
			10293783	Parts, Vehicles & Motor Equip	116.71	0.00	116.71	
			10293922	Parts, Vehicles & Motor Equip	217.73	0.00	217.73	
			10294146	Parts, Vehicles & Motor Equip	353.09	0.00	353.09	
			10294190	Parts, Vehicles & Motor Equip	77.47	0.00	77.47	
			10294191	Parts, Vehicles & Motor Equip	247.16	0.00	247.16	
			10294458	Parts, Vehicles & Motor Equip	116.71	0.00	116.71	
			10294648	Parts, Vehicles & Motor Equip	688.51	0.00	688.51	
xxx328266	10/15/20	INTEX AUTO PARTS	2-12016-13	Parts, Vehicles & Motor Equip	21.80	0.00	21.80	\$331.58
			2-12024-13	Parts, Vehicles & Motor Equip	21.53	0.00	21.53	
			2-12085-11	Parts, Vehicles & Motor Equip	71.58	0.00	71.58	
			2-12089-13	Parts, Vehicles & Motor Equip	152.36	0.00	152.36	

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			2-12507-13	Parts, Vehicles & Motor Equip	42.66	0.00	42.66	
			2-12590-11	Parts, Vehicles & Motor Equip	10.20	0.00	10.20	
			2-13013-16	Parts, Vehicles & Motor Equip	11.45	0.00	11.45	
xxx328267	10/15/20	IRVINE & JACHENS INC	3274	Clothing, Uniforms & Access	2,108.06	0.00	2,108.06	\$2,108.06
xxx328268	10/15/20	JAVELCO EQUIPMENT SERVICE INC	57058	Hand Tools	0.00	0.00	0.00	\$652.30
			57068	Hand Tools	0.00	0.00	0.00	
			57152	Misc Equip Maint & Repair - Labor	220.00	0.00	220.00	
			57152	Misc Equip Maint & Repair - Materials	132.57	0.00	132.57	
			57245	Misc Equip Maint & Repair - Labor	165.00	0.00	165.00	
			57245	Misc Equip Maint & Repair - Materials	134.73	0.00	134.73	
xxx328269	10/15/20	JOBTRAIN	YOUTHFY2102	Contracts/Service Agreements	23,205.00	0.00	23,205.00	\$23,205.00
xxx328270	10/15/20	KME FIRE APPARATUS	CA553228	Parts, Vehicles & Motor Equip	1,450.75	0.00	1,450.75	\$9,748.29
			CA553293	Parts, Vehicles & Motor Equip	115.13	0.00	115.13	
			CA553378	Parts, Vehicles & Motor Equip	586.53	0.00	586.53	
			CA553479	Parts, Vehicles & Motor Equip	840.57	0.00	840.57	
			CA553485	Parts, Vehicles & Motor Equip	181.49	0.00	181.49	
			CA553506	Parts, Vehicles & Motor Equip	43.56	0.00	43.56	
			CA553557	Parts, Vehicles & Motor Equip	137.36	0.00	137.36	
			CA553593	Parts, Vehicles & Motor Equip	60.34	0.00	60.34	
			CA553603	Parts, Vehicles & Motor Equip	268.13	0.00	268.13	
			CA553613	Parts, Vehicles & Motor Equip	416.89	0.00	416.89	
			CA553645	Parts, Vehicles & Motor Equip	4,356.80	0.00	4,356.80	
			CA553646	Parts, Vehicles & Motor Equip	38.69	0.00	38.69	
			CA553670	Parts, Vehicles & Motor Equip	1,081.43	0.00	1,081.43	
			CA553700	Parts, Vehicles & Motor Equip	141.10	0.00	141.10	
			CA553715	Parts, Vehicles & Motor Equip	29.52	0.00	29.52	
xxx328272	10/15/20	KANOPY INC	208130-PPU	Library Periodicals/Databases	1,489.00	0.00	1,489.00	\$2,896.00
			213017-PPU	Library Periodicals/Databases	1,407.00	0.00	1,407.00	
xxx328273	10/15/20	LEHR AUTO ELECTRIC	SI50683	Parts, Vehicles & Motor Equip	653.57	0.00	653.57	\$653.57
xxx328274	10/15/20	LEIGHTON STONE CORP	1238768	Miscellaneous Equipment Parts & Supplies	1,505.00	0.00	1,505.00	\$1,505.00
xxx328275	10/15/20	LEVEL 3 COMMUNICATIONS LLC	130166231	Telecommunication Services	4,804.84	0.00	4,804.84	\$35,164.02

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			130190940	Telecommunication Services	7,156.50	0.00	7,156.50	
			140205065	Telecommunication Services	7,156.50	0.00	7,156.50	
			140224255	Telecommunication Services	4,084.84	0.00	4,084.84	
			150243394	Telecommunication Services	7,156.50	0.00	7,156.50	
			150244023	Telecommunication Services	4,804.84	0.00	4,804.84	
xxx328276	10/15/20	LIEBERT CASSIDY WHITMORE	1506503	Legal Services	792.00	0.00	792.00	\$792.00
xxx328277	10/15/20	LIEBERT CASSIDY WHITMORE	1506502	Legal Services	553.92	0.00	553.92	\$553.92
xxx328278	10/15/20	MWA ARCHITECTS INC	201727.00-21PW	Engineering Services	10,000.00	0.00	10,000.00	\$108,597.59
			201727.00-25	Engineering Services	98,597.59	0.00	98,597.59	
xxx328279	10/15/20	MALLORY SAFETY & SUPPLY LLC	4905828	Inventory Purchase	1,496.35	0.00	1,496.35	\$6,214.31
			4908921	Inventory Purchase	754.28	0.00	754.28	
			4916271	Inventory Purchase	1,373.40	0.00	1,373.40	
			4926996	Inventory Purchase	2,398.00	0.00	2,398.00	
			4927289	Inventory Purchase	147.15	0.00	147.15	
			4933053	Inventory Purchase	45.13	0.00	45.13	
xxx328280	10/15/20	MANAGEMENT PARTNERS INC	INV08736	Consultants	450.00	0.00	450.00	\$1,350.00
			INV08807	Consultants	900.00	0.00	900.00	
xxx328281	10/15/20	MANTEK SOLUTIONS INC	9573	Professional Services	4,800.00	0.00	4,800.00	\$17,760.00
			9587	Professional Services	4,800.00	0.00	4,800.00	
			9617	Professional Services	4,800.00	0.00	4,800.00	
			9626	Professional Services	3,360.00	0.00	3,360.00	
xxx328282	10/15/20	METRO MOBILE COMMUNICATIONS	44573	Parts, Vehicles & Motor Equip	10,388.68	0.00	10,388.68	\$10,388.68
xxx328283	10/15/20	METROPOLITAN PLANNING GROUP	2001844	Professional Services	4,685.00	0.00	4,685.00	\$4,685.00
xxx328284	10/15/20	MIDPEN HOUSING CORPORATION	1718-832040#25	Outside Group Funding	58,931.16	0.00	58,931.16	\$58,931.16
xxx328285	10/15/20	MIDWEST TAPE	99329114	Library Periodicals/Databases	5,120.74	0.00	5,120.74	\$5,120.74
xxx328286	10/15/20	MISSION VALLEY FORD TRUCK SALES INC	749229	Parts, Vehicles & Motor Equip	277.79	0.00	277.79	\$277.79
xxx328287	10/15/20	MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL	9152020	DED Services/Training - Training	472.50	0.00	472.50	\$472.50
xxx328288	10/15/20	MUNICIPAL MAINTENANCE EQUIPMENT INC	0151256-IN	Parts, Vehicles & Motor Equip	189.35	0.00	189.35	\$1,701.38
			0152380-IN	Misc Equip Maint & Repair	1,512.03	0.00	1,512.03	
xxx328289	10/15/20	MUNICIPAL PLAN CHECK SERVICES INC	1149	Consultants	23,737.50	0.00	23,737.50	\$23,737.50

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xxx328290	10/15/20	NAPA AUTO PARTS	5983-583799	Parts, Vehicles & Motor Equip	146.62	0.00	146.62	\$817.05
			5983-583802	Parts, Vehicles & Motor Equip	50.92	0.00	50.92	
			5983-584348	Parts, Vehicles & Motor Equip	20.43	0.00	20.43	
			5983-585112	Parts, Vehicles & Motor Equip	32.67	0.00	32.67	
			5983-585277	Parts, Vehicles & Motor Equip	32.46	0.00	32.46	
			5983-585352	Parts, Vehicles & Motor Equip	308.42	0.00	308.42	
			5983-585928	Parts, Vehicles & Motor Equip	97.32	0.00	97.32	
			5983-586491	Parts, Vehicles & Motor Equip	108.59	0.00	108.59	
			5983-586492	Parts, Vehicles & Motor Equip	19.62	0.00	19.62	
xxx328291	10/15/20	NET TRANSCRIPTS INC	INV2102027	Investigation Expense	65.67	0.00	65.67	\$65.67
xxx328292	10/15/20	NUTRIEN AG SOLUTIONS INC	43622973	Materials - Land Improve	4,926.80	0.00	4,926.80	\$4,926.80
xxx328293	10/15/20	PTS COMMUNICATIONS INC	2050756	Utilities - Telephone	75.00	0.00	75.00	\$75.00
xxx328294	10/15/20	PACIFIC CREST LANDSCAPE AND MAINTENANCE	40726	Services Maintain Land Improv	833.33	0.00	833.33	\$833.33
xxx328295	10/15/20	PACIFIC WEST SECURITY INC	38614	Alarm Services	96.00	0.00	96.00	\$96.00
xxx328296	10/15/20	PINE CONE LUMBER CO INC	68664	Materials - Land Improve	147.95	0.00	147.95	\$147.95
xxx328297	10/15/20	PRO-SWEEP INC	284563	Services Maintain Land Improv	856.96	0.00	856.96	\$1,392.56
			284564	Services Maintain Land Improv	535.60	0.00	535.60	
xxx328298	10/15/20	RDO EQUIPMENT CO	P9913274	Parts, Vehicles & Motor Equip	324.06	0.00	324.06	\$324.06
xxx328299	10/15/20	RACY MING ASSOC LLC	SEPT2020	Contracts/Service Agreements	2,550.00	0.00	2,550.00	\$2,550.00
xxx328300	10/15/20	REED & GRAHAM INC	985050	Materials - Land Improve	-2,667.23	0.00	-2,667.23	\$11,019.52
			985051	Materials - Land Improve	13,686.75	0.00	13,686.75	
xxx328301	10/15/20	REGIONAL GOVERNMENT SERVICES AUTHORITY	11297	Consultants	6,345.00	0.00	6,345.00	\$6,345.00
xxx328302	10/15/20	ROGER D HIGDON	2020-F	Consultants	594.44	0.00	594.44	\$594.44
xxx328303	10/15/20	ROYAL BRASS INC	927654-001	Parts, Vehicles & Motor Equip	74.06	0.00	74.06	\$451.44
			934585-001	Parts, Vehicles & Motor Equip	235.02	0.00	235.02	
			934882-001	Parts, Vehicles & Motor Equip	30.36	0.00	30.36	
			935743-001	Parts, Vehicles & Motor Equip	44.47	0.00	44.47	
			936021-001	Parts, Vehicles & Motor Equip	39.22	0.00	39.22	
			936643-001	Parts, Vehicles & Motor Equip	28.31	0.00	28.31	
xxx328304	10/15/20	SAFEWAY INC	432437-092820	General Supplies	139.44	0.00	139.44	\$228.43

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			723382-091420	General Supplies	51.12	0.00	51.12	
			729074-093020	General Supplies	37.87	0.00	37.87	
xxx328305	10/15/20	SAN JOSE CONSERVATION CORPS	7435	Recycling Services	8,750.00	0.00	8,750.00	\$8,750.00
xxx328306	10/15/20	SCHAAF & WHEELER CONSULTING CIVIL	32673	Professional Services	5,710.00	0.00	5,710.00	\$5,710.00
xxx328307	10/15/20	SIERRA PACIFIC TURF SUPPLY INC	0582275-IN	Materials - Land Improve	2,223.99	0.00	2,223.99	\$2,223.99
xxx328308	10/15/20	SILVER & WRIGHT LLP	27080	Legal Services	883.20	0.00	883.20	\$1,188.50
			27081	Legal Services	305.30	0.00	305.30	
xxx328309	10/15/20	SITEONE LANDSCAPE SUPPLY LLC	103420846-001	Materials - Land Improve	460.58	0.00	460.58	\$460.58
xxx328310	10/15/20	SOUTH BAY REGIONAL PUBLIC SAFETY	220450	Training and Conferences	1,296.06	0.00	1,296.06	\$1,296.06
xxx328311	10/15/20	STEVENS CREEK CHRYSLER JEEP DODGE	369541	Parts, Vehicles & Motor Equip	351.83	0.00	351.83	\$351.83
xxx328312	10/15/20	STUDIO EM GRAPHIC DESIGN	18011	Graphics Services	171.68	0.00	171.68	\$4,895.21
			18012	Graphics Services	220.73	0.00	220.73	
			18013	Graphics Services	333.54	0.00	333.54	
			18014	Graphics Services	245.25	0.00	245.25	
			18016	Graphics Services	269.78	0.00	269.78	
			18029	Graphics Services	122.63	0.00	122.63	
			18030	Graphics Services	3,531.60	0.00	3,531.60	
xxx328313	10/15/20	SUN MOUNTAIN	691322	Inventory Purchase	161.50	0.00	161.50	\$1,341.50
			695885	Inventory Purchase	1,180.00	0.00	1,180.00	
xxx328314	10/15/20	SUNNYVALE FORD	171735-1	Parts, Vehicles & Motor Equip	337.39	0.00	337.39	\$7,742.08
			172064	Parts, Vehicles & Motor Equip	184.71	0.00	184.71	
			172837	Parts, Vehicles & Motor Equip	48.19	0.00	48.19	
			172975-1	Parts, Vehicles & Motor Equip	293.24	0.00	293.24	
			173228	Parts, Vehicles & Motor Equip	174.49	0.00	174.49	
			173318	Parts, Vehicles & Motor Equip	91.69	0.00	91.69	
			173319	Parts, Vehicles & Motor Equip	184.54	0.00	184.54	
			173344	Parts, Vehicles & Motor Equip	25.35	0.00	25.35	
			173373	Parts, Vehicles & Motor Equip	1,382.05	0.00	1,382.05	
			173373-1	Parts, Vehicles & Motor Equip	634.47	0.00	634.47	
			173403	Parts, Vehicles & Motor Equip	5.65	0.00	5.65	
			173406	Parts, Vehicles & Motor Equip	42.19	0.00	42.19	

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			173430	Parts, Vehicles & Motor Equip	7.04	0.00	7.04	
			173521	Parts, Vehicles & Motor Equip	131.75	0.00	131.75	
			173541	Parts, Vehicles & Motor Equip	375.90	0.00	375.90	
			173616	Parts, Vehicles & Motor Equip	44.71	0.00	44.71	
			173658	Parts, Vehicles & Motor Equip	51.47	0.00	51.47	
			173659	Parts, Vehicles & Motor Equip	12.68	0.00	12.68	
			173670	Parts, Vehicles & Motor Equip	6.28	0.00	6.28	
			173676	Parts, Vehicles & Motor Equip	52.64	0.00	52.64	
			173714	Parts, Vehicles & Motor Equip	36.18	0.00	36.18	
			173717	Parts, Vehicles & Motor Equip	6.28	0.00	6.28	
			173721	Parts, Vehicles & Motor Equip	34.34	0.00	34.34	
			173732	Parts, Vehicles & Motor Equip	37.53	0.00	37.53	
			173743	Parts, Vehicles & Motor Equip	102.36	0.00	102.36	
			173766	Parts, Vehicles & Motor Equip	11.29	0.00	11.29	
			173780	Parts, Vehicles & Motor Equip	44.71	0.00	44.71	
			173790	Parts, Vehicles & Motor Equip	57.86	0.00	57.86	
			173817	Parts, Vehicles & Motor Equip	120.67	0.00	120.67	
			173824	Parts, Vehicles & Motor Equip	185.33	0.00	185.33	
			173864	Parts, Vehicles & Motor Equip	200.76	0.00	200.76	
			173921	Parts, Vehicles & Motor Equip	76.71	0.00	76.71	
			174053	Parts, Vehicles & Motor Equip	13.59	0.00	13.59	
			174522	Parts, Vehicles & Motor Equip	153.36	0.00	153.36	
			174527	Parts, Vehicles & Motor Equip	289.01	0.00	289.01	
			174577	Parts, Vehicles & Motor Equip	107.52	0.00	107.52	
			174672	Parts, Vehicles & Motor Equip	1.96	0.00	1.96	
			174758	Parts, Vehicles & Motor Equip	231.00	0.00	231.00	
			174933	Parts, Vehicles & Motor Equip	526.26	0.00	526.26	
			174962	Parts, Vehicles & Motor Equip	23.85	0.00	23.85	
			174975	Parts, Vehicles & Motor Equip	44.71	0.00	44.71	
			175017	Parts, Vehicles & Motor Equip	4.09	0.00	4.09	
			175068	Parts, Vehicles & Motor Equip	46.58	0.00	46.58	

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			175107	Inventory Purchase	1,149.70	0.00	1,149.70	
			FOCS819345	Parts, Vehicles & Motor Equip	150.00	0.00	150.00	
xxx328318	10/15/20	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL1020	Insurances - Dental	30,077.70	0.00	30,077.70	\$30,077.70
xxx328319	10/15/20	SUNNYVALE TOWING INC	293963	Vehicle Towing Services	100.00	0.00	100.00	\$5,095.00
			293969	Vehicle Towing Services	40.00	0.00	40.00	
			293978	Vehicle Towing Services	45.00	0.00	45.00	
			293985	Vehicle Towing Services	100.00	0.00	100.00	
			306791	Vehicle Towing Services	40.00	0.00	40.00	
			306793	Vehicle Towing Services	45.00	0.00	45.00	
			307335	Vehicle Towing Services	300.00	0.00	300.00	
			307612	Vehicle Towing Services	825.00	0.00	825.00	
			307618	Vehicle Towing Services	825.00	0.00	825.00	
			307628	Vehicle Towing Services	300.00	0.00	300.00	
			307670	Vehicle Towing Services	45.00	0.00	45.00	
			307715	Vehicle Towing Services	40.00	0.00	40.00	
			307716	Vehicle Towing Services	40.00	0.00	40.00	
			307739	Vehicle Towing Services	250.00	0.00	250.00	
			308935	Vehicle Towing Services	100.00	0.00	100.00	
			309647	Vehicle Towing Services	40.00	0.00	40.00	
			309678	Vehicle Towing Services	675.00	0.00	675.00	
			309715	Vehicle Towing Services	45.00	0.00	45.00	
			309727	Vehicle Towing Services	45.00	0.00	45.00	
			309729	Vehicle Towing Services	45.00	0.00	45.00	
			309730	Vehicle Towing Services	45.00	0.00	45.00	
			309733	Vehicle Towing Services	45.00	0.00	45.00	
			309867	Vehicle Towing Services	40.00	0.00	40.00	
			309870	Vehicle Towing Services	40.00	0.00	40.00	
			309880	Vehicle Towing Services	45.00	0.00	45.00	
			309945	Vehicle Towing Services	225.00	0.00	225.00	
			310118	Vehicle Towing Services	45.00	0.00	45.00	

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			318506	Vehicle Towing Services	40.00	0.00	40.00	
			319501	Vehicle Towing Services	45.00	0.00	45.00	
			319507	Vehicle Towing Services	45.00	0.00	45.00	
			319508	Vehicle Towing Services	45.00	0.00	45.00	
			319514	Vehicle Towing Services	45.00	0.00	45.00	
			319516	Vehicle Towing Services	45.00	0.00	45.00	
			319528	Vehicle Towing Services	45.00	0.00	45.00	
			319529	Vehicle Towing Services	45.00	0.00	45.00	
			319531	Vehicle Towing Services	45.00	0.00	45.00	
			319532	Vehicle Towing Services	45.00	0.00	45.00	
			319533	Vehicle Towing Services	45.00	0.00	45.00	
			319566	Vehicle Towing Services	40.00	0.00	40.00	
			320504	Vehicle Towing Services	45.00	0.00	45.00	
			320505	Vehicle Towing Services	45.00	0.00	45.00	
			321506	Vehicle Towing Services	45.00	0.00	45.00	
xxx328323	10/15/20	SUPERIOR PRESS	4219915	Printing & Related Services	78.14	0.00	78.14	\$114.87
			4231663	Printing & Related Services	36.73	0.00	36.73	
xxx328324	10/15/20	SUSTAINABLE TURF SCIENCE INC	5159	Materials - Land Improve	1,575.00	0.00	1,575.00	\$1,575.00
xxx328325	10/15/20	TJKM	0050142	Engineering Services	7,857.87	0.00	7,857.87	\$7,875.87
			0050142ADJ	Engineering Services	18.00	0.00	18.00	
xxx328326	10/15/20	TMT ENTERPRISES INC	05755	Materials - Land Improve	2,107.82	0.00	2,107.82	\$3,647.89
			05946	Materials - Land Improve	1,540.07	0.00	1,540.07	
xxx328327	10/15/20	TRISTAR RISK MANAGEMENT	101203	Workers' Compensation - Administration	849.92	0.00	849.92	\$849.92
xxx328328	10/15/20	TSD GROUP	2031	Supplies, Safety	825.00	0.00	825.00	\$825.00
xxx328329	10/15/20	TARGET SPECIALTY PRODUCTS INC	INVP500244467	Materials - Land Improve	501.12	0.00	501.12	\$501.12
xxx328330	10/15/20	TAYLORMADE GOLF CO	34417584	Inventory Purchase	799.20	0.00	799.20	\$1,701.65
			34497431	Inventory Purchase	399.60	7.75	391.85	
			34517385	Inventory Purchase	143.73	0.00	143.73	
			34520796	Inventory Purchase	374.36	7.49	366.87	
xxx328331	10/15/20	THOMAS PLUMBING INC	5275	Facilities Maint & Repair - Labor	135.00	0.00	135.00	\$1,109.06
			5275	Facilities Maint & Repair - Materials	75.00	0.00	75.00	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx328332	10/15/20	TINT OF CLASS	5375	Facilities Maint & Repair - Labor	350.00	0.00	350.00	
			5375	Facilities Maint & Repair - Materials	232.00	0.00	232.00	
			5387	Facilities Maint & Repair - Labor	130.00	0.00	130.00	
			5387	Facilities Maint & Repair - Materials	57.06	0.00	57.06	
			5388	Facilities Maintenance & Repair Labor	130.00	0.00	130.00	
			2010010	Facilities Maint & Repair - Labor	117.00	0.00	117.00	
			2010010	Facilities Maint & Repair - Materials	342.00	0.00	342.00	
			2010011	Facilities Maint & Repair - Labor	138.33	0.00	138.33	
			2010011	Facilities Maint & Repair - Materials	388.34	0.00	388.34	
								\$985.67
xxx328333	10/15/20	TORO CO	194831610	Services Maintain Land Improv	2,478.47	0.00	2,478.47	\$2,478.47
xxx328334	10/15/20	TURF & INDUSTRIAL EQUIPMENT CO	IV36118	Parts, Vehicles & Motor Equip	345.91	0.00	345.91	\$3,407.12
			IV36299	Parts, Vehicles & Motor Equip	385.86	0.00	385.86	
			IV36356	Parts, Vehicles & Motor Equip	212.55	0.00	212.55	
			IV36365	Parts, Vehicles & Motor Equip	119.51	0.00	119.51	
			IV36383	Parts, Vehicles & Motor Equip	417.80	0.00	417.80	
			IV36448	Misc Equip Maint & Repair - Materials	35.16	0.00	35.16	
			IV36461	Miscellaneous Equipment Parts & Supplies	357.68	0.00	357.68	
			IV36461A	Miscellaneous Equipment Parts & Supplies	358.40	0.00	358.40	
			IV36477	Parts, Vehicles & Motor Equip	203.47	0.00	203.47	
			IV36508	Parts, Vehicles & Motor Equip	117.20	0.00	117.20	
			IV36522	Hand Tools	167.05	0.00	167.05	
			IV36565	Parts, Vehicles & Motor Equip	117.20	0.00	117.20	
			IV36583	Parts, Vehicles & Motor Equip	180.76	0.00	180.76	
			IV36593	Parts, Vehicles & Motor Equip	96.08	0.00	96.08	
			IV36598	Parts, Vehicles & Motor Equip	175.29	0.00	175.29	
			IV36611	Parts, Vehicles & Motor Equip	117.20	0.00	117.20	
xxx328336	10/15/20	TURF STAR INC	7133705-00	Parts, Vehicles & Motor Equip	1,467.99	0.00	1,467.99	\$4,776.66
			7133705-01	Parts, Vehicles & Motor Equip	88.82	0.00	88.82	
			7134252-00	Parts, Vehicles & Motor Equip	596.63	0.00	596.63	
			7136184-00	Parts, Vehicles & Motor Equip	281.34	0.00	281.34	
			7136185-00	Parts, Vehicles & Motor Equip	34.13	0.00	34.13	

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			7137202-00	Parts, Vehicles & Motor Equip	88.38	0.00	88.38	
			7137278-00	Parts, Vehicles & Motor Equip	860.76	0.00	860.76	
			7137516-00	Parts, Vehicles & Motor Equip	401.36	0.00	401.36	
			7138243-00	Parts, Vehicles & Motor Equip	638.08	0.00	638.08	
			7138479-00	Parts, Vehicles & Motor Equip	47.00	0.00	47.00	
			7138480-00	Parts, Vehicles & Motor Equip	100.85	0.00	100.85	
			7138481-00	Parts, Vehicles & Motor Equip	45.24	0.00	45.24	
			7138483-00	Parts, Vehicles & Motor Equip	126.08	0.00	126.08	
xxx328337	10/15/20	TYLER TECHNOLOGIES	025-305552	Software As a Service	295,201.00	0.00	295,201.00	\$295,201.00
xxx328338	10/15/20	US BANK VOYAGER FLEET SYSTEMS INC	869323279039	Supplies, Vehicles/Motor Equip	105.55	0.00	105.55	\$105.55
xxx328339	10/15/20	UNITED RENTALS	185372008-001	Materials - Land Improve	86.08	0.00	86.08	\$163.96
			185459903-001	Materials - Land Improve	77.88	0.00	77.88	
xxx328340	10/15/20	UNITED ROTARY BRUSH CORP	CI255151	Parts, Vehicles & Motor Equip	530.51	0.00	530.51	\$530.51
xxx328341	10/15/20	UNITED SITE SERVICES OF CALIFORNIA INC	114-10975002	Facilities Maintenance & Repair Labor	537.00	0.00	537.00	\$537.00
xxx328342	10/15/20	VALLEY OIL CO	47956	Parts, Vehicles & Motor Equip	143.88	0.00	143.88	\$2,515.62
			47959	Parts, Vehicles & Motor Equip	468.26	0.00	468.26	
			48139	Parts, Vehicles & Motor Equip	776.96	0.00	776.96	
			48147	Parts, Vehicles & Motor Equip	461.07	0.00	461.07	
			50577	Parts, Vehicles & Motor Equip	143.88	0.00	143.88	
			50582	Parts, Vehicles & Motor Equip	521.57	0.00	521.57	
xxx328343	10/15/20	VERDE DESIGN INC	32-1713500	Engineering Services	2,640.00	0.00	2,640.00	\$2,640.00
xxx328344	10/15/20	W A KRAUSS & CO INC	2020010	Professional Services	167.75	0.00	167.75	\$335.50
			202009	Professional Services	167.75	0.00	167.75	
xxx328345	10/15/20	WHCI PLUMBING SUPPLY	S2564314.000	Bldg Maint Matls & Supplies	732.38	0.00	732.38	\$732.38
xxx328346	10/15/20	WATER ONE INDUSTRIES INC	138316	Facilities Maintenance & Repair Labor	1,300.00	0.00	1,300.00	\$1,300.00
xxx328347	10/15/20	WATERSAVERS IRRIGATION INC	2342416-00	Materials - Land Improve	444.22	0.00	444.22	\$717.68
			2358095-00	Materials - Land Improve	273.46	0.00	273.46	
xxx328348	10/15/20	WECO INDUSTRIES LLC	0046235-IN	Miscellaneous Equipment	4,463.07	0.00	4,463.07	\$14,605.98
			0046363-IN	Misc Equip Maint & Repair - Labor	1,000.00	0.00	1,000.00	
			0046363-IN	Misc Equip Maint & Repair - Materials	2,853.32	0.00	2,853.32	

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			0046430-IN	Misc Equip Maint & Repair - Labor	120.00	0.00	120.00	
			0046430-IN	Misc Equip Maint & Repair - Materials	395.03	0.00	395.03	
			0046432-IN	Miscellaneous Equipment	5,774.56	0.00	5,774.56	
xxx328349	10/15/20	WEST VALLEY STAFFING GROUP	281937	Professional Services	3,289.50	0.00	3,289.50	\$9,868.50
			282316	Professional Services	3,289.50	0.00	3,289.50	
			282692	Professional Services	3,289.50	0.00	3,289.50	
xxx328350	10/15/20	WINSUPPLY OF SILICON VALLEY	018623 00	Materials - Land Improve	96.03	0.00	96.03	\$96.03
xxx328351	10/15/20	WORKING PARTNERSHIPS USA	INV-2670	Contracts/Service Agreements	43,126.47	0.00	43,126.47	\$43,126.47
xxx328352	10/15/20	YAMAHA MOTOR FINANCE CORP USA	719508	Equipment Rental/Lease	5,973.20	0.00	5,973.20	\$5,973.20
xxx328353	10/15/20	ZEP SALES & SERVICE	9005512854	Materials - Land Improve	4,156.82	0.00	4,156.82	\$6,235.23
			9005516382	Materials - Land Improve	2,078.41	0.00	2,078.41	
xxx328355	10/15/20	RIVERSIDE COMM COLLEGE DISTRICT	2021/124	Training and Conferences	92.00	0.00	92.00	\$92.00
xxx328356	10/15/20	GEORGETOWN HOA	486764	Refund Recreation Fees	15.00	0.00	15.00	\$15.00
xxx328357	10/15/20	JOHN COOPER	483861	Refund Recreation Fees	50.00	0.00	50.00	\$50.00
xxx328358	10/15/20	SHARON GRAFF	484752	Refund Recreation Fees	60.00	0.00	60.00	\$60.00
xxx328359	10/15/20	VIRIDIANA GARCIA	485931	Refund Recreation Fees	160.00	0.00	160.00	\$160.00
xxx100913	10/16/20	BAY COUNTIES SMART	JULY2020	Curbside Revenues - Mountain View	-47,295.33	0.00	-47,295.33	\$1,204,217.53
			JULY2020	Host Fees - SMaRT Station - Public Haul Fees	-12,111.68	0.00	-12,111.68	
			JULY2020	MRF Revenues - SMaRT - For Distribution	65,442.19	0.00	65,442.19	
			JULY2020	SMaRT Public Haul Receipts - For Distribution	-151,625.17	0.00	-151,625.17	
			JULY2020	Yardwaste - Mountain View	34,005.99	0.00	34,005.99	
			JULY2020	Yardwaste - Palo Alto	769.19	0.00	769.19	
			JULY2020	Yardwaste - Sunnyvale	10,290.43	0.00	10,290.43	
			JULY2020	Consultants	4,978.31	0.00	4,978.31	
			JULY2020	Misc Equip Maint & Repair - Labor	650.00	0.00	650.00	
			JULY2020	Facilities Equipment	38,109.38	0.00	38,109.38	
			JULY2020	General Supplies	3,487.05	0.00	3,487.05	
			JULY2020	HazMat Disposal - Hazardous Waste Disposal	24,811.17	0.00	24,811.17	

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xxx100914	10/16/20	BAY COUNTIES SMART	JULY2020	Materials - Land Improve	20,813.52	0.00	20,813.52	
			JULY2020	SMaRT Contractor Payment	1,230,477.33	0.00	1,230,477.33	
			JULY2020	Landfill Fees to be Allocated	-18,584.85	0.00	-18,584.85	
			AUGUST2020	Curbside Revenues - Mountain View	-51,620.56	0.00	-51,620.56	\$1,248,315.51
			AUGUST2020	Host Fees - SMaRT Station - Public Haul Fees	-11,176.80	0.00	-11,176.80	
			AUGUST2020	MRF Revenues - SMaRT - For Distribution	85,103.57	0.00	85,103.57	
			AUGUST2020	SMaRT Public Haul Receipts - For Distribution	-170,048.63	0.00	-170,048.63	
			AUGUST2020	Yardwaste - Mountain View	34,351.29	0.00	34,351.29	
			AUGUST2020	Yardwaste - Palo Alto	328.63	0.00	328.63	
			AUGUST2020	Yardwaste - Sunnyvale	7,528.85	0.00	7,528.85	
			AUGUST2020	Consultants	1,256.85	0.00	1,256.85	
			AUGUST2020	Engineering Services	-150.00	0.00	-150.00	
			AUGUST2020	Facilities Equipment	92,281.44	0.00	92,281.44	
			AUGUST2020	General Supplies	4,799.03	0.00	4,799.03	
			AUGUST2020	HazMat Disposal - Hazardous Waste Disposal	45,308.83	0.00	45,308.83	
			AUGUST2020	SMaRT Contractor Payment	1,230,477.33	0.00	1,230,477.33	
			AUGUST2020	Landfill Fees to be Allocated	-20,124.32	0.00	-20,124.32	
xxx906733	10/13/20	KEENAN & ASSOCIATES	2020-1008	Workers' Compensation - Claims	97,731.50	0.00	97,731.50	\$97,731.50
xxx906734	10/16/20	CARL WARREN & COMPANY		Liability Claims Paid	15,103.70	0.00	15,103.70	\$15,103.70
Grand Total Payment Amount								<u>\$6,787,481.64</u>

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx327789	10/22/20	JACOBS PROJECT MANAGEMENT CO.	R5W72001-006	Construction Services	58,399.00	0.00	58,399.00	\$58,399.00
xxx327792	10/22/20	NATIONAL CONSTRUCTION RENTALS INC	5824376	Equipment Rental/Lease	150.00	0.00	150.00	\$150.00
xxx327794	10/22/20	KING CRANE SERVICE	PRI000001408	Equipment Maintenance & Repair Labor	1,590.80	0.00	1,590.80	\$1,590.80
xxx328360	10/20/20	ACE FIRE EQUIPMENT & SERVICE CO INC	7778397	Inventory Purchase	464.66	0.00	464.66	\$872.81
			7861536	Inventory Purchase	408.15	0.00	408.15	
xxx328361	10/20/20	BADGER METER INC	1392209	Inventory Purchase	9,266.04	0.00	9,266.04	\$9,266.04
xxx328362	10/20/20	BAY AREA NEWS GROUP	0006510444	Advertising Services	98.00	0.00	98.00	\$98.00
xxx328363	10/20/20	CSAC EXCESS INSURANCE AUTHORITY	21401102	Insurances - Employee Assistance Program	13,602.27	0.00	13,602.27	\$13,602.27
xxx328364	10/20/20	CSAC EXCESS INSURANCE AUTHORITY	8273	Insurances - Life/AD&D Insurance	17,963.00	0.00	17,963.00	\$44,863.94
			8273	Insurances - Long Term Disability	26,900.94	0.00	26,900.94	
xxx328366	10/20/20	CANON SOLUTIONS AMERICA INC	4033681880	Misc Equip Maint & Repair	14.42	0.00	14.42	\$14.42
xxx328367	10/20/20	DOOLEY ENTERPRISES INC	58334	Ammunition	9,996.85	0.00	9,996.85	\$9,996.85
xxx328368	10/20/20	EMPIRE SAFETY & SUPPLY	0108798-IN	Inventory Purchase	26.49	0.00	26.49	\$26.49
xxx328369	10/20/20	FERGUSON WATERWORKS	1572136	Inventory Purchase	2,480.21	0.00	2,480.21	\$2,480.21
xxx328370	10/20/20	FLEETPRIDE INC	58851260	Parts, Vehicles & Motor Equip	428.32	0.00	428.32	\$1,597.34
			58860719	Parts, Vehicles & Motor Equip	4.59	0.00	4.59	
			59400794	Parts, Vehicles & Motor Equip	99.75	0.00	99.75	
			59412982	Parts, Vehicles & Motor Equip	87.18	0.00	87.18	
			59684839	Parts, Vehicles & Motor Equip	99.06	0.00	99.06	
			60020509	Parts, Vehicles & Motor Equip	246.48	0.00	246.48	
			60162205	Parts, Vehicles & Motor Equip	147.48	0.00	147.48	
			60213075	Parts, Vehicles & Motor Equip	114.73	0.00	114.73	
			60218136	Parts, Vehicles & Motor Equip	24.04	0.00	24.04	
			60415216	Parts, Vehicles & Motor Equip	100.56	0.00	100.56	
			60604249	Parts, Vehicles & Motor Equip	69.31	0.00	69.31	
			60604346	Parts, Vehicles & Motor Equip	153.73	0.00	153.73	
			60617796	Parts, Vehicles & Motor Equip	22.11	0.00	22.11	
xxx328371	10/20/20	FOSTER BROS SECURITY SYSTEMS INC	322063	Bldg Maint Matls & Supplies	322.64	0.00	322.64	\$322.64
xxx328372	10/20/20	GARTON TRACTOR, INC.						\$1,355.30

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xxx328373	10/20/20	GOLDEN GATE TRUCK CENTER	CF19351	Parts, Vehicles & Motor Equip	115.11	0.00	115.11	
			CF19352	Parts, Vehicles & Motor Equip	393.07	0.00	393.07	
			CF19655	Parts, Vehicles & Motor Equip	847.12	0.00	847.12	
			FA005007671:01	Parts, Vehicles & Motor Equip	139.25	0.00	139.25	\$1,808.47
			FA005011006:01	Parts, Vehicles & Motor Equip	45.47	0.00	45.47	
			FA005011642:01	Parts, Vehicles & Motor Equip	85.61	0.00	85.61	
			FA005013148:01	Parts, Vehicles & Motor Equip	1,538.14	0.00	1,538.14	
xxx328374	10/20/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1104536	Inventory Purchase	744.50	0.00	744.50	\$3,862.93
			189-1104757	Inventory Purchase	3,118.43	0.00	3,118.43	
xxx328375	10/20/20	H F & H CONSULTANTS LLC	9717266	Professional Services	22,267.00	0.00	22,267.00	\$22,267.00
xxx328376	10/20/20	HACH CO INC	12097692	General Supplies	887.44	0.00	887.44	\$5,056.32
			12107312	General Supplies	653.95	0.00	653.95	
			12107400	Chemicals	136.88	0.00	136.88	
			12115143	Miscellaneous Equipment Parts & Supplies	3,267.87	0.00	3,267.87	
			12124570	Chemicals	110.18	0.00	110.18	
			226-2020	Food Products	200.00	0.00	200.00	\$1,360.00
xxx328377	10/20/20	HAUTE CUISINE INC	227-2020	Food Products	128.00	0.00	128.00	
			228-2020	Food Products	504.00	0.00	504.00	
			229-2020	Food Products	268.00	0.00	268.00	
			236-2020	Food Products	260.00	0.00	260.00	
			6225	Materials - Land Improve	654.00	0.00	654.00	\$4,485.35
			6227	Materials - Land Improve	3,831.35	0.00	3,831.35	
xxx328378	10/20/20	INTERSTATE SALES	2-15318-5	Inventory Purchase	18.51	0.00	18.51	\$5,674.86
			2-15367-7	Inventory Purchase	147.71	0.00	147.71	
			2-15690-7	Parts, Vehicles & Motor Equip	122.77	0.00	122.77	
			2-15858-14	Parts, Vehicles & Motor Equip	122.77	0.00	122.77	
			2-17164-16	Inventory Purchase	473.16	0.00	473.16	
			2-20124-12	Parts, Vehicles & Motor Equip	9.81	0.00	9.81	
			2-20325-8	Parts, Vehicles & Motor Equip	167.83	0.00	167.83	
			2-20433-11	Inventory Purchase	52.32	0.00	52.32	
			2-20435-13	Inventory Purchase	332.66	0.00	332.66	

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			2-20440-6	Parts, Vehicles & Motor Equip	104.17	0.00	104.17	
			2-20913-10	Parts, Vehicles & Motor Equip	40.35	0.00	40.35	
			2-21023-16	Parts, Vehicles & Motor Equip	16.35	0.00	16.35	
			2-21383-14	Parts, Vehicles & Motor Equip	68.59	0.00	68.59	
			2-21565-16	Parts, Vehicles & Motor Equip	169.50	0.00	169.50	
			2-21670-8	Inventory Purchase	1,082.68	0.00	1,082.68	
			2-22771-14	Parts, Vehicles & Motor Equip	20.00	0.00	20.00	
			2-23305-14	Parts, Vehicles & Motor Equip	47.55	0.00	47.55	
			2-23397-6	Parts, Vehicles & Motor Equip	69.85	0.00	69.85	
			2-23408-14	Parts, Vehicles & Motor Equip	12.65	0.00	12.65	
			2-23721-11	Parts, Vehicles & Motor Equip	36.97	0.00	36.97	
			2-25236-12	Parts, Vehicles & Motor Equip	24.87	0.00	24.87	
			2-25739-16	Inventory Purchase	286.13	0.00	286.13	
			2-25741-12	Inventory Purchase	386.05	0.00	386.05	
			2-26186-17	Inventory Purchase	637.65	0.00	637.65	
			2-26328-14	Parts, Vehicles & Motor Equip	14.17	0.00	14.17	
			2-26512-10	Parts, Vehicles & Motor Equip	14.17	0.00	14.17	
			2-27022-15	Inventory Purchase	632.52	0.00	632.52	
			2-28067-13	Parts, Vehicles & Motor Equip	70.94	0.00	70.94	
			2-28848-17	Inventory Purchase	32.37	0.00	32.37	
			2-28849-13	Inventory Purchase	28.44	0.00	28.44	
			2-28906-13	Inventory Purchase	431.35	0.00	431.35	
xxx328382	10/20/20	JWC ENVIRONMENTAL INC	103432	Miscellaneous Equipment Parts & Supplies	10,843.74	0.00	10,843.74	\$10,843.74
xxx328383	10/20/20	JACOBS PROJECT MANAGEMENT CO.	R5W72001-005	Construction Services	59,894.48	0.00	59,894.48	\$59,894.48
xxx328384	10/20/20	JAVELCO EQUIPMENT SERVICE INC	57039	Hand Tools	342.00	0.00	342.00	\$1,039.60
			57058	Hand Tools	348.80	0.00	348.80	
			57068	Hand Tools	348.80	0.00	348.80	
xxx328385	10/20/20	JENSEN INSTRUMENT CO	20-02482	Miscellaneous Equipment Parts & Supplies	1,717.21	0.00	1,717.21	\$1,717.21
xxx328386	10/20/20	JOBTRAIN	YOUTHFY2101	Contracts/Service Agreements	9,959.00	0.00	9,959.00	\$9,959.00
xxx328387	10/20/20	KAISER FOUNDATION HEALTH PLAN INC	248602-090920	Medical Services	20.00	0.00	20.00	\$20.00
xxx328388	10/20/20	KITCHELL/CEM INC	93400	Engineering Services	3,161.30	0.00	3,161.30	\$3,161.30

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xxx328389	10/20/20	LTI ELECTRIC INC	4119	Facilities Maint & Repair - Labor	6,037.00	0.00	6,037.00	\$11,973.00
			4119	Facilities Maint & Repair - Materials	5,936.00	0.00	5,936.00	
xxx328390	10/20/20	LAWSON PRODUCTS INC	9307885095	Miscellaneous Equipment Parts & Supplies	632.04	0.00	632.04	\$634.74
			9307891964	Miscellaneous Equipment Parts & Supplies	2.70	0.00	2.70	
xxx328391	10/20/20	MGT OF AMERICA LLC	38481	Mandated Cost SB 90	4,350.00	0.00	4,350.00	\$4,350.00
xxx328392	10/20/20	MRC GLOBAL	5798664001	Equipment Maintenance & Repair Labor	1,700.80	0.00	1,700.80	\$1,700.80
xxx328393	10/20/20	MSI FUEL MANAGEMENT INC	4946	Parts, Vehicles & Motor Equip	875.00	0.00	875.00	\$7,710.00
			4971	Parts, Vehicles & Motor Equip	5,085.00	0.00	5,085.00	
			5019	Parts, Vehicles & Motor Equip	875.00	0.00	875.00	
			5035	Parts, Vehicles & Motor Equip	875.00	0.00	875.00	
xxx328394	10/20/20	MTS TRAINING ACADEMY	3627	DED Services/Training - Training	4,481.10	0.00	4,481.10	\$4,481.10
xxx328395	10/20/20	MAHAN AND SONS INC	1798	Services Maintain Land Improv	1,060.00	0.00	1,060.00	\$1,060.00
xxx328396	10/20/20	MALLORY SAFETY & SUPPLY LLC	4936359	Inventory Purchase	850.20	0.00	850.20	\$850.20
xxx328397	10/20/20	MOUNTAIN VIEW GARDEN CENTER	103410	Materials - Land Improve	201.92	0.00	201.92	\$6,872.63
			103425	Materials - Land Improve	201.92	0.00	201.92	
			103445	Materials - Land Improve	335.72	0.00	335.72	
			103633	Construction Services	158.87	0.00	158.87	
			103669	Materials - Land Improve	419.65	0.00	419.65	
			103694	Materials - Land Improve	468.16	0.00	468.16	
			103700	Materials - Land Improve	468.16	0.00	468.16	
			103767	Materials - Land Improve	354.25	0.00	354.25	
			103770	Materials - Land Improve	354.25	0.00	354.25	
			103888	Materials - Land Improve	269.78	0.00	269.78	
			103895	Materials - Land Improve	419.65	0.00	419.65	
			103989	Materials - Land Improve	654.00	0.00	654.00	
			103994	Materials - Land Improve	654.00	0.00	654.00	
			104042	Materials - Land Improve	205.96	0.00	205.96	
			104061	Materials - Land Improve	257.24	0.00	257.24	
			104072	Materials - Land Improve	229.17	0.00	229.17	
			104118	Materials - Land Improve	229.17	0.00	229.17	
			104130	Construction Services	209.23	0.00	209.23	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			104133	Materials - Land Improve	257.24	0.00	257.24	
			104151	Materials - Land Improve	251.79	0.00	251.79	
			104162	Materials - Land Improve	257.24	0.00	257.24	
			104186	Construction Services	15.26	0.00	15.26	
xxx328399	10/20/20	MUNICIPAL MAINTENANCE EQUIPMENT INC	0152656-IN	Parts, Vehicles & Motor Equip	655.97	0.00	655.97	\$655.97
xxx328400	10/20/20	MUNICIPAL PLAN CHECK SERVICES INC	1144	Consultants	35,850.00	0.00	35,850.00	\$54,712.50
			1153	Consultants	18,862.50	0.00	18,862.50	
xxx328401	10/20/20	NAPA AUTO PARTS	5983-572280	Parts, Vehicles & Motor Equip	-9.57	0.00	-9.57	\$3,844.49
			5983-572514	Parts, Vehicles & Motor Equip	-9.42	0.00	-9.42	
			5983-587110	Parts, Vehicles & Motor Equip	16.11	0.00	16.11	
			5983-587393	Parts, Vehicles & Motor Equip	113.04	0.00	113.04	
			5983-587655	Parts, Vehicles & Motor Equip	5.47	0.00	5.47	
			5983-587802	Parts, Vehicles & Motor Equip	150.45	0.00	150.45	
			5983-588254	Parts, Vehicles & Motor Equip	14.10	0.00	14.10	
			5983-588476	Parts, Vehicles & Motor Equip	12.85	0.00	12.85	
			5983-589125	Parts, Vehicles & Motor Equip	49.15	0.00	49.15	
			5983-589291	Parts, Vehicles & Motor Equip	62.21	0.00	62.21	
			5983-589819	Parts, Vehicles & Motor Equip	32.10	0.00	32.10	
			5983-589996	Parts, Vehicles & Motor Equip	129.40	0.00	129.40	
			5983-590011	Parts, Vehicles & Motor Equip	9.58	0.00	9.58	
			5983-590123	Parts, Vehicles & Motor Equip	38.93	0.00	38.93	
			5983-590215	Parts, Vehicles & Motor Equip	49.04	0.00	49.04	
			5983-591042	Parts, Vehicles & Motor Equip	154.10	0.00	154.10	
			5983-591253	Parts, Vehicles & Motor Equip	52.28	0.00	52.28	
			5983-591535	Parts, Vehicles & Motor Equip	12.03	0.00	12.03	
			5983-591663	Parts, Vehicles & Motor Equip	47.34	0.00	47.34	
			5983-591667	Parts, Vehicles & Motor Equip	87.59	0.00	87.59	
			5983-591668	Parts, Vehicles & Motor Equip	19.62	0.00	19.62	
			5983-591777	Parts, Vehicles & Motor Equip	8.73	0.00	8.73	
			5983-591871	Parts, Vehicles & Motor Equip	155.63	0.00	155.63	

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			5983-591932	Parts, Vehicles & Motor Equip	7.75	0.00	7.75	
			5983-592118	Parts, Vehicles & Motor Equip	14.60	0.00	14.60	
			5983-592584	Parts, Vehicles & Motor Equip	70.47	0.00	70.47	
			5983-592689	Parts, Vehicles & Motor Equip	18.84	0.00	18.84	
			5983-593149	Parts, Vehicles & Motor Equip	14.60	0.00	14.60	
			5983-593230	Parts, Vehicles & Motor Equip	8.24	0.00	8.24	
			5983-593662	Parts, Vehicles & Motor Equip	26.66	0.00	26.66	
			5983-593763	Parts, Vehicles & Motor Equip	1,082.85	0.00	1,082.85	
			5983-593764	Parts, Vehicles & Motor Equip	235.44	0.00	235.44	
			5983-593948	Parts, Vehicles & Motor Equip	55.49	0.00	55.49	
			5983-594152	Parts, Vehicles & Motor Equip	1.87	0.00	1.87	
			5983-594250	Parts, Vehicles & Motor Equip	32.68	0.00	32.68	
			5983-594495	Parts, Vehicles & Motor Equip	28.42	0.00	28.42	
			5983-595057	Parts, Vehicles & Motor Equip	76.25	0.00	76.25	
			5983-595251	Parts, Vehicles & Motor Equip	91.49	0.00	91.49	
			5983-595380	Parts, Vehicles & Motor Equip	65.51	0.00	65.51	
			5983-595490	Parts, Vehicles & Motor Equip	9.59	0.00	9.59	
			5983-595498	Parts, Vehicles & Motor Equip	202.81	0.00	202.81	
			5983-595515	Parts, Vehicles & Motor Equip	150.45	0.00	150.45	
			5983-595607	Parts, Vehicles & Motor Equip	26.71	0.00	26.71	
			5983-595620	Parts, Vehicles & Motor Equip	30.50	0.00	30.50	
			5983-595834	Parts, Vehicles & Motor Equip	38.15	0.00	38.15	
			5983-595958	Parts, Vehicles & Motor Equip	8.24	0.00	8.24	
			5983-596065	Parts, Vehicles & Motor Equip	61.74	0.00	61.74	
			5983-596118	Parts, Vehicles & Motor Equip	52.49	0.00	52.49	
			5983-596315	Parts, Vehicles & Motor Equip	86.65	0.00	86.65	
			5983-596316	Parts, Vehicles & Motor Equip	22.58	0.00	22.58	
			5983-596323	Parts, Vehicles & Motor Equip	35.25	0.00	35.25	
			5983-596520	Parts, Vehicles & Motor Equip	55.40	0.00	55.40	
			5983-597454	Parts, Vehicles & Motor Equip	32.01	0.00	32.01	
xxx328406	10/20/20	NEOGOV	INV-15926	Software As a Service	28,876.56	0.00	28,876.56	\$28,876.56

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xxx328407	10/20/20	NIELSEN MERKSAMER PARRINELLO	201948	Legal Services	5,737.50	0.00	5,737.50	\$11,267.05
		GROSS &	202565	Legal Services	5,051.50	0.00	5,051.50	
			203326	Legal Services	478.05	0.00	478.05	
xxx328408	10/20/20	PTS COMMUNICATIONS INC	2046236	General Supplies	75.00	0.00	75.00	\$75.00
xxx328409	10/20/20	PETERSON TRUCKS	108231C	Parts, Vehicles & Motor Equip	578.10	0.00	578.10	\$578.10
xxx328410	10/20/20	PINE CONE LUMBER CO INC	68666	Hand Tools	226.30	0.00	226.30	\$226.30
xxx328411	10/20/20	POLYDYNE INC	1480950	Chemicals	53,859.40	0.00	53,859.40	\$53,859.40
xxx328412	10/20/20	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	7975	Parts, Vehicles & Motor Equip	832.34	0.00	832.34	\$71,943.22
			8007	Parts, Vehicles & Motor Equip	70,274.27	0.00	70,274.27	
			8021	Parts, Vehicles & Motor Equip	836.61	0.00	836.61	
xxx328413	10/20/20	RICHARDS WATSON & GERSHON	228887	Legal Services	2,680.00	0.00	2,680.00	\$2,680.00
xxx328414	10/20/20	SHI INTERNATIONAL CORP	B12188926	Computer Software	169.52	0.00	169.52	\$190.38
			B12200989	Computer Software	20.86	0.00	20.86	
xxx328415	10/20/20	SAN JOSE CONSERVATION CORPS	7442	Recycling Services	8,750.00	0.00	8,750.00	\$8,750.00
xxx328416	10/20/20	SHELLEY CAPOVILLA	928	Special Events	700.00	0.00	700.00	\$700.00
xxx328417	10/20/20	SILICON VALLEY ERGONOMICS LLC	SVL1008	Occupational Health and Safety Services - Other	225.00	0.00	225.00	\$225.00
xxx328418	10/20/20	SILICON VALLEY LEADERSHIP	2021-111	Training and Conferences	1,600.00	0.00	1,600.00	\$1,600.00
xxx328419	10/20/20	SMART & FINAL INC	010337-082720	Special Events	61.70	0.00	61.70	\$79.35
			010404-082720	Special Events	17.65	0.00	17.65	
xxx328420	10/20/20	STATE OF CA - DEPT INDUSTRIAL RELATIONS	2020-KCOLBY	Membership Fees	100.00	0.00	100.00	\$100.00
xxx328421	10/20/20	STEVENS CREEK CHEVROLET	112953	Parts, Vehicles & Motor Equip	116.61	0.00	116.61	\$116.61
xxx328422	10/20/20	STIFEL NICOLAUS & CO INC	091520-0016	Financial Services	1,945.86	0.00	1,945.86	\$1,945.86
xxx328423	10/20/20	SUBURBAN PROPANE	165300	Fuel, Oil & Lubricants	61.19	0.00	61.19	\$109.60
			2575663	Fuel, Oil & Lubricants	48.41	0.00	48.41	
xxx328424	10/20/20	SUNNYVALE FORD	174981	Parts, Vehicles & Motor Equip	47.99	0.00	47.99	\$443.68
			174985	Parts, Vehicles & Motor Equip	58.99	0.00	58.99	
			174993-1	Parts, Vehicles & Motor Equip	37.20	0.00	37.20	
			175192	Parts, Vehicles & Motor Equip	12.68	0.00	12.68	
			175285	Parts, Vehicles & Motor Equip	181.43	0.00	181.43	
			175333	Parts, Vehicles & Motor Equip	81.54	0.00	81.54	

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			175387	Parts, Vehicles & Motor Equip	23.85	0.00	23.85	
xxx328425	10/20/20	SURE FIRE PROTECTION CO INC	PD20537-01	Facilities Maintenance & Repair Labor	1,830.00	0.00	1,830.00	\$1,830.00
xxx328426	10/20/20	THE HOME DEPOT PRO	572270130	Inventory Purchase	664.86	0.00	664.86	\$2,318.16
			572820454	Inventory Purchase	421.05	0.00	421.05	
			573623352	Inventory Purchase	230.86	0.00	230.86	
			573798345	Inventory Purchase	60.17	0.00	60.17	
			573798352	Inventory Purchase	12.03	0.00	12.03	
			573798360	Inventory Purchase	12.03	0.00	12.03	
			573798378	Inventory Purchase	144.40	0.00	144.40	
			573882123	Inventory Purchase	188.18	0.00	188.18	
			574061826	Inventory Purchase	143.08	0.00	143.08	
			574325924	Inventory Purchase	76.46	0.00	76.46	
			574931150	Inventory Purchase	521.48	0.00	521.48	
			576994081	Inventory Purchase	-156.44	0.00	-156.44	
xxx328428	10/20/20	TRISTAR RISK MANAGEMENT	111050	Workers' Compensation - Claims	4,788.13	0.00	4,788.13	\$4,788.13
xxx328429	10/20/20	USA BLUEBOOK	350300	General Supplies	239.35	0.00	239.35	\$2,942.99
			366037	General Supplies	2,703.64	0.00	2,703.64	
xxx328430	10/20/20	UNITED SITE SERVICES OF CALIFORNIA INC	114-10944452	Equipment Rental/Lease	238.75	0.00	238.75	\$238.75
xxx328431	10/20/20	UNITY COURIER SERVICE INC	461553	Mailing & Delivery Services	2,750.00	0.00	2,750.00	\$2,750.00
xxx328432	10/20/20	VESTRA RESOURCES INC	26128	Professional Services	1,026.50	0.00	1,026.50	\$1,026.50
xxx328433	10/20/20	VWR INTERNATIONAL LLC	8802170546	General Supplies	63.44	0.00	63.44	\$436.81
			8802245985	Chemicals	56.89	0.00	56.89	
			8802346898	General Supplies	240.79	0.00	240.79	
			8802354432	Chemicals	75.69	0.00	75.69	
xxx328434	10/20/20	VERIZON WIRELESS	9864544537	Investigation Expense	51.04	0.00	51.04	\$51.04
xxx328435	10/20/20	VIASYN	27206	Utilities - Electric	3,250.00	0.00	3,250.00	\$3,250.00
xxx328436	10/20/20	VINCENT ELECTRIC MOTOR CO	0909667	Misc Equip Maint & Repair - Labor	3,847.50	0.00	3,847.50	\$5,308.81
			0909667	Misc Equip Maint & Repair - Materials	1,461.31	0.00	1,461.31	
xxx328437	10/20/20	VISTA ANALYTICAL LABORATORY INC	52798	Water Lab Services	975.00	0.00	975.00	\$975.00
xxx328438	10/20/20	WECK LABORATORIES INC	W011232	Water Lab Services	976.29	0.00	976.29	\$976.29
xxx328439	10/20/20	WEST COAST COMPRESSOR						\$1,216.67

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xxx328440	10/20/20	WINSUPPLY OF SILICON VALLEY	1256-1	Misc Equip Maint & Repair - Labor	946.35	0.00	946.35	
			1256-1	Misc Equip Maint & Repair - Materials	270.32	0.00	270.32	
			018315 00	Miscellaneous Equipment Parts & Supplies	286.57	0.00	286.57	
			018328 01	Miscellaneous Equipment Parts & Supplies	99.39	0.00	99.39	
			018720 00	Miscellaneous Equipment Parts & Supplies	177.58	0.00	177.58	
xxx328441	10/20/20	YORKE ENGINEERING LLC	23213	Engineering Services	11,428.75	0.00	11,428.75	\$13,436.00
			23384	Engineering Services	2,007.25	0.00	2,007.25	
xxx328442	10/20/20	ZALCO LABORATORIES	2008144	Miscellaneous Services	390.00	0.00	390.00	\$780.00
			2009092	Miscellaneous Services	390.00	0.00	390.00	
xxx328443	10/20/20	ZAYO GROUP LLC	2020090024865	Hardware Maintenance	31,945.10	0.00	31,945.10	\$63,945.48
			2020100024865	Hardware Maintenance	32,000.38	0.00	32,000.38	
xxx328444	10/20/20	OFFICE DEPOT INC	116021833001	Supplies, Office	54.50	0.00	54.50	\$3,734.40
			121803091001	Supplies, Office	45.77	0.00	45.77	
			124067654001	Supplies, Office	207.86	0.00	207.86	
			124420599001	Supplies, Office	50.34	0.00	50.34	
			124731622001	Supplies, Office	265.82	0.00	265.82	
			124955415001	Supplies, Office	246.92	0.00	246.92	
			124999015001	Supplies, Office	82.56	0.00	82.56	
			125008616001	Supplies, Office	79.06	0.00	79.06	
			125008617001	Supplies, Office	17.46	0.00	17.46	
			125008618001	Supplies, Office	34.86	0.00	34.86	
			125021327001	Supplies, Office	6.09	0.00	6.09	
			125039761001	Supplies, Office	28.49	0.00	28.49	
			125056794001	Supplies, Office	76.28	0.00	76.28	
			125126719001	Supplies, Office	47.72	0.00	47.72	
			125135387001	Supplies, Office	65.26	0.00	65.26	
			125151994001	Supplies, Office	32.98	0.00	32.98	
			125183514001	Supplies, Office	66.59	0.00	66.59	
			125191674001	Supplies, Office	63.47	0.00	63.47	
			125214336001	Supplies, Office	8.67	0.00	8.67	
			125494536001	Supplies, Office	68.83	0.00	68.83	

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			125535578001	Supplies, Office	156.33	0.00	156.33	
			125551808001	Supplies, Office	60.77	0.00	60.77	
			125551809001	Supplies, Office	26.79	0.00	26.79	
			125606654001	Supplies, Office	85.03	0.00	85.03	
			125716254001	Supplies, Office	5.77	0.00	5.77	
			125931366001	Supplies, Office	29.44	0.00	29.44	
			125931979001	Supplies, Office	90.69	0.00	90.69	
			126012720001	Supplies, Office	132.95	0.00	132.95	
			126418289001	Supplies, Office	208.26	0.00	208.26	
			126467986001	Supplies, Office	75.13	0.00	75.13	
			126601495001	Supplies, Office	49.04	0.00	49.04	
			126776536001	Supplies, Office	12.46	0.00	12.46	
			127051509001	Supplies, Office	9.84	0.00	9.84	
			127181807001	Supplies, Office	705.36	0.00	705.36	
			127182638001	Supplies, Office	264.11	0.00	264.11	
			127255967001	Supplies, Office	79.16	0.00	79.16	
			127256471001	Supplies, Office	8.67	0.00	8.67	
			127258895001	Supplies, Office	14.39	0.00	14.39	
			127302081001	Supplies, Office	39.68	0.00	39.68	
			127955682001	Supplies, Office	52.52	0.00	52.52	
			514735754001	Supplies, Office	78.48	0.00	78.48	
xxx328448	10/20/20	PACIFIC GAS & ELECTRIC CO	100023461020	Utilities - Electric	1,328.35	0.00	1,328.35	\$1,432.58
			97306197490920	Utilities - Electric	6.74	0.00	6.74	
			97322830180920	Utilities - Electric	58.81	0.00	58.81	
			97322834740920	Utilities - Electric	24.57	0.00	24.57	
			97386482120920	Utilities - Electric	14.11	0.00	14.11	
xxx328449	10/20/20	STAPLES INC	3457786553	Supplies, Office	14.51	0.00	14.51	\$37.42
			3457786565	Supplies, Office	8.25	0.00	8.25	
			3457786576	Supplies, Office	-164.76	0.00	-164.76	
			3457786587	Supplies, Office	43.31	0.00	43.31	
			3457786592	Supplies, Office	62.98	0.00	62.98	

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			3457786597	Supplies, Office	19.55	0.00	19.55	
			3457786603	Supplies, Office	53.58	0.00	53.58	
xxx328450	10/20/20	STATE OF CA - DEPT OF FORESTRY & FIRE	CF-FADO1B0313	Training and Conferences	728.00	0.00	728.00	\$728.00
xxx328451	10/20/20	UNITED STATES POSTAL SERVICE	P#190-101420	Postage	10,515.46	0.00	10,515.46	\$10,515.46
xxx328452	10/20/20	BARBARA ANN MEEHAN	201765-28394	Refund Utility Account Credit	225.24	0.00	225.24	\$225.24
xxx328453	10/20/20	HOGAN & PINCKNEY INC	200951-52252	Refund Utility Account Credit	4,596.00	0.00	4,596.00	\$4,596.00
xxx328454	10/20/20	LEONID KHODEL	199033-73970	Refund Utility Account Credit	176.31	0.00	176.31	\$176.31
xxx328455	10/20/20	MFS PAINT	197861-73148	Refund Utility Account Credit	270.71	0.00	270.71	\$270.71
xxx328456	10/20/20	SARA MACIA	89635-55008	Refund Utility Account Credit	313.52	0.00	313.52	\$313.52
xxx328462	10/22/20	ACCESS SYSTEMS	11157	Bldg Maint Matls & Supplies	211.57	0.00	211.57	\$211.57
xxx328463	10/22/20	ACME BOILER & WATER HEATING CO	6640	Facilities Maint & Repair - Labor	1,715.00	0.00	1,715.00	\$2,647.25
			6640	Facilities Maint & Repair - Materials	932.25	0.00	932.25	
xxx328464	10/22/20	AIR FILTER CONTROL	539917	Bldg Maint Matls & Supplies	517.62	0.00	517.62	\$517.62
xxx328465	10/22/20	AIRGAS USA LLC	9104948311	General Supplies	979.42	0.00	979.42	\$1,506.13
			9973695775	General Supplies	285.24	0.00	285.24	
			9974447224	General Supplies	241.47	0.00	241.47	
xxx328466	10/22/20	ALPINE AWARDS INC	5543045	General Supplies	173.86	0.00	173.86	\$173.86
xxx328467	10/22/20	ALTEC INDUSTRIES INC	50657296	Parts, Vehicles & Motor Equip	899.50	0.00	899.50	\$899.50
xxx328468	10/22/20	AMERICAN FIDELITY ADMINISTRATIVE SVCS	46631	Software As a Service	3,250.80	0.00	3,250.80	\$3,250.80
xxx328469	10/22/20	AMFASOFT CORP	JESSICAG-02	DED Services/Training - Training	500.00	0.00	500.00	\$1,050.00
			MOHSAN-02	DED Services/Training - Training	550.00	0.00	550.00	
xxx328470	10/22/20	ANIMAL TRAPPING SERVICES	4711	Equipment Maintenance & Repair Labor	2,079.00	0.00	2,079.00	\$2,079.00
xxx328471	10/22/20	APPLEONE EMPLOYMENT SERVICES	01-5689261	Salaries - Contract Personnel	1,043.30	0.00	1,043.30	\$4,509.95
			01-5689262	Salaries - Contract Personnel	1,240.98	0.00	1,240.98	
			01-5695540	Salaries - Contract Personnel	1,085.31	0.00	1,085.31	
			01-5695541	Salaries - Contract Personnel	1,140.36	0.00	1,140.36	
xxx328472	10/22/20	APPLIED INDUSTRIAL TECHNOLOGIES	7019629699	Miscellaneous Equipment Parts & Supplies	1,600.74	0.00	1,600.74	\$3,689.38
			7019675871	Miscellaneous Equipment Parts & Supplies	255.78	0.00	255.78	
			7019694638	Miscellaneous Equipment Parts & Supplies	1,832.86	0.00	1,832.86	
xxx328473	10/22/20	ASCENT ENVIRONMENTAL	18010179.01-5	Consultants	7,067.50	0.00	7,067.50	\$8,818.60

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			19010069.01-5	Developer Passthroughs-Downtown Projects	1,751.10	0.00	1,751.10	
xxx328474	10/22/20	ASSOCIATED INFRASTRUCTURE MGMT SERVICES	2020-009	Consultants	7,250.10	0.00	7,250.10	\$7,250.10
xxx328475	10/22/20	BSI EHS SERVICES & SOLUTIONS	60070	Professional Services	13,103.85	0.00	13,103.85	\$13,103.85
xxx328476	10/22/20	BSK ASSOCIATES	AD12333	Water Lab Services	1,440.00	0.00	1,440.00	\$3,022.00
			AD12335	Water Lab Services	142.00	0.00	142.00	
			AD18108	Water Lab Services	1,440.00	0.00	1,440.00	
xxx328477	10/22/20	BAY AREA TRENCHLESS	83120	Construction Services	6,500.00	0.00	6,500.00	\$6,500.00
xxx328478	10/22/20	BELKORP AG LLC	670963	Parts, Vehicles & Motor Equip	597.42	0.00	597.42	\$1,839.41
			671551	Parts, Vehicles & Motor Equip	92.47	0.00	92.47	
			672396	Parts, Vehicles & Motor Equip	1,103.48	0.00	1,103.48	
			674134	Parts, Vehicles & Motor Equip	46.04	0.00	46.04	
xxx328479	10/22/20	BERLITZ LANGUAGES INC	0012742003593	Bilingual Testing Fees	75.00	0.00	75.00	\$450.00
			0012742003594	Bilingual Testing Fees	225.00	0.00	225.00	
			0012742003596	Bilingual Testing Fees	150.00	0.00	150.00	
xxx328480	10/22/20	BIBLIOTHECA LLC	INV-US35972	Library Periodicals/Databases	13,015.14	0.00	13,015.14	\$30,108.42
			INV-US36781	Library Periodicals/Databases	17,093.28	0.00	17,093.28	
xxx328481	10/22/20	BOETHING TREELAND FARMS INC	SI-1244910	Materials - Land Improve	3,805.26	0.00	3,805.26	\$3,805.26
xxx328482	10/22/20	BUCKLES-SMITH ELECTRIC CO	3205174-00	Electrical Parts & Supplies	0.00	0.00	0.00	\$12,137.72
			3205174-02	Miscellaneous Equipment Parts & Supplies	614.28	0.00	614.28	
			3205177-00	Electrical Parts & Supplies	8,961.15	0.00	8,961.15	
			3207316-00	Electrical Parts & Supplies	1,396.24	0.00	1,396.24	
			3210558-00	Electrical Parts & Supplies	141.27	0.00	141.27	
			3213561-00	Miscellaneous Equipment Parts & Supplies	707.59	0.00	707.59	
			3213638-00	Miscellaneous Equipment Parts & Supplies	317.19	0.00	317.19	
xxx328483	10/22/20	BURKE WILLIAMS & SORENSEN LLP	259790	Legal Services	354.00	0.00	354.00	\$354.00
xxx328484	10/22/20	C OVERAA & CO	PRMRYTRTMT 2#38	Construction Services	1,290,296.07	0.00	1,290,296.07	\$1,290,296.07
xxx328485	10/22/20	CENGAGE LEARNING INC/GALE	71261175	Library Acquisitions, Books	27.89	0.00	27.89	\$217.07
			71744396	Library Acquisitions, Books	25.29	0.00	25.29	
			72035467	Library Acquisitions, Books	130.76	0.00	130.76	

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			72187141	Library Acquisitions, Books	33.13	0.00	33.13	
xxx328486	10/22/20	CALTEST ANALYTICAL LABORATORY	613856	Water Lab Services	261.00	0.00	261.00	\$522.00
			614116	Water Lab Services	261.00	0.00	261.00	
xxx328487	10/22/20	CAN-AM TECHNOLOGIES INC	2020-50	Computer Software	4,140.00	0.00	4,140.00	\$4,140.00
xxx328488	10/22/20	CENTRAL MEDICAL LABORATORY INC	18293	Medical Services	1,460.00	0.00	1,460.00	\$2,520.00
			18318	Medical Services	1,060.00	0.00	1,060.00	
xxx328489	10/22/20	CENTRALSQUARE TECHNOLOGIES, LLC	293051	Professional Services	15,800.40	0.00	15,800.40	\$15,800.40
xxx328490	10/22/20	COAST COUNTIES PETERBILT	01112191P	Parts, Vehicles & Motor Equip	1,056.79	0.00	1,056.79	\$1,079.04
			01112336P	Parts, Vehicles & Motor Equip	22.25	0.00	22.25	
xxx328491	10/22/20	D & M TRAFFIC SERVICES INC	74345	Inventory Purchase	904.70	0.00	904.70	\$904.70
xxx328492	10/22/20	DA LUBRICANT CO INC	2020-76757-00	Fuel, Oil & Lubricants	91.37	0.00	91.37	\$661.69
			2020-76758-00	General Supplies	359.37	0.00	359.37	
			2020-77126-00	Fuel, Oil & Lubricants	210.95	0.00	210.95	
xxx328493	10/22/20	DE ANZA APPLIANCE	0420-7747-7433	Facilities Maintenance & Repair Labor	99.95	0.00	99.95	\$605.99
			0520-8788-1791	Facilities Maintenance & Repair Labor	129.95	0.00	129.95	
			0820-6560-7719	Facilities Maint & Repair - Labor	180.00	0.00	180.00	
			0820-6560-7719	Facilities Maint & Repair - Materials	196.09	0.00	196.09	
xxx328494	10/22/20	EBSCO INFORMATION SERVICES	2100206	Library Periodicals/Databases	12.10	0.00	12.10	\$12.10
xxx328495	10/22/20	ENNIS PAINT INC	403242	Materials - Land Improve	6,180.31	0.00	6,180.31	\$6,180.31
xxx328496	10/22/20	ENVIRONMENTAL RESOURCE ASSOC	941073	General Supplies	425.44	0.00	425.44	\$1,673.88
			941074	General Supplies	371.47	0.00	371.47	
			948614	General Supplies	371.47	0.00	371.47	
			948615	General Supplies	505.50	0.00	505.50	
xxx328497	10/22/20	EUPHRAT MUSEUM OF ART DE ANZA COLLEGE	245RE	Rec Instructors/Officials	3,750.00	0.00	3,750.00	\$8,711.49
			247RE	Rec Instructors/Officials	533.33	0.00	533.33	
			264RE	Rec Instructors/Officials	4,428.16	0.00	4,428.16	
xxx328498	10/22/20	FEDEX	7-119-57516	Mailing & Delivery Services	25.49	0.00	25.49	\$34.04
			7-126-95793	Mailing & Delivery Services	8.55	0.00	8.55	
xxx328499	10/22/20	FISHER SCIENTIFIC CO LLC	6549283	General Supplies	385.70	0.00	385.70	\$813.61
			6549284	General Supplies	89.79	0.00	89.79	
			6870648	General Supplies	338.12	0.00	338.12	

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xxx328500	10/22/20	FLEETPRIDE INC	60163082	Parts, Vehicles & Motor Equip	61.76	0.00	61.76	\$799.47
			60206205	Parts, Vehicles & Motor Equip	325.64	0.00	325.64	
			60726180	Parts, Vehicles & Motor Equip	412.07	0.00	412.07	
xxx328501	10/22/20	FOSTER BROS SECURITY SYSTEMS INC	321063	Bldg Maint Matls & Supplies	151.61	0.00	151.61	\$1,645.74
			321170	Equipment Maintenance & Repair Labor	97.50	0.00	97.50	
			321261	Bldg Maint Matls & Supplies	174.09	0.00	174.09	
			321780	Bldg Maint Matls & Supplies	156.96	0.00	156.96	
			321781	Bldg Maint Matls & Supplies	143.01	0.00	143.01	
			322530	Bldg Maint Matls & Supplies	712.42	0.00	712.42	
			322546	Bldg Maint Matls & Supplies	210.15	0.00	210.15	
xxx328502	10/22/20	GARDENLAND POWER EQUIPMENT	805243	Parts, Vehicles & Motor Equip	66.74	0.00	66.74	\$66.74
xxx328503	10/22/20	GLOBAL ACCESS INC	17673	Software As a Service	236.00	0.00	236.00	\$236.00
xxx328504	10/22/20	GOLDEN GATE MECHANICAL INC	34036	Facilities Maint & Repair - Labor	325.00	0.00	325.00	\$3,908.95
			34040	Facilities Maint & Repair - Labor	708.95	0.00	708.95	
			4102	Facilities Maint & Repair - Materials	2,875.00	0.00	2,875.00	
xxx328505	10/22/20	GOLDEN GATE TRUCK CENTER	FA005014295:01	Parts, Vehicles & Motor Equip	85.61	0.00	85.61	\$85.61
xxx328506	10/22/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1104796	Inventory Purchase	411.45	0.00	411.45	\$1,416.81
			189-1104802	Inventory Purchase	1,005.36	0.00	1,005.36	
xxx328507	10/22/20	GRAINGER	9684594238	Inventory Purchase	93.43	0.00	93.43	\$652.55
			9685960685	Inventory Purchase	559.12	0.00	559.12	
xxx328508	10/22/20	HYBRID COMMERCIAL PRINTING INC	27181	Printing & Related Services	316.10	0.00	316.10	\$3,533.78
			27183	Printing & Related Services	1,299.28	0.00	1,299.28	
			27185	Printing & Related Services	669.26	0.00	669.26	
			27187	Printing & Related Services	86.11	0.00	86.11	
			27196	Printing & Related Services	1,076.92	0.00	1,076.92	
			27202	Printing & Related Services	86.11	0.00	86.11	
xxx328509	10/22/20	IDEXX DISTRIBUTION INC	3070975205	General Supplies	183.33	0.00	183.33	\$183.33
xxx328510	10/22/20	INFOSEND INC	176504	Financial Services	0.40	0.00	0.40	\$0.40
xxx328511	10/22/20	INTERNATIONAL CONTACT INC	I-05232	Professional Services	510.00	0.00	510.00	\$600.00
			I-05233	Professional Services	90.00	0.00	90.00	

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xxx328512	10/22/20	INTERSTATE BATTERY SYSTEM OF SAN JOSE	10291212	Parts, Vehicles & Motor Equip	595.34	0.00	595.34	\$712.05
			10291407	Parts, Vehicles & Motor Equip	116.71	0.00	116.71	
xxx328513	10/22/20	INTERSTATE SALES	6226	Materials - Land Improve	565.38	0.00	565.38	\$565.38
xxx328514	10/22/20	INTERVIEW NOW	1542	Telecommunication Services	750.00	0.00	750.00	\$2,250.00
			1545	Telecommunication Services	750.00	0.00	750.00	
			1555	Telecommunication Services	750.00	0.00	750.00	
xxx328515	10/22/20	INTEX AUTO PARTS	2-28830-11	Parts, Vehicles & Motor Equip	19.62	0.00	19.62	\$1,403.44
			2-29262-17	Parts, Vehicles & Motor Equip	54.35	0.00	54.35	
			2-29762-18	Parts, Vehicles & Motor Equip	126.39	0.00	126.39	
			2-31043-16	Inventory Purchase	837.56	0.00	837.56	
			2-31062-5	Inventory Purchase	245.25	0.00	245.25	
			2-31069-13	Inventory Purchase	8.70	0.00	8.70	
			2-31477-11	Inventory Purchase	29.82	0.00	29.82	
			2-31902-12	Inventory Purchase	81.75	0.00	81.75	
xxx328516	10/22/20	JJR CONSTRUCTION INC	CRBSSDWLK19 #04	Construction Services	516,554.15	0.00	516,554.15	\$516,554.15
xxx328517	10/22/20	JOSEPH J ALBANESE INC	FOAOHBRIDGE #03	Construction Services	1,415,864.14	0.00	1,415,864.14	\$1,415,864.14
xxx328518	10/22/20	KAPPE ARCHITECTS	1734	Consultants	2,040.00	0.00	2,040.00	\$2,040.00
xxx328519	10/22/20	KAREN L PIKE	KLP900-001	Medical Services	4,250.00	0.00	4,250.00	\$4,250.00
xxx328520	10/22/20	KIRBY CANYON RECYCLING & DISPOSAL FAC	SEP2020	Landfill Fees to be Allocated	792,826.06	0.00	792,826.06	\$792,826.06
xxx328521	10/22/20	LIEBERT CASSIDY WHITMORE	1507955	Legal Services	72.00	0.00	72.00	\$5,832.00
			1507956	Legal Services	5,256.00	0.00	5,256.00	
			1507957	Legal Services	504.00	0.00	504.00	
xxx328522	10/22/20	MM COMMUNICATIONS	INV-0848	Comm Equip Maintain & Repair - Labor 1	800.00	0.00	800.00	\$1,130.00
			INV-0870	Comm Equip Maintain & Repair - Labor 1	330.00	0.00	330.00	
xxx328523	10/22/20	MANSFIELD OIL CO	22001257	Inventory Purchase	15,547.95	0.00	15,547.95	\$15,547.95
xxx328524	10/22/20	MATRIX CONSULTING GROUP	20-40 #1	Financial Services	11,600.00	0.00	11,600.00	\$11,600.00
xxx328525	10/22/20	MCMaster CARR SUPPLY CO	35501379	Miscellaneous Equipment Parts & Supplies	-37.77	0.00	-37.77	\$271.03
			35501381	Miscellaneous Equipment Parts & Supplies	-369.80	0.00	-369.80	
			35501496	Miscellaneous Equipment Parts & Supplies	-45.17	0.00	-45.17	

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			35501498	Miscellaneous Equipment Parts & Supplies	-24.49	0.00	-24.49	
			35501504	Miscellaneous Equipment Parts & Supplies	-40.22	0.00	-40.22	
			35507156	Miscellaneous Equipment Parts & Supplies	-463.18	0.00	-463.18	
			35507746	Miscellaneous Equipment Parts & Supplies	-356.77	0.00	-356.77	
			35578212	Miscellaneous Equipment Parts & Supplies	-26.90	0.00	-26.90	
			42863018	Miscellaneous Equipment Parts & Supplies	562.29	0.00	562.29	
			42946480	Miscellaneous Equipment Parts & Supplies	-485.17	0.00	-485.17	
			45033256	Hand Tools	235.70	0.00	235.70	
			45095449	Supplies, Safety	1,322.51	0.00	1,322.51	
xxx328527	10/22/20	MIDWEST TAPE	99453178	Library Periodicals/Databases	4,607.45	0.00	4,607.45	\$4,607.45
xxx328528	10/22/20	MORNINGSTAR INC	1	Library Periodicals/Databases	2,091.00	0.00	2,091.00	\$2,091.00
xxx328529	10/22/20	MOUNTAIN VIEW GARDEN CENTER	103321	Materials - Land Improve	302.27	0.00	302.27	\$756.48
			103436	Materials - Land Improve	179.85	0.00	179.85	
			103547	Materials - Land Improve	137.18	0.00	137.18	
			103564	Materials - Land Improve	91.45	0.00	91.45	
			103592	Materials - Land Improve	45.73	0.00	45.73	
xxx328530	10/22/20	NAPA AUTO PARTS	5983-593933	Parts, Vehicles & Motor Equip	12.19	0.00	12.19	\$188.91
			5983-597509	Parts, Vehicles & Motor Equip	26.07	0.00	26.07	
			5983-597761	Parts, Vehicles & Motor Equip	42.03	0.00	42.03	
			5983-597983	Parts, Vehicles & Motor Equip	14.51	0.00	14.51	
			5983-597984	Parts, Vehicles & Motor Equip	9.55	0.00	9.55	
			5983-597985	Parts, Vehicles & Motor Equip	54.38	0.00	54.38	
			5983-599321	Parts, Vehicles & Motor Equip	30.18	0.00	30.18	
xxx328531	10/22/20	OLIVIA GURBIEL	113900353001	DED Services/Training - Books	114.67	0.00	114.67	\$114.67
xxx328532	10/22/20	OVERDRIVE INC	910CO20292597	Library Periodicals/Databases	478.91	0.00	478.91	\$18,463.48
			910CO20302277	Library Periodicals/Databases	2,504.42	0.00	2,504.42	
			910CO20309368	Library Periodicals/Databases	11,961.20	0.00	11,961.20	
			910DA20293051	Library Periodicals/Databases	55.00	0.00	55.00	
			910DA20295374	Library Periodicals/Databases	155.49	0.00	155.49	
			910DA20298313	Library Periodicals/Databases	46.00	0.00	46.00	
			910DA20303419	Library Periodicals/Databases	184.53	0.00	184.53	

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			910DA20312037	Library Periodicals/Databases	574.63	0.00	574.63	
			910DA20315429	Library Periodicals/Databases	27.50	0.00	27.50	
			910DA20318384	Library Periodicals/Databases	23.99	0.00	23.99	
			910DA20320061	Library Periodicals/Databases	19.95	0.00	19.95	
			910DA20323902	Library Periodicals/Databases	848.40	0.00	848.40	
			910DA20339559	Library Periodicals/Databases	516.96	0.00	516.96	
			MR91020337400	Library Periodicals/Databases	1,066.50	0.00	1,066.50	
xxx328534	10/22/20	P&A ADMINSTRATIVE SERVICES INC	570131	Miscellaneous Payment	4,065.74	0.00	4,065.74	\$12,056.67
			571376	Miscellaneous Payment	3,843.17	0.00	3,843.17	
			572791	Miscellaneous Payment	4,147.76	0.00	4,147.76	
xxx328535	10/22/20	PETERSON	SW240168756	Misc Equip Maint & Repair - Labor	1,792.00	0.00	1,792.00	\$3,156.80
			SW240168756	Misc Equip Maint & Repair - Materials	1,364.80	0.00	1,364.80	
xxx328536	10/22/20	PREFERRED BENEFIT INSURANCE ADMIN INC	EIA34666	Insurances - Dental	55,424.30	0.00	55,424.30	\$67,021.70
			EIA34666	Insurances - Vision	11,597.40	0.00	11,597.40	
xxx328537	10/22/20	PUBLIC SAFETY DATA SYSTEMS LLC	490	Professional Services	2,000.00	0.00	2,000.00	\$2,000.00
xxx328538	10/22/20	R & B CO	S1967192.003	Inventory Purchase	1,294.92	0.00	1,294.92	\$4,467.37
			S1974184.001	Inventory Purchase	59.41	0.00	59.41	
			S1975400.001	Inventory Purchase	3,113.04	0.00	3,113.04	
xxx328539	10/22/20	R E P NUT N BOLT GUY	31967	Inventory Purchase	264.48	0.00	264.48	\$264.48
xxx328540	10/22/20	REED & GRAHAM INC	986345	Materials - Land Improve	522.50	0.00	522.50	\$9,812.68
			986523	Materials - Land Improve	9,290.18	0.00	9,290.18	
xxx328541	10/22/20	ROGER D HIGDON	2020-G	Consultants	594.44	0.00	594.44	\$1,273.80
			2020-H	Consultants	679.36	0.00	679.36	
xxx328542	10/22/20	S & L FENCE CO	05027	Facilities Maint & Repair - Labor	2,058.08	0.00	2,058.08	\$3,775.00
			05027	Facilities Maint & Repair - Materials	1,716.92	0.00	1,716.92	
xxx328543	10/22/20	SFO REPROGRAPHICS	66958	Printing & Related Services	251.35	0.00	251.35	\$4,589.33
			67001	Printing & Related Services	549.36	0.00	549.36	
			67009	Printing & Related Services	3,788.62	0.00	3,788.62	
xxx328544	10/22/20	SHI INTERNATIONAL CORP	B12256351	Software Licensing & Support	3.26	0.00	3.26	\$81.50
			B12256351A	Software Licensing & Support	78.24	0.00	78.24	
xxx328545	10/22/20	SAFEWAY INC	666271-101220	Food Products	35.88	0.00	35.88	\$35.88

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx328546	10/22/20	SANTA CLARA COUNTY	123296	Permit Fees	861.56	0.00	861.56	\$861.56
xxx328547	10/22/20	SHRED-IT USA LLC	8180301985	Contracts/Service Agreements	76.09	0.00	76.09	\$361.67
			8180481559	Records Related Services	133.40	0.00	133.40	
			8180491701	Contracts/Service Agreements	76.09	0.00	76.09	
			8180682350	Contracts/Service Agreements	76.09	0.00	76.09	
xxx328548	10/22/20	SIERRA-CEDAR INC	PC-000207499	Professional Services	69,750.00	0.00	69,750.00	\$69,750.00
xxx328549	10/22/20	SLOAN SAKAI YEUNG & WONG LLP	44458	Legal Services	5,265.00	0.00	5,265.00	\$14,863.50
			44459	Legal Services	9,598.50	0.00	9,598.50	
xxx328550	10/22/20	SOUTH BAY REGIONAL PUBLIC SAFETY	221176	Training and Conferences	3,159.99	0.00	3,159.99	\$3,159.99
xxx328551	10/22/20	STATCOMM INC	W10749	Facilities Maintenance & Repair Labor	270.00	0.00	270.00	\$3,118.63
			W10784	Facilities Maintenance & Repair Labor	2,848.63	0.00	2,848.63	
xxx328552	10/22/20	STUDIO EM GRAPHIC DESIGN	18015	Graphics Services	1,324.35	0.00	1,324.35	\$1,520.55
			18043	Graphics Services	196.20	0.00	196.20	
xxx328553	10/22/20	SUNBELT RENTALS INC	105257226-0002	Equipment Rental/Lease	10,699.44	0.00	10,699.44	\$10,699.44
xxx328554	10/22/20	SUNNYVALE TOWING INC	319593	Vehicle Towing Services	45.00	0.00	45.00	\$45.00
xxx328555	10/22/20	TMT ENTERPRISES INC	06022	Materials - Land Improve	1,494.08	0.00	1,494.08	\$1,494.08
xxx328556	10/22/20	THE DAVEY TREE EXPERT COMPANY	914968718	Materials - Land Improve	450.00	0.00	450.00	\$450.00
xxx328557	10/22/20	UNIQUE MANAGEMENT SERVICES INC	595685	Financial Services	250.60	0.00	250.60	\$948.70
			596117	General Supplies	698.10	0.00	698.10	
xxx328558	10/22/20	UNITY COURIER SERVICE INC	462091	Contracts/Service Agreements	1,375.53	0.00	1,375.53	\$1,375.53
xxx328559	10/22/20	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58561	DED Services/Training - Training	481.37	0.00	481.37	\$1,081.37
			58592	DED Services/Training - Training	600.00	0.00	600.00	
xxx328560	10/22/20	VALLEY OIL CO	50398	Parts, Vehicles & Motor Equip	1,726.55	0.00	1,726.55	\$1,726.55
xxx328561	10/22/20	VERIZON WIRELESS	9863214032	Computer Hardware	17,911.13	0.00	17,911.13	\$35,755.77
			9863214032	Utilities - Mobile Phones - City Mobile Phones	17,844.64	0.00	17,844.64	
xxx328562	10/22/20	WATER ONE INDUSTRIES INC	136448	Facilities Maintenance & Repair Labor	1,300.00	0.00	1,300.00	\$1,300.00
xxx328563	10/22/20	WILSEY HAM	23562	Consultants	1,392.00	0.00	1,392.00	\$1,392.00
xxx328564	10/22/20	PACIFIC GAS & ELECTRIC CO	05225890200920	Utilities - Gas	20.51	0.00	20.51	\$83,646.22
			05225892760920	Utilities - Electric	2,415.59	0.00	2,415.59	
			05225894560920	Utilities - Electric	1,621.44	0.00	1,621.44	

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			06025923000920	Utilities - Electric	20.40	0.00	20.40	
			06037193330920	Utilities - Electric	0.08	0.00	0.08	
			06040860490920	Utilities - Electric	24.60	0.00	24.60	
			06072000410920	Utilities - Electric	18.61	0.00	18.61	
			06075132700920	Utilities - Electric	15.51	0.00	15.51	
			06075133000920	Utilities - Electric	16.24	0.00	16.24	
			06075135280920	Utilities - Electric	36.92	0.00	36.92	
			06075135640920	Utilities - Electric	7.60	0.00	7.60	
			06075139670920	Utilities - Electric	0.30	0.00	0.30	
			06081240040920	Utilities - Electric	41.34	0.00	41.34	
			12847684120920	Utilities - Electric	8.14	0.00	8.14	
			14823837850920	Utilities - Electric	45.72	0.00	45.72	
			18068041900920	Utilities - Electric	83.14	0.00	83.14	
			19867842520920	Utilities - Electric	41.64	0.00	41.64	
			22868920920920	Utilities - Electric	26.35	0.00	26.35	
			24528699500920	Utilities - Electric	9.86	0.00	9.86	
			25900730020920	Utilities - Electric	83.35	0.00	83.35	
			35922924580920	Utilities - Electric	25.18	0.00	25.18	
			38257235830920	Utilities - Electric	75.87	0.00	75.87	
			39509111000920	Utilities - Electric	49.66	0.00	49.66	
			43142590150920	Utilities - Gas	8.66	0.00	8.66	
			43142590250920	Utilities - Gas	675.22	0.00	675.22	
			43142590300920	Utilities - Gas	49.95	0.00	49.95	
			43142597640920	Utilities - Electric	1,625.03	0.00	1,625.03	
			43142599650920	Utilities - Electric	974.38	0.00	974.38	
			43155469000920	Utilities - Electric	98.16	0.00	98.16	
			43179602530920	Utilities - Electric	225.92	0.00	225.92	
			43357992720920	Utilities - Electric	11.77	0.00	11.77	
			45039216730920	Utilities - Electric	11.61	0.00	11.61	
			48131400740920	Utilities - Electric	14.90	0.00	14.90	
			56825387840920	Utilities - Electric	0.62	0.00	0.62	

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			56891435920920	Utilities - Electric	1.04	0.00	1.04	
			56892570110920	Utilities - Electric	0.91	0.00	0.91	
			56892570120920	Utilities - Electric	13.76	0.00	13.76	
			56892570160920	Utilities - Electric	0.86	0.00	0.86	
			56892570470920	Utilities - Electric	11.68	0.00	11.68	
			56892570610920	Utilities - Electric	11.60	0.00	11.60	
			56892570850920	Utilities - Electric	12.30	0.00	12.30	
			56892571070920	Utilities - Electric	0.89	0.00	0.89	
			56892571110920	Utilities - Electric	33.61	0.00	33.61	
			56892571230920	Utilities - Electric	0.87	0.00	0.87	
			56892571500920	Utilities - Electric	11.59	0.00	11.59	
			56892571930920	Utilities - Electric	1.01	0.00	1.01	
			56892572230920	Utilities - Electric	9.86	0.00	9.86	
			56892572310920	Utilities - Electric	1.03	0.00	1.03	
			56892572410920	Utilities - Electric	0.82	0.00	0.82	
			56892572990920	Utilities - Electric	0.85	0.00	0.85	
			56892573010920	Utilities - Electric	0.82	0.00	0.82	
			56892573210920	Utilities - Electric	12.03	0.00	12.03	
			56892573280920	Utilities - Electric	9.86	0.00	9.86	
			56892573340920	Utilities - Electric	11.39	0.00	11.39	
			56892573450920	Utilities - Electric	9.86	0.00	9.86	
			56892573610920	Utilities - Electric	1.82	0.00	1.82	
			56892573790920	Utilities - Electric	0.98	0.00	0.98	
			56892573860920	Utilities - Electric	0.83	0.00	0.83	
			56892574540920	Utilities - Electric	11.71	0.00	11.71	
			56892574610920	Utilities - Electric	12.00	0.00	12.00	
			56892574640920	Utilities - Electric	1.17	0.00	1.17	
			56892574690920	Utilities - Electric	11.82	0.00	11.82	
			56892574720920	Utilities - Electric	11.62	0.00	11.62	
			56892574750920	Utilities - Electric	1.02	0.00	1.02	
			56892574930920	Utilities - Electric	11.51	0.00	11.51	

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			56892574970920	Utilities - Electric	0.05	0.00	0.05	
			56892574980920	Utilities - Electric	0.76	0.00	0.76	
			56892575010920	Utilities - Electric	13.78	0.00	13.78	
			56892575240920	Utilities - Electric	9.86	0.00	9.86	
			56892575250920	Utilities - Electric	12.00	0.00	12.00	
			56892575560920	Utilities - Electric	12.07	0.00	12.07	
			56892575840920	Utilities - Electric	13.16	0.00	13.16	
			56892576280920	Utilities - Electric	11.76	0.00	11.76	
			56892576480920	Utilities - Electric	12.36	0.00	12.36	
			56892576590920	Utilities - Electric	11.71	0.00	11.71	
			56892576670920	Utilities - Electric	11.83	0.00	11.83	
			56892576690920	Utilities - Electric	11.86	0.00	11.86	
			56892576720920	Utilities - Electric	0.69	0.00	0.69	
			56892577190920	Utilities - Electric	0.86	0.00	0.86	
			56892577220920	Utilities - Electric	11.36	0.00	11.36	
			56892577390920	Utilities - Electric	12.08	0.00	12.08	
			56892577590920	Utilities - Electric	0.80	0.00	0.80	
			56892578070920	Utilities - Electric	0.99	0.00	0.99	
			56892578180920	Utilities - Electric	9.95	0.00	9.95	
			56892578260920	Utilities - Electric	0.84	0.00	0.84	
			56892578540920	Utilities - Electric	2.20	0.00	2.20	
			56892578610920	Utilities - Electric	0.88	0.00	0.88	
			56892578660920	Utilities - Electric	0.93	0.00	0.93	
			56892578670920	Utilities - Electric	11.56	0.00	11.56	
			56892578890920	Utilities - Electric	11.69	0.00	11.69	
			56892578980920	Utilities - Electric	11.94	0.00	11.94	
			56892579010920	Utilities - Electric	9.86	0.00	9.86	
			56892579380920	Utilities - Electric	0.72	0.00	0.72	
			56892579430920	Utilities - Electric	1.56	0.00	1.56	
			56892579640920	Utilities - Electric	11.74	0.00	11.74	
			56892579760920	Utilities - Electric	0.85	0.00	0.85	

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			56892579810920	Utilities - Electric	11.71	0.00	11.71	
			56892579830920	Utilities - Electric	0.78	0.00	0.78	
			56892579860920	Utilities - Electric	0.71	0.00	0.71	
			60209026830920	Utilities - Electric	8.36	0.00	8.36	
			60211953740920	Utilities - Electric	3.40	0.00	3.40	
			60225900040920	Utilities - Electric	23,331.97	0.00	23,331.97	
			60225900080920	Utilities - Electric	5,900.36	0.00	5,900.36	
			60225900140920	Utilities - Electric	38.79	0.00	38.79	
			60225900150920	Utilities - Electric	22.09	0.00	22.09	
			60225900160920	Utilities - Electric	9.18	0.00	9.18	
			60225900170920	Utilities - Electric	10.54	0.00	10.54	
			60225900220920	Utilities - Electric	599.50	0.00	599.50	
			60225900260920	Utilities - Electric	33.90	0.00	33.90	
			60225900450920	Utilities - Electric	204.00	0.00	204.00	
			60225901000920	Utilities - Electric	9.86	0.00	9.86	
			60225901010920	Utilities - Electric	561.82	0.00	561.82	
			60225901310920	Utilities - Electric	14.40	0.00	14.40	
			60225901820920	Utilities - Electric	45.38	0.00	45.38	
			60225901980920	Utilities - Electric	17.55	0.00	17.55	
			60225902010920	Utilities - Electric	219.57	0.00	219.57	
			60225902290920	Utilities - Electric	30.74	0.00	30.74	
			60225902640920	Utilities - Electric	41.36	0.00	41.36	
			60225902660920	Utilities - Electric	559.65	0.00	559.65	
			60225902810920	Utilities - Electric	346.42	0.00	346.42	
			60225902900920	Utilities - Electric	104.79	0.00	104.79	
			60225902950920	Utilities - Electric	24.75	0.00	24.75	
			60225903300920	Utilities - Electric	70.43	0.00	70.43	
			60225903370920	Utilities - Electric	2.33	0.00	2.33	
			60225903550920	Utilities - Electric	155.87	0.00	155.87	
			60225904170920	Utilities - Electric	2.85	0.00	2.85	
			60225904270920	Utilities - Electric	3.38	0.00	3.38	

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			60225904460920	Utilities - Electric	2.12	0.00	2.12	
			60225904500920	Utilities - Electric	0.08	0.00	0.08	
			60225904580920	Utilities - Electric	54.97	0.00	54.97	
			60225905100920	Utilities - Electric	3.69	0.00	3.69	
			60225905410920	Utilities - Electric	31.90	0.00	31.90	
			60225905570920	Utilities - Electric	68.03	0.00	68.03	
			60225905580920	Utilities - Electric	9.14	0.00	9.14	
			60225905590920	Utilities - Electric	9.14	0.00	9.14	
			60225905600920	Utilities - Electric	2,380.30	0.00	2,380.30	
			60225906090920	Utilities - Electric	6,695.92	0.00	6,695.92	
			60225906210920	Utilities - Electric	3.69	0.00	3.69	
			60225906400920	Utilities - Electric	4.59	0.00	4.59	
			60225906510920	Utilities - Electric	1,044.24	0.00	1,044.24	
			60225906590920	Utilities - Electric	131.26	0.00	131.26	
			60225906600920	Utilities - Electric	41.63	0.00	41.63	
			60225906650920	Utilities - Electric	80.40	0.00	80.40	
			60225906780920	Utilities - Electric	2,726.16	0.00	2,726.16	
			60225906940920	Utilities - Electric	3,437.64	0.00	3,437.64	
			60225906980920	Utilities - Electric	374.71	0.00	374.71	
			60225907190920	Utilities - Electric	644.18	0.00	644.18	
			60225907630920	Utilities - Electric	2.85	0.00	2.85	
			60225907690920	Utilities - Electric	169.34	0.00	169.34	
			60225907730920	Utilities - Electric	32.66	0.00	32.66	
			60225907760920	Utilities - Electric	12.82	0.00	12.82	
			60225908160920	Utilities - Electric	1,240.69	0.00	1,240.69	
			60225908170920	Utilities - Electric	29.64	0.00	29.64	
			60225908580920	Utilities - Electric	34.60	0.00	34.60	
			60225908610920	Utilities - Electric	34.46	0.00	34.46	
			60225908940920	Utilities - Electric	42.90	0.00	42.90	
			60225909050920	Utilities - Electric	11.27	0.00	11.27	
			60225909410920	Utilities - Electric	68.90	0.00	68.90	

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			60225909830920	Utilities - Electric	21.96	0.00	21.96	
			60243005770920	Utilities - Electric	1.58	0.00	1.58	
			60255379990920	Utilities - Electric	4,067.88	0.00	4,067.88	
			60279502630920	Utilities - Electric	1,965.65	0.00	1,965.65	
			63004478110920	Utilities - Electric	55.57	0.00	55.57	
			65170651530920	Utilities - Electric	1,234.97	0.00	1,234.97	
			66172622090920	Utilities - Electric	27.63	0.00	27.63	
			72891152060920	Utilities - Electric	10.72	0.00	10.72	
			81004444430920	Utilities - Electric	5.56	0.00	5.56	
			81008620210920	Utilities - Electric	0.79	0.00	0.79	
			81008621120920	Utilities - Electric	1.55	0.00	1.55	
			81008622290920	Utilities - Electric	7.06	0.00	7.06	
			81008622550920	Utilities - Electric	14.13	0.00	14.13	
			81008623480920	Utilities - Electric	10.06	0.00	10.06	
			81008623720920	Utilities - Electric	0.68	0.00	0.68	
			81008624270920	Utilities - Electric	112.32	0.00	112.32	
			81008624310920	Utilities - Electric	13.27	0.00	13.27	
			81008624650920	Utilities - Electric	10.06	0.00	10.06	
			81008624800920	Utilities - Electric	11.57	0.00	11.57	
			81008625370920	Utilities - Electric	43.86	0.00	43.86	
			81008626650920	Utilities - Electric	10.68	0.00	10.68	
			81008628100920	Utilities - Electric	0.68	0.00	0.68	
			81008628260920	Utilities - Electric	2.06	0.00	2.06	
			81008628350920	Utilities - Electric	0.68	0.00	0.68	
			81008629370920	Utilities - Electric	2.06	0.00	2.06	
			81008629450920	Utilities - Electric	2.10	0.00	2.10	
			81009280180920	Utilities - Electric	598.13	0.00	598.13	
			81011846090920	Utilities - Electric	11.52	0.00	11.52	
			81015536310920	Utilities - Electric	1,318.36	0.00	1,318.36	
			81020785620920	Utilities - Electric	6.31	0.00	6.31	
			81024370710920	Utilities - Electric	58.18	0.00	58.18	

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			81029727040920	Utilities - Electric	5.56	0.00	5.56	
			81033823480920	Utilities - Electric	30.92	0.00	30.92	
			81035854770920	Utilities - Electric	17.14	0.00	17.14	
			81049144670920	Utilities - Electric	9.40	0.00	9.40	
			81052655700920	Utilities - Electric	11.33	0.00	11.33	
			81063868990920	Utilities - Electric	12,867.41	0.00	12,867.41	
			81073831150920	Utilities - Electric	19.32	0.00	19.32	
			81074135340920	Utilities - Electric	67.60	0.00	67.60	
			81080547220920	Utilities - Electric	11.75	0.00	11.75	
			81081601140920	Utilities - Electric	14.11	0.00	14.11	
			81703231610920	Utilities - Electric	14.85	0.00	14.85	
			94639783770920	Utilities - Electric	42.25	0.00	42.25	
			96226800430920	Utilities - Electric	75.76	0.00	75.76	
			96226804090920	Utilities - Electric	179.29	0.00	179.29	
			97331850980920	Utilities - Electric	13.45	0.00	13.45	
xxx100915	10/19/20	SFPUC WATER DEPARTMENT	090220-100120	Water for Resale	1,933,514.90	0.00	1,933,514.90	\$2,100,601.90
			090220-100120	Purchased Water Related Expenses - Meter Charges	22,939.00	0.00	22,939.00	
			090220-100120	BAWSCA Surcharge	144,148.00	0.00	144,148.00	
xxx100916	10/21/20	SANTA CLARA VALLEY WATER DISTRICT	TI002424	Water for Resale	1,152,520.60	0.00	1,152,520.60	\$1,152,520.60
Grand Total Payment Amount								<u>\$8,534,764.37</u>



City of Sunnyvale

Agenda Item

20-0805

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

Award of a Contract to Kimley Horn & Associates, Inc. for Design Services for a New Traffic Signal at Wolfe Road and Dartshire Way (F20-155)

STAFF RECOMMENDATION

- Award a Consultant Services Agreement in substantially the same form as Attachment 1 to the report in the amount not-to-exceed \$114,430.00 to Kimley Horn & Associates, Inc.;
- Approve a 10% contingency in the amount of \$11,443.00; and
- Authorize the City Manager to execute the contract when all necessary conditions have been met.

BASIS FOR RECOMMENDATION

A Request for Proposals (RFP) was posted on DemandStar on May 6, 2020 and distributed to multiple California firms. Five proposals were received on June 4, 2020. Kimley Horn & Associates, Inc. was selected as the highest-rated proposer. A detailed scope of work is included in Attachment 1.

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.

FISCAL IMPACT

Funding for this project is available in Capital Project 816000 - Future Traffic Signal Construction. A project financial summary is included as Attachment 2.

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. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Consultant Services Agreement
2. Budget Summary Sheet - Project 816000 - Future Traffic Signal Construction

**DRAFT CONSULTANT SERVICES AGREEMENT BETWEEN CITY OF SUNNYVALE
AND KIMLEY HORN & ASSOCIATES, INC. FOR NEW TRAFFIC SIGNAL AT
WOLFE ROAD AND DARTSHIRE WAY**

THIS AGREEMENT dated _____ is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and KIMLEY HORN & ASSOCIATES, INC ("CONSULTANT").

WHEREAS, CITY desires to secure professional services necessary for the New Traffic Signal at Wolfe Road and Dartshire Way; and

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

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

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

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

2. Notice to Proceed/Completion of Services

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

3. Project Schedule

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

4. Payment of Fees and Expenses

Payments shall be made to CONSULTANT on a monthly basis as set forth in the attached Exhibit "B" entitled "Compensation Schedule." All compensation will be based on monthly billings as provided in Exhibit "B." Compensation will not be due until said detailed billing is submitted to CITY within a reasonable time before payment is expected to allow for normal CITY processing. An estimate of the percent of total completion associated with the various categories of the services shall be furnished by CONSULTANT with said billing. When applicable, copies of pertinent financial records will be included with the submission of billing(s) for all direct reimbursables. Compensation shall not exceed the amounts set forth in Exhibit "B" for each phase, and shall include services as identified in Exhibit "A" in the amount of One Hundred Fourteen Thousand Four Hundred Thirty and No/100 Dollars (\$114,430.00) for the duration of the contract. In no event shall the total amount of compensation payable under this agreement exceed the sum of One Hundred Fourteen Thousand Four Hundred Thirty and No/100 Dollars (\$114,430.00) unless upon written modification of this Agreement. All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707.

5. No Assignment of Agreement

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

6. Consultant is an Independent Contractor

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

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

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

8. Standard of Workmanship

CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform the services and its duties and obligations, expressed and implied,

contained herein, and CITY expressly relies upon CONSULTANT's representations regarding its skills and knowledge. CONSULTANT shall perform such services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California.

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

9. Responsibility of CONSULTANT

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

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

10. Right of CITY to Inspect Records of CONSULTANT

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

11. Confidentiality of Material

All ideas, memoranda, specifications, plans, calculations, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for CONSULTANT and all other written information submitted to CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shall not, without the prior written consent of CITY be used for any purposes other than the performance of the Project services, nor be disclosed to an entity not connected with the performance of the Project services. Nothing furnished to CONSULTANT which is otherwise

known to CONSULTANT or is or becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not use CITY's name, insignia or distribute exploitative publicity pertaining to the services rendered under this Agreement in any magazine, trade paper, newspaper or other medium without the express written consent of CITY.

12. No Pledging of CITY's Credit

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

13. Ownership of Material

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

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

14. Hold Harmless/Indemnification

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

15. Insurance Requirements

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

16. No Third Party Beneficiary

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

17. Notices

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

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

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

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

18. Waiver

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

19. Amendments

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

20. Integrated Agreement

This Agreement embodies the agreement between CITY and CONSULTANT and its terms and conditions. No verbal agreements or conversation with any officer, agent or employee of CITY prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon CITY.

21. Conflict of Interest

CONSULTANT shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONSULTANT is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this Agreement

CONSULTANT shall not accept employment or an obligation which is inconsistent or incompatible with CONSULTANT'S obligations under this Agreement.

22. California Agreement

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

23. Records, Reports and Documentation

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

24. Termination of Agreement

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

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

25. Subcontracting

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

26. Fair Employment

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

27. Changes

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

28. Other Agreements

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

29. Severability Clause

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

30. Captions

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

31. Entire Agreement; Amendment

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

32. Miscellaneous

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

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST: CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM: KIMLEY HORN & ASSOCIATES, INC.
("CONSULTANT")

City Attorney

By _____

Name/Title

By _____

Name/Title

Exhibit A

**SCOPE OF WORK FOR
New Traffic Signal at Wolfe Road and Dartshire Way
TR-19-04**

I. General

The City of Sunnyvale is seeking proposals from licensed Engineering firms to provide professional services for design and preparation of bid documents and construction support for the New Traffic Signal at Wolfe Road and Dartshire Way. The scope of work generally includes preparation of preliminary design, design development, bid documents, and bidding/construction support for Public Works competitive bidding. Ancillary work includes: construction cost estimating, schedule monitoring, preparation of reports and recommendations, and project management.

II. Project Information

A. Description

This project is to install a new traffic signal at the intersection of Wolfe Road and Dartshire Way. The consultant will be responsible for performing detailed evaluation at the location and making additional recommendations as appropriate for incorporation into the design. The work includes the following:

- Full signal design.
- Square up corners (NW & SW) to reduce radii.
- Fully actuated, multiple phase, vehicle and accessible pedestrian signals.
- Video detection for pedestrians, bicycle and vehicles.
- Signing and striping.
- EMTRAC Emergency vehicle preemption.
- Ethernet wireless connectivity and traffic signal communication conduit system to adjacent signals at Wolfe Road/Marion Way to the south and Wolfe Road/Fremont Avenue to the north. Installation of 25 pair Signal Interconnect Cable to Wolfe Road/Marion Avenue for wired communications.
- ADA compliance including pedestrian push buttons and curb ramps.
- Energy efficient LED safety lights & Photometric Analysis.
- Pan-Tilt-Zoom cameras.
- Iteris Bluetooth velocity travel time system.
- Pedestrian crosswalk sensor system for crossing Wolfe Road.

The project shall be fully compliant with the latest Caltrans Standard Plans and Specifications, City Standard Plans and Specification, California Manual on Uniform Traffic Control Devices (CA-MUTCD) and California Highway Design Manual (HDM) standards.

No additional right of way is needed for this location.

Consultant shall prepare Plans, Specifications, and estimate for the construction of a new traffic signal and traffic signal timing plan for City's review and approval for implementation.

All necessary warrant studies and conceptual design for the new signal layout have been prepared by the City.

B. Location

The project is located at the intersection of Wolfe Road and Dartshire Way. Surrounding uses are residential only. Please refer to Exhibit 1: Project Location.

C. Existing Conditions

The site is currently a T-intersection which is stop-controlled on Dartshire Way only. Wolfe Road is Class 2 arterial which consists of two northbound lanes plus the bike lane, and two southbound lanes plus the bike lane. Dartshire Way is a local street which terminates eastbound at Wolfe Road.

Wolfe Road is anticipated for significant paving work in summer 2021. Coordination with that project will be required.

III. Consultant Scope of Services

The consultant will perform all engineering and project management related work necessary to prepare plans and specifications suitable for Public Works bidding.

Consultant services shall include, but are not limited to: Project management, preliminary design, design development, bid documents, bidding support, and construction support services, as further detailed below.

A. Project Management

The consultant will be the primary responsible party for managing the project's schedule and consultant contract budget. In addition, the consultant is expected to attend and prepare meeting minutes for up to five (5) project meetings. These generally include a design kickoff meeting, a design presentation meeting and submittal review meetings for each design development progress submittal. The consultant is expected to maintain frequent and timely communication with City staff throughout the duration of the project.

All project schedules shall be prepared in Gantt chart format, utilizing Microsoft Project software. Three weeks for each City review shall be included. Schedule updates shall be provided at all progress meetings.

Consultant's own team should have provisions for quality assurance/quality control over work product prepared for the City. A statement of peer review will be required for overall constructability, coordination, and reasonable reduction in errors and omissions. The total project budget, including both design and construction is \$1,006,978. Consultant is expected to communicate often and early with respect to the schedule and budget. The consultant is expected to design a project with the features described in item A and that can be designed and constructed within this amount.

The city utilizes e-Builder project management software, and the Consultant is expected to work within the e-Builder system for this project. One e-Builder software license will be provided to the Consultant for the duration of the project. e-Builder software shall be utilized for all project management documentation and correspondence. Consultant shall coordinate with City staff for training materials and e-Builder introduction.

B. Design Development

Consultants shall be the Engineer of Record and responsible for design and preparation of complete plans and technical specifications for the project. The consultant must perform an adequate field investigation to confirm existing conditions.

All work is to be in compliance with all applicable rules, regulations, code, law, and good practice for public facilities. When possible, the Consultant shall incorporate “green” building/construction practices, sustainability, energy efficiency, and low operations and maintenance costs into recommendations and subsequent design.

Plans and specifications shall provide sufficient detail to result in a good quality product while allowing competitive pricing where possible and appropriate, and provide options to the contractor where appropriate to obtain the same good level of quality for the best bid price. Plans and specifications shall not specify proprietary products or services. Specifications shall be prepared in CSI 2016 format.

Coordination and preparation of documentation to attain permits and outreach with utility companies, regulatory agencies, and other stakeholders will also be consultant responsibility.

All submittals shall include hardcopies (number specified below) and digital copies (PDF and native format) of all documents.

1. 30% Submittal: Submit one (1) sets of 24” x 36” and five (5) sets of 11” x 17” plans hardcopies.
 - a. 30% plans: Cover sheet and plan sheet with base mapping and preliminary details.
 - b. Cut sheets for equipment/appurtenances.
 - c. Documentation of outreach with franchise utility companies for facilities needed to be relocated or adjusted to grade as a result of the proposed construction activities.
 - d. Project schedule update.
 - e. 30% construction cost estimate.
 - f. Brief memorandum of determination if the project’s construction activities are within the NPDES Construction General Permit. Include project type and risk level.
 - g. Table of Contents list for technical specifications.
 - h. Pothole information for utility conflicts and locations of signal poles.
2. 75% Submittal: All major issues have been resolved prior to this stage. The intent of this submittal is to provide very detailed and complete plans and project documents to allow for thorough and complete review. Submit one (1) set of 24” x 36” and five (5) sets of hardcopies.
 - a. 75% Plans: All subcontracted work shall be accounted for in this submittal. All project details have been accounted for.
 - b. 75% specifications:

- Technical specifications,
 - Special Provisions, with recommended changes in track changes format. The Special Provisions shall also include the following:
 - Bid item descriptions and measurement and payment provisions
 - A list of minimum required submittals during construction
 - List of information available to Bidders, with disclaimer
 - A table listing all inspections (including any special inspections and materials testing) and associated responsibility
 - A table list of materials requiring warranties, and associated warranty periods
 - c. Project schedule update.
 - d. 75% construction cost estimate in the form of the bid schedule.
 - e. Utility conflicts have been resolved or a timeline for resolution of issues has been determined.
 - f. Responses to the City's review comments on the 30% submittal, along with return of mark-ups.
 - g. Other supporting documentation as necessary.
 - h. Service point has been identified by PG&E.
 - i. Recommendations for redactions in scope or bid alternatives for any costs excluding the allocated construction budget.
3. 100% Submittal: All issues, prior comments, and concerns must be addressed in this submittal. Submit one (1) set of 24" x 36" hardcopies.
- a. 100% plans
 - Peer review shall have been accomplished by this stage, with the statement and signature on the cover sheet. The professional shall sign, date and seal the following Certification of Peer Review on the cover sheet with the transmittal of the final plans and specifications:

"The undersigned hereby certifies that a professional peer review of these plans and the required designs was conducted by me, a professional engineer with expertise and experience in the appropriate fields of engineering equal to or greater than the Engineer of Record, and that appropriate corrections have been made."
 - b. 100% specifications.
 - Reviewed bid instructions.
 - Finalized technical specifications.
 - Finalized Special Provisions.
 - c. Project schedule update.
 - d. 100% construction cost estimate.
 - e. Responses to the City's review comments on the 75% submittal, along with return of mark-ups.
 - f. Other supporting documentation as necessary.
 - g. Permit/contract executed by PG&E.

C. Bid Package

The bid package shall be finalized upon incorporation of the City's final comments from the 100% submittal.

Submit hard copies and digital format (PDF and native format) of each of the documents listed below:

1. One hard copy of full sized plans (24" x 36"), stamped and signed on each sheet by the Engineer of Record and by discipline.
2. One digital copy of the specifications.
 - a. Technical specifications, with cover sheet stamped and signed by all necessary disciplines.
3. Final project schedule update.
4. Final construction cost estimate.

D. Bidding Services

Consultant will respond to all bidder's requests for information (RFIs), and support the City's coordination efforts to inform plan-holders of significant responses to RFIs and prepare addenda as necessary. During bidding, all proposers' communications will be directed through the City's Purchasing Officer.

If addenda to bid documents are extensive and are as a result of consultant's work product, conformed documents shall be prepared at no expense to the City. City will provide reproduction services.

E. Construction Support Services

The City's construction management team will have primary responsibility for construction management and inspection. The consultant's point of contact will be the City's construction manager, not the contractor.

The following is a minimum list of services and submittals required.

1. Attend and prepare information for an internal handoff meeting from the design team to the construction management team. Consultant shall be prepared to address possible construction pitfalls, items for the construction management team to be aware of (special working hours, shortened timelines for submittal reviews, etc.).
2. Attend the pre-construction meeting.
3. Attend up to 3 periodic construction progress meetings.
4. Participate in the final inspection and development of punch lists.
5. Respond to RFIs, which includes clarifying or providing revisions or additional detail where necessary on the plans and specifications. Response to RFIs shall be timely in order to avoid construction delays and claims.
6. For projects with a building permit, the consultant shall stamp and sign any revisions to the contract plans as a result of responses to RFIs or as a result of executed change orders. Consultant shall ensure that all changes are in compliance with the applicable codes. Coordination with the Building Department may be necessary.

7. Review and respond to all submittals within the period allocated in the contract documents and as necessary to avoid construction delays and claims.
8. Review proposed substitutions, if any, for conformance to plans and technical specifications.
9. Review and make recommendations on proposed changes to the contract (Request for Quotations and Contract Change Orders).
10. Prepare Record Drawings based upon red-lines provided by the contractor and field reviews. The Record Drawings shall be prepared digitally, using AutoCAD. Final Record Drawings shall be submitted electronically, in PDF and CAD format.
11. Participate in the "Lessons Learned Meeting" with all parties at the end of the project.

IV. Available Documents

The list below is available for information only.

- Utility block maps for City sanitary sewer and storm drain are available on the City's website. City staff will provide water facilities block maps as necessary.
<https://sunnyvale.ca.gov/services/map/utility.htm>
- Bench marks for vertical control are listed on the City's website:
<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23803>
- City standard specifications and details are available on the City's website:
Details:
<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23987>
Specifications:
<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23805>

The below information will be provided during design to the consultant.

- GIS data for property lines, street center lines, and one (1) foot contours
- Aerial photographs from 2015 (ArcGIS format)
- City standard plan cover sheet

Kimley-Horn & Associates

Project Start Date		Tue, 11/17/2020																																																		
Display Week:		1			Nov, 2020				Dec, 2020				Jan, 2021				Feb, 2021				Mar, 2021				Apr, 2021				May, 2021				Jun, 2021				Jul, 2021				Aug, 2021											
TASK		START	END	SUBMITTAL																																																
TASK 1: Project Management and Meetings																																																				
Project Management and Meetings		KH	11/17/20	10/1/21																																																
Kick-Off Meeting		KH/City	11/18/20	11/18/20																																																
Project Review Meeting		KH/City	2/24/21	2/24/21																																																
Project Review Meeting		KH/City	4/21/21	4/21/21																																																
Project Review Meeting		KH/City	6/22/21	6/22/21																																																
Project Review Meeting		KH/City	7/21/21	7/21/21																																																
Project Review Meeting		KH/City	TBD	TBD																																																
TASK 2: Topographic Survey and Base Plans																																																				
Topographic Survey		LCC	11/18/20	12/13/20																																																
Base Plans		KH/LCC	12/3/20	12/11/20																																																
TASK 3: Data Collection, Utility Coordination, and Field Review																																																				
Field Review		KH	11/25/20	12/9/20																																																
Data Collection		KH/City	11/18/20	12/4/20																																																
TASK 4: Traffic and Phasing Analysis																																																				
Prepare DRAFT Traffic And Phasing Analysis Memo		KH	11/21/20	12/4/20	12/4/20																																															
City Review		City	12/5/20	12/19/20																																																
Prepare FINAL Traffic And Phasing Analysis Memo		KH	12/21/20	12/25/20	12/25/20																																															
TASK 5: 30% Plans and Estimate (PS&E)																																																				
Prepare 30% PS&E		KH	12/14/20	1/29/21	1/29/21																																															
City Review		City	1/30/21	2/19/21																																																
TASK 6: Prepare 75% PS&E																																																				
Prepare 75% PS&E		KH	2/22/21	3/25/21	3/26/21																																															
Ground Penetration Radar/Potholing		KH/BESS	3/1/21	3/19/21																																																
City Review		City	3/29/21	4/16/21																																																
TASK 7: Ground Penetration Radar and Potholing																																																				
Ground Penetration Radar		KH	4/17/21	5/7/21																																																
Potholing		KH	5/8/21	5/23/21																																																
TASK 8: Prepare 100% PS&E																																																				
Prepare 100% PS&E		KH	4/19/21	6/3/21	6/4/21																																															
City Review		City	6/7/21	6/27/21																																																
Prepare Bid Package		KH	6/28/21	7/16/21	7/16/21																																															
TASK 9: Construction Phase Assistance																																																				
City Bids the Project		KH	8/2/21	8/27/21																																																
Bidding Support/Respond to RFI/Review Submittals		KH	8/12/21	9/1/21																																																
Design Handoff Meeting		KH/City	9/6/21	9/6/21																																																
Construction Support Meeting		KH	TBD	TBD																																																
Construction Support Meeting		KH	TBD	TBD																																																
Prepare As-Builts		KH	TBD	TBD																																																
TASK 10: Traffic Signal Timing																																																				
Prepare Existing Conditions Model		KH	TBD	TBD																																																
Prepare Recommended Timing Adjustments		KH	TBD	TBD																																																
Implement and Fine-Tune Timing Adjustments		KH/City	TBD	TBD																																																
Optional TASK 11 & 12: Public Meeting and Right of Entry Assistance																																																				
Task 11: Public Meetings		KH	TBD	TBD																																																
Prepare Public Notices		KH	TBD	TBD																																																
Public Meetings		KH	TBD	TBD																																																
Task 12: Right of Entry Assistance		KH	TBD	TBD																																																
Prepare Right of Entry Exhibits		KH/City	TBD	TBD																																																

City of Sunnyvale
Proposal For: New Traffic Signal at Wolfe Road and Dartshire Way
RFP No. F20-155
Kimley-Horn and Associates, Inc.

Exhibit B

Tasks		Labor									Subconsultants		ODCs	Total
Task #	Task Description	Project Manager	QA/QC	Sr. Engineer	Engineer	Analyst II	Analyst I	Support	Total Hours	Total Labor Costs	Survey	GPR & Potholing	Other Direct Costs	Total Fee
		Petrov	Sowers	Carley Huie Whaley Clayton	Wong	McCarron Patel Leung	Wong	Varies			LCC	BESS		
		\$205	\$275	\$210	\$165	\$160	\$125	\$110			LS	LS		
1	Project Management	24	4	8	4			8	48	\$9,240			\$430	\$9,670
2	Topographic Survey and Base Plans													
2.1	Topographic Survey & Right-of-Way Research	1		2	4			2	9	\$1,505	\$8,500		\$70	\$10,075
2.2	Base Plans	1			2		2		5	\$785			\$40	\$825
3	Data Collection, Utility Coordination, and Field Review													
3.1	Field Review			4	4	4	4		16	\$2,640			\$130	\$2,770
3.2	Data Collection and Utility Coordination	2		2	4		4		12	\$1,990			\$100	\$2,090
4	Traffic and Phasing Analysis													
4.1	Draft Traffic Analysis	1		2		8			11	\$1,905			\$90	\$1,995
4.2	Final Traffic Analysis	1		2		4			7	\$1,265			\$60	\$1,325
5	30% Plans and Estimate (PS&E)	4	2	8	16	18	24	2	74	\$11,790			\$550	\$12,340
6	75% Plans and Estimate (PS&E)	12	4	12	24	24	32	2	110	\$18,100			\$840	\$18,940
7	Ground Penetration Radar and Potholing													
7.1	Ground Penetration Radar	1			4	2		2	9	\$1,405		\$1,400	\$70	\$2,875
7.2	Potholing	1			2	2			5	\$855		\$10,050	\$40	\$10,945
8	Prepare 100% PS&E													
8.1	Prepare 100% PS&E	4	2	12	12	16	8	1	55	\$9,540			\$440	\$9,980
8.2	Prepare Bid Package	2		4	8	8		1	23	\$3,960			\$190	\$4,150
9	Construction Phase Assistance													
9.1	Bid Assistance	4		2	4				10	\$1,900			\$90	\$1,990
9.2	Construction Support	8		12	16				36	\$6,800			\$320	\$7,120
9.3	Prepare Record Drawings	2		2	8		4		16	\$2,650			\$130	\$2,780
10	Traffic Signal Timing	8	2		12				22	\$4,170			\$200	\$4,370
	Proposal Total	76	14	72	124	86	78	18	468	\$80,500	\$8,500	\$11,450	\$3,790	\$104,240
	Optional Services													
A	Public Meetings	8		16	8					\$6,320			\$300	\$6,620
B	Right of Entry Assistance	2		8	8					\$3,410			\$160	\$3,570
	Total Optional Services	10		24	16	0	0	0	0	\$9,730	0	0	\$460	\$10,190
	Total Including Optional Services	86	14	96	140	86	78	18	468	\$90,230	8,500	11,450	\$4,250	\$114,430
	Notes:													

Exhibit C INSURANCE REQUIREMENTS FOR CONSULTANTS

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

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

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

Industry Specific Coverages. If checked below, the following insurance is also required:

- ☒ Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$2,000,000 per occurrence.
- ☐ If working directly with children, the Certificate of Insurance must include coverage for molestation and sexual abuse in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. In the event that Abuse & Molestation Liability coverage is provided via a Claims Made Policy, the coverage shall include a minimum of a five year extended reporting clause.
- ☐ Pollution Liability Insurance in the minimum amount of \$1,000,000 per occurrence
- ☐ MCS-90 Endorsement to Business Automobile insurance for transportation of hazardous materials and pollutants
- ☐ Builder's Risk / Course of Construction Insurance in the minimum amount of \$_____.

Deductibles and Self-Insured Retentions

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

Other Insurance Provisions

The **general liability** and automobile liability policies (and if applicable, pollution liability, sexual abuse and molestation, and builder's risk policies) shall contain, or be endorsed to contain, the following provisions:

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

Acceptability of Insurers

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

Verification of Coverage

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

Subcontractors

CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to these requirements. Failure of CONSULTANT

to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.

Project: 816000 - Future Traffic Signal Construction - 3109

Category:	Capital	Project Type:	Traffic and Transportation	Project Manager:	Marlon Quiambao Jr.
Year Identified:	1996	Project Phase:	Planning	Project Coordinator:	Dennis Ng
Est. Completion Year:	Ongoing	Department:	C90 - Public Works	Fund - Sub-Fund:	385-950 - Capital Projects - Traffic Mitigation Projects

Project Description/Scope/Purpose:

This project provides funding for traffic signal construction and modification. This project involves installing new traffic signals and traffic signal communications. The locations of these signal improvements are often determined by safety and operational analysis of the intersections, community input or by changes in traffic conditions.

Project Evaluation and Analysis:

This project allows the City to respond more quickly and efficiently to address the traffic signal needs, and safety concerns. The budget amounts in FY 2018/19 and FY 2019/20 are for the design and construction of a new signal at Wolfe Road and Dartshire. (The original identified location of Fair oaks park entrance has been constructed by a developer.) Operating costs are for signal electricity and maintenance are anticipated to be approximately \$1,850 per year per traffic signal installed which will be incorporated into the Traffic Signal Maintenance Operating Budget.

A new traffic signal system at Bernardo Avenue and Knickerbocker Drive will be designed in FY 2020/21 and constructed in FY 2021/22.

Fiscal Impact:

This project is funded by Traffic Mitigation Fees.

Funding Sources:

Capital Projects Fund/Traffic Mitigation Projects Sub-Fund

Plans and Goals:

LT - Land Use and Transportation - LT-2: Environmentally Sustainable Land Use & Transportation Planning and Development

Project Financial Summary

	Project Costs	Revenues	Transfers In	Operating Costs
Prior Actual	747,838	11,535	-	-
2019 - 20	161,133	(11,535)	-	-
2020 - 21	-	-	-	-
2021 - 22	-	-	-	-
2022 - 23	-	-	-	-
2023 - 24	-	-	-	-
2024 - 25	-	-	-	-
2025 - 26	-	-	-	-
2026 - 27	-	-	-	-
2027 - 28	-	-	-	-
2028 - 29	-	-	-	1,077
2029 - 30	-	-	-	-
2030 - 31	-	-	-	-
2031 - 32	-	-	-	-
2032 - 33	-	-	-	-
2033 - 34	-	-	-	-
2034 - 35	-	-	-	-
2035 - 36	-	-	-	-
2036 - 37	-	-	-	-
2037 - 38	-	-	-	-
2038 - 39	-	-	-	-
2039 - 40	-	-	-	-
20 Year Total	-	-	-	1,077
Grand Total	908,971	-	-	1,077



City of Sunnyvale

Agenda Item

20-0885

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule

BACKGROUND

In February 2010, Council adopted Resolution No. 420-10 establishing a Citywide Records Retention and Destruction Policy and Schedule that provides guidelines for an effective and economical records management program (RTC No. 10-040). The Records Retention Schedule (RRS) is a compilation of citywide record series and their established retention periods in compliance with various federal, state and local statutes. An adopted RRS provides legal authority for the City to dispose of official public records once they have reached the end of their established retention period.

The Citywide RRS is reviewed, amended and updated whenever change(s) occur that impact the keeping or disposing of City's records. The City's RRS was last updated in December 2018 (RTC No. 18-0898).

EXISTING POLICY

Administrative Policy Chapter 5, Information Management, Article 5 Records Management

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

The City contracted with Cadence Group (consultant) to perform a comprehensive assessment of the City's Records and Information Management program to better understand best practices in transitioning from paper-based records storage and business processes to electronic records storage and business processes. A key recommendation by the Consultant is to simplify the RRS, including reducing the number of record categories. In addition, simplifying the RRS will facilitate the transition to electronic records storage and ease compliance (i.e., consolidate/group common business functions into broader categories). Conversion to an electronic records and information management system is under review in anticipation of the move to the new Civic Center. It will be brought before City Council for consideration in the near future.

The RRS has been reviewed and modified to improve its organization by implementing categories and sub-categories, eliminating columns requiring information that was either redundant or not

essential. This resulted in a more simplified and structured RRS as recommended by the Consultant (Attachment 1 - Exhibit A). Records coordinators from each department provided input on department specific records. In addition, changes made include updates to retention periods to align with current business practices and statutes. This includes combining like records with the same retention periods and similar citations to reduce duplicated records. Staff consulted the Office of the City Attorney to ensure the RRS complies with government records retention regulations. City Council action to adopt a resolution (Attachment 1) revising the RRS as described is required to implement the modified Schedule. A copy of the 2018 RRS is included as Attachment 2 for reference.

The modified RRS will also assist with the framework in creating an electronic records and information system for the City.

FISCAL IMPACT

There is no fiscal impact. Storage of inactive and expired records is inefficient and costly. Revising the RRS will continue to result in long-term cost savings with the reduction of records stored internally and externally at off-site storage facilities. Implementation of an electronic records management system will increase savings with the reduction of retaining hard copy records and the City's overall administrative costs.

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. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

RECOMMENDATION

Adopt a Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule.

Prepared by: Christina Uribe, Management Analyst

Reviewed by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution to Update and Reformat the Citywide Records Retention and Destruction Schedule, (Exhibit "A" "Records Retention and Destruction Schedule")
2. 2018 City of Sunnyvale Adopted Records Retention Schedule

DRAFT 10/27/2020 *RLM*

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE APPROVING REVISIONS TO THE
CITYWIDE RECORDS RETENTION AND DESTRUCTION
SCHEDULE**

WHEREAS, pursuant to Government Code Section 12236 and Government Code Section 34090, et seq., the City Council adopted Resolution No. 420-10 on February 23, 2010, approving a City of Sunnyvale Records Retention Schedule to ensure that proper retention periods have been applied and that an adequate paper trail exists for all City materials and records prior to destruction; and

WHEREAS, to ensure a sound records management program, the Citywide Records Retention Policy shall be reviewed, amended and updated from time to time due to changes in the organization; and

WHEREAS, the Citywide Records Retention Schedule was last amended by Resolution 920-18 on December 18, 2018; and

WHEREAS, the City desires to amend the Records Retention and Destruction Program Policy and Schedule as outlined in the attached Exhibit A.

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

1. The City of Sunnyvale Records Retention and Destruction Program Policy and Schedule is hereby amended in its entirety, and attached hereto by Exhibit A.
2. This revised Records Retention and Destruction Program Policy and Schedule supersedes the Records Retention and Destruction Program Policy and Schedule approved on December 18, 2018, under Resolution No. 920-18.

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

LEGEND - RECORDS RETENTION SCHEDULE**FORMAT CODES**

HC - Hard Copy
E - Electronic/Image File
D - Database
M - Microfilm
S - Samples

DEPARTMENT OF RECORD (DOR)

CDD - Community Development Dept.
DPW - Department of Public Works
DPS - Department of Public Safety
ESD - Environmental Services Dept.
FIN - Finance Department
HRD - Human Resources Dept.
ITD - Information Technology Dept.
LRS - Library and Recreation Services Dept.
NOVA - NOVA Workforce Services
OCA - Office of the City Attorney
OCM - Office of the City Manager

VITAL RECORDS

A vital record is required for daily operations and to resume those operations after a catastrophic disaster.

RETENTION PERIOD CODES

AC	= Active	E	= Election
AD	= Adoption	M	= Maturity
AU	= Audit	P	= Permanent or Indefinite
CL	= Closed/Completion	L	= Life
CU	= Current Use	S	= Supersede
DOB	= Date of Birth	T	= Termination

LEGAL AND OTHER AUTHORITY CITATION CODES

B&P	= Business and Professions Code
CA	= California Administrative Code
CCP	= Code of Civil Procedure
CCR	= Code of California Regulations
CEQA	= California Environmental Quality Act
CFR	= Code of Federal Regulations
EC	= Election Code
FMLA	= Family & Medical Leave Act of 1993
GC	= Government Code
H&S	= Health & Safety code
HUD	= Housing and Urban Development Code
SMC	= Sunnyvale Municipal Code
OSHA	= Occupational Safety & Health Act
PC	= Penal Code
POST	= Police Officers Standards Training
UFC	= Uniform Fire Code
USC	= United States Code
WIC	= Welfare & Institutions Code

DESCRIPTION OF RETENTION PERIOD CODES

AU requires a record to be retained for a period beyond the most recent audit involving the materials noted. For example: AU+5 requires the record to be retained until the audit of that record is complete, plus 5 years.

CU requires a record to be retained for a period beyond its current use. Discretion should be used to determine the useful life of a particular record(s). For example: CU+2 requires the record to be retained until it is no longer needed, plus two years. If a record dated June 23, 2019 is needed during the 2019 calendar year, it would be retained for the remainder of 2019, and through 2020 and 2021.

CL requires a record to be retained for a period beyond its date of completion or closure. For example: CL+3 requires the record to be retained for three years beyond the date of completion. Records identified as "Logs" with a retention of "CL" indicate the date the log ends, such as the end of the fiscal or calendar year.

P requires a record to be retained permanently (generally assumed to be 500 years) or indefinitely (until the record medium deteriorates beyond use).

S requires a record to be retained until it is superseded by an updated version. For example: S+2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.

T requires a record to be retained for a period beyond the term of termination date. For example: T+8 requires the record to be retained for eight years beyond the end of a term.

CITY OF SUNNYVALE RECORDS RETENTION SCHEDULE
Update: November 10, 2020

Attachment 1
Page 4 of 31

		CATEGORIES / RECORD SERIES	RETENTION PERIOD(S)	FORMAT	VITAL (Y=Yes)	DoR (Owner)	DESCRIPTOR / EXAMPLE	CITATION	FORMER RECORD SERIES #
			SEE LEGEND					SEE LEGEND	
100		GENERAL ADMINISTRATION							
101		OFFICE ADMINISTRATION AND MANAGEMENT							
101	-01	COPIES or DUPLICATES of documents for which a department is not the office of record.	C	All Formats		All Depts.	Copies distributed for informational/meeting purposes and drafts, notes, memoranda that are not retained in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference.	GOV 6254(a) (drafts); GOV 34090.7 (copies)	NEW
101	-02	Agendas: Misc	CU+4	E, HC		Originating Department	Agendas for Child Care Advisory Board (CCAB) agenda and packets; Community Advisory Committee (CAC); Staff Advisory Committees; ELT strategic planning; School Districts; updates with City Manager; ad hoc committees; staff meetings.	GC 34090	ADMIN087.1
101	-03	Brochures, Publications, Newsletter, Bulletins - Miscellaneous	S+2			Originating Department	Miscellaneous publications from departments.	GC 34090	ADMIN120
101	-04	Citywide Employee Events or Special Programs	CU+2			HR, Originating Department	Example: Years of Service Awards, Employee Giving Campaign (except pledge forms).	GC 34090;GC12946	FIN030
101	-05	Correspondence, Originating Department	CU+2	E, HC		Originating Department	If not attached to agreement or project file. Examples: Correspondence not retained in a subject file; general internal or external correspondence; memos (internal); individual customer files kept as back-up for frequent customers; etc.	GC 34090(d)	ADMIN042
101	-06	Goals & Objectives, Departmental	CU+2	E, HC		Originating Department	Goals & objectives.	GC 34090	ADMIN043
101	-07	General Administrative Policies and Procedures	S+2	E, HC		OCM, Origination Department	All city policies and procedures (does not include Administrative Policy Manual).	GC34090(d)	ADMIN115
101	-08	Minutes: Misc	CU+4	E, HC		Originating Department	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	GC 34090	ADMIN101.1
101	-09	Polices and Procedures, Departmental	S+5	E, HC		All Departments	Department and/or program polices and procedures; examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions.	GC 34090(d)	ADMIN044
101	-10	Promotional Marketing: External	CU+5	E, HC		Originating Department	Marketing copy for external publicity or advertising. Examples: business retention marketing and recreational marketing for programs, classes, activities and events (reports, studies, original copies of pictures/art).	GC 34090	ADMIN045
101	-11	Promotional Marketing: Internal	CU+2	E, HC		Originating Department	Marketing copy for internal publicity or advertising.	GC 34090	ADMIN046
101	-12	Reports: Departmental	CU+2	E, HC		Originating Department	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	GC 34090; GASB	ADMIN047
101	-13	Reports: Staff	CU+2	E, HC		Originating Department	Non-agenda related, includes supporting documentation. Examples: project reports; weekly ELT meetings; executive reports; etc.	GC 34090	ADMIN048
101	-14	Special Projects Documentation	CU+2	E, HC, D		Originating Department		GC 34090	ADMIN049
102		INFORMATION AND TECHNOLOGY SYSTEMS							
102	-01	Service Tickets and Project Portfolio Management (ITSM / PPM) system	CU+2	D		All Applicable Depts	Service requests and tickets related to technology issues or needs, project requests and tracking information. Includes notes, correspondence, approvals and resolution information.	GC 34090	ADMIN049
102	-02	Inventory, Information Systems	S+2; License agreements:T+4	D, E		ITD	Hardware/Software Inventory logs; systems manuals. Examples: hardware/software inventory logs; system manuals; warranties, specifications, maintenance records; software licenses; including License agreements.	GC 34090; CCP 337	ADMIN080

CITY OF SUNNYVALE RECORDS RETENTION SCHEDULE
Update: November 10, 2020

Attachment 1
Page 5 of 31

		CATEGORIES / RECORD SERIES	RETENTION PERIOD(S)	FORMAT	VITAL (Y=Yes)	DoR (Owner)	DESCRIPTOR / EXAMPLE	CITATION	FORMER RECORD SERIES #
			SEE LEGEND					SEE LEGEND	
102	-03	Software Setup/Install Programs (ITSM)	L+1	D, E		ITD	OS, desktop software or other vendor software.	GC 34090	ADMIN150
102	-04	Application Source Code, including database code	S+1 or L+1	D		ITD	Software / Application code for some of the City software. Maintained in Visual Sourcesafe.	GC 34090	ADMIN151
102	-05	Network Information Systems (LAN/WAN) Documentation	CU+4	E		ITD	Configuration maps and plans.	GC 34090; CCP 337.2; 343	ADMIN081
200		COMMUNITY DEVELOPMENT							
201		DEVELOPMENT ADMINISTRATION							
201	-01	General Information	CU + 2; HUD CU+5	E, HC		CDD	Correspondence: Community Development Administration, working documentation, internal working files including correspondence.	GC 34090(d)	DEV007, DEV013
201	-02	Conveyances to or from City (Deeds, Promissory Notes)	P	E, HC		CDD, DPW, OCA, OCM	Includes Deeds, Grant Deeds, Deeds of Trust and Assignment of Rents, Quitclaim Deeds, Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Substitution of Trustee, Trust Transfer Deeds, Installment Note, Easements, Full or Partial (re) conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Sanitary Sewer Connection Permit Agreements (Check originals for historic value), Covenant Restrictions on Property, Notices of Default.	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	DEV076
202		BUILDING							
202	-01	Seismic Retrofit Program	P	E, HC, M		CDD	Includes Certificates of Compliance.	GC 34090(a), SMC	DEV026
202	-02	Code Books	15 Years	E, HC		Originating Department	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements.	GC 34090e, SMC	DEV005
202	-03	Contractors	CU+2	E, HC	Y	FIN, CDD, DPW, LRS, ESD	Contractor listing, Current listing.	GC 34090(d)	DEV006
202	-04	Building Permits and Plans	P	E, HC, M	Y	CDD, DPW, LRS	Permits and Permits Construction: Plans, building, signs, grading, encroachment, including blueprints and specifications; and Permits, other: Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, asbestos documents, abatement projects, public buildings, soil analysis, construction recommendations, and final reports etc.: Compliance, elevation, occupancy which affect real property; Construction Approved: new commercial/residential construction, tenant improvements room additions, spa, signs, block wall, remodel incl. security bonds.	GC 34090(a), GC 34090, GC 34090(d); H&S19850, 19853; GC 4003; GC 4004	DEV021, DEV022, DEV031, DEV 032, DEV034, DEV051, DEV056, DEV057
202	-05	Blueprints and Specifications	CL+2	E, M		CDD	Submitted by contractors with application for permit and builds for Certificate of Occupancy.	GC 34090(d)	DEV030
202	-06	Street Names and House Numbers Designation and Status	P	E	Y	CDD	Street dedications, closings, address assignment/changes .	GC 34090a, Sunnyvale Municipal Code	DEV027
202	-07	Certificates: Building	L	E		CDD	Retain during life of structure.	GC 34090	DEV066
202	-08	Inspection Logs	P	E		CDD	Documentation: correspondence, fees, appeal requests, reports, construction tracking, daily logs and reports.	GC 34090(d)	DEV033
203		PLANNING							
203	-01	Drawings, Project Plan	CU+2	E, HC		CDD, DPW	Broad policies or topics not tied to a specific address (does not include those usually filed with a project).	GC 34090(d)	DEV011

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			SEE LEGEND					SEE LEGEND	
203	-02	Project files Planning and Zoning: Not Complete or Denied	CL+2	E, HC		CDD, DPW	Planning Permit applications not approved (plan versions with building, engineering, planning).	GC 34090(d)	DEV024
203	-03	Project Files, Planning and Zoning: Approved	P	E, HC		CDD, DPW	Planning Permit applications approved (plan versions with Planning) Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, permits, uses, correspondence, variances, studies, appeals, compliance certificates, lot line adjustments, asbestos documents, abatement projects, public buildings, soil analysis, construction recommendations, and final reports, or other planning-related matters brought before legislative body.	GC 34090(a), GC 34090 (d); H&S 19850; GC 4003; GC 4004	DEV065, DEV051, DEV056, DEV057
203	-04	Sample Materials Submitted with Planning Permit Applications for Approval	CL+2	E, HC		CDD	Roof, glass, paint, etc. samples - keep as long as project is in approval process plus 2 years. Original is then scanned or photographed, original destroyed, and photo or scan filed in project file.	GOV 34090	NEW
203	-05	Broad Policies or Topics (not tied to specific address)	S+2	E, HC		CDD	Regulations: Includes rules, codes, policy; Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	GC 34090(d)	DEV040
203	-06	Sureties (Bonds, Cash Deposits)	CL+10, CL+4	E, HC		CDD	Housing; Industrial Development (CL+10); Revenue Bond documentation (CL+4).	CCP 337.5, CCP 337	DEV003, DEV058
203	-07	Development Conditions	L	E, HC		CDD	Mitigation measures: filed with case files.	GC 34090	DEV008
203	-08	Development Agreements and Franchises	P	E, HC		OCM, CDD, DPW, ESD	Agreements adopted by ordinance or resolution.	GC 34090	DEV009
203	-09	Development Standards	AD+20	E, HC		CDD, DPW	Landscape mediums, parkway landscape development, public works construction.	GC 34090(a)	DEV010
203	-10	Land Uses, Nonconforming	P	E, HC		CDD, DPW	Building or site usage which does not conform to current standards.	GC 34090(a)	DEV017
203	-11	Studies, Special Projects & Areas	CL+2	E, HC		CDD, DPW, OCM, ESD	Engineering, joint powers, noise, transportation Policy studies, area plans, background information.	GC 34090(d)	DEV028
203	-12	Plans - Regulatory	P	E, HC	Y	CDD	General Plan and Elements - Includes sphere of influence; Interpretations: Zoning code interpretations residing on City's intranet site; Maps, Plans, Drawings, Exhibits, Photos: Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans.	GC 34090	DEV068, DEV070, DEV071
203	-13	General Plan Amendments	P	E, HC		CDD	Approved and denied.	GC 34090 GC 65103; GC 50110	DEV069
203	-14	Annexation / Deannexations	P	E, HC		CDD, OCM	Case files: Reports, agreements, public notices. Official signed resolutions with OCA or City Clerk.	GC 34090(a)	DEV074
203	-15	Historic Adobes and Other Historic Buildings	P	E, HC		CDD	Historic preservation inventory, Historic structures & landmarks.	GC 34090(d)	DEV015
203	-16	California Environmental Quality Act (CEQA)	P	E, HC		CDD, DPW, LRS, ESD	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	GC 34090(a) + CEQA Guidelines	DEV052
204		HOUSING							
204	-01	Grants: Community/Urban Development (includes CDBG)	CL+4 ; Certain HUD records: CL+5	E, HC		CDD, FIN	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations.	24 CFR 570.502(b) (3); 241 CFR 85.42; 2 CFR 215.53	DEV014
204	-02	Grants: Community Development Block Grant and Urban Development documentation	T+5	E, HC		CDD, FIN	Applications, reports, contracts, supporting documents.	GC 34090; 24 CFR 570.502 24 CFR85.42* (*OMB Cir. A-102, A-110, A-128)	ADMIN052

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			SEE LEGEND					SEE LEGEND	
204	-03	CDBG Grants, Federal and State	CL+5	E, HC		CDD, FIN, Originating Department	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents.	GC 34090	ADMIN053
204	-04	Programs	CL+4, certain HUD records: CL+5	E, HC		CDD, FIN	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance.	24 CFR 570.502; 24 CFR 85.42	DEV059
204	-05	Bond Issues	P	HC		CDD, FIN	Related to Housing Program.	GC 43900 et seq.	DEV061
300		LIBRARY AND RECREATION SERVICES							
301		LIBRARY AND RECREATION ADMINISTRATION							
301	-01	State Records	CU+3	E, HC		LRS	Services reimbursements, transaction reimbursements, MCLE records, state records, LSTA, grants.	GC 34090	ADMIN 139
301	-02	Reports: Circulation	CU+3	E, HC		LRS	Circulation activity, credit bureau, delinquency notices/fines, circulation reports.	GC 34090	ADMIN140
301	-03	Donation Letters	CU+3	HC		LRS	Receipt forms acknowledging patrons donations of materials or funds, donation letters.	26 CFR 301.6501(a)	ADMIN141
301	-04	Surveys	CU+4	E, HC		LRS	Completed surveys from customer appreciation day, program evaluations, etc.	GC 34090	ADMIN143
301	-05	Hazardous Material Plan	S+2	E, HC		LRS	Hazardous material plan.	OSHA,GC34090	ADMIN170
301	-06	Neighborhood Associations	CL+5	E, HC		LRS	Applications, grants, registry, agreements, reimbursements.	GC 34090	ADMIN180
301	-07	Photographs - LRS	CU+3	E, HC		LRS	Photographs for marketing, classes, events, etc.	GC 34090(d)	NEW
301	-08	Photographs - LRS	P	E, HC		LRS	Historical photographs	GC 34090(d)	NEW
301	-09	Schedules, Classes, Events	CU+3	E, HC		LRS	Recreation activities/classes/events registration. Ex: instructor agreements, registration, attendance, evaluations, surveys, rosters, fees schedules, fee waivers, promo materials; and, General use permits (ex: amplified sound, bounce house).	GC 34090	PW017
301	-10	Permits: Special Events	CU+3	E, HC		LRS	Temporary use permits. Ex: State of the City, Art and Wine Festival, Pet Parade, etc.	GC 34090	PW053
302		PROGRAMS/SERVICES							
302	-01	Active Aging	CU+3	E, HC		LRS	Items related to the active aging program.	GC 34090	PW017
302	-02	Care Management	CU+3	E, HC		LRS	Case records	GC 34090	PW017
303		LIBRARY SERVICES							
303	-01	Reports: State Library Reports	CU+2	E, HC		LRS	CA state Library Reports and supporting documents, State Library report.	GC 34090	ADMIN138
303	-02	Reports: Circulation Reports	CU+3	E, HC		LRS	Circulation activity, credit bureau, delinquency notices/fines, circulation reports.	GC 34090	ADMIN140
304		SPORTS AND FACILITIES							
304	-01	Facility Rentals/Use; Facility Maintenance and Operations	CU+2	E, HC		LRS	Permits, contracts, diagrams, schedules, insurance binders, facility rental applications, liability releases and receipts, maint and ops service requests, etc.	GC34090;GC 34090(d)	DEV063, DEV064
400		FINANCIAL AND FISCAL							

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			SEE LEGEND					SEE LEGEND	
401		ACCOUNTING							
401	-01	Accounts Payable	AU+4	E, HC	Y	FIN	Invoices, check copies, monthly purchasing card statements, correspondence with purchasing cardholder; payment documentation that includes checks with backup, one-time and blanket orders with payments logged, service agreements; timecards for temporary agency employees; departmental petty cash account detail; ACH records, supporting documents.	GC 34090; CCP 337	FIN001
401	-02	Accounts Receivable	AU+4	E, HC		FIN	Documentation of Accounts Receivable accounts.	GC 34090; CCP 337	FIN002
401	-03	Bank Reconciliation	AU+5	E, HC	Y	FIN	Statements, summaries for receipts, disbursements & reconciliation (includes all of the City's 14 bank accounts, including checking, and 7 trust accounts and reconciliation workpapers).	GC 34090; 26 CFR 16001-1	FIN005
401	-04	Checks	AU+6	E, HC		FIN	Includes payroll, canceled & voided checks (only those issued from the General account).	GC 34090; CCP 337	FIN009
401	-05	Deposits, Receipts	AU+5	E, HC		FIN	Checks, coins, currency. Daily Cash Receipt Vouchers submitted by departments that receive and deposit payments on behalf of the City. Payment stubs, batch reports, and check 10 key tapes.	GC 34090; CCP 337	FIN010
401	-06	Invoices	AU+2	E, HC		FIN	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	GC 34090	FIN011
401	-07	General Ledger	P	E, HC	Y	FIN	City financial accounts and the record of transactions posted to them.	GC 34090; CCP 337	FIN013
401	-08	Financial, Annual	P	E, HC		FIN	Comprehensive Annual Financial Report (CAFR).	GC 34090.7	FIN039
401	-09	Investment Transactions	T+7	E, HC	Y	FIN	Summary of transactions, inventory & earnings report. Investment transaction files.	GC 34090; CCP 337; GC 53607	FIN040
401	-10	Bank Statements	AU+5	E, HC	Y	FIN	Workpapers and documentation for miscellaneous bank adjustments; bank redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FC 3368, 30210; GC 43900 et seq.	FIN045
401	-11	Bonds: Account Statements	CL+10	E, HC		FIN	Monthly statement of transactions	GC 34090; CCP 337.5	FIN047
401	-12	Bonds: Administration, Policies and Procedures	CL+10	E, HC		FIN	Supporting documents	GC 34090; CCP 337.5	FIN048
401	-13	Bonds: Bonds and Coupons Paid or Canceled	CL+10	E, HC		FIN		GC 34090; 53921; CCP 337.5	FIN049
401	-14	Miscellaneous Returned Items	AU+5	E, HC		FIN	All documentation related to checks bounced to the City that are processed by the cashier.	GC 34090	FIN050
401	-15	Investment Reports	P	E, HC		FIN	Monthly reports of Investment Portfolio performance.	GC 34090	FIN053
401	-16	Statement of Indebtedness	CU+3; P for electronic	E, HC		FIN	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment.	GC 34090	FIN054
402		ADMINISTRATION / REPORTING							
402	-01	Contracts and Agreements Excluding Capital Improvement	T+5	E, HC		FIN, Originating Department	Includes agreements, leases, equipment, services or supplies. Examples: school district agreements; benefit contracts; service and service maintenance agreements with service providers; franchise agreements; tower lease agreements; instructor agreements; vendor agreements; community service organization agreements, purchase orders and associated attachments (FIN); memorandum of understanding (MOU); Friendship City agreements.	CCP 337.2, 343; GC 34090	ADMIN096

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			SEE LEGEND					SEE LEGEND	
402	-02	Contracts and Agreements Including Capital Improvement	P	E, HC		FIN, OCM	Construction. Examples: capital improvement project contracts.	H&S 19850; GC 34090	ADMIN097
402	-03	Assessment Districts Documentation	P	E, HC		FIN, Originating Department	Original documentation - Ex: engineer's report for Downtown Parking District Assessment.	GC 34090	ADMIN108
402	-04	Public Financing Authority Documentation and Management Reports	CL+10	E, HC		FIN	All records and documents associated with Public Financing Authority.	GC 34090, CCP337.5	ADMIN117, ADMIN119
402	-05	Public Financing Authority: Financial Records	P	E, HC		FIN	Bond issuance documents and disclosure documents.	GC 34090, 40802, 53901	ADMIN118
402	-06	Audits	P	E, HC		FIN	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF.	GC 34090	FIN036
402	-07	Federal and State Tax Forms	AU+4	E, HC		FIN	Forms 1096, 1099, W-4's, W-2's, W9's, City Sales & Use tax return, Form 941, DE6 with backup payroll reports and pay register.	GC 34090; 29USC 436 * (*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2) ;R&T 19530;29 CFR 516.5-	FIN038
402	-08	State Controller	CU+2	E, HC		FIN	Annual regulatory reports required to be submitted to the State. Reports include The State Controller's Report (documents the annual financial transactions for the City, RDA, and Financing Authority), The Street Report (documents use of Gas Tax funds and street expenditures).	GC 34090	FIN043
403		AUDIT							
403	-01	Annual Financial Report	CL+2	E		FIN	Records related to or needed for an Independent auditor analysis.	GC 34090	ADMIN001
403	-02	Audit Hearing or Review Documents	AU+2	E		FIN	Documentation created and/or received in connection with an audit hearing or review. Logs and notes from administrative appeals.	GC 34090; OMB A-128	ADMIN005
403	-03	Audit Reports	AU+6	E, HC		FIN	Internal and/or external; including back-up documentation. Examples: payroll audit reports; audit reports for golf course restaurants; budget audit reports; etc.	GC 34090; OMB A-128	ADMIN006
404		PAYROLL							
404	-01	Adjustments, Payroll	AU+4	E		FIN	Payroll adjustments from previous payrolls.	GC 34090 29 CFR 516.5 – 516.6; CCP 337; 22 CCR 1085-2	FIN026
404	-02	Deferred Compensation	T+5	E		FIN	Records of employee contributions and city payments; PERS Employee Deduction Reports.	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	FIN037
404	-03	Employee Time Sheets	AU+6	E, HC		FIN	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards; canine time cards (maintained by HRD).	GC 34090; 29 CFR 516.2* (*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d))	FIN027
404	-04	Paycheck Stuffers	CU+2	E		FIN		GC 34090	ADMIN158
404	-05	Register, Payroll	P	E, HC		FIN	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS; ACH records.	GC 34090; GC 37207 , 22 CCR 1085-2	FIN029
404	-06	City Employee Reimbursements	CU+2	E, HC		FIN	Reimbursement includes travel advances and expenses, training expenses for staff and City Council, retiree medical reimbursement. (Excluding Tuition reimbursement - see Personnel).	GC 34090	ADMIN078
404	-07	Salary Records	T+3	E, HC		HR, FIN	Deduction authorization, garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address), employee giving campaign pledge forms (maintained by HRD).	GC 34090; 29 CFR 516.2; 29 CFR 516.6	FIN030
404	-08	Travel Records	CU+2	E, HC		FIN, Originating Department	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	GC 34090	ADMIN051
404	-09	W-4 Statements, Wage Attachments	Taxes+4	E, HC		FIN	W-4 Statements (10+ exemptions).	26 CFR 301.6501(a)-1	ADMIN161, ADMIN162

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			SEE LEGEND					SEE LEGEND	
405		PURCHASING							
405	-01	Inventory of Fixed Assets	AU+4	E, HC		FIN, Originating Department	Reflects purchase date, cost, account number. All documentation related to fixed asset acquisition and disposal that are entered into the fixed assets database.	GC 34090; 26 CFR 301 6501(a)	FIN020
405	-02	Bids & Proposals (Successful and Unsuccessful)	CL+2	E, HC		FIN	Competitive submittals that were submitted for the identified services. Unsuccessful proposals are considered closed at the time of award for the successful proposal.	GC 34090(d)	DEV002
405	-03	IFB's, RFQ's, RFP's	AU+5	HC		FIN, Originating Department	Invitation to Bid, Requests for Qualifications; Requests for Proposals or other formal solicitation documents regarding goods and services generated by the City (both successful and unsuccessful).	GC 34090; CCP 337	FIN031
405	-04	Central Stores Inventory Reports	CU + 5	HC		FIN	Period end reports and all back up documentation; items received and checked out; daily issued logs, receipts, requisitions; fuel reports.	GC 34090	FIN052
405	-05	Contractor Listing	CU+2	E		FIN, CDD, DPW, LRS, ESD	Current listing	GC 34090(d)	DEV006
405	-06	Purchasing cardholder documents	T+4	E, HC		FIN	Folder for each cardholder containing user agreement.	GC 34090; CCP 337	FIN051
405	-07	Requisitions and related Purchase Orders, Blanket Purchase Orders or Agreements issued	AU+4	E, HC		FIN, Originating Department	Related original documents.	GC 34090; CCP 337	FIN033
405	-08	Reproduction Support Services (printing, postage)	CU+2	HC		FIN	Reproduction; printing; postal/mailing services, other internal resources related to request. Examples: reproduction, printing requests; postal/mailing services, other internal resources.	GC 34090	ADMIN050
405	-09	Surplus Property: Auction	AU+2	HC		FIN, Originating Department	Listing of property.	GC 34090	FIN022
405	-10	Surplus Property: Disposal	AU+4	HC		FIN, Originating Department	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction.	GC 34090; CCP 337	FIN023
405	-11	Vendor Register	CU+7	E, HC		FIN	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with.	GC 34090	FIN035
406		BUDGET							
406	-01	Budget	AU+2	E, HC		FIN	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; Accounting period reports provide budget to actual information for programs, funds, and transaction detail for the period; periodic fund allocations (interest, gas tax, DED indirect cost allocations); Automated Call Distributor reports.	GC 34090	FIN007
406	-02	Budget: Adopted	P	E, HC		FIN	Adopted budget, and all records pertaining to the adopted budget.	GC 34090	FIN019
406	-03	Financial Plans	S	E, HC		FIN	Working files for 20 year financial plans. Examples: operating budgets; IT rental rate schedules; Performance Budgeting Structure Related Reports, PAMS, PABS.	GC 34090.7	ADMIN004
406	-04	Redevelopment Agency Budgets	P	HC		FIN, CDD	Includes annual audit.	GC 34090, 40802, 53901	DEV060
406	-05	Redevelopment Relocation Files	CL+2	HC		FIN, CDD-RDA	e.g., Redevelopment.	GC 34090	DEV079
407		REVENUE							
407	-01	Bond documentation	CL+10	E, HC		FIN, DPW, CDD	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation.	GC 34090; CCP 337.5	ADMIN002

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			SEE LEGEND					SEE LEGEND	
407	-02	Business License	T+4	E, HC		FIN	Paid & reports. Also includes Bingo license paperwork.	GC 34090; CCP 337	FIN025
407	-03	Liens & Releases: Recorded Liens & Releases	P	E		FIN, CDD	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien.	GC 34090	DEV038.1
407	-04	Liens & Releases: Supporting Recorded Documentation	CL+2	E		FIN, CDD	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien.	GC 34090	DEV038
407	-05	Returned Mail	7 Years	HC		Originating Department	Backup for mail that has come back to the division undeliverable.	GC 34090	ADMIN171
407	-06	Taxes, Receivable	AU+3	E, HC		FIN	Includes all revenue remittances received from electric, gas, and phone service providers. Remittance documentation from other agencies. Monthly TOT remittances and other hotel documentation. Business Tax License documentation.	CCP338	FIN015
408		UTILITIES							
408	-01	Applications, Utility	CL+7	E, HC		FIN, DPW	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents.	GC 34090	FIN003
408	-02	Billing Records	AU+2	E, HC		FIN	Customer name, service address, meter reading, usage, payments, applications/cancellations. Folder contains Access spreadsheets, billing, and journal vouchers. Includes abandoned vehicle abatement, SB90 state mandates, green certificates, sale of electricity, renewable energy, ABAG lease billing, alternative fuel tax credit; backup for billing adjustments. Utility shut off, noticing, and delinquency cycle system reports. Records of correspondence with customers.	GC 34090	FIN006
408	-03	Journals, Utility Billing	CU+7	E, HC		FIN	Billing including monthly activity. Record of utility billing activity from system; back up for revenue and trial balance posted to system; back up for write offs.	GC 34090	FIN012
408	-04	Meter Reading	CU+2	E, HC		FIN	Service on and off work orders, re-reads, lock offs, etc.	GC 34090	FIN042
408	-05	Utility Rebates	CU+2	E, HC		FIN		GC 34090	FIN044
409		GRANTS - DONATIONS							
409	-01	Grants, Federal and State	CL+5	HC		FIN, Originating Department	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents.	GC 34090	ADMIN053
409	-02	Grant Financial Records	CL+5	HC		FIN	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	GC 34090	ADMIN054
409	-03	Grants, Unsuccessful	CL+2	E		FIN	Applications not entitled. Examples: grant documents.	GC 34090	ADMIN055
500		PERSONNEL							
501		PERSONNEL DATA							
501	-01	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	12 Months	E, HC		DPS, HR	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	ADMIN169
501	-02	Federally Required Reporting	CU+3	E		HR	Includes EEO-4 Reports, VETS-4212 Report	29 CFR 1602.30; 29 CFR 1602.31	ADMIN070.01

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			SEE LEGEND					SEE LEGEND	
501	-03	Official Personnel Files	T+5	E, HC	Y	HR	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; disciplinary actions; benefit election/change forms; beneficiary designations.	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	ADMIN068
501	-04	Reports: Human Resources	CU+2	E		HR	Employee statistics, benefit activity; liability loss. Examples: vacation, floating holiday, comp time taken, and admin leave hours by employee (all non-disability leaves); disability leave reports; liability loss reporting.	GC 34090	ADMIN072
501	-05	Personnel Records (copies)	CU	E, HC		All Applicable Depts	Copies may be destroyed by departments once no longer useful for reference. Ex: attendance; evaluations; drafts; worksheets; postings. Examples: Departmental copies of leave request forms; disability leave requests; job postings; manager achievement plans; manager performance evaluations; SEIU/SEA/Confidential employees performance evaluations; department maintained personnel rosters.	GC 34090; GC 6250	ADMIN069
502		PERSONNEL MANAGEMENT							
502	-01	Bond, Personnel Fidelity	T+2	E, HC	Y	HR	Employee fidelity bonds	GOV 34090, City Charter	ADMIN058
502	-02	Classification and Compensation surveys	CU+2	E		HR	Includes classification, wage rates. Examples: job analysis; review of work; interviews of staff; job classifications and salaries from other agencies, union group, date established, EEOC code, etc.	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	ADMIN074
502	-03	Federal I-9s	DOH+3 or T+1, (see Descriptor)	E, HC		HR	If hired, DOH + 3, or T+1, whichever longer. If not hired, but recruited for a fee, date of recruitment +3.	Immigration Reform/Control Act 1986 Pub. L 99-603, LC 1174, 8 USC 1324a(b)(3)	ADMIN064
502	-04	Leave - Medical	T+5	E, HC		HR	May include FMLA/CFRA/PDL; Medical certifications; Paid Medical Leave; employee emergency relief fund.	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-	ADMIN065
502	-05	Pre-Employment Medical	CU+5	E, HC	Y	HR	Pre-employment Medical files- Hired and Not Hired.	CA222-0010-00; 22 CCR 1085-2; GC 12946	ADMIN163
502	-06	Recruitment Documentation	CL+3	E		HR	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; position recruitment records including: position requisition, advertising costs, exam results, copy of eligibility lists, referral lists, interview questions, candidate correspondence; reference checks; selection appeals.	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	ADMIN071
502	-07	Salary Information	P	E	Y	HR	Salary schedule, Salary Resolutions.	GC 34090; GC 12946; 29 CFR 516.6(2)	ADMIN041
502	-08	Unemployment Insurance	CL+2	E		HR	EDD unemployment insurance claim, determinations/rulings, benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims.	GC 34090	ADMIN068.04
503		RISK MANAGEMENT							
503	-01	Bonds, Insurance Policies	CL+10	E, HC	Y	HR, FIN	Insurance policies for General Obligation Bonds, Certificates of Participation (COPS), Lease-Revenue Bonds, Fidelity Bonds, Surety Bonds, and other financial instruments.	CCP 337.2; 343	ADMIN124
503	-02	Incident Reports	CL + 7	E, HC	Y	HR	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement).	CCP 338	ADMIN126

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			SEE LEGEND					SEE LEGEND	
503	-03	Insurance	P	E, HC	Y	HR, Various	Insurance certificates filed separately from contracts, includes insurance filed by licensees; May include liability, property, Certificates of Participation Examples: Bonds or Insurance for vendors who do business with the City. HR risk and insurance documents.	GC 34090	ADMIN128, ADMIN129
503	-04	Infectious Disease & Occupation Exposure Files	P	E	Y	HR	Employee exposure records	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	ADMIN166
503	-05	Liability Claims	CL+7	E	Y	HR	Claims against the City - General, Automobile, Property and Employment Liability Claims.	CCP 335.1	ADMIN167
503	-06	Liability Claims - Sexual Abuse and Molestation	CL+20	E, HC	Y	HR	Special liability claims against the City.	CCP 340.1, CCP 1002, CG Section 905	ADMIN068.02
503	-07	Occupational Medical Test	T+5	E	Y	HR	May include Hearing Conservation Test; respirator test; etc.	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA; 8CCR5100(d)(2)OSHA	ADMIN065
503	-08	Leave - Disability	T+5	E		HR	May include long term disability claims/applications; ADA; interactive processes/reasonable accommodations; State Disability Insurance claims.	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA 8CCR5100(d)(2)OSHA	ADMIN065
503	-09	Photographs, Negatives, Film	CL+2	HC	Y	HR	Related to risk management	GC 34090, CCP 335.1	ADMIN131
503	-10	Risk Management Reports	CL+5	E	Y	HR	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.	29 CFR1904.4; GC 34090	ADMIN132
503	-11	Accident Reports - City Assets	CL+7	E, HC	Y	HR, Various	Reports and related records. Examples: workplace accident reports; accident reports for accidents involving City vehicles; reports related to accidents on City property.	29 CFR 1904.2; 29,* (* CFR 1904.6) CCP 338	ADMIN123
503	-12	Damage Claims	CL+7	E, HC	Y	HR	Paid/Denied. Examples: Claims against the City; liability claims.	GC 34090; GC 25105.5	ADMIN125
503	-13	Safety Program	CU+2	E, HC	Y	HR	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records, and exposure control reports.	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	ADMIN168
504		VOLUNTEERS							
504	-01	Volunteer Records	T+3: Placed CU+2: Not Placed	E, HC		HR	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets.	GC 34090	ADMIN173, ADMIN174
504	-02	Volunteer Reports	CU+2	E, HC		HR	Mid-Year Report, End of Year Report.	GC 34090	ADMIN184
504	-03	Volunteer Fingerprint Records- Livescan Application- BCII-8016 Form	12 Months	E, HC		DPS,HR	Volunteer Fingerprint Records- Livescan Application- BCII-8016 Form.	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	ADMIN169
504	-04	Volunteer Volgistics User Agreements	T+5	E, HC		HR	Volgistics User Agreement.	GC 34090	ADMIN186
505		BENEFITS							
505	-01	Benefits Guide	S+2	E		HR	General employee information including benefit plans.	GC 34090	ADMIN059
505	-02	Irrevocable Election Forms	Taxes+4	E		HR	Employee election of paid leave cash-out submitted in prior calendar year.	GC 34090; 26 CFR 301.6501(a)-1	ADMIN068.01
505	-03	Deferred Compensation Plan	CU+4	E, HC		HR	Plan document contracts.	26 CFR 301.6501(a)-1	ADMIN155

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			SEE LEGEND					SEE LEGEND	
506		WORKERS COMPENSATION							
506	-01	Workers Compensation Insurance & Documentation	P	E, HC	Y	HR	Indemnity; PERS -working files - originals with Administrator, claims files.	LC 6410 29 CFR 1910.1020	ADMIN130
507		EDUCATION AND TRAINING							
507	-01	Citywide Training Records	CU+5	E, HC	Y	HR	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information. Harassment training materials including sign-in sheets, copies of certificates of attendance, written or recorded training materials (including webinars), and any written questions employees submit.	GC 34090; GC 12950.1	ADMIN075
507	-02	Tuition Reimbursement	CU+2	E, HC		HR	Tuition Reimbursement documents.	GC 34090	ADMIN078
508		LABOR RELATIONS							
508	-01	Civil Service Rules	P	E, HC		HR	Civil Service Rules.	GC 34090	ADMIN153
508	-02	EEOC/ADEA/DFEH	P	E, HC		HR	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response.	29 CFR 1627.3(2); GC 12946, 34090	ADMIN070
508	-03	Employee Rights: Safety and General Employees	T+5 - Sworn Employees T+3- General Employees	E, HC		HR	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions.	GC 12946; 29 CFR 1602.12	ADMIN062, ADMIN062.1
508	-04	Personnel Drug Testing	CU+5	E	Y	HR	Records of employees randomly selected for drug and/or alcohol tests, random test results, Substance Abuse Professional (SAP) reports, follow-up test results, inspection records and information obtained by previous employers concerning drug and alcohol test results.	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333 and Sect 40.25	ADMIN154
508	-05	Negotiation Documentation	CL+15	E, HC		HR	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: -negotiations notes, notebooks correspondence, contracts and Memorandum of Understandings; side letters.	29 USC Sections 211(c), 203(m), 207(g)	ADMIN067
600		CITY MANAGER ADMINISTRATION, LEGISLATIVE AND LEGAL							
601		CITY MANAGER ADMINISTRATION							
601	-01	Reports: City Manager	CU+5	E, HC		OCM	City Manager Bi-Weekly Reports (Update Sunnyvale).	GC 34090	ADMIN048.1
601	-02	Brochures, Publications, Newsletter, Bulletins	CU+3	E, HC		OCM, HRD	Examples: Harbinger/Sun Times, Quarterly Report/Horizon, Council One Sheet, Insights, etc.	GC 34090	ADMIN120.1, ADMIN120.2
601	-03	City Calendar	CU+1	E		OCM	Calendar entries maintained on the City's website.	GC 34090	ADMIN121
601	-04	Media Relations	CU+3	E		OCM	Content provided to media outlets, e.g., written replies, press releases and associated photos/photo releases, video or b-roll, etc.	GC 34090	ADMIN122, ADMIN122.2
601	-05	Media Contact Log	CU+3	E		OCM	Tracking for Performance Measures on replies.	GC 34090	ADMIN122.3
601	-06	News Release Log	CU+3	E		OCM	Index of news releases.	GC 34090	ADMIN122.4
601	-07	Correspondence: City Council	T+3	E, HC		OCM	Outgoing correspondence on behalf of City Council or Mayor.	GC 34090	ADMIN176
601	-08	Intergovernmental Relations (IGR): Subject files	CU+3	E, HC		OCM	IGR Subject files, tracking legislative issues.	GC 34090	ADMIN175, ADMIN172
601	-09	Policy, Administrative Policies	CU+2	E, HC		OCM, Originating Department	Administrative Policy Manual: Final, signed and posted to intranet.	GC 34090	ADMIN087.2

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601	-10	Policy, Council Policies	S+2	E, HC		OCM, OCA	Policies, directives, amendments rendered by Council not assigned a resolution or ordinance number. Examples: Council Policy Manual; Legislative Advocacy Positions.	GC 34090	ADMIN116
601	-11	Biographies	T+10	E, HC		OCM	Biographies, bios, or vitae for City Council, Mayor, City Manager.	GC 34090	ADMIN040
601	-12	Petitions: Not election-related	CU+2	E, HC		OCM	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related.	GC 34090; GC 50115	ADMIN105
601	-13	Delegation visits	CU+2	E, HC		OCM	Records of visiting delegations.	GC 34090	ADMIN182
601	-14	Special Orders of the Day (SOD)	CU+2	E, HC		OCM	Special Orders of the Day presented by the Mayor or Council; includes proclamations, certificates of appreciation / achievement / recognition, commendations, letters of recognition.	GC 34090	ADMIN181
601	-15	State of the City	CU+3	E, HC		OCM	Includes prepared State of the City Address by the Mayor, Awards, etc.	GC 34090	ADMIN186
601	-16	Recordings: tapes, audio, video for Minutes Preparation	CU+1	E, HC		OCM, Originating Department	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City Council meetings, Planning Commission meetings, boards and commission meetings.	GC 34090.7; GC 54953.5.(b)	ADMIN107
601	-17	Recordings: tapes, audio, video: City Council Meetings	CU+10	E, HC		OCM	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings.	GC 34090.7	ADMIN107.1
601	-18	Inventory, City Records	S+4	D, E		OCM	Inventory of non-current or inactive records holdings and location, indices. Examples: inventory from GRM offsite storage, department logs of records storage.	GC 34090; 80 OPS Atty. Gen. 106	ADMIN109
602		PUBLIC RECORDS REQUEST							
602	-01	Public Records Request	CL+2	HC, D, E		OCM, Originating Department	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation.	GC 34090	ADMIN111
602	-02	Records Management Documents	CL+2	HC, E		OCM	Document includes retrieval, transfers - inactive.	GC 34090	ADMIN112
602	-03	Records Management Disposition Certification	P	HC, D, E		OCM	Documentation of final disposition or records. Examples: records destruction certificate or resolution.	GC 34090	ADMIN113
602	-04	Records Retention Schedules	P	E		OCM	Resolution adopting records retention and destruction schedule and policies.	CCP 343	ADMIN114
603		CITY ATTORNEY							
603	-01	Case Records - General	CL+7, CU+3	E, HC, D		OCA	Records of claims and litigation (actual or prospective) including claim forms, complaints, police reports, investigations, correspondence, evidence, pleadings, briefs, orders, judgments, settlements. If case involves injury to a minor, records should be retained for 3 years after minor turns 18 or permanently for cases involving sexual abuse/assault.	CCP 583.320(a)(3); GC 34090; 42 USC s1983	ADMIN089, ADMIN093, ADMIN095
603	-02	Case Records - Sexual abuse and assault	P	E, HC, D		OCA	Records related to sexual assault of a minor or adult within the meaning of CCP 340.1 or 340.16.	CCP 340.1, 340.16	NEW
603	-03	Case Records (Significant)	P	E, HC, D		OCA	Records that, within the judgment of the City Attorney, should be retained permanently due to historical importance or legal precedent.	GOV 6254	ADMIN094
603	-04	Opinions/ Memoranda	S+2	E, HC, D		OCA		GC 34090	ADMIN103
604		LEGISLATIVE AND/OR LEGAL DOCUMENTS							
604	-01	Articles of Incorporation	P	HC		OCM	Example: Documents of formation for a public entity or non-profit.	GC 34090; CCP 337.2	ADMIN092

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			SEE LEGEND					SEE LEGEND	
604	-02	Agendas: City Council, Boards, and Commissions	P	E, HC, D		OCM, Originating Department	Original agendas and special meeting notices: City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Redevelopment Successor Agency Oversight Board.	GC 34090	ADMIN087
604	-03	Agenda Reports - Report to Council (RTC) - Public Hearing, General Business and Consent Calendar items	P	E, HC, D		OCM	Reports to Council (RTC) for public hearing and consent calendar items; Study Issues/Budget Issues Workshop binders/materials, Reports to Commissions.	GC3409(d)	ADMIN088.01
604	-04	Archive: Including Info Only Reports	CU+10	E, HC, D		OCM	Information Only reports to Council, and Reports to Commissions, Agenda-related memos to Council.	GC 34090(d)	ADMIN088
604	-05	Advertising of Legal Notifications	CU+4	E, HC		OCM	Includes public notices, legal publications. Examples: ad copy, invoice, finance-(proofs of legal publications, ordinances, resolutions, etc.); public notices, Affidavit of publication, etc.	CCP 343, 349 et seq.; GC 911.2; GC 34090	ADMIN099
604	-06	Applications for Boards, Commissions: Not appointed	CL+2	E, HC		OCM, Originating Department	Not selected. Examples: applications; rejection letters; etc.	GC 34090	ADMIN090
604	-07	Applications for Boards, Commissions: Appointed	T+5	E, HC		OCM, Originating Department	Selected	GC 34090; GC 40801	ADMIN091
604	-08	Minutes: Council, Boards and Commissions	P	E, HC	Y	OCM, Originating Department	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Financing Authority; Redevelopment Successor Agency and Redevelopment Successor Agency Oversight Board.	GC 34090(d); GC 36814; GC 40801	ADMIN101
604	-09	Ordinances	P	E, HC		OCM, OCA	Legislative actions. Examples: original signed Ordinances; Charter amendments.	GC 34090(d) 40806	ADMIN104
604	-10	Resolutions	P	E, HC		OCM, OCA	Legislative actions. Examples: original signed resolutions.	GC 34090(d) 40801	ADMIN106
604	-11	Municipal Code	P	E, HC		OCM, OCA	Supplements included	GOV 34090	ADMIN110
605		ELECTIONS							
605	-01	Affidavit Index	CL+5	E, HC		OCM	Includes Statement of Registration Certification provided by the Registrar of Voters.	EC 17001	ADMIN011
605	-02	Ballots, Prop. 218 (Assessment Districts)	P	E, HC		OCM	Property related fees (Assessment Ballot proceeding)	California Constitution Art. XIII	ADMIN015
605	-03	Candidate Statements, Elected	P	E, HC		OCM	Written statement of candidates, elected.	GC 34090; GC 81009	ADMIN024
605	-04	Candidate Statements, Not Elected	E+8	E, HC		OCM	Example: Written statement of candidates, not elected (E= Election).	GC 34090; GC 81009	ADMIN024.01, ADMIN122.5
605	-05	Canvass of Returns	P	E, HC		OCM	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results Examples: ROV certification of results; resolution certifying canvass of returns and results.	GC 22932; EC 17130; EC 2653	ADMIN017
605	-06	Certificates of Election	T+4	E, HC		OCM	Certificates of election; Original reports and statements.	GC 81009(a) (d)	ADMIN018
605	-07	Charter, Amendments / Measures	P	E, HC	Y	OCM, OCA	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters.	GC 34458-60; GC 34090	ADMIN019
605	-08	Lobbyist Registration	P	E, HC		OCM	Statements	EC 81009(b)	ADMIN028
605	-09	Maps, Precincts/Voter Information	E+2	E, HC		OCM	(E= Election)	GC 34090; EC 17503; EC 17302	ADMIN029

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605	-10	Nomination Papers: Successful	T+4	E, HC		OCM	Nomination documents, in-lieu petitions (T= completion of Council term).	EC 17100	ADMIN030
605	-11	Nomination Papers: Not Elected or Unsuccessful	E+8	E, HC		OCM	Nomination documents, in-lieu petitions (E= Election).	EC 17100	ADMIN031
605	-12	Notifications and Publications: Elections	E+2	E, HC		OCM	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election, Affidavit of publication, notice of election, notice of nominees, Election Guide.	GC 34090	ADMIN032
605	-13	Oaths of Office	T+6	E, HC		OCM	Elected Officials (T = completion of Council term).	GC 34090; 29 USC 1113	ADMIN033
605	-14	Petitions	E+8 months	E, HC		OCM	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc. (E= Election).	EC 17200, EC 17400	ADMIN034
605	-15	Petition Administration Records	P	E, HC		OCM	Initiative petition materials. Notice of Intention, written text of the initiative, written statement setting for the reasons for the proposed petition.	EC 9202.5	ADMIN034.01
605	-16	Precinct Records	E+5	E, HC		OCM	Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service (E= Election).	EC 17503	ADMIN035
605	-17	Voter Roster	E+5	E, HC		OCM	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments (E= Election).	EC 17300	ADMIN036
606		FAIR POLITICAL PRACTICES COMMISSION (FPPC)							
606	-01	FPPC: Conflict of Interest Code	P	E, HC		OCM	Conflict of Interest Code Resolution.	GC 34090	ADMIN020
606	-02	FPPC: Administration / Campaign Statements and Conflict of Interest materials	CU+5	E, HC		OCM	FPPC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents.	GC 34090	ADMIN020.1
606	-03	FPPC: Campaign disclosure, Elected	P	E, HC, D		OCM	FPPC Filings. Examples: Form 460, 410, 501 etc.	GC 81009(b) (g)	ADMIN021
606	-04	FPPC: Campaign disclosure, Not Elected	E+8	E, HC, D		OCM	FPPC Filings. Examples: Form 460, 410, 501 etc. (E= Election)	GC 81009(b)	ADMIN022
606	-05	FPPC: Campaign disclosure - (all other committees)	E+8	E, HC, D		OCM	FPPC Filings. Examples: Form 460, 410 etc.(E= Election)	GC 81009(c)	ADMIN023
606	-06	FPPC: History	P	E, HC		OCM	History of elections, certificates of destruction, other resolutions re: elections.	GC 34090	ADMIN025
606	-07	FPPC: Statement of Economic Interests - Elected Officials	P	E, HC, D		OCM	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700.	GC 81009(e)	ADMIN026
606	-08	FPPC: Statement of Economic Interests - Conflict of Interest Code filers	CU+7	E, HC, D		OCM	FPPC Filings: includes Conflict of Interest Code Designated Positions or Employees, commissioners, consultants. Examples: Form 700.	GC 81009(e)	ADMIN027
700		PUBLIC SAFETY							
701		FIRE SAFETY ADMINISTRATION							
701	-01	Books, Fire Code	S+3	E, HC		DPS	Include OPS manual.	GC 340907.7CCP340.5	PS002
701	-02	General Orders, Policies/Procedures	CL+20	E	Y	DPS		GC 34090	PS003
701	-03	Inspections, Fire Prevention	CL+5	E	Y	DPS	Alarm sprinkler systems, prevention efforts.	CA Fire Code 104.6.2	PS004
701	-04	Investigation, Evidence of Arson	P	E		DPS	Support prosecution resulting in homicide.	PC799	PS005

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701	-05	Investigation, Evidence of Arson	CL+6	E		DPS	Great bodily harm, inhabited structure or property.	PC800	PS006
701	-06	Journals, Fire Station	CU+2	HC		DPS	Activities, personnel, engine company.	GC 34090	PS007
701	-07	Permits, Uniform Fire Code	CL+2	E, HC		DPS		GC 34090	PS008
702		FIRE PREVENTION/PUBLIC EDUCATION							
702	-01	Inventory Equipment &Supplies	CU+2	HC		DPS	Fire Inventory Equipment & Supplies.	GC 34090	PS015
702	-02	Logs of fire Equipment/Gear	CU+2	E, HC		DPS	Logs of fire Equipment/Gear; Managed through Sharepoint and through paper logs in each apparatus.	GC 34090	PS016
703		FIRE OPERATIONS							
703	-01	Exposure collection of samplings	T+30	E, HC		DPS	Sampling Resulting, collection methodology.	29 CFR 1910.1020	PS009
703	-02	Exposure sampling results	T+1	E, HC		DPS	Laboratory reports and worksheets.	29 CFR1910.1020	PS010
703	-03	Access to Employee Exposure and Medical Records	T+30	E, HC		DPS	Medical record for each employee must be preserved and maintained for at least the duration of employment plus 30 years, unless a specific occupational safety and health standard provides a different period of time.	29 CFR 1910.1020	PS011
703	-04	Access to Employee Exposure and Medical Records for employees less than	T+2	E, HC		DPS	Medical record for employees less than one year .	29 CFR 1910.1020; *GC 34090	PS012
703	-05	Training	T+2	E	Y	DPS	Certification/designations.	GC34090; POST	PS013
703	-06	Incident Logs	CL+3	E		DPS	Dispatch and daily Logs.	GC34090; CCP338*(*CCP)	PS017
703	-07	Fire, Non-arson and logs	CU+2	E		DPS	Non-arson fire cases - if related to criminal case, must be retained until case is adjudicated.	GC 34090	PS019
703	-08	Investigations, Evidence of Arson	CL+5	E, HC		DPS	Structure.	PC801;CA Fire Code 104.6.3 AND 104.10	PS020
704		HAZARDOUS MATERIALS							
704	-01	Hazardous Waste Disposal Documentation	CU+10	E, HC		DPS, DPW	Documentation re: handling and disposal of hazardous waste.	CAL OSHA;40 CER 122 21	PS022
704	-02	Permits, Hazardous Materials Storage	CU+2	E, HC		DPS, DPW, ESD, CDD-Building Safety	Department consistently recommend permanent retention of documentation of environmentally sensitive materials, MSDS (Material Safet Data Sheets) and permits.	GC 34090	PS023, P023.01
704	-03	Permits, Hazardous Materials Storage	P	E, HC	Y	DPS, DPW, ESD, CDD-Building Safety	Inspection reports; HMBP/Registration form, HMIS, maps, owner ID; Annual HMBP recerts; Correspondence; Closure application; Post closure report (may include manifests, sampling results and bills of landing); Application for public disclosure.	GC 34090	PS023.02, PS023.03, PS023.05, PS023.06, PS023.07,
704	-04	Permits, Hazardous Materials Storage	CU+5	E, HC		DPS, DPW, ESD, CDD-Building Safety	Contingency plan; PS200 - new business info.	GC34090	PS023.04, PS023.10
704	-05	Permits, Hazardous Materials Storage	CU+2	E, HC		DPS, DPW, ESD, CDD-Building Safety	Notification of contamination or environment impact release.	GC 34090	PS023.11
704	-06	Programs, Household Hazardous Waste	S+2	E, HC		DPS, ESD		GC 34090	PS024
704	-07	Training Materials	S+2	E, HC		DPS, DPW, ESD	Standard and Administration.	8CCR3204(d)	PS025
704	-08	Underground Storage tank -Compliance	P	E, HC	Y	DPS, DPW, ESD	Documents re: storage.	GC34090(a)	PS026

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			SEE LEGEND					SEE LEGEND	
704	-09	Underground Storage tank	CU+5	E, HC		DPS, DPW, ESD	UPCF Form - A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan / Data Dictionary Elements / Inspection reports: Installation, Compliance, Removal / Enforcement records: AED, Red Tag, Civil/Criminal, NOV/NTC / Detailed records to report summaries - RPT 3,4,6 / Surcharge billing and collection records, Data Dictionary Elements.	GC 34090	PS026.01, PS026.02, PS026.04, PS026.05, PS026.06, PS026.07
704	-10	Underground Storage tank	CU+1	E, HC	Y	DPS, DPW, ESD	Permits/transfer of permits.	GC 34090	PS026.03
704	-11	Underground Storage tank	CU+2	E, HC		DPS, DPW, ESD	Additional info required by state and federal law, testing reports - secondary containment, tank line integrity, monitoring system cert, spill bucket test report, line leak detector report.	GC 34090	PS026.08, PS026.11, PS026.12
704	-12	Underground Storage tank	L	E, HC		DPS, DPW, ESD	ELD; Records to show structural soundness of tank ; Tank lining evaluations - structural support certification, coatings expert/special inspector certification 10/5 year ; Bladder systems material standards approval documents - independent testing org (etc) certification; Retain records until closure of tank.	GC 34090	PS026.13, PS026.16, PS026.17, PS026.18
704	-13	Underground Storage tank	CU+1	E, HC		DPS, DPW, ESD	SIR annual report.	GC 34090	PS026.14
704	-14	Underground Storage tank	CU+7	E, HC		DPS, DPW, ESD	Unauthorized release records.	GC 34090	PS026.15
704	-15	Underground Storage tank	P	E, HC	Y	DPS, DPW, ESD	Closure documents - proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report.	GC 34090	PS026.19
704	-16	Underground Storage tank	S+2	E, HC		DPS, DPW, ESD	Compliance statement, designated operator designation, employee training approval for unstaffed sites.	GC34090	PS026.20, PS026.21
704	-17	Underground Storage tank	CU+1	E, HC		DPS, DPW, ESD	Miscellaneous - groundwater monitoring reports, gas sampling reports, proposed cleanup plan.	GC 34090	PS026.22
705		LAW ENFORCEMENT ADMINISTRATION							
705	-01	Accounting Cash Reconciliation	CU+2	E, HC		DPS		GC 34090	PS028
705	-02	Alarm Records	CU+2	HC		DPS	Alarm permit and false alarm records, police and fire service.	GC 34090	PS029
705	-03	Case Files - Code Enforcement	CL+2	E, HC, D		DPS	Complaints, case history, inspection notes, photographs, compliance letters, staff report.	GC 34090(d)	DEV037
705	-04	Logs - Code Enforcement	CU+6	E, HC, D		DPS	Citation, abatement.	GC 34090(d)	DEV039
705	-05	Department Manual	S+2	E	Y	DPS	Changes to manual are recorded in the General Orders (permanent).	GC 34090	PS031
705	-06	Licenses and Permits issued pursuant to SMC	T+4	E, HC		DPS	Licenses/permits for massage businesses, adult entertainment peddler, solicitor, firearms dealer, explosive handling, and taxicab driver permits.	GC 34090	PS058.01
705	-07	Licenses and Permits: Denied /Revoked Massage Establishment permits	CL+5	E, HC		DPS	Licenses/permits for enforcement of massage ordinance, notices and hearing documents.	GC 34090	PS058.02
705	-08	Employee Grievance Files	CL+2	E, HC		DPS	Grievance filed by employees, supporting documentation.	GC 34090	PS128
705	-09	Internal Affairs Administrative Investigative Files	CL+6	E, HC	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	PS037
705	-10	Internal Affairs: Administrative Investigative Files of Officer-involved Shooting Where a DPS Member is a Subject of a Criminal Investigation - Not Resulting in a Criminal Conviction.	CL+10	E, HC	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	NEW

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			SEE LEGEND					SEE LEGEND	
705	-11	Internal Affairs: Administrative Investigative Files Where a DPS Member is a Subject of a Criminal Investigation - Not Resulting in a Criminal Conviction	CL+10	E, HC, D	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	NEW
705	-12	Internal Affairs: Administrative Investigative Files Where a DPS Member is a Subject of a Criminal Investigation or Officer Involved Shooting - Resulting in a	P	E, HC, D	Y	DPS		PC832.5, EVC1040, GC12946, PC801.5; 803(c)VC2547	NEW
705	-13	Investigations: Background for Non-Hired Personnel	CL+5	E		DPS	Non hired.	GC 34090	PS129
705	-14	Investigations: Background for Hired Personnel	T+5	HC	Y	DPS	Include original reports re: PC832.5 investigations.	PC832.5	PS130
705	-15	Parades & Special Events Files	CL+2	E		DPS	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation.	GC 34090	PS131
705	-16	Personnel Rosters (Divisional)	S+2	E	Y	DPS	Personnel assigned division.	GC 34090	PS143
705	-17	Schedules: Officers' Daily Schedule, Watch Assignment/Time Keeping	CU + 2	E		DPS	Schedules of Officers on duty.	GC 34090	PS144, PS145
705	-18	Training Bulletins	CU+10	E, HC		DPS	Notice of upcoming training for sworn personnel including date/time, location, and topic.	GC 34090	PS148
705	-19	Training: Event Files	CU+2	E, HC	Y	DPS	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents.	GC 34090	PS149
705	-20	Training Lesson Plans, Firing Range	CL+15	E	Y	DPS	Scope, content, time period of courses.	GC 34090	PS150
705	-21	Training Personnel (by name)	T+7	E, HC	Y	DPS	Paperwork documenting officers internal and external training.	GC 34090; Post	PS151
705	-22	Training Schedules, Firing Range	CU+2	E, HC		DPS	Daily, weekly, monthly schedules of training events at range.		PS152
706		POLICE INVESTIGATIONS							
706	-01	PUBLIC SAFETY RECORD NOTE 1: Any line item that references to Note 1 needs to meet all criteria mentioned in the descriptor prior to destruction of a record.	N/A	N/A	--	DPS	NOTE 1: The destruction of felony, misdemeanor and infraction crime /supplemental reports is permitted providing They do not: 1) relate to an adjudicated arrest except for H&S 11360 violations; 2) relate to unserved warrants; 3) involve identifiable items which have not been recovered; 4) related to PC290, PC457.1, or H&S 11590 registrants; 5) relate to violations listed in PC Sections.	N/A	PS155
706	-02	Asset Forfeiture: Investigations/Proceedings Case File	CL+2	E, HC		DPS		GC 34090	PS038
706	-03	Asset Forfeiture: Property Owner Notifications	CU+2	E, HC		DPS	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	GC 34090	PS039
706	-04	Case Files: Investigators (Homicide)	P	E, HC		DPS		PC799	PS041
706	-05	Case Files:(No arrest, Narcotics Cases)	CL+2	E, HC		DPS	Retained by division until no longer useful for investigative purposes.	GC 34090	PS042
706	-06	Criminal Investigation of Officer Involved Shooting	CL+25	E, HC		DPS		GC 34090	PS043
706	-07	Fingerprint: Applicants Files	T+2	HC		DPS	All records related to applicant fingerprinting	GC 34090	PS048
706	-08	Criminal Fingerprint Records	P	E		DPS	Persons booked into detention facility (copies distributed to county, state, federal agencies) offense punishable by death or life imprisonment, or embezzlement of public funds under PC799.	799PC	PS049

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706	-09	Criminal Fingerprint Records	AC+20	E		DPS	Personal booked into detention facility (copies distributed to county, state, federal agencies) for offenses prosecuted under PC800 and PC801.	PC800; PC801	PS049.1
706	-10	Fingerprint: Records Latent	P	E		DPS	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC799.	GC 34090; PC799	PS050
706	-11	Fingerprint: Records Latent	CU+6	E		DPS	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC800.	GC 34090; PC800	PS050.1
706	-12	Fingerprint: Records Latent	CU+3	E		DPS	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC801.	GC 34090; PC801	PS050.2
706	-13	Fingerprint: Suspect Adult/Juvenile	CL	E		DPS	Adults/Juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved.	Law Enforcement Management Guide by Post	PS051
706	-14	Informant Files	T+10	HC		DPS	Legal notifications, identification information, payment information, activities information.	GC 34090	PS053
706	-15	Jail: Daily Logs	CU+6	HC		DPS	Daily report of staffing, bookings/releases, transfers, transportation.	GC 34090	PS054
706	-16	Jail: Inmate Record	CU+6	HC		DPS	Dependent on facility's classification; see laws and guidelines for local detention facilities by Board of Corrections (State of California).	15 CCR 1041; GC 34090; Minimum Standards suggested by guidelines for local detention facilities by Board of Corrections	PS055
706	-17	Jail: Inspection files	CU+6	HC		DPS	Inspections by various agencies.	GC 34090	PS056
706	-18	Jail: Surveys	CL+2	HC		DPS	Prepared quarterly, forwarded to state board of corrections.	GC 34090	PS057
706	-19	Licenses: Secondhand Dealers, Pawn Brokers (Duplicate/Pink)	CU+2	HC		DPS	Original to licensee, blue duplicate to DOJ; pink duplicate retained by agency; renewals issued annually by local agency.	GC 34090	PS061
706	-20	Logs: Rap Sheet	CL+3	E		DPS	Requests for criminal history.	GC 34090; 11 CCR 702; 11 CCR 707 (c)	PS070
706	-21	Logs: Subpoena	CU+2	HC		DPS	Subpoenas received/served daily; officer appearance, criminal case - witness appearance or civil subpoena documents.	GC 34090	PS071
706	-22	Pawn Slips/Tickets	CU+3	E, HC		DPS		B&P 21633	PS072
706	-23	Photographs - DPS	CL	E, HC		DPS	Crime scene, photo file, accident, digital photos and other electronic media associated to a case. Retain according to practical and functional association. Retain as form of evidence, destroyed at same time evidence for associated case.	GC 34090	PS073
706	-24	Photographs-booking photos	P	E, HC		DPS	Photographs - booking photos for offenses prosecuted under PC799.	GC34090; PC799	PS075
706	-25	Photographs-Booking photos	CU+20	E, HC		DPS	Photographs - booking photos for offenses prosecuted under PC800 and PC801.	GC34090; PC800; PC801	PS075.1
706	-26	Registration files, Arson, Sex and Narcotics	L; Life of registrant within	E, HC		DPS	Fingerprint card, photos, information also forwarded to DOJ.	GC 34090	PS076
706	-27	Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (Occurring after January 1, 1996)	CL	E, HC		DPS	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to HS11361.5. (Mandatory destruction from date of conviction or date of arrest with no conviction).	H&S11361	PS077

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706	-28	Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (Occurring after January 1,1996)	CL	E, HC		DPS	Applicable to convictions occurring prior to January 1,1996 or arrests not followed by a conviction occurring prior to January 1,1996 for violations of H&S Code 11357,11364,11365 and 11550.	H&S11361.5(c)	PS078
706	-29	Crimes: Felony with or without Arrests	CU+6	HC, E		DPS	Prosecution for an Offense punishable imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804.Exception:see PC803-Trolling /Extension of time periods; Appeals process and Three Strikes also considerations in assigning retention. Mandatory destruction (upon notice from DOJ).	PC800	PS079
706	-30	Crimes: Felony with or without Arrests	CU+3	E, HC		DPS	Prosecution for an offense punishable by imprisonment in state prison for less than eight years, with a retention of 3 years, unless tolling under PC803.	PC801	PS079.1
706	-31	Crimes: Misdemeanor/Infractions	CL+2	E, HC		DPS	No arrests, identifiable property or missing persons (see: Note 1).	GC 34090	PS080
706	-32	Crimes: Supplemental Felony Capital Crimes, Crimes Punishable by Death Life Imprisonment	P	E, HC		DPS	No statutory limitation for prosecution - includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials causing death (see: Note 1).	PC799	PS081
706	-33	Destruction: Guns	P	E, HC		DPS	Listing of firearms that were destroyed.	12030PC,12028PC,12032PC, Post Property & Evidence Manual	PS082
706	-34	Destruction: Narcotics	P	E, HC		DPS	Listing of narcotics that were destroyed.	11473.5;11479HS;Post Property & Evidence Manual	PS083
706	-35	Public Safety General File Records-Non-Criminal Occurrences	CU+2	E, HC		DPS	Injured or sick persons where person has been returned; traffic collision reports not used as the basis for criminal charges.	GC 34090	PS086
706	-36	Range (Firing) Inventory	S+2	E		DPS	Quarterly reports of inventories of weapons and ammunition held by Department Range.	GC 34090	PS088
706	-37	DOJ statistical Reports, Crime and Incident	CU+2	E, HC		DPS	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/SUPP; Hate Crime Incidents; Homicide Reports, Supp; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports; DOJ Statistical Reports.	GC 34090	PS089
706	-38	Statistical Information(Crime Analysis)	CU+2	E, HC		DPS	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload deployment, time usage.	GC 34090	PS090
706	-39	Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC)	CU+2	E, HC		DPS	Originals sent to FBI, DOJ, FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death Custody Reporting	GC 34090	PS091
706	-40	Sealed Files: Adult Found Factually Innocent	Mandatory Destruction Upon and Pursuant to Court Order	E, HC		DPS	General Provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	PC851.8	PS093

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706	-41	Sealed Files: Juvenile	Mandatory Destruction Upon and Pursuant to Court Order	E, HC		DPS	Upon petition, Local laws enforcement records within W&I 826(b) may be destroyed as ordered by the court, if related probation and Juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court.	W&I 826(a) & (b); W&I 781(a)	PS094
706	-42	Tapes: Audio, Telephone and Radio Communications	CU+180 Days	E, HC		DPS	Exception: recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.	GC34090.6	PS096
706	-43	Tapes: Surveillance/Security video	CU+13 mos	E, HC		DPS	Surveillance / security video: jail, MVAR.	GC34090.6	PS097
706	-44	Use of Force Supervisory Review Files	CU+2	E		DPS	Includes review forms, arrest report copies, logs.	GC 34090	PS098
706	-45	Warrants: Felony	Until served or recall after 10 yrs. Exception: Murder/escape	HC	Y	DPS	Recommended by the California Law Enforcement Warrant Officer's Association.	GC 34090	PS099
706	-46	Warrants: Misdemeanor Criminal	Until served or recall after 5	HC		DPS	Recommended by the California Law Enforcement Warrant Officer's Association.	GC 34090	PS100
706	-47	Crimes: Misdemeanor /Infractions	CL+2	E, HC, D		DPS	With arrests, identifiable property or missing persons; Retain until case is adjudicated and criteria reference under Note 1 are met.	GC 34090	PS154
707		POLICE SERVICES							
707	-01	Cards: Field Interview	CL+2	E, HC		DPS	Information on subject, not arrested, encountered by officer.	GC 34090	PS104
707	-02	Citations: HS11357(e), Juvenile / HS11357(b), HS11357(c), HS11360(b) violations	CL+2	E, HC		DPS	Health & Safety violations involving HS11357(e), Juvenile / HS11357(b), HS11357(c), HS11360(b) violations; Retain until case is adjudicated.	11361.5H&S	PS105, PS106
707	-03	Citations: Cite and Release	CL+2	E, HC		DPS	Cite and Release cases; Retrain until case is adjudicated.	GC 34090	PS107
707	-04	Citations: California Vehicle Code Infractions (duplicates)	CU+90 days	E, HC		DPS	Original is forwarded to court.	GC34090.5	PS108
707	-05	Citations: Parking/Traffic, Duplicates	CU+2	E, HC		DPS	Originals are forwarded to court after agency processing; includes citations electronically created.	GC34090.7	PS109
707	-06	Citations: Transmittals	CU+2	E, HC		DPS	Listing of citations forwarded to court, filed for reference.	GC 34090	PS110
707	-07	Equipment Radio Logs (Communication)	CU+2	E		DPS	Documents problems, malfunctions, resolution to provide equipment performance history.	GC 34090	PS111
707	-08	Radar Calibration Records	T+2	E, HC		DPS	Documentation of radar instruments retained during use/ownership.	GC 34090	PS114
707	-09	Reports: Traffic Accident	CL+10	E, HC		DPS	Traffic accident reports.	GC 34090	PS115
707	-10	Reports: Traffic Collision Fatalities	P	E, HC		DPS	Traffic Collision Fatalities.	GC 34090	PS116
707	-11	Vehicle Assignment Reports	S+2	E		DPS	Record of assignments.	GC 34090	PS117
707	-12	Reports: Repossession/Private Impounds	CU+2	HC		DPS	Record of vehicle repossession or private property impounds.	GC 34090	PS119
707	-13	Vests, Bulletproof Letters/Authorization	CU+2	E		DPS	Authorization to purchase.	GC 34090	PS121
707	-14	Warrants: Traffic	Recall after 5 Years	HC		DPS	Recommended by the California Law Enforcement Warrant Officer's Association.	GC34090; Recommended by the California Law Enforcement Warrant Officer's Association	PS123

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707	-15	Weapons Database	P	E		DPS	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports.	GC 34090	PS124
708		LOCAL/NATIONAL EMERGENCIES/DISASTERS							
708	-01	Mutual Aid, Strategic Plans	S+2	HC		DPS		GC 34090	PS001
800		PUBLIC WORKS							
801		GENERAL, ADMINISTRATION AND INFORMATION							
801	-01	Meetings: Tailgate and Safety	CU+1	E, HC		DPW, ESD, FIN	Safety Meeting/Tailgate Logs, Agendas, Training Material.	8CCR3203(b)(2)	PW123
801	-02	Application Special Events	CU+2	E, HC		DPW, OCM	Permits, correspondence, related documents regarding use of rights of way .	GC 34090	TRAN003
801	-03	Maps and Plans	P	E, HC	Y	DPW	Parcel Maps and subdivision maps, city boundaries, correspondence related to engineering conditions of approval, record drawing plans showing substantial new improvements in the ROW, franchise utility work for fiber optics, recorded maps, surveys, monuments, septic tanks, temporary traffic control, contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems, streets, curbs, gutters, sidewalks, storm drains.	GC 34090(a) , H&S19850; GC 4003; GC 4004	DEV019, DEV021, DEV045, DEV062, PW055
801	-04	Flood Control: Water Drainage Facilities	P	E, HC		DPW, ESD	Includes dams, lakes, basins, creeks.	GC 34090	PW078
801	-05	Flood Control: Flood Zones	P	E, HC	Y	DPW	Includes flood maps.	GC 34090	PW079
801	-06	Flood Control: Insurance Programs	S+2	E, HC	Y	DPW	Includes copies of policies, rules, programs.	GC 34090	PW080
801	-07	Flood Control: Policies and Procedures	S+2	E, HC	Y	DPW	Rules and Regulations.	GC 34090	PW081
801	-08	Flood Control: Reports/ Studies	CL+2	E, HC	Y	DPW	Reports from FEMA.	GC 34090	PW082
801	-09	Inventory: Equipment	CU +2	E, HC	Y	DPW	Examples: Includes hand tools, heavy equipment, tool truck and trailer.	GC 34090	PW084
801	-10	Maintenance and Operations Documents	P	E, HC	Yes	DPW, ESD, LRS	Examples include drawings, contracts, specifications, photos, reports, work orders, inspections, repairs, cleaning, complaints, signals, striping, street trees, facilities, swim pools, custodial service, vandalism, hazards, drainage plan, park lightning, golf hazard log book, future plans, new sites, expansions, site studies, streets, street lights, parking lots and concrete maintenance.	GC 34090	PW004, PW005, PW009, PW038, PW039, PW040, PW044,
801	-11	Photographs - Aerial	S+2	E, HC		CDD, DPW	Example: Aerial photographs, Real Estate.	GC 34090(d)	DEV023
801	-12	Special Districts	P	E, HC	Y	DPW, ESD	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction, annual engineer's report of assessment for downtown parking district.	GC 34090(a)	DEV047
802		ENGINEERING - LAND DEVELOPMENT							
802	-01	Abandonments and Lot Splits/Mergers	P	E, HC		CDD, DPW	Buildings, Condemnation, Demolition.	GC 34090, GC 34090(a)	DEV072, DEV078
802	-02	Benchmark Data	P	E, HC		DPW	Horizontal, vertical & control.	GC 8771	DEV001

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			SEE LEGEND					SEE LEGEND	
802	-03	Bonds: Security	CL+2	E, HC		DPW	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work.	GC 34090	DEV004
802	-04	Franchises and Encroachment Agreements	S+2	E, HC	Y	DPW	Franchise Agreements with utility companies. Encroachment Agreements for private facilities in public right of way. Includes Small Cells Network Facilities.	GC 65864, GC 65869.5, GC 34090*(CCP 337.2, 343)	DEV012
802	-05	Agreements for Public Improvements	CL+2	E, HC		DPW	Improvement Agreement, Subdivision Agreement.	GC 65864, GC 65869.5, GC 34090*(CCP 337.2, 343)?	NEW
802	-06	Encroachment Permits, Easement Documents, Abandonments/Vacations	P	E, HC	Y	DPW	Record drawings for offsite improvements, easements accepted by the City (not via map), Relinquishment of public streets.	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	DEV012, PW031, PW048
802	-07	Encroachment Permits	CL+2	E, HC	Y	DPW	Plans and documentation for minor improvements to the public right of way.	GC 34090(a); H&S19850; GC 4003; GC 4004	DEV021, DEV022
802	-08	Land Development Project Documentation	CL+7	E, HC		DPW	Information and correspondence related to engineering conditions of approval for land development projects, including back up documentation for offsite improvements.	GC 8771	NEW
803		CAPITAL IMPROVEMENT PROJECTS							
803	-01	Reports: Bridges, Overpasses, City-owned Facilities	L	E, HC	Y	DPW	Caltrans bridge assessment reports.	GC 34090	PW063
803	-02	Project Documentation	CL+10	E	Y	DPW	Consultant Contracts, correspondence, Federal Aid documentation, construction documentation.	CC337.15	DEV043
803	-03	Studies: Masterplans and Condition Assessments	S+2	E, HC		DPW	Special or long range program plan for facilities – coordination of services; strategic planning.	GC 34090(d)	DEV028, DEV020
803	-04	Project Design and Construction Documentation	P	E	Y	DPW	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems.	GC 34090; GC 4004; H&S 19850	DEV062
803	-05	California Environmental Quality Act (CEQA) Information	p	E, HC	Y	CDD, DPW, LRS, ESD	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	GC 34090(a) + CEQA Guidelines	DEV052
803	-06	Environmental Review Information	CU+6	E, HC		CDD, DPW, LRS, ESD	Correspondence, consultants, issues, water and energy conservation records.	GC 34090(d)	DEV054
804		PROPERTY MANAGEMENT							
804	-01	Real Property Acquisitions/Dispositions	CL+10	E, HC	Y	LRS, DPW	Land acquisitions, correspondence, improvements, statutory records, supporting documents re: sale, purchase, exchange, lease or rental of property by City.	GC 34090(a); GC 6254	PW011, DEV073
804	-02	Agreements	T+4	E, HC	Y	DPW	Including concessionaire, slip rental, facility storage.	CCP 337	TRAN001
804	-03	Appraisals	CL+2	E, HC		CDD, DPW	Exempt until final acquisition or contract agreement obtained.	GC 34090; GC 6254(h)	DEV075
804	-04	Deeds: City-Owned Properties	P	E, HC	Y	DPW	Property deeds, title insurance, environmental reports and all supporting documents related to the property.	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	DEV076
805		PARKS, GOLF AND TREES							
805	-01	Inventory, Equipment	CU+10	E, HC	Y	DPW	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park.	GC 34090	PW003
805	-02	Irrigation Maps	P	E, HC	Y	DPW, ESD	Irrigation, plot plans.	GC 34090	PW006
805	-03	Policies and Procedures - Parks, Golf, Trees	S+2	E, HC	Y	DPW	Includes rules and regulations.	GC 34090	PW010

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			SEE LEGEND					SEE LEGEND	
805	-04	Vending Machines, Golf Course Restaurants	AU+4	E, HC		DPW	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports.	GC 34090	PW127
805	-05	Schedules, Class & Events - DPW	CU+2	E, HC		DPW	Documents pertaining to recreation activities/classes/events registration. Examples: Records covering instructor agreements, registration, attendance, tournaments, fee waivers, membership cards, membership roster.	GC 34090	PW017
806		TRANSPORTATION, TRAFFIC, STREETS, STREETLIGHTS AND							
806	-01	Traffic Signal Logs	CL+2	E, HC		DPW, DPS	Counts, collisions, accidents.	GC 34090(d)	DEV049
806	-02	Roadway Closures	P	E, HC	Y	DPW	Roadway closures, easements, Rights-of-way.	GC 34090	PW032, PW033
806	-03	Roadway Naming and numbering	P	E, HC	Y	DPW	Roadway Field Books, Naming and Numbering.	GC 34090	PW034, PW057
806	-04	Roadway Intersection Records and Parking Lots	CU+2	E, HC		DPW	Includes correspondence, volume counts, accident history.	GC 34090	PW036
806	-05	Traffic Control Devices	P	E, HC	Y	DPW	Warrant studies for installation of Regulatory, Warning, and Guide signs, Traffic signals including inventory of all.	GC 34090	PW037
806	-06	Permits: Improvements, Parking and Paving	CL+2	E, HC		DPW	May include curb, sidewalks; Applications for evacuation, fill, alterations and residential parking permits, oversize loads.	GC 34090	PW049, PW050, PW051
806	-07	Roadway Photographs	S+2	E, HC		DPW	Include aerials.	GC 34090	PW054
806	-08	Streets-Traffic Policies, Procedures and Ordinances	S+2	E, HC	Y	DPW, OCM	Includes Ordinances, rules, regulations, standards, aerial photographs, parking regulations, Routes.	GC 34090	PW056, PW045
806	-09	Policies and Procedures: Speed Limits	S+2	E, HC	Y	DPW	Engineering & Traffic Surveys - speed limit enforcement.	GC 34090	PW058
806	-10	Roadway Programs: Traffic Safety Reports and Studies	S+2	E, HC	Y	DPW	Drivers Education, Pedestrians and Bicyclist Safety, Safe Routes to School Bicycle Lanes, traffic claming, parking restrictions.	GC 34090	PW061, PW064
806	-11	Reports:Traffic Studies and Traffic Counts, Routes and Data Collection	CL+2	E, HC	Y	DPW	Traffic volume, collision history, statistics, turning movement counts (TMC), Evaluation of traffic volume, truck routes, streets, alleys.	GC 34090	PW065, PW066, PW046
806	-12	Traffic Signal and Signage Documentation	L+2	E, HC	Y	DPW	Log books, index register cards, inventory lists, records/studies of traffic signs, signal drawings, wiring diagrams, codes, traffic signal equipment, poles and standards, timing sheets, circuit numbers, installation records, and testing and maintenance.	GC 34090	PW069, PW070
806	-13	Congestion Management Programs	CU+2	E, HC		DPW	Ride sharing, trip reduction.	GC 34090(d)	DEV053
807		FLEET MAINTENANCE							
807	-01	Hazardous Waste Disposal Documentation	CU+10	HC		DPS, DPW	Documentation re handling and disposal of hazardous waste.	CAL OSHA; 40 CFR 122.21	TRAN005
807	-02	Fueling	AU+4	E		DPW	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations.	CCP 337	TRAN004
807	-03	Inventory, Equipment & Supplies	L+2	E	Y	DPW	Includes vehicles, aircraft, vessels and related documents re repairs, Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents, Includes vehicles, aircraft, vessels and related documents re repairs, Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs.	CG 34090	TRAN006, TRAN007, TRAN009

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			SEE LEGEND					SEE LEGEND	
807	-04	Licenses and Permits	CU+2	HC	Y	LRS, DPW	Forms, related documentation re: licenses and permits required by federal and state agencies, Permits, correspondence, related documents re use of rights of way, Applications Special Events, lists, reports, memos and working documents, Log books, request forms.	GC 34090, GC 34090.5	TRAN008, TRAN010, TRAN011
807	-05	Vehicle Ownership & Title	L	HC	Y	FIN, DPW	Title transfers when vehicle sold.	VC 9900 et seq.	FIN024
807	-06	Inventory: Equipment	CU+2	E	Y	DPW		GC 34090	PW084
900		ENVIRONMENTAL SERVICES							
901		COMPLIANCE/TESTING							
901	-01	Underground Utility Locating	AU+6	HC		ESD	USA Daily Ticket Recaps, Locator Logs, and Tickets.	Title 1 Division 5 Chapter 3.1 Article 2 Section 4216	PW074.01
901	-02	SSMP and Supporting Documents	L+10	E, HC	Y	ESD	SSMP, Annual Questionnaire, Bi-Annual Audit, Flushing Reports, Repair Reports, SSO Reports, Surcharge Reports, Daily Work Reports.	SWRCB Order #2006-0003 & WQ 2013-0058 EXEC	PW074.02
901	-03	Regulatory Compliance Records: NPDES Stormwater Permit; Annual/Semi-Annual Reports for NPDES, Stormwater/SCVURRP and Recycled Water	L+10	E, HC	Y	ESD	Yard SWPPP, Annual Corp Yard Stormwater Inspection Report, Annual Catch Basin Cleaning Logs, Annual Small trash capture device cleaning logs, HDS cleaning logs, Bio-retention Maintenance Reports, Outfall Inspection logs.	40 CFR 122.41	PW130, PW180
901	-04	Reclamation Documentation Reports; Pollution Discharge Monitoring Documentation	CU+5	E, HC	Y	ESD	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	40 CFR 122.41	PW097, PW102
901	-05	Reports: Drinking Water Corrections & Sanitary Surveys/Surveys: Water System Sanitary.	CU+10	E, HC	Y	ESD	Statistics, reports, correspondence/Sanitary Survey and supporting documentation.	40 CFR 141.33,	PW103, PW108, PW115, PW111
901	-06	Reports: Lead Service Line; Public Education; Water Quality Parameters; Water Source Information; State Certifications	CU+12	E, HC	Y	ESD	Compliance documentation.	40 CFR 141.91	PW105, PW106, PW107, PW109, PW110.
901	-07	Violations, Drinking Water	CU+3	E, HC	Y	ESD	Retention applies to each violation.	40 CFR 141.33	PW121
901	-08	Training Materials	S+2	E, HC	Y	ESD	Training Materials (Internal & External).	GC 34090	PS025
901	-09	Meetings: Tailgate and Safety	CU+1	E, HC	Y	ESD	Tailgate and Safety Meetings/Materials.	8 CCR 3203(b)(2)	PW123
901	-10	Training Certificates and Records	CU+7	HC	Y	ESD	Training Certificates and Records.	GC 34090	PW144
901	-11	WPCP Regulatory Compliance Records: Confined Space	CU+10	HC		ESD	Confined Space Entry Permits.	40 CFR 122.41, 40 CFR 141.33	PW171
902		OPERATIONS/MAINTENANCE CONSERVATION							
902	-01	Infrastructure Condition Assessment Data	S	E, HC, D	Y	ESD	Examples include: CCTV Inspection Videos & Condition Assessment Database & Reports, Repair Priority Lists.	SWRCB Order #2006-0003 & WQ 2013-0058 EXEC	PW074.03
902	-02	Maintenance and Operations Documentation Water/Inventory: Equipment/Water Meter Operations/Water Well & Pumping/Reports: Water Conservation, Water Consumption	CU+3	E, HC, D	Y	ESD	Includes work orders, inspection, repairs, cleaning, reports, complaints/Times operational, power used and quantity/Reader reports, orders, tests, Maintenance Reports/Backflow Test, repair, installation reports and permits/Work orders/Daily work reports/Stand by documentation and logs/call back logs, OT documentatio /CCR /RW annual site inspections.	GC 34090, CCR Title 17 & Title 22	PW086, PW088, PW091, PW099, PW100, PW084, PW005.

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			SEE LEGEND					SEE LEGEND	
902	-03	Valve Maintenance Records	P	E	Y	ESD	Valve maintenance program/valve information and asset number.	GC 34090	PW120
903		REPORTS, STUDIES - SOURCE INFORMATION							
903	-01	Master Plans, Annual/Master Plans/Reports: Well Level Information/Water Sources/Permits, Others	S+2	E, HC, D	Y	ESD	Special or long range program plan for municipalities-coordination of services; strategic planning UWMP, ERP, PWCPD, WQ Monitoring Plan/Nitrification Plan/SOP's/Fire Flow info/RW applications, engineer reports, cross-connection test reports/Misc Permits Not Covered Elsewhere.	GC 34090, CCR Title 22	DEV020, PW090, PW112, PW11, PW094
903	-02	Master Plans (Copies)	CU+2	HC		ESD, DPW	Master Plan Copies.	GC34090	PW042
903	-03	Reports: Studies	CL+2	E, HC		ESD	Miscellaneous studies.	GC 34090	PW029
904		MAP, INFRASTRUCTURE, CONTRACTS							
904	-01	Maps & Plats	P	E, HC	Y	ESD, DPW	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, Block maps, septic tank maps, etc.	GC 34090(a)	DEV019
904	-02	Underground Utilities	P	E, HC		ESD	Water and sewer.	GC 34090; GC 4003, GC 4004; H&S 19850	PW074
904	-03	Water Connection Records, Device Locations and Water Maps	P	E, HC	Y	ESD	Maps, water line connection, 50 scale black maps/mains, valves, hydrants, wells, etc.	GC 34090	PW076, PW085, PW089
904	-04	Reports: Corrosion Control	CU+12	E		ESD	Compliance documentation.	40 CFR 141.91	PW101
904	-05	Surveyor Field Notes	CL+10	HC	Y	ESD	Notes preparatory to maps of water installations.	GC 34090	PW114
904	-06	Infrastructure Plan Related	CU+2	E, HC		ESD	Long range infrastructure plan and supporting documentation.	GC 34090	PW122
904	-07	Water/Sewer Infrastructure Data in GIS	S	D	Y	ESD	Geographic Information System (GIS) Database.	GC 34090	NEW
904	-08	GIS Asset Record Change Documentation	P	E, HC		ESD	Documentation for changes to the City's GIS asset database.	GC 34090	NEW
905		WPCP OPERATIONS, MAINTENANCE RECORDS AND REPORTS							
905	-01	Underground Utility Locating	AU+6	E, HC		ESD	Examples include: USA Daily Ticket Recaps, Locator Logs, and Tickets.	CAGC Title 1 Division 5 Chapter 3.1 Article 2 Section 4216	PW074.01
905	-02	Exception Collection Reviews, Waste Logs	CU+2	E, HC		ESD	(exception Collection Reviews, Waste Logs).	GC 34090	PW125
905	-03	Biosolids	CU+5	E, HC	Y	ESD	Record keeping.	40 CFR 503.17	PW126
905	-04	Data-Operations and Maintenance (Paper)	CU+10	E, HC	Y	ESD	WPCP Operations, Stormwater, Pretreatment, CMMS (Maximo), Title V Permit, Ops / Scada, Equipment Manufacturer's Specifications, Drinking water well monitoring; Groundwater well monitoring.	GC 34090	PW146
905	-05	Special Studies & System History	L	E, HC	Y	ESD	Project files, contracts, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events.	BMP - Department Policy, GC 34090	PW166
906		REGULATORY - ENVIRONMENTAL LABORATORY							
906	-01	State Monthly Reports: Wastewater	CU+5	E, HC	Y	ESD	SMR & DMR NPDES Reports.	40 CFR 122.41	PW129
906	-02	State Monthly Reports: Water	CU+10	E, HC	Y	ESD	Drinking Water Compliance Reports.	40 CRF 141.33	NEW

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		CATEGORIES / RECORD SERIES	RETENTION PERIOD(S)	FORMAT	VITAL (Y=Yes)	DoR (Owner)	DESCRIPTOR / EXAMPLE	CITATION	FORMER RECORD SERIES #
			SEE LEGEND					SEE LEGEND	
906	-03	Laboratory Data Documentation	CU+5	E, HC	Y	ESD	Lab Worksheets, Instrument Response Data, Calibration Data, QC Data, Chain of Custody (COCs), PT Sample Data (WP & WS), IDOC data, MDL Data.	2016 TNI Std. Vol 1, Module 1 & 2; 40 CFR 141.33	PW145
906	-04	Laboratory Data Documentation - Drinking Water	CU+10	E, HC	Y	ESD	Lab Worksheets, Instrument Response Data, Calibration Data, QC Data, Chain of Custody (COCs), PT Sample Data (WP & WS), IDOC data, MDL Data.	40CFR 141.33; 40CFR 141.91	PW117, PW118, PW119.
906	-05	Laboratory Data Results	P	D, E	Y	ESD	Electronic database or equivalent, e.g., LIMS.	GC 34090, BMP	NEW
906	-06	Laboratory Certification Documents	CU+5	E, HC	Y	ESD	PT Study Reports, Quality Assurance Manuals, SOPs, Training Records, ELAP Application, 3rd Party Audit Reports, Corrective Action Reports, ELAP Certificates and Chemical Hygiene Plan.	2016 TNI Standard Volume 1	PW147, PW149, PW150, PW151, PW152.
906	-07	Laboratory State Certificates	P	E, HC	Y	ESD	Analytical License issued by State.	40CFR 141.33; 40CFR 141.91	PW148
906	-08	Laboratory Documents	CU+30	E, HC		ESD	MSDS; Current chemical products in use and those used in the past.	29 CFR 1910.1200	PW153
906	-09	Lead & Copper Rule Records	CU+12	E, HC	Y	ESD	Lab reports, COCs, and data for Lead & Copper Rule implementation.	40 CFR 141.91	PW179
907		WPCP AND REGULATORY PROGRAM COMPLIANCE							
907	-01	Regulations	S+2	E, HC	Y	ESD, CDD, OCM	Includes legislation.	GC 34090	PW027
907	-02	Permits	L+10	E, HC	Y	ESD	Title V Air Permits Bay Area Air Quality Management District: Permit to Operate NPDES (WPCP, Municipal Stormwater) Hazardous Waste Generator 401 Certifications Biosolids Landfill COE and BCDC Maintenance Dredging Pressure Vessel Permit to Operate City of Sunnyvale: Fire and Environmental Services.	40 CFR 63.10(b) PTO 40 CFR 122.41 22 CCR 66262.40 GC 34090 GC 34090 8 CCR 461; LC 7680; GC 34090 SMC 16.53; SMC 20.32; GC 34090	PW132, PW133, PW134, PW135, PW136, PW137, PW138, PW139, PW140, PW141.
907	-03	Permits Issued by WPCP	L+3	E, HC	Y	ESD	Pretreatment Discharge Permits, applications, approvals (including groundwater).	40 CFR 403.8 (f) (2)	PW142, PW143
907	-04	Special Study Reports	L+10	E, HC	Y	ESD	Studies conducted to address regulatory requirements or operational needs.	40 CFR 122.41	PW131, PW151
907	-05	Reports to Regulatory Agencies	L+10	E, HC	Y	ESD	Reports to regulators demonstrating compliance, e.g., Annual NPDES, Annual and Semiannual Pretreatment, Stormwater, Title V annual certificaion and semi-annual monitoring reports, BCDC dredging, hazwaste generator and biennial).	40CFR 122.41 GC 34090	PW154, PW155, PW156, PW157, PW158, PW159, PW160, PW161, PW162, PW163, PW164, PW165, PW130.
907	-06	Correspondence with Regulatory Agencies	L+10	E, HC	Y	ESD	Correspondence regarding permitting, compliance, and regulatory development.	CGC 30490, BMP, Department Policy	PW167, PW168
907	-07	Regulatory Inspections and Audits	L	E, HC	Y	ESD	Examples: NPDES, Title V, Haz-mat, Safety, Risk Management Plan, OSHA. Includes reports, findings, and documentation of corrective actions.	BMP Department Policy, GC 34090, CFR 122.41, 40 CFR 141.33, 40 CFR 141.91, 19 CCR 2760.8	PW169

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			SEE LEGEND					SEE LEGEND	
907	-08	Regulatory Compliance Records	CU+10	E, HC	Y	ESD	OSHA - Respiratory protection Confined Space Entry Permits Community Right to Know Spill Prevention Control and Countermeasures Plan AB-32 - Green House Gas Reporting Title V Permit Sanitary Sewer System WDR Stormwater Permit.	40 CFR 122.41 8 CCR 5157.d.14 & e.6 19 CCR 2651 40 CFR 112 17 CCR 95105 40 CFR 63.10(b) WQ 2013-0058-EXEC Order R2-2015-0049	PW170, PW171, PW172, PW174, PW175, PW176, PW178, PW180, PW181.
907	-09	WPCP Hazardous Waste Manifests	CU+3	E, HC	Y	ESD	Hazardous Waste Manifests & Inspections.	22 CCR 66262.40401(a)	PW177
908		SUSTAINABILITY							
908	-01	Climate Action Plan Reporting	CU+25	E, HC		ESD	CAPs, GHG Inventories, annual progress reports, program performance reports.	GC 34090, BMP	NEW
908	-02	Sustainability Project Documentation	CU+10	E, HC		ESD	Administrative and operating information for implementation of climate programs.	GC 34090, BMP	NEW
909		SOLID WASTE							
909	-01	Collections	CU+2	E, HC	Y	ESD	Daily Records, Usage, Operations, Franchise.	GC 34090	PW018
909	-02	Exception Collection Reviews, Waste Logs	CU+2	E, HC	Y	ESD	(exception Collection Reviews, Waste Logs).	GC 34090	PW125
909	-03	Facilities Information	CU+2	HC	Y	ESD	Correspondence, Patron List.	GC 34090	PW019
909	-04	History, Sanitation	P	HC		ESD	Where City-owned.	GC 34090	PW020
909	-05	Landfill	P	E, HC	Y	ESD	Sunnyvale Landfill closure, administration, inspections, gas collection system, slope stability, water quality, miscellaneous projects.	GC 34090	PW018
909	-06	Maintenance and Operations	CU+2	HC	Y	ESD	Includes work orders, inspections, repairs, reports and audits, Kirby Canyon Landfill agreement and fee payments.	GC 34090	PW018
909	-07	Maps	P	HC	Y	ESD	Location maps.	GC 34090	PW020
909	-08	Public Education	CU+2	E, HC	Y	ESD	Compliance documentation.	AB 32, AB 341, AB 1826, SB 1383	PW095
909	-09	Rates & Services	CU+2	E		ESD	Rate setting.	GC 34090	PW025
909	-10	Recycling Programs	S+2	E, HC	Y	ESD	AB 939, SRRE, Sub-element.	GC 34090	PW026
909	-11	Studies	CL+2	E, HC	N	ESD	Includes consultants.	GC 34090	PW029
909	-12	Tonnage Reports	CU+2	E, HC	Y	ESD	Franchise, haulers.	GC 34090	PW030
910		SMART STATION							
910	-01	Tonnage Reports	CU+3	E		ESD	SMaRT Scale records Inbound/outbound; SMaRT Logs.	Title 14, CCR Article 6.3, Section 17414	PW030, PW124
910	-02	Permits	CU+3	E, HC		ESD	CalRecycle SWFP 43-AA-0009, 43-AA-0040 (LOSO, Complaints, Approvals), Hazardous Materials Storage CSV Permit (Manifests) UST inspections/testing.	GC 34090	PW094
910	-03	Agreements	T+5	E, HC		ESD	SMaRT Operating Agreement, change in scope.	CCP 343	PW030

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			SEE LEGEND					SEE LEGEND	
910	-04	Permits	CU+5	E, HC		ESD	TV BAAQMD - Source data pertaining to Permit Conditions (E-Gen Maint, tonnage data, abatement device maint and ops records).	TV 5905 -Permit Conditions	PW133
1000		NOVA WORKFORCE SERVICES - (NEW Category)							
1000	-01	Workforce Innovation and Opportunity Act Grants	CL+3	E,HC, D	Y	NOVA	Includes Grant, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, participant, monitoring, and property records including supporting documentation.	2 CFR 200.333	NEW
1000	-02	Non-WIOA programs not otherwise specified	CL+3	E, HC, D	Y	NOVA	Includes Grant, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, participant, monitoring, and property records including supporting documentation.	2 CFR 200.333, GC 34090	NEW

RECORDS RETENTION & DESTRUCTION SCHEDULE LEGEND AND CITATIONS

The following is a key to the acronyms used to define retention periods:

LEGEND of RETENTION CODES			
AC	= Active	E	= Certification of Election
AD	= Adoption	M	= Maturity
AU	= Audit	P	= Permanent or Indefinite
CL	= Closed/Completion	L	= Life
CU	= Current Year or Current Use	S	= Supersede
DOB	= Date of Birth	T	= Termination

Description of retention codes:

AU requires a record to be retained for a period beyond the most recent audit involving the materials noted. For example: AU + 5 requires the record to be retained until the audit pertaining to that record is complete, plus five years.

CU requires a record to be retained for a period beyond its current use or the current calendar year. For example: CU + 2 requires the record to be retained for the current year, plus two years. A record dated June 23, 2009 would be retained for the remainder of 2009, and through 2010 and 2011.

CL requires a record to be retained for a period beyond its date of completion or closure. For example: CL + 3 requires the record to be retained for three years beyond the date of completion. Records identified as "Logs" with a retention of "CL" indicate the date the log ends, such as the end of the fiscal or calendar year.

P requires a record to be retained permanently (generally assumed to be 500 years) or indefinitely (until the record medium deteriorates beyond use).

S requires a record to be retained until that record is superseded by an updated version. For example: S + 2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.

T requires a record to be retained for a period beyond the term or termination date. For example: T + 8 requires the record to be retained for eight years beyond the end of a term.

The following is a key to the acronyms used to reference legal citations or other authorities:

CITATIONS	
B&P	= Business and Professions Code
CA	= California Administrative Code
CCP	= Code of Civil Procedure
CCR	= Code of California Regulations
CEQA	= California Environmental Quality Act
CFR	= Code of Federal Regulations
EC	= Election Code
FMLA	= Family & Medical Leave Act of 1993
GC	= Government Code
H&S	= Health & Safety code
HUD	= Housing and Urban Development Code
SMC	= Sunnyvale Municipal Code
OSHA	= Occupational Safety & Health Act
PC	= Penal Code
POST	= Police Officers Standards Training
UFC	= Uniform Fire Code
USC	= United States Code
WIC	= Welfare & Institutions Code

City of Sunnyvale
Records Retention and Destruction Schedule
Updated: 11/27/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Annual Financial Report	Records related to or needed for an Independent auditor analysis	ADMIN001	FIN	FIN	Administration	Audit	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Bond documentation	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation	ADMIN002	FIN	FIN, DPW, CDD	Administration	Audit	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Financial Plans	Working files for 20 year financial plans. Examples: operating budgets; IT rental rate schedules; Performance Budgeting Structure Related Reports, PAMS, PABS	ADMIN004	FIN	FIN	Administration	Audit	GC 34090.7	S	Archive electronic files after 5 years; paper copies shredded	3/23/2010
Audit Hearing or Review Documents	Documentation created and/or received in connection with an audit hearing or review. Logs and notes from administrative appeals	ADMIN005	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 2	Destroy or Delete after retention period	3/23/2010
Audit Reports	Internal and/or external; including back-up documentation. Examples: payroll audit reports; audit reports for golf course restaurants; budget audit reports; etc.	ADMIN006	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 6	Confidential Recycle or Delete after retention period	3/23/2010
Affidavit Index		ADMIN011	OCM	OCM	Administration	Elections	EC 17001	CL + 5	Destroy or Delete after retention period	3/23/2010
Ballots, Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	ADMIN015	OCM	OCM	Administration	Elections	California Constitution Art. XIII	P	Archive per Records Management Policy	3/23/2010
Calendar: Elections		ADMIN016	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010
Canvass of Returns	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results Examples: ROV certification of results; resolution certifying canvass of returns and results	ADMIN017	OCM	OCM	Administration	Elections	GC 22932; EC 17130; EC 2653	P	Archive per Records Management Policy	3/23/2010
Certificates of Election	Certificates of election; Original reports and statements	ADMIN018	OCM	OCM	Administration	Elections	GC 81009(a) (d)	T + 4	Destroy or Delete after retention period	3/23/2010
Charter, Amendments / Measures	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters	ADMIN019	OCM, OCA	OCM, OCA	Administration	Elections	GC 34458-60; GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Conflict of Interest Code	Conflict of Interest Code Resolution	ADMIN020	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Administration / Campaign Statements and Conflict of Interest materials	FPPC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents	ADMIN020.1	OCM	OCM	Administration	Elections	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: Campaign disclosure, Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN021	OCM	OCM	Administration	Elections	GC 81009(b) (g)	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Campaign disclosure, Not Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN022	OCM	OCM	Administration	Elections	GC 81009(b)	E + 8	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: Campaign disclosure - Unsuccessful (all other committees)	FPPC Filings. Examples: Form 460, 410 etc.	ADMIN023	OCM	OCM	Administration	Elections	GC 81009(c)	E + 8	Destroy or Delete after retention period	3/23/2010
Candidate Statements, Elected	Written statement of candidates, elected	ADMIN024	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy	12/18/2018
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.01	OCM	OCM	Administration	Elections	GC 34090; GC 81009	E + 8	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: History	History of elections, certificates of destruction, other resolutions re: elections	ADMIN025	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Statement of Economic Interests - Elected Officials	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700	ADMIN026	OCM	OCM	Administration	Elections	GC 81009(e)	P	Recycle or Delete after retention period	3/23/2010
Fair Political Practices: Statement of Economic Interests - Conflict of Interest Code filers	FPPC Filings: includes Conflict of Interest Code Designated Positions or Employees, commissioners, consultants. Examples: Form 700	ADMIN027	OCM	OCM	Administration	Elections	GC 81009(e)	CU + 7	Destroy or Delete after retention period	3/23/2010
Lobbyist Registration	Statements	ADMIN028	OCM	OCM	Administration	Elections	EC 81009(b)	P	Archive per Records Management Policy	3/23/2010
Maps, Precincts/Voter Information		ADMIN029	OCM	OCM	Administration	Elections	GC 34090; EC 17503; EC 17302	E + 2	Destroy or Delete after retention period	3/23/2010
Nomination Papers: Successful	Nomination documents, in-lieu petitions	ADMIN030	OCM	OCM	Administration	Elections	EC 17100	T + 4	Destroy or Delete after retention period	3/23/2010
Nomination Papers: Not Elected or Unsuccessful	Nomination documents, in-lieu petitions	ADMIN031	OCM	OCM	Administration	Elections	EC 17100	E + 8	Destroy or Delete after retention period	3/23/2010
Notifications and Publications: Elections	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election, Affidavit of publication, notice of election, notice of nominees	ADMIN032	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010
Oaths of Office	Elected Officials	ADMIN033	OCM	OCM	Administration	Elections	GC 34090; 29 USC 1113	T + 6	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM	OCM	Administration	Elections	EC 17200, EC 17400	E + 8 months	Destroy or Delete after retention period	12/18/2018
Petition Administration Records	Initiative petition materials. Notice of Intention, written text of the initiative, written statement setting for the reasons for the proposed petition	ADMIN034.01	OCM	OCM	Administration	Elections	EC 9202.5	P	Archive per Records Management Policy	12/18/2018
Precinct Records	Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service	ADMIN035	OCM	OCM	Administration	Elections	EC 17503	E + .5	Destroy or Delete after retention period	3/23/2010
Voter Roster	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments	ADMIN036	OCM	OCM	Administration	Elections	EC 17300	E + 5	Destroy or Delete after retention period	3/23/2010
Biographies	Biographies, bios, or vitae for City Council, Mayor, City Manager	ADMIN040	OCM	OCM	Administration	Administration	GC 34090	P	Archive per Records Management Policy	12/18/2018
Salary Schedules		ADMIN041	HR	HR	Administration	Benefits	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy	12/18/2018
Correspondence, Originating Department	If not attached to agreement or project file. Examples: Correspondence not retained in a subject file; general internal or external correspondence; memos (internal); individual customer files kept as back-up for frequent customers; memos from Assistant City Manager; etc.	ADMIN042	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	2 Yrs	Recycle or Delete after retention period	12/18/2018
Goals & Objectives, Departmental	Goals & objectives	ADMIN043	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Policies & Procedures, Departmental	Retain while current. Examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions	ADMIN044	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	S + 5	Recycle or Delete after retention period	12/18/2018
Promotional Marketing: External	Marketing copy for external publicity or advertising. Examples: business retention marketing and recreational marketing for programs, classes, activities and events (reports, studies, original copies of pictures/art)	ADMIN045	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 7	Recycle or Delete after retention period	12/18/2018
Promotional Marketing: Internal	Marketing copy for internal publicity or advertising	ADMIN046	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Departmental	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	ADMIN047	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090; GASB	CU + 2	Destroy or Delete after retention period	12/18/2018
Reports: Staff	Non-agenda related, includes supporting documentation. Examples: project reports; City Manager bi-weekly reports; weekly ELT meetings; executive reports; etc.	ADMIN048	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Reports: City Manager	City Manager Bi-Weekly Reports	ADMIN048.1	OCM	OCM	Administration	General Subject	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010
Special Projects Documentation		ADMIN049	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Support Services	Reproduction; printing; postal/mailling services, other internal resources. Examples: reproduction, printing requests; postal/mailling services, other internal resources	ADMIN050	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Refer to Legal Authority	12/18/2018
Travel Records	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	ADMIN051	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Grants: Community Development Block Grant and Urban Development documentation	Applications, reports, contracts, supporting documents	ADMIN052	CDD	CDD-Housing	Administration	Grants	GC 34090; 24 CFR 570.502 24 CFR85.42* (*OMB Cir. A-102, A-110, A-128)	T + 5	Recycle or Delete after retention period	3/23/2010
Grants, Federal and State	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents	ADMIN053	Originating Department	FIN	Administration	Grants	GC 34090	CL + 5	Destroy or Delete after retention period	3/23/2010
Grant Financial Records	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	ADMIN054	FIN	FIN	Administration	Grants	GC 34090	CL + 5	Refer to Legal Authority	3/23/2010
Grants, Unsuccessful	Applications not entitled. Examples: grant documents	ADMIN055	FIN	FIN	Administration	Grants	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR	HR	Administration	Risk Management	GC 34090, City Charter	T + 2	Destroy or Delete after retention period	12/18/2018
Benefits Guide	General employee information including benefit plans	ADMIN059	HR	HR	Administration	Benefits	GC 34090	S + 2	Destroy or Delete after retention	12/18/2018
Citywide Employee Events or Special Programs	Years of Service Awards, Employee Giving Campaign (except pledge forms, see FIN030), Suggestion Award Program	ADMIN060	HR	HR	Administration	Administration	GC 34090; GC 12946	CU + 2	Destroy or Delete after retention period	12/18/2018
Employee Rights: Safety Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062	HR	HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 5	Destroy or Delete after retention period	12/18/2018
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062.1	HR	HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 3	Destroy or Delete after retention period	12/18/2018
Immigration I-9s		ADMIN064	HR	HR	Administration	Benefits	Immigration Reform/Control Act 1986 Pub. L 99-603, LC 1174, 8 USC 1324a(b)(3)	If hired, DOH + 3 or T+1, whichever longer. If not hired, but recruited for a fee, date of recruitment +3	Refer to Legal Authority	12/18/2018
Medical Leave	May include FMLA/CFRA/PDL; certifications; Paid Medical Leave; pre-employment medical test; long term disability claims/applications; employee emergency relief fund; interactive processes/reasonable accommodations; State Disability Insurance claims; Hearing Conservation Test; respirator test; etc.	ADMIN065	HR	HR	Administration	Administration, Risk Management, Employee Relations/Development	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA 8CCR5100(d)(2)OSHA 8CCR5100(d)(2)	T + 5	Destroy or Delete after retention	12/18/2018
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: -negotiations notes, notebooks correspondence, contracts and Memorandum of Understandings; side letters	ADMIN067	HR	HR	Administration	Administration	29 USC Sections 211(c), 203(m), 207(g)	CL + 15	Archive after 5 years	12/18/2018
Official Personnel Files	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; disciplinary actions; benefit election/change forms; beneficiary designations	ADMIN068	HR	HR	Administration	Benefits	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	T+5	Destroy or Delete after retention period	12/18/2018
Irrevocable election forms	Employee election of paid leave cash-out submitted in prior calendar year.	ADMIN068.01	HR	HR	Administration	Benefits	GC 34090; 26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Liability Claims - Sexual Abuse and Molestation	Special liability claims against the City	ADMIN068.02	HR	HR	Administration	Risk Management	CCP 340.1, CCP 1002, CG Section 905	CL + 20	Archive after current	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Department of Justice No Longer Interested forms		ADMIN068.03	HR	HR	Administration	Recruitment	CG12946	CL+2	Destroy or Delete after retention period	12/18/2018
Unemployment Insurance	EDD unemployment insurance claim, determinations/rulings, benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims	ADMIN068.04	HR	HR	Administration	Administration	GC 34090	CL + 2	Destroy or Delete after retention period	12/18/2018
Personnel Records (copies)	Attendance; evaluations; drafts; worksheets; postings. Examples: Departmental copies of leave request forms; disability leave requests; job postings; manager achievement plans; manager performance evaluations; SEIU/SEA/Confidential employees performance evaluations; department maintained personnel rosters	ADMIN069	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, ESD, FIN, HR, ITD, OCA, OCM, ESD	Administration	Human Resources	GC 34090; GC 6250	CU + 2	Destroy or Delete after retention period	12/18/2018
EEOC/ADEA/DFEH	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response;	ADMIN070	HR	HR	Administration	Employee Relations/Development	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy	12/18/2018
EEO-4 Reports	EEO-4 Reports	ADMIN070.01	HR	HR	Administration	Benefits	29 CFR 1602.30; 29 CFR 1602.31	CU + 3	Destroy or Delete after retention period	12/18/2018
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; position recruitment records including: position requisition, advertising costs, exam results, copy of eligibility lists, referral lists, interview questions, candidate correspondence; reference checks; selection appeals	ADMIN071	HR	HR	Administration	Recruitment	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	CL + 3	Destroy or Delete after retention period	12/18/2018
Reports: Human Resources	Employee statistics, benefit activity; liability loss. Examples: vacation, floating holiday, comp time taken, and admin leave hours by employee (all non-disability leaves); disability leave reports; liability loss reporting	ADMIN072	HR	HR	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Personnel Records, Safety Employees	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; disciplinary actions; terminations; evaluations-pre employee medicals. Examples: achievement plans; COA-Out of Class Assignment; Annual, three month, & six month performance evaluations by employee; personnel action forms; personnel action forms; disciplinary actions; exit interviews; pre-employment medical; service awards; Duty Preference	ADMIN073	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 5	Confidential Recycle or Delete after retention period	3/23/2010
Personnel Records, Safety Employees	Police, fire, emergency employees may include;outside employment, commendations, oaths of office, career records.	ADMIN073.1	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 3	Archive per Records Management Policy	12/18/2018
Employee Surveys and Studies	Includes classification, wage rates. Examples: job analysis; review of work; interviews of staff; job classifications and salaries from other agencies, union group, date established, EEOC code, etc.	ADMIN074	HR	HR	Administration	Human Resources	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	Destroy or Delete after retention period	3/23/2010
Citywide Training Records	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information. Harassment training materials including sign-in sheets, copies of certificates of attendance, written or recorded training materials (including webinars), and any written questions employees submit.	ADMIN075	HR	HR	Administration	Employee Relations/Development	GC 34090; GC 12950.1GC 12950.1	CU + 5	Destroy or Delete after retention period	12/18/2018
Safety Certifications/Designations	Certifications/designations. Examples: safety certifications/designations	ADMIN077	DPS	DPS, DPW, ESD	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
City Employee Reimbursements	Reimbursement includes travel advances and expenses, training expenses for staff and City Council, tuition reimbursement, retiree medical reimbursement	ADMIN078	HR, FIN	HR, FIN	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Inventory, Information Systems	Hardware/Software Inventory logs; systems manuals. Examples: hardware/software inventory logs; system manuals; warranties, specifications, maintenance records; software licenses, license agreements	ADMIN080	ITD	ITD	Administration	Information Services	GC 34090; CCP 337	S + 2 ; License agreements:T+4	Recycle or Delete after retention period	3/23/2010
Network Information Systems (LAN/WAN) documentation	Configuration maps and plans	ADMIN081	ITD	ITD	Administration	Information Services	GC 34090; CCP 337.2; 343	CU + 4	Recycle or Delete after retention period	3/23/2010
Agendas: City Council, Boards, and Commissions	Original agendas and special meeting notices: City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Redevelopment Successor Agency Oversight Board	ADMIN087	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy	12/18/2018
Agendas: misc.	Agendas for Child Care Advisory Board (CCAB) agenda and packets; Community Advisory Committee (CAC); Staff Advisory Committees; ELT strategic planning; School Districts; updates with City Manager; ad hoc committees; staff meetings	ADMIN087.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	GC 34090	CU + 4	Archive per Records Management Policy	12/18/2018
Administrative Policies	Finalized, Posted Administrative Policies	ADMIN087.2	Originating Department	OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Agenda Reports - Report to Council (RTC) - Information Only Items	Information Only Reports to Council (RTCs) and Reports to Commissions, Agenda-related memos to Council	ADMIN088	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	CU + 10	Destroy or Delete after retention period	12/18/2018
Agenda Reports - Report to Council (RTC) - Public Hearing, General Business and Consent Calendar items	Reports to Council (RTC) for public hearing and consent calendar items; Study Issues/Budget Issues Workshop binders/materials, Reports to Commissions	ADMIN088.01	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	P	Destroy or Delete after retention period	12/18/2018
Appeals, Civil		ADMIN089	OCA	OCA	Administration	Legal/ Legislative	CCP 583.320(a)(3); GC 34090	CU + 3	Destroy or Delete after retention period	3/23/2010
Applications for Boards, Commissions: Not appointed	Not selected. Examples: applications; rejection letters; etc.	ADMIN090	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Applications for Boards, Commissions: Appointed	Selected	ADMIN091	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090; GC 40801	T + 5	Destroy or Delete after retention period	3/23/2010
Articles of Incorporation		ADMIN092	OCM	OCM	Administration	Legal/ Legislative	GC 34090; CCP 337.2	P	Archive per Records Management Policy	3/23/2010
Case Logs	From Close of cases listed; Chronological listing of cases	ADMIN093	OCA	OCA	Administration	Legal/ Legislative	CCP 337.2; 343	CL + 7	Destroy or Delete after retention period	3/23/2010
Case Records - (High Profile)	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	ADMIN094	OCA	OCA	Administration	Legal/ Legislative	GC 6254	P	Archive per Records Management Policy	3/23/2010
Case Records	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	ADMIN095	OCA	OCA	Administration	Legal/ Legislative	42 USC s1983	CU + 7	Destroy or Delete after retention period	3/23/2010
Contracts and Agreements Excluding Capital Improvement	Includes agreements, leases, equipment, services or supplies. Examples: school district agreements; benefit contracts; service and service maintenance agreements with service providers; franchise agreements; tower lease agreements; instructor agreements; vendor agreements; community service organization agreements, purchase orders and associated attachments, purchase orders and associated attachments (FIN); memorandum of understanding (MOU); Friendship City agreements	ADMIN096	FIN, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	CCP 337.2, 343; GC 34090	T + 5	Recycle or Delete after retention period	12/18/2018
Contracts and Agreements Including Capital Improvement	Construction. Examples: capital improvement project contracts	ADMIN097	FIN, OCM	FIN, OCM	Administration	Legal/ Legislative	H&S 19850; GC 34090	P	Archive after 5 years	3/23/2010
Case Index of Attorney Case Notations	Including notations on activities related to case	ADMIN098	OCA	OCA	Administration	Legal/ Legislative	GC 6254	L	Destroy or Delete after retention period	3/23/2010
Advertising of Legal Notifications	Includes public notices, legal publications. Examples: ad copy, invoice, finance-(proofs of legal publications, ordinances, resolutions, etc.); public notices, Affidavit of publication, etc.	ADMIN099	OCM	OCM	Administration	Legal/ Legislative	CCP 343, 349 et seq.; GC 911.2; GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Minutes: Council, Boards, and Commissions	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Financing Authority; Redevelopment Successor Agency and Redevelopment Successor Agency Oversight Board	ADMIN101	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, ESD, HR, OCM	Administration	Legal/ Legislative	GC 34090(d); GC 36814; GC 40801	P	Archive per Records Management Policy	12/18/2018
Minutes: misc.	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	ADMIN101.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010
Attorney Opinions/ Memoranda	Confidential. Legal Opinions/ Memoranda (internal & external)	ADMIN103	OCA	OCA	Administration	Legal/ Legislative	GC 34090	S + 2	Confidential Recycle or Delete after retention period	12/18/2018
Ordinances	Legislative actions. Examples: original signed Ordinances; Charter amendments	ADMIN104	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40806	P	Archive per Records Management Policy	3/23/2010
Petitions: Not election-related	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related	ADMIN105	OCM	OCM	Administration	Legal/ Legislative	GC 34090; GC 50115	CU + 2	Confidential Recycle or Delete after retention period	3/23/2010
Resolutions	Legislative actions. Examples: original signed resolutions	ADMIN106	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40801	P	Archive per Records Management Policy	3/23/2010
Recordings: tapes, audio, video for Minutes Preparation	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City Council meetings, Planning Commission meetings, boards and commission meetings	ADMIN107	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090.7; GC 54953.5.(b)	CU + 1	Archive per Records Management Policy	12/18/2018
Recordings: tapes, audio, video: City Council Meetings	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings	ADMIN107.1	OCM	OCM	Administration	Legal/ Legislative	GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Assessment Districts Documentation	Original documentation	ADMIN108	FIN	FIN	Administration	Municipal Clerk	GC 34090	P	Archive after maturity	3/23/2010
Inventory, Records	Inventory of non-current or inactive records holdings and location, indices. Examples: inventory from GRM offsite storage, department logs of records storage	ADMIN109	OCM	OCM	Administration	Municipal Clerk	GC 34090; 80 OPS Atty. Gen. 106	S + 4	Recycle or Delete after retention period	12/18/2018
Municipal Code	Supplements included	ADMIN110	OCA	OCA	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010
Public Records Request	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation	ADMIN111	OCM, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Municipal Clerk	GC 34090	CL + 2	Destroy or Delete after retention period	12/18/2018
Records Management Documents	Document includes retrieval, transfers - inactive	ADMIN112	OCM	OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Records Management Disposition Certification	Documentation of final disposition or records. Examples: records destruction certificate or resolution	ADMIN113	OCM	OCM	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010
Records Retention Schedules	Resolution adopting records retention and destruction schedule and policies	ADMIN114	OCM	OCM	Administration	Municipal Clerk	CCP 343	P	Archive per Records Management Policy	3/23/2010
General Administrative Policies and Procedures	All city policies and procedures. Examples: Administrative Policy Manual	ADMIN115	OCM, Originating Department	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Policy, Council Policies	Policies, directives, amendments rendered by Council not assigned a resolution or ordinance number. Examples: Council Policy Manual; Legislative Advocacy Positions	ADMIN116	OCM, OCA	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Public Financing Authority Documentation	All records and documents associated with Public Financing Authority	ADMIN117	FIN	FIN	Administration	Public Financing Authority	GC 34090, CCP337.5	CL + 10	Archive per Records Management Policy	3/23/2010
Public Financing Authority: Financial Records		ADMIN118	FIN	FIN	Administration	Public Financing Authority	GC 34090, 40802, 53901	P	Archive per Records Management Policy	3/23/2010
Public Financing Authority: Management Reports		ADMIN119	FIN	FIN	Administration	Public Financing Authority	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Brochures, Publications, Newsletter, Bulletins	Miscellaneous publications from departments	ADMIN120	Originating Department	All Applicable Departments: CDD, DCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Public Information	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Brochures, Publications, Newsletter, Bulletins	Examples: Quarterly Report/Horizon	ADMIN120.1	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Brochures, Publications, Newsletter, Bulletins	Examples: Harbinger/Sun Times	ADMIN120.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
City Calendar	Calendar entries maintained on the City's website	ADMIN121	OCM	OCM	Administration	Public Information	GC 34090	CU + 1	Recycle or Delete after retention period	12/18/2018
Media Relations	Content provided to media outlets, such as written replies, press releases and associated photos/photo releases, video or b-roll, etc.	ADMIN122	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010
Media Contact Log	Tracking for Performance Measures on replies	ADMIN122.3	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
News Release Log	Index of news releases	ADMIN122.4	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
Media Relations: Candidates	Candidate video statements	ADMIN122.5	OCM	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period	12/18/2018
Accident Reports - City Assets	Reports and related records. Examples: workplace accident reports; accident reports for accidents involving City vehicles; reports related to accidents on City property	ADMIN123	HR, DPW, LCS, DPS	HR	Administration	Risk Management	29 CFR 1904.2; 29; * (* CFR 1904.6) CCP 338	CL + 7	Archive after closure; shred after designated retention period	3/23/2010
Bonds, Insurance Policies	Insurance policies for General Obligation Bonds, Certificates of Participation (COPS), Lease-Revenue Bonds, Fidelity Bonds, Surety Bonds, and other financial instruments	ADMIN124	HR, FIN	HR, FIN	Administration	Risk Management	CCP 337.2; 343	CL + 10	Archive after current	12/18/2018
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	OCA	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 7	Destroy or Delete after retention period	12/18/2018
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	HR	Administration	Risk Management	CCP 338	CL + 7	Destroy or Delete after retention	12/18/2018
Insurance Certificates	Insurance certificates filed separately from contracts, includes insurance filed by licensees. Examples: Bonds or Insurance for vendors who do business with the City. HR risk and insurance documents.	ADMIN128	HR, FIN	HR, DPW	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	3/23/2010
Insurance, Liability/Property documentation	May include liability, property, Certificates of Participation	ADMIN129	HR, FIN, LCS	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	12/18/2018
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator, claims files	ADMIN130	HR	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy	12/18/2018
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	HR	Administration	Risk Management	GC 34090, CCP 335.1	CL + 2	Destroy or Delete after retention period	12/18/2018
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period	12/18/2018
NWS Workforce Innovation and Opportunity Act (WIOA) Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	NOVA	NOVA	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
NWS Other Programs	Programs Not Otherwise Specified - ProMatch, Non-WIOA grants, Fee for Service, NOVA Foundation	ADMIN137	NWS	NWS	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LCS	LCS	Administration	Library	GC 34090	CU+2	Archive per Records Management Policy	12/18/2018
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records, LSTA, Grants.	ADMIN139	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LCS	LCS	Administration	Library	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period	12/18/2018
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LCS	LCS	Administration	Library	GC 34090	CU + 4	Destroy or Delete after retention period	12/18/2018
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	ITD	ITD	Administration	Information Services	GC 34090	S	Shred medium.	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Software Setup/Install Programs	OS, desktop software or other vendor software.	ADMIN150	ITD	ITD	Administration	Information Services	GC 34090	L+1	Securely dispose	12/18/2018
Application Source code, including database code	Maintained in Visual Sourcesafe.	ADMIN151	ITD	ITD	Administration	Information Services	GC 34090	S+1 or L+1	Delete after retention period	12/18/2018
Applicant Fingerprint Images	Applicant Fingerprint Records- electronic images	ADMIN152	DPS	DPS	Administration	Human Resources	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	30 days post-transmission	Delete after retention period	3/23/2010
Civil Service Rules, Salary Resolutions	Finalized published versions	ADMIN153	HR	HR	Administration	Human Resources	GC 34090	P	Archive after 5 years	12/18/2018
Drug Tests	Records of employees randomly selected for drug and/or alcohol tests, random test results, Substance Abuse Professional (SAP) reports, follow-up test results, inspection records and information obtained by previous employers concerning drug and alcohol test results.	ADMIN154	HR	HR	Administration	Risk Management	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333 and Sect 40.25	CU + 5	Destroy or Delete after retention period	12/18/2018
Deferred Compensation	See OPF, plan documents contracts	ADMIN155	HR	HR	Administration	Benefits	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period	12/18/2018
Paycheck Stuffers		ADMIN158	FIN	FIN	Finance	Payroll	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Wage Attachments		ADMIN162	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Pre-Employment Medical - Not Hired		ADMIN163	HR	HR	Administration	Recruitment	CA222-0010-00; 22 CCR 1085-2; GC 12946	CU + 5	Destroy or Delete after retention period	12/18/2018
Infectious Disease & Occupation Exposure Files	Employee exposure records	ADMIN166	HR	HR	Administration	Risk Management	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	P	Archive per Records Management Policy	12/18/2018
Liability Claims	Claims against the City - General, Automobile, Property and Employment Liability Claims	ADMIN167	HR	HR	Administration	Risk Management	CCP 335.1	CL + 7	Destroy or Delete after retention period	12/18/2018
Safety Program	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records, and exposure control reports	ADMIN168	HR	HR	Administration	Risk Management	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	CU + 2	Destroy or Delete after retention period	12/18/2018
Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	ADMIN169	DPS, HR	HR	Administration	Recruitment	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	12 Months		12/18/2018
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	LCS	LCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded	12/18/2018
Returned Mail	Backup for mail that has come back to the division undeliverable	ADMIN171	Originating Department	FIN	Administration	General Subject	GC 34090	7 yrs	Recycle or Delete after retention period	12/18/2018
Legislative Issues	Tracking of legislative issues.	ADMIN172	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Volunteer records: Placed	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets	ADMIN173	HR	HR	Administration	Volunteer Resources	GC 34090	T + 3	Destroy or Delete after retention	12/18/2018
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Correspondence: City Council	Outgoing correspondence on behalf of City Council or Mayor	ADMIN176	OCM	OCM	Administration	General Subject	GC 34090	T + 3	Recycle or Delete after retention period	3/23/2010
Neighborhood Associations	Neighborhood Associations: applications, grants, registry, agreements, reimbursements	ADMIN180	LCS	LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	12/18/2018
Special Orders of the Day (SOD)	Special Orders of the Day presented by the Mayor or Council; includes proclamations, certificates of appreciation / achievement / recognition, commendations, letters of recognition	ADMIN181	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Delegation visits	Records of visiting delegations	ADMIN182	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Volunteers: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR	HR	Administration	Volunteer Resources	GC 34090	T + 5	Destroy or Delete after retention period	12/18/2018
State of the City	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	LCS	LCS	Administration	Legal/ Legislative	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
Benchmark Data	Horizontal, vertical & control	DEV001	DPW	DPW	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Bids & Proposals (Unsuccessful)		DEV002	FIN	FIN	Development	Administration	GC 34090(d)	CL + 2	Destroy or Delete after retention period	3/23/2010
Bonds: Development	Housing; Industrial Development	DEV003	CDD	CDD-Planning	Development	Administration	CCP 337.5	CL + 10	Recycle or Delete after retention period	3/23/2010
Bonds: Security	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	DEV004	DPW	DPW	Development	Administration	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Code Books	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	DEV005	Originating Department	All Applicable Departments: CDD, DPS, DPW, OCA, OCM, ESD	Development	Administration	GC 34090e, Sunnyvale Municipal Code	15 Years	Archive per Records Management Policy	12/18/2018
Contractor Listing	Current listing	DEV006	FIN, CDD, DPW, LCS, ESD	DPW, FIN, CDD-Building, ESD	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Correspondence: Development Administration	Working documentation	DEV007	CDD	CDD-Housing	Development	Administration	GC 34090(d)	CU + 2; HUD Correspondence: CU+5	Recycle or Delete after retention period	3/23/2010
Development Conditions, Mitigation	Mitigation measures; filed with case files	DEV008	CDD	CDD-Planning	Development	Administration	GC 34090	L	Recycle or Delete after retention period	3/23/2010
Development Agreements	Infrastructure contracts, franchises.	DEV009	CDD, DPW, ESD	DPW, ESD	Development	Administration	CCP337, 337.1(a), 337.15; GC 34090;4 8 CFR 4.703	P	Archive per Records Management Policy	12/18/2018
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(a)	AD + 20	Archive per Records Management Policy	12/18/2018
Drawings, Project Plan	Does not include those usually filed with case or project	DEV011	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Franchises	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements	DEV012	DPW	DPW	Development	Administration	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	P	Archive per Records Management Policy	12/18/2018
General Subject Files	Internal working files including correspondence	DEV013	CDD	CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Grants: Community/Urban Development (includes CDBG)	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	DEV014	CDD	CDD-Housing	Development	Administration	24 CFR 570.502(b) (3); 241 CFR 85.42; 2 CFR 215.53	CL + 4 ; Certain HUD records: CL+5	Destroy or Delete after retention period	3/23/2010
Historic Preservation Inventory	Historic structures & landmarks	DEV015	CDD	CDD-Planning	Development	Administration	GC 34090(d)	P	Archive per Records Management Policy	3/23/2010
Incident Files	Emergency Call Outs	DEV016	DPS	DPS	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Land Uses, Nonconforming	Building or site usage which does not conform to current standards	DEV017	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Maps & Plats	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	DEV019	DPW, ESD	DPW, ESD	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	DEV020	DPW, ESD	DPW, ESD	Development	Administration	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Permits, Construction	Plans, building, signs, grading, encroachment, including blueprints and specifications	DEV021	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(a); H&S19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	DEV022	CDD, LCS, DPW	CDD-Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Photographs	Example: Aerial photographs, Real Estate	DEV023	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
Projects, Not Completed or Denied	Building, engineering, planning	DEV024	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Seismic Retrofit Program	Includes Certificates of Compliance	DEV026	CDD	CDD - Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Street Names and House Numbers Designation and Status	Street dedications, closings, address assignment/changes	DEV027	CDD	CDD-Building	Development	Administration	GC 34090a, Sunnysvale Municipal Code	P	Archive per Records Management Policy	3/23/2010
Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	DEV028	CDD, DPW, OCM, ESD	DPW, OCM, CDD-Planning, ESD	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Surveys, land/Structure	Recording data and maps	DEV029	CDD, DPW	DPW	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Blueprints and Specifications	Submitted by contractors with application for permit and builds for Certificate of Occupancy	DEV030	CDD	CDD-Building	Development	Building	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Certificates of Compliance and Occupancy	Compliance, elevation, occupancy which affect real property	DEV031	CDD	CDD-Building	Development	Building	GC 34090(a); H&S 19850	P	Archive per Records Management Policy	3/23/2010
Construction (Approved)	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds	DEV032	CDD	CDD-Building	Development	Building	GC 34090(a); GC 4003; GC 4004; H&S 19850, 19853	P	Archive per Records Management Policy	3/23/2010
Inspection Documentation	Correspondence, fees, appeal requests, reports, construction tracking, daily logs and reports	DEV033	CDD	CDD-Building, DPW-Engineering	Development	Building	GC 34090(d)	P	Archive per Records Management Policy	12/18/2018
Permits	Plans, building, signs, grading, encroachment permits	DEV034	CDD	CDD-Building	Development	Building	GC 34090; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010
Abandoned Vehicles documentation		DEV036	DPS	DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Case Files	Building, housing, zoning code violation records including inspections	DEV037	CDD	OCA, DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Confidential Recycle or Delete after retention period	12/18/2018
Liens & Releases: Supporting Recorded Documentation	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Liens & Releases: Recorded Liens & Releases	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038.1	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	P	Archive per Records Management Policy	3/23/2010
Logs	Complaints, citations, hearings, lien recovery, abatements	DEV039	CDD	DPS, ESD, Pretreatment Section	Development	Code Enforcement	GC 34090(d)	CU + 6	Recycle or Delete after retention period	12/18/2018
Regulations	Includes rules, codes, policy	DEV040	CDD	DPS	Development	Code Enforcement	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
Capital Improvement Projects Documentation	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	DEV043	CDD, LCS, DPW, ITD	All Applicable Departments, CDD, LCS, DPW, ITD, ESD	Development	Engineering	CC337.15	CL + 10	Recycle or Delete after retention period	12/18/2018
Drawings: Traffic Control Plan	Signs, signing & striping, road construction	DEV045	DPW	DPW, CDD-Planning	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Flood Control Documents	Storm Drains	DEV046	ESD	ESD	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Special Districts Documentation	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	DEV047	DPW, ESD	DPW, ESD	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Traffic Signal Logs	Counts, collisions, accidents	DEV049	DPW, DPS	DPW, DPS	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Air Quality (AQMD) Documents and Programs	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	DEV050	DPW, ESD	DPW, ESD	Development	Environmental Quality	CCP 338(k); GC 34090	CU + 7	Recycle or Delete after retention period	12/18/2018
Asbestos Documentation	Documents abatement projects, public buildings	DEV051	CDD, LCS	LCS, HR CDD-Building	Development	Environmental Quality	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
California Environmental Quality Act (CEQA) Information	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	DEV052	CDD, DPW, LCS, ESD	DPW, LCS, CDD-Planning, OCM, ESD	Development	Environmental Quality	GC 34090(a) + CEQA Guidelines	P	Archive per Records Management Policy	12/18/2018
Congestion Management Programs	Ride sharing, trip reduction	DEV053	DPW	DPW-Traffic	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Environmental Review Information	Correspondence, consultants, issues, water and energy conservation records	DEV054	LCS, DPW, ESD	LCS, DPW, CDD-Planning, ESD	Development	Environmental Quality	GC 34090(d)	CU + 6	Recycle or Delete after retention period	12/18/2018
Pest Control Documentation	Pesticide applications, inspections and sampling, chemical usage records, Material Safety Data Sheet (MSDS) records	DEV055	DPS, LCS	DPS, LCS	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Soil: Analysis, Findings, and Recommendations Documentation	Analysis, construction recommendations	DEV056	CDD, LCS, DPW	DPW	Development	Environmental Quality	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Soil Reports	Final Reports	DEV057	CDD, LCS, DPW	DPW	Development	Environmental Quality	GC 34090(d)	P	Archive per Records Management Policy	12/18/2018
Bond Documents	Revenue Bond Documentation	DEV058	CDD	CDD-Housing	Development	Housing	CCP 337	CL + 4	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Programs, Housing	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	DEV059	CDD	CDD-Housing	Development	Housing	24 CFR 570.502; 24 CFR 85.42	CL + 3	Recycle or Delete after retention period	3/23/2010
Budget: Redevelopment Budgets	Includes annual audit	DEV060	CDD	FIN, CDD	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy	12/18/2018
Bond Issues		DEV061	CDD	CDD-Housing	Development	Housing	GC 43900 et seq.	P	Archive per Records Management Policy	3/23/2010
Capital Improvements, Construction	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	DEV062	DPW	LCS, DPW, CDD-Planning	Development	Municipal Facility	GC 34090; GC 4004; H&S 19850	P	Archive per Records Management Policy	12/18/2018
Facility Rentals/Use	Permits, contracts, diagrams, schedules, insurance binders, facility rental applications and permits, liability releases, activities, fee schedules, license agreements, usage agreements, golf tee sheets	DEV063	LCS	LCS, CDD-Building Safety	Development	Municipal Facility	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Facility Maintenance and Operations Procedures, Inventory, and Supporting Documentation	Service requests, invoices, supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal, golf play reports and golf facility audits	DEV064	LCS	LCS, CDD-Building Safety, OCM-Facilities	Development	Municipal Facility	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Case Files, Planning and Zoning	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	DEV065	CDD, DPW	CDD-Planning	Development	Planning	GC 34909a; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010
Certificates: Building	Retain during life of structure	DEV066	CDD	CDD-Building	Development	Planning	GC 34090	L	Recycle or Delete after retention period	3/23/2010
General Plan and Elements	Includes sphere of influence	DEV068	CDD	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	3/23/2010
General Plan Amendments, Approved and Denied		DEV069	CDD	CDD-Planning	Development	Planning	GC 34090 GC 65103; GC 50110	P	CL+2, then archive P	3/23/2010
Interpretations	Zoning code interpretations residing on City's intranet site	DEV070	CDD	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	12/18/2018
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	DEV071	CDD, DPW	DPW, CDD-Planning	Development	Planning	GC 34090; H&S 19850; GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Abandonment Documentation	Buildings, Condemnation, Demolition	DEV072	CDD, DPW	DPW, CDD-Building	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Acquisition/ Disposition Documentation	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	DEV073	DPW	DPW	Development	Property	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	3/23/2010
Annexation Case Files	Reports, agreements, public notices	DEV074	CDD, OCM	OCM, CDD-Planning	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Appraisals	Exempt until final acquisition or contract agreement obtained	DEV075	CDD, DPW	DPW	Development	Property	GC 34090; GC 6254(h)	CL + 2	Recycle or Delete after retention period	3/23/2010
Deeds & Promissory Notes		DEV076	CDD, DPW, OCA, OCM	DPW, OCA, CDD-Housing, OCM	Development	Property	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	P	Archive per Records Management Policy	3/23/2010
Maps of City Boundaries	Recorded maps, surveys, monuments	DEV077	DPW	DPW	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Lot Split Cases		DEV078	CDD	DPW	Development	Property	GC 34090	P	Archive per Records Management Policy	3/23/2010
Relocation Files (Redevelopment)	e.g., Redevelopment	DEV079	FIN	CDD-RDA	Development	Property	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Accounts Payable	Invoices, check copies, monthly purchasing card statements, correspondence with purchasing cardholder; payment documentation that includes checks with backup, one-time and blanket orders with payments logged, service agreements; timecards for temporary agency employees; departmental petty cash account detail; ACH records, supporting documents	FIN001	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Accounts Receivable	Documentation of Accounts Receivable accounts.	FIN002	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Applications, Utility	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents	FIN003	FIN, DPW	FIN, DPW	Finance	Accounting	GC 34090	CL + 7	Destroy or Delete after retention period	3/23/2010
Bank Reconciliation	Statements, summaries for receipts, disbursements & reconciliation (includes all of the City's 14 bank accounts, including checking, and 7 trust accounts and reconciliation workpapers)	FIN005	FIN	FIN	Finance	Accounting	GC 34090; 26 CFR 16001-1	AU + 5	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations. Folder contains Access spreadsheets, billing, and journal vouchers. Includes abandoned vehicle abatement, SB90 state mandates, green certificates, sale of electricity, renewable energy, ABAG lease billing, alternative fuel tax credit; backup for billing adjustments. Utility shut off, noticing, and delinquency cycle system reports. Records of correspondence with customers	FIN006	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Budget	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; Accounting period reports provide budget to actual information for programs, funds, and transaction detail for the period; periodic fund allocations (interest, gas tax, DED indirect cost allocations); Automated Call Distributor reports	FIN007	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	City currently keeps electronic files indefinitely. Automated Call Distributor must be kept 4 years - need to separate if electronic copies are not held long term. Paper retention is AU + 2	3/23/2010
Budget Adjustments, Journal Entries	Budget mods, re-appropriations, changes to budgeted position allocation; approved vouchers and backup documents (excluding backup for cash receipts, A/P checks, and payroll); Multi-modal, SMART station, and budget modifications; SOY, EOY, PERS, and 1/13th transfers	FIN008	FIN	FIN	Finance	Accounting	GC 34090	AU + 4	Destroy or Delete after retention period	3/23/2010
Checks	Includes payroll, canceled & voided checks (only those issued from the General account)	FIN009	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010
Deposits, Receipts	Checks, coins, currency. Daily Cash Receipt Vouchers submitted by all departments that receive and deposit payments on behalf of the City. Payment stubs, batch reports, and check 10 key tapes.	FIN010	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 5	Destroy or Delete after retention period	3/23/2010
Invoices	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	FIN011	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Journals, Utility Billing	Billing including monthly activity. Record of utility billing activity from system; back up for revenue and trial balance posted to system; back up for write offs	FIN012	FIN	FIN	Finance	Accounting	GC 34090	CU + 7	Destroy or Delete after retention period	3/23/2010
General Ledger	City financial accounts and the record of transactions posted to them	FIN013	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	P	Archive per Records Management Policy	3/23/2010
Taxes, Receivable	Includes all revenue remittances received from electric, gas, and phone service providers. Remittance documentation from other agencies. Monthly TOT remittances and other hotel documentation. Business Tax License documentation.	FIN015	FIN	FIN	Finance	Accounting	CCP338	AU + 3	Destroy or Delete after retention period	3/23/2010
Budget: Operating (copies)	Departmental Reference. Examples: departmental copy of current budget; rental rate schedules; performance budgeting structure related reports, PAMS, PABS	FIN017	All Departments	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Administrative Services	GC 34090	S	Destroy or Delete after retention period	12/18/2018
Budget: Adopted	Adopted budget, and all records pertaining to the adopted budget.	FIN019	FIN	FIN	Finance	Administrative Services	GC 34090	P	Archive per Records Management Policy	3/23/2010
Inventory of Fixed Assets	Reflects purchase date, cost, account number. All documentation related to fixed asset acquisition and disposal that are entered into the fixed assets database	FIN020	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; 26 CFR 301 6501(a)	AU + 4	Save electronically after retention period	3/23/2010
Surplus Property: Auction	Listing of property	FIN022	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Surplus Property: Disposal	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction	FIN023	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Vehicle Ownership & Title	Title transfers when vehicle sold	FIN024	FIN, LCS	FIN, DPW	Finance	Fixed Assets	VC 9900 et seq.	L	Recycle or Delete after retention period	12/18/2018
Business License	Paid & reports. Also includes Bingo license paperwork.	FIN025	FIN	FIN	Finance	License	GC 34090; CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010
Adjustments, Payroll	Payroll adjustments from previous payrolls	FIN026	FIN	FIN	Finance	Payroll	GC 34090 29 CFR 516.5 – 516.6; CCP 337; 22 CCR 1085-2	AU + 4	Destroy or Delete after retention period	3/23/2010
Employee Time Sheets	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards; canine time cards (maintained by HRD)	FIN027	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Payroll	GC 34090; 29 CFR 516.2* (*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d))	AU + 6	Destroy or Delete after retention period	12/18/2018
Register, Payroll	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS; ACH records	FIN029	FIN	FIN	Finance	Payroll	GC 34090; GC 37207 , 22 CCR 1085-2	P	Archive per Records Management Policy	3/23/2010
Salary Records	Deduction authorization, garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address), employee giving campaign pledge forms (maintained by HRD)	FIN030	FIN	FIN, HR	Finance	Payroll	GC 34090; 29 CFR 516.2; 29 CFR 516.6	T + 3	Destroy or Delete after retention period	12/18/2018
Bids, RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services (both successful and unsuccessful)	FIN031	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010
Requisitions: Purchase Orders	Original documents	FIN033	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with	FIN035	FIN	FIN	Finance	Purchasing	GC 34090	CU + 7	Archive per Records Management Policy	3/23/2010
Audits	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF	FIN036	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010
Deferred Compensation	Records of employee contributions and city payments; PERS Employee Deduction Reports	FIN037	FIN	FIN, HR	Finance	Reports	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	T + 5	Destroy or Delete after retention period	3/23/2010
Federal and State Tax Forms	Forms 1096, 1099, W-4's, W-2's, W9's, City Sales & Use tax return, Form 941, DE6 with backup payroll reports and pay register	FIN038	FIN	FIN	Finance	Reports	GC 34090; 29USC 436 * (*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6)	AU + 4	Retain electronic copies after retention period	3/23/2010
Financial, Annual	Comprehensive Annual Financial Report (CAFR)	FIN039	FIN	FIN	Finance	Reports	GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Investment Transactions	Summary of transactions, inventory & earnings report. Investment transaction files.	FIN040	FIN	FIN	Finance	Reports	GC 34090; CCP 337; GC 53607	T + 7	Archive per Records Management Policy	3/23/2010
Meter Reading	Service on and off work orders, re-reads, lock offs, etc.	FIN042	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
State Controller	Annual regulatory reports required to be submitted to the State. Reports include The State Controller's Report (documents the annual financial transactions for the City, RDA, and Financing Authority), The Street Report (documents use of Gas Tax funds and street expenditures)	FIN043	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010
Utility Rebates		FIN044	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Bank Statements	Workpapers and documentation for miscellaneous bank adjustments; band redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FIN045	FIN	FIN	Finance	Treasurer	FC 3368, 30210; GC 43900 et seq.	AU + 5	Destroy or Delete after retention period	3/23/2010
Bonds: Account Statements	Monthly statement of transactions.	FIN047	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Bonds: Administration, Policies and Procedures	Supporting documents	FIN048	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Bonds: Bonds and Coupons Paid or Canceled		FIN049	FIN	FIN	Finance	Treasurer	GC 34090; 53921; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Miscellaneous Returned Items	All documentation related to checks bounced to the City that are processed by the cashier.	FIN050	FIN	FIN	Finance	Accounting		AU + 5	Shred	3/23/2010
Purchasing cardholder documents	Folder for each cardholder containing user agreement.	FIN051	FIN	FIN	Finance	Administrative Services	GC 34090; CCP 337	T + 4	Shred	3/23/2010
Central Stores Inventory Reports	Period end reports and all back up documentation; items received and checked out, daily issued logs, receipts, requisitions, fuel reports	FIN052	FIN	FIN	Finance	Reports	GC 34090	AU + 5	Shred	3/23/2010
Investment Reports	Monthly reports of Investment Portfolio performance	FIN053	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010
Statement of Indebtedness	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment	FIN054	FIN	FIN	Finance	Reports	GC 34090	CU + 3 Permanent for electronic	Destroy paper files after retention period	3/23/2010
Mutual Aid, Strategic Plans		PS001	DPS	DPS	Public Safety	Emergency Management	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Books, Fire Code	Include OPS manuals	PS002	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090.7 CCP 340.5	S + 3	Recycle or Delete after retention period	3/23/2010
General Orders, Policies/Procedures		PS003	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 20	Archive per Records Management Policy	12/18/2018
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts	PS004	DPS	DPS, CDD-Building Safety	Public Safety	Fire Safety Administration	CA FIRE CODE 104.6.2	CL + 5	Destroy or Delete after retention period	3/23/2010
Investigations, Evidence of Arson	Support prosecution resulting in homicide	PS005	DPS	DPS	Public Safety	Fire Safety Administration	PC 799	P	Archive per Records Management Policy	3/23/2010
Investigations, Evidence of Arson	Great bodily harm, inhabited structure or property	PS006	DPS	DPS	Public Safety	Fire Safety Administration	PC 800	CL + 6	Destroy or Delete after retention period	3/23/2010
Journals, Fire Station	Activities, personnel, engine company	PS007	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Permits, Uniform Fire Code		PS008	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Exposure, Collection of Samplings	Sampling results, collection methodology, background	PS009	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010
Exposure, Sampling Results	Laboratory reports and worksheets	PS010	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 1	Destroy or Delete after retention period	3/23/2010
Medical		PS011	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010
Medical: Employed Less than 1 year	Employees less than one year	PS012	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020; GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Training	Certifications/designations	PS013	DPS	DPS	Public Safety	Fire Safety Personnel	GC 34090; POST	T + 2	Destroy or Delete after retention period	3/23/2010
Apparatus/Vehicle Maintenance Documentation	Repair and Maintenance	PS014	DPS	DPS	Public Safety	Fire Safety Property	GC 34090 (*8 CAL Code Reg. 3203 (b) (1))	CU + 2	Destroy or Delete after retention period	3/23/2010
Inventory, Equipment & Supplies		PS015	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs of Fire Equipment/Gear		PS016	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Incident Logs	Dispatch and daily logs	PS017	DPS	DPS	Public Safety	Fire Safety Reports	GC 34090; CCP338 * (*CCP 340.5)	CL + 3	Destroy or Delete after retention period	3/23/2010
Fire, Non-arson and Logs		PS019	DPS	DPS, FIN	Public Safety	Fire Safety Reports	GC 34090	CU + 2; If related to criminal case, must be retained for retention period of that record.	Destroy or Delete after retention period	3/23/2010
Investigations, Evidence of Arson	Structure	PS020	DPS	DPS	Public Safety	Fire Safety Reports	PC 801; CA FIRE CODE 104.6.3 AND 104.10	CL + 5	Destroy or Delete after retention period	3/23/2010
Weed Abatement Documentation	Reports, assessments, resolutions, documentation	PS021	DPS	DPS, DPW	Public Safety	Fire Safety Reports	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Hazardous Waste Disposal Documentation	Documentation re handling and disposal of hazardous waste	PS022	DPS, DPW	DPS, DPW	Public Safety	Hazardous Materials	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010
Permits, Hazardous Materials Storage	Departments consistently recommend permanent retention of documentation of environmentally sensitive materials; MSDS (Material Safety Data Sheets)	PS023	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Permits, Hazardous Materials Storage	Permits	PS023.01	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2		12/18/2018
Permits, Hazardous Materials Storage	Inspection Reports	PS023.02	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	12/18/2018
Permits, Hazardous Materials Storage	HMBP/Registration Form. HMIS, Maps, Owner ID	PS023.03	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Contingency Plan	PS023.04	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage	Annual HMBP recerts	PS023.05	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	12/18/2018
Permits, Hazardous Materials Storage	Correspondence	PS023.06	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Closure Application	PS023.07	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Post Closure Report (may include manifests, sampling results and bills of lading)	PS023.08	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	If Post Closure Report - destroy. If no Post Closure Report - Archive	12/18/2018
Permits, Hazardous Materials Storage	Application for Public Disclosure	PS023.09	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	PS200 - new Business Info	PS023.10	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage	Notification of contamination or environmental impact (release	PS023.11	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage		PS023.12	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Programs, Household Hazardous Waste		PS024	DPS, ESD	DPS, ESD	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Training Materials	Standards and Administration	PS025	DPS, DPW, ESD	DPS, DPW, ESD	Public Safety	Hazardous Materials	8 CCR 3204(d)	S + 2	Destroy or Delete after retention period	12/18/2018
Underground Storage Tank - Compliance	Documents re: storage	PS026	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Underground Storage Tank	UPCF Form A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan	PS026.01	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Data Dictionary Elements	PS026.02	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	12/18/2018
Underground Storage Tank	Permits / transfer of permits	PS026.03	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU + 1	Destroy/recycle	12/18/2018
Underground Storage Tank	Inspection reports: Installation, Compliance, Removal	PS026.04	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Enforcement Records: AEO, Red Tag, Civil/Criminal, NOV/NTC	PS026.05	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Detailed records to report summaries - Rpt 3, 4, 6	PS026.06	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Surcharge Billing and Collection records	PS026.07	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	12/18/2018
Underground Storage Tank	Additional info required by State and Federal Law	PS026.08	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU	Destroy/recycle	12/18/2018
Underground Storage Tank	Drawings, photos, plans for construction	PS026.09	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Approval records such as Construction, Removal, Monitoring Plan, Response Plan, Vadose Zone wells, GW monitoring wells	PS026.10	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Testing Reports - Secondary containment	PS026.11	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		2 reports - prove every 3 years	2 reports - then destroy	12/18/2018
Underground Storage Tank	Tank Line Integrity, Monitoring System Cert, Spill Bucket Test Report, Line Leak Detector Report	PS026.12	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		3	Destroy/recycle	12/18/2018
Underground Storage Tank	ELD	PS026.13	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	SIR Annual Report	PS026.14	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		1	Destroy/recycle	12/18/2018
Underground Storage Tank	Unauthorized Release records	PS026.15	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		7	Archive	12/18/2018
Underground Storage Tank	Records to show structural soundness of tank	PS026.16	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Tank lining evaluations - structural support certification, coatings expert/special inspector certification 10/5 year	PS026.17	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Bladder systems material standards approval documents - independent testing org (etc) certification	PS026.18	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Closure documents - proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report	PS026.19	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CL	Archive	12/18/2018
Underground Storage Tank	Compliance statement, designated operator designation	PS026.20	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		S	Archive	12/18/2018
Underground Storage Tank	Employee training approval for unstaffed sites	PS026.21	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		AC	Destroy/recycle	12/18/2018
Underground Storage Tank	Miscellaneous - groundwater monitoring reports, gas sampling Report, Proposed Cleanup Plan	PS026.22	DPS, DPW, ESD	DPS, ESD	Public Safety	Hazardous Materials		CU	Archive	12/18/2018
Underground Storage Tank Compliance	Location, installation, removal, remediation	PS027	DPW	DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Accounting/Cash Reconciliation		PS028	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Alarm Records		PS029	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Claim Files (Citizen) for Police Incidents	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	PS030	DPS	DPS	Public Safety	Law Enforcement Administration	PC 832.5	CL + 6	Destroy or Delete after retention period	3/23/2010
Department Manual	Changes to manual are recorded in the General Orders (permanent)	PS031	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Equipment: Manuals and Use Instructions	Retained until termination of equipment use; Manuals, instructions, procedures	PS032	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Equipment: Inventory	Listing of equipment assigned to division, to whom it is assigned	PS033	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reports: Activity	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period	PS034	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Chemical Emissions		PS035	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Chemical Emissions Survey and Response Files/Documents	Surveys, responses, correspondence with other agencies requesting statistical data	PS036	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Investigations and Findings (Administrative/Internal)	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings	PS037	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	CL + 5	Destroy or Delete after retention period	3/23/2010
Asset Forfeiture: Investigations/ Proceedings Case File		PS038	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Asset Forfeiture: Property Owner Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	PS039	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Case Books, Investigative	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	PS040	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Case Files: Investigators' (Homicide)		PS041	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010
Case Files: Narcotics (No arrest, Narcotics Cases)	Retained by division until no longer useful for investigative purposes	PS042	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Case Files: Officer Involved Shooting		PS043	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 25	Destroy or Delete after retention period	3/23/2010
Court: Daily Schedule	Printouts of daily court scheduling	PS044	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.7	CU + 1	Destroy or Delete after retention period	3/23/2010
Court: Sign-In Logs (Officer Names)	Logs officers' names, time in/out for court appearances	PS045	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Court: Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	PS046	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 799 (See: Note 1)	PS047	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 800 (See: Note 1)	PS047.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Archive per Records Management Policy	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 801 (See: Note 1)	PS047.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Archive per Records Management Policy	3/23/2010
Fingerprint: Applicants Files	All records related to applicant fingerprinting	PS048	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies) Offense punishable by death or life imprisonment, or embezzlement of public funds under PC 799	PS049	DPS	DPS	Public Safety	Law Enforcement Investigations	799 PC	P	Archive per Records Management Policy	3/23/2010
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies); for offenses prosecuted under PC 800 and PC 801	PS049.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800; PC 801	AC + 20	Recycle or Delete after retention period	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 799	PS050	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 800	PS050.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Destroy after designated retention period.	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 801	PS050.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Destroy after designated retention period.	3/23/2010
Fingerprint: Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	PS051	DPS	DPS	Public Safety	Law Enforcement Investigations	Law Enforcement Management Guide by POST	CL	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Guns, Dealers' Records of Sale	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	PS052	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 12070; GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Informant Files	Legal notifications, identification information, payment information, activities information	PS053	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 10	Destroy or Delete after retention period	3/23/2010
Jail: Daily Logs	Daily report of staffing, bookings/releases, transfers, transportation	PS054	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Inmate Record	Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	PS055	DPS	DPS	Public Safety	Law Enforcement Investigations	15 CCR 1041; GC 34090; Minimum Standards suggested by Guidelines for Local Detention Facilities by Board of Corrections (State of CA)	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Inspection Files	Inspections by various agencies	PS056	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Surveys	Prepared quarterly, forwarded to State Board of Corrections	PS057	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Licenses: Bicycle		PS058	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Licenses and Permits issued pursuant to SMC	Licenses/permits for massage, adult entertainment, peddler, solicitor, firearms dealer and taxicab driver permits,	PS058.01	DPS	DPS	Public Safety	Administration	GC 34090	T+4	Destroy or Delete after retention period	12/18/2018
Licenses and Permits: Denied/Revoked Massage Establishment permits	Licenses/permits for massage permits, notices and hearing documents	PS058.02	DPS	DPS	Public Safety	Administration	GC 34090	CL+5	Destroy or Delete after retention period	12/18/2018
Licenses: Business License Review Board Administrative Files		PS060	FIN	CDD	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	12/18/2018
Licenses: Secondhand Dealers, Pawn Brokers (Duplicate/Pink)	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency	PS061	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Auto Theft		PS062	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Logs: Case Assignment		PS063	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Daily Activity		PS064	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Report Summary	Report numbers, type, names, dates retained for research value	PS066	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Investigative (Pre-Arrest)	Retained by division until cases are suspended and closed	PS067	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 10	Destroy or Delete after retention period	3/23/2010
Logs: Juvenile Detention	Logs document juvenile processing per CYA	PS068	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Rap Sheet	Requests for criminal history	PS070	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; 11 CCR 702; 11 CCR 707 (c)	CL + 3	Destroy or Delete after retention period	3/23/2010
Logs: Subpoena	Subpoenas received/served daily; Officer appearance, Criminal case- witness appearance or civil subpoena documents	PS071	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Pawn Slips/Tickets		PS072	DPS	DPS	Public Safety	Law Enforcement Investigations	B&P 21633	CU + 3	Destroy or Delete after retention period	3/23/2010
Photographs	Crime Scene, Photo file, Accident, Digital photos and other electronic media associated to a case. Retain according to practical and functional association.	PS073	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Retained as form of evidence, destroyed at same time evidence for associated case is destroyed.	Archive per Records Management Policy	3/23/2010
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 799	PS075	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 800 and PC 801	PS075.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800; PC 801	CU + 20	Destroy or Delete after retention period	3/23/2010
Registration Files, Arson, Sex and Narcotics	Fingerprint Card, photo, information also forwarded to DOJ	PS076	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	L ; Life of registrant within jurisdiction	Refer to Legal Authority	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	PS077	DPS	DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	Mandatory destruction from date of conviction or date of arrest with no conviction	3/23/2010
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	PS078	DPS	DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5 (c)	Mandatory Destruction (Upon notice from Department of Justice)	Refer to Legal Authority	3/23/2010
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	PS079	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800	CU + 6	Destroy or Delete after retention period	3/23/2010
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for less than eight years, with a retention of 3 years, unless tolling under PC 803	PS079.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 801	CU + 3	Destroy or Delete after retention period	3/23/2010
Crimes: Misdemeanor / Infractions	No arrests, identifiable property or missing persons (See: Note 1)	PS080	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Crimes: Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death (See: Note 1)	PS081	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010
Destruction: Guns		PS082	DPS	DPS	Public Safety	Law Enforcement Investigations	12030 PC, 12028 PC, 12032 PC, Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION SUPPORTING DESTRUCTION MUST BE RETAINED INDEFINITELY PER DOJ MANDATE	3/23/2010
Destruction: Narcotics		PS083	DPS	DPS	Public Safety	Law Enforcement Investigations	11473.5; 11479 HS; Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION DOCUMENTING DESTRUCTION MUST BE RETAINED- REFER TO POST PROPERTY AND EVIDENCE MANUAL	3/23/2010
False Alarm (Duplicate)		PS085	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010
PUBLIC SAFETY GENERAL FILE RECORDS- Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	PS086	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Property (Original) Documentation	ALL case file documentation related to Items of Property	PS087	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090 POST Guide to Managing Property Law Enforcement	CL + 2 Until case is adjudicated/ disposition determined	Destroy or Delete after retention period	3/23/2010
Range (Firing) Inventory	Quarterly reports of inventories of weapons and ammunition held by Department Range	PS088	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
DOJ Statistical Reports, Crime and Incident	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports; DOJ Statistical Reports	PS089	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Statistical Information (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	PS090	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	Originals sent to FBI, DOJ	PS091	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Research Project Files	May include request forms, background materials, staff reports, final project reports and supporting data	PS092	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Sealed Files: Adult Found Factually Innocent	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	PS093	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 851.8	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010
Sealed Files: Juvenile	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court	PS094	DPS	DPS	Public Safety	Law Enforcement Investigations	WIC 826 (a) & (b) WIC 781 (a)	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010
Tapes: Audio, Telephone and Radio Communications	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	PS096	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 180 days	Destroy or Delete after retention period	3/23/2010
Tapes: Surveillance/Security Video	Surveillance/Security video: Jail, MVAR	PS097	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 13 mos.	Destroy or Delete after retention period	3/23/2010
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, logs	PS098	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Warrants: Felony	Recommended by the California Law Enforcement Warrant Officer's Association	PS099	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 10 years. Exception: Murder/ escape	Can request for DA review to purge if warrants are over 5 years and above - PFromm	12/18/2018
Warrants: Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	PS100	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 5 years	Can request for DA review topurge if warrants are 3 years and above - P.Fromm	12/18/2018
Cards: Dispatch		PS103	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Cards: Field Interview		PS104	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: 11357(e), Juvenile		PS105	DPS	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: 11357b H&S, 11357c H&S, 11360b H&S Violations		PS106	DPS	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S*	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: Cite and Release		PS107	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: California Vehicle Code Infractions (Duplicates)	Original is forwarded to court.	PS108	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090.5	CU + 90 days	Destroy or Delete after retention period	3/23/2010
Citations: Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citations electronically created	PS109	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090.7	CU + 2	Destroy or Delete after retention period	3/23/2010
Citations: Transmittals	Listing of citations forwarded to court, filed for reference	PS110	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Equipment Radio Logs (Communication)	Documents problems, malfunctions, resolution to provide equipment performance history	PS111	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Patrol Requests (Correspondence e)	From citizens for patrol presence	PS113	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Radar Calibration Records	Documentation of Radar instruments retained during use/ownership	PS114	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Reports: Traffic Accident	Traffic Accident Reports	PS115	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Reports: Traffic Collision Fatalities		PS116	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010
Vehicle Assignment Reports	Record of assignments	PS117	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Vehicle Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	PS118	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Repossession/Private Impounds		PS119	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Service Schedules		PS120	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Vests, Bulletproof Letters/Authorization	Authorization to purchase	PS121	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Warrants: Parking	Recommended by the California Law Enforcement Warrant Officer's Association	PS122	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 1 year	Destroy or Delete after retention period	3/23/2010
Warrants: Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	PS123	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 5 years		3/23/2010
Weapons Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	PS124	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010
Chemicals/Film Inventories		PS125	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Employee Grievance Files	Grievance filed by employees, supporting documentation	PS128	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Investigations: Background for Non-Hired Personnel	Non hired	PS129	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 5	Destroy or Delete after retention period. Document scanning should be POST compliant	12/18/2018
Investigations: Background for Hired Personnel	Include original reports re: PC 832.5 investigations	PS130	DPS	DPS	Public Safety	Law Enforcement Services	PC 832.5	T + 5	Archive per Records Management Policy. Document scanning should be POST compliant	12/18/2018
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	PS131	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	L + 2	Destroy or Delete after retention period	3/23/2010
Permits: Concealed Weapons		PS133	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090 12031PC; PC 12050-PC 12053	CL + 2	Destroy or Delete after retention period	3/23/2010
Photographs: Personnel -Includes ID Cards	Includes ID Cards	PS134	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Photographs: Misc.	Not case-related (Public relations, promotions, events, ceremonies, staff photos, digital photo file)	PS136	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Press Releases	Copy or original retained with case file if applicable; Desk Officer news releases	PS137	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Press, Video Programs (Community Relations)	Collection of videos of programs and events; outside press coverage of department	PS138	DPS, OCM	DPS, OCM	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Property Files	Original reports and supplemental documentation	PS139	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2 ; retain until final adjudication	Destroy or Delete after retention period	3/23/2010
Property Documentation for Pawn Broker/Secondhand Dealer	Sales, slips. Dealer required to file duplicate with agency	PS140	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Dealer of Gun Sales, Duplicate	Original maintained by DOJ. Dealer required to file duplicate with agency	PS141	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090.7	CU + 6 mos.	Destroy or Delete after retention period	3/23/2010
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Retained as part of case file - retained and disposed in accordance with the rest of the case - not individually- unless sole record. See also PS154	PS142	DPS	DPS	Public Safety	Law Enforcement Services	Citation depends on statute of case: Felony or Misdemeanor See PS154	CU (See descriptor) ; If RO is solo record- FC6380 - DPS is not keeper of original record except for Emergency Protective Orders	Destroy or Delete after retention period	3/23/2010
Personnel Rosters (Divisional)	Personnel assigned to division.	PS143	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Schedules: Officers' Daily Schedule	Schedules of Officers on duty	PS144	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Schedules: Watch Assignment/ Timekeeping Records		PS145	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Speaker Requests	Community and business requests for public appearances, speakers	PS146	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Tests, Densitometer Results (Photo Lab)	Daily tests of development chemicals/processes for quality control.	PS147	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Training: Bulletins		PS148	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	10 Years	Archive per Records Management Policy	12/18/2018
Training: Event Files	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	PS149	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Training: Lesson Plans, Firing Range	Scope, content, time period of courses	PS150	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 15	Recycle or Delete after retention period	3/23/2010
Training: Personnel (by name)	Paperwork documenting officers' internal and external training	PS151	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period	12/18/2018
Training: Schedules, Firing Range	Daily, weekly, monthly schedules of training events at range	PS152	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Volunteer Card Files	Volunteers' identification, contact information	PS153	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Crimes: Misdemeanor / Infractions	With arrests, identifiable property or missing persons (See: Note 1)	PS154	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	See: Note 1	Destroy or Delete after retention period	3/23/2010
Public Safety Record NOTE*****	Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing: 1. They do not relate to an adjudicated arrest except for H&S 11357 or H&S 11360 violations; 2. They do not relate to unserved warrants; 3. They do not involve identifiable items which have not been recovered; 4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; 5. They do not relate to violations listed in PC Sections 799 and 800; 6. The cases are not presently involved in either a civil or criminal litigation.	PS155	DPS	DPS	Public Safety	n/a	n/a	n/a	n/a	3/23/2010
Inventory, Equipment	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park	PW003	LCS	LCS	Public Works	Parks	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
Landscape Documentation	Drawings, contracts, specifications, photos, reports	PW004	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Maintenance and Operations Documents	Examples: Includes work orders, inspections, repairs, cleaning, reports, complaints, signals, striping, reports for grounds, facilities, swim pools, custodial services, vandalism, hazards, drainage plan, park lighting, golf hazard log book	PW005	LCS, DPW, FIN, ESD	LCS, DPW, FIN, OCM-Facilities, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Irrigation Maps	Irrigation, plot plans	PW006	LCS, DPW, ESD	LCS, DPW-Field Services, ESD	Public Works	Parks	GC 34090	P	Archive per Records Management Policy	12/18/2018
Plans, Proposed	Future plans, new sites, expansions, site studies	PW009	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Policies and Procedures	Includes rules and regulations	PW010	LCS	LCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Real Property Acquisitions	Land acquisitions, correspondence, improvements, statutory records	PW011	LCS	DPW-Real Estate	Public Works	Parks	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	12/18/2018
Reports: Others		PW014	LCS	LCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Resolutions, Board		PW016	LCS	LCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy	12/18/2018
Schedules, Class & Events	Documents pertaining to recreation activities/classes/events registration. Examples: Records covering instructor agreements, registration, attendance, evaluations, program surveys, products for audits, insurance, rosters, tournaments, fee schedules, fee waivers, enrollment, liability releases, flyers, activity guides, membership card applications, lap swim cards	PW017	LCS	LCS	Administration	Community Services	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Collections/Landfill Information	Daily records, usage	PW018	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Facilities Information	Correspondence, maps, patron list	PW019	DPW, ESD	DPW, CDD-Planning, ESD	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
History, Sanitation	Where City-owned	PW020	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Incineration Plants, Sludge	Sludge, sampling, charging rate to measure mercury content	PW021	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 61.54	CU + 2	Recycle or Delete after retention period	12/18/2018
Incinerator Operations, Treatment Plant	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	PW022	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 60.153	CU + 2	Recycle or Delete after retention period	12/18/2018
Maps: Septic Tank	Location maps	PW024	ESD	CDD, DPW, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Rates		PW025	DPW	FIN	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Recycling Programs		PW026	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Regulations	Includes legislation	PW027	ESD	DPW, CDD-Economic Development, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Reports: Studies		PW029	ESD	ESD, DPW, CDD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Reports: Tonnage		PW030	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Abandonment/ Vacations	Documents Relinquishment of rights and fee title. Example: Street/Alley	PW031	DPW	DPW, CDD-Planning	Public Works	Streets / Alleys	GC 34090; GC 34090(d)	P	Archive per Records Management Policy	3/23/2010
Roadway Closures		PW032	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Easements, Dedications, Rights-of-Way		PW033	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Field Books		PW034	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Intersection Records	Includes correspondence, volume counts, accident history	PW036	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Inventory: Traffic Control Devices	Signs, lights	PW037	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Roadway Landscaping Maintenance	Plants, tree maintenance, work orders	PW038	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Lighting Maintenance	Maintenance, work orders	PW039	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Maintenance/ Operations	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	PW040	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Maps	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	PW041	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	12/18/2018
Master Plans	Copies	PW042	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Parking: Parking Lots		PW044	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Parking: Regulations		PW045	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reports/Studies: Streets / Alleys		PW046	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Encroachment		PW048	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Permits: Improvement	May include curbs, sidewalks; Applications for excavation, fill, alterations	PW049	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Oversize Load		PW050	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Parking	Residential	PW051	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Paving		PW052	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Temporary Use	Includes Special Events	PW053	DPW	DPW, OCM	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Photographs	Includes aerials	PW054	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Plans: Capital Improvement, Projects	Streets, curbs, gutters, sidewalks, storm drains	PW055	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Policies and Procedures	Includes rules, regulations, standards	PW056	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Policies and Procedures: Speed Limits		PW058	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Roadway Programs: Traffic Safety	Drivers Education, Pedestrian Safety, Bicycle Lanes	PW061	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Reports: Bridges and Overpasses	Life of structure	PW063	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L	Recycle or Delete after retention period	3/23/2010
Reports: Inspection	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	PW064	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Reports: Studies	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	PW065	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Reports: Traffic Count	Evaluation of traffic volume	PW066	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Routes, School Bus & Truck	Truck routes, access ramps, rest areas	PW068	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Traffic Signage Documentation	Log books, index register cards, inventory lists, records of traffic signs	PW069	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Traffic Signals Documentation	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.	PW070	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Weigh Scales Documentation		PW071	ESD	ESD-Solid Waste	Environmental Services	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Utilities Facilities	If city owned	PW072	DPW	DPW	Public Works	Utilities	GC 34090	T + 2	Recycle or Delete after retention period	3/23/2010
Gas & Electric Rates		PW073	DPW	FIN	Public Works	Utilities	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Underground Utilities	Water and Sewer	PW074	ESD	ESD	Environmental Services	Utilities	GC 34090; GC 4003, GC 4004; H&S 19850	P	Archive per Records Management Policy	12/18/2018
Underground Utility Locating	Examples include: USA Daily Ticket Recaps, Locator Logs, and Tickets	PW074.01	ESD	ESD	Environmental Services	Wastewater	CAGC Title 1 Division 5 Chapter 3.1 Article 2 Section 4216	AU +6	Recycle or Delete after retention period	12/18/2018
Supporting documents for SSMP	Records need to be available for audit by state water quality control board staff. Examples include: Flushing Reports, M/H Inspection Forms, Sewer Repair Reports, SSO-Surcharge Reports, and Storm D.I. Inspection	PW074.02	ESD	ESD	Environmental Services	Wastewater	SWRCB Order #2006-0003 & WQ 2013-0058 EXEC	AU +7	Recycle or Delete after retention period	12/18/2018
Infrastructure Condition Assessment Data	Examples include: CCTV Inspection Videos & Reports	PW074.03	ESD	ESD	Environmental Services	Wastewater	None	S	Destroy or Delete after retention period	12/18/2018
Water Billing/Customer Records	Billings, correspondence, complaints	PW075	DPW	FIN	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Water Connection Records	Maps, water line connections	PW076	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW	DPW-Storm Drainage	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010
Flood Control: Flood Zones	Includes flood maps	PW079	DPW	DPW-Administration, CDD-Planning	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010
Flood Control: Insurance Programs	Includes copies of policies, rules, programs	PW080	DPW	DPW, CDD-Neighborhood Preservation, DPW-Admin	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Flood Control: Policies and Procedures	Rules and Regulations	PW081	DPW	DPW-Administration	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Flood Control: Reports/ Studies		PW082	DPW	DPW-Administration	Public Works	Water	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Inventory: Equipment		PW084	ESD, DPW	ESD, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Device Locations	Mains, valves, hydrants, wells	PW085	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	ESD	DPW-Streets, DPW-Trees & Medians, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Service Records	Includes work orders, entry cards, manholes, service to property owners	PW087	DPW	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Water Well & Pumping	Times operational, power used and quantity	PW088	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Maps	Line location; easements	PW089	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Master Plans	Copies	PW090	DPW, ESD	DPW, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Meter Operations	Reader reports, orders, tests Maintenance Reports	PW091	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	ESD	ESD - Wastewater - WPCP	Environmental Services	Water	40 CFR 122.28	L + 10	Archive per Records Management Policy	12/18/2018
Permits: Others	May depend on terms of state or federal agency	PW094	ESD, DPW	ESD-Wastewater, ESD-Solid Waste, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Policies and Procedures: Water	Includes rules and regulations	PW095	DPW	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Water Rates		PW096	DPW	FIN	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reclamation Documentation	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	PW097	ESD	ESD	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Water Conservation		PW099	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Water Consumption		PW100	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Corrosion Control	Compliance documentation	PW101	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Pollution Discharge Monitoring Documentation	Average amount of pollution discharged into waters of municipality.	PW102	ESD	ESD-Wastewater	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Drinking Water Corrections		PW103	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Reports: Hydrograph Information	Daily flow of streams	PW104	ESD	ESD	Environmental Services	Water	GC 34090	20 Years	Archive per Records Management Policy	12/18/2018
Reports: Lead Service Line	Compliance documentation	PW105	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Public Education	Compliance documentation	PW106	ESD	ESD-Wastewater, DPW-Transportation	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Water Quality Parameters	Compliance documentation	PW107	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Reports: Water Source Information	Compliance documentation, e.g. lead & copper	PW109	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: State Certification	Compliance documentation	PW110	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Variances, Water System		PW111	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Well Level Information		PW112	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Sources	May include wells, rivers, lakes, districts	PW113	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	ESD	ESD	Environmental Services	Water	GC 34090	CL + 10	Archive per Records Management Policy	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Surveys: Water System Sanitary	Statistics, reports, correspondence	PW115	ESD, DPW	ESD, CDD-Neighborhood Preservation, DPW	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Tests: Bacteriological Analysis of Water	Compliance records include location, date, method and results; corrections, analysis of bacterial content	PW117	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 8	Recycle or Delete after retention period	12/18/2018
Tests: Chemical Analysis of Water	Compliance records include location, date, method used and results; corrections, analysis of chemical content	PW118	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Tests: Water Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	PW119	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Valve Maintenance Records		PW120	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Violations, Drinking Water	Retention applies to each violation	PW121	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 3	Recycle or Delete after retention period	12/18/2018
Infrastructure Plan Related	Long Range Infrastructure Plan and Supporting Documentation	PW122	DPW, ESD	DPW, ESD	Public Works	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Meetings: Tailgate and Safety	Safety Meeting / Tailgate Logs, Agendas, Training Material	PW123	DPW, ESD	DPW, ESD	Public Works	Administration	8CCR3203(b)(2)	CU + 1	Destroy or Delete after retention period	12/18/2018
Logs: SMaRT Logs		PW124	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	Title 14 CCR Article 6.3 Section 17414	CU + 3	Destroy or Delete after retention period	12/18/2018
Exception Collection Reviews, Waste Logs	(exception Collection Reviews, Waste Logs)	PW125	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Biosolids	Record keeping	PW126	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period	12/18/2018
Vending Machines, Golf Course Restaurants	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports	PW127	LCS	LCS	Public Works	Parks	GC 34090	AU + 4	Destroy or Delete after retention period	12/18/2018
Grants	Examples: Proposition 12 Bond Funds, Proposition 40 Bond Funds, Per Capita Grant Program, Roberti-Z'berg-Harris (RZH) Block Grant Program,	PW128	LCS	LCS	Public Works	Parks	GC 34090, CCP 337	T + 4	Destroy or Delete after retention period	12/18/2018
Grants	Proposition 1B Transit Grant; applies to grantee, all contractors and subcontractors	PW128.1	DPW	DPW	Public Works	Streets / Alleys		CL + 35	Destroy or Delete after retention period	12/18/2018
State Monthly Reports, Lab Data, Ops Data	State Monthly Reports	PW129	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 122.41	CU + 8	Recycle or Delete after retention period	12/18/2018
Annual/Semi-Annual Repts. for NPDES, Stormwater/SCVURRP and Recycled Water		PW130	ESD	ESD	Environmental Services	Wastewater/Regulatory	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
NPDES Special Study Reports		PW131	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period	12/18/2018
Permits	Title V Air Permits	PW132	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Water Pollution Control Plant NPDES	PW134	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Stormwater NPDES	PW135	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Hazardous Waste Generator	PW136	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	401 Certifications	PW137	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	COE and BCDC Maintenance Dredging	PW138	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	33 USC 403; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Biosolids Landfill	PW139	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Pressure Vessel Permit to Operate	PW140	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	LC 7680; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	SMC 16.53; SMC 20.32; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits Issued by WPCP	Pretreatment Discharge Permits / Approvals	PW142	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 503.12; 40 CFR 403 et seq; GC 34090	CU + 15	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Permits Issued by WPCP	Conditionally exempt stormwater discharges	PW143	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.21, 40 CFR 122.3, California Water Code Division 7, 34090	CU + 6	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Training Certificates & Records	Licenses, Certificates	PW144	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period	12/18/2018
Data- Laboratory/Pretreatment (Paper)	Raw, Lab Bench, QA/QC,	PW145	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090; 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Data-Operations and Maintenance (Paper)	WPCP Operations, Stormwater, Pretreatment, CMMS (Maximo), Title V Permit, Ops / Scada, Equipment Manufacturer's Specifications, Drinking water well monitoring; Groundwater well monitoring	PW146	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
Laboratory Documents	SOPs	PW147	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, EPA 815-R-05-004, January 2005; GC 34090	CU + 6 years (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory Certificates	Analytical License	PW148	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	P	Archive per Records Management Policy	12/18/2018
Laboratory; Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personel Qualifications, & Guidance, MDL Studies	PW149	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory, Proficiency Testing & Training Records	Reports to PT Provider, DMRQA, Initial Determination of Capabilities	PW150	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 8	Recycle or Delete after retention period	12/18/2018
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	GC 34090	P	Archive per Records Management Policy	12/18/2018
Laboratory Documents	Chemical Hygiene Plan	PW152	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory Documents	MSDS; Current chemical products in use and those used in the past	PW153	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	29 CFR 1910.1200	CU + 30	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Discharge Monitoring Report (DMR)	PW154	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Monthly Operating Report	PW155	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Plant NPDES Permit Annual	PW156	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Pretreatment (Semi / Annual)	PW157	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Biosolids (annual)	PW158	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Stormwater w/ work plans	PW159	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Hazardous Wastes (Biennial)	PW160	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Title V Permit Semi-annual/Annual	PW161	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	401 Cert. Annual	PW162	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	COE & BCDC Maintenance Dredging - per incident	PW163	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Haz-Waste Biennial	PW164	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	SB-14 Waste Reduction Report	PW165	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 20	Recycle or Delete after retention period	12/18/2018
Special Studies & System History	Project files, contracts, proposals, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events	PW166	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP - Department Policy, GC 34090	L	Archive per Records Management Policy	12/18/2018
Correspondence, Administration - Public Works	Regulatory, Meeting Notes & Agendas, Dept. of Health (Lab Certifications), Sign in logs, Employee Suggestions	PW167	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	CGC 30490, BMP, Department Policy	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Public Notices, Administrative Orders	Correspondence, Consultants, Compliance issues, Conservation	PW168	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090, 40 CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Inspection Reports	Sanitary, Title V, Facility, Haz-mat, Safety, Risk Management Plan, OSHA	PW169	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP Department Policy, GC 34090, CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
WPCP Regulatory Compliance Records	OSHA - Respiratory protection	PW170	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Confined Space	PW171	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Community Right to Know	PW172	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	TSCA	PW173	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Spill Prevention Control and Countermeasures Plan	PW174	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	AB-32 - Green House Gas Reporting	PW175	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 20	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
WPCP Regulatory Compliance Records	Title V Permit	PW176	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Hazardous Waste Manifests & Inspections	PW177	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Risk Management Plan	PW178	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Lead & Copper Rule	PW179	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
WPCP Regulatory Compliance Records	NPDES Stormwater Permit	PW180	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	NPDES Permit - WPCP	PW181	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
Agreements	Including concessionaire, slip rental, facility storage	TRAN001	DPW	DPW	Transportation	Administration	CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010
Applications Special Events	Permits, correspondence, related documents re use of rights of way	TRAN003	DPW	DPW, OCM	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Fueling	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	TRAN004	DPW	OCM-Fleet	Transportation	Administration	CCP 337	AU + 4	Recycle or Delete after retention period	3/23/2010
Hazardous Waste Disposal	Documentation re: the handling and disposal of hazardous waste	TRAN005	DPS	DPS, DPW, OCM-Fleet	Transportation	Administration	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010
Inventory, Equipment Parts & Supplies	Includes vehicles, aircraft, vessels and related documents re repairs	TRAN006	DPW	DPW, OCM-Fleet	Transportation	Administration	CG 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Inventory, Vehicle Ownership and Title	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	TRAN007	LCS, DPW	LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	12/18/2018
Licenses and Permits	Forms, related documentation re: licenses and permits required by federal and state agencies	TRAN008	LCS, DPW	LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Vehicle and Equipment Maintenance and Operations	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	TRAN009	DPW	DPW, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Reports: Accident (Copies)	Memos and working documents	TRAN010	DPS, DPW	DPS, DPW, OCM-Fleet	Transportation	Administration	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010
Vehicle Assignment Documentation	Log books, request forms, lists	TRAN011	DPW	DPW, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Licenses and Permits:Taxi Franchise	License, permits for Taxicabs, shuttles, etc	TRAN022	FIN, DPS	FIN, DPS	Transportation	Ground Transportation	GC 34090	T + 4	Destroy or Delete after retention period	3/23/2010



City of Sunnyvale

Agenda Item

20-0945

Agenda Date: 11/10/2020

SUBJECT

Adopt Ordinance No. 3166-20 to Amend Sunnyvale Municipal Code Chapter 9.28 to Prohibit the Sale of Flavored Tobacco Products.

BACKGROUND

The attached Ordinance was introduced at a regular meeting of the City Council held on October 27, 2020 with the following vote: 6-1.

RECOMMENDATION

Adopt Ordinance No. 3166-20 to amend Sunnyvale Municipal Code Chapter 9.28 to prohibit the sale of flavored tobacco products.

ORDINANCE NO. 3166-20

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE 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**

WHEREAS, the City of Sunnyvale desires to amend certain sections of the Sunnyvale Municipal Code Chapter 9.28 relating to regulation of smoking and flavored tobacco products to protect public health, safety, and welfare by discouraging the sale and distribution of flavored tobacco products; and

WHEREAS, in 2009, the federal Food and Drug Administration (FDA) banned all flavored cigarette products (with the exception of menthol); and

WHEREAS, following the FDA ban, tobacco use by youth decreased by 6% and decreased the likelihood of becoming a cigarette smoker by 17%; and

WHEREAS, federal law does not restrict the sale of menthol cigarettes or flavored non-cigarette tobacco products, such as cigarillos or electronic smoking devices, and the solutions used in these devices; and

WHEREAS, on August 28, 2020, the state of California adopted SB 793, codified at California Health and Safety Code section 104559.5 and taking effect on January 1, 2021, which will prohibit the sale of most flavored tobacco products and which specifically provides that a municipality may adopt a more strict local ordinance; and

WHEREAS, mentholated and flavored non-cigarette products have been shown to be “starter” products for youth who begin using tobacco, helping to establish tobacco habits that can lead to long-term addiction; and

WHEREAS, tobacco use remains the number one most preventable cause of death and disease in the United States, causing one in eight deaths in Santa Clara County every year; and

WHEREAS, evidence and studies show that youth believe flavored tobacco products are safer and less addictive than non-flavored varieties; and

WHEREAS, 82.3% of Santa Clara County teens currently using tobacco reported using a flavored tobacco product; and

WHEREAS, 80% of Santa Clara County teens reported starting tobacco use with a flavored tobacco product; and

WHEREAS, in 2016, an estimated 82% of tobacco retailers in California sold flavored

non-cigarette tobacco products, over 90% of tobacco retailers sold menthol cigarettes, and 8 of 10 tobacco retailers near schools sold flavored, non-cigarette tobacco products; and

WHEREAS, in 2019, the City Council approved Study Issue 19-01, titled Ban the Sale of Flavored Tobacco Products, of which a main goal is to prohibit the sale of flavored tobacco products, and includes a study of implementation strategies and enforcement options.

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

SECTION 1. Chapter 9.28 AMENDED. Chapter 9.28 (Regulation of Smoking) of Title 9 (Public Health, Safety or Welfare) of the Sunnyvale Municipal Code is hereby amended to read as follows:

9.28. Regulation of Smoking and Flavored Tobacco Products.

SECTION 2. Section 9.28.010 AMENDED. Section 9.28.010 of Chapter 9.28 (Regulation of Smoking) of Title 9 (Public Health, Safety, or Welfare) of the Sunnyvale Municipal Code is hereby amended to read as follows:

9.28.010. Purpose.

The city council of the city of Sunnyvale does hereby find that tobacco smoke is detrimental to the health, welfare and comfort of the general public and that the health, safety and general welfare of the residents of, persons employed in, and persons who frequent this city would be furthered by the prohibition and regulation of smoking in enclosed places or defined places, including places of employment and multi-unit residences. The city council also finds that smoking is the number one most preventable cause of death and disease and that the use of flavored tobacco products, particularly use among youth, has increased in recent years. The purpose of this chapter is to ensure a healthier environment within the city, improve public safety by reducing litter from smoking waste and the risk of fire from smoking, and enhance the welfare of residents, workers, and visitors by reducing exposure to second hand smoke, which studies confirm can cause negative health effects in non-smokers, and balance the needs of persons who smoke with the needs of nonsmokers, including children and youth, to be free from the discomforts and health threats created by exposure to second-hand smoke. This chapter also seeks to prevent access to flavored tobacco products, which studies show are a gateway to establishing tobacco habits with long-term addictive consequences.

SECTION 3. Section 9.28.020 AMENDED. Section 9.28.020 of Chapter 9.28 (Regulation of Smoking) of Title 9 (Public Health, Safety or Welfare) of the Sunnyvale Municipal Code is hereby amended to read as follows:

9.28.020. Definitions

(a)-(b) [Text unchanged]

(c) “Characterizing flavor” means a taste or aroma, other than the taste or aroma of tobacco, imparted either prior to or during consumption of a tobacco product or any byproduct of the tobacco product, including but not limited to menthol, mint, wintergreen, fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, herb or spice, provided however that a tobacco product shall not be determined to have a characterizing flavor solely because of the use of additives, flavorings, or the provision of ingredient information.

(d)-(j) [Text Unchanged; Renumbered]

(k) “Flavored tobacco product” means any tobacco product that imparts a characterizing flavor. A manufacturer’s public statement or claim of characterizing flavor, texts or images on labeling or packing that explicitly or implicitly implies characterizing flavor, or actions by a manufacturer directed to consumers that would cause consumers to believe the tobacco product imparts a characterizing flavor shall raise a rebuttable presumption that the tobacco product is a flavored tobacco product.

(l)-(q) [Text Unchanged; Renumbered]

(r) “Sale” or “sell” means any transfer, exchange, barter, gift, offer for sale, or distribution for a commercial purpose, in any manner or by any means whatsoever. Possession of four or more flavored tobacco products by a tobacco retailer, including individual or packages of such products, or any combination thereof, shall raise a rebuttable presumption of possession with intent to sell flavored tobacco products.

(s) [Text Unchanged; Renumbered]

(t) “Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization, when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine and the purpose of inhalation is solely olfactory such as, for example, from incense. The term “smoke” includes, but is not limited to tobacco smoke, vapors from an electronic smoking device, and marijuana smoke.

(u) “Smoking” means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation.

(v) “Tobacco product” means any product containing, made from, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars,

cigarillos, chewing tobacco, pipe tobacco, and snuff; and any electronic smoking device. “Tobacco product” also includes any component, part, or accessory intended or reasonably expected to be used with a tobacco product, whether or not sold separately. “Tobacco product” does not include drugs, devices, or combination products authorized for sale by the United States Food and Drug Administration as defined in Sections 321 and 353(g) of Title 21 of the United States Code, relating to the Federal Food, Drug and Cosmetic Act.

(w) “Tobacco retailer” means any person who sells or offers for sale tobacco products and associated paraphernalia, without regard to the quantity of tobacco products sold or offered for sale.

(x)-(z) [Text Unchanged; Renumbered]

SECTION 4. Section 9.28.070 AMENDED. Section 9.28.070 (Violations) of Chapter 9.28 (Regulation of Smoking) of Title 9 (Public Health, Safety or Welfare) of the Sunnyvale Municipal Code is hereby added to read as follows:

9.28.070 Violations.

- (a) It is unlawful for any person to smoke in a place within the city where smoking is prohibited.
- (b) No employer or other person with responsibility for management or control of a place where smoking is prohibited shall knowingly and intentionally allow smoking in violation of this chapter, or fail to post signs required by this chapter.
- (c) No person shall dispose of used smoking or tobacco product waste within the boundaries of an area in which smoking is prohibited, including within any reasonable distance required by this chapter.
- (d) No person, employer, or nonprofit entity shall intimidate, threaten any reprisal, effect any reprisal, or in any manner discriminate against another person who seeks to attain compliance with this chapter.
- (e) It is unlawful for any tobacco retailer, its agents, employees, or assigns to sell or offer for sale, or possess with intent to sell or offer to sell any flavored tobacco product.

(f)-(g) [Text Unchanged; Renumbered]

SECTION 5. Section 9.28.075 ADDED. Section 9.28.075 (Relationship to Other Requirements) of Chapter 9.28 (Regulation of Smoking) of Title 9 (Public Health, Safety or Welfare) of the Sunnyvale Municipal Code is hereby added to read as follows:

9.28.075 Relationship to Other Requirements.

This chapter provides for regulation of smoking and sale of tobacco products and shall not be construed to preempt or otherwise limit or affect the applicability of any other law, regulation, requirement, policy or standard, or to alter the penalties provided by such laws, or regulate conduct where such regulation has been preempted by the United States or the State of California.

SECTION 6. 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 7. 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 8. EFFECTIVE DATE. This ordinance shall be in full force and effect six (6) months from and after the date of its adoption.

SECTION 9. 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 October 27, 2020, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on November 10, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk
Date of Attestation: _____

Mayor

(SEAL)

APPROVED AS TO FORM:

City Attorney



City of Sunnyvale

Agenda Item

20-0049

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

REQUEST FOR CONTINUANCE TO A DATE UNCERTAIN

Proposed Project: General Plan Amendment Initiation request to consider amending the General Plan designation from Commercial to Low Density Residential for the northwest portion of the site.

Location: 1689 S. Wolfe Road (APN: 309-51-028)

File #: 2020-7436

Zoning: C-1 (Neighborhood Business)/PD (Planned Development)

General Plan: Commercial

Applicant / Owner: PSR Development Inc. (applicant and owner)

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

Project Planner: Kelly Cha, (408) 730-7408, kcha@sunnyvale.ca.gov

REPORT IN BRIEF

This item was scheduled and advertised for the City Council meeting of November 10, 2020. The applicant would like to explore additional options and has requested continuance of this item to a date uncertain. On October 26, 2020 the Planning Commission continued the hearing in accordance with the applicant's request. Staff recommends a formal continuance of the City Council hearing on this item to a date uncertain. The project will be re-advertised for future Planning Commission and City Council hearing dates.

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. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Open the Public Hearing and continue this item to a City Council meeting of a date uncertain.
2. Open the Public Hearing and continue this item to a City Council meeting on a date determined by City Council.

STAFF RECOMMENDATION

Alternative1: Open the Public Hearing and continue this item to a City Council meeting of a date uncertain.

This action serves as legal notification of the continuance of this item.

Prepared by: Kelly Cha, Associate Planner

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

20-0943

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

CONTINUED FROM OCTOBER 27, 2020.

Receive and File the FY 2020/21 First Quarter Budget Update and Approval of Budget Modification No. 8 in the Amount of \$1,932,000 to Appropriate CARES Act Funding

REPORT IN BRIEF

This report summarizes the year to date financial position of the City's major funds, including an update on the receipt of revenue and current status of expenditures. Overall, the City's financial position is tracking as planned in the FY 2020/21 Budget and ended the year slightly better than planned for FY 2019/20. Information early in the year is not yet fully available, especially revenues, which lag by approximately a month.

The City has been approved to receive \$1,932,000 in CARES act funding from the State to help offset the fiscal impact of the City's COVID response. Staff is recommending that Council Receive and File the First Quarter Budget Update and approve Budget Modification No. 8 to appropriate the CARES Act funding to the Budget Stabilization Fund.

BACKGROUND

As part of the FY 2020/21 Budget Adoption, staff committed to providing a report to Council detailing the current financial condition of the City on a quarterly basis. This is the first of these reports. This update compares the FY 2020/21 Adopted Budget with actual revenues and expenditures year to date. In addition, this report provides a preliminary review of the FY 2019/20 year-end financial results.

Information early in the fiscal year, especially on revenues, is not yet fully developed. Many sources of revenue aren't received until several months into the year. For example, Transient Occupancy Tax (TOT) for September, is not due to the City until the end of October. Another example is Business License Tax, which will appear low until the second half of the fiscal year after renewals occur. While operating expenditures tend to trend more evenly due to regular payroll costs, some expenditures also develop further into the year. For example, large bills like water purchases, are also delayed with July not paid until mid or late August. Consequently, each Quarterly Report will provide a little more context for the year to date status of revenues and expenditures.

This report also seeks Council approval to appropriate the \$1,932,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding received through the California Department of Finance.

EXISTING POLICY

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least

four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

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

DISCUSSION

This report presents preliminary budget and actual year-end results for FY 2019/20 and year-to-date information for FY 2020/21 (as of August 2020) for the General Fund and Enterprise funds. FY 2019/20 data reflects the estimates presented in the FY 2020/21 Adopted Budget, which includes updated revenue projections and budget modifications. Transfers, Interfund revenues, bond proceeds, debt service as well as project and equipment costs are not included in this report. Note that FY 2019/20 actuals are unaudited and that significant changes can occur during closing the fiscal year. For example, bills paid in FY 2020/21 may actually be attributable to work done in FY 2019/20 and adjusted accordingly. FY 2020/21 data represents the recently Adopted Budget.

While overall progress looks to be as planned, staff will continue to watch the incoming receipts and outgoing expenditures closely. One of the most closely watched unbudgeted expenditure is the effect of underperforming CalPERS returns on the City’s pension costs. Preliminary estimates indicate an impact of \$1.5 million to \$2 million annually. CalPERS reports are released at the end of October, and then staff will engage its actuary to provide a new analysis and long-term projections, which will be factored into the FY 2021/22 budget and long-term financial plans for each fund.

During the budget development process, one of the major cost savings strategies was to hold vacant positions. The practical effect of this is some impact to various services. The City Manager held 29.65 FTE vacancies in the budget process and continues to exercise judgement on which vacancies to hold, with the service level reductions approved by Council through the cost savings measures maintained as planned. To date, the City manager has frozen an additional two part time positions and one full time position. This surgical approach to freezing positions allows the City to continue to be responsive to shifting and changing conditions while maintaining the needed cost savings in each affected fund. However, several impending retirements are expected well before the end of the Fiscal Year.

General Fund

Overall, preliminary FY 2019/20 financials show a positive year-end revenue and expenditure variance for the General Fund. Staff continues to monitor FY 2020/21 financials closely.

Revenue

General Fund Revenue	FY 2020/21			FY 2019/20		
	16.67% of Fiscal Year			99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Property Tax	\$ 90,750,445	\$ 101,460	0.1%	\$ 85,495,426	\$ 85,495,611	\$ 185
Sales Tax	\$ 27,163,221	\$ -	0.0%	\$ 27,697,831	\$ 28,833,160	\$ 1,135,329
Transient Occupancy Tax	\$ 10,617,327	\$ 788,306	7.4%	\$ 15,093,335	\$ 15,895,540	\$ 802,205
UUT & Franchise Fees	\$ 15,760,876	\$ 869,382	5.5%	\$ 15,671,292	\$ 15,421,694	\$ (249,598)
Construction Tax	\$ 3,686,757	\$ 466,256	12.6%	\$ 4,775,825	\$ 5,171,077	\$ 395,252
Business License Tax	\$ 1,914,476	\$ 41,145	2.1%	\$ 1,749,343	\$ 1,935,129	\$ 185,786
Real Property Transfer Tax	\$ 1,790,431	\$ 141,792	7.9%	\$ 1,949,035	\$ 1,815,234	\$ (133,801)
Permits & Licenses	\$ 1,634,631	\$ 207,222	12.7%	\$ 1,864,135	\$ 2,134,687	\$ 270,552
Service Fees	\$ 3,626,133	\$ 230,257	6.3%	\$ 5,473,049	\$ 5,540,571	\$ 67,522
Rents & Concession	\$ 3,113,907	\$ 106,431	3.4%	\$ 3,320,321	\$ 3,254,484	\$ (65,837)
Other Revenue	\$ 3,822,573	\$ 805,954	21.1%	\$ 5,349,940	\$ 6,637,790	\$ 1,287,850
Revenue Subtotal	\$ 163,880,779	\$ 3,758,204	2.3%	\$ 168,439,532	\$ 172,134,978	\$ 3,695,446
One-Time Revenue*	\$ -	\$ -		\$ 15,343,570	\$ 6,343,570	\$ (9,000,000)
Grand Total	\$ 163,880,779	\$ 3,758,204	2.3%	\$ 183,783,102	\$ 178,478,547	\$ (5,304,555)

* Sale of Property, ERAF

FY 2019/20

General Fund revenue ended the year \$3.7M (or 2.2%) above projections when one-time revenues are excluded. Almost all major sources exceeded revised revenue projections. Sales Tax was \$1.1M above its revised estimate. While sales tax revenue was expected to decline steeply as a result of the COVID-19 pandemic business shutdowns and continuing business restrictions, the declines were not as steep as projected. During the shutdown, people were drawn to online shopping and continued to shop for essential goods though the better than expected results for the City are mainly related to the medical/biotech sector. Discretionary purchases, such as auto leases and purchases, also contributed to stronger than expected sales tax as customers sought to take advantage of the low interest rates and compelling sales offers. In addition, more deferred sales tax payments from the previous quarter were received than estimated.

With initial restrictions of only essential travel allowed and then the ongoing COVID-19 public health concerns, TOT dropped immediately and sharply, though not as sharply as anticipated. Further, TOT trended up each month of the last quarter with a monthly average of \$228,000 as COVID-19 restrictions tapered down. Strong construction tax revenue continues to reflect the City's robust development activity that quickly resumed after construction operations were halted briefly for two months as part of the COVID-19 response. The \$1.3M positive variance in the Other Revenue category is driven primarily by interest income, reflecting the City's strong cash position.

Real Property Transfer Tax did not meet projected revenue expectations as a result of slowing property sales due to the initial shutdown of non-essential businesses and economic uncertainty as a result of COVID-19. Utility Users Tax (UUT) and Franchise Fees were down as many large businesses closed as part of the COVID-19 response and then quickly shifted to work from home business models.

One-time revenue reflects \$6.3M in Property Tax Educational Revenue Augmentation Funds (ERAF) that was received as anticipated. The \$9M variance is associated with Sale of Property (Block 15 - Charles Street at Mathilda) from the General Fund to the Housing Fund and is now anticipated to be complete in FY 2020/21.

FY 2020/21 Year to Date Update

Few revenues are received evenly throughout the year and therefore progress is difficult to gauge early in the fiscal year. For example, no Sales Tax has been received to date as receipt of sales tax revenue lags the actual economic activity because taxpayers have 30 days to file for monthly reporting periods followed by processing by the California Department of Tax and Fee Administration (CDTFA), which takes several weeks. Receipt of sales tax revenue for the fiscal year typically begins in October. The City uses a Sales Tax consultant to analyze activity. At this time, the City's consultant has indicated that it is anticipated that the City will meet its Sales Tax estimates for FY 2020/21, which are anticipated to drop an additional 2% from 2019/20 after falling off 19% from FY 2018/19.

While TOT revenue is still a fraction of the pre-pandemic revenue, the positive monthly trend has continued into FY 2020/21 with an average of \$394,000 in monthly TOT paid in the first two months of the fiscal year. Reporting indicates that average room rates are down 48% from the same time last year to \$95 per night, and average occupancy rates are tracking at 40% vs. 77% in the first quarter of last Fiscal Year. Construction Tax continues to reflect the City's steady development activity. The Other Revenue positive position is related to a large non-compliance Transportation Demand Management (TDM) penalty of \$516,350 that the City received.

Property tax revenue received to date is due to Supplemental Tax payments. Supplemental taxes are taxes that are due when property undergoes a change of ownership or new construction. These mid-year adjustments will be reflected on the tax roll the following year, but in the year of the event, the tax is prorated, and the City receives this amount separate from the Secured tax revenue. Secured is received in ten payments that the City receives between late November and June. Property valuation growth for the FY 2020/21 tax roll shows an increase of 10.4%, which is greater than the FY 2020/21 Budget estimate of 8.2%. With slower property sales and a sluggish economy, tax roll growth for FY 2021/22 is expected to moderate heavily. For example, the California CPI growth factor is trending less than the 2% allowed with 1.6% applied to the FY 2020/21 roll and 1.2% the current estimate for the FY 2021/22 roll. We will know the final growth factor for the FY 2021/22 tax roll when the County releases the data at the beginning of the 2021 calendar year.

Expenditures

General Fund Expenditures	FY 2020/21			FY 2019/20		
	16.67% of Fiscal Year			99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Community Development	\$ 1,780,747	\$ 281,706	15.8%	\$ 1,562,731	\$ 1,334,407	\$ 228,324
Environmental Services	\$ 2,417,676	\$ 250,324	10.4%	\$ 2,203,384	\$ 1,939,803	\$ 263,581
Finance	\$ 11,298,211	\$ 1,527,973	13.5%	\$ 10,872,696	\$ 10,010,596	\$ 862,101
Human Resources	\$ 5,136,261	\$ 671,843	13.1%	\$ 5,071,584	\$ 4,480,775	\$ 590,810
Library and Recreation Services*	\$ 18,308,181	\$ 2,795,523	15.3%	\$ 20,134,877	\$ 17,838,759	\$ 2,296,119
Office of the City Attorney	\$ 1,875,126	\$ 279,014	14.9%	\$ 1,807,509	\$ 1,751,319	\$ 56,190
Office of the City Manager	\$ 5,505,884	\$ 821,409	14.9%	\$ 5,182,010	\$ 4,794,061	\$ 387,950
Public Safety	\$ 102,064,174	\$ 14,944,926	14.6%	\$ 98,884,896	\$ 97,403,935	\$ 1,480,961
Public Works	\$ 25,057,955	\$ 3,983,424	15.9%	\$ 26,169,448	\$ 26,097,872	\$ 71,576
Operating Subtotal	\$ 173,444,216	\$ 25,556,141	14.7%	\$ 171,889,136	\$ 165,651,526	\$ 6,237,611
Grand Total	\$ 173,444,216	\$ 25,556,141	14.7%	\$ 171,889,136	\$ 165,651,526	\$ 6,237,611

* Library and Community Services changed name to Library and Recreation Services in Sept. 2020

FY 2019/20

The General Fund is preliminarily projected to end the year with a \$6.2M positive operating variance. All departments met their General Fund operating budget primarily as a result of salary savings

related to the initial business interruption (e.g., restrictions on Library and Recreation Services recreation offerings, pivot to remote hiring process, etc.) associated with the COVID-19 pandemic and then the informal hiring freeze put in place by the City Manager. Similarly, Goods & Services spending is expected to end the year with a positive variance as some non-essential business activity slowed down in response to the pandemic as well as the City's conscientious efforts to spend only as necessary during the uncertain economic times presented.

While General Fund expenditures are expected to end the year favorably, the City did incur unexpected costs in response to the COVID-19 pandemic. The City used the Budget Stabilization Fund Reserve for \$750,000 in small business and non-profit financial assistance, purchased personal protection supplies, and re-routed personnel from regular duties to responding to the COVID-19 pandemic. While the City does not anticipate that all these costs will be reimbursed, the City has received \$1.9M in CARES Act Funding to offset these unanticipated expenditures. The City will also seek reimbursement from the Federal Emergency Management Agency (FEMA) for eligible costs.

FY 2020/21 Year to Date Update

General Fund expenditures are at 14.7% while 16.67% of the fiscal year has passed. Expenditures trend more evenly throughout the year driven mainly by bi-weekly payroll costs. Accordingly, salary and benefit expenditures are trending on target with the payroll benchmark for this point in the fiscal year at 14.6%. The timing of Operations & Maintenance expenditures can vary throughout the year and are expected to end the year at budget.

Enterprise Funds

Golf & Tennis Operations

<i>Golf & Tennis Fund Revenue</i>	FY 2020/21			FY 2019/20		
	16.67% of Fiscal Year			99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Golf Course Revenue	\$ 2,907,403	\$ 665,478	22.9%	\$ 2,834,780	\$ 3,317,904	\$ 483,124
Tennis Revenue (Rental Fee)	\$ 105,000	\$ -	0.0%	\$ 72,500	\$ 83,750	\$ 11,250
Grand Total	\$ 3,012,403	\$ 665,478	22.1%	\$ 2,907,280	\$ 3,401,654	\$ 494,374

<i>Golf & Tennis Fund Expenditures</i>	FY 2020/21			FY 2019/20		
	16.67% of Fiscal Year			99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Golf Course Expenditures	\$ 3,961,279	\$ 861,572	21.7%	\$ 4,482,999	\$ 4,823,977	\$ (340,977)
Tennis Expenditures	\$ 108,428	\$ 6,690	6.2%	\$ 110,536	\$ 94,289	\$ 16,247
Grand Total	\$ 4,069,707	\$ 868,262	21.3%	\$ 4,593,535	\$ 4,918,266	\$ (324,731)

FY 2019/20

Revenue associated with the golf courses ended the year with a \$483,124 positive variance despite COVID-19 restrictions that closed operations for almost two months. Reopening partially in May after the COVID-19 pandemic operating restrictions, golf play picked up as soon as these restrictions eased up and allowed the course to re-open for a strong revenue finish. Further, the majority of this positive variance can be attributed directly to golf fees, such as Green fees and Driving Range fees.

The overspending in FY 2019/20 is related to the cost to end the contract with the restaurant concession operator at the Sunnyvale Golf Course. The costs associated with terminating the contract were more than anticipated.

FY 2020/21 Year to Date Update

Golf play continues to be steady and is benefiting as a sport that allows for the social distancing required to prevent the spread of COVID-19. At 23.9% of the annual revenue estimate, golf fees are trending up, but are very seasonal and will slow as winter approaches and the days shorten. Air quality due to wildfires has not impacted play as deeply as in the past as with COVID-19 face covering/mask requirements in place, customers were already prepared. Some COVID-19 restrictions continue to hinder revenue, such as the restriction on shared golf cart use, limited tee times and range due to space restrictions, etc. COVID-19 restrictions also continue to impact tennis operations with the operator reporting revenue loss of over 65% since the pandemic hit. The restaurant operator at Sunken Gardens also continues to experience revenue loss due to the ongoing restrictions on indoor dining. To this end, the City is working with both operators on rent abatement agreements to help mitigate their financial losses.

Golf & Tennis fund expenditures are trending high at this point in the fiscal year mainly due to water costs. Water costs are higher than usual at this point due to a billing reconciliation associated with a broken water meter that will be repaired shortly.

Development Enterprise Fund

Development Enterprise Fund Revenue	FY 2020/21 16.67% of Fiscal Year			FY 2019/20 99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Permits & Licenses	\$ 10,399,818	\$ 1,588,460	15.3%	\$ 12,993,816	\$ 14,024,869	\$ 1,031,052
Community Development Fees	\$ 4,641,052	\$ 778,180	16.8%	\$ 6,052,619	\$ 6,519,949	\$ 467,330
Public Works Fees	\$ 1,282,029	\$ 157,670	12.3%	\$ 1,602,536	\$ 1,881,448	\$ 682,370
Other*	\$ 1,178,648	\$ 1,840	0.2%	\$ 1,199,077	\$ 1,222,593	\$ 1,222,593
Grand Total	\$ 17,501,547	\$ 2,526,151	14.4%	\$ 21,848,048	\$ 23,648,858	\$ 1,800,810

*Interest Income & Miscellaneous

Development Enterprise Fund Expenditures	FY 2020/21 16.67% of Fiscal Year			FY 2019/20 99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Community Development	\$ 7,895,889	\$ 1,227,661	15.5%	\$ 8,542,161	\$ 8,850,303	\$ (308,142)
Environmental Services	\$ 271,741	\$ 25,245	9.3%	\$ 258,876	\$ 248,121	\$ 10,754
Library and Recreation	\$ 25,018	\$ 4,386	17.5%	\$ 29,917	\$ 35,333	\$ (5,416)
Office of the City Attorney	\$ 511,221	\$ 79,784	15.6%	\$ 482,443	\$ 358,914	\$ 123,530
Public Safety	\$ 1,425,639	\$ 163,536	11.5%	\$ 1,230,949	\$ 893,257	\$ 337,692
Public Works	\$ 2,756,989	\$ 353,773	12.8%	\$ 2,781,212	\$ 2,538,567	\$ 242,645
Grand Total	\$ 12,886,496	\$ 1,854,386	14.4%	\$ 13,325,558	\$ 12,924,494	\$ 401,064

* Library and Community Services changed name to Library and Recreation Services in Sept.

FY 2019/20

Revenues in the Development Enterprise Fund are projected to beat current revenue estimates by \$1.8M (or 8.3%). Development Enterprise Fund revenues continued to reflect the City's robust development activity and all major revenue sources are expected to beat revenue estimates with permits and license fees being the largest component.

Overall, the Development Enterprise Fund expenditures came in under budget by roughly \$400,000 (or 3%). The Community Development Department exceeded its operating budget by \$300,000 (or 4%). This overage can be attributed to the use of contract services by the Building Safety Division to

augment staffing needed to provide additional workload capacity related to elevated development activity, though overspending is offset by additional revenues. Consequently, contract staffing costs were moved from project to operating in the FY 2020/21 budget.

FY 2020/21 Year to Date Update

While the full impact of COVID-19's impact on the City's development activity remains unknown, development fee revenue has been steady for this point in the fiscal year.

Expenditures are trending as expected for this point. We will monitor revenues and expenditures closely to make timely adjustments as may be needed, but at this point, the fund is expected to meet budget.

Development Impact Fees

Development Impact Fees*	FY 2020/21 16.67% of Fiscal Year			FY 2019/20 99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Park Dedication Fees	\$ 41,704,226	\$ 70,785	0.2%	\$ 25,736,763	\$ 25,736,763	\$ -
Housing Mitigation Fees	\$ 41,047,149	\$ -	0.0%	\$ 7,998,024	\$ 9,821,274	\$ 1,823,250
Transportation Impact Fees	\$ 7,459,583	\$ 12,867	0.2%	\$ 5,161,729	\$ 5,589,286	\$ 427,557
Sense of Place Fees	\$ 1,632,757	\$ -	0.0%	\$ 1,738,012	\$ 1,738,012	\$ -
Grand Total	\$ 91,843,715	\$ 83,652	0.1%	\$ 40,634,527	\$ 42,885,335	\$ 2,250,807

*Excludes Interest Income

Development projects take years to come to fruition, therefore, the timing of Development Fee Impact revenue is difficult to predict in the short-term. FY 2019/20 exceeded revenue projections by \$2.3M with some impact fees received in the last quarter of the fiscal year based on projects already in the development pipeline.

Due to project delays associated with the COVID-19 suspension of construction activity in March and April, a majority of revenue expected to be collected in FY 2019/20 is now projected to be collected in FY 2020/21 for existing projects under construction. Impact fees are not received evenly throughout year, but rather based on milestones in the development process. For projects in the earlier stages of development pipeline, the current economic uncertainty makes it difficult to predict projects that will proceed or stall. Staff will monitor development activity and revisit revenue projections as necessary during annual budget development.

Utility Funds

Utility Fund Revenue	FY 2020/21 8.33% of Fiscal Year			FY 2019/20 99% of Fiscal Year		
	Budget	Actuals	% to Date	Adjusted Budget	Actuals	Variance
Water Fund	\$ 61,799,016	\$ 5,275,616	8.5%	\$ 66,032,607	\$ 72,461,356	\$ 6,428,749
Wastewater Fund	\$ 49,738,978	\$ 4,899,218	9.8%	\$ 61,618,593	\$ 64,821,986	\$ 3,203,393
Solid Waste Management Fund	\$ 53,167,280	\$ 4,120,698	7.8%	\$ 53,526,170	\$ 55,999,069	\$ 2,472,899
Grand Total	\$ 164,705,274	\$ 14,295,532	8.7%	\$ 181,177,370	\$ 193,282,411	\$ 12,105,041

*July 2020 revenue data only

Utility Fund Expenditures	FY 2020/21			FY 2019/20		
	16.67% of Fiscal Year			99% of Fiscal Year		
	Budget	Actuals	% to Date	Budget	Actuals	Variance
Water Fund	\$ 42,879,620	\$ 4,871,879	11.4%	\$ 42,050,864	\$ 41,198,677	\$ 852,187
Wastewater Fund	\$ 20,160,127	\$ 2,419,597	12.0%	\$ 18,455,282	\$ 17,996,083	\$ 459,199
Solid Waste Management Fund	\$ 41,838,851	\$ 6,100,930	14.6%	\$ 40,689,949	\$ 40,234,200	\$ 455,750
Grand Total	\$ 104,878,598	\$ 13,392,406	12.8%	\$ 101,196,096	\$ 99,428,960	\$ 1,767,136

FY 2019/20

Preliminary year end results show the Water Fund revenue with a positive variance of \$6.4M mostly driven by metered water sales. A large component of the positive Wastewater revenue result is a \$1.8 M infrastructure fee payment associated with the Peery Park development as well as stronger than budgeted sewer fees. The Solid Waste Fund's favorable revenue position is mostly related to City refuse service fees for residential and commercial service. It should be noted that the fees associated with the construction debris boxes declined slightly in the last quarter as construction activity was suspended due to the County's COVID-19 business restrictions. In addition, Fines and penalties are down across all three utility funds due to Council action to waive late fee penalties in consideration of COVID-19 financial impacts to the community though this is not a significant portion (average of \$96,000) of the utility funds' revenue budget. Current delinquency rates for utilities remain approximately the same as they were pre-COVID.

Anticipated year end savings for the Water Fund are as mainly as a result of salary savings. The Wastewater Fund also benefited from salary savings as well as savings from contract and professional service costs that augment staffing for engineering work. The Solid Waste Fund had some salary savings, but also realized savings related to landfill and transfer costs due to business closures in response to COVID-19.

FY 2020/21 Year to Date Update

With COVID-19's prolonged impact to businesses (e.g., moving to work from home scenarios, reduced capacity, etc.), the City is closely monitoring utility service fees. It's also important to note that these fees lag as the City bills two months in arrears.

To date, at 8.3% of the fiscal year, Water revenues are at 9.7% with metered water sales and recycled water fees trending high for this point in the fiscal year. For the Wastewater fund, sewer fees are on par with this point in the fiscal year at 8.4%. Solid Waste Fees are trending low at 5.3% when compared to 8.3% of the fiscal year as businesses are holding and/or reducing service.

As with other funds, salary and benefit operating expenditures tend to trend more evenly during the fiscal year due to regular payroll costs while timing of Operations & Maintenance costs can vary. Water salary costs are trending at 13.7%, which is slightly lower than the payroll benchmark of 14.56% of the fiscal year. The cost to purchase water, this fund's largest expense, is trending at 10.72%, which is below the accounting benchmark of 16.67% of the fiscal year, but in line with costs for the same time last year. Wastewater salary costs are in line with the payroll benchmark of 14.56% of the fiscal year. Solid Waste salary costs are trending low for this point in time at 12%. Transfer and Landfill costs are trending high at 23.7%, which is reflective of solid waste activity resuming after the more severe COVID-19 restrictions were lifted and likely some catch up in expenditures from the prior year. Staff anticipates this will normalize throughout the year.

FISCAL IMPACT

Preliminary year-end financial data as well as the quarterly financial analysis discussed in this report are informational. As CARES Act funding was received after the FY 2020/21 Adopted Budget, staff is recommending a budget modification to appropriate these funds. Therefore, Budget Modification No. 8 has been prepared to appropriate CARES Act grant funds in the amount of \$1,932,000 for reimbursement of unanticipated costs related to the City's COVID-19 response.

**Budget Modification No. 8
FY 2020/21**

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Revenue</u>			
CARES Act Grant Funds	\$0	\$1,932,000	\$1,932,000
<u>Reserves</u>			
Budget Stabilization Fund	\$43,872,777	\$1,932,000	\$45,804,777

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. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Receive and file the FY 2020/21 First Quarter Budget Update and Approve Budget Modification No. 8 in the amount of \$1,932,000 to Appropriate CARES Act Funding.
2. Other action as determined by Council.

STAFF RECOMMENDATION

Receive and file the FY 2020/21 First Quarter Budget Update and Approve Budget Modification No. 8 in the amount of \$1,932,000 to Appropriate CARES Act Funding.

Prepared by: Felicia Silva, Budget Manager
 Reviewed by: Tim Kirby, Director of Finance
 Reviewed by: Teri Silva, Assistant City Manager
 Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

20-0944

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

CONTINUED FROM OCTOBER 27, 2020.

Approve the Master Plan for Public Art, Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan; and Allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project.

SUMMARY OF COMMISSION ACTION

The Arts Commission considered this item on September 16, 2020. The Arts Commission voted to recommend Council approve Alternatives 1 and 2: (1) Approve the Master Plan for Public Art and Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan; and (2) Recommend the Council allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project. The vote was 4-0, with Vice Chair Serrone absent.

The Planning Commission considered the recommended changes to the Zoning Code on September 28, 2020, and voted 5-0 (Weiss, Harrison absent) to recommend the Council introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

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. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Approve the Master Plan for Public Art.
2. Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.
3. Allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project.
4. Do not accept the Arts and Planning Commission recommendations to Approve the Master Plan for Public Art and Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan, with modifications.
5. Other direction by Council.

STAFF RECOMMENDATION

Alternatives 1 through 3: (1) Approve the Master Plan for Public Art; (2) Introduce an Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan; and (3) Allocate \$50,000 from the Public Art Fund to Implement a Utility Box Art Project.

Prepared by: Damon Sparacino, Superintendent of Recreation Services

Reviewed by: Cherise Brandell, Director of Library and Recreation Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Ordinance Amending Chapter 19.52 of the Sunnyvale Municipal Code
2. Report to Arts Commission 20-0318, 09/16/2020 (with attachments)
3. Report to Planning Commission 20-0844, 09/28/2020 (without attachments, same as 20-0318)

Additional Attachments for Report to Council

4. Excerpt of Draft Minutes for the Arts Commission Meeting of 09/16/2020
5. Excerpt of Draft Minutes for the Planning Commission Meeting of 09/28/2020

DRAFT 9/4/2020 MCT

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE TO AMEND CHAPTER 19.52 (ART IN
PRIVATE DEVELOPMENT) OF TITLE 19 (ZONING) OF
THE SUNNYVALE MUNICIPAL CODE RELATING TO
PUBLIC ART REQUIREMENTS FOR DEVELOPMENT**

WHEREAS, the City of Sunnyvale completed a master plan for public art (the “Public Art Master Plan”). The Public Art Master Plan found that many private development projects spend more than one percent of the value of the project on public art, and consequently recommended, among other provisions, amending Chapter 19.52 of the Sunnyvale Municipal Code Chapter related to the City’s public art requirements for private development to increase the percentage for art from 1% of the project value to 1.5% of the project value; and

WHEREAS, the Public Arts Commission held a hearing on September ____, 2020, and recommended that the City Council approve the proposed amendments to the City’s Art in Private Development requirements; and

WHEREAS, the Planning Commission held a hearing on ____, 2020, and recommended that the City Council approve the proposed amendments to the City’s Art in Private Development requirements; and

WHEREAS, the City of Sunnyvale therefore desires to amend certain sections of Chapter 19.52 of the Sunnyvale Municipal Code to implement the Public Art Master Plan recommendation and make minor clarifying changes.

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

SECTION 1. Chapter 19.52 AMENDED. Chapter 19.52 (Art in Private Development) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby amended to read as follows:

19.52.010. Findings and purpose. [Text Unchanged]

19.52.020. Applicability. [Text Unchanged]

19.52.030. Art requirement.

(a) Provision of Art. Projects shall provide publicly visible art on-site that is equal in value to ~~one percent~~ one- and one-half percent (1.5%) of the project construction valuation.

(b) [Text Unchanged]

(c) [Text Unchanged]

(d) Art Valuation Remainders. In some instances the cost of artwork may not

equate precisely to ~~one percent-one- and one-half percent (1.5%)~~ of the construction valuation. If the developer does not spend the entire ~~one percent-one- and one-half percent (1.5%)~~ on public art, then the remaining amount shall be contributed to the public arts fund.

(e) [Text Unchanged]

19.52.040. Standards for art. [Text Unchanged]

19.52.050. Art permit. [Text Unchanged]

19.52.060. Master art permit. [Text Unchanged]

19.52.070. Installation and maintenance requirements.

(a) [Text Unchanged]

(b) [Text Unchanged]

(c) [Text Unchanged]

(d) Plaque Required. Each piece of art shall provide an appropriate identification plaque or monument measuring at least eight inches by eight inches. The plaque shall be made of cast metal and be placed near the art piece. Information ~~is limited to~~ must include the date, title and artist. The requirement of this section may be waived if determined in a particular circumstance to be inconsistent with the intent of this chapter.

(e) [Text Unchanged]

(f) [Text Unchanged]

19.52.080. Establishment of the arts funds. [Text Unchanged]

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. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption. Projects with approved planning entitlements, discretionary planning applications for which there is a complete application and building permit applications submitted prior to the effective date may comply with the prior requirements.

SECTION 5. 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 _____, 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



City of Sunnyvale

Agenda Item

20-0318

Agenda Date: 9/16/2020

REPORT TO ARTS COMMISSION and PLANNING COMMISSION

SUBJECT

Arts Commission Recommendation that the City Council (1) Approve the Master Plan for Public Art; and (2) Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Planning Commission Recommendation that the City Council Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

REPORT IN BRIEF

In April 2017, the Cultural Planning Group was hired to lead a community engagement process and develop a set of recommendations based on public input to update the City's Master Plan for Public Art that was originally developed in 1982. This report presents the community engagement findings and provides the recommendations built upon those findings that form the core of Sunnyvale's new Master Plan for Public Art (Attachment 3 - Final Draft Master Plan for Public Art). These findings and four funding options were presented to Council in a Study Session on August 25, 2020. Based on general feedback, Council supported implementation of Option 2A, which increases the value of required artwork in the Art in Private Development program from 1.0 percent to 1.5 percent of project construction valuation and maintains the in-lieu option at 1.1 percent to incentivize Public Art Fund contributions.

The Arts Commission is being asked to review and recommend approval of the Master Plan for Public Art, and the proposed amendments to Chapter 19.52 of the Sunnyvale Municipal Code, which will implement Option 2A of the Plan.

Because implementing Option 2A requires an amendment to the Zoning Code, the Planning Commission must review and provide a recommendation to the Council on the proposed changes to Sunnyvale Municipal Code Chapter 19.52.

Along with approval of the Master Plan, staff will also be bringing to Council an initial activation plan for the Public Art Fund during the FY 2020/21 Project Budget Cycle. The first project, for which \$50,000 will be requested when this report goes to Council, is Utility Box Art, which was one of the most requested programs by the community and Arts Commission. Projects will follow the same review and approval process as public art capital projects; Arts Commission's review and recommendation to Council for final approval.

BACKGROUND

Following a 1982 Charter review process, the City of Sunnyvale established an Arts Committee and

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the original Public Art Master Plan. In 2002, two accounts were established to capture and account for art in-lieu fees from private development projects to be used for the purchase and maintenance of artwork and to support art projects for public facilities and open spaces. For the purposes of discussion, this report refers to these accounts together as the “Public Art Fund.”

Currently, the Public Art Fund has approximately \$500,000 from donations, in-lieu fees, and earned interest. A 2012 study issue of the Art in Private Development in-lieu fee program recommended that a Master Plan for Public Art be developed (Attachment 2 - RTC No. 12-187: Art in Private Development In-lieu Fee Program Study). The goal of the plan was to broaden the scope of public art programs, address community vision for public art and provide guidance for allocating existing and future Public Art funds. The Department of Library and Recreation Services (LRS) was tasked with completing the planning process and developing a Master Plan for Public Art. Due to staff turnover in key positions the project was deferred until 2017.

In April 2017, the Cultural Planning Group was hired to lead a community engagement process and develop a set of recommendations based on public input during the community engagement process. These recommendations were intended to help staff create a final City of Sunnyvale Master Plan for Public Art.

This report presents the community engagement findings and provides the recommendations built upon those findings that form the core of Sunnyvale’s Master Plan for Public Art (Attachment 3 - Final Draft Master Plan for Public Art). These findings and recommendations were originally presented to Council in a Study Session on June 18, 2019. Based on general feedback at that session, staff refined the Plan and included final recommendations for public art objectives and strategies as well as options for funding implementation, including: (1) maintaining the current public art requirements for developers, (2) modifying the percentages required for art by developers, and (3) utilizing the City Council’s service level set-aside to provide additional resources to implement Plan strategies.

At a second Council Study Session on August 25, 2020, a majority of Council supported implementation of Option 2A, which increases the value of required artwork in the Art in Private Development program from 1.0 percent to 1.5 percent of project construction valuation and maintains the in-lieu option at 1.1 percent to incentivize Public Art Fund contributions.

The Arts Commission is being asked to review and recommend approval of the Master Plan for Public Art, and the proposed amendments to Chapter 19.52 of the Sunnyvale Municipal Code, which will implement Option 2A of the Plan by increasing the percent for art requirements in private development from 1% to 1.5%

Because implementing Option 2A requires an amendment to the Zoning Code, the Planning Commission must review and provide a recommendation to the Council on the proposed changes to Sunnyvale Municipal Code Chapter 19.52.

City Council is scheduled to consider this item on October 27, 2020.

EXISTING POLICY

Council Policy 6.04.01 Arts - Goals and Policies (Policy A.1, A.2, B.3, E.1.)

Council Policy 6.04.02 Art Loans and Gifts

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Council Policy 6.04.04 Art in Public Places
Municipal Code Chapter 19.52 - Art in Private Development
General Plan, Chapter 4, Community Character - Design (Policy CC 1.1, 1.1c, 1.1d, 1.4, 1.8a/b/c/d/e/f, 6.1, 9.1, 9.1c)

ENVIRONMENTAL REVIEW

The proposed approval of the Public Art Master Plan is not, by itself, a “project” pursuant to CEQA Guidelines 15378 since it does not result in a physical change in the environment. Rather, the Master Plan identifies a series of policy recommendations and implementation strategies, which include, in part, recommendations/strategies for public artwork and related physical improvements. However, future physical improvements identified in the Master Plan will require further discretionary decisions by the City prior to implementation which would be subject to project-level environmental review, as necessary and subject to funding, timelines, and details which are not yet known. Further, many of the recommendations for physical improvements included in the Plan can be categorized as minor alterations of existing facilities, new small structures, minor alterations to land, and/or accessory structures. Such improvements will be analyzed on a case-by-case basis, but will likely be categorically exempt from CEQA pursuant to State CEQA Guidelines Sections 15301 (Class 1 - Existing Facilities), 15303 (Class 3- New Construction or Conversion of Small Structures), 15304 (Class 4- Minor Alterations to Land), and/or 15311 (Class 11 - Accessory Structures).

Adoption of the Ordinance amending Sunnyvale Municipal Code Chapter 19.52 to increase the percent-for-art requirement is exempt from the requirements of the California Environmental Quality Act (CEQA), California Code of Regulations, Section 15061(b)(3), in that it is not a Project which has the potential for causing a significant effect on the environment.

DISCUSSION

For decades, Sunnyvale has supported the arts and the benefits art provides to the community. In the early 1970’s, when the community expressed interest in arts programming as part of the Sunnyvale Community Center development, two buildings were dedicated to the arts: the Sunnyvale Theatre and the Creative Arts Center. In addition to these facilities, the City dedicates 4.5 full-time staff to delivering arts programs and services at an annual total cost of \$1.3 million, which includes: dance, theater, visual and digital art, pottery, music and special events. These programs are funded by the General Fund.

Sunnyvale’s Public Art program plays a vital role in the design and visual landscape of the community. Sunnyvale’s current public art program includes two components: Art in Public Places and Art in Private Development. The Art in Public Places program includes 62 sculptures, murals, tapestries, stained glass and paintings funded through capital project allocations, donations and general funds.

The Art in Private Development program currently requires dedication of one percent of the construction valuation of non-residential development projects to public art in order to enhance the city’s visual and aesthetic quality and to mitigate any undesired and potentially deleterious sense of uniformity and loss of human scale and orientation. Commercial developers can choose to incorporate art into their projects or contribute an in-lieu fee of 1.1 percent to the Public Art Fund. The Art in Private Development program has led to the creation of 83 artworks owned and maintained by private parties with the in-lieu fee option generating approximately \$500,000 to the Public Art Fund.

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1. Overview of Master Plan for Public Art (Arts Commission Recommendation and Planning Commission Information)

The Master Plan for Public Art is a cohesive strategy reflecting the values and vision of the community, designed to improve the effectiveness of these public art programs. As Sunnyvale's demographics and arts landscape continue to evolve, a public art master plan will guide use of public dollars and create a unique City identity supporting economic, educational and quality of life initiatives. The Master Plan for Public Art is a comprehensive planning document providing a framework with specific goals and resource allocation procedures to guide short and long-term decision-making for public art.

Community Engagement

To understand the interests and priorities of the community, the Master Plan for Public Art process began with extensive community outreach and engagement. The process was designed to: bring together multiple viewpoints; create legitimacy and a sense of shared responsibility for the Master Plan; cultivate new partners and collaborations; and stimulate broad awareness of, and momentum for, implementation of the Plan.

Community members, business representatives and key City staff were asked to share their sense of Sunnyvale's culture, what makes Sunnyvale unique, and what they considered to be Sunnyvale's favorite gathering places and public art pieces. Through focus groups, stakeholder meetings and surveys, participants were asked to provide feedback regarding the Master Plan for Public Art, including public art programs, art projects and preferred locations.

- Stakeholder Meetings - 20 individual interviews with key stakeholders were conducted, including: City of Sunnyvale City Manager, Department Directors and Economic Development Manager; Sunnyvale Neighborhood Association President; Sunnyvale Downtown Association Executive Director; Chamber of Commerce President; Heritage Park Museum Director; Sunnyvale School District Superintendent; Moffett Park Business Group President; and local private development representatives.
- Community discussion groups - included a focus group for local artists, three general community meetings and ten focus groups.
- Pop-up meetings - included one "pop-up" style meeting at the 2017 State of the City event, two at the library plaza and three at the Sunnyvale Senior Center.
- Community survey - Online and hardcopy surveys were posted on the City website and Facebook and emailed to 54,366 eNewsletter subscribers. Almost 800 responses were received.
- Arts Commission and City Council Presentations - Presentations were made at the August 15, 2017 joint study session with the City Council and Arts Commission.
- Taskforce - A nine-member committee was convened to advocate for community participation in the engagement and planning process, promote public art and its value in the community, think critically about the City's cultural life and convey opinions and feedback from their networks to staff.

Key Findings

Overall, development of a Master Plan for Public Art was well received by residents, stakeholders

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and business owners. Stakeholders felt the Plan should address:

- Lack of education about existing and future artworks: survey respondents were not aware of public art programs, including the Art in Private Development Program where art locations are predominately in industrial areas unknown to residents.
- Type of Art: The community engagement results indicated the community prefers functional art (75 percent), whimsical small-scale art (60 percent); art integrated into the natural environment (56 percent); art integrated into public buildings/facilities (55 percent); and art that welcomes people to Sunnyvale (50 percent).
- Locations for Public Art: Participants want to see art in their own neighborhood and would like to see rotating and temporary installations. The most important locations were public spaces and pedestrian areas (87 percent) and parks and open spaces (71 percent). Specific locations include downtown, Plaza del Sol, libraries and parks, train stations and bus stops, neighborhood and city gateways, and the new civic center.

Vision Statement

A key element developed to respond to the community engagement findings was a vision statement describing what the Master Plan for Public Art would achieve for Sunnyvale:

"We imagine a city where art enriches the daily experience of public spaces, providing accessible opportunities for reflection, serendipity and joyful interaction in an urban environment.

We imagine a public arts program celebrating the diversity of our neighborhoods and paying homage to Sunnyvale's rich cultural history.

We imagine a public art collection of the highest quality, encompassing a broad range of artistic styles and media-one that creates a sense of place that is uniquely Sunnyvale."

Implementation Options

Overall program implementation is based on approved funding levels, organizational capacity, project scope and community interest. Four implementation options were developed to prioritize the Master Plan for Public Art objectives and program deliverables while considering estimated initial and annual costs. Consideration of Implementation Options 3 and 4 have been placed on hold as they are not currently financially viable in light of the COVID-19 pandemic and its impact on revenues to the City's General Fund. They remain in the Master Plan for Public Art and may be considered if they become realistic opportunities to expand the scope of public art activities in Sunnyvale.

Master Plan for Public Art Objectives:

1. Broaden the scope of public art programs.
2. Enhance management of public art programs.
3. Encourage involvement of the Arts Commission and community in the public art process.
4. Develop web-based and self-guided tour programs for the public and private art in Sunnyvale.
5. Incorporate a systematic approach to conservation and maintenance of the City's public art collection.
6. Update Sunnyvale codes, policies and procedures to align with the Master Plan for Public Art.

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Implementation strategies for the six objectives include community gateways, a sculpture park, reactivation of gallery spaces, ongoing art workshops and lectures, a website and self-guided tour dedicated to Sunnyvale's public art, and more.

Master Plan for Public Art Implementation Options

Option 1. Maintain current Art in Private Development in-lieu fees and General Fund contribution:

- ♦ Continues current activity level
- ♦ Creates a process to allocate the Public Art Fund balance

Option 2. Expand Public Art through increased Art in Private Development in-lieu fee incentives:

- ♦ Provides for additional activities by increasing the incentive for developers to select the in-lieu fee option for Art in Private Development by either:
 - A. Increasing the art requirement percentage to 1.5 percent while maintaining the current in-lieu fee of 1.1 percent, OR
 - B. Maintaining the current art requirement percentage of 1 percent while lowering the in-lieu fee option to 0.75 percent

Both Options 2A and 2B would increase the dollars available for public art, but the funding would remain unpredictable, resulting in projects being completed as funding becomes available. Additionally, due to legal restrictions on the use of the Public Art Fund, only projects resulting in physical art are eligible.

The following options were included in the Public Art Master Plan but would require additional funding from the City's General Fund. The adopted 2019/20 budget included a General Fund Service Level Set-aside which would allow service enhancements as program needs arose and were approved by City Council. Future funding for the Lakewood Branch Library and Learning Center is an example of funding that has already been allocated from the Service Level Set-aside. Additional funding for arts programming could have also been considered. However, after the COVID-19 Pandemic hit, revenue reductions resulted in elimination of the uncommitted Service Level Set-aside from the 2020/21 budget and beyond. As a result, funding for consideration of Options 3 and 4 is not available at this time.

Option 3. Expand Public Art through increased General Fund contribution

- ♦ All of Option 1
- ♦ Broaden scope, enhance and implement systematic approach of public art programs,

Option 4. Expand Public Art through increased Art in Private Development in-lieu fees AND increased General Fund contribution

- ♦ Options 1 through 3

2. Amendment to Sunnyvale Municipal Code Chapter 19.52 to Increase the Percent-for-Art Requirement (Arts and Planning Commission Recommendations)

If the Master Plan and Implementation Option 2A are approved, Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development), must be amended to implement the increase from 1% to 1.5% for

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art in private development projects (Attachment 4 - Redline Ordinance: Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development)).

Staff is not currently recommending modification to Council Policy 6.04.04 Art in Public Places (Attachment 5), which requires dedication of 1% of construction funds for municipal construction projects for art. Council can reconsider this Policy at any time.

Staff also suggests a clarification to the provisions related to the plaque requirement. Sunnyvale Municipal Code Section 19.52.070 (d) currently states that "Information [on a plaque] is limited to the date, title and artist." In practice, this is the minimum amount of information staff and the Arts Commission typically recommend for a plaque; short descriptions of the work or artist statements are often included and desirable to inform the public. Therefore, staff recommends a minor amendment to clarify that plaque information include at least the date, title, and artist, rather than limit plaque information to those items.

3. Next Steps for Public Art Fund Activation (Information-Only for Arts and Planning Commissions)

Along with approval of the Master Plan, staff will also be bringing to Council an initial activation plan for the Public Art Fund during the FY 2020/21 Project Budget Cycle. Staff will identify public art projects that maximize the City's return on investment while minimizing on-going maintenance and unfunded liabilities. Some of the projects can be taken directly from the Master Plan, and some projects will be recommended based on general feedback identified through community dialogue and Arts Commission meetings. The first project for which \$50,000 will be requested when this report goes to Council is Utility Box Art, which was one of the most requested programs by the community and Arts Commission.

Projects will follow the same review and approval process as public art capital projects; Arts Commission's review and recommendation to Council for final approval.

FISCAL IMPACT

Revenues generated related to funding Public Art, including in-lieu developer fees, are unpredictable and have specific restrictions. Development supported Art in Private Development is subject to changes in the economy, not knowing if a developer will choose the in-lieu option, and/or the amount those projects would contribute to the Public Art Fund. Additionally, projects and programs that do not meet the threshold requirement for Public Art (either temporary or permanent) are not required to pay in-lieu fees. In-lieu developer fees are one-time revenues and, in many cases, cannot be allocated for delivering ongoing services such as: staffing and administration of public art programs, gallery and exhibit operations, public art website and publicity development, workshops, curriculum and tour development. Currently the Public Art Fund has a balance of approximately \$500,000.

Costs for implementation of the Master Plan for Public Art are detailed in the Plan document. Option 1 includes estimated initial costs of \$13,000 and estimated annual costs of \$8,500. Option 2A or 2B would affect fees generated from Private Development into the Public Art Fund, but not affect the General Fund.

Staff time allocated to the Art in Private Development program will not be affected, as permit fees associated with these projects have already been established and are adjusted on an annual basis

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and include support for staff time required to implement that program.

PUBLIC CONTACT

Public contact was made through posting of the Art Commission and Planning Commission agendas on the City's official-notice bulletin board, on the City's website and the availability of the agenda and report in the Office of the City Clerk.

ALTERNATIVES

Arts Commission Recommendation to City Council:

1. Approve the Master Plan for Public Art and introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Master Plan.
2. Allocate \$50,000 from the Public Art Fund to implement a Utility Box Art project.
3. Do not recommend approval of the Public Art Master Plan or introduction of an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to implement Option 2A of the Master Plan.

Planning Commission Recommendation to City Council:

1. Introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Master Plan
2. Do not recommend introduction of an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to implement Option 2A of the Public Art Master Plan.

RECOMMENDATION

Arts Commission Recommendation: Alternatives 1 and 2, Approve the Master Plan for Public Art and introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Public Art Master Plan; and Allocate \$50,000 from the Public Art Fund to implement a Utility Box Art project.

Planning Commission Recommendation: Alternative 1, introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Public Art Master Plan.

Prepared by: Kristin Dance, Recreation Services Coordinator II

Prepared by: Trenton Hill, Recreation Services Manager

Reviewed by: Damon Sparacino, Superintendent of Recreation Services

Reviewed by: Cherise Brandell, Director of Library and Recreation Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council
2. RTC No. 12-187: Art in Private Development (AIPD) In-Lieu Fee Program Study,
3. Final Draft Master Plan for Public Art

20-0318

Agenda Date: 9/16/2020

4. Draft Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development)
5. Council Policy 6.4.4 Art in Public Places

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**Council Date: August 14, 2012****SUBJECT: Review Effectiveness of Existing Art in Private Development
In-Lieu Fee Option – Study Issue****REPORT IN BRIEF**

Since the adoption of the Art in Private Development (AIPD) regulation in 1990 and a Council Policy requiring art in public construction projects in 2002, there has been periodic interest in revising specific aspects of the regulation and policy. On February 3, 2012, City Council approved a Study Issue to review the effectiveness of the City's current AIPD regulation, Municipal Code (MC) 19.52 and, specifically, the existing option that allows developers to pay an In-Lieu Fee rather than install artwork at the development site, MC 19.52.100. (Please refer to Attachment A – Study Issue LCS 12-02 Review Effectiveness of Existing Art in Private Development Policies and Practices.) Currently, MC 19.52.100 allows developers to utilize the Art In-Lieu Fee option under limited conditions and upon approval from the Director of Community Development.

This study will reevaluate the City's current emphasis on requiring developers to provide public art at the development site rather than permitting payment of an in-lieu fee to the City's Public Art Fund. (Please refer to Attachment B – Summary of Public Art Fund.) The Public Art Fund is intended to supplement the City's Art in Public Construction Program, as well as other public art projects sponsored by the City.

Additionally, this report incorporates discussion on two items that emerged during the course of developing this Study Issue: 1) the need to clearly define the types of projects that are eligible for funding through the Public Art Fund, and 2) the need to establish a process for deaccessioning art from the City's permanent collection. It is standard practice in museums and government agencies with art collections to have policies to cover both the acquisition of artwork as well as the removal of artwork in the collection. Sunnyvale currently does not have a deaccessioning policy.

BACKGROUND

The City's Art in Private Development (AIPD) Program was initially adopted in 1990. The criteria that triggers the inclusion of public art includes all nonresidential lots over two acres, nonresidential lots located on a major

intersection or thoroughfare of the City, or by means of specific plan, use permit or special development permit.

In-lieu fees were initially considered when the AIPD regulation was adopted into the City's Municipal Code. However, at that time, an emphasis was placed on requiring developers to incorporate public art into their projects as a means of mitigating the sense of uniformity and loss of human scale that often accompanies commercial and industrial development projects.

Since the adoption of the AIPD Program, the ordinance has been amended to strengthen the successes and positive components of the program. In 2002, City Council approved the addition of a requirement to expend 1% of the construction valuation of a qualifying development, including building and tenant improvements, but excluding the cost of land and site improvements. This requirement was established to encourage the selection of public art consistent with the scale and scope of eligible developments. Up until 2002, each developer determined how much to spend on public art.

At the same time, an option for the payment of an in-lieu fee alternative for public art was approved and the Public Art Fund was established to accrue the in-lieu fees. However, in order to emphasize the inclusion of artwork on the development site, limiting conditions were applied to the in-lieu fee option. Only two projects out of 26 have been determined eligible for the in-lieu option. Properties needed to possess at least one of the following conditions in order to qualify for the in-lieu fee waiver:

- an obstructed view corridor from the public right-of-way due to existing landscaping, utility poles or existing buildings on adjacent property;
- lack of an appropriate artwork location near the main entrance or street, either due to lack of space, existing trees and landscaping, required public easements, or existing utility pipes and electrical boxes;
- lack of a publicly visible location for art due to security restrictions;
- lack of adequate space to incorporate public art.

The current Study Issue to reevaluate the existing in-lieu fee alternative was proposed by City Council following a discussion that occurred during interviews with prospective Arts Commission candidates on November 1, 2011. During the course of developing the study issue report, staff also identified a need to further clarify the types of projects that can be funded through the Public Art Fund, priorities for possible art projects and funding, as well as a need to add a formal deaccessioning policy to the Council's Art in Public Construction Policy 6.4.4. A deaccessioning policy establishes the process and criteria for removing pieces from the City's permanent art collection.

EXISTING POLICY

The Sunnyvale General Plan emphasizes the importance of art in the community. A selection of related policies follows:

General Plan Policy CC-1.1: Identify the boundaries of the City with attractive and distinctive features.

General Plan Policy CC-1.8: Provide and encourage the incorporation of art – both functional and decorative – in public and private development.

General Plan Policy CC-1.8a: As non-general fund resources allow – develop a new Master Plan for Public Art.

General Plan Policy CC-1.8e: Continue to acquire public artworks which contribute to the public identity of outdoor places and provide pleasure and enrichment for Sunnyvale residents.

General Plan Policy CC- 4.1: Ensure that Sunnyvale’s public facilities are easily identified, accessible, attractive and representative of the Community’s values and aspirations.

DISCUSSION

Study Issue LCS 12-02 considers the City’s current art in private development policy and municipal code regulation (MC19.52) and, more specifically, the City’s in-lieu fee alternative for private development (MC19.52.100). To prepare this report, staff solicited input from the community regarding the art in private development regulation and existing criteria for utilizing the in-lieu fee alternative. Additionally, staff researched “best practices” from other agencies with art in private development programs. Although the City’s original art in private development ordinance was adopted over twenty years ago, the City has revisited the regulation a number of times over the years, including an in-depth policy study regarding the status, intent and effectiveness of public art policies and practices existing in 2000. The two-year study was undertaken with the goal of maintaining and strengthening the successful and positive components of the existing art in private development program at that time, while offering policy level strategies to strengthen the provision of public art in Sunnyvale.

Sunnyvale’s Art In-Lieu Fee History

Since the adoption of the Art In-Lieu Fee option in 2002, 25 private development projects have been required to include public art under the AIPD Ordinance. Nineteen of those projects have completed the installation of artwork on private development sites and four projects have received Arts Commission approval on their public art proposal. The four artworks are still in varying stages of fabrication and installation. Of the total 26 projects, only two were eligible for the in-lieu fee option. Approximately \$6,000 of the \$124,000 principal contributed by the two projects in the Public Art Fund was then used

to design and fabricate a public art piece that was installed at the Columbia Neighborhood Center in 2007. The sculpture was created by Columbia Middle School students participating in the City-sponsored Art Apprenticeship Program. Remaining funds are being held pending development of guidelines for use of the Public Art Fund.

Proposed Amendments to Sunnyvale's Current AIPD Ordinance

In addition to the possibility of allowing developers and property owners the flexibility to choose whether to place public art on their development sites or to contribute to the City's Public Art Fund an in-lieu fee equal to 1% of the construction valuation of their eligible projects, staff identified additional areas of the art in private development regulation that need to be addressed or clarified. There are three primary areas of the AIPD regulation and two City Council public art policies that Council is asked to consider:

1. Whether to allow developers and property owners the flexibility to choose without limitations to place public art on their development sites or to pay an in-lieu fee consistent with 1% of the construction valuation of eligible projects. If the in-lieu fee alternative is revised, Municipal Code 19.52. Required Art in Private Developments and Council Policy 6.4.3 – Art in Private Development will need to be amended;
 2. Amending Council Policy 6.4.4 - Art in Public Construction Projects to reflect changes in Council Policy 6.4.3. by clarifying the types of City projects that will be eligible for support from the Public Art Fund and provide a process for removing artworks from the City's Permanent Art Collection (creation of a deaccessioning policy), and;
 3. Development of a Master Plan for Art to serve as a framework for the expenditure of in-lieu fees held in the Public Art Fund by identifying and prioritizing public art projects and locations throughout the City.
- 1. Consider whether to allow developers and property owners the flexibility to choose without limitations whether to place public art on their development sites or to contribute to the City's Public Art Fund an in-lieu fee consistent with 1% of the construction valuation of eligible projects.**

The current AIPD regulation limits the conditions under which the in-lieu fee option can be utilized. Projects must clearly demonstrate that there is no appropriate place for artwork, either because of lack of space or restricted view corridors and lack of visibility to the public. Many developers and property owners are in favor of a revised policy that allows them to choose whether or not to place artwork on their development sites or exercise the in-lieu fee option at their discretion. Developers have stated this change would be beneficial for large-scaled, mixed-use projects that have limited

funds, because either the 1% requirement applies only to the retail portion of the project or the project is a retail establishment that consists of the building shell only. These projects are usually large in scale, and providing artwork appropriate to the scope of the project can be challenging within a budget equal to 1% of the construction valuation of the commercial portion of their project.

Additionally, developers and property owners have stated they believe that in some locations artwork would be more publicly accessible and, therefore, a larger benefit to the Sunnyvale community if the art was placed in a public facility, park or open space rather than a commercial or industrial neighborhood. Many recent industrial projects subject to the art regulation are located in predominately industrial areas in North Sunnyvale, where the general public is unlikely to be unless they work or have business in the vicinity.

During initial discussions of this Study Issue, it was suggested that art in private development in-lieu fees could possibly be used to support performing arts programs, such as free concerts at Plaza del Sol. However, this would likely be considered outside the scope of what is meant by publicly-visible artwork.

Action Item:

- *Amend Municipal Code 19.52 – Art in Private Developments*

Should Council decide to provide developers and property owners more flexibility in utilizing the in-lieu fee option, MC 19.52 will need to be revised to reflect this. (Please refer to Attachment C for Proposed Changes to Municipal Code 19.52.)

With the proposed revisions of the section 19.52 of the Municipal Code, Council Policy 6.4.3 – Art in Private Development will no longer be required and may be rescinded at that time. (Attachment D - Council Policy 6.4.3 Art in Private Development.)

Action Item:

- *Rescind Council Policy 6.4.3. – Art in Private Development*

Developers who are required to provide art as a condition of development are also required to maintain and repair the artwork as long as it exists at their site. Since art purchased using in-lieu fees will be placed on public property, the developer will no longer be directly responsible for maintaining the artwork. An additional fee assessed on developers who exercise the in-

lieu option will provide the funds necessary for the City to maintain any artwork purchased using in-lieu fees. An alternative strategy would be to reduce the amount of in-lieu funding used for the actual purchase of art and set resources aside for long-term maintenance. This strategy would significantly reduce the actual amount of funding available for art purchases using in-lieu fees. A third alternative would be for the City to absorb the cost of maintenance and repair of all artwork purchased with in-lieu fees. Depending on the type of artwork that is eventually acquired, this could amount to as much as \$3,000 a year to clean, repair and maintain one large outdoor sculpture. Multiplied out over twenty years, the fiscal impact of only a few large-scale pieces could be substantial.

It is difficult to project what actual long-term maintenance costs might be on artwork that has not yet been purchased. Staff considered the costs the City currently incurs annually for the maintenance and repair of artwork in the City's permanent public art collection and then extrapolated out over twenty years. It appears that 1/10th of a percent (0.1%) may provide adequate resources to repair and maintain public art purchased with in-lieu fees paid by developers; however, there is no way to give an accurate estimate until such time as a piece of visual public art is identified for purchase.

Under this proposal, a project with a construction valuation of \$1,000,000 would require installation of an artwork valued at \$10,000 or an in-lieu fee equivalent to that amount. An additional \$1,000 would be assessed if the in-lieu fee option was exercised and deposited to the Public Art Maintenance Fund to be used to maintain and repair visual artwork purchased by the City using that \$10,000.

The type of materials used to fabricate the art and the installation location will affect the cost to maintain it. For example, the bronze sculpture at the corner of Matilda and El Camino Real, *El Paso de los Suenos*, cost the City \$250,000 to purchase. The cost to maintain it is generally \$1,800 annually. The \$65,000 cement, bronze and marble sculpture, *Ommagio a Tempo*, located in the upper pond of the Community Center costs approximately \$2,500 annually for cleaning. The stainless steel sculpture *Matrix*, which cost \$10,000 when it was installed in front of the theater at the Community Center only needs to be washed with soapy water from time to time for a nominal cost in staff time. A two-dimensional painting may only need to be dusted periodically; however, a textile mural on a wall may need professional cleaning once a year. Depending on how resources in the Public Art Fund are expended, a 0.1% set-aside may or may not cover the actual

cost of maintaining artwork purchased with these funds; but it would be a start.

Action Item:

- *Adopt requirement for developers paying in-lieu fee to provide resources to maintain and repair art purchased with in-lieu fees in future years.*

2. Consider whether to amend Council Policy 6.4.4 - Art in Public Construction Projects to reflect changes in Council Policy 6.4.3. by clarifying the types of City projects that will be eligible for support from the Public Art Fund and provide a process for removing artworks from the City's Permanent Art Collection.

The expenditure of funds from the Public Art Fund is governed by Council Policy 6.4.4 Art in Public Construction, although use of funds is not restricted to new construction (hence a recommendation to rename the policy "Art in Public Places").

Types of Projects Eligible for Funding from Public Art Fund

Should City Council modify MC 19.52 to provide developers and property owners with the flexibility to exercise the in-lieu fee alternative, it is anticipated that the Public Art Fund balance will increase significantly over time. The City may consider supplementing the existing Art in Public Construction Policy to include the acquisition of public art for City facilities and/or public open space using funds from the Public Art Fund rather than just funds from the 1% of the construction valuation of eligible City capital projects.

An amendment to the current regulation to Council Policy 6.4.4 Art in Public Construction will provide concise guidelines for allowable expenditures from the Public Art Fund. That will assist staff with meeting program goals. It will also ensure that the City is protected from possible litigation stemming from how the City assesses development fees, in particular the Art In-Lieu Fee. (Please refer to Attachment E – Council Policy 6.4.4 Art in Public Construction with Modifications Highlighted.)

Deaccessioning Policy

Council Policy 6.4.4 requires City staff to include any artwork purchased through construction projects to be included in the City's permanent art collection. The collection was established in 1979 with funding through the Sunnyvale Purchase Award Program in place at that time. Subsequent pieces were added to the collection through the City's Master Plan for Public Art, private donations, and most recently through implementation of the art in public construction program.

The City owns and maintains a collection of 64 works of art. The Council Policy that governs the City's Permanent Art Collection includes guidelines on how to acquire publicly funded works of art for municipal projects, but it does not include a process to deaccession, remove or dispose of works of art when it is deemed necessary. (Please refer to Attachment F – City of Sunnyvale Permanent Art Collection.)

Public art is intended to remain on public display indefinitely, but there are occasions where it may be necessary to remove an artwork from the collection. Artworks can deteriorate beyond repair due to environmental factors or vandalism. The selected location may also change due to property renovation, a change of site usage or sale of the site, necessitating the relocation or removal of the artwork.

The addition of a deaccession policy would provide a comprehensive and consistent manner for removal of publicly owned artworks. Deaccessioning guidelines are standard for museums, galleries, universities, and government organizations that maintain public art collections. After researching a number of deaccessioning policies from across the nation, it appears the following elements are essential to a successful program:

- The circumstances under which a work of art would be eligible for deaccessioning;
- The process for deaccessioning a work of art, and;
- The responsibility for oversight of the deaccessioning component.

Action Items:

- *Amend Council Policy 6.4.4 – Art in Public Construction as shown in Attachment E - Art in Public Construction with Modifications Highlighted*
 - *Define projects eligible for funding by Public Art Fund*
 - *Establish deaccessioning policy for City's art collection*

3. Consider development of a Master Plan for Art that identifies and prioritizes public art projects and locations throughout the City.

From 1984 to 1992, the City's Master for Public Art, a capital improvement project, provided a thoughtful approach to the strategic placement of public art throughout the community. Twenty-one sites were identified throughout Sunnyvale for the installation of public art and were selected using criteria established to provide maximum visibility and accessibility to the public. Sites identified in the master plan included the City Center, Community Center, and various park and open spaces in Sunnyvale. In addition to locating artwork geographically throughout the community, the Master Plan

worked to provide diversity in the City's public art collection by balancing representational art with abstract, three-dimensional work with two-dimensional, and artwork in a variety of media. Periodic review of the master plan was established to address changing priorities or interests of the community.

The master planning approach is an effective strategy to ensure that public art is located throughout the community in highly visible and strategic locations. Creation of a Master Plan for Public Art can serve as an essential framework for the expenditure of in-lieu fees held in the Public Art Fund by identifying and prioritizing potential locations for art, as well as the possible types of artwork and media. These goals would be developed in conjunction with the City's Arts Commission, with community input and interests in mind.

Action Items:

- *Amend Arts Commission 2012 Work Plan to add the development of a master plan for public art*
- *Direct staff to work with Arts Commission to develop a master plan for public art*

Community Outreach

A community outreach meeting was conducted on May 2, 2012, to solicit input from local property owners and developers. Twenty-one property owners, developers and architects associated with past, current or future non-residential projects in Sunnyvale were invited to attend. Of the 21 invitees, two individuals attended. Both of those individuals were part of either an architectural firm or business association; and, therefore, each represented a larger faction of property owners.

In general, both attendees agreed that broadening the conditions under which the Art In-Lieu Fee could be exercised was a positive alternative to the current regulation. They both concurred that placing artwork in municipal venues was more beneficial to the public, and that accessibility of artwork on private industrial properties was limited because the majority of community members do not frequent industrial/office parks in Sunnyvale. It was also suggested that, in most cases, the City was more equipped and knowledgeable about designing, siting and caring for public art than property owners.

Survey of Other Public Agencies with Art in Private Development In-lieu Fee Options

During preparation of this report, staff surveyed the cities and counties belonging to the Northern California Public Art Administrators Network (PAAN). Of the 18 agencies surveyed, 11 did not respond and 7 agencies responded that their city had a percent for art requirement for private development and an associated in-lieu fee option. (Please refer to Attachment G – Public Art In-Lieu Fee Survey – Bay Area Cities.) The following is a brief summary of the survey results:

- One (1) agency imposed restrictions on when property owners and developers could utilize the in-lieu fee option. Similar to Sunnyvale's current practice, the in-lieu fee could only be used in instances where there was no viable location for art.
- Three (3) agencies have, or are developing, a Master Plan for Public Art.
- One (1) agency specified that the public art project must reside within the "project zone."
- Acceptable expenditures of the in-lieu fees collected included public art, including administrative fees and site preparation for public art.
- No agencies permitted the in-lieu funds to be utilized for performing arts programming.

FISCAL IMPACT

Staff does not anticipate new administrative costs would be incurred by the City as a result of allowing developers to use the in-lieu fee option rather than place art on their development sites. Increased revenue in the Public Art Fund and the development of more art projects for public facilities, parks and open space would require additional staff time to administer the projects. However, any increase in staff hours for public projects would be offset by a reduction in current staff hours required to assist developers and property owners to obtain Arts Commission approval for AIPD projects.

Currently, developers providing public art on-site are required to maintain and repair their artwork as long as the art exists on the property. There will be additional maintenance costs associated with caring for any new works of art commissioned by the City. To provide resources to pay these costs in future years, an additional 1/10th of a percent (0.1%) could be added to the 1% construction valuation of a development project. This would provide resources to repair and maintain art purchased with in-lieu fees paid by developers. Another option, as discussed on pages 6 and 7, would be to absorb future maintenance costs; this would result in no fiscal impact, but would reduce the

amount of in-lieu monies directed toward the actual fabrication and/or installation of visual public art.

An Art Permit fee would not be required from developers who choose to exercise the in-lieu fee option of Municipal Code 19.52. The new fee will offset the cost of staff hours to administer the project.

It is anticipated that the fiscal impact associated with the sale or deaccessioning of art from the City's permanent collection would be minimal because it is anticipated that the reason most artwork is removed from the collection would be due to irreparable damage or deterioration.

PUBLIC CONTACT

Public Contact was made through posting of the Arts Commission agenda and Planning Commission agenda on the City's official-notice bulletin board, on the City's Web site, and the availability of the agenda and report in the Office of the City Clerk, Sunnyvale Public Library, Senior Center and Community Center.

Notice of Commission and Council meetings regarding this report was also distributed to the "Friends of Parks and Recreation" mailing list (a list of organizations and individuals who have expressed an interest in parks and recreation issues).

A community meeting was also held with interested businesses, developers and property owners on May 2, 2012, to solicit feedback on this issue. Staff also met with the Moffett Park Business Group's Board of Directors on this subject on May 14, 2012.

The Arts Commission conducted a public hearing on this item at their meeting on July 18, 2012. The Planning Commission conducted a public hearing on this item at their meeting on July 23, 2012.

ALTERNATIVES

The Council is being asked to take action on LCS 12-02 Review Effectiveness of Existing Art in Private Development Policies and Practices. The Council may vote to:

1. Allow developers and property owners the flexibility to choose without limitations whether to place public art on their development sites or to contribute to the City's Public Art Fund an in-lieu fee consistent with 1% of the construction valuation of covered projects. Approve amendments to Municipal Code 19.52 Art in Private Developments and Council Policy 6.4.3 - Art in Private Development.

2. Approve fee of an additional 1/10th of a percent (0.1%) of construction valuation of covered projects to be placed in a separate Art Maintenance Fund to provide resources for repair and maintenance of art purchased with in-lieu fees.
3. Approve amendments to Council Policy 6.4.4. Art in Public Construction and direct staff to:
 - Implement guidelines for deaccessioning artwork from the City's Permanent Art Collection;
 - Develop guidelines to further define the parameters under which the Public Art Funds can be used;
 - Direct staff to develop a Master Plan for Public Art to identify potential public art projects and prioritize public art locations for funding, and;
 - Change title of policy to *Art in Public Places*.
4. Take no further action related to the Effectiveness of Existing Art in Private Development In-Lieu Fee Option Study Issue.
5. Direct staff to take some other action related to the City's public art policy.

RECOMMENDATION

Staff recommends Alternatives 1, 2 and 3.

Staff recommends Alternative 1 – Allow property owners to make an in-lieu contribution to the City's Public Art Fund, instead of placing art on site, even when there is an appropriate location for art. Approve amendments to Municipal Code 19.52 Art in Private Developments and Council Policy 6.4.3 - Art in Private Development. The in-lieu fee contribution will be beneficial for developers who are restricted by either a lack of appropriate space or limited art budgets because only a portion of their development is subject to the public art requirement. It will also provide funding for City public art projects that may be more accessible to the general public as compared to public art in predominately commercial and industrial neighborhoods. Additionally, public art commissioned through the Public Art Fund may provide a beneficial cultural art element to a larger audience. The artwork would also become part of the City's Permanent Art Collection, ensuring that the artwork is properly maintained and cared for.

Staff recommends Alternative 2 – Adopt an additional 1/10th of a percent (0.1%) fee for developers exercising the in-lieu fee option. These resources will

be set aside in a separate Art Maintenance Fund to repair and maintain art purchased using in-lieu fees.

Staff recommends Alternative 3 – Approve amendments to Council Policy 6.4.4. Art in Public Construction and direct staff to:

- Implement guidelines for deaccessioning artwork from the City's Permanent Art Collection;
- Develop guidelines to further define the parameters under which the Public Art Funds can be used;
- Direct staff to develop a Master Plan for Public Art to identify potential public art projects and prioritize public art locations for funding, and;
- Change title of policy to *Art in Public Places*.

The addition of a deaccession component will provide a comprehensive and consistent manner for dealing with the removal of publicly owned artworks. Deaccessioning policies are standard for museums, galleries, universities, and government organizations that oversee and manage a public art collection.

If the Council approves the in-lieu fee option as it is proposed in this Study Issue, there will be increased resources available through the Public Art Fund to develop community-based public art projects. Clearly defining the types of projects that can be supported by Public Art Funds and developing a Master Plan for Public Art projects will enable staff to develop and implement public art projects that are community driven and meaningful to the residents of Sunnyvale, as well as strategically integrated into the city's public landscape to provide the greatest accessibility and visibility for the public. Strategically prioritizing goals and locations for public art will keep the City's public art programs proactive and relevant and contribute to the City's identity and reputation as a cultural arts center.

Staff recommends the title change for Council Policy 6.4.4. to *Art in Public Places* (from Art in Public Construction) because adoption of the revised policy broadens its scope from a 1% set-aside for art in eligible construction projects to include acquisition of visual art for any public facility or park without a capital improvement project triggering the acquisition.

The Arts Commission reviewed a draft of this report at its meeting on July 18, 2012, and voted 4-1 (Commissioner Karun dissented.) to recommend that City Council support staff's recommendation, Alternatives 1, 2 and 3. The Commission's recommendation was based on the current economic climate and what they believe to be in the best interest of the City. Commissioner Karun dissented because she does not believe that developers should have complete flexibility to choose either artwork or the in-lieu fee. She said developers should generally be required to have artwork on site and the in-lieu fee exercised as an option for sites that cannot accommodate art. The way the revised regulation is worded developers will have complete authority as to whether or not to put artwork on their development site. (Attachment H, Draft Minutes of the July 18, 2012, Arts Commission Meeting)

The Planning Commission reviewed a draft of this report at its meeting on July 23, 2012, and voted 4-1 (Commissioner Melton dissented.) to recommend that City Council approve staff's recommendation, Alternatives 1, 2 and 3. The Commission's recommendation was based on the observation that allowing an in-lieu fee option would provide the City with resources to acquire and place art in more public settings than some of the previous development sites. Commissioner Melton dissented because he believes that developers should be required to place artwork on the development of site to achieve the goals outlined in the ordinance.

The Planning Commission also commented on their hope that developers will "self-regulate" and not use the in-lieu fee alternative for every project. The Commission also discussed the fact that public art could still be required on private development sites as a condition of development. They also suggested that it might be appropriate to conduct a policy study in the future to determine whether or not the 1% for art requirement should apply to large-scale residential developments as well, given the number of mixed use projects anticipated in the future. (Attachment I, Draft Minutes of the July 23, 2012, Planning Commission Meeting)

Both commissions stressed the importance and value of developing a master plan for public art as proposed in this report. A master plan would be used to guide the City's use of in-lieu fees in the future and ensure that funds do not sit unspent.

Reviewed by:

Lisa G. Rosenblum, Director, Library and Community Services
Prepared by: Nancy Bolgard Steward, Community Services Superintendent

Hanson Hom, Director, Community Development

Grace Leung, Director, Finance

Approved by:

Gary M. Luebbers
City Manager

Attachments

Attachment A	Study Issue LCS 12-02 Review Effectiveness of Existing Art in Private Development Policies and Practices
Attachment B	Summary of Public Art Fund
Attachment C	Municipal Code 19.52 Art in Private Developments
Attachment D	Council Policy 6.4.3 Art in Private Development
Attachment E	Council Policy 6.4.4 Art in Public Construction with Modifications Highlighted
Attachment F	City of Sunnyvale Permanent Art Collection
Attachment G	Public Art In-Lieu Fee Survey – Bay Area Cities
Attachment H	Draft Minutes of the Arts Commission Meeting of July 18, 2012
Attachment I	Draft Minutes of the Planning Commission Meeting of July 23, 2012

2012 Council Study Issue

LCS 12-02 Review Effectiveness of Existing Art in Private Development Policies and Practices

Lead Department Library and Community Services

History 1 year ago None 2 years ago None

1. What are the key elements of the issue? What precipitated it?

Since the adoption of the Art in Private Development regulation in 1990 and a Council Policy requiring art in public construction projects in 2002, there has been periodic interest in revisiting specific aspects of the regulation. This study will review the City's current Council Policies 6.4.3 and 6.4.4 (Art in Public Construction and Art in Private Development), as well as Municipal Code Chapter 19.52. - Required Artwork in Private Developments. Council proposed the study on November 15, 2011 following a discussion that occurred during City Council interviews with prospective Arts Commission candidates on November 1, 2011.

In-lieu fees were initially considered when the art in private development regulation was adopted into the City's municipal code. However, at that time an emphasis was placed on requiring developers to incorporate public art into their non-residential projects as a means of mitigating the sense of uniformity and loss of human scale that often accompanies commercial and industrial development projects. Public art can be an effective way to enhance the visual landscape of a community. Currently, developers may apply to the Director of Community Development for a waiver that allows them to pay a fee equal to 1% of the construction valuation of a development, including building and tenant improvements, and excluding the cost of land and site improvements.

This study will re-evaluate the City's current emphasis on requiring developers to provide public art at the development site rather than permitting payment of in-lieu fees to the City's Public Art Fund. The Public Art Fund supplements the City's art in public places program. The existing regulation allows developers to pay an in-lieu fee as a means of satisfying the public art requirement, but only under limited circumstances. Qualifying projects may include, but are not limited to the following conditions:

- Properties that have an obstructed view corridor from the public right-of-way due to existing landscaping, utility poles or existing buildings on adjacent property.
- Properties that do not have an artwork location near the main entrance or street, either due to lack of space, existing trees and landscaping, required public easements, or existing utility pipes and electrical boxes.
- Properties that lack a publicly visible location for art due to security restrictions.
- Properties that do not have adequate space to incorporate public art.

Very few developments meet this limited criterion. Re-evaluating the City's intent behind the art in private development regulation could result in changes that provide developers additional flexibility, as well as to enhance the City's public art program in municipal facilities and parks by expanding the funding base.

2. How does this relate to the General Plan or existing City Policy?

General Plan Policy CC1.1 Identify the boundaries of the City with attractive and distinctive

features.

General Plan Policy CC-1.8 Provide and encourage the incorporation of art – both functional and decorative – in public and private development.

General Plan CC-1.8e Continue to acquire public artworks which contribute to the public identity of outdoor places and provide pleasure and enrichment for Sunnyvale residents.

General Plan Goal CC-4.a Provide public facilities which are accessible, attractive and add to the enjoyment of the physical environment.

3. Origin of issue

Council Member(s) Councilmembers Griffith and Moylan

4. Staff effort required to conduct study Minor

Briefly explain the level of staff effort required

Approximately 65 hours of staff time would be required to conduct the study. This includes time spent updating research and analysis from 2002 public art policy study. This would require input from three City departments (Library and Community Services, Community Development, and Office of the City Attorney. Staff work will include preparation of a Report to Council, and public hearings before the Arts Commission and Planning Commission.

5. Multiple Year Project? No Planned Completion Year 2012

6. Expected participation involved in the study issue process?

Does Council need to approve a work plan? No

Does this issue require review by a Board/Commission? Yes

If so, which? Arts Commission, Planning Commission

Is a Council Study Session anticipated? Yes

7. Briefly explain if a budget modification will be required to study this issue

Amount of budget modification required

Explanation

No budget modification will be required because staff time to conduct the study can be absorbed within the City's operation budget.

8. Briefly explain potential costs of implementing study results, note estimated capital and operating costs, as well as estimated revenue/savings, include dollar amounts

Are there costs of implementation? Yes

Explanation

No additional costs are anticipated to implement potential study results. Staff time used to work with developers in the past will be repositioned to coordinate the creation and installation of art in public facilities and parks. Staff would be responsible for developing public art projects, selecting or recruiting artists and artwork, and installation of the artwork. Staff has reviewed the art in private development projects over the past four years. If the existing in-lieu fee policy was modified to provide more flexibility to developers, an average of \$160,000 could be deposited to

the City's Public Art Fund if every developer chose to pay the in-lieu fee, rather than include art in their developments.

9. Staff Recommendation

Staff Recommendation Support

If 'Support', 'Drop' or 'Defer', explain

Staff recommends study of this issue in 2012. The art in private regulation and the Council Policies related to public art in private development and public construction projects were most recently visited in 2001 and 2002. City Council established an in-lieu fee option for developers in 2002; however, it was determined that the art in private development regulation would focus on the provision of art within actual private development projects. Since that time, the in-lieu fee option has permitted developers to pay a fee to the City only under limited conditions, and the fees have been used to acquire art for parks and municipal facilities. Use of the in-lieu fee option requires a waiver from the Director of Community Development and is the exception, rather than the rule. This study would potentially provide more flexibility to developers and additional funding for the creation and installation of art in public places.

Reviewed by

Approved by

Kristi D. Wosnitzer 12/7/11
Department Director Date

[Signature] 12-8-11
City Manager Date

Public Art Fund Summary – 890170

April 19-2012

Revenues

FY	OL3	Object Level Title	Description	Total
2004	2349	Public Arts Revenues	Plaza Project Public Art	\$13,420
2004	2349	Public Arts Revenues	Toyama Ptnrs Donation	\$5,000
		Interest On		
2004	3355	Investments	Interest Distribution	\$511
			CR022301/25 Dollinger frm GL	
2005	2349	Public Arts Revenues	4023	\$4,413
		Interest On		
2005	3355	Investments	Interest Distribution	\$656
		Interest On		
2006	3355	Investments	Interest Distribution	\$942
2007	2349	Public Arts Revenues	ART IN-LIEU FEE-verizon	\$143,700
2007	2349	Public Arts Revenues	TO 890180 CR931291/193	(\$28,700)
		Interest On		
2007	3355	Investments	Interest Distribution	\$6,437
		Interest On		
2008	3355	Investments	Interest Distribution	\$6,181
		Interest On		
2009	3355	Investments	Interest Distribution	\$3,523
		Interest On		
2010	3355	Investments	Interest Distribution	\$1,541
		Interest On		
2011	3355	Investments	Interest Distribution	\$1,041
		Interest On		
2012	3355	Investments	Interest Distribution	\$747
Total Revenue				\$159,412

Expenditures

FY	OL3	Object Level Title	Description	Total
2007	5300	Professional Services	Work-Columbia Ctr Art Work	\$5,865
Total Expenditures				\$5,865

Account Balance \$153,547

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE REPEALING CHAPTER 19.52
(REQUIRED ARTWORK IN PRIVATE DEVELOPMENTS)
AND ADDING CHAPTER 19.52 (ART IN PRIVATE
DEVELOPMENT) OF TITLE 19 (ZONING) OF THE
SUNNYVALE MUNICIPAL CODE**

SECTION 1. CHAPTER 19.52 REPEALED. Chapter 19.52 (Required Artwork in Private Developments) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby deleted in its entirety.

SECTION 2. CHAPTER 19.52 ADDED. Chapter 19.52 (Art in Private Development) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby added to read as set forth in Exhibit "A" attached and incorporated by reference.

SECTION 3. EXEMPTION FROM CEQA. 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 4. 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 5. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 6. 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 _____, 2012, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on _____, 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

City Clerk
Date of Attestation: _____

Mayor

SEAL

APPROVED AS TO FORM AND LEGALITY:

Michael D. Martello, Interim City Attorney

Chapter 19.52 ART IN PRIVATE DEVELOPMENT

19.52.010	Findings and Purpose
19.52.020	Applicability
19.52.030	Art Requirement
19.52.040	Standards for Art
19.52.050	Art Permit
19.52.060	Master Art Permit
19.52.070	Installation and Maintenance Requirements
19.52.080	Establishment of the Public Art Fund

19.52.010 Findings and Purpose

(a) **Findings.** The city council makes the following findings:

- (1) The City's visual and aesthetic quality has a significant impact on property values, economic well-being and orderly development;
- (2) Development of large-scale or highly visible sites contributes to the City's unique character;
- (3) The incorporation of publicly visible art on large-scale sites, highly visible intersections or spaces that are publicly accessible within private developments enhances the City's visual and aesthetic quality and creates a unique sense of community and self-image; and
- (4) Providing art mitigates an undesired and potentially deleterious sense of uniformity and loss of human scale and orientation and is in the public interest.

(b) **Purpose.** This chapter regulates and establishes standards for inclusion of art in private development.

19.52.020 Applicability

(a) **Major Intersection.** Non-residential development, including hotels, shall provide art when located at a major street intersection listed in this section. A lot is located at one of the referenced intersections if the lot has frontage along both of the streets forming the intersection. The development may include either new construction of a main building of any size, an addition of at least 10,000 square feet to a main or accessory building, or new construction of an accessory building.

1. El Camino Real and Wolfe Road
2. El Camino Real and Remington Drive / Fair Oaks Avenue
3. El Camino Real and Sunnyvale Avenue / Sunnyvale Saratoga Road
4. El Camino Real and Mathilda Avenue
5. Central Expressway and Lawrence Expressway
6. Central Expressway and Mary Avenue
7. Mathilda Avenue and State Highway 101
8. Mathilda Avenue and State Highway 237
9. Lawrence Expressway and State Highway 237
10. Lawrence Expressway and State Highway 101

(b) **Lots of 2 Acres or More.** Non-residential development, including hotels, shall provide art when located on any lot of 2 acres or more. The development may include either new construction of a main building of any size, an addition of at least 30,000 square feet to a main or accessory building, or new construction of an accessory building. If more than one lot is developed jointly or as an integrated project, the requirements of this chapter apply if the

aggregate lot area is 2 acres or more, regardless of whether the property is under common ownership.

(c) **Phased Projects.** In the event of construction occurring over a period of time, projects become subject to this chapter when the aggregate floor area of all construction reaches the specified levels.

(d) **Public Interest.** Art may be required for any proposed project, including those not mentioned in this section when deemed in the public interest.

19.52.030 Art Requirement

(a) **Provision of Art.** Projects shall provide publicly visible art on-site that is equal in value to 1% of the project construction valuation.

(b) **Building Valuation.** Building permit valuation is determined by the chief building official using the city building permit valuation formula. Valuation of development projects includes the construction of the building shell. Valuation does not include land acquisition, site improvements, parking structures, off-site improvements or tenant improvements. In the event of multi-phased development, valuation is based on the cost of all phases, even though all phases may not be completed at the same time.

(c) **Art Valuation.** When calculating the value of an art to be placed on a private development site, eligible costs include:

- (1) Purchase price of the art;
 - (2) Art consultant fees;
 - (3) Installation costs, including transportation of the art to the site, pedestals or display costs;
 - (4) Wiring, fixtures and other costs directly related to the installation of lighting the art; and
 - (5) Identification plaque.
- (6) Ineligible costs include land acquisition, site preparation, travel costs for the artist, architect fees, utility fees associated with the installation or operation of the art, fees associated with dedication ceremonies, publicity, or educational components and maintenance fees and repairs.

(d) **Art Valuation Remainders.** In some instances the cost of artwork may not equate precisely to 1% of the construction valuation. If the developer does not spend the entire 1% on public art, then the remaining amount shall be contributed to the Public Arts Fund.

(e) **Alternative to Provision of Art.** Developers may choose to make a contribution to the Public Art Fund in-lieu of placing art on their project site. Developers shall allocate an in-lieu amount equal to 1.1% of the building valuation. The additional 0.1% is to be used for maintenance of art provided through the Public Art Fund. The in-lieu fee shall be paid prior to issuance of the building permit.

19.52.040 Standards for Art

Proposed art in private development shall meet the criteria in this section. The arts commission may allow modifications that are consistent with the intent of this chapter.

(a) **Type of Art.** Art should be one significant piece of art, except that requirement may be met with several works of art when specifically found by the arts commission to fulfill the intent of this chapter. The nature and style of the art is considered in the context of other similar art in the surrounding area to encourage a wide range of types of art, styles and materials in order to create a balanced and interesting artistic and aesthetic appearance. The following types of art are permitted as long as they are on a large public scale:

- (1) Sculpture: in the round, bas-relief, mobile, fountain, kinetic, electronic, or other, in any material or combination of materials;
- (2) Painting: all media, including permanently affixed works, such as murals;
- (3) Graphic arts: printmaking, drawing, calligraphy and photography, but only when on a large public scale;
- (4) Mosaics;
- (5) Glass;
- (6) Clay, fiber and textiles, wood, metal, plastics and other materials;
- (7) Mixed media: any combination of forms or media, including collage. Water, neon, fiber optic and electronic sculpture generally should not be encouraged due to difficulty of maintenance. Such art may be permitted if adequate assurance of continued maintenance is provided.
- (8) Functional art created by a professional artist, such as benches, tree grates and trash receptacles; or,
- (9) Any other form of work of art determined to satisfy the intent of this chapter.
- (10) Ineligible Works. The following do not meet the requirements for art in private development:
 - (i) Artwork that is similar to, reminiscent of or based on a corporate logo;
 - (ii) Reproductions by mechanical or other means of original works of art. Permitted art may include, however, limited editions controlled by the artists of original prints, cast sculpture, photographs and other art forms;
 - (iii) Directional or other functional elements such as supergraphics, signing, color coding, except where these elements are integral parts of original signed arts;
 - (iv) Art objects which are mass produced from a standard design, such as playground equipment, fountains, flags or banners; and,
 - (v) Landscaping and gardening, except where these elements are designed by the artists and are an integral part of a fine art.
- (a) **Artist Qualifications.** The artist is required to have experience and knowledge of monumental-scale art intended for public viewing. The artist's qualifications will be evaluated and examples of past work may be reviewed to determine whether or not the artist has appropriate experience for the project.
- (c) **Artistic Preference.** The determination of artistic preferences is primarily a function of the owner or developer of the property. It is the intent of this chapter to provide for the public display of private art on private property without substituting the artistic preferences of the city for those of the owner or developer of the property.
- (d) **Visibility and Locations.** Appropriate locations may include, but are not limited to, vehicular entryways to the property, plazas, greenbelts and building facades. The location selected should allow reasonable accessibility to the art, including visibility of the art from the public street. The location shall be exterior and installation of the art piece shall enhance the art and allow for unobstructed public viewing from as many angles as possible. When located in proximity to major traffic thoroughfares, the art should be at a motorist's scale and oriented toward the view corridor of the motorist. The art shall be an integral part of the landscaping and/or architecture of the buildings.
- (e) **Proportional Size.** The art shall be proportional to the scale of the development and designed to create an artistic, visual and aesthetic impact upon observers. Particularly in locations on major thoroughfares and major intersections, the art should be of such size and nature as to strengthen the urban design and aesthetic quality of life in the community.
- (f) **Inoffensive.** Because the art will necessarily be highly visible to the public, will be associated with city requirements and because the traveling public will have no real opportunity

to avoid the visual aspects of the art, expressions of obvious bad taste or profanity is prohibited. It is the intent of this criterion to address proposed art which by its nature would generally be considered offensive to the public.

(g) **Permanence.** The art shall be a permanent, fixed asset to the property. The composition of the art shall be of permanent materials requiring a low level of maintenance. Materials used shall be durable and weather resistant.

19.52.050 Art Permit

(a) **Art Permit Required.** An art permit is required for installation of art in private development. The art permit shall be obtained prior to building permit occupancy. In phased projects, the Director retains discretion as to which building permit triggers the need for the Art Permit application.

(b) **Application.** The Art Permit application shall contain the following information:

- (1) An application signed by the owner of the affected property;
- (2) Landscape and site plans indicating the location and orientation of the art, signage, utility boxes, fire suppression systems, and the landscaping and architectural treatment integrating the piece into the overall project design;
- (3) Color elevation rendering clearly showing the artwork to scale in relation to its surroundings;
- (4) A sample, model, or photograph and “to-scale” drawings or renderings of the proposed art piece;
- (5) Material samples and finishes;
- (6) A resume of the proposed artist including slides or photographs of the proposed artist’s past work which demonstrates similar work to the proposal;
- (7) A written statement by the artist describing any theme or development of the art, as well as a discussion of the manner in which the proposed art meets the criteria in Section 19.52.040 (Standards for Art);
- (8) A lighting plan including samples of lighting fixtures; and
- (9) Other information as required by the superintendent of community services.

(c) **Finding.** The proposed art is consistent with the Section 19.52.040 (Standards for Art) and the purpose of this chapter.

(d) **Decision.** The application, along with the recommendation of the superintendent of community services, will be forwarded to the arts commission for review and action at a public hearing. The arts commission, based on the finding, may either:

- (1) Approve the permit as requested or conditioned to meet the requirements of this chapter; or
- (2) Deny the permit.

(e) **Appeals.** Actions of the arts commission may be appealed by any person, including an arts commissioner or city councilmember. Written appeals shall be filed within 15 calendar days of the date of the action. The appeal shall state the grounds for the appeal. All proceedings initiated by the action of the arts commission will be suspended pending a final determination by the city council of the appeal’s merits at a public hearing. The city council, based on the finding, may either:

- (1) Approve the permit as requested or conditioned to the requirement of this chapter;
- or
- (2) Deny the permit.

(f) **Failure to Act.** Failure of the arts commission to act on a permit application within 60 calendar days, or an extended period as mutually agreed upon by the applicant and the arts commission is deemed a denial of the application. Denial may be appealed to the city council in

accordance with this section. The superintendent of community services shall send a notice of the action to the applicant. Failure to send notice does not affect the arts commission action or extend any appeals period.

Section 19.52.060 Master Art Permit

- (a) **Applicability.** Development of any property having an aggregate area of more than 50 acres may apply for a Master Art Permit. Development may occur at one time or in phases and shall consist of contiguous lots.
- (b) **Application.** Application for a Master Art Permit is filed in the same manner as an Art Permit, except that the application does not need to specifically identify each particular piece of art proposed.
- (c) **Content.** The Master Art Permit may define the total obligation to provide art and include information on the quantity, type, orientation and timing of installation of the proposed art. The Master Art Permit may waive Art Permit requirements for individual installations.
- (d) **Decision.** Decisions require a city council hearing after recommendation by the arts commission.

19.52.070 Installation and Maintenance Requirements

- (a) **Timing of Installation.** If art installation is impracticable prior to the anticipated date of building occupancy, the Director may allow building occupancy provided that the art permit has been issued and the applicant has filed with the city adequate security to guarantee installation of the art. The security may take the form of a bond, letter of credit, cash deposit, or similar security instrument, along with an agreement to install the required art in such amount and form as is acceptable to the Director.
- (b) **Permit for Installation.** The applicant shall obtain a building permit for the art.
- (c) **County Recordation.** Prior to completion of the art installation, a document shall be recorded with the county containing a description of the art and noting the obligation of present and future property owners to maintain and repair the art.
- (d) **Plaque Required.** Each piece of art shall provide an appropriate identification plaque or monument measuring at least 8 inches by 8 inches. The plaque shall be made of cast metal and be placed near the art piece. Information is limited to the date, title and artist. The requirement of this section may be waived if determined in a particular circumstance to be inconsistent with the intent of this chapter.
- (e) **Maintenance.** Art shall be maintained in good condition after its installation. Maintenance of the art includes related landscaping, lighting and the identification plaque. Violation of the maintenance requirements may result in the imposition of administrative fines and penalties under Chapter 1.06 (Administrative Fines and Penalties) and may include the City's cost of maintaining or repairing the art.
- (f) **Removal.** Removal of required art is prohibited without the City approval. The City may require replacement of the art. Removal or replacement of art shall comply with Section 19.52.050 (Art Permit).

19.52.080 Establishment of the Arts Funds

The city council authorizes the establishment of two funds for the deposit of all fees paid under to this chapter.

- (a) **Public Arts Fund.** This fund uses 1% of the construction valuation for the acquisition and installation of the art and administration of the public art program, including but not limited to improvements, site preparation, lighting and landscaping.

(b) **Art Maintenance Fund.** The 0.1% of the construction valuations shall be set aside in the art maintenance fund for repairing and maintaining art purchased by the in-lieu fee.

RESCIND

Deleted: Policy 6.4.3 Art in Private Development

POLICY PURPOSE:

~~The purpose of this policy is to ensure the inclusion of art on private property by establishing uniform guidelines and procedures.~~

POLICY STATEMENT

~~This policy provides uniform guidelines for art in private development within the Sunnyvale community. In particular:~~

- ~~1. A 1% flat fee of construction costs for all projects subject to the Art in Private Development requirement;~~
- ~~2. An in lieu fee option for projects that lack an appropriate location for public art.~~
- ~~3. Developments subject to the Art in Private Development requirement shall be required to provide publicly accessible artwork in an amount equal to 1% of the valuation of an eligible development project including building and tenant improvements. The following types of costs are typically excluded from the project valuation; land acquisition, site improvements, such as grading and costs associated with off site improvement costs beyond the property line, such as moving power lines, adding a traffic light or right turn lane, or relocating a historical landmark to another location, will be excluded.~~

ELIGIBLE PROJECTS

~~All nonresidential development projects (including hotel and motel developments) involving construction of new buildings or the expansion of existing buildings on property subject to Chapter 19.52 of the Sunnyvale Municipal Code.~~

DEFINITIONS

- ~~1. Building Permit Valuation: The City's building permit valuation formula as referenced in Title 16 of the Sunnyvale Municipal Code will be used as the basis for calculating the required expenditure for public art. Valuation is based on the building standards published by the International Conference of Building Officials (ICBO), as adopted by the State of California.~~
- ~~2. In Lieu Fee Option: Developers of projects that lack an appropriate location for public art may apply to the Director of Community Development for a waiver that would allow them to contribute an in lieu fee of 1% of the construction valuation of a development, including building and tenant improvements, and excluding the cost of land site improvements. Such projects may include, but are not limited to the following conditions:~~
 - ~~A. Properties that have an obstructed view corridor from the public right of way due to existing landscaping, utility poles or existing buildings on adjacent property.~~
 - ~~B. Properties that do not have an artwork location near the main entrance or street, either due to lack of space, existing trees and landscaping, required public easements, or existing utility pipes and electrical boxes.~~

COUNCIL POLICY MANUAL

- ~~C. — Properties that lack a publicly visible location for art due to security restrictions.~~
- ~~D. — Properties that do not have adequate space to incorporate public art.~~
- 3. ~~Public Art Fund: In lieu fees will be contributed to the Public Art Fund administered by the Department of Parks and Recreation. In lieu fees from the Public Art Fund may be used to:~~
 - ~~A. — Create community art projects.~~
 - ~~B. — Install public art on public property such as parks or the grounds of public facilities such as the Community Center and Civic Center.~~
 - ~~C. — Install public art in the interior of public buildings that are deemed to be areas of concentrated public activity such as the lobbies and public areas of the Library, City Hall buildings and Community Center buildings.~~
 - ~~D. — Install public art at City gateways and focal points or other high profile locations identified in the Master Plan for Public Art.~~
- 4. ~~Artwork Valuation: When calculating the value of an artwork to be placed on a private development site, eligible costs will include:~~
 - ~~A. — The purchase price of the artwork~~
 - ~~B. — Art consultant fees~~
 - ~~C. — Transportation of the artwork to the site~~
 - ~~D. — Installation of the artwork~~
 - ~~E. — Pedestals or display costs~~
 - ~~F. — Lighting for the artwork and utility fees associated with installation and/or operation of the artwork~~
 - ~~G. — Identification plaque~~

~~Ineligible costs include:~~

 - ~~A. — Land acquisition~~
 - ~~B. — Site preparation~~
 - ~~C. — Travel costs for the artist~~
 - ~~D. — Architect fees~~
 - ~~E. — Utility fees associated with the installation or operation of the artwork~~
 - ~~F. — Fees associated with dedication ceremonies, publicity, or educational components~~
 - ~~G. — Maintenance fees and repairs~~

PROCESS

- 1. ~~Verification of the eligible costs associated with the acquisition and installation of artwork required under the terms of the Sunnyvale Municipal Code must be submitted to the Director of Community Services or his/her designee.~~

COUNCIL POLICY MANUAL

- ~~2. Process for Artwork Valued at Less than One Percent (1%): Developers will not be prohibited from the acquisition and installation of artwork valued at less than the one percent (1%) required expenditure provided the proposed artwork meets all remaining criteria of the Art Private Development Ordinance and the applicant contributes to the Public Art Fund the difference between one percent (1%) of the construction valuation of the project as described in Sub-section A and the cost of the artwork as calculated in Sub-section F.~~

~~(Adopted RTC 02-136 (5/7/02); Revised for clarity (4/9/07); Administrative update (March 2012))~~

~~Lead Department: Department of Community Services~~

Policy 6.4.4 ~~Art in Public Places~~

Deleted: Art in Public Construction Projects

POLICY PURPOSE

The purpose of this policy is to ensure ~~uniform guidelines and procedures for~~ the inclusion of ~~publicly accessible art on public properties, and to establish by establishing uniform guidelines and procedures for eligible municipal projects and to provide~~ uniformity between the requirement for art in ~~public municipal~~ construction projects with the requirement for art in private development projects. Additionally, this policy will also provide uniform procedures and guidelines for the permanent removal or deaccession of a city-owned public art piece.

POLICY STATEMENT

In 2002, the City Council reviewed the status, intent and effectiveness of public art policy in Sunnyvale and approved a policy to require art in public construction projects under certain circumstances.

In 2012, the Council again reviewed the effectiveness of existing public art policy and voted to amend the current policies to include a deaccessioning policy for the City's Permanent Art Collection, as well as to further define project eligibility for subsidies from the City's Public Art Fund.

DEFINITIONS

1. Art: The conscious use of skill and creative imagination in the production of aesthetic objects.
2. Public Art: Artwork that ~~is publicly accessible and~~ is located in a building or on a site ~~is located in a public building or on public property~~ that allows an unobstructed view of the artwork. ~~The artwork can be located on either public properties or private properties.~~
3. Public Areas: Any public gathering place including, but not limited to; public plazas, the library, parks and park buildings, police and fire stations, community, neighborhood and senior centers, public transportation centers, and civic centers.
4. Publicly Funded Projects: All construction funded by public or taxpayer funds.
5. ~~Eligible Projects:~~
 - A. ~~All aboveground publicly funded public buildings or public open space projects within City jurisdiction with a construction valuation of \$1,000,000 or more. This includes the development or renovation of all public facilities, as well as; parks, street medians, City gateways, public plazas and any other locations identified in the Master Plan for Public Art developed in accordance with Council direction.~~
 - B. ~~All construction or renovation projects of \$100,000 or more in facilities such as:~~
 - ~~Sunnyvale Community Center~~
 - ~~Sunnyvale Civic Center complex including Library and Public Safety Building~~

COUNCIL POLICY MANUAL

- ~~Fire Stations~~
 - ~~Columbia Neighborhood Center~~
 - ~~Neighborhood Park Buildings~~
 - ~~Water Pollution Control Plant and SMART Station~~
 - ~~Focal points and gateways into the community~~
 - ~~Any future City buildings that are comparable in nature~~
6. ~~Exempt Projects: All underground projects, utility (including water) projects, streets and sidewalks, trees and landscaping, utility relocation, seismic upgrades, mechanical and electrical work, traffic improvements (such as traffic lights, crosswalks and traffic calming measures), and construction due to fire or other natural calamities.~~
7. ~~Eligible Costs: Acquisition of artwork, staff and consultant costs associated with the acquisition and installation of the artwork, artist and design fees, artist travel, transportation and installation of artwork, lighting, landscaping directly associated with the artwork and identification plaques. Any costs related to utility relocations, site preparation and staff time directly associated with the installation of an artwork are also eligible.~~
8. ~~Non eligible Costs: Architect and engineering fees, site preparation (including utility relocation), landscaping, and public works and community development staff costs not directly associated with the artwork.~~
5. Public Art Fund: A fund established to create community art projects or to purchase artwork for installation on the interior or exterior of public buildings, or other such public property, such as parks, the grounds of public facilities, or community gateways. The Public Art Fund is administered by the Department of Community Services and receives funding through in-lieu fees for art. Public Art Funds may be used to support eligible projects:
- A. Create community art projects for **installation on public property.**
 - B. Install public art on public property such as parks or the grounds of public facilities such as the Community Center and Civic Center.
 - C. Install public art in the interior of public buildings that are deemed to be areas of concentrated public activity such as the lobbies and public areas of the Library, City Hall buildings and Community Center buildings.
 - D. Install public art at City gateways and focal points or other high profile locations identified in the Master Plan for Public Art.
 - E. **Install temporary or rotating art exhibits on public property.**
 - F. **Subsidize public art projects required through municipal construction projects and located on public property.**

COUNCIL POLICY MANUAL

6. ~~Project Valuation:~~ The City's building permit valuation formula as set forth in Title 16 of the Municipal Code will be used as the basis for calculating the required expenditure for public art. The formula is based on the building standards published by the International Conference of Building Officials. In the case of park and open space projects, the one percent (1%) requirement will be calculated based on the total project budget, excluding administrative costs.

107. ~~Artwork Valuation~~ **Required Expenditure Valuation:** When determining whether or not the 1% required expenditure has been met, the following costs can be included: calculating the value of an artwork to be incorporated into a public project, eligible costs include:

- A. The purchase price of the artwork
- B. Art consultant fees
- C. Travel costs for the artist
- D. Transportation of the artwork to the site
- E. Installation of the artwork
- F. Site preparation costs directly associated with installation of the artwork
- G. Landscaping that is integral to the artwork
- H. Pedestals or display costs
- I. Lighting for the artwork and utility fees associated with installation and/or operation of the artwork
- J. Identification plaque

Ineligible costs include:

- A. Land acquisition
- B. Site preparation
- C. Architect fees
- D. Fees associated with dedication ceremonies, publicity, or educational components
- E. Maintenance fees and repairs

- 8. **Public Art Collection:** The collection of artwork either donated to the City, or purchased through public funds, which is owned and maintained, in trust for the public, by the City of Sunnyvale.
- 9. **Deaccession:** The process to permanently remove an artwork from the City's Public Art Collection.
- 10. **Disposal:** Any method used to transfer ownership of the deaccessioned piece to another entity, either through sale, donation, trade or destruction.
- 11. **Conservation:** The broad concept of care necessary to maintain an artwork in good condition.
- 12. **Preservation:** Actions taken to prevent deterioration of damage in artworks.
- 13. **Restoration:** The treatment of deteriorated or damaged artwork to approximate as nearly as possible its original (or artist-intended) form, design, color and function.

Deleted: Public Art Fund: A fund established to create community art projects or to purchase artwork for installation on the interior or exterior of public buildings, or other such public property, such as parks, the grounds of public facilities, or community gateways. The Public Art Fund is administered by the Department of Community Services and receives funding through in-lieu fees for art. Eligible projects include:

¶
¶
96.

Deleted: 7

COUNCIL POLICY MANUAL

PROCESS-ART IN MUNICIPAL CONSTRUCTION PROJECTS

Eligible **municipal construction** projects are required to integrate public art. The artwork shall be located in publicly visible areas either inside a public building or on public property. ~~Eligible projects will be required to provide artwork valued at one percent (1%) of the valuation of an eligible project.~~ The artwork shall be valued at an amount equal to 1% of the project valuation within a variance of ten percent.

PROJECT ELIGIBILITY

Eligible Projects:

- A. All aboveground publicly funded ~~public~~ buildings or public open space projects within City jurisdiction with a construction valuation of \$1,000,000 or more. This includes the development or renovation of all public facilities, as well as; parks, street medians, City gateways, public plazas and any other locations identified in the Master Plan for Public Art developed in accordance with Council direction.
- B. All construction or renovation projects of \$100,000 or more in facilities such as:
 - Sunnyvale Community Center
 - Sunnyvale Civic Center complex including Library and Public Safety Building
 - Fire Stations
 - Columbia Neighborhood Center
 - Neighborhood Park Buildings
 - Water Pollution Control Plant and SMART Station
 - Focal points and gateways into the community
 - Any future City buildings that are comparable in nature

6.Exempt Projects: All underground projects, utility (including water) projects, streets and sidewalks, trees and landscaping, utility relocation, seismic upgrades, mechanical and electrical work, traffic improvements (such as traffic lights, crosswalks and traffic calming measures), and construction due to fire or other natural calamities.

~~The in-lieu fee alternative available to private developers applies to public construction projects at the discretion of the Director of Public Works. If the in-lieu option is exercised, the funds will be placed in the Public Art Fund for acquisition and installation of art on public property or in public buildings at a later date.~~

ASSIGNMENT OF RESPONSIBILITIES

4.The Director of Public Works and the Director of Library and Community Services, or their designees shall be responsible for identifying municipal construction and renovation projects that meet the conditions of this policy and will be required to provide public art.

The Director of Library and Community Services, or his/her designee shall be responsible for initiating public art projects that are not required through municipal construction, but that have

COUNCIL POLICY MANUAL

been designated as eligible for funding from the Public Art Fund, in accordance with the City's approved Master Plan for Art.

1. Review Process for Art in Public Places:

A. **Project review Committee:** ~~A project review~~ This committee will coordinate the public art component of an eligible municipal construction project, and shall consist of staff from the Departments of Public Works, Library and Community Services, and Community Development, as appropriate. ~~, will coordinate the public art component of an eligible municipal project.~~

B. **Location and Artwork Review:** Possible locations for the artwork and the type of artwork to be considered for the project shall be identified with input from the **Project Review Committee**, the Sunnyvale Arts Commission, **pertinent** city staff, interested citizens and project architects. Based upon this information, proposals will be solicited from qualified artists.

C. **Short List of Artists:** The Project Review Committee will be responsible for reviewing all art proposals and/or qualifications of artist applications. A short list of 2-5 artists and/or proposals will be established by the Committee. The short list shall have a minimum of two artists and/or proposals for consideration.

2. Approval Process:

A. **Report to Council (RTC):** A draft ~~Report to Council~~ **RTC** outlining the project and the short list of artists will be forwarded to the Arts Commission ~~with two or more qualified proposals~~ for review and recommendation prior to going to City Council for action.

B. **Council Approval:** ~~4-~~ Following Council approval of a specific art proposal, the Director of Library and Community Services, or the Director's designee(s), shall be responsible for coordinating the integration of the public artwork into the ~~capital improvement project.~~ **municipal construction project.**

3. In-Lieu Fee Alternative:

- A. The in-lieu fee alternative available to private developers applies to public construction projects at the discretion of the Director of Public Works.
- B. If the in-lieu option is exercised, the funds will be placed in the Public Art Fund for acquisition and installation of art on public property or in public buildings at a later date.

PERMANENT ART COLLECTION

~~5-~~ Artwork **approved for purchase or commission** ~~accepted~~ by the City Council shall become part of the City's **Public Permanent** Art Collection. All artwork in the collection will be documented in the City's Public Art Inventory and identified with a metal plaque. Oversight **and maintenance** of the Public Art Collection is the responsibility of the Department of Community Services.

DE-ACCESSIONING PLAN

COUNCIL POLICY MANUAL

Artworks in the City's Permanent Art Collection are meant to remain on public display. However, circumstances may deem it necessary to permanently remove works of art from the City's Permanent Art Collection.

1. Eligible Circumstances for De-accessioning:

- A. Security: The security or continued good condition of an artwork cannot be reasonably guaranteed in its current location. Arts staff will attempt to relocate any artwork deemed at risk for security purposes; but in the event a suitable, secure location cannot be found, the item may be de-accessioned from the collection.
- B. Public Safety: The artwork is a danger to the general public because it is naturally deteriorating, or it has been altered through vandalism, unforeseen man-made circumstances or a natural disaster.
- C. Inauthentic: The artwork is discovered to be inauthentic or fraudulent.
- D. Stolen Art: The artwork is discovered to be stolen, and therefore, is returned to its legal owner.
- E. Theft: The artwork is illegally removed from its place of public display and cannot be located.
- F. Damage Beyond Repair: The artwork has been severely damaged and deemed "beyond repair" by a professional art conservationist, or the artist, and it cannot be restored to the artist's original intended condition for a price less than is considered prohibitive.
- G. Change in the Permanent Art Collection's Mission: The artwork no longer meets the mission of the Permanent Art Collection due to a formal change in the Collection's Mission Statement.
- H. Loss of Site (Site Alteration or Sale of Site): The artwork can no longer reside in its original location because the original location is altered due to construction, a change of site usage, or sale of the site. Arts staff will attempt to relocate the artwork to a suitable site; however, lack of a suitable site, either now or in the foreseeable future, or if there is not suitable storage until a site in the foreseeable future is available, could merit deaccessioning.

For site-specific artwork, or permanently-affixed artwork, deaccessioning may be warranted without any attempt to relocate the artwork if it is deemed that the artwork cannot be moved without causing irreparable damage or the cost of relocating the artwork is considered prohibitive.

- I. Temporary Acquisition: The artwork is intended to be a temporary display and the City's obligation to display the artwork is complete.
- J. Excessive Representation: The artwork is deemed as duplicative or excessive in representation of work of that type or of that artist.
- K. Aesthetic Value: The artwork has not withstood the test of time and has been professionally determined to lack aesthetic value to justify its continued upkeep and/or storage.
- L. Content: Once the Artwork has been accessioned into the City's Permanent Art Collection, it may not be de-accessioned solely on the basis of content or personal preference of any staff member, commission or board member, or member of the public.

2. Assignment of De-accessioning Responsibilities:

COUNCIL POLICY MANUAL

- A. No city department shall remove any work of art from the site for which it was selected, nor remove it from display, without prior consent of the Director of Library and Community Services, or the Director's designees(s).
- B. The Director of Library and Community Services, or the Director's designee(s), is responsible for determining whether or not the artwork meets any of the above criteria for removal or de-accessioning.
- C. The Director of Library and Community Services, or the Director's designee(s), shall be responsible for oversight of the de-accessioning process.
- D. The Director of Library and Community Services, or the Director's designee(s), shall make every effort to contact the artist of the artwork recommended for de-accession, or the artist's heirs, using current contact information. The artist, or the artist's heirs, shall be given the opportunity to purchase the artwork, or its parts, before the disposal or destruction of the artwork.
- E. The Director of Library and Community Services, or the Director's designee(s), shall determine the purchase price of a de-accessioned artwork, based on current market value.
- F. In the event that the de-accessioned artwork is sold, the Department of Community Services will deposit the proceeds of such sale into the Public Art Fund of the City.
- G. In the event that the de-accessioned artwork is sold or donated, the removal of the artwork from city property shall be the responsibility of the purchaser or recipient of the donation and shall be of no cost to the City.
- H. De-accessioning and disposal of an artwork must be conducted publicly and formally with adequate documentation. It must also comply with all applicable local, state and federal laws.
- I. No current, or former, member of the Art Commission, City Council or City staff member shall be allowed to bid on and/or purchase a de-accessioned artwork.
- J. A permanent record of the artwork's inclusion in the City's Permanent Art Collection, and reasons for its removal, shall be maintained in a Permanent Art Collection database by the Department of Library and Community Services.

3. Process for De-accessioning Artwork:

- A. If an artwork is subject to any of the above conditions and deemed eligible for de-accessioning, the Arts staff will prepare a report for review and evaluation by the City's Arts Commission, which will prepare a formal recommendation to the City Council for action on the de-accession.
- B. The Staff Report shall include:
 - a) Reasons for the suggested de-accession
 - b) Original accession method(s) and cost of artwork
 - c) Estimated current market value of the artwork
 - d) Proposed de-accession method(s) and cost for each proposed method, including the sale price if applicable
 - e) When appropriate, photo documentation of the site conditions and/or current condition of the artwork in question
 - f) Official Police Report (if applicable)

COUNCIL POLICY MANUAL

(Adopted: RTC 02-136 (5/7/2002); Updated for accuracy (10/28/09); Amended: RTC _____
(8/14/2012).)

Lead Department: Department of Library and Community Services



PUBLIC ART COLLECTION

(Revised 04/2/12)

INVENTORY #	ARTIST & TITLE	MEDIUM	LOCATION
85.3	Judy Ackeret 'Only Flowers Bloom'	Watercolor	CC/Senior Center Cypress Room
88.2	John Battenberg 'Murphy Street Scene'	Painted Steel	CC/Orchard Heritage Park
85.4	Sandra Beard 'Untitled #2'	Monoprint	CC/Senior Center Manager's Office
85.5	Sandra Beard 'Untitled #3'	Monoprint	CC/CAC Art Storage - to be relocated
89.12	Douglas Chun 'Approaching Storm'	Watercolor	CC/Theater Lobby
89.11	Douglas Chun 'Valley Vineyard II'	Watercolor	CC/Theater Lobby
91.3	Lee Truax Dalton 'Portrait of Antone Vargas'	Oil on Canvas	CH/ Council Chambers Lobby
91.11	Elizabeth Devereaux 'Allegorical Landscape'	Stained Glass	Library
89.5	Joe Draeger 'August'	Lithograph	CH/Council Chambers
89.6	Joe Draeger 'Still Life with Artichoke Blossom'	Acrylic on Hardboard	CH/OCM Mayor's Office
80.2**	Carol Donegan 'Ghost in Silicon Valley'	Lithograph	CC/Senior Center Maple Room
91.13	Nancy Weeks Dudchenko 'It's a Symphony'	Ceramic	CC/Senior Center Lobby

ATTACHMENT F

INVENTORY #	ARTIST & TITLE	MEDIUM	LOCATION
84.1	Dan Dykes 'Matrix'	Stainless Steel	CC/Theatre Main Entrance
91.5	Sharon Evans 'Charles Spalding'	Graphite on Paper	CC/CAC Art Storage – to be relocated
88.1	Malou Flato 'Untitled'	Painted Tile	Raynor Activity Center/Bldg. 8
85.2	Gene Flores 'El Paso de los Suenos'	Bronze	CH/Lawn @ ECR & Mathilda
91.4	Alice Freund 'Walter Everett Crossman'	Pastel on Paper	CH/Council Chambers Lobby
76.1	D. Gabairis 'Seagulls'	Metal	CC/Senior Center Lobby
91.9	Bob Gerbracht 'Portrait of John Hendy'	Pastel on Paper	CC/Recreation Center Conference Rm
89.2	Matt Glavin 'Genesis #802'	Mixed Media	CH/OCM Mayor's Office
04.2	Gerald Heffernon 'Fruit Gigantica'	Painted Aluminum	Downtown Plaza/ Evelyn@Francis
97.2	Martin Hernandez 'Growth in the Valley'	Acrylic on Plywood	Raynor Activity Center/ Art Storage (Room 16) – to be reinstalled in CNC Lobby
97.1	Jane Hofstetter 'Romeo and Juliet'	Oil on Canvas	CC/CAC Art Storage – being repaired – to be reinstalled in Theatre Dance Studio
89.3*	Martha Hubert 'Night Passage: 2'	Monoprint	CH /Council Chambers
03.1	Gordon Huether 'Tree of Life'	Water-cut steel w/ dichroic glass	CC/Senior Center Main Entrance
03.2	Gordon Huether 'Forest'	Etched Glass	CC/Senior Center Lobby
89.4	Bill Iaculla 'Cathedral Windows'	Cast Handmade Paper	CH/(OCM) Hallway

INVENTORY #	ARTIST & TITLE	MEDIUM	LOCATION
06.1	Melissa Jennifer 'Pole People'	Steel, aluminum, glass	Raynor Activity Center/ Storage Rm 16-reinstall at CNC at the end of the expansion project
85.1	J. Seward Johnson 'Out to Lunch'	Bronze	Library Main Entrance
85.6	Judy Miller Johnson 'Angel's Trumpets'	Etching	CC/Senior Center Breakroom
85.7	Ellen Kiefer 'Purification'	Monoprint	CC/Senior Center Willow Room
88.3	Carlos Laorca 'Layer Painting #1'	Mixed media	CC/Meeting Room (CAC)
89.13	Lebadang 'Nature's Prey'	Lithograph	CC/Senior Center Maple Room
91.8	Sarah Linder 'Portrait of Martin & Mary Murphy'	Oil on Canvas	CC/Recreation Center Conference Rm
91.14	Yael Luri & Jean Pierre Larochette 'Unfolding Knowledge'	Cotton, Wool, Silk, Tapestry	Library Reference Desk
85.8	Sandra MacDiarmid 'Waijimi Market, Japan'	Oil on Paper	CC/CAC Art Storage – to be relocated
04.2	Therese May 'Sunnyvale Community Quilt'	Fabric with mixed media	CC/Senior Center Hallway
89.1	Sal Pecoraro 'Omaggio A Tempo'	Travertine marble and bronze	CC/Upper Pond
81.2**	Carol Pfoutz 'Community Center Oak'	Clay Collage	CH/Council Chambers
87.1	Virginia Pochman 'Lily Pond'	Watercolor	Library
83.1*	Frank Rosen 'Metamorphosis of an Uncommercial Traveler'	Oil on Canvas	CH/Council Chambers
91.7	David Saccheri 'Charles Stowell'	Oil on Canvas	CC/Rec Center Conference Rm
91.12	Robert Salas 'Lakewood Community Mural'	Water-based Tempera	Lakewood Park Playground

INVENTORY #	ARTIST & TITLE	MEDIUM	LOCATION
10.01	Lydia Sanchez “Sunnyvale Community Mural”	House Paint on concrete	Fair Oaks Park NE field
91.2	Susan Schary ‘Portrait of Ida Trubschenck’	Oil on Canvas	CH/Council Chambers Lobby
85.10	Joan Schulze ‘Bridge to Bridge’	Fabric Collage	CC/Senior Center Waiting Area
85.11	Joan Schulze ‘Flight’	Fabric Collage	CC/Senior Center Waiting Area
85.12	Joan Schulze ‘Sunstorm’	Fabric Collage	CC/Senior Center Waiting Area
91.6	Robert Semans ‘Edwina Benner’	Oil on Canvas	CH/Council Chambers Lobby
91.10	Robert Semans ‘Portrait of Alillion Wilhelmy’	Oil on Canvas	CH/Council Chambers Lobby
89.7	Kathleen Sharp ‘Portal Study’	Textile	CC/CAC Art Storage – to be relocated
99.1	Danny Sheu & Jeff Bordona ‘Untitled’	Ceramic Tiles	Lakewood Park Park Building exterior
98.4	Danny Sheu & Jeff Bordona ‘Untitled’	Ceramic Tiles	Washington Park Restroom exterior
98.1	Dan Snyder (Island Fantasy) Untitled	Brass Inlays	Washington Park Playgrounds
89.9	Mark Templeton ‘Untitled’	Watercolor Collage	CH/OCM Lobby
89.10	Mark Templeton ‘Untitled’	Watercolor Collage	CH/OCM Lobby
85.13	Susan Terry ‘Forget Me Nots’	Watercolor	CC/CAC Arts Storage
89.10**	Susan Terry ‘Hendy Iron Works’	Watercolor	CC/CAC Art Storage
85.14	Susan Terry ‘Tulips’	Watercolor	CC/CAC Art Storage
80.3**	Susan Terry ‘Twin Palms, Downtown Sunnyvale’	Watercolor	CC/Senior Center Sequoia Room

INVENTORY #	ARTIST & TITLE	MEDIUM	LOCATION
80.3**	Susan Terry 'Watertower at California and Mathilda'	Watercolor	CC/CAC Art Storage
91.1	Marilyn Thompson 'Portrait of Carl & Hannah Olson'	Oil on Canvas	CH/Council Chambers Lobby
96.1	Earlyn Tomasini 'Mass Transit'	Painted Steel	Public Safety Main Entrance
08.1***	Flo Oy Wong 1933: Gee Lai Wah" "Made in usa: Angel Island Shhh" series	Mixed Media	CC/Senior Center Sequoia Room
79.2**	Naomi Zapanta 'Roots'	Etching 3/20	CH/Council Chambers

CH – City Hall CC – Community Center
* Donated by Members of the City Council

CAC – Creative Arts Center OCM – Office of the City Manager
Sunnyvale Purchase Award * Donated by artist

H:khd/Permanent Collection/Public Art Inventory

ATTACHMENT G

Public Art In Lieu Fee Survey – BayArea Cities

Agency	In Lieu Fee Option?	Conditions under which In Lieu Fee can be Utilized	Public Art Master Plan?	Acceptable Public Art Fund Expenditures
City of Alameda	Yes 1%	Any	n/a	Public Art placement, acquisition, maintenance and/or administrative fees
City of Emeryville	Yes 1%	Any	n/a	Public Art placement, acquisition, maintenance and/or administrative fees
City of Napa	Yes 1%	Any	Yes**	Public art programming and temporary exhibitions**
City of Petaluma	Yes 1%	Any	no	Public Art placement, acquisition, maintenance and/or administrative fees, and public exhibitions of art
City of San Jose	Yes* n/a	Any*	Yes	Any art or cultural programs.
City of Santa Rosa	Yes 1%	Any	No	Public artworks, cultural programming, staffing costs and future reserves
City of Sunnyvale***	Yes 1%	Only if the site lacks an appropriate place for art, or other extenuating circumstance. Must be approved by Director of Community Development	No	Public art or Visual Arts programs
City of Walnut Creek	Yes n/a	Only if the site lacks an appropriate place for art, or other extenuating circumstance. Must be approved by Design Review Committee	Yes (Priority List)	Fees must be used for public art project within “project zone”

*Private Development was required through the Redevelopment Agency. In Lieu Fees were permitted.

**Master Plan for Public Art is currently being developed.

***City of Sunnyvale is included in this survey for reference.

April 2012 H:AIPD/In lieu file

PUBLIC HEARINGS/GENERAL BUSINESS

2. Draft Report to Commission: Review Effectiveness of Existing Art in Private Development In-lieu Fee Option – Study Issue

Superintendent Steward presented the staff report. In response to a question about the place in the decision-making process, Superintendent Steward said it is the Commission's role to review the information and formulate their own recommendation to Council.

A support letter from Ms. Kerry Haywood, Executive Director, Moffett Park Business Group, was distributed.

Commissioners' questions included whether funds resulting from in-lieu fees could be used for a visual arts facility; whether it would be an additional burden on staff to monitor; whether the City would put artwork on private property if the developer chose not to; if developers and property owners are allowed the unrestricted choice to either place public artwork or contribute an in-lieu fee, should there sometimes be qualifications for having public artwork instead of the in-lieu fee option. Questions were responded to satisfactorily.

Superintendent Steward thanked Diane Moglen, Arts Manager, and Kristin Dance, Visual Arts Coordinator, for the work and energy that they put into this study.

The Public Hearing was opened. There were no speakers. The Public Hearing was closed.

MOTION: Commissioner Sumner moved and Commissioner Santos seconded to recommend that Council support staff's recommendation, Alternatives 1, 2 and 3.

1. **Allow developers and property owners the flexibility to choose without limitations whether to place public art on their development sites or to contribute to the City's Public Art Fund an in-lieu fee consistent with 1% of the construction valuation of covered projects. Approve amendments to Municipal Code 19.52 Art in Private Developments and Council Policy 6.4.3 - Art in Private Development.**
2. **Approve fee of an additional 1/10th of a percent (0.1%) of construction valuation of covered projects to be placed in a separate Art Maintenance Fund to provide resources for repair and maintenance of art purchased with in-lieu fees.**
3. **Approve amendments to Council Policy 6.4.4. Art in Public Construction and direct staff to:**
 - **Implement guidelines for deaccessioning artwork from the City's Permanent Art Collection;**
 - **Develop guidelines to further define the parameters under which the Public Art Funds can be used;**
 - **Direct staff to develop a Master Plan for Public Art to identify potential public art projects and prioritize public art locations for funding, and;**
 - **Change title of policy to *Art in Public Places*.**

Discussion included the fact that the new policy would provide developers and property owners with choice and flexibility. Commissioners also indicated it would be very interesting and exciting to have a Public Art Fund. Commissioners discussed that there are no clear guidelines at this time as to how the in-lieu fees would be used. A downside would be that commercial properties might not have artwork if the business or developer chose the in-lieu fee option. Superintendent Steward explained that public art could still be required by City Council through a Special Development Permit or as a condition of development.

Commissioner Karun proposed a friendly amendment regarding exceptions to choosing the in-lieu fee option if developers meet certain criteria to be determined at a later time. Discussion followed as to how the friendly amendment could be formulated. The friendly amendment was declined by Commissioner Sumner following lengthy discussion.

VOTE: 4-1 motion passed. Commissioner Karun dissented.

Commissioner Karun dissented because she does not believe that developers should have complete flexibility to choose either artwork or in-lieu fee. Developers should be required to have artwork on site, and the in-lieu fee would give developers the option of not putting artwork on property.

Commissioner Park said in this situation, economic climate and in the best interests of the City, she would be comfortable going with staff's recommendations. She added that the in-lieu fee option would also make the City more attractive to developers.

3. **Location:** **City-wide**
 Proposed Project: Review Effectiveness of Existing Art in Private Development
 In-Lieu Fee Option – Study Issue
 Staff Contact: Nancy Steward, 408-730-7342
 nsteward@ci.sunnyvale.ca.us
 Notes: *This item is scheduled to be considered by City Council on
 August 14, 2012.*

Nancy Bolgard Steward, Superintendent of Community Services, presented the staff report.

Comm. Hendricks referred to a letter provided on the dais from the Moffett Park Business Group confirming with staff that this group is not in support of staff recommendation Alternative 2 regarding a .1% additional fee for developers exercising the in-lieu option. Comm. Hendricks discussed the recommended alternatives in the report with Superintendent Steward.

Comm. Melton discussed with Superintendent Steward the limited number of people showing up for outreach meetings and the outreach meeting with the Moffett Park Business Group. Comm. Melton discussed with staff the recommended Alternative 1, which would allow more flexibility to developers to pay in-lieu fees. Staff said they do not know whether developers would choose to pay the in-lieu fee or provide art. Comm. Melton referred to page 5 of the report and provided a summary of the proposed flexibility to be allowed for developers to either provide artwork versus paying in-lieu fees, and related legal aspects. **Kathryn Berry**, Senior Assistant City Attorney, further discussed the legal aspects including nexus studies and fee mitigations. **Diana O'Dell**, Senior Planner, added that the proposed in-lieu fee is not being classified as a mitigation fee, but would be a cash equivalent option for developments. Comm. Melton asked staff if, hypothetically, the in-lieu fees could be used towards providing an art museum. Superintendent Steward said this question came up recently and has been posed to the City Attorney's office, however a formal opinion has not yet been provided. Superintendent Steward said this question comes up every few years and discussed the previous outcomes to the question.

Comm. Sulser discussed with staff Attachment G regarding in-lieu fees in other cities, confirming that these are the only cities that responded to the survey, which does not include many of our neighboring cities.

Vice Chair Dohadwala discussed with Superintendent Steward the 1% fee. Ms. O'Dell said the 1% fee information is included in the zoning ordinance with Superintendent Steward referring to Attachment C, page 2, Chapter 19.52.030 of the proposed ordinance. Vice Chair Dohadwala asked if there are projects for public art waiting to be funded. Superintendent Steward said yes and discussed projects and funding.

Comm. Hendricks referred to page 10 of the report and clarified with staff that the in-lieu fees could go towards art anywhere in the City and not just in the project zone.

Chair Larsson discussed with staff the decision makers for whether art has to be provided. Staff discussed the process for various scenarios related to providing art. Chair Larsson asked

if there is there flexibility to collect and use in-lieu fees in private development areas. Superintendent Steward said no, that the way the use of in-lieu fees is currently envisioned, that would not be an option as the in-lieu fees become public money.

Comm. Hendricks discussed with staff if the Planning Commission would have the flexibility to require art from possibly a mixed-use project even if the size or scale of the project did not require it. Superintendent Steward said the Planning Commission could request it, but could not require it. Staff said if that is desired the regulation would need to be rewritten to include residential development. Comm. Hendricks said that in the future the City might want to look at this with Superintendent Steward saying she could include the issue in her tickler file and that the Commission might want to suggest a study issue.

Chair Larsson confirmed with staff that including residential now would be outside the scope of this study issue.

Chair Larsson opened the public hearing.

Pat Castillo, a member of the public, said speaking as a resident only, she would like to ask the Planning Commission to heartily support the changes proposed in the ordinance. She discussed some of the history from the 1990's of this issue. She said she knows money is tight; however it is also important that we have art. She discussed the importance of the use of a variety of art. She said she has no problem adding the additional percentage to deal with maintenance and hopes the Commission supports the staff report.

Comm. Melton asked Ms. Castillo to comment about staff recommendation Alternative 1, explaining why and how he is struggling with the recommendation. Ms. Castillo commented on Comm. Melton's question.

Chair Larsson closed the public hearing.

Comm. Melton discussed with staff the involvement of the Arts Commission, which provides final approval for private art with staff saying that the decision can be appealed to Council.

Chair Larsson discussed with staff the criteria the Art Commission uses in making their decisions, with staff saying it is very specific.

Vice Chair Dohadwala discussed with staff the various mechanisms of funding for public arts.

Chair Larsson commented about the accounting of funds collected recently, and confirmed with staff that not much has been spent. He said with the proposed changes the City could collect in-lieu fees but not spend them. He said it seems like the Master Plan is the answer to this concern with Superintendent Steward confirming, yes, that it is an important tool and would help set criteria and priorities for spending the in-lieu fees including the type of art, location.

Comm. Hendricks moved to recommend to City Council Alternatives 1, 2 and 3 as shown in the report. Comm. Sulser seconded.

Chair Hendricks said he is happy to make this motion. He said he thinks this is great. He said a lot of the proposed clean-up, and the other part is regarding in-lieu fees. He discussed a couple of recent projects and art related to the projects. He said he likes the flexibility in the changes and hopes that developers do not just start paying the in-lieu fees as a default. He said the intent is to still have art on sites and hopefully the Planning Commission can encourage developers to provide the art. He said he still has some question on the .1% maintenance fee.

Comm. Sulser said most of the proposed changes are common sense. He said he likes the in-lieu fee option and that it potentially makes more public art available. He said this could allow art to be redistributed to other parts of Sunnyvale. He said he also does not want to see every developer choose to pay the in-lieu fee.

Comm. Melton requested of the maker of the motion that the motion be split into two separate motions. He said he would like Alternative 3 to be one motion and then a second or even a third motion to vote on the alternatives separately. Comm. Hendricks asked why, with Comm. Melton explaining that it would allow him to more precisely register his recommendation. Chair Larsson suggested he could offer a Friendly Amendment. Comm. Melton offered a Friendly Amendment to amend the motion to speak solely to Alternative 3. He said he still has reservations about Alternative 1 and 2 and has no reservations about Alternative 3. The maker of the motion did not accept the Friendly Amendment, and said however, he would recommend that the Commission vote against his motion if they would prefer to separate the Alternatives. Comm. Melton said he understood. Chair Larsson suggested to Comm. Melton that a formal amendment could be offered. Comm. Melton said he would rather have his comments provided for the record and proceed with a vote. Comm. Melton commented that he likes the original purpose of art in private development with the humanizing of the corporate developments, and would like it to continue. He said he echoes Comm. Hendricks and Comm. Sulser's concern about the developers preferring to pay the in-lieu fees and no longer providing the art. He said he would not be supporting the motion.

Chair Larsson said he would be supporting the motion. He said he shares the concern that developers may go for the in-lieu option and we would not have the art in private development we would like. He said that for him the key is the Master Plan that sets out a vision for what we would like to do with art in the City. He said if we receive too much money, the City could stop excepting the in-lieu fees. He commented that he is not sure if the Master Plan is the appropriate place to talk about the balance of public or corporate art.

Comm. Hendricks acknowledged the concerns of Comm. Melton. He said he thinks there is mitigation. He said most of the affected projects would come before the Planning Commission, and the Commission would have an opportunity to talk to the developers. He said if we see a pattern we can ask staff to look at. He commented that he has seen projects that the art does not fit appropriately.

Vice Chair Dohadwala said she would be supporting the motion. She said she agrees with Comm. Melton that we may suddenly see less art in corporate areas. She discussed Moffett Park and said she thinks the developers would keep the 1%. She says she likes that staff has some flexibility. She said she would like to explore other avenues for funding for public art. Vice

Chair Dohadwala said she would like money dedicated towards particular public projects. Superintendent Steward commented that the kind of tool to dedicate to projects is not in place right now, however if the modification is approved the next step would be to develop the tool to prioritize where we want to use these funds.

ACTION: Comm. Hendricks made a motion to recommend to City Council Alternatives 1, 2 and 3 as shown in the report on pages 13 and 14: Alternative 1 regarding allowing property owners to make an in-lieu contribution to the City's Public Art fund, instead of placing art on site, even when there is an appropriate location for art; Alternative 2 regarding adopting an additional 1/10th of a percent fee for developers exercising the in-lieu fee option; and Alternative 3 regarding approving amendments to Council Policy 6.4.4., Art in Public Construction including recommendations to staff. Comm. Sulser seconded. Motion carried, 4-1, with Comm. Melton dissenting and Comm. Chang and Comm. Kolchak absent.

APPEAL OPTIONS: This recommendation will be forwarded to City Council for consideration at their August 14, 2012 meeting.



Master Plan for Public Art

Created in cooperation with the Cultural Planning Group
August 2020



Sunnyvale

A large, abstract, metallic sculpture in the shape of a sphere with a rectangular cutout. The sculpture is made of a light-colored metal, possibly stainless steel, and has a smooth, polished surface. The rectangular cutout in the center of the sphere reveals a bright, yellowish-green interior, which appears to be a reflection of the sky and surrounding trees. The sculpture is situated on a green lawn in front of a paved parking lot with several cars parked. The background shows a clear blue sky and some trees.

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EXECUTIVE SUMMARY



For decades, Sunnyvale has been supporting the arts and the benefits art provides for the community. When the City and community expressed a strong interest in providing a variety of arts programs and studios for the community as part of the development of the Sunnyvale Community Center in the early 1970s, two buildings dedicated to the arts were included: The Sunnyvale Theater and Creative Arts Center. In addition to these facilities, the City dedicates \$1.3 million, providing for 4.5 full-time staff which offer arts programs and services, including: dance, theater, visual and digital art, pottery, music and special events.

In addition to the arts programming offered through the Library and Recreation Services Department, the City of Sunnyvale has designed a public art program to bring art to the City and its residents. The current public art program has two components:

- The Art in Private Development (AIPD) program designates 1% of development project funds to support artwork in the community. Private developers can choose to incorporate art into their projects or contribute an in-lieu fee to the Public Art Fund. As of today, the AIPD program has completed 70 projects,

“It is the City’s intent to develop a collection of art that is of the highest quality; that will encompass a broad range of artistic styles and media; that will improve the quality of life in the community and be a source of pride to all residents.”

”

with 84 separate artworks owned and maintained by private parties. The in-lieu fee option has generated nearly \$500,000 to fund City-owned public art projects.

- The Art in Public Places program brings art to public areas such as parks, community centers and other City-owned spaces. The City currently owns and maintains 62 pieces of acquired art, including: paintings, tapestries, stained glass, ceramics, sculptures and murals. These works of art were acquired through capital project allocations, donations, awards and general funds.



Cliff Garten, Illuvium, Appendix F #29

A substantial majority of art program activity, in terms of financial commitments, has been from private development projects, primarily located in North Sunnyvale. While many of these projects are of very high quality, they are largely unknown to the residents of Sunnyvale, since they are located on private property in a predominately industrial area. While the Public Art Fund currently has an approximate balance of \$500,000, the City does not have a clear process to spend those funds to reflect community desires.

As the field of public art evolves, so do municipal public art programs. A Master Plan for Public Art (MPPA) will provide options for the City to broaden the scope of public art programs and shift the boundaries of current policies to address community vision and aspirations.

In November 2016, the City of Sunnyvale issued a Request for Proposals to develop a Master Plan for Public Art, and hired the Cultural Planning Group to consult on the project. The goal was to create a highly visible program aligned with City policy and residents' vision for their community. This plan provides options for broadening the scope of public art programs, updating current policies, enhancing the management of public art programs, addressing public art collection maintenance and conservation, improving the marketing and visibility of the programs and activating the Public Art Fund. The program and associated funding options presented in this plan for Council consideration include:

Option 1. Maintaining current AIPD in-lieu fees and General Fund contribution

- This option continues current levels of support, to spend down the nearly \$500,000 balance of the Public Art Fund, along with the addition of a few low cost initiatives outlined in the Master Plan for Public Art, as well as the Public Art Fund.



Peter Hazel, *Influence (and) Arrival*, Appendix E #22

Option 2. Public Art Expansion through increased AIPD in-lieu fee incentive

- This includes a combination of Option 1 with an increase to the incentive for developers to select the in-lieu AIPD option by either:
 - a. Increasing the art requirement percentage from 1% to 1.5%, while maintaining the current in-lieu fee option of 1.1%; or
 - b. Maintaining the current art requirement percentage of 1% while lowering the in-lieu fee option from 1.1% to 0.75%.

Two other possibilities (Options 3 and 4) were considered, but are not recommended given budget reductions to the General Fund resulting from the COVID-19 pandemic:

Option 3. Public Art Expansion through increased General Fund contribution

- This includes a combination of Option 1, with an increase of General Fund Service Level Setaside Funding to support various objectives outlined in the Master Plan for Public Art.

Option 4. Public Art Expansion through increased AIPD in-lieu fees and increased General Fund contribution

- This includes a combination of Options 1-3 with an increase of General Fund contributions and increase AIPD in-lieu fee incentives to support all objectives outlined in the Master Plan for Public Art.





BACKGROUND

THE COMMUNITY

Sunnyvale is a distinctive place, a city with a beautiful natural environment, a rich history and an extraordinary presence as the self-described “Heart of Silicon Valley.” Its history is one of continuous change and adaptation, and it is this capacity for successful adaptation that is a defining feature. Sunnyvale has an enviable quality of life as a suburban community that has become an affluent part of the larger high-tech region.

Sunnyvale has experienced cultural and economic eras of Native American settlement, agriculture, industry and the new economy, each leaving a unique imprint on the City. These agricultural roots and the planned environment remain part of Sunnyvale’s story today, which is reflected in the preservation of the Heritage Orchard and in the strong value the community places on inclusion, the environment and sustainability.

The development of Sunnyvale as a modern city began with the arrival of the railroad and the layout of a grid around Murphy Station. The guiding concept was to make Sunnyvale a “complete city,” where people can live, work and play, rather than a primarily residential or resort community. This concept remains the foundation of what Sunnyvale is and strives to become through its planning and governance.

Since the 2011 General Plan adoption, Sunnyvale has continued its trajectory as a technology and new economy center, as shown with the 2018 opening of a new Apple campus and the expanded presence of Google, LinkedIn, Amazon, Juniper Networks, Facebook and other technology companies.

ARTS FACILITIES

Sunnyvale’s long-standing support of the arts began in 1972 when the Sunnyvale Community Center was constructed. Included in the design of the Community Center were two buildings dedicated to the arts: Sunnyvale Theater and Creative Arts Center.

The theater building houses a 200-seat theater featuring shows produced by resident theater groups. In 2014, the theater was updated to include a state of the art sound board and LED lighting system. Highlights of the theater’s programming include:

- **Evenings of Cultural Arts:** This concert series is produced in-house and features 6-8 shows per season spotlighting a wide variety of genres and styles.
- **Sunnyvale Community Players:** Since 1969 this volunteer, community-based theater group has written and produced 4-5 shows annually, entertaining an estimated 8,000 patrons each year.
- **Bay Area Children’s Theater (BACT):** Joining the theater line up in 2018, BACT produces 3-4 shows annually for elementary aged field trips, in addition to repertory camps for youth during the summer months.
- **Musical Theater Camp:** Continuing the City’s long-standing musical theater camp experience, BACT now provides programming for youth and teens to develop, rehearse and perform original scripts each summer.
- **Rentals:** The theater hosts an average of 30 community dance, performing arts and corporate groups annually.
- **City Events:** The theater is utilized by other City departments for internal events, such as: swearing in ceremonies and graduations for public safety officers, NOVA workforce seminars and trainings, the Sustainability Speaker Series offered through Environmental Services Department, staff development trainings and Library Storytime.

In 1992, a dance studio was added to the northeast side of the theater to meet the increased demand for youth and adult dance programs. Today the dance studio is utilized for an average of 17,220 hours annually hosting classes, rehearsal and drop in dance program space for community groups.

The Creative Arts Center was designed to offer a variety of arts programming inspired by the beautiful scenery of the Sunnyvale Community Center. Currently, the facility provides programming for more than 59,000 participant hours annually.

- **Pottery Studio:** Housing one of the largest pottery programs in the Bay Area, the studio produces an estimated 36,000 works annually.
- **Painting Studio:** This studio is equipped with full-sized easels, natural lighting and scenic views of the Community Center pond, while offering: painting, drawing and mixed media classes for all ages.
- **Performing Arts Program Room:** Youth music classes, including piano, guitar and rhythm classes are offered year-round.
- **Arts Program Room:** Preschool art, glass fusing and arts camps are offered year-round.
- **Fine Arts Gallery:** Before closing, in 2005, the gallery space hosted 6-8 annual exhibits (over 100 total exhibits) featuring a wide variety of established and emerging artists, including youth and local artists.

SUPPORTING PROGRAMS AND PARTNERSHIPS

In addition to the robust classes and programs offered at the Community Center facilities, the City has undertaken a number of art partnerships and supporting programs:

- **Arts in Schools Program:** Partnering with the Euphrat Museum of Art at DeAnza College, the program offers free after school art programming at Sunnyvale elementary schools.
- **Library Art Programs:** In partnership with the Friends of the Sunnyvale Library, the Library hosts a myriad of free arts-related programs, such as: craft programs for all ages, monthly film groups, art contests, family story time hours, maker services as well as music and dance performances.

- **Heritage Park Museum:** In partnership with the Sunnyvale Historical Society, the museum is a replica of the Martin Murphy house located on City property at the Sunnyvale Community Center site. After opening its doors in 2008, the museum continues to produce exhibits from its large collection of historical artifacts special to Sunnyvale's history.

SPECIAL EVENTS

Currently, the City hosts two special events per year:

- **Hands on the Arts:** Established in 1985, this event is the largest hands-on arts festival for children in Northern California and is Sunnyvale's marquee special event. Last year was the festival's 34th year with an estimated 1,700 children in attendance. The festival endorses the STEAM (Science, Technology, Engineering, Art and Mathematics) initiative and features a performing arts stage, food court and roaming entertainment.
- **State of the City:** Over the past four years, the annual Mayor's State of the City address has grown into a larger street festival that includes a substantial arts presence, family fun zone and a community organization zone. The 2019 festival included a family chalk art zone, cultural arts performances and live mural demonstrations by five professional artists.

ARTS COMMISSION

The five member Sunnyvale Arts Commission was appointed in 1990 to advocate for arts and advise the City Council on arts policy. Through the years, the commission has overseen Sunnyvale's two public art programs (Art in Private Development and Art in Public Places) and the permanent art collection. The commission has also advised on budgetary matters, related to special projects and hosted art projects at the annual Hands on the Arts festival.

GUIDING POLICIES

The City's General Plan outlines goals meant to enhance the City aesthetically: "...acquire public artworks that contribute to the public identity of outdoor spaces and provide pleasure and enrichment for Sunnyvale residents."¹ Many of Sunnyvale's public art works were installed under the Art in Private Development program, and the residents and visitors are not aware of them due to their placement in predominantly industrial areas residents do not typically visit.

"It is the City's intent to develop a collection of art that is of the highest quality; that will encompass a broad range of artistic styles and media; that will improve the quality of life in the community and be a source of pride to all residents."²

Current policies pertaining to public and cultural arts can be found in Appendix G. Specifically, Council Policies 6.4.1 (Arts – Goals and Policies) and 6.4.4 (Art in Private Development) address public art and call for the creation of "an aesthetically pleasing environment for Sunnyvale through use of functional and decorative art."

1 City of Sunnyvale General Plan, <https://sunnyvale.ca.gov/government/codes/plan.htm>

2 City of Sunnyvale Council Policy Manual, 6.4.2 (Art Loans and Gifts), <https://sunnyvale.ca.gov/government/codes/manual.htm>





Larry Kirkland, *Garden Gifts*, Appendix F #55

HISTORY OF PUBLIC ART

“Public art has many functions – it expresses community values, enhances the environment, transforms a landscape, heightens awareness of community concerns, or questions assumptions. Public art commemorates local history and traditions. Placed in public sites, the art is intended for everyone, a form of collective community expression. Public art reflects how we see the world, the artist’s response to our time and place combined with our own sense of who we are.”³

Since the creation of the first percent-for-art program in Philadelphia in 1959, hundreds of cities, counties and states have followed suit. In their earliest efforts, public art programs took the form of a “Museum without Walls.” The works collected were gallery art blown up to a larger scale and placed in public spaces. Later, in the 1970s, artists began to create site-specific art, works that were designed for specific places. During that same period, artists began working with architects and engineers as a part of project design teams. This allowed for greater integration of the art into buildings and public spaces. Public artists in the 1980s and the 1990s became increasingly interested in direct engagement of the community in the development of their projects.

Most recently, public art has come to be an essential element in placemaking, social practice and the creation of vibrant and economically successful communities. Public art has become a powerful tool or partner in achieving other civic goals, such as economic development, city identity, community engagement, equity, revitalization and placemaking. As the field evolves, so do city public art programs. Additionally, public art has been used as a social platform seeking to address social and political issues in the local, national and global arenas, such as the environment, gang intervention, inclusion and immigration.

PUBLIC ART IN SUNNYVALE

In addition to the comprehensive arts programming offered through the Library and Recreation Services Department described previously, over the past 30 years Sunnyvale has built a strong public art program providing art to the City and its residents:

- The Art in Public Places program (AIPP) brings art to public areas such as parks, community centers and other City-owned spaces. The City of Sunnyvale currently owns and maintains 62 pieces of art, including: paintings, tapestries, stained glass, ceramics, sculptures and murals. These works of art were acquired through capital project allocations (1%), donations, awards and general funds.
- The Art in Private Development program (AIPD) designates 1% of private development project funds to support artwork in the community. Developers can choose to incorporate art into their projects or contribute an in-lieu fee to the Public Art Fund to support City-managed art projects. As of February 2020, the AIPD program has completed 70 projects, with 84 separate artworks commissioned by private parties. The in-lieu fee option is available and to date has generated nearly \$500,000 for City managed public art projects.

Both programs represent a variety of artists, types of imagery and overall, showcase extraordinary artistry; however, improvements are needed to enhance the visibility and accessibility of the City’s public art, as well as to ensure a wide representation of community interests and values.

3 This definition of public art was developed by The Cultural Planning Group and the Americans for the Arts (AFTA), a national arts service organization, for a public art research project sponsored by AFTA.



THE MASTER PLAN PROCESS

COMMUNITY OUTREACH

The Master Plan for Public Art initial community engagement process spanned June through October 2017 and included over 1000 participants. The process provided multiple entry points for community residents and stakeholders through a community survey, community-based conversations, meetings and interviews.

The Cultural Planning Group employed a triangulation research methodology for the planning process (a combination of quantitative, qualitative and secondary research) ensuring genuine and deliberate engagement with a broad cross section of Sunnyvale's community members and stakeholders. The intent of the research was to gather residents' opinions, attitudes and preferences about public art in the Sunnyvale community and to review existing policies to identify the strengths and weaknesses of the current programs, as well as direct development of the new Plan.

The project team and staff conducted:

- 20 individual stakeholder interviews
- 10 community discussion groups
- Three community meetings and various pop-up meetings
- An online community survey (787 completed)
- Arts Commission and City Council presentations
- Task Force formation, meetings and presentations
- Core Team meetings

The goals of community engagement were to:

- Bring together multiple points of view to inform the planning process
- Create legitimacy and a sense of shared responsibility for the Master Plan for Public Art
- Cultivate new partners/allies and collaborations
- Stimulate broad awareness of and momentum for implementation of the plan

INTERNAL STAKEHOLDERS

During the research, the consultants spoke with many City Department Directors and representatives about how their work or personal lives intersect with the Public Art Program (City Manager, Assistant City Manager, Chief Information Officer, Economic Development Manager, Director of Community Development, Director of Public Works, Assistant Director of Public Works, Communications Officer). In general, City representatives were very supportive of public art.



Cliff Garten, Auras, Appendix F #26



Troy Pillow, Alignment, Appendix F #69

Some specific opportunities emerged from the consultants' conversations with City representatives, such as:

- Utilizing public gathering spaces for public art (i.e., parks, downtown, etc.)
- Seizing opportunities for art with development of new public facilities
- Pooling funds to create more impactful artworks such as gateways
- Commissioning unique artworks to complement construction
- Commissioning artwork to incorporate and reflect the cultures of community residents

EXTERNAL STAKEHOLDERS

Various opportunities emerged in conversations with residents, artists, businesses and developers. In general, there were many comments about the lack of program awareness and a desire for artwork in parks and near homes. The emphasis was on the opportunities to employ art as a means of enhancing the physical landscape, addressing urban design challenges and bringing people together. Stakeholders viewed public art as a positive way to enhance the community,

opportunity to reflect the culture and values of Sunnyvale, and as a way to energize parks and public spaces. Interviewees defined public art broadly, including high quality temporary and permanent artwork installations and frequently emphasized the value of interactive artworks.

TASK FORCE

A task force was created to ensure that a diverse group of interests, opinions and demographics was represented during the project. Members were tasked with advocating for community participation in the MPPA outreach and planning processes, promoting public art and its value in the community, thinking critically about Sunnyvale's cultural life and conveying opinions and feedback from their networks. The task force met twice to discuss an overview of the master plan process and receive input to be considered in the development of the master plan.

Task Force Members:

- **Henry Alexander**, Parks and Recreation Commissioner
- **Anubha Gupta**, Teen Advisory Committee Member

- **Kerry Haywood**, Moffett Park Business Association, Executive Director
- **Mike Johnson**, Sunnyvale Downtown Association, President
- **Reid Myers**, Neighborhood Association, President
- **Ben Picard**, Sunnyvale School District, Superintendent
- **Susannah Vaughan**, Arts Commission, Vice Chair
- **Connie Verceles**, City of Sunnyvale, Economic Development Manager
- **Ann Watts**, Starting Arts, Director

BUSINESS COMMUNITY

Private developers and business owners were also interested in the potential for partnerships in the public art program. They saw public art as a way of enhancing their projects, while providing a benefit to the community. They also acknowledged residents don't necessarily see or interact with the artworks installed in North Sunnyvale and were open to alternatives to on-site artwork, such as utilizing the in-lieu fee option so the City can commission art for residential neighborhoods and parks. Developers and business owners also expressed a desire for a better understanding of the in-lieu fee option.

Participating private developers and businesses included:

- Irvine Company
- PSAI Realty Partners
- DiNapoli Companies
- Hunter Storm Properties
- Dove Hill Capital
- Starwood Capital Group
- Jay Paul Company
- T2 Development Inc.
- Moffett Park Business Association (representatives from Lockheed Martin, Juniper Networks, NetApp, Valley Transportation Authority (VTA), Jay Paul Co. and Google)

Preliminary recommendations from the consultants were presented to private developers at community meetings in March 2019. Topics included: a public art program overview, community outreach results, program improvements to increase visibility of the current program, vision statement, alternate funding strategies and the potential for an increased art requirement percentage, creating an incentive for the 1.1% in-lieu option.



Eric Powell, *Tools of Technology*, Appendix F #73



Roberto Salas, Lakewood Community Mural, Appendix E #45

COMMUNITY RESPONSES

Perceptions of the Current Public Art Program

The City's current public art program includes an extraordinary collection of artworks with limited visibility to the broader community. At the community meetings, participants expressed a desire to increase access and visibility, beautify places and provide more public art programming. Commonly perceived limitations of the current public art program are:

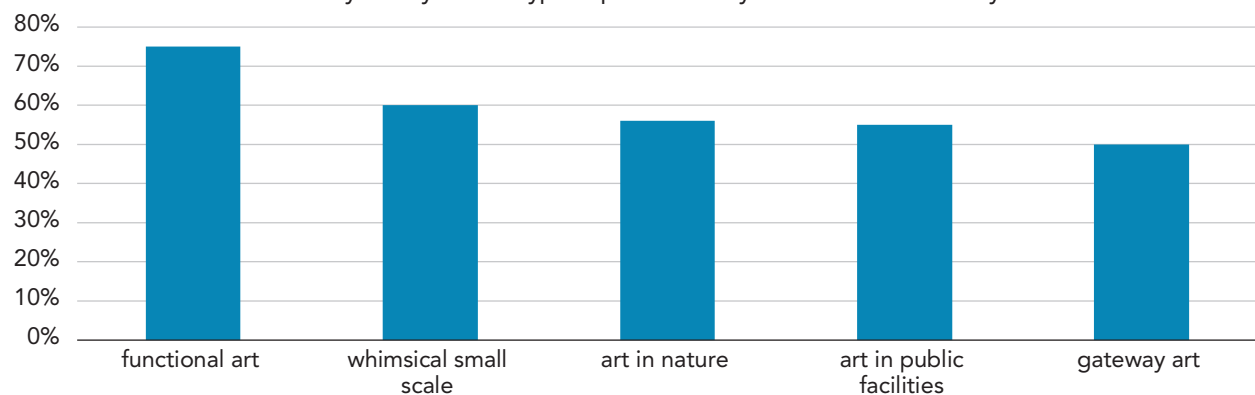
- Lack of public awareness or knowledge of the public art program
- Limited visibility of existing private development projects

- Lack of reflection of the history and ethnic diversity of Sunnyvale
- Lack of understanding of the in-lieu fee option available to developers and businesses

Based on survey comments and feedback received at community meetings, several commonly referenced themes emerged:

- Greater visibility of existing artworks, possibly through an online gallery or self-guided tours
- More diversity in the program, including art that is functional, interactive and temporary
- Greater reflection and engagement of Sunnyvale's cultural diversity in the artworks
- Inclusion of the broader community in art-making and program implementation

Community Survey: "What type of public art do you want to see in Sunnyvale?"





Roger Berry, *Compass*, Appendix F #4

Suggested Locations for Public Art

The primary desired locations for public art is where people gather, including existing and newly created spaces. In the community meetings, many participants asserted they want to see the art in their own neighborhoods and would like to see rotating and temporary installations. The most important locations cited in the survey are: public spaces and pedestrian areas (87%) and parks and open spaces (71%). Specific locations include: downtown areas, Plaza del Sol, libraries, parks, train stations and bus stops, neighborhood and Sunnyvale gateways, and the planned civic center.

Community Input on Sunnyvale's Character

When asked, "What defines Sunnyvale and distinguishes it from other places?", residents' responses generally fell into two categories:

- First, they express a high level of satisfaction with Sunnyvale's quality of life, described as having a small-town character and general ease of lifestyle. Specific assets cited included: City parks, Murphy Avenue, library, Heritage Orchard and Baylands Park. Residents appreciate the pleasant community experience, friendly atmosphere and safe environment. Sunnyvale ranked as the #1 mid-sized Safest City in America by SmartAsset.com five years in a row (2015-2019). Sunnyvale is justifiably proud

of its beautiful parks and popular library. The City's land (7%) is devoted to parks and open space, and it provides extensive recreation and personal growth offerings for all ages. The Sunnyvale Public Library is one of the busiest in California, offering a gathering place in the community.

- The second general category of comments describe the drawbacks of living in a suburban, Silicon Valley environment. Residents regard Sunnyvale as having little to distinguish it from nearby communities. They note the lack of central gathering places, the pass-through nature of the traffic and streets, which are often commercial strips and the lackluster character of the built environment (with a notable exception of the large concentration of Eichler homes). They comment that Sunnyvale does not have abundant local arts and cultural events or a strong music scene, despite the presence of several well-loved events, such as the Sunnyvale Farmer's Market and Sunnyvale Downtown Music Series.

Urban design in Sunnyvale and the region is a major influence on the experience of daily living in the community. Sunnyvale tends to blend into neighboring communities, lacking clear gateways and visual boundaries between cities, and sharing similarities with other nearby suburban and tech-oriented communities. People commented further that Sunnyvale lacks urban destinations or focal points. Despite the appeal of Murphy Avenue, downtown still lacks a strong identity,

although mixed-use development is nearing completion downtown and will likely change this perception. Sunnyvale's new civic center will provide another welcome destination and focal point.

Currently, dispersed land use and the need to drive to most activities defines much of Sunnyvale. This helps explain the importance of parks, because they are well-designed and abundant and in part because they provide informal connecting places for neighborhoods.

Sunnyvale is associated with generations of industry and technology. It has been influenced by a succession of major businesses that have employed residents and defined the community as a center of innovation. However, in recent decades, Sunnyvale and surrounding communities have merged into Silicon Valley blurring the borders of the City. Additionally, the City has a large commuter population and a large daily influx of workers, many of whom view Sunnyvale as just a workplace; not a destination for culture or living.

Residents also acknowledge that the price of real estate has become a defining feature in Sunnyvale. The presence of many commuters suggests the market has priced out many people who might otherwise choose to live in Sunnyvale and single-family home prices have skyrocketed from a median of \$751,000 in 2012 to \$1.6 million in 2019.

Residents also see many positive and distinguishing features within their community, including: a sense of pride and appreciation of the City's history and development, cultural diversity and inclusion among residents, abundant parks, and continued growth and prosperity.

Sunnyvale continues to grow rapidly resulting in a nearly built-out city. With less than 1% of Sunnyvale's properties vacant development is focused less on new development and more on redevelopment, which is evident in the new downtown area, planned Sunnyvale Civic Center, Sunnyvale Branch Library, and continued improvements to existing business parks.

Demographic Characteristics	Sunnyvale	California
2019 population	155,567	39,250,017
Growth in total population since 2010	9.40%	5.40%
Median Household Income (2018 dollars)	\$131,791	\$71,228
College educated	62.60%	33.30%
Foreign born	48.20%	26.90%
Asian alone	45.90%	15.30%
White alone	42.10%	72.10%
White alone, Not Hispanic or Latino	31.20%	36.80%
Hispanic or Latino	17.30%	39.30%
Black or African American	1.70%	6.50%
Language other than English spoken at home	55.10%	43.90%
Median age	35.4	36
Persons in poverty	5.80%	12.8%



Arteclettica, *Under the Sea*, Appendix E #3

Opportunity Through Sunnyvale's Character

Sunnyvale has distinct opportunities based on its character of place. Its many positive attributes continue to provide a desirable quality of life and cultural experiences. Residents, workers and businesses endorse the City's public art programs and support the role of art in shaping their community. This provides Sunnyvale with an opportunity to provide cultural experiences closer to home and better integrated into the activities of daily life and work.

Based on community and internal/external stakeholder feedback, there are many opportunities for the plan to meet the vision of the community, including:

- Creating vibrancy in the downtown area and the neighborhoods
- Establishing identity and community pride through art elements such as iconic gateways and public art identifiers for neighborhoods
- Developing temporary and interactive art projects to activate existing public spaces
- Connecting places and creating gathering places with art
- Engaging school-age children with the existing public art collection and new collaborative opportunities
- Artistic excellence maintained for community to enjoy



GUIDING VISION, PRINCIPLES AND OBJECTIVES

INTRODUCTION

The purpose of the Master Plan for Public Art is to assist the City in developing public art programs that are visible and representative of community values.

The City's General Plan outlines goals that are meant to enhance the City aesthetically. It includes the following statement supporting these objectives: "...acquire public artworks that contribute to the public identity of outdoor spaces and provide pleasure and enrichment for Sunnyvale residents." The General Plan envisions "opportunities to participate in county and/or regional projects to incorporate art" and "opportunities for art components in park development and/or redevelopment projects, such as at Baylands Park."⁴

The existing public art programs have produced an excellent collection of works; however, the works installed under the Art in Private Development program are largely unknown to residents and visitors of Sunnyvale because of their locations in predominantly industrial areas. The community engagement results suggest public art programs can be better integrated into the everyday lives of the community.

As demonstrated in the survey results, residents want to see functional art throughout Sunnyvale (75 percent), more whimsical small-scale art (60 percent), art integrated into the natural environment (56 percent), art integrated into public buildings and facilities (55 percent), and art that welcomes people to Sunnyvale and to neighborhoods (50 percent). These types of public art are not being effectively created under the current public art plan which largely focuses on stand-alone public art within private developments.



Steve Gillman, *Untitled*, Appendix F #37

This plan provides a foundation for shifting the boundaries of current policies to address community vision and aspirations. Interviews and focus groups revealed both overlapping and differing perspectives, although several recurring priorities arose clarifying clear guiding principles and objectives for this Master Plan.

VISION

Drawing on the community engagement, workshops with the task force, and dialogue with City leadership and stakeholders, the Cultural Planning Group summarized the City's public art vision as:

Sunnyvale: Where all residents experience public art as part of their daily lives, celebrating the City's history, people and culture through connected neighborhoods and interesting and accessible gathering places.

⁴ City of Sunnyvale General Plan, <https://sunnyvale.ca.gov/government/codes/plan.htm>

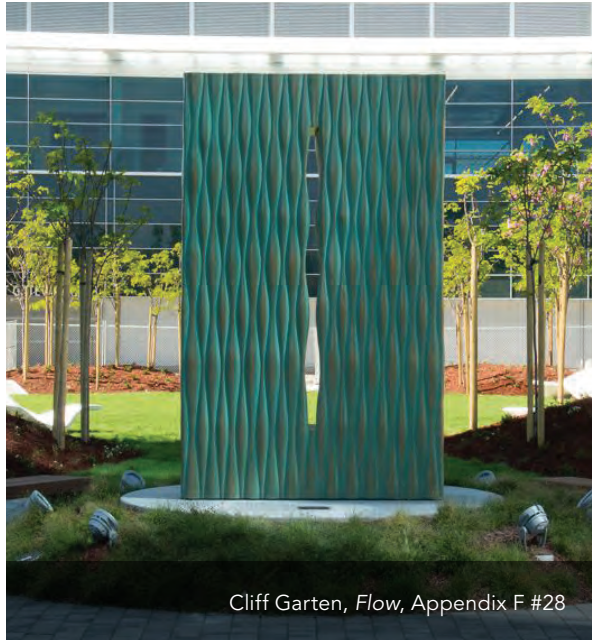
PRINCIPLES

The guiding principles are:

- Increase the visibility of public art throughout Sunnyvale
- Establish identity and community pride through art elements
- Beautify and activate existing public spaces and create new gathering places in areas such as: downtown, civic center, libraries, parks and neighborhoods
- Honor the unique history and diversity of Sunnyvale
- Engage school-age children with the existing public art collection and provide new collaborative opportunities
- Encourage private sector support of public art to contribute to the economic and social success of new development
- Develop partnerships with businesses, cultural organizations, education professionals and other City Departments
- Value and promote the current collection of public art through programming and education



Stephen Galloway, *Element: Grove*, Appendix F #25



Cliff Garten, *Flow*, Appendix F #28



Cliff Garten, *Ebb*, Appendix F #27

The following objectives were presented and reflect the feedback received from the Arts Commission, Moffett Park Business Group, Parks and Recreation Commission, MPPA Taskforce and Business Owners/Developers (see Appendix C).

MASTER PLAN OBJECTIVES

The following summary of objectives is intended to assist the City, City Council, Arts Commission and staff to better fulfill community expectations and more effectively implement the City's policies. Details are provided for each objective in the subsequent section.

1. Broaden the scope of the public art programs
2. Enhance the management of the public art programs
3. Encourage the involvement of the Arts Commission and community in the public art process
4. Develop web-based and self-guided tour programs for the public and private art in Sunnyvale
5. Incorporate a systematic approach to conservation and maintenance of the City's public art collection
6. Update Sunnyvale codes, policies and procedures to align with the Master Plan for Public Art

CITY COUNCIL STUDY SESSION

Following a City Council Study Session on Aug. 25, 2020, Council provided general direction to staff on the Master Plan draft (Include Council study session feedback here in final draft).

This space is intentionally left blank, pending the results of the Council Study Session.



OBJECTIVES



OBJECTIVE 1: Broaden the scope of the public art programs.

The Public Art Fund has a balance of nearly \$500,000 to commission new projects or enhance upcoming capital improvement projects. Staff will identify public art projects that maximize the City's return on investment while minimizing on-going maintenance and unfunded liabilities. Some of the projects can be taken directly from the Master Plan, and some projects will be recommended based on general feedback identified through community dialogue. Projects would follow the same review and approval as public capital projects, which is the Art Commission's review and recommendation to Council for final approval.

1.A. Pursue alternatives to traditional public art projects and community activities.

Throughout the public outreach and community survey process, residents noted their interest in utilizing public art to address community vision, priorities, character and overall appeal of Sunnyvale. Responses showed that branching out from the traditional sculpture projects and exploring alternative public art projects to better address community interests was desired.

Alternative projects add to the fine grain of the cityscape and create moments of unplanned discovery and spontaneous entertainment on the streets. These moments help to keep the City's public art collection current and relevant. Over time, this approach will encourage more pedestrian activity, with the added benefit of providing cost-efficient, impactful works of art. Alternatives to traditional public art can include gateway art, utility box art, culturally diverse art, temporary projects or a sculpture park.

Use public art to demark the major City gateways.

Residents noted that the geographic boundaries separating Sunnyvale from its neighboring cities are blurred and vague. More than 50% of survey respondents want to see art that welcomes people, distinguishes Sunnyvale from its neighbors and creates notable character. The City's General

Plan recognizes this problem and recommends that the City "develop a comprehensive gateway improvement program to select major gateways for improvements such as artwork."

- **Estimated Initial Cost:** El Camino Project Gateway (Project #900469)
- **Current Project Estimate:** \$1,040,000 (a portion of these project funds may be used for public art)
- **Funding Option(s):** Capital Improvement Projects, Public Art Fund, General Fund

Use public art to better reflect the cultural diversity of Sunnyvale.

Residents (44%) want to see public art reflect the history of Sunnyvale and the identity of their community, which is rooted in agriculture, technology, innovation and cultural diversity. Survey results indicate that participants identified Sunnyvale as a diverse, innovative city considered to be a great place to live and work, with significant pride in being part of Silicon Valley.

Public art can reflect this diversity and give expression to the many cultures and places of origin represented by our community members and visitors. The recent public outreach showed a strong interest in utilizing public art as way to reflect and celebrate the community's diversity and unity, as well as the community's vision of inclusion. Reflecting our cultural diversity and inclusiveness would be incorporated into future projects, when possible, regardless of the individual project implementation schedule/strategy.

- **Estimated Initial Cost:** \$0
- **Estimated Annual Cost:** \$0
- **Funding Option(s):** n/a

Develop a sculpture park.

While Sunnyvale boasts an outstanding park system of the 23 parks, only 21% host public artworks. Survey respondents indicated they want to see more art in public spaces (87%), and in parks and open spaces (71%). A sculpture park would create an attraction or destination that would be a place of pride for residents and visitors alike and



Lydia Sanchez & Diana Argabrite, *Untitled, Appendix E #2*

should be considered as a part of future facility and park renovations. Creating a temporary (either rotating or one-time) or permanent sculpture park will achieve this objective.

- **Estimated Initial Cost:** \$1,000,000
- **Estimated Annual Cost:** \$50,000-\$100,000
- **Funding Option(s):** Park Dedication Fund, Capital Improvement Projects, Public Art Fund, General Fund

Develop temporary art projects.

Creating a program of temporary public art achieves many goals. It introduces the community to the expanded public art plan and new forms of art, provides geographic diversity for the program and showcases the diversity of Sunnyvale utilizing cost efficient projects, which will require little to no maintenance on a long-term basis. In the resident survey, there is a strong preference for functional public art (75%) – benches, bike racks, utility boxes, etc. There is also a strong interest in small-scale, whimsical art (60%). These approaches, along with temporary public art, add to the fine grain of the cityscape and create moments of discovery while keeping the City's public art collection current and relative. Over time, this approach will encourage more community dialogue and

pedestrian activity, providing a noticeable impact with a modest cost.

- **Estimated Initial Cost:** n/a
- **Estimated Annual Cost:** \$20,000-\$75,000, depending upon projects selected
- **Funding Option(s):** Public Art Fund, General Fund

1.B. Create exhibit/gallery spaces in the City.

The City does not currently maintain an active exhibit/gallery space. The Creative Arts Center (CAC) Gallery was closed in 2005 due to budget constraints. Reactivating the CAC Gallery presents an opportunity to achieve this objective. Alternative exhibit spaces can also be activated to host temporary or rotating artwork (Community Center, Senior Center, City Hall, Library). These spaces can provide residents with access to local and regional artists, as well as the City's public art programs and permanent collection.

- **Estimated Initial Cost:** \$10,000
- **Estimated Annual Cost:** \$50,000
- **Funding Option(s):** General Fund

1.C. Partner with internal and external stakeholders to support and promote public art.

Building stronger partnerships and synergies between the City, school districts, neighborhood associations and local businesses in support of the arts result in projects that are embraced and cared for by the public. Collaborating with other City Departments as well as community organizations, businesses and citizen groups on public art educational initiatives will leverage financial and staff resources to deliver greater quality, value and a broader range of public art experiences than would otherwise be possible. Building support and momentum for a high quality public art program is dependent on engaging community members and all partners in the value of public art.

Develop public art projects in public spaces with local school districts.

The public art program represents a significant opportunity to integrate public art created by local school children into public facilities, such as murals, tiled fence panels or sculpture. This helps to improve arts literacy and educate students about the role of community placemaking and art in public spaces. Collaboration with school districts to develop projects will reinforce the City's existing relationship with the schools and provide exposure for young people with art, history and traditions within their community.

- **Estimated Initial Cost:** \$0
- **Estimated Annual Cost:** \$20,000-\$75,000
- **Funding Option(s):** Public Art Fund, General Fund

Explore ongoing public art workshops and lectures for residents.

As the level of activity in the public art program expands, a series of lectures, workshops and artist presentations could enhance the community's

understanding and appreciation of public art. Availability of these programs could extend to children in local schools, increasing the outreach possibilities. Developing workshops, lectures and artist presentations can be incorporated into current art programming offered by the City.

- **Estimated Initial Cost:** \$0
- **Estimated Annual Cost:** \$20,000
- **Funding Option(s):** General Fund

1.D. Create a directory/registry of local, regional and national artists for public art projects.

Creating and maintaining an electronic directory/registry will enable staff to streamline Calls for Artists for public art projects. It can also be utilized by private developers as they integrate public art into their projects. Gallery artists, lecturers and workshop instructors can also be included and aid staff when developing art programs and gallery exhibits.

- **Estimated Initial Cost:** \$3,000
- **Estimated Annual Cost:** \$0
- **Funding Option(s):** General Fund

1.E. Provide appropriate recognition to private developers who selectively choose the in-lieu fee option.

When private developers elect to utilize the in-lieu fee option, their contributions are placed in the Public Art Fund and used by the City for public art installations throughout Sunnyvale. These contributions can be acknowledged through the public art website, physical and online collateral materials and via a plaque at the site of the installation.

- **Estimated Initial Cost:** \$0
- **Estimated Annual Cost:** \$0
- **Funding Option(s):** n/a

OBJECTIVE 2: Enhance the management of the public art programs.

2.A Public Art Fund Initiation

Based on community and internal/external stakeholder feedback, the vision for the plan can be realized through functional art, whimsical small-scale art, art integrated into the natural environment, art integrated into public buildings and facilities and art that welcomes people to Sunnyvale and its neighborhoods. Some functional and whimsical art may include benches, bike racks, utility boxes and temporary or rotating art pieces/exhibits.

The current policies do not exclude temporary, interactive or functional art; however, the policies can be amended or updated to encourage inclusion of these alternatives. This type of art will add to the cityscape and create moments of discovery and serendipity on the streets, as well as keep the City's public art collection current and relative. Over time, this approach will encourage more pedestrian and community connectivity with the advantage of providing a noticeable impact with the possibility for a sustainable initial and annual budget allocation.

Public Art Fund initiation will include the Arts Commission, City Council and community outreach to realize the goals and vision of the Master Plan for Public Art while identifying and prioritizing public art projects. As part of the Public Art Fund initiation, staff will also identify public art projects that maximize the City's return on investment, while minimizing on-going maintenance and unfunded liabilities. Staff will present options based on community input to the Arts Commission for their recommendation to City Council.

It is important to note that the Public Art Fund, including in-lieu developer fees, has specific restrictions. Public Art Funds and In-lieu contributions can only be used for acquisition, installation and maintenance of art. Additionally, in-lieu developer fees are unpredictable in nature and can only be considered as one-time revenues and should not be allocated for delivering ongoing city services. Supplementing the current public art program budget with increased General Fund contributions may be required to accomplish

several goals outlined in the Plan, including, but not limited to: staffing and administration of public art programs; gallery and exhibit operations; website and publicity development; and workshops, curriculum and tour development.

- **Estimated Initial Cost:** Currently Unfunded
- **Estimated Annual Cost:** \$0
- **Potential Funding Source(s):** General Fund

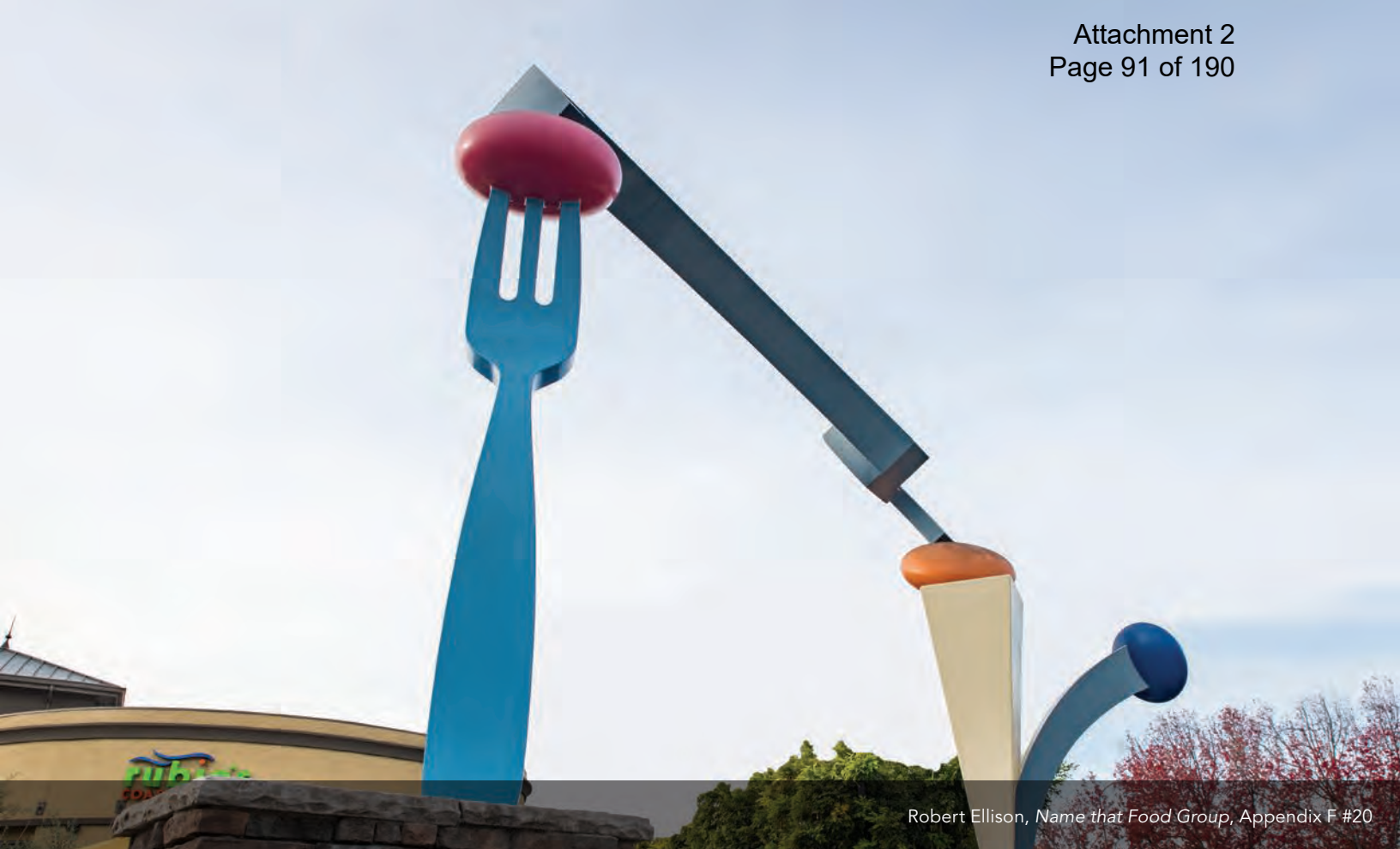
2.B. Allocate additional staff and resources to public art management.

The current budget allocation for public art program coordination is less than half of a position (approximately 700 hours). As previously noted, City-managed public art processes are more complex and time-consuming. Implementation of this Plan will expand the programs, requiring increased time to maintain support. Over time, it may be necessary to incorporate additional staff resources. For this reason, evaluation of staffing needs should take place on an annual basis. Long-term, redistributing some of the Arts Coordinator responsibilities and supplementing projects with internship opportunities and/or additional part-time hours may be required to ensure programs are adequately supported.

- **Estimated Initial Cost:** \$0
- **Estimated Annual Cost:** \$30,000
- **Funding Option(s):** General Fund

2.C. Conduct a regular review of the Master Plan for Public Art.

The Master Plan for Public Art provides an overarching, strategic framework for the City to broaden program scope and shift the boundaries of current policies to address the community's vision and aspirations of public art. The objectives will continue to be the foundation for an intentional approach towards celebrating Sunnyvale's history, people and culture through public art.



Robert Ellison, *Name that Food Group*, Appendix F #20

Implementation will depend on trends and community interest, while leveraging available resources, identifying future funding opportunities and investigating vision gaps. As part of this objective, an update on Plan implementation strategies will be reported to the Arts Commission annually. In addition, with uncertainty in our political climate, inevitable changes in the City as

an organization, our evolving culture and future public art trends, staff will conduct a formal review of the Master Plan for Public Art once every 10 years.

- Estimated Initial Cost: \$0
- Estimated Annual Cost: \$0
- Funding Option(s): n/a

OBJECTIVE 3: Encourage involvement of the Arts Commission and community in the public art process.

Artworks commissioned in the future should involve participation from the community, businesses, business associations, various boards and commissions and City departments to adequately represent community vision and priorities. One goal of this Plan is to ensure the greatest level of transparency, communication and involvement in the public art process. Assigning a non-voting arts commissioner as a liaison to artist selection panels is one strategy to achieve these goals. The

commissioner will act as an informational resource to the selection panel while providing a bridge between the Arts Commission and the community, reporting the rationale for the selection panel's recommendation as it is presented to the Arts Commission.

- Estimated Initial Cost: \$0
- Estimated Annual Cost: \$0
- Funding Option(s): n/a



Larry Kirkland, *Garden Gifts*, Appendix F #55

OBJECTIVE 4: Develop web-based and self-guided tour programs for the public and private art in Sunnyvale.

Throughout the public outreach process it was evident that the community values public art. However, they are generally unaware of the existing collection in Sunnyvale, since most of the public art works have been installed on private industrial properties in the City.

Additionally, community members encountering a work of public art may want additional information

about the art and the artist. A website, mobile application and/or brochure would provide the public with useful tools to enhance the public art experience and increase awareness and appreciation of public art programs.

- **Estimated Initial Cost:** \$10,000
- **Estimated Annual Cost:** \$0
- **Funding Option(s):** General Fund

OBJECTIVE 5: Incorporate a systematic approach to conservation and maintenance of the City's public art collection.

5.A. Require artists commissioned under the Public Art Program to document accessioned artwork.

Although staff currently requests copies of drawings, maintenance requirements and other documents as needed, the addition of more detailed documentation on how the artwork was built, materials used, shipping arrangements, etc. should be mandatory. Without proper documentation, important details on how the piece was constructed will be lost over time and hamper repair efforts, creating additional costs. Sufficient documentation is warranted, as artists experiment with non-traditional materials and construction methods.

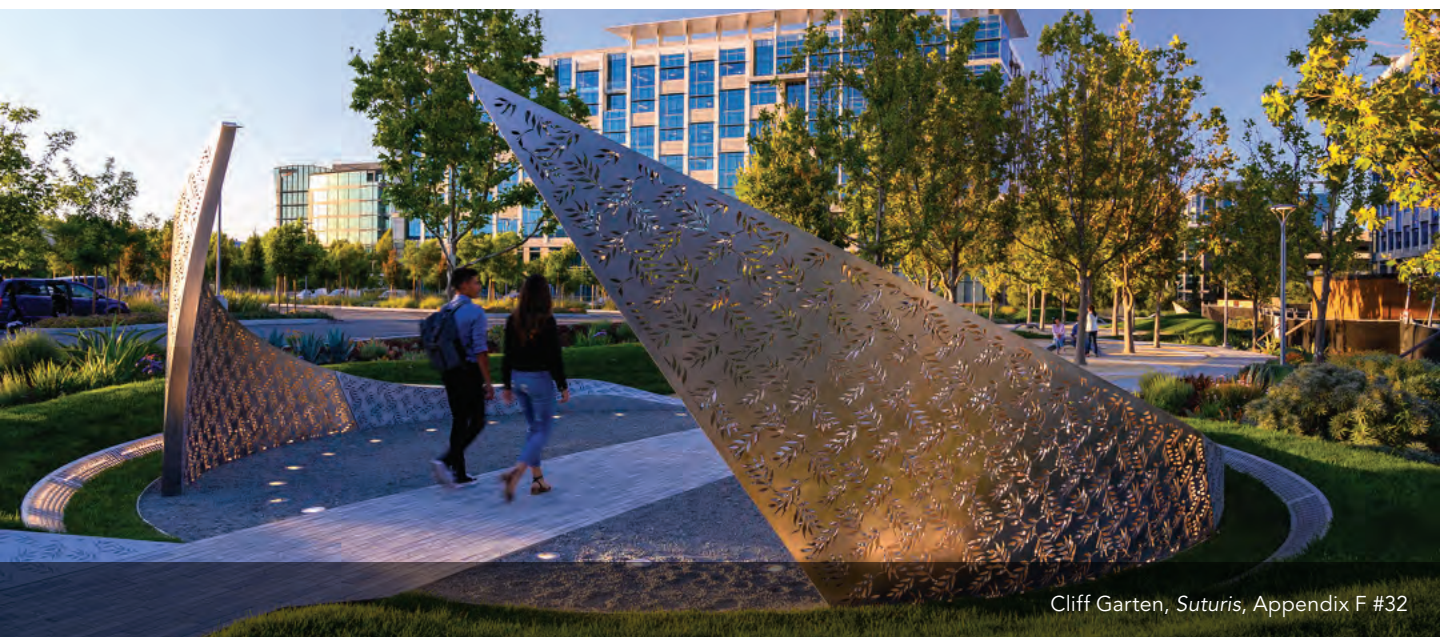
In addition to requiring the artist to provide details on the fabrication and maintenance of the public artwork, the City should carefully document the art on the site where it is located. The documentation can also be used for insurance purposes, should the need arise.

- Estimated Initial Cost: \$0
- Estimated Annual Cost: \$0
- Funding Option(s): n/a

5.B. Engage the original artist when accessioned artwork requires restoration.

Following best practices in the field of public art, the City currently engages the original artist when restoration work is required. If an artwork requires repairs, the artist is asked to submit an estimate for repairs in alignment with purchasing policies. If the artist is not interested in doing the repairs, an art conservator will be brought in to complete the repairs.

- Estimated Initial Cost: \$0
- Estimated Annual Cost: \$0
- Funding Option(s): n/a



Cliff Garten, *Suturis*, Appendix F #32

5.C. Conduct a curatorial and maintenance study of the entire collection.

The City should hire a professional curator to conduct the study; noting the condition of each artwork, maintenance and conservation needs, and document any changes in the surrounding site that may affect the artwork. Once a baseline has been established through the curatorial process, a condition report will be completed during the

annual cleaning and maintenance of each piece. Once the baseline curatorial and condition report has been established, the City should conduct a thorough and detailed review of the entire collection approximately every five years thereafter, including estimated costs of repair and conservation. Annually, funds for ongoing maintenance of public art are included in the budget process.

- **Estimated Initial Cost:** \$65,000
- **Estimated Annual Cost:** \$0
- **Funding Option(s):** General Fund

OBJECTIVE 6: Update Sunnyvale codes, policies and procedures to align with the Master Plan for Public Art.

The current policies encourage stand-alone public art within private developments, most of which are located on properties exclusively in commercial/ industrial areas of North Sunnyvale. However, as previously mentioned, residents expressed their desire to see more public art integrated into the everyday lives of the community, creating vibrancy in the downtown area and neighborhoods. To fully fulfill these aspirations and the plan objectives, current funding levels will need to be increased, either through additional funding from the General Fund, through an incentive to utilize the in-lieu fee option for private development or a combination of both.

Currently, the Art in Private Development (AIPD) program designates 1% of development project funds to support artwork in the community. Private developers can choose to incorporate art into their projects (1%) or contribute an in-lieu fee (1.1%) to the Public Art Fund (1% to the Public Art Fund, .1% toward future maintenance of City-owned public art). Most developers choose the 1% on-site option, selecting the in-lieu fee option only when the development site is inadequate for art. During 2013-2019, 26 projects were required to provide public art and only eight of the 26 elected to contribute to the Public Art Fund (\$290,139) through the in-lieu option. This total, combined with three in-lieu fees collected between 2000-2012, has resulted in a Public Art Fund of nearly \$500,000. These funds are earmarked for City-owned public art projects which could fund one to three permanent public art pieces.



RECOMMENDATIONS

In preparing recommendations, the Cultural Planning Group (CPG) discussed situations that would make the Public Art in-lieu fee more appealing as an option with: business and development stakeholders, residents, Arts Commission, Parks and Recreation Commission, Community Task Force and City Council. The recurring theme received during the outreach process, in addition to local and national trends in the field of public art, supported a recommendation to increase the percent for art allocation for both public and private development projects. However, this

option was not supported by Council during the June 2019 Study Session.

Additionally, staff conducted an independent benchmarking project, looking at both national and neighboring cities within Santa Clara County (Appendix A), which indicated there is no definitive regional trend or support of the consultant's recommendation to increase private development fees. Although fees consistently ranged at or above 1%.

In addition to benchmarking, staff looked at a six-year history (2013-2019) of Sunnyvale Art in Private Development projects to identify and understand whether there were any spending or allocation trends (Appendix B). Of the 18 projects opting to place art on-site:

- Average spending percentage was 2.11% per project
- Median spending percentage was 1.66% per project
- 10 projects voluntarily spent above 1.5%, highest spending 6.26%

Developers shared their willingness to support Sunnyvale's public art programs. In general, representatives stated that the percent for art requirement for each project should be considered individually on a case-by-case basis, factors including: overall size of the project, appropriate scale of the project, potential art placement and internal corporate priorities for public art inclusion.

In order to create more incentive for the in-lieu fee option to be utilized, Sunnyvale Municipal Code (19.52 Art in Private Development) should be amended to either:

- A) Increase the art requirement percentage to 1.5 percent public art allocation, while maintaining the current in-lieu fee option of 1.1%; or
- B) Maintain the current art requirement percentage of 1%, while lowering the in-lieu fee option from 1.1% to 0.75%.

Amending the municipal code to increase the public art allocation for private development, while creating an incentive to opt for the in-lieu fee, will align Sunnyvale with current Art in Private

Development spending trends and potentially encourage additional contributions to the Public Art Fund. Increasing the public art allocation for private development requires updating the current policies and municipal code, as well as providing ample (6 to 12 months) notice to current and future developers.

ACTIVATING THE PUBLIC ART FUND

Public Art Fund initiation will include the Arts Commission, City Council, and community outreach to realize the goals and vision of the Master Plan for Public Art while identifying and prioritizing public art projects. As part of the Public Art Fund initiation, staff will identify public art projects maximizing the City's return on investment, while minimizing on-going maintenance and unfunded liabilities. Staff will present options based on community input to the Arts Commission for their recommendation to City Council.

It is important to note that the Public Art Fund, including in-lieu developer fees, has specific restrictions. Public Art Funds and In-lieu contributions can only be used for acquisition, installation and maintenance of art. Additionally, in-lieu developer fees are unpredictable in nature and can only be considered as one-time revenues and should not be allocated for



Marlo Bartels, *Untitled Obelisks*, Appendix F #1

delivering ongoing city services. Supplementing the current public art program budget with increased General Fund contributions may be required to accomplish several goals outlined in the Plan, including, but not limited to: staffing and administration of public art programs; gallery and exhibit operations; website and publicity development; and workshops, curriculum and tour development.

PROGRAM IMPLEMENTATION AND FUNDING OPTIONS

The plan objectives provide options for improving public art programs, updating current policies, enhancing the management of public art programs, addressing public art collection maintenance and conservation, improving the marketing and visibility of programs and, potentially, increasing funding.

Overall program implementation will vary based on: approved funding levels, organizational capacity, project scope, art trends and community

interest. The options outlined below are designed to help City Council evaluate the Master Plan for Public Art Implementation Strategy Options (see Appendix G); while considering citywide goals and objectives, estimated initial and annual costs, and community vision.

Option 1. Maintaining current AIPD In-lieu Fees and General Fund contributions:

- Broaden the Scope of Public Art Programs (directory of artists, art to better reflect cultural diversity, developer donation recognition)
- Enhance Management of Public Art Program (conduct regular review of master plan, professional development)
- Encourage Arts Commissioner Involvement
- Develop web-based and self-guided tour programs for the public and private art collections.
- Systems Approach to Conservation/ Maintenance (collection restoration, required artwork documentation)
- Update Codes, Policies and Procedures, including activating the Public Art Fund
- Estimated initial costs of Plan implementation = \$13,000
- Estimated additional annual costs = \$8,500
- Public Art Fund Balance: approximately \$500,000

Option 2. Public Art Expansion through increased AIPD In-lieu Fee incentives:

- All of Option 1
- Create incentive amending Sunnyvale Municipal Code 19.52 Art in Private Development to either:
 - A) Increase the art requirement percentage to 1.5% public art allocation, while maintaining the current in-lieu fee option of 1.1%; or
 - B) Maintain the current art requirement percentage of 1%, while lowering the in-lieu fee option from 1.1% to 0.75%.
- Broaden the Scope of Public Art Programs (develop sculpture park, temporary art projects, school-based public art projects)



Brad Goldberg, *Untitled*, Appendix F #40

- Estimated initial costs = \$1,013,000,
- Estimated annual costs = \$98,500-\$258,500

The following Options are not currently available due to the elimination of Service Level Set-Aside caused by COVID-19 budget impacts.

Option 3. Public Art Expansion through increased General Fund contribution:

- All of Option 1
- Broaden the Scope of Public Art Programs (create exhibit/gallery space, workshops/lectures)
- Enhance Management of Public Art Program (allocate additional staff resources)
- Systems Approach to Conservation/Maintenance (conduct curatorial and maintenance study, increase annual conservation/maintenance allocation)
- Estimated initial costs = \$93,000
- Estimated annual costs = \$133,500

Option 4. Public Art Expansion through increased AIPD In-lieu Fees and increased General Fund contribution:

- Options 1-3 combined
- Estimated initial costs = \$1,093,000
- Estimated annual costs = \$223,500-\$383,500

Note: Complete implementation strategy and funding options are outlined in Appendix G.

AN EVOLVING PLAN

The Master Plan for Public Art provides an overarching, strategic framework for the City to broaden program scope and shift the boundaries of current policies to address the community's vision and aspirations of public art. The objectives will continue to be the foundation for an intentional approach celebrating Sunnyvale's history, people and culture through public art.

Although impacted by budget constraints due to COVID-19, the implementation of this plan will occur in phases. The first phase, within the next three to five years, is geared toward completing several projects utilizing the Public Art Fund, such as a utility box art program, development of a website and possible policy updates. Subsequent phases will be five years and beyond, concentrating on the community's long-term vision for the public art program and will continue to engage the community in creating public art celebrating Sunnyvale.

THANKS AND ACKNOWLEDGEMENT

City of Sunnyvale staff would like to thank the following people for their engagement in and support of development of this Master Plan for Public Art:

City Council
Arts Commission
City Manager
Task Force Members

Others: Sunnyvale Master Plan for Public Art was written and developed by Cherise Brandell, Damon Sparacino, Trenton Hill and Kristin Dance, in partnership with the Cultural Planning Group. Designed by Studio Em.



John Krawczyk, *Child's Play*, Appendix F #56

APPENDICES

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Appendix A. Public Art Funding Chart

Program	Population	Public Art Percent	Details for Public Art Projects (Municipal)	Private Development	Details for Private Development Projects
PROGRAMS FOR CITIES IN SANTA CLARA COUNTY					
Cupertino, CA City of Cupertino Fine Arts Commission	58,302	Yes	1% for first \$100 million and \$.09% thereafter	Yes	1% for first \$100 million and .09% thereafter OR 1.25% In-lieu fee.
Los Altos, CA City of Los Altos	30,561	Yes	2% on-site	Yes	1% on site OR 1% in-lieu fee
Mountain View, CA City of Mountain View	80,447	Yes	1% > \$1 million	No	No
Palo Alto, CA City of Palo Alto	66,649	Yes	1% of eligible capital improvement OR 1% in-lieu	Yes	1% on site OR 1% in-lieu fee
San Jose, CA City of San Jose Office of Cultural Affairs	1,030,119	Yes	1% of eligible capital improvement	Yes	N/A
Santa Clara, CA City of Santa Clara	116,468	No	N/A	No	N/A
Sunnyvale, CA City of Sunnyvale Arts Commission	153,389	Yes	1% of eligible capital improvement OR 1.1% in-lieu fee	Yes	1% on site OR 1.1% in-lieu fee
PROGRAMS FOR OTHER CITIES IN CALIFORNIA					
Berkeley, CA City of Berkeley Civic Arts Program	122,000	Yes	1% of all capital improvement projects (artwork) AND .5% of all capital improvement projects (administration)	Yes	1.75% on-site OR .8% in-lieu fee OR < 1.75% on-site AND 80% of the difference in-lieu fee
Dublin, CA City of Dublin	62,341	Yes	.5% of all	Yes	.5% of all non-residential and residential > 20 units OR .5% in-lieu
Emeryville, CA City of Emeryville	10,269	Yes	1.5% of eligible capital improvement OR 1.5% in-lieu fee	Yes	1% - Non-residential projects >\$300,000 AND 5% - residential projects over 20 units OR 1.5% Inlieu fee fee
Glendale, CA City of Glendale Arts and Culture Commission	191,719	No	N/A	Yes	(non-residential > \$500,000) 2% on site OR 1% in-lieu fee
Oakland, CA City of Oakland	425,195	Yes	1.5% of total capital improvement	Yes	.5% minimum on residential developments of twenty (20) or more units
Pleasanton, CA City of Pleasanton	83,007	Yes	Annual General Fund allocation of \$50,000 AND 1% of municipal projects >\$500,000	Yes	1% on-site

Program	Population	Public Art Percent	Details for Public Art Projects (Municipal)	Private Development	Details for Private Development Projects
Redwood City, CA City of Redwood City	84,950	Yes	1% of capitol projects	Yes	1% on-site OR 1% in-lieu fee
Richmond, CA City of Richmond Arts and Culture Division	107,597	Yes	1% of redevelopment projects (artwork) AND .5% of redevelopment projects (administration)	Yes	1% of redevelopment projects (artwork) AND .5% of redevelopment projects (administration)
Sacramento, CA Sacramento Metro Arts Commission	513,624	Yes	2% of eligible capital improvement projects	Yes	2% required from private developers working w/City Redevelopment Agency
San Francisco, CA City and County of San Francisco Arts Commission (SFAC)	870,887	Yes	2% of all capital improvement projects	Yes	1% on site OR 1% in-lieu fee
Santa Rosa, CA City of Santa Rosa	175,269	Yes	1% of all development projects	Yes	1% of commercial projects >\$500,000 OR 1% in-lieu fee
San Diego, CA City of San Diego Commission for Arts & Culture	1,423,851	Yes	2% of all capital improvement projects	Yes	1% on-site (artwork or cultural facility) OR .5% in-lieu (Projects > \$5,000,000 only)
Ventura, CA City of Ventura Office of Cultural Affairs	111,128	Yes	2% of eligible capital improvement	No	N/A

Appendix B. Art in Private Development Allocations (2013-2019)

	Address	Developer/Project Name	CURRENT		
			1% Onsite Requirement	Actual	Actual%
2013	600 W. California Street	Sunnyvale Business Park	\$76,950	\$92,679	1.20%
	1020 Kifer Road	Intuitive Surgical	\$132,904	\$319,904	2.41%
	580 N. Mary Avenue	Peery-Arrillaga	\$111,685	\$154,321	1.38%
	307-309 Pastoria	Peery-Arrillaga	\$64,543	\$86,044	1.33%
	384 Santa Trinita	Oakmead Tower	\$78,460	\$85,141	1.09%
	301 W. Washington Avenue	BRE Properties/Solstice Apartments	\$26,000	\$103,500	3.98%
2014	1275-1395 Crossman Avenue	Net App	\$188,259	\$592,849	3.15%
	660 W. El Camino Real	T2 Development/Marriott Courtyard	\$69,490	\$120,000	1.73%
	1152 Bordeaux Drive	Jay Paul Co./Moffett Place	\$1,113,823	\$3,081,960	2.77%
2015	479 Pastoria Avenue	Peery-Arrillaga/Mercedes Benz	\$64,968	\$96,592	1.49%
2016	1221 Crossman Avenue	Jay Paul Co./Moffett Gateway	\$656,039	\$1,046,472	1.60%
2017	555 N. Mathilda Avenue	Kilroy Realty	\$512,619	\$924,281	1.80%
2018	1110 Lockheed Martin Way	Jay Paul Co./Moffett Towers II, Phase 1	\$838,490	\$1,791,103	2.14%
	280 N. Wolfe Road	Jay Paul Co./Wolfe @ Central	\$963,604	\$1,160,573	1.20%
	221 N. Mathilda Avenue	Spear Street/23andMe	\$130,011	\$813,500	6.26%
2019	767 Mathilda Ave.	OTO Development/Hilton Garden Inn	\$157,585	\$165,951	1.05%
	1110 Lockheed Martin Way	Jay Paul Co./Moffett Towers II, Phase 2	\$1,191,735	\$2,787,184	2.34%
	725 S. Fair Oaks Avenue	T2 Development/AC by Marriott	\$105,364	\$105,500	1.00%
			\$6,482,529	\$13,527,554	
2013-19 AVERAGE PER PROJECT					2.11%
2013-19 MEDIAN PROJECT SIZE					1.66%

Appendix C. Stakeholder Meetings Attendees

Outreach Venue	Date	Location	Attendees
Sunnyvale Arts Commission Presentation	2/25/19	Community Center, Neighborhood Room	Commissioner Susannah Vaughan, Chair Commissioner Jeremie Gluckman Commissioner Julie Rogers Commissioner Sue Serrone
Moffett Park Business Owners Presentation	3/11/19	Lockheed Martin	Moffett Park Business Group
Parks & Recreation Commission Presentation	3/13/19	City Council Chambers	Commissioner Ralph Kenton, Chair Commissioner Daniel McCune, Vice Chair Commissioner Henry Alexander III Commissioner Prakash Giri
MPPA Taskforce Presentation	3/26/19	Sunnyvale Senior Center	Reid Myers, Neighborhood Association Ben Picard, Sunnyvale School District Susannah Vaughan, Arts Commission
Business Owners/Developers Presentation	3/29/19	City Hall, West Conference Room	Mike Clark, Irvine Company Carlene Matchniff, Irvine Company Eric Foraker, PSAI Realty Partners John DiNapoli, DiNapoli Companies Peter Larko, DiNapoli Companies Josh Rupert, Hunter Storm Properties Derek Suarez, Dove Hill Capital Kevin Tazala, Starwood Capital Group Jose Bustamante, Irvine Company Casey Kraning, Jay Paul Company Kerry Haywood, Moffet Park Business Group Connie Verceles, Sunnyvale Economic Development

Appendix D. Public Outreach Attendees

Kavita Ahuja	Doris Han	Isabel Moh
Jenny Angerman	Nili Helman-Caspi	Suzanne Moshier
Namrata Arora	Becky Horton	Suneeta Nagaraja
Arunkarthikeyan Balakrishnan	Tien Hsu	Tiffany Namwong
Alma Covarrubias	Wanlin Huang	Aliza Panitz
Jeri Crystal	Sunil Jayaprakash	Charleene Puder
Marni DeWitt	Ralph Kenton	Jieting Qiu
Andrew DeWitt	Neha Khare	Hyeonju Riew
Ritika Diddi	Shiva Kumar	Viviana Salinas
Travis Duncan	Winnie Lam	Miguel Sanchez
Margie Frank	Abhiruchi Larrjewar	Vanessa Schott
Jennifer Garnett	Bob Lawson	Mike Serrone
Jeremie Gluckman	Leslie Lawton	Sue Serrone
Aaruna Godthi	Emily Li	Richard Williamson
Anubha Gupta	Cindy Liu	Jennifer Wilson
Tanya Hadirca	Mary Mathew	Yu Zheng

Appendix E. Art in Public Places Permanent Collection

	Artist	Title	Year	Location	Photo Credit
1	Judy Akeret	<i>Only Flowers Bloom</i>	1985	CC/Senior Center - Cypress Room	
2	Lydia Sanchez & Diana Argabrite	<i>Untitled</i>	2016	Fair Oaks Park - Park Building Façade	Fotos by Flee
3	Arteclettica	<i>Under the Sea</i>	2014	Seven Seas Park	Fotos by Flee
4	John Battenberg	<i>Murphy Street Scene</i>	1988	CC/Orchard Heritage Park	
5	Sandra Beard	<i>Untitled #2</i>	1985	CC/Senior Center - Manager's Office	
6	Sandra Beard	<i>Untitled #3</i>	1985	CC/Theater Lobby	
7	Douglas Chun	<i>Valley Vineyard II</i>	1989	CC/Theater Lobby	
8	Douglas Chun	<i>Approaching Storm</i>	1989	CC/Theater Lobby	
9	Lee Truax Dalton	<i>Portrait of Antone Vargas</i>	1991	CH/Council Chambers Lobby	
10	Elizabeth Devereaux	<i>Allegorical Landscape</i>	1991	Library	Fotos by Flee
11	Carol Donegan	<i>Ghost of Silicon Valley</i>	1980	CC/Senior Center - Maple Room	
12	Joe Draegert	<i>August</i>	1985	CH/Council Chambers	
13	Joe Draegert	<i>Still Life with Artichoke Blossom</i>	1989	CH/Mayor's Office	
14	Nancy Weeks Dudchenko	<i>It's a Symphony</i>	1991	CH/One Stop Permit Center	
15	Dan Dykes	<i>Matrix</i>	1984	CC/CAC Lobby	Kristin Dance
16	Sharon Evans	<i>Charles Spalding</i>	1991	CC/CAC Art Storage	
17	Gene Flores	<i>El Paso de los Suenos</i>	1985	CH/Lawn, Corner ECR & Mathilda Ave	
18	Alice Freund	<i>Walter Everett Crossman</i>	1991	CH/Council Chambers Lobby	
19	D. Gabarais	<i>Seagulls</i>	1976	CC/Senior Center Lobby	
20	Bob Gerbracht	<i>Portrait of John Hendy</i>	1991	CC/Art Storage	
21	Matt Glavin	<i>Genesis #802</i>	1987	CH/Council Chambers	
22	Peter Hazel	<i>Influence (and) Arrival</i>	2015	Murphy Park Building	Fotos by Flee
23	Gerald Heffernon	<i>Fruit Gigantica</i>	2004	Downtown Plaza/Evelyn & Francis	
24	Martin Hernandez	<i>Growth in the Valley</i>	1997	Columbia Neighborhood Center Lobby	
25	Jane Hofstetter	<i>Romeo and Juliet</i>	1980	CC/Art Storage	
26	Martha Hubert	<i>Night Passage: 2</i>	1988	CH/Council Chambers	
27	Gordon Huether	<i>Tree of Life</i>	2003	CC/Senior Center Main Entrance	
28	Gordon Huether	<i>Forest</i>	2003	CC/Senior Center Lobby	
29	Bill Iaculla	<i>Cathedral Windows</i>	1987	CH/Hallway	
30	Melissa Jennifer	<i>Pole People</i>	2006	Columbia Neighborhood Center	Fotos by Flee
31	J. Seward Johnson	<i>Out to Lunch</i>	1985	Library	Fotos by Flee
32	Judy Miller Johnson	<i>Angel's Trumpets</i>	1985	CC/Senior Center Hallway	

CC = Community Center CH = City Hall CAC = Creative Arts Center

	Artist	Title	Year	Location	Photo Credit
33	Ellen Kiefer	<i>Purification</i>	1983	CC/Senior Center Willow Room	
34	Carlos Laorca	<i>Layer Painting #1</i>	1988	CC/CAC Meeting Room	
35	Lebadang	<i>Nature's Prey</i>	1988	CC/Senior Center Maple Room	
36	Sarah Linder	<i>Portrait of Martin & Mary Murphy</i>	1991	CC/Art Storage	
37	Jean Pierre Larochette & Yael Luri	<i>Unfolding Knowledge</i>	1991	Library	
38	Sandra MacDiarmid	<i>Waijimi Market, Japan</i>	1985	CC/Art Storage	
39	Therese May	<i>Sunnyvale Community Quilt</i>	2004	CC/Senior Center Hallway	
40	Sal Pecoraro	<i>A Tempo Omaggio</i>	1989	CC/Upper Pond	
41	Carol Pfoutz	<i>Community Center Oak</i>	1981	CH/Council Chambers	
42	Virginia Pochman	<i>Lily Pond</i>	1987	Library	Fotos by Flee
43	Frank Rosen	<i>Metamorphosis of an Uncommercial Salesman</i>	1983	CH/Council Chambers	
44	David Saccheri	<i>Charles Stowell</i>	1991	CC/Art Storage	
45	Roberto Salas	<i>Lakewood Community Mural</i>	1991	Lakewood Park Playground	Fotos by Flee
46	Lydia Sanchez	<i>Sunnyvale Community Mural</i>	2010	Fair Oaks Park - NE Field	
47	Susan Schary	<i>Portait of Ida Trubschenck</i>	1991	CH/Council Chambers Lobby	
48	Joan Schulze	<i>Bridge to Bridge</i>	1985	CC/Senior Center Waiting Area	
49	Joan Schulze	<i>Flight</i>	1985	CC/Senior Center Waiting Area	
50	Joan Schulze	<i>Sunstorm</i>	1985	CC/Senior Center Waiting Area	
51	Robert Semans	<i>Portait of Alillion Wilhelmy</i>	1991	CH/Council Chambers Lobby	
52	Robert Semans	<i>Edwina Benner</i>	1991	CH/Council Chambers Lobby	
53	Kathleen Sharp	<i>Portal Study</i>	1989	CC/Art Storage	
54	Jeff Bordona & Danny Sheu	<i>Untitled</i>	1998	Washington Park/Restroom Exterior	
55	Jeff Bordona & Danny Sheu	<i>Untitled</i>	1991	Lakewood Park Building	
56	Dan Snyder	<i>(Island Fantasy) Untitled</i>	1997	Washington Park Playground	
57	Mark Templeton	<i>Untitled</i>	1989	CH/Lobby	
58	Mark Templeton	<i>Untitled</i>	1989	CH/Lobby	
59	Marilyn Thompson	<i>Portrait of Carl & Hannah Olson</i>	1991	CH/Council Chambers Lobby	
60	Earlyn Tomasini	<i>Mass Transit</i>	1996	Public Safety Main Entrance	
61	Flo Oy Wong	<i>1933: Gee Lai Wah. Made in usa: Angel Island Shh</i>	2008	CC/Senior Center Sequoia Room	
62	Naomi Zapanta	<i>Roots</i>	1979	CH/Council Chambers	

CC = Community Center CH = City Hall CAC = Creative Arts Center

Appendix F. Art in Private Development Collection

	Artist	Title	Year	Location	Photo Credit
1	Marlo Bartels	<i>Untitled Obelisks</i>	2001	140 E. El Camino Real/Cherry Orchard	Fotos by Flee
2	Diana Pumpelly Bates	<i>Aglaia</i>	2000	1184 & 1194 Mathilda Ave/Juniper Networks	
3	Susan Pascal Beran	<i>Music of the Spheres: Simple Harmonies</i>	1999	1255 Orleans Drive/Homestead Village	
4	Roger Berry	<i>Compass</i>	2013	384 Santa Trinita Road/Oakmead Tower	Alfred Leung
5	Michael Brown	<i>Ball Tower</i>	2002	100-190 Mathilda Place	Alfred Leung
6	Ben Bullock	<i>Untitled</i>	2000	1060 Stewart Drive/Public Storage	
7	John Clement	<i>Wiggle Room</i>	2008	1376 & 1380 Bordeaux Drive/Bordeaux Center	
8	John Clement	<i>C'mon</i>	2008	1376 & 1380 Bordeaux Drive/Bordeaux Center	
9	Troy Corliss	<i>Meadow Flowers – nemophila menziesii variations</i>	2009	298 W. McKinley Ave/Target	Alfred Leung
10	Lewis deSoto	<i>Sunnyvale Mandala</i>	2012	1271 Lawrence Station Road	
11	Richard Deutsch	<i>Etude</i>	1999	Stewart Drive at De Guigne/Oakmead West Office Park	
12	Albert Dicruttalo	<i>Looper</i>	2016	433 Mathilda Ave.	
13	Guy Dill	<i>Watermark</i>	2005	803 11th Ave/Moffett Park	
14	Guy Dill	<i>Key Angel</i>	2005	804 11th Ave/Moffett Park	
15	Guy Dill	<i>Heydan</i>	2008	111 Java Drive/Java Metro Center	
16	Laddie John Dill	<i>Technically West</i>	2013	580 Mary Ave/LinkedIn	
17	Laddie John Dill	<i>Blue Cobalt Flow</i>	2013	600 California Ave./Sunnyvale Business Park	
18	Scott Donahue	<i>The Way it Was</i>	2006	398 El Camino Real at Mathilda Ave/Cherry Glen Plaza	
19	Dan Dykes	<i>Untitled</i>	2000	1400 Kifer Road	
20	Robert Ellison	<i>Name that Food Group</i>	2010	112 E. El Camino Real at Sunnyvale-Saratoga Road	Fotos by Flee
21	Robert Ellison	<i>Source</i>	2010	150 E. El Camino Real/Safeway	
22	Carole Feuerman	<i>Double Diver</i>	2014	1275-1395 Crossman Ave., Building 9/NetApp	Fotos by Flee
23	David Franklin	<i>Untitled</i>	2019	725 Fair Oaks Ave./AC Hotel by Marriott	Jeremy Green
24	Denis Gallagher	<i>Untitled</i>	2002	1220 Mathilda Ave./Juniper Networks	
25	Stephen Galloway	<i>Element: Grove</i>	2019	221 N. Mathilda Ave./23andMe	Stephen Galloway

	Artist	Title	Year	Location	Photo Credit
26	Cliff Garten	<i>Auras</i>	2017	1152 Bordeaux Drive/Moffett Place	Jeremy Green
27	Cliff Garten	<i>Ebb</i>	2015	1221 Crossman Ave./Moffett Gateway	Jeremy Green
28	Cliff Garten	<i>Flow</i>	2015	1221 Crossman Ave./Moffett Gateway	Jeremy Green
29	Cliff Garten	<i>Illuvium</i>	2019	1152 Bordeaux Drive/Moffett Place	Jeremy Green
30	Cliff Garten	<i>Untitled</i>	2009	1100-1140 Enterprise Way/Moffett Towers I	
31	Cliff Garten	<i>Untitled</i>	2014	660 W. El Camino Real/Courtyard by Marriott	
32	Cliff Garten	<i>Suturis</i>	2019	1111 Lockheed Martin Way/Moffett Towers II	Jeremy Green
33	Cliff Garten	<i>Untitled</i>	2017	222 N. Wolfe Road/Apple	
34	Navid Ghedami	<i>Living</i>	2001	1039 E. El Camino Real/Belmont Assisted Living	
35	Matt Gil	<i>Rookie</i>	2008	525 Almanor Drive	
36	Matt Gil	<i>Untitled</i>	2002	1350 Mathilda Ave.	
37	Steve Gillman	<i>Untitled</i>	1997	1257 Lakeside Drive/Avalon Silicon Valley	Fotos by Flee
38	Steve Gillman	<i>Untitled</i>	1997	1257 Lakeside Drive/Avalon Silicon Valley	
39	Brian Goggin	<i>The Labyrinth</i>	2003	701 First Ave.	
40	Brad Goldberg	<i>Untitled</i>	2001	475 Java Drive/Net App	Fotos by Flee
41	Albert Guibara	<i>Reaching for the Stars</i>	2000	950-1000 Maude Ave./LinkedIn	
42	J.S. Hargraves	<i>Untitled</i>	2000	871 W. El Camino Real/Grand Hotel	
43	Archie Held	<i>Sunnyvale</i>	2002	100-190 Mathilda Place	
44	Archie Held	<i>Dance</i>	2001	1188 Arques Ave.	
45	Brad Howe	<i>Dos Orbitos (Two Orbits)</i>	2004	898 W. El Camino Real/Toyota of Sunnyvale	
46	Brad Howe	<i>Locomotive</i>	2008	780-820 E. El Camino Real/Walgreens	
47	Brad Howe	<i>Soft Cycle</i>	2005	760 E. El Camino Real	
48	Brad Howe	<i>Toggle</i>	2005	760 E. El Camino Real	
49	Brad Howe	<i>Tumble</i>	2008	770 E. El Camino Real/PetSmart	
50	Brad Howe	<i>Brio</i>	2019	767 N. Mathilda Ave./Hilton Garden Hotel	
51	Gordon Huether	<i>Super Duper</i>	2008	875 Arques Ave./Super Storage	
52	Johanna Jordan	<i>Untitled</i>	1992	North Mary Ave. at Corte Madera	

	Artist	Title	Year	Location	Photo Credit
53	Ned Kahn	<i>Wind Cube</i>	2001	701 First Ave. at Mathilda Ave.	
54	John King	<i>The History of the Tool</i>	2006	811 Arques Ave./Lowe's	
55	Larry Kirkland	<i>Garden Gifts</i>	2011	301-401 Old San Francisco Road/Palo Alto Medical Foundation	Fotos by Flee
56	John Krawczyk	<i>Child's Play</i>	2016	555 Mathilda Ave.	Fotos by Flee
57	Rob Lorenson	<i>Simple Form</i>	2000	1263 E. Arques Ave.	
58	Sharon Louden	<i>Reflecting Tips</i>	2001	701 First Ave. at Mathilda Ave	
59	Kenneth Matsumoto	<i>Untitled</i>	2000	400 Caribbean Drive	
60	Kenneth Matsumoto	<i>Canyon</i>	1995	599 Mathilda Ave.	
61	R.W. McBride	<i>Wings of Faith</i>	2001	165 Gibraltar Court	
62	David Middlebrook	<i>Brain</i>	1999	940 Hamlin Court	
63	David Middlebrook	<i>Untitled</i>	1998	556 E. El Camino Real/In-n-Out Burger	
64	James Mitchell	<i>Vociferous</i>	1990	950 De Guigne Drive	
65	Nancy Mooslin	<i>Streams of Time</i>	2003	100 Mathilda Place	
66	Bruce Niemi	<i>Emergence IV</i>	2001	1030 Maude Ave./Synopsis	
67	Kathleen Noonan	<i>Untitled</i>	1999	748 Mathilda Ave./Larkspur Hotel	
68	Tom Ostenberg	<i>Above Conflict</i>	2000	1260 Crossman Ave.	
69	Troy Pillow	<i>Alignment</i>	2013	1020 Kifer Road/Intuitive Surgical	Alfred Leung
70	Troy Pillow	<i>Connection</i>	2010	1250 Kifer Road/Intuitive Surgical	
71	Troy Pillow	<i>Elevate</i>	2010	1250 Kifer Road/Intuitive Surgical	
72	Troy Pillow	<i>Flow</i>	2011	615 Tasman Drive/Via	
73	Eric Powell	<i>Tools of Technology</i>	2013	301 W. Washington Ave./Solstice Apartments	Fotos by Flee
74	Welton Rotz	<i>Light Gate</i>	2005	1290 Kifer Road/Kifer Commerce Park	
75	Tony Sheets	<i>Untitled</i>	1992	106 Lawrence Station Road/All Aboard Mini Storage	
76	Dan Snyder	<i>Untitled</i>	1992	781 E. El Camino Real/Hacienda Shopping Center	
77	Christoph Spath	<i>Red Disc</i>	2002	825 Stewart Drive	
78	Dan Winterich	<i>Receiver</i>	2011	975 Benecia Ave.	
79	Dan Winterich	<i>Cresecent</i>	2013	307 Pastoria Ave./Mercedes Benz	
80	Dan Winterich	<i>Standpoint</i>	2015	479 Pastoria Ave.	Fotos by Flee

Appendix G. Implementation Strategy Options

Implementation Strategies	Objectives	Program Deliverables	Estimated Initial Cost	Estimated Annual Cost	Funding Source(s)	Public Art Fund Eligible
OPTION 1	Maintaining current AIPD in-lieu fees and General Fund contribution					
	Broaden the Scope of the Public Art Program	Create a Directory of Local/Regional/ National Artists	\$3,000	\$0 (gallery/ add. staff)	GF	No
	Broaden the Scope of the Public Art Program	Develop Art to Better Reflect Cultural Diversity	\$0	\$0	GF, PAF	Yes
	Broaden the Scope of the Public Art Program	Provide Recognition to Developers for Contributions	\$0	\$0	PAF	Yes
	Enhance Management of the Public Art Program	Conduct Regular Review of Master Plan for Public Art	\$0	\$0	GF	
	Enhance Management of the Public Art Program	Provide Professional Development for Staff	\$0	\$3,500	GF	No
	Encourage Arts Commission Involvement		\$0	\$0	GF	No
	Increase Visibility of Public and Private Art	Develop Website and Self-Guided Tour Program	\$10,000	\$5,000	GF	No
	Increase Visibility of Public and Private Art	Require AIPP Artists to Provide Community Workshops	\$0	\$0	PAF, GF	Depends
	Systems Approach to Conservation/ Maintenance of Public Art	Engage Original Artists in Art Collection Restoration	\$0	\$0 (annual cons/maint)		
	Systems Approach to Conservation/ Maintenance of Public Art	Original Artists Required to Document Artwork	\$0	\$0		
	Update Codes, Policies, Procedures		\$0	\$0	GF	No
OPTION 1 TOTAL			\$13,000	\$8,500		
OPTION 2 (PLUS OPTION 1)	Public Art Expansion through increased AIPD in-lieu fee incentives					
	Broaden the Scope of the Public Art Program	Develop a Sculpture Park	\$1,000,000	\$50,000-\$100,000	PDF, CIP, PAF, GF	Yes
	Broaden the Scope of the Public Art Program	Temporary Art Projects		\$20,000-\$75,000	PAF, GF	Yes
	Broaden the Scope of the Public Art Program	Develop Public Art Based Projects with School District(s)	\$0	\$20,000-\$75,000	GF, PAF, PDF	Yes
OPTION 2 TOTAL			\$1,000,000	\$90,000-\$250,000		
OPTION 1 TOTAL			\$13,000	\$8,500		

GF = General Fund CIP = Capital Improvement Projects PDF = Park Dedication Fund PAF = Public Art Fund

Implementation Strategies	Objectives	Program Deliverables	Estimated Initial Cost	Estimated Annual Cost	Funding Source(s)	Public Art Fund Eligible
OPTION 3 (PLUS OPTION 1)	Public Art Expansion through increased General Fund contribution					
	Broaden the Scope of the Public Art Program	Create Exhibit and Gallery Spaces	\$15,000	\$50,000	GF	No
	Broaden the Scope of the Public Art Program	Explore Ongoing Public Art Workshops and Lectures	\$0	\$20,000	GF	No
	Enhance Management of the Public Art Program	Allocate Additional Staff Resources	\$0	\$30,000	GF	No
	Systems Approach to Conservation/ Maintenance of Public Art	Conduct a Curatorial and Maintenance Study	\$65,000	\$0	GF	No
	Systems Approach to Conservation/ Maintenance of Public Art	Annual Conservation and Maintenance Allocation	\$0	\$25,000	GF	No
OPTION 3 TOTAL			\$80,000	\$125,000		
OPTION 1 TOTAL			\$13,000	\$8,500		
OPTION 4 (INCLUDES ALL)	Public Art Expansion through increased AIPD in-lieu fees and increased General Fund contribution					
OPTION 1 (CURRENT)						
			\$13,000	\$8,500		
OPTION 4 (INCLUDES ALL)						
			\$1,093,000	\$223,500-\$383,500		

GF = General Fund CIP = Capital Improvement Projects PDF = Park Dedication Fund PAF = Public Art Fund

Appendix H. Sunnyvale MPPA Community Engagement Summary

Introduction

The Community Engagement Process

The Sunnyvale Master Plan for Public Art engagement spanned from August 2017 through September 2017. The process provided multiple entry points for all residents, communities, and sectors of Sunnyvale to participate through community-based conversations, meetings, and interviews facilitated by the consultants, and a community survey. The triangulation methodology to the community engagement process ensured genuine and deliberate engagement with a broad cross section of Sunnyvale's community members and stakeholders. The goals were to:

- Bring together multiple points of view to inform the planning process
- Create legitimacy and a sense of shared responsibility for the Master Plan for Public Art plan
- Cultivate new partners/allies and collaborations
- Stimulate broad awareness and momentum for the plan

Project Timeline

- June/July 2017: Project Initiation
- August/September 2017: Community meetings, discussion groups, individual interviews, and open community survey
- September/October 2017: Research analysis, summary and preliminary strategy development
- October/November 2017: Draft plan development, review and revisions
- December/January 2017: Final plan development and approval

Community and Civic Engagement

The project team and staff conducted:

- 20 individual interviews
- 10 discussion groups
- 3 community meetings
- Arts Commission and City Council presentations
- Task force meetings and presentations
- Core Team meetings

Survey Methodology

As a complement to the other forms of community engagement, the Sunnyvale Community Survey provided an opportunity for residents to lend their voice to the planning process. The survey sought residents' opinions, attitudes and preferences about public art in the Sunnyvale community.

The online survey was open to residents of the City of Sunnyvale from July 29, 2017 through September 18, 2017. A total of 787 respondents completed the surveys. Data is weighted to census demographics where appropriate. Significant differences are noted in the survey summary.

Engagement Results Summary

What we heard.

Sunnyvale the Place

When asked, what defines Sunnyvale as a place, most residents and workers agree that Sunnyvale is defined by its agricultural roots, its parks and open spaces, and its diverse individuals and communities. The city is also defined by the growing economic divide, technology and innovation, and its identity as part of Silicon Valley. The city is regarded primarily as a destination city due to large number of workers who travel to the city daily, but do not live or socialize in the city. The Sense of Place Statement, included as part of the plan, gives a more detailed statement about Sunnyvale.

Many see an abundance of opportunity with the development of the Master Plan for Public Art, including:

- Creating vibrancy in the downtown area and the neighborhoods
- Establishing identity and community pride with iconic gateways, and public art identifiers for neighborhoods.
- Developing temporary and interactive art programs for space activation
- Connecting places with art and creating gathering places
- Engaging the business community in a meaningful way and educating the community about the contributions of the business community
- Engaging school age children with the existing public art collection and new participatory opportunities

Public Art Program

The current City Public Art Program has very limited visibility, although an extraordinary collection. There is a desire by the public for the program to beautify and provide more public arts programming and access; and there is a desire of the business community to have more flexibility in the process.

Overall, the **current** state of the public art program is defined by:

- Lack of awareness or knowledge of the public art program.
- Limited visibility of public art since most art has been commissioned from private development.

- Lack of reflection of the history and the ethnic diversity of the city.
- Lack of awareness or understanding of the in-lieu fee option.
- Based on permanent pieces of art only.

Overall, the **desired** state of the public art program is:

- More visibility of current collection; online gallery, self-guided tours, expansion of types of art, more art in truly public places.
- More diversity in the program including art that is flexible, functional, interactive, and temporary.
- Access to public artists by the business community.
- More flexibility for private development ordinance and in lieu fees.
- Greater and ongoing engagement with community in terms of artmaking and implementation

Locations for Public Art

The primary desired locations for public art are public spaces where people currently gather and in places to attract more people and create new gathering places. Many want to see the art in their own neighborhoods and communities and away from public building and more as part of the community. Pedestrian areas, parks and open spaces are also priorities. Specific locations include:

- | | |
|---------------------------------|-----------------------------|
| • Downtown | • Train stations |
| • Murphy Avenue | • Bus stops |
| • Plaza del Sol | • Cherry Orchard |
| • Library | • All neighborhood gateways |
| • Parks | • Sunnyvale gateways |
| • Schools (may be rotating art) | • As connections for places |
| • Farmer's Market | • New Civic Center |
| • Heritage Museum | • Street Intersections |
| • Street-level art | • Wayfinding and signage |

Community Vision

There are many visions for the arts in Sunnyvale. Almost all the participants in this process agree they want Sunnyvale to become more of a connected community through art, experience art as part of their daily lives, and have more interesting gathering places and events.

"I would like to see public art that feels like it is part of a place and enhances the sense of what that place represents. If a park is historical, then art should accentuate the sense of time. If a plaza is for community gatherings, the art should help people make connections to the place and each other."

~Survey respondent

"Walking around our neighborhood, we see an increasingly culturally diverse population. We wish there were events and an emphasis on our common experiences to help bring us together"

~Survey respondent

"Sunnyvale needs more areas where people want to congregate and part of that is creating more public art, combined with parks, natural spaces, and nearby cafes/eateries--places like that would generate a lot of buzz for the city. More art and writing classes for adults (at night for working adults) would be good"

~Survey respondent

Sunnyvale Community Survey

Results Summary

Sunnyvale Defined.



Where people take visitors.

Most respondents take visitors to Murphy Avenue. Baylands Park was mentioned numerous times as a visitor hotspot, along with other parks and open spaces. There is opportunity for the Heritage Museum to be more visible to the community, as the least number of people take visitors to the museum. Many also stated they take visitors out of town as there is no place in Sunnyvale they identify as an interesting destination.

Ranking: When you have visitors, where do you take them in Sunnyvale?

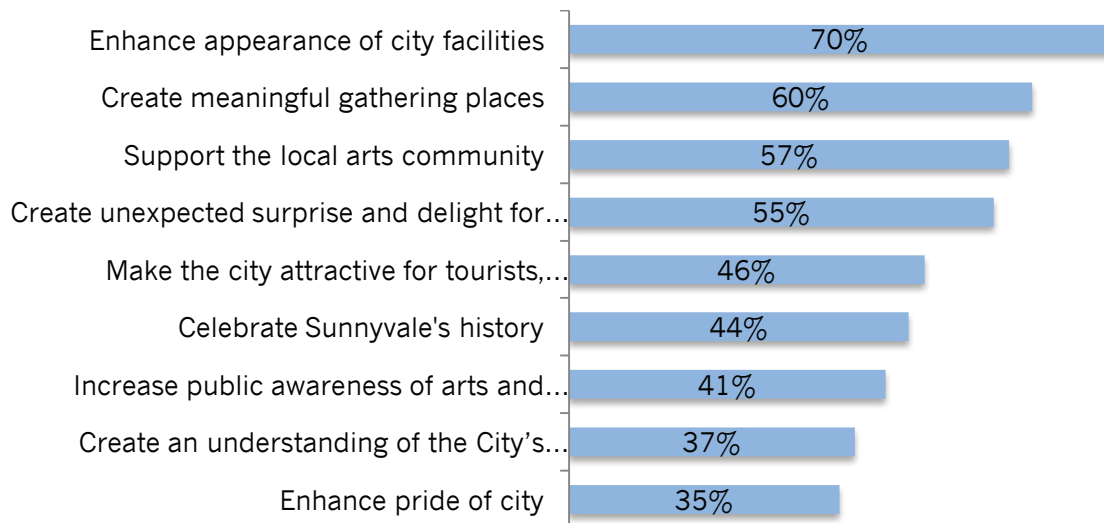
- #1 – Murphy Avenue
- #2 – Parks and Open Spaces, Bike Trails
- #3 – Farmers Market
- #4 – Heritage Museum

Additional places cited: Charles Street Garden, Community and Master Gardner Center, library, Theatre at Community Center, Moffet Field, Tech business parks, El Paso de Los Suenos.

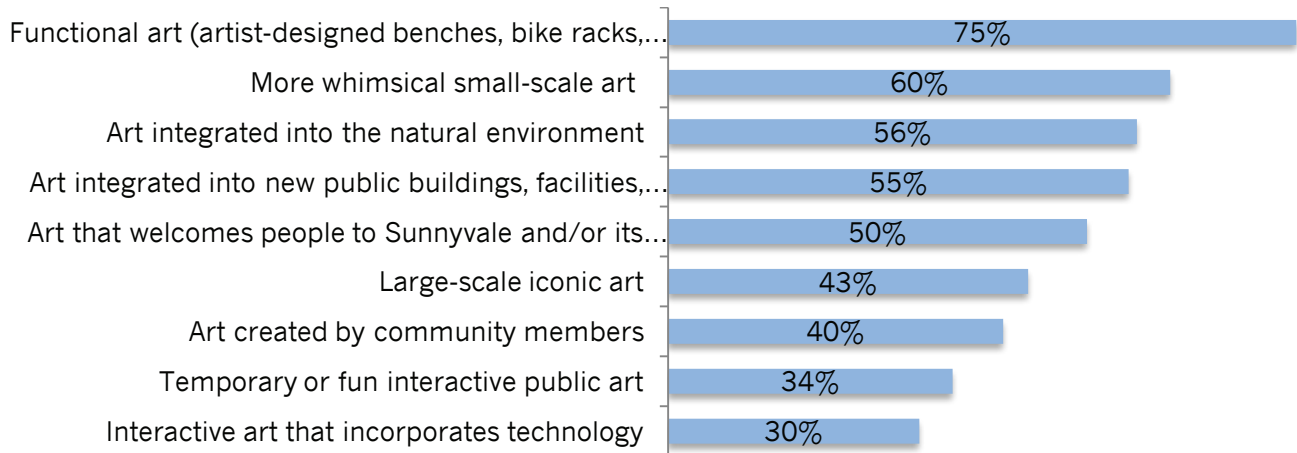
Public Art in Sunnyvale

Overall, respondents want to see more art in Sunnyvale. Although the overall top impact is enhancing city facilities, this varies by age. Any younger respondents want to see art create meaningful gathering places and create surprise more than just enhancing the city buildings. Also, younger respondents want to see more interactive art and art created by community members.

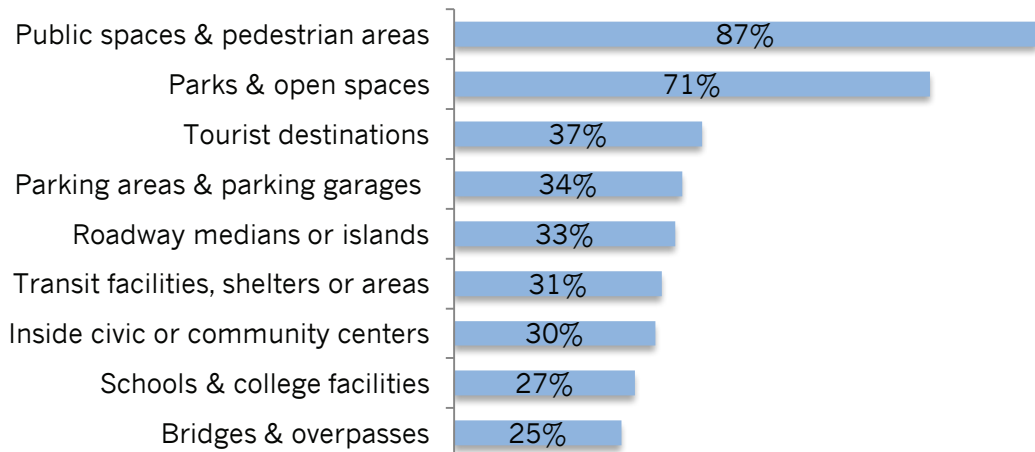
Thinking about the impact public art can have in the City of Sunnyvale, which are the most important?



What type of public art do you want to see in Sunnyvale?

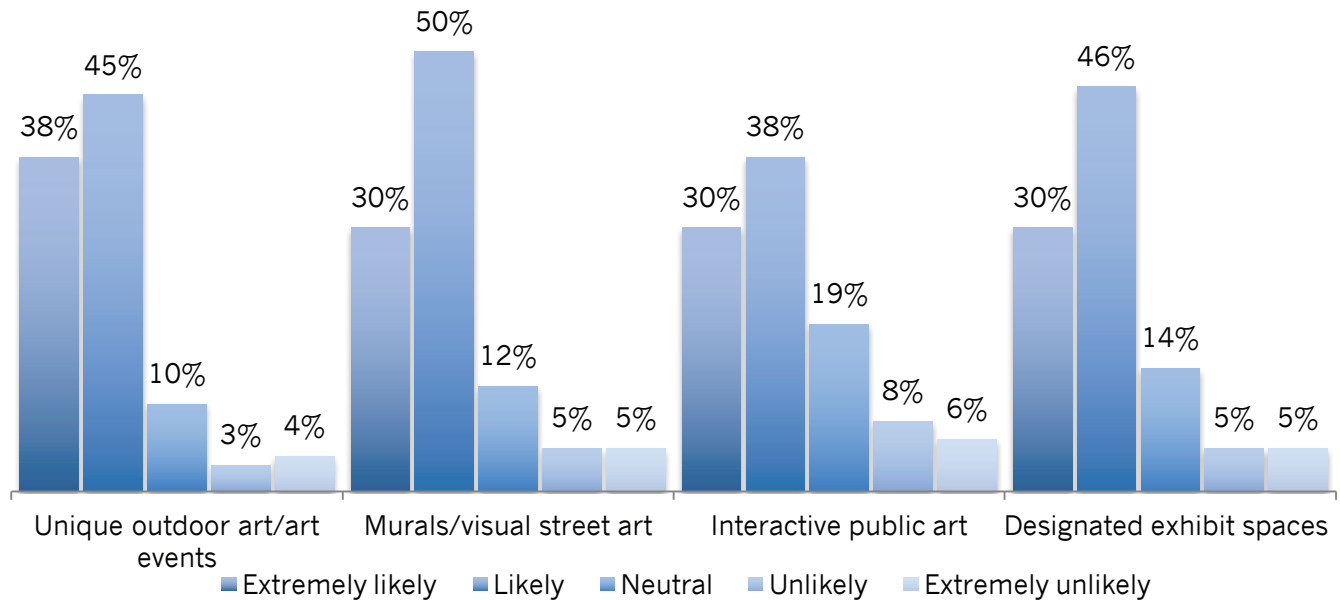


Where are the most important locations for public art (temporary, interactive, or permanent) in Sunnyvale?



Additional locations: Downtown; El Camino Real; Churches and mosques; Sunnyvale commercial and business districts; Art galleries within the Civic Center; Rotating shows throughout city; anywhere people congregate.

How likely are you to visit any of the following, if happening in Sunnyvale?



As shown above, there is significant interest in all the options with unique outdoor events such as creative lighting displays, landscape/architectural installations being the most popular (83%). Murals and visual street are a close second (80%).

Other arts and cultural experiences

When asked about what other arts and cultural experiences residents want to see in Sunnyvale the following were dominant within the suggestions:

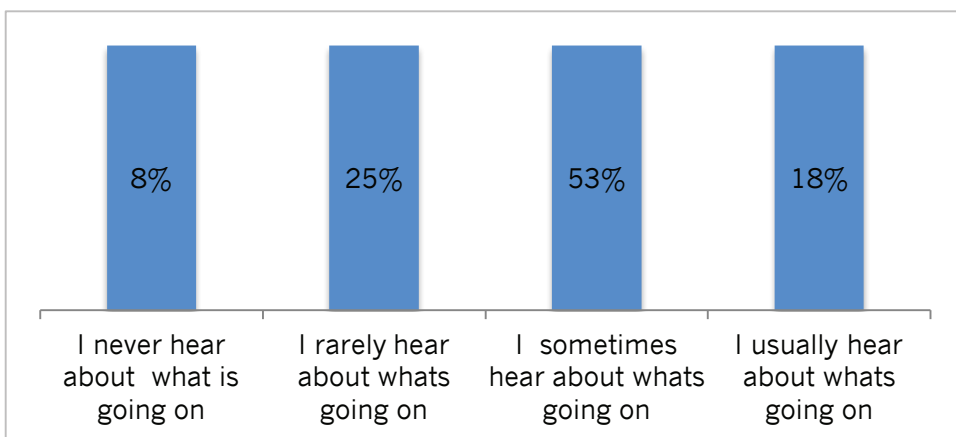
- More artistic opportunities for children and young adults including performing arts (theatre) and outdoor experiences (art in the park).
- More festivals celebrating the diversity of the area (Diwali, Chinese New Year, Cinco de Mayo, Eid-ul-Fitr, and more).
- Signature festival or event that is unique to Sunnyvale and puts “Sunnyvale on the map”.

- Art celebrating the history and the diversity of Sunnyvale and its residents.
- More outdoor festivals, events, performances, and art throughout Sunnyvale.

Communications

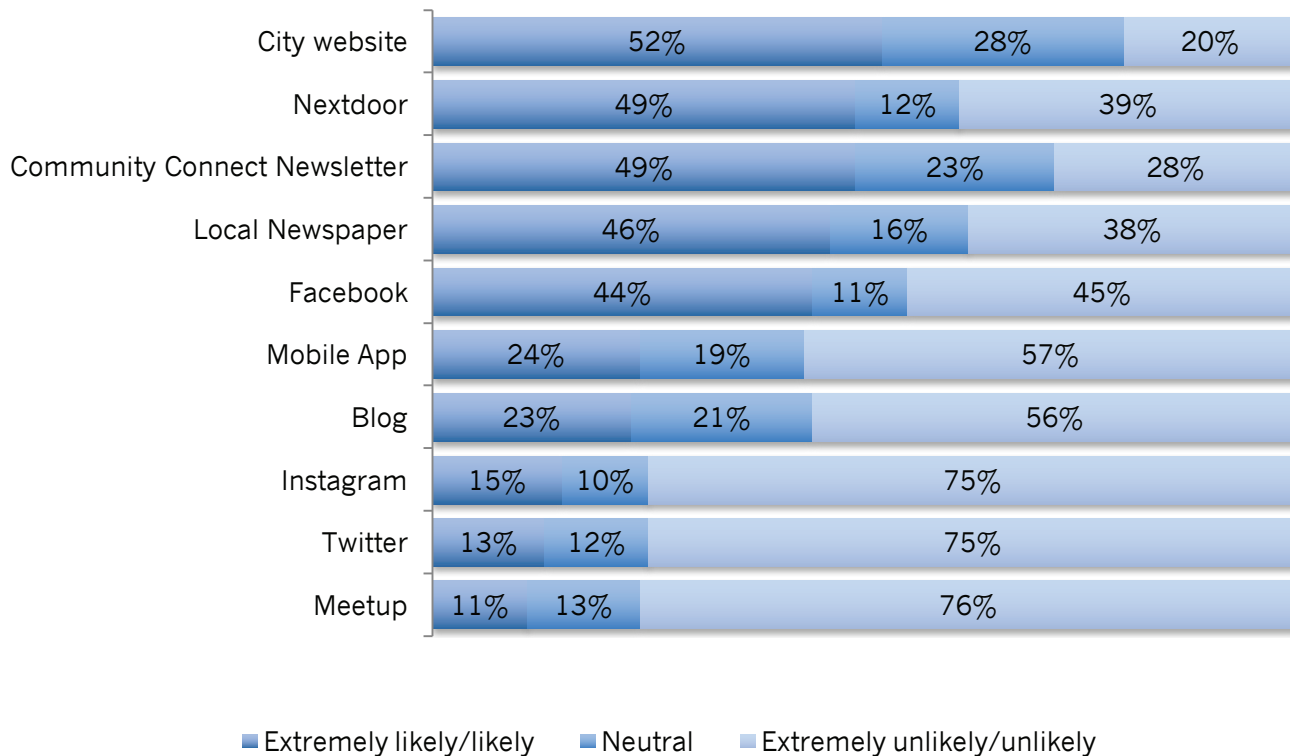
Eighteen percent of respondents usually hear what's going on although the majority do not feel well informed about what is going on in Sunnyvale. Younger respondents (under 44 years of age) are less likely to hear what is happening than older respondents.

How well-informed do you feel you are about arts and cultural happenings in Sunnyvale?



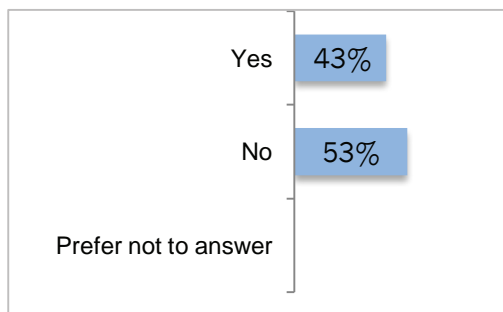
Overall, the City website, Nextdoor site, and newsletters are the most preferred communication channels. Although, there are significant differences for age. Younger respondents (under 44 years of age) are much more likely to use Facebook and a Mobile app, and older respondents are more likely to use the City website and newsletters. One channel that is embraced by all is the Nextdoor site. The results demonstrate the necessity of having a multi-channel communications strategy.

How likely are you to use the following to find out what is happening in Sunnyvale?

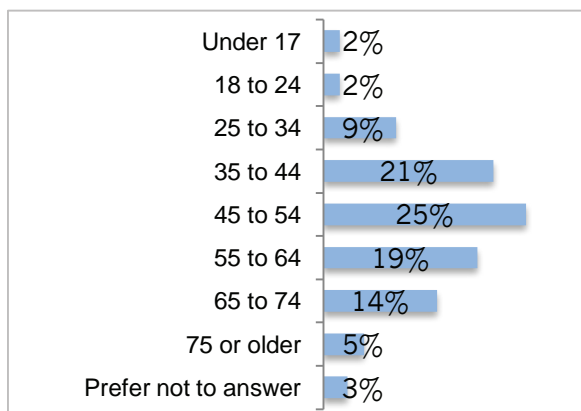


Respondent Demographic Profile

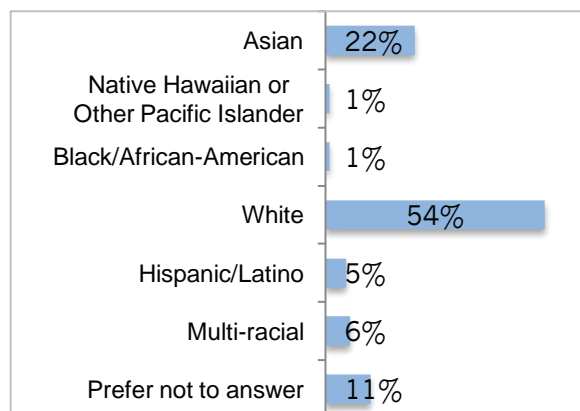
Children under 18 in household?



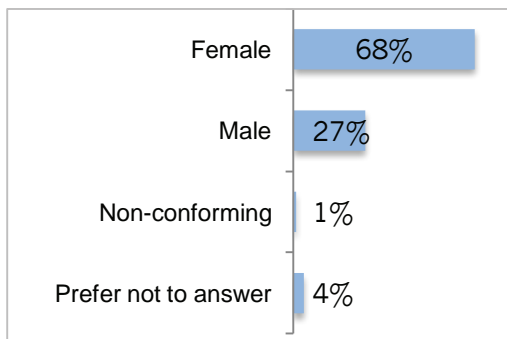
Age



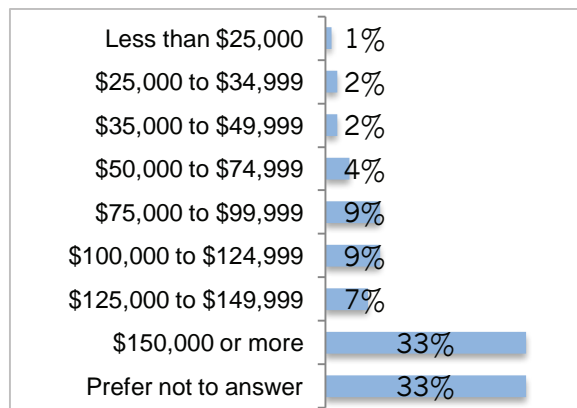
Race/Ethnicity



Gender



Income



APPENDIX

Verbatim Survey Comments

The following are the verbatim comments from the community survey. The number and thoughtfulness of responses show respondents pride in their city and a desire to see more art throughout their community.

Uniqueness of Sunnyvale

<i>What makes Sunnyvale unique?</i>
city with a diverse population
Love the quiet, clean, and diverse nature of Sunnyvale. We would love to see even greater diversity.
The transformation from a small orchard town to a hub of technological innovation while also maintaining a small-town attitude and ideals, with great proximity to great schools like Stanford and San Jose State, and international cities like San Francisco,
- diversity in people, culture and business. - safe, friendly and convenience
- some diversity of people and culture - integration and omnipresence of technology - the history, influence, relationship and vibe of the greater Bay Area
-Accessibility to everything, i.e. schools, work, diverse selections of restaurants / grocery, public offices -community services: recreation activities, farmers market, financial planning in the library, legal services - what I don't appreciate though is the ridiculous prices of housing (but this makes Sunnyvale unique too) -
-Farmers Market on Murphy St. -Diversity -Cal train running through it -- is a great family town amidst the hustle and bustle of Silicon Valley.
(until a few years ago, it used to be...) a quiet city in the middle of Silicon Valley that still retained part of its agricultural past (cherry and apricot orchards, corn fields?) even as it hosted large tech company buildings.
1. Cleanliness of public park/lake. 2. Art depicting history or somethings which can create curiosity in people 3. Various community programs
1. Diverse ethnicity of population 2. Climate 3. Technology
1. Lot of open spaces and parks 2. Artistically planned a designed downtown
4 main characteristics 1. Aptly named - almost always sunny! 2. Iconic fruit orchards 3. Cultural diversity 4. Good run city budget
A bridge between the orchards of the past and the tech industry of the future.
A community during technology
A cultural diversity that balances the intensity of tech with family life
A diverse multicultural hotspot of economy bundled in a sleepy suburban wrapper of bland residential areas and strip malls where everything seems to close at 9pm.
A diverse, community centric city, that embraces the different demographic groups which call it home - from opening young, hip, restaurants and attractions downtown, to the various parks around the city, technology firms, good Schools, engaged FD and PD, etc. A great place to live and raise a family in the heart of the Silicon Valley
a melting pot of lots of different neighborhoods & culture, small town feel with big city ties
a safe place that values community
A safe place to live and friendly businesses. Becoming less so with fewer places to shop.

A sense of community. I love the downtown music events, farmer's market, and other gathering places and activities (library etc.). We have pride in our town and a strong sense of being one community.
A small well balanced city that feels like a small town while hosting major companies. We are not pretentious. We have lots of parks and a wonderful name. Good police and fire services.
A statue
A suburban feel with modern conveniences and global/diverse population in a tech-forward environment!
a true community feeling from the farmer's market, the Wednesday music nights, to all the free programs offered for children. The library is our favorite go to Sunnyvale spot!
A well run and not over populated home in the center of Silicon Valley with a good balance of Industry and housing.
A well run safe city, with many nice parks.
A wonderfully diverse population, a broad history that includes people with forward looking ideas, a lovely climate that encourages being outdoors.
Accessibility of resources within walking. Diverse community. Friendly people.
Accessible, safe and well-maintained
Agricultural heritage, and current state as technology hub. Represent the changes in the community ... people, places, and things. Solidify an identity, brand and core for Sunnyvale that represents this,
Agricultural history and pride Computer age innovations Public Safety fire, police, EMT all in one Multi-cultural appreciation
Agricultural history and technological contributions
Agricultural history still visible in a fun mix of tech and private residences.
All commercial, religious, educational places and events exists in Sunnyvale. So many recreational parks available for fun.
All the different cultures and economic backgrounds coming together.
Although it's good to have this; I don't see it as adding any value to the public in any way.
Apple
Apricots
Arboreal (tree-lined streets and cute downtown); all age friendly/ multi-cultural; small town feel with higher performing schools in certain neighborhoods, with a mix of big businesses; patient drivers (it's rare to hear a horn honked in Sunnyvale) A small big city
Art! But we are the center of Silicon Valley and need to bring some culture to our town. Fun and interactive art with fountains or other interaction brings people together. Our background in farming, military and technology is fertile ground for many pieces of art. We don't have a mission but are on the El Camino so there is some history there that could be the center of art.
As the name is Sunnyvale something like Sun Art will make unique
Assimilation at its best. Big enough to serve its residents, small enough to hear its residents. Progress. Good and overcrowded. Cutting edge and educated. Fortunate.
balance of new technology and living environment
Beautiful homes, nice sidewalks, incredible greenery.
Beautiful vegetation in Washington Park. Historic Murphy Street Library hours longer than Mountain Views Sunday's Farmer's Market
Beautiful weather, friendly people, Silicon Valley, historical fruit orchards.
Beautiful, unique and bountiful well-kept parks with public art displayed in many of the parks.
Being part of Silicon Valley, it's where the worker bees live, cultural diversity from nearly every country in the world.
Being the hub of Silicon Valley.
Best commute to the largest number of tech companies.

Best location; good diversity of people
Best parks in the Bay Area Strong sense of Community
Big city with a small city feel. Safety. The past fruit industry
Bologna. It is bologna rich.
Bright, natural
can't think of much, really. I would like to see more of a downtown - that would make it more unique
Canopy of trees, the Apricot Orchard, the growing number of young families and the growing number of diverse cultures
center of everything
Center of Silicon Valley, Murphy St
Center of the Tech Universe, but can seem barren beyond as a place to work, and live, in that order. Local government, both elected and appointed, favor South side vs North. 'Tale of Two Cities'.
central location in Silicon Valley. easy access to parks.
Central location to lots of things, tech area but still community feel
centrally located and pretty, cheap housing good schools
Cherry Orchards
cherry orchards, in central location, upcoming downtown
City characteristic, population, location and safety.
City Park and Recreation areas are much better and well maintained than other cities. Public Safety Department, they do good job to keep away all criminal activities. People feel more safe. Murphy Avenue and whole down area looks interesting and give old city down town architecture and look and people
city seems to plan well for the future - limits the last-minute knee jerk reactions great people - love our neighborhood! fiscally responsible government
Classical dull suburb.
Clean streets with luscious green trees. Friendly people, safe neighborhood. Up to date buildings, business complexes etc.
Clean streets, lots of landscaping - (need more on Matilda between Maude and San Also) Responsive public safety Good library, well used Clean parks
clean, congested, ethnically diverse
Clean, well-run city that is centrally located in the Bay Area and it is only 9 miles from Stanford, where I work.
combination of tech, arts and community
Combines agricultural history with technology while keeping a small-town feel, though the latter is becoming less apparent.
Commitment to the community and considering input from citizens on most public issues. Initiatives to involve the community. Trying to improve the city on many levels to make living here most enjoyable.
Community Center programs with opportunities for all ages + local theater at a reasonable price. Low crime rate. Multicultural and ethnic diversity.
Community feel, friendly people,
community of people Location
Community oriented
community support
Compared to other cities in the country, it's the high number of sunny days and the bay breezes all year long.
Convenient commute
Convenient shopping. Trees. Parks with unique designs. Safe.
Convenient. Relax. Sunny

cozy and convenient
Cultural diversity: large Indian, Chinese, and Latin communities. We need to celebrate/honor that more.
Culture and diversity
Diverse city. Melting Pot of various cultures.
Diverse community Nature of industry Desirable location
diverse culture
Diverse culture of people living in Sunnyvale.
diverse neighborhood
diverse population proximity to SF, SJ, mountains and beach technology
Diverse population, different cultures felt (as food, activities, etc.). Good run city, clean, lots of parks.
Diverse population, friendly people
Diverse, dynamic, international people Historic downtown and Cal train station Connection to the Bay Great parks and trails
Diverse, family friendly safe city.
diverse community easy access to mom & pop shops good mix of residential & commercial areas BUT getting too congested and noisy with traffic & overly crowded/over-built housing complex
diversity
Diversity
Diversity - with people and places. I like the mixture of historical sites and contemporary spaces.
Diversity (in so many different forms!). Technology. And the beautiful weather, of course.
Diversity (racial, cultural, socioeconomic, religious, ...)
Diversity and presence of highly educated residents. Place to work, live, and play.
Diversity due to the industry we have. Affluent.
Diversity in all ways- ethnic, economic, skill level of population. Small town feel. Amazing food. Parks, outdoor focus. Family focused. Cares about the community i.e. Sunnyvale community services etc.
Diversity in foods & culture. High quality civic services Technology hub
Diversity is one of the big strengths we have in Sunnyvale. Large well maintained parks and sports centers.
Diversity of its residents and number of immigrants.
Diversity of people, languages, and cultures.
Diversity of the population and being a high-tech mecca
Diversity--we've had neighbors for Poland, England, the Netherlands, Taiwan...Our kids have friends from all walks of life, and who speak Hebrew, Spanish, Korean, Russian, Italian, Japanese,
Diversity, Attitude, Location, Weather
Diversity, convenience, pleasant
Diversity, ethnic foods, warm and welcoming people, support local
Diversity, Great Parks, Fantastic Library.
Diversity, growth,
Diversity, Inclusion, History, Unique
Diversity, safety, acceptance of everyone, parks and rec, beauty, high tech
Diversity, tech people leaving in area, History conservation.
Diversity, technology, innovation, centrality to Silicon Valley
Diversity; highly educated citizens; weather; convenient size (easy to walk to retail stores, restaurants)
Diversity. Good city govt.
Diversity. Great Location in Bay Area that is situated in the middle of economic powerhouses. Has

access to the bay. North of 101 area is not utilized well right now.
Diversity. Down to earth.
Diversity. You can find a little of everything.
Down to earth. Kind, clean, polite.
dynamic, multicultural populations with and great communities
easy to commute to all major tech companies
easy to get around, everything available close by
Efficient, well-run city
Emerging International community blended with Americana/agriculture. Safety. Trees. Old and new.
Epicenter of diverse cultures and a safe family orientated community.
Essence of the city
Esta area es bien tranquila
Ethnic diversity and high tech industries.
Everything's close by in terms of shopping, food, house depot, hospitals, etc.
Safe place to live (used to be a LOT safer), good sense of community and history, and good focus on environmental initiatives (could do more on this one).
Family and friends gathering at parks, and places no matter the catalyst to our success! Ah to tech!
Family city
Family friendly, 'relatively' affordable.
Family friendly, diverse, relatively safe and clean
family values; respect for others; practical, down-to-earth lifestyle; creative use of resources
Family-friendly, lots of parks
Farmers market, library activities, proximity to everything (shopping, food, living)
feels like home
First and foremost, it's pretty much the center of the Tech Universe. Secondly, we are the epitome of multi-culture society, to which other cities can only aspire.
First and most importantly, Sunnyvale is not snob, I always feel like I am welcome, heartily welcome.
First place where I bought a house; found it easy & convenient that areas were segregated - commercial, low income, expensive, highways, major roadways.
Fiscal responsibility, public safety, and inclusive tolerance are the Hallmarks of Sunnyvale. The merging of police/fire depts. is a HUGE improvement over other local municipalities.
Fiscally responsible and the heart of Silicon Valley
For now, I don't feel there is any unique in Sunnyvale. I would like to see Sunnyvale have more of a community base area where people can come and enjoy hanging out. A public area that would be inviting for people to come and hang out like in Europe. A place where people can just come and perform, with kids running around and parents feel safe with trees.
For us Sunnyvale is a just right kind of place. It is central, located near everything we want to go to, has an excellent public safety organization, and has an excellent and responsive government that is not exciting like San Jose or Santa Clara.
Friendly and open
friendly place
Friendly, good schools, diverse
From its Cherry Orchard origin to becoming a base for so many Important current companies.
From my perspective, Sunnyvale seems to embrace our diversity and accept our neighbors. My quite little street represents a lot of cultures of good humans.
Fruit trees, former canneries, hard working families, safe area
Full Circle Farm, CJ Olson orchards and heritage house- so please keep the art related to the

original orchard theme - to keep the memory of cannery alive
Generally, a well-managed, family oriented city. Good schools, senior services, accessible to large city activities.
Geographically central but not overly priced from a city perspective(yet)
Get homely feeling. Less freeways passing through the city.
Gives me a safe and secure feeling.
Good balance of business vs. residential. Feels safe.
Good blend of old and new in neighborhoods, public spaces. Good amenities (like the SMART station and outdoor spaces like Baylands)
Good city planning, safe-feeling, a modern, clean city.
Good planning, good run, parks in every neighborhood
Great community resources, amazing community garden, fantastic library, wonderful parks and rec
Great for families; history of fruit orchards and canning; The Libby Can!
Great for kids, parks, and close to San Jose.
Great intimacy within a larger teeming area... diversity of people and common focus on community's
Great location in Silicon Valley. Close to everything in the Bay Area.
Great location, smart people.
Great location, with a fun downtown.
Great parks and a wonderful community center with good quality classes offered.
Great place to live! Safe, great parks, diverse neighborhood, good schools.
Great public parks, great library, close to work
Great schools
Great schools, wonderful parks and library, great neighbors, safe place to live, excellent community resources, senior center activities, & good governance,
Great variety of retail shops and restaurants.
Great weather all year. but too jammed packed with overcrowding people / traffic now.
Growing community in North Sunnyvale that is re-invigorating the city with new residents.
Hard working city, good governance, lots of growth, good city services
Has a unique form of government planning? Highly educated population. Integrated fire/police system. Open city government. Good schools
Having places for families and others to gather. Ability to enjoy the outdoors.
Heart of Silicon Valley
Heart of Silicon Valley!
Heritage orchard, sense of community, wonderful public safety department, access to shopping, freeways, Cal train, farmers market and much more
Heritage district
Heritage museum, lace museum, community center's lagoon, apricot orchard
Hi degree of public safety and engagement. Excellent schools. Responsive government.
High tech industry, welcoming immigrants
High- tech mecca, great schools, many trees!
highly multicultural composed of working families, a home to many family's lovely parks and more arts-forward than other places a growing place, changing for the better
Historic Murphy Street; the small size and variety of offerings.
Historic role in the cultural development of California from the indigenous people to current innovators; small town ambiance.
History past of agriculture and trying to keep this heritage plus the original immigrants and their stories
History, Safety, and weather.

Honestly, I think of the word 'nice'. Just the name is nice. I guess the tech industry is what makes Sunnyvale unique.
I am not sure. I would like to maintain some of the few historical components, as there are not many of them. It would be nice to blend the old and the new; especially, the impact of technology. Unfortunately, the people don't seem to be as friendly or social like other areas in the Bay Area. I don't think that our city is very diverse, more homogeneous diversity. Sorry, I moved here a few years ago and am still trying to adjust to the difference.
I am still new here but lot of green spaces and trees and gardens on the streets are nice.
I believe it is a city that is diverse and enriched by many cultures. Yet there is a sense of belonging that quite evident. I am pleased with the fact that the crime rate is considerably low and that there is as you visit various areas there is pride in the care of property. When frequenting various businesses, it is refreshing to see so many long-term merchants. Except for a few homeless people that remind us all the need for a solution to the epidemic that has been an extreme issue for all communities across the United States, the city is maintained well i.e. clean and pleasant.
I can walk to banks, markets, drug stores, postal services.
I cannot find anything that make Sunnyvale unique. I'll say that the downtown area (Murphy sty) is nice, but then, most of the cities here have their own downtown areas.
I don't find Sunnyvale unique at all. I feel sad when I look around and see all the 'could be better'. It's boring, homogenous, techie, bland. More public art is a great idea.
I don't know that I think that it's a city with particularly defining characteristics, but the things I most appreciate are our sweet little downtown and the farmers market. I would be thrilled if we could do more to give it a strong identity.
I don't know what makes it unique from all other places, but the less common stuff about it that I like include the atmosphere at murphy street and things like the music during the summer there.
I don't know. I would say it is a very diverse city, as to both ethnicity and economic status.
I don't think Sunnyvale is that unique
I don't think Sunnyvale is unique from a look or feel. The planning commission and city council care only about developers. They have no concern for the residents of the city and continue to approve developments that are negatively impact the lives of residents, especially home owners. Most of the art that developers are required to include are just to check a box on the permit. The 'art' near my home is not attractive or unique. The planning commission accepted the Best Buy logo as 'art'. It was ridiculous. There isn't much integrity in the process.
I don't think that Sunnyvale is terribly unique. It's a great place to live, and I like the diversity, but really, it doesn't feel that different than the surrounding cities.
I enjoy the many parks and their quirky decorations, especially the water towers. I also enjoy the numerous downtown events, such as the farmers market, beer and wine walks, and outdoor music.
I find it very lively due to presence of lots of places with great food, lots of amazing parks and many other things to do.
I grew up here and have seen so many changes. Access to parks and library is important.
I grew up here in Sunnyvale. One of my fondest memories is helping my mom paint a mural at Ponderosa School. One intangible part of what makes the city unique is that it has remained somewhat working class. Sunnyvale is welcoming to families of all socio-economic backgrounds. I love the diversity of cultures that come together in Sunnyvale. In terms of the tangible characteristics, there several architectural features, churches, Richler single family homes amidst beautiful tech parks and city parks offer ample public space for relaxation. The city is most convenient if you have a car yet each neighborhood has its own vibe. Most of the development near the Sunnyvale Cal train station did not exist when I was a child. The city is changing fast. I'd love to contribute to bringing life to targeted neighborhoods by stimulating micro-economies with creative economy planning and programming focused on small and medium enterprises.
I grew up here. It's right in the heart of everything, right in the center of Silicon Valley. A short drive away from the beach, a short drive away from the city.

I grew up in Sunnyvale and graduated with the first Sunnyvale High School Class 1958. Many changes have evolved over these years and I must say the growth of our City has taken many twists and turns. The completion of the Sunnyvale Town Center will be the best art completion project Sunnyvale has accomplished. The Goodwill building art is beautiful! Art pieces and buildings are most attractive and gives our City a warm welcoming atmosphere.
I have been part of the Sunnyvale community for 2+ years as Flywheel brought me to the area. The community we have cultivated at the studio is super special and I would love to have the expand into the areas of the city. I feel like now it feels like a commuter town but the people make it special so hopefully with the redevelopment of downtown it will help make it even more special.
I have here over 29 yrs. I like the restaurants, shops, supermarket so diversity and the people.
I have worked in the Sunnyvale School District for 25 years and recently retired. I have a high regard for the schools, teachers, parents and students of Sunnyvale. I also have taken my grandson to classes at the Community Center and taken students to the plays at the Theater.
I like its history as an agricultural place
I like Sunnyvale downtown as it is having good dining options on one side and shopping on other side like target, mays Also it is unique because of affordable housing compared to neighboring areas.
I like the central location of the city and the availability of activities and services as well as the weather and proximity to nature
I like the convenience of downtown, it has places to meet friends, restaurants, shop for clothes and practical things. It has a good sense of community.
I like the live music venues and street fairs
I like the racial diversity compared to Palo Alto. I also like the public events put on by the city (e.g. summer concert series on Murphy). It's a nice balance between living in a city and in a suburb.
I like the stained glass in the library and the sculpture of outside the library. I also like the town appeal to the city...residential areas with 1-2 story commercial areas. The Smart Station reflects the community commitment to the environment. The changes to Mary Ave and Fremont Ave show a commitment to supporting safe bicycle use.
I live here :) I don't think it's all that distinct, which is unfortunate.
I live here. It's the heart of Silicon Valley.
I love all the parks and places to meet as a community.
I love living in my small neighborhood of Orchard Gardens. It is small enough that you get to know many of your neighbors. The only drawback is the huge buildings on the other side of 237 which gives us a closed in feeling that we never had before and if those building keep their bright lights on it is worse for us and the Sunnyvale Refuge where I go out birding a lot.
I love photos of old Sunnyvale. Photos of the valley all white with flowering fruit trees.
I love Sunnyvale but have not thought of comparing it with other cities.
I love the history of Sunnyvale: the fruit trees, historic downtown, the wonderful neighborhoods and parks.
I love the library, the community center, the historical society museum is fast changing with Apple, LinkedIn, etc.
I love the old Redwood trees green spaces that Sunnyvale used to have. It would be nice with the demand for urban development the city does plan more green spaces and maintains its characteristic old charm. The Sunnyvale arts center historic downtown and library are great places to spend time with friends and family. Single story old buildings surrounded by trees is what I remember Sunnyvale for as recent as 2008
I love the Parks which have been rated as one of the tops for the city of Sunnyvale. An active Community and Senior Center.
I love the Sunnyvale community. I moved to Sunnyvale from a rural town in the South and was nervous about moving to a city. However, Sunnyvale does not feel big and intimidating. In fact, the social events (music downtown, farmer's markets, etc.) make me feel like I'm back in a close-knit

small-town community!
I moved to MT View recently and do not know Sunnyvale that well, but it is a mixture of all above.
I think my neighbors are very kind, friendly, and caring that I didn't see other cities I lived.
I think Sunnyvale is good at balancing quality of life with needs for growth
I think Sunnyvale is unique because of its lively downtown scene (music, art wine festival, etc.) and that bike trails and parks are abundant.
I think Sunnyvale's history makes it unique. Sadly, it's lost its uniqueness and now is just another concrete jungle.
I think the morphing from a farming/orchard community to one of high tech is fascinating.
I think there is not anything unique about Sunnyvale.
I wish the city had character- a core place to gather. The closest I can think of is the Remington park w/ Sr. center!
I wish this were not unique, but I feel completely safe whenever I go for a walk in my neighborhood, no matter what time of day.
Ideal location between South Bay and Peninsula, generally great weather, and diverse population.
Improving downtown area - safe neighborhood
In the heart of speedy Silicon Valley yet feels slow likes small town.
In the past, there was a 20-year budget which controlled spending. I don't know that the city continues this practice.
Innovation peaceful neighborhoods diversity of friendly people
International melting pot of welcoming, intelligent, and kind people.
International, welcoming community.
Involvement, Education, Affluence, Diversity, Acceptance of divergent ideas.
Is a friendly city, have a diversity of cultures is a safe city?
Isn't
It costs so much money to live someplace that has such a strong suburbia vibe.
It feels like a smallish town, cozy, comfortable, and not crazy expensive like Palo Alto, or crowded like San Jose.
It has a small city feel, with the convenience of being in the middle of the Bay Area.
It has a small town feel and is walkable in many areas.
It has a small-town feel, in a very fast-paced region. I love the diversity and the sense of community in each neighborhood.
It has a small-town feel of community, despite being in the middle of Silicon Valley.
It has a strong diverse population. The city feels safe and secure and well balanced.
It has more trees than the others around here
It has the convenience of a small suburban city. Don't have to travel far for grocery, bank, church, shopping.
It has trees, some open space, and is willing to consider art-
It is a big city with a small city feel and sense of community. Our DPS are trained in both Police & Fire. We have some fantastic community programs-classes, CERT, SARS. There are civic minded citizens who care about the city and keeping and improving our quality of life.
It is a city of engineers
it is a city that cares about all its citizens
It is a diverse and hard-working community full of strong families. It represents the best of American values.
It is a safe family city and center point between the city and san Jose
It is a safe, family oriented city. Good schools and neighborhoods where people reach out and get to know each other

It is good sized, but safe and prosperous. It is incredibly diverse and well-educated, but... it somehow also manages to be amazingly bland, with little history or culture. That blandness is what sets Sunnyvale apart from other cities of this size I've lived in previously. I'm grateful for our home here and the safe environment, but it would be so nice if we could also have some character here, too.
It is kid friendly, lot of wonderful parks, nice downtown and close to mountain view downtown. Love the community center and the hands on the arts festival
it is so conveniently situated in the heart of Silicon Valley
It is the center of Silicon Valley.
It is unique and quiet.
It is well laid out as far as access.
It is where I live and I like my neighborhood and neighbors. On question 3, it seems I can choose only one option. I sometimes take visitors to Dish-Dash on Murphy St.
It still has a small city feel to it but some of that may change with the proposed higher density.
It still has a small-town feeling, despite being a 150,000-population city. I love the schools, parks and community.
It used to be unique historic location with the landmarks like Libby can water tower, more friendly town and country mall. Now all the high rises and block upon blocks of town homes and people and traffic ruin the city friendly feel
It was once a great suburban community. Now, with a council that has never met a developer they didn't love, high density housing and development is ruining the community. When surveyed several years ago, we (a large majority) asked for walk-able downtown streets. We got building to the sidewalk with minimal setbacks, no public space in new development and a wind tunnel on Mathilda.
It was once a quiet, rural place with an excellent agricultural community, that is now becoming increasingly crowded with buildings and tech businesses. It does have a great library.
It was, until recently, a town for enterprising working folk, that was affordable.
It's a city that has transformed from an agricultural past to a technological future.
It's a clean, safe and pleasant city with a lot of nice people.
It's a mix between flashy Mountain View and suburban San Jose.
It's a multi-cultural melting pot!
It's a multicultural small City that has wonderfully short commute times to major employers (i.e., Google). Murphy street has all day alfresco dining on a year-round twinkle lit tree-lined street. Sunnyvale has an inviting large and well-appointed library. The city offers the \$10 annual festival Hands on the arts, as well as live jazz bands on Saturdays and music in the summer on Wednesdays.
It's a pretty big city considering we live in suburbia but still has small town feel in certain aspects. I like that we are trying hard to be a greener city with walkable streets, bike lanes, etc. I think the public art displays add a nice splash of color and character in what would otherwise be just another city in the South Bay.
it's a pretty nice place, has good memes
it's a relatively safe place, family friendly
It's a safe city and a diverse city with people from many different cultures.
It's a small town that became very popular with many people coming giving it a big city feel.
It's agricultural past
It's agricultural past and quiet way of life
It's an underdeveloped technology hub
It's an unusual meld of culture and technology.
It's central location and proximity to many things to do.

It's clean, safe, great businesses, nice people. Professionally managed. Then again...the density, traffic and traffic lights are a problem.
It's downtown has a quaint feeling to it. It's the hub between south bay and peninsula.
It's history (agriculture, Moffett, Blue Cube, Lockheed) is interesting and unique). It has a great diversity in its population.
It's history dating back to one of California's earliest pioneers that successfully crossed the Sierra's by wagon in 1844, Martin Murphy Jr.
It's home for the past 30+ years, very convenient, close to big cities yet retain the suburb feeling. Very peaceful to be living in SUNNYVALE.
It's home, I was born here.80 years ago.
It's in the center of Silicon Valley.
It's in the heart of the Bay Area, but seems more like a town than a busy city.
It's location in the center of Silicon Valley.
It's my home. It is safe. It is the pulse of the future. It's socially, culturally, ethnically diverse. It is comfy.
It's not as crazily remodeled as Cupertino and has a nice rustic, but also modern feel to it when going to Murphy Avenue. It's not as expensive to live in as compared to Cupertino or perhaps Mountain View, but feels almost just as nice.
It's not only friendly and cozy place but lovely place, like around the area of sunny vale police
It's not unique anymore, it's become overcrowded like a lot of other cities, all the orchards are gone and the wonderful smell of blossoms has vanished.
It's not unique - blends in with the other cities around it.
It's park system, and sense of safety.
It's part of Silicon Valley. Wish it did more for the arts, not just public art. Should perhaps help Triton in promoting their events. It's a great museum and near Sunnyvale. Also, they need more teachers there. The Heritage Museum is a nice location. More events should be held there so they get more traffic and can be open more often. Perhaps an art fair?
It's quiet.
It's very community oriented and family oriented.
Its 'small town' feel in the middle of a metropolitan area. Its contributions to making Silicon Valley a place that contributes to the future of our state and country.
It's a small town which feels safe and comfortable in the heart of the Silicon Valley.
its community, diversity, friendly environment, and facilities (i.e. restaurants, movie theaters, etc.).
Its diverse population, its agricultural past, and its one downtown block, Murphy Street
Its history as orchard land
its history, both in terms of agriculture and technology
Its old-city feeling.
It's safe and clean
Large city with a relatively small community feel
Large population, very small 'city core' (Murphy Avenue area).
Large, diverse, disconnected. Sunnyvale has a large, diverse population that does not seem to mix, either because of age, time constraints, or lack of places to meet.
Less and less makes Sunnyvale unique. Traffic gridlock prevents me from taking visitors to see anything apart from the Baylands (Mt. View, when parking available and not rented out for a company event) plus the Sunnyvale Library, which compares FAVORABLY with many public libraries in other parts of the US.
Less crowded, variety of cultures and food options, safe for families and children, and community events.

Library is well used with quiet areas and busy, noisy areas love the statue of the reader. Low height buildings...not pleased with some crowded, no-set-back reaps Green spaces and parks.
Library, parks, safety
Like green city with lots of Park and diversity of people live here.
live music throughout the summer, drawing a diverse crowd. public safety. happiest mid-sized city.
lively downtown farmers market
Local history--the city's roots as an agricultural center, and later as home to Richler tracts
location
location central to Silicon Valley
Location in heart of Silicon Valley
Location in Silicon Valley, diverse population.
Location in the bay area, access to great food and entertainment, SAFE.
Location relative to places of work. Nice neighborhood parks close to homes. Good schools. Librarians that are very helpful and kind. Year around farmer's market. Nice cozy downtown.
location, business.
Location, climate, city management, quality of life.
Location, climate, ease of access.
location, orchard in the middle of a city, diversity
location, parks, downtown
Location.
Location. In the middle of jobs to the north and south.
Location. Diverse history. Diverse population.
location. orchard history.
Lockheed Space history, Atari, orchard history, Sunnyvale 20-year budgeting, Richler's, maintained and available sidewalks, the best city parks, excellent public safety, extremely well educated, individual people can make a great difference in this town
Lots of different cultures mixing in one place. I visited the Murphy street farmers market one Saturday with a friend from Columbus Ohio and he was amazed by the diversity.
lots of green - trees and parks but we have too much traffic - people in a rush without time to stop and admire art
Lots of parks, neighborhoods, great schools. Getting way too overcrowded and expensive of late.
Lots of parks.
Lots of trees and parks, still feels like a community, although high rises and traffic are detracting from that feeling...
low crime rate
maintaining a treed environment and parts (greenspaces)
Many different cultures in a small city.
Many Richler house.
Many friendly local 'mom and pop' businesses. The good part of small town atmosphere in a large metropolitan area.
Many houses are decorated in different ways
Mellow community surrounded by busy cities.
mid-city small town feel no nonsense tradition/heritage
middle of Silicon Valley. close to freeways. close to shopping. safe. not too much traffic. great schools
Mix of cultures ages and economic status. Very relaxed - not much pressure: you can be who you want to be, have your yard look like you want and you don't have to compete with your neighbors!

Awesome parks. Friendly atmosphere
Mix of old town and modern
Model suburban city. Efficient services, forward thinking, managed well.
Modern, multi cultured
More high tech developments
More jobs than housing, which makes the city economically secure.
Most diverse city I've ever lived in and I love the remaining orchards!
Mostly safe and well kept
Multi ethnicity of population Public services-- recycling program, parks, community center classes, public safety
multi-racial and multi-ethnic, walkable downtown, access to the bay, history of orchards, history of industry (e.g. Northrop Grumman), farmer's market
multicultural
Multicultural, ambitious, green
Multicultural, family friendly
Multicultural. Cherry tree history.
Multiset, many cultures, responsive city gout, good climate
Murphy Ave, diversity, people, restaurants
Murphy Ave / downtown
Murphy Avenue
Murphy Avenue, with its summer concerts
Murphy Street - nice weather
Murphy street and dog friendly. Too MANY new apartments :(also a willingness to have and maintain green spaces.
Murphy Street district, beautiful parks, lovely single family homes, independent shops and businesses, murals and art installations, friendly and diverse people.
Murphy street, captain station, plaza, cu Olson's, recreation center with pond, library statue, parks
My family came to Sunnyvale when I was 3 1/2 years old to establish a mom & pop paint and wallpaper store. They were both very involved in the community with my dad serving as city councilman and mayor in the 70s. As I have watched Sunnyvale grow over the past 63 years, I believe that Sunnyvale is unique in its ability to be the center of Silicon Valley, home to the aerospace industry and the high-tech boom, while never forgetting it's agricultural roots, and its small town friendly feel. We are a people who treasure our Mediterranean climate, our orchard, our Framer's Market, and our parks, and we love spending time outdoors with family, friends, and neighbors. We value a strong sense of a diverse community and welcome people of all races and creeds. Our strong gun control laws are a testimony to citizens who want to live in a respectful and safe environment.
Neighborhood feeling Silicon Valley Sunny weather
New (high tech, families) and old (history, orchards, long term residents). Nice parks, potential for nice downtown.
Nice clean safe parks.
Nice community. Proximity to my workplace.
Nice downtown area, very safe (I feel safe running even if it's dark), great collection of things to do.
Nice Parks, Library, Community Services
Nice parks, small but vibrant downtown
nice people and beautiful place
Nice wide parks, grown mature trees. Has sidewalk for walking, which is great.
Nice, safe small town, great parks, great library

Not a flashy city like Cupertino or Palo Alto. Sunnyvale is smaller and quieter.
not much
Not much at all. The downtown is embarrassing. Eve city council member, mayor all officials need to take of their blunders and visit Los Gatos, Redwood City, Los Altos and get rid of the crabby, dirty Murphy street, was there recently and the stores and restaurants need to be hosed down painted. I do not think the business owners know what a power washer is. Where is the movies, nice ice cream stores, nice store for women to shop, great bakery homemade decent clean store fronts? All there is dumpy bass, crappy food, I would never take my friends and out of town friends to Sunnyvale downtown. Just large buildings for business not warm not pleasant at all. Shame on Sunnyvale residents for accepting this mess Art will not make it better it needs to look like other nice cities 10 to 20 minutes away. Get rid of the grabby owners in the downtown area and have a nice place for our children to go to no old book stores and crabby hippy old clothes shops and the Goodwill store is a prime shop for a nice clothes store or furniture store. Again, if you want families to enjoy you cannot have so many lousy restaurants not children friendly.
Not much. It's a nice diverse suburb. Not unique.
Not so snooty! Down to earth people.
Not sure anything does.
Not sure if there's a uniqueness about Sunnyvale except good weather and tech companies. I heard it used to be fruit trees, and gardens, maybe time to bring some aspects of nature.
Not whole a lot
nothing
Nothing
nothing anymore.
Nothing unique. Shame on city managers
Nothing sets Sunnyvale apart anymore. It is a mass of construction, heavy traffic, few places for appreciating the beauty and art of nature.
Nothing springs to mind. Sunnyvale is widely considered to be bland, not distinct.
Nothing stands out in my mind. Sunnyvale needs more culture/art. The only thing I can think of is its rich agricultural history.
NOVA ProWatch
number of parks Public Safety system
Of course, people that make Sunnyvale so unique - multicultural, open minded, friendly.
One of the safest 25 cities in the USA.
One thing I have like about living in Sunnyvale is that it's not a crowded as another city nearby. I can usually find parking near downtown. Also, we are conveniently located near major freeways. Of course, the people are nice too =).
orchard + high tech
Orchard heritage
orchard history, heart of Silicon Valley, technology
Orchard, high tech history.
orchards
orchards turned tech
Orchards, canneries, Yahoo!
Our diversity and sense of community gives us all the benefits of a small town and a big city. Like some of our neighboring towns, we are also landlocked and must be very conscientious about how we grown because there is no room for urban sprawl and we want to maintain our character.
Our Heritage Park with our apricots and cherries. Our diversity.
Our historic downtown alley is one of the unique area in Sunnyvale as well as the Del monte house by Mathilda.

Our public safety officers instead of police and firefighters. The mix between old buildings and new downtown ones.
Outstanding (small) downtown, and in the center of all the tech world.
parks government and maintenance each outstanding
Parks, middle class kid's friendly safe neighborhood, for small children
Parks, when well maintained.
Patches of remaining farms, two creeks, hawks in the redwoods, wild parrots, people making their houses unique, the huge cherry trees and walnut trees left in backyards from when there were orchards
peaceful
People
People are friendly.
People care deeply about the quality of environment that they live in and are actively involved in shaping the quality of the community
people close knit community
perfect weather, great schools, still down-to-earth, diverse
Playgrounds in the parks. We have the best parks with the best playgrounds in Santa Clara County, Families from all of Santa Clara county come to our parks.
Pleasant, quiet, community focused, heart of Silicon Valley
population, family oriented atmosphere, warm weather
Practical: efficiently run, but not famous as Palo Alto for Stanford, or San Jose for size. It's a suburb good for raising a family. It's safe. It has not only residential but also clean industrial.
Progressive but peaceful and not crowded.
Progressive, safe, clean
Proximity to jobs, mixed culture, upgrading infrastructure
Proximity to Moffett. Community events. Connection to tech industries. Agricultural past.
Proximity to public parks, libraries, restaurants. Central location, less commute
Public Safety Services
public service
Quality of life. Low crime rates.
Quiet city with majority of single family homes. The heart and start of Silicon Valley.
Quiet, peaceful, law abiding.
Quite suburban. Diversity.
Relatively good public transit by Bay Area standards, but doesn't feel like a big city. Stalled construction downtown makes it feel weirdly frozen yet on the cusp of going up.
reputation of having a well-run government
Requiring the City Council to plan twenty years. Having all our police double as firefighters.
Residents are friendly, care for each other, listen to each other. City employees (police, fire, safety, admin staff) are thoughtful, friendly, caring. The city is clean, safe, and well maintained. This is a place we are proud and pleased to call 'home, workplace, professional base, and learning environment'.
Residents of the city care about what's happening in their neighborhood.
Rich history, diverse welcoming community
Right now, there is a negative uniqueness to Sunnyvale in the form of rampant development with little preservation of open space and livable spaces.
Right size, safe, clean
Sadly, how little there is that keeps me in the city. Whenever I need something, shopping, restaurant (e.g. good breakfast), medical apt/resources, etc. I'm hoping the master plan can address this.

Safe + some of the schools are good + retail + great for families
safe and convenient, great school and in the heart of Silicon Valley
Safe and enjoyable
Safe and relaxed city to call home. Currently more culturally and economically diverse than Palo Alto and Mountain View, although that may be changing.
Safe area compare to other cities
Safe city
Safe place to live. Good run.
safe residential neighborhoods, convenient location in Bay Area, sidewalks, sense of community
Safe to walk the streets. Bicycle friendly. Clean parks. Good roads. Good health care.
Safe, affluent, things to do, diverse, good schools. Not many cities have ALL those qualities.
Safe, clean and quiet
Safety
secure financially compared to most other cities, we have good budget plans for next 20 years, so we can focus on other things. We have lots of potential to be a green leader.
seems a friendly neighborhood sort of place
Senior Center, Classes offered thru Sunnyvale,
Sense of community
Short ways to official places, shops, restaurants. Walking distance
Silicon Valley
Silicon Valley Orchard Heritage 2nd largest city in Santa Clara County Parks in every neighborhood Sunnyvale Baylands Park
Silicon Valley businesses with a relatively small-town feel
singular in its singularity
Slightly different character than adjoining towns.
Small city. Very safe
small diverse community
small down feel with big city convenience
Small events highlighting local businesses, people, etc.
small town feel in the middle of Silicon Valley
Small town feel to big city surroundings. Don't lose this!
small town feel with big-town amenities, cultural diversity, great public spaces/classes/etc.
Small town feel with conveniences of bigger town.
Small town feel, good food and neighbors but diversity
small town feeling, diverse and love the farmers market
Small town where neighbors know each other, home
Small, clean, convenient location.
Small, cozy, peaceful
Small, scrollable downtown with one of a kind shops and restaurants. Some place you can gather and relax.
Smallish town feel (for instance Murphy St) but near some giant cities.
South Murphy Ave, city parks, tree-lined streets
spirit of innovation and daring: from the Murphy's to today's entrepreneurs, there has been a lot of pioneering effort over the years.
Strong community
Strong community and schools, warm, down-to-earth, diverse. Great parks!
Strong peaceful communities in a bustling Silicon Valley environment.
Sunny, diverse, evolving, innovative, and heart of Silicon Valley

Sunny, friendly, good transportation...fruit trees/orchards, trails and diversity of people
Sunnyvale allows more over-building than any other city without enough citizen participation, Sunnyvale allows more planes than any other town. Sorry, I don't think Sunnyvale is unique anymore. :-(. The orchards are gone, the traffic is impossible, high-density housing is here, there is nothing unique about Sunnyvale except that the fire & police are the same guys/gals, which is cool. Murphy aver looks like mountain view's Castro street, that's not unique. Very sad to only have that to say it's unique.
Sunnyvale Creative Arts Center is an excellent building for artists and is accessible; run well; coordination of events accommodating.
Sunnyvale feels like a small town even though it is quite densely populated. I love the green spaces mixed with tech centers, and our commitment to innovate and grow our city in ways that allow community to flourish - we have many things to enjoy and do!
Sunnyvale has a diverse educated population that gels as a community. Beautiful parks, great library and cultural and art events. Great public services
Sunnyvale has a diverse mixture of cultures and peoples. There are many immigrants from different parts of the world. Just driving down El Camino, I can see shops and restaurants from India, Pakistan, Taiwanese and Chinese shops and cuisines. At the grocery store, I hear many different languages spoken.
Sunnyvale has a great diversity of culture and age groups.
Sunnyvale has a great downtown, which is not common for South Bay cities. It is well situated near major highways, and public transport. Particularly unique is that the Sunnyvale Wine Stroll includes multiple local magicians!!!
Sunnyvale has a historic root in both canning and aviation (Libby, Moffett field, and others) and to me represents hard working America. This set up against the back drop the glitzy Silicon Valley over the past few decades. We should remember these roots.
Sunnyvale has a large migrant population, particularly servicing Silicon Valley's high tech industry. So, the community is educated and diverse. Its history as a food producing area is evident with so many different fruit trees in our front and back yards - local communities form as neighbors share their homegrown produce.
Sunnyvale has a lot of nice parks. Also, have a beautiful community center and senior center. I love the fact that we still have orchards. They are small ones, but I hope they don't disappear. Also, love the Charles St. community garden and classes offered there.
Sunnyvale has a small-town feel, but is culturally diverse and has a wide variety of recreation and entertainment opportunities.
Sunnyvale has a unique history with Olson's cherries, the orchards and canning business. When I think of Sunnyvale, I think of fruit and the Murphy's. I grew up here, so I have seen Sunnyvale change from a quiet suburban town to busy and diverse, and become a major player in the entity that is Silicon Valley. I think our history and evolution makes us unique.
Sunnyvale has a varied history with agribusiness, tech and location near the bay.
Sunnyvale has a visible linear history from the time of the Valley of Hearts Delight through the population of this area with reduced agriculture and increased technology to the increasingly urban today - the history and continuity make it unique.
Sunnyvale has always been a big little city known for its innovation. Despite all the growth it still maintains its open and welcoming feel. It's a true melting pot of culture and diversity.
Sunnyvale has been a family-friendly city, with lots of public parks, playing fields, activities, cultural entertainment access, public art, etc. The two unique negatives are more recent: still no feasible downtown area and way too many high-rise, high-density housing buildings going up.
Sunnyvale has been a safe, well maintained, reasonably clean city in all the years we've lived here. It has a functional government and is bike friendly. Until you live in communities that do NOT have these things, you don't appreciate how important they are.
Sunnyvale has everything: safe neighborhoods, it is walker friendly, it is close to two major air ports,

Cal Train is here and it is sunny 300 plus days a year.
Sunnyvale has lost its uniqueness. Driving down the el Camino it is hard to tell what city you are in.
Sunnyvale has more trees than cities like Santa Clara, making it more pleasant and less like a concrete jungle.
Sunnyvale has the best year around weather in the country, well planned infrastructure, good public communication, excellent services for seniors, and friendly people.
Sunnyvale has the smaller town feel in the middle of this huge urban sprawl we live in.
Sunnyvale is a combination of the silicon-valley tech with largely residential development. These tech companies are interested in good upkeep of their respective properties. By working with them, Sunnyvale can make sure that the two large sectors (residential, tech) integrate into a meaningful whole.
Sunnyvale is a cottage town surrounded by the chaos of Silicon Valley. It offers its residents the perks of a hometown community and cultivates the melting-pot concept. Unlike the surrounding cities Sunnyvale isn't all concrete but embraces the higher quality of life provided by parks and green areas.
Sunnyvale is a mix of the old and the new; its heritage in agriculture (orchards), and its sense of the future.
Sunnyvale is a place where you find everything you need to make your daily life easier.
Sunnyvale is a remarkably diverse place. It is 2 or 3 separate cities in one separated by socio-economic division from north to south. It is large enough to feel somewhat like a city, but still small enough to have a sense of community. This is changing as the construction of business/residential development is increasing rapidly.
Sunnyvale is a safe, friendly, inclusive city with an emphasis on science, technology and the arts, located in the heart of Silicon Valley.
Sunnyvale is a very family oriented city. We have such rich history here beginning with the Murphy family. Cherry/apricot orchards, Libby's.
Sunnyvale is forward thinking, ambitious, and compassionate. This is shown in its embrace of urbanization, that values dense and diverse neighborhoods.
Sunnyvale is great because of the diversity in culture and the shops and down town
Sunnyvale is in the heart of the Silicon Valley activity convenient to the downtown area, restaurants and grocery stores. Additionally, is has a wonderful private arts program.
Sunnyvale is less concentrated that most other South Bay cities and thus, it feels somewhat less cohesive. Consequently, the arts would be an ideal way to create such cohesiveness that's otherwise lacking.
Sunnyvale is near two of the largest cities in California, yet it has a small-town feel. It still has threads of its past (orchards, historical places), along with the high-tech businesses.
Sunnyvale is neighboring with Google in Mountain View, Apple in Cupertino, Cisco in San Jose. But we have many small-middle size companies, startup. People are young and innovative.
Sunnyvale is not unique and is part of a bigger city. It is a nice, safe place to live and I am happy here (15 years)
Sunnyvale is not unique. Sunnyvale could look and be unique if the city put more effort and money to more projects such as using technology to help beautify, encourage participation of all ages and maintain the city along with inviting the community to participate. Sunnyvale is in the heart of Silicon Valley. Just art work is not a unique idea. Commissioning art only serve a very small percentage who will know or appreciate it for years to come. Sunnyvale is large. Try thinking of how to make the entire city of Sunnyvale UNIQUE!
Sunnyvale is safe and diverse. We have such variety of people and there is such little crime compared with neighboring cities.
Sunnyvale is the heart of Silicon Valley, and reflects (or strives to reflect) the diversity, both racial and socioeconomic, that this brings.

Sunnyvale is the heart of the Valley, both as in 'Valley of the Heart's Delight' and as the Heart of Silicon Valley. To me this means the most beautiful environment coupled with the most beautiful mix of people and ideas. It is the center that grounds the sprouting of all things wondrous!
Sunnyvale is unique because it is becoming the new Silicon Valley High Tech Center, it is no longer Cupertino
Sunnyvale is unique because it's a close knit smaller sized community in between and in the center of the Silicon Valley. It's almost like it is its own little place.
Sunnyvale is unique for its small downtown.
Sunnyvale is unique in its urban and laid back lifestyle. The people are always helpful and it has some of the best restaurants and parks.
Sunnyvale is unique within Silicon Valley because of its cultural diversity. So many people from all over the world have come here to live and work. But despite being in the center of a tech hub, I feel that Sunnyvale has a proud sense of its city's History. The Sunnyvale Heritage Park Museum highlights the unique History of Sunnyvale and the founders of this area. I do not get that feeling about other cities within Silicon Valley.
Sunnyvale library
Sunnyvale library and its scalper of reading man
Sunnyvale still feels like a small community. I love the trees, parks and proximity to the foothills. Murphy avenue area is also unique in our city.
Sunnyvale still has a rich heritage, once being a vibrant agricultural center of the Bay Area. The break-neck speed of current development threatens this heritage.
Sunnyvale, with generous mix of older apartment buildings as well as single-family housing, offers greater opportunity for ethnic/racial and socio-economic diversity than some of the near-by cities such as Palo Alto and Mountain View.
Sunnyvale's history is unique and intriguing. The orchards and canning facilities, railroad stop, Westinghouse and Northrop Grumman. Current unique point of interest is the excessive cost of living due to its location in Silicon Valley.
Sunnyvale's many parks and green areas. Wonderful recreation center! Wonderful farmer's market.
Sunnyvale is lovely, it is not that big but we got everything. People here are very friendly.
Tech. Idleness.
technology, agriculture, innovation
Technology, it is my home, high level of education and diversity. Great Indian food.
That it went from primarily orchards when my mother-in-law was growing up here to a major tech community by the time my husband & I moved here last year.
The fact that there are a variety of neighborhoods that make up the city, including downtown and the historic area. Gives it a small-town feel, rather than the city it is rapidly becoming.
the agricultural history - orchards
The availability of seeing the old in the orchards and old homes, and our beautiful parks
the city of destiny ...
The City of Sunnyvale doesn't offer many unique sites for residents and visitors alike.
The City services provided to the community. In comparison to other Cities, Sunnyvale takes care of their residents.
The city went from orchards to tech in the span of half a century and provides an impressive array of resources for a diverse community of its size.
The city's proximity to the tech industry and its location on the Peninsula that gives the city comfortable weather throughout the year.
The community from the residents, community services and the board volunteers that serve by providing their time and outside experience and knowledge.
The condition and lack of forethought given to the planting and care of city trees, as well as the preservation of natural open spaces.

The cute small town history of the Murphy family tied into a childhood full of cherry trees
The diversity and how people easily accept you for who you are
The diversity of people here and the mature trees in some of the residential areas.
The diversity of people, businesses, and eating establishments.
The diversity of the people, the willingness for neighbors to come together.
The diversity of the population is reflected in the business and public spaces.
The downtown has been well preserved since its original time as an agricultural hub. There are still some traces of orchards. I love that the downtown is still mostly only one main street. It's a relaxed feeling. I love the weekly farmers market.
The downtown, farmers market, quaint feel to the downtown area.... bumping into people that you know from the coffee shop at the park / preschool / farmers market and vice versa!
The entrepreneurial spirit, optimism, common sense
The extensive park system
The fact there is VERY little of interest in Sunnyvale. It is boring.
The family
The few pieces of art around the city that aren't a monument to greed are the mosaic obelisks, the orchard history related bronze reliefs...both on corners at Matilda and El Camino, and the popular book reader statue in front of the library. The city would improve their image, especially among longtime residents if they add more worthwhile and aesthetically pleasing art pieces. We could use a little more heart and a lot less 'progress for progress's sake'.
the general disregard of residents' opinions.
The great growing community we have and the diversity of people.
The green spaces, well-kept single family homes, lack of apartments and taller buildings
The high population of people from India living in one concentrated area the city of Sunnyvale.
The historic downtown
The historic Murphy Street as a gathering place.
The history of orchards and now the vibrancy of technology
The history of the city
The information sessions at the library.
The long-standing orchard that still produces fruit today, and some of the old art pieces, murals, and fountains, all make Sunnyvale unique.
the management, the weather and the citizens interest and the schools and the arts and history
The multiple parks
The orchard heritage like mellows nursery, which was just razed to the ground, and the orchard tower.
The orchards, that are nearly gone now. Sunnyvale was great because we were mostly residential. Now we have mega corporations blocking our streets with traffic and high density housing overwhelming our schools.
The original orchards and farming community.
The people
The people care about the community, it's people, and safety.
The people, the small local shops, and the socioeconomic diversity and culture.
the people! a mix of cultures, economic status, household composition.
The people. Sunnyvale needs something to separate it!
The people. There may be interesting places but without people there is no soul.
The place is very nice
the quaint old houses and downtown area, and I love the library. I am not too happy with all the development downtown and elsewhere.

The sky-high rental prices for user! The stratospheric home prices for user!
The status in front of Sunnyvale library is my best choice. Good design of the community center with the water fountain and the green fields.
The Sunnyvale parks are wonderful. The downtown is charming with nice restaurants.
The trees on the streets.
The way they have divided the elementary schools into different programs
There are always many events and activities.
There are lots of engineers. Everywhere you go, people are technical and they like science and math.
There are many excellent local parks.
There are so many sustainable initiatives in place (i.e. bike lanes, citywide composting, renewable energy, etc.).
This was once a unique beautiful city that the newbies have no clue as to the orchards, the canneries, the planes from Moffett, downtown (the way it used to be, not the way it is now) etc. Sunnyvale is now drab. The only thing I find unique is people from different countries speaking in their native languages, but that is not unique. There is nothing that pulls us together anymore.
Thoughtful people. Highly-educated. People work hard to be good neighbors and support the institutions like the library, the schools, plans for development.
Tie to the orchards/fruit
too crowded no open space
TREE COVER, EDUCATED GOOD PEOPLE
Trees, nice parks, library, nice peace officers, diversity, a downtown and many shopping and restaurant choices. I love it here. Sold my house and moved from San Jose to a condo.
Trees, walkability, services, retail
Unfortunately, not much beyond Murphy St.
Unfortunately, unfinished downtown center...
Unique attitude towards building our economy.
Unique range of areas from bay to El Camino, with a unique downtown and transportation corridors.
Unpretentious center of Silicon Valley, helpful neighbors
Unsure; it's much like our surrounding cities (Cupertino, Santa Clara, Los Altos, et al) except a larger population.
Used to be strong sense of community. Great parks and recreation. Not so much anymore.
Used to be that it was a small-town atmosphere in middle of a megalopolis. But now, it's just another overbuilt city like all the others.
used to think it was beautiful because of the orchards and sunshine, but only the sunshine remains now
Varied history (gag, software, hardware, military, etc.) and people.
Variety of food options El Camino Real Indian Community etc.
Very close to lots of places. However, taller buildings are ruining the friendly effect of the city that it once had.
very diverse population, agriculture to tech culture, lovely climate, small town feel
Very diverse with a mix of longtime residents and many transplants from elsewhere, very welcoming of people from other places and backgrounds, balances the crossroads of being a tech center at the heart of the Silicon Valley with a real sense of community. People are friendly here!
Very energetic, public parks, diversity.
Very well run city, forward infrastructure planning, always striving for excellence, deliberately inclusive and diverse, sound current financial structure, sound forward financial planning, very pleasant community, very pleasant city public facilities, dedication to compassion and helping the less fortunate, extremely safe place to live, always working hard at civic leadership, dedication to the

environment.
vibrant, diverse, welcoming
Was known for its orchards. Is now known for: It's parks: The parks are family-, kid-, adult-friendly. There are areas for the kids to play. There are greenbelts between the parks. Many use the greenbelts to run, take strolls, and walk the dog. Some even cycle on the greenbelts. Transportation: There are bridge overpasses for cyclists and pedestrians. Cal train goes through Sunnyvale. Buses also go through Sunnyvale. High-tech: Lockheed Missiles and Space, Yahoo, Juniper Networks, and Advanced Micro Devices are headquartered in Sunnyvale. Google, Amazon, Microsoft, ... have offices in Sunnyvale. Weather: Sunny all year around.
We are a community facing immense increases in population with reduction in garbage services, reduction in many roads being changed from 2 to 1 lane in each direction...So we are a city in transition, without a major downtown shopping center.
We are in the center of everything from tech to wine to invention.
We have a lot of great parks and growing and vibrant downtown.
We have a lovely museum. Murphy Street is unlike other main streets. I don't know many people in Sunnyvale, except for my Belleville neighborhood, which is friendly. We moved to Sunnyvale in 1974 and thought the city was lovely with its own mall. That mall was unique at the time and small enough to shop in yet had many good stores, many independent. The Town and Country used to help make Sunnyvale unique and I loved shopping there. Now Sunnyvale is full of tall high-tech occupied buildings and high density housing, soon to be many more. I have in the past taken many adult end classes though our rec department which offers a great variety. I think our public safety is certainly among the best. I like the idea of coffee with a cop though I have not attended. The Very Most Unique thing is that lovely statue of the boy on the bench reading the book outside our library.
We have lived in Sunnyvale since 2004. We love it. It has lots of parks or proximity to parks. Each part a little unique. The art is very nice.
We have the amenities of a larger city, but still have a 'small town' feel.
We have the last orchard in Sunnyvale which the Olsen family donated to us. Which hopefully will remain untouched by the City Council which is trying to move a house onto the property. Leave our orchard alone.
We have, in the past, been successful at maintaining a 'small town' feeling and atmosphere even though we are in the heart of Silicon Valley and the tech industry.
We live very close to Sunnyvale and visit it often. We visit Downtown Sunnyvale on Murphy Ave very frequently especially Farmers Market on Sates.
We've retained a small-town environment even with the massive growth of big businesses moving in. Love Murphy street, Farmer's market, art & wine festival, etc.
Weather, history, people, community involvement
weather, infra-structure taken care of, schools, parks, biking accessibility
Weather, quality of roads, safety
Well balanced demographic and democratic diversity.
Well balanced parks/residential vs commercial
Well it used to be the orchards, but those are all gone. Now it's simply its location at the center of the Silicon Valley. That said, the city planners are doing their best to destroy any downtown or historic heritage. Move Target to the 237/101 junction and build the theaters next to it. Add light rail into downtown and build up the restaurant selection
Well run municipal government.
Well, I grew-up in Sunnyvale, and its changed a lot - I use to like the community atmosphere that was present in the downtown area, which has now changed to big companies.

Well, I've lived in Sunnyvale for 9 years and I find that there is a cultural freedom aspect that is quite unique. Many diverse cultures have a degree of respect that I've found while living in Ohio.
What makes Sunnyvale unique is the diversity of ages, ethnicities and religions represented in the city. It is the people that make it unique.
What makes us unique is the wonderful location and weather and the technological history of our area. The current working orchards keeps alive the agricultural history. The area is rich with the diversity of people and culture.
Whatever it had is being diminished as direction of city hall shifts from neighborhoods to industry
While it's impossible not to first think of our wonderful climate, I strongly believe it is the long-term planning by the city to build and maintain a plan for growth, housing, utilities, businesses, civil and environmental protections and renewal which maximize 'quality of life' for its citizens and which makes the City of Sunnyvale unique among its neighbors.
While we are 'the heart of Silicon Valley,' we have a responsibility to be the heart of local artists and artisans. Place works of outdoor art in public places, including but not limited to interactive art, is a wonderful way to recognize and support The Arts in our community. Pieces that bring our diverse community together are especially important as the composition of our city has been changing radically-- a change that some long-time residents are finding difficult to embrace. Obtaining funding from the owners of office- and manufacturing-, if any, zoned properties that are being rebuilt or renovated is a great idea. It's a way they can support the community in which they're choosing to be.
Wide streets, perfect weather, proximity to tech work, good parks for the kids, lack of good cultural life (concerts)
with roots in agriculture still even to this day, I love that my kids can see a working community farm in Sunnyvale that's just a hop, skip and a jump away from the biggest technology businesses on the planet.
worst traffic signals in Bay Area
Young, diverse, educated, and growing. A melting pot of ideas and cultural influences.

Other Arts and Cultural Experiences

Are there other arts or cultural experiences you want to happen in Sunnyvale?
More live theater and concerts including children's theater. I think the closing of CTC children's theater is a significant cultural loss for the city of Sunnyvale. I think there should be more arts and education collaborations with the city collaborating with the schools to bring more arts experiences to children.
Parades, events that celebrate cultural celebrations like Kwanzaa, Irish Scottish Highland games, Asian heritage events, also events that could happen in autumn and winter and spring and not just only music festivals in July and August, also lectures from speakers of various arts categories painters, photographers, sculptures, etc.
- Open art: Let the community come together & create temporary art at public places
1. (monthly) readings by writers and poets 2. city-wide celebration (performing arts) of special holidays for our major cultural groups: Diwali, Chinese New Year, Cinco de Mayo, Eid-ul-Fitr, etc.

A fine arts museum/and or arts area. Like the Triton in Santa Clara. Some statues outside, a beautiful garden, perhaps with samples of past orchard trees, and a building to hold art displays. The building would have a lot of large /windows so the outside gardens may be a part of the building. Different types of art would be on display. Paintings, prints, photos, classic art and tech art. Plus, it would house a place where all ages may take art classes or hear lectures and presentations.
A winter festival like the summer bands playing in Murphy street. But probably in different locations around Sunnyvale.
affordable musical adult performances
Annual art experiences that become unique to Sunnyvale - think 'Crucible' in Oakland or Berkeley 'Kite' event or San Francisco 'Decompression' or 'Great Glass Pumpkin Patch' in Palo Alto.
Architectural art. Something UI unique people travel to see. E.g. the bean
Are there ways to engage the large enterprise businesses to contribute time/resources/space for public events?
Art and craft sales are a wonderful way to show off community talent and gather people together. Sunnyvale has some extremely talented amateur artists.
Art and wine festival?
Art at our schools which is created by the students- murals etc.
art by/for marginalized artists - disabled, ethnic minorities, LGBTQ
art experiences that combines outdoor activities into them. e.g. running trails, biking trails, walking routes. I would prefer functional art in the streets that would encourage people to walk/bike more and experience the art as they do so.
Art Festival on Murphy Street, A monthly city magazine that highlights upcoming events, what is happening in the community and how the community is coming together on specific projects. Like Redwood City's magazine, 'Climate Magazine'.
Art festival sponsored by the city
Art festivals with Asian elements.
Art festivals!
Art history, art appreciation and art teaching for everybody: youth, working adults and older adults. Our city is behind the neighboring cities for this. As a Sunnyvale resident, I must go to private classes or outside the city for this type of events. Sunnyvale is not perceived as a glamorous city with lots of cultural events compared to a lot of other cities nearby. As the heart of Silicon Valley, we should do better: art festival? film festival?
art in the park exhibits
Art in the park for kids
Art inserted in concrete at highly certificated public areas.
Art is great if it's not abstract.
Art is important part of community and throughout the city. Art should get some attention and should be attractive to children to seniors.
art meetups
Art should be tasteful and not overwhelming to the eye.
Art that encompasses visuals and sound. Art that makes people stop using their technology for a

moment. I love art that you can experience, like the labyrinth in Plaza Del Sol.
art that engages the mind and feels like 'Sunnyvale'; beauty
art that teach kids and adults about American history.
Art wherever people are walking. It's great because it slows them down to take in the art, discuss it etc. This would include shopping centers, trails, street sidewalks, outside of big buildings.
Arts events that serve as a gateway for participants to engage with a culture they may not be familiar with, experience local products or learn about a time in history are of value. I'm also an advocate for events that embed metrics to demonstrate their economic benefit. Additionally, an event that is international in scope can achieve diplomatic and cultural exchange outcomes. This opens opportunities for funding.
As our residents continue to expand the cultural diversity of their histories, it would be great to have an emphasis on our community history and common experience, building a shared community experience.
Now, I don't know of any art that celebrates the diversity of Sunnyvale. The public art we have is not very interesting nor would I be likely to share it with friends and visitors with pride.
Beautiful gardens
Beautiful murals that you can take photos at. Example, there's one in LA(?) where someone has painted wings and lots of people like to take photos there. I think it would be cute if as you walk down the streets, there were murals to look at.
Better city support for local artists.
Better venues for the performing arts.
Biennial expositions gathering works by multiple local (or not) artists, symphonic concerts in parks, choral music in public places
Bluegrass festival and more local artist's shows
book and poetry readings by authors, poets and other artists Taking activities outdoor - outdoor painting classes, park yoga, outdoor cooking classes, wine tastings during nature
Borders (bookstore that closed) used to display, in its cafe, local artists' paintings which are for sale. Art exhibits in galleries and public library are fine, but I prefer natural places to remain natural and not be intruded by man-made art.
celebrate unique holidays / events around the world. can be small scale like special exhibit / activity hosted at the library or city hall
Chalk art festival.
Change that piece of sculpture on the corner of El Camino and Matilda, says nothing about what Sunnyvale was years ago.
Child friendly exhibits and interactions. My kids love the clock town in Plaza del Sol.
Children's and veteran's art plus animal assisted art for the disabled
Children's Halloween parade, food festivals, food truck gatherings,
Children's indoor art activities
Children's theater, music, dance. Community Concerts.
City could organize 'flash mob' type art installations, calling on residents to come and participate in, say, drawing with sidewalk chalk in the square with the Labyrinth. Organized by text message?
Community / local art. How about murals by community members, guided by Bay Area artists?

community art projects to gather different cultures and backgrounds
Concerts in the parks - live music
Concerts, ethnicity / heritage celebration
Crafts fairs, performances
Create a theatre (plays) worthy of attracting theatre goers, main attractions. Like the Carriage House in Saratoga or Lucie Stern in Palo Alto or Bus Barn in Los Altos. Not big theatres but attracts fantastic acts.
creative space for local artists and artisans where they can display and sell their art
cross-cultural, indigenous art show and encouragement
Cultural & Musical Concerts like Philippine Madrigal Singers from Philippines.
Cultural dance or performances like hula, Bollywood, Filipino dance performance
Cultural diversity as seen in folklore dance, food booths etc.
Cultural events to help me/us know our neighbors.
Cultural experiences that travel to the different schools rather than school having to arrange to go to. It would reach more kids (and adults) as well as populations who might not otherwise see these events.
Cultural festivals would be nice
Dance performances and classes in the plaza outside of Phil. An annual parade down Murphy St and environs would be awesome!
Designate places for artists to display art in public places. Unused store fronts, city offices
Different cultures expressing where they come from since we come from diverse community.
Display of international art reflective of the community. For example, Indian art or Mexican sculpture.
Displays of student's artwork from elementary school through college.
Do not spend city money on public art. Do not subsidize 'artists'. Sunnyvale is an engineering town, not an artist colony.
don't know
Easy to participate art fairs for photography, painting, writing, video, etc.
Educational - Physics, maybe like something at The Exploratorium - or Musical. Temporary installations - say a week or two, to encourage viewers to go see it.
Encourage making existing and new utilitarian features more visually interesting by painting, etc. for example painting of utility boxes, improving look of bus stops, installing visually interesting seating and paving, murals, etc.
Ethnic art and festivals
Ethnic, cultural diversity events - Diwali, Holi, Ganesh Tzav
Facilitate cross cultural meetups
Festival teaching children about agricultural history of Sunnyvale
Festivals and events celebrating our cultural diversity!
Festivals celebrating the diversity of Sunnyvale's population. Free public art education by local artists.
For myself, I am looking for a watercolor class on Illustration. There can be celebrations of different cultures at the Community Center on a more regular basis. This would be an excellent experience

for students and all for leaning, acceptance and understanding.
Fountains, Gazebos (It's sunny here after all), and of course lights (hopefully solar powered). they need to be big so that each place can accommodate ~ 200 people at any given time.
Free an easily accessible
free concerts in parks or other open spaces - like concerts presented in Stern Grove in S.F. - by local performers
Free or low-cost programs for young people & students to take classes or participate in some way with local artists, including public art created by students working with a master artist.
Functional art to incorporate education of what/how the element is to be used. e.g. artful bike racks w/ bike safety/education; art along the multi-use pathways that can enlighten users how to be safe (bikes riding at safe speeds; pedestrian safety; and overall courtesy)
Fund the children's theater!!
Gallery and expositions, more live music and dance and sculptures
Gardens as art. Herb gardens...flower gardens...Palm gardens...succulent gardens...artful landscape design!
Great music events
Great street food trucks with affordable ethnic food.
Hands on arts and crafts Different areas of the city not just ONE location
Have some art that is kid friendly, that children can climb on, sit on. The reading man statue by the library is a great example of this.
historical art is absolutely fascinating to me. Anything that helps commemorate the city's rich history, local inventions, famous companies/products/people. Plaques showing a location that is famous (like the HP garage) or has significance (home of famous person). I also appreciate technical art. Not interactive/short-lived/glitch computer-based 'art'. Rather technical art like the ball maze at the tech museum in San Jose. Or a wall of silicon wafers. Or pieces of some famous historical item or device. Commemorative plaques go a long way to show pride and history for our great city :)
Historical bike tour; bike the city event. A community fair where all the different civic groups can have booths displaying all they must offer, including the police, library, etc., and private companies/groups can fund the event by paying for booths. There can be food trucks and raffles.
Historical monuments and statues. Sunnyvale Pride.
History of Sunnyvale done with artwork the wonderful mural at Bishop Elementary (Sunnyvale Ave/Maude on outside auditorium wall) Showing the history of Sunnyvale in a mural will be covered up in the remodel :(What a huge loss to Sunnyvale.
How about a yearly holiday light installation that would be a walking kind of display (i.e. http://www.georgetowndc.com/events/signature-event/georgetown-glow) or other things similar where people have the option of making it into a walk to learn about the city... Another item that would be great is something interactive for children, seniors, or those with disability.
How about some things that are more natural- less of the large metal sculptures or modern graffiti-style drawings, and instead things like- a bonsai garden, botanical / floral gardens, classical/realistic paintings or sculptures, historical photos or paintings displays.
https://petalumaartscenter.org/
I am very glad the city is exploring the use of public art and more art in the community.

I desperately hope for living and studio space for artists! Many more venues to display art! Dance. Street music. Impromptu performance arts, singers, acrobats. Light shows of all kinds!!! Fountains with art and comfortable seating. Sidewalk art (on or in the sidewalk) street art (creatively painted crossings, interesting textures, paths) in the street.
I enjoy art emplacements, and art on places like overpasses and another public infrastructure.
I enjoy water fountains it is nice art and can be an integral part of any setting. The sound of water and having birds and other creatures.
I enjoyed that city fair for the State of the City address and the location. That would be a great place to have an arts fair.
I like art where you see it during your daily activities. Murals, mosaics, and so on the street, in shopping, parking, and transit areas. An unexpected happy surprise the first time you see it.
I like gardens. Can we have a path thru the orchard at the Sunnyvale Community Center so we could enjoy it, instead of being told 'stay out'? No, Sunnyvale does not need unique art pieces. This sounds like a waste of money.
I like nature. Less concrete
I like the public arts program I see in New York near the 5th Ave entrance to Central Park. Every few months or longer an artist is selected to show their work in that location. I visit that site every time I am in New York to see the current piece. The Metropolitan Museum has a similar program in their roof top garden. I like the idea of a special site, easily accessible to all, where pieces can rotate through.
I love the downtown Los altos 'downtown on the green' they do in the summertime.
I love the festivals and events that 'close down' downtown. The annual art and wine festival and weekly bands in the summer are a great example! We could expand the farmers market to include more art.
I love the Indian cultural however it is also important to incorporate other cultures who feel totally isolated in Sunnyvale. For example, Irish, Italian, German or other European cultures.
I love the large-scale art that is fun like the giant flower near Target or fountains at the city center. I was disappointed the fountain on Murphy street was removed. Something interactive using sun light or water is great!
I recently joined Nextdoor so I hear more about events in Sunnyvale. For some reason, I no longer get the local Sunnyvale newspaper. So, if you had a summer concert series, I didn't hear about it. If you didn't have one, then it would be nice to have a concert series during the nice weather. It would also be nice to have an opportunity to see some old movies in a park setting.
I think any type of interactive outdoor art that is fun for children ages 2-12 to explore & experiment with would be a very valuable addition to our city. Also, some type of green belt with walking or biking paths with intermittent works of art would be awesome.
I think art should be so accessible that it's a part of everyday life and you don't have to go looking for it.
I think it's great to support local artists. I also think it is great to support schools. I encourage the city to consider public participation in the arts through school projects that change with the population of youth artists (e.g. change the murals at the middle schools every three years). Honestly, I don't like the murals at Sunnyvale Middle School. I wish they were more like Crittenden Middle School which had an entire wall painted with a space theme.

I think murals that will drive social media posts from bloggers, and instagram will do wonders for the city! I know that in LA the pink wall in front of Paul Smith gets a lot of people to the area and the businesses around it benefit a lot.
I think seeing murals more places would be great and that it would be cool to have a sort of theme - something that ties different displays together.
I think the Plaza del Sol should be used more; everything's on Murphy Ave. (I understand, the business owners want the traffic) --but we have this beautiful plaza that's infrequently used. I'd like to see more events happening there. I'm for more art, more music, more live theater. We can't get enough!
I want to feel more connected with the City. There is so much planned for the civic center area. I feel my neighborhood (Lakewood Village/North Sunnyvale) is extremely neglected in terms of access to the civic center and down town events due to geographic location. I feel like my neighborhood is cut off from the rest of town.
I wish more artists and creatives lived here, but I know that's beyond the scope of this survey. We'd have quirky restaurants, pop-up galleries and shops. City stuff.
I would like art that is also eco-friendly or educational. For example, an art exhibit that makes use of a renewable energy.
I would like public music in the parks or at the unused green areas of schools or at the community center. Performances, or piano installations where anyone could play any time. Maybe other instruments available to use at parks. Perhaps they could be rented out for a time (20 -min increments) to individuals or groups of SV residents who want to jam or just perform. This would work well at the Civic Center and be something no other city has. The citizens playing music could be the public art. Or regularly have choirs or performers in the parks. Or have art materials for anyone who wants to draw or paint at our parks. Or have the sculpture include an interactive game like ring toss or beanbag throw or hop scotch or something very low-tech.
I would like Sunnyvale to have a Museum of Art. Dedicated to showing Bay Area Artists.
I would like to have some exercising equipment at some parks
I would like to see a bike and pedestrian overpass, over Mathilda, with a 'Welcome to Sunnyvale' message written as you get off 101, going south, towards the heart of Sunnyvale. Just as one can see, leaving Sunnyvale going to Santa Clara, on El Camino Real. It should be located between Shawnee and San Also, and before Maude.
I would like to see a giant painting on the wall
I would like to see a sculpture garden like what exists at Stanford U. This is a delightful place to visit. This could be incorporated in our plans for the civic center, or how about the space at Town Center where the redwood trees remain?
I would like to see an exhibit that celebrates the rich history of Sunnyvale and its orchards
I would like to see less junky art in front of businesses. It seems like some businesses have installed cheap looking installations to satisfy a requirement for public art. These are not uplifting...they are a downer!
I would like to see the resident create the art to show what they think of Sunnyvale
I would love to see a centrally located bandstand in downtown Sunnyvale, where the community could gather for an outdoor concert series, which would include jazz, classical, contemporary, etc. music. Our weather is beautiful from early spring until late fall. We need to take advantage of downtown or one of our parks to have these types of community gathers.

I would love to see more art in green spaces, where children can interact with art in a safe space, climb on sculptures, engage with pieces away from roads and commercial businesses.
I would love to see the art box project come to Sunnyvale... If you are unfamiliar, this is where local artists are commissioned to paint over public utility boxes. Beautifying everyday things around the city would make people smile.
I'd like to see the whole Sunnyvale City Council impeached. Think of it as performance art.
I'd love the opportunity to attend outdoor acoustic musical performances, a la Austin and the surrounding areas. It's amazing to stumble upon lovely music. I'd also like murals and whimsical art scattered throughout the city, and maybe one big amazing piece that's centrally located.
I'd rather see potholes fixed, and an effort to better synchronize traffic signals, especially Mathilda, Wolfe/Fair Oaks and around LinkedIn.
If the arts are to be only temporary, they should be there long enough for the population who cannot be in crowds to have time / chance to participate too
If the City could find a conductor, we could have a community band, as do Cupertino, Los Altos, Saratoga. Great fun for the volunteer participants, and for the public – at parks or indoor venues in iffy weather.
In your Facebook news posts, highlight a work of art on a regular basis, maybe once a month, or on 'art Fridays' or something like that, to bring awareness to your efforts and other parts of town I may not have taken the time to visit.
Informal unscheduled interactive street theatre; flash mob performances More music of all kinds
Integrate Sunnyvale history as well as diversity into art experience somehow.
Interactive art
Interactive Art - egg. in Montreal during the Jazz festival, they would put up art related to music that kids/adults could interact with
Interactive art experiences that bring people together in a public space
Interactive water features for parents and kids to gather and play in.
International day festivals that celebrate our rich diversity
International day food vendors.
International food fest. There are so many communities that live here, we could have some sort of festival in murphy where there are stalls from all ethnicities. Food is a cultural experience and it fills one's belly.
Invite local musicians to perform at parks.
It is important that the down town area have some art that shows the history of Sunnyvale. I would like to see murals on some of the walls and some sculptures of showing the history. I like the stuff at Murphy Park and would like all parks to have some of the same depending on where the park is located change the topic. I would love to see the trails on the Sunnyvale Baylands park marked with mental birds with the trail's name and distance. Right now, most of them have little no markings and no maps. It needs to be dressed up and more publicity.
It would be cool to have a regular arts fair during the summer that is held on Murphy or the civic center.
It would be wonderful to have free music concerts and how about a street fair, not the same as an art and wine festival, just something that would suit families with merchandise and food available?
It'd be nice to have events where Sunnyvale residents can be part of the art making process (e.g.

creating murals).
Jazz....have enjoyed concerts at the community center.... email calendar of events very helpful
Juggling art
Kids activities
Kite festival International Cultural Festivals Tech events like drone racing, robot competitions
Knowing your neighbors better with some community activities. We also have a great farm area, where we could have family activates easily set up.
Large murals on blank building walls
Large scale chess boards ala au tana Row Painting of utility boxes by local artists
Like to see a diversity of ethnic cultural music, plays, dancing, and food experiences throughout SV.
Live entertainments
Live music and plays
Live outdoor dance performances during the day on weekends and holidays
Local artists in a permanent gallery in the community center or coffee shops where one can purchase their art. Or once a year open house at the community center.
Local concerts and other performing arts
Look to installations like those in Chicago in and around the Art Institute of Chicago; park nearby has interactive art structures that attract tourists as well as residents.
Los Altos has lovely teak furniture scattered around downtown for people to hang out - turning downtown into a semi private space. It would be lovely to see this in Sunnyvale - not just downtown though, but in the neighborhoods, or as part of the shopping centers
Love the idea of suns (or something) decorated by artists throughout the city. They do hearts in sf, pigs in Cincinnati, cows, horses etc. in other places they are awesome.
Love the metal sculpture at the library It's stationary but interactive
Love the music on Murphy in the summer.
Love the Wednesday music on Murphy's during the summer - would like something in the spring and fall too
Low-impact Broadway style dance classes for adults (evening) and older adults (daytime).
Making it a historical, green, tech city of world, where people can see everything and people something not everywhere. You can have programs having regularly for which people come and wait.
Modern sculptures (Alexander Calder)
more activities and experiences for those on the autism spectrum
More affordable performances - dance, theater, etc.
More art and music...less technology and growth
more art classes in local community centers mobile art class truck? visiting artists to local elementary, middle, high schools more connections to local artists
More art classes through the Sunnyvale community center(s).
more art related events, include art in farmer's markets
More concerts.... maybe at community center. Outdoor gallery or art show at the community center a couple times a year.

More displays of amateur artists
More emphasis on projects which bring people out of their homes to walk/bike/shop/eat and explore their neighborhoods. Large urban multi-use planning projects which incorporate landscape and destination (think of the renewal of the Embarcadero waterfront area of San Francisco, or the Riverwalk promenade in San Antonio as examples of big and small projects which have been so successful in this regard). What are the city's current plan for the renewal of the library/town hall property? The 'downtown' area of our city, the El Camino corridor? I think of this especially as the older single-story housing model on which the original city design was based is now giving way to higher-density multi-story living units. In my opinion if we want the sylvan environment of our city to continue it is terribly important to plan/build the integration of art, landscape, people passages and play into the master plan. City art is not about simply plunking a sculpture down on a corner lot or painting a mural on the side of a building. We need to think bigger. Thank you.
More events to help bring business to downtown merchants, near Cal Train.
More festivals encouraging people to mix and get away from their computers
More free concerts.
More international food and art festivals around Murphy Ave.
More marker explaining Sunnyvale history
More music experiences, jazz and classical.
More music, please.
More musical events (including classical music)
More performances by local magicians! Sunnyvale is uniquely fortunate in being the center of one of the US's leading magic communities. The city should exploit this more. Particularly by hosting some evening or weekend public stage performances.
More places for artists to show and sell their work that are free. More awareness and promotion of local art clubs and individual artists...an art city would be jewel.
More public input into art selection. I love what they did at Murphy Park and invited community members to help paint some of the pieces.
More public murals that reflect the city's history and its growth into a new city - modern and current!
More shows! Theatre, Dance - from all over the world, music
More support of the men and women in the Sunnyvale DPS.
More support of the performing arts--specifically Sunnyvale Community Players.
More tile mosaic and large sculptures and bright colors!
Movie nights, e.g. classics movies or movies for younger audiences.
multi-cultural activates that represent the cultural diversity of city residents
Multi-cultural dance/music day or at least a parade to celebrate the cultural diversity of our city.
Multi-cultural festival
Multi-genre arts festival: music, visual art, theater, poetry/spoken word, video, kids' activities
Multicultural dancing and music performance. Dance classes for the community of all ages.
multicultural: Chinese/Taiwanese
murals or sculpture that allow people to interact with or be next to and take a nice picture of friends with the art

Music and drama and dance
Music concerts
Music Concerts, culture dances, art lecture
music festival
Music festival, architecture festival, and woodwork festival
music in the park / travel photo exhibits
Music in the park, puppet theatre, environmental art etc.
Music programs including music from other cultures.
Music venues Humor
Music, street fairs,
Music, theater, children's events, maker fairs, etc. I like it all, but I am currently most excited by interactive educational art, like the children's museum in Santa Barbara, or one of our nearby museums/Exploratorium-style centers. The Color Factory installation in SF or interactive digital art (Pace Gallery in Palo Alto had a great show) are truly amazing. I'd also LOVE to see something like the Solstice Parade in Santa Barbara that pulls in Community members and visitors alike.
Music; art geared to children and youth
Musical events: Street Artists, Concerts - Pop and Classical, Chamber Groups
My favorite art in Sunnyvale is the reading boy at the library. It is just cool, but also surprising and very accessible. More like that!
Once the new theater is built at the old Town Center, a local film festival might be a good way to help showcase the new downtown (if the theater is open to the idea). Also, although Evenings of Cultural Arts is great, the city still needs more access/exposure to performing arts--maybe draw more visiting artists to the community center theater? Or try to attract another resident theater company?
One of the questions implied an outdoor movie event. That would be great! I want see murals and such as I go about my day in Sunnyvale.
Open air plays in summertime. Keep the live music downtown.
open concerts/theaters
open streets events, pop up community art events, day of drawing, tech/art fairs, maker DIY steam events for all ages
Open studios would be cool, like a neighborhood walks to visit local artists in their home studios (like Santa Cruz)
Opportunities for children to perform.
Opportunities for local artists to display and showcase their tablets
Our homeless to have more or different opportunities to be off the streets, out of the parks, and getting back on their feet. Why spend money on art that won't make a change when the money can go to something that will? Or how about speed up the downtown center restructuring so we can stop spending money in other local cities that have more. Of what people are looking for.
Outdoor concerts in parks. More shaded benches for disabled residents to sit and relax in parks and public places.
outdoor films screening outdoor theater indoors/outdoors dance shows the return of California Theater Center

Outdoor installations seemingly would reach the most residents, which I think is important.
Outdoor movies
outdoor music events
Outdoor music events! Outdoor theatre (like Shakespeare in the Park) Community based art projects - where residents can contribute through workshops.
Outdoor music in the summer
Outdoor music series, including music of many cultures (Indian, Mexican, Chinese, etc.)
Outdoor music. For example, in Mexico at cafes you often hear roving musicians playing marimbas.
outdoor: family movie nights or plays, sculpture garden (also suitable for children to climb, play on).
Paint on the electric box on stress like another city does like Santa Clara and Campbell
Painted electric breaker boxes, like they have in Santa Clara (city), QR codes for public artwork giving name/history/more info, more beautiful buildings (so the city doesn't look like everywhere else), more/bigger murals
Parades
participatory dance/ music spaces
Performing arts and cuisines celebrating cultural diversity (egg international festival)
perhaps outdoor shows or holiday celebration events
Permanent art by children in public neighborhood spaces and as part of civic spaces
Persian Art
Plays in the park, plays and concerts in the park and Full Circle Farm,
Please consider having artwork that is aesthetically pleasing. Imagine it being a place where families would want to have their family portraits taken. The triangular flower mosaic is not appealing at all. My favorite artwork is that of the sitting man reading a book in front of the library. Kids love going up to him.
Please do NOT add man-made items to natural open spaces..... they intrude on the feeling of being out in nature.
Please embrace the Maker movement - any tactile art to inspire children to be Makers as well as preserving the history of Sunnyvale which used to be in cannery business, with orchards where children can roam around freely. Please provide the low-tech activities for child in this ultra-high tech environment. More Full Circle Farm, more garden, more orchards, more nature inspired art to keep the cyber world and to keep us connected to the real world.
Please re-open the Art gallery at the Community Center
Pop up Art works, provision of artists' studios/ galleries that offer workshops/ performance art, working with private developers to make art and creativity an integral and meaningful part of city life rather than just an add on at the end of a project
Pop up Festivals along Murphy Street (live bands, quartet/orchestra concert, art/wine, chili cook off, chocolate fest, jazz fest, movie screenings, food trucks, etc.
Professional musicians need opportunities to perform more at the community center. It is very expensive for local artists to use the spaces.
Promote local artist Very interested in well done mural art
public arts exhibition/fair/sales

Public cultural events or displays (such as banners on light poles) that highlight our diversity in such as Cinco de Mayo, Diwali, Tet, St. Pats Day, MLK, Chinese New Year, Veterans Day, etc.
Public music events are fun. We also enjoy Redwood City's Summer Movie in the Square Events (https://goo.gl/5GYIbd).
Public performances of music
Quilt exhibits at the Community Center
Random, small-scale acoustic music in places like Plaza del Sol (which is currently a ridiculously wasted space), parks (e.g., Murphy park 'amphitheater' area), soon-to-be Redwood Grove area in the soon-to-be-built town center development, etc.
Real art, as judged by qualified artists, not made-for-civic-use, mass-produced art.
Recognize outstanding women in Sunnyvale
Replace the mural that is being removed from Bishop School. I'd love to see an updated, maybe more 'professional' version of that mural on the new campus. Facing the neighborhood, as the traditional mural has.
Rotating sculptures.
Science centers
sculpture garden
Shakespeare in the park (used to have one near Rayner park) or other theater pieces in parks; small music fests / art fests in parks; kids' tech-related competition and/or music recitals in public areas; chess boards in parks (w/ monthly instructions?)
Showcases of local dance groups.
sidewalk chalk art photography in the street video/music art that becomes interactive w/passersby by the local artists-- very important to support the local artists-- please. Thank you.
Small local artists based art museum with all kinds of art; limit the number of traditional 2D paintings (because we are a city that leads.)
Small scale public art, with a few awesome larger pieces, as well as lots of murals in a variety of locations and of a variety of types is what makes a community unique and special. I think about Fremont in Seattle as an example. Everyone knows Fremont for the Lenin Statue, the Troll, and the many smaller pieces of public and private art all around the area.
Some annual or semi-annual cultural program which reflect city diversity and create feeling of social gathering.
Some things which will develop interest about arts in kids
Something that connects people to nature and leaves technology out.
something that kids can enjoy and interact with
Something that promotes the intersection of art and technology to inspire people to pursue new ventures. Art and science are not opposites - they need to be in symbiosis to make this planet better
Special effects festivals, light shows
Statues of historical figures and events. Restoration of historical sites.
Street art on the whole Murphy street Art on the walls of Murphy street to make the looks of the restaurants & shops nicer! It doesn't look inviting and clean. trees are really nice .,

strong integrated public art at new City Hall complex/area city guidelines on urban aesthetics (appearance of street signs, sidewalks, street lighting, commercial fronts, city info paved & signs South Bay Arts Festival, not the popular/ street/festival type, instead getting together top artists and new promising stars
Stuff that's younger kid friendly would be better for my young family but that's just an opinion
Summer - movies in the park, Shakespeare outdoor theater
summer outdoor theatre
Sunnyvale has lot of diversity so let's create cultural experiences of people celebrating their ethnic festivals like Diwali, Eid, Hanukah etc. This will be an eye opener of what people do during these festivals and we can celebrate together.
Sunnyvale needs an art museum where the primary criterion for the collection is quality, not local artists or incorporation of technology. Collections like that are built by donations, bequests, and grants. It takes time but is worth it.
Sunnyvale's new buildings are nothing special. Downtown needs more than 1 block. Unify our identity then add the art. Downtown needs a focus, gathering spot to draw visitors. A lovely parklike walk from Murphy St. to El Camino would go far to help our city.... Perhaps with art installations. Check out what Brisbane, Australia has done.
Support for local artists for exhibitions, affordable community art classes and free public museums displaying famous and local artists. Cantor Arts museum is a great example of such work surrounded my trees and open spaces in an educational institution
Tech, scientific or futuristic related art.
temporary exhibits like the ice cream museum. (ex. cute attractions that provide lots of photo ops)
The above will be sufficient
The city should recognize the Sunnyvale Art Club and what it does.
The ex-full circle farm has an enormous potential to become a regional center for agro tech. Also, the sports facilities and fields (such as Soccer Sunnyvale Alliance) can be beautifully designed. Those facilities host games with players from all over the Bay Area and the local community)
The experience of less construction, more orchards, a sense of wholesomeness for present and past residents. WE need to stop the incessant building /
The giant red ribbon placed on Mathilda is an example of industrial art that will not age well. It looks incomplete. Just metal junk that has no texture or anything interesting about it for us to be inspired. There is no symbolism, or something curious about it that makes you want to examine it further. It needs soul.
The musical swing chimes in San Jose were great. A set up at the entrance to Baylands or using the now defunct water area of Las Palmas (or other interactive installation) would be great.
The one I visit most often is the mechanical clock in the plaza downtown.
The only arts space in Sunnyvale is the theater at the Community Center. This commercial kind of art your questionnaire concerns is not for the most part art.
theater and outdoor music concerts
theater performances
There are many local artistes in SV. Celebrate them! They must go elsewhere to be recognized...like Palo Alto. SV PUSHED them out years ago! Bring them back.
There's nothing more I want to write.

This project is a total waste of money
To see the city council to permanently support one parade, or one art event, or one music event for many years. Events take time to grow and become part of Sunnyvale, we don't need a pet parade followed by a cultural fair, followed by another one-off vanity event. Find something multi-year that many councils can support in funding and STICK WITH IT. People will find it, if we are consistent -- BTW, Caltrans has funding for the arts. AKA: lighting on Bay bridge. Can SV support an El Camino Trl linear art installation and work with Caltrans and an artist? Just a thought...
traveling art exhibits in places like sr. center, community center, library
un Lugar para dib jar lo que quires y que la Demas genet lo pedal veer
Unique lighting of the art for dramatic night displays. How about a policy for removing public art after a time (though not for political fads)? I think the rusted sculptures by city hall have out-lived their appeal.
use to introduce and explain educational and cultural displays, such as the apricot orchard next to the museum.
Useful art pieces will be nice.
We cannot celebrate art in our fair city very easily when our toad ways and streets are trashed. Pride in SV must also be evident in the way we care for ourselves. With the current overgrown, out of control weeds, and incept public streets our new art will be wasted. We should start by showing pride in our environment and cleaning up the trash and overgrown weeds that are everywhere we drive in SV. Then add the art and keep both beautiful.
We have different ethnic groups that could bring more of their art in the form of Festivals or events.
We have very auto-oriented streets, I would like to see art and design used to create a more walkable city
We need to have arts/cultural experiences in different parts of the city.
Weekend early outdoor concerts or things like Shakespeare in the Park in the summer
While I do like the idea of art pieces in the city, I think the more rewarding way for a city to support the arts is through the places where people gather. Whether it means gathering at the theater to see a play, a place to watch others dance, a gallery to see an exhibit, or simply a space within a school or library where people can come to appreciate someone's artistic works, the art should have its own designated spaces. This draws people in and allows them to experience it with others in a more meaningful way.
Why doesn't Sunnyvale create round-a-bouts at intersections and place public art in the center? Bend, Oregon has 30 such round-a-bouts with sculpture pieces. The C of C provides a map and if one goes to each round-a-bout and answers the question about the sculpture, one gets a prize at the end.
Would be good if have art competition twice a year in a park or public places. Good art should be part of Public Display
Would like to see more outdoor music and dance sponsored by the city. New art should have more movement (kinetic) and be more sensory (light and sound)
would love if Murphy Ave was closed to traffic and used as a place for public art, benches and a meeting place.
Would love to see more diversified festivals/activities to incorporate different cultures and faith. This will help public awareness and enhance respect each other as a community.

Wow it would be nice to have a fine art supply store.
Yes, make area of train stop more fun (colored roofs, fun benches, more life in the extended Murphy area
Yes, more art and cultural fairs would be great! We have Hands on the Arts and Art and Wine, but there is so much more to art and culture to explore! These events are similar each year; we need something new.
YES! I see very little of the performing arts on your agenda! Performing arts is flexible and can be displayed in many types of locations, can bring people to engage in cultural, political, social, and entertainment events that teach, challenge, and open minds and hearts.

Additional Input

Are there any additional thoughts you want to share with us?
Also, celebrate arts and artists of various age ranges from youth teenagers 20s 30s 40s 50s 60s 70s 80s 90s and., except and include all people of all nationalities and make accommodations for all to appreciate, contribute and enjoy art.
Plaques in different parts of the city explaining history or point of interest; incorporating art into functional items for instance water fountains or benches for seating designed with an eye to aesthetics rather than just utility; an emphasis on sustainable materials in the expression of art; bus stops that incorporate art by the children of the closest public school (this might even lead to some healthy competition between schools for the best bus stop art!)
. Sunnyvale is such a nice place with nice and not- snobbish people. I would love to see it a bit more 'updated' on Murphy and next to Macy's. the buildings look a bit neglected but the city could be so cozy and friendly.
A community news mailing (like the continuing education) would be helpful to know what's going on in the city.
A favorite place to take my art students is Clarion Alley in San Francisco. It would be amazing if we could find a large space to feature revolving public murals like they do in the alley.
A more colorful Sunnyvale would be appreciated. Murals. Street art. A more vibrant downtown.
A new public library would be wonderful!
About this survey. It froze on question 8. When it came back only questions 9-end were available I could not go back to make sure other answers were there, so therefore first part might be missing. I think you need to consider public art to include all the arts such as I described in a previous question.
Although water is a protected resource, use of water (hopefully recycled) in public spaces and interactive art is always fun and soothing. Please consider.
Architecture and urban design are works of art. We should demand that new developments create great places for the community. Approving a bad building design and plopping a piece of art in front of it wastes everyone's time.
Art connects us, softens the edges of hard days, sparks ideas and impulses. I'm glad you're encouraging more of it and reaching out to the community for ideas.
Art in Sunnyvale should be uniquely Sunnyvale. We have enough abstract swirls.
Art is important. A map or descriptive brochure would be helpful.
Art is my life! Very excited we're getting new art, hope we'll choose some good stuff for once. Thank you for organizing
Art must be understandable to viewers if we spend public money on it. The stupid broken concrete placed in the city center pond is a nothing. I thought it came from Steven's creek until I saw the same broken bridge supports still there. Such a waste.
Art should be around gathering locations and be useful or interactive.
Art should be classy not cheap. I prefer traditional art (side of Goodwill is nice). The Spoon and Fork art at Sunnyvale Saratoga and El Camino is ugly and cheap.
Art should please the eye and not have to try and figure out what it means.
Art that is integrated into our construction adds value to construction. Other cities have done a better job of allowing object art that is plopped down in front of a building than Sunnyvale (SV) historically. Art is everywhere in Santé Fe & Albuquerque, but there is a strong art identity in that

state, though very low income. Unique architecture can be art; landscaping can be art... it's not just a split giant rock or a corporate logo palm tree. Sunnyvale can do much better.
As a local artist, I've often wondered how art was picked for our community. Because honestly, I don't like a lot of what I see. I think we can do better.
As a local artist, very pleased to hear Sunnyvale considering how arts improves and enriches the life of its citizens.
As so much new development occurs, more cities are requiring art to be incorporated into projects. Often very little real thought goes into it with the result that we get a new building with an out-of-context object in front of a building. How about integrating the architecture with the presentation of art: artstreets.net is an example?
Awesome community that needs graphic direction. New logo is a step better. Design Contests are inclusive & are often more creative. Landscaping is a lovely art form that gives much bang for your buck!!!
Best is the sculpture in front of the library. I seldom pass it on a weekend when there is not someone sitting next to the 'reader.' Let's have more that are equally loved!
Better safety and civics
Consider the library as heart of the city. Consider town center as a failure.
Couldn't the money be better spent on teen activities, seniors, i.e. the residents.
Create an arts commission that makes decisions on art installations, not just rubber stamping what the city has approved of.
Cultural events and installations add so much value to our sense of community! An example of the value that art installations bring to Sunnyvale: all the art destinations were included in Pokémon Go and made us a (brief) boom town for visitors. :) This translated into big business for downtown shops and restaurants, as well as a source of pride for residents. Seemingly frivolous but core to who we want to be as a community!
current public art, especially in industrial parts is of insufficient quality in Sunnyvale. Need more public art everywhere, with much increased discerning taste, also need to include urbanists and architects, and major art figures from university and art world, please stay away from local stuff.
Don't overthink or overdo on public art. While it may be pleasing to some, it should not be prioritized over doing more basic things for the public like keeping roads in order, fighting crime, addressing homelessness, etc.
Don't spend too much money - thinking a cost saving method
Don't use city art funds for isolated pieces without any people around, like those seen along ECR or some of the shopping center remodels, like Homestead & Sunnyvale-Saratoga.
Enjoy the artfully designed and unique utility boxes that other cities have every few blocks, some cities even have public garbage cans designed. Would enjoy seeing that in Sunnyvale.
Everyone loves the lunchtime reader on the bench in front of the Library--more smallish art pieces that relate to the location would be a great addition to the City.
Excited to hear about this program
Find better means of reaching out to less represented residents for their input on new art installations.
Free or relatively cheap art programs (Like FUN ON THE RUN but with ART!) should be instituted as after school programs at all the elementary schools as those are the programs usually ignored the most in the regular DAY at school

Glad to get involved
Great idea for you to think about how to make Sunnyvale a more attractive place via Art. In some respects, the city has a utilitarian architecture, and Public Art can help enhance the look/feel of the city.
Great idea to do cool and amazing things with art. We should also stuff with wellness like community yoga and Tai Chi
Green belts and bike only lanes would be practical and great venues for public art. Help decongest streets and beautify our city!
Have lived in Sunnyvale over 50 years and taught in its schools as a sub for the last 14 years, with all the building development I am concerned that Sunnyvale's agricultural history may be lost to young generations who may not understand that food does not originate in the supermarket
Have one or two major events that all Sunnyvale residents are aware of and interested in attending like the summer jazz in downtown.
hope to see more art in the future (:
How does categorizing me by a race help you be more inclusive? If you're afraid of bias, don't you want to NOT look at this stuff? Are our opinions not equal? If your reading my opinions and including them your including me.
I accident tapped extremely unlikely to attend the art events in the survey, what I meant to write extremely likely to attend them. If you can please adjust my survey. I couldn't make it go back to fix it.
I am an artist, and art educator living in Sunnyvale. I would like to know more about how I can contribute to the community.
I am excited and happy to hear about how the arts projects shape up... would be nice if city keeps posted about the progress with the art activities and projects
I am glad you are thinking about this. It is exciting.
I am not an art person, am as aesthetic as a cow!! Wonder if the money be better spent on other areas such as helping the homeless, recycling, salaries for firemen/policemen, etc.
I appreciate your interest in our opinions. I work, shop AND live in Sunnyvale, own a business here and use the services, rec areas, and streets here. My sales, property, and business taxes go here. The reputation of this city is very important to me.
I believe the city is losing its unique character of being small city, as is gradually becoming more commercialized and too many large apartment buildings, those adding a lot of traffic.
I commend you for making public art a priority for the city-along with open natural spaces -the Arts and Culture are the most important attractive features in a city.
I dislike the art on the corner of Matilda and El Camino!
I do not like the artwork at 505/555 Matilda. Too large. Does not go with the surroundings.
I don't know if the Community Connect newsletter in the last question pertains to our neighborhood newsletter. This is where I get most of my information: Lakewood Village Neighborhood Association Newsletter
I don't think about art in Sunnyvale, but I enjoy are when I take the time to notice it
I don't visit art; art is part of the environment or destination being visited.
I encourage you to review the art, music and cultural programs of cities like Palo Alto or Redwood City as a possible goal.
I enjoy the Library art show in June.

I find out about events happening in Cupertino at the Cupertino Community Center. The Sunnyvale Community Center could do the same thing. BTW, the Cupertino Community Center's fitness classes are cheaper than those held at the Sunnyvale Community Center, even though I'm not a resident of Cupertino.
I guess I am not too keen on the idea of seeing art pieces in too many places. What appears to be art to some may be ugly to others. More trees and native gardens will be better appreciated.
I have a background in arts advocacy with experience working at Americans for the Arts in Washington, DC and would love to further support in your efforts to enhance the cultural life in Sunnyvale.
I have lived here all my life and if I were younger I'd move; the change has not been for the better.
I have seen spectacular but small water features - some towns have them all over the place, makes for a memorable town to visit
I hope all art will be family friendly and appropriate.
I hope Sunnyvale will be a leader and inclusive of all types of art. The world has many oil paintings and most people think of an oil painting when they think of art. Or they think of theatre or a dance performance. Let's inform citizens and visitors about all types of art. Woodworking. Small scale metal art. Fabric art. All the things that are often deemed a 'craft' are art which is more accessible to people. More people can relate to 'craft' art (see the American Craft Council website to see the variety) and are more likely to try it themselves. To make the city an artistic city, we must require more of the large buildings that are being constructed. The hotels and apartment building need to be more architecturally interesting before the city itself can be deemed beautiful. We are being overtaken by big boxes with a few extra corners to keep them from being large cubes. (The one exception is at the corner of Argues and Wolfe.) We need more artistic design requirements placed on the builders. Their profit can sustain the extra cost. They will still be driven to take advantage of the building opportunities in Sunnyvale. The replacement for the Town Center Mall should be artistic.
I hope the city has funds to go ahead and repair Astoria Ave. specifically from where it runs next to the new Montessori school near the library to the corner of Astoria and the Stanford School by Washington Park. I appreciate the new multi-purpose checkout, stations at the library and would love to see the library expanded.
I like a lot of the already existing art in Sunnyvale, mainly sculptures. Some, however, are not easy to find or even see
I like art that you can appreciate without having to read a plaque with a complex explanation of what it's meant to be - art that looks like what it is! For instance- a statue of a man eating a hamburger and relaxing with a book at the library; a Libby's fruit can water tower marking the skyline where a fruit company once stood; neatly trimmed fruit trees at orchard heritage park. These things are real art to me, not giant metal triangles or murals that look like a five-year-old scribbled something. Thanks.
I like living in Sunnyvale. Have enjoyed the Senior Center for its programs and its contemporary art and architectural appeal.
I like the art we already have and want more of everything. We can walk or bike to all our daily school/work/shopping and we would love to pass art on our way. (Maude, Mathilda, Sunnyvale Ave). Go, public art!
I like the recreational summer swimming activity in Washington park and enrolled my kid also. It's a nice summer activity which he enjoyed thoroughly. Swimming instructors are very good.

I love finding murals when I travel, whether in Brussels, Albuquerque, Portland or the Mission District in the city. I would love to see murals in public places, accessible to all residents/visitors, not just those attending a local school.
I love living in Sunnyvale. However, I was very impressed by the Mountain View library today 🌟
I love Sunnyvale and the library. You bring so much to the community. Please continue to highlight both the history and advancements of the city.
I love Sunnyvale. Thanks to the city officers for making us feel safe! Love how Downtown is progressing!
I love the flowers at Target and the art pieces at the Trader Joe's shopping center.
I love the hands-on art that Sunnyvale organizes.
I love the name 'Sunnyvale' as it recalls a simpler and less complicated place. I hope the illusion of our name can permeate our city art and parks and events. We don't have to compete with other cities around us. Just make it a good place to live and tease a family. Thanks!
I love the sculpture in the Cherry Orchard shopping center. Makes me smile every time I see it.
I love the tile bench and art in front of Trader Joe's. If a few benches around down town and parks were tiled it would be beautiful.
I often don't distinguish between arts and events in Sunnyvale and those in surrounding towns.
I prefer representational art to the abstract. The kid eating a sandwich and reading outside the library is great. The fruit can water tower is great. The red ribbon next to LinkedIn is boring.
I prefer small and/or temporary art installations by local artists, for pedestrian areas.
I like Sunnyvale - great place to raise kids.
I like the city is considering/recognized art is in everyday life style
I like the gymnasts on Crossman and Caribbean and the young man reading outside the library
I like the statue outside the Sunnyvale library. It attracts lots of kids. I liked the yarn bombing of the bench there a year or so ago. I hate non-representational art like the things along El Camino.
I love it when a city takes pride in making public space look nice. My hometown in Southern California recently started doing this and it makes a world of a difference.
I see Sunnyvale as a place people live and work. Nothing of interest to an out-of-towner other than the novelty of the Libby's can water tower and Hanger One.... which is in Mt View, I suppose.
I strongly favor an increased focus on the arts in Sunnyvale.
I think better city planning and finding ways to efficiently manage traffic would have a more positive impact for me personally than adding more art. I live and work in Sunnyvale and traffic is getting increasingly worse. It has taken me as much as 45 minutes to get home from work.
I think it is great that Sunnyvale is increasing its arts programs and I think a high priority on support of local artists.
I think much of the art is horrible!! The art by Panera, the 'art' on the corner of El Camino and Mathilda, in front of PetSmart!!! Who makes these decisions? Whoever does needs to visit Yountville.
I think planning for more public art and having a survey is great!
I think Public Arts is a great idea and a great way to celebrate all of us! Keep pursuing the plan!
I think responsible growth is still our biggest priority, however, public art is very important to me. I think sustainability, diversity, accessibility, and inclusive access is essential too. I would love to see more art (especially functional, interactive art) in playgrounds, parks, libraries, etc., that can be enjoyed by all.

I think Sunnyvale should ensure that the buildings that are going to be along el Camino look pleasing to the eye. How boring to see building after building that are tall without any visual interest. Is there a way to incorporate 'art' or visual appeal into the 'façade' of the buildings??
I think that art makes life so much better!
I think the park/concert area across from the train station is the most underutilized and use space in Sunnyvale. I find it a very nice space, but don't know what the original intent was. I could be used for the band concerts, the farmer's market when it was in the train station, a special event area at the SV art and wine.
I want to make sure the art work at Lakewood Park is preserved. It has a NASA/Space theme and I think that is special. The murals at the tennis courts are very lovely and unique.
I was disgusted with the result of the green city logo. What a waste of time and money. Don't try to make art an advertisement for the city. I'd rather see something beautiful. Or clever. Reflecting Sunnyvale history is OK, but don't try to be all things to all people.
I would like there to be art that I can show to visitors when I am looking for something to do with them that doesn't involve a lot of hassle. Something free and available all the time (so outside and not staffed) and easy to get to.
I would like to hear or read more news about these activities. I am a retired architect and may like to see some progress in this area.
I would like to see art from lots of different cultures that represent the population of Sunnyvale. I think that many people should have input vs. a few who are selected who may be biased in their choice to an artist or concept.
I would like to see public art that feels like it is part of a place and enhances the sense of what that place represents. If a park is historical, then art should accentuate the sense of time. If a plaza is for community gatherings, the art should help people make connections to the place and each other. Good examples: Murphy Ave entry archways, statue of child reading a book in the library plaza. Bad examples: Plaza del Sol fruit sculptures, earthquake statue (good art piece, but why is it there?). The scope and scale of art should be proportional to how it is viewed. Pedestrian spaces should have art that is accessible and can be smaller. Art that is viewed from roadways needs to be larger to be appreciated and have any impact at all. Technology integrated into art is ok, but it should not be gimmicky. Technology for its own sake should be avoided.
I would love to create art for the city
I would love to see local students, art groups, etc. paint the electrical utility boxes throughout the city as many other communities have done. I believe these little treasures of art uplift the spirits of citizens & reminds us of the beauty & energizing ability of art in our lives.
I would love to see our public areas transformed into immersive socially engaged environments. Help the artists you choose to realize visionary artwork that is meaningful to the Sunnyvale audience, Art and creativity is so needed as we are overshadowed in this tech heavy environment, let's bring the two together and let them shine!
I would prefer to see fewer pieces of art but what you have be of better quality in public places. Some of the art pieces placed with new builds are pointless and an eye sore to be frank.
I would rather civic dollars be spent elsewhere or not at all. Most modern public art is hideous.
I would rather that the City of Sunnyvale improve Road traffic infrastructure with my tax dollars. Potholes and crumbling streets are more of a concern to me. Also, considering climate change, we need more trees and natural spaces and less development.
I would welcome public art, both visual and performance, in Sunnyvale. I would even help coordinate

it if you paid me! I've created costumes and danced in SF Carnival for 20 years, but would like to parade closer to home. Maybe for Sunnyvale's birthday, or a solstice, or a harvest occasion?
I'd like to avoid installations that are dangerous for kids to play on, and that reinforce divisions (such as info - why do Cupertino and Glendale consider this), and abstract art, 'art for arts' sake' the snobby stuff you see in Palo Alto or New York.
I'd like to see more historical monuments or memorials, such as for WWI (100th anniversary of Armistice Day.) Celebrate the transition of Sunnyvale during WWI from farms to canning fruit.
I'm glad you are planning to increase art in Sunnyvale
I'm so glad to see The Arts getting attention in Sunnyvale. I hope more types of art-- performing, visual, literary-- will become part of the pride of living in Sunnyvale.
I'm surprised that you don't mention email as a means of us finding out what Sunnyvale events are upcoming.
I'm would love something that isn't necessarily large, colorful, and oversized!
I've always enjoyed the variety of art throughout Sunnyvale. I think promoting the Art Walk to residents would be nice. Many longtime residents don't even know where the artworks are located.
If any permanent exhibits are chosen for the city, I hope they will be uplifting, and hope-inspiring. While I believe in the importance of expressing even dark emotions or experiences with art, it also brings a heaviness to a city's 'face' when the visual impact is less than encouraging. Thank you!
If there were a day or parade celebrating cultural diversity, I'd like to be involved -time permitting. I think that's the only thing that sets us apart from all the surrounding towns around us.
improve wait times at traffic signals
In Santa Cruz county, local artists have beautifully painted the grey utility boxes found at street intersections. Everything are different and the artwork represents the beauty and diversity of the county. I would like to see such art work beautifying Sunnyvale's streets.
Interactive art by local artists that is publicly accessible always sounds like a fun and great idea that goes along with Sunnyvale being the Heart of Silicon Valley
Is there a list of the existing art in the city? I happened to have lunch off Evelyn and came across the ball drop. Never knew it was there. Stood there watching it for a while. It's not in an area that I frequent. I'm glad I 'stumbled' upon it. Also, I don't think the city should foot more than half the bill; new construction in the city could provide something either on their property, or elsewhere in the city. Maybe also include school art on a rotating basis. (I understand the New Seasons store incorporated art from the Reach Potential kids of Gateway Community Center)
It is important for art to be cost-aware. The chief function of government is to represent the taxpayer, not to dream up projects and expenditures. Art IS an important public project, but not at any cost!
It makes a difference to me when I see pieces that are obviously publicly funded versus integrated into a building or area done by a private party. There are probably many pieces of art throughout the city that I never paid attention to because I assumed that they were done by some commercial entity. That's why I think it's important to put the art in places that have less commercial interest, because in these 'unwanted' spaces, the art exists for its own sake. In more commercial areas, it exists to decorate, which brings down the value of the art. The one exception is functional art like bike racks.
It seems insane to me that places like Plaza del Sol were created with apparently no thought to how people gather. It was completely devoid of humans for years, until the new apartments or condos or

whatever they are were built next to it. Even so, one trip to any Latin American town - even the smallest town - illustrates that an inviting central plaza WITH SHADE (usually beautiful giant trees) draws people into a community space every day.
It seems that over the last 25 years the city has placed very little emphasis on culture and aesthetics, starting with the development of a mall that looked more like a cement fortress than an invitation to consumers. And over the years this has been repeated many times, the latest is with the resurrection of the cement parking fortress and the ungainly Target. If you're truly interested in developing a destination for commerce, art, & residence, you need to stop building boxes and consider a tighter integration of sustainability and aesthetics'.
It would be to rebuild Sunnyvale image as it is becoming lose with all the building of new office space and mass communications condos
It'd be cool to have art that represents people of many cultures and identities.
It's good to involve the community about the Public Art plan through the online survey
I've lived here all my life and I wish you would stop thinking about money and more about quality of life.
Keep adding to the variety of art classes available to the community center.
Keep it simple, cheerful, clean and understandable to kids.
Keep open spaces and parks open. Too many buildings, offices, apartments, and too many stories. Block out sky and sunlight. Art should inspire, challenge, calm.
Keep the cost low.
kids-friendly art or performance activities will be great in creating a thriving community
Leave our last remaining orchard alone. Put that house somewhere else.
Less hotels, more restaurants and places for people to gather as a community.
Let's be innovative. Let's be dramatic. Don't let's have a committee select art. 🤔
Let's keep Sunnyvale safe and not overcrowd our city with so many tall buildings, as it takes away from the historical aspect. Help preserve the history of what made Sunnyvale...Sunnyvale!
Like the banners on El Camino and Wolfe that advertise events. More of these around the city would work well for me. Not going to actively seek information. It needs to come my way.
like to see a chalk art day every year
Look at participation projects to have kids/adults attempt hands on mural creation or subcomponents of a larger project. Look at allowing company site artwork to be donated to city and artwork to be replaced. Look at enlivening more utilitarian locations (benches, bike racks, fire hydrants, street utility equipment).
Looking forward to the new park in Sunnyvale at Fair Oaks! I enjoy going to the library for Storytime and I would love to see some public art on Sunnyvale by Murphy Park.
Love the arts but typically go to other towns to experience them.
Love the giant metal flowers by Target!
Love to live in Sunnyvale, but we need a space for shopping, dinner, o just for walk. Please finish the downtown.
Make sure it's art
Maybe a developer in Peery Park can fund a new mural at Bishop School as a community amenity.
Maybe have art installation that involves the local schools? (Somehow incorporating motion, sound, etc. other senses, solar panels, wind turbines??)
Median strips sound like a dangerously distracting place to put public art; for public safety, that

sounds like a better place for greenery that soothes the eye.
more art exhibitions for Sunnyvale residents
More art. Lots of variety. Make a statement (not plop art). Be open to, and support, new ideas. Seek out local street art talent.
More bicyclist awareness needed, especially around schools. Maybe an art project related to safety around walking/biking to school.
More trees please
moving water is very attractive
Much of the public art in Sunnyvale is garish or whimsical. I prefer art which incorporates natural forms and colors or is well integrated into the buildings it enhances.
Much prefer traditional art (egg sculpture in front of library) to abstract art (red ribbon in front of LinkedIn bldg. - how much did that cost?)
Municipal art should be varied and diverse. And very, very frequent. Even in the street medians--
My 9-year-old would like to see more art, especially fun paintings, painting utility boxes and murals and interactive art
My favorite art in Sunnyvale are the bronze statues at the library - I love them. I can't think of other art in SV
My hometown of Rockford, IL had/has a temporary lighting display at the Nicholas Conservatory and Gardens that is very cool. Something like that would be very attractive, if Sunnyvale has an appropriate location for it.
My son's school's art teacher was looking for places to exhibit the student's artwork and was having difficulty finding places. It would be great to have a place for that. The piece she was looking to display was a huge piece that a lot of students participated in creating and was well-received by our school community.
Need more attractive programs at library. Check out and learn from what's offered at Northside!
Need more program in Sunnyvale library like summer reading May be there can be more adult classes for arts
Needs to attract a more diverse crowd. The music nights are all older
No need to be avant-garde or make political statements. Beautify and make interesting.
Nothing more as of now but thing should get more such information and survey to voice out our opinion.
Now that I have stopped the Mercury News I am unaware of any new happenings in Sunnyvale. Would be nice to know where the Sunnyvale Sun is available.
Offer choices to the people who pay taxes regarding art selections via newspaper, local channel to, and city office voting kiosks.
one of the thousands temporary mother of the Silicon Valley (married with and engineer)
Open more places for art developments
phone app would be good
please do not take political positions, it's getting old all around the state
Please don't throw away money on mass-produced 'public art' or on transitory events. Concerts in the theater, fine. Ethnic arts program in the theater would be fine. Classes in ethnic arts would also be good. There is no continuity in SV between concept and other facets of city planning.
Please have a group of people with varied backgrounds and art styles review the art. Let's not end up with another 'peeled apple skin' (e.g. LinkedIn building on Mathilda). Ugo. I guess those were

Apple's dollars to spend (hopefully not my tax dollars), but still.
Please keep public art expenditures as low as possible. The money would be better spent on DPS or transportation improvements. Perhaps public art could be funded with voluntary donations instead of compulsory taxes?
Please try to paint/cover electrical boxes w/ art from local artists displaying local history.
Please no art in parking garages. These are destined to become obsolete. And art in garages would further subsidize and encourage driving. Art in pedestrian areas, places where people gather Please art that emphasizes nature--our dependence on it, that we are one with it, the need to protect and nurture it
Please no art that makes loud noises.
Please remember how important beauty is. It is important to have things around us that are aesthetically pleasing. Ugly art and architecture breathes negativity and sadness. Thank you.
Please spend city budget wisely and carefully.
Please stay away from floral art. The flowers near target are not pleasant
Please stop building high density housing and leave us our parks and green spaces. I thought I'd retire here but with Kohl's turned into a five-story building, Stratford taking over Rayner Park, Full Circle Farm being forced to leave... my entire neighbor is planning a five-year exit plan.
Please, no more of the stupid red ribbon artwork in front of buildings (Mathilda Ave.). What a waste of money.
Please make Sunnyvale a chic and fun place for young family
Public art budgets are so low in Sunnyvale that they force the city almost exclusively to commission low-cost fabricated art.
Public art doesn't have to be pricey. Many small but very talented artists are willing to contribute to public art for very small stipends just to increase the artistic vibe of a community and showcase their art in a bigger way. Pricey art is usually boring art, too commercial and a put off. While large scale art pieces are awesome, they should be community sources and even collective sourced. Things that are truly the spirit of the neighborhood and not just some ugly modern monstrosity of boredom or technology.
Public art in Sunnyvale seems to be tied to redevelopment. The redevelopment of Sunnyvale has drastically changed the character of the City and many people are not on board with the new character that is being developed. Getting away from major pieces that seem like an add on to 'beautify' a Box where people work would be a better use of public art.
Public art should be displayed throughout the city, not just on the grounds of new office developments.
Public art should elicit a positive emotional statement that draws the viewer in i.e. joy, surprise, humor, beauty, curiosity, or how about 'a vale of sun'. It is also nice to have public art in outdoor areas where people gather together i.e. city plazas, main street, parks, city facilities.
Public outreach for local artists and local artist contests are good, but you need to make sure to advertise them well. I appreciate how you're reaching out to residents with this survey.
Public parks, not public art!!!
Public utility boxes etc. that are decorated make me smile. :) Art that means something to a place is more interesting to me (e.g. Trader Joes mural of historic Sunnyvale). I don't particularly like the giant red sculptures on corporate campuses, but I like the doors at Yahoo. I like art that is functional (like bike racks shaped like bikes, or painted like a snake). And art that people can interact with

makes things fun.
Redwood City had marvelous programs this summer, featuring the Courthouse.
Regarding an earlier question - I learned about this survey through a flyer at the library. I generally don't read the newspaper, but my mom reads it and tells me of the local activities and events. I wish I could have attended the meetings earlier this week.
Restaurants seem to keep people coming to downtown. Love that downtown Walnut creek has benches and piped music and trees that are super pleasant to hang out at along the shops
Sculptures should be proportional to the space. The art by the pet store and 4 Seasons Market are woefully inadequate for the space and almost look out of place.
Seeing sculptures while walking or shopping on a commercial street makes the experience more memorable and enjoyable.
Skip the BIG, statement, corporate, art. Much rather see small, unexpected displays in unusual places.
Small and unexpected art is great.
spend wisely on something that is brilliant, attractive, unique and long lasting
stop wasting taxpayer money
Street flags like on El Camino in Redwood City create awareness of events (we used to live in San Carlos and moved To Sunnyvale, because our grandchildren live here.
Sunnyvale needs more areas where people want to congregate and part of that is creating more public art, combined with parks, natural spaces, and nearby cafes/eateries--places like that would generate a lot of buzz for the city. More art and writing classes for adults (at night for working adults) would be good.
Sunnyvale feels like a generic suburb. More public art could help establish its identity.
Sunnyvale has no identity. Public Art could be a way for Sunnyvale to be recognized and increase the pride in Sunnyvale.
Sunnyvale has the potential to be the next Silicon Valley hub. Please make that happen and reduce the extreme commutes for its citizens and Santa Clara county residents by making it attractive to investors and companies. Nowadays, office spaces are being demolished to construct houses and companies are moving further north or to the east. Let's stop this. Create good jobs for its residents else the city will be lost. Maybe you can provide incentives to companies who employ residents.
Sunnyvale is a beautiful place. Please keep it that way.
Sunnyvale is an incredible city. I am very proud to live here and be part of this community. As the population seems to boom here and new buildings spring up everywhere, I hope that Sunnyvale will keep true to its history and uniqueness. I greatly hope that our town will not be swallowed by development and the coldness of modern urban sprawl. I hope the city will limit development and that Sunnyvale will maintain its old-town feel preserving the old neighborhoods that have so much character and meaning. I hope that Sunnyvale will continue to be a place where all races, genders and religions can live happily together, celebrating and respecting one another. Thank you for making this survey
Sunnyvale is BORING as far as art. If there is any art, it's always around the library or elsewhere. SV has fantastic artists!!! You should celebrate them. It is difficult to be inspired in Silicon Valley and the tech world.
Sunnyvale is the largest city in this area after San Jose, and yet it acts like a slumber little town. I would like to see more of cultural activity, including, arts, lectures, music etc. I would like

organizations like California Theater Center, come back to life, I would like to have a more vibrant downtown area, like Castro street in Mountain View.
Sunnyvale is where our home is since three generations. We are raising our child for 9 years ago. The city is perfect for adults and young hi tech professionals - we have enough bars, stores and restaurants. However, we feel the need of more open space for children, especially near downtown. We are still sad about the closure of Border bookstore, where children use to read books and enjoy the iconic CJ Olson building. We are sad of the failure of Full Circle Farm as a nonprofit organization to manage the open space and low tech activities in this ultra-city. My child is missing the connection Sunnyvale as it used to be - when children roam around and played hide and seek through the orchards. The Sunnyvale library is a joke, children space is too cramped and it has no open space for children to unwind (we are learning from Mountain View, Cupertino, Palo Alto, Los Altos library). Our children are conditioned to have their nose on the iPad and that is sad situation. We grew up feeling the happiness as coming home dirty from real dirt - not from apps called 'dirt'. and we wish our children will have similar experience growing up in Sunnyvale today.
Sunnyvale need to bring rent control act. I know this request has no direct connection with 'art'. I am worried if rent will go up after all these city makeover project. Hope city will act seriously on it.
Sunnyvale needs major renovations. City planning has been poor.
Sunnyvale needs to find ways to foster the local art (and craft) community. Living here is extremely expensive and artists need help to make money else they are getting pushed out and Sunnyvale will have a tech 'monoculture'
Sunnyvale, like most of the surrounding towns, is very bland and not visually interesting. It's being taken over by the same type of architecture. Public art is one way to combat that. The two-piece sculpture at Mathilda and El Camino is just awful. It was brightened up years ago when some prankster put a huge band aid across the gap. Of course, the city took that down within the day. But that kind of unexpected and interesting thing is what Sunnyvale needs. Please no more statement pieces that an artist thinks is 'meaningful'.
Super excited to see City of Sunnyvale invest more into the Arts. Sincerely, very excited. I will share this survey w/my network.
Surveys without space for comments (even 'N/A' are frustrating. For instance, what IS 'Community Connect Newsletter'? (And when I did see something in the Merc, I wondered how much this survey and all is costing. Reasonable, I hope.)
Thank you for asking us for input!!! It's one of the ways that Sunnyvale is special.
Thank you for asking! I have noticed that our public art tends to have a similar flavor: brightly-painted metal, abstract. I love when our public art reflects something about the area around it, like the mosaics outside of Trader Joe's or the reading man in front of the library. I would love to see more mediums.
Thank you for incorporating art into our city.
Thank you for making Sunnyvale a better place.
Thank you for making the gesture of asking the residents for our input.
Thank you for the opportunity to complete this survey. FYI, I found the link to your online survey in the last paragraph of a news article on the second page of second section of the Tues Sept 5 edition of the Mercury News.
Thank you for this outreach. I read the Activity Guide to learn about the arts and Sunnyvale
Thank you for your interest in the arts!
Thank you!

Thank you.
Thanks
Thanks for asking. Looking forward to the remodel.
Thanks for considering this.
Thanks for polling the community. The arts are crucial.
Thanks for sending out this survey
Thanks so much!
The agonizingly slow development of the town center has hurt Sunnyvale but provides a great opportunity to enhance the arts by incorporating them into the plan.
The banner at El Camino Real & Wolfe is not sufficient advertising for community events. I always see the banner after the event has passed. Facebook (events) would be so much better, and if that's already in place, promotion is pitiful.
The best piece of art the city ever placed was the reader with his book at the library. Children are immediately attracted to him.
The hoardings are a good way to spread the word after all we drive around in the city. Sunnyvale is a large city (IMHO). So, may be each neighborhood needs to have a downtown like setting where people can spend their weekends frolicking, eating, resting, and creating memories.
The library statue of man reading is best art we have. It draws every child to sit on it. Waves on LinkedIn/Apple buildings is pure nonsense and waste of money. Murphy Ave is dirty and no place to go. Art should be recognizable.
The mosaic obelisks at Trader Joe's are beautiful and delightful. Love the scale and the design.
The new downtown develop looks like a great opportunity for good things to happen. Can't wait to see it all completely out.
The occasional abstract squiggle or collection of interlocking rings is okay, but they're kind of generic and forgettable. Try to do at least some memorable stuff, like the giant thumb at La Defense in Paris or that weird doll girl on California Ave in Palo Alto.
The proposed city council chambers/library is an important example of Sunnyvale's artistic sensibilities so I think the new complex should be made in the shape of a giant cunt because after all the city council members are cunts.
The public art in front of office buildings seems like a waste. You never see anyone stopping and looking at them.
The single greatest asset the city has in the arts is Sunnyvale Community Players, who has been single-handedly keeping the performing arts alive in Sunnyvale for almost 50 years. Despite extraordinary limitations imposed by the city, SCP has been enhancing the culture of Sunnyvale for residents of all ages since 1969. After a near half-century of service to the community, SCP deserves a better deal and the ability to achieve its fullest potential by being allowed to install a show and keep it installed for the duration of a run, which is what every other theater company does. Instead of running the theater like a business, it needs to be the city service it was intended to be. This means the theater should serve the purpose of enhancing the culture of Sunnyvale. SCP is uniquely and now exclusively the only group left that can do this. They need your support in taking their productions to the highest level possible and this means fully installed productions that stay installed. Doing this will bring acclaim and recognition to Sunnyvale and will allow Sunnyvale to stand heads and shoulders above all others.
The SV Sun needs to be delivered to all homes and then have a cultural section. Rarely does the SV Sun delivery person leave a paper if there is a car in the driveway.

The technology industry is an important part of where we live. But it is essential that the arts, culture and creativity have a strong presence in our community as well to provide balance and inspiration.
There are a lot of new residents and young families in North Sunnyvale, getting downtown can be a burden at time and it would be great to see more facilities/installations across the city!
There are multiple small museums that should all be consolidated. The Historical Society agreed to join such a consortium, but quit as soon as they saw the opportunity for someone else to build them a building. The Hendy Iron Man Museum, the Lace Museum, the Moffett Field Museum all are very hard to visit and need a real home. Santa Clara has the Triton Museum; Sunnyvale should be embarrassed that we don't have anything like that.
There are no MOVIE HOUSES in Sunnyvale making this Art a total absence in Sunnyvale, CA. What Gives?
There are so many families in Sunnyvale that it is very isolating for single people. If the city could do some type of community building networking events with the big companies moving into the area like Linking, Google, Apple etc. so that people can meet and talk with each other. This is a very lonely place to live if you are not Indian (said very respectfully, I love the culture) and not in a family situation.
There is a lack of fine arts in Sunnyvale. We have a historical museum and do not need another venue to delve into the past unless it includes other cultures, such as earlier settlers such as native Americans, the very early pioneers to the valley.
There is better use of the city funding than on art! Fix the problems, stop building so much, create more dog friendly areas (gastro turf dog parks that can be used instead of the mud swamps the current parks frequently are). Santa Clara square has made significant progress in a short time whereas Sunnyvale downtown has just barely started fixing the condos. There are not enough updates on that status of downtown.
There is very little traditional art in the city.... Most people appreciate sculpture, mosaic, paintings that are more indicate than big slabs of rock or bended metal all 1 color
These are some projects and artists that I like: New York High Line, Patrick Dougherty, Ned Kahn
This is a terrific initiative! Very important to the quality of life and community spirit that positively impacts everyone!
This is worth spending time and money on to get it right.
This master plan for public art sounds like a waste. Would prefer taking care of or improving the parks we already have, or adding new parks with green space if there's money around to do something fun.
Thoughts about art: Ethnic and religious Diversity with Tolerance Drive safe and rights of pedestrians Every Adult is responsible for every community child Help keep the city clean,
To quote Fred Babb - Inner vision is the physician. Art is the prescription. Art heals.
Trees in public spaces are a nice idea too. Over time, redevelopment of Sunnyvale has removed many large and beautiful trees. Plant more trees in Sunnyvale.
Unless there are excess income to the city, art should not be funded by public money. I prefer the money to go to school to reduce the number of students or help low income people in the city.
Use all manner of word of mouth as well as media to get the word out that there are possibilities brewing for more art in Sunnyvale. I think that you should have a SIGN UP for artists and friends of art and culture to connect with each other to further brainstorm and support the City's efforts. Help people get involved.
Used to live in Sunnyvale. My town...

Very happy to hear there is thought going into this.
Walking around our neighborhood, we see an increasingly culturally diverse population. We wish there were events and an emphasis on our common experiences to help bring us together.
Water features are nice. Art in places that doesn't have traffic noise, so you can be around it and talk.
We are building too many apartment homes - these ugly up the area as we don't have the road infrastructure in place to host the amount of traffic this now invites.
We have a lot of ugly infrastructure that could do with better landscaping, design and sensitive artwork.
We love the man in front of the library because the kids can interact with it. And I remember interacting with that sculpture when I was a kid!
We need an adequate transit system!!! I forgot to mention one of my favorite places, the senior center for exercise and book club!
We need art that reflects our diversity. We need to renovate our city offices and bring them up to date. We need more than one quaint street where there's some liveliness.
We would rather see budget increased in support of and for the work environment for the fine men and women in the Sunnyvale DPS that make the city safe and secure for ALL of us. Just because they are out of sight, out of mind, does not mean that they should be low on the budgeting allocation priority.
We're glad we're in Sunnyvale!
What happened to the whimsical metal sculpture that stood on the old AMD property on De Guigne Drive for many years? It disappeared when The Vale began construction. I hope it has not been melted down as scrap!
When I travel I often visit the cities are museum or public arts program. I don't want my city to have an arts program that is 'cheap looking' with pieces that look like decorations. I would like a well thought out program of art in public places.
Why didn't you put the gender responses in alphabetical order? Why does Male come first, before Female (out of alphabetical order)? It's 2017 and that is unnecessary. And there aren't numerically more males than females to a large degree, so this shows a preference for males.
Will you be making your findings available to us?
With all of office building development around here, please don't lose sight of the kids that are growing up in Sunnyvale. Art in Sunnyvale should be beautiful and lasting, not office-park industrial.
Would like to see mini parklets with a small play area (swings, slides, sandpit), benches under shade trees, water fountain, and art from local artists, scattered throughout the city.
Yes, I like more traditional but also appreciate the new. I would prefer traditional but would also appreciate a balance of old and new. We need to be proud and understand our local history. Most newcomers appear to know more about the technology and the nouveau. Thank you.
Yes. I am also like to know about the Master Plan of Down town Sunnyvale, the building is in the heart of Sunnyvale, but it looks the area is NOT interactive with Sunnyvale.



DRAFT 9/4/2020 MCT

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE TO AMEND CHAPTER 19.52 (ART IN
PRIVATE DEVELOPMENT) OF TITLE 19 (ZONING) OF
THE SUNNYVALE MUNICIPAL CODE RELATING TO
PUBLIC ART REQUIREMENTS FOR DEVELOPMENT**

WHEREAS, the City of Sunnyvale completed a master plan for public art (the “Public Art Master Plan”). The Public Art Master Plan found that many private development projects spend more than one percent of the value of the project on public art, and consequently recommended, among other provisions, amending Chapter 19.52 of the Sunnyvale Municipal Code Chapter related to the City’s public art requirements for private development to increase the percentage for art from 1% of the project value to 1.5% of the project value; and

WHEREAS, the Public Arts Commission held a hearing on September __, 2020, and recommended that the City Council approve the proposed amendments to the City’s Art in Private Development requirements; and

WHEREAS, the Planning Commission held a hearing on __, 2020, and recommended that the City Council approve the proposed amendments to the City’s Art in Private Development requirements; and

WHEREAS, the City of Sunnyvale therefore desires to amend certain sections of Chapter 19.52 of the Sunnyvale Municipal Code to implement the Public Art Master Plan recommendation and make minor clarifying changes.

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

SECTION 1. Chapter 19.52 AMENDED. Chapter 19.52 (Art in Private Development) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby amended to read as follows:

19.52.010. Findings and purpose. [Text Unchanged]

19.52.020. Applicability. [Text Unchanged]

19.52.030. Art requirement.

(a) Provision of Art. Projects shall provide publicly visible art on-site that is equal in value to ~~one percent~~ one- and one-half percent (1.5%) of the project construction valuation.

(b) [Text Unchanged]

(c) [Text Unchanged]

(d) Art Valuation Remainders. In some instances the cost of artwork may not

equate precisely to ~~one percent one- and one-half percent (1.5%)~~ of the construction valuation. If the developer does not spend the entire ~~one percent one- and one-half percent (1.5%)~~ on public art, then the remaining amount shall be contributed to the public arts fund.

(e) [Text Unchanged]

19.52.040. Standards for art. [Text Unchanged]

19.52.050. Art permit. [Text Unchanged]

19.52.060. Master art permit. [Text Unchanged]

19.52.070. Installation and maintenance requirements.

(a) [Text Unchanged]

(b) [Text Unchanged]

(c) [Text Unchanged]

(d) Plaque Required. Each piece of art shall provide an appropriate identification plaque or monument measuring at least eight inches by eight inches. The plaque shall be made of cast metal and be placed near the art piece. Information ~~is limited to~~ must include the date, title and artist. The requirement of this section may be waived if determined in a particular circumstance to be inconsistent with the intent of this chapter.

(e) [Text Unchanged]

(f) [Text Unchanged]

19.52.080. Establishment of the arts funds. [Text Unchanged]

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

SECTION 5. 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 _____, 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

COUNCIL POLICY MANUAL

Policy 6.4.4 Art in Public Places

POLICY PURPOSE

The purpose of this policy is to ensure uniform guidelines and procedures for the inclusion of publicly accessible art on public properties, and to establish uniformity between the requirement for art in municipal construction projects with the requirement for art in private development projects. Additionally, this policy will also provide uniform procedures and guidelines for the permanent removal or deaccession of a city-owned public art piece.

POLICY STATEMENT

In 2002, the City Council reviewed the status, intent and effectiveness of public art policy in Sunnyvale and approved a policy to require art in public construction projects under certain circumstances.

In 2012, the Council again reviewed the effectiveness of existing public art policy and voted to amend the current policies to include a deaccessioning policy for the City's Permanent Art Collection, as well as to further define project eligibility for subsidies from the City's Public Art Fund.

DEFINITIONS

1. Art: The conscious use of skill and creative imagination in the production of aesthetic objects.
2. Public Art: Artwork that is publicly accessible and that allows an unobstructed view of the artwork. The artwork can be located on either public properties or private properties.
3. Public Areas: Any public gathering place including, but not limited to; public plazas, the library, parks and park buildings, police and fire stations, community, neighborhood and senior centers, public transportation centers, and civic centers.
4. Publicly Funded Projects: All construction funded by public or taxpayer funds.
5. Public Art Fund: A fund established to create community art projects or to purchase artwork for installation on the interior or exterior of public buildings, or other such public property, such as parks, the grounds of public facilities, or community gateways. The Public Art Fund is administered by the Department of Library and Community Services and receives funding through in-lieu fees for art. Public Art Funds may be used to support eligible projects:
 - A. Create community art projects for installation on public property.
 - B. Install public art on public property such as parks or the grounds of public facilities such as the Community Center and Civic Center.
 - C. Install public art in the interior of public buildings that are deemed to be areas of concentrated public activity such as the lobbies and public areas of the Library, City Hall buildings and Community Center buildings.

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- D. Install public art at City gateways and focal points or other high profile locations identified in the Master Plan for Public Art.
 - E. Install temporary or rotating art exhibits on public property.
 - F. Subsidize public art projects required through municipal construction projects and located on public property.
6. Project Valuation: The City's building permit valuation formula as set forth in Title 16 of the Municipal Code will be used as the basis for calculating the required expenditure for public art. The formula is based on the building standards published by the International Conference of Building Officials. In the case of park and open space projects, the one percent (1%) requirement will be calculated based on the total project budget, excluding administrative costs.
7. Required Expenditure Valuation: When determining whether or not the 1% required expenditure has been met, the following costs can be included:
- A. The purchase price of the artwork
 - B. Art consultant fees
 - C. Travel costs for the artist
 - D. Transportation of the artwork to the site
 - E. Installation of the artwork
 - F. Site preparation costs directly associated with installation of the artwork
 - G. Landscaping that is integral to the artwork
 - H. Pedestals or display costs
 - I. Lighting for the artwork and utility fees associated with installation and/or operation of the artwork
 - J. Identification plaque
- Ineligible costs include:
- A. Land acquisition
 - B. Site preparation
 - C. Architect fees
 - D. Fees associated with dedication ceremonies, publicity, or educational components
 - E. Maintenance fees and repairs
8. Public Art Collection: The collection of artwork either donated to the City, or purchased through public funds, which is owned and maintained, in trust for the public, by the City of Sunnyvale.
9. Deaccession: The process to permanently remove an artwork from the City's Public Art Collection.
10. Disposal: Any method used to transfer ownership of the deaccessioned piece to another entity, either through sale, donation, trade or destruction.

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11. Conservation: The broad concept of care necessary to maintain an artwork in good condition.
12. Preservation: Actions taken to prevent deterioration of damage in artworks.
13. Restoration: The treatment of deteriorated or damaged artwork to approximate as nearly as possible its original (or artist-intended) form, design, color and function.

ART IN MUNICIPAL CONSTRUCTION PROJECTS

Eligible municipal construction projects are required to integrate public art. The artwork shall be located in publicly visible areas either inside a public building or on public property. The artwork shall be valued at an amount equal to 1% of the project valuation within a variance of ten percent.

PROJECT ELIGIBILITY

Eligible Projects:

- A. All aboveground publicly funded buildings or public open space projects within City jurisdiction with a construction valuation of \$1,000,000 or more. This includes the development or renovation of all public facilities, as well as; parks, street medians, City gateways, public plazas and any other locations identified in the Master Plan for Public Art developed in accordance with Council direction.
- B. All construction or renovation projects of \$100,000 or more in facilities such as:
 - Sunnyvale Community Center
 - Sunnyvale Civic Center complex including Library and Public Safety Building
 - Fire Stations
 - Columbia Neighborhood Center
 - Neighborhood Park Buildings
 - Water Pollution Control Plant and SMART Station
 - Focal points and gateways into the community
 - Any future City buildings that are comparable in nature

Exempt Projects: All underground projects, utility (including water) projects, streets and sidewalks, trees and landscaping, utility relocation, seismic upgrades, mechanical and electrical work, traffic improvements (such as traffic lights, crosswalks and traffic calming measures), and construction due to fire or other natural calamities.

ASSIGNMENT OF RESPONSIBILITIES

The Director of Public Works and the Director of Library and Community Services, or their designees shall be responsible for identifying municipal construction and renovation projects that meet the conditions of this policy and will be required to provide public art.

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The Director of Library and Community Services, or his/her designee shall be responsible for initiating public art projects that are not required through municipal construction, but that have been designated as eligible for funding from the Public Art Fund, in accordance with the City's approved Master Plan for Art.

1. Review Process for Art in Public Places:

A. Project review Committee: This committee will coordinate the public art component of an eligible municipal construction project, and shall consist of staff from the Departments of Public Works, Library and Community Services, and Community Development, as appropriate.

B. Location and Artwork Review: Possible locations for the artwork and the type of artwork to be considered for the project shall be identified with input from the Project Review Committee, the Sunnyvale Arts Commission, pertinent city staff, interested citizens and project architects. Based upon this information, proposals will be solicited from qualified artists.

C. Short List of Artists: The Project Review Committee will be responsible for reviewing all art proposals and/or qualifications of artist applications. A short list of 2-5 artists and/or proposals will be established by the Committee. The short list shall have a minimum of two artists and/or proposals for consideration.

2. Approval Process:

A. Report to Council (RTC): A draft RTC outlining the project and the short list of artists will be forwarded to the Arts Commission for review and recommendation prior to going to City Council for action.

B. Council Approval: Following Council approval of a specific art proposal, the Director of Library and Community Services, or the Director's designee(s), shall be responsible for coordinating the integration of the public artwork into the municipal construction project.

3. In-Lieu Fee Alternative:

A. The in-lieu fee alternative available to private developers applies to public construction projects at the discretion of the Director of Public Works.

B. If the in-lieu option is exercised, the funds will be placed in the Public Art Fund for acquisition and installation of art on public property or in public buildings at a later date.

PERMANENT ART COLLECTION

Artwork approved for purchase or commission by the City Council shall become part of the City's Permanent Art Collection. All artwork in the collection will be documented in the City's Public Art Inventory and identified with a metal plaque. Oversight and maintenance of the Public Art Collection is the responsibility of the Department of Library and Community Services.

DE-ACCESSIONING PLAN

COUNCIL POLICY MANUAL

Artworks in the City's Public Art Collection are meant to remain on public display. However, circumstances may deem it necessary to permanently remove works of art from the City's Public Art Collection.

1. Eligible Circumstances for De-accessioning:

- A. Security: The security or continued good condition of an artwork cannot be reasonably guaranteed in its current location. Arts staff will attempt to relocate any artwork deemed at risk for security purposes; but in the event a suitable, secure location cannot be found, the item may be de-accessioned from the collection.
- B. Public Safety: The artwork is a danger to the general public because it is naturally deteriorating, or it has been altered through vandalism, unforeseen man-made circumstances or a natural disaster.
- C. Inauthentic: The artwork is discovered to be inauthentic or fraudulent.
- D. Stolen Art: The artwork is discovered to be stolen, and therefore, is returned to its legal owner.
- E. Theft: The artwork is illegally removed from its place of public display and cannot be located.
- F. Damage Beyond Repair: The artwork has been severely damaged and deemed "beyond repair" by a professional art conservationist, or the artist, and it cannot be restored to the artist's original intended condition for a price less than is considered prohibitive.
- G. Change in the Public Art Collection's Mission: The artwork no longer meets the mission of the Public Art Collection due to a formal change in the Collection's Mission Statement.
- H. Loss of Site (Site Alteration or Sale of Site): The artwork can no longer reside in its original location because the original location is altered due to construction, a change of site usage, or sale of the site. Arts staff will attempt to relocate the artwork to a suitable site; however, lack of a suitable site, either now or in the foreseeable future, or if there is not suitable storage until a site in the foreseeable future is available, could merit deaccessioning.

For site-specific artwork, or permanently-affixed artwork, deaccessioning may be warranted without any attempt to relocate the artwork. It is deemed that the artwork cannot be moved without causing irreparable damage or the cost of relocating the artwork is considered prohibitive.

- I. Temporary Acquisition: The artwork is intended to be a temporary display and the City's obligation to display the artwork is complete.
- J. Excessive Representation: The artwork is deemed as duplicative or excessive in representation of work of that type or of that artist.
- K. Aesthetic Value: The artwork has not withstood the test of time and has been professionally determined to lack aesthetic value to justify its continued upkeep and/or storage.
- L. Content: Once the Artwork has been accessioned into the City's Public Art Collection, it may not be de-accessioned solely on the basis of content or personal preference of any staff member, commission or board member, or member of the public.

2. Assignment of De-accessioning Responsibilities:

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- A. No city department shall remove any work of art from the site for which it was selected, nor remove it from display, without prior consent of the Director of Library and Community Services, or the Director's designees(s).
- B. The Director of Library and Community Services, or the Director's designee(s), is responsible for determining whether or not the artwork meets any of the above criteria for removal or de-accessioning.
- C. The Director of Library and Community Services, or the Director's designee(s), shall be responsible for oversight of the de-accessioning process.
- D. The Director of Library and Community Services, or the Director's designee(s), shall make every effort to contact the artist of the artwork recommended for de-accession, or the artist's heirs, using current contact information. The artist, or the artist's heirs, shall be given the opportunity to purchase the artwork, or its parts, before the disposal or destruction of the artwork.
- E. The Director of Library and Community Services, or the Director's designee(s), shall determine the purchase price of a de-accessioned artwork, based on current market value.
- F. In the event that the de-accessioned artwork is sold, the Department of Library and Community Services will deposit the proceeds of such sale into the Public Art Fund of the City.
- G. In the event that the de-accessioned artwork is sold or donated, the removal of the artwork from city property shall be the responsibility of the purchaser or recipient of the donation and shall be of no cost to the City.
- H. De-accessioning and disposal of an artwork must be conducted publicly and formally with adequate documentation. It must also comply with all applicable local, state and federal laws.
- I. No current, or former, member of the Art Commission, City Council or City staff member shall be allowed to bid and/or purchase a de-accessioned artwork.
- J. A permanent record of the artwork's inclusion in the City's Public Art Collection, and reasons for its removal, shall be maintained in a Public Art Collection database by the Department of Library and Community Services.

3. Process for De-accessioning Artwork:

- A. If an artwork is subject to any of the above conditions and deemed eligible for de-accessioning, the Arts staff will prepare a report for review and evaluation by the City's Arts Commission, which will prepare a formal recommendation to the City Council for action on the de-accession.
- B. The Staff Report shall include:
 - a) Reasons for the suggested de-accession
 - b) Original accession method(s) and cost of artwork
 - c) Estimated current market value of the artwork
 - d) Proposed de-accession method(s) and cost for each proposed method, including the sale price if applicable
 - e) When appropriate, photo documentation of the site conditions and/or current condition of the artwork in question
 - f) Official Police Report (if applicable)

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(Adopted: RTC 02-136 (5/7/2002); Updated for accuracy (10/28/09); Amended: RTC 12-187 (8/14/2012); Clerical update (9/30/14); Clerical update (12/3/14))

Lead Department: Department of Library and Community Services



City of Sunnyvale

Agenda Item

20-0844

Agenda Date: 9/28/2020

REPORT TO ARTS COMMISSION and PLANNING COMMISSION

SUBJECT

Arts Commission Recommendation that the City Council (1) Approve the Master Plan for Public Art; and (2) Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Planning Commission Recommendation that the City Council Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

REPORT IN BRIEF

In April 2017, the Cultural Planning Group was hired to lead a community engagement process and develop a set of recommendations based on public input to update the City's Master Plan for Public Art that was originally developed in 1982. This report presents the community engagement findings and provides the recommendations built upon those findings that form the core of Sunnyvale's new Master Plan for Public Art (Attachment 3 - Final Draft Master Plan for Public Art). These findings and four funding options were presented to Council in a Study Session on August 25, 2020. Based on general feedback, Council supported implementation of Option 2A, which increases the value of required artwork in the Art in Private Development program from 1.0 percent to 1.5 percent of project construction valuation and maintains the in-lieu option at 1.1 percent to incentivize Public Art Fund contributions.

The Arts Commission is being asked to review and recommend approval of the Master Plan for Public Art, and the proposed amendments to Chapter 19.52 of the Sunnyvale Municipal Code, which will implement Option 2A of the Plan.

Because implementing Option 2A requires an amendment to the Zoning Code, the Planning Commission must review and provide a recommendation to the Council on the proposed changes to Sunnyvale Municipal Code Chapter 19.52.

Along with approval of the Master Plan, staff will also be bringing to Council an initial activation plan for the Public Art Fund during the FY 2020/21 Project Budget Cycle. The first project, for which \$50,000 will be requested when this report goes to Council, is Utility Box Art, which was one of the most requested programs by the community and Arts Commission. Projects will follow the same review and approval process as public art capital projects; Arts Commission's review and recommendation to Council for final approval.

BACKGROUND

Following a 1982 Charter review process, the City of Sunnyvale established an Arts Committee and

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the original Public Art Master Plan. In 2002, two accounts were established to capture and account for art in-lieu fees from private development projects to be used for the purchase and maintenance of artwork and to support art projects for public facilities and open spaces. For the purposes of discussion, this report refers to these accounts together as the “Public Art Fund.”

Currently, the Public Art Fund has approximately \$500,000 from donations, in-lieu fees, and earned interest. A 2012 study issue of the Art in Private Development in-lieu fee program recommended that a Master Plan for Public Art be developed (Attachment 2 - RTC No. 12-187: Art in Private Development In-lieu Fee Program Study). The goal of the plan was to broaden the scope of public art programs, address community vision for public art and provide guidance for allocating existing and future Public Art funds. The Department of Library and Recreation Services (LRS) was tasked with completing the planning process and developing a Master Plan for Public Art. Due to staff turnover in key positions the project was deferred until 2017.

In April 2017, the Cultural Planning Group was hired to lead a community engagement process and develop a set of recommendations based on public input during the community engagement process. These recommendations were intended to help staff create a final City of Sunnyvale Master Plan for Public Art.

This report presents the community engagement findings and provides the recommendations built upon those findings that form the core of Sunnyvale’s Master Plan for Public Art (Attachment 3 - Final Draft Master Plan for Public Art). These findings and recommendations were originally presented to Council in a Study Session on June 18, 2019. Based on general feedback at that session, staff refined the Plan and included final recommendations for public art objectives and strategies as well as options for funding implementation, including: (1) maintaining the current public art requirements for developers, (2) modifying the percentages required for art by developers, and (3) utilizing the City Council’s service level set-aside to provide additional resources to implement Plan strategies.

At a second Council Study Session on August 25, 2020, a majority of Council supported implementation of Option 2A, which increases the value of required artwork in the Art in Private Development program from 1.0 percent to 1.5 percent of project construction valuation and maintains the in-lieu option at 1.1 percent to incentivize Public Art Fund contributions.

The Arts Commission is being asked to review and recommend approval of the Master Plan for Public Art, and the proposed amendments to Chapter 19.52 of the Sunnyvale Municipal Code, which will implement Option 2A of the Plan by increasing the percent for art requirements in private development from 1% to 1.5%

Because implementing Option 2A requires an amendment to the Zoning Code, the Planning Commission must review and provide a recommendation to the Council on the proposed changes to Sunnyvale Municipal Code Chapter 19.52.

City Council is scheduled to consider this item on October 27, 2020.

EXISTING POLICY

Council Policy 6.04.01 Arts - Goals and Policies (Policy A.1, A.2, B.3, E.1.)

Council Policy 6.04.02 Art Loans and Gifts

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Council Policy 6.04.04 Art in Public Places
Municipal Code Chapter 19.52 - Art in Private Development
General Plan, Chapter 4, Community Character - Design (Policy CC 1.1, 1.1c, 1.1d, 1.4, 1.8a/b/c/d/e/f, 6.1, 9.1, 9.1c)

ENVIRONMENTAL REVIEW

The proposed approval of the Public Art Master Plan is not, by itself, a “project” pursuant to CEQA Guidelines 15378 since it does not result in a physical change in the environment. Rather, the Master Plan identifies a series of policy recommendations and implementation strategies, which include, in part, recommendations/strategies for public artwork and related physical improvements. However, future physical improvements identified in the Master Plan will require further discretionary decisions by the City prior to implementation which would be subject to project-level environmental review, as necessary and subject to funding, timelines, and details which are not yet known. Further, many of the recommendations for physical improvements included in the Plan can be categorized as minor alterations of existing facilities, new small structures, minor alterations to land, and/or accessory structures. Such improvements will be analyzed on a case-by-case basis, but will likely be categorically exempt from CEQA pursuant to State CEQA Guidelines Sections 15301 (Class 1 - Existing Facilities), 15303 (Class 3- New Construction or Conversion of Small Structures), 15304 (Class 4- Minor Alterations to Land), and/or 15311 (Class 11 - Accessory Structures).

Adoption of the Ordinance amending Sunnyvale Municipal Code Chapter 19.52 to increase the percent-for-art requirement is exempt from the requirements of the California Environmental Quality Act (CEQA), California Code of Regulations, Section 15061(b)(3), in that it is not a Project which has the potential for causing a significant effect on the environment.

DISCUSSION

For decades, Sunnyvale has supported the arts and the benefits art provides to the community. In the early 1970’s, when the community expressed interest in arts programming as part of the Sunnyvale Community Center development, two buildings were dedicated to the arts: the Sunnyvale Theatre and the Creative Arts Center. In addition to these facilities, the City dedicates 4.5 full-time staff to delivering arts programs and services at an annual total cost of \$1.3 million, which includes: dance, theater, visual and digital art, pottery, music and special events. These programs are funded by the General Fund.

Sunnyvale’s Public Art program plays a vital role in the design and visual landscape of the community. Sunnyvale’s current public art program includes two components: Art in Public Places and Art in Private Development. The Art in Public Places program includes 62 sculptures, murals, tapestries, stained glass and paintings funded through capital project allocations, donations and general funds.

The Art in Private Development program currently requires dedication of one percent of the construction valuation of non-residential development projects to public art in order to enhance the city’s visual and aesthetic quality and to mitigate any undesired and potentially deleterious sense of uniformity and loss of human scale and orientation. Commercial developers can choose to incorporate art into their projects or contribute an in-lieu fee of 1.1 percent to the Public Art Fund. The Art in Private Development program has led to the creation of 83 artworks owned and maintained by private parties with the in-lieu fee option generating approximately \$500,000 to the Public Art Fund.

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1. Overview of Master Plan for Public Art (Arts Commission Recommendation and Planning Commission Information)

The Master Plan for Public Art is a cohesive strategy reflecting the values and vision of the community, designed to improve the effectiveness of these public art programs. As Sunnyvale's demographics and arts landscape continue to evolve, a public art master plan will guide use of public dollars and create a unique City identity supporting economic, educational and quality of life initiatives. The Master Plan for Public Art is a comprehensive planning document providing a framework with specific goals and resource allocation procedures to guide short and long-term decision-making for public art.

Community Engagement

To understand the interests and priorities of the community, the Master Plan for Public Art process began with extensive community outreach and engagement. The process was designed to: bring together multiple viewpoints; create legitimacy and a sense of shared responsibility for the Master Plan; cultivate new partners and collaborations; and stimulate broad awareness of, and momentum for, implementation of the Plan.

Community members, business representatives and key City staff were asked to share their sense of Sunnyvale's culture, what makes Sunnyvale unique, and what they considered to be Sunnyvale's favorite gathering places and public art pieces. Through focus groups, stakeholder meetings and surveys, participants were asked to provide feedback regarding the Master Plan for Public Art, including public art programs, art projects and preferred locations.

- Stakeholder Meetings - 20 individual interviews with key stakeholders were conducted, including: City of Sunnyvale City Manager, Department Directors and Economic Development Manager; Sunnyvale Neighborhood Association President; Sunnyvale Downtown Association Executive Director; Chamber of Commerce President; Heritage Park Museum Director; Sunnyvale School District Superintendent; Moffett Park Business Group President; and local private development representatives.
- Community discussion groups - included a focus group for local artists, three general community meetings and ten focus groups.
- Pop-up meetings - included one "pop-up" style meeting at the 2017 State of the City event, two at the library plaza and three at the Sunnyvale Senior Center.
- Community survey - Online and hardcopy surveys were posted on the City website and Facebook and emailed to 54,366 eNewsletter subscribers. Almost 800 responses were received.
- Arts Commission and City Council Presentations - Presentations were made at the August 15, 2017 joint study session with the City Council and Arts Commission.
- Taskforce - A nine-member committee was convened to advocate for community participation in the engagement and planning process, promote public art and its value in the community, think critically about the City's cultural life and convey opinions and feedback from their networks to staff.

Key Findings

Overall, development of a Master Plan for Public Art was well received by residents, stakeholders

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and business owners. Stakeholders felt the Plan should address:

- Lack of education about existing and future artworks: survey respondents were not aware of public art programs, including the Art in Private Development Program where art locations are predominately in industrial areas unknown to residents.
- Type of Art: The community engagement results indicated the community prefers functional art (75 percent), whimsical small-scale art (60 percent); art integrated into the natural environment (56 percent); art integrated into public buildings/facilities (55 percent); and art that welcomes people to Sunnyvale (50 percent).
- Locations for Public Art: Participants want to see art in their own neighborhood and would like to see rotating and temporary installations. The most important locations were public spaces and pedestrian areas (87 percent) and parks and open spaces (71 percent). Specific locations include downtown, Plaza del Sol, libraries and parks, train stations and bus stops, neighborhood and city gateways, and the new civic center.

Vision Statement

A key element developed to respond to the community engagement findings was a vision statement describing what the Master Plan for Public Art would achieve for Sunnyvale:

“We imagine a city where art enriches the daily experience of public spaces, providing accessible opportunities for reflection, serendipity and joyful interaction in an urban environment.

We imagine a public arts program celebrating the diversity of our neighborhoods and paying homage to Sunnyvale’s rich cultural history.

We imagine a public art collection of the highest quality, encompassing a broad range of artistic styles and media-one that creates a sense of place that is uniquely Sunnyvale.”

Implementation Options

Overall program implementation is based on approved funding levels, organizational capacity, project scope and community interest. Four implementation options were developed to prioritize the Master Plan for Public Art objectives and program deliverables while considering estimated initial and annual costs. Consideration of Implementation Options 3 and 4 have been placed on hold as they are not currently financially viable in light of the COVID-19 pandemic and its impact on revenues to the City’s General Fund. They remain in the Master Plan for Public Art and may be considered if they become realistic opportunities to expand the scope of public art activities in Sunnyvale.

Master Plan for Public Art Objectives:

1. Broaden the scope of public art programs.
2. Enhance management of public art programs.
3. Encourage involvement of the Arts Commission and community in the public art process.
4. Develop web-based and self-guided tour programs for the public and private art in Sunnyvale.
5. Incorporate a systematic approach to conservation and maintenance of the City’s public art collection.
6. Update Sunnyvale codes, policies and procedures to align with the Master Plan for Public Art.

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Implementation strategies for the six objectives include community gateways, a sculpture park, reactivation of gallery spaces, ongoing art workshops and lectures, a website and self-guided tour dedicated to Sunnyvale's public art, and more.

Master Plan for Public Art Implementation Options

Option 1. Maintain current Art in Private Development in-lieu fees and General Fund contribution:

- ♦ Continues current activity level
- ♦ Creates a process to allocate the Public Art Fund balance

Option 2. Expand Public Art through increased Art in Private Development in-lieu fee incentives:

- ♦ Provides for additional activities by increasing the incentive for developers to select the in-lieu fee option for Art in Private Development by either:
 - A. Increasing the art requirement percentage to 1.5 percent while maintaining the current in-lieu fee of 1.1 percent, OR
 - B. Maintaining the current art requirement percentage of 1 percent while lowering the in-lieu fee option to 0.75 percent

Both Options 2A and 2B would increase the dollars available for public art, but the funding would remain unpredictable, resulting in projects being completed as funding becomes available. Additionally, due to legal restrictions on the use of the Public Art Fund, only projects resulting in physical art are eligible.

The following options were included in the Public Art Master Plan but would require additional funding from the City's General Fund. The adopted 2019/20 budget included a General Fund Service Level Set-aside which would allow service enhancements as program needs arose and were approved by City Council. Future funding for the Lakewood Branch Library and Learning Center is an example of funding that has already been allocated from the Service Level Set-aside. Additional funding for arts programming could have also been considered. However, after the COVID-19 Pandemic hit, revenue reductions resulted in elimination of the uncommitted Service Level Set-aside from the 2020/21 budget and beyond. As a result, funding for consideration of Options 3 and 4 is not available at this time.

Option 3. Expand Public Art through increased General Fund contribution

- ♦ All of Option 1
- ♦ Broaden scope, enhance and implement systematic approach of public art programs,

Option 4. Expand Public Art through increased Art in Private Development in-lieu fees AND increased General Fund contribution

- ♦ Options 1 through 3

2. Amendment to Sunnyvale Municipal Code Chapter 19.52 to Increase the Percent-for-Art Requirement (Arts and Planning Commission Recommendations)

If the Master Plan and Implementation Option 2A are approved, Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development), must be amended to implement the increase from 1% to 1.5% for

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art in private development projects (Attachment 4 - Redline Ordinance: Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development)).

Staff is not currently recommending modification to Council Policy 6.04.04 Art in Public Places (Attachment 5), which requires dedication of 1% of construction funds for municipal construction projects for art. Council can reconsider this Policy at any time.

Staff also suggests a clarification to the provisions related to the plaque requirement. Sunnyvale Municipal Code Section 19.52.070 (d) currently states that "Information [on a plaque] is limited to the date, title and artist." In practice, this is the minimum amount of information staff and the Arts Commission typically recommend for a plaque; short descriptions of the work or artist statements are often included and desirable to inform the public. Therefore, staff recommends a minor amendment to clarify that plaque information include at least the date, title, and artist, rather than limit plaque information to those items.

3. Next Steps for Public Art Fund Activation (Information-Only for Arts and Planning Commissions)

Along with approval of the Master Plan, staff will also be bringing to Council an initial activation plan for the Public Art Fund during the FY 2020/21 Project Budget Cycle. Staff will identify public art projects that maximize the City's return on investment while minimizing on-going maintenance and unfunded liabilities. Some of the projects can be taken directly from the Master Plan, and some projects will be recommended based on general feedback identified through community dialogue and Arts Commission meetings. The first project for which \$50,000 will be requested when this report goes to Council is Utility Box Art, which was one of the most requested programs by the community and Arts Commission.

Projects will follow the same review and approval process as public art capital projects; Arts Commission's review and recommendation to Council for final approval.

FISCAL IMPACT

Revenues generated related to funding Public Art, including in-lieu developer fees, are unpredictable and have specific restrictions. Development supported Art in Private Development is subject to changes in the economy, not knowing if a developer will choose the in-lieu option, and/or the amount those projects would contribute to the Public Art Fund. Additionally, projects and programs that do not meet the threshold requirement for Public Art (either temporary or permanent) are not required to pay in-lieu fees. In-lieu developer fees are one-time revenues and, in many cases, cannot be allocated for delivering ongoing services such as: staffing and administration of public art programs, gallery and exhibit operations, public art website and publicity development, workshops, curriculum and tour development. Currently the Public Art Fund has a balance of approximately \$500,000.

Costs for implementation of the Master Plan for Public Art are detailed in the Plan document. Option 1 includes estimated initial costs of \$13,000 and estimated annual costs of \$8,500. Option 2A or 2B would affect fees generated from Private Development into the Public Art Fund, but not affect the General Fund.

Staff time allocated to the Art in Private Development program will not be affected, as permit fees associated with these projects have already been established and are adjusted on an annual basis

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and include support for staff time required to implement that program.

PUBLIC CONTACT

Public contact was made through posting of the Art Commission and Planning Commission agendas on the City's official-notice bulletin board, on the City's website and the availability of the agenda and report in the Office of the City Clerk.

ALTERNATIVES

Arts Commission Recommendation to City Council:

1. Approve the Master Plan for Public Art and introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Master Plan.
2. Allocate \$50,000 from the Public Art Fund to implement a Utility Box Art project.
3. Do not recommend approval of the Public Art Master Plan or introduction of an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to implement Option 2A of the Master Plan.

Planning Commission Recommendation to City Council:

1. Introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Master Plan
2. Do not recommend introduction of an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to implement Option 2A of the Public Art Master Plan.

RECOMMENDATION

Arts Commission Recommendation: Alternatives 1 and 2, Approve the Master Plan for Public Art and introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Public Art Master Plan; and Allocate \$50,000 from the Public Art Fund to implement a Utility Box Art project.

Planning Commission Recommendation: Alternative 1, introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Public Art Master Plan.

Prepared by: Kristin Dance, Recreation Services Coordinator II

Prepared by: Trenton Hill, Recreation Services Manager

Reviewed by: Damon Sparacino, Superintendent of Recreation Services

Reviewed by: Cherise Brandell, Director of Library and Recreation Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council
2. RTC No. 12-187: Art in Private Development (AIPD) In-Lieu Fee Program Study
3. Final Draft Master Plan for Public Art

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4. Draft Ordinance Amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development)
5. Council Policy 6.4.4 Art in Public Places

public. Being none, moved to next item.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

Commissioner Vaughan moved and Commissioner Gluckman seconded the motion to approve the Arts Commission Minutes of July 15, 2020 as submitted. The motion carried by the following vote:

Yes: 4 - Commissioner Vaughan
Chair Eskridge
Commissioner Gluckman
Commissioner Veith

No: 0

Absent: 1 - Vice Chair Serrone

1 [20-0683](#) Approve the Arts Commission Meeting Minutes of July 15, 2020

Approve the Arts Commission Minutes of July 15, 2020 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0318](#) Arts Commission Recommendation that the City Council (1) Approve the Master Plan for Public Art; and (2) Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Planning Commission Recommendation that the City Council Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Superintendent of Community Services, Damon Sparacino presented on the Master Plan for Public Art. Highlights included: Options for implementation, Sunnyvale arts and culture, Art in Private Development, Art in Public Places, Public Art Fund, Master Plan process, implementation options, August 2020 Council Study Session feedback and next steps.

Commissioners inquired and Superintendent Sparacino or City staff responded:

- Why was a recommendation not made to increase the in-lieu fee? Very few

companies currently select this option and we were looking to create an incentive for companies to select it.

- Will we have another opportunity to review the Master Plan for Public Art in more detail. Now is the time to give feedback. The information was included in the commission packet. Additional opportunities to provide public comment will be available when this is heard at the Planning Commission and Council. However, you will be providing feedback as a resident not as an Arts Commissioner. The Arts Commission will receive an annual update on the plan and, will recommend for Council's final approval, projects in the future under the Master Plan for Public Art. The Master Plan for Public Art will also be reviewed every 10 years.

- If approved who will be painting the utility boxes and will the Arts Commission have a say? Yes, the Commission will be involved in the process. The process will be similar to how the art was chosen for Fair Oaks Park, where the Commission will rank and rate and then go to Council for final approval.

- Have you considered involving Neighborhood Associations and schools in coming up with designs? We are still working out the details and would like High Schools to possibly do this as a group project. We will encourage artists countywide to apply and we will have a community based component.

Chair Eskridge asked if there were any additional questions or comments. Being none, Chair Eskridge asked for a motion.

Commissioner Vaughan moved to approve Alternatives 1 and 2, Approve the Master Plan for Public Art and introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Public Art Master Plan; and Allocate \$50,000 from the Public Art Fund to implement a Utility Box Art project.

Commissioner Gluckman seconded the motion.

The motion carried by the following vote:

Yes: 4 - Commissioner Vaughan
Chair Eskridge
Commissioner Gluckman
Commissioner Veith

No: 0

Absent: 1 - Vice Chair Serrone

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

[20-0558](#)

Arts Commission Proposed Study Issues, Calendar Year: 2021

Chair Eskridge asked if there were any study issues that the Commission would like to agendaize for the next meeting.

Commissioner Veith inquired on items that she sent in. Staff noted, no items were received.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

Community Services Manager, Trenton Hill informed the Commission that staff had temporarily installed murals downtown and that an Art Night was being held every Tuesday evening on Murphy Avenue.

Mr. Hill also noted that Arts and Humanities Month was in October and that there would be a proclamation and Special Order of the Day at Council on Tuesday, September 29.

Commissioner inquired and City staff responded:

- What time are the Art Nights? We start around 5:30 p.m. and it goes to about 7 p.m., the start time may change since it is getting darker earlier.

ADJOURNMENT

Chair Eskridge adjourned the meeting at 7:58 p.m.

4. [20-0844](#) Arts Commission Recommendation that the City Council (1) Approve the Master Plan for Public Art; and (2) Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Planning Commission Recommendation that the City Council Introduce an Ordinance Amending Municipal Code Chapter 19.52 (Art in Private Development) to Increase the Percent for Art Requirement from 1% to 1.5%, Implementing Option 2A of the Public Art Master Plan.

Damon Sparacino, Superintendent of Community Services, presented the staff report with a slide presentation.

Commissioner Olevson asked why staff recommends increasing the requirement by half a percentage point considering there has been a rise in developer costs. Superintendent Sparacino answered that the ordinance aligns with the spending trends on art in private development between 2013 and 2019 and that the cost and scale of art and developments have contributed to the increase in spending. He stated that the increase would also incentivize developers to choose the in-lieu fee option which could help finance the Public Art Fund. Commissioner Olevson asked staff to confirm if during 2013 to 2019 most developers that required public art spent less than 1.5 percent on it. Kristin Dance, Community Services Coordinator, and Superintendent Sparacino clarified that 18 of the 26 projects requiring public art opted to place it on-site and 10 of the 18 projects spent above 1.5 percent. Trenton Hill, Community Services Manager, added that 8 of the 26 projects that did not place art on-site chose the 1.1 percent in-lieu option and paid into the Public Art Fund.

Chair Howard asked if staff considered an in-lieu fee of one percent and an on-site requirement of 1.1 percent or slightly higher to incentivize developers to contribute to the Public Art Fund. Superintendent Sparacino stated that both the Arts Commission and the City Council chose Option 2A in the Master Plan for Public Art which would increase the on-site art requirement percentage to 1.5 percent while maintaining the current in-lieu fee option of 1.1 percent, instead of Option 2B. Chair Howard confirmed with Community Services Coordinator Dance that non-residential projects over two acres are subject to art requirements and that a smaller percentage would be required of mixed-use residential and retail projects.

Vice Chair Simons asked if staff discussed modifying the two acre threshold considering that there is less land available and development is denser.

Superintendent Sparacino responded that staff and the consultant did not discuss or make any recommendations on the two acre threshold and added that staff will review the Master Plan for Public Art annually and consider changes to it every ten years. Vice Chair Simons shared two images of building murals as examples of unconventional ways to provide art in private development. He emphasized that architecture and landscaping can be focal points themselves and that there are different forms of art to explore which is important considering that there are not many projects that require art and choose the on-site public art option. Community Services Coordinator Dance stated that every project is different and she and her team constantly work with developers for unique art but acknowledged that there are limitations. She added that the smaller in-lieu fee percentage compared to the art requirement percentage would enable the City to provide art to the community in a different way than what could be done in private development. Superintendent Sparacino further remarked that developers that wanted to provide art on-site could pay into the Public Art Fund whatever portion of the 1.5 percent they could not meet. Assistant Director Andrew Miner shared the idea that the trigger for the art in private development requirement for denser projects could be reduced to one acre if the in-lieu fee is paid.

Chair Howard asked if art in private development is required for mixed-use developments where housing is above retail. Community Services Coordinator Dance stated that the ordinance would only apply to the retail portion and excludes housing developments or the portion of housing in a mixed-use development, unless the City Council directs otherwise.

Chair Howard opened the Public Hearing.

There were no public speakers for this agenda item.

Chair Howard closed the Public Hearing.

MOTION: Commissioner Olevson moved and Commissioner Rheaume seconded the motion for Alternative 1 - Recommend to Introduce an ordinance amending Sunnyvale Municipal Code Chapter 19.52 (Art in Private Development) to increase the percent for art requirement from 1% to 1.5%, implementing Option 2A of the Master Plan.

Commissioner Olevson stated that the ordinance accurately captures the Arts Commission's recommendation making it easy for him to support staff's

recommendation.

Chair Howard stated that he will support the motion, that he initially had concerns about the percentage increases, and that he appreciates Commissioner Olevson's efforts to fully understand the objective.

Vice Chair Simons stated that he will support the motion and that the two acre threshold should be explored sooner to incorporate denser projects that are being developed on smaller pieces of land. He added that he is fine with the percentage increases. He commented on his concern that during an Arts Commission meeting staff needed to discuss his ability to comment as a member of the public and that the Arts Commission is able to effectively run its meetings as he experienced more staff than Commissioners present at an Arts Commission meeting.

The motion carried by the following vote:

Yes: 5 - Chair Howard
Vice Chair Simons
Commissioner Howe
Commissioner Olevson
Commissioner Rheume

No: 0

Absent: 2 - Commissioner Harrison
Commissioner Weiss

Superintendent Sparacino stated that this recommendation will be forwarded to the City Council for consideration at the Tuesday, October 27, 2020 meeting.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

Chair Howard stated that he submitted a potential study issue for staff to review.

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

Vice Chair Simons asked how he can discuss forming a potential study issue with other Commissioners. Assistant Director Andrew Miner stated that staff can agendaize the topic for a future meeting. Senior Assistant City Attorney Rebecca Moon stated that Vice Chair Simons can discuss the topic with other Commissioners

if it is not a serial meeting and no more than three Commissioners participate in the discussion.

-Staff Comments

Assistant Director Andrew Miner stated that on September 15, 2020 the City Council denied the General Plan Amendment Initiation for 1313 S. Wolfe Road that the Commission recommended denial of on August 10, 2020, with the applicant able to re-apply in two years. On September 15, 2020 the City Council also adopted a resolution extending temporary outdoor business activities to more uses. He further remarked that City Council will hold a Study Session on September 29, 2020 that will outline the path forward for the Moffett Park Specific Plan Update.

ADJOURNMENT

Chair Howard adjourned the meeting at 9:43 PM.



City of Sunnyvale

Agenda Item

20-0842

Agenda Date: 11/10/2020

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Amending Section 7.12 (Administrative Citations), Late Payments for Neighborhood Preservation and Fire Prevention Code Violations, and Licensing/Permitting Non Compliance Penalties in the Fee Schedule and Provide an Overview of Neighborhood Preservation Process Improvements

BACKGROUND

On July 28, 2020, staff presented a Report to Council (RTC No. 20-0512) to place assessments on the property tax roll for unpaid administrative citations. After much discussion, Council approved staff's recommendation to place unpaid administrative citations on the County Tax Roll; however, several councilmembers expressed concern that the late payment penalty accrual rate of 10% per month is too high.

Council also expressed concerns about citations issued to property owners for violations of the Sunnyvale Municipal Code (SMC) if those owners are unwilling or unable to correct code violations where there are extenuating circumstances such as advanced age.

EXISTING POLICY

Sunnyvale Municipal Code Section 1.05.110(d) - Recovery of administrative citation fines and costs, Special Assessment Procedure.

General Plan

Chapter 4, Community Character, Policy CC-1.6 Maintain City neighborhoods as safe, healthy places to live.

Chapter 6, Safety and Noise, Policy SN-4-2 Provide for assessment of changing community needs and expectations.

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 governmental fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION

Amendment to the Late Payment Penalty

Each year, Council considers a resolution directing staff to proceed with the Special Assessment Procedure for placing delinquent administrative citations and any associated late payment penalties

on the tax roll. SMC Chapter 1.05 allows enforcement of unresolved and outstanding code violations through the issuance of administrative citations. Despite the efforts of City staff to collect on these citations after repeated attempts through billing and notification, some remained unpaid.

Council has the authority to either place these debts on the property tax roll or attempt to collect the delinquent funds by other means, such as a collection agency or sending additional delinquent notices; however, the latter approaches have proven mostly ineffective. Since 2010, when the City Council adopted the special assessment procedure in SMC Section 1.05.110 (Ordinance No. 2923-10), the City has achieved a high collection rate by placing delinquent accounts on the Santa Clara County property tax roll. Under this procedure, the County collects the assessment along with the owner's annual property taxes and remits payment to the City. If the owner fails to pay, the unpaid balance becomes a tax lien on the property that must be paid whenever the property is sold. The County also has the power to collect unpaid taxes through foreclosure, although this is rare.

The current late payment penalty rate of 10% per month is high compared to other nonpayment penalties imposed by the City. While it is likely that the high penalty percentage may be a factor in the City's positive collection rate, it does result in high assessment rates for nonpayment. By the time Council is provided with the annual assessment list for unpaid citations, the balance is often 50% to 100% of the original fine amount. Amending the Master Fee Schedule to reduce the late payment penalty rate of 10% per month to 1% per month would provide for more reasonable assessments moving forward.

Approximately ten years ago, Fire Prevention (FP) adopted an administrative citation process that mirrored Neighborhood Preservation's (NP) process and therefore also imposes a late payment penalty rate of 10% per month. Although FP rarely issues administrative citations, if Council amends the fee schedule for NP, it is recommended that they do the same for FP to maintain consistency. Additionally, the same penalty is in place for Licensing/Permitting Non Compliance Penalties. Staff is recommending to make all three late payment provisions consistent.

Improved Enforcement Process

At the July 28, 2020 City Council meeting, Council expressed concerns about the NP enforcement process involving property owners who may have uncorrected code violations due to hardships such as advanced age, disability, mental illness, or limited financial resources. After the meeting, staff met to discuss a variety of enforcement improvement concepts to address these concerns. The Department of Public Safety recognized that assisting property owners with flexibility and by offering alternative resources is an appropriate step in the compliance process.

NP receives and investigates complaints from the public primarily related to SMC violations on private property, both residential and non-residential. NP staff respond to, investigate, and enforce violations through a progressive enforcement process. The primary objective of the NP program is to resolve code violations through education and voluntary compliance.

Citations are only issued after repeated attempts at voluntary compliance have failed. In FY 2019/20, of the 2,520 code enforcement cases opened, 175 administrative citations were issued for non-compliance. Staff collected \$59,500 in NP fines. In most cases, citations were issued on a weekly basis until compliance was met. Administrative citations start at \$100 for the first violation, \$200 for the second, \$500 for the third and subsequent violations. Generally, staff stopped issuing citations

when they reached \$4,800, which equates to 11 citations. At that point, other remedies are reviewed and considered such as property abatement. At all stages of the compliance process, NP staff tries to work cooperatively with property owners to gain voluntary compliance.

In response to concerns expressed at the July 28, 2020 City Council meeting, NP has implemented the following process improvement strategies:

- When citations reach \$1,800 (five citations), NP staff will review the details of each case with the Special Operations Captain who will provide input on the next steps of the compliance process.
- A variety of community-based organizations are contacted or provided to property owners who are not meeting compliance due to hardships. These include: Sunnyvale Community Services (helps prevent homelessness and hunger), Heart of the Valley - Services for Seniors, Rebuilding Together (provides repair services for elderly, disabled, and low-income seniors), Council on Aging Silicon Valley, Sunnyvale faith-based organizations, Neighborhood Associations who may be willing to assist, and Santa Clara County Adult Protective Services. City resources also include DPS officers trained in Crisis Intervention, Senior Center Case Managers, and the Housing division (for access to rehabilitation loans and grant programs).

FISCAL IMPACT

Approximately \$73,300 is collected annually for administrative citations and late payment penalties excluding what is collected through the County tax roll collection. Both the change in enforcement practice, and the reduction in the penalty amount will reduce revenues to the General Fund. The FY 2020/21 Budget includes an average of \$70,000 per year in fine and penalty revenue for a total of \$1.4 million over twenty years. Since it is difficult to anticipate how many citations will be issued and if they will be paid, the total fiscal impact is unknown.

PUBLIC CONTACT

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

ALTERNATIVES

1. Adopt a resolution amending Section 7.12 (Administrative Citations) of the Fee Schedule to reduce the late payment penalty rate of 10% per month to 1% per month for Neighborhood Preservation and Fire Prevention Code Violations and Licensing/Permitting Non Compliance Penalties (Attachment 1 to the report) and find that the Action is Exempt from CEQA pursuant to CEQA Guidelines section 15378 (b) (4).
2. Adopt a resolution amending Section 7.12 (Administrative Citations) of the Fee Schedule to reduce the late payment penalty rate of 10% per month to a percentage per month to be determined by City Council for Neighborhood Preservation and Fire Prevention Code Violations and Licensing/Permitting Non Compliance Penalties (Attachment 1 to the report) and find that the Action is Exempt from CEQA pursuant to CEQA Guidelines section 15378 (b) (4).
3. Do not adopt the resolution.

RECOMMENDATION

Alternative 1: Adopt a resolution amending Section 7.12 (Administrative Citations) of the Fee Schedule to reduce the late payment penalty rate of 10% per month to 1% per month for Neighborhood Preservation and Fire Prevention Code Violations and Licensing/Permitting Non Compliance Penalties (Attachment 1 to the report) and find that the Action is Exempt from CEQA pursuant to CEQA Guidelines section 15378 (b) (4).

Prepared by: Christy Gunvalsen, Neighborhood Preservation Manager

Reviewed by: Tim Kirby, Director, Department of Finance

Reviewed by: Phan S. Ngo, Director, Department of Public Safety

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution Amending the Fee Schedule

DRAFT 11/3/2020 _



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE AMENDING RESOLUTION NO. 1002-20,
THE CITY'S FEES, RATES AND CHARGES RESOLUTION,
PERTAINING TO LATE PAYMENT PENALTIES FOR
NEIGHBORHOOD PRESERVATION AND FIRE
PREVENTION ADMINISTRATIVE CITATIONS, AND
LICENSING/PERMITTING NON COMPLIANCE
PENALTIES**

WHEREAS, the City Council of the City of Sunnyvale ("City") adopted Resolution No. 1002-20, the Master Fee Schedule, on June 23, 2020; and

WHEREAS, Neighborhood Preservation investigates complaints from the public primarily related to violations of the Sunnyvale Municipal Code and issues administrative citations only after repeated attempts at voluntary compliance have failed; and

WHEREAS, the current late payment penalty rate for administrative citations issued by Neighborhood Preservation is currently set at 10% by the Master Fee Schedule; and

WHEREAS, approximately ten years ago, Fire Prevention mirrored Neighborhood Preservation's administration citation process and therefore also imposes a late payment penalty rate of 10% per month; and

WHEREAS, the same late payment penalty of 10% per month is in place for Licensing/Permitting Non Compliance Penalties; and

WHEREAS, amending the Master Fee Schedule to reduce the late payment penalty rate from 10% to 1% for administrative citations issued by Neighborhood Preservation and Fire Prevention Code Violations and for Licensing/Permitting Non Compliance Penalties as set forth in Exhibit "A" would provide for more reasonable assessments moving forward.

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

1. Section 7.12, "Administrative Citations" of the Master Fee Schedule, is hereby adopted as set forth in Exhibit "A", attached hereto and incorporated herein.
2. The establishment of fees herein is exempt from the requirements of the California Environmental Quality Act pursuant to Public Resources Code 15378(b)(4) because it is related to the creation of government funding mechanisms or other fiscal activities which do not involve any commitment to any specific project.
3. All other provisions of Resolution No. 1002-20 shall remain in effect.

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

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”
CITY OF SUNNYVALE
FISCAL YEAR 2020/21 SCHEDULE OF FEES
SECTION 7.12

	<u>Fiscal Year</u> <u>2020/21</u>	<u>Charge</u> <u>Code</u>	<u>FY 2020/21 SDP</u>	<u>FY 2020/21</u> <u>Charge Code</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>
<u>SECTION 7.12 ADMINISTRATIVE CITATIONS</u>							
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	480020	473.05 - Neighborhood Preservation	473050	1516	Neighborhood Pres. Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	480020	473.05 - Neighborhood Preservation	473050	1516	Neighborhood Pres. Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	480020	473.05 - Neighborhood Preservation	473050	1516	Neighborhood Pres. Code Violations
	Late Payments	1% per month	480020	473.05 - Neighborhood Preservation	473050	1516	Neighborhood Pres. Code Violations
Fire Code Violations:							
SMC Ch. 1.04							
	(1) First violation	\$100.00	479050	479.05 - Fire Prevention	479050	1517	Fire Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	479050	479.05 - Fire Prevention	479050	1517	Fire Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	479050	479.05 - Fire Prevention	479050	1517	Fire Code Violations
Reso. No. _____	Late Payments	1% per month	479050	479.05 - Fire Prevention	479050	1517	Fire Code Violations
Licensing/Permitting Code Violations							
SMC Ch. 1.04							
	(1) First violation	\$100.00	799583	477.04 - Grants, Licenses, and Permits	477040	1518	Licensing/Permitting Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	799583	477.04 - Grants, Licenses, and Permits	477040	1518	Licensing/Permitting Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	799583	477.04 - Grants, Licenses, and Permits	477040	1518	Licensing/Permitting Code Violations
Licensing/Permitting Non-Compliance Penalties							

Attachment 1
Page 4 of 4

BPC Article 4	Secondhand Dealers/Pawnbroker Permit - One Owner	<u>\$250.00</u>	477040	477.04 - Grants, Licenses, and Permits	477040	1371	-	2	Misc. DPS Permits & Services	Secondhand Dealer/Pawn Broker Permit
BPC Article 4	Firearms Sales	<u>\$250.00</u>	477040	477.04 - Grants, Licenses, and Permits	477040	1371	-	3	Misc. DPS Permits & Services	Firearm Sales Permit
SMC Ch. 5.28	Peddler/Solicitor	<u>\$250.00</u>	799583	477.04 - Grants, Licenses, and Permits	477040	2759			Misc. DPS Permits & Services	Peddler/Solicitor Permit
SMC Ch. 5.36	Taxicabs/Taxicab Drivers	<u>\$250.00</u>	477040	477.04 - Grants, Licenses, and Permits	477040	1370			Misc. DPS Permits & Services	
SMC Ch. 9.90	Alarms and Alarm Users	<u>\$250.00</u>	477040	477.04 - Grants, Licenses, and Permits	477040	2770			Misc. DPS Permits & Services	DPS Alarm Permit Fee
SMC Ch. 9.40	Adult Entertainment Establishments	<u>\$250.00</u>	799583	477.04 - Grants, Licenses, and Permits	477040	1373			Misc. DPS Permits & Services	Adult Entertainment Permits
SMC Ch. 9.41	Massage Establishments/Massage Therapists	<u>\$500.00</u>	477040	477.04 - Grants, Licenses, and Permits	477040	1371	-	7	Misc. DPS Permits & Services	Massage Establishments
Reso. No. _____	Late Payments	<u>1% per month</u>	799583	477.04 - Grants, Licenses, and Permits	477040	1518			Licensing/Permitting Code Violations	



City of Sunnyvale

Agenda Item

20-0899

Agenda Date: 11/10/2020

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, November 17, 2020 - City Council

Closed Session

- 20-0668** 4:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager; Charles Sakai, Labor Attorney

Employee Organization: Public Safety Officers Association (PSOA)

Study Session

- 20-0425** 5:30 P.M. 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

- 20-0941** Proposed Project: Peery Park Plan Review Permit to construct two five-story office/R&D buildings totaling 391,131 square feet in floor area and 100% floor area ratio (FAR), and a six-level parking structure.
Location: 888 Ross Drive (APNs: 110-07-035, 036)
File #: 2019-7860
Zoning: Peery Park Specific Plan/Innovation Edge (PPSP/IE)
Applicant / Owner: Perry Hariri / STP Property LLC
Environmental Review: The project is exempt from CEQA review pursuant to CEQA Guidelines Section 15168 (c)(2) and Public Resources Code Section 21094 (c). The project is within the scope of the Peery Park Specific Plan Program EIR as no new environmental impacts are anticipated and no new mitigations are required.
Project Planner: Margaret Netto, (408) 730-7628, mnetto@sunnyvale.ca.gov
- 20-0874** Consider a Three-Month Pilot Program to Stream Council Meetings on Facebook Live and Consider Budget Modification No. xx in the Amount of \$-- to Fund the Pilot Program.

Monday, November 30, 2020 - City Council

Study Session

20-0420 4 P.M. SPECIAL COUNCIL MEETING (Study Session)
Moffett Park Specific Plan: Sea Level Rise and Ecology Workshop and Study Session

Tuesday, December 1, 2020 - City Council

Closed Session

20-0729 5:00 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager and City Attorney

20-0669 6:00 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager; Charles Sakai, Labor Attorney

Employee Organization: Public Safety Officers Association (PSOA)

Special Order of the Day

20-0264 SPECIAL ORDER OF THE DAY - Department of Public Safety Special Awards

Public Hearings/General Business

20-0864 Adopt a Resolution Amending the City's Salary Resolution and Schedule of Pay to (1) Update Pay Rates for Casual/Temporary Classifications to Reflect the January 1, 2021 Sunnyvale Minimum Wage, and the Councilmember and Mayor Stipend Amount; (12) Change Four Classification Titles in the Department of Library and Recreation Services; (23) Implement Changes to Casual/Temporary Classifications; and (34) Implement Minor Administrative Changes

20-0841 Ordinance and Procedural Changes to Chapter 19.54. Wireless Telecommunication Facilities and Find that the Action is Exempt from CEQA Pursuant to CEQA Guideline Section 15061(b) (3), and 15378(b).

20-0850 Biennial Review of Priority Needs for Human Services

Tuesday, December 8, 2020 - City Council

Closed Session

20-0696 4:45 P.M. SPECIAL COUNCIL MEETING (Closed Session)

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

20-0697 5:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

20-0953 Closed Session Held Pursuant to California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Ad Hoc Committee on City Manager Compensation Members Larry Klein, Gustav Larsson and Russ Melton
Unrepresented employee: City Manager

Study Session

20-0022 6:15 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

20-0760 Receive and File the FY 2019/20 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. XX

20-0898 Housing Strategy: Approve Scope of Work for Mobile Home Park Memorandum of Understanding (MOU), and Approve Budget Modification No. XX in the amount of \$81,380.

20-0954 Direction Regarding Amending the Employment Agreement between the City of Sunnyvale and City Manager Kent Steffens to Increase the City Manager Salary in an Amount to be Determined by Council

Thursday, December 10, 2020 - City Council

Study Session

20-0902 4 P.M. SPECIAL COUNCIL MEETING (Study Session)
Moffett Park Specific Plan: Transportation and Infrastructure Workshop and Study Session

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

Study Session

- 21-0023** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Pricing and Fee Policy for Recreation Services

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

- 21-0025** Approve the Proposed 2021 Priority Advocacy Issues and review Long-term Legislative Advocacy Positions (LAPs)
- 21-0026** Annual Public Hearing-Discussion of Potential Council Study Issues and Budget Issues for Calendar Year 2021
- 21-0052** Review the Second Quarter Budget Update

Tuesday, January 26, 2021 - City Council

Study Session

21-0012 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Sunnyvale Redistricting Process

Public Hearings/General Business

21-0050 Adopt Updated Lawrence Station Area Plan and Related Actions

20-0932 Specialty Franchise and Contract Award

Thursday, January 28, 2021 - City Council

Study Session

21-0018 8:30 A.M. SPECIAL COUNCIL MEETING
Strategic Planning Workshop

Monday, February 1, 2021 - City Council

Study Session

21-0016 4 P.M. SPECIAL COUNCIL MEETING (Study Session)
Moffett Park Specific Plan: Market Condition, Land Use, Housing and Open
Space Workshop and Study Session

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

21-0019 Agenda Items Pending - to be scheduled

Tuesday, February 23, 2021 - City Council

Study Session

21-0049 5 P.M. SPECIAL COUNCIL MEETING (Study Session)
Cleanwater Program Update

Public Hearings/General Business

21-0002 Appoint Applicants to Boards and Commissions (As Needed)

21-0003 Discussion and Introduction of an Ordinance Amending Sunnyvale Municipal
Code Section 2.28.030 to Reduce the Number of Signatures Required for the
City to Partially or Fully Cover Publication Costs of City Council Candidate
Statements for Municipal Elections

20-0933 Single Use Plastics Strategy

20-0934 SMaRT MOU with Mountain View

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

21-0024 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Cultural Inclusion Study and Plan

Public Hearings/General Business

21-0030 El Camino Real Specific Plan

20-0660 Moffett Park Specific Plan: Selection of a Preferred Land Use for Study



City of Sunnyvale

Agenda Item

20-0900

Agenda Date: 11/10/2020

Board/Commission Meeting Minutes



City of Sunnyvale

Meeting Minutes - Draft

Parks and Recreation Commission

Wednesday, October 14, 2020

7:00 PM

Telepresence Meeting: City Web Stream

TELECONFERENCE NOTICE

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 Kenton called the meeting to order at 7:01 p.m. via teleconference.

ROLL CALL

Present: 4 - Chair Ralph Kenton
Vice Chair Prakash Giri
Commissioner Daniel Bremond
Commissioner Gregory Dibb
Absent: 1 - Commissioner Mike Michitaka

Council Liaison Fong (absent)

PRESENTATION

[20-0752](#) PRESENTATION - State of the City Review

Recreation Services Coordinator, Michele-Bridget Ragsdale gave a presentation on the State of the City Address and Community Awards Presentation. Highlights included: original plans, COVID-19 pivot, film production and virtual viewership outcomes.

Commissioners inquired and staff responded:
Are the virtual viewership numbers unique views? Yes.

[20-0753](#) PRESENTATION - Fee Waiver Report

Recreation Services Coordinator, Dustyn Bindel gave a presentation on the Fee Waiver Program. Highlights included: history of program, current fee waiver

program details, income eligibility criteria, number of youth served, providing 30 Chromebooks to fee waiver families to support distance learning and program restructure proposals.

[20-0562](#) PRESENTATION - Capital Improvements Update

Superintendent of Parks and Golf, Jim Stark provided an update on Capital Improvements. Highlights included: updates on Fair Oaks Park, Plaza del Sol, Washington Swim Center, AMD Place, Ortega Park and Murphy Park.

Commissioners inquired and staff responded:

What are the plans for the turf field's usage and how would it be managed? The turf field would be managed just like any of our other fields. Groups would have the opportunity to reserve it and the public would be able to use it when not reserved.

What is the difference in maintenance cost between artificial and real grass? Artificial grass would save money on water and mowing cost, but would need occasional maintenance to upkeep the turf - it is a tradeoff.

[20-0754](#) PRESENTATION - Study Issues Update (Citywide)

Superintendent of Parks and Golf, Jim Stark provided an update on Study Issues. Highlights included: providing a status update on: DPW 17-05 Orchard Heritage Park and Heritage Museum Analysis and Long-Term Operations, DPW 18-11 Analysis of Sunnyvale Golf Program and Property Options, DPW 19-07 Ascertain Suitable Location(s) for the Installation of Youth Cricket Batting Cages and Potential Funding Sources, DPW 20-11 Evaluate Dog Feasibility of Dog Off-leash Hours in Select Sunnyvale Parks, DPW 20-03 Waste Reduction Initiative in Sunnyvale Parks, and LRS 20-03 Assessment of Needs for Additional Outdoor Sports Programs and Facilities

[20-0884](#) PRESENTATION - Joint Meeting of City Council with Board and Commission Chairs and Vice Chairs to Review and Improve Overall Effectiveness for Study Session Scheduled on 11/17/2020.

Parks and Recreation Commission Chair, Ralph Kenton gave a presentation on a Joint Meeting of City Council with Board and Commission Chairs and Vice Chairs to Review and Improve Overall Effectiveness for Study Session Scheduled on 11/17/2020. Highlights included: background of meeting, results, City Clerk's August 2020 survey and recommendations for all Chairs and Vice Chairs to participate.

Chair Kenton inquired and the Commission responded:

Did all Commission Members receive the City Clerk August 2020 survey? Yes.

Staff inquired and Chair Kenton responded:

Would Chair Kenton like input prior to the November 18, 2020 meeting? Yes, I will resend the form to Commissioners for input.

Staff requested Commissioners send suggestions to answer point, Ricky Le. After review, Ricky will forward suggestions to Chair Kenton.

ORAL COMMUNICATIONS

Chair Kenton opened oral communications and there being no public testimony, closed oral communications.

CONSENT CALENDAR

Commissioner Bremond moved and Commissioner Giri seconded the motion to approve of the consent calendar as presented.

The motion carried with the following vote:

Yes: 4 - Chair Kenton
Vice Chair Giri
Commissioner Bremond
Commissioner Dibb

No: 0

Absent: 1 - Commissioner Michitaka

- 1 [20-0563](#) Approve the Parks and Recreation Commission Meeting Minutes of September 9, 2020

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [20-0755](#) Review and Approve 2021 Master Work Plan

Superintendent of Recreation Services, Damon Sparacino presented the draft 2021 Master Work Plan.

Commissioners inquired and staff responded:

Will we be able to work with staff to add items to the agenda? Yes, the 2021 Master

Work Plan will only serve as a baseline for upcoming agendas.

Can we add a presentation on park usage? Yes, our proposed 2021 Master Work Plan has a February date listed for a Picnic Usage and Field Rental agenda item.

Chair Kenton opened the public hearing, and there being no public testimony, closed the public hearing.

Commissioner Dibb moved and Commissioner Bremond seconded the motion to Review and Approve the 2021 Master Work Plan.

The motion carried by the following vote:

Yes: 4 - Chair Kenton
Vice Chair Giri
Commissioner Bremond
Commissioner Dibb

No: 0

Absent: 1 - Commissioner Michitaka

3 [20-0756](#) Annual Review and Acceptance - Code of Ethics

Superintendent of Recreation Services, Damon Sparacino presented the 2021 Code of Ethics to the Commissioners.

Commissioners inquired and staff responded:

Were there any changes from last years Code of Ethics? No, the adopted RTC 20-0021 noted that there were no changes from the 2020 Code of Ethics.

Commissioners added:

The Model of Excellence Member Statement form (signature page) does not have the year listed on the document.

Chair Kenton opened the public hearing, and there being no public testimony, closed the public hearing.

Commissioner Bremond moved and Commissioner Dibb seconded the motion to approve the Annual Review and Acceptance - Code of Ethics.

The motion carried by the following vote:

Yes: 4 - Chair Kenton
Vice Chair Giri
Commissioner Bremond
Commissioner Dibb

No: 0

Absent: 1 - Commissioner Michitaka

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

4 [20-0564](#) Parks and Recreation Commission Proposed Study Issues,
Calendar Year: 2021

Chair Kenton encouraged Commissioners to be creative and suggest study issue ideas.

Commissioners inquired and staff responded:

Is the October deadline for submitting study issues today or at the end of the month? Today is the deadline for 2020. Potential study issues would be agendized for future meetings.

Could there be an extension to the deadline as meetings were canceled due to COVID? Unfortunately no; however, last year's study issues will be brought back for reconsideration. Also, study issues can still be sent in to be agendized for future meetings and considered for next year.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

Superintendent of Parks and Golf, Jim Stark announced that the City is reopening all Sunnyvale playgrounds to the public. Although equipment will be cleaned on a regular basis, equipment would not be sanitized.

Superintendent Stark added that the basketball courts would remain closed.

ADJOURNMENT

Chair Kenton adjourned the meeting at 8:35 p.m.



City of Sunnyvale

Meeting Minutes - Draft

Bicycle and Pedestrian Advisory Commission

Thursday, October 15, 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 6:43 p.m. via teleconference.

ROLL CALL

Present 7 - Chair Richard Mehlinger
Vice Chair Leia Mehlman
Commissioner John Cordes
Commissioner Arwen Davé
Commissioner Dan Hafeman
Commissioner Timothy Oey
Commissioner Scott Swail

Nancy Smith, Council Liaison, Dennis Ng, Transportation and Traffic Manager, and Ralph Garcia, Senior Transportation Engineer attended via teleconference.

PRESENTATION

A [20-0890](#) Vision Zero Plan Progress Update

Ralph Garcia, Senior Transportation Engineer, presented on the Vision Zero Plan Progress Update. Mr. Garcia highlighted the following:

- Sunnyvale Vision Zero Plan Development
- What is Vision Zero
- Citywide Collisions between 2012-2016
- Elements of the Vision Zero Plan
- Vision Statement
- Guiding Principles

- Accomplishments and Achievements
- Completed Projects
- Near-term Projects
- Active Transportation Plan
- Roadway Safety Plan
- Collision Trends
- Future Projects

Chair Mehlinger asked Mr. Garcia to explain why it's called "Vision Zero". Mr. Garcia explained that the goal is to have zero traffic related fatalities.

Commissioner Oey commented and asked about the following:

- Measure B

Mr. Garcia addressed the comments.

Vice Chair Mehlman commented and asked about the following:

- Measure B
- Online first person point of view video courses
- Traffic data

Mr. Garcia addressed the comments.

Commissioner Hafeman commented and asked about the following:

- How are projects prioritized during the year
- Safety over efficiency meaning

Mr. Garcia addressed the comments.

Commissioner Cordes commented and asked about the following:

- Dedicated funding source for Vision Zero
- Funding for El Camino/Henderson improvements
- Contact person for more funding for DPS Pedestrian Decoy Operations

Mr. Garcia addressed the comments.

Chair Mehlinger commented and asked about the following:

- Additional collision analysis
- KSI trends and course of action

Mr. Garcia addressed the comments.

Commissioner Davé commented and asked about the following:

- Access to records of Vehicle Miles Traveled (VMT)

Mr. Garcia addressed the comment.

Commissioner Oey commented on the following:

- Bicycle skills program offered by Real Kids
- Online courses by Cycling Savvy
- In person courses where people are learning on the bike

Vice Chair Mehlman commented and asked about the following:

- Mary Avenue Crossing Project

Mr. Garcia addressed the comment.

Commissioner Swail commented and asked about the following:

- Clarification on the recent Tasman incident

Vice Chair Mehlman and Chair Mehlinger addressed the comment.

ORAL COMMUNICATIONS

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

CONSENT CALENDAR

Commissioner Hafeman moved and Commissioner Mehlinger seconded to approve amended item 1.A.

The amendments were made by Commissioner Hafeman who stated on page 7 that Commissioner Davé commented that she is concerned about removing too much parking that is needed on that corridor. Commissioner Hafeman requested to rephrase the statement to say "Commissioner Davé is concerned about removing too much parking that is needed on that corridor near the soccer field at Challenger School." The second amendment Commissioner Hafeman requested to change was his comment on page 10 that states "Lowered speed limit on El Camino Real".

Commissioner Hafeman requested to change the statement to say "Lowered speed limit on El Camino Real is a good thing".

The motion carried the following vote:

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

No 0

1A. [20-0883](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of September 17, 2020.

Approve the Bicycle and Pedestrian Commission Meeting Minutes of September 17, 2020 as amended.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0889](#) 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:

- VTA selection of BPAC Chair and Vice Chair
- Level of Service (LOS) VS Vehicle Miles Traveled (VMT)
- Virtual Central Bikeway Studies Outreach Meetings on October 28 & October 29. These meetings can be found on the VTA website.
- Measure B update
- Board Enhancement Committee recommendations
- Capital Projects spending

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Commissioner Cordes and Chair Mehlinger thanked Mr. Simons for all his years of service representing Sunnyvale on the VTA BPAC.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

3 [20-0891](#) Sidewalk and Bike Lane Creation on Tasman Drive from Fair Oaks to Lawrence Expwy (Potential Study Issue)

Ralph Garcia, Senior Transportation Engineer stated that a vote could be taken by the BPAC to make the potential study issue a proposed study issue which would then go on proposed study issue list. Mr. Garcia stated that tonight's BPAC meeting is the last night to vote for sponsorship of a study issue for the next year.

Vice Chair Mehlman explained the Sidewalk and Bike Lane Creation on Tasman Drive that she proposed as a Potential Study Issue. Vice Chair Mehlman provided the history behind the Potential Study Issue on Tasman Drive.

Chair Mehlinger opened for Public Comment.

Dave Simons, member of the public, stated that there are VTA staff currently working on the Tasman Drive Complete Streets Corridor Study.

Chair Mehlinger closed for Public Comment.

Commissioner Oey asked if a multi-use path is a possibility. Vice Chair Mehlman stated anything that would allow pedestrians to have safe access for the length of the block should be considered.

Commissioner Cordes asked if a Class I route was possible instead of a Class IIB route. Vice Chair Mehlman said she would support a Class I route.

Chair Mehlinger stated he would consider swapping the sidewalk and the bike lane which would allow protective bike lanes without a lot of space dedicated to buffered bike lanes.

MOTION: Commissioner Oey moved and Commissioner Cordes seconded to put the Potential Study Issue on the Proposed Study Issue list.

Commissioner Oey commented on the following:

- The neighborhood on Tasman Drive needs excellent bike and pedestrian and

access

- Very strongly in favor of this potential study issue

FRIENDLY AMENDMENT: Vice Chair Mehlman proposed a friendly amendment to rephrase the title and content of the Potential Study Issue from "Sidewalk and Bike Lane Creation on Tasman Drive" to "Bicycle and Pedestrian Facility Creation on Tasman Drive" so that the study is not limited to bike lanes and can include bike paths. Commissioner Oey and Commissioner Cordes accept the friendly amendment.

Commissioner Mehlman commented on the following:

- Concerns of traffic congestion on Tasman Drive

Commissioner Hafeman asked about the following:

- Staff comments on the removal of the Heritage trees is not a consideration. If it was a consideration could there be a bike lane/pedestrian sidewalk without taking out a traffic lane.

Vice Chair Mehlman stated it could be possible.

FORMAL AMENDMENT: Commissioner Hafeman proposed a formal amendment that the Heritage trees could be considered for removal as part of this Potential Study Issue. The motion fails due to a lack of a second.

Commissioner Cordes commented on the following:

- Tasman Corridor Study by VTA

FRIENDLY AMENDMENT: Commissioner Cordes proposed to change item 1 to say "Implement traffic calming measures to achieve a vehicle speed reduction to lower than 30 miles per hour on average with speed enforcement indicators".

Commissioner Oey accepted the friendly amendment.

Chair Mehlinger commented on the following:

- Supports the Potential Study Issue
- Tasman Drive extremely unsafe road
- Very valuable and long overdue study issue
- Emphasize the "and" in Bicycle and Pedestrian Facilities

Commissioner Oey commented on the following:

- Supports the Potential Study Issue
- Tasman Drive needs much better access
- Need travel mode shift
- Need to decrease Vehicle Miles Traveled (VMT)

Commissioner Swail stated he is in support of the Potential Study Issue.

Commissioner Cordes commented on the following:

- Agreed with Commissioner Oey in that Tasman Drive is dangerous
- Tasman Drive needs to be a high priority to fix

Commissioner Hafeman commented on the following:

- Agreed with everybody else and is in favor of the Potential Study Issue
- Safety more important than efficiency

The amendment carried the following vote:

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

No 0

4 [20-0892](#) BPAC 2020 Study Issue Sponsorship (Scenario 2)

MOTION: Commissioner Oey moved and Chair Mehlinger seconded to put the Potential Study Issue on the Sponsored list as a Study Issue.

Commissioner Oey commented on the following:

- Re-route on Elko Road perfect for cars
- Lane reduction is very fair and just

The motion carried the following vote:

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

No 0

5 [20-0893](#) BPAC 2020 Sponsored Study Issues (Scenario 1)

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Chair Mehlinger called for a recess at 8:41 p.m. Chair Mehlinger reconvened the meeting at 8:46 p.m.

Chair Mehlinger commented on the following:
- Community driven ATP proposal

Commissioner Hafeman commented on the following:
- Hollenbeck bike lane not on ATP

Mr. Garcia addressed the comment.

Vice Chair Mehلمان asked about the following:
- Time line for the study issue with the community driven ATP amendment process

Mr. Garcia addressed the comment.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Commissioner Cordes commented on the following:
- Silicon Valley Bicycle Coalition is doing a forum on their network priority tool on Monday, October 19 from 6:00 - 7:00 p.m.

-Staff Comments

Ralph Garcia, Senior Transportation Engineer commented on the following:

- Bicycle Friendly Community Application was submitted on Sept 30, 2020. The application is included in the Info Only Items in the agenda packet.
- VTA Sunnyvale BPAC Appointment will be brought to City Council for appointment on Oct 27, 2020. If approved, VTA will forward our appointment to their Governance & Audit Committee for ratification.
- VTA Measure B Bike & Pedestrian Education & Encouragement Program. A list of projects and goals for measuring metrics were submitted for VTA to review. Coordinating with VTA to finalize the list and will share the list when it's available.
- There will be a joint BPAC Meeting with the City of Mountain View BPAC regarding the Bernardo Undercrossing tentatively scheduled for Wednesday, December 2 from 5 to 6:30 p.m.
 - Mountain View will host the meeting and it will be prior to the regularly scheduled Mountain View BPAC meeting at 6:30 p.m.
 - No formal vote will be needed at this meeting. This is considered a special meeting to introduce the project concepts and obtain initial feedback.
 - A follow-up email will be sent to the Sunnyvale BPAC to confirm availability so that a quorum is present.

INFORMATION ONLY REPORTS/ITEMS

[20-0894](#) Bicycle and Pedestrian Advisory Commission 2020 Annual
Work Plan

Vice Chair Mehlman commented on the following:

- Phase II Fair Oaks Avenue Bike Lanes and Streetscape

Mr. Garcia addressed the comment.

[20-0895](#) Active Items List - October 2020

Chair Mehlinger commented and asked about the following:

- Update on the Caltrain Grade Separation.
- Online survey on the Mary Avenue Freeway OverCrossing

Mr. Garcia and Dennis Ng, Transportation and Traffic Manager, addressed the comments.

Vice Chair Mehlman commented on the following:

- Online survey on the Mary Avenue Freeway OverCrossing

[20-0896](#)

Bicycle Friendly Community Designation Application

ADJOURNMENT

Chair Mehlinger adjourned the meeting at 9:04 p.m.



City of Sunnyvale

Agenda Item

20-0901

Agenda Date: 11/10/2020

Information/Action Items

Information/Action Items - Council Directions to Staff

Date Requested	Directive/Action Required	Dept	Due Date	Completed
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	Nov 2020	
7/28/20	Conduct a review and analysis of the Neighborhood Preservation Program, to include the fee schedule	DPS	Nov 2020	
8/25/20	Prepare RTC for consideration by Council to approve a 3-month pilot program to stream Council meetings through Facebook Live	OCM	Nov 2020	
10/13/20	Provide a couple of paragraphs to Council on thoughts on DPS partnering with mental health.	DPS	Nov 2020	10/26/20

New Study/Budget Issues Sponsored by Council

Date Requested	Study/Budget Issue Topic	Requested By	Dept	Approved by City Manager
8/25/20	Regulating Drones Over Residential Properties	Hendricks , Melton, Klein	DPS	
9/15/20	Understanding and Improving Community Engagement and Communication Between the Public and Council	Hendricks , Melton, Klein, Smith, Fong	OCM	

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>

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