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ADOPTED BUDGET AND RESOURCE ALLOCATION PLAN

Fiscal Year 2013/14



Volume I: Summary

City of Sunnyvale
DIRECTORY OF CITY OFFICIALS
July 1, 2013

Anthony (Tony) Spitaleri
Mayor

Jim Griffith
Vice Mayor
Christopher R. Moylan
Councilmember
David Whittum
Councilmember

Pat Meyering
Councilmember
Jim Davis
Councilmember
Tara Martin-Milius
Councilmember

Gary Luebbers
City Manager

Joan Borger
City Attorney

Robert Walker
Assistant City Manager
Grace Leung
Director of Finance
Kris Stadelman
Director of NOVA Workforce Services
Lisa Rosenblum
Director of Library and Community Services
Hanson Hom
Director of Community Development

Frank Grgurina
Director of Public Safety
David Jensen
Director of Information Technology
Kent Steffens
Director of Public Works
Teri Silva
Director of Human Resources
John Stufflebean
Director of Environmental Services

City of Sunnyvale

ADOPTED BUDGET and RESOURCE ALLOCATION PLAN
Fiscal Year 2013/14

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VOLUME I – SUMMARY

OVERVIEW

Volume I includes Budget Overview documents such as the City Manager’s Letter of Transmittal, budget summary, and twenty-year financial plans for all City funds. Detailed information on the operating and projects budget is included in Volumes II through III.

Introduction

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- 249 Transportation Development Act (TDA) Fund
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347 | Community Facilities District No. 3 Fund
349 | Redevelopment Successor Agency Fund
351 | Fremont Pool Trust Fund
353 | Dorolou Swirsky Youth Opportunities Fund

Budget Supplements

Budget Supplements were called out separately in the recommended budget to draw a distinction between service levels provided in a baseline budget and recommended expansion or reduction of service levels. The adopted budget supplements are now incorporated in this budget document. For reference, the proposed budget supplements are provided in this volume.

- 355 | Budget Supplements

Glossary of Budget Terms

Definitions of terms used throughout the budget document.

- 409 | Glossary of Budget Terms

City of Sunnyvale

**ADOPTED BUDGET and RESOURCE ALLOCATION PLAN
Fiscal Year 2013/14**

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VOLUME II – OPERATING BUDGET

The budget document is organized by department, to allow users of the budget to easily identify expenditures by department and program. Each department detail includes the following:

- Narrative with Department Description, Programs and Services, Department Budget Summary, Budget Overview and Significant Changes, and Department Position Allocation
- Department Performance and Workload Indicators
- Detailed budgeted expenditures reports by program and activities

Department Operating Budgets

419	Community Development
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VOLUME III – PROJECTS BUDGET

The Projects Budget includes city-wide projects that cover major improvements, construction, acquisition, infrastructure renovation and replacement as well as special projects that capture one time costs, and outside group funding projects. Detailed project information sheets for all projects are included in this volume. The project information sheet provides the project description, scope, evaluation and analysis, fiscal impact, project costs, operating costs, revenues and cost savings over the life of the project.

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FY 2013/14 Budget Supplements

Budget Supp. No.	Description	Fund	One- Time	On- Going	20-Year Impact	City Manager's Recommendation
1.	Funding for Neighborhood Grants	General Fund	X		\$6,125	Yes
2.	Funding for Community Events Grants	General Fund	X		\$10,000	Yes
3.	Funding for Leadership Sunnyvale	General Fund	X		\$6,000	Yes, contingent upon target success metric being met
4.	Power Purchase Agreements for Alternative Energy Allocation	Water, Wastewater, and Solid Waste Funds	X		\$50,000	Yes
4.	Ecodistrict Feasibility and Incentives	General Fund	X		\$50,000	Defer
4.	Pilot Bicycle Boulevard Project on East-West and North-South Routes	Grant Funding	X		\$60,000	Yes, contingent upon grant funding
4.	Community Solar Array System	General Fund	X		\$15,000	Yes
4.	Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill	Park Dedication Fund	X		\$10,000	No action required: project included in FY 2013/14 Recommended Budget
4.	Protecting Burrowing Owl Habitat on City Facilities	Grant Funding	X		\$25,000	Yes, contingent upon grant funding
4.	Community and Operational Greenhouse Gas Inventory	Grant Funding	X		\$30,000	Yes, contingent upon grant funding
4.	Community Solar Program	Grant Funding	X		\$20,000	Yes, contingent upon grant funding
5.	Funding for Dispute Resolution Services	General Fund	X		\$20,000	Yes

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BUDGET SUPPLEMENT NO: 1

May 3, 2013

SUBJECT: Funding for Neighborhood Grants

BUDGET SUPPLEMENT REQUEST SUMMARY

This supplement would provide one-time FY 2013/14 funding to support neighborhood projects and events through Council-approved grants. Should funding be approved, general guidelines for acting on specific requests for financial support of neighborhood projects and events would be implemented in accordance with criteria approved on February 26, 2013, during the Council discussion with the Community Event and Neighborhood Grant Distribution Subcommittee (Agenda Item #6). Approval of this request would allocate \$6,125 from the General Fund.

BACKGROUND

In August 2005, Council approved a City-sponsored neighborhood grant program, providing grants to groups of residents or neighborhood associations. To date, the program has funded more than 60 neighborhood events and projects, each focusing on one of four areas: improving communication and participation within a neighborhood; building bridges between different cultural groups; improving the physical condition of the neighborhood; or enhancing neighborhood pride and identity.

Examples of neighborhood activities that have been funded include:

- Communication tools among neighbors (e.g. flyers and website startup);
- Refreshments/materials for a block party, potluck activity celebrating the diversity of the neighborhood, National Night Out event, etc.;
- New neighbor welcoming kits (e.g. tote bags with local/city info);
- Neighborhood association cultural event celebrations.

The FY 2012/13 neighborhood grant awards were as follows:

Applicant	Project/Event	Grant Award
Cherryhill Neighborhood Association	<i>Project: Broadening Our Base</i>	\$ 500
Cumberland South Neighborhood Association	<i>Event: July 4th Parade and Party</i>	475
SNAIL Neighborhood Association	<i>Project: Holiday Bows</i>	500
Stevens Creek Neighborhood Association	<i>Project & Event: 2012 Operations</i>	500
Valley Forge Neighborhood Group	<i>Event: Block Party</i>	500
TOTAL		\$ 2,475

EXISTING POLICY

General Plan Goal CV-1: Community Participation and Engagement - Achieve a community in which all community members are well informed about local issues, city programs and services, are actively involved in shaping the quality of life and participate in local community and government activities.

DISCUSSION

Interest in the neighborhood grant program continues to grow as neighborhood association officers discuss potential projects during quarterly neighborhood association meetings and with residents in their neighborhoods. Should funds be approved, neighborhood grant funding applications will be considered via a competitive application process facilitated by Council's Community Events and Neighborhood Grant Distribution Subcommittee. The subcommittee will bring its funding recommendation back to the full Council for approval. Administrative tasks, including: marketing the program, receiving applications, notifying grant awardees, and processing reimbursements will be performed by staff in the Department of Library and Community Services.

SERVICE LEVEL IMPACT

Council approval of this supplement provides funds for FY 2013/14 only. Renewal is considered by Council annually. This is a reimbursement-based grant program, and all projects must be completed by the end of the fiscal year. All neighborhood groups are eligible to apply. Approval of this budget supplement will result in an increased level of service to the community by providing opportunities for financial support for neighborhood projects and events.

FISCAL IMPACT

This supplement proposes \$6,125 in total grant funding for FY 2013/14 only. Associated administration costs are absorbed in the Department of Library and Community Services. The neighborhood grant program is brought to Council annually. This process enables Council to allocate funding for the upcoming year's budget based on the current economic and financial environment.

ALTERNATIVES

1. Approve the budget supplement for \$6,125 to fund neighborhood projects and events, to be reviewed on an annual basis.
2. Approve a budget supplement for a different amount to fund neighborhood projects and events.
3. Do not approve a budget supplement to fund neighborhood projects and events.

4. Other direction as provided by Council.

STAFF RECOMMENDATION

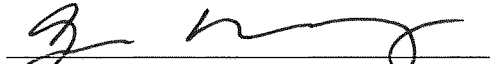
Staff recommends Alternative 1. Approve the budget supplement for \$6,125 to fund neighborhood projects and events, to be reviewed on an annual basis.

Reviewed by:



Lisa Rosenblum, Director of Library and Community Services
Prepared by: Nathan Truitt, Program Coordinator

Reviewed by:



Grace K. Leung, Director of Finance

City Manager's Recommendation

Approve Budget Supplement for funding

Do Not Approve Budget Supplement for funding



Gary M. Luebbers
City Manager

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BUDGET SUPPLEMENT NO: 2

May 3, 2013

SUBJECT: Funding for Community Events Grants

BUDGET SUPPLEMENT REQUEST SUMMARY

This supplement would provide one-time FY 2013/14 funding to support community-initiated special events through Council-approved grants. Should funding be approved, general guidelines for acting on specific requests for financial support of community events would be implemented in accordance with criteria approved on February 26, 2013, during the Council discussion with the Community Event and Neighborhood Grant Distribution Subcommittee (Agenda Item #6). Approval of this request would allocate \$10,000 from the General Fund.

BACKGROUND

The Community Event Grant Program was launched in FY 2001/02, with Council approval of \$25,000 for community event grant support. The funding supported events taking place within Sunnyvale, which were free and open to the public and had attendance of 500 people or more. The Community Event Grant Program was discontinued during the 2003 budget reductions. The program was re-introduced in FY 2008/09. Over the last three fiscal years, the following funds have been approved for community event grants:

- FY 2010/11: \$12,250
- FY 2011/12: \$10,000
- FY 2012/13: \$16,600

The FY 2012/13 community event grant awards were as follows:

Applicant	Event(s)	Grant Award
Crosswalk Community Church	<i>Community Trick or Treat</i>	\$ 500
	<i>Community Easter Egg Hunt</i>	500
India Community Center	<i>Sevathon</i>	700
Sunnyvale Downtown Association (SDA)	<i>Holiday Tree Lighting</i>	1,000
	<i>Jazz & Beyond</i>	4,000
	<i>Summer Series Music & Market</i>	2,500
Sunnyvale Historical Society and Museum Association	<i>Centennial Celebration</i>	7,400
TOTAL		\$ 16,600

EXISTING POLICY

Council Policy 7.2.18 Special Events

General Plan Goal CV-1: Community Participation and Engagement - Achieve a community in which all community members are well informed about local

issues, city programs and services, are actively involved in shaping the quality of life and participate in local community and government activities.

DISCUSSION

Sunnyvale has a long tradition of supporting special events; with both Council and staff working to support community-building initiatives. Should funds be approved, community event funding applications will be considered via a competitive application process facilitated by Council's Community Events and Neighborhood Grant Distribution Subcommittee. The subcommittee will bring its funding recommendation back to the full Council for approval. Administrative tasks, including: marketing the program, receiving applications, notifying grant awardees, and processing reimbursements will be performed by staff in the Department of Library and Community Services.

SERVICE LEVEL IMPACT

Council approval of this supplement provides funds for FY 2013/14 only. Renewal is considered by Council annually. The Community Event Grant Program leverages resources to facilitate a service level the City could not provide on its own. Approval of this budget supplement will result in an increased level of service to the community by providing opportunities for financial support to conduct City-wide special events.

FISCAL IMPACT

This supplement proposes \$10,000 in total grant funding for FY 2013/14 only. Associated administration costs are absorbed in the Department of Library and Community Services. The community event grant program is brought to Council annually. This annual process enables Council to allocate funding for the upcoming year's budget based on the current economic and financial environment.

ALTERNATIVES

1. Approve the budget supplement for \$10,000 to fund City-wide community events, to be reviewed on an annual basis.
2. Approve a budget supplement for a different amount to fund City-wide community events.
3. Do not approve a budget supplement to fund City-wide community events.
4. Other direction as provided by Council.

STAFF RECOMMENDATION

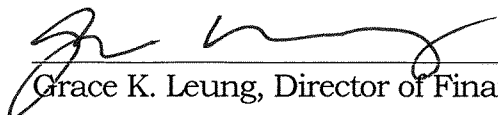
Staff recommends Alternative 1. Approve the budget supplement for \$10,000 to fund City-wide community events, to be reviewed on an annual basis.

Reviewed by:



Lisa Rosenblum, Director of Library and Community Services
Prepared by: Nathan Truitt, Program Coordinator

Reviewed by:



Grace K. Leung, Director of Finance

City Manager's Recommendation

- Approve Budget Supplement for funding
- Do Not Approve Budget Supplement for funding



Gary M. Luebbers
City Manager

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BUDGET SUPPLEMENT NO: 3

May 3, 2013

SUBJECT: Funding for Leadership Sunnyvale

BUDGET SUPPLEMENT REQUEST SUMMARY

Silicon Valley Leadership (SVL) is an independent, nonprofit community-based organization that has submitted an outside group funding request to continue providing Leadership Sunnyvale in FY 2013/14. Approval of this request would provide \$6,000 to SVL from the General Fund.

BACKGROUND

Leadership Sunnyvale is a nine-month public affairs and leadership training program aimed at expanding participants' perspectives on issues affecting Sunnyvale, and developing the skills needed for effective civic and community leadership. For more than ten years the City has provided General Fund support to SVL for Leadership Sunnyvale in accordance with the City's Outside Group Funding guidelines. The City's past financial support for SVL and the number of Sunnyvale stakeholders served by the program are included in the following table:

Fiscal Year	City Funding	Total Number of SVL Participants
2012/13	\$6,000	12
2011/12	\$6,000	12
2010/11	\$6,000	18
2009/10	\$6,000	18
2008/09	\$8,000	22
2007/08	\$8,000	23
2006/07	\$8,323	19
2005/06	\$10,000	15
2004/05	\$7,000	22
2003/04	\$5,000	21

SVL is requesting \$6,000 in Outside Group Funding (OGF) for FY 2013/14, and anticipates enrolling 8-9 Sunnyvale stakeholders in the Leadership Sunnyvale program.

EXISTING POLICY

Council Policy 7.2.1 *Community Engagement*

- **Goal B:** Achieve a community in which all community members can be actively involved in shaping the quality of life and participate in local community and government activities.
- **Policy B.1:** Encourage community involvement in the development and implementation of City and community activities, programs and services.

Council Policy 7.2.4 - *Relationships with Outside Groups*

DISCUSSION

In addition to this request, on February 12, 2013, Council approved an In-Kind Services Agreement between the City and SVL (see RTC 13-032, *Approve In-Kind Services Agreement between the City of Sunnyvale and Silicon Valley Leadership to Provide Leadership Sunnyvale Training Program*). The total estimated value of in-kind services is \$4,620. In exchange, the City will receive a savings of \$800 per student in tuition and 50 volunteer hours, worth approximately \$1,209 (\$24.18/hr).

In-kind services include use of City facilities and City staff presentations at leadership classes. For more information on Leadership Sunnyvale, go to www.leadershipsunnyvale.org.

SERVICE LEVEL IMPACT

SVL's leadership training is consistent with the City of Sunnyvale's Community Vision Goals and Policies. This service is not offered by the City, nor is it included in current budgeted service levels.

FISCAL IMPACT

This Budget Supplement would allocate \$6,000 from the General Fund for SVL to continue Leadership Sunnyvale in FY 2013/14.

ALTERNATIVES

1. Approve the SVL funding request for \$6,000 of Outside Group Funding for FY 2013/14.
2. Do not approve the SVL funding request for \$6,000 of Outside Group Funding for FY 2013/14.
3. Approve a reduced funding amount of Outside Group Funding for SVL for FY 2013/14.
4. Other direction as provided by Council.

STAFF RECOMMENDATION

Staff recommends approval of funding contingent on the target success of 18 participants.

SVL has experienced declining enrollments over the past five years, and in FY 2012/13 did not meet its target performance measure of 18 participants. SVL leverages the City's Outside Group Funding support to provide leadership training for civic engagement that the City does not provide.

Reviewed by:



Robert Walker, Assistant City Manager
Yvette Blackford, Senior Management Analyst

Reviewed by:

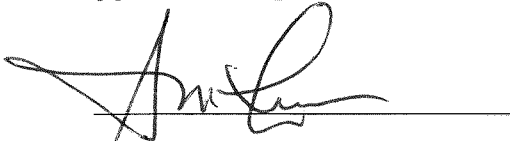


Grace K. Leung, Director of Finance

City Manager's Recommendation

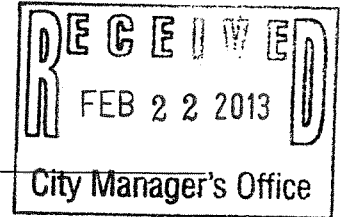
Approve Budget Supplement for funding

Do Not Approve Budget Supplement for funding



Gary M. Luebbers
City Manager

City of Sunnyvale
Application for Special Agreement for Outside Group Funding
for FY2013-14 (July 1- June 30)



Organization: Silicon Valley Leadership

Contact Person: Benita Kent-Hibbard

Title: Board President

Mailing Address: PO Box 61435 Sunnyvale CA 94088

Telephone/Fax: 408-742-7416

Email: exec@leadershipsunnyvale.org

Proposed Program/Services Information

1. Proposed Program and Services Description:

9 Month leadership program dedicated to promote civic awareness and develop leadership skills. Classes consist of 9 full day 8 hour classes and 7 half day 4 hour classes. This class would be the 29th year in operation with a total of 28 graduating classes delivered. This class will provide the tools, knowledge and relationships to help make a difference in our community. The classmates will learn how local governments and non-profits work together to provide essential services and leadership to our citizens.

2. City of Sunnyvale General Plan Sub-Element Goal most appropriate to this service:

(see Sunnyvale General Plan page on City's Web site at: *GeneralPlan.inSunnyvale.com*)

Council Policy 7.2.1 Community Engagement

- **Goal B:** Achieve a community in which all community members can be actively involved in shaping the quality of life and participate in local community and government activities.
- **Policy B.1:** Encourage community involvement in the development and implementation of City and community activities, programs and services.

Council Policy 7.2.4 - Relationships with Outside Groups

Leadership Sunnyvale fills the need to encourage the citizens of Sunnyvale to serve on boards and commissions. LS seek out people who are under represented on boards and commissions and thru scholarships train them to serve

the city on boards and commissions.

3. Explain why delivering this service addresses a community need, and how your organization is the most logical, cost-effective service provider.

As a non-profit the sole function of the business is to help develop local residents and employees that can directly affect the success of the community. Many needs are addressed in the classes as well as great awareness and exposure to how the city effectively operates. It creates the relationships and contacts necessary for all aspects of the "community" to work together. As a not for profit the local businesses and community provide most of the funding which keeps tuition costs low compared to the professional speakers and hours delivered by the class.

Graduates of the Leadership Sunnyvale program have gone on to serve in the capacity of...

- City Council & Mayors: 25
- Sunnyvale Boards & Commissions: 40+
- Sunnyvale Citizen, Business Person & Volunteer of the Year: 15+
- School District Boards & administration: 15+
- Regional Boards: 5+
- County offices: 5+
- Non-profit boards: 50+
- Service Organizations Boards: 50+

4. How has your organization demonstrated the capability to effectively provide this program (i.e. track record of service delivery, audited financial statements, strong management team, etc.)?

We survey our classes every time they meet. We take the feedback and adjust/revise classes accordingly. The program and material always receives top reviews. Our class typically spring boards many students to joining local organizations after their graduation. They find ways to contribute in local charities/boards/non-profits and even local government. As our program is a non-profit the biggest contribution anyway can give is their time. Our board has been able to recruit at least 2-3 class members a year to join the board. It is the most visual record of how strong our program is. Residents and local employees willing to dedicate time out of their lives to support our organization is proof the program is successful. Typically from our organization the board also becomes involved with local non-profits like Rotary, chamber of commerce, Sunnyvale community services, the historical society and other local charities.

The success of this program is evidenced by the fact that six of the current City Council members and four of the Planning Commissioners are graduates of Leadership Sunnyvale. Many more serve the community on non-profit boards, commissions and advisory boards.

5. Performance Indicators: List and describe the specific services to be provided and quantifiable outcomes for measuring performance of each service.

Note: If program is funded, these outcomes will become the performance standards for quarterly reporting. At minimum, performance measures must include one productivity measure and one qualitative measure for each service provided.

Performance specifics that are measureable are attendance of participants. Secondly would be the delivery of all classes which is published on website and updated regularly. Final outcome would be number of participants overall for the class year.

Recruitment 18 class members for the class of 2013-2014

Program delivery community information days 9=72 hours of seminars

Program delivery leadership skills 7x1/2 days=28 hours of seminars

Fund raising \$30,000

6. Explain how each outcome will be measured:

Attendance is taken at all classes. Schedule is published and delivered every class. Class roster is finalized before first class is delivered.

7. Number of Sunnyvale residents to be served: 8-9 residents on average per class

8. Total amount requested from City of Sunnyvale: \$6,000.00

9. If the proposed services are funded by the City in the upcoming year, how would services be funded in future years if City funding were unavailable?

If funding were unavailable from the city we would have to find alternatives in the business community. Our primary funding for the program is local businesses. They are also a great source for candidates of the program. That is why it is vitally important to maintain the sharing of funding and involvement by the City. This program helps local residents and employees who work in Sunnyvale to become more aware of civic activities. While this is an alternative by having diversified sponsors it keeps the dollars from each source low. If the requests for funding dollars by source were to increase it would become more difficult to maintain funding.

10. Note other current sources, and amounts, of agency funding:

- Fundraising events-\$1,500
- Reconnect event-\$1,115
- Dinner at the dump-\$2,500
- Holiday letter-\$4,200
- Other income-\$2,000
- Scholarships-\$4,400
- Sponsorships-\$19,500
- Tuition-\$6,400

Additional Questions

How often does your agency Board of Directors meet? _____ Annually _____ Quarterly _____ Monthly X
Weekly _____ Other (list: _____)

How many people does your organization serve annually? Class size averages 18 students

What percent are Sunnyvale residents? Class averages 40-50% residents

Does your organization have a non-discrimination policy? Yes we do not turn anyone away from the class. We also have a scholarship sponsorship program for those with financial hardships.

Does your organization comply with the Americans with Disabilities Act of 1990? Yes

Federal Employer Number 77-0530856

Worker's Compensation Carrier State Farm

Policy Number PS000000065503

Term of current policy (start/end date): 04/10/2013-04/10/14

Surety Bond / Insurance Carrier _____

Policy Number _____

Term of current policy (start/end date): _____

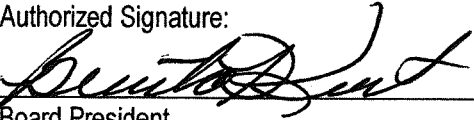
Liability Insurance Carrier _____ State Farm _____
Policy Number _____ 97Q24639-1 _____
Term of current policy (start/end date): _____ 11/2012-11/2013 _____

Amount of Liability Coverage \$ _____ 2,000,000 _____
Property Damage (combined with liability) \$ _____ 1,000,000 _____
Combined Single Limit \$ _____ 2,000,000 _____

Has an independent audit been performed on the proposing organization's accounting procedures within the last two years?
 Yes No

If yes, please name the auditor and submit a copy of the latest audit: see Attachment C

Authorized Signature:


Board President

2/22/13
Date

.....
APPLICATION ATTACHMENTS

Attach the following to your completed application:

- a) Articles of Incorporation
- b) Agency By-laws ✓
- c) Most recent agency audit; Annual Income Statement from previous fiscal year. ✓
- d) Current list of Board of Directors, including occupation of each and number of years on the Board
- e) A letter from the Internal Revenue Service (IRS) stating that the organization is tax exempt under Section 501(c)(3) or 101(b) of the IRS Code. The IRS letter must contain the proper name and address of the organization, or a copy of the change notice which has been forwarded to them ✓
- f) A letter from the State of California stating that the organization is tax exempt

The complete original application must be submitted by 5 PM on February 22, 2013 to the appropriate department director or the Office of the City Manager, City of Sunnyvale, 456 W. Olive Avenue.

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BUDGET SUPPLEMENT NO. 4

SUBJECT: Consideration of Funding for 2013 Priority Study Issues

BUDGET SUPPLEMENT REQUEST SUMMARY

When Council adopted the 2013 Tentative Council Meeting Agenda Calendar, Council deferred taking action on eight priority study issues that require additional funding. As has been the case over the past several years, study issues that require additional funding are considered within the context of the City Manager's Recommended Budget in the form of this budget supplement. The eight study issues are: Power Purchase Agreements for Alternative Energy Allocation, Ecodistrict Feasibility and Incentives, Pilot Bicycle Boulevard Project on East-West and North-South Routes, Community Solar Array System, Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill, Protecting Burrowing Owl Habitat on City Facilities, Community and Operational Greenhouse Gas Inventory, and Community Solar Program.

BACKGROUND

On February 26, 2013, Council adopted the 2013 Tentative Council Meeting Agenda Calendar and deferred taking action on eight priority study issues that require additional funding. The eight study issues are described in the Report to Council (RTC 13-042). This report is included with this supplement (Attachment A). Also included are the study issue papers for each issue (Attachments B-I).

EXISTING POLICY

7.1A.1 Development of the Budget and Resource Allocation Plan

- A.1.14 Final actions on study items with significant financial impacts should be withheld until they can be made in the full context of the annual budget process.

DISCUSSION

While the City's budget is structurally balanced and a number of service levels have been restored over the past several years, the City must remain prudent in extending new spending commitments. Further, there are still many priority projects and services competing for these limited resources. As such, it is essential that any available funding goes to the highest priority initiatives, and it is with this perspective that funding recommendations are made with respect to the eight study issues that require funding.

SERVICE LEVEL IMPACT

Funding any or all of these issues will not impact current service levels. However, because there are a number of competing service and project priorities, to the extent these studies are funded, other priority projects and services may not be able to receive funding.

FISCAL IMPACT

The cost of each study issue, as well as staff's evaluation and recommendation, is as follows:

- Power Purchase Agreements for Alternative Energy Allocation – The cost of this study, which would be limited to the utility sites only, is approximately \$50,000. If approved, costs will be split equally amongst the Water, Wastewater, and Solid Waste Funds. Staff recommends approving funding for this study.
- Ecodistrict Feasibility and Incentives – This study issue will cost approximately \$50,000. While staff will attempt to secure grant funding to cover the cost of the study, it is not likely that grant funds will materialize, which would mean this study would need to be funded by the General Fund. It is recommended that moving forward on this study be deferred until the Climate Action Plan and Land Use and Transportation Element are finalized, as the results of these studies will impact the timing and the future funding of the Ecodistrict Feasibility and Incentives study.
- Pilot Bicycle Boulevard Project on East-West and North-South Routes - This issue will cost \$60,000 to study and is a good potential candidate for grant funding. It is recommended that this study only be completed if grant funding is secured.
- Community Solar Array System – The cost of this study issue is approximately \$15,000. Staff does not anticipate grant funding being available, and as such General Fund monies would be required to proceed with the study. Because this issue is of high priority with Council and furthers the efforts to address the power issues in the Moffett Park area, staff recommends approving funding for this study.
- Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill – As a result of the interest in potential uses of the landfill site, including the possibility of establishing a community animal farm, a special project, Landfill Hills Recreational Master Plan, has been included in the FY 2013/14 Recommended Budget. This project, which is proposed to be funded by the Park Dedication Fund at a cost of

approximately \$110,000, will develop a long-term plan for recreational use of this area. Because this proposed project has been incorporated into the FY 2013/14 Recommended Budget, no action is required from Council on this particular item.

- Protecting Burrowing Owl Habitat on City Facilities – This issue will cost \$25,000 to study and is a good potential candidate for grant funding. It is recommended that this study only be completed if grant funding is secured.
- Community and Operational Greenhouse Gas Inventory - This issue will cost \$30,000 to study and is a good potential candidate for grant funding. It is recommended that this study only be completed if grant funding is secured.
- Community Solar Program– This issue will cost \$20,000 to study and is a good potential candidate for grant funding. It is recommended that this study only be completed if grant funding is secured.

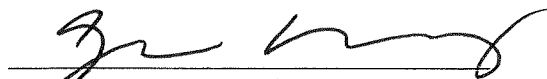
ALTERNATIVES

1. Approve the staff recommendations for funding, not funding, or deferring study issues as discussed in the Fiscal Impact section of this report.
2. Other actions as directed by Council.

STAFF RECOMMENDATION

Staff recommends approval of Alternative No. 1: Approve the staff recommendations for funding, not funding, or deferring study issues as discussed in the Fiscal Impact section of this report.

Reviewed by:

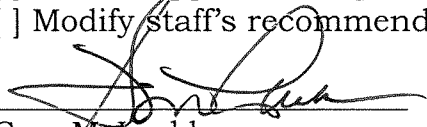


Grace K. Leung, Director of Finance

Prepared by: Drew Corbett, Assistant Director of Finance

City Manager's Recommendation

- Approve Budget Supplement for funding or further action as recommended by staff
- Do Not Approve Budget Supplement for funding
- Modify staff's recommendation



Gary M. Luebbers
City Manager

Attachments:

- A. RTC 13-042
- B. Study Issue ESD 13-05
- C. Study Issue DPW 13-10
- D. Study Issue DPW 13-11
- E. Study Issue DPW 13-13
- F. Study Issue DPW 13-15
- G. Study Issue ESD 12-01
- H. Study Issue ESD 12-04



Council Meeting: February 26, 2013

SUBJECT: Discussion and Possible Action Regarding Adoption of Council-ranked Study Issue Presentation Dates for 2013

BACKGROUND

Council reviewed and took action on proposed 2013 study issues at its annual Study/Budget Issues Workshop on February 1, 2013. Since then, staff has assessed its ability to undertake the priority issues; this report presents, for Council consideration, the proposed start date and Council presentation date for items to be completed in 2013.

Council-approved presentation dates for study issues will be incorporated into the next posted version of the 2013 Tentative Council Meeting Agenda Calendar (Calendar).

EXISTING POLICY

Council Policy 7.3A.1 (Legislative Management – Goals and Policies)

Utilize the General Plan as the City's principal long-range planning tool; utilize the Resource Allocation Plan and Program Outcome Statements as the City's principal mid-range planning tool; and utilize the Council Study Calendar as the City's principal short-range planning tool.

DISCUSSION

Since the February 1 workshop, staff has assessed its ability to undertake the priority issues, taking into consideration departmental workloads and available resources. The *Study Issues Priorities List by Department* (Attachment A) shows the Council ranking for each new issue and indicates the department's intended start date and Council presentation date for Council-ranked study issues. This year, all ranked issues are "above the line" and scheduled for study.

Every effort will be made to keep study issues on track to meet the approved Calendar; however, scheduled dates are tentative. To assist Councilmembers in responding to inquiries or concerns from constituents, staff will continue to advise Council of revisions to the Calendar. The Calendar is maintained and updated weekly on the City's website.

Studies Revised at the Workshop

The following study issues were reviewed by Council at the Study/Budget Issues Workshop and, after Council discussion, resulted in staff action to amend, clarify or expand the scope of the studies. Changes are noted below:

CDD 13-08 Review General Plan Amendment Initiation Process – the scope of this study will be amended to include additional details (e.g., how many requests are received, granted and what fraction of the time the projects are approved).

Issued by the City Manager

ESD 13-01 Power Purchase Agreements for Alternative Energy Allocation – the scope of this study will be amended to include components of *DPW 10-09 Reliable Electrical Power Options*, which was dropped by Council.

DPW 13-11 Community Solar Array System – the scope of this study will be amended to include components of *DPW 10-09 Reliable Electrical Power Options*, which was dropped by Council.

DPS 13-01 Develop Plan to Address Traffic Flow and Parking Impacts from Future 49ers Stadium – the scope of this study will be amended to include additional points of interest.

Study Issues without Designated Council Presentation Dates

The completion dates for three study issues noted in the *Study Issues Priorities List by Department* (Attachment A) are noted as To Be Determined (TBD) due to external factors or the need for additional City funding as noted below.

DPW 13-10 Pilot Bicycle Boulevard Project on East-West and North-South Routes and *DPW 13-15 Protecting Burrowing Owl Habitat on City Facilities* rely entirely, or in part, on grant funding. As such, a date for presentation to Council cannot be determined at this time. Staff is seeking the necessary grant funding and will update Council as appropriate regarding the status of relevant grant application processes.

OCM 10-04C Civic Center Buildings: Renovate, Replace, or Relocate?

Staff's efforts are currently focused on the branch library project, including community outreach, development of a draft agreement with the Sunnyvale School District, and pursuit of the sale of Raynor Activity Center.

FISCAL IMPACT

The eight study issues noted below require additional funding and, consistent with last year's practice, will be considered within the context of the City's overall fiscal situation as a budget supplement included in the City Manager's FY 2013/14 Recommended Budget.

- ESD 13-01 Power Purchase Agreements for Alternative Energy Allocation
(cost of study: \$50,000)
- ESD 13-05 Ecodistrict Feasibility and Incentives
(cost of study: \$50,000)
- DPW 13-10 Pilot Bicycle Boulevard Project on East-West and North-South Routes
(cost of study: \$60,000)
- DPW 13-11 Community Solar Array System
(cost of study: \$15,000)
- DPW 13-13 Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill
(cost of study: \$10,000)
- DPW 13-15 Protecting Burrowing Owl Habitat on City Facilities
(cost of study: \$25,000)
- ESD 12-01C Community and Operational Greenhouse Gas Inventory
(cost of study: \$30,000)
- ESD 12-04C Community Solar Program
(cost of study: \$20,000)

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 Web site.

ALTERNATIVES

- 1) Council approves the Study Issues Priorities List by Department as submitted (Attachment A).
- 2) Council approves the Study Issues Priorities List by Department with modifications.
- 3) Other direction as approved by Council.

RECOMMENDATION

Staff recommends Alternative No. 1) Council approves the Study Issues Priorities List by Department as submitted (Attachment A).

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Yvette Blackford, Senior Management Analyst

Approved by:

Gary M. Luebbers

City Manager

Attachments

- A. Study Issues Priorities List by Department

Study Issues Priorities List by Department

ATTACHMENT A

All Departments

New - Above the line

Start Date	Council Meeting Date	Council Rank	Number	Title	Study Session Date	Lead Manager
3/14/2013	8/27/2013	1	CDD 13-12	Payday Lending Establishments		Trudi Ryan 730-7435
4/15/2013	9/24/2013	2	CDD 13-07	Large Family Day Care Locational Requirements		Trudi Ryan 730-7435
5/13/2013	10/22/2013	3	CDD 13-08	Review General Plan Amendment Initiation Process		Trudi Ryan 730-7435
6/13/2013	11/26/2013	4	CDD 13-13	Standards for Bird-safe Buildings		Trudi Ryan 730-7435
7/8/2013	12/10/2013	5	CDD 13-04	R-3 Height Requirements (non-townhomes)		Trudi Ryan 730-7435
7/1/2013	5/2014*	1	ESD 13-01	Power Purchase Agreements for Alternative Energy Allocation		Melody Tovar 730-7808
7/1/2013	12/2014*	2	ESD 13-05	Ecodistrict Feasibility and Incentives		Melody Tovar 730-7808
2/26/2013	11/19/2013	1	DPS 13-01	Develop Plan to Address Traffic Flow and Parking Impacts from Future 49ers Stadium		Dayton Pang 730-7139
TBD*	TBD*	1	DPW 13-15	Protecting Burrowing Owl Habitat on City Facilities	TBD*	Scott Morton 730-7596
7/1/2013	9/24/2013*	2	DPW 13-11	Community Solar Array System		Manuel Pineda 730-7426
2/4/2013	7/23/2013	3	DPW 13-14	Feasibility of Establishing Additional Dog Parks and Alternatives in Sunnyvale's Park System		Scott Morton 730-7596
TBD*	TBD*	4	DPW 13-10	Pilot Bicycle Boulevard Project on East-West and North-South Routes		Jack Whitthaus 730-7330
7/1/2013	11/19/2013*	5	DPW 13-13	Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill		Manuel Pineda 730-7426

*Pending Budgetary Approval

Study Issues Priorities List by Department

ATTACHMENT A

New - Below the line
(none)**Continuing**

Planned Completion Date	Number	Title	Lead Manager
5/21/2013	CDD 11-07C	Comprehensive Sign Code Revisions	Trudi Ryan 730-7435
4/2014	CDD 10-06C	Toolkit for Commercial/Residential Mixed Use Development	Trudi Ryan 730-7435
9/2014	CDD 08-11C	Preparation of Peery Park Specific Plan	Trudi Ryan 730-7435
12/10/2013*	ESD 12-04C	Community Solar Program	Melody Tovar 730-7808
12/2014*	ESD 12-01C	Community and Operational Greenhouse Gas Inventory	Melody Tovar 730-7808
5/21/2013	ESD 09-14C	Joint Powers Authority (JPA) Approach to Countywide Recycling & Waste Reduction Programs and Services	Mark Bowers 730-7421
TBD	OCM 10-04C	Civic Center Buildings: Renovate, Replace, or Relocate?	Robert Walker 730-7458

*Pending Budgetary Approval

ESD 13-01 Power Purchase Agreements for Alternative Energy Allocation

Lead Department Environmental Services

History 1 year ago None 2 years ago None

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

This study was proposed by the Sustainability Commission. The recommendation is for a study to evaluate the City's participation in a Power Purchase Agreement (PPA) to acquire alternative energy on City owned or controlled facilities. A PPA is an agreement with an alternative energy provider that sees the installation of alternative energy at no capital, operation or maintenance cost to the City. The City would then consume the power generated by the system at a predetermined, set rate and any excess would belong to the PPA provider to sell on the open market.

In order to evaluate the viability and participate in a PPA, the City must perform site surveys to determine the alternative energy potential of a site. Site surveys can be submitted to PPA group buys that pool sites in order to increase the financial benefit to participating sites due to aggregation. Additionally, site surveys would facilitate a comparison between a PPA and the City self-financing an alternative energy system.

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

Policy 3.5.1 ENERGY

POLICY PURPOSE:

The City of Sunnyvale finds that the preservation of natural resources through the use of energy efficient activities is of great importance to the citizens and businesses of Sunnyvale.

It is the purpose of this Energy Policy to:

- Promote economic development
- Maintain a healthy environment
- Maximize limited natural resources
- Encourage alternative forms of transportation
- Encourage cost reduction in City operations

POLICY STATEMENT:

It is the policy of the City of Sunnyvale that the City will:

- Minimize energy consumption in City operations
- **Promote the development of alternative energy resources and support the enhancement of existing technologies**
- Provide for efficient vehicular movement on City streets
- Promote alternative modes of transportation to the single-occupant gasoline powered automobile such as mass transit, carpooling, bicycling and walking
- Use energy efficient street light and traffic signal systems
- Reduce energy consumption through Land Use and Community Design Policies
- **Utilize alternative energy sources at the Sunnyvale Water Pollution Control Plant**
- **Support installation of cost-effective energy efficiency measures in municipally owned buildings and facilities**
- Support Federal, State, and other Local agency energy-related legislation when consistent with

this policy

- Support efforts to provide affordable, reliable, diverse, safe, and environmentally acceptable power to the citizens and businesses of Sunnyvale

3. Origin of issue

Board or Commission Sustainability Commission

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

This study would require a moderate level of effort. A consultant would be required to perform site surveys of designated City sites. There are multiple examples and opportunities for the City to participate in a PPA and much of the work is accomplished through collaboration with the organizing agency and the PPA service provider.

5. Multiple Year Project? No Planned Completion Year 2014

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? Sustainability Commission
Is a Council Study Session anticipated? No

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

Amount of budget modification required 50000

Explanation

The budget estimated for this project is based on the cost of performing site surveys at City properties. It is estimated that a site survey costs about \$2,500 per site. Approximately 20 undetermined utility sites could be surveyed as part of this study and the location of these sites would ultimately be determined by staff. A limited amount of the cost would be a result of staff time during the procurement process. Funding for this study would come from Utility Funds.

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

The cost of implementing this study is directly related to the cost of performing site surveys. In order to participate in a PPA, sites must be surveyed in order to be eligible. The cost savings from a PPA is dependent on the size of the installation, size of the group buy and the alternative energy source implemented. On average, a PPA can yield a 15-30% energy cost savings per year. The typical term of a PPA is 20 years with options to purchase the system outright, typically after 7 years. There are no capital, operating or maintenance costs associated with a PPA. Those costs are the responsibility of the system provider who is guaranteed the City purchases the power generated at the negotiated price and any excess power is the possession of the system provider to sell on the open market. There may be minor costs associated with staff time to organize and administer a PPA.


9. Staff Recommendation

Staff Recommendation Support

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

Staff supports this study. A PPA represents a viable option to promote and use alternative energy with no upfront capital, operating or maintenance costs. The City also benefits from the reduction of greenhouse gases in the community. Due to the fixed prices of energy provided by a PPA, the City can predict energy costs for a minimum of 20 years into the future, based on the PPA agreement. Through the study, the City will also have the information necessary to evaluate whether it should pursue a PPA or to self-finance because the return on investment is within the City's parameters.


Reviewed by



Department Director Date

11-13-12

Approved by



City Manager Date

11-13-12

ESD 13-05 Ecodistrict Feasibility and Incentives

Lead Department Environmental Services

History 1 year ago None 2 years ago None

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

An Ecodistrict is a neighborhood or district with a broad commitment to accelerate neighborhood-scale sustainability. Ecodistricts commit to achieving ambitious sustainability performance goals, guiding district investments and community action, and tracking the results over time. The aim of an Ecodistrict is to integrate objectives of sustainable development and planning and reduce the ecological footprint of a project.

This study issue would determine the feasibility of the Ecodistrict concept in Sunnyvale. The study would also identify and make recommendations for incentives the City can offer developers to implement strategies for enhancing neighborhood sustainability, such as energy and water management systems, green streets, and resource conservation, similar to how the City provides FAR incentives for LEED.

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

General Plan

Policy CC-1.4

Support measures which enhance the identity of special districts and residential neighborhoods to create more variety in the physical environment. (Previously Community Design Policy A.3)

Policy CC-1.4a

Encourage diversity and develop programs to emphasize the unique features of special districts

Policy CC-3.1

Place a priority on quality architecture and site design which will enhance the image of Sunnyvale and create a vital and attractive environment for businesses, residents and visitors, and be reasonably balanced with the need for economic development to assure Sunnyvale's economic prosperity (Previously Community Design Policy C.1)

Policy CC-3.2

Ensure site design is compatible with the natural and surrounding built environment. (Previously Community Design Policy C.2)

Policy LT-1.11

Protect regional environmental resources through local land use practices. (Previously LUTE Policy R1.11)

Policy LT -2.1

Recognize that the City is composed of residential, industrial and commercial neighborhoods, each with its own individual character; and allow change consistent with reinforcing positive neighborhood values. (Previously LUTE Policy C1.1)

3. Origin of issue

Council Member(s) Martin-Milius/Griffith

4. Staff effort required to conduct study Major

Briefly explain the level of staff effort required

This study would require significant staff time to complete. The Ecodistrict concept is a fairly new and emerging concept with limited examples of implementation. Due to staff expertise and workload, it is anticipated that a consultant would be necessary to complete this study.

5. Multiple Year Project? Yes **Planned Completion Year**

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?	Board of Building Code Appeals, Heritage Preservation Commission, Planning Commission, Sustainability Commission
Is a Council Study Session anticipated?	No

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

Amount of budget modification required 50000

Explanation

This study would in all likelihood require the services of an outside consultant. Depending on the scope of the study, it is anticipated that the cost to identify the feasibility for Sunnyvale and level of incentives necessary for a developer to implement an Ecodistrict would be in the ballpark of \$50,000. Funding would likely be from the General Fund.

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

Capital and operating costs could vary considerably. It is likely that options will be identified as a result of this study that will require additional, substantial funding, as well as operating costs in future years to implement the Ecodistrict concept. The implementation costs would be incurred through staff time to develop guidelines for the Ecodistrict strategy and unknown capital and operating costs associated with ongoing implementation and support if the City is an active participant in the strategy. The impact of this study would be realized in potential greenhouse gas reductions as a result of the sustainability measures implemented. This study would support measures identified in the Climate Action Plan, General Plan and Land Use and Transportation Element. Costs associated with the implementation of this study issue would also be based on the incentives identified. Costs may be monetary or in the form of deviations from current development requirements, depending on the outcome of the study.

9. Staff Recommendation

Staff Recommendation Defer

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

Staff recommends deferring this study issue pending the outcome of the Climate Action Plan (CAP) and Land Use and Transportation Element (LUTE). The impact of implementing the CAP and LUTE is not clear. Staff believes it would be prudent to take up this study issue after their implementation when staff has the ability to more fully evaluate their impact on staff time and resources.

Reviewed by

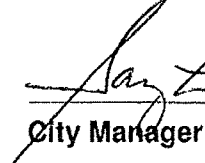


Department Director

10-15-12

Date

Approved by



City Manager

10-16-12

Date

2013 Council Study Issue

DPW 13-10 Pilot Bicycle Boulevard Project on East-West and North-South Routes

Lead Department Public Works

History **1 year ago** None **2 years ago** None

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

This study would develop a plan for construction of north-south and east-west bicycle boulevards in two Sunnyvale corridors as a pilot project for evaluation of the impact of bicycle boulevard treatments. Roadway operations, maintenance, emergency vehicle access, community acceptance, and effectiveness for encouraging bicycling and improving bicycle safety could be potential evaluation measures. The outcome of the study would be consideration by the City Council of a pilot project to construct and evaluate bicycle boulevards.

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

LT-5.5d Maximize the provision of bicycle and pedestrian facilities.

3. Origin of issue

Board or Commission Bicycle and Pedestrian Advisory Commission

4. Staff effort required to conduct study Major

Briefly explain the level of staff effort required

Work with BPAC to identify study corridors and design concepts, conduct neighborhood public outreach

5. Multiple Year Project? Yes **Planned Completion Year** 2014

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? Bicycle and Pedestrian Advisory Commission

Is a Council Study Session anticipated? No

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

Amount of budget modification required 60000

Explanation

Consultant services to design bike boulevard concepts and conduct community outreach efforts.

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

This study could result in the approval of new capital projects. Depending upon the length of the bicycle boulevard corridors and the number of features incorporated into the project concepts, costs of a capital project could reach hundreds of thousands of dollars.

9. Staff Recommendation

Staff Recommendation Support

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

Staff recommends a support position subject to grant funding opportunities available for consulting services.

Reviewed by

Kent Steffens

Department Director

10-5-12

Date

Approved by

[Signature]

City Manager

10-9-12

Date

2013 Council Study Issue

DPW 13-11 Community Solar Array System

Lead Department Public Works

History 1 year ago None 2 years ago None

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

The study will examine whether there is any benefit for the City to construct a large solar array and sell shares in the project to community members.

This issue came forward in 2012 as part of study issue ESD 12-04 *Community Solar Program* that was initiated by the Sustainability Commission. At the 2012 Budget and Study Issues Workshop, Council directed staff to remove the solar array system portion, section "B" of ESD 12-04 and combine it with study issue DPW 10-09 *Reliable Electrical Power Options*. Council felt the two issues were related and could be accomplished more efficiently under one study.

DPW 10-09 was not funded for study in 2012. However, significant progress by PG&E was made to address the key elements of DPW 10-09 (power reliability issues in the Moffett Park area). Therefore, study issue DPW 10-09 is recommended by staff to "Drop" for 2013. The feasibility study of a community solar array system is before Council as a stand alone study issue so that Council may consider and rank separately.

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

Council Policy 1.1.9 Sustainable Development and Green Buildings

3. Origin of issue

Board or Commission Sustainability Commission

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

Staff would work closely with a consultant firm needed to study the feasibility of a City owned and operated solar array.

5. Multiple Year Project? No **Planned Completion Year** 2013

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? Sustainability Commission

Is a Council Study Session anticipated? No

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

Amount of budget modification required 15000

Explanation

Consultant services would be needed to study the feasibility of a City or third party owned and operated solar array, including sight location, capital costs, operating cost, associated logistics, legal and regulatory issues.

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

Construction and operation of a solar array would require a large capital outlay and ongoing operating cost. Cost could potentially be covered by the sale of shares to community members and would be based on the buy-in share price offered to the community. The study would prepare a cost recovery analysis to determine if the idea is economically viable.

9. Staff Recommendation

Staff Recommendation Support

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

Implementing a solar power system would reduce greenhouse gas emissions and has the potential to reduce long-term operating expenses for the City and other investors.

Reviewed by

Kent Stephens

Department Director

10-19-12

Date

Approved by

Ray [Signature]

City Manager

10-22-12

Date

2013 Council Study Issue

DPW 13-13 Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill.

Lead Department Public Works

History **1 year ago** None **2 years ago** None

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

This study issue was proposed by Council member Davis. The study would examine the general feasibility and costs associated with establishing a community venture featuring a venue where children from surrounding schools can come to a farm-like setting to interact with animals in a nurturing and learning environment.

It would specifically explore the feasibility of allowing Animal Assisted Happiness (AAH), a 501(C)(3) non-profit organization, leasing portions of "Recycle Hill" and "West Hill" at the Sunnyvale Landfill for the purpose of locating its operation and providing services. AAH is currently located in Morgan Hill and desires to relocate to Sunnyvale so that it is strategically positioned to provide services in Santa Clara County. Its mission is to serve children and adults with special needs through therapeutic animal interaction services. AAH has developed a proposal for the leasing and improvement of portions of the landfill and the operation of its programs. Phase I of the proposal calls for temporary use of "Recycle Hill" and includes the installation of perimeter fencing on the west side of the site, portable stalls for animals and portable buildings for the storage of supplies. At this stage only "small" animals would be used, such as miniature horses, pot belly pigs, dwarf goats and other smaller species. Phase II involves long-term improvements to "West Hill" including fencing, storage barn, round pens, riding arena, animal barns, office building, pasture, utilities and a parking lot. Programs would utilize small and large animals including horses. AAH submitted a proposal to the City in 2010 and was told that the topic was not a priority for study due to City resource issues.

The Sunnyvale Landfill was certified "closed" in 1994. Post-closure use of the landfill is governed by a State-approved Post-closure Maintenance Plan. Unlike the current pedestrian, cycling and bird watching uses at the landfill, the proposed use by AAH is not presently contemplated by this plan. Thus, implementing the AAH proposal would require (in addition to negotiation of a lease document) regulator approval of a revision of the Post-closure Plan and possibly interactions and approvals from the Regional Water Quality Control Board and Bay Area Air Quality Management District.

It should be noted that the Public Works Department (Parks Division) is planning to work with the Environmental Services Department (Solid Waste Division) on long range planning for recreational use of the landfill. In 2009, Council directed the Department of Community Services and Department of Public Works to work together to develop a long-term plan for the recreational use of the West Hill, Recycle Hill and South Hill portions of the landfill (RTC 09-183). At this point this broader study of future uses of the landfill has not been scheduled.

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

General Plan Goal LT-8 "Adequate and Balanced Open Space". Provide and maintain adequate and balanced open space and recreation facilities for the benefit of maintaining a healthy community based on community needs and the ability of the city to finance, construct, maintain and operate these facilities now and in the future.

General Plan Goal LT-9 "Regional Approach to Open Space". A regional approach to providing and preserving open space and providing open space and recreational services, facilities and amenities for the broader community.

Municipal Code 9.62.070 Conduct-Prohibited acts. No person in a park shall: (e)Lead, ride, drive or let loose any cattle, horse, mule, goat, sheep, swine, dog or fowl of any kind; provided that this shall not apply to dogs when led by a cord or chaig, not more than six feet long.

3. Origin of Issue

Council Member(s) Davis, Spitaleri

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

Staff from the departments of Public Safety, Public Works, Community Development and Environmental Services would need to collaborate to determine the feasibility of this proposal with regard to; local, state and federal regulations governing the use of landfills, long range planning for the use of the landfill and municipal code restrictions concerning farm animals in parks. Environmental Services Department staff should complete a master plan for the landfill before considering its use for this proposal.

5. Multiple Year Project? Yes **Planned Completion Year**

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? Parks and Recreation Commission,
 Planning Commission
Is a Council Study Session anticipated? No

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

Amount of budget modification required 10000

Explanation

Cost is estimated for a consultant to develop a master plan for the landfill. The base cost of this study is approximately \$100,000. The incremental cost to include the AAH proposal as an additional alternative is approximately \$10,000.

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

Leasing of the land could generate revenue but there may be costs related to landfill improvements and their use including utilities, regulatory requirements and secondary costs caused by increased use of the site.

9. Staff Recommendation

Staff Recommendation Defer

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

Defer until a master plan for the landfill is completed. Staff acknowledges that the AAH proposal

could be an appropriate and valuable use of the landfill property. However, in considering the AAH proposal the City should consider other potential uses of the property. Sports fields or other active recreation uses could be suitable for the landfill property and have not been studied at this point. This proposal which leases the land to a specific private group would also be best considered with an open competitive process. If the City determined the property was available for lease for recreational purposes, shouldn't it make the property available through a competitive request for proposal process? Decisions about the landfill property will inevitably have a long-lasting effect. Changing the current use of the landfill involves an update to the City's landfill post-closure plan which would require State approval. Once a use is established it will likely be there for many years even if other civic uses of the property were identified at a later point.

Reviewed by

Kent Steffens

Department Director

11-8-12

Date

Approved by

Gary Lunde

City Manager

11-8-12

Date

2013 Council Study Issue

DPW 13-15 Protecting Burrowing Owl Habitat on City Facilities

Lead Department Public Works

History **1 year ago** None **2 years ago** None

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

This Study was proposed by Vice Mayor Whittum and would examine the general need, feasibility and any costs associated with protecting the burrowing owl habitat on City facilities.

Historically, the habitat for burrowing owls in Sunnyvale has been generally located at the north end of the city on both city and Santa Clara County property. The areas on city-owned land include the Water Pollution Control Plant (WPCP), Landfill and adjacent levees. County owned property includes the Twin Creeks Softball Complex and Baylands Park that is operated and maintained by Sunnyvale. Baylands Park opened in 1994 and contains 105 acres of seasonal wetlands that are not accessible to the public and contain mitigated areas dedicated to the protection of several species of animals including the salt marsh harvest mouse and burrowing owls. In conjunction with the Army Corps of Engineers, 3 permanent owl nesting mounds were built in 1995 in a mitigated area and populated with pairs of owls that the California Department of Fish and Game relocated from a local site that was being developed by Cisco Corporation. Also in 1994, Sunnyvale constructed improvements of the open space at Fairwood School by agreement with the Sunnyvale School District. During construction a burrowing owl was sighted at the park and the State of California required a burrowing owl nesting mound be built as a habitat protection measure. Unfortunately no owls have been sighted at this location since 1995.

The City makes special efforts to make the closed Sunnyvale Landfill hospitable to burrowing owls. The Environmental Services Department, along with assistance from a biologist under City contract, monitors the number and location of owls at the landfill and WPCP. The biologist makes recommendations to staff on how, when and where to carry out various activities so as to provide an attractive habitat for the owls.

Since 1998 there have been 22 nest burrows documented by city staff and an environmental consultant working for the City. They were distributed in the following amounts; 5 at the Landfill (West Hill), 5 at the WPCP, 3 at Twin Creeks and 9 at Baylands Park. Although some of the burrows remain intact, including the artificial mounds in the mitigated area at Baylands Park, the last successful documented nesting pairs of owls were at Baylands Park in 2001 and the WPCP in 2004. Sightings of burrowing owls in these areas reached a low point of a single sighting in 2008 and have steadily increased since that time with 16 sightings recorded in 2012.

The Department of Public Works/Parks Division has a wildlife and habitat management plan for all areas maintained by the City including Baylands Park, that provides for the protection of wildlife habitats including those used by burrowing owls. This plan is implemented in conjunction with the Department of Environmental Services and provides guidance for maintaining the existing natural and man-made (nesting mounds) habitats and best management and maintenance practices to accomplish that goal. The plan is also utilized at Fairwood School currently and any other sites that burrowing owls may be sighted at in the future. In addition there is a wildlife and habitat management plan for the city's two golf courses (although no burrowing owl sightings have ever been reported by staff at either course) that has been certified by Audobon International as part of their Wildlife International Cooperative Sanctuary Program.

This study would determine the extent of the burrowing owl habitat in Sunnyvale including a review of City-owned property at the landfill and wastewater treatment plant. It would evaluate the efficacy of the existing wildlife and habitat management plans and provide guidance for any additional efforts, and their related costs, that may be desired to provide additional burrowing owl habitat protection beyond the City's current programs.

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

General Plan Policy LT-8.2. Adopt management, maintenance and development practices that minimize negative impacts to the natural environment, such as supporting and enforcing the integrated pest management system; and landscaping in ways which minimize the need for water.

3. Origin of Issue

Council Member(s) Whittum, Martin-Milius

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

Staff from the departments of Public Works and Environmental Services would need to collaborate with California State Fish and Game and a consultant specializing in burrowing owl habitats to determine what additional efforts could be made for habitat protection and estimate related costs.

5. Multiple Year Project? Yes **Planned Completion Year**

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?	Parks and Recreation 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 0

Explanation

The cost for the study is estimated at \$25,000 and would be contingent on grant funding. Cost is for a consultant to inspect and monitor habitat, evaluate current wildlife and habitat management plans and provide guidance on needed plan and habitat improvements and their related costs. However, staff does not expect such a study to find a need for significant change to the current habitat management policies and practices.

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

Capital costs to construct or protect habitats are undetermined and could vary widely depending upon their number, size and complexity. Operating costs may increase depending upon the improvements.

9. Staff Recommendation

Staff Recommendation Support

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

Staff recommends "support", contingent on grant funding.

Sunnyvale currently has wildlife and habitat management plans in place to ensure that burrowing owl habitats are adequately protected and maintained while all applicable laws are followed. The Parks Division has an inclusive policy for volunteers and would welcome any assistance from the Santa Clara Valley Audobon Society and its members or any other persons interested in helping to implement Sunnyvale's wildlife management program, including habitat protection. All potential activities proposed by the study issue request are consistent with current policies and operating practices. Staff supports considering enhancements to the current program if grant funding can be secured.

Reviewed by



Department Director

1-15-13

Date

Approved by



City Manager

1-15-13

Date

2012 Council Study Issue

ESD 12-01 Community and Operational Greenhouse Gas Inventory

Lead Department Environmental Services

History 1 year ago None 2 years ago None

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

This study issue was initiated by the Sustainability Commission. Based on a recommendation from staff, it is now the combination of two study issues proposed by the Sustainability Commission to recommended the 1) study a method for tracking of all forms of energy and water use and recovery across City operations utilizing existing City resources to the extent practicable and 2) set up a process to perform a Community Greenhouse Gas (GHG) Inventory annually.

This study would consider options to accurately track and report data necessary to complete a greenhouse gas emissions inventory, of which energy and water are major components. It is appropriate to combine these study issues because the tool to collect information for a Community GHG would also support Operational data collection. The approach would also support the Climate Action Plan (CAP) goals and actions, and allow centralized data collection for direct reporting and measurement in relation to the CAP.

A number of cities and organizations track community and operational data necessary for GHG inventories using specialized software and/or in-house personnel. This study would identify in more detail:

- Current energy and water tracking procedures across operations
- Existing policies regarding City energy and water use
- Computer software programs that could provide consolidated, centralized data collection and reporting
- Various options regarding existing capabilities vs. external options to track this data and related costs.
- Current baseline information which the City can use to track progress in the future

2. How does this relate to the General Plan or existing City Policy?**Policy 3.1.1 Water Resources — Goals, Policies and Action Strategies**

GOAL A: Water Supply – Acquire and manage water supplies so that existing and future reasonable demands for water, as projected in the 20-year forecast, are reliably met.

Policy A.1: Manage water supply to meet demands for potable water through the effective use of water supply agreements.

GOAL B: Water Conservation – Promote more efficient use of the City's water resources to reduce the demands placed on the City's water supplies

Administrative Policy Manual Chapter 6 - Facilities & Equipment Article 4

Section 1. Purpose. To reduce the level of energy consumption at City owned facilities or by City operated equipment, where possible, for conservation of energy related resources.

Council Policy 3.5.1 - Energy

It is the policy of the City of Sunnyvale that the City will:

- Minimize energy consumption in City operations
- Promote the development of alternative energy resources and support the enhancement of existing technologies
- Provide for efficient vehicular movement on City streets
- Promote alternative modes of transportation to the single-occupant gasoline powered automobile such as mass transit, carpooling, bicycling and walking
- Use energy efficient street light and traffic signal systems
- Reduce energy consumption through Land Use and Community Design Policies
- Utilize alternative energy sources at the Sunnyvale Water Pollution Control Plant
- Support installation of cost-effective energy efficiency measures in municipally owned buildings and facilities
- Support Federal, State, and other Local agency energy-related legislation when consistent with this policy
- Support efforts to provide affordable, reliable, diverse, safe, and environmentally acceptable power to the citizens and businesses of Sunnyvale

Policy 3.7.1 Air Quality — Goals, Policies and Action Statements

Goal 3.7A. Improve Sunnyvale's Air Quality and reduce the exposure of its citizens to air pollutants.

Goal 3.7C. Make a contribution towards improving regional air quality.

Policy 1.1.7 Environmental Quality Regulations

POLICY PURPOSE:

The California Environmental Quality Act of 1970, as amended, ("CEQA") requires cities and other units of local government to adopt objectives, criteria and procedures for the evaluation of projects and the preparation of environmental impact reports.

Policy 7.2.1 Community Engagement — Goals, Policies and Action Strategies

GOAL A: ACHIEVE A COMMUNITY IN WHICH ALL COMMUNITY MEMBERS ARE WELL INFORMED ABOUT LOCAL ISSUES, CITY PROGRAMS AND SERVICES.

U.S. Mayors' Climate Protection Agreement - endorsed by City Council in September, 2007 (RTC 07-301):

- Strive to meet or beat the Kyoto Protocol targets in their own communities, through actions ranging from anti-sprawl land-use policies to urban forest restoration projects to public information campaigns;
- Urge their state governments, and the federal government, to enact policies and programs to meet or beat the greenhouse gas emission reduction target suggested for the United States in the Kyoto Protocol -- 7% reduction from 1990 levels by 2012; and
- Urge the U.S. Congress to pass the bipartisan greenhouse gas reduction legislation, which would establish a national emission trading system

3. Origin of issue

Board or Commission Sustainability Commission

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

A consultant could be utilized to identify the necessary resources and scope of data to conduct a GHG inventory. This would reduce the amount of staff time to research what is available and the most efficient systems for data collection tools. Staff would evaluate the options provided by the consultant and initiate the RFP process which would facilitate the City's study. Since there is significant competition in this field the RFP process would likely yield proposals that include capabilities, capital and operating costs associated with resource tracking and providing the City the information necessary to decide further action.

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? Sustainability Commission
 Is a Council Study Session anticipated? No

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

Amount of budget modification required 30000

Explanation

Financing is required for consultant services to identify software options, data collection scope and evaluate the feasibility of the options. \$30,000 to be appropriated from grant funds received.

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

Staff does not have the tools to collect and monitor Community GHG measures. This study would identify the potential capital and operating costs incurred by the City if it were to conduct a greenhouse gas inventory annually. Various options and the costs associated with the purchase of an off-the-shelf or customized GHG tracking tool and operating expenses would be determined for ongoing staff support based on the identified option. The study would also identify any ancillary expenses including licensing and subscription fees, service agreements or other costs required for ongoing support to implement the study recommendation. Cost savings may be realized through the capacity of the City to conduct its own GHG analysis and avoid hiring a consultant to conduct the analysis in the future. Some savings may also be realized by having an increased ability to identify and target energy and cost savings opportunities identified through the tool. Costs may be reduced or offset through an RFP process. There are many vendors providing services related to this area who could submit proposals identifying the scope and cost of various GHG Inventory options.

9. Staff Recommendation

Staff Recommendation Support (Subject to grant funding)

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

Staff supports the study contingent on grant funding. The study facilitates the City's efforts to evaluate data necessary to show compliance with Climate Action Plan goals and policies facilitating the CEQA streamlining process. By identifying the appropriate options the

City can also target areas that will achieve the greatest level of impact for cost savings and greenhouse gas reductions. The two original study issues have been combined because the data sets are similar, if not identical for each of the studies. It would therefore make more sense to identify one tool that could achieve the goals of both study issues. Staff also recommends that this study be conducted after the adoption of the CAP, since the CAP policies will better define the data collection needs of the tool.

Reviewed by



Department Director

11-7-11

Date

Approved by



City Manager

11-8-11

Date

ESD 12-04 Community Solar Program

Lead Department Environmental Services

History **1 year ago** None **2 years ago** None

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

This study issue was initiated by the Sustainability Commission to examine whether there is any benefit for the City to sponsor a community solar program for Sunnyvale residents.

While there are multiple options for such a program, the study would examine the following two options: A) A volume buying program open to community members who choose to join a pool to take advantage of volume buying discounts for solar technology. Volume discounts and savings are generally based on the size of the pool of participants, the more participants in the pool, the greater the discount; or B) The City would construct a large solar array and sell shares in the project to community members.

Many communities have adopted Community Solar Programs at various different levels. Some provide a financing mechanism, like the City of Berkeley's Berkeley First Program, while others have provided different resources including education, outreach and non-monetary support to encourage solar energy use in the community.

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

Policy 1.1.9 Sustainable Development and Green Buildings

This policy is designed to encourage sustainable development throughout the City of Sunnyvale, to provide education and information to the community, and to serve as an acknowledgement by the City Council of the importance of sustainable development concepts and practices.

POLICY STATEMENT

It is the policy of the City to encourage new and remodeled development within the City to incorporate sustainable design principles in the following disciplines:

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere Materials and Resources
- Indoor Environmental Quality

The City of Sunnyvale adopts the following policy statements in recognition of the importance of sustainable development:

Private Development

1. Provide education and outreach to residents, businesses, and development community.
2. New residential construction shall be encouraged to use the Alameda County Waste Management Authority's Home Remodeling: Green Building Guidelines for green building design and construction techniques.
3. Provide incentives for industrial/office development to incorporate green building design practices.

Policy 2.3.1 Housing and Community Revitalization – Goals and Policies

Neighborhood Quality

Goal F- Maintain sustainable neighborhoods with quality housing, infrastructure and open space that fosters neighborhood character and the health of residents.

- Policy F.6 Encourage use of sustainable and green building design in new and existing housing.

3. Origin of issue

Board or Commission Sustainability Commission

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

The level of staff support would be moderate. A consultant will be necessary to study the options and feasibility of a volume buying program or the sale of shares in a City owned and operated solar array. The study will address the costs and logistics associated with these program options, including the legal, financial, regulatory and implementation issues that may result from the City's sponsorship of either option.

5. Multiple Year Project? No **Planned Completion Year** 2013

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? Sustainability Commission

Is a Council Study Session anticipated? No

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

Amount of budget modification required 20000

Explanation

Financing is required for consultant resources to complete the study. Staff will explore grant funding opportunities. \$20,000 to be appropriated from grant funds received.

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

The cost of implementation will vary based on the selected option. Volume buying programs for residents currently exist in the marketplace. Costs associated with the City sponsoring a program may include the cost of outreach and education, level of agency sponsorship and whether the City would coordinate a RFP process and facilitate recruitment of participants. The actual costs would be identified by the study. The cost for the City to construct a solar array and sell shares to community members would require a large capital outlay. Costs could be recovered based on the buy-in share price offered to community member. A result of the study would be a cost recovery analysis for this type of program. An option that will also be explored is opportunities to offset the cost of implementing either program through external funding, including grants and public/private/nonprofit funding opportunities.

9. Staff Recommendation (Subject to Grant Funding)

Staff Recommendation Support

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

Staff supports this study contingent on grant funding. Community Solar Programs are becoming popular in many communities and there is an increased interest in solar power from commercial and residential interests. The City has made an effort to attract green businesses of which solar is a major component. This study is consistent with the City's goals and has the potential to positively impact the community environmentally, socially and economically. Grant funding in the solar industry is becoming increasingly available.

Reviewed by

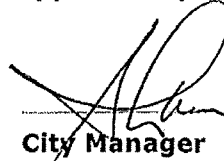


Department Director

11-8-11

Date

Approved by



City Manager

11-11-11

Date

BUDGET SUPPLEMENT NO: 5

May 3, 2013

SUBJECT: Funding for Dispute Resolution Services

BUDGET SUPPLEMENT REQUEST SUMMARY

This supplement would provide one-time FY 2013/14 funding for dispute resolution and mediation services by an entity qualified to provide such services. The focus of this service is on tenant/landlord disputes, but other types of community disputes would also be accommodated to the extent possible. Should funding be approved, staff would work with Purchasing to issue a request for proposals for contract services. Approval of this request would allocate \$20,000 from the General Fund for this purpose.

BACKGROUND

For many years, the City funded dispute resolution services provided by an outside agency. These services were funded with General Funds. Most of the disputes handled were related to housing issues, primarily tenant/landlord disputes, however other types of cases were also handled, many of which were referred by Department of Public Safety staff, particularly in the Neighborhood Preservation Division, such as disputes between neighbors, or between residents and adjacent businesses. In 2009, a three-year services contract for these services ended. Staff then issued a request for proposals to select a provider to continue to provide these services, and received just one proposal from Project Sentinel, a non-profit agency that had been providing such services in the region for nearly forty years. However, at that time, Project Sentinel had some audit findings that prevented the agency from qualifying for a city contract. Shortly thereafter, the General Fund allocation for these services was discontinued during the 2010 budget reductions.

Since that time, and particularly in the last year or two, staff has received increasing number of requests from residents and other agencies for assistance with community disputes. Most of these requests relate to tenant/landlord disputes, due mainly to sharply increasing rents, with the remainder relating to disputes between other community members, such as between neighbors, resident/business issues, or issues with mobile home park managers and tenants. Although there is a community mediation program offered by the County of Santa Clara, in the last year or so they have reported to City staff that they do not have the capacity to handle the volume of calls they have been receiving in the past year or two from community members throughout the county.

EXISTING POLICY

General Plan, Housing Sub-Element

Goal E Promote equal housing opportunities for all residents, including Sunnyvale's special needs populations, so that residents can reside in the housing of their choice.

Policy E.1 Support the provision of fair housing services and tenant/landlord mediation to residents.

DISCUSSION

Sunnyvale has a long tradition of supporting tenant/landlord mediation and dispute resolution services to help local renters and landlords, as well as other community members, resolve disputes in an amicable manner, as much as possible. Some cases require the services of a professional attorney-mediator, which would also be provided if this proposal is approved. Administrative tasks, including: issuing a Request for Proposals in conjunction with Purchasing, management of the services contract, establishing performance goals and objectives for the contractor, approving a budget and compensation rates, and referring residents to the selected services provider, would be performed by staff in the Department of Community Development, Housing Division.

SERVICE LEVEL IMPACT

Council approval of this supplement would fund this program for FY 2013/14 only. Renewal may be considered by Council in subsequent years if the need for this service continues to exist. A professional dispute resolution agency or firm would have the capacity and expertise to provide specialized dispute resolution and mediation services that City staff does not have the ability to provide directly. City staff can continue to provide general referrals to affordable housing resources and various informational resources available online. The requested supplement would be targeted to the specialized, professional dispute resolution and mediation services that can be provided only by trained professionals, such as attorney mediators and/or conflict resolution specialists with expertise in tenant/landlord law and in general conflict resolution.

Approval of this budget supplement would result in an increased level of service to the community by providing dispute resolution services which are frequently requested by many residents, as well as some property owners and related agencies, such as Sunnyvale Community Services and the Tri-County Division of the California Apartment Association, as well as Neighborhood Preservation staff. To support this program, staff activities include: adding the selected service provider's contact information to the City's website, making printed referral materials for the public and staff, drafting the scope of work and contract, and processing reimbursement requests.

FISCAL IMPACT

This supplement proposes \$20,000 in total funding for FY 2013/14 only. Associated administrative costs would be absorbed by the Department of Community Development, Housing Division. This funding request may be brought to Council annually, or not, depending on the perceived level of need for this service, measured by the number of requests for service received by staff throughout the year. This annual process enables Council to allocate funding for the upcoming year's budget based on the current economic and financial environment, and the level of community need for this service.

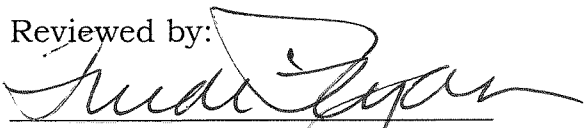
ALTERNATIVES

1. Approve the budget supplement for \$20,000 to fund dispute resolution and mediation services, to be reviewed on an annual basis.
2. Approve a budget supplement for a different amount to fund dispute resolution services.
3. Do not approve a budget supplement to fund these services.
4. Other direction as provided by Council.

STAFF RECOMMENDATION

Staff recommends Alternative 1. Approve the budget supplement for \$20,000 to fund dispute resolution services to be provided by a qualified provider selected through a competitive bidding process, to be reviewed on an annual basis.

Reviewed by:



Hanson Hom, Director of Community Development
Prepared by: Suzanne Isé, Housing Officer

Reviewed by:



Grace K. Leung, Director of Finance

City Manager's Recommendation

- Approve Budget Supplement for funding
- Do Not Approve Budget Supplement for funding



Gary M. Luebbers
City Manager

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**Glossary of
Budget Terms**

GLOSSARY OF BUDGET TERMS

<i>Accrual</i>	The basis of accounting that recognizes revenues when earned and expenses when incurred, regardless of when cash changes hands.
<i>Activity</i>	Under the City's Performance Based Budget structure, an activity is the lowest level cost center within an operating program. It incorporates everything that goes into providing a specific service.
<i>Allocated Costs</i>	A method for allocating overhead time and other expenses to activities that provide direct services.
<i>Appropriations</i>	Expenditure authority created by City Council.
<i>Asset Forfeiture Fund</i>	This fund accounts for the proceeds from sale of assets seized primarily from illegal narcotics activities. Asset Forfeiture funds are used for law enforcement purposes.
<i>Basis of Budgeting</i>	Basis of budgeting refers to the method used for recognizing revenues and expenditures in the budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.
<i>Base Budget</i>	Those resources necessary to meet an established and existing service level.
<i>Budget</i>	A financial plan consisting of an estimate of proposed expenditures, the proposed means of financing those expenditures and the corresponding purposes for a given time period.
<i>Budget Issue</i>	A request to add a new service or increase/decrease an existing service level. Budget Issues referred for consideration by City Council to the City Manager become Budget Supplements.
<i>Budget Modification</i>	A change in expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget modifications are reflected in the current year budget and have been approved by City Council.

GLOSSARY OF BUDGET TERMS

<i>Budget Supplement</i>	A proposal for an increase or decrease in an existing service level (over and above the base budget) or to add a new service. All Budget Supplements are considered with the City Manager's Recommended Budget.
<i>Business License Tax</i>	This two-year tax is based on the number of employees or rental units (for rental properties). Beginning in 2010, this tax was annually adjusted for inflation.
<i>Comprehensive Annual Financial Report (CAFR)</i>	A set of governmental financial statements that complies with the accounting standards set by the Governmental Accounting Standards Board.
<i>Capital Project</i>	A capital improvement that usually requires a major initial investment, and results in a new asset for the City.
<i>Capital Projects Fund</i>	Funds that are used to account for financial resources to be used for the acquisition or construction of major capital projects (other than those financed by enterprise funds).
<i>Community Condition Indicator</i>	A statistical measure of existing conditions within the City. These provide tangible and quantitative expressions of the General Plan's goals, while some indicators directly impact City services.
<i>Community Development Block Grant Fund (CDBG)</i>	This fund accounts for use of community development block grant funds received from the federal government. Other revenues in this fund include repayments of commercial and residential loans and rental income from City property. Funds are used for programs or projects that increase affordable housing and benefit people with special needs such as senior and handicapped citizens.
<i>Construction Tax</i>	This tax is levied by City ordinance at a rate of \$0.0054 of the building permit valuation.
<i>Debt Service</i>	Principal and interest requirements on outstanding debt.
<i>Depreciation</i>	A method of allocating the cost of an asset over its useful life.

GLOSSARY OF BUDGET TERMS

Employment Development Fund

This fund accounts for various Federal funds and program revenues used for workforce development activities conducted by the North Valley Job Training Consortium (NOVA).

Employee Benefits Fund

This fund accounts for charges to City salary expenditures for leave time, employee benefits, workers compensation and retirement benefits on a cost reimbursement basis.

Enterprise Fund

These funds are used to account for operations that are financed and operated in a manner similar to private business where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges (eg: Utility and Golf and Tennis activities).

Expenditure

The actual outlay of funds from the City treasury.

Fiscal Year

A 12-month period of time, from July 1 through June 30.

Full Cost Accounting

A managerial accounting technique that accumulates both direct and indirect costs for financial reporting and decision making purposes. This technique helps the City assess the true cost of providing a service in relation to the associated benefits.

Fund

A fiscal and accounting entity that has a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. City resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Funding Sources

Identifies resources that will support City expenditures.

Gas Tax Fund

This fund is required by state law to account for gas tax revenues received from the state and expended for construction and maintenance of City streets.

GLOSSARY OF BUDGET TERMS

General Fund

A fund that accounts for all financial resources necessary to carry out basic governmental activities of the City that are not accounted for in another fund. The General Fund supports essential City services such as police and fire protection, street maintenance, libraries, and parks and open space maintenance. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees and service fees.

General Plan

The General Plan is a long range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan chapters address the delivery of services to the community.

General Plan Goal

A long-term condition or end result that the City will work toward. Broad goals are set to maintain or affect community conditions.

General Services Fund

This fund accounts for charges to City Programs for use of fleet equipment, building space, print shop services and computer services on a cost reimbursement basis.

Golf and Tennis Fund

This fund is used to account for all of the revenues and expenses related to the two city-operated golf courses and the tennis center.

Governmental Funds

Governmental funds are used to account for functions of the City that are principally supported by taxes and intergovernmental revenues. The governmental activities of the City include planning and management, public safety, community development, transportation, socioeconomic, cultural and environmental management.

Grant

A contribution by a government or other organization to support a particular function.

GLOSSARY OF BUDGET TERMS

Housing Fund

This fund is used to account for housing mitigation revenue and Below Market Rate (BMR) program funds for the City's affordable housing needs. Funds are expended on special and capital projects designed to achieve the City's goal of affordable housing and community development.

In-Lieu Charges

Each fund's share of Citywide overhead costs for programs such as: Finance, Human Resources, Office of the City Attorney, and Office of the City Manager.

Infrastructure Renovation and Replacement Fund

A fund used to account for resources used for the City's long-term infrastructure renovation and replacement program.

Infrastructure Project

A project that is designed for the renovation and/or replacement of infrastructure assets.

Interfund Transfer

Amounts transferred from one fund to another.

Internal Service Funds

These are funds used to account for the financing of goods or services provided by one department or program to other departments or programs of the City on a cost-reimbursement basis.

Liability and Property Insurance Fund

This fund accounts for charges to City Funds for property and liability insurance on a cost reimbursement basis.

Legislative Issues

Major policy decisions made by the City Council on matters such as General Plan policies, ordinances, and resolutions requiring study that need to be scheduled on Council's calendar.

Operating Budget

A financial plan for the provision of direct services and support functions.

GLOSSARY OF BUDGET TERMS

Operating Program

The City manages under a performance budget concept organized by programs, service delivery plans and activities. There are two fundamental types of programs - direct services, which produce results directly affecting constituents or the environment; and support, which serve the direct services programs.

Origination Year

The origination year is the fiscal year a project and its related costs were put into the Resource Allocation Plan. This is not necessarily the year the project is started.

Outside Group Funding Project

A project that captures City contributions made to local community-based organizations. These projects are funded from Community Development Block Grant (CDBG) and General funds.

Park Dedication Fund

This fund is used to account for funds that developers contribute towards the acquisition, construction, or renovation of neighborhood and community parks and park facilities.

Parking District Fund

This fund accounts for special assessments levied on the real property located in the City's downtown parking district. The revenues in this fund are used to maintain parking lots located within the district.

Performance Based Budget

A budget wherein expenditures are based primarily upon measurable performance of activities.

Police Services Augmentation Fund

This fund accounts for monies received from the federal and state governments, which are expended to enhance law enforcement services.

Products

In the City's Performance Based Budget structure, products are the end results of activities that support program performance and workload indicators.

Program Performance and Workload Indicators

Define the program's quantifiable and measurable results that are expected to be produced by completing the work or activities included in the program.

GLOSSARY OF BUDGET TERMS

<i>Program Manager</i>	A supervisor or manager who plans and manages the execution of one or more of the City's operating programs.
<i>Project Category</i>	Projects are categorized into four areas: Capital, Special, Outside Group Funding, and Infrastructure.
<i>Project Coordinator</i>	A person who coordinates the project for the user department.
<i>Project Costs</i>	All the costs associated with a project. These costs include prior year actual expenditures, current year budgeted expenditures and future year planned expenditures over a 20 year planning period.
<i>Project Description/Scope/ Purpose</i>	Provides a summary description of a project, including the results to be accomplished, timeframe and basis for project costs.
<i>Project Evaluation and Analysis</i>	Provides a discussion of the financial and operational justifications for the project. Addresses any cost savings or efficiency gains by completing this project and any other alternatives that were considered in the decision to fund the project.
<i>Project Manager</i>	A supervisor or manager who plans and manages the execution of one or more of the City's projects.
<i>Project Number/Name</i>	Existing number and title in the City's financial system that identifies a particular project.
<i>Project Operating Costs /Savings</i>	If applicable, estimated operating costs or savings associated with the completion of a project are budgeted into the resource allocation plan.

GLOSSARY OF BUDGET TERMS

Property Tax

California State Constitution Article XIII A provides that the combined maximum property tax rate on any given property may not exceed 1% of its assessed value unless an additional amount has been approved by voters. Santa Clara County assesses properties, bills and collects these property taxes. The City's share including all penalties and interest is remitted by the County.

Property Transfer Tax

This tax is levied at a rate of \$0.55 per \$500 of equity value transferred. The County collects the tax and the City receives one-half. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

Proprietary Fund

Proprietary Funds consist of Enterprise Funds and Internal Service Funds, defined above. The City uses enterprise funds to account for its Water, Wastewater, Solid Waste, SMaRT Station, and Community Recreation operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions.

Redevelopment Successor Agency Fund

This fund accounts for the activities of the Redevelopment Successor Agency as a result of the dissolution of Redevelopment Agencies (RDAs) on February 1, 2012.

Reserve

Amount in a fund representing the difference between resources and requirements, taking into account all transfers in and out of the fund. Reserves can be restricted or unrestricted, and reserve levels may be mandated by law or by policy.

Revenue

Funds the City receives as income such as tax payments, fees for services, grants, fines, forfeitures and interest income.

Sales Tax

The City receives one percent of the County taxes on retail sales. The sales tax is one of the City's largest General Fund revenue sources.

Service Delivery Plans

Under the Performance Based Budget structure, these plans describe specific programming of targeted services to meet the program goals and measures.

GLOSSARY OF BUDGET TERMS

<i>SMaRT Station Fund</i>	This fund was established to account for the revenues and expenses of the Sunnyvale Materials and Recovery and Transfer (SMaRT) Station operations. The SMaRT Station is a three way partnership between the cities of Sunnyvale, Palo Alto and Mountain View.
<i>Solid Waste Management Fund</i>	This fund accounts for revenues and expenses related to refuse collection and solid waste disposal services.
<i>Special Assessment Fund</i>	A fund used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.
<i>Special Revenue Funds</i>	These funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes.
<i>Spending Limitation (GANN LIMIT)</i>	Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. Annually, local governments may increase this limit by a factor comprised of the change in population combined with the California inflation rate and determined by the State finance department.
<i>Sub-Fund Number</i>	A three-digit number attached to a fund number that identifies a sub-division of the fund, thus capturing specific information as required.
<i>Planned Completion Year</i>	This is the fiscal year a project is planned to be finished. For projects that are continuous, "ongoing" is the designated planned completion year.
<i>Transient Occupancy Tax</i>	A 9.5 percent tax is levied on charges for occupancy of hotel and motel rooms for stays. The City's lodging industry is largely dedicated to serving its industrial base.

GLOSSARY OF BUDGET TERMS

20-Year Resource Allocation Plan

The 20-Year Resource Allocation Plan is the backbone of the City's financial planning process. This long-range planning gives the Council a tool with which it can project revenues, operating requirements and capital spending and identify trends. It allows the cost of any policy decision to be measured in terms of long-range expenditure requirements, thereby raising "red flags" in areas where financial conditions may be unacceptable in the future. The 20-Year Resource Allocation Plan has helped the City fund a pay-as-you-go philosophy, allowing money to be set aside in reserve funds for future service expansion or major projects.

User Department

The department that initiated the project.

User Fee

A fee for direct receipt of a service paid by the party benefiting from the service.

Utility Users Tax

A two-percent tax on utility billings for gas and electric and intra-state telephone services.

Water Supply and Distribution Fund

This fund accounts for all revenues and expenses related to the City-operated water utility.

Wastewater Management Fund

This fund accounts for all the revenues and expenses related to the city-operated sewer collection and Water Pollution Control Plant systems.

Youth and Neighborhood Services Fund

This fund accounts for revenues and operating program expenditures of the Columbia Neighborhood Center, a partnership between the City of Sunnyvale, the Sunnyvale School District and a private corporation.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sunnyvale
California**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Moynell

President

Jeffrey R. Egan

Executive Director



Questions/comments please contact:

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**The Adopted FY 2013/14 Budget in its entirety may be viewed on-line at:
Budget.inSunnyvale.com**