



**Council Meeting: February 24, 2009**

**SUBJECT: Adoption of 2009 Tentative Council Meeting Agenda Calendar and Approval of Budget Modification No. 29**

**REPORT IN BRIEF**

The City's Planning and Management System (PAMS) calls for an annual Tentative Council Meeting Agenda Calendar (TCMAC), which schedules Council meeting dates, and dates for presentations of study issues ranked by Council at its workshop in January. It is recommended that the City Council review the attached documents and modify or approve the following:

- The *2009 Tentative Council Meeting Agenda Calendar* (Attachment A). The calendar shows specific study items, mandatory and routine items, as well as other noteworthy items, events and cancelled meetings.
- Budget Modification No. 29 appropriates funding for those new study issues that require additional resources to proceed.

Staff recommends adoption and approval of the TCMAC and Budget Modification No. 29 as presented.

**BACKGROUND**

PAMS includes a process whereby the City Council reviews various proposals for study at an annual workshop in January and establishes an annual calendar which reflects the Council's priority issues from the workshop.

On January 23, 2009, the Council held its annual study issues and budget issues workshop. By Department, Council assigned a priority to each of the study issues submitted and discussed. Staff has since assessed its ability to undertake the priority issues, taking into consideration ongoing departmental workloads (Attachment B – *Study Issues Priority List by Department*). The TCMAC (Attachment A) includes those priority Council study issues staff believes can be addressed during 2009.

**EXISTING POLICY**

**Council Policy 7.3A.1:** Utilize the Calendar as the City's principal short range planning tool

**DISCUSSION**

The *2009 Tentative Council Meeting Agenda Calendar* (Attachment A) contains study issues, routine and mandatory items, Council meetings, study sessions,

state and national conferences, holidays, and special events or meetings. Dates when no meetings are scheduled are also noted. Mandatory items, such as the annual report regarding development impact fees, are also listed on the Calendar; these items require staff time and are considered when determining the amount of staff time available for new and continuing study issues.

Similar to previous years, placeholders have been inserted for Planning items such as permits, development applications, and appeals. Whenever possible, staff has not scheduled study issues during meetings with Planning items in order to help facilitate and manage the meetings.

Additional study sessions and other special meetings may be needed after more information is known about the complexity of certain issues or as new items arise. If there are study issues not scheduled for study sessions that Council believes should be, or scheduled study sessions that are unnecessary, Council should so indicate at this time.

The *Study Issues Priorities List by Department* (Attachment B) identifies continuing and new study issues by department. The issues are presented in three sections – Above the Line, Below the Line and Continuing. The *Priorities List* shows the Council ranking for each new issue. Each department was asked to establish a cutoff point below which new issues receiving a lower priority would not be addressed due to workload demands and other factors. Those items falling “below the line” are considered deferred and will automatically be brought back to Council for consideration at the January 2010 Study Issues/Budget Issues Workshop. The proposed Council presentation dates for “above the line” study issues are scheduled on the *2009 Tentative Council Meeting Agenda Calendar* (Attachment A).

This year, the City Manager directed staff to note any “below the line” study issues that could be completed if departments were permitted to complete study issues out of priority sequence when the workload of a specific work unit precluded study of additional higher-priority issues. In other words, if a division has only enough resources to study priority issue number one, and priority issue number two also belongs to this division, past practice required the department director to “draw the line” below issue number one. This precluded not only the study of issue number two, but of all other issues assigned to that department – regardless of whether other divisions had sufficient resources to study their assigned issue(s). For example, in 2009 the Department of Public Works has the resources to complete several issues that would, following past practice, fall “below-the-line” since the Traffic Division’s resources extend only through Study Issue DPW-07. However, DPW has noted out-of priority sequence issues that could be studied. The Community Development Department has similar circumstances. These additional out-of-

priority sequence issues are proposed to be completed in calendar year 2009 and are noted on the 2009 TCMAC.

Every effort will be made to keep study issues on track to meet the approved Calendar; however, scheduled dates are tentative. To assist Council members 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 and is included in the Council agenda meeting packets.

Work on the study issues will commence in the order in which they are ranked. However, since some studies require fewer staff hours (and/or require less time to process) they will not be completed in the order in which they are ranked. The *Study Issues Priorities List by Department* (Attachment B) indicates the department's intended start date and final council presentation date for each above-the-line study issue.

### **Revised 2009 Study Issue Paper**

On January 27 Council directed the Department of Public Works to revise the Stevens Creek Trail study issue paper, based actions taken by Council that evening. The revised Study Issue Paper is titled *DPW-07 General Plan Amendment to Remove Stevens Creek Trail Policy* and attached for Council reference (Attachment C).

### **FISCAL IMPACT**

Two of the study issues require funding. If these issues are approved, appropriations would be necessary. Budget Modification No. 29 has been prepared to appropriate funds for the two study issues that require immediate funding.

*DPW-14 – Joint Powers Authority (JPA) Approach to Countywide Recycling and Waste Reduction Programs and Services.* This study issue would explore, in cooperation with other Santa Clara County jurisdictions, the advantages and disadvantages of creating a JPA to better serve their long-term waste reduction, recycling, composting, and waste disposal needs. This study is estimated to cost \$50,000 for a consultant to scope out the process, arrange meetings, with jurisdictions and assess regional interest in a solid waste JPA. If interest exists, this study would only move forward if other jurisdictions agree to reimburse the City for their proportional share of the \$50,000 necessary for the study. As such, it is estimated that the City's share for this study would be \$3,500.

*DPW-20 – Consider any code revisions that would be necessary to allow for the filtering of "gray water" and the reuse of filtered gray water for household purposes.* This study will utilize outside specialists knowledgeable in the field to consider federal and state regulatory requirements and the health implications

of filtering gray water and reusing it for household purposes based on standard practices of the water industry. The use of outside specialists to complete this study is expected to cost \$40,000.

In summary, Budget Modification No. 29 would appropriate \$3,500 from the Solid Waste Fund 20-Year Resource Allocation Plan Reserve for the JPA study and \$40,000 from the Wastewater Fund Rate Stabilization Reserve for the gray water study. Appropriating \$3,500 from the Solid Waste Fund 20-Year Resource Allocation Plan Reserve is expected to have no impact on rates. Appropriating \$40,000 from the Wastewater Fund Rate Stabilization Reserve will result in an increase to rates of approximately 0.1%. The following table presents Budget Modification No. 29:

**BUDGET MODIFICATION NO. 29  
 FISCAL YEAR 2008/2009**

	<b>Current</b>	<b>Increase (Decrease)</b>	<b>Revised</b>
<b>Wastewater Management Fund</b>			
<u>Expenditures:</u>			
New Project — Gray Water Filtering and Reuse Study	\$0	\$40,000	\$40,000
<u>Reserves:</u>			
Rate Stabilization Reserve	\$9,547,031	(\$40,000)	\$9,507,031
<b>Solid Waste Management Fund</b>			
<u>Revenues:</u>			
Government Agencies Reimbursement	\$0	\$46,500	\$46,500
<u>Expenditures</u>			
New Project – Recycling and Waste Reduction JPA Study	\$0	\$50,000	\$50,000
<u>Reserves:</u>			
20-Year RAP Reserve	\$2,056,399	(\$3,500)	\$2,052,899

**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) *2009 Tentative Council Meeting Agenda Calendar*
  - a) Council approves the calendar as submitted (Attachment A)
  - b) Council modifies the calendar, and adopts as modified
  
- 2) Budget Modification No. 29
  - a) Council approves Budget Modification No. 29 as submitted
  - b) Council modifies Budget Modification No. 29 and adopts as modified
  
- 3) Other direction as approved by Council

**RECOMMENDATION**

Staff recommends Alternatives No. 1a and 2a:

- 1) *2009 Tentative Council Meeting Agenda Calendar*
  - a) Council approves the calendar as submitted (Attachment A)
- 2) Budget Modification No. 29
  - a) Council approves Budget Modification No. 29 as submitted

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Yvette Agredano, Intergovernmental Relations Officer

Reviewed by:

Mary Bradley, Director of Finance

Prepared by: Drew Corbett, Budget Analyst

Approved by:

Gary M. Luebbers  
City Manager

**Attachments**

- A. 2009 Tentative Council Meeting Agenda Calendar
- B. Study Issues Priorities List by Department
- C. DPW-07 *General Plan Amendment to Remove Stevens Creek Trail Policy*

## **Attachment A**

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## FEBRUARY 2009

Date	Time	Department
February 24	6 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b>
		<ul style="list-style-type: none"> <li>Consideration of Proposed Senior Housing Project at Fair Oaks/Garland Avenue by Mid-Peninsula Housing Coalition: City Financial Support; and Land Use Approvals Staff Contact: Suzanne Ise, (408) 730-7698</li> </ul>
	7 p.m.	<b>COUNCIL MEETING</b>
		<ul style="list-style-type: none"> <li>Adoption of 2009 Tentative Council Meeting Agenda Calendar and Budget Modification No. 29 Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>
		<ul style="list-style-type: none"> <li>2009 Priority Issues and Legislative Advocacy Positions (Final) Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>
		<ul style="list-style-type: none"> <li>2007-0306 - Rite Aid [Applicant] Tikvica Family Trust [Owner]: Appeal by the applicant of a decision of the Planning Commission approving a Special Development Permit for a drug store/pharmacy which includes a condition of approval to remove one of the two proposed drive-thru lanes. The property is located at 1010 Sunnyvale-Saratoga Road (at E. Remington Dr.) in a C-1/PD (Neighborhood business/Planned Development) Zoning District. Special Development Permit to allow an approximately 14,673 square foot drug store/pharmacy with a drive-thru Staff Contact: Ryan Kuchenig, (408) 730-7431</li> </ul>
		<ul style="list-style-type: none"> <li>2008-0936 – Bergman Companies [Applicant] De Anza Square [Owner]: Appeal by a Councilmember of a decision of the Planning Commission approving a Use Permit to allow a grocery store (Fresh &amp; Easy) in an existing retail space greater than 10,000 square feet. Application for a property located at 1356 S. Mary Avenue (near W Fremont Ave at De Anza Square Shopping Center) in a C-1 (Neighborhood Business) Zoning District. Staff Contact: Noren Caliva (408) 730-7637</li> </ul>
		<ul style="list-style-type: none"> <li>Reconsider City's Code of Ethics and Conduct for Elected and Appointed Officials Based on Council Action of February 3, 2009 Staff Contact: Robert Walker, (408) 730-7458</li> </ul>
		<ul style="list-style-type: none"> <li>City Appointment to the Moffett Field Restoration Advisory Board Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## MARCH 2009

Date	Time	COUNCIL MEETING	Department
March 3	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• <b>SPECIAL ORDER OF THE DAY - Proclamation</b> Recognizing Arbor Day</li> </ul>	DPW
		<ul style="list-style-type: none"> <li>• <b>Special Order of the Day – Certificate of</b> Congratulations for NetApp</li> </ul>	CDD
		<ul style="list-style-type: none"> <li>• 2008-1245 - Mid Peninsula Housing Coalition [Applicant] Santa Clara County [Owner]: Application for related proposals located at 660 S. Fair Oaks Avenue (at Garland Ave) in an R-4 (High-Density Residential) Zoning District. (Mitigated Negative Declaration) (APN: 211-02-022) Rezone from R-4 (High Density Residential) Zoning District to R-4/PD (High Density Residential/Planned Development) Zoning District; Special Development Permit to allow 124 senior housing units with underground parking and a freestanding four- level parking structure to serve the existing on-site medical clinic Staff Contact: Gerri Caruso, (408) 730-7591</li> </ul>	CDD
		<ul style="list-style-type: none"> <li>• Recommendation for Approval of a Deposition and Development Agreement between City of Sunnyvale and Mid-Peninsula Housing Coalition for the Fair Oaks Senior Housing Project Staff Contact: Suzanne Ise, (408) 730-7698</li> </ul>	CDD
March 10	5 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b> <b>Sunnyvale Library – Program Rooms A &amp; B</b>	CDD
		<ul style="list-style-type: none"> <li>• Draft Housing Element – Joint Session with Housing and Human Services Commission and Planning Commission Staff Contact: Suzanne Ise, (408) 730-7698</li> </ul>	
	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b> <b>Sunnyvale Library – Program Rooms A &amp; B</b>	
		<ul style="list-style-type: none"> <li>• Intergovernmental Relations Update: National League of Cities Congressional City Conference Information Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	
	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• <b>SPECIAL ORDER OF THE DAY – Fire Safety Poster</b> Contest Presentation</li> </ul>	DPS
		<ul style="list-style-type: none"> <li>• Consider Policy to Streamline Pursuit of Grant Funding (Study Issue) Staff Contact: Robert Walker, (408) 730-7458</li> </ul>	OCM

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

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March 14 – 18

National League of Cities  
Congressional Cities Conference Washington, D.C.

March 17

**NO COUNCIL MEETING SCHEDULED**

March 24

5:30 p.m.

**SPECIAL COUNCIL MEETING – BOARD AND COMMISSION INTERVIEWS** (as necessary)

OCM

7 p.m.

**COUNCIL MEETING**

Planning Permit Applications – Planning Commission  
Hearings of \_\_\_\_\_ and appealed items

CDD

~~• Consider Public Use of the Hendy Iron Man Museum for  
a Cultural Amenity Walkable from Downtown-Phase II  
(Continuing Study Issue)~~

DPR

~~Staff Contact: Cathy Merrill, (408) 730-7531~~

**TBD**

• Creating Taaffe Frances Design Guidelines  
Staff Contact: Diana O'Dell, (408) 730-7257

CDD

• 2007-0346 – Amendment to Title 19 to Implement the  
City-wide Green Building Policies  
Staff Contact: Andrew Miner, (408) 730-7707

CDD

• 2008-1119 - AT&T Mobility [Applicant] Roman Catholic  
Welfare Corp of San Jose [Owner]: Application located  
at 1399 Hollenbeck Avenue (at Cascade Dr.) in a P-F  
(Public Facilities) Zoning District. (Negative Declaration)  
(APN: 323-06-005)

CDD

Appeal by an adjacent neighbor of the decision by the  
Planning Commission approving a Use Permit for a new  
tree pole with six panel antennas, two future microwave  
dish antennas and ancillary ground equipment.  
Staff Contact: Ryan Kuchenig, (408) 730-7431

• Approval of Downtown Sunnyvale Business  
Improvement District Annual Report for FY 2008/2009  
and Adoption of the Resolution of Intention to  
Reauthorize the Downtown Sunnyvale Business  
Improvement District for FY 2009/2010  
Staff Contact: Maria Rodriguez, (408) 730-7702

CDD

March 31

7 p.m.

**COUNCIL MEETING**

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## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

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## APRIL 2009

Date	Time	COUNCIL MEETING	Department
April 7	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>• <b>SPECIAL ORDER OF THE DAY</b> – Recognition of National Library Week</li> <li>• <b>SPECIAL ORDER OF THE DAY</b> – Boards and Commissions Oath of Office (as necessary)</li> <li>• 2008-0482 Determine the Enforceability of CC&amp;Rs for Violations to City Code and Project Approvals (Study Issue) Staff Contact: Rosemarie Zulueta, (408) 730-7437 <b>(continued from December 16, 2008)</b></li> <li>• General Plan Amendment to Remove Stevens Creek Trail Policy Study Issue – Work Plan Only Staff Contact: Jack Witthaus, (408) 730-7330</li> </ul>	LIB OCM CDD DPW
April 14	<b>NO COUNCIL MEETING SCHEDULED</b>		
April 15 & 16	League of California Cities' Legislative Action Days Sacramento		
April 21	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>• <b>SPECIAL ORDER OF THE DAY</b> – National Volunteer Recognition Week</li> <li>• <b>SPECIAL ORDER OF THE DAY</b> – Earth Day Proclamation</li> <li>• Lawrence Station Transit Village Staff Contact: Trudi Ryan, (408) 730-7435 <b>(Moved from February 10, 2009)</b></li> </ul>	OCM DPW CDD
April 28	5 p.m.	<b>ANNUAL VOLUNTEER RECOGNITION AND BOARDS AND COMMISSIONS RECEPTION – Sunnyvale Senior Center</b> Staff Contact: Patricia Lord, (408) 730-7477	OCM
	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>• Planning Permit Applications – Planning Commission Hearings of _____ and appealed items</li> </ul>	CDD

**TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009**

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- Determine whether to continue agreement with Santa Clara County for operation of SV Baylands Park past 2011; and, if so, evaluate whether programmed recreation should be provided (Continuing Study Issue)  
Staff Contact: Curtis Black, (408) 730-7596

DPR

DRAFT

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## MAY 2009

Date	Time		Department
May 5	5 p.m.	<b>SPECIAL COUNCIL MEETING – CLOSED SESSION</b> <ul style="list-style-type: none"> <li>• Performance Evaluation for City Attorney (informal mid-year review) Staff Contact: Erwin Young, (408) 730-7495</li> </ul>	HRD
	6 p.m.	<b>SPECIAL COUNCIL MEETING – CLOSED SESSION</b> <ul style="list-style-type: none"> <li>• Performance Evaluation for City Manager (six-month review) Staff Contact: Erwin Young, (408) 730-7495</li> </ul>	HRD
	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>•</li> </ul>	
May 7 Thursday	6 p.m.	<b>SPECIAL COUNCIL MEETING</b> <b>Boards and Commissions Interviews (as necessary)</b> <b>West Conference Room</b>	OCM
May 12	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• <b>SPECIAL ORDER OF THE DAY</b> – Hepatitis B Awareness Week</li> </ul>	
		<ul style="list-style-type: none"> <li>• Consider Creation of a Distribution List Linking Email Addresses to Geographic Mailing Addresses (Study Issue) Staff Contact: John Pilger, (408) 730-7476</li> </ul>	OCM
		<ul style="list-style-type: none"> <li>• Neighborhood Nominations for Residential Heritage Districts Staff Contact: Diana O'Dell, (408) 730-7257</li> </ul>	CDD
		<ul style="list-style-type: none"> <li>• Individual Property Nominations for Heritage Resource Designation Staff Contact: Diana O'Dell, (408) 730-7257</li> </ul>	CDD
<ul style="list-style-type: none"> <li>• Consider Revisions to Council Policy Governing Attendance Policies for Board and Commission Members (Study Issue) Staff Contact: Robert Walker, (408) 730-7458</li> </ul>	OCM		
May 18 Monday	6 p.m.	<b>SPECIAL COUNCIL MEETING</b> <b>Boards and Commissions Interviews (as necessary)</b> <b>West Conference Room</b>	OCM

**TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009**

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May 19	7 p.m.	<b>COUNCIL MEETING</b>
		•

May 21 Thursday	8:30 a.m.	<b>SPECIAL COUNCIL MEETING – BUDGET WORKSHOP</b>	FIN
		<ul style="list-style-type: none"><li>• Review of Recommended FY 2009/2010 Capital and Operating Budget, Master Fee Schedule, and Appropriations Limit</li></ul>	
		Staff Contact: Drew Corbett, (408) 730-7603	

May 25	<b>MEMORIAL DAY OBSERVANCE – CITY OFFICES CLOSED</b>
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May 26	<b>NO COUNCIL MEETING SCHEDULED</b>
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## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

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## JUNE 2009

Date	Time	COUNCIL MEETING	Department
June 2	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>Public Hearing on FY 2009/2010 Capital and Operating Budget and Resource Allocation Plan and Establishment of Appropriations Limit Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>	FIN
		<ul style="list-style-type: none"> <li>Public Hearing – Annual Review of Fees and Charges for FY 2009/2010 Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>	FIN
		<ul style="list-style-type: none"> <li>Adoption of Proposed Fiscal Year 2009/2010 Rates for Water, Wastewater and Solid Waste Utilities Staff Contact: Tim Kirby, (408) 730-2712</li> </ul>	FIN
June 9	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li><b>SPECIAL ORDER OF THE DAY</b> – Boards and Commissions Oath of Office (as necessary)</li> </ul>	OCM
		<ul style="list-style-type: none"> <li>Channel 26 Public Access Television Programming (Study Issue) Staff Contact: John Pilger, (408) 730-7476</li> </ul>	OCM
June 16	<b>NO COUNCIL MEETING SCHEDULED</b>		
June 23	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b>	
		<ul style="list-style-type: none"> <li>Intergovernmental Relations Update – Second Quarter Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	OCM
	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>Adoption of FY 2009/2010 Capital and Operating Budget Master Fee Schedule, and Appropriations Limit Staff Contact: Drew Corbett, (408) 730-7603</li> </ul>	FIN
		<ul style="list-style-type: none"> <li>Municipal Code Ordinance to Require Automatic Gas Shut-Off Appliances in New or Significant Building Construction (Study Issue) Staff Contact: Kelly Fitzgerald, (408)730-7220</li> </ul>	DPS
		<ul style="list-style-type: none"> <li>Creating Eichler Design Guidelines Staff Contact: Diana O'Dell, (408) 730-7257</li> </ul>	CDD
	Following Council Meeting	<b>REDEVELOPMENT AGENCY MEETING</b>	
		<ul style="list-style-type: none"> <li>Adoption of FY 2009-2010 Budget Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>	FIN
June 30	<b>NO COUNCIL MEETING SCHEDULED</b>		

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## JULY 2009

Date	Time	4 <sup>th</sup> of JULY OBSERVANCE – CITY OFFICES CLOSED	Department
July 3 Friday			

July 7	<b>NO COUNCIL MEETING SCHEDULED</b>		
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July 14	7 p.m.	<b>COUNCIL MEETING</b>	DPW
		<ul style="list-style-type: none"> <li>Reconsider allowing left turns out of Kaiser Hospital facility onto Homestead Road [Study Issue] Staff Contact: Jack Witthaus, (408) 730-7330</li> </ul>	
		<ul style="list-style-type: none"> <li>Joint Powers Authority Approach to Countywide Recycling and Waste Reduction Programs and Services (Study Issue) Staff Contact: Mark Bowers, (408) 730-7421</li> </ul>	DPW

July 21	<b>NO COUNCIL MEETING SCHEDULED</b>		
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July 28	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li></li> </ul>	

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## AUGUST 2009

Date	Time	COUNCIL MEETING	Department
August 4	6 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• General Business (minimal and only as required)</li> </ul>	
		<b>ADJOURN TO NATIONAL NIGHT OUT</b>	
August 11	5:30 p.m.	<b>SPECIAL COUNCIL MEETING</b>	OCM
		Board and Commission Interviews (as necessary)	
	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• Designation of Voting Delegate and Alternates for 2009 League of California Cities Annual Conference Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	OCM
		•	
	Following Council Meeting	<b>ONIZUKA LOCAL REDEVELOPMENT AUTHORITY MEETING</b>	OCM
		<ul style="list-style-type: none"> <li>• Election of Officers Staff Contact: Robert Switzer, (408) 730-7512</li> </ul>	
August 18		<b>NO COUNCIL MEETING SCHEDULED</b>	
August 25	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>• Investment and Cash Management Policy Update for FY 2009/2010 Staff Contact: Therese Balbo, (408) 730-7604</li> </ul>	FIN
		•	
	Following Council Meeting	<b>REDEVELOPMENT AGENCY MEETING</b>	
		<ul style="list-style-type: none"> <li>• Redevelopment Agency Investment and Cash Management Policy Update for FY 2009/2010 Staff Contact: Therese Balbo, (408) 730-7604</li> </ul>	FIN

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## SEPTEMBER 2009

Date	Time		Department
September 1	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b>	CDD
	<ul style="list-style-type: none"> <li>Below Market Rate (BMR) In-Lieu Fee Requirements Modification (Study Issue) Staff Contact: Suzanne Ise, (408) 730-7698</li> </ul>		
	7 p.m.	<b>COUNCIL MEETING</b>	OCM
<ul style="list-style-type: none"> <li><b>SPECIAL ORDER OF THE DAY</b> – Boards and Commissions Oath of Office (as necessary)</li> </ul>			
		<ul style="list-style-type: none"> <li>General Plan Amendment to Remove Stevens Creek Trail Policy (Study Issue) Staff Contact: Jack Witthaus, (408) 730-7330</li> </ul>	DPW
September 7 Monday	<b>LABOR DAY OBSERVANCE – CITY OFFICES CLOSED</b>		
September 8	<b>NO COUNCIL MEETING SCHEDULED</b>		
September 15	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b>	OCM
	<ul style="list-style-type: none"> <li>Intergovernmental Relations Advocacy Update and League of California Cities Conference Information Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>		
	7 p.m.	<b>COUNCIL MEETING</b>	OCM
<ul style="list-style-type: none"> <li>City Positions on Proposed 2009 League of California Cities Resolutions Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>			
		<ul style="list-style-type: none"> <li>Consider Code Revisions for Filtering of Gray Water for Household Purposes (Study Issue) Staff Contact: Lorrie Gervin, (408) 730-7268</li> </ul>	DPW
		<ul style="list-style-type: none"> <li>Below Market Rate (BMR) In-Lieu Fee Requirements Modification (Study Issue) Staff Contact: Suzanne Ise, (408) 730-7698</li> </ul>	CDD
Sept. 16-19	<b>LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE &amp; EXPOSITION – SAN JOSE</b>		
September 22	<b>NO COUNCIL MEETING SCHEDULED</b>		

TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

September 29 7 p.m.

**COUNCIL MEETING**

- Consider the Effectiveness and Efficiency of Community Center Theatre Use Policies and Practices (Study Issue)  
Staff Contact: Nancy Steward, (408) 730-7342
- 

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## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## OCTOBER 2009

Date	Time	COUNCIL MEETING	Department
October 6	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>City Positions on November 3 Ballot Measures Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	OCM
		<ul style="list-style-type: none"> <li>Study to Explore City Assistance with Graffiti Abatement on Private Property (Study Issue) Staff Contact: Christy Gunvalsen, (408) 730-7255</li> </ul>	CDD
October 13		<b>NO COUNCIL MEETING SCHEDULED</b>	
October 20	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li>Determine Appropriate Review Standards for Alternative Energy Sources (Study Issue) Staff Contact: Trudi Ryan, (408) 730-7435</li> </ul>	CDD
		<ul style="list-style-type: none"> <li>Reprioritization of Underground Utility Projects (Study Issue) Staff Contact: Mark Rogge, (408) 730-7426</li> </ul>	DPW
October 27	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b>	
		<ul style="list-style-type: none"> <li>Intergovernmental Relations – National League of Cities Congress of Cities Information Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	OCM
	7 p.m.	<b>COUNCIL MEETING</b>	
		<ul style="list-style-type: none"> <li></li> </ul>	

TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

**NOVEMBER 2009**

Date	Time	Event	Department
November 3		<b>ELECTION DAY NO COUNCIL MEETING SCHEDULED</b>	
November 10		<b>NO COUNCIL MEETING SCHEDULED</b>	
Nov. 10-14		<b>NATIONAL LEAGUE OF CITIES CONFERENCE AND EXPOSITION – SAN ANTONIO, TEXAS</b>	
November 17	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>• Limitations on Signage for Alcohol Sales (Study Issue)</li> <li>• Staff Contact: Trudi Ryan, (408) 730-7435</li> <li>•</li> </ul>	CDD
November 24	5:30 p.m.	<b>SPECIAL COUNCIL MEETING</b> Boards and Commissions Interviews (as necessary)	OCM
	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
Nov. 26 & 27		<b>THANKSGIVING OBSERVANCE CITY OFFICES CLOSED</b>	

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## DECEMBER 2009

Date	Time	COUNCIL MEETING	Department
December 1	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>FY 2008/2009 Budgetary Year-End Financial Report and Comprehensive Annual Financial Report Staff Contact: Grace Leung, (408) 730-2711</li> <li></li> </ul>	FIN
December 8	6:30 p.m.	<b>SPECIAL COUNCIL MEETING – STUDY SESSION</b> <ul style="list-style-type: none"> <li>2010 Intergovernmental Relations Council Assignments and Intergovernmental Relations Update – Fourth Quarter Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>	OCM
	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li><b>SPECIAL ORDER OF THE DAY</b> Boards and Commissions Oath of Office (as necessary)</li> <li></li> </ul>	OCM
December 15	7 p.m.	<b>COUNCIL MEETING</b> <ul style="list-style-type: none"> <li>Commercial Vehicle Parking in Residential Zoned Districts (Study Issue) Staff Contact: Andrew Miner, (408) 730-7707</li> <li></li> </ul>	CDD
December 22	<b>NO COUNCIL MEETING SCHEDULED</b>		
December 24	<b>CHRISTMAS EVE OBSERVANCE CITY OFFICES CLOSED</b>		
December 25	<b>CHRISTMAS DAY OBSERVANCE CITY OFFICES CLOSED</b>		
December 29	<b>NO COUNCIL MEETING SCHEDULED</b>		
December 31	<b>NEW YEAR'S EVE OBSERVANCE CITY OFFICES CLOSED</b>		
January 1, 2010	<b>NEW YEAR'S DAY OBSERVANCE CITY OFFICES CLOSED</b>		

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

## 2009 - 2010 ITEMS TO BE SCHEDULED

TO BE DETERMINED 2009	<ul style="list-style-type: none"> <li>Sunnyvale Finance Authority Annual Meeting Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>
	<ul style="list-style-type: none"> <li>Onizuka Local Redevelopment Authority Meeting to approve Onizuka Auto Center Business Plan for submission to the Department of the Air Force Staff Contact: Robert Switzer, 730-7512</li> </ul>
	<ul style="list-style-type: none"> <li>Study Session - Economic Development Strategy Staff Contact: Connie Verceles, (408) 730-7256</li> </ul>
January 5, 2010	<ul style="list-style-type: none"> <li>Certification of 2009 Election Results – Council Seats Only Staff Contact: City Clerk</li> </ul>
	<ul style="list-style-type: none"> <li>Ceremonial Oath of Office for Council-Elect Staff Contact: City Clerk</li> </ul>
	<ul style="list-style-type: none"> <li>Recognition of Outgoing Councilmembers</li> </ul>
	<ul style="list-style-type: none"> <li>Selection of Mayor (2010-2011) &amp; Vice Mayor (2010) Staff Contact: City Clerk</li> </ul>
	<ul style="list-style-type: none"> <li>2010-2011 Seating Arrangement for City Council Staff Contact: City Clerk</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Public Hearing – Potential Council Study Issues and Budget Issues for Calendar Year 2010 Staff Contact: Yvette Blackford, (408) 730-7536 Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>
	<ul style="list-style-type: none"> <li>2010 Council Intergovernmental Relations Assignments Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>
January 29, 2010 Friday	<ul style="list-style-type: none"> <li>Annual Study/Budget Issues Workshop Staff Contact: Yvette Blackford, (408) 730-7536 Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>
	<ul style="list-style-type: none"> <li>2010 Priority Issues and Legislative Advocacy Positions – Draft Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>
	<ul style="list-style-type: none"> <li>2010 Draft Tentative Council Meeting Agenda Calendar Staff Contact: City Clerk</li> </ul>
February 5, 2010	<ul style="list-style-type: none"> <li>Annual Study/Budget Issues Workshop (continued if necessary) Staff Contact: Yvette Blackford, (408) 730-7536 Staff Contact: Mary Bradley, (408) 730-7398</li> </ul>
February 23, 2010	<ul style="list-style-type: none"> <li>2009 Priority Issues and Legislative Advocacy Positions (Final) Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>

## TENTATIVE COUNCIL MEETING AGENDA CALENDAR – 2009

Revised 2/19/09

	<ul style="list-style-type: none"> <li>Adoption of 2010 Tentative Council Meeting Agenda Calendar and Budget Modification No.?? Staff Contact: Yvette Blackford, (408) 730-7536</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Review of Code of Conduct and Code of Ethics for Elected Officials Staff Contact: Robert Walker, (408) 730-7458</li> </ul>
	<ul style="list-style-type: none"> <li>Coordinating Zoning for Projects Located Near City Borders Staff Contact: Trudi Ryan, (408) 730-7435</li> </ul>
TBD 2010	<ul style="list-style-type: none"> <li>Preparation of Peery Park Specific Plan (Continuing Study Issue) Staff Contact: Trudi Ryan, (408)730-7435</li> </ul>

**PLEASE NOTE:**

**This Tentative Council Meeting Agenda Calendar lists Public Hearings/General Business Items - Consent Calendar Items are NOT included.**

**Notation for an item that is rescheduled will remain on the calendar for thirty days before it is removed from the calendar.**

**Attachment B**

Office of the City Manager

New - Above the line

Start Dt. Council Dt.	Council Rank	Number	Title	Work Dt. Study Dt.	Actual Comp. Dt.	Lead Manager
Start Dt: 02/02/09  Council Dt: 03/10/09	1	OCM-03	Consider Policy to Streamline Pursuit of Grant Funding			Walker, Robert 730-7458
Start Dt: 02/09/09  Council Dt: 05/12/09	3	OCM-01	Consider Revisions to Council Policy Governing Attendance Policies for Board and Commission Members			Walker, Robert 730-7458
Start Dt: 02/09/09  Council Dt: 05/12/09	2	OCM-02	Consider Creation of a Distribution List Linking Email Addresses to Geographic Mailing Addresses			Pilger, John 730-7476
Start Dt: 02/16/09  Council Dt: 06/09/09	4	OCM-04	Channel 26 Public Access Television: Programming Options			Pilger, John 730-7476

New - Below the line

(None)

Continuing

(None)

Community Development

New - Above the line

Start Dt. Council Dt.	Council Rank	Number	Title	Work Dt. Study Dt.	Actual Comp. Dt.	Lead Manager
Start Dt: 06/15/09 Council Dt: 10/06/09	4	CDD-42	Study to Explore City Assistance with Graffiti Abatement on Private Property			Gunvalsen, Christy 730-7255
Start Dt: 03/16/09 Council Dt: 10/20/09	1	CDD-45	Determine Appropriate Review Standards for Alternative Energy Sources			Ryan, Trudi 730-7435
Start Dt: 03/30/09 Council Dt: 11/17/09	2	CDD-04	Limitations on Signage for Alcohol Sales			Ryan, Trudi 730-7435
Start Dt: 05/18/09 Council Dt: 12/15/09	3	CDD-47	Commercial Vehicle Parking in Residential Zoned districts			Ryan, Trudi 730-7435
Start Dt: 05/11/09 Council Dt: 02/23/10	5	CDD-30	Coordinating Zoning for Projects Located Near City Borders			Ryan, Trudi 730-7435

New - Below the line

Council Rank	Number	Title	Lead Manager
13	CDD-02	Consider Revisions to Zoning Code for Conversions of Mobile Home Parks to Other Uses	Ryan, Trudi 730-7435
8	CDD-03	Increasing Minimum Dimensions for Usable Open Space	Ryan, Trudi 730-7435
7	CDD-06	Requiring Dual Plumbing for Future Developments for Reclaimed Water	Fatapour, Ali 730-7432
6	CDD-08	Centralized Trash Enclosure Requirements for Attached Housing	Ryan, Trudi 730-7435
10	CDD-31	Zoning Code Requirements for Political Signs	Ryan, Trudi 730-7435
12	CDD-36	Review Front Yard Fence Requirements and Policies	Ryan, Trudi 730-7435
11	CDD-37	New Heritage Preservation Designation for Existing Structures as "Buildings of Character"	Ryan, Trudi 730-7435
9	CDD-12*	BMR In Lieu Fee Requirements Modification	Ise, Suzanne 730-7698

Continuing

Planned Comp. Dt.	Status	Number	Title	Actual Comp. Dt.	Lead Manager
	Pending	CDD-1C	Preparation of Peery Park Specific Plan		Ryan, Trudi 730-7435
04/21/09	Above the line	CDD-2C	Lawrence Station Transit Village		Ryan, Trudi 730-7435

**Parks and Recreation**

**New - Above the line**

Start Dt. Council Dt.	Council Rank	Number	Title	Work Dt. Study Dt.	Actual Comp. Dt.	Lead Manager
Start Dt: 03/02/09	1	DPR-02	Consider the Effectiveness and Efficiency of Community Center Theatre Use Policies and Practices			Steward, Nancy 730-7342
Council Dt: 09/29/09						

**New - Below the line**

(None)

**Continuing**

Planned Comp. Dt.	Status	Number	Title	Actual Comp. Dt.	Lead Manager
	Above the line	DPR-02C	Consider Public Use of the Hendy Iron Man Museum for a Cultural Amenity Walkable from Downtown- Phase II		Merrill, Cathy 730-7531
04/28/09	Above the line	DPR-01C	Determine whether to continue agreement with Santa Clara County for operation of SV Baylands Park past 2011; and, if so, evaluate whether programmed recreation should be provided.		Black, Curtis 730-7596

**Public Safety**

**New - Above the line**

Start Dt. Council Dt.	Council Rank	Number	Title	Work Dt. Study Dt.	Actual Comp. Dt.	Lead Manager
Start Dt: 03/02/09	1	DPS-01	Municipal Code Ordinance to Require Automatic Gas Shut-Off Appliances in New or Significant Building Construction			Fitzgerald, Kelly 730-7220
Council Dt: 06/23/09						

**New - Below the line**

(None)

**Continuing**

(None)

**Public Works**

**New - Above the line**

Start Dt. Council Dt.	Council Rank	Number	Title	Work Dt. Study Dt.	Actual Comp. Dt.	Lead Manager
Start Dt: 02/02/09  Council Dt: 09/01/09	1	DPW 07	General Plan Amendment to Remove Stevens Creek Trail Policy	Work Dt: 04/07/09		Witthaus, Jack 730-7330

**New - Below the line**

Council Rank	Number	Title	Lead Manager
2	DPW 01	School Transportation Demand Management Opportunities	Witthaus, Jack 730-7330
7	DPW 06	Impacts of Traffic Calming Devices on Cyclists	Witthaus, Jack 730-7330
5	DPW 16	Banning the Use of Plastic Grocery Bags Throughout the City	Bowers, Mark 730-7421
3	DPW 20*	Consider any code revisions that would be necessary to allow for the filtering of "gray water" and the reuse of the filtered gray water for household purposes.	Gervin, Lorrie 730-7268
6	DPW 08*	Reprioritization of Underground Utility Projects	Rogge, Mark 730-7426
4	DPW 14*	Joint Powers Authority (JPA) Approach to Countywide Recycling & Waste Reduction Programs and Services	Bowers, Mark 730-7421

**Continuing**

Planned Comp. Dt.	Status	Number	Title	Actual Comp. Dt.	Lead Manager
01/27/09	Above the line	DPW 02C	Policy Supporting Connections to Regional Bike Facilities		Witthaus, Jack 730-7330
07/14/09	Above the line	DPW 01C	Kaiser Hospital Access Study		Witthaus, Jack 730-7330

**Attachment C**

## ATTACHMENT C

Proposed 2009 Council Study Issue

## DPW 07 General Plan Amendment to Remove Stevens Creek Trail Policy

<b>Lead Department</b>	Public Works
<b>Element or Sub-element</b>	Open Space and Recreation
<b>New or Previous</b>	New
<b>Status</b> Above the line	<b>History</b> 1 year ago None 2 years ago None

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

As directed by Council at their meeting on January 27, 2009, this study, formerly titled *Evaluate and Consider Implementation of the Stevens Creek Trail Extension Currently proposed by the City of Los Altos* was modified in order to refocus the study that would result in a General Plan Amendment to revise the 1994 policy on trail construction within the Sunnyvale City limits along the Stevens Creek Trail corridor. Elements of the study would be preparation of an initial study and any consequent environmental analysis and documentation; public outreach; and public hearings before the Bicycle and Pedestrian Advisory Commission, the Parks and Recreation Commission, the Planning Commission and City Council.

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

Council Policy 2.2.C.4., Support a regional trail system by coordinating with adjacent jurisdictions to facilitate trail connections wherever possible.

Bicycle Plan BPA.3, Expand Sunnyvale's network of off street bicycle and pedestrian paths for recreation and utility cycling by facilitating bicycle access to the Baylands and along flood control channels.

Land Use and Transportation Element R1.2, Support coordinated regional transportation system planning and improvements.

Land Use and Transportation Element R1.9.1, Support state and regional efforts to provide High Occupancy Vehicle (HOV) lanes, ridesharing, mass transit service, bicycling, and Intelligent Transportation Systems.

Land Use and Transportation Element C3.5.4, Maximize the provision of bicycle and pedestrian facilities.

Land Use and Transportation Element N.1.3.2, Study the adequacy/deficiency of bicycle and pedestrian access and circulation within neighborhoods.

### 3. Origin of issue

**Council Member(s)** Whittum/Moylan  
**General Plan**  
**City Staff**  
**Public**  
**Board or Commission**

4. **Multiple Year Project?** No **Planned Completion Year** 2009

5. **Expected participation involved in the study issue process?**

**ATTACHMENT C**

**Does Council need to approve a work plan?** Yes  
**Does this issue require review by a Board/Commission?** Yes  
**If so, which?**  
 Bicycle and Pedestrian Advisory Committee, Parks and Recreation Commission, Planning Commission  
**Is a Council Study Session anticipated?** No  
**What is the public participation process?**  
 BPAC meetings, Parks and Recreation Commission hearing, Planning Commission hearing, City Council hearing.

**6. Cost of Study**

**Operating Budget Program covering costs**  
 115 Transportation Operation  
**Project Budget covering costs**  
**Budget modification \$ amount needed for study**  
**Explain below what the additional funding will be used for**

**7. Potential fiscal impact to implement recommendations in the Study approved by Council**

**Capital expenditure range** None  
**Operating expenditure range** None  
**New revenues/savings range** None  
**Explain impact briefly**

**8. Staff Recommendation**

**Staff Recommendation** For Study

**If 'For Study' or 'Against Study', explain**

At it's January 27, 2009 meeting, the City Council directed staff to prepare a General Plan Amendment for consideration and action by the Council.

**9. Estimated consultant hours for completion of the study issue**

Managers	Role	Manager	Hours	
	Lead	Witthaus, Jack	Mgr CY1: 80	Mgr CY2: 0
			Staff CY1: 200	Staff CY2: 0
	Support	Ryan, Trudi	Mgr CY1: 20	Mgr CY2: 0
			Staff CY1: 0	Staff CY2: 0
	Interdep	Kahn, David	Mgr CY1: 20	Mgr CY2: 0
			Staff CY1: 0	Staff CY2: 0
<b>Total Hours CY1: 320</b>				
<b>Total Hours CY2: 0</b>				

**Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.**

**ATTACHMENT C**

Reviewed by

Marzi A. Razi

Department Director

1/28/09

Date

Approved by

[Signature]  
City Manager

1-29-08

Date

**Addendum**

**A. Board / Commission Recommendation**

**Issue Created Too Late for B/C Ranking**

<b>Board or Commission</b>	<b>Rank</b>	<b>Rank</b>	<b>Rank</b>
	<b>Rank</b>	<b>1 year ago</b>	<b>2 years ago</b>
Arts Commission			
Bicycle and Pedestrian Advisory Committee			
Board of Building Code Appeals			
Board of Library Trustees			
Child Care Advisory Board			
Heritage Preservation Commission			
Housing and Human Services Commission			
Parks and Recreation Commission			
Personnel Board			
Planning Commission			

**Board or Commission ranking comments**

**B. Council**

**Council Rank** 1  
**Start Date** (blank)  
**Work Plan Review Date** (blank)  
**Study Session Date** (blank)  
**RTC Date** (blank)  
**Actual Complete Date** (blank)  
**Staff Contact**