



**Council Meeting: April 30, 2013**

**SUBJECT: 2013 Board and Commission Master Work Plans**

**DISCUSSION**

The City's boards and commissions have developed work plans (Attachment A) to reflect Council's priorities as adopted in the 2013 Tentative Council Meeting Agenda Calendar. These work plans are submitted annually for Council approval. The proposed work plans list regularly scheduled board and commission meetings and include the annual review of the City's Code of Ethics and Conduct for Elected and Appointed Officials, specific study issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

**EXISTING POLICY**

General Plan – Legislative Management Sub-Element Action statement 7.3A.2d: Adopt an annual work plan for boards and commissions consistent with Council priorities.

Council Policy 7.2.19 Boards and Commissions, Section 2.I.(I)(a) Work Plans: Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

**FISCAL IMPACT**

There is no fiscal impact as a result of approving the master work plans.

**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. Approve the 2013 master work plans as submitted by all boards and commissions.
2. Approve the 2013 master work plans as modified by Council.

**RECOMMENDATION**

Staff recommends Alternative 1: Approve the 2013 board and commission master work plans as submitted.

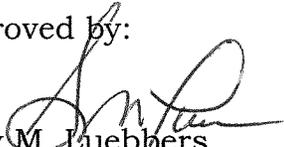
Reviewed by:



Robert Walker, Assistant City Manager

Prepared by: Kathleen Franco Simmons, City Clerk

Approved by:



Gary M. Luebbers  
City Manager

**Attachments**

A. 2013 Proposed Boards and Commissions Master Work Plans

## **Attachment A**

## 2013 Master Work Plan

### Arts Commission Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January 16	<ul style="list-style-type: none"> <li>• Preliminary Discussion of 2013 Master Work Plan</li> </ul>
February 20	
March 20	<ul style="list-style-type: none"> <li>• Approve Master Work Plan</li> <li>• Review and Selection of Art in Public Place: Seven Seas Park Public Art Project</li> </ul>
April 17	<ul style="list-style-type: none"> <li>• AIPD - 580 N. Mary Avenue/Peery-Arrillaga</li> </ul>
May 15	<ul style="list-style-type: none"> <li>• Hands on the Arts (HOTS), Sunnyvale Community Center</li> </ul>
June 19	<ul style="list-style-type: none"> <li>• Recognition of Service</li> </ul>
July 17	<ul style="list-style-type: none"> <li>• Election of Officers</li> </ul>
August 21	<ul style="list-style-type: none"> <li>• Propose Study Issues</li> <li>• Gallery Exhibition Program</li> </ul>
September 18	<ul style="list-style-type: none"> <li>• Final month to propose Study Issues</li> <li>• Council Special Order of the Day (SOD) &amp; Proclamation: October is National Arts and Humanities Month</li> </ul>
October 16	<ul style="list-style-type: none"> <li>• Rank Study Issues</li> </ul>
November 20	<ul style="list-style-type: none"> <li>• Final month to rank Study Issues</li> <li>• Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>
December 18	

**Additional items yet to be scheduled:**

1. Art in Private Development (AIPD) projects that occur throughout the year
2. Work Plan for Art Master Plan
3. Special Joint Study Session ( 6 p.m.) and Meeting (7 p.m.) with Arts Commission and Parks & Recreation Commission
  - Review Recommended Budget

## 2013 Master Work Plan Bicycle and Pedestrian Advisory Commission Annual Calendar

Meeting Date	Agenda Item/Issue
January 17	Meeting Canceled
February 21	<ul style="list-style-type: none"> <li>-2013 BPAC Calendar</li> <li>- Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials</li> <li>- Wildwood Avenue Street Space Allocation Study</li> <li>- Mathilda Avenue Street Space Allocation Study</li> <li>- Bike Boulevard Pilot Project Candidate Streets</li> <li>- Mary Avenue Street Space Study Community Meeting (Information Item)</li> <li>-Stevens Creek Trail Community Meeting (Information Item)</li> <li>- Council Ranking of Study Issues (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
March 21	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Transportation Development Act (TDA) Funding Recommendation</li> <li>- 2013/14 Pavement Rehabilitation List(Information item)</li> <li>- Utility Bill Insert Concepts</li> <li>- VTA BPAC Appointment Criteria</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
April 18	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Utility Bill Insert Concepts</li> <li>- Study Issue Brainstorming</li> <li>- Bike to Work Day Planning</li> <li>- Duane Avenue Street Space Allocation Study</li> <li>- Mary Avenue Street Space Allocation Study</li> <li>- Review of Park Dedication Fund Project List</li> <li>- VTA BPAC Appointment</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
May 16	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Review of the Detailed Two-Year Budget</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
June 20	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
July 18	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Utility Bill Stuffer Update</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> <li>- Election of Officers</li> </ul>
August 15	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Consideration of Candidate Study Issues</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
September 19	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Study and Budget Issues Finalization</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List</li> </ul>
October 17	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Annual reporting on collisions involving pedestrians and cyclists</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
November 21	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Ranking of Study Issues</li> <li>- VTA BPAC Appointment</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
December 19	<ul style="list-style-type: none"> <li>- Updated 2013 BPAC Calendar</li> <li>- Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials for 2014</li> <li>- Stevens Creek Trail Draft Feasibility Study</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>

## 2013 Master Work Plan Board of Library Trustees Annual Calendar

Meeting Date	Agenda Item/Issue
January 7	Finalize Workplan Calendar for 2013
February 4	Review of Library Fee Schedule
March 4	Study Issues Day in the District
April 1	National Library Week
May 6	
May 20 (Special Mtg.)	National Library Week Feedback Budget Review
June 3	
July 1	
August 5	New Member Orientation Election of Chair and Vice Chair Study Issues
September 9	Annual Update on Library Building Issues
October 7	Community Condition Indicators Sunnyvale Library Comparative Data
November 4	Preliminary Discussion of 2014 Workplan Calendar Final Month to Rank Study Issues (if any) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
December 2	

**Additional items yet to be scheduled:**

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## 2013 Master Work Plan Heritage Preservation Commission Annual Calendar

Meeting Date	Agenda Item/Issue
January 9	Discussion and Adoption of FINAL 2013 Work Plan Review of the Code of Ethics
February 6	Commission Special Meeting, if needed
March 6	Heritage Preservation Routine Items Report on 2013 City Council Study Issues Workshop
April 3	Commission Special Meeting, if needed
May 1	Heritage Preservation Routine Items Review of Budget and Fees
June 5	Commission Special Meeting, if needed
July 10	Selection of Chair and Vice Chair Heritage Preservation Routine Items Discussion of Potential Study Issues for 2014
August 7	Commission Special Meeting, if needed
September 4	Heritage Preservation Routine Items Discussion of Potential Study Issues for 2014
October 2	Commission Special Meeting, if needed
November 6	Selection and Ranking of Potential Study Issues for 2014
December 4	Commission Special Meeting, if needed
January 8, 2014	Discussion and Adoption of FINAL 2014 Work Plan Review of the Code of Ethics

- Shaded schedule meetings are reserved if needed to review applications and discuss special business.
- Study Issues to be scheduled as necessary.

## 2013 Master Work Plan Housing and Human Services Commission Annual Calendar

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
<b>January</b>	<b>No meeting</b>
February 27	Presentation: Proposals for CDBG Human Services funding for FY 2013-14 and FY 2014-15 and CDBG/HOME Capital Project Loans for FY 2013-14.
<i>March 6*</i>	<i>Tentative Extra Date if Needed for Presentations</i>
March 27	<ol style="list-style-type: none"> <li>1. Public Hearing: Recommended Funding of CDBG Human Services Grants and CDBG/HOME Capital Project Loans</li> <li>2. Approval of Master Work Plan</li> </ol>
April 24	<ol style="list-style-type: none"> <li>1. Public Hearing: Draft FY 2013-2014 HUD Action Plan</li> <li>2. Public Hearing: Rental Housing Impact Fee</li> </ol>
<u>May 22</u>	<u>If needed (budget review)</u>
<b>June</b>	<b>No meeting</b>
July 24	<ol style="list-style-type: none"> <li>1. Election of Officers for FY 2013-2014.</li> </ol>
<b>August</b>	<b>No meeting</b>
September 25	<ol style="list-style-type: none"> <li>1. Propose and/or review new Study Issues and Budget Issues</li> <li>2. Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER) on CDBG and HOME grants.</li> <li>3. Annual Review of Code of Ethics</li> </ol>
<u>October 23</u>	<u>If needed</u>
November 20*	<ol style="list-style-type: none"> <li>1. Rank Study Issues</li> <li>2. Annual Review of Code of Ethics</li> </ol>
<b>December</b>	<b>No meeting</b>

\* Special Meetings

PLEASE NOTE: Consent Calendar items are not listed on the Work Plan.

# 2013 Master Work Plan

## Parks and Recreation Commission Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January 9	
February 13	<ul style="list-style-type: none"> <li>• If You Bring Your Child to the Community Center. . .</li> <li>• Approval of License Agreement Between Synergy Golf Management, Inc. and the City of Sunnyvale for the Operation and Management of the Sunnyvale Golf Course Restaurants</li> </ul>
March 13	<ul style="list-style-type: none"> <li>• Approve Master Work Plan</li> </ul>
April 10	<ul style="list-style-type: none"> <li>• Senior Center Annual Volunteer Recognition Luncheon</li> <li>• Fit and Fun Fair, Columbia Neighborhood Center</li> <li>• Review of proposed Capital Project Plan</li> <li>• Naming of New Park at 545 Santa Real Avenue (RTC)</li> </ul>
May 8	<ul style="list-style-type: none"> <li>• Hands on the Arts (HOTS), Community Center</li> <li>• Amendment to Orchard Agreement with C.J. Olson (RTC)</li> <li>• Revision to Cupertino Middle School Master Plan (RTC)</li> </ul>
June 12	<ul style="list-style-type: none"> <li>• Recognition of Service</li> <li>• Urban Forestry Management Plan (RTC)</li> <li>• Dog Park Study Issue</li> <li>• Council Special Order of the Day (SOD) &amp; Proclamation: July is Parks and Recreation Month</li> </ul>
July 10	<ul style="list-style-type: none"> <li>• Election of Officers</li> </ul>
August 14	<ul style="list-style-type: none"> <li>• Propose Study Issues</li> </ul>
September 11	<ul style="list-style-type: none"> <li>• Final month to propose Study Issues</li> </ul>
October 9	<ul style="list-style-type: none"> <li>• Rank Study Issues</li> </ul>
November 13	<ul style="list-style-type: none"> <li>• Final month to rank Study Issues</li> <li>• Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>
December 11	

**Additional items yet to be scheduled:**

1. Youth and Family Resources Work Unit Based at Columbia Neighborhood Center (CNC) – Angela Chan, YFR Manager
2. Special Joint Study Session with Arts Commission and Parks & Recreation Commission
  - Review Recommended Budget

## 2013 Master Work Plan Personnel Board Annual Calendar

Personnel Board meetings are held only as necessary.

Meeting Date	Agenda Item/Issue
January 21, 2013	
February 18, 2013	
March 19, 2013	Approve Master Work Plan
April 15, 2013	
May 20, 2013	
June 17, 2013	
July 15, 2013	Election of Chair & Vice Chair
August 19, 2013	
September 16, 2013	Final month to propose Study Issues (Due to City Manager by October 1 <sup>st</sup> )
October 21, 2013	
November 18, 2013	Final Month to Rank Study Issues (if any)
December 16, 2013	Final month for Annual Review of City Code of Ethics and Conduct for Elected and Appointed Officials

**Additional items yet to be scheduled:**

The Personnel Board's Agenda might include Employee Suggestions. Other agenda topics could include Employee Disciplinary Actions and Appeal Hearings. The Personnel Board liaison will inform Council of any opportunity for contact as opportunities arise.

## 2013 Master Work Plan

### Planning Commission Annual Calendar

Meeting Date	Agenda Item/Issue
January 14	SS Routine Planning Items
	PH Routine Planning Items
January 15	<i>Joint City Council/Planning Commission Study Session on Lawrence Station Area Plan Phase II</i>
January 28	SS Routine Planning Items
	PH Routine Planning Items
February 11	SS Routine Planning Items
	PH Routine Planning Items
February 25	SS Routine Planning Items
	PH Routine Planning Items
<i>February 27- March 1</i>	<i>Training - League of CA Cities Planning Commissioners Academy Pasadena, CA</i>
March 11	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Approve Master Work Plan</b>
March 19	<i>Joint City Council/Planning Commission Study Session on Armory Site Affordable Housing Project</i>
March 25	SS Routine Planning Items
	PH Routine Planning Items
April 8	SS Routine Planning Items
	PH Routine Planning Items

Meeting Date	Agenda Item/Issue
April 22	SS Routine Planning Items PH Routine Planning Items
May 6	<i>Special Meeting – Tentative 7 p.m.</i> PH <b>Study Issue - Comprehensive Sign Code</b>
May 13	SS Routine Planning Items PH Routine Planning Items PH <b>Review Recommended Budget</b>
May 29 (Wednesday)	SS Routine Planning Items PH Routine Planning Items
June 10	SS Routine Planning Items PH Routine Planning Items
June 24	SS Routine Planning Items PH Routine Planning Items <b>Recognition of Commission members</b>
July 8	SS Routine Planning Items PH Routine Planning Items PH <b>Election of Officers</b>
July 22	SS Routine Planning Items PH Routine Planning Items
August 5	<i>Special Meeting – Tentative 7 p.m.</i> PH <i>Moffett Place</i>
August 12	SS Routine Planning Items PH Routine Planning Items PH <b>Study Issue – Payday Lending Establishments</b>

Meeting Date	Agenda Item/Issue
August 26	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue</b> – Large Family Day Care Locational Requirements
September 9	SS Routine Planning Items
	PH Routine Planning Items
September 23	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Final Month to Propose Study Issues</b> (Due to the City Manager on October 1)
	PH <b>Study Issue</b> – Review GPA initiation Process
October 14	SS Routine Planning Items
	PH Routine Planning Items
October 28	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue</b> – Standards for Bird-Safe Buildings
November 11	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Final Month to Rank Study Issues</b>
November 25	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue</b> – R-3 Height Requirements (Non-Townhomes)
December 9	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</b>

**Additional items yet to be scheduled:**

- Training sessions will be scheduled based on workload of routine planning applications, including: Balanced Growth Profile.
- Schedules are subject to change.
- Land Use and Transportation Element (LUTE) and Climate Action Plan (CAP).
- Lawrence Station Area Plan (LSAP).
- Peery Park Specific Plan.

## 2013 Master Work Plan Sustainability Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January	
February	
March	<ul style="list-style-type: none"> <li>• Approve Master Work Plan</li> <li>• Zero Waste Strategic Plan</li> </ul>
April	<ul style="list-style-type: none"> <li>• Propose Study Issues (Due to City Manager by October 1)</li> <li>• Joint Powers Authority (JPA) Approach to Countywide Recycling &amp; Waste Reduction Programs and Services</li> </ul>
May	<ul style="list-style-type: none"> <li>• Review City Manager's Recommended Budget</li> <li>• Community Condition Indicators- Sustainability</li> <li>• Propose Study Issues (Due to City Manager by October 1)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Propose Study Issues (Due to City Manager by October 1)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• Propose Study Issues (Due to City Manager by October 1)</li> </ul>
August	<ul style="list-style-type: none"> <li>• Propose Study Issues (Due to City Manager by October 1)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Propose Study Issues (Due to City Manager by October 1)</li> </ul>
October	<ul style="list-style-type: none"> <li>• Rank Study Issues</li> </ul>
November	<ul style="list-style-type: none"> <li>• Rank Study Issues</li> <li>• Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> <li>• Community Solar Program</li> </ul>
December	

**Additional items yet to be scheduled:**

- Ecodistrict Feasibility and Incentives
- Climate Action Plan / Land Use and Transportation Element
- Community and Operational Greenhouse Gas Inventory
- Power Purchase Agreements for Alternative Energy Allocation