

BUDGET ISSUE SUMMARY FORM

Budget Issue Title:

Connecting the John Christian Trail to Lakewood and Fairwood Elementary Schools as destinations and locations of bicycle parking

Lead Department: Public Works

Element or Sub-element: Land Use and Transportation Element - C3.5

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

Construction of pedestrian and cyclist pathways to connect the John Christian Trail with the Lakewood and Fairwood Elementary Schools. The BPAC members would like to permit and encourage walking and cycling especially by school students. Also to allow for a better use of the bicycle parking already provided at the two school sites.

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

Land Use and Transportation Element - C3.5, Support a variety of transportation modes. This project would support the use of John Christian Trail, including pedestrian and bicycle commuting trips to/from the two schools.

3. Is the budget issue a: PROJECT OPERATING

4. If the issue is operating, specify the change in service objective(s) that would result (from what, to what). If the issue is a project, write N/A.

Construction of the project would require a minor increase in maintenance services possibly associated with landscaping, lighting, and pavement surface.

5. Origin of issue: Council _____ Councilmember _____

Board and Commission Board/Commission: Bicycle and Pedestrian Advisory Commission

Staff _____ Department _____

6. Projected cost (list rough annual cost of budget item):

Operating Issue \$ _____ (Annual Operating Costs)
Capital/Project \$ 100,000 (Project Cost)
 \$ 1,000 (Associated Annual Operating Costs)

7. Staff Evaluation and Recommendation of Proposed Budget Issue:

Refer Budget Issue for Consideration in Recommended Budget _____

Defer Budget Issue to Future Fiscal Year _____

Drop Budget Issue _____

Staff Rationale:

Reviewed by:

Marvin Rose, Director of Public Works Department

Reviewed by:

Amy Chan, City Manager

BUDGET ISSUE SUMMARY FORM

Budget Issue Title:

Provision of bicycle parking facilities at major community events such as the Farmer's Market and the 4th of July celebration

Lead Department: Public Works

Element or Sub-element: Land Use and Transportation Element - C3.5

1. **What are the key elements of the issue? What precipitated it?**
Provision of portable bicycle parking facilities, such as racks, at major community events. This action is intended to encourage and support cycling to community events.

2. **How does this relate to the General Plan or existing City Policy?**
Land Use and Transportation Element - C3.5, Support a variety of transportation modes. This project could potentially increase cycling to/from community events.

3. **Is the budget issue a:** PROJECT X OPERATING X

4. **If the issue is operating, specify the change in service objective(s) that would result (from what, to what). If the issue is a project, write N/A.**
The project would constitute a new service objective. Associated operating costs would cover the set-up and take-down expenses at each of the events, as well as maintenance and/or replacement of damaged bicycle parking facilities.

5. **Origin of issue:** Council _____ Councilmember _____

Board and Commission X Board/Commission: Bicycle and Pedestrian Advisory Commission

Staff _____ Department _____

6. Projected cost (list rough annual cost of budget item):

Operating Issue \$ _____ (Annual Operating Costs)
Capital/Project \$ 12,000 (Project Cost)
 \$ 4,000 (Associated Annual Operating Costs)

7. Staff Evaluation and Recommendation of Proposed Budget Issue:

Refer Budget Issue for Consideration in Recommended Budget _____

Defer Budget Issue to Future Fiscal Year _____

Drop Budget Issue _____

Staff Rationale:

Reviewed by:

Marvin Rose, Director of Public Works Department

Reviewed by:

Amy Chan, City Manager

BUDGET ISSUE SUMMARY FORM

Budget Issue Title: Establish a Budget for Bike to Work Day

Lead Department: Public Works

Element or Sub-element: Land Use and Transportation Element - C3.5

1. **What are the key elements of the issue? What precipitated it?**
This budget issue would create a task for Bike to Work Day at a yearly funding level of \$5,000. The Bike to Work Day is a well recognized event with significant increase in participation over the past couple of years.

2. **How does this relate to the General Plan or existing City Policy?**
Land Use and Transportation Element - C3.5, Support a variety of transportation modes. This project would support City staff involvement in the event and could increase participation of cyclists.

3. **Is the budget issue a:** PROJECT _____ OPERATING X

4. **If the issue is operating, specify the change in service objective(s) that would result (from what, to what). If the issue is a project, write N/A.**
Bike to Work Day support activities are currently provided under a Program 115 operating task to Develop, Coordinate and Manage Bicycle/Pedestrian/Livable Communities Plans/Projects/Programs. There is no specific task for Bike to Work Day. Typically the City invests over \$1,000 on the event in terms of staff time. This is in addition to food, drinks and other giveaways to cyclists participating in the event. This budget issue would create a separate task for Bike to Work Day, and budget the event costs at \$5,000.

5. **Origin of issue:** Council _____ Councilmember _____
Board and Commission X **Board/Commission:** Bicycle and Pedestrian Advisory Commission
Staff _____ **Department** _____

6. Projected cost (list rough annual cost of budget item):

Operating Issue \$ 5,000 (Annual Operating Costs)

Capital/Project \$ _____ (Project Cost)

\$ _____ (Associated Annual Operating Costs)

7. Staff Evaluation and Recommendation of Proposed Budget Issue:

Refer Budget Issue for Consideration in Recommended Budget _____

Defer Budget Issue to Future Fiscal Year _____

Drop Budget Issue _____

Staff Rationale:

Reviewed by:

Marvin Rose, Director of Public Works Department

Reviewed by:

Amy Chan, City Manager

BUDGET ISSUE SUMMARY FORM

Budget Issue Title: Development of a Multi-Media Educational Program on Traffic Safety

Lead Department: Public Works

Element or Sub-element: Land Use and Transportation Element - C3.5

1. **What are the key elements of the issue? What precipitated it?**
Development of multi-media DVDs and CDs containing comprehensive and easy to use educational and safety information which can be handed out at fairs and other events. Also assessment of the possibility to use the City of Sunnyvale local channel to promote traffic safety. It should be noted that this project would benefit from available educational and promotional materials produced by the City of Sunnyvale and other agencies. The BPAC members would like to enhance safety conditions for all road users through educational and promotional means.

2. **How does this relate to the General Plan or existing City Policy?**
Land Use and Transportation Element - C3.5, Support a variety of transportation modes. This project would aim at enhancing awareness of all road users. Improvements to safety conditions and sense of security, could potentially increase cycling and walking.

3. **Is the budget issue a:** PROJECT OPERATING

4. **If the issue is operating, specify the change in service objective(s) that would result (from what, to what). If the issue is a project, write N/A.**
N/A

5. **Origin of issue:** Council _____ Councilmember _____
Board and Commission Board/Commission: Bicycle and Pedestrian Advisory Commission
Staff _____ **Department** _____

6. Projected cost (list rough annual cost of budget item):

Operating Issue \$ _____ (Annual Operating Costs)

Capital/Project \$ 100,000 (Project Cost)

 \$ _____ (Associated Annual Operating Costs)

7. Staff Evaluation and Recommendation of Proposed Budget Issue:

Refer Budget Issue for Consideration in Recommended Budget _____

Defer Budget Issue to Future Fiscal Year _____

Drop Budget Issue _____

Staff Rationale:

Reviewed by:

Marvin Rose, Director of Public Works Department

Reviewed by:

Amy Chan, City Manager

BUDGET ISSUE SUMMARY FORM

Budget Issue Title: Enforcement Campaign of Bicycle and Pedestrian Related Traffic Violations

Lead Department: Public Safety

Element or Sub-element: Law Enforcement Sub-Element – 4.1A.5

1. **What are the key elements of the issue? What precipitated it?**
This budget issue would provide resources for a limited time that fund an enforcement campaign focused on cyclists and pedestrian related traffic violations, such as cycling in the wrong way, jaywalking, and violation of vehicular right-of-way. The BPAC members would like to increase awareness of cyclists and pedestrians and limit/eliminate traffic violations which in turn would enhance safety conditions.

2. **How does this relate to the General Plan or existing City Policy?**
Law Enforcement Sub-Element – 4.1A.5, Facilitate the safe movement of pedestrians, bicycles and vehicles.

3. **Is the budget issue a:** PROJECT _____ OPERATING X

4. **If the issue is operating, specify the change in service objective(s) that would result (from what, to what). If the issue is a project, write N/A.**
This would increase the level of services by traffic enforcement for the duration of the campaign.

5. **Origin of issue:** Council _____ Councilmember _____

Board and Commission X Board/Commission: Bicycle and Pedestrian Advisory Commission

Staff _____ Department _____

6. Projected cost (list rough annual cost of budget item):

Operating Issue \$ _____ (Annual Operating Costs)
Capital/Project \$ 50,000 (Project Cost)
 \$ _____ (Associated Annual Operating Costs)

7. Staff Evaluation and Recommendation of Proposed Budget Issue:

Refer Budget Issue for Consideration in Recommended Budget _____

Defer Budget Issue to Future Fiscal Year _____

Drop Budget Issue _____

Staff Rationale:

Reviewed by:

Marvin Rose, Director of Public Works Department

Reviewed by:

Amy Chan, City Manager

2009 Board/Commission Process for Ranking Study Issues

The Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study (i.e., the generation of study issue ideas for Council's consideration)
- To advise Council on those issues Council has decided to study

All procedures must comply with Council Policy 7.2.19 *Boards and Commissions* and Administrative Policy Chapter 1, Article 15 *Boards and Commissions*. All board and commission members shall adhere to those operational practices and procedures as contained in the *Board and Commission Handbook* prepared by the Office of the City Clerk.

To ensure consistency in approach and practice, all boards/commissions shall use the same ranking process as Council for all proposed Study Issues (described below).

Ranking Process

Step 1: Review issues

Staff provides a brief summary of each proposed Study Issue. Any Study Issue ranked by a Board/Commission, must be signed/approved by the City Manager prior to ranking. Boards and commissions shall review and take action on only those issues under their purview, as determined by the City Manager. Items not under the specific purview of a board or commission may be presented to them for "information only".

Step 2: Questions of Staff.

Staff will address questions Commissioners may have regarding each study issue.

Step 3: Public Hearing.

Chairperson opens Public Hearing for public input on any of the issues under consideration. (Note: the Commission may not take action on, or rank any new issue raised by the public for which there is not already a study issue paper developed. Those seeking to raise new issues at this point in the process should be informed that their options are to seek Council sponsorship of their issue or submit it to the Board/Commission for the following year's process.) Chairperson will close the Public Hearing.

Step 4: Determine which issues, if any, will be dropped.

Commissioners may make motions to drop issues from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Board/Commission will drop the issue. Such action suggests that there is no need to study the issue.

If the Board/Commission votes to drop an issue that was initiated by the Commission that same year, the issue will not be forwarded to City Council for the Council's consideration. If, however, the Commission votes to drop an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration.

Step 5: Determine which issues, if any, will be deferred.

Commissioners may make motions to defer issues from consideration to a later year. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Commission will not rank the issue. Such action suggests only that the issue is not currently a priority and/or it is not the appropriate time to study the issue.

If the Commission votes to defer an issue that was initiated by the Commission that year, they may instead consider dropping the issue and re-sponsoring it in a future year. If the Commission votes to defer an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or

another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be deferred from consideration. Commissioners should bear in mind that issues deferred two years in a row by City Council shall (by Council policy) not be eligible for consideration the following year.

Step 6: Commission discussion on issues to be ranked.

Commissioners have the opportunity to speak to the remaining issues to be ranked and to discuss merits and priorities before ranking the remaining issues. No motion is required.

Step 7: Commissioners rank issues individually.

Depending on the number of issues left to rank, the Board/Commission shall utilize one of the following ranking methods:

Simple Majority/Borda Count (for ranking ten or fewer issues) – Commissioners individually and simultaneously rank each of the remaining issues. Rankings are from 1 to the total number of issues, with “1” representing the issue with the highest priority for study. Each number can be used only once (no ties) and each issue must receive a ranking.

Choice Ranking (for ranking eleven or more issues) – the number of items to be ranked is divided by three and each Commissioner is given that many votes. Each Commissioner allocates his or her votes, one each, to different issues. Some issues will receive votes, others may not, depending on the total number of issues and the number targeted for selection. A tally is made for each issue selected. Two-way ties between issues are resolved by quick votes of the group. Multiple ties are resolved in the same manner as before: dividing by three (if four items are tied, for example, each member gets one vote to assign to one of those issues). The issues that receive the most votes are thereby prioritized. If necessary and desired, the process is repeated for the remaining issues (the ones that didn’t get votes the first time).

Regardless of ranking method, all individual Commissioner ranking votes and final Board/Commission rank recommendations will become a part of the official record and shall be made available to the public.

Step 8: Combined ranking determined.

A combined Commission ranking is determined when staff totals the individual ranking from all Commissioners for each issue.

Simple Majority/Borda Count: The issue with the lowest total becomes the Commission’s Priority 1 issue; the next lowest total is Priority 2, etc.

Choice Ranking: The issues that receive the most votes becomes the Commission’s Priority 1 issue; the next lowest total is Priority 2, etc.

Step 9: Acceptance of rankings.

A motion is then made to accept, reject or modify the overall Commission rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

After the Commission Ranking:

Staff then forward to Council the board or commission’s rankings.

Council will hold a Public Hearing on Study Issues in early January. The Chair or his/her appointee is encouraged to speak before Council and share the Board/Commission’s recommended rankings.

Note: There is no proxy ranking: Commissioners must be present to rank study issues.

FY 2009/2010 BUDGET ISSUES PROCESS

OVERVIEW

Budget issues are proposals to add a new service, eliminate a service or change the level of an existing City service. Budget issues can be proposed by the City Council, Boards and Commissions, or staff. Any member of the public wishing to propose an item must get their issue sponsored by one of these three groups. While budget issues can be proposed year-round, Council reviews and takes action on budget issues once a year as a part of the Study/Budget Issues Workshop. Prior to the Study/Budget Issues Workshop, a public hearing is held to allow for input to be provided on budget issues that have already been proposed, as well as to solicit and receive any additional budget issues.

Budget issues that are proposed as a result of the public hearing, as well as any additional budget issues submitted, will be reviewed by the appropriate departments. This review will include a brief write-up on the impact to service levels and the estimated fiscal impact of the proposed budget issue. All budget issues will be summarized in one Report to Council, and the departmental write-ups will be included as an attachment to the report. This Report to Council will be included in the documentation that is provided for the Study/Budget Issues Workshop.

At the Study/Budget Issues Workshop, Council will take action on all proposed budget issues. Potential actions include referring the budget issue to the City Manager for consideration in the FY 2009/2010 Recommended Budget, dropping the budget issue, or deferring it to a future year's process. Referring the budget issue to the City Manager for consideration in the FY 2009/2010 Recommended Budget means that the budget issue will be incorporated into the overall budgetary review, but it does not necessarily mean that the proposal will ultimately be included in the City Manager's Recommended Budget to Council.

IDENTIFYING BUDGET ISSUES

Budget Issues include any significant budget items which you see emerging in the next few years. The issues should include those based on information from the City Council, Board and Commission discussions, other mandated issues, or carryovers from Performance Agreements. Any changes in service level (increases or decreases) should also be included.

To assist in identifying the budget issues, all managers are encouraged to consider the following:

- Review the "Community Conditions Indicators" or other information related to your programs to identify needed changes in service levels, both additions and deletions.

- Review any completed study issues in terms of whether budget implementation, either project or operating, is appropriate. This would include decisions made by the City Council in concept which require one-time or continuing operating funding.

PROCESS AND TIMELINE

Through November 14 – Program managers complete Budget Issue Summary Forms for any budget issues to be considered by Council. Liaisons to Boards and Commissions should work with their Board or Commission to determine if there are any budget issues that they wish to propose. Once the budget issues are identified and the Budget Issues Summary Forms are completed for each proposed issue, the summary forms should be reviewed and signed by the department director. After the department director has reviewed and signed, the summary forms should be forwarded to the Office of the City Manager for review and signature.

November 17 – December 9 – Budget Office compiles all completed budget issues and prepares RTC for public hearing on Study/Budget Issues.

January 6 – Public hearing is held on Study/Budget Issues. Any new budget issues that arise from the public hearing are assigned to the appropriate department.

January 8 – Completed and signed Budget Issue Summary Forms for new issues arising from the public hearing are due to the Budget Office.

January 9 - 12 – Budget Office compiles updated budget issues and prepares RTC for Study/Budget Issues Workshop.

January 23 – Study/Budget Issues workshop is held. Proposed budget issues are either dropped, deferred, or referred to the City Manager for consideration in the FY 2009/2010 Recommended Budget. For those that Council refers to the City Manager for consideration in the FY 2009/2010 Recommended Budget, a budget supplement will need to be created. Once the list of referred budget issues is established, the Budget Office will follow-up with the appropriate program managers regarding completing the budget supplements.

March 14 – Completed budget supplements due to the Budget Office. Completed budget supplements should be reviewed and signed by the department director prior to submission; however, they do not need the City Manager's signature at this point. The Budget Office will compile all budget supplements and coordinate review with the Office of the City Manager.

Update of Policy 7.2.19 – Council Policy Manual

Please find enclosed update of Policy 7.2.19 on Boards and Commissions of the Council Policy Manual. You are kindly requested to update you binders (First item under Section #2 of the binder) with the enclosed Policy 7.2.19 update.

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

POLICY STATEMENT:

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the City Charter, and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

Boards and commissions are created by the City Council for the following general purposes:

- To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and
- To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
- See also Section 6: Duties.

Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy.

Boards and Commissions Structure

The City maintains nine Council-appointed boards and Commissions:

- Arts Commission: a 5-member body formed by Council Resolution 262-82, September 14, 1982.
- Bicycle and Pedestrian Advisory Commission: a 7-member body formed by Council Resolution 173-92, August 4, 1992.
- Board of Building Code Appeals: a 5-member body formed by Municipal Code Ordinance 1315.
- Board of Library Trustees: a 5-member body formed by City Charter Section 1013.
- Heritage Preservation Commission: a 7-member body formed by City Charter Section 1015.
- Housing and Human Services Commission: a 9-member body formed by Council resolution 134-85, March 19, 1985.
- Parks and Recreation Commission: a 5-member body formed by City Charter Section 1011.

COUNCIL POLICY MANUAL

- Personnel Board: a 5-member body formed by City Charter Section 1007.
- Planning Commission: a 7-member body formed by City Charter Section 1009.

1. Eligibility

No board or commission members shall hold any paid office or employment in the City Government. All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City at the time of their appointment. If at any time during their term any member of a board or commission shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council.

A. Spouses, Household Members, and Relatives

No individual shall be eligible to serve on a City board or commission, chartered or otherwise, who has a spouse, household member living under the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), currently serving as a member of the City Council, or employed as the City Manager, Assistant City Manager, Assistant to the City Manager, City Attorney, Department Director or Assistant Director or equivalent for the City of Sunnyvale.

B. Concurrent Service

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

C. Specific membership requirements for charter-related Boards and Commissions are as follows:

(I) Personnel Board:

To be eligible for appointment, each appointee shall neither be a candidate for any other public office or position and shall not be an officer of any local, state, or national partisan club or organization, nor a former City employee. (Source: City Charter Section 1007)

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board.*

(II) Planning Commission:

COUNCIL POLICY MANUAL

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the City Manager or his/her designated representative, shall serve as an ex-officio member of the Commission.* (Source: City Charter Section 1009)

D. Specific membership requirements for non-charter-specified Boards and Commissions are as follows:

(I) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. Strong consideration shall be given to applicants with a background in the arts. (Source: Resolution No. 193-84).

(II) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues. (Source: Resolution No. 134-85).

(III) Board of Building Code Appeals:

To be eligible for appointment, each appointee shall be qualified by experience and training to pass upon matters pertaining to building construction. (Source: Municipal Code, Chapter 16.08)

E. Limitation on Terms

Any person appointed to a board or commission shall be immediately eligible, upon the expiration of their term, to serve on a different board or commission (for the purposes of this policy, the resignation or removal of a member from a board or commission does not constitute the expiration of their term—i.e., a board or commission member is not eligible to serve on a different board or commission until the unexpired term from which he/she has resigned or was removed, has expired).

All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to 2 years in length shall not count toward years served in terms of eligibility.

COUNCIL POLICY MANUAL

The members of the CCAB shall serve for a term of four years and until their respective successors are appointed. Membership terms shall be staggered. The designated agencies are required to identify the most appropriate representative, which could result in an individual serving multiple terms as the designated agency representative. The limitation on terms that is policy for most of the existing boards in the City may be waived for those categories of membership in which there is only one designated agency.

2. Recruitment

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

3. Appointment

Appointments of board and commission members shall be agendized at a City Council meeting.

The appointment process will be conducted as follows:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor would ask the City Attorney to draw the name of the person to be appointed. The process is repeated for each board or commission.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

A. Exceptions:

(I) Personnel Board:

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. (Source: City Charter Section 1007)

(III) Bicycle and Pedestrian Advisory Commission

The members of the commission shall be selected from two categories:

- (a) Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of

COUNCIL POLICY MANUAL

his or her appointment, be a registered voter of the City and shall maintain his or her principal place of residence within the City. Should any person so appointed cease to be an elector of the City or cease to maintain his or her principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.

- (b) Category Two shall include members of the PTA or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, members of neighborhood associations, principals or teachers from Sunnyvale schools or persons interested in park and recreational activities in the City. (Source: Resolution No. 173-92.)

4. Oath of Office

Each board and commission member, before entering upon the discharge of the duties of his/her office, shall sign the City's Code of Ethics document and take, subscribe to, and file with the City Clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (Amended effective December 31, 1975)
City Charter Section 910

After taking the Oath of Office and signing the Code of Ethics in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

5. Required Training/Conferences

Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).

Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.

6. Meetings, Attendance and Quorums (see also Council Policy 7.3.8 Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings)

COUNCIL POLICY MANUAL

A. Meetings

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall be open to the public and meet Brown Act requirements (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under Parliamentary Procedure. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

B. Attendance

Each member of a City board or commission is expected to attend all regularly scheduled meetings (as identified for each board and commission on the official roster). Attendance of less than 75% (regardless of whether excused or unexcused) of the regularly scheduled meetings OR two consecutive unexcused absences in 12 months may result in a letter from the Mayor requesting improved attendance and reminding the member of the Council policies on absences. If the member has three consecutive unexcused absences from regularly scheduled meetings, the member's seat will be declared vacant by Council action.

Each board or commission will record their respective members' absences as excused or unexcused and shall include that record in the minutes of the meeting at which the member is absent. Excused absences shall be limited to those which meet both of the following requirements:

- (I) The absent member must have informed the chair and/or the City staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair or the staff liaison prior to the meeting will result in an unexcused absence, unless extenuating circumstances prevent advance notice.), *and*
- (II) The absence is due to one of the following:
 - (a). A death in the family,
 - (b). Personal illness,
 - (c). Board or commission-related business,
 - (d). Personal leave (limited to one per fiscal year) or emergency,
 - (e). Decision by member's supervisor in employment or required military service.

Staff shall prepare for the City Council a quarterly attendance report of all the City's boards and commissions showing the attendance of each member during the past 12 months. Attendance issues will be highlighted by the staff.

C. Quorums

COUNCIL POLICY MANUAL

Boards and commissions have a quorum when 51% of their current membership is present. "Current membership" is defined as the official membership, less any seats that are formally vacant through resignation, unfilled vacancy or removal.

D. Majority and Abstentions

Board and/or commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results. (*The Standard Code of Parliamentary Procedure*, 4th Edition)

7. Duties

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

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.

B. Study Issues Process

The Study Issues process is designed to assist City Council with setting priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study
- To advise Council on those issues Council has decided to study

Within one month of origin, new study issue papers sponsored by Council or a board or commission will be presented to respective boards or commissions, or at the next regular meeting of the respective board or commission.

C. Budget

Board and commission members have two roles in the budget process:

- To advise Council regarding the identification of budget issues
- Provide Council a recommendation regarding the City Manager's recommended budget for content under the purview of their board or commission.

D. Chairperson's Role and Responsibilities

COUNCIL POLICY MANUAL

- (I) Attends training in how to be an effective chair prior to assuming the role.
- (II) Presides at meetings of the board or commission, and follows Brown Act requirements for conducting meetings.
- (III) Serves as a liaison to Council at City Council meetings.
- (IV) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (V) Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the City Manager shall have final authority.
- (VI) Board and commission chairs are encouraged to attend Council meetings (or to appoint an alternate on either a case by case or long-term basis) for the purpose of representing the official position (including both the majority and the minority opinions) of the board or commission. The chair shall report back to their board or commission on Council's discussion and ultimate decision.
- (VII) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.

E. Vice-Chair

- (I) Attends training in how to be an effective vice-chair prior to ~~assuming~~
- (II) Serves as the presiding officer in the absence of the chair.

F. Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or Council resolution. By-laws shall be established by all boards and commission and be approved by Council prior to taking effect.

8. Interaction with City Council, Public, Staff, and other Board and Commission Members

The City Manager shall appoint a staff liaison to support each board and commission.

In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private, board and commission members may communicate at any time and on any subject with the City Council, and may express to Council individual viewpoints and opinions. In public, however, all members shall represent

COUNCIL POLICY MANUAL

the official policies or positions of their board or commission. Only the chair or his/her appointee shall speak during a Council public hearing on any item that has been addressed by the board or commission, and for which detailed minutes have been provided to the Council. The chair shall represent the majority view of the board or commission, but may report on any minority views as well. If Council does not have the benefit of detailed board/commission meeting minutes, any member of the pertinent board or commission may speak under standard time limits, but shall not represent positions which are contrary to official policies of the City or official positions of the board/commission to which they belong. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do. (*Source: Code of Ethics for Elected and Appointed Officials*)

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

Board and commission members shall adhere to the City's Code of Ethics. Council conduct with boards and commissions is covered in the City's Code of Conduct for Elected Officials adopted in April 2000.

Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall consider joint study sessions with boards and commissions as ~~Council~~ shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. (*Community Participation Sub-Element 7.2C.5(a)*)

Board and commission members with questions or concerns about board or commission administrative matters shall seek resolution in the following manner and sequence:

1. **Consult your board/commission chair** (If you are the chair, proceed to Step 2.)
2. **If the chair is unable to satisfactorily answer your question or address your concern, or if your problem is with the chair; or if you are the chair, consult your staff liaison.**
3. **If the staff liaison is unable to satisfactorily answer your question or address your concern, (or if your problem is with the liaison), consult the Department Director to whom the staff liaison reports. This must be done in**

COUNCIL POLICY MANUAL

writing, specifying your concerns and the unsatisfactory nature of the responses received from the chair and/or the staff liaison. The Department Director will respond back to you in writing within 10 business days (or provide a reason why that is not possible and a specific deadline for a response).

4. If the Department Director is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Clerk. All written materials identified in Step 3 must be provided to the City Clerk** upon initial contact with that office. You will receive a written response from the Office of the City Clerk within 10 business days (or a reason why that is not possible and a specific deadline for a response).
5. If the Office of the City Clerk is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Manager. All written materials identified in Steps 3 and 4 must be provided to the Office of the City Manager** upon initial contact with that office. You will receive a written response from the Office of the City Manager within 10 business days (or a reason why that is not possible and a specific deadline for a response).
6. If the Office of the City Manager is unable to satisfactorily answer your question or address your concern, **consult the Mayor's Office. All written materials identified in Steps 3, 4, and 5 must be provided to the Mayor.** You will receive a written response from the Mayor's Office within 10 business days (or a reason why that is not possible and a specific deadline for a response).

9. Recognition

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

10. Resignation/Completion of Term

When a board or commission member resigns from his or her seat, the member shall notify the Mayor in writing (email, fax or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts. ~~Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.~~

11. Sanctions

Counseling, verbal reprimands and written warnings may be administered by board and commission chairs (or their designee) to board and commission members for

COUNCIL POLICY MANUAL

failure to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law.

Written reprimands may be administered by the Mayor. Copies of all written reprimands shall be distributed in memo format to the chair of the respective board or commission, the City Clerk, the City Manager, and the full Council. Written reprimands shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act.

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

12. Investigations

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager and/or the City Attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. These actions include, but are not limited to: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

13. Removal

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

- Failure to maintain eligibility requirements
- Failure to take the required Oath of Office

COUNCIL POLICY MANUAL

- Failure to complete required training
- Failure to meet attendance requirements
- Failure to fulfill board or commission duties
- Failure to adhere to Council policy governing boards and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- Violation of Code of Ethics and Conduct

14. Administrative Policies

The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08; Revised by RTC 08-294 (10/14/08)

Lead Department: Office of the City Manager

Update of Chapter 1 – Administrative Policy Manual

You are kindly requested to update your binders (Second item under Section #2 of the binder) with the enclosed update of Chapter 1 on Boards and Commissions of the Administrative Policy Manual.

 Boards and Commissions	Administrative Policy Manual Chapter 1 – General Management <i>Article 15</i>
	Attachments: <i>None</i>
Effective Date: 10/30/08	Responsible Department: OCM
Related Policies, Prior Version & Notes: Related Policies: <i>Council Policy 7.2.19 Boards and Commissions</i> Prior Versions: 06/1/89, 09/21/07	

Section 1. Purpose

The purpose of this policy is to provide specific administrative guidelines relative to the implementation of the City's boards and commissions program. Where any conflict exists between this policy and Council Policy 7.2.19, the Council Policy shall prevail.

Section 2. Policy

Subd. 1. Policy Oversight

- A. All board and commission members shall adhere to those operational practices and procedures as contained in the Board and Commission Handbook prepared by the Office of the City Clerk.

Subd 2. Board and Commission Recruitment

- A. The Office of the City Clerk shall conduct a continuous (year-round) campaign to recruit applicants to fill vacant seats on Boards and Commissions. The Office of the City Clerk will accept board and commission applications from interested eligible individuals at any time during the year, regardless of whether there are current vacancies or not. These applications will be kept for 12 months and considered as vacancies occur.
- B. Staff shall use the following guidelines to conduct board and commission recruitments:
 - (1) Applicants will be sought from all segments of the community.
 - (2) All applicants will be required to complete a standard application form and a supplemental questionnaire and file the application with the Office of the City Clerk. Candidates applying for the same board or commission for which they were previously a member do not need to submit a new application. Candidates who were previously a member of a different board or commission must submit a new application. If and when Council determines it wants to hold interviews (interviews are not required to appoint board and commission members), a deadline for

application submittals will be set. Applications that arrive after specified deadlines but before the actual interview date will be identified as "late" but shall be submitted to Council for its consideration along with applications submitted on time and for which interviews are scheduled.

- (3) Applicants will be provided information regarding the board or commission's function and responsibility, the selection process for filling vacancies, and the general attributes that Council is looking for in a board and commission members.
- C. Staff is encouraged to assist in the recruitment process by identifying potential candidates and referring them or providing their contact information to the Office of the City Clerk. However, staff shall not lobby for or otherwise attempt to influence the selection process beyond the recruitment activity. No recommendation shall be provided by staff for a candidate, with the exception of the Personnel Board as outlined in Council Policy 7.2.19.
- D. A Report to Council (RTC) shall be provided when board or commission vacancies occur, outlining Council's options relative to filling said vacancies.

Subd. 3. Required Training/Conferences

- A. Those appointed to boards and commissions shall attend a mandatory orientation conducted by the Office of the City Clerk and shall be provided a handbook of relevant information and materials. The orientation and handbook shall, at a minimum, cover: this administrative policy, Council Policy 7.2.19, City Charter sections relevant to boards and commissions, Council's Code of Ethics (which applies to all board and commission members), an overview of the Ralph M. Brown Act, proper protocol for addressing questions or concerns resulting from service as a board or commission member, and answers to frequently asked questions.
- B. Staff liaisons are responsible for informing new board/commission members with information specific to their board/commission: bylaws; meeting times; protocols; relationship to staff; key issues; areas of responsibilities; budget; General Plan Elements/Sub-elements; current work plan; and ongoing responsibilities.
- C. Training for board and commission members requiring expenditures of City funds beyond staff time must be budgeted or approved in advance by the city manager.

Subd. 4. Meetings, Attendance and Quorums

A. Agendas and Packet Materials

Board and commission meetings shall be conducted in accordance with an agenda format approved by the Office of the City Clerk.

Agendas and packet materials for board and commission meetings shall be made available to members of the public attending said meetings in

the form of a binder.

B. Parliamentary Procedure

The official reference source for answers to questions related to parliamentary procedure is *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis.

C. Attendance

Board and commission chairs and staff liaisons shall enforce the attendance policy outlined in Council Policy 7.2.19.

For the purposes of interpreting Council's policy relative to board and commission attendance, a "regularly scheduled" meeting is defined as a meeting on the schedule of ongoing, routine meetings identified for each board and commission on the City's Roster of Elected and Appointed Officials.

Staff liaisons shall prepare each quarter for the City Council an attendance report of all the City's boards and commissions showing the attendance of each member during the past three months.

D. Selection of Chair and Vice Chair

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, elect one of its members to serve as presiding officer following mandatory chair training (see Council Policy 7.2.19). The selection of chair and vice chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

E. Quorums

In situations where a Board or Commission has less than a quorum (as defined by Council Policy 7.2.19) at a regularly-scheduled meeting, staff liaisons are to notify Council by submitting a memo to be placed on the Council agenda under Information Only Items in lieu of board and commission minutes for that meeting. That report shall identify the members present and absent, as well as any known reason for said absences. Council will decide on the appropriate follow-up, if any. In "no quorum" situations, Boards or Commissions shall not conduct any business and no minutes shall be published.

F. Minutes

To assure that the City Council receives timely information regarding Board or Commission deliberations, each board or commission shall have minutes prepared that summarize the actions and discussions of their meetings.

Draft minutes are to be completed by the staff liaison in accordance with the template provided on the City's internal Web site through the Office of

the City Clerk, and placed on the Council agenda as an information only item within two weeks of the board or commission meeting. 19 two-sided, collated, stapled and three-hole punched copies plus the original are due to the Office of the City Clerk by noon on the Wednesday prior to the scheduled Council meeting.

Draft minutes are to be reviewed by the board or commission at its next regularly scheduled meeting and approved/amended. If amended, the Board or Commission may direct that the amended minutes be placed on the Council agenda as an information only item, with the changes highlighted.

G. Recording of Meetings

All board and commission meetings shall be recorded, and the audio tapes shall be retained for a minimum of one year.

H. Recusing Oneself

Board and commission members shall recuse themselves from voting on any item that represents a conflict of interest (as defined by the Political Reform Act of 1974, Government Code Section 81000). No board or commission member shall make, participate in making, or in any way attempt to use his official position to influence a City decision in which he knows or has reason to know he has a financial interest. In such cases, board and commission members shall "recuse" themselves by stepping out of the room until the relevant issue has been acted on by the board or commission. Board and commission members are encouraged to consider recusing themselves from voting on any item that does not legally require recusal but which presents to the public the *appearance* of a conflict of interest. Board and commission members should consult with the city attorney if they have a question about whether they have a conflict of interest that requires recusal.

Subd. 5. Duties

A. Study Issues Process

Boards and commissions shall review and take action on only those issues under their purview. Items not under the specific purview of a board or commission may be presented to them for "information only".

B. Budget

Boards and Commissions shall review and take action on only those portions of the budget related to their subject matter expertise.

C. Work Plans

Annual work plans shall be developed in accordance with the template provided on the City's internal Web site through the Office of the City Clerk.

Subd. 6. Annual Satisfaction Surveys

The staff liaison shall distribute an annual satisfaction survey in accordance with procedures outlined by the Office of the City Clerk.

Subd. 7 Recognition

A. Name Plates

All board and commission members shall be identified at board and commission meetings by a name plate placed in front of their seat and visible to the general public.

B. Name Badges

All board and commission members shall be provided a name badge in accordance with standards provided by the Office of the City Clerk. Board and commission members shall wear their name badge whenever in public performing the duties of a board and commission member. Business cards shall not be provided.

C. Thank You Letter for Service

See Subd. 8.

D. Annual Recognition Event

The Office of the City Clerk shall conduct an annual event to recognize the contributions of all board and commission members. No additional City funds shall be expended on the recognition of board and commission members without the approval of the city manager.

Subd. 8 Resignations

When a board or commission member resigns, they shall submit a letter of resignation to the Mayor. When the resignation letter is received, the Office of the City Clerk shall prepare a Report to Council that indicates the resignation and specifies the process that staff recommends to fill the new vacancy. This will be placed on the Council agenda as an information item, but Council can take action if it chooses.

Upon receipt of a letter of resignation, the Office of the City Clerk shall prepare for the Mayor's signature a "thank you" letter to the board or commission member for his or her service.

Subd. 9 Removal

Inappropriate actions on the part of board and commission members (or failures to act as detailed in Council Policy 7.2.19) shall warrant counseling from the chair and/or staff (liaison, Department Director, City Clerk or City Manager). Stronger forms of discipline shall be administered to a board or commission member only by City Council. Staff shall advise the Office of the City Manager of any actions (or failures to act) on the part of board and commission members which could lead to removal from office as listed in Council Policy 7.2.19.

BPAC E-MAIL MESSAGES

Please find enclosed e-mail messages received since the circulation of the agenda packet of the September 18, 2008 BPAC meeting.

From: webmaster@ci.sunnyvale.ca.us
To: <helguendy@ci.sunnyvale.ca.us>
Date: 10/6/2008 10:57 AM
Subject: Web BPAC Request - Street: Knickerbocker Dr

Name = Stanley Arattukulam

Email = [REDACTED]

Street = Knickerbocker Dr

Between Street =

and Street =

Landmarks = Bernardo

Suggestion =

For students going to Sunnyvale Middle School there is no pedestrian crossing available. This is very much needed as during the morning hours vehicles do not stop to let students cross from the west side of Knickerbocker to the east across Bernardo. I would suggest the city to consider putting up a pedestrian crossing at this junction.

Heba El-Guendy - Web BPAC Request - Street: Torrington Dr

From: emailer <emailer@ci.sunnyvale.ca.us>
To: "Web - Heba" <helguendy@ci.sunnyvale.ca.us>
Date: 11/11/2008 6:52 PM
Subject: Web BPAC Request - Street: Torrington Dr

Name Walter Huber

Email

Street Torrington Dr

**Between
Street**

and Street

Landmarks

Suggestion Restripe the Red zone along the north and south sides of Torrington Drive, as well as the cross walks.

BPAC ACTIVE ITEMS LIST UPDATE

The updated Commission's active items list is attached for your reference.

Bicycle and Pedestrian Advisory Commission

Active Items List

Item #	Item	OPR	Due Date (Approx)	Status	Last Updated
1	Borregas Avenue Bike Corridor	Raina	2009	Construction work on the Borregas bridge is expected to be completed in March 2009.	11/13/2008
2	Bernardo Caltrain Under-crossing	El-Guendy	Preliminary engineering by 2005	Feasibility Study accepted by the City Council. Funds for 20% local matching funds must be identified before further project initiation. BEP Tier 1 update submitted. VTA will program 80% funds out to 2016 to allow for time to secure matching funds. Project update submitted for Valley Transportation Plan (VTP) 2035 consideration.	2/19/2008
3	Evelyn Avenue Bike Lane Phase 1 and 2	Raina	Summer/Fall 2007	Project complete.	4/8/2008
4	Code of Ethics and Conduct	El-Guendy	4/8/2008	Annual BPAC review was carried out during the July 17, 2008 meeting.	4/9/2008
5	Utility Bill Stuffer	El-Guendy	May-08	April BPAC (The utility bill stuffer was prepared and mailed out. Project is complete for 2008)	6/12/2008
6	Bike to Work Day	El-Guendy	5/15/2008	Event took place on May 15th and reported on. Work complete for 2008	6/12/2008
7	Earth Day	El-Guendy	4/26/2008	Event took place on April 26th and reported on. Work complete for 2008.	6/12/2008
8	Health and Safety Fair	El-Guendy	5/10/2008	Event took place on May 10th and reported on. Work complete for 2008.	6/12/2008
9	Overlay, Reconstruction, Slurry & Chip Schedule	T. Pineda	FY 2008-09	Information only item provided during the BPAC meeting of January 31, 2008.	2/19/2008
10	Relocation of the E- Lockers at the Caltrain Station and signage	El-Guendy	6/12/2008	The E-lockers have been relocated and the Air District Funding stickers, and signage explaining the use steps have been posted on the lockers. VTA was updated and the project is now complete.	6/12/2008
11	Signage request - Entrance of Baylands Park	El-Guendy	3/31/2009	A site meeting took place with staff of the City's Department of Parks and Recreation who are planning to install improved signage and pavement markings.	11/13/2008
12	Maintenance request - Fair Oaks south of Tasman	El-Guendy	6/12/2008	To eliminate the crack of concern, the storm drain was slightly relocated and secured in place with application of some filler. Work is now complete.	6/12/2008

Item #	Item	OPR	Due Date (Approx)	Status	Last Updated
13	Operational/Enforcement request - Caltrain Station	EI-Guendy	8/21/2008	Prevent parking violation of a motorcycle which restrict access to the E-lockers. Also enforce the use of the free lockers at the Station to encourage cycling and use of transit. SamTrans has been notified on several occasions.	8/14/2008
14	Operational request - E-Lockers at the Caltrain Station	EI-Guendy	8/21/2008	Investigate the feasibility of reducing the minimum \$ amount that can be placed on an access card to the E-lockers. E-Lock Technologies has been contacted in this regard. The card is for free, and cyclists can utilize the full amount of \$20 on using the lockers. Establishing smaller value cards would penalize the company financially due to their added administrative and material costs.	8/14/2008
15	Maintenance request - Lynn Way/Mulberry Lane	EI-Guendy	8/21/2008	Re-establish the raised markers and faded double yellow lines at the Lynn Way/Mulberry Lane area. A double ship seal is planned for this area on August 28th, 2008. Following this work, a double centerline will be established. The road will be slurry sealed in April/May of 2009. Following the latter work, the raised markers will be installed.	8/14/2008
O-1	VTA Bicycle Expenditure Program (BEP)	EI-Guendy	Annual		11/13/2008
O-2	Bicycle Capital Improvement Program	EI-Guendy	Ongoing		7/12/2007
O-3	TFCA grants	EI-Guendy	Annual		11/13/2008
O-4	Bike Parking Incentive Program	EI-Guendy	Ongoing		5/11/2007
O-5	Construction Zone Safety Complaints received	EI-Guendy	Ongoing	Responses are provided via phone or e-mail communications. In some cases, the responses are provided verbally during the BPAC meetings and documented as part of the meetings minutes.	2/19/2008
O-6	Policy on Street Space Allocation	EI-Guendy	Ongoing	Request to coordinate between the approved policy on street space allocation and relevant roadway resurfacing/construction projects.	7/10/2008
O-7	Bicycle Detection Complaints received	EI-Guendy	Ongoing	Responses are provided via phone or e-mail communications. In some cases, the responses are provided verbally during the BPAC meetings and documented as part of the meetings minutes.	9/11/2008
O-8	2009/2010 Bicycle Transportation Account (BTA)	EI-Guendy	Annual	The East Channel Trail Project is eligible for this fund, and a grant application will be submitted by the due date of December 1st, 2008	11/13/2008