

Attachment B

RESOLUTION NO. _____

RESOLUTION REPEALING THE EXISTING BYLAWS, FUNCTIONS AND RESPONSIBILITIES OF THE NINE COUNCIL-APPOINTED BOARDS AND COMMISSIONS OF THE CITY OF SUNNYVALE; REPEALING RESOLUTION NOS. 299-78, 193-84, 134-85 AND 173-92; APPROVING AMENDED AND RESTATED BYLAWS; AND RE-ESTABLISHING THE CITY OF SUNNYVALE'S ARTS COMMISSION, BICYCLE AND PEDESTRIAN ADVISORY COMMISSION, AND THE HOUSING AND HUMAN SERVICES COMMISSION

WHEREAS, the City has nine council-appointed boards and commissions: Arts Commission; Bicycle and Pedestrian Advisory Commission; Board of Building Code Appeals; Board of Library Trustees; Heritage Preservation Commission; Housing and Human Services Commission; Parks and Recreation Commission; and Personnel Board and Planning Commission; and

WHEREAS, it has come to the attention of staff that not all of the City's nine boards and commissions have established bylaws and not all of those bylaws currently in existence have been approved by Council; and

WHEREAS, in order to ensure consistency in format and content with the Council and Administrative policies related to the City's boards and commissions program and to ensure effective and expeditious handling of public business, staff has recommended that the existing bylaws of the City's nine council-appointed boards and commissions be repealed and that the amended and restated bylaws attached hereto as Exhibit A be approved by Council.

WHEREAS, staff's recommended bylaws include updated functions and responsibilities for the City's nine council-appointed boards and commissions and staff has recommended that Resolution Nos. 299-78 (Parks and Recreation Commission), 193-84 (Arts Commission), 134-85 (Housing and Human Services Commission) and 173-92 (Bicycle and Pedestrian Advisory Commission), including the functions and responsibilities contained therein, be repealed in their entirety and where applicable the board and/or commission be re-established and the existing functions and responsibilities be replaced with the amended and restated bylaws attached hereto as Exhibit A and approved by Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT the existing Bylaws of the City's nine council-appointed boards and commissions (Arts Commission; Bicycle and Pedestrian Advisory Commission; Board of Building Code Appeals; Board of Library Trustees; Heritage Preservation Commission; Housing and Human Services Commission; Parks and Recreation Commission; Personnel Board and Planning Commission) are hereby repealed; and

BE IT FURTHER RESOLVED THAT Resolution Nos. 299-78 (Parks and Recreation Commission), 193-84 (Arts Commission), 134-85 (Housing and Human Services Commission) and 173-92 (Bicycle and Pedestrian Advisory Commission) are hereby repealed and the functions and responsibilities contained therein are replaced with the amended and restated Bylaws attached hereto as Exhibit A, and the Arts Commission, Bicycle and Pedestrian Advisory Commission, and the Housing and Human Services Commission are hereby re-established;

BE IT FURTHER RESOLVED THAT the amended and restated Bylaws attached hereto as Exhibit A are hereby approved as the Bylaws for the City's nine council-appointed boards and commissions (Arts Commission; Bicycle and Pedestrian Advisory Commission; Board of Building Code Appeals; Board of Library Trustees; Heritage Preservation Commission; Housing and Human Services Commission; Parks and Recreation Commission; Personnel Board and Planning Commission) and shall be enforced immediately upon formal adoption by the respective board or commission at its next regular meeting.

Adopted by the City Council at a regular meeting held on _____, 2009, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

Attachment C

RESOLUTION NO. 193-84

RESOLUTION OF THE COUNCIL OF THE CITY OF SUNNYVALE
ESTABLISHING AN ARTS COMMISSION AND DESIGNATING ITS
FUNCTIONS

WHEREAS, by Resolution No. 262-82, the City Council established an Arts Committee for a period of two (2) years in order to evaluate the performance and benefit accruing as a result of such a committee; and

WHEREAS, the City Council has conducted such an evaluation and has determined to constitute the committee as a standing committee of the City and to rename it the Arts Commission;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE RESOLVES AS FOLLOWS:

SECTION 1. CREATION OF ARTS COMMISSION. The City Council hereby creates a standing committee to be known as the Arts Commission of the City of Sunnyvale.

SECTION 2. ARTS COMMISSION MEMBERSHIP. The Arts Commission shall consist of five (5) members appointed by the City Council. Every person appointed to the Arts Commission shall, at the time of 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.

The members of the Arts Commission shall have a demonstrated interest in the arts and in the art programs of the City. Strong consideration shall be given applicants with a background in the arts.

SECTION 3. TERM OF MEMBERSHIP. The members of the Arts Commission shall serve for a term of four (4) years and until their respective

successors are appointed and qualified, unless removed earlier by the City Council. No member shall be eligible to serve for more than one successive four-year term, nor shall any member be eligible for appointment to the Commission for two years after the expiration of a full term. Any person appointed to the Commission to fill an unexpired term of not more than two (2) years shall, however, be eligible to serve one successive four-year term.

The initial membership of the Commission shall consist of the five persons serving on the Arts Committee at the time of adoption of this resolution. Those initial members shall so classify themselves by lot so that the terms of two members shall expire July 1, 1985, and thereafter each succeeding July 1st the term of at least one member shall expire.

For purposes of determining whether an initial member is eligible for reappointment, an initial member shall be deemed to have served a four-year term if the total time of service, including service on the previous Arts Committee, prior to expiration of the term is four years or more.

SECTION 4. BY-LAWS; MEETINGS. The Arts Commission shall prepare and recommend to the City Council, for adoption, by-laws for the conduct of business by the Commission. All meetings of the Commission shall be in accordance with the by-laws adopted by the City Council and with the Ralph M. Brown Act.

SECTION 5. FUNCTION AND RESPONSIBILITIES. The function and purpose of the Arts Commission is to assist the City Council and the Parks and Recreation Department in matters that pertain to the arts programs, classes, workshops, performances and other arts activities,

as may be directed by the City Council. In order to carry out its function, the Arts Commission will do the following:

A. Study, evaluate and recommend to the City policies relating to arts activities such as, but not limited to:

1. Facilities Use Policy
2. Guidelines for Co-sponsorship of Arts Groups
3. Fees and Charges
4. License Agreements

B. Provide a forum for citizen comments on needs, current services and facilities, and then report said citizen comments and the Arts Commission recommendations to the City Council.

C. Review the annual budget of the Parks and Recreation Department that relates to the arts, as submitted to the Council by the City Manager, and make recommendations concerning the budget to the Council.

D. Review and report on other specific service areas as requested by the Council or City staff.

E. Review those portions of Master Plans of park or facility development or expansion which relate to the arts, for adequacy, appearance and other appropriate criteria, in an attempt to ensure good design and then make recommendations to the Council.

F. Attend appropriate meetings, workshops and conferences, and represent the City when requested by the Council.

G. Prepare an annual Arts Commission work program for Council review and approval.

H. Review and make recommendations on the Arts Sub-Element to the City Council.

I. Review and make recommendations regarding co-sponsored and directly funded groups in the area of arts.

J. Make policy recommendations regarding the purchase of art for public buildings.

K. Explore and suggest outside funding sources for the arts.

L. Study the regional and state Arts Master Plans and make recommendations thereon to the City Council.

M. Examine alternatives for a yearly art event.

N. Study and make recommendations regarding the establishment of a Fund for the Arts.

O. Make recommendations regarding a public/private partnership for the arts.

P. Review and make recommendations regarding an ordinance or policy requiring a percentage of the cost of any public improvement to be dedicated to the arts.

SECTION 6. Resolution No. 262-82 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Sunnyvale at a regular meeting held on the 9th day of October, 1984, by the following called vote:

AYES: Gonzales, Wulforth, Cude, McKenna, O'Toole, Briody
NOES: Mercer
ABSENT: None

APPROVED:



Mayor

ATTEST:
City Clerk

By 

Deputy City Clerk
(SEAL)

**CITY OF SUNNYVALE
BICYCLE ADVISORY COMMITTEE
BY-LAWS**

1. Purpose.

The Bicycle Advisory Committee (BAC) acts in an advisory capacity to City Council and the City administration to provide technical expertise on major policy areas related to bicycle and pedestrian issues based primarily on a work plan derived from Sunnyvale's Bicycle Plan. The BAC is also responsible for compiling and prioritizing the TDA Article 3 application to the Metropolitan Transportation Commission each Fall.

2. Functions.

The BAC functions in an advisory capacity to the City Council performing functions such as:

1. Recommending priorities for bicycle and pedestrian projects for the annual TDA Article 3 funding application cycle;
2. Recommending priorities and implementation of the City of Sunnyvale Bicycle Program as outlined in the Bicycle Plan.
3. Participating in periodic review and revision of the Bicycle Plan and Map.
4. Making recommendations regarding a balance between the needs of children, commuter and recreational cyclists in terms of budget allotted to feasibility studies and capital improvement project.
5. Working closely with Public Safety, Parks and Recreation and School District(s) representatives in the formulation of enhanced education and safety programs for all Sunnyvale residents.
6. Coordinating with City staff on other bicycle/pedestrian issues.

3. Membership.

The Bicycle Advisory Committee shall consist of seven (7) members appointed by the City Council in accordance with resolution #173-92.

4. Terms/Vacancies.

In accordance with Resolution #173-92.

5. Attendance

Three consecutive "unexcused" absences from regular meetings shall be cause for termination from the BAC by City Council. "Unexcused absence" is defined as any absence from a regularly scheduled meeting of the committee, except when the Committee formally excuses the member from the meeting, as documented in the minutes.

6. Officers.

A chairperson and vice chairperson shall be elected annually by the members of the BAC at the first regular meeting in November of 1994 and each subsequent July and shall serve at the pleasure of the Committee. The chairperson shall preside at the Committee meetings and, in the absence or disability of the chairperson, the vice chairperson shall assume the duties of the chairperson. If the chairperson and vice chairperson shall both be absent from a regular or special meeting then a) the chair shall designate a temporary chairperson or, b) if a quorum is present, the membership shall appoint a temporary chairperson to preside.

7. Committees.

The BAC may establish Ad Hoc Committees as required. These committees will be project specific and will function only for the duration of the project. Standing committees may be established as needed.

8. Meetings.

- a) Regular meetings shall be conducted monthly.
- b) Notice of Meetings shall be published in concert with the City Council Agenda.
- c) Meeting shall be conducted using Roberts Rules of Order.
- d) A majority of the currently serving members shall constitute a quorum for the conduct of any meeting. As long as a quorum is present at any time after the start of the meeting, official action can be taken.
- e) Special meetings can be called by the Chair or acting Chair with a minimum of five (5) working days notice. Special meetings shall require a quorum be present to conduct business. Only business designated in the special call shall be conducted at the special meeting.
- f) Conflict of Interest. Any BAC member with a conflict of interest in business pending before the Committee shall declare that conflict for the record and

withdraw from discussion and voting on the subject.

9. Amendments.

The By-laws and any subsequent modifications must be approved by the City Council. Recommendations on amendments to these by-laws can be made by a majority of the members. Proposed amendments must be submitted to the BAC at least one month prior to a vote on any revisions.

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RESOLUTION NO. 173-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE ESTABLISHING A BICYCLE ADVISORY COMMITTEE
AND DESIGNATING ITS FUNCTIONS

WHEREAS, the Metropolitan Transportation Commission (MTC) adopted Transportation Development Act (TDA) Article 3 Procedures and Project Evaluation Criteria in December 1991 which have new requirements for bicycle advisory committees; and

WHEREAS, these new requirements comply with State Transportation Control Measures (STCMs); and

WHEREAS, STCMs require that cities and counties have bicycle advisory committees to be eligible for TDA Article 3 funding, beginning with the Fiscal Year 1993/94 funding cycle;

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

1. CREATION OF BICYCLE ADVISORY COMMITTEE. The City Council hereby creates a standing committee to be known as the Bicycle Advisory Committee of the City of Sunnyvale.

2. MEMBERSHIP. The Bicycle Advisory Committee shall consist of seven (7) members appointed by the City Council. The members of the Committee shall be selected from two categories. Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of 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 Committee. Category Two shall include members of the PTA or other parent groups, representatives of the Santa Clara Unified School District or Sunnyvale School District administrations, commute coordinators for major employers within the City, members of neighborhood associations, principals or teachers from Sunnyvale schools, persons interested in park and recreational activities in the City.

The members of the Bicycle Advisory Committee shall have an interest in bicycle and/or pedestrian issues in the City.

3. TERM OF MEMBERSHIP. The members of the Bicycle Advisory Committee shall serve for a term of four (4) years and until their respective successors are appointed and qualified, unless removed earlier by the City Council. No member shall be eligible to serve for more than one four-year term, nor shall any member be eligible for appointment to the Committee for two years after the expiration of a full term. Any person appointed to the Committee to fill an unexpired term of not more than two (2) years shall, however, be eligible to serve one full four-year term.

The initial membership of the Committee shall consist of the seven persons serving staggered terms as follows: two persons from Category One and two persons from Category Two shall serve a four-year term, expiring June 30, 1996, and one person representing bicyclists and/or pedestrians and two persons representing other interested groups shall serve a two-year term, expiring June 30, 1994.

4. BY-LAWS; MEETINGS. The Bicycle Advisory Committee shall prepare and recommend to the City Council, for adoption, by-laws for the conduct of business by the Committee. All meetings of the Committee shall be in accordance with the by-laws adopted by the City Council and with the Ralph B. Brown Act.

5. FUNCTION AND RESPONSIBILITIES. The function and purpose of the Bicycle Advisory Committee is to assist the City Council and the Department of Public Works in matters that pertain to bicycle and pedestrian projects in the City. In order to carry out its function, the Bicycle Advisory Committee will do the following:

A. Study, evaluate and make recommendations to the City relating to bicycle and pedestrian activities such as, but not limited to:

1. Setting priorities for bicycle and pedestrian projects for the annual TDA Article 3 funding application cycle;

2. Establishing priorities and implementation of the City of Sunnyvale Bicycle Program as outlined in the 1992 Bicycle Plan.

3. Participate in periodic review and revision of the Bicycle Plan and Map.

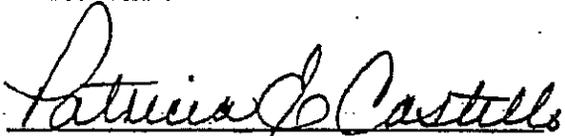
B. Balancing the needs of children, commuter and recreational cyclists in terms of budget allotted to feasibility studies and capital improvement projects.

C. Working closely with Public Safety and School District representatives in the formulation of enhanced education and safety programs for all Sunnyvale residents.

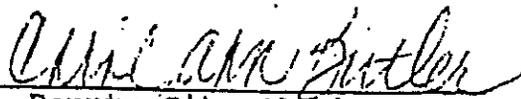
Adopted by the City Council at a regular meeting held on August 4, 1992, by the following vote:

AYES: ROWE, PARKER, WALDMAN, STONE, NAPIER, KAWCZYNSKI, CASTILLO
NOES: NONE
ABSENT: NONE

APPROVED:


Mayor

ATTEST:
City Clerk

By 
Deputy City Clerk

(SEAL)

CITY OF SUNNYVALE
SUNNYVALE PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES
BY-LAWS

ARTICLE I

The Board of Library Trustees is a permanent Board of the City of Sunnyvale established by Article X, Section 1013 and 1014 of the City Charter. The Board shall conduct activities in accordance with the general provisions outlined in Article X, Section 1000-1006 of said charter.

ARTICLE II - POWERS AND DUTIES

The City's Charter, section 1014, provides for the establishment of an advisory Board of Trustees. The charter specifically provides that:

"The Board of Library Trustees shall have power to:

- a. act in an advisory capacity to the City Council and City Librarian in all matters pertaining to the City Library;
- b. review the annual budget of the City Library prepared by the City Manager, and make recommendations concerning the budget to the City Council; and
- c. exercise such other functions as now or hereafter may be prescribed by the City Council and which do not conflict with the provisions of this Charter."

POWERS:

The Library Board of Trustees acts in an advisory capacity to City Council and City Administration. The Board has no administrative responsibilities and has no jurisdiction over the service or operation of the Library. It does, however, work towards establishing and maintaining the highest level of service attainable.

DUTIES:

The primary duty of the Board is to provide on-going citizen input to major policy areas. To accomplish this, the Board is charged with the following specific duties:

- 1.) ANNUAL BUDGET: The Board provides a preliminary and final review of the annual budget. The Board makes recommendations to City Council and City Administration.
- 2.) LIBRARY MASTER PLAN: The Board provides on-going review of the Library Sub-Element of the City's General Plan and recommends changes to planning goals and policies.

- 3.) COMMUNITY CONDITIONS: The Board assesses community conditions which affect Library goals and policies.
- 4.) CITY COUNCIL DIRECTIVES: The Board studies policies as directed by the City Council through the legislative calendar or otherwise.
- 5.) SPECIAL PROGRAM AREAS: The Board provides on-going recommendations to the City Council regarding special program areas.
- 6.) SPECIAL POLICY ISSUES: The Board surfaces special policy issues which it believes should be addressed by the City.
- 7.) COMMUNITY INPUT: The Board solicits on-going community input regarding Library policies and services. When appropriate, the Board holds public hearings on current issues.
- 8.) PUBLIC RELATIONS: The Board represents the Library to the community explaining goals and services. The Board also justifies and supports policies and procedures, as required.
- 9.) OUTSIDE COMMUNITY GROUPS: The Board determines City co-sponsorship of appropriate outside community groups and recommends funding allocations.

City Administration's main responsibility is to provide the information and data required by the Board for participation in an informed manner.

ARTICLE III - MEMBERSHIP

The Sunnyvale Board of Library Trustees shall consist of five members appointed by the City Council. The members of the Sunnyvale Board of Library Trustees shall have a demonstrated interest in the City Library.

ARTICLE IV - TERM OF OFFICE

Board members shall serve for a term of four years and until their respective successors are appointed and qualified.

ARTICLE V - OFFICERS

A Chairperson and Vice Chairperson shall be elected annually by the members of the Library Board at the first regular meeting in July and shall serve at the pleasure of the Board. The Chairperson shall preside at the Board meetings and, in the absence or disability of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If the Chairperson and Vice Chairperson shall both be absent from a

regular or special meeting and a quorum is present, the membership shall appoint a temporary Chairperson to preside.

ARTICLE VI - MEETINGS

Section I: All proceedings of the Board shall be conducted in accordance with the Ralph M. Brown Act which insures that deliberations and actions of local agencies are performed at meetings open to the public. Meetings shall be conducted in accordance with Robert's Rules of Order and the procedures outlined in the Boards and Commissions Handbook of the City of Sunnyvale. In the event of a conflict between the two, the procedures in the City Handbook shall govern.

Section II: Regular meetings will be held once a month on the first Monday in Council Chambers at 7:30 p.m. If the first Monday falls on a holiday, the Board shall select an alternate meeting day at a preceding meeting. The Board will have a quorum when the majority of its current membership is present.

Section III: Special meetings may be called by the Chairperson or by the majority of the Board as provided in the Brown Act.¹

Section IV: The meeting agenda will be prepared by the Director of Libraries and mailed or delivered to Board members by the Saturday prior to their regular meeting. Agenda items can include approved Work Program items as well as requests from the public and Board members. Any Board member may request an item to be placed on the agenda no later than eight (8) working days before a regular meeting. The agenda can be changed by majority vote of the Board.

Section V: Minutes will be kept for regular meetings. Study sessions will not necessitate minutes except when requested for record purposes. A staff member assigned by the Director of Libraries will keep the minutes which will record the formal actions of the Board and contain sufficient descriptive information so as to portray the essence of the discussions. The Board's conversations will be recorded and retained in the Library's archives for two years. Actions of the Board or recommendations to City Council will be voted on by all the Board members present and recorded in the minutes as the motion is stated. An indication will be recorded as to vote: ayes, nays and abstentions. If a member of the Board wishes, a statement may be made as to why he or she voted as they did, particularly when there is a sense that such discussion will assist the City Council in its final approval of the matter. Minutes will be prepared and mailed to the Board for approval at its next regular meeting.

Section VI: Any item requiring specific action will require a staff report to the Board. All advisory actions of the Board to the City Council will be prepared in draft report to Council format. Board recommendations will be added to the final Report.

¹ Ralph M. Brown Act, Gov. Code Section 54950, et. seq.

Section VII: Any Board member with a conflict of interest in business pending before the Board shall declare that conflict for the record and withdraw from discussion and voting on the subject.

Section VIII: Staff will provide the Board with information reports regarding department programs and activities, as needed.

Section IX: The Chairperson is authorized to establish from time to time an ad hoc committee of one or two members to research and report back on special issues of interest to the Board as related to the Legislative calendar.

ARTICLE VII - ANNUAL WORKPLAN

The workplan provides a twelve-month, step-by-step procedure for covering goals, policies, budget and special issues. A tentative workplan will be developed by the Board for the forthcoming calendar year no later than October. However, the final workplan which constitutes the focus of the Board's annual work activities will be approved by the City Council the following January. Any change is subject to Council approval. However, modifications to the work program may be requested by the Board or the Council at any time during the year. In such instances, a comprehensive staff report to the City Council regarding such desired changes will be provided by the Director of Libraries and will include the Board's and staff's recommendations.

ARTICLE VIII - BUDGET

Each October the Board will review current budgeted services levels and recommend to the City Council any areas where the Board believes service expansion or reduction should be studied for the coming budget year. The Council will determine in which areas it desires specific study. For all designated study areas, Library staff will prepare a comprehensive study report, and recommendation to the Board and City Council. In May each year the Director of Libraries will review the City Manager's recommended budget in regard to the library with the Board who will provide the Council with recommendations.

ARTICLE IX - ADOPTION AND AMENDMENT OF BY-LAWS

These By-Laws must be approved, adopted and/or modified by the City Council. The Board, by a majority vote of its members, may recommend changes to Council for its final approval.

Adopted October 1985
Amended July 1991

CITY OF SUNNYVALE

HOUSING AND HUMAN SERVICES COMMISSION

BY-LAWS

ARTICLE I - PURPOSE

By action of the City Council on March 19, 1985, the City Council created the Housing and Human Services Commission. The purpose of the Housing and Human Services Commission is to assist the City Council in matters that pertain to existing and potential programs, policies, and other official City undertakings in the fields of housing and human services. The Commission's purpose is to assist in the formulation and implementation of City policies affecting housing and human services issues.

ARTICLE II - MEMBERSHIP

The Housing and Human Services Commission shall consist of fifteen (15) members appointed by the City Council. All persons appointed to the Housing and Human Services Commission shall, at the time of his/her appointment, be a registered voter of the City, and shall maintain his/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/her principal place of residence within the City, that person thereafter shall be ineligible to continue to service as a member of the Commission. Members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues.

Each member shall be selected for membership on the Commission by majority approval of the City Council following nomination thereto by a City Council member. Each City Council member shall have the right to nominate two (2) of the fifteen (15) members to be selected. The fifteenth member of the Commission shall be appointed thereto by a majority vote of the Council, upon nomination by any City Council member.

ARTICLE III - TERM OF OFFICE

Original members of the Housing and Human Services Commission shall serve for the terms set forth in the **RESOLUTION OF THE COUNCIL OF THE CITY OF SUNNYVALE ESTABLISHING A HOUSING AND HUMAN SERVICES COMMISSION AND DESIGNATING ITS FUNCTIONS, AND DISSOLVING THE HOUSING AND COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE AND THE HUMAN DEVELOPMENT ADVISORY PLANNING COUNCIL, EFFECTIVE JULY 1, 1985.**

Successor members to the Housing and Human Services Commission shall service terms of four (4) years each. No member shall be eligible to serve for more than one successive four-year term, nor shall any member be eligible for appointment to the Commission for two (2) years after the expiration of a full term.

Vacancies occurring for any reason shall be filled by appointment by the City Council for the unexpired term of the Commission member being replaced. Any person appointed to the Commission to fill an unexpired term of not more than two (2) years shall be eligible to serve one successive four-year term.

ARTICLE IV - CHAIRPERSON AND VICE-CHAIRPERSON

A Chairperson and Vice-Chairperson will be elected by the members of the Commission to serve for one (1) year on or before July 1st of each year. The Chairperson shall preside at Commission meetings and in the absence or disability of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. If the Chairperson and the Vice-Chairperson are absent at a regularly scheduled meeting, and a quorum is present, the membership shall appoint a temporary Chairperson to preside.

ARTICLE V - FUNCTIONS OF THE COMMISSION

In carrying out its functions and responsibilities, the Housing and Human Services Commission will be involved, only as may be directed by the City Council through annual Legislative Calendars and Council-approved Work Programs, and through particular Council Directives, in the following activities:

- a. Review of the Housing and Community Revitalization Sub-Element of the Sunnyvale General Plan.
- b. Policy analysis, review, and preparation of policy recommendations on housing and related issues.
- c. Review of the Socio-economic Element of the Sunnyvale General Plan.
- d. Policy analysis, review, and preparation of policy recommendations on socio-economic and social services issues.
- e. Advice upon implementation of policies governing funding of Outside Groups, excepting those Outside Group Funding Programs presently within the responsibility of other commissions of the City, such as the Parks and Recreation Commission, the Arts Commission, etc.
- f. Oversight of preparation of the Community Development Block Grant funding policies and formulation of the Community Development Block Grant budget.
- g. Such other and further functions as may be assigned to the Commission by the City Council within the field of housing and human services.

In the interest of efficiency and certainty of the land use planning and development process, the Housing and Human Services Commission shall not be involved formally in matters within the responsibility of the Sunnyvale Planning Commission, as defined by State law and the Charter and ordinances of the City of Sunnyvale, in any manner that would delay or interfere with consideration of land use permit applications or legislative decisions affecting particular properties. The Commission shall not be formally involved in issues pertaining directly to current or future human services programs which are directly provided by, co-sponsored by, or relate directly (in the case of outside funding) to the programs provided by City departments for which the Council has established an advisory board or commission, unless dual responsibility therefor is explicitly authorized by a City Council-approved Legislative Calendar or Work Program.

ARTICLE VI - COMMITTEES

The Chairperson may institute ad hoc committees of the Housing and Human Services Commission as necessary with the approval of the majority of members present.

ARTICLE VII - ABSENCES

If a member of the Committee accrues three (3) consecutive absences from regular meetings of the Housing and Human Services Commission, the Chairperson shall recommend to the City Council that the member be removed and that a replacement be appointed to the Commission.

ARTICLE VIII - MEETING PROCEDURES

Meetings will be conducted in accordance with Roberts Rules of Order. Votes will be taken according to parliamentary procedures outlined in the Boards and Commissions Handbook of the City of Sunnyvale.

The Chairperson may limit the total time available for public debate on an issue before the Housing and Human Services Commission if an equal and reasonable period of time is allocated to all those who wish to speak on the issue.

ARTICLE IX - ACTION, MINUTES

A majority of the members of the Housing and Human Services Commission shall constitute a quorum for the conduct of routine business. An affirmative vote of a majority of those members present at the meeting at which a quorum is constituted shall be required for official action of the Commission.

Taped minutes shall be kept of all Commission meetings which are broad enough in scope and detail as to inform the City Council of the intent of all Commission discussion and actions, and the tapes shall be kept until they have been approved by the Commission and for sixty (60) days following said approval. Minutes of all Commission meetings shall be prepared and copies thereof shall be furnished to Commission members, City Council members, and the City Clerk.

ARTICLE X - CONFLICT OF INTEREST

Any Commission member with a conflict of interest in business pending before the Commission shall declare this interest for the record and withdraw from discussion and voting on the subject immediately after the subject has been introduced for consideration by the Commission.

ARTICLE XI - EXTENSION OF BY-LAWS

Any situation not covered by these by-laws shall be governed by the City of Sunnyvale Boards and Commissions Handbook.

RESOLUTION OF THE COUNCIL OF THE CITY OF SUNNYVALE
ESTABLISHING A HOUSING AND HUMAN SERVICES COMMITTEE
AND DESIGNATING ITS FUNCTIONS, AND DISSOLVING THE
HOUSING AND COMMUNITY DEVELOPMENT CITIZENS ADVISORY
COMMITTEE AND THE HUMAN DEVELOPMENT ADVISORY PLANNING
COUNCIL, EFFECTIVE JULY 1, 1985

WHEREAS, the City Council proposes to create a Housing and Human Services Committee to assist in the formulation and implementation of City policies affecting housing and human services issues; and

WHEREAS, it is the intention of the City Council to reorganize and merge certain former functions of the Housing and Community Development Citizens Advisory Committee and the Human Development and Advisory Planning Council into this single new entity;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE RESOLVES AS FOLLOWS:

SECTION 1. CREATION OF COMMITTEE. The City Council hereby creates the Housing and Human Services Committee of the City of Sunnyvale. The Housing and Human Services Committee shall continue in existence, commencing on July 1, 1985, for an indefinite term.

SECTION 2. COMMITTEE MEMBERSHIP. The Housing and Human Services Committee shall consist of fifteen (15) members appointed by the City Council. Every person appointed to the Housing and Human Services Committee shall, at the time of 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 thereafter shall be ineligible to continue to serve as a member of the Committee. The members of the Housing and Human Services Committee shall have a demonstrated interest in housing or human services issues.

Each member shall be selected for membership on the Committee by majority approval by the City Council, following nomination thereto by a City Councilmember. Each City Councilmember shall have the right to nominate two (2) of the fifteen members to be selected.

The fifteenth member of the Committee shall be appointed thereto by majority vote of the Council, upon nomination by any City Councilmember.

SECTION 3. TERMS; BYLAWS; MEETINGS. Each member of the Housing and Human Services Committee shall serve at the pleasure of the City Council. Original members shall serve for the terms set forth in the following table, and successor members shall serve terms of four (4) years each.

<u>Seat #</u>	<u>Current Councilmember</u>	<u>1st Appointee Term Ends</u>	<u>2nd Appointee Term Ends</u>
1	Castillo	1986	1988
2	Wulfhorst	1986	1988
3	Cude	1986	1988
4	Mercer	1987	1989
5	Briody	1987	1989
6	Gonzales	1987	1989
7	O'Toole	1987	1989
	At Large	1986	

The Housing and Human Services Committee shall prepare and recommend to the City Council for adoption, bylaws for the conduct of business by the Committee. All meetings of the Committee shall be in accordance with the bylaws adopted by the City Council and with the Ralph M. Brown Act (Government Code §§54950, et seq.).

SECTION 4. FUNCTIONS AND RESPONSIBILITIES. The function and purpose of the Housing and Human Services Committee is to assist the City Council in matters that pertain to existing and potential programs, policies, and other official City undertakings in the fields of housing and human services.

In carrying out its functions and responsibilities, the Housing and Human Services Committee will be involved, only as may be directed by the City Council through annual Legislative Calendars and Council approved Work Programs, and through particular Council Directives, in the following activities:

A. Review of the Housing and Community Revitalization Subelement of the Sunnyvale General Plan.

B. Policy analysis, review, and preparation of policy recommendations on housing and related issues.

C. Review of the Socioeconomic Element of the Sunnyvale General Plan.

D. Policy analysis, review and preparation of policy recommendations on socioeconomic and social services issues.

E. Advice upon implementation of policies governing funding of outside groups, excepting those outside group funding programs presently within the responsibility of other commissions of the City, such as the Parks and Recreation Commission, the Arts Committee, etc.

F. Oversight of preparation of Community Development Block Grant funding policies and formulation of the Community Development Block Grant budget.

G. Such other and further functions as may be assigned to the Committee by the City Council within the field of housing and human services.

In the interests of efficiency and certainty of the land use planning and development process, the Housing and Human Services Committee shall not be involved formally in matters within the responsibility of the Sunnyvale Planning Commission, as defined by state law and the Charter and ordinances of the City of Sunnyvale, in any manner that would delay or interfere with consideration of land use permit applications or legislative decisions affecting particular properties. The Committee shall not be involved formally in issues pertaining directly to current or future human services programs which are directly provided by, co-sponsored by, or relate directly (in the case of outside group funding) to the programs provided by City departments for which the Council has established an advisory board or commission, unless dual responsibility therefor is explicitly authorized by City Council-approved Legislative Calendar or Work Program.

SECTION 5. DISSOLUTION OF HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE AND HUMAN DEVELOPMENT ADVISORY AND PLANNING COUNCIL. Effective July 1, 1985, the Housing and Community Development Advisory Committee and the Human Development Advisory and Planning Council, formerly established by the City Council of the City of Sunnyvale, shall be dissolved and their formal existence

shall come to an end. All provisions of any resolution of the City Council inconsistent herewith are hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Sunnyvale at a regular meeting held on the 19th day of March, 1985, by the following called vote:

AYES: Castillo, Wulfhorst, Cude, O'Toole, Briody, Gonzales, Mercer

NOES: None

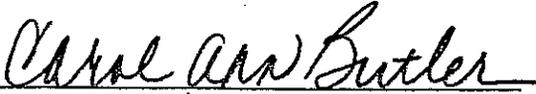
ABSENT: None

APPROVED:



Mayor

ATTEST:
City Clerk

By 

Deputy City Clerk

(SEAL)

E/

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE ESTABLISHING FUNCTION OF THE PARKS AND
RECREATION COMMISSION

WHEREAS, members of the City Council and the Parks and Recreation Commission have met to discuss the role of the Parks and Recreation Commission; and

WHEREAS, as a result of said meeting, the Parks and Recreation Commission has described its function which is consistent with City Charter Section 1012; and

WHEREAS, the City Council has reviewed this description of the Parks and Recreation Commission's function, and desires to adopt the same.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE RESOLVES AS FOLLOWS:

SECTION 1. Function of Parks and Recreation Commission. In accordance with the Charter of the City of Sunnyvale, the function and purpose of the Parks and Recreation Commission is to assist the City Council in matters and services that pertain to the parks system, open space, playgrounds, entertainment and other cultural and recreational activities.

SECTION 2. Acts in Furtherance of Function. In order to carry out its function, the Commission will do the following:

1. Study, evaluate and recommend to the City policies relating to park and recreation activities such as, but not limited to:
 - a. Community Center Use Policy
 - b. Park Building Use Policy
 - c. Picnic Facility Use Policy
 - d. Guidelines for Co-sponsorship

- e. Fees and Charges
 - f. License Agreements
2. Provide a forum for citizen comments on needs, current services and facilities, and then report to Council said citizen comments and the Commission's recommendations.
 3. Review the annual budget of the Parks and Recreation Department as submitted to the Council by the City Manager, and make recommendations concerning the budget to the Council.
 4. Review and report on other specific service areas as requested by the Council or City staff.
 6. Review Master Plans of Park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to assure good design and then make recommendations to the Council.
 7. Prepare an operating handbook and other aids to assist the Commission in operation, self-improvement, and/or self-knowledge and have it approved annually by the City Council.
 8. Attend appropriate meetings, workshops and conferences, and represent the City when requested by the Council.
 9. Prepare an annual Park and Recreation Commission work program for Council review and approval.

SECTION 3. The City Clerk is directed to cause a copy of this resolution to be delivered to the Parks and Recreation Commission.

PASSED AND ADOPTED by the City Council of the City of Sunnyvale
at a regular meeting held on the 8th day of August, 1978, by the
following called vote:

AYES: McKenna, Wulfhorst, Cude, Morris, Stone, Gunn
NOES: None
ABSENT: Logan

ATTEST:

City Clerk

By Carol Ann Butler
Deputy City Clerk

APPROVED:

Gil Gunn
Mayor

(SEAL)

Certified as a true copy
LEE S. AYRES, City Clerk

Gail London
Deputy City Clerk of the City of Sunnyvale

Attachment D

**Prioritization of the Approved Study Issues
and Overview of the Budget Issues.**

Enclosed are the Study Issues approved by the City Manager. A few of the new study issues initiated by BPAC in 2009 were eliminated since they either duplicate previous/existing study issues, or they are considered operational in nature and not related to City policy.

Also enclosed is a copy of the Budget Issues initiated by BPAC. It should be noted that these Budget Issues are still under internal review.

Proposed 2010 Council Study Issue

DPW09-01 School Transportation Demand Management Opportunities

Lead Department Public Works

Element or Sub-element Land Use and Transportation Element

New or Previous Previous

Status Pending **History** 1 year ago Below the line 2 years ago Below the line

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

This study would look at appropriate levels of resources for the City to invest in encouraging Transportation Demand Management (TDM) for schools within the City. The study would look at interfaces between school district and City operations, and opportunities for the City to invoke regulations or encourage TDM to school commuters. The outcome of the study would be recommendations for policy, actions, and resources for a transportation demand management program targeted at City schools.

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

C3.5.1 Promote alternate modes of travel to the automobile.

3. Origin of issue

- Council Member(s)
- General Plan
- City Staff
- Public
- Board or Commission Bicycle and Pedestrian Advisory Committee

4. Multiple Year Project? Yes Planned Completion Year 2011

5. Expected participation involved in the study issue process?

Does Council need to approve a work plan? No

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

If so, which?
Bicycle and Pedestrian Advisory Committee

Is a Council Study Session anticipated? No

What is the public participation process?
Outreach meetings with parents and school administrators. BPAC public hearing, and Council public hearing

6. Cost of Study

Operating Budget Program covering costs
115 Transportation and Traffic

Project Budget covering costs

Budget modification \$ amount needed for study
\$90,000.00

Explain below what the additional funding will be used for

75

Professional engineering and Transportation Demand Management (TDM) expertise, facilitated public outreach.

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

Capital expenditure range \$51K - \$100K
 Operating expenditure range \$51K - \$100K
 New revenues/savings range None

Explain impact briefly

Should a TDM program be adopted, this could involve capital improvements to direct traffic or improve alternative transportation routes to schools. An ongoing program involving elements such as ridematching, walking school buses, or bike safety courses would require resources to manage the program, provide educational and promotional materials, etc.

8. Staff Recommendation

Staff Recommendation Defer

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

There are currently no funds available for conducting this study issue, which would include hiring of engineering, TDM and/or public outreach consultants to assist with the work.

9. Estimated consultant hours for completion of the study issue

150

Managers	Role	Manager	Hours			
Lead	Witthaus, Jack		Mgr CY1:	60	Mgr CY2:	0
			Staff CY1:	140	Staff CY2:	0
Interdep	Carrion, Christopher		Mgr CY1:	40	Mgr CY2:	0
			Staff CY1:	0	Staff CY2:	0
Interdep	Moretto, Douglas		Mgr CY1:	60	Mgr CY2:	0
			Staff CY1:	0	Staff CY2:	0

Total Hours CY1: 300

Total Hours CY2: 0

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.

Reviewed by



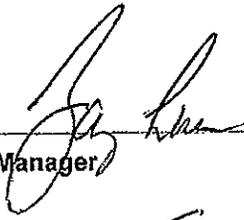
Department Director

10/1/09

Date

Approved by

76



City Manager

10-14-09
Date

STUDY ISSUE DPW09-01

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee		6	6
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 (no rank yet)
Start Date (blank)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

78

Proposed 2010 Council Study Issue

DPW09-02 Update/Review Corner Vision Triangle Municipal Code Ordinance

Lead Department Public Works
Element or Sub-element Land Use and Transportation Element
New or Previous Previous
Status Pending **History** 1 year ago Deferred 2 years ago Below the line

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

At an intersection, the corner vision triangle is formed by measuring 40 feet from the property line of each of the intersecting streets. The driveway vision triangle is created by measuring 10 feet along the outer edge of a driveway and 10 feet along the back edge of a public sidewalk. Fences, hedges or any other obstructions more than 3 feet in height are prohibited in the vision triangles.

The Bicycle and Pedestrian Advisory Commission would like to review the relevance and adequacy of the corner vision triangle in the Sunnyvale Municipal Code (SMC). The Commission believes that visibility at street intersections and driveways is extremely important for the safety of pedestrians and bicyclists, and that the current ordinance may not adequately ensure that adequate visibility is provided. For example, the current vision triangle ordinance does not take into consideration street curvature, intersection angle and type of control, and consistency with the Highway Design Manual. This issue was initiated because of a vision problem at the driveway that was constructed on Mathilda Avenue for the Cherry Orchard retail center.

Sunnyvale's policy does not presently allow for a sliding scale or reduction in the required vision triangles. Some cities, but not Sunnyvale, allow sight triangle encroachments based on the fence design. An open decorative type fence design would allow for the greatest visibility, and two prime examples of this style are wrought iron and open-type wood fences. In 2008, City Council decided to broaden the BPAC initiated study issue to examine the benefits of modifying the SMC by taking into account the openness or transparency of the fence in conjunction with the height of the fence.

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

C3 – Attain a transportation system that is effective, safe, pleasant, and convenient.

3. Origin of issue

- Council Member(s)
- General Plan
- City Staff
- Public
- Board or Commission Bicycle and Pedestrian Advisory Committee

4. Multiple Year Project? No Planned Completion Year 2010

5. Expected participation Involved in the study issue process?

Does Council need to approve a work plan? No
 Does this issue require review by a Board/Commission? Yes
 If so, which?
 Bicycle and Pedestrian Advisory Committee, Planning

79

Commission
Is a Council Study Session anticipated? No
What is the public participation process?
 Public hearings that take place during the BPAC and Planning Commission meetings.

6. Cost of Study

Operating Budget Program covering costs
 115 Transportation Operations
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
 There would be no fiscal impact related to the recommendations of the Study.

8. Staff Recommendation

Staff Recommendation None
 If 'For Study' or 'Against Study', explain

9. Estimated consultant hours for completion of the study issue

Managers	Role	Manager	Hours	
	Lead	Witthaus, Jack	Mgr CY1: 50	Mgr CY2: 0
			Staff CY1: 100	Staff CY2: 0
	Support	Kahn, David	Mgr CY1: 10	Mgr CY2: 0
			Staff CY1: 20	Staff CY2: 0
	Support	Ryan, Trudi	Mgr CY1: 30	Mgr CY2: 0
			Staff CY1: 60	Staff CY2: 0
Total Hours CY1: 270				
Total Hours CY2: 0				

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.

Reviewed by

Marvin A. Rose
Department Director

10/1/09
Date

Approved by
[Signature]
City Manager

10/14/09
Date

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee		Defer	5
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 (no rank yet)
Start Date (blank)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

Proposed 2010 Council Study Issue

DPW09-03 Suitable Bicycle Schemes for Office, Shopping Centers and Entertainment Venues

Lead Department Public Works
Element or Sub-element Land Use and Transportation Element
New or Previous Previous
Status Pending **History** 1 year ago Deferred 2 years ago None

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

This study would review current design standards and guidelines (such as provisions of the VTA Bicycle Technical Guidelines) relative to the City development review practices. The Bicycle and Pedestrian Advisory Commission is concerned with some design shortfalls when providing bicycle parking. These include physical obstructions that restrict access to the bicycle lockers/racks, lack of adequate lighting, and use of storage space for other than bicycle parking. It is also believed that employers that allow employees to bring their bicycles into the work place may not be required to provide bicycle parking. The study would result in recommending design standards with regard to bicycle parking.

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

C3.5 Support a variety of transportation modes.
 C3.5.4 Maximize the provision of bicycle and pedestrian facilities.

3. Origin of Issue

Council Member(s)
General Plan
City Staff
Public
Board or Commission Bicycle and Pedestrian Advisory Committee

4. Multiple Year Project? No Planned Completion Year 2010

5. Expected participation involved in the study issue process?

Does Council need to approve a work plan? No
Does this issue require review by a Board/Commission? Yes
If so, which?
 Bicycle and Pedestrian Advisory Committee, Planning Commission
Is a Council Study Session anticipated? No
What is the public participation process?
 Public hearings that take place as part of the BPAC and Planning Commission meetings.

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
 Any new recommended standards would be implemented by private developers as different sites within the City redevelop. Should such standards vary from the already published regional standards, the City will need to develop and publish the new requirements.

8. Staff Recommendation

Staff Recommendation Against Study

If 'For Study' or 'Against Study', explain
 There are well recognized regional standards that are in use. Elements such as grading, lighting, installation clearances, etc. are reviewed on a regular basis as part of the development plans review.

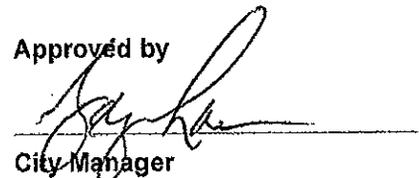
9. Estimated consultant hours for completion of the study issue

Managers	Role	Manager	Hours			
	Lead	Witthaus, Jack	Mgr CY1:	40	Mgr CY2:	0
			Staff CY1:	100	Staff CY2:	0
	Support	Ryan, Trudi	Mgr CY1:	20	Mgr CY2:	0
			Staff CY1:	50	Staff CY2:	0
Total Hours CY1:			210			
Total Hours CY2:			0			

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.

Reviewed by

 Department Director Date 10/1/09

Approved by

 City Manager Date 10/10/09

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee		Tie 3 & 4	
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 (no rank yet)
Start Date (blank)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

Capital expenditure range \$500 - \$50K
 Operating expenditure range None
 New revenues/savings range None

Explain impact briefly

Costs associated with the holding of community meetings. It should be noted that this study issue could result in changes to the City's Traffic Calming Handbook which involves development and production costs.

8. Staff Recommendation

Staff Recommendation None

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

9. Estimated consultant hours for completion of the study issue

Managers	Role	Manager	Hours
	Lead	Witthaus, Jack	Mgr CY1: 60
			Mgr CY2: 0
			Staff CY1: 160
			Staff CY2: 0
Total Hours CY1: 220			
Total Hours CY2: 0			

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.

Reviewed by


 Department Director

10/1/09
 Date

Approved by


 City Manager

10/14/09
 Date

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee			Defer
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 (no rank yet)
 Start Date (blank)
 Work Plan Review Date (blank)
 Study Session Date (blank)
 RTC Date (blank)
 Actual Complete Date (blank)
 Staff Contact

88

Proposed 2010 Council Study Issue

DPW10-06 Plan Line Study to Accommodate Bicyclists and Pedestrians

Lead Department	Public Works
Element or Sub-element	Land Use and Transportation Element, and Bicycle Plan
New or Previous	New
Status	Pending History 1 year ago Dropped 2 years ago Dropped

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

According to the Bicycle Opportunities Study, the City of Sunnyvale has a number of street segments where the public right of way (ROW) is too narrow to accommodate adequate bicycle lanes and sidewalks, even though adjoining street segments have sufficient width. The abrupt narrowing of the ROW creates hazards and inconvenience for pedestrians, bicyclists and motorists. The acquisition of ROW to provide continuity for bicycle and pedestrian facilities is in most cases cost prohibitive. This study issue to allow the City to obtain the necessary ROW by conditioning approval of development permits for the private properties adjoining the narrow segments upon dedication of additional ROW to the City, if there is a nexus between the development and the use of the public ROW. A plan line study would provide that nexus in conformance with state and federal law, thereby allowing acquisition of the needed ROW additions at minimal costs to the city. The dedication would only occur when the property owner applies for significant City development permits. In the absence of a plan line study, the City can not legally condition development approvals upon dedication of land.

The following road segments are candidates for a plan line study:

- Mathilda Avenue between Maude and Ahwanee
- Pastoria Avenue between El Camino real and Olive avenue
- Wolfe Road between Fremont avenue and Maria Lane
- Mary Avenue between central Expressway and Maude Avenue
- Maude avenue between Pastoria Avenue and Wolfe Road
- Fair Oaks Avenue between Maude Avenue and Ahwanee Avenue
- Fair Oaks Avenue between Faor Oaks way and Weddell drive
- Ahwanee Drive between Mathilda Avenue and Lawrence Expressway

The study would have two phases. Phase 1 would determine the need for additional ROW. If so, the study would identify affected parcels, land uses, the extent of dedication needed. Phase 1 would also prioritize the street segments by need based on the degree of inconvenience and hazard on ROW users caused by the existing inadequate ROW, and potential impacts to adjoining land owners. Based on the results of the Phase 1 study, the City Council would decide whether to proceed with the plan line process for any specific street segments, which is considered a policy issue.

Should the City Council decide to proceed with Phase 2 for any specific street segment, Phase 2 would be implemented by street segment, based on prioritization established by the council and availability of funding. This phase would examine issue such as utility relocation, tree removal, median modification, street reconstruction, mapping of affected properties, possible creation of non-conforming parcels, public outreach, and environmental impacts.

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

BP.B2.a, City of Sunnyvale Bike Plan – Provide for bicyclists as part of roadway resurfacing and maintenance, road widening, new developments and property redevelopment. Notify City Council if providing for bicycles appears to be infeasible.

3. Origin of issue

89

- Council Member(s)**
- General Plan**
- City Staff**
- Public**
- Board or Commission Bicycle and Pedestrian Advisory Committee**

4. Multiple Year Project? Yes Planned Completion Year 2011

5. Expected participation involved in the study issue process?

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

6. Cost of Study

Operating Budget Program covering costs
 115 Transportation Operations
Project Budget covering costs
Budget modification \$ amount needed for study
 \$400,000.00
Explain below what the additional funding will be used for
 The funding would be used for engineering and planning services.

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

Capital expenditure range \$501K or more
Operating expenditure range None
New revenues/savings range None

Explain impact briefly
 The project could result in plan lines for a number of street segments in order to widen the roadway to provide for Class II bicycle lanes and pedestrian sidewalks. Costs that could be associated with this project if it is approved would be related to expenses associated with right-of-way acquisition, construction, and utility relocation.

8. Staff Recommendation

Staff Recommendation Against Study

If 'For Study' or 'Against Study', explain
 This study represents a considerable expense for a product that would not be put to use for many years. Staff believes that widening the candidate streets for bike lanes is a very long range proposition that will require much vetting in the community before projects are pursued. Community outreach and environmental processes should take place prior to detailed engineering and institution of requirements for land dedication. There is no funding identified at this time for initiating community and environmental processes and no timeline for initiating same. Construction of any project likely would not occur for many years, if at all, and could be subject to considerable change from what this study issue would identify in the near term.

9. Estimated consultant hours for completion of the study issue

1000

Managers

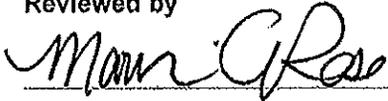
Role	Manager	Hours			
Lead	Witthaus, Jack	Mgr CY1:	125	Mgr CY2:	40
		Staff CY1:	200	Staff CY2:	100
Support	Kahn, David	Mgr CY1:	20	Mgr CY2:	20
		Staff CY1:	40	Staff CY2:	40
Support	Rogge, Mark	Mgr CY1:	40	Mgr CY2:	40
		Staff CY1:	100	Staff CY2:	100
Support	Ryan, Trudi	Mgr CY1:	20	Mgr CY2:	20
		Staff CY1:	40	Staff CY2:	40

Total Hours CY1: 585

Total Hours CY2: 400

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.

Reviewed by

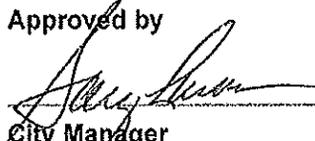


 Department Director

10/15/09

 Date

Approved by



 City Manager

10-15-09

 Date

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank	Rank	Rank
	Rank	1 year ago	2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee		1	1
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 (no rank yet)
Start Date (blank)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

Proposed 2010 Council Study Issue

DPW10-07 Homestead Road Bike Lane Hours of Operation Review

Lead Department Public Works

Element or Sub-element Land Use and Transportation Element and Bicycle Plan

New or Previous New

Status Pending **History** 1 year ago Dropped 2 years ago None

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

The bike lane along some segments of Homestead Road are currently limited to weekday daytime hours only (There is a parking prohibition in effect from 7:00 a.m. to 6:00 p.m., except on Saturday, Sunday and Holidays). The study issue would review impacts of the existing part time bike lane status on cyclists and enforcement needs. It would also analyze parking demand and supply along with the potential impacts of prohibiting parking at all times on the subject segments of Homestead Road. In addition, the study issue would consider alternatives to parking removal, such as travel lane removal and visitor only parking hours (no overnight).

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

The Bicycle Plan allows for the consideration of a part-time bicycle lane to be installed at locations where full-time parking removal would be difficult.

3. Origin of issue

- Council Member(s)
- General Plan
- City Staff
- Public
- Board or Commission Bicycle and Pedestrian Advisory Committee

4. Multiple Year Project? No Planned Completion Year 2010

5. Expected participation involved in the study issue process?

Does Council need to approve a work plan? No

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

If so, which?

Bicycle and Pedestrian Advisory Committee

Is a Council Study Session anticipated? No

What is the public participation process?

BPAC meetings and at least two neighborhood meetings.

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 \$51K - \$100K
 Operating expenditure range None
 New revenues/savings range None

Explain impact briefly

Should City Council choose to establish a parking prohibition in effect at all times along the bike lanes, the City will have to remove and replace the existing signs and possibly some striping in order to reflect the regulation changes.

8. Staff Recommendation

Staff Recommendation Against Study

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

This issue was studied and resolved by City Council at the January 27, 1998 meeting. Staff does not believe that there are circumstances present that warrant further study in the area.

9. Estimated consultant hours for completion of the study issue

Managers

Role	Manager	Hours	
Lead	Witthaus, Jack	Mgr CY1: 60	Mgr CY2: 0
		Staff CY1: 120	Staff CY2: 0
Total Hours CY1: 180		Total Hours CY2: 0	

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.

Reviewed by

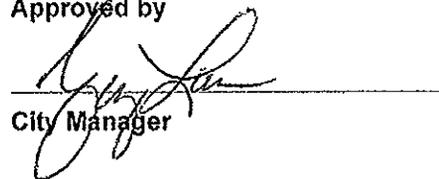


Department Director

10/1/09

Date

Approved by



City Manager

10/10/09

Date

Addendum

A. Board / Commission Recommendation

Issue Created Too Late for B/C Ranking

Board or Commission	Rank	Rank 1 year ago	Rank 2 years ago
Arts Commission			
Bicycle and Pedestrian Advisory Committee		Defer	
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 (no rank yet)
Start Date (blank)
Work Plan Review Date (blank)
Study Session Date (blank)
RTC Date (blank)
Actual Complete Date (blank)
Staff Contact

