City of Sunnyvale

Notice and Agenda

City Council

Friday, January 29, 2016 | **8:30 AM** | **Council Chambers, City Hall, 456 W. Olive Ave., Sunnyvale, CA 94086**

Special Meeting: Study/Budget Issues Workshop

CALL TO ORDER

Call to Order in the Council Chambers (Open to the Public)

SALUTE TO THE FLAG

ROLL CALL

ORAL COMMUNICATIONS

This category is limited to 15 minutes with a maximum of up to three minutes per speaker. If you wish to address the Council, please complete a speaker card and give it to the City Clerk. Individuals are limited to one appearance during this section. NOTE: The Public Hearing for the proposed 2015 Study and Budget Issues was held on January 5, 2016.

INTRODUCTION BY THE CITY MANAGER

FISCAL OUTLOOK PRESENTATION

OVERVIEW OF THE STUDY ISSUES/BUDGET ISSUES PROCESS

REVIEW, DISCUSSION AND PRIORITY SETTING: STUDY/BUDGET ISSUES

16-0016 City Manager's Memo to Council
Study Issues Full Packet

CLOSING REMARKS

AVAILABILITY OF RANKING/NEXT STEPS

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's Web site at sunnyvale.ca.gov after 7 p.m. on Thursdays or at the Sunnyvale Public Library, 665 W. Olive Ave. as of Fridays prior to Tuesday City Council meetings. Any agenda related writings or documents distributed to members of the City of Sunnyvale City Council regarding any open session item on this agenda will be made available for public inspection in the Office of the City Clerk located at 603 All America Way, Sunnyvale, California during normal business hours and in the Council Chamber on the day of the Council Meeting, pursuant to Government Code §54957.5. Please contact the Office of the City Clerk at (408) 730-7483 for specific questions regarding the agenda.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Office of the City Clerk at (408) 730-7483. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.106 ADA Title II).

CITY OF SUNNYVALE
OFFICE OF THE CITY MANAGER

January 29, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Deanna J. Santana, City Manager

SUBJECT: Council Study/Budget Issues Workshop

Overview

The purpose of the workshop is to identify study issue priorities for the 2016 calendar year and budget issues priorities for the coming fiscal year.

Study Issues

The study issues process lays the foundation upon which Council examines and establishes City policy each year. The process allows the City Council to consider and compare at one time all policy topics of interest or concern, as identified throughout the calendar year by members of the public, boards and commissions, City Council members or City staff. In this manner, the process provides a structured approach for addressing the large number of issues that are raised each year, allowing Council to rank the issues and set priorities within the limits of time and resources. Council may also drop a study issue from any further consideration, or defer the examination of a study issue to a future calendar year.

Study Issues with a Fiscal Impact

Any non-budgeted costs to complete a study will require funds to be reduced from an existing project or operating program, or will require the identification of a new revenue source. Staff recommends any Council-prioritized study issues that require funding be resubmitted as a budget supplement for consideration within the context of all new requests for funding in the fiscal year FY 2016/17 Recommended Budget. This is consistent with past practice.

Ranking Process

At this workshop Council will be asked to review potential study issues one department at a time following the steps suggested below:

- By Department, Council questions or clarification on any study issue submitted.
- Before ranking, issues may be combined, dropped or deferred from ranking consideration by a majority vote of Council.
- Council discussion and deliberation.

Council is encouraged to drop rather than defer proposed study issues when a strong interest does not exist, as it is possible that an item can find its way onto the calendar even though there is little interest in it. This is a poor use of Council and staff time that could be better directed to other priorities or a department's internal study program.

Staff Recommendation and Priority Ranking
Please note that each study issue paper has a section for staff's recommendation which indicates whether or not staff thinks the policy issue should be considered by Council as a priority, deferred to the next year, dropped from further consideration at this time, or no recommendation. Because issues are sponsored throughout the year, staff also provides a priority rank in January of proposed issues. Providing this in January, allows the City Manager to comprehensively review all proposed issues. The priority is shown on Council's ranking sheets and on each department's Summary Worksheet.

Context for Decision Making
As Council heard at the most recent Strategic Planning Workshop (January 14, 2016), Sunnyvale is a City organization that is resourced or built for operations and is very lean on capacity to advance new initiatives. Over the last decade, the City has had 200 fewer FTE equivalents to achieve day-to-day operations and this has a direct impact on available capacity to deliver services and take on new initiatives. To help guide your decision making today, the following is the list of policy priorities established by Council and still underway:

1. Civic Center Campus and Main Library
2. Ability of Infrastructure to Support Development and Traffic
3. Open Space Acquisition Planning: Future of Golf Courses
4. Downtown Sunnyvale
5. Improved City Processes and Services through the use of Technology (*added in 2016*)

As previously noted, Council is encouraged to drop rather than defer proposed study issues when a strong interest does not exist; secondary consideration should also be given when considering if a proposed study issue will contribute to the successful implementation/completion of the established Council goals. During the City Council's deliberations of study issues, I respectfully request that the City Council consider its priorities within the context of approved Strategic Priorities, capacity needed to advance operational priorities, and strategic areas of study (via study issues) that best meet the needs of the City.

Budget Issues
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 or Boards and Commissions; any item proposed by a member of the public must be sponsored by one of these groups. New budget issues are due to the City Manager no later than three weeks in advance of the annual Study/Budget Issues Workshop. Council votes on each budget issue, deciding to either drop, defer, or refer each to the FY 2016/17 Recommended Budget. Budget issues that are referred to the Recommended Budget are considered as budget supplements. Service level changes proposed by staff will be identified and highlighted in the City Manager's Recommended Budget presented in May.

Study Issues Proposed for Initiation in 2016
On February 23, staff will present a Report to Council identifying the study issues that can be initiated in 2016, consistent with Council's priority order and within departmental resource constraints. Once approved by Council, the study issue presentation dates will be added to the Tentative Council Meeting Agenda Calendar.

Sincerely,

Deanna Santana

Deanna J. Santana
City Manager

City of Sunnyvale

2016 Proposed Study Issues

OFFICE OF THE CITY ATTORNEY

NO STUDY ISSUES PROPOSED

City of Sunnyvale

Study Issues Status Report
Office of the City Attorney

Continuing Study Issues

Number	Name ***Continuing Status***
OCA 14-03C (b)	(*a*) ~~Clarify Inclusion of Electronic Cigarettes in Smoking Regulations~~; (b) Expand Smoking Regulations to Prohibit Smoking near Doorways and Outdoor Areas of Retail and Commercial Businesses (Transferred to DPS and included as part of DPS 15-01) *Staff is currently revising the Report to Council to include outcomes of study and recommendations. The RTC is scheduled to be presented to the City Council on February 9, 2016. (OCA 14-03 (a) Clarify Inclusion of Electronic Cigarettes in Smoking Regulations was completed on March 18, 2014.)*

Completed Study Issues

Number	Name	Status
	N/A	

Report Run Date: 10/23/15

Study Issue Summary Worksheet
2016 Proposed Study Issues

#	Title	Required Staff Effort	Cost of Study	Cost to Implement?*	Dept Rank	B/C Rank
OCM 16-01	Explore Expanding Friendship City Relationship with Iizuka, Japan to a Sister City Relationship	Minor	$0	Unknown	None	Too late to rank
OCM 16-02	Consider Adoption of a Wage Theft Ordinance	Moderate	$0	Unknown	Drop	N/A

*Indicates whether there will be a one-time capital cost and/or ongoing annual costs upon implementation.
See Study Issue Paper for detail.

City of Sunnyvale

Study Issues Status Report
Office of the City Manager

Continuing Study Issues

Number	Name ***Continuing Status***
OCM 10-04C	Civic Center Buildings: Renovate, Replace, or Relocate? *In February, 2015, City Council approved a Community Engagement Plan for the Civic Center Project. Since then a series of focus groups, community and commission workshops, and online forums have been held to gather input on the project. City Council has also adopted a Vision Statement, Success Criteria and Needs Assessment for the project. Work will continue into 2016 to refine site planning concepts developed at community workshops held in the fall and additional work is needed to evaluate financing alternatives for the project.*

Completed Study Issues

Number	Name	Status
NOVA 14-01	Examine Ways to Increase Local Hiring in Major Developments (This item has been transferred from NOVA to OCM)	Completed 6/9/2015

Report Run Date: 10/23/15

City of Sunnyvale

Agenda Item

15-1043 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
OCM 16-01

TITLE Explore Expanding Friendship City Relationship with Iizuka, Japan to a Sister City Relationship

BACKGROUND
Lead Department: Office of the City Manager
Support Department(s): Department of Public Works

Sponsor(s):
Councilmembers: Griffith, Hendricks

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
This study would explore upgrading the current Friendly Exchange Relations (FER) agreement with Iizuka, Fukuoka Prefecture, Japan to a formal *sister city* relationship, including potential membership in Sister Cities International (SCI), an international membership association headquartered in Washington, D.C., responsible for recognizing and supporting sister city relationships between U.S. communities and their international counterparts, and the organization under which most international exchange programs operate. Research would include required participation in in SCI, including annual commitments and potential impacts on City operations, staff resources to fulfill required commitments, etc.

The Sunnyvale Sister City Association (SCCA), a local organization not affiliated with SCI, would also be contacted. Staff would explore the SCCA's proposed vision of what an expanded program would entail, including their recent suggestion to enhance the Japanese theme at Braly Park. The study would query SCCA to determine the commitments they could make in supporting an expanded FER program or a formal SCI membership and sister city relationship with Iizuka, Japan.

Staff would also investigate the sister city activities of other local jurisdictions, such as Santa Clara and Mountain View, to help determine whether there is a general standard of criteria/policy for establishing and maintaining sister city relationships.

What precipitated this study?
In November of 2013, the Council approved establishing a Friendly Exchange Relationship with the

City of Iizuka, Japan with limited use of City resources, as stated in Council policy. Leading up to that approval, a small group of active community members founded the Sunnyvale Sister City Association, and have been spearheading efforts to expand the relationship to one that is more formal. The SSCA also helped to coordinate the planting of cherry trees around the City - a gift from the City of Iizuka - in August 2014. Since that time, the SSCA has expressed strong interest in expanding the City program to be more formal and include additional events/activities. During the November 10, 2015 Council Meeting, Mayor Griffith sponsored, and Councilmember Hendricks co-sponsored, preparation of a study issue paper to explore options for expansion into a formal relationship.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Minor

Amount of funding above current budget required: $0

Explanation of Cost:
There would be no additional costs incurred to conduct the study.
However, the study would require approximately 80 hours of staff time from the Office of the City Manager and may include additional hours from the Department of Public Works to explore alternatives for Braly Park. Staff assigned to work on this study may not be able to accomplish other tasks.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Potential costs to implement would depend greatly on the scope and design of the program that Council approves.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Parks and Recreation Commission

STAFF RECOMMENDATION

Position: None.

Explanation: The resources to manage this program could be significant depending on the scope and design of the program. In 2003 and 2007 Council directed staff to study this same topic. Council action and direction in both cases consistently limited these types of programs to ensure that only minimal City resources are utilized; however, staff recognizes that sister city relationships are common amongst cities and that there may be mutually beneficial exchanges within a formal arrangement. Expansion of the current program may require resources beyond what is currently budgeted and the level of commitment or programmatic options would need to be determined by the City Council.

The City's FER program was established to create opportunities for community members to experience and learn from other cultures. The SSCA has successfully implemented a student exchange program between the two cities. If Council wishes to further support these existing efforts by the SSCA, it could refer them to the City's Outside Group Funding or Community Event Grant processes.

Prepared By: Yvette Blackford, Senior Management Analyst
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0730 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
OCM 16-02

TITLE Consider Adoption of a Wage Theft Ordinance

BACKGROUND
Lead Department: Office of the City Manager
Support Department(s): Office of the City Attorney

Sponsor(s):
Councilmembers: Hendricks, Whittum, Meyering

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
This study would examine existing wage theft laws, ordinances and policies at the State level as well as in other jurisdictions. This study would also review and examine existing means employees have to recover unpaid wages. The study would ascertain what monitoring and enforcement efforts have been implemented by other jurisdictions (including the required resources to sustain such a program), including the outcome of SB 588 at the State level. The study would consider whether local remedies to this statewide issue would be viable and/or effective.

What precipitated this study?
During the Public Comments section of several Council meetings, David Wessel, from the Democratic Club of Sunnyvale, spoke regarding the wage theft issue at Crazy Buffet. During the July 14, 2015 City Council Meeting, Councilmember Hendricks made a motion (Councilmember Whittum seconded) directing staff to create a study issue to evaluate a possible local ordinance to address wage theft.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $ 0

Funding Source: N/A

Explanation of Cost: There would be no additional costs incurred to conduct the study. However, the study would require 100-120 hours of staff time from the City Manager and City Attorney offices. Staff assigned to work on this study may not be able to accomplish other tasks.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs based on similar programs in other jurisdictions.

Explanation of Cost: Potential costs of implementing study results may include additional personnel needed for enforcement activities.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: N/A

STAFF RECOMMENDATION

Position: Drop

Explanation: Staff recommends dropping this study issue. This is a statewide issue and the State Legislature recently approved SB 588, by Senate President pro Tempore Kevin de León. SB 588; provides the state Labor Commissioner additional tools to combat wage theft, such as wage-bond requirements, stop-work orders, and the ability to hold employers individually responsible for unpaid debts to workers. The State Legislature saw this as a statewide issue and took action to address the problem.

Prepared By: Connie Verceles, Economic Development Manager
Reviewed By: Kent Steffens, Assistant City Manager
Reviewed By: Joan Borger, City Attorney
Approved By: Deanna J. Santana, City Manager

Study Issue Summary Worksheet
2016 Proposed Study Issues

#	Title	Required Staff Effort	Cost of Study	Cost to Implement?*	Dept Rank	B/C Rank
CDD 11-02	Downtown Development Policies for Parking	Moderate	$50,000	Unknown	Defer	Planning Defer
CDD 13-02	Consideration of Useable Open Space in Required Front Yards	Moderate	$0	$0	2	Planning Defer
CDD 14-04	Individual Lockable Storage Requirements for Multi-Family Housing	Moderate	$0	$0	3	Planning Drop
CDD 14-10	Update to the Murphy Avenue Design Guidelines	Moderate	$25,000	Unknown	4	Heritage Pres. 1 of 2
CDD 15-04	Height Regulations to Accommodate Architectural Style	Moderate	$0	$0	Defer	Planning 2 of 7
CDD 16-01	Feasibility of A Plan to Seek Voter Approval for A New Bond Financing Measure to Generate Additional Funds for Affordable Housing Development in Sunnyvale	Moderate	$50,000	Some cost to implement	Drop	Housing Defer
CDD 16-02	Concierge Trash Service	Moderate	$0	$0	Defer	Planning 4 of 7 Sustainability 6 of 6
CDD 16-03	Private Bus Systems in Relation to Transportation Demand Management and Traffic Impact Fee Programs	Major	$60,000	Unknown	Drop	Planning 5 of 7
CDD 16-08	Explore Techniques for Requiring Specific Colors for Telecommunication Structures	Minor	$0	$0	Drop	Planning 7 of 7
CDD 16-09	Green Building and Zero Net Energy Requirements	Major/ Moderate	$0	Unknown	Drop	Planning Drop Sustainability 1 of 6
CDD 16-12	Zoning Code Amendments to Clarify, Strengthen and Enforce Tree Preservation and Tree Planting Requirements for Private Property	Moderate	$0	Unknown	Defer	Planning 3 of 7
CDD 16-13	Solar Access Requirements	Moderate/ Minor	$0	Some cost to implement	1	Planning 1 of 7 Sustainability 5 of 6
CDD 16-14	Exploring Options for Establishment of a Plaque Program for Heritage Resources	Minor	$0	Unknown	5	Heritage Pres. 2 of 2

*Indicates whether there will be a one-time capital cost and/or ongoing annual costs upon implementation. See Study Issue Paper for detail.

City of Sunnyvale

Study Issues Status Report
Community Development

Continuing Study Issues

Number	Name ***Continuing Status***
CDD 08-11C	Preparation of Peery Park Specific Plan. *Project moving forward with most traffic study issues being completed by the end of 2015. Draft EIR expected to be issued December 2015. Planned completion in June 2016.*
CDD 14-09C	Comprehensive Update of the Precise Plan for El Camino Real *Estimated to be completed in 2016. Work was commenced in early 2015 and a community action committee has started meeting to discuss the project.*
CDD 15-02C	Consider Multi-family Residential Transportation Demand Management Programs *Completion expected early 2016. A request for proposals was sent out in late summer after the budget modification was passed. The contract is signed for the consultant preparing the program and work has commenced.*
CDD 15-14C	Evaluate Timing of Park Dedication In-lieu Fee Calculation and Payment *Completion expected early 2016. Work has begun on the issue after being delayed to management of staffing due to work on the cold-weather shelter.*

Completed Study Issues

Number	Name	Status
CDD 10-06C	Toolkit for Commercial/Residential Mixed Use Development.	Completed 7/28/15
CDD 14-01C	Explore the Use of Stacker and Tandem Parking Spaces to meet Parking Requirements	Completed 4/7/15
CDD 15-06	Design Guidelines for Parking Structures	Completed 7/28/15
CDD 15-08	Policies Regarding Private Security Cameras	Completed 11/10/15
CDD 15-11	Appropriate Locations for Child Care Facilities	Completed 10/27/15
CDD 15-12	Regulating Short-term Residential Rental Units (i.e., AirBnB)	Completed 9/15/15

Report Run Date: 10/23/15

City of Sunnyvale

Agenda Item

15-0683 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 11-02

TITLE Downtown Development Policies for Parking

BACKGROUND
Lead Department: Community Development
Support Department(s): N/A

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: Ranked Below the Line
2 years ago: Deferred

SCOPE OF THE STUDY
What are the key elements of the study?
Redevelopment of sites within the downtown is governed by both the Downtown Specific Plan (DSP) and the development standards contained within the Zoning Code. For individual projects, tensions can arise between meeting the goals and vision of the DSP and the standards in the Zoning Code. This study would examine those potential tensions with respect to parking requirements.

Downtown parking is a potential barrier to the redevelopment of smaller individual sites in the downtown, which may be more constrained in their options for locating the required on-site parking facilities. One such property owner has contacted staff on numerous occasions to request staff support for a deviation to the parking requirements or payment of an in-lieu fee.

This study would examine the City's downtown development policies to identify and explore alternative solutions for meeting future downtown parking needs, including alternative ways to achieve effective off-site parking downtown, including shared and joint-use parking and use of smart technology to manage public parking. It could also examine the potential for providing additional parking supply in the Parking District, including a current needs assessment, exploration of financing options, and consideration of legal issues.

What precipitated this study?
Recent proposals for redevelopment projects in the downtown have highlighted tensions between the DSP and the Zoning Code. Parking is a particular challenge, as the City's Parking Maintenance Assessment District has limited capacity and there are no plans for expansion under current policies. As a result, redevelopment projects are required to use on-site parking to satisfy all additional parking

requirements resulting from intensification of the site. This requirement has the potential to encourage development patterns that are not consistent with the City's overall vision for downtown, such as increased land area devoted to surface parking.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $50,000

Funding Source: Will seek budget supplement

Explanation of Cost:
Consultant cost estimated at $50,000 for parking studies and an updated parking needs study for build-out of the uses in the Downtown Parking Maintenance District.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Costs can vary widely depending on the outcome of the study. Possible costs include installing new parking signs, implementing an on-going parking management plan, or financing capital improvements to add downtown parking.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Defer

Explanation: It is possible that the Town Center mix of uses and design will change when development is able to go forward. Given this uncertainty, and lack of substantial development activity on the Town Center project, deferring this item would ensure that the actual mix of uses and final development is better known in order to best analyze the parking situation.

Although this study issue was deferred several years in a row and more recently ranked below the line, it is worthwhile to continue to have it as part of the study issues list once the downtown redevelopment is further along. The Town Center project is also being reactivated and changes in land uses are being discussed which could affect the overall parking supply and needs for the downtown. Staff recommends not dropping this study issue, but to defer it until further progress is made on the redevelopment of downtown and the direction for the Town Center project is determined.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer

Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0684 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 13-02

TITLE Consideration of Useable Open Space in Required Front Yards

BACKGROUND
Lead Department: Community Development
Support Department: N/A

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: Deferred
2 years ago: Deferred

SCOPE OF THE STUDY
What are the key elements of the study?
Useable open space is required for multi-family residential projects in the city. By code, landscaped areas in the required front yard cannot be counted towards useable open space. This study would review open space regulations and evaluate whether there are instances or criteria that would permit required front yard areas to be counted towards required useable open space and not be deemed a deviation from the code.

What precipitated this study?
Developers of small townhouse developments have requested and the Planning Commission has approved the ability to count a portion of the required front yard area towards the minimum useable open space requirement. The portions that have been credited to required open space are the privately fenced yards in front of the townhouse units.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Cost to Implement Study Results
No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Support

Explanation: The study issue would develop clear criteria for allowing exceptions for front yards to partially meet the open space requirements for residential projects (primarily townhouse projects). By providing specific zoning standards or guidelines that define the conditions and situations where the front yard can be counted toward required open space, it would streamline the review process.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0681 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 14-04

TITLE Individual Lockable Storage Requirements for Multi-Family Housing

BACKGROUND
Lead Department: Community Development
Supporting Department(s): N/A

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: Below the Line
2 years ago: Below the Line

SCOPE OF THE STUDY
What are the key elements of the study?
The Zoning Code currently states the following requirement for lockable storage space for multi-family housing: A minimum of three hundred cubic feet (interior dimensions) of separate, lockable and weatherproof storage space shall be provided for each dwelling unit of a residential development consisting of three or more units and located in R-3, R-4, R-5, commercial or industrial zoning district. Each storage space shall be accessible from a patio, deck, hallway, the exterior of a dwelling unit, or via a separate structure. This standard has been in place since 1986, and staff has consistently applied it to both standard and larger “luxury” units throughout the community. In some cases an exception has been granted for units that provided significant interior storage such as large hall closets, separate full laundry rooms with additional storage, or large walk in closets. These exceptions are rare. Recent exceptions were granted for one-bedroom and studio units. The standards have been in place for nearly 30 years, and have typically been met by developers. Staff has heard from residents of these complexes that they appreciate the storage areas. The 300 c.f. can be met by a 7.5w x 5d x 8h space or several smaller spaces combined to meet the standard.

The study could include:
- Review of storage needs of residents
- Review of dwelling unit sizes and whether it makes a difference on storage needs
- Survey of requirements from other cities
- Aesthetic impacts of inadequate storage (balcony storage)
- Community outreach

What precipitated this study?
In the current economic market, more small rental dwelling units are being developed (than in the past) in order to meet the needs of the growing population of single tech workers. The expectation for storage for these smaller dwelling units has not been studied to determine if there is a difference in need.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Explanation of Cost: N/A

Cost to Implement Study Results

No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Support

Explanation: It is more common for multi-family residential complexes to include more one-bedroom units, in which case smaller storage units could make sense since fewer people are likely to live in those units. The study could provide policy for appropriately sized storage requirements for smaller units.

Prepared by: Andrew Miner, Principal Planner
Reviewed by: Trudi Ryan, Planning Officer
Reviewed by: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0685 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 14-10

TITLE Update to the Murphy Avenue Design Guidelines

BACKGROUND
Lead Department: Community Development
Support Department(s): N/A

Sponsor(s):
Board/Commission: Heritage Preservation Commission

History:
1 year ago: Deferred
2 years ago: Deferred

SCOPE OF THE STUDY
What are the key elements of the study?
The Murphy Avenue Design Guidelines were originally published in 1980 and included a development plan that incorporated significant public improvements to the street, as well as design guidelines to encourage renovations by private business owners.

By 1994, when an update to the Design Guidelines was completed, many of the buildings had been renovated or newly constructed. The 1994 revisions removed the development implementation measures of the plan, which had largely been completed by that time, and included minor modifications to the text, illustrations and graphics of the former document. The body of the guidelines was not substantially changed and no changes to policies were made. Streetscape standards were adopted in 2005.

It has been approximately 20 years since the adoption of the most recent design guidelines. With recent construction and several approved redevelopment projects underway in the surrounding downtown, the context of the historic 100 block of South Murphy Avenue has been transformed. The new study would reexamine the importance of maintaining Murphy Avenue's historical integrity and unique architectural characteristics. New guidelines could provide further design specificity to business owners as well as provide further direction to Heritage Preservation Commissioners and decision makers when considering new proposals for renovation. Consideration may also be given to expand the scope of the guidelines to future redevelopment south of Washington Avenue.

What precipitated this study?
During public hearing discussions, Heritage Preservation Commissioners have noted that the current

Murphy Avenue Guidelines provide limited direction in certain areas and could be updated due to an evolving downtown. Discussion has also included a desire for more specificity with regards to color selection and the possible use of the Munsell Color System to better harmonize design and create connectivity along Murphy Avenue. The intent would be to provide more objective design criteria and improve the overall structure of the document.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $25,000

Funding Source: Will seek budget supplement

Explanation of Cost:
Funds would be used to hire a consultant for the recommended limited scope with specific knowledge and experience in historic colors and materials across 100+ years.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: To be determined as part of study

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Heritage Preservation Commission

STAFF RECOMMENDATION

Position: Support

Explanation: The 100 block of S. Murphy Avenue has been designated a Heritage Landmark District. The guidelines are intended to maintain a link to Sunnyvale's historic commercial area. Staff agrees that more direction and specificity on colors and materials would make the guidelines more useful and easier to implement.

Prepared By: Amber El-Hajj, Senior Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0676 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 15-04

TITLE Height Regulations to Accommodate Architectural Style

BACKGROUND
Lead Department: Community Development
Support Department(s): N/A

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: Ranked Below the Line
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
Projects with unique design and architecture that exceed the height requirements typically require a variance or exception for approval. Variance findings require something unique about the project site or use to approve the request. The issue can be present in any area of the city, but this study issue request was precipitated by applications in the single-family and R-2 zoning districts.

Options to study include:
A. Amend the Variance findings in the zoning code to address the concern;
B. Amend the code to allow a wider set of architectural features that may exceed the allowable height (now limited to towers, spires, chimneys, etc.);
C. Increase the allowable height for a portion of a building;
D. Create a height exception process and update the Single-Family Design Techniques to provide guidance on when the exceptions should be considered.

What precipitated this study?
Planning Commission review of specific projects resulted in denial because of the strict nature of the required findings. The Commission felt it would be useful to have additional options, such as unique architectural design, available to them when they considered the application request.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: 0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

No cost to implement

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Defer

Explanation: An amendment to the Zoning Code to expand the findings for approval of a height variance or exception could allow for other considerations, such as architectural enhancements, that could improve the design of a project while maintaining the intent of the zoning standard. While this study issue has merit, staff does not consider this zoning code amendment a high priority relative to other proposed study issues that has larger policy implications. Staff can also explore if this item could be incorporated into the Zoning Code Retooling project if it can be addressed through a minor text amendment.

Prepared by: Andrew Miner, Principal Planner
Reviewed by: Trudi Ryan, Planning Officer, Community Development
Reviewed by: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0457 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-01

TITLE
Feasibility of A Plan to Seek Voter Approval for A New Bond Financing Measure to Generate Additional Funds for Affordable Housing Development in Sunnyvale

BACKGROUND
Lead Department: Community Development
Support Department(s): Finance, City Attorney, City Clerk (OCM)

Sponsor(s):
Councilmembers: Davis, Whittum

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
Study the feasibility of developing a local housing bond measure for the next available Sunnyvale general election ballot after the study is completed in 2017 (2018 or later). The study cannot be completed in time for the 2016 general election due to the timing of the study issues process. The measure would seek voter approval for the City to issue municipal bonds backed by a City-wide parcel tax and/or projected future housing impact fee revenues. For this type of ballot measure, California law requires approval by two-thirds of the local electorate in a general election. The bonds would be sized adequately to finance the development of at least 100-200 additional affordable rental units (i.e., in addition to the number of units that could be developed in the next several years without the bond, using current funds and projected Housing revenues). A possible further objective of the bond measure is to obtain voter endorsement of affordable housing projects at specific locations in the City by listing the sites to be acquired with the funds in the language of the bond measure. The study would analyze the following:

- A brief summary of the existence and/or success of other local bond measures for affordable housing in recent years (post-2008);
- Possible ways to structure the bond that could be successful from a financing perspective and maximize the City's resources for affordable housing. This would include examining potential revenue streams to pay back the bond, likely interest rates, sizing and terms of the bond, legal requirements, insurance, method of issuance, whether to issue taxable or tax-exempt bonds, etc.;

- Possible ways to structure the measure itself, such as defining the proposed uses of the bond proceeds, the amount of any proposed parcel tax, and related details;
- The likelihood of such a bond measure passing with the required majority vote, based on an exploratory level of public opinion polling of registered Sunnyvale voters on this issue; and
- An evaluation of the cost-effectiveness of this approach compared to other possible approaches for funding an equal number of additional affordable housing units.

What precipitated this study?
This study was proposed shortly after the hearings on the proposed new rental housing impact fee in early 2015, during which a number of stakeholders noted the need for more affordable housing in the City, and some stakeholders suggested use of a parcel tax as a mechanism for funding affordable housing.

Planned Completion Year: 2017

FISCAL IMPACT
Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $50,000

Funding Source: Will seek budget supplement

Explanation of Cost:
The additional funding would be used for the services of a public opinion researcher and any direct costs for the necessary polling, and for initial assistance anticipated to be required from bond counsel and debt consultants that specialize in advising local agencies on municipal bond issuance.

In addition to the additional funding needed for consultants, completing this study in a thorough, professional manner would impact staff workload in Community Development (primarily Housing Division), Finance Department, Office of the City Attorney, and the City Clerk.

Cost to Implement Study Results

Some cost to implement.

Explanation of Cost:
If the study resulted in Council deciding to issue a bond for affordable housing, there would be the costs to put the measure on the ballot, which the City Clerk recently estimated at approximately $45,000, in addition to the $50,000 noted above to complete the study itself.

If the measure were passed by two-thirds of the voters, there would also be significant costs to issuing the bonds, as well as long-term operating costs to administer the bond proceeds and monitor compliance with state and federal regulations, as well as any terms associated with the bond (such as ensuring tax-exempt uses of the proceeds). Some of these operating costs could potentially be covered by the bond proceeds as administrative expenses. Additional

analysis will be included if this Study Issue advances in the process.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: Yes
Reviewed by Boards/Commissions: Housing and Human Services Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: There will be significant costs to complete the study and implement the proposed ballot measure, and a two-thirds voter approval rate is a very challenging level to obtain. There are other mechanisms available to fund the development of affordable housing, such as the new housing impact fees recently approved by Council. In addition, there are efforts in progress at the state and federal levels to establish a “permanent source” of funding for affordable housing. Currently such a bill, AB 1335, is pending in the State legislature; the City has taken an active support position of this measure.

One of the stated goals of the proposal is to seek voter approval of an affordable housing bond to establish a community-wide priority, which would help counter local opposition to proposed affordable housing projects that would be financed by the bond. However, passage of a ballot measure (if successful) is unlikely to deter or eliminate local opposition to the siting of an affordable housing project by residents living in the vicinity of the site.

Prepared By: Suzanne Isé, Housing Officer
Reviewed By: Hanson Hom, Director, Community Development Department
Reviewed By: Grace K. Leung, Director, Finance Department
Reviewed By: Robert A. Walker, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

See p. 5 of the LAO report at this link: http://www.lao.ca.gov/reports/2014/finance/local-taxes/voter-approval-032014.pdf

City of Sunnyvale

Agenda Item

15-0901 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-02

TITLE Concierge Trash Service

BACKGROUND
Lead Department: Community Development
Support Department(s): Environmental Services

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
Municipal Code Section 19.38.030(e)1(K) requires that recycling and solid waste enclosures be located no further than 150 feet from any dwelling unit unless otherwise approved by the Community Development Director. The intent of this provision is to provide convenient access to recycling and solid waste collection containers for multi-family residents. The distance requirement is sometimes waived by the Director to address design issues in unusual multi-family development site layouts.

The Planning Commission recently reviewed a multi-family residential project proposing a trash collection service called “concierge service.” Concierge service, provided by the company managing operation of a multi-family project, eliminates or limits resident access to the centralized enclosures required by the Code. Instead, the subject project proposes to use its employees or a contractor to pick up each household’s trash and recyclables in bags at the doorstep. If this type of concierge service allows a site layout with fewer trash enclosures, it can simplify the trash pick-up by the refuse collector since it would need to visit fewer places on site, and would be more convenient for residents.

The concerns include frequency of service to ensure prompt and adequate collection of the trash and the long-term viability of providing the service. If the management company quit providing the service, the site layout is already fixed and cannot easily be converted to be Code-compliant. Other concerns are whether allowing concierge service will hamper City implementation of the Zero Waste Strategic Plan. For example, achieving the Council-established goal of 75% diversion is likely to require residents to sort their food waste (the largest remaining component of the residential waste stream) so that it can be collected separately. Recent staff experience with a pilot residential

collection program for food waste has shown a need for frequent and detailed feedback to individual households. The study would include an evaluation of private parties providing concierge service to determine if they may be unable or unwilling to provide the close observation and management necessary for achievement of the City's Zero Waste goals.

This study would review when and where concierge services would be appropriate and how to ensure the service is available and effective in meeting City goals throughout the future. The study issue would consider revisions to the City's existing trash enclosure standards and guidelines to include standards for access and the physical and operational requirements of concierge service.

Recently (after concierge service was approved by Planning Commission for a site on Evelyn), the California Air Resources Board (CARB) established new standards that will prohibit or severely restrict the disposal of organics in landfills. This new standard may require a dramatically different approach to engage residents in the details of separating organics in the waste stream.

What precipitated this study?
Recent proposals by multi-family residential developers as a way to decrease the amount of area devoted to solid waste and recycling storage and collection. At the time of preparation of this study issue paper there is another application pending with a request for concierge service.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission, Sustainability Commission

STAFF RECOMMENDATION

Position: Defer

Explanation: Staff is concerned that concierge services may face challenges for compliance with CARB and other regulatory standards. Staff recommends deferral of any study of solid waste and recycling collection or disposal pending a better understanding of how the pilot project with the concierge trash service functions and what the recent CARB requirements may mean in terms of the total solid waste and recycling services provided in Sunnyvale. If other projects request concierge

trash service they can be considered on a case by case basis or may not be permitted until a further understanding of the implications of this option.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Mark A. Bowers, Solid Waste Programs Division Manager
Reviewed By: John Stufflebean, Director, Environmental Services Department
Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0906 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-03

TITLE Private Bus Systems in Relation to Transportation Demand Management and Traffic Impact Fee Programs

BACKGROUND
Lead Department: Community Development
Support Department(s): Public Works

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
More companies are using private buses for transporting their employees to and from their homes and other workplace locations, and while these private buses are a solution to reduce commuter traffic, they may potentially divert riders and funds from existing public transit providers. The private buses may be part of a company's transportation demand management requirement or may be part of a core value held by the company. Staff has recently discussed these concerns with Valley Transportation Authority (VTA) planning staff. While VTA does not have a formal position on the issue, the VTA staff acknowledged that private buses are contributing quite a bit to trip reduction and minimizing traffic growth on the roadway system.

Staff and consultant would work closely with VTA to evaluate the benefits and limitations of private shuttles and public buses. The study would include the following items in the first phase of work:

- Review general transportation and transit literature and interview private bus users and transit agencies.
- Determine the potential impacts of private shuttles on local VTA bus service, such as loss of potential riders and fares, and how these impacts can be alleviated.
- Assess whether local transit agencies are interested and/or capable of providing the services that are being offered privately.
- Research successful models for private shuttle programs and evaluate how these solutions can complement and not be detrimental to existing and planned public transit.
- Discuss if the use of transportation impact fees (TIF) could be expanded to fund private

shuttles or public bus service and the legal basis for using the fees for these purposes.

This information would be shared with VTA and the Council to determine if further study or actions are required. The Council could provide direction to support private shuttle bus programs and/or expanded VTA bus service, including provisions for both forms of transit service in Transportation Demand Management (TDM) and TIF programs.

What precipitated this study?
The study was proposed to identify the gaps in local bus service and determine if these gaps can be addressed by VTA or are best addressed through alternative solutions such as private shuttles with possible City support. Concern was also expressed about the impact of private shuttles on VTA service and how the diversion of potential VTA riders might hamper the viability of public bus service in the City.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: Up to $60,000 (depending on scope)

Funding Source: Will seek grant funding

Explanation of Cost: The assistance of a transportation and traffic consultant to identify and evaluate potential options.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Costs are difficult to assess until the results of the study are completed and future action is directed. Cost could be minimal if no City role or program is established, but could be major if the City were to provide assistance (e.g., with TIF fees) for a local shuttle service independent of VTA bus service.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: Yes
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The numerous questions and concerns about private shuttles and their potential impact on VTA bus service would require a significant amount of research and close coordination with VTA staff. The City and VTA have applied for an MTC grant to explore a public/private partnership to establish a two-year pilot program for a flexible bus service. While the pilot program is for the Peery Park and surrounding areas only, some of the issues in this study issue would be addressed in

developing the program. Staff does not see the need for a separate study at this time if the MTC grant is approved. Staff expects a decision on the grant by the end of 2015 and the pilot program would be implemented in late 2016 or early 2017.

If this study moves forward, Council might consider combining it with DPW 16-05 which is a similar study issue sponsored by the Sustainability Commission.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0921 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-08

TITLE Explore Techniques for Requiring Specific Colors for Telecommunication Structures

BACKGROUND
Lead Department: Community Development
Support Department: N/A

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
Free-standing telecommunications towers, such as monopoles, can be designed in many ways. In some cases they are designed as a tree, or flag pole, or other types of urban structures. Other times they are installed as a monopole only, with no camouflaging included in the design. In those cases, the choice of color can assist in the structure's ability to "disappear" in its immediate environment. The use of bright colors can make it stand out more than dark colors. Dark green or black tends to be less perceptible and also appear like other vertical objects found in our urban environment.

This issue would consider colors to paint monopoles in order to maximize concealment.

What precipitated this study?
Planning Commissioners attended a League of Cities conference where the use of colors to assist in disguising telecommunications monopoles was discussed.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Minor

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: This is an issue staff can consider as part of the review of telecommunications projects. Additionally, it is unlikely that many new monopoles will be added in the City because wireless coverage is being accomplished more on existing structures, so the time required to complete this study may not be the most productive use of staff time.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0910 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-09

TITLE Green Building and Zero Net Energy Requirements

BACKGROUND
Lead Department: Community Development Department
Support Department(s): N/A

Sponsor(s):
Board/Commission: Sustainability Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
As proposed by the Sustainability Commission, the purpose of the study is the creation of a new Green Building and Zero Net Energy requirement. The goal of this study is to facilitate the construction of a new generation of commercial and residential buildings; the construction of which:

- have minimal or no negative impact on the environment;
- create healthy environment for its occupants;
- promotes best building performance for the intended use; and
- has positive effects on the community.

Revisions to the green building code and energy code could establish Sunnyvale's leadership position in promoting sustainable and high-performance building design and construction. The technical implications could include more stringent Sunnyvale specific requirements that would accelerate Green Building and Zero Net Energy building construction such as: 1) establishing a new energy "reach code" with phased and increasing requirements for building design to exceed the minimum State energy code requirements; 2) solar-ready infrastructure for new buildings; 3) "laundry -to-landscape ready" infrastructure for residential buildings; 4) water-efficient landscape strategies; and 5) adopting CALGreen Tier 1 and Tier 2 as minimum standards (currently voluntary) for new and remodel projects in lieu of the current Build it Green and LEED incentive requirements.

What precipitated this study?
The Sustainability Commission is concerned that the City has not accelerated more sustainable and green building construction in Sunnyvale and notes that:

- The minimum standard set by the City's current Green Building Program is compliance with the CALGreen mandatory measures, despite the greener measures listed in Tier 1 and Tier 2.
- The Green Building Program's voluntary incentives are based on third party green building certifications via Build It Green and US Green Building Council programs which are different from CALGreen.
- The City has not chosen to enact the more stringent green, efficiency measures included in the CALGreen Tier 1 and Tier 2.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major/Moderate

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost: While a consultant may not be necessary for staff to complete this study (hence $0 cost indicated), it would require a considerable amount of staff time to research the possible provisions for increasing green building and net zero energy standards. This study would include public outreach to design professionals, developers, industry experts and other interested parties. Developing an ordinance would also require considerable staff time, including coordination with the City Attorney's Office.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs

Explanation of Cost: Introducing new building requirements may require additional staff time to plan check and inspect. Changing from the current Build It Green and LEED programs in favor of the CALGreen optional codes may also have higher staff costs. Any of these costs can be included in the fees charged for development services.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Sustainability Commission, Planning Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The City has several green building programs in place and will be evaluating the California building codes again in 2016. The State has increasingly stringent green building and energy efficiency requirements, and water use restrictions. Staff recommends that all building related regulations be examined at the same time after the State publishes the minimum codes, and not be reviewed as a separate study issue.

Examples of City and State standards currently in place include:

- In 2004, Sunnyvale adopted a Green Building Policy that encouraged more sustainable and "green" practices for new development and amended the zoning code to provide incentives for green building. In 2008, the City amended the zoning code and adopted the first mandatory minimum green requirements for construction and included incentives for higher levels of Green achievement. The Green Building requirements were updated in 2011 (non-residential), 2012 (residential and public facilities), and 2014 and are based on two programs, LEED and Build-it-Green (residential only).
- The State of California requires all cities to adopt water-efficient landscaping regulations and has new, more stringent, regulations that will become effective in December 2015.
- The adopted Climate Action Plan Workplan calls for construction based climate protection measures to be evaluated in 2016-2017.
- The State of California will publish the next update to the Building Standards Code on July 1, 2016. City staff will review these codes and bring a recommendation to the City Council for adoption in November (to assure second reading can occur at least 30 days prior to January 1, 2017, the date the codes need to be effective). The minimum State Building codes may include mandatory requirements that achieve higher energy efficiency.
- The City Council considered and dropped a similar study issue for 2015 titled: Early Adoption of State Net-Zero Energy Model (CDD 15-13). The staff recommendation was "Achieving the State's policy goal of zero-net-energy is a multi-faceted issue that involves collaboration of the utility company as well as increased energy code standards. It is premature for Sunnyvale to implement higher energy efficiency standards before the infrastructure and marketplace is available to support the increased standards. When the State adopts increased energy code standards designed to achieve the zero-net-energy goal, Sunnyvale (along with other jurisdictions throughout the State) will be mandated to enforce the standards."

Prepared By: Elaine Marshall,
Prepared By: Trudi Ryan, Planning Officer
Reviewed By: John Stufflebean, Director, Environmental Services
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0939 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-12

TITLE Zoning Code Amendments to Clarify, Strengthen and Enforce Tree Preservation and Tree Planting Requirements for Private Property

BACKGROUND
Lead Department: Community Development
Support Department(s): Public Works

Sponsor(s):
Councilmembers: Meyering, Whittum
Board/Commission: Planning Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The intent of the study is to implement zoning changes to clarify, strengthen and enforce tree preservation and planting requirements for private property and development projects. The study issue is based on the Strategic Plan and findings in the Sunnyvale Urban Forest Management Plan (UFMP), which was adopted by the City Council in September 2014. The urban forest is comprised of three main groups of trees including trees located on city-owned property including parks, trees located on private property in the public right-of-way (ROW) and trees located on private property outside of the ROW. Although the UFMP includes all trees in the City, the “plan addresses all major segments of Sunnyvale's urban forest, but is focused on the City's Street Tree Program, which manages the street trees located in the public right-of-way.”

Since this study issue is proposed by the Planning Commission, it pertains to trees on private property as primarily regulated through the Zoning Code, Chapter 19.94, Tree Preservation, which is within the purview of this Commission. While most of the adopted actions in the UFMP pertain to street trees and trees on public property, an action that specifically pertains to private property trees and relates to this study issue is the following:

- Revise Chapter 19.94 of the Municipal Code, Tree Preservation, to specify greater protection for roots of protected trees, improve the definition of protected trees, and provide more objective standards for issuing tree removal permits.

The above action is included in the UFMP, so a study issue is not required to address this specific code amendment. Instead, this study would address other policy issues pertaining to trees on private

property, including but not limited to: increasing standards for parking lot trees and shading; increasing tree planting requirements for commercial properties; establishing programs and incentives for encouraging tree planting in residential areas; and adopting stricter standards for tree preservation, monitoring and enforcement. The study would involve researching private property tree regulations in other cities, exploring legal issues, and conducting community outreach to residents, businesses, developers and other interested parties. The overall goal is to protect the existing urban forest and increase the tree canopy coverage in Sunnyvale while balancing other city objectives. Possible outcomes of this study issue might involve zoning code amendments and a budget allocation for increased staffing or funding for new or substantially expanded existing programs, while other actions might be more operational in nature that could be enacted administratively with a minor cost for implementation.

What precipitated this study?
The Sunnyvale Urban Forest Advocates (SUFA) requested the Planning Commission to sponsor the study in order to have changes made to the zoning ordinance to implement the findings of the UFMP and increase the urban forest and tree canopy in Sunnyvale.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Depending on the outcome of the study, additional staff resources may be needed to administer Zoning Code amendments and to enforce and monitor tree planting and tree preservation requirements.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission

STAFF RECOMMENDATION

Position: Defer

Explanation: Staff suggests that the initial action should be to implement the tree protection and preservation measures for private property as defined in the UFMP that can be implemented administratively, within existing resources, and without an ordinance amendment (which does not require a study issue). This would include revising Chapter 19.94 of the Municipal Code, Tree

Preservation, to specify greater protection for roots of protected trees, improve the definition of protected trees, and provide more objective standards for issuing tree removal permits. It also includes following through on a suggestion in the UFMP to develop specifications for adequate soil testing and preparation prior to tree planting on private property. The UFMP also includes recommendations pertaining to City street trees and trees on public property, which can be implemented without a study issue, but some actions might have budget implications.

Prepared By: Andrew Miner, Principal Planner
Reviewed By: Trudi Ryan, Planning Officer
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0989 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-13

TITLE Solar Access Requirements

BACKGROUND
Lead Department: Community Development
Support Department(s): Environmental Services

Sponsor(s):
City Manager

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
Solar access requirements were adopted in 1986 when most solar energy systems were thermal water heating. Solar hot water installations were primarily located on the roofs of buildings-close to the location the hot water would be used. Advances in solar technology now allow greater flexibility in locating solar facilities on a property. The study would examine whether the current regulations are still appropriate or if modifications to the regulations are desirable. The study would look at solar access to the entire parcel and not just the roof-top solar access. The study would examine whether additional areas of the City should have no solar access or different solar access requirements. The types of structures being shaded might also suggest different standards, such as shading of residential or non-residential buildings. The study could also look at whether solar easements or other compensating requirements are possible or appropriate.

What precipitated this study?
Recently, the Planning Commission has considered variance applications for solar access associated with multi-story buildings along El Camino Real. In two cases the proposal for a 5-floor hotel building created shadow on the roof of adjacent small one-story buildings in excess of allowable shading. In one case there was additional shadow on the outdoor use (miniature golf). The Planning Commission also expressed that the criteria for solar shading should be reevaluated, i.e. whether the maximum amount of solar shading should apply to the winter solstice (shorter day of the year) or consider a broader criteria such as a year-round average. There are pending applications in other areas of the City with similar issues where the zoning code allows or incentivizes taller buildings to meet the vision for that area, creating tension between the two standards. The Downtown Specific Plan area has a blanket exemption from the solar access requirements. Plans for the Peery Park Specific Plan,

Lawrence Station Area Plan and update to the Precise Plan for El Camino Real are opportunities to craft regulations specific to those areas.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required: Moderate/Minor

Amount of funding above current budget required: $ 0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

Some cost to implement

Explanation of Cost: Depending on what new regulations are adopted there would be a range of costs for training of staff. These costs could be offset with development application fees.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission, Sustainability Commission

STAFF RECOMMENDATION

Position: Support

Explanation: Staff finds this issue a priority based on the type of applications that are currently pending. If ranked high, the study could be completed early in 2016 to provide potentially alternative solar access requirements for pending applications.

Prepared By: Trudi Ryan, Director, Community Development
Reviewed By: Hanson Hom, Assistant City Manager
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0954 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
CDD 16-14

TITLE Exploring Options for Establishment of a Plaque Program for Heritage Resources

BACKGROUND
Lead Department: Community Development Department
Support Department(s): N/A

Sponsor(s):
Board/Commission: Heritage Preservation Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The City has approximately 62 structures listed on the Heritage Resources Inventory as well as a few neighborhoods and several trees; however, many community members may not know of most of those resources or their historical impact on the City of Sunnyvale. Creation of a plaque program could educate the community on specific heritage resources in the City as well as events and people famous to Sunnyvale.

Exploration of establishing a plaque program may include:

- Survey of cities with plaque programs and the specifics of each program;
- Discussions with other City staff members on the effectiveness and receptiveness of such a program;
- Evaluation of costs associated with buying plaques and how those costs would be covered;
- Details and criteria for what resources would be eligible to receive a plaque and details on how the program would be established and maintained; and
- Standards for the plaque program with the objective to improve community education and awareness of Sunnyvale's historic resources.

Between the mid-1980s and mid-1990s the City budget included funds for plaques for the 11 Heritage Landmark properties. The amount budgeted for a bronze plaque was approximately $600; however, the final cost depended on size and the amount of information on the plaque. The plaques were installed on all 11 heritage landmark properties and vary in size at each location.

What precipitated this study?
While the Heritage Preservation Commission is primarily interested in preserving historic resources, they also feel it is important to educate the community on existing resources all over the City. Creation of a plaque program would draw attention to existing resources and may also help to foster a sense of pride for owners of resources.

The Community Character Chapter of the General Plan includes goals and policies on Heritage Preservation.

> **GOAL CC-6 KNOWLEDGE OF SUNNYVALE'S HERITAGE -** To promote knowledge of, and appreciation for, Sunnyvale's heritage and to encourage broad community participation in heritage programs and projects.

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Minor

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost: N/A

Cost to Implement Study Results

Study would include assessment of potential costs.

Explanation of Cost: The study would update the costs for preparing and installing plaques on Heritage Resources and estimate the amount of staff time required to administer a program.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Heritage Preservation Commission

STAFF RECOMMENDATION

Position: Support

Explanation: Staff considers the issue worthy of a study issue, and it would be beneficial to increase community awareness of the City's historic resources. However, the cost for plaque program would need to be balanced with other funding priorities. . Staff is aware of cities that require the owners of historic resources to cover the costs of the plaques; therefore a plaque program could potentially be created with minimal cost to the City.

Prepared By: Amber El-Hajj, Senior Planner
Reviewed By: Trudi Ryan, Planning Officer, Community Development
Reviewed By: Hanson Hom, Director, Community Development

Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

Study Issue Summary Worksheet
2016 Proposed Study Issues

#	Title	Required Staff Effort	Cost of Study	Cost to Implement?*	Dept Rank	B/C Rank
ESD 13-05C	Eco-district Feasibility and Incentives	Major	$50,000	Unknown	1	Planning 6 of 7 Sustainability 4 of 6
ESD 16-01	Considering the Environment in All City Council Actions	Moderate	$0	Unknown	Drop	Planning Drop Sustainability 3 of 6

*Indicates whether there will be a one-time capital cost and/or ongoing annual costs upon implementation. See Study Issue Paper for detail.

City of Sunnyvale

Study Issues Status Report
Environmental Services

Continuing Study Issues

Number	Name *Continuing Status*
	N/A

Completed Study Issues

Number	Name	Status
ESD 14-01	Ban on the Use of Gas-powered Leaf Blowers	Complete 4/7/15
ESD 14-02	Community Choice Aggregation	Complete 7/14/15

Report Run Date: 10/23/15

City of Sunnyvale

Agenda Item

15-0691 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
ESD 13-05C

TITLE Eco-district Feasibility and Incentives

BACKGROUND
Lead Department: Environmental Services Department
Support Department(s): Community Development

Sponsor(s):
Councilmembers: Griffith, Martin-Milius

History:
1 year ago: Deferred
2 years ago: Above the Line

Explanation:
Although ranked and scheduled for study in 2013, City funds were not allocated to conduct the study and instead Council directed staff in 2013 and again in 2014 to seek grant funding to pay for the study. Staff was unable to identify available grant opportunities that aligned with the study objectives. After two years of seeking grant funds, Council directed staff (via RTC 15 -0012, March 17, 2015) to defer the study issue and present it again for Council consideration at the January 2016 Workshop.

SCOPE OF THE STUDY
What are the key elements of the study?
An Eco-district is a neighborhood or district with a broad commitment to accelerate neighborhood-scale sustainability. Eco-districts commit to achieving ambitious sustainability performance goals, guiding district investments and community action, and tracking the results over time. The aim of an Eco-district is to integrate objectives of sustainable development and planning and reduce the ecological footprint of a project.

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

What precipitated this study?
Eco-District concepts support many of the policies identified in the City's General Plan and the City's

sustainability goals included in the Climate Action Plan. The creation of eco-districts in Sunnyvale could enhance the City's efforts to emphasize unique features of special districts and highlight the City's sustainability and neighborhood values while reducing community greenhouse gas emissions**.**

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $50,000

Funding Source: Will seek budget supplement

Explanation of Cost:
As proposed, this study would require significant staff time to complete. The Eco-district concept is a fairly new and emerging concept with limited examples of implementation. Due to staff expertise and workload, it is anticipated that a consultant would be necessary to complete this study. It is anticipated that the cost for a consultant to identify the feasibility and level of incentives necessary to implement an Eco-district in Sunnyvale would be in the ballpark of $50,000. Funding would likely be from the General Fund and the timing would have to be after the Community Choice Energy effort is handed off to the JPA and its own staff.

Cost to Implement Study Results

Study would include assessment of potential costs.

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

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission, Sustainability Commission

STAFF RECOMMENDATION

Position: Support Phase 1 of the study

Explanation: Staff recommends a two phased approach for this Study Issue. Phase 1 would consist of an assessment of the alignment of the City's current practices and policies with Eco-District principles and objectives. The City utilizes many strategies to promote sustainable development within Sunnyvale such as specific area planning efforts, implementing and updating the City's Green Building Policy, and updating of the Land Use and Transportation Element. Many of the sustainability goals or objectives included in these plans are similar to common strategies employed by Eco-Districts. Phase 1 of the study would be an assessment conducted by staff (no more than 100 staff hours). Conducting the Phase 1 assessment would help determine whether or not the City should invest in securing consultant support to conduct Phase 2 and further define the scope of the consultant services needed. The Phase 2 study would include determining feasibility of Eco-District implementation in Sunnyvale and what financial incentives the City could offer to developers. Staff will present the results of the Phase 1 of the study to the City Council and key Boards and Commissions and seek direction for Phase 2 of the study at that time.

Prepared By: Elaine Marshall, Environmental Programs Manager
Reviewed By: John Stufflebean, Director, Environmental Services Department
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0931 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
ESD 16-01

TITLE Considering the Environment in All City Council Actions

BACKGROUND
Lead Department: Environmental Services Department
Support Department(s): Office of the City Manager, Office of the City Attorney

Sponsor(s):
Board/Commission: Sustainability Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
As proposed by the Sustainability Commission, this study issue would evaluate how the City could include an assessment of the environmental and sustainability impacts of actions being considered by the City Council. This study issue would result in a new policy that would require that all staff produced Reports to Council (RTC) include at least a rough idea of the regional environmental and sustainability impact of an action, or statement of no impact, making consideration of the environment and sustainability an explicit part of both Council deliberations and the information provided to the community. If an Environmental Impact Report is available, those conclusions would be included in the staff report; otherwise, staff should use its best judgment. This study would identify what type of assessment and what impacts could be reported on in a feasible, technical, and cost-effective manner. The scope of the assessment could be different for different types of RTCs or different types of City Council actions.

What precipitated this study?
Sunnyvale's first community-wide Climate Action Plan was adopted in mid-2014. The Sustainability Commission recognizes that it usually takes time for a new policy to work its way into the DNA of an organization and a community. However, the Commission believes that this is a unique time in history and that the natural environment is rapidly deteriorating worldwide; as evidenced in California by a prolonged drought, a year of devastating wildfires, and strings of September heat advisories and Spare-the-Air days. The Commission believes that environmental sustainability needs to quickly permeate the thinking and decision-making process of our community and every part of city government in order to act with the urgency required. The Commission believes it is time to make it easier to be true to Sunnyvale's Vision Statement which says that "[w]e take environmental

preservation and protection seriously and consider how each action will affect Sunnyvale for future generations."

Planned Completion Year: 2016

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost:
There would be no additional costs incurred to conduct this study. However, completing this study in a thorough, professional manner would impact staff workload in the Environmental Services Department, Office of the City Manager, and Office of the City Attorney, and possibly other departments that routinely prepare RTCs. It is estimated that the level of effort required to conduct this study is at least 150-200 hours of staff time from the identified departments.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Costs of implementing study results would include additional staff time required to complete the environmental and sustainability assessment for the identified actions and resources needed to train City staff who prepare RTCs.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Sustainability Commission, Planning Commission

STAFF RECOMMENDATION

Position: Drop

Explanation:

In conformance with the California Environmental Quality Act, the City includes an "Environmental Review" section in all RTCs. The City must complete a CEQA review for all CEQA defined "projects." A project is an activity undertaken by a public agency or private activity which must receive some discretionary approval from a government agency which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment. Many of the City's routine and operational activities are exempt from CEQA. This study will need to evaluate not only the costs, scope, and feasibility of conducting the environmental and sustainability assessment but also any legal implications of requiring such as assessment for CEQA exempt projects.

While staff recognize and support the Commission's intention behind the proposed study, staff is

developing the CAP monitoring and tracking tool and the first CAP progress report. The first CAP Biennial Report is scheduled to be completed by April 2016 and will report on greenhouse gas reduction measure implementation and overall progress towards achieving the City's greenhouse gas reduction targets. Limited staffing resources should be focused on implementing and reporting on the CAP, which is designed meet the State target of reducing community-wide greenhouse gas emissions by 15% by 2020.

Prepared By: Elaine Marshall, Environmental Programs Manager
Reviewed By: John Stufflebean, Director, Environmental Services
Reviewed By: Joan Borger, City Attorney
Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

2016 Proposed Study Issues

FINANCE DEPARTMENT

NO STUDY ISSUES PROPOSED

City of Sunnyvale

Study Issues Status Report
Finance

Continuing Study Issues

Number	Name *Continuing Status*
	N/A

Completed Study Issues

Number	Name	Status
FIN 15-01	Review Potential for a Utility Users Tax Ballot Measure and Discount Program for Low Income Customers	Completed 12/1/15

Report Run Date: 10/23/15

City of Sunnyvale

2016 Proposed Study Issues

HUMAN RESOURCES DEPARTMENT

NO STUDY ISSUES PROPOSED

City of Sunnyvale

2016 Proposed Study Issues

INFORMATION TECHNOLOGY DEPARTMENT

NO STUDY ISSUES PROPOSED

City of Sunnyvale

2016 Proposed Study Issues

LIBRARY & COMMUNITY SERVICES

NO STUDY ISSUES PROPOSED

City of Sunnyvale

Study Issues Status Report
Library and Community Services

Continuing Study Issues

Number	Name *Continuing Status*
	N/A

Completed Study Issues

Number	Name	Status
LCS 14-02	Review of Park Use Policies and Related User Fees	Completed 3/24/15

Report Run Date: 10/23/15

City of Sunnyvale

2016 Proposed Study Issues

NOVA WORKFORCE SERVICES

NO STUDY ISSUES PROPOSED

City of Sunnyvale

2016 Proposed Study Issues

DEPARTMENT OF PUBLIC SAFETY

NO STUDY ISSUES PROPOSED

City of Sunnyvale

Study Issues Status Report
Public Safety

Continuing Study Issues

Number	Name ***Continuing Status***
DPS 15-01C	Prohibit Smoking Inside All Units and in Common Areas of Multi-Family Residences (Included in this study was OCA 14-03C (*b*)) *Status update: Staff is currently revising the Report to Council to include outcomes of study and recommendations. The RTC is scheduled to be presented to the City Council on February 9, 2016.*
DPS 15-02C	Car/Ride Share Impacts on Taxicab Franchises and Review of Taxicab Franchise Regulations *Status update: the study is complete; however, per Council's direction (10/13/15 Council meeting), the Taxicab Ordinance is in the process of being amended and is tentatively scheduled to be presented to the City Council on February 9, 2016.*

Completed Study Issues

Number	Name	Status
	N/A	

Report Run Date: 1/21/16

Study Issue Summary Worksheet
2016 Proposed Study Issues

#	Title	Required Staff Effort	Cost of Study	Cost to Implement?*	Dept Rank	B/C Rank
DPW 13-10C	Pilot Bicycle Boulevard Project on East-West and North-South Routes	Major	$100,000	Some cost to implement	Drop	BPAC 6 of 6
DPW 14-13	Scoping of Grade Separations for Caltrain Crossings at Mary Avenue and Sunnyvale Avenue	Major	$500,000	Unknown	1	BPAC 3 of 6
DPW 16-01	Develop a Vision Zero Plan-Total Elimination of Traffic Fatalities	Major`	$150,000	Unknown	Drop	BPAC 1 of 6
DPW 16-02	Determine what is required to Bring City Owned Off-Street Paths in Compliance with Current ADA Accessible & Bicycle Transportation Design Standards	Major	$100,000	Unknown	Drop	BPAC 4 of 6
DPW 16-04	Development of Parking Survey Procedures for Provision of Bicycle Space	Major	$25,000	$0	Drop	BPAC 2 of 6
DPW 16-05	Central Sunnyvale Shuttle	Major	$200,000	Unknown	Drop	Sustainability 2 of 6
DPW 16-06	Utilizing the East Channel to Improve North/South Pedestrian and Bicycle Access	Major	$200,000	Unknown	Drop	BPAC 5 of 6
DPW 16-07	Golf Course Land Use Options and Opportunities	Major	$500,000	Unknown	No Position	Parks & Rec. 1 of 1
DPW 16-08	Development of a Policy for Consolidation of Curb Cuts on Properties Located on Transit Lines	Moderate	$0	$0	Drop	Too late to rank
DPW 16-09	Measures to Improve Pedestrian Safety on Homestead Road	Major	$80,000	Unknown	Drop	Too late to rank
DPW 16-10	Consider Sunnyvale Municipal Code Amendments to Clarify, Strengthen and Enforce Tree Preservation and Tree Planting Requirements within Right of Way and Public and Private Property	Major	$75,000	Unknown	2	Too late to rank

*Indicates whether there will be a one-time capital cost and/or ongoing annual costs upon implementation.
See Study Issue Paper for detail.

City of Sunnyvale

Study Issues Status Report
Public Works

Continuing Study Issues

Number	Name ***Continuing Status***
DPW 14-14C	Optimization of Wolfe Road for Neighborhood and Commuters via Reconfiguration and Signalization *Multi-Year Capital Improvement Project moving forward. Scheduled for Bicycle and Pedestrian Advisory Commission in May 2016 and City Council in June 2016.*
DPW 15-09C	Feasibility of Establishing a Park Mitigation Fee for Non-residential Development *To be completed in 2016. Currently developing Request for Proposal to hire consultant. Initially scheduled for Parks and Recreation Commission on January 13, 2016 and City Council in February 2016. However, it will be delayed to June 2016 due to staff changes.*
DPW 15-10C	Relocation of the Butcher House to Heritage Garden Park and Review of the Need for a Retaining Wall *Project moving forward with outreach meetings being conducted. Scheduled for Parks and Recreation Commission in March 2016 and City Council in April 2016.*
DPW 15-03C	Determine Steps to Move Forward to Becoming a Silver Level in the League of American Bicyclists - Bicycle Friendly Communities *To be completed in 2016. A consultant has been hired and analysis has begun. Scheduled for Bicycle and Pedestrian Advisory Commission in March 2016 and City Council in April 2016.*

Completed Study Issues

Number	Name	Status
DPW 13-15C	Protecting Burrowing Owl Habitat on City Facilities	Completed 4/28/2015
DPW 13-13C	Feasibility of Establishing a Community Animal Farm for Children at the Sunnyvale Landfill	Completed 4/28/2015
DPW 15-04	Convert Part-Time Bicycle Lanes on Homestead Road to Full-Time Bicycle Lanes	Completed 11/17/2015

Report Run Date: 10/23/15

City of Sunnyvale

Agenda Item

15-0687 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 13-10C

TITLE Pilot Bicycle Boulevard Project on East-West and North-South Routes

BACKGROUND
Lead Department: Public Works
Support Department(s): N/A

Sponsor(s):
Board/Commission: Bicycle and Pedestrian Advisory Commission

History:
1 year ago: Deferred
2 years ago: Above the Line

Explanation:
Although ranked and scheduled for study in 2013, City funds were not allocated to conduct the study and instead Council directed staff in 2013 and again in 2014 to seek grant funding to pay for the study. Staff was unable to identify available grant opportunities that aligned with the study objectives. After two years of seeking grant funds, Council directed staff (via RTC 15 -0012, March 17, 2015) to defer the study issue and present it again for Council consideration at the January 2016 Workshop.

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

What precipitated this study?
BPAC would like to add additional treatments for bicycle facilities which will help increase bicycle infrastructure and ridership.

Planned Completion Year: 2018

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $100,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
Work with BPAC to identify study corridors and design concepts, conduct neighborhood public outreach. Consultant services are required to design the bike boulevard concepts and conduct community outreach efforts. Staff will be required to work with the consultant on developing and reviewing concepts and conducting community outreach

Cost to Implement Study Results

Some cost to implement.

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

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: Staff is currently pursuing Grant Opportunities to consolidate the following comprehensive safety plans/studies; 1) Bicycle Plan, 2) Pedestrian Safety and Opportunities Study, 3) Safe Routes to School Study. In addition staff is expecting to complete a comprehensive review of the bicycle masterplan in the next two years. Lastly staff is currently working on a number of significant road-diets and bicycle projects on Mary, Duane, Maude, Wolfe, Fair Oaks and the East-West Channels. Completing these projects and actions will provide more opportunity and guidance regarding the possible implementation of Bicycle Boulevards in the City.

Prepared By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0686 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 14-13

TITLE Scoping of Grade Separations for Caltrain Crossings at Mary Avenue and Sunnyvale Avenue

BACKGROUND
Lead Department: Public Works
Support Department(s): N/A

Sponsor(s):
Councilmembers: Whittum, Meyering

History:
1 year ago: Deferred
2 years ago: Deferred

SCOPE OF THE STUDY
What are the key elements of the study?
This study would evaluate grade separations of the current at-grade crossings of Caltrain at Mary Avenue and Sunnyvale Avenue. The study would identify alternatives, costs, and limitations; over vs. under separation; right-of-way requirements; roadway operations, and potential environmental issues. Alternative concepts such as commute-hour reversible lanes could be considered. Commute hour capacity improvement due to grade separation would be evaluated to determine if roadway reconfiguration/lane reduction could be considered as an economizing measure.

What precipitated this study?
There is a perception that significant congestion and queuing results from commute hour crossing gate downtime. This may be exacerbated in the future with increased train frequency. Grade separations have the potential to reduce delay and increase safety for all travel modes at rail crossings.

Planned Completion Year: 2018

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $500,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
Consultant services for coordination with Caltrain, conceptual design, cost estimating, environmental evaluation, and public outreach. As with all projects staff will be responsible for managing the consultant contract, reviewing and approving the conceptual designs and estimates, review the environmental documents, and participate in the public outreach process. In addition, staff will need to communicate with Caltrain and execute agreements as needed.

Cost to Implement Study Results
Unknown. Study would include assessment of potential costs.

EXPECTED PARTICIPATION IN THE PROCESS
Council-approved work plan: Yes
Council Study Session: Yes
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION
Position: Support

Explanation: Staff had previously expected that many of the issues proposed to be studied would be further evaluated by Caltrain as part of the modernization project or would be further evaluated by the California High Speed Rail Authority. Although some analysis has already occurred regarding the impacts of gate downtime, grade separation configurations, and right of way impacts, additional work is still required to better understand feasibility and costs. Staff has met with both High Speed Rail and Caltrain staff and determined that, at this time, the City must proceed with a separate study to further understand the issues and costs related to grade separations. Caltrain has expressed interest in working with the City to further develop these plans. The timing is appropriate as there is a possibility that if the proposed 2016 transportation tax measure passes, funding for Caltrain grade separations might be available.

Prepared By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0779 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-01

TITLE Develop a Vision Zero Plan-Total Elimination of Traffic Fatalities

BACKGROUND
Lead Department: Public Works
Support Department(s): Public Safety

Sponsor(s):
Board/Commission: Bicycle and Pedestrian Advisory Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
This study would evaluate what steps the City would need to take and resources to develop a Vision Zero Plan. This plan strives for the total elimination of traffic fatalities for all transportation modes. A similar plan was adopted by the City of San Jose. The study will encompass five Es - Education, Enforcement, Engineering element, Encouragement, and Evaluation. The study would have specific action items and conceptual costs to develop and implement a plan for the City of Sunnyvale.

What precipitated this study?
BPAC is concerned with the recent number of fatalities within the City of Sunnyvale. They feel that if this sort of plan is implemented in Sunnyvale, the number of fatalities would be reduced.

Planned Completion Year: 2017

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $150,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
The cost associated with this will be for consultant services. The Consultant will need to

gather and evaluate traffic data including pedestrian and bike data. Collision data throughout the City will also be assembled and analyzed to identify problem areas and possible short and long-term mitigation measures. To develop a comprehensive plan, input from stakeholders like Department of Public Safety and Sunnyvale Schools will be sought. The final plan will include specific action items and conceptual costs.

Staff will need to work closely with the consultant in the gathering of the data, review of recommendations, public outreach process, review of estimates, and finalizing action items and priorities.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: Yes
Council Study Session: Yes
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The City has adopted the following comprehensive safety plans/studies; 1) Bicycle Plan, 2) Pedestrian Safety and Opportunities Study, 3) Safe Routes to School Study. Currently, staff is working on updating all three documents and combining them into one comprehensive safety document to avoid duplication and facilitate implementation. Staff also follows complete street principles for the design of new and existing roadway facilities. These studies and design principles target improving safety for all users and reducing collisions within the City.

In addition, the Department of Public Safety has ongoing safety enhancement and awareness programs like bike rodeos, roadway safety awareness targeting schools, juvenile traffic diversion programs, and utilizes approved resources for the enforcement of traffic laws.

Limited staff resources and funding are better utilized by updating and implementing the existing safety plans.

Prepared By: Shahid Abbas, Transportation and Traffic Manager
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Frank Grgurina, Director, Public Safety
Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0780 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-02

TITLE Determine what is required to Bring City Owned Off-Street Paths in Compliance with Current ADA Accessible & Bicycle Transportation Design Standards

BACKGROUND
Lead Department: Public Works

Sponsor(s):
Board/Commission: Bicycle and Pedestrian Advisory Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The purpose of this study would be to survey and investigate whether City owned off-street paths are in compliance with the current ADA accessible and bicycle transportation design standards set forth in the California Manual on Uniform Traffic Control Devices (CA MUTCD) and Caltrans Highway Design Manual (HDM). The study would result in specific action items and conceptual costs to bring them into compliance.

What precipitated this study?
BPAC is concerned that many of the City owned off-street paths are not very user friendly because they may not be in compliance with recent traffic industry standards. The paths not being up to standard may also pose safety issues for bicyclists and pedestrians using these facilities.

Planned Completion Year: 2017

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $100,000

Funding Source: Will seek grant funding.

Explanation of Cost:

The cost associated with this study would be for consultant services to survey all existing off street path facilities to make sure that they are incompliance with exiting ADA design guidelines. Consultant will identify and prioritize the deficiencies, and develop cost estimates to bring them in compliance with the current ADA design standards. Significant staff time would be required as part of the review of the surveys, deficiencies, estimates, and outreach.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The City is currently developing a new ADA Transition Plan, which is expected to be completed by 2017. Off-street paths will be studied and included in this new ADA Transition Plan. The City will also be updating its existing Bicycle Plan in 2017, and existing off-street paths designated in the Bicycle Plan will also be studied in the updated Bicycle Plan.

Prepared By: Shahid Abbas, Transportation and Traffic Manager
Reviewed By: Manuel, Director, Public Works
Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0782 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-04

TITLE Development of Parking Survey Procedures for Provision of Bicycle Space

BACKGROUND
Lead Department: Public Works
Support Department(s): N/A

Sponsor(s):
Board/Commission: Bicycle and Pedestrian Advisory Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The purpose of this study is to evaluate the parking need of the community, and develop procedures for a parking survey which accounts for off-street parking capacity including at driveways, garages and parking lots. This effort is intended to analyze whether parking needs can be met through off-street parking, so bicycle lanes can be installed.

What precipitated this study?
The existing parking studies do not adequately access the parking accommodation. The BPAC would like to find opportunities to install on-street biking facilities. They view parking removal as a good opportunity to install biking facilities, especially for locations that have sufficient off-street parking to meet parking demand. Thus, they would like procedures developed so that parking studies should take into account the capacity of off-street parking facilities.

Planned Completion Year: 2017

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $25,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
The cost associated with this study would be for consultant services. The staff will work with consultant to develop standard operating procedures for parking studies, which will take into account both on-street and off-street parking capacity for residential, commercial, industrial and downtown areas.

Cost to Implement Study Results
No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS
Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION
Position: Drop

Explanation: The City has approved a Bicycle Plan that identifies specific bicycle infrastructure improvements on City roadways. If there are specific gaps that require parking removal, those projects should be looked at on a case-by-case basis. Roadway modifications, such as parking removal require detailed analysis that includes review of the affected land uses, proposed roadway stripping, and significant community outreach. These efforts are better managed when specific projects are identified on a project-by-project basis.

Furthermore, procedures for studying parking needs are well documented in the Manual of Transportation Engineering Studies published by Institute of Transportation Engineers. These new procedures will most likely be a duplication of existing industry standard procedures. On projects where parking removal is required, staff currently takes into consideration both on-street and off-street parking capacity while formulating options and alternatives.

Prepared By: Shahid Abbas, Transportation and Traffic Manager
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed by: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0907 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-05

TITLE Central Sunnyvale Shuttle

BACKGROUND
Lead Department: Public Works
Support Department(s): OCM/Economic Development, Environmental Services, Community Development

Sponsor(s):
Board/Commission: Sustainability Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The proposed study would explore whether a central city shuttle bus system could be a viable part of an integrated solution to the City's growing need for safe and convenient transportation within the City.

Sunnyvale offers few alternatives to travel by car for residents to reach the City's major employers, shops and restaurants. Mass transit options in Sunnyvale run primarily along two corridors running roughly East-West. VTA runs busses along El Camino Real, and Caltrain provides service to the Sunnyvale and Lawrence train stations. Additionally, VTA's Light Rail runs through North Sunnyvale and other public bus routes service Sunnyvale neighborhoods. These transit options could be further enhanced to provide better connections to Sunnyvale employers, City services, or local shops and restaurants. In addition, City residents have limited alternatives to reach downtown shops and restaurants. As the City continues to develop a vibrant and economically viable downtown, along with new employment centers such as Peery Park and eventually, Lawrence Station, City residents will be increasingly reliant on cars, while City streets are projected to become increasingly congested. Alternatives to automobile access as methods to reach major employers and downtown businesses and services will become increasingly important in the future.

One part of an integrated response to this complex issue would be to introduce shuttle service, connecting downtown Sunnyvale, major employment centers and the Caltrain and VTA Bus corridors.

The proposed study issue would examine and identify partnerships needed to create and maintain effective shuttle service to connect downtown Sunnyvale, major employment centers, and key mass transit centers. The study would examine the potential benefits, expected costs, and possible constraints.

What precipitated this study?
The renewed progress toward completion of downtown Sunnyvale, modernization of the Civic Center, and the growing congestion on City streets have highlighted the need for increasing reliance on alternatives to cars for residents' transportation needs within the city. While downtown Sunnyvale and the Civic Center are within walking distance to CalTrain and can be served by transit running along El Camino, there are less convenient transit opportunities connecting these central Sunnyvale destinations with other Sunnyvale neighborhoods and job centers in the northern and southern parts of the City.

Planned Completion Year: 2018

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $200,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
The cost associated with the study would be for consultant services. The study would examine the possible destinations, routes, potential benefits, and possible constraints, expected costs including capital and operations, and funding options of the proposed shuttle system.

Staff will have to work closely with the consultant on all facets of the project.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: Yes
Reviewed by Boards/Commissions: Sustainability Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The City is partnering with VTA to acquire grant funds ($1.2M) for implementation of a similar two year shuttle pilot program in the Peery Park Specific Plan area. The estimated cost for the two year program is $1.9 to $2.2M. Peery Park is an ideal candidate for the shuttle pilot program because of its large existing and planned employment base and its "last mile" proximity to nearby Caltrain and VTA transit stations. Staff expects that a determination on the grant application will be known by end of 2015 and, if the grant is approved, the pilot program would be implemented in late

2016 or early 2017. Staff recommends that the City wait for the results of this pilot program before considering its implementation on a larger scale. If the pilot is successful and funding is available, the option of expanding the program to serve a larger area could be considered.

If this study moves forward, Council might consider combining it with CDD 16-03 which is a similar study issue sponsored by the Planning Commission.

Prepared By: Shahid Abbas, Transportation and Traffic Manger
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Hanson Hom, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0913 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-06

TITLE Utilizing the East Channel to Improve North/South Pedestrian and Bicycle Access

BACKGROUND
Lead Department: Public Works
Support Department: Community Development

Sponsor(s):
Board/Commission: Planning Commission

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
This study would look at utilizing the East Channel and other waterways to improve north and south pedestrian and bicycle access, creating something akin to the San Tomas Aquino or Stevens Creek Trails. The East Channel's location in the heart of the City would provide good access, especially in and around Moffett Park.

The study would look at options for design and implementation of a path along East Channel from South of US 101 to Homestead Road, West Channel for Mathilda Avenue to Maude Avenue, and Calabazas Creek from Moffett Park Drive to Central Expressway. The City would work with the Santa Clara County Water District regarding use of the channel for recreational purposes.

What precipitated this study?
Additional development in the City has created a need for more recreational areas, and growth near the East Channel provides a context for adding it to options for the community for that purpose.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $200,000

Funding Source: Will seek budget supplement

Explanation of Cost: The cost will be used for consultant services. The consultant would need to identify additional trail opportunities, beyond what it already proposed under the current East-West channel project. As part of this process they would need to review waterways in Sunnyvale and identify opportunity corridors. The study would also include feasibility, cost, and coordination with the SCVWD and any other property owners. Community outreach would also be required. Staff would need to work with the consultant on every part of the project.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Costs could include those associated with building and maintaining paths identified in the study (see Staff Recommendation below for more details on the project underway).

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The City is already working on an East-West Channel trail project. In 2013, the City was awarded a One Bay Area Grant (OBAG) for the construction of the East and West Channel trails. The West Channel trail will extend from Caribbean Drive to Mathilda Avenue, and the East Channel trail will extend from Caribbean Drive to Moffett Park Drive. Combined, the project will provide approximately 1.7 miles of new trails.

The trails are currently being designed as part of the Santa Clara Water District (SCVWD) Sunnyvale East and West Channel Flood Protection Project. The flood protection project is expected to start in 2016 and will be completed in 2017. However, that timeframe could change depending on permitting. In addition, a section of the trail will also be constructed by Moffett Place LLC as part of the development located at 1152 Bordeaux Avenue.

Staff resources should be focused on completion of the current project

Prepared By: Shahid Abbas, Transportation and Traffic Manager
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-0944 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-07

TITLE Golf Course Land Use Options and Opportunities

BACKGROUND
Lead Department: Public Works
Support Department(s): Finance

Sponsor(s):
Councilmembers: Council Study Session

History: 1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The City Council held a study session on September 29, 2015 to discuss the City's golf courses finances and possible next steps. As part of the presentation staff proposed three options of next steps that could be analyzed. The three options included: (1) maintaining the golf course as it currently operates today, (2) pursuing a private golf course operator, and (3) pursuing other land use options for the golf course property. The Council discussed the presentation at length, and although the discussion was not focused on pursuing other land use options for the golf course property, staff has prepared this study issue for Council consideration (per the Study Session presentation next steps). If no action is taken by the City Council, staff will continue with option (1) maintaining the golf course as it currently operates today unless further direction to staff is provided. This option, of course, continues with staff's efforts to implement cost saving opportunities and identify any measures to mitigate the subsidy outlined in the 20 Year Plan.

The study issue will require a consultant and analyze the following:

- Lands use opportunities - What could the golf course properties be used for. This would also include maintaining it as a golf course, or maintaining only one of the golf courses.
- Financial Analysis - An analysis of land values, capital costs for new uses (including environmental, design, and construction), maintenance costs, and private use options.
- Robust community outreach program - It would include current golfers, as well as general community to help establish priorities, needs, and concerns.

As part of the Study Session Council also discussed whether further analysis was needed to determine the acceptable level of City subsidy for the golf courses. While no action was taken at the

study session, as part of the budget process staff will further review the current and future revenues and expenditures for the golf course, analyze the current and expected subsidy levels, and present the information to Council to determine if any additional actions will be required.

What precipitated this study?
The Council had expressed concerns about the past requirement to subsidize the Golf & Tennis Fund and the future subsidy assumptions/requirements in the City's 20 year Financial Plan.

Planned Completion Year: 2018

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $500,000

Funding Source: General Fund

Explanation of Cost:
The costs associated with the study would be for consultant services to explore land use options, perform financial analysis, and coordinate the outreach efforts.

Cost to Implement Study Results

Unknown: Study would include potential costs

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: Yes
Reviewed by Boards/Commissions: Parks and Recreation Commission

STAFF RECOMMENDATION

Position: No position

Explanation: The study issue will provide the Council options for other land uses at City golf courses.

Prepared By: Manuel Pineda, Director of Public Works
Reviewed By: Grace K. Leung, Director of Finance
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-1066 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-08

TITLE Development of a Policy for Consolidation of Curb Cuts on Properties Located on Transit Lines

BACKGROUND
Lead Department: Public Works Department
Support Department(s): Community Development Department

Sponsor(s):
Councilmembers: Whittum, Meyering

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The Study Issue would require staff to develop a policy for Council consideration that gives specific direction to staff on how driveway cuts should be analyzed as part of new development projects, specifically on transit corridors.

What precipitated this study?
The Study Issue was raised by Council as part of an 11-unit development proposal located on Maude Avenue. There was concern expressed regarding the site's driveway being placed on Maude Avenue, and how that could affect pedestrian, bicycles, and transit.

Planned Completion Year: 2016

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Moderate

Amount of funding above current budget required: $0

Funding Source: N/A

Explanation of Cost:
This work would be managed in-house by staff from the Transportation Division of Public

Works, with support from Community Development.

Cost to Implement Study Results

No cost to implement.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation: The General Plan already includes the following policy:

Policy LT-5.2b - Minimize driveway curb cuts and require coordinated access when appropriate.

As part of all development projects staff already considers Council Policy LT-5.2b and consolidates driveways as feasible. Minimizing driveway cuts benefits pedestrian and cyclists because it minimizes conflicts, and is always a priority as part of new development proposals. In addition, staff also reviews a number of other elements that are taken into consideration when locating driveways including accident data and safety, overall site accessibility, project size, type of street, proximity to intersections, and alignment with other driveways/streets. The consolidation and location of driveway cuts is not “one-size fits all”, and the existing policy already provides staff direction to prioritize minimizing driveway cuts.

Prepared By: Manuel Pineda, Director, Public Works
Reviewed By: Trudi Ryan, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-1074 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-09

TITLE Measures to Improve Pedestrian Safety on Homestead Road

BACKGROUND
Lead Department: Public Works
Support Department(s): N/A

Sponsor(s):
Councilmembers: Whittum, Hendricks

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The study would analyze pedestrian safety on Homestead Road from Lawrence Expressway to S. Bernardo Avenue. The study will identify any safety issues/concerns and propose measures to improve pedestrian safety. Treatments could include high visibility crosswalks, inroad lighted crosswalks, rectangular rapid flashing beacons, bulb outs (to reduce the pedestrian crossing distance) or any other measure to improve pedestrian safety throughout the corridor.

To improve the pedestrian circulation in the area between Heron Avenue and N. Blaney Avenue, the study will also evaluate the possibility of converting the existing dirt path (alley) connecting Homestead Road to Londonderry Drive to an ADA accessible path.

What precipitated this study?
On November 17, 2015, Staff presented a Study Issue regarding the possible conversion of part-time bike lanes on Homestead Road to full-time bike lanes. The full-time bike lanes would require removal of on-street parking at selected sections, which may displace the parking to the adjacent blocks and side streets. Council expressed concern that this could result in people parking on the other side of Homestead Road and causing them to cross Homestead Road in areas without cross walks.

Planned Completion Year: 2017

FISCAL IMPACT
Cost to Conduct Study
Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $ 80,000

Funding Source: Will seek budget supplement.

Explanation of Cost:
The cost associated with this will be for consultant services. The consultant will need to gather and evaluate traffic, specifically pedestrian data. Collision data throughout the corridor will also be assembled and analyzed to identify problem areas and possible short and long-term mitigation measures. In addition, the consultant would be required to develop conceptual plans of possible improvements and cost estimates. The consultant would also lead community input meetings and assist with any BPAC and Council presentations.

Staff would be required to manage the contract, review all data and reports, review conceptual design and estimates, and participate in all community outreach meetings. While staff time is already budgeted, it is important to note that there will be reduced capacity to work on other efforts that the City Council may direct.

Cost to Implement Study Results
Unknown. Study would include assessment of potential costs.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: Yes
Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

STAFF RECOMMENDATION

Position: Drop

Explanation:
The Council adopted staff's recommendation for the Homestead Road Bike Lanes Study Issue and maintained the parking and bike lanes as-is. With the existing conditions being maintained, staff does not expect a significant change in pedestrian patterns that would require a pedestrian safety study for Homestead Road.

However, the City has already adopted the following comprehensive safety plans/studies; 1) Pedestrian Safety and Opportunities Study, 2) Safe Routes to School Study, 3) Bicycle Plan, and staff is working on updating all three documents and combining them into one comprehensive safety document. These studies target improving safety for all users and reducing collisions within the City, and Homestead Road will be studied as a part of this process.

Lastly, to assure that no immediate improvements are needed, staff reviewed the last three years of collision data on Homestead Road. The data shows only five pedestrian collisions over 3.5 miles. Out of five collisions, three were determined to be the caused by the pedestrian and one was DUI related. On one occasion the driver ran the red light and was found culpable. The data shows that Homestead Road has an appropriate pedestrian safety record.

Prepared By: Shahid Abbas, Transportation and Traffic Manager
Reviewed By: Manuel Pineda, Director, Public Works
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

City of Sunnyvale

Agenda Item

15-1113 **Agenda Date:** 1/29/2016

2016 COUNCIL STUDY ISSUE

NUMBER
DPW 16-10

TITLE Consider Sunnyvale Municipal Code Amendments to Clarify, Strengthen and Enforce Tree Preservation and Tree Planting Requirements within Right of Way and Public and Private Property

BACKGROUND
Lead Department: Public Works
Support Department(s): Community Development

Sponsor(s):
Councilmembers: Meyering, Whittum

History:
1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY
What are the key elements of the study?
The intent of the study is to identify Sunnyvale Municipal Code (SMC) changes to clarify, strengthen and enforce tree preservation and planting requirements within public and private property. The study issue is intended to implement and support actions from the Sunnyvale Urban Forest Management Plan (UFMP), which was adopted by the City Council in September 16, 2014. The urban forest is comprised of three main groups of trees including trees located on City-owned property including parks, trees located on private property in the public right-of-way (ROW), and trees located on private property outside of the ROW.

The Study would review, update, and strengthen, as appropriate, sections in the Municipal Code that discuss trees and in chapters:

13.16 *City Trees*
19.38 *Required Facilities*
19.94 *Tree Preservation*

What precipitated this study?
The Sunnyvale Urban Forest Advocates (SUFA) submitted a request for a Study Issue to further strengthen and support the need to maintain trees in Sunnyvale. As SUFA stated in their submittal to Council, they “would like to have the health, social, economic and energy of trees better understood and more greatly appreciated” and the Study Issue would “be initiated to review, update, revise and expand (so as to strengthen) the ordinances pertaining to trees.”

Planned Completion Year: 2017

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost): Major

Amount of funding above current budget required: $75,000

Funding Source: Will seek budget supplement.

Explanation of Cost: Major modifications to the municipal code usually require a significant effort to identify sections that need to be modified, draft appropriate language, coordinate with appropriate City Departments and Attorney's Office, and community outreach to ensure that affected or interested parties participate in the process. Staff does not have the capacity to absorb this work within existing resources.

Staff would need to manage the consultant contract and work closely with the consultant in identifying proposed changes, developing new language, and conducting community outreach.

Cost to Implement Study Results

Unknown. Study would include assessment of potential costs.

Explanation of Cost: Depending on the outcome of the study, additional staff resources may be needed to administer SMC amendments and to enforce and monitor new requirements.

EXPECTED PARTICIPATION IN THE PROCESS

Council-approved work plan: No
Council Study Session: No
Reviewed by Boards/Commissions: Planning Commission, Sustainability Commission

STAFF RECOMMENDATION

Position: Support

Explanation: As a separate Study Issue, the Planning Commission submitted Study Issue CDD 16-12 - Zoning Code Amendments to clarify, strengthen, and enforce tree preservation and tree requirements for Private Property. This study issue is only related to private property and only for changes that would be implemented administratively. Based on that limited scope, staff determined that it should be deferred and ultimately completed with in-house staff, however because this is a more comprehensive study, and completes a number of action items on the UFMP staff recommends support.

The UFMP's major goals as stated on page 5, of the plan include:

- Increase tree canopy cover to maximize ecosystem benefits provided by the urban forest.
- Choose and locate new trees in all vacant planting spaces to maximize tree-related benefits

and minimize maintenance costs.
- Develop an urban forest canopy that is stable over the long term.
- Maintain street trees appropriately to maximize benefits and minimize hazard.
- Facilitate collaboration among City departments related to issues and projects involving trees.
- Foster community support for maintaining and improving Sunnyvale's urban forest.
- Encourage proper tree management on private property.

As part of the Report to Council for approval of the UFMP, staff stated that they would develop an operational implementation and monitoring plan to ensure that the goals are achieved. This included consideration of revisions to existing ordinances and policies that address trees in Sunnyvale, including SMC chapters 13.16-*City Trees*, 19.94-*Tree Preservation*, and 19.38.70d-*Landscaping, Irrigation and Useable Open Space*, to ensure they are current and reflective of City policies, practices and the rest of the municipal code. Staff is in process of developing an implementation priority plan, and it is expected that modification of the SMC will be included as part of the plan.

In addition to the UFMP, the Climate Action Plan also recognizes the important role trees play in mitigating climate change. Reduction Measure OS-3 focuses on increasing the number of shade trees planted in the community and protecting the existing tree stock and includes the following actions that can be supported by this Study Issue:
OS-3.1 Continue to implement the City's Tree Preservation requirements.
OS-3.2 Develop and implement canopy coverage requirements for City-owned parking lots, with exceptions for solar installations.
OS-3.3 Promote tree planting on private property through incentive and support programs.
OS-3.4 Expand existing park, open space, and boulevard tree inventory through the replacement of trees with a greater number of trees when trees are removed due to disease, park development, or other reasons.
OS-3.5 Clarify codes and policies to maximize the preservation of the largest longest-living trees, and ensure the expansion of the urban forest over time as appropriate for the site.

This is an opportunity to make sure there is alignment between the UFMP and the CAP while making sure that there is an appropriate operational and monitoring plan to ensure that the goals are achieved.

Prepared By: Manuel Pineda, Director, Public Works
Reviewed By: Trudi Ryan, Director, Community Development
Reviewed By: Kent Steffens, Assistant City Manager
Approved By: Deanna J. Santana, City Manager

Council Summary Worksheet
2016 Proposed Budget Issues

#	Title	Estimated Impact to the Budget / Funding Source	Staff Recommendation	Council Action
1	Sustainability Speaker Series	Ongoing cost: $50,000 Source: Split equally among General Fund, Development Enterprise Fund, and Utility Funds	Refer to Recommended Budget	☐ Drop ☐ Defer ☐ Refer to Recommended Budget
2	Safe Routes to School Program Coordinator	One time cost: $45,800 Source: General Fund Ongoing cost: $130,658 Source: General Fund	Refer to Recommended Budget	☐ Drop ☐ Defer ☐ Refer to Recommended Budget
				☐ Drop ☐ Defer ☐ Refer to Recommended Budget
				☐ Drop ☐ Defer ☐ Refer to Recommended Budget
				☐ Drop ☐ Defer ☐ Refer to Recommended Budget
				☐ Drop ☐ Defer ☐ Refer to Recommended Budget

BUDGET ISSUE SUMMARY FORM

Budget Issue Title: Sustainability Speaker Series

Lead Department: Environmental Services

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

This budget issue would create a Sustainability Speaker Series designed and conducted to engage and educate Sunnyvale residents and businesses on key issues related to sustainability and climate change. The proposed level of funding would support up to four events per year. The event themes and speakers would be identified by the Sustainability Commission, with topics to be approved by the City Council (likely as Consent items). Staff would be responsible for logistical and coordination support for the events including speaker coordination, arranging for a venue, logistical oversight, and event promotions.

The budget issue was proposed by Councilmembers Griffith and Larson with an interest to engage the Sustainability Commission in ways to enhance the quality of climate action-related communications to the community.

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

This budget issue directly aligns with the adopted Climate Action Plan which includes a strategy to "increase and retain awareness of sustainability issues" with the goal that "community members are knowledgeable about GHG emissions and are all taking actions to reduce them." This budget issue also supports and will facilitate a key element of the Sustainability Commission's duties which includes advising the Council on ways to drive community awareness, education, and participation in best practices.

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 budget issue supports the CAP elements as described above. These elements are "supportive measures" and do not have discreet performance metrics.

5. Origin of issue: Council ___X___ Mayor Griffith and Councilmember Larson

Board and Commission _____ Board/Commission: _____

Staff _____ Department _____

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

Operating Issue $____$50,000_____ (Annual Operating Costs)

Capital/Project $_____ (Project Cost)
$_____ (Associated Annual Operating Costs)

7. Recommended funding source:

New revenue source _____

Service level reduction _____

Other _____

Please describe recommended funding source: Staff recommends that the source of funding be equally split among General Fund, Development Enterprise Fund, and Utility Funds (Water Supply and Distribution Fund, Solid Waste Management Fund, Wastewater Management Fund)

8. Staff evaluation and recommendation of proposed budget issue:

Evaluation: Staff has conducted preliminary research into the logistical needs and potential costs related to such an event series. Speaker fees can vary dramatically based on the type of speaker. Some speakers can be arranged for only the cost of expenses (travel, etc) while paid speaker costs can range from $5,000 -10,000 for a known speaker to $20,000 to $200,000 or more for a premium speaker. Non-speaker related costs are estimated at $6,000 per event. This includes staff time for coordination, modest level of funding for event promotion, and light refreshments to be served at each event. Staff recommends that two to four events be conducted each year to allow for flexibility in allocation of funds for potential paid speakers.

This estimate does not include any impact to staffing for preparation and participation by staff as may be desired to give local context or content complementary to the speaker topic.

Refer budget issue for consideration in Recommended Budget __X_____

Defer budget issue to future fiscal year _____

Drop budget issue _____

Reviewed by:

Melody Torres for

John Stufflebean, Director of Environmental Services

Reviewed by:

Deanna Santana

Deanna J. Santana, City Manager

BUDGET ISSUE SUMMARY FORM

Title: Safe Routes to School Program Coordinator

Lead Department: Department of Public Safety

1. What are the key elements of the issue? What precipitated it?
Safe Routes to School (SRTS) in Sunnyvale began in 2008, through a partnership with the Santa Clara County Public Health Department. Grant funding from the Valley Transportation Authority (VTA) and the Metropolitan Transportation Commission for the VERBS (Vehicle Emissions Reductions Based at Schools) and Caltrans grants allowed the SRTS Program to expand services to a majority of the schools in Sunnyvale.

During the 2012-2013 school year, SRTS began to increase outreach to Fremont High School as part of a pilot program. The APE (Acting to Protect the Environment) Club now coordinates all of the FHS SRTS activities. This is an example of how the program succeeds. A SRTS Coordinator can engage the community to take a leadership role and effectively sustain the program using volunteer resources.

Schools participating in SRTS in the 2015/2016 school year include Fremont High School and eleven schools from Sunnyvale School District, Santa Clara Unified School District, and Cupertino Union School District, reaching over 13,600 students.

Council recently received and responded to inquiries from community members who became aware of the impending end of grant funds for the county's Safe Routes to School Coordinator. Information from the Santa Clara County Department of Public Health indicates that funding for the position will end in eighteen months.

On November 19, 2015, Santa Clara County Public Health Department hosted a workshop addressing the next steps for a stronger and sustainable future for Safe Routes to Schools. According to a representative from Santa Clara County Public Health, the key component of program sustainability is the allocation of a City employee to act as the local program coordinator. For effective succession planning, it is proposed that the position be created and filled as soon as possible.

The SRTS Coordinator will implement the program by engaging with local schools and utilizing parent volunteers and school staff to: collect data at the beginning of the school year to assess the school's needs; develop a plan to educate students and parents in bicycle and pedestrian safety; encourage the school community through ongoing programs such as "Walking School Bus" and large events such as National Walk and Bike to School Day and bicycle rodeos; and evaluate the success of programs by collecting data at special events and at the end of the school year.

2. How does this relate to the General Plan or existing City Policy?
Existing Policy: **General Plan Goal SN-3: Safe and Secure City –** Ensure a safe and secure environment for people and property in the community by providing effective public safety response and prevention and education services.

DPS currently utilizes grant funding from the State of California Office of Traffic Safety to implement a Selective Traffic Enforcement Program, the focus of which is to reduce the incidence of injuries to bicyclists and pedestrians in the City of Sunnyvale. Safe Routes to Schools activities supplement and support DPS efforts to educate the community in how to utilize safe transportation alternatives.

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.

DPS currently provides support to the Safe Routes to Schools program by responding, upon request, from Sunnyvale schools. The services provided are within the scope of normal activities; for example, a Neighborhood Resource Officer will attend a school assembly to provide Bicycle and Pedestrian Safety Presentations, or a Public Safety Specialist will attend a bicycle rodeo and assist with helmet fittings.

5. Origin of issue: Council __X____
Councilmembers Jim Griffith, Tara Martin-Milius, and Jim Davis

Board and Commission _____ Board/Commission: _____

Staff _____ Department _____

6. Projected cost (list rough annual cost of budget item):
Operating Issue $____$130,658____ (Annual Operating Costs)*

Capital/Project $_____45,800____ (Project Cost)**
$_____ (Associated Annual Operating Costs)
** Based on the current cost for one CSO (Community Services Officer)*
***One-time cost for a vehicle and computer*

7. Recommended funding source:
New revenue source _____
Service level reduction _____
Other General Fund_____

Please describe recommended funding source: This position is not included in the current Operating Budget and would require the addition of one CSO to the DPS BPA.

8. Staff evaluation and recommendation of proposed budget issue:
Evaluation: DPS is seeking opportunities to expand the educational component of the existing traffic safety program. The City is experiencing increased daily traffic flow and continues to respond to collisions involving injury to bicyclists and pedestrians. The goals and objectives of the Selective Traffic Enforcement Program include taking steps to reduce the incidence of injury and fatality to bicyclists and pedestrians that result from collisions. The Safe Routes to Schools Program is a good fit with existing Department goals.

Adding a Program Coordinator would provide a new level of service, replacing a service that is currently grant funded and being delivered by the Santa Clara County Public Health Department. Should the Council refer this budget issue to the City Manager for consideration in development of the proposed budget, staff would analyze the potential to have this need filled by an existing City classification – a Community Services Officer (CSO), for example. Utilizing an existing classification would provide greater flexibility in offering Safe Routes to Schools program services and other, related duties as allowed by that more general position (e.g., support to the Traffic or Crime Prevention Units).
Recruitment, hiring, and training of a new position to coordinate the Safe Routes to Schools program will take six to nine months. Ideally, that person would work with the County's current coordinator during a transition phase of nine to twelve months to ensure seamless program continuity.

Refer budget issue for consideration in Recommended Budget	X
Defer budget issue to future fiscal year	
Drop budget issue	

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