

**Council Meeting: April 5, 2011****SUBJECT: 2011 Board and Commission Master Work Plans****DISCUSSION**

The City's boards and commissions have developed work plans (Attachment A) to reflect Council's priorities as adopted in the 2011 Tentative Council Meeting Agenda Calendar. These work plans are submitted annually as a consent calendar item for Council approval for implementation. The proposed work plans list regularly scheduled board and commission meetings and include the annual review of the City's Code of Ethics and Conduct for Elected and Appointed Officials, specific study issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

**EXISTING POLICY**

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

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

**FISCAL IMPACT**

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

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

**ALTERNATIVES**

1. Approve the 2011 board and commission master work plans as submitted.
2. Approve the 2011 board and commission master work plans as modified by Council.

**RECOMMENDATION**

Staff recommends Alternative 1: Approve the 2011 board and commission master work plans as submitted.

Reviewed by:

Robert Walker, Assistant City Manager  
Prepared by: Lisa Natusch, Deputy City Clerk

Approved by:

Gary M. Luebbers  
City Manager

**Attachments**

A. 2011 Proposed Boards and Commissions Master Work Plans

## Arts Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 19	Meeting Canceled (lack of agenda items)
February 16	Approval of Master Work Plan AIPD: 615 Tasman Dr. (Essex Property Trust) Annual Review of City's Code of Ethics and Conduct for Elected and Appointed Officials
March 16	BRE Properties, Lawrence Station Rd.
April 13 Special Joint Meeting with P&R Commission	Revisit City Policy Governing the Community Recreation Fund
April 20	AIPD: BRE Properties, 1287 Lawrence Station Rd.
May 25 Special Joint Meeting with P&R Commission	Review of Recommended FY 11/12 Budget
June 15	Commission Satisfaction Survey
July 20	Calendar Review Election of Officers for FY 11/12
August 17	
September 21	Last Chance to Propose Study Issues/Budget Issues for 2012
October 19	
November 16	Ranking of Study Issues for 2012
December 21	

## Bicycle and Pedestrian Advisory Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 20	<ul style="list-style-type: none"> <li>- 2011 BPAC Calendar</li> <li>- Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials</li> <li>- Design of the Stevens Creek bike/pedestrian bridge over-crossing SR 85 at Sleeper Avenue (Information Item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
February 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Utility Bill Stuffer Concepts</li> <li>- Council ranking of Study Issues (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
March 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Transportation Development Act (TDA) Funding Recommendation</li> <li>- Mary Avenue Bike Lanes Project Alternative Design Concept Evaluation</li> <li>- Pastoria Avenue Bike Lanes Project (Deferred)</li> <li>- FY 2011/12 Curb Ramp Installations List (Information item)</li> <li>- FY 2011/12 Pavement Slurry Seal List for Road Segments and Parking Lots (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
April 21	Regular BPAC meeting is cancelled
April 28 (Special Meeting)	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the City's Climate Action Plan (CAP)</li> <li>- Mary Avenue Bike Lanes – Central Expressway to Maude Avenue</li> <li>- Pastoria Avenue Bike Lanes Project</li> <li>- Closing Murphy Avenue - Study Issue DPW 11-06 (Draft RTC)</li> <li>- Signal Bicycle Detection (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>

Meeting Date	Agenda Item/Issue
May 19	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Review of the Detailed Two-Year Budget</li> <li>- Draft Utility Bill Stuffer</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
June 16	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Volunteer Recognition</li> <li>- Update on the ongoing work on the LUTE</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
July 21	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- City of Sunnyvale 2011 Local Appointment List for Boards and Commissions (Information Item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> <li>- Election of Officers (This is an Action item to be addressed at the end of the meeting)</li> </ul>
August 18	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the ongoing work on the LUTE</li> <li>- Study and Budget Issues Development</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
September 15	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Study and Budget Issues Finalization</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
October 20	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the ongoing work on the LUTE</li> <li>- Annual reporting on collisions involving pedestrians and cyclists</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
November 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update/Review Corner Vision Triangle Municipal Code Ordinance – DPW 09-02 (Draft RTC)</li> <li>- Ranking of Study Issues</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
December 15	<ul style="list-style-type: none"><li>- Updated 2011 BPAC Calendar</li><li>- 2012 Work Plan</li><li>- BPAC E-mail Messages and/or Letters (Information item)</li><li>- BPAC Active Items List (Information item)</li></ul>

## Board of Building Code Appeals Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
No regular meetings scheduled	

**Additional items yet to be scheduled: None.**

## Board of Library Trustees Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 3	Finalize Workplan Calendar for 2011
February 7	
March 7	Study Issues Day in the District
April 4	National Library Week (April 10-16)
May 2	
May 16 (Special Mtg.)	National Library Week Feedback Public Library Foundation Fund Grant Budget Review
June 6	
July 11	New Member Orientation Election of Chair and Vice Chair Study Issues
August 1	
September 12	
October 3	Community Condition Indicators Sunnyvale Library Comparative Data
November 7	Preliminary Discussion of 2012 Workplan Calendar Library Fee Review Code of Ethics Review Review and Rank Study Issues
December 5	

**Additional items yet to be scheduled:**

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## Heritage Preservation Commission Master Work Plan

Calendar Year: 2011

Meeting Date	Agenda Item/Issue
January 12	Discussion and Adoption of FINAL 2011 Work Plan Review of the Code of Ethics
February 2	Commission Special Meeting, if needed
March 2	Heritage Preservation Routine Items Report on 2011 City Council Study Issues workshop from January
April 6	Commission Special Meeting, if needed
May 4	Heritage Preservation Routine Items
June 1	Commission Special Meeting, if needed
July 13	Selection of Chair and Vice Chair Heritage Preservation Routine Items Discussion of Potential Study Issues for 2012
August 3	Commission Special Meeting, if needed
September 7	Heritage Preservation Routine Items Discussion of Potential Study Issues for 2012
October 5	Commission Special Meeting, if needed
November 2	Selection and Ranking of Potential Study Issues for 2012
December 7	Heritage Preservation Routine Items
January 11, 2012	Discussion and Adoption of FINAL 2011 Work Plan Review of the Code of Ethics

Shaded schedule meetings are reserved if needed to review applications and discuss special business.

## Housing & Human Services Commission Master Work Plan

**Calendar Year:** 2011

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 12*	Review Draft Request for Proposals for FY 2011-12 Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) Funding
February 23	Presentation: Proposals for FY 2011-12 CDBG Human Services Grants and CDBG/HOME Capital Project Loans
March 23	<ol style="list-style-type: none"> <li>1. Public Hearing: Recommended Funding of CDBG Human Services Grants and CDBG/HOME Capital Project Loans</li> <li>2. Public Hearing: Draft Language Access Plan</li> </ol>
April 27	<ol style="list-style-type: none"> <li>1. Public Hearing: Draft FY 2011-2012 HUD Action Plan</li> <li>2. Public Hearing: Mobile Home Park Conversions - Tenant Protection Requirements (<i>former CDD Study Issue 09-07</i>)</li> <li>3. Public Hearing: Draft Analysis of Impediments to Fair Housing</li> </ol>
May 25	
June 22	
July 28	<ol style="list-style-type: none"> <li>1. Election of Officers for FY 2011-2012.</li> <li>2. Consider Study Issue FIN-11-01: Utility Assistance</li> <li>3. Public Hearing: Mobile Home Park Conversions - Tenant Protection Requirements (<i>former CDD Study Issue 09-07</i>)</li> </ol>
August 24	
September 22	<ol style="list-style-type: none"> <li>1. Propose and/or review new Study Issues and Budget Issues</li> <li>2. Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER) on CDBG and HOME grants.</li> <li>1. Annual Review of Code of Ethics</li> </ol>
October 27	
November 17*	<ol style="list-style-type: none"> <li>1. Rank Study Issues</li> <li>2. Public Hearing: Priority and Unmet Needs for Human Services and Recommendation to Council</li> </ol>
December 14*	

\* Special Meetings

Items to be considered in 2011 or 2012:

1. Study Issue CDD 10-06: Mixed Use Toolkit
2. Non-Routine HO-01: Amendments to Chapter 19.66 (Below Market-Rate Housing)

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

## Parks and Recreation Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 12	Meeting Canceled (lack of agenda items)
February 9	Meeting Canceled (lack of agenda items)
March 9	Sunnyvale Parks and Open Space Presentation Approval of Master Work Plan Review of City's Code of Ethics and Conduct for Elected and Appointed Officials
April 13 Joint Meeting with Arts Commission	Revisit City Policy Governing the Community Recreation Fund Consider Increase in the Parks Dedication Standard from 3.0 Acres to 5.0 Acres per 1,000 Population (Subdivision Map Act, Title 18.10 of the SMC and Fee Mitigation Act, Title 19.74 of SMC) Consider Conceptual Site Plan for Morse Avenue Park Sunnyvale Middle School Open Space Master Plan Revision
May 11	No Meeting Scheduled
May 25 Special Joint Meeting with Arts Commission	Review of Recommended FY 11/12 Budget Consider Revised Master Plan for Cupertino Middle School
June 8	Commission Satisfaction Survey
July 13	Calendar Review Consider Revised Master Plan for Orchard Heritage Park Election of Officers for FY 11/12
August 10	
September 14	Last Chance to Propose Study/Budget Issues for 2012
October 12	
November 9	Ranking of Study Issues for 2012

## Parks and Recreation Commission Master Work Plan

Calendar Year: 2011

December 14	
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## Personnel Board Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 10, 2011	
February 14, 2011	
March 21, 2011	
April 18, 2011	
May 16, 2011	
June 20, 2011	
July 18, 2011	Election of Chair & Vice Chair
August 15, 2011	
September 19, 2011	Annual Review of City Code of Ethics
October 17, 2011	
November 21, 2011	Review Master Work Plan for 2012
December 19, 2011	

**Additional items yet to be scheduled:**

Meetings are held only as necessary.

The Personnel Board's Agenda might include Employee Suggestions. Other agenda topics could include Employee Disciplinary Actions and Appeal Hearings. There are no significant items to coordinate with the Council's Study Issues Calendar. The Personnel Board liaison will inform Council of any opportunity for contact as opportunities arise.

## Planning Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 10	SS Routine Planning Items
	PH Routine Planning Items
January 24	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue - Secondary Signs</b>
February 14	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Discussion and Adoption of 2011 Work Plan</b>
February 28	SS Routine Planning Items
	PH Routine Planning Items
March 9-11	<i>Training – League of California Cities 2011 Planners' Institute and Mini Expo Pasadena, CA</i>
March 14	SS Routine Planning Items
	PH Routine Planning Items
March 28	SS Routine Planning Items
	PH Routine Planning Items
April 11	SS Routine Planning Items
	PH Routine Planning Items

Meeting Date	Agenda Item/Issue
April 25	SS Routine Planning Items PH Routine Planning Items
May 9	SS Routine Planning Items SS <b>Policy</b> – Appropriate Locations of Day Care PH Routine Planning Items PH <b>Review of Budget and Fees</b>
May 23	SS Routine Planning Items SS <b>Policy</b> - General Plan Consolidation PH Routine Planning Items
June 13	SS Routine Planning Items PH Routine Planning Items PH <b>Policy</b> – Appropriate Locations of Day Care
June 27	SS Routine Planning Items SS <b>Policy (Continuing)</b> – Lawrence Station Area Plan PH Routine Planning Items PH <b>Policy</b> - General Plan Consolidation <b>Recognition of Commission members</b>
July 11	SS Routine Planning Items PH Routine Planning Items PH <b>Selection of Chair, Vice Chair and Seats</b>
July 25	SS Routine Planning Items PH Routine Planning Items PH <b>Study Issue</b> (DPW) – Fair Oaks/237 Parking Feasibility PH <b>Policy (Continuing)</b> – Lawrence Station Area Plan
August 8	SS Routine Planning Items SS <b>Study Issue</b> – Firearm Sales PH Routine Planning Items

Meeting Date	Agenda Item/Issue
August 22	SS Routine Planning Items
	PH Routine Planning Items
September 12	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue – Firearm Sales</b>
September 26	SS Routine Planning Items
	PH Routine Planning Items
October 10	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Identification of Potential Study Issues for 2012</b>
October 24	SS Routine Planning Items
	PH Routine Planning Items
November 14	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Study Issue (DPW) – Update/Review Vision Triangle Code</b>
	PH <b>Select and Rank Potential Study Issues for 2012</b>
November 28	SS Routine Planning Items
	PH Routine Planning Items
December 12	SS Routine Planning Items
	PH Routine Planning Items
	PH <b>Annual Review of the Code of Ethics and Conduct</b>
January 9, 2012	SS Routine Planning Items
	PH Routine Planning Items

**Additional items yet to be scheduled:**

- Training sessions will be scheduled based on workload of routine planning applications. Study Issues schedules are subject to change.
- Climate Action Plan (CAP) and Land Use and Transportation Element (LUTE): Joint Study Sessions with BPAC (Bicycle and Pedestrian Advisory Commission), City Council, and the Planning Commission

## Sustainability Commission Master Work Plan

**Calendar Year:** 2011

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

<b>Meeting Date</b>	<b>Agenda Item/Issue</b>
January 18	Election of Chair/Vice Chair Determination of Commissioner's Term of Office
March 14 (Special Meeting)	Review and approve draft work plan Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
March 21	Canceled
May 16	Review city manager's recommended budget Commission sponsorship of study issues Recognition for outgoing members
July 18	Election of Chair/Vice Chair Commission sponsorship of study issues
September 19	Commission final sponsorship of study issues Ranking of Commission generated study issues
November 21	Rank city manager-approved study issues which fall under the purview of the Sustainability Commission. Develop annual work plan Annual review of Code of Ethics and Conduct for Elected and Appointed Officials

### **Additional items yet to be scheduled:**

- Plastic Bag Ordinance
- Ban the Use of Expanded Polystyrene (EPS) Food Containers (Study Issue; City Council Tentative Date is 9/18/12)
- Requiring Electric Car Chargers in New Residential Developments (Community Development Department Study Issue; City Council Tentative Date is 11/15/11)