



Sunnyvale

Board and Commission Budget Proposal Form

The Budget Proposal process is designed to assist City Council with identifying funding needs within their relevant area of authority;

The Budget Proposal process should focus on proposals to add a new service, eliminate a service or change the level of an existing City service. The Budget Proposal Form is designed to focus board and commissioner members' ideas on potential proposals, and provide the opportunity for staff feedback and guidance. *Board members or commissioners may only fill out a form for Budget Proposals within their purview.*

Date Submitted to Staff Liaison: 7/31/2023

Board/Commission Submitted by: Bicycle and Pedestrian Advisory Commission

Budget Proposal Working Title:

Hire an Active Transportation Planner

1. What are the key elements of the proposal? What precipitated this Proposal?

The shortage of staff for AT also means that the City does not have the bandwidth to apply to AT grants necessary for large capital projects or track the progress of the plans.

To keep pace with growing demand for AT, a permanent, full-time Active Transportation Planner may be needed. The AT Planner's responsibilities would be to:

- Review and approve design documents of city transportation projects to ascertain they meet standards of NACTO and other similar agencies
- Assume the role of staff liaison to BPAC
- Identify AT needs, including soliciting input from the community
- Ensure that AT infrastructure and programs serve our City in an equitable manner
- Prioritize and plan AT capital projects and ensure timely implementation
- Track and report progress of AT capital projects including those in the ATP and VZP
- Apply to AT grants
- Conduct AT encouragement programs
- Partner with the city's Safe Routes To School Program
- Collaborate with community groups and businesses to support AT
- Provide input to DPS about safety issues that need improved enforcement

The Study would investigate how a permanent, full-time AT Planner would help the City achieve its AT goals, what responsibilities an AT Planner would have, what the City could achieve with an AT Planner and what it couldn't achieve otherwise, how much delay there would be to implement the ATP and VZP if an AT Planner weren't hired, and the cost of adding an AT Planner to city staff.

2. How does this relate to the General Plan, Council Priority, and/or City Policy?

While Sunnyvale has made significant progress toward active transportation (AT) by creating a Vision Zero Plan (VZP) in 2019 and an Active Transportation Plan (ATP) in 2020, it lacks the resources to implement the plans within each plan's timeline. The population of Sunnyvale continues to grow (Moffett Park Specific Plan will add 16K-20K more housing units, Village Centers will add about 10K more housing units), roadway deaths and severe injuries involving pedestrians and cyclists continue to occur on a regular basis, and air quality continues to decline.

3. Initial Fiscal Impact and/or Comments: [Staff Use Only]

Based on the proposed responsibilities and duties the new position would best be filled either by a Transportation Engineering Technician with a budgeted annual FTE costs of \$126k to \$137k, or a Transportation/Traffic Engineer with a budgeted annual FTE costs of \$181k to \$189k. A Transportation Planner will have a budgeted annual FTE cost of \$194k but this position will not have the technical experience and knowledge to perform technical review on plans and specifications of City and development projects.

Currently the responsibilities under consideration for the proposed position are being performed by existing Transportation and Traffic Division staff. The creation of this position would allow additional time and resources for the division to perform these tasks as well as create a position responsible for tracking active transportation efforts in the City. As originally proposed, the position will not likely significantly increase the delivery of active transportation projects as the proposed Transportation Planner will not take on enough responsibilities of project level engineers whose duties are to complete and deliver projects. The duties as originally proposed encompass duties and responsibilities of mid-level and upper managers which will not increase capacity and bandwidth at the appropriate levels needed. A Traffic Engineering Technician or Transportation/Traffic Engineer is a more adequate position to help deliver active transportation projects faster while at the same time increase staff bandwidth with the tracking of ATP projects.

The Active Transportation Planner's proposed responsibilities are currently staffed as follows:

Task	Current staff responsible for task	Staff Comments
Review and approve traffic engineering projects for the designs that meet the standards of City Details, Caltrans (CA-MUTCD), NACTO, and VTA Bicycle Technical Guidelines	Review by Traffic Engineering Technician, Transportation Engineer and/or Senior Traffic Engineer assigned or managing each project, Approval by Principal Transportation Engineer and Transportation and Traffic Manager	The position would review projects as all the other staff positions and recommend to Principal Transportation Engineer and Transportation and Traffic Manager for approval
Serve as a staff liaison to assist with Bicycle Pedestrian Advisory Commission (BPAC) meetings and agendas	Transportation Engineer(s) and Principal Transportation Engineer and Transportation and Traffic Manager	No change in staff liaisons to BPAC
Ensure that the ATP infrastructure and programs serve the City in an equitable manner	Entire division	All staff will review and ensure as currently.
Coordinate with the communities within the City of Sunnyvale for their traffic safety concerns.	Entire division	All staff will review and coordinate as currently.
Prioritize the capital improvement projects to address the safety concern from the ATP	Principal Transportation Engineer(s) and Transportation and Traffic Manager	No change from existing.
Prepare applications and apply for ATP grants	Transportation Engineer, Senior Traffic Engineer, Principal Transportation Engineer assigned or managing the applicable project(s), and Transportation and Traffic Manager	The position would prepare grant applications along with others currently.
Track past, in-progress and future ATP projects	Principal Transportation Engineer	No change from existing.
Coordinate with the Safe Routes to School coordinator to encourage kids to walk/bike to school.	Principal Transportation Engineer	No change from existing.
Coordinate with Department of Public Safety (DPS) for traffic safety issue enforcement and improvements	Traffic Engineering Technician, Principal Transportation Engineer, and Transportation and Traffic Manager	No change from existing.
Apply ATP principles into new development improvement projects within specific and area plan applications, including but not limited to:	Traffic Engineering Technician, Transportation Engineer, or Principal Transportation Engineer assigned to each project and Transportation and Traffic Manager	All staff will review and apply principles as currently.

Peery Park, Moffett Park, Lawrence Station, Downtown, Lakeside, and El Camino Real Specific/Area Plans		
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