



City of Sunnyvale

Notice and Agenda Bicycle and Pedestrian Advisory Commission

Thursday, November 18, 2021

6:30 PM

Telepresence Meeting: City Web Stream

Meeting Online Link: <https://sunnyvale-ca-gov.zoom.us/j/97997417379>

Special Teleconference Notice

Because of the COVID-19 emergency and the health orders issued by Santa Clara County and the State of California, this meeting of the Sunnyvale Bicycle and Pedestrian Advisory Commission will take place by teleconference, as allowed by Government Code Subdivision 54953(e) and Resolution 1089-21.

Public Participation

- Watch the BPAC meeting at: <http://youtube.com/SunnyvaleMeetings>
- Submit written comments to the BPAC up to 4 hours prior to the meeting to BPAC@sunnyvale.ca.gov or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.
- Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone)

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/97997417379>

Meeting call-in telephone number: 833-548-0282 | Meeting ID: 979 9741 7379

Accessibility/Americans with Disabilities Act (ADA) Notice

Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or for other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Lillian Tsang may be reached at 408-730-7415 or ltsang@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

CALL TO ORDER

Call to Order via teleconference.

ROLL CALL

PRESENTATION

- A [21-1080](#) Climate Action Playbook Progress Update

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the Bicycle and Pedestrian Advisory Commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow the Bicycle and Pedestrian Advisory Commission to take action on an item not listed on the agenda. If you wish to address the Bicycle and Pedestrian Advisory Commission, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.

- 1.A [21-1043](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of October 21, 2021.

Recommendation: Approve the Bicycle and Pedestrian Commission Meeting Minutes of October 21, 2021 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearing/general business item, please refer to notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.

- 2 [21-1081](#) Review and Approve Draft BPAC 2022 Master Work Plan

Recommendation: Approve Draft 2022 Master Work Plan.

- 3 [21-1082](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
- 4 [21-1083](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

INFORMATION ONLY REPORTS/ITEMS

- [21-1084](#) BPAC 2021 Annual Work Plan
- [21-1085](#) Active Items List November 2021
- [21-1086](#) 2021 Deferred Study Issues

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, during normal business hours and in the Council Chamber on the evening of the Bicycle and Pedestrian Advisory Commission Meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Lillian Tsang at 408-730-7415 or pubworks@sunnyvale.ca.gov. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the One-Stop Desk, City Hall, 456 W. Olive Ave., Sunnyvale, CA, 72 hours before the Meeting.



City of Sunnyvale

Agenda Item

21-1080

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Climate Action Playbook Progress Update

Madeline Willett, City of Sunnyvale Environmental Engineering Coordinator, and Nupur Hiremath, City of Sunnyvale Environmental Programs Manager, will provide an update on the City's progress toward implementing the concepts included in the Climate Action Playbook.



City of Sunnyvale

Agenda Item

21-1043

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Approve the Bicycle and Pedestrian Commission Meeting Minutes of October 21, 2021.

RECOMMENDATION

Approve the Bicycle and Pedestrian Commission Meeting Minutes of October 21, 2021 as submitted.



City of Sunnyvale

Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

Thursday, October 21, 2021

6:30 PM

Telepresence Meeting: City Web Stream

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20 (March 17, 2020) and Section 42 of Executive Order N-08-21 (June 11, 2021) issued by Governor Newsom, the meeting was conducted telephonically.

Chair Mehlinger clarified the teleconference provisions after the recess at 8:10 p.m., before agenda item 21-0997.

Chair Mehlinger called the meeting to order at 6:35 p.m. via teleconference.

ROLL CALL

Present 7 - Chair Richard Mehlinger
Vice Chair Leia Mehlman
Commissioner Alex Bonne
Commissioner Arwen Davé
Commissioner Dan Hafeman
Commissioner Timothy Oey
Commissioner Mihir Paradkar

Dennis Ng, Transportation and Traffic Manager, Lillian Tsang, Principal Transportation Engineer and Nabilah Deen, Transportation Engineer attended via teleconference.

Council Liaison Klein (present).

PRESENTATION

A [21-0995](#) Sunnyvale Safe Routes to School Coordinator Updates

Maria Arellano, Sunnyvale Safe Routes to School Coordinator, provided an update on the Safe Routes to School efforts at public schools serving Sunnyvale students.

Highlighting the following:

- Helmet distribution event held on August 7, 2021. Handed out over 170 helmets for free
- Resuming Bike Rodeos
- Future Bike and Pedestrian Safety instructions for middle school students
- Partnering with Wheel Kids/Bike Workshops
- Future distribution of free helmets
- Travel tally's for elementary and middle schools in the Santa Clara Unified School District, Sunnyvale School District and Cupertino Unified School District
- Hiring of more Crossing Guards

Commissioner Oey asked about the following:

- Middle School instruction
- Promoting bicycle safety during the month of May

Commissioner Bonne asked about the following:

- Travel tally's time frame
- Format and frequency of educational workshops for students

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Chair Mehlinger commented and asked about the following:

- Traffic Garden Program
- Travel tally flexibility due to weather
- Count of students who are doing remote only

Ms. Arellano addressed the questions.

Commissioner Hafeman commented on the following:

- Liked that the student instruction for bicycle safety will be taught from the driver's, bicyclist's and pedestrian's perspectives

Commissioner Oey commented on the following:

- Wheel Kids Workshop
- Traffic Garden
- Bike Rodeos

Vice Chair Mehlman commented on the following:

- Location for a Traffic Garden

Ms. Arellano stated BPAC can send her emails to provide input related to SRTS.

ORAL COMMUNICATIONS

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

CONSENT CALENDAR

1.A [21-1001](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of September 16, 2021.

Chair Mehlinger opened for Public Comment

Chair Mehlinger closed for Public Comment

Approve the Bicycle and Pedestrian Commission Meeting Minutes of September 16, 2021 as submitted.

Commissioner Oey moved and Commissioner Hafeman seconded to approve item 1.A.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
 Vice Chair Mehlman
 Commissioner Bonne
 Commissioner Davé
 Commissioner Hafeman
 Commissioner Oey
 Commissioner Paradkar

No 0

PUBLIC HEARINGS/GENERAL BUSINESS

2 [21-0918](#) Java Drive Road Diet and Bike Lanes Recommendation to City Council

Alternative 1: Recommend to City Council to approve the Java Drive Road Diet removal of one mixed flow lane in each direction between Mathilda and Crossman avenues and select option 1, Class II-B buffered bike lanes for final design and construction.

Angelo Obeso, Principal Transportation Engineer gave a presentation on the Java Drive Road Diet and Bike Lanes Recommendation to City Council. Highlighting the following:

- Background
- Project location
- Increase bicycle connectivity
- Add buffered bicycle lanes
- Add bicycle detection at intersections
- Existing Typical Cross Section
- Proposed Typical Cross Section
- Examples of Buffered Bike Lanes
- Examples of Class IV Separated Bikeways
- Traffic Analysis
- Public Outreach
- Feedback received to date
- Next steps: Project Option Selection, Environmental Clearance, Final Design, Construction

Commissioner Mehlman asked about the following:

What was the assessment of reduction of the speed limit on the section of the road? Ms. Obeso stated after the project is constructed, it will be placed on the future speed survey location list.

Is there a possibility to have a physical barrier? Ms. Obeso stated because of the frequency of driveways and location of bus stops it was decided to go with paint striping.

Commissioner Oey asked about the following:

Will the bicycle detection be on the left turn and the straight through lane versus the bike lane? Ms. Obeso stated they will consider that for the design phase.

Will the signal detection be in pavement loops detectors or will it be video? Dennis Ng, Traffic and Transportation Manager stated that the evaluation has not been

completed yet.

What are the right turn treatments thoughts for vehicles? Ms. Obeso stated that the details will be looked into when the design portion is being worked on.

Will it be considered to narrow the lane from 13 feet to 11 feet to slow traffic? Ms. Obeso stated that will be a design consideration.

Are there sidewalks on both sides of the street? Ms. Obeso stated that on the northern side of Java Drive there is a continuous sidewalk of the entire length of the segment, however on the southern side there is sidewalk on most of the segment with a short gap. Ms. Obeso stated they are aware of the gap and will be looking into it.

Do you plan on having models that take into account mode shift? Ms. Obeso stated she does not know if it being developed.

Commissioner Bonne asked about the following:

Would you consider an intermittent obstacle to give bicyclists security? Ms. Obeso stated the proposed project is to convert the pavement into a striped buffer and a striped bike lane. There have been internal talks about adding barriers but there are concerns about operation and maintenance.

What is the reason for the anticipated increase in traffic in 2035? Ms. Obeso stated it's based on the anticipated land use growth from Sunnyvale General Plan and the rest of the region.

Chair Mehlinger asked about the following:

Is Lockheed Martin Way owned by Lockheed or the City of Sunnyvale? Ms. Obeso stated Lockheed Martin Way is a private street.

Is there a plan for left turns for bicyclists at the intersections? Ms. Obeso stated they are looking into different intersection treatments. It will be discussed in the design phase.

What is the width of the City street sweeper? Mr. Ng stated the width of the City street sweeper is approximately 9 1/2 feet wide.

Would the bike lanes be able to be cleaned by the City street sweeper if the green

plastic bollards or orange flex sticks were installed? Mr. Ng stated that they are going to use paint and look into barriers later on.

Will there be signs saying "No stopping at anytime" rather than "No parking at anytime"? Ms. Obeso stated as they go into the design phase they will be looking into signage.

Commissioner Bonne asked about the following:

Are there current vehicle and bicycle counts on Java Drive? If so, what is your projection 5-10 years from now? Ms. Obeso stated they have counts that were included in the traffic analysis. They only projected out to 2035 so they do not have 5 year estimates.

What is the cost of sweeping streets in cost per mile and what is the narrowest sweeper width? Mr. Ng stated he does not have the cost per mile and the City is researching how to acquire smaller and narrower street sweepers but there are capacity issues with a smaller street sweeper.

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Commissioner Oey commented on the following:

- Appreciates the wider space
- In favor of making lanes narrower

Commissioner Hafeman commented on the following:

- In favor of the wider buffered bike lane instead of the class IV
- Supports the proposal as is with one exception of reducing the travel lane to 11 feet for speed control

Commissioner Davé commented on the following:

- In favor of the proposal and likes the wider buffered bike lane

Commissioner Oey moved and Vice Chair Mehلمان seconded Alternative 1: Recommend to City Council to approve the Java Drive Road Diet removal of one mixed flow lane in each direction between Mathilda and Crossman avenues and select option 1, Class II-B buffered bike lanes for final design and construction.

Commissioner Oey commented on the following:

- Great design for this location and fully supports staff's excellent work for putting it together

Vice Chair Mehlman commented on the following:

- Evaluating the 11 feet wide lane at a later time
- Thanked staff for a very well thought out project

Chair Mehlinger supports the motion due to excellent work from staff. Appreciates that the project could be converted to a Class IV facility at a later time.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Mehlman
Commissioner Bonne
Commissioner Davé
Commissioner Hafeman
Commissioner Oey
Commissioner Paradkar

No 0

3 [21-0996](#) Report and Discussion of Recent Santa Clara Valley
Transportation Authority (VTA) Bicycle and Pedestrian
Advisory Committee (BPAC) Meeting

Commissioner Oey, VTA BPAC Sunnyvale Representative, gave the meeting summary report regarding the following topics:

- Bicycle Superhighway Implementation Plan was published in September
- VTA Bike Map is being re-published with minor updates. Next major revision of the map is scheduled to be published in 2024
- Oct. 26-28 the California Active Transportation Resource Center (sponsored by Caltrans) will have a free symposium from 8:30 a.m. to 12:30 p.m. each day. Registration and information at <https://caatpresources.org/1524>
- In process of nominating Chair and Vice Chair for 2022 for the Advisory Committee Leadership
- Update on Countywide Bicycle and Pedestrian Education/Encouragement Efforts
- Bicycle Parking Chapter in the Bicycle Technical Guidelines is being updated
- Wayfinding subcommittee has been formed to research and recommend wayfinding standards

Commissioner Bonne asked what kind of facilities are suitable for roll in?
Commissioner Oey stated it is great for retail but can also be used for regular businesses.

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Chair Mehlinger called for a recess at 8:00 p.m. Chair Mehlinger reconvened the meeting at 8:10 p.m.

The teleconference provisions were corrected and clarified. Pursuant to Government Code Subdivision 54953 (e), the meeting was conducted telephonically. Pursuant to state law, the City Council is scheduled to make the necessary finding on October 26, 2021.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

4 [21-0997](#) BPAC 2022 Sponsored Study Issues(for Scenario 1)

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Commissioner Oey asked about the following:

- High cost for the "Simplify Sidewalk Riding Ordinance" study issue

Commissioner Hafeman suggested using bond issues in addition to taxes for raising funds for the Study Issue "Bicycle and Pedestrian Infrastructure Bond Measure".

Vice Chair Mehلمان commented on the following:

- Concerned that the funding will be replaced with what the City already has for funding

Chair Mehlinger commented and asked about the following:

- If the "Simplify Sidewalk Riding Ordinance" study issue could be done at a lower cost
- Emphasize the fire safety aspect on the "Parking Standards for Personal Electric Vehicles" study issue

Ms. Tsang addressed the questions.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Commissioner Oey commented and asked about the following:

- How did a 9 1/2 feet wide lane get approved on Sunnyvale Avenue by Whole Foods Markets
- East/West Channel on track

Chair Mehlinger asked about the following:

- Sunnyvale Avenue median reconfiguration
- Add City Council contract award date for the "Enhanced Crosswalk on California Avenue at Pajaro Avenue" from the Active Items List

Vice Chair Mehlman commented on the following:

- Great job repaving the Green Belt

Commissioner Davé commented on the following:

- Forwarding contact at NASA to the Climate Action Playbook staff

Mr. Ng addressed the questions.

-Staff Comments

Nabilah Deen, Transportation Engineer, commented on the following:

- On Sept. 28, 2021 City Council approved removal of on-street parking on Sunnyvale Avenue for the installation of Class IIB Buffered Bicycle Lanes. The design contract was awarded recently, and we are moving forward with this project for the design phase.
- The City recently issued a Notice of Preparation for the Mary Avenue Overcrossing EIR on October 8, and the public comment period will be open until November 8.
- Staff is preparing a grant application to be submitted this month for the study issue to Improve Bicycle and Pedestrian Access at Sunnyvale Caltrain Station. The award of grant will be announced in Spring 2022.
- Staff will be working at the intersection of Homestead Road and Mary Avenue next week for the activation of a Pedestrian Scramble. The Pedestrian Scramble will be

activated and operational by Wednesday, October 27th.

Commissioner Oey asked and commented about the following:

- Pedestrian Scramble re-striping

Commissioner Bonne asked about the following:

- Diagonal crosswalks at the Pedestrian Scramble
- Signage for turning right during pedestrian scramble phase
- Increased enforcement for no right on red when first installed

Commissioner Hafeman asked about the following:

- Pedestrian Scramble activation

Vice Chair Mehlman asked about the following:

- Consideration of a public ceremony for the activation of the Pedestrian Scramble

Chair Mehlinger asked about the following:

- Time of day when the Pedestrian Scramble will operate
- Pedestrian Scramble at Fremont High School
- Email the BPAC the notice of preparation on the Mary Overpass EIR

Mr. Ng addressed the questions.

INFORMATION ONLY REPORTS/ITEMS

[21-0998](#) BPAC 2021 Annual Work Plan

[21-0999](#) Active Items List October 2021

Commissioner Hafeman asked when the Homestead Road Bike Lanes Project will start in 2022 and has a contractor been picked? Ms. Deen stated once the consultant has been finalized an updated schedule will be released.

[21-1000](#) 2021 Deferred Study Issues

ADJOURNMENT

Chair Mehlinger adjourned the meeting at 8:51 p.m.



City of Sunnyvale

Agenda Item

21-1081

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Review and Approve Draft BPAC 2022 Master Work Plan

The 2022 Master Work Plan includes the BPAC Annual Calendar with agenda items for each meeting. Projects anticipated to be presented during a BPAC meeting in 2022 without a specific schedule are listed in "Additional items yet be scheduled."

RECOMMENDATION

Approve Draft 2022 Master Work Plan.

2022 Master Work Plan (Draft)

Bicycle and Pedestrian Advisory Commission

Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 20	<ul style="list-style-type: none"> • Ranking of 2022 Study Issues
February 17	<ul style="list-style-type: none"> • Discussion of Utility Bill Concepts • Discussion of TDA Funding
March 17	<ul style="list-style-type: none"> • El Camino Real Specific Plan • Caltrain Grade Separation Feasibility Study (Mary Avenue and Sunnyvale Avenue crossings) • Utility Bill Concept Designs • Council Ranking of Study Issues (Information item)
April 21	<ul style="list-style-type: none"> • Annual reporting on collisions involving pedestrians and cyclists (Presentation) • TDA Funding Recommendation • Annual Slurry Seal List (Information item)
May 19	<ul style="list-style-type: none"> • Bernardo Avenue Bicycle/Pedestrian Undercrossing • Review Recommended Budget
June 16	<ul style="list-style-type: none"> • Recognition of Service (Presentation) • Utility Bill Stuffer Update (Information item)
July 21	<ul style="list-style-type: none"> • Vision Zero Plan Progress Update (Presentation) • Selection of Chair and Vice Chair
August 18	<ul style="list-style-type: none"> • Active Transportation Plan Progress Update (Presentation) • VTA Measure B Education and Encouragement Potential Projects (Presentation)
September 15	<ul style="list-style-type: none"> • Mary Avenue Overcrossing • Study Issues Sponsorship (for Scenario 1)
October 20	<ul style="list-style-type: none"> • Safe Routes to School Coordinator Update (Presentation) • Final month to Propose Study Issues • Study Issues Sponsorship (for Scenario 2, if necessary) • Review Sponsored Study Issues Write-up (for Scenario 1 only)
November 17	<ul style="list-style-type: none"> • Climate Action Playbook Progress Update (Presentation) • Approve 2023 Master Work Plan
December 15	<ul style="list-style-type: none"> • Final month to Approve 2023 Master Work Plan • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Additional items yet to be scheduled:

- Study Issues may be proposed for any meeting throughout the year
- Active Transportation Program Grant – SNAIL & San Miguel Neighborhoods Active Transportation Improvements
- Bicycle and Pedestrian Access Improvements at Sunnyvale Caltrain Station
- Moffett Park Specific Plan Update
- Stevens Creek Trail Extension
- Homestead Road Full-time Bike Lane Study
- East Channel Trail Master Plan
- Peery Park Area Transportation Improvements
- Micromobility Share Program
- Pedestrian and Bicycle Facility Installation on Tasman Drive from Fair Oaks Avenue to Lawrence Expressway



City of Sunnyvale

Agenda Item

21-1082

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

BPAC shall vote to acknowledge they have read and will obey the 2021 Code of Ethics and Conduct for Elected and Appointed Official.



City of Sunnyvale

2021 Code of Ethics and Conduct for Elected and Appointed Officials

Updated October 26, 2021

"Conduct is three-fourths of our life and its largest concern."

-- Matthew Arnold

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For ease of reference in the Code of Ethics and Conduct, the term "Member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

Ethics

Policy Purpose

The Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A. ETHICS

The citizens and businesses of Sunnyvale are entitled to fair, ethical and accountable local government, which will instill public confidence in the fair operation and integrity of Sunnyvale's City government.. In keeping with the City of Sunnyvale's Commitment to Excellence and the City Council's commitment to the ethical values while representing its residents and community, the effective functioning of democratic government requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally permitted to be conducted in a closed session under the Ralph M. Brown Act, in an atmosphere of respect and civility.
- Public officials, both elected and appointed, act in a transparent manner to enable the public to obtain information about public official activities and the decision-making process.

To this end, the Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of all the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale City Council, boards and commissions.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of California and the City of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the [Sunnyvale City Charter](#); laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of Council, boards and commissions, staff or the public.

Ethics

4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions.
5. **Conduct of Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** Members shall verbally disclose any contact or receipt of substantive information they have received outside of the public decision-making process that is relevant to a matter under consideration by the Council or boards and commissions prior to considering that matter so that all parties have the opportunity to respond to that information.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. **Gifts and Favors.** Members shall not take any special advantage of their public office to access services or opportunities for personal gain that are not available to the general public. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise or appear to compromise their independence of judgment or action.
10. **Confidential Information.** Members shall respect the confidentiality of information concerning certain negotiations (e.g., labor and real property), personnel matters, claims and litigation in order to avoid prejudicing the legal or negotiating position of the City or compromise the private interest of employees. They shall neither disclose confidential information without proper City Council authorization nor use such information to advance their personal/private, financial, or other interests.
11. **Use of Public Resources.** Members shall not use public resources not available to the general public, such as City staff time, vehicles, equipment, supplies, land or facilities, for private gain or political or personal purposes.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of

For ease of reference in the Code of Ethics and Conduct, the term "Member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

Ethics

boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the subject matter jurisdiction of their bodies.

13. **Advocacy.** Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when authorized to do so. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do. Councilmembers and board and commission members have the right to endorse candidates for City Council or Mayor or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings or other governmental meetings where the member is serving in their capacity as an appointed official.
14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Sunnyvale City government as outlined by the Sunnyvale [City Charter Section 500 \(Form of Government\)](#). In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff, nor impair the ability of staff to implement Council policy decisions.
15. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or actions of board and commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive workplace environment for City employees and for residents and businesses dealing with the City. Members shall direct their requests of staff pertaining to their elected or appointed role to the appropriate staff liaison or in the case of Councilmembers, to the City Manager.

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B. CONDUCT

This section is designed to describe the manner in which Members should treat one another, City staff, constituents, and others they come into contact with when representing the City of Sunnyvale.

The constant and consistent theme through all of the conduct guidelines is "respect." Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, Members are called upon to exhibit appropriate and respectful behavior at all times.

1. Elected and Appointed Officials' Conduct with One Another

Elected and appointed officials have a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to support the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

1(a). In Public Meetings

Use formal titles

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Vice Mayor, Councilmember, Chair, Vice Chair, Board Member or Commissioner followed by the individual's last name.

Practice civility and decorum in discussions and debate

Criticism is an essential component of democracy. This does not however, allow public officials to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep members on track during public meetings. Members should honor efforts by the chair to focus discussions on current agenda items. If there is disagreement about the agenda or the chair's actions, members should follow parliamentary procedure to voice their objections politely.

Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should note the actual words used and call for a "point of personal privilege" that challenges the other member to justify or retract their language. The chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

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Conduct

Representing the Body

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

1(b). In Private Encounters

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note posted to Twitter? How would you feel if this voicemail message were uploaded to YouTube? What would happen if this e-mail gets forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Public officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Cellular phones and other technologies allow for recording of these events with the potential for recorded conversations and actions being shared via social media.

In private, board and commission members may communicate at any time and on any subject with the City Council, and may express to Council individual viewpoints and opinions.

2. Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Treat city staff with respect. Poor behavior towards staff is not acceptable.

Do not disrupt City staff from their jobs

Public officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions. Do not attend City staff meetings unless requested by staff – even

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Conduct

if the official does not say anything, his or her presence could intimidate staff and hampers their ability to do their job objectively.

Never publicly criticize an individual employee

Public officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager privately. Comments about staff in the City Attorney's Office should be made directly to the City Attorney. Appointed officials should make their comments regarding staff to the City Manager or the Mayor.

Do not get involved in administrative functions

Public officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. [See Code of Ethics] The Sunnyvale [City Charter, Section 807](#), also contains information about the prohibition of Council interference in administrative functions.

Check with City staff on correspondence before taking action

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized under the City's policy governing volunteers. ([Council Policy 7.2.19, Boards and Commissions](#).)

Do not solicit political support from staff

Public officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace and outside of the employee's work hours.

3. Elected and Appointed Officials' Conduct with the Public

3(a). In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with respect and professionalism. While questions of clarification may be asked, the official's primary role during public testimony is to listen.

Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should *not* be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?"). Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed additional time. If many speakers are anticipated, the chair may shorten the time limit and/or

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Conduct

ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits disruptive behavior. Each speaker may only speak once during the public hearing unless the chair requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

Give the appearance of active listening

It is disconcerting to speakers to have members not look at them when they are speaking. Avoid facial expressions that could be interpreted as smirking, disbelief, anger, disrespect, or boredom.

Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of public officials. To express an opinion prior to the close of a public hearing casts doubt on the body's fairness. This is particularly important when officials are serving in a quasi-judicial capacity.

Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain order and decorum. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker.

No personal attacks of any kind, under any circumstance

Members should also be aware of their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings

The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Mayor or Chair, subject to the appeal of the full City Council or board/commission makes final rulings on parliamentary procedure.

3(b). In Unofficial Settings

Make no promises on behalf of the Council, board/commission or City

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they talk with community members. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise that City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

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Conduct

Make no personal comments about other members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

Remember that despite its impressive population figures, Sunnyvale is a small town at heart
Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. This is a serious and continuous responsibility.

4. Elected and Appointed Officials' Conduct Regarding Ex-parte Communications

Members have the responsibility to hear all viewpoints at a public hearing. Members must always keep an open mind, and not rush to pre-judge any matter, until all concerned parties (including but not limited to applicants, members of the public and staff) are heard during the public hearing. Members must not come to a conclusion on a matter until the public hearing is closed.

One key responsibility involves “ex parte” communications. Ex parte is a Latin phrase that literally means “from one party.” Generally, it is defined as any oral or written communication with a decisionmaker about the subject matter of an upcoming quasi-judicial proceeding, which takes place outside of a noticed hearing that is open to all parties to the matter. An ex parte communication can include sensory information, such as things that are seen or heard during a site visit.

Hearings are “quasi-judicial” when they require the Members to apply general rules and standards to specific factual situations and to reach conclusions that affect the rights or interests of an individual person or entity. Common examples of quasi-judicial matters include decisions to approve or deny specific development projects, permit revocation proceedings, and employee disciplinary matters.

For quasi-judicial agenda matters, a Member must report (disclose) any information that they received outside of the public hearing or staff report, if the information significantly influenced their views of the matter. The disclosure should state the nature of the communication (e.g., whether it was oral, written, or sensory), and should explain the substance of the communication so that other Members, interested parties, and the public will have an opportunity to become apprised of the factors influencing the Member and to attempt to controvert or rebut any such factor during the hearing. Disclosure alone will not be deemed a sufficient basis for a request to continue the hearing. An ex parte communication is not grounds to disqualify a Member from participation in a quasi-judicial hearing unless the Member feels that they cannot reach an impartial decision.

5. Council Conduct When Serving on Intergovernmental Assignments

Be clear about representing the City or personal interests

When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose.

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Conduct

Correspondence also should be equally clear about representation

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence shall be given to the Council Executive Assistant to be filed in the Council Office as part of the public record.

City letterhead shall not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

6. Council Conduct with Boards and Commissions

The City has established several boards and commissions as a means of gathering more community input. Residents who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful to only express personal opinions

Councilmembers may attend any board or commission meeting, which are always open to any member of the public. Councilmembers are encouraged to attend board or commissions meetings in support of their role as council liaison to a board or commission. However, they should be sensitive to the way their participation could be viewed as unfairly affecting the process—especially if it is on behalf of an individual, business or developer. Any public comments by a Councilmember at a board or commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

Limit participation to questions of clarification

It is inappropriate for a Councilmember to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to clarify a position taken by the board or commission or City Council.

Remember that boards and commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions

A primary role of boards and commissions is to represent many points of view in the community and to provide the City Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a close working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all individuals serving on boards and commissions.

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Conduct

Keep political support away from public forums

Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for elective office, but not in an official forum in their capacity as a Councilmember.

7. Elected and Appointed Officials' Conduct with the Media

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Councilmembers are frequently contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media follow journalistic ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

The Mayor is the official spokesperson for the City on City positions.

The Mayor is the designated representative of the City Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should direct the requester to the Mayor. If the Councilmember chooses to engage with the requester, they should be clear about whether their comments represent the official City position or a personal viewpoint.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

Model of Excellence

City Councilmembers, board and commission members, and Council appointees who do not sign the Model of Excellence (Appendix A) shall be ineligible for intergovernmental assignments or Council subcommittees.

Ethics Training for Public Officials

City Councilmembers, board and commission members, and Council appointees who are out of compliance with State- or City-mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council sub-committees, and may be subject to sanctions.

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers/meeting room.

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Conduct

Inappropriate Staff Behavior

Councilmembers should refer to the City Manager for any City staff or to the City Attorney for any City Attorney Office's staff who do not follow proper conduct in their dealings with members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Members Behavior and Conduct

The Sunnyvale Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Sunnyvale City Council, boards and commissions. Members are responsible for adhering to these standards. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority and/or committee assignments (both internal and inter-governmental) and/or have official travel restricted. Serious infractions could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

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D. GLOSSARY OF TERMS

attitude	The manner in which one shows one's dispositions, opinions, and feelings
behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum	Suitable; proper; good taste in behavior
manners	A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow member considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard

E. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Sunnyvale Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Sunnyvale Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

(Adopted: RTC 08-113 (4/8/08), Update: RTC 09-036 (2/3/09); Updated: RTC 09-047 (2/24/09); Approved with no changes: RTC 10-078 (3/23/10); RTC 11-058 (3/29/11); RTC 12-067 (3/20/2012); Updated: RTC 13-060 (3/19/13); Approved with no changes: RTC 14-0211 (3/18/14); RTC 15-0050 (3/24/15); RTC 16-0360 (4/5/16); RTC 17-0161 (3/28/17); RTC 18-0036 (1/9/18); RTC 19-0185 (2/26/2019); RTC 20-0021 (3/17/20); RTC 21-0383 (3/16/21); RTC 21-0985 (10/26/21))

Lead Department: Office of the City Manager

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APPENDIX A - Model of Excellence Member Statement

MODEL OF EXCELLENCE

Sunnyvale City Council, Boards and Commissions

MEMBER STATEMENT

As a member of the Sunnyvale City Council or of a Sunnyvale board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Sunnyvale;
- Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Sunnyvale Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

Name

Office/Meeting Body

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City of Sunnyvale

Agenda Item

21-1083

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

Tim Oey, Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Representative, provides updates on recent VTA BPAC meeting.

Nov 10, 2021 VTA BPAC report to Sunnyvale BPAC

VTA BPAC Sunnyvale Representative: Tim Oey

For the full VTA BPAC agenda packet see

http://santaclaravta.iqm2.com/Citizens/Detail_Meeting.aspx?ID=3381

Highlights for Sunnyvale:

4. Receive Committee Staff Report. (Verbal Report) (Ledbetter)

Caltrain is looking for some new Caltrain Bicycle and Active Transportation Advisory Committee (BATAC) representatives as 4 of them have their terms expire Dec 31, 2021 – in particular one general public seat in Santa Clara County. See: <http://caltrain.com/batac> for more information and to apply.

Braille Placards have been installed at 1676 bus stops so far – 49% of VTAs bus system. Installation will continue until all stops are covered.

8. Congestion Management Program (CMP) Document

This extensive document was in our full agenda and on our consent calendar but was pulled so we could have a slightly different recommendation motion to emphasize the need for even more programs to encourage telecommuting and thus reduce traffic volumes. It is a useful overview of Congestion Management for Santa Clara County and worth reviewing if you have time.

9. INFORMATION ITEM -Receive an update on VTA's BART Silicon Valley Phase II Project.

Very interesting presentation on this BART extension with 4 new stations – 28th Street / Little Portugal, Downtown SJ, Diridon, and Santa Clara. Each will have about 200 or more bike parking spots, 75% of which would be enclosed/secure. These new stations might be operational as soon as 2030 but this date could change.

10. INFORMATION ITEM - Receive the BPAC Nomination Subcommittee's report on members expressing interest in serving as either chairperson or vice chairperson for 2022. (Verbal Report)

Nominated for VTA BPAC Chair:

Stacy Banerjee, Vice Chairperson (Los Altos)

Nominated for VTA BPAC Vice Chair:

Bill Ehlers, Member (Los Gatos)

Betsy Megas, Member (Santa Clara)



City of Sunnyvale

Agenda Item

21-1084

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

BPAC 2021 Annual Work Plan

2021 Master Work Plan

Bicycle and Pedestrian Advisory Commission

Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 21	<ul style="list-style-type: none"> • Climate Action Playbook Progress Update (Presentation) • Ranking of 2021 Study Issues
February 18	<ul style="list-style-type: none"> • Discussion of Utility Bill Concepts • Discussion of TDA Funding
March 18	<ul style="list-style-type: none"> • Utility Bill Concept Designs • Council Ranking of Study Issues (Information item)
April 15	<ul style="list-style-type: none"> • Annual reporting on collisions involving pedestrians and cyclists (Presentation) • TDA Funding Recommendation • Maude Avenue Bike Lanes – Post Study • Annual Slurry Seal List (Information item)
May 20	<ul style="list-style-type: none"> • Review Recommended Budget
June 17	<ul style="list-style-type: none"> • Recognition of Service (Presentation) • Java Drive Road Diet (Presentation) • Lawrence Station Area Plan - Sense of Place Plan (Presentation) • Utility Bill Stuffer Update (Information item)
July 15	<ul style="list-style-type: none"> • Vision Zero Plan Progress Update (Presentation) • Lawrence Station Area Sidewalks and Bicycle Facilities – Willow Avenue Bicycle Improvement • Selection of Chair and Vice Chair
August 19	<ul style="list-style-type: none"> • Active Transportation Plan Progress Update (Presentation)
September 16	<ul style="list-style-type: none"> • Study Issues Sponsorship (for Scenario 1) • VTA Measure B Education & Encouragement Potential Projects
October 21	<ul style="list-style-type: none"> • Safe Routes to School Coordinator Update (Presentation) • Java Drive Road Diet • Final month to Propose Study Issues • Study Issues Sponsorship (for Scenario 2, if necessary) • Review Sponsored Study Issues Write-up (for Scenario 1 only)
November 18	<ul style="list-style-type: none"> • Climate Action Playbook Progress Update (Presentation) • Review and Approve 2022 Master Work Plan • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
December 16	Cancelled

Additional items yet to be scheduled:

- Study Issues may be proposed at any meeting throughout the year
- Active Transportation Program Grant – SNAIL & San Miguel Neighborhoods Active Transportation Improvements
- Bernardo Avenue Bicycle/Pedestrian Undercrossing
- Bicycle and Pedestrian Access Improvements at Sunnyvale Caltrain Station
- Caltrain Grade Separation (Mary Avenue and Sunnyvale Avenue crossings)
- El Camino Real Specific Plan
- Mary Avenue Freeway Overcrossing
- Moffett Park Specific Plan Update
- Stevens Creek Trail Extension Project
- Homestead Road Full-time Bike Lane Study



City of Sunnyvale

Agenda Item

21-1085

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Active Items List November 2021

Bicycle and Pedestrian Advisory Commission

Active Items List

Item #	Item	PM	Due Date (Approx)	Status	Last Updated
1	Stevens Creek Trail Extension	Obeso	TBD	<p>This project includes Phase I: West Remington Drive to West Fremont Avenue (led by Sunnyvale) and Phase II: Dale Avenue-Heatherstone Way to West Remington Drive (led by Mountain View). VTA, Mountain View and Sunnyvale, staff are coordinating on the project timelines and next steps for each phase.</p> <p>On Oct. 29, 2021, the City issued a Request for Proposal (RFP) for the Environmental and Design phases of the trail segment between W. Remington Dr. and W. Fremont Ave. Proposals are due by Nov. 30, 2021. The City anticipates awarding a contract to a consultant team by spring 2022. Once the consultant team is on board, a schedule of community outreach activities will be determined.</p>	11/18/2021
2	East-West Channel Trail	Ng	TBD	<p>This project is to provide trails along the Sunnyvale East and West Channels via installation of paving on the Santa Clara Valley Water District's maintenance road. Approximately 1.7 new miles of trails will be constructed. 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.</p> <p>Valley Water is managing the Sunnyvale East and West Channel Flood Protection Project (Project). Design is 99% complete. The Project includes paved trail improvements along both channels in north Sunnyvale. Valley Water is awaiting approval of regulatory permits before advertising the construction bid.</p> <p>Part of this Project includes partnering with Google to enhance 1,100-feet of the West Channel. This is part of Google's proposed site development at Caribbean Drive. Currently, Valley Water is working with Google on an agreement. The agreement will outline short-term and long-term responsibilities related to the West Channel. This enhancement of the West Channel will provide mitigation opportunities for Valley Water. Valley Water anticipates Project construction to begin in 2022.</p>	11/18/2021
3	Enhanced Crosswalk on California Avenue at Pajaro Avenue	Llamas	TBD	Staff has prepared the design plans to implement the project, and have published the Invitation for Bids to obtain bids from vendors to conduct the work. The closing date to submit the bid is Oct 20. After that, staff will select a vendor to conduct the work, and it will be brought to City Council for the award of contract. The City anticipates awarding a contract to a consultant team by early 2022.	11/18/2021
4	Homestead Road Bike Lanes Study	Deen	2022	The City released request for proposals in September 2021, which closed on Oct. 27. Staff is in the process of consultant selection. Award of contract is anticipated in winter 2021.	11/18/2021
5	Caltrain Grade Separation Feasibility Study	Obeso	TBD	The project team is currently updating the option exhibits for both locations (Mary and Sunnyvale avenues) to reflect the traffic analysis completed to date. The project team will also be preparing presentation materials for future community outreach to illustrate the advantages and challenges of each option. Once complete, a series of community outreach activities will be schedule, tentatively planned for spring 2022. City Council will review the results and community feedback in summer 2022.	11/18/2021
6	Bernardo Caltrain Under-crossing	Obeso	TBD	Feedback received from the December 2020 Joint BPAC meeting as well as coordination with the City of Mountain View has been incorporated. The project team is currently working with Caltrain and the County of Santa Clara on their reviews. Once finalized, the revised options will be presented to a community outreach meeting, tentatively scheduled for early 2022.	8/19/2021
7	Utility Bill Insert	Tsang	Annual	The 2021 Utility Bill Insert was mailed out with the Utility Bill in July/August 2021.	8/19/2021
8	Road Overlay, Slurry, Reconstruction & Chip Schedule	Ng	Annual	List was included in April 2021 BPAC meeting agenda packet.	5/20/2021
9	Bike to Work Day	Tsang	Annual	Silicon Valley Bicycle Coalition Bike to Wherever Day 2021 will be held on Friday May 21, 2021. Due to COVID-19, the City will not host Energizer Stations this year.	4/15/2021



City of Sunnyvale

Agenda Item

21-1086

Agenda Date: 11/18/2021

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

2021 Deferred Study Issues

2021 Deferred Study Issues

Number	Name	2021 Ranking Results
DPW 21-01	Bike Lanes on Hollenbeck Avenue between El Camino Real and Homestead Road	Deferred by BPAC
DPW 21-02	Community Driven Active Transportation Plan Amendment Process	Deferred by BPAC
DPW 21-05	Pedestrian Improvements on Marion Way between Norman Drive and Oriole Avenue	Ranked by City Council Below the line
<p>Notes:</p> <p>These study issues will be brought back to BPAC in 2022 for ranking.</p> <p>The Study Issue Papers can be found on the City website at www.sunnyvale.ca.gov by searching "Proposed Study Issues".</p>		