

# Board/Commission Process for Ranking Study Issues

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The Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study (i.e., the generation of study issue ideas for Council's consideration); and
- To advise Council on those issues Council has decided to study.

All procedures must comply with Council Policies [7.2.19 Boards and Commissions](#), [7.3.26 Study Issues Process](#), and Administrative Policy [Chapter 1, Article 15 Boards and Commissions](#). All board and commission members shall adhere to those operational practices and procedures as contained in the *Board and Commission Handbook* prepared by the Office of the City Clerk.

*To ensure consistency in approach and practice, all boards/commissions shall use the same ranking process as Council for all proposed Study Issues (described below and captured in Council Policy [7.3.26 Study Issues Process](#)).*

## Ranking Process

### Step 1: Review issues

Staff provides a brief summary of each proposed Study Issue. Any Study Issue ranked by a Board/Commission, must be signed/approved by the City Manager prior to ranking. Boards and commissions shall review and take action on only those issues under their purview, as determined by the City Manager. Items not under the specific purview of a board or commission may be presented to them for "information only".

### Step 2: Questions of Staff

Staff will address questions Commissioners may have regarding each study issue.

### Step 3: Public Hearing

Chairperson opens Public Hearing for public input on any of the issues under consideration. (Note: the Commission may not take action on, or rank any new issue raised by the public for which there is not already a study issue paper developed. Those seeking to raise new issues at this point in the process should be informed that their options are to seek Council sponsorship of their issue or submit it to the Board/Commission for the following year's process.) Chairperson will close the Public Hearing.

### Step 4: Determine which issues, if any, will be dropped

Commissioners may make motions to drop issues from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Board/Commission will drop the issue. Such action suggests that there is no need to study the issue.

If the Board/Commission votes to drop an issue that was initiated by the Commission that same year, the issue will not be forwarded to City Council for the Council's consideration. If, however, the Commission votes to drop an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration.

### Step 5: Determine which issues, if any, will be deferred

Commissioners may make motions to defer issues from consideration to a later year. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Commission will not rank the issue. Such action suggests only that the issue is not currently a priority and/or it is not the appropriate time to study the issue.

If the Commission votes to defer an issue that was initiated by the Commission that year, the issue will not be forwarded to City Council for the Council's consideration. If the Commission votes to defer an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be deferred from consideration.

### Step 6: Commission discussion on issues to be ranked

Commissioners have the opportunity to speak to the remaining issues to be ranked and to discuss merits and priorities before ranking the remaining issues. No motion is required.

### Step 7: Commissioners rank issues individually

Depending on the number of issues left to rank, the Board/Commission shall utilize one of the following ranking methods:

**Simple Majority/Borda Count** (for ranking ten or fewer issues) – Commissioners individually and simultaneously rank each of the remaining issues. Rankings are from 1 to the total number of issues, with "1" representing the issue with the highest priority for study. Each number can be used only once (no ties) and each issue must receive a ranking.

**Choice Ranking** (for ranking eleven or more issues) – the number of items to be ranked is divided by three and each Commissioner is given that many votes. Each Commissioner allocates his or her votes, one each, to different issues. Some issues will receive votes, others may not, depending on the total number of issues and the number targeted for selection. A tally is made for each issue selected. Two-way ties between issues are resolved by quick votes of the group. Multiple ties are resolved in the same manner as before: dividing by three (if four items are tied, for example, each member gets one vote to assign to one of those issues). The issues that receive the most votes are thereby prioritized. If necessary and desired, the process is repeated for the remaining issues (the ones that didn't get votes the first time).

Regardless of ranking method, all individual Commissioner ranking votes and final Board/Commission rank recommendations will become a part of the official record and shall be made available to the public.

### Step 8: Combined ranking determined

A combined Commission ranking is determined when staff totals the individual ranking from all Commissioners for each issue.

**Simple Majority/Borda Count** The issue with the lowest total becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

**Choice Ranking** The issues that receive the most votes becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

### Step 9: Tie Breaks

**Two-way ties** should be resolved by quick hand votes of the Board/Commission.

**Three-way (or more) ties** should be resolved using a tie break ranking sheet. The sheet lists all tied issues and the Board/Commission ranks in order, first to last choice. The issues receiving the most votes get the higher priority. This step is repeated if there are multiple ties.

### Step 10: Acceptance of rankings

A motion is then made to accept, reject or modify the overall Commission rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

### *After the Commission Ranking*

B/C liaisons are responsible for inputting the commission's rankings in the B/C Ranking Spreadsheet provided by OCM. The completed sheet is due to OCM in early December.

Council will hold a Public Hearing on Study Issues in early January. The Chair or his/her appointee is encouraged to speak before Council and share the Board/Commission's recommended rankings.

### *Issues Sponsored AFTER Commission Ranking*

If a study issue is sponsored after the Commission has held its ranking meeting, the issue will identify the paper as "too late to rank" for the B/C. In this instance, Commissioners are able to attend the January Public Hearing, identify themselves as Commissioners, and testify on how they would have voted (as an individual) had this item gone before the Commission (I would have voted to [drop, defer, rank] this item).

**Note:** There is no proxy ranking: Commissioners must be present to rank study issues.

*\*Study Issues with an asterisk fell below the line or were deferred last year.  
These will be reviewed by Council regardless of any Commission recommendations.*

Proposed 2019 Study Issues		Commissioner's Ranking #1 = Highest Priority								Composite Score of ALL	Commission's Final Ranking
Number	Title	Staff Rec	Bremond	Cordes	Mehlman	Mehlinger	Oey	Swail	Welch		
CDD 19-07	Develop Citywide Guidelines or Criteria for Allowing Reduced Parking for Development Projects and for Future Conversions of Parking to other Uses	Defer									
CDD 19-10	Adopt Personal Transportation Vehicle (PTV) Parking Standards	Defer									
DPW 19-03	Personal Transportation Vehicles (PTV) Usage on City Streets, Sidewalks and Bike Lanes	Defer									
DPW 19-04	Separated Bicycle Facilities for New Developments	Drop									

Proposed 2019 Study Issues		Commissioner's Ranking #1 = Highest Priority								Composite Score of ALL	Commission's Final Ranking
Number	Title	Staff Rec	Bremont	Cordes	Mehlman	Mehlinger	Oey	Swail	Welch		
DPW 19-05	Bicycle and Pedestrian Wayfinding Signs	Drop									
DPW 19-06	Develop Bicycle and Pedestrian Metrics to Support Decision-making on City Projects and Studies	Drop									
DPW 19-08	Determine Neighborhood Interest in Installing Sidewalks in Raynor Park Neighborhood and as Appropriate Investigate Funding Sources	Drop									
DPW 19-09	Develop a Citywide Mobility Strategy Plan to Reduce Sunnyvale Greenhouse Gas Emissions	Drop									

## TIE BREAK RANKING SHEET

Board/Commission Member: \_\_\_\_\_

### **FIRST TIE BREAK**

Please **print the study issue number of all that are tied**, ranked in order of first to last choice.

First Choice:	
Second Choice:	
Third Choice:	
Fourth Choice:	
Fifth Choice:	
Sixth Choice:	
Seventh Choice:	

### **SECOND TIE BREAK**

Please **print the study issue number of all that are tied**, ranked in order of first to last choice.

First Choice:	
Second Choice:	
Third Choice:	
Fourth Choice:	
Fifth Choice:	
Sixth Choice:	
Seventh Choice:	



# City of Sunnyvale

## Agenda Item

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18-1039

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

CDD 19-07

**TITLE** Develop Citywide Guidelines or Criteria for Allowing Reduced Parking for Development Projects and for Future Conversions of Parking to other Uses

#### **BACKGROUND**

**Lead Department:** Community Development

**Support Departments:** Office of the City Manager

Office of the City Attorney

**Sponsor(s):** Planning Commission

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

The general parking standards in the Sunnyvale Municipal Code establish required parking for residential and non-residential development based on a variety of factors. The number of bedrooms, the number of assigned spaces to a dwelling unit, and the type of parking (private enclosure or open) also affect the requirements for parking. Lower parking space rates are established for affordable housing, senior housing and housing for persons with disabilities. Non-residential parking is based on the use and has both minimum and maximum parking requirements. The Code includes provisions for adjustments to non-residential uses and special housing development. Further reductions (if not covered by an adjustment) require approval of a Variance or approval of a Special Development Permit (only allowed within specified zoning districts). The Planning Commission thinks there may be circumstances where reduced parking could be appropriate, especially when considering a multi-family project that may be able to increase the total number of units if given relaxed parking requirements, or on a single-family property where the size of an existing one-car garage restricts the total allowable square footage of the house; thereby potentially restricting large or extended families from living together in one dwelling.

The Planning Commission also considered this study important when discussing the future of autonomous vehicles, and whether parking structures should be built with considerations that they may be converted to other uses in the future.

##### **What are the key elements of the study?**

There are certain areas within the City where parking standards are reduced compared to the generic citywide standards (e.g., Downtown Specific Plan, Lawrence Station Area Plan). Generally, the areas with reduced parking standards are located near major transit stations, but reduced parking standards have also been considered in other areas of the City (e.g., Peery Park Specific Plan) if a

project can demonstrate other trip reduction strategies. Additionally, it may be appropriate to study all parking standards to determine if the City has some general parking standards that could be reduced.

This Study may include:

- Evaluation of the City of Sunnyvale's current parking regulations in comparison to other cities;
- Examination of the covered parking requirement for single-family zoning districts;
- Mapping major or frequent transportation lines to see if there are other areas of the City where reduced parking may be appropriate;
- Considering and developing guidelines or criteria that could be used to evaluate a project requesting reduced parking standards; and
- Establishing guidelines for future conversion of parking into other uses if autonomous vehicles become a primary means of transportation in the future.

**Estimated years to complete study:** 2 years

### **FISCAL IMPACT**

#### **Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Moderate
Funding Required for Non-Budgeted Costs:	\$100,000
Funding Source:	Will seek budget supplement

Non-budgeted costs would be utilized to hire a consultant who specializes in parking requirements, design guidelines, and has specialized knowledge in the parking industry.

#### **Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

### **EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Committee, Planning Commission

### **STAFF RECOMMENDATION**

Defer. This policy issue merits discussion at a future Study Issues Workshop.

While it may be appropriate to evaluate existing parking requirements, and begin to think about future conversion of parking into other uses with the potential of autonomous vehicles, there are a few studies/changes underway that may make it appropriate to defer this study issue.

With the addition of BART into San Jose, and the future electrification of Caltrain, the Santa Clara Valley Transportation Authority (VTA) will be making changes to some of their routes. These changes may lead to increased bus routes or headways within Sunnyvale and could justify the potential to reduce parking in some areas of the City that had not been previously considered within area-wide plans.



Additionally, it would be challenging to assess the potential for conversion of existing parking into other uses because a lot is still unknown about the impacts autonomous vehicles will have on land use planning. Therefore, it may be best to defer a study of that nature because the technology is still evolving and the full adaptation to the use of these vehicles may take decades.

Finally, staff believes that evaluating the existing single-family parking regulations and comparing the City's regulations with other jurisdictions could be a valuable study. There are some instances under the new Accessory Dwelling Unit (ADU) laws where parking requirements may be different for a property proposing to build an ADU vs. a property owner who has proposed an addition to an existing house. Further enhancement of permeable pavement may warrant a look at the regulation that limits front yard paving on a single-family lot. However, staff has recommended deferral of this study issue due to the unknowns of the other key components of the Study.

Prepared by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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18-0875

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

CDD 19-10

**TITLE** Adopt Personal Transportation Vehicle (PTV) Parking Standards

#### **BACKGROUND**

**Lead Department:** Community Development

**Support Departments:** Office of the City Manager  
Office of the City Attorney Public Works

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

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

Personal Transportation Vehicles (PTV) such as bicycles, scooters and Segways are increasing in popularity as an alternative transportation mode. Although the City's parking design standards already include requirements for both secured and unsecured bicycle parking in conjunction with new construction, the regulations do not refer to other types of PTVs that are emerging. The Bicycle and Pedestrian Advisory Commission (BPAC) sponsored this Study Issue because having adequate parking for PTV's would help promote and accommodate the vehicle types encouraged by the City's Complete Streets policies.

##### **What are the key elements of the study?**

The goal of the study would be to ensure safe and secure parking regulations for PTVs in association with new development projects to promote alternative modes of transportation. To meet this goal, the study may include:

- Analysis of various types of PTVs;
- Review of the City's existing regulations for bicycle parking;
- Review of parking standards and options from other jurisdictions;
- Analysis of electric charging options for electronic mobility devices; and
- Data collection and analysis of PTV parking demand for various land use types.

After the analysis is completed, the study may provide recommendations on PTV parking demand, preferred PTV parking options (including electric charging capabilities), and potential policy changes to accommodate PTVs.

**Estimated years to complete study:** 2 years

**FISCAL IMPACT**

**Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Major
Funding Required for Non-Budgeted Costs:	\$100,000
Funding Source:	Will seek budget supplement

The cost associated with this study would be for consultant services to gather and evaluate the existing and future data on PTVs, perform research and analysis on various PTV mobility options, review data from other jurisdictions, and lead the public and stakeholders outreach effort. City staff will work with the consultant to review existing policies, design guidelines and standards, and recommend changes to existing parking standards, and propose new guidelines and standards, if necessary.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating costs.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Planning Commission, Bicycle and Pedestrian Advisory Commission

**STAFF RECOMMENDATION**

Defer. This policy issue merits discussion at a future Study Issues Workshop.

The City is launching a Dockless Bikeshare Pilot Program which includes electric bikes. This study should be deferred until the pilot program is completed. At that time, the City can consider a study to develop guidelines for deployment including parking standards for PTVs.

Additionally, the City already has standards for secured and unsecured bicycle parking in association with new development and these secured areas in residential or industrial development projects could be altered or utilized for parking other types of PTVs if the need exists within the market. Finally, staff has the potential to work with applicants of new development projects to broaden their bicycle parking areas to allow for additional types of PTVs, if the demand currently exists.

Reviewed by: Trudi Ryan, Community Development Department

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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**18-0876**

**Agenda Date: 3/7/2019**

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### **2019 COUNCIL STUDY ISSUE**

#### **NUMBER**

DPW 19-03

**TITLE** Personal Transportation Vehicles (PTV) Usage on City Streets, Sidewalks and Bike Lanes

#### **BACKGROUND**

**Lead Department:** Public Works

**Support Departments:** Office of the City Manager  
Office of the City Attorney

**Sponsor(s):** Bicycle and Pedestrian Advisory Commission

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

Personal Transportation vehicles (PTV) such as bicycles, scooters, segways, skateboards, and roller blades, both manual and motor propelled, are increasing in popularity as an alternative transportation mode. The Sunnyvale Municipal Code currently identifies where a person can ride a bicycle; however, it does not provide a clear explanation on where a person can operate a PTV. The California Vehicle Code ("CVC") has some regulations relating to PTV, but it is not comprehensive. Moreover, the CVC allows local jurisdictions to adopt additional regulations. There are potential safety issues related to the sharing of sidewalks and roadways by the PTV, vehicles, and pedestrians, which need to be addressed through modification of the Sunnyvale Municipal Code.

##### **What are the key elements of the study?**

The study will include a review of various types of manual and motor propelled PTV. Based on federal, state and City regulations and policies, the study will provide policy recommendations to regulate the use of these devices within the City right of way (i.e., sidewalk, roadway, bike lanes, etc.). The recommendations would also include safety equipment requirements, travel speed limits, and age limits for use of PTV.

**Estimated years to complete study:** 2 years

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Major  
Funding Required for Non-Budgeted Costs: \$100,000  
Funding Source: Will seek budget supplement

The cost associated with this study will be for consultant services to gather and evaluate the existing and future data on PTV, perform research and analysis on various PTV mobility options, review data from other jurisdictions, and lead the public and stakeholders outreach effort. City staff will work with the consultant to review existing policies, design guidelines and standards, recommend changes to existing usage and operation standards, and propose new regulations, guidelines and standards if necessary.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating costs.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

**STAFF RECOMMENDATION**

Defer. This policy issue merits discussion at a future Study Issues Workshop.

CVC Section 21235, recently amended by Assembly Bill No. 2989, and Section 21280 et. seq. defines and regulate the operation of motorized scooters and electric personal assistive mobility devices (which includes segways) on streets and sidewalks. These regulations are currently adequate to govern the operation of PTV on City streets and sidewalks; however, the CVC allows cities to adopt additional local regulations. The City is currently undertaking a Dockless Bikeshare Pilot Program, which also includes electric bikes. On completion, the Pilot Program will identify the issues associated with the use of dockless and motorized bikes. The City at that time can consider enacting new ordinances, policies and guidelines to regulate the operation of dockless bikes and other PTV within the City. Therefore, this study should be deferred until the Pilot Program is completed.

Prepared by: Ralph Garcia, Senior Transportation Engineer, Public Works

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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18-0877

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

DPW 19-04

**TITLE** Separated Bicycle Facilities for New Developments

#### **BACKGROUND**

**Lead Department:** Public Works

**Support Departments:** Office of the City Manager  
Office of the City Attorney  
Community Development

**Sponsor(s):** Bicycle and Pedestrian Advisory Commission

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

When new land development is proposed in the City of Sunnyvale, the roadway is evaluated for the potential installation of bicycle facilities. Currently, it is the City's practice to require bicycle facilities along the project frontage or vicinity based upon the most current Bicycle Master Plan or area specific plans. Existing right-of-way and roadway widths may dictate installation of Class II Bike Lanes (on street) and Class III Bike Routes ("sharrows"), especially when a developer does not own a full block or significant segment of roadway to require additional roadway width for a separated bike lane. In some circumstances, the roadway width allows for installation of a Class I (Off Street Bicycle Path) or a Class IV (On Street Separated Bikeway) along the project frontage, or additional right of way/street width is required. Class I and Class IV bicycle facilities reduce the chances of bicycle and vehicle conflicts providing increased safety for bicyclists over the Class II and Class III facilities.

##### **What are the key elements of the study?**

The study will include the policies needed and the process to require applicants/developers provide the necessary right-of-way and funding to install or upgrade the bicycle facilities along the project frontage to a Class I or a Class IV bicycle facility. If construction of a separated bicycle facility along the project frontage is not feasible, the applicant would be required to pay fees for construction of a separated bicycle facility equivalent in length to the project frontage in another part of the City.

**Estimated years to complete study:** 2 years

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Major

Funding Required for Non-Budgeted Costs: \$100,000  
Funding Source: Will seek budget supplement

The cost associated with this study will be for consultant services which includes a review of existing city policies and design standards, as well as a review of policies from other jurisdictions. City staff will work with the consultant to draft the conditional requirements for developments to comply with these policies.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

**STAFF RECOMMENDATION**

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

The City is updating its Citywide Bicycle Master Plan which will define the bicycle network improvements within the City to address the existing and future bicycle needs. The City also has various area Specific Plans that further define the bicycle requirements within the Specific Plan Area. The City has very limited areas where separated bicycle facilities can be installed due to right-of-way constraints, existing transit stops, on-street parking, and driveway locations, etc. In addition, the City is already collecting a Transportation Impact Fee (TIF) from all new developments, which includes a portion for bicycle network improvements.

Prepared by: Ralph Garcia, Senior Transportation Engineer, Public Works

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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18-0878

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

DPW-19-05

**TITLE** Bicycle and Pedestrian Wayfinding Signs

#### **BACKGROUND**

**Lead Department:** Public Works

**Support Departments:** Office of the City Manager  
Office of the City Attorney

**Sponsor(s):** Bicycle and Pedestrian Advisory Commission

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

Currently, the City lacks wayfinding signage for pedestrians and bicyclists on its streets. These wayfinding signs, if installed, could help to encourage alternative transportation modes. The intent of installing wayfinding signs is to increase efficiency of the transportation system by providing information on the most convenient route to individual destinations. In addition, the wayfinding signs will increase bicycle rider safety by reducing the need for bicyclists to look at a map when navigating to an unfamiliar location.

##### **What are the key elements of the study?**

The study will include an analysis of the City's transportation network, popular destinations, and the best locations for installation of new pedestrian and bicyclist wayfinding signage. The destination points considered for wayfinding signage will be based on trip demand and may include schools, parks, library, community center, civic center, downtown, transit stations or other important destinations in the City. These signs will also include distance or minutes of travel to each destination. The study will also propose the design and layout of the wayfinding signage.

**Estimated years to complete study:** 2 years

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Major  
Funding Required for Non-Budgeted Costs: \$250,000



Funding Source:

Will seek budget supplement

The costs associated with this study will be for consultant services, which include a comprehensive survey of existing bicycle and pedestrian facilities, location of existing guide signs, analysis of popular destinations and origins, design, layout, and locations for placement of new wayfinding signage. The consultant will also lead the community outreach efforts for seeking input on design and layout of the new signs.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

**STAFF RECOMMENDATION**

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

The purpose of this study is to increase signage throughout the City specifically to assist bicyclists in navigating to their destinations. However, the City has a recently updated bike map to assist bicyclists in finding the most convenient routes to their destinations. The City also has vehicular guide signs posted on its roadways at decision points to guide all types of roadway users to major destinations within the City. Also, the City has established north-south and east-west Guided Bike Routes throughout the City, which are intended to assist bicyclists in finding ways to Sunnyvale neighborhoods or other points of interest utilizing existing bicycle facilities and low traffic volume streets. Finally, many third-party mapping solutions are available on mobile devices, which provide specific bikes routes and information.

Prepared by: Ralph Garcia, Senior Transportation Engineer, Public Works

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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**18-0881**

**Agenda Date: 3/7/2019**

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### **2019 COUNCIL STUDY ISSUE**

#### **NUMBER**

DPW 19-06

**TITLE** Develop Bicycle and Pedestrian Metrics to Support Decision-Making on City Projects and Studies

#### **BACKGROUND**

**Lead Department:** Public Works

**Support Departments:** Office of the City Manager

Office of the City Attorney

**Sponsor(s):** Bicycle and Pedestrian Advisory Commission

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

Transportation projects and studies are typically analyzed with automobile data such as Vehicle Miles Traveled (VMT), intersection turning movement counts, traffic speeds, and roadway average annual daily traffic (ADT). Based on the analysis of the automobile data, conclusions and recommendations are developed that affect all roadway users including bicyclists and pedestrians. Developing methods to analyze bicycle and pedestrian data in City projects and studies will help ensure all travel modes are considered.

##### **What are the key elements of the study?**

The study will include types of bicycle and pedestrian data that can be collected including counting methods and GPS-tracking, the reliability of the data collected, and possible use of this data in a traffic analysis and the potential effect on the transportation network. The study also will assess the costs for including bicycle and pedestrian data in transportation studies. To ensure quantitative analysis of bicycle and pedestrian data the study may propose changes to existing policies and procedures for conducting traffic studies in the City.

**Estimated years to complete study:** 2 years

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): Major

Funding Required for Non-Budgeted Costs: \$85,000

Funding Source: Will seek budget supplement

The cost associated with this study will be for consultant services which include an evaluation of the type of data to be collected and the reliability of the data. The study will also include opportunities for the City to use the data in traffic analyses, grant applications, and applications for national and local alternative transportation advocacy group recognition such as the League of American Bicyclists. City staff will work with the consultant to review existing policies, design guidelines, standards, and recommend changes, if necessary.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating costs.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

**STAFF RECOMMENDATION**

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

As part of traffic analysis studies, the City regularly collects pedestrian and bicycle counts at major intersections and corridors. The data is used in the traffic studies to determine the need to address any deficiencies in pedestrian and bike facilities. The intent of this study is to collect additional data over and above the existing data collection practices that would be used to evaluate pedestrian and bicycle methodologies to implement a more detailed analytical approach to identify missing gaps in the pedestrian and bicycle network. The existing data collection practice should adequately determine the missing gaps on pedestrians and bicyclist facilities.

Prepared by: Ralph Garcia, Senior Transportation Engineer, Public Works

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



# City of Sunnyvale

## Agenda Item

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18-0897

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

DPW 19-08

**TITLE** Determine Neighborhood Interest in Installing Sidewalks in Raynor Park Neighborhood and as Appropriate Investigate Funding Sources

#### **BACKGROUND**

**Lead Department:** Department of Public Works

**Support Departments:** Office of the City Manager  
Office of the City Attorney  
Finance

**Sponsor(s):** Councilmembers: Melton, Klein

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

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

At the September 25, 2018 Council Meeting, Councilmember Melton, representing a portion of the residents in the neighborhood, broached the idea of a study issue to determine neighborhood interest for sidewalks in the Raynor Park area and possible funding sources.

##### **What are the key elements of the study?**

The City annexed the Raynor Park neighborhood from Santa Clara County in 1979 (see Attachment 1). The neighborhood was originally built without sidewalks or storm drains.

In mid-1978, in preparation for annexation of this area, the City Council adopted policies around services in RTC 78-313 (Attachment 2). These policies included providing sanitary sewers and streetlights, and deferring installation/construction of streets, curbs, gutters, sidewalks and storm drains in their then-condition unless residents petition for improvements.

In late 1978, the City Council approved sending the draft Site Specific Plan for Services and Island Annexation Survey Questionnaire (Attachment 3) to the residents affected by possible annexation into the City. The draft Site Specific Plan for Services details the level of services for utilities, public safety, parks and library, and street improvements. Upon review of this document, residents were asked to complete the Island Annexation Survey Questionnaire, which asked for residents' opinions on installation of public improvements (noting that City standard curbs, gutters, sidewalks, streets, storm drains and streetlights would not be required with annexation, however should a majority of residents petition for these improvements, the City would form an assessment district), and opinions around willingness to pay costs for sanitary sewer, and police/fire/library/park levels of service.

At the time of annexation, a majority of residents (based on survey responses and community outreach, as indicated in the letter to residents in Attachment 3) wanted to maintain the rural character of the neighborhood and were not in favor of sidewalks or other street improvements. In addition, staff concluded that it would be financially infeasible to construct the improvements. In light of these considerations, the Site Specific Plan for Service, which was adopted by the City Council as part of the 1979 annexation resolution, indicated that improvements such as curbs, gutters, and sidewalks would only be required upon further development or redevelopment. In recent years, however, the City has received occasional inquiries and complaints from newer residents about the lack of sidewalks and storm drains in Raynor Park. These concerns include safety and disability access.

Since the annexation, the City has installed some selected segments of asphalt edging along roadway edge. It is unclear from City records if any communications occurred with the residents at the time regarding installation of additional improvements.

The proposed study is broken into two phases of work. The first phase would be to hire an outreach consultant to meet with the property owners and residents within Raynor Park to host an informative meeting. The intent would be to discuss the history of the annexation, including commitments made at the time, about 40 years ago, with respect to installation of public improvements. The consultant would make clear the process utilized at the time. That process included: 1) a petition that indicated that the majority of residents were opposed to the installation of sidewalks and other street improvements; and, 2) the City's determination that an assessment district would need to be formed to fund sidewalks and street improvements.

The second phase would start if the first phase resulted in preliminary findings that the residents wanted the public improvements to be installed. A consultant specializing in assessment district engineering and public outreach would be retained. The consultant would conduct neighborhood outreach following the original process outlined during the annexation. The consultant would determine if the majority of residents are in favor of improvements such as curbs, gutters, sidewalks, streetlighting, and storm drainage systems in the Raynor Park area, recognizing that there could be a cost to the residents for installation of the improvements. This process would be consistent with the Site Specific Plan and Island Annexation Questionnaire. The City and consultant would determine logical planning areas pending the results of the outreach process. From there, a civil engineering consultant would be retained to determine the cost of the improvements including any necessary right-of-way acquisitions. The assessment district engineer could then conduct a formal election of an assessment district for implementation.

The engineer could also work with staff to determine other alternative funding sources, other than an assessment district, such as: grants, general fund monies, SB-1, etc.

**Estimated years to complete study: 3 years**

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Major
Funding Required for Non-Budgeted Costs:	\$300,000 (consultants)

Funding Source:

Will seek budget supplement

This study will be a major effort. Staff would procure an assessment district engineer to lead the outreach effort as well as formation of a new district(s). A civil engineering firm will be required to design and determine costs of the improvements to be assessed.

### **Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings. Ultimately the costs for implementation could be paid by the residents which includes design, construction, and related legal and administrative costs. Staff would also evaluate alternative funding sources such as grants, should opportunities become available.

### **EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory Commission

### **STAFF RECOMMENDATION**

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

Staff does not recommend moving forward with this study issue. Raynor Park area resident requests for sidewalks have been very few since the area was annexed into the City. The installation of sidewalks would likely require changes to the current configurations of parking and drainage. How sidewalks would be configured would be very site specific and would need to consider existing right-of-way and the layout of existing sidewalks where they do exist. The layout of sidewalks relative to each home owners' front yard would require extensive design work, and seems essential to allow home owners to make informed decisions. Doing this on a neighborhood-wide basis would be extremely challenging.

An alternative to a neighborhood-wide study may be to allow discrete geographic areas within the neighborhood to petition the City to form a benefit assessment district. This would require a strong interest from a group of homeowners before the City would commit significant resources on preliminary design work.

Prepared by: Jennifer Ng, Assistant Director of Public Works/City Engineer

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **Attachments**

1. 1979 Resolution and Site Specific Plan for Services
2. 1978 Annexation Policies for Services
3. 1978 Staff Report

RESOLUTION NO. 215-79

RESOLUTION OF APPLICATION OF THE CITY OF SUNNYVALE  
PROPOSING CHANGE OF ORGANIZATION DESIGNATED AS  
"ORTEGA 79-14 ANNEXATION" TO THE CITY OF SUNNYVALE

THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES HEREBY  
RESOLVE AS FOLLOWS:

SECTION 1. APPLICATION FOR A CHANGE OF ORGANIZATION.

This resolution is a proposal made pursuant to the Municipal Organization Act of 1977 (Government Code Section 35000, et seq.) and more particularly under Sections 35013 and 35150(f) thereof, for a change of organization, that being the annexation of the territory known as "ORTEGA 79-14 ANNEXATION" to the City of Sunnyvale.

SECTION 2. DESCRIPTION OF TERRITORY. A metes and bounds description and a map of the territory proposed to be annexed are attached to this resolution and are marked Exhibits "A" and "B", respectively.

SECTION 3. REASONS FOR ANNEXATION. The reasons for the proposed annexation are that the territory proposed to be annexed:

- (a) Is less than 100 acres in area, as appears in the exhibits hereto,
- (b) Is surrounded by the City of Sunnyvale, and includes the entire area surrounded,
- (c) Is substantially developed,

(d) Is not prime agricultural land as defined by Government Code Section 35046, and

(e) Is both receiving benefits from the City of Sunnyvale and will receive benefit from the annexation.

SECTION 4. PREZONING. The property has been prezoned by the City of Sunnyvale.

SECTION 5. PUBLIC MEETING. Pursuant to appropriate notice, a public meeting was held on May 8, 1979 for the purpose of informing the residents and landowners of the territory proposed to be annexed of the intent of the City of Sunnyvale to initiate annexation proceedings, to inform them of the process to be followed, and to hear the concerns of those affected by the proposal, as required by the rules and regulations of the Santa Clara County Local Agency Formation Commission.

SECTION 6. REQUEST FOR ANNEXATION. The City Council hereby requests the Santa Clara County Local Agency Formation Commission and the Board of Supervisors of the County of Santa Clara to conduct proceedings for annexation of this territory to the City of Sunnyvale.

SECTION 7. EFFECTIVE DATE OF ANNEXATION. The City Council requests that the effective date of the "ORTEGA 79-14 ANNEXATION" be fixed as the date of the recordation with the County Recorder of a certified copy of the certification of proceedings under Government Code Section 35352.



SECTION 8. FILING. The City Clerk is directed to file with the Executive Officer of the Santa Clara County Local Agency Formation Commission, twelve certified copies of this resolution together with twelve copies of the site specific plan for providing services within the territory to be annexed as approved by the City Council on May 8, 1979.

PASSED AND ADOPTED by the City Council of the City of Sunnyvale at a regular meeting held on the 8th day of May, 1979, by the following called vote:

AYES: Wulforth, Cude, Logan, Gunn

NOES: McKenna, Morris, Stone

ABSENT: None

APPROVED:

Gil Gunn  
Mayor

ATTEST:

City Clerk

By Carol Ann Butler  
Deputy City Clerk

(SEAL)

Certified as a true copy  
LEE S. AYRES, City Clerk  
By Lee S. Ayres  
Deputy City Clerk of the City of Sunnyvale

ORTEGA #79-14

Exhibit A

All that certain real property situate in the County of Santa Clara, State of California, more particularly described as follows:

Beginning at the point of intersection of the centerline of Fremont Avenue, 50 feet wide, with the Northerly prolongation of the Westerly line of Lot 1 in Block 1, as shown on the map of Tract No. 360, Raynor Park, Map No. 1, recorded in Book 11 of Maps, pages 42 and 43, Santa Clara County Records;

Thence, North  $89^{\circ}54'00''$  East, along said centerline, 62.50 feet to the Northerly prolongation of the Easterly line of said Lot 1;

Thence South  $0^{\circ}23'00''$  East, along last said prolongation and Easterly line, 242.24 feet to the Southerly Line of a 20 foot wide alley, as shown on said map;

Thence North  $89^{\circ}35'00''$  East, along said Southerly line 1,542.37 feet to the Easterly line of Lot 7 as last said Lot is shown on the map of Tract No. 622 - I. and R. Castello Tract, Unit No. 1, recorded in Book 22 of Maps, page 50, Santa Clara County Records;

Thence South  $0^{\circ}20'45''$  East, along last said Easterly line and its Southerly prolongation, 169.50 feet to the Northerly line of Lot 10 of last said Tract;

Thence North  $86^{\circ}36'$  East, along last said Northerly line 39.62 feet;

Thence South  $0^{\circ}28'$  East, along the Easterly line of said Lot 10, 127.03 feet;

Thence South  $89^{\circ}32'$  West, along the Northerly line of Bryant Way, 60 feet wide, 75.00 feet;

Thence North  $0^{\circ}28'$  West, along the Easterly line of Lot 9 of last said Tract, 125.00 feet;

Thence South  $89^{\circ}32'$  West, along the Northerly line of last said Lot 73.83 feet;

Thence along the Westerly line of last said lot, being also the Easterly line of Ham Avenue, South  $1^{\circ}26'15''$  West, 35.35 feet and South  $0^{\circ}28'$  East, 69.67 feet;

Thence along the arc of a tangent curve to the left having a radius of 20.00 feet, through a central angle of  $90^{\circ}00'$ , a distance of 31.42 feet;

Thence South  $0^{\circ}28'$  East, 60.00 feet;

Thence North  $89^{\circ}32'$  East, along the Southerly line of said Bryant Way, 105.00 feet;

Thence South  $0^{\circ}28'$  East, along the Easterly line of said Tract No. 622, 150.00 feet;

Thence South  $89^{\circ}32'$  West, along the Southerly line of Lot 12 of last said Tract and its Westerly prolongation, 155.00 feet;

Thence North  $0^{\circ}28'$  West, along the centerline of said Ham Avenue, 19.67 feet;

Thence South  $89^{\circ}32'$  West, along the Easterly prolongation of the Southerly line of Lot 23 of last said Tract, 30.00 feet;

Thence North  $0^{\circ}28'$  West, along the Westerly line of said Ham Avenue, 75.00 feet;

Thence South  $89^{\circ}32'$  West, along the Northerly line of Lot 23 of last said Tract, 125.00 feet;

Thence South  $0^{\circ}28'$  East, along the Westerly line of said Lot 23, 75.00 feet;

Thence South  $89^{\circ}32'$  West, along the Southerly line of Lot 30 of last said tract and its Westerly prolongation, 310.00 feet;

Thence South  $0^{\circ}28'00''$  East, along the Easterly line of Tract No. 700, Ray-Nor Park - Map No. 2, recorded in Book 26, pages 40 and 41, Santa Clara County Records, 1,805.83 feet;

Thence South  $86^{\circ}05'00''$  West, along the Southerly line of last said Tract and its Westerly prolongation, 1,004.35 feet;

Thence South  $86^{\circ}24'00''$  West, along the Southerly line of said Tract No. 360, 349.04 feet to the centerline of Wolfe Road, as shown on last said Tract Map;

Thence North  $0^{\circ}25'00''$  West, along last said centerline 660.79 feet to the Easterly prolongation of the Northerly line of Panama Avenue (now called Dartshire Way) as said avenue is shown, 40 feet wide, on the map of Lewis Subdivision No. 5, recorded in Book "0" of Maps, page 54, Santa Clara County Records;

Thence North  $89^{\circ}35'$  East, along last said prolongation, 20.00 feet to the Easterly line of said Wolfe Road, 40 feet wide;

Thence North  $0^{\circ}25'00''$  West, along last said Easterly line 691.94 feet to the Easterly prolongation of the Northerly line of Lot 1 of last said Tract;

Thence North  $89^{\circ}38'$  East, along last said prolongation, 10.00 feet to the Easterly line of said Wolfe Road, a 30.00 foot half street as shown on said map of Tract No. 360;

Thence North  $0^{\circ}25'00''$  West, along last said Easterly line, 739.69 feet;

Thence North  $89^{\circ}43'00''$  East, along the Northerly line of Lot 11 of Block 6 and its Easterly prolongation 319.69 feet;

Thence North  $0^{\circ}23'00''$  West, along the Westerly line of Lot 5 in said Block 6 and its Northerly prolongation 520.25 feet to said Point of Beginning.

Containing an area of 75.996 ± acres.

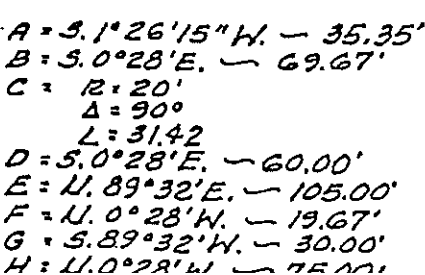
The above described parcel is bounded by Sunnyvale City Limits Lines established as follows:

On the North by Toyon #64-1 by Ordinance #1198 on 4/28/64, Ortega #65-8 by Ordinance #1275 on 9/21/65, Ortega #64-12 by Ordinance #1243 on 3/2/65, Toyon #69-12 by Ordinance #1566 on 6/9/70, Ortega #60-10 by Ordinance #833 on 7/19/60, and Ortega #60-1-A by Ordinance #815 on 4/19/60;

On the East by Ortega #73-10 by Resolution #289-73 on 7/17/73, Ortega #7 by Ordinance #667 on 9/23/58, Ortega #72-6 by Resolution #315-72 on 10/24/72 and Ortega-Toyon by Ordinance #604 on 2/4/58;

On the South by Ortega #65-12 by Resolution #7267 on 11/2/65;

On the West by Ortega #68-11 by Resolution #8675 on 7/30/68, Ortega #60-30 by Ordinance #889 on 2/7/61 and Ortega #73-3 by Resolution #201-73 on 6/15/73.



SITE SPECIFIC PLAN FOR SERVICEIntroduction

This Site Specific Plan has been prepared in response to LAFCO planning requirements for evaluating annexation proposals under the Municipal Organization Act Of 1978. This plan is based upon the Master Plan for Services, which was approved by the City Council on October 10, 1978.

The Site Specific Plan describes how services will be provided to:

Ortega No. 79-2 - Island No. 9 - Ray Nor Park

(NOTE: The Island number refers to the map, Appendix Q in the Master Plan for Services.)

I. FIRE PROTECTION AND PREVENTION SERVICE

1. Will there be a change in the agency that provides fire protection and prevention service?

       No (present agency) Central Fire Protection District

  X   Yes (proposed agency) Sunnyvale Department of Public Safety

2. If Yes to the above, what is the location, response time, staffing and equipment for the fire station proposed to serve the area? How does this compare to the location, staffing and equipment of the existing fire station and existing response time?

The present fire protection is provided by the Central Fire Protection District's Station located at Stevens Creek Boulevard and Vista Drive in Cupertino. Estimated response time is 5 to 7 minutes. This station is staffed by 6 personnel equipped with one 110 foot aerial ladder and two pumpers. In emergency situations, City of Sunnyvale units are dispatched unless they are responding to an emergency within the City.

Proposed service would be provided by the Fire Station located at the Northeast corner of Wolfe Road and Maria Lane. This station is located less than one-half mile from this Island and is manned by 4 personnel equipped with one 1,500 gallon-per-minute pumper. Average response time is 3 minutes. In addition, 6 to 12 Public Safety Officers in the area respond. In more extensive fires the 4 personnel equipped with two 1,000 gallon-per-minute pumpers stationed at Mary Avenue and Ticonderoga Drive would also be dispatched.

3. How does this proposal relate to provision in the Master Plan for Services for:

## A. Expansion and/or reorganization of fire service?

It is consistent with the Master Plan for Services. The City currently has capacity to provide full services and responds to emergencies in these areas faster than County units.

## B. Financing of fire service?

As stated in the Master Plan, fire services are financed through the general operating funds.

I. FIRE PROTECTION AND PREVENTION SERVICE - continued

4. Will there be an I.S.O. (Insurance Services Office) rating change?

Yes. The I.S.O. rating would be raised from Class 4 to Class 3. The City currently has 1,111 deficiency points; removal of 111 would raise service to Class 2.

II. POLICE PROTECTION

1. Will there be a change in the agency that provides police protection?

☐ No (present agency) Santa Clara County Sheriff's Department

☒ Yes (proposed agency) Sunnyvale Department of Public Safety

2. Describe the type and level of police service currently provided to the area.

Currently police service provided to unincorporated areas within the City of Sunnyvale's Urban Service Area is the basic level of law enforcement provided by the Santa Clara County Sheriff's Department. General patrol through these areas is greatly limited and traffic enforcement and vehicle abatement are virtually non-existent. Response time varies widely and has been reported to be as great as 25 to 30 minutes. City of Sunnyvale units are dispatched for emergencies when available.

3. Will changes be necessary to provide police protection to this area equal to the standards established for the rest of your City?

A. Contract changes (only for cities that contract with the County Sheriff)  
- Not applicable.

B. Equipment - current equipment is ample.

C. Manpower - current manpower is sufficient.

D. Beat Patrol - annexed areas will be incorporated into existing beats without lowering service levels to current City.

III. LIBRARY SERVICE

1. Will there be a change in the jurisdiction responsible for providing library service to residents in the affected area?

☐ No (present agency) Santa Clara County Library

☒ Yes (proposed agency) Sunnyvale Public Library

2. If there is a change in library responsibility discuss any service changes that will result.

Residents will continue to have use of all libraries in the South Bay Cooperative Library System, including Sunnyvale. The County Bookmobile, which has made one stop per week, would be discontinued. Because of Proposition 13 cutbacks, the County is reassessing its bookmobile service and may discontinue it regardless of annexation.

III. LIBRARY SERVICE - continued

3. How does this proposal relate to provisions in the Master Plan for Service for:

A. Library expansion and/or reorganization. It is consistent with the Master Plan, no changes will be required.

B. Library funding. Funding will continue to be provided by the General Operating Fund.

IV. PARKS AND RECREATION

1. What are the locations of the nearest City Park and Recreation program facilities?

Raynor Park, 1565 Quail Avenue; Ortega Park, 636 Harrow Way; and Sunken Gardens Golf Course, 1010 South Wolfe Road.

A. Raynor Park is a fully-developed 7 acre facility with recreation building, picnic area for 85 people, badminton/volleyball court, nature study area and children's play area.

B. Ortega Park is a fully-developed 15 acre facility with recreation building, picnic area for 168 people, lighted basketball court, handball field with bleachers, lighted softball field with bleachers, two lighted tennis courts, two shuffleboard courts, two horseshoe pits, lighted pathways and a children's play area.

C. Sunken Gardens Golf Course is a fully-developed 9 hole facility with separate driving range. Senior citizens (over age 62) and handicapped City residents are eligible for a \$1.00 discount on weekdays.

V. STREETSSubstantially Developed or Developing Territory

1. Will the City require facilities in the area to be upgraded to City standards?

No, except in cases of further development or redevelopment.

2. What are the City standards as described in the Master Plan for Services that would be applied to the affected area for street maintenance and financing of same.

The City will maintain all public streets as required and maintenance will be financed in the same manner as other City streets.



VI. STREET SWEEPING

What is the City's standard for street sweeping that will be applied to the area?

Streets will be swept twice each month, except where curbs are lacking. Experience has shown that mechanical sweeping without curbs has minimal positive effect. The City standard in these cases is twice per year and as needed.

VII. WATER SUPPLY

1. Is a governmental agency currently supplying the area with water?

☒ No

☐ Yes, name of agency:

2. If not served by an agency, how is water provided to the area?

Water is provided by the California Water Service Company.

3. According to the Master Plan for Service:

A. Will hook-up to the water agency be required?

No.

VIII. GAS AND ELECTRICITY

1. Will there be a change in the provider of this utility service if the proposal becomes effective? If so, discuss what the change will be and any costs or service implications of the change.

There will be no change. Pacific Gas and Electric Company will continue service at current rates.

IX. GARBAGE COLLECTION

1. What is the agency that presently collects garbage in the area and what is the present rate structure for this service?

Los Altos Garbage Company, current monthly rates are:

1 can - \$3.50; 2 cans - \$4.50; 3 cans - \$6.50; 4 cans - \$8.50

2. Were this proposal to become effective, will the agency that performs this service change, and if so, what agency will become responsible for garbage collection?

Yes, Speciality Garbage and Refuse Company, the City Vendor would become responsible. They have ample capacity for this service.

3. How many cans will be allowed and how much will garbage collection service cost if the proposal becomes effective?

An unlimited number of cans is allowed for the basic \$2.46 per month rate. To pay for phasing out the current sanitary landfill (dump) site, the City charges an additional 12.6%. A 3¢ surcharge to pay for a state litter control program brings the total monthly cost to \$2.74. Specialty Garbage also has a special Spring Cleanup Week and pickup for Christmas trees.

X. SANITARY SEWER

## 1. Do sanitary sewers exist in the area?

Yes, except for Bryant Way east of Norman Drive and Rosalia Way (Castello Tract).

## 2. Will there be a change in the agency currently responsible for providing sanitary sewer service if the proposal becomes effective?

Yes. The City of Sunnyvale will provide service.

## 3. According to the Master Plan for Services:

## A. Do the local collectors and trunk lines have adequate capacity to serve the area?

Trunk lines have adequate capacity. Sewer mains must be installed on Bryant and Rosalia Ways at an estimated cost of \$24,000.

## B. If not, what additional improvements are necessary?

Approximately 800 feet of sewer main must be installed.

## C. How will these improvements be financed?

Through the City's sewer fund, which is reimbursed by frontage and connection fees (payable once) and sewer use fees of \$6.50 bimonthly.

## 4. For existing developments with septic tanks:

Will hook-up to the City system be required?

No except in cases of septic tank failure where sewer main is installed.

## 5. If existing development is served by septic tank and hook-up to the City is not required as a condition of annexation, can property owners request hook-up to the City sewer system?

Yes. Those properties which have paid into the Ray Nor Park Local Improvement District (see Section XV below) have already paid frontage and connection fees.

XI. STORM DRAINS

## 1. Are storm drainage facilities currently provided to the area?

No.

## 2. If storm drains do not exist in the area, or if the storm drains that are in existence do not meet City standards, will the City require that storm drains be installed and/or improved? If so, when?

No, storm drains will be installed only upon reconstruction of the roadway. Such improvements are not currently planned.

XII. FLOOD CONTROL

1. Is the City currently participating in the National Flood Insurance Program? If not, does the City plan to do so in the future? When?

Yes.

2. Is the territory affected by this proposal within the area of a 1% flood as delineated by the Santa Clara Valley Water District or the National Flood Insurance Program.

No.

XIII. STREET LIGHTING

1. Are there street lights in the area provided by the County Lighting Service Area?

Yes.

2. If yes, will the City assume jurisdiction of this service upon annexation?

Yes.

3. If there are no street lights in the area, will the City require them installed upon annexation?

Not applicable.

XIV. OTHER SERVICES

1. List other services and/or improvements the City will provide the territory affected by this proposal and indicate when these services or improvements will be provided.

City services will be available upon the effective date of annexation. These include a wide range of services funded through the Federal Government, including employment and training programs (CETA), Community Development Block Grant programs, such as housing rehabilitation and complaint investigation and Senior/Handicapped Transit Program (Revenue Sharing). Accessibility to these services depends upon the applicable Federal guidelines. A variety of regular City programs would also become available, including voluntary safety inspections, security programs and street tree planting.

2. What will the costs of these services and/or improvements be and how will they be financed?

Costs will depend upon qualification under Federal regulations, City Council decision on target areas, and voluntary citizen involvement. Financing is through Federal Grants and City general operating fund and will not necessitate additional costs to area residents.

3. Is Cable TV now available in the area and, if so, describe any changes this proposal would have on this service.

Cable TV is currently available to residents. No change will result.

XIV. OTHER SERVICES - continued

4. Will the existing street numbering or postal service be altered in any way as a result of this proposal and, if so, explain.

Street numbering will be changed to conform with City system to assist U. S. Postal Service and emergency vehicles. Postal Service will be transferred from Santa Clara to Sunnyvale. Service levels will not be affected.

The name of Ham Avenue will be changed to Poplar Avenue to reduce confusion and costs of signage at El Camino Real. This change will affect seven properties within the unincorporated area and should be accomplished in conjunction with house numbering change.

XV. SPECIAL ASSESSMENT DISTRICTS

1. Are there any operating special assessment or improvement districts operating within the territory included in this proposal.

Yes. The Ray Nor Park Local Improvement District, series 1964-1.

2. If yes:

- A. Why and when was the District created?

The District was created on November 18, 1964 to provide sanitary sewers to the area. It does not include the Castello Tract.

- B. What is the current outstanding financial obligation and how many more years will it take to retire this debt?

The total outstanding obligation as of June 30, 1978 is \$4,546.89. The debt will be retired in January 1980.

XVI. FISCAL IMPLICATIONS

1. Itemize and compare the present property tax rates in the subject area to the property tax rates after annexation for this current fiscal year.

The basic tax rate for all areas, under Proposition 13, is \$4.00 per hundred dollars assessed valuation. The City has outstanding voter approval bonded indebtedness for parks, City Hall, Library, Public Safety Building, Sewage System, Water Pollution Control and similar long-term projects which benefit all area residents.

To pay for these projects, the City has levied an additional tax of 24 cents per \$100 assessed valuation for 1978-79. Other agencies, such as school districts, may also have a tax rate to cover bonded indebtedness; however, these would apply regardless of annexation.

The following table shows the City property tax amounts that would be added upon annexation.

<u>Market Value</u>	<u>Assessed Value</u>	<u>Less Homeowners Exemption</u>	<u>City Tax (.24/\$100 A.V.)</u>
\$30,000	\$ 7,500	\$ 5,750	\$13.80 or \$1.15/mo.
40,000	10,000	8,250	19.80 or 1.65
60,000	15,000	13,250	31.80 or 2.65
80,000	20,000	18,250	43.80 or 3.65

XVI. FISCAL IMPLICATIONS - continued

## 1. continued

The current City bonded indebtedness will be greatly reduced after 1980-1981 and completely paid by 1989.

2. Will this area be subject to any other special taxes and/or fees upon annexation? For example, utility taxes, construction and conveyance taxes, business licenses, other fees. If so, please describe the tax or fee and the rates associated with each.

Yes. The City has a utility users tax of 2% applied to telephone and gas and electric bills on a monthly basis. A construction tax of .0054 of the total value of construction is levied. A conveyance tax of 27.5 cents per \$500 of value of property transferred is also in effect. A business license tax of \$10.00 per year is charged for home occupations conducted in a residential zoning area.

In addition, the City has a fee schedule for planning application, engineering services and building permits.

XVII. LAND USE REGULATION

1. Are there parcels in the territory included in this proposal where the existing developed land use differs from the land use permitted by the City's rezoning?

No. The primary uses conform to City rezoning. However, there are undoubtedly secondary uses which differ. Such uses which are legal under the County's current R-1 (10) Zoning would be permitted to continue. Any uses not permitted under current County zoning could continue as nonconforming uses if they: a) were legally established before September 15, 1952 when County Zoning was changed, b) meet the City's Operating Standards section of the Municipal Code 19.24, c) and were not discontinued for one year or longer. One man printing press operations would be allowed to continue as nonconforming.

ISLAND #9 - RAY NOR PARK

## Individual Island data for Site Specific Plan for Services:

1. Number of acres . . . . . 75.996
2. Number of inhabitants . . . . . 900
3. Number of registered voters . . . . .
4. Number of dwelling units . . . . . 280
5. What is the present use of the area . . . . . Single Family Residential
6. Parcels under Williamson Bill Contract? . . . . . None
7. What rezoning has been applied? . . . . . R-0 (single family residential  
6,000 sq. ft. lot minimum)
8. List all cities, special districts and county service areas located within the area  
contained in this proposal:

Santa Clara Unified School District  
 West Valley College District  
 Santa Clara Valley Water District - Zone W-1

9. For City annexations pursuant to MORGA, list those concurrent or future detachments  
from Special Districts which are proposed for this territory.

County Library  
 Central Fire District  
 County Lighting Service District


BOUNDARY LINE ADJUSTMENTS

# ANNEXATION TO THE CITY OF SUNNYVALE

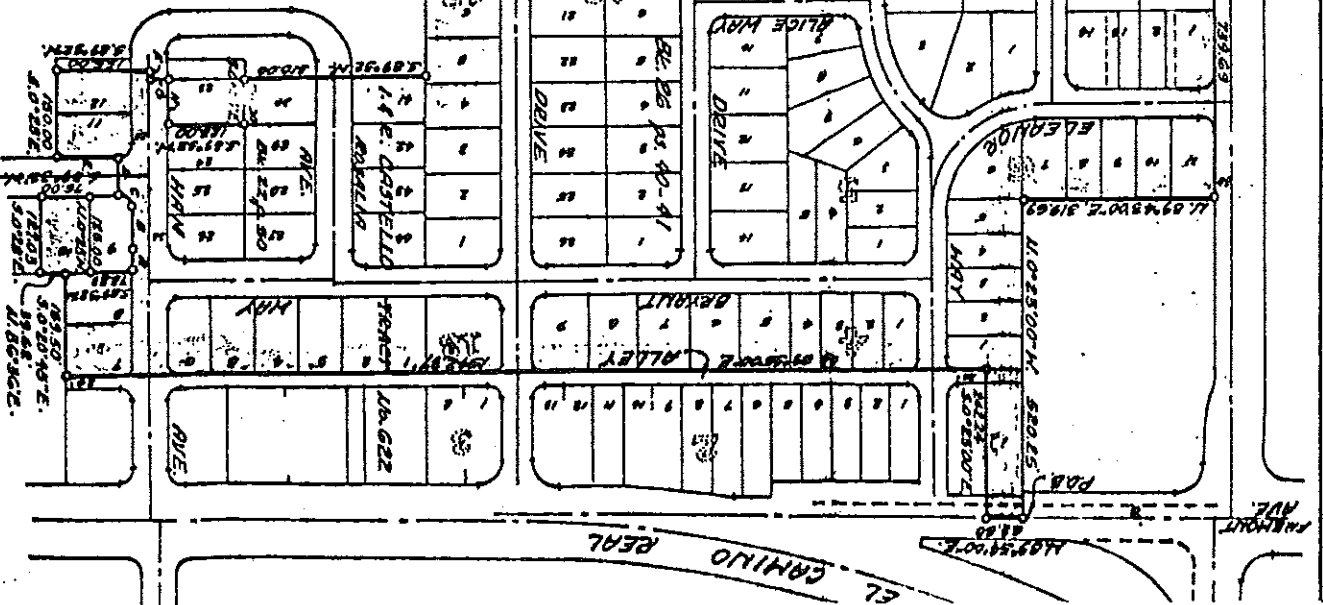
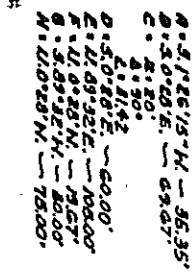
**SCALE: 1" = 200'**

**DATE:**

**BY: UAB.**

**AREA = 75.996 Ac.**  **Boundary of Proposed Annexation**

**£ = Existing City Limits Line**





## REPORT TO MAYOR AND COUNCIL NO. 78-313

TO THE HONORABLE MAYOR AND COUNCIL

DATE: May 23, 1978

SUBJECT: Island Annexations: Master Plan for Services

Report in Brief:

The Municipal Organization Act of 1977 provides for the annexation of unincorporated islands without a vote of the property owners of the areas. LAFCO guidelines require the preparation of a Master Plan for Service and Site Specific Plans for Service.

This report identifies City services that may be extended to these areas without additional personnel or capital improvement costs and those services requiring some additional capital improvements, including: sanitary sewers, street lighting, transportation facilities and storm drains.

Staff recommends that (1) sanitary sewers and street lights be provided during 1982-1986 in accordance with the Eight-Year Resource Allocation Plan; (2) streets, curbs, gutters and sidewalks be left as they are unless residents petition for improvement; and (3) storm drains be installed only in conjunction with street improvement projects.

Background:

The Municipal Organization Act of 1977 (MORGA) became effective on January 1, 1978. This new law completely replaces former procedures and requirements for annexing unincorporated land to a municipality.

① MORGA provides that a LAFCO, after notice and hearing, may authorize the Board of Supervisors to approve annexation of territory, inhabited or not, to a City without an election if: (1) the territory does not exceed 100 acres in area and those 100 acres constitute the entire island; (2) the territory is surrounded or substantially surrounded by the annexing city or by the annexing city and adjoining cities; (3) the territory is substantially developed or developing; (4) the territory is not prime agricultural land; and (5) the LAFCO finds that such territory to be annexed will benefit from the annexation or is receiving benefits from the annexing city. This provision would apply only to "island" territories in existence on January 1, 1978, and the provisions would be in effect only until January 1, 1981.

The attached map identifies the unincorporated islands within the City and presents an estimate of the number of people in each area.



Island Annexations: Master Plan for Services  
May 23, 1978  
Page 2

### Planning Requirements

As a part of the annexation process, the City must prepare two types of service plans. The first is a City-wide Master Plan for Services and the second is a Site Specific Plan for Services.

According to LAFCO guidelines, "Each city should submit to LAFCO a Master Plan for Services (MPS) which describes what municipal services are either now being provided by the city, or are planned to be provided within the next few years. The MPS shall relate to all lands within the city's urban service area."

The Master Plan for Services is a consolidation of service criteria, policies, capital improvement programs and funding mechanisms for all services provided in a city. The MPS must contain this information in the following services:

(2)

- Fire Protection
- Police Protection
- Library Services
- Parks and Recreation
- Streets and Transportation
- Street Sweeping
- Water Supply
- Garbage Collection
- Sanitary Sewer
- Storm Drains
- Flood Control
- Street Lighting
- Land Use Regulation

The site specific plan must contain, for each area to be annexed, an enumeration and description of the services to be extended to the affected territory; the level and range of such services; an indication of when such services can feasibly be extended to the affected territory; an indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the city would impose or require within the affected territory should the annexation be completed; and how the services will be financed.

### Status of the Planning Program

Staff is now completing the Master Plan for Services. However, before this plan can be completed, it is necessary to obtain general policy direction from the City Council on requirements, timing, and financing of public improvements in the areas to be annexed.

Our preliminary analysis shows that certain City services could be extended with no increase in costs beyond what is already planned by the City. No additional personnel or capital improvements would be required. In fact, residents of the unincorporated areas already take advantage of them. These

Island Annexations: Master Plan for Services  
 May 23, 1978  
 Page 3

services include: Fire and Police protection, Library services, and parks and recreation services. Planning and Building Safety services could also be provided. Garbage collection is provided through a contract with Specialty Garbage Company. No further policy determination with respect to these services is required at this time.

### Service Policies and Options

The Master Plan for Services and the Site Specific Plan require general policy to guide decisions on the requirement, timing and financing of certain services. In some cases, there is no existing policy on which to base the plan. This section of the report identifies these services, presents policy options and recommends a course of action. These are general policy positions that could be modified depending upon the unique circumstances of any particular area.

The Eight-Year Resource Allocation Plan contains a program of providing sanitary sewer and street lights in the unincorporated areas. As a general policy, staff suggests that this program be carried out. Exceptions may occur where a majority of the property owners petition for the improvements or where there is a serious threat to health and safety.

The Eight-Year Plan allocates \$1,100,000 over the period 1982-1986 for upgrading areas planned for annexation. These funds are for sanitary sewers and street lights. The Eight-Year Plan proposes that 90 percent of the cost of sewers and laterals and 50 percent of the cost of installing street lights would be assessed against the property owner. The Eight-Year Plan also contains \$36,000 for sewer installation on Cordilleros Street and \$60,000 for Dawn and Sunnymount Streets and \$36,000 for Gary Avenue during fiscal ~~1978-79~~ 1983-84.  
*during 1978-79*

Most of the unincorporated areas are already served by sanitary sewers. Areas not currently served are: (1) Dawn - Sunnymount; (2) Cordilleros Street; and (3) parts of the Gavello Glen area. Also, while many of the areas have street lights, they do not meet City street lighting standards.

The attached chart summarizes the alternatives and recommendations for these services. More detailed recommendations will be included in the site specific plans.

### Next Steps

Following Council action on this report, staff proposes to hold meetings with the residents or property owners in each of the unincorporated areas. The purpose of the meeting would be to (1) obtain input on the problems and desires of each of the areas and (2) inform area residents about City policy and LAFCO requirements.

After these meetings, the staff will complete the MPS and the site specific plans and present them to the City Council for consideration. At that point, the Council may or may not decide to proceed with annexation. If the Council decides to proceed, the plan will be presented to LAFCO for approval.

Island Annexations: Master Plan for Services  
May 23, 1978  
Page 4

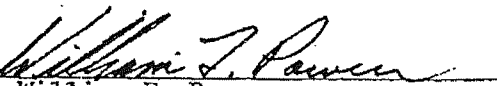
Alternatives:

1. Adopt the policies suggested in this report.
2. Modify the policies suggested in the report.
3. Reject these policies and substitute new policies.

Recommendation:


Staff recommends alternative #1.

Prepared by:

  
William F. Powers  
Director, Community Development

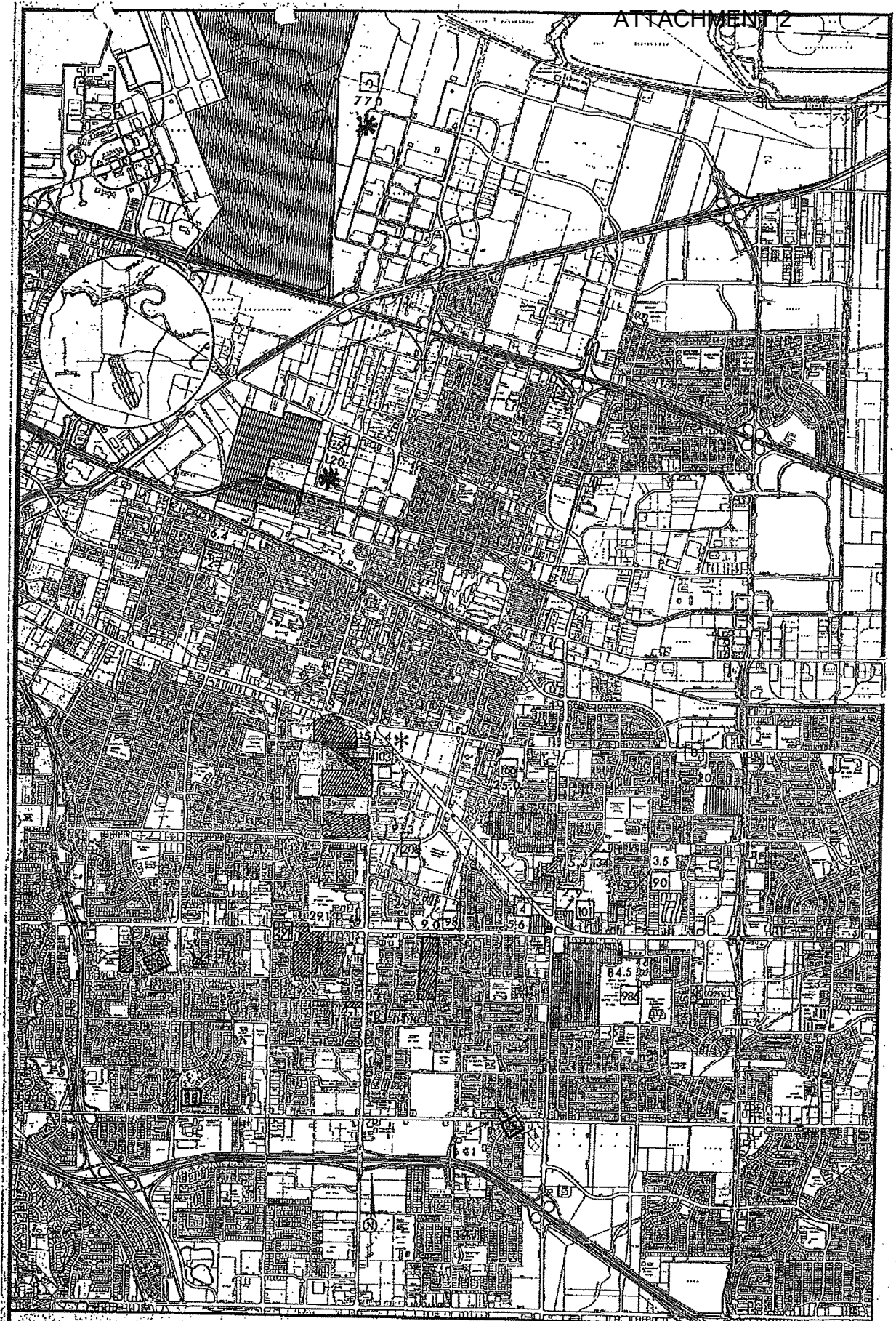
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Attachments

  
\_\_\_\_\_  
Lee S. Ayres, City Manager

Summary and Recommendations for Selected Services

Service	Alternatives		Recommendation
	1	2	
Sanitary Sewers	<p>A. Implement the eight-year plan. Sewer mains installed at City expense, with hookup lateral and frontage fees assessed against property owner.</p> <p>B. Respond to citizen initiatives.</p> <p>C. City will not initiate actions outside of eight-year plan.</p>	<p>A. Install sewers immediately and require hookups. Assessment District financing.</p>	1
Storm Drains	<p>A. Leave areas as they are.</p> <p>B. Provide storm drains in conjunction with street improvements when and if required.</p> <p>C. Provide drains on petition of the property owner.</p>	<p>A. Identify problem areas and install storm drains, with cost assessed against property.</p>	1
Curbs, Gutters, Streets and Sidewalks	<p>A. Leave the areas as they are.</p> <p>B. Make improvements upon petition of 50% of the property owners in a logical service area.</p> <p>C. Put all areas on the street maintenance at city-wide cost.</p>	<p>A. Begin systematic improvement program. Staff feels that this is financially infeasible.</p>	1
Street Lights	<p>A. Install in accordance with eight-year plan.</p> <p>B. Cost of installation assessed against property owners.</p> <p>C. Make installation upon petition of homeowners.</p>	<p>A. Begin immediate program of street light improvements. Staff feels that this alternative is financially not feasible.</p>	



+ Boundary of Unincorporated Areas  
 \* 51.4 Acre (est.) 103 Population (est.)  
 \* New Annexation Law does not apply  
 SOURCE: 1970 CENSUS

CITY OF SUNNYVALE  
 CALIFORNIA  
 UNINCORPORATED AREAS  
 DEPARTMENT OF  
 COM. DEV. DATE: 2-1-78

REPORT TO MAYOR AND COUNCIL NO. 78-617

TO THE HONORABLE MAYOR AND COUNCIL

DATE: November 21, 1978

SUBJECT: Island Annexation Survey Questionnaire

Report in Brief:

On October 10, 1978, the City Council approved the conceptual guidelines to be used in drafting a questionnaire to be distributed to residents of the unincorporated island areas being considered for annexation to the City. A copy of the conceptual guidelines is attached.

Staff worked with a group of representatives of ISLE in drafting the questionnaire. In addition to the questionnaire, we have drafted a letter of transmittal, and have prepared a sample Site Specific Plan that would be sent along with the questionnaire to each of the residents. The questionnaire is responsive to the objectives and scope of the conceptual guidelines. While the draft questionnaire focuses on attitudes toward annexation, the representatives from ISLE expressed the desire to have the final question focus more specifically on the question of annexation. Staff recommends that the letter of transmittal, the questionnaire and the Site Specific Plan be approved for distribution to the island residents after all draft site specific plans have been approved.

Discussion:

On October 10, 1978, the Council approved the conceptual guidelines to be used by the staff in drafting a questionnaire to be sent to residents of the island areas. The objectives of the survey were to provide information to island residents on Council policies, as expressed in the Master Plan for Services and to obtain feedback from island residents on their opinions and attitudes on these annexation policies. In general, the format was to consist of a statement of City policy and the multiple choice question regarding the attitudes or opinions on that policy. Also, there was to be an open-ended question in which the residents could express their feelings and attitudes toward all aspects of the proposed annexations. The attached letter of transmittal and the draft questionnaire are responsive to these guidelines.

In preparing the questionnaire, City staff worked with a group of representatives from ISLE. Three meetings were held and agreement was reached on all points of the questionnaire, with the exception of the last question. The question now included in the draft questionnaire focuses on attitudes and opinions toward the City's policies regarding annexation. Representatives

Island Annexation Survey Questionnaire  
November 21, 1978  
Page 2

from the committee suggested alternative language which places more emphasis on attitudes toward annexation itself rather than annexation policies. The alternative language suggested by the committee is "No final decision has been made as yet to annex any area. Before making such decisions, the members of the City Council would appreciate knowing your general attitudes to the possibility of annexation under the policies described above and in the accompanying material." (If more space is needed, please attach another sheet.)

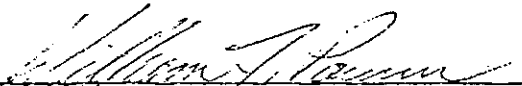
Alternatives:

1. Approve the letter of transmittal, the questionnaire, and the Site Specific Plan for distribution to residents of the island area, in January, 1979. This questionnaire will be sent after the draft site specific plans are approved by City Council.
2. Substitute the language proposed by the committee for question #9 of the questionnaire.
3. Modify the questionnaire to reflect any additional concerns the Council may have on this matter.

Recommendation:

Staff recommends alternative #1.

Prepared by:

  
William F. Powers

Director, Community Development

WFP:sf

Attachments

  
Lee S. Ayres, City Manager



Dear Resident:

The City Council is considering the annexation of your area to the City of Sunnyvale. Before making a decision, members of the Council would like to know your opinion on the proposed policies regarding annexation. The policies proposed for your area are described in the attached "Site Specific Plan". More general policies are contained in the Master Plan for Services, which is available for your review in the Department of Community Development at City Hall or at the City Library.

Prior to preparing the Master Plan and the Site Specific Plans, members of the City staff visited each of the areas being considered for annexation and discussed problems and issues with the residents. In addition, three meetings were held at which the staff presented the Master Plan for Services and answered questions posed by the residents. The purpose of the questionnaire is to provide you with the opportunity to express your opinion on these annexation policies.

After you read the draft Site Specific Plan, please fill out the questionnaire and return it in the stamped, self-addressed envelope. Your suggestions and opinions will be considered in making changes to the plan before it is finally submitted to the City Council.

The attached plan provides the information needed to fill out the questionnaire. However, I would like to highlight a few points that, during our meetings, seem to be of greatest concern to the residents.

1. All municipal services, such as police and fire protection, would be extended immediately to your area upon annexation. In general, improvements such as curbs, gutters and sidewalks, would be installed only upon petition of a majority of the residents within a logical planning area. Water would continue to be supplied by Cal Water Company. The provision of other services is described in the Site Specific Plan.
2. Property taxes will be 24¢ per \$100 assessed value higher in the City than in the County. This is due to the bonded indebtedness for providing community facilities such as the library, Civic Center and Community Center. This rate will decrease rapidly over the next ten years. Also, a 2% tax will be imposed on the electric and telephone bills for each residence.



Resident

-2-

These costs are offset by a higher quality of service available to the residents, and reduced rates for garbage collection, and access to community facilities.

3. The land uses would remain as currently prezoned. Home occupations that were legal under County zoning would continue to be legal after annexation.
4. Your house number will be changed to conform to the City numbering system. Address changes do not require changes on property deeds or other similar legal documents.

We appreciate your taking the time to fill out the questionnaire. If you have any further questions, please call Mr. William F. Powers, Director of Community Development, at 738-5467.

Thank you for your assistance.

Sincerely,

Gilbert Gunn  
Mayor, City of Sunnyvale

GG:WFP:sf

Attachments

Introduction

This Site Specific Plan has been prepared in response to LAFCO planning requirements for evaluating annexation proposals under the Municipal Organization Act of 1978. This plan is based upon the Master Plan for Services, which was approved by the City Council on October 10, 1978.

The Site Specific Plan describes how services will be provided to each of the islands listed below.

1. Serra No. 79-1 - Island No. 1 - (Wright Court and Terrace)
2. Serra No. 79-2 - Island No. 2 - (Samedra Street)
3. Serra No. 79-3 - Island No. 3 - (Warner Avenue)
4. Serra No. 79-4 - Island No. 4 - (Los Arboles Avenue)
5. Serra No. 79-5 - Island No. 5 - (Selo Drive)
6. Serra No. 79-6 - Island No. 6 - (Fremont Estates)
7. Ortega No. 79-1 - Island No. 7 - (Floyd Avenue)
8. DeAnza No. 79-1 - Island No. 8 - (Sunnymount Gardens)

(NOTE: The island numbers refer to the map, Appendix Q in the Master Plan for Services.)

I. FIRE PROTECTION AND PREVENTION SERVICE

1. Will there be a change in the agency that provides fire protection and prevention service?

       No (present agency) Central Fire Protection District  
  x   Yes (proposed agency) Sunnyvale Department of Public Safety

2. If Yes to the above, what is the location, response time, staffing and equipment for the fire station proposed to serve the area? How does this compare to the location, staffing and equipment of the existing fire station and existing response time?

The present fire protection is provided by the Central Fire Protection Districts' station located at Stevens Creek Blvd., and Vista Drive in Cupertino. Estimated response time is 5 to 7 minutes. This station is staffed by 6 personnel equipped with one 100-foot aerial ladder and two pumpers. In emergency situations, City of Sunnyvale units are dispatched unless they are responding to an emergency within the City.

Proposed service would be provided by two stations. One, located at Mary Avenue and Ticonderoga Drive, is staffed with 4 personnel equipped with two 1000-gallons per minute pumpers and has a response time of 2 to 3 minutes. The other, located at Wolfe Road and Maria Lane, would provide primary service to island No. 7 (Floyd Avenue) and secondary service to the other islands. This station is manned by 4 personnel equipped with one 1500 gallons per minute pumper and one 65 foot elevating platform with a 1250 gallons per minute pumper and has an average response time of 3 minutes. In addition, 6 to 12 Public Safety Officers in the area respond.

- I. 3. How does this proposal relate to provision in the Master Plan for services for:

A. Expansion and/or reorganization of fire service?

It is consistent with the Master Plan for Services. The City currently has capacity to provide full services and responds to emergencies in these areas faster than County units.

B. Financing of fire service?

As stated in the Master Plan, fire services are financed through the general operating funds.

4. Will there be an I.S.O. (Insurance Services Offices) rating change?

Yes. The I.S.O. rating would be raised from Class 4 to Class 3. The City currently has 1,111 deficiency points; removal of 111 would raise service to Class 2.

## II. POLICE PROTECTION

1. Will there be a change in the agency that provides police protection?

       No Present agency Santa Clara County Sheriff's Dept.  
  x   Yes Proposed agency Sunnyvale Dept. of Public Safety

2. Describe the type and level of police service currently provided to the area.

Current police service provided to unincorporated areas within the City of Sunnyvale's Urban Service Area is the basic level of law enforcement provided by the Santa Clara County Sheriff's Department. General patrol through these areas is greatly limited and traffic enforcement and vehicle abatement are virtually non-existent. Response time varies widely and has been reported to be as great as 25-30 minutes. City of Sunnyvale units are dispatched for emergencies when available.

3. Will changes be necessary to provide police protection to this area equal to the standards established for the rest of your City?

A. Contract changes (only for cities that contract with the County Sheriff) - Not Applicable

B. Equipment - current equipment is ample.

C. Manpower - current manpower is sufficient.

D. Beat Patrol - annexed areas will be incorporated into existing beats without lowering service levels to current City.

## III. LIBRARY SERVICE

1. Will there be a change in the jurisdiction responsible for providing library service to residents in the affected area?

       No. Present agency - Santa Clara County Library  
  x   Yes Proposed agency - Sunnyvale Public Library

- ATTACHMENT 3
- III. 2. If there is a change in library responsibility discuss any service changes that will result.

No service changes will result because both libraries are members of the South Bay Cooperative Library System. No County Bookmobile Service is provided.

3. How does this proposal relate to provisions in the Master Plan for Service for:

- A. Library expansion and/or reorganization - It is consistent with the Master Plan, no changes will be required.
- B. Library funding - funding will continue to be provided by the General Operating Fund.

#### IV. PARKS AND RECREATION

See final page for Island by Island analysis..

#### V. STREETS

##### Substantially Developed or Developing Territory

1. Will the City require facilities in the area to be upgraded to City standards?

No, except in cases of further development or redevelopment.

2. What are the City standards, as described in the Master Plan for services that would be applied to the affected area for street maintenance and financing of same?

The City will maintain all public streets as required and maintenance will be financed in the same manner as other City streets.

#### VI. STREET SWEEPING

What is the City's standard for street sweeping that will be applied to the area?

Streets will be swept twice each month, except where curbs are lacking. Experience has shown that mechanical sweeping without curbs has minimal positive effect. The City standard in these cases is twice per year.

#### VII. WATER SUPPLY

1. Is an agency currently supplying the area with water?

  x   No  
       Yes Name of agency:

2. If not served by an agency, how is water provided to the area?

Water is provided by the California Water Service Company.

3. According to the Master Plan for Service:

A. Will hook-up to the water agency be required? No

### VIII. GAS AND ELECTRICITY

- ATTACHMENT 3
1. Will there be a change in the provider of this utility service if the proposal becomes effective? If so, discuss what the change will be and any costs or service implications of the change.

There will be no change. Pacific Gas and Electric Company will continue service at current rates.

### IX. GARBAGE COLLECTION

1. What is the agency that presently collects garbage in the area and what is the present rate structure for this service?

Los Altos Garbage Company, current monthly rates are:

1 - can \$3.50    2 - cans \$4.50    3 - cans \$6.50    4 - cans \$8.50

2. Were this proposal to become effective, will the agency that performs this service change, and, if so, what agency will be responsible for garbage collection?

Yes, Specialty Garbage and Refuse Company, the City Vendor, would become responsible. They have ample capacity for this service.

3. How many cans will be allowed and how much will garbage collection service cost if the proposal becomes effective?

An unlimited number of cans is allowed for the basic \$2.00 per month rate: To pay for phasing out the current sanitary landfill (dump) site, the City charges an additional 12.6%. Thus the total monthly cost would be \$2.26. Specialty Garbage also has a special Spring Cleanup Week and pickup for Christmas trees.

### X. SANITARY SEWER

See final page for Island by Island information.

### XI. STORM DRAINS

1. Are storm drainage facilities currently provided to the area?

No, except for islands #2 (Samedra) and #3 (Warner).

2. If storm drains do not exist in the area, or if the storm drains that are in existence do not meet City standards, will the City require storm drains to be installed and/or improved? If so, when?

No, storm drains will be installed only upon reconstruction of the roadway. Such improvements are not currently planned.

### XII. FLOOD CONTROL

1. Is the City currently participating in the National Flood Insurance Program? If not, does the City plan to do so in the future? When?

Yes

2. Is the territory affected by this proposal within the area of a 1% flood as delineated by the Santa Clara Valley Water District or the National Flood Insurance Program?

#### XIII. STREET LIGHTING

- ATTACHMENT 3
1. Are there street lights in the area provided by the County Lighting Service Area? Yes, in islands numbered 4, 5 and 6.
  2. If yes, will the City assume jurisdiction of this service upon annexation? Yes
  3. If there are no street lights in the area, will the City require them installed upon annexation? No

#### XIV. OTHER SERVICES

1. List other services and/or improvements the City will provide the territory affected by this proposal and indicate when these services or improvements will be provided.

City services will be available upon the effective date of annexation. These include a wide range of services funded through the Federal Government, including employment and training programs (CBETA), Community Development Block Grant programs, such as housing rehabilitation and complaint investigation and Senior/Handicapped Transit Program (Revenue Sharing). Accessibility to these services depends upon the applicable Federal guidelines. A variety of regular City programs would also become available, including voluntary safety inspections, security programs and street tree planting.

2. What will the costs of these services and/or improvements be and how will they be financed?

Costs will depend upon qualification under Federal regulations, City Council decision on target areas, and voluntary citizen involvement. Financing is through Federal Grants and City general operating fund and will not necessitate additional costs to area residents.

3. Is Cable TV now available in the area and, if so, describe any changes this proposal would have on this service.

Cable TV is currently available to residents of all eight islands. No change will result.

4. Will the existing street numbering or postal service be altered in any way as a result of this proposal and, if so, explain.

Street numbering will be changed to conform with City system to assist U. S. Postal Service and emergency vehicles. Postal service will remain the same for all islands except number 2, which has been served by Cupertino post office. Service levels will not be affected.

#### XV. SPECIAL ASSESSMENT DISTRICTS

1. Are there any operating special assessment or improvement districts operating within the territory included in this proposal?

No.

## XVI. FISCAL IMPLICATIONS

### ATTACHMENT 3

1. Itemize and compare the present property tax rates in the subject area to the property tax rates after annexation for this current fiscal year.

The basic tax rate for all areas, under Proposition 13, is \$4.00 per hundred dollars assessed valuation. The City has outstanding voter approval bonded indebtedness for parks, City Hall, Library, Public Safety Building, Sewage System, Water Pollution Control and similar long-term projects which benefit all area residents.

To pay for these projects, the City has levied an additional tax of 24 cents per \$100 assessed valuation for 1978-1979. Other agencies, such as school districts, may also have a tax rate to cover bonded indebtedness; however, these would apply regardless of annexation.

The following table shows the City property tax amounts that would be added upon annexation.

<u>Market Value</u>	<u>Assessed Value</u>	<u>Less Homeowners Exemp.</u>	<u>City Tax</u> <u>(.24/\$100 A.V.)</u>	
\$30,000	\$7,500	\$5,750	\$13.80	or \$1.15/mo.
40,000	10,000	8,250	19.80	1.65
60,000	15,000	13,250	31.80	2.65
80,000	20,000	18,250	43.80	3.65

The current City bonded indebtedness will be greatly reduced after 1980-1981 and completely paid by 1989.

2. Will this area be subject to any other special taxes and/or fees upon annexation? For example, utility taxes, construction and conveyance taxes, business licenses, other fees. If so, please describe the tax or fee and the rates associated with each.

Yes. The City has a utility users tax of 2% applied to telephone and gas and electric bills on a monthly basis. A construction tax of .0054 of the total value of construction is levied. A conveyance tax of 27.5 cents per \$500 of value of property transferred is also in effect. A business license tax of \$10.00 per year is charged for home occupations conducted in a residential zoning area.

In addition, the City has a fee schedule for planning application, engineering services and building permits.

## XVII. LAND USE REGULATION

1. Are there parcels in the territory included in this proposal where the existing developed land use differs from the land use permitted by the City's rezoning?

No

ISLAND #1

Individual island data for site specific plan for services:

1. Number of acres . . . . . 4,539
2. Number of inhabitants . . . . . 50
3. Number of registered voters . . . . .
4. Number of dwelling units . . . . . 16
5. What is the present use of the area? . . . . . Single Family Residential
6. Parcels under Williamson Bill Contract? . . . . . None
7. What rezoning has been applied? . . . . . R-1 (single family  
residential) 8,000 sq. ft.  
lot minimum.
8. List all cities, special districts and county service areas  
located within the area contained in this proposal:

Cupertino Union School District  
 Fremont Union High School District  
 Foothill Community College District  
 Mid Peninsula Regional Park  
 El Camino Hospital  
 Santa Clara Valley Water District - North Central

9. For City annexations pursuant to MORGA, list those concurrent or  
 future detachments from Special Districts which are proposed for  
 this territory.

County Library  
 Central Fire District

#### IV. PARKS AND RECREATION

1. What are the locations of the nearest City Parks and recreation  
 program facilities?

De Anza Park, 1150 Lime Drive and Serra Park, 730 The Dalles

- A. De Anza Park is a fully developed 10.5 acre facility which  
 includes a recreation building, 20 picnic tables with capacity  
 for 200, a softball field, horse shoe pits and a children's  
 play area.
- B. Serra Park is a fully developed 13.15 acre facility including  
 recreation building, picnic tables with capacity for 200,  
 softball field, lighted tennis courts, shuffleboard and a  
 children's play area.

#### X. SANITARY SEWER

1. Do sanitary sewers exist in the area? No
2. Will there be a change in the agency currently responsible for  
 providing sanitary sewer service if the proposal becomes effective?

Yes, the City of Sunnyvale will provide service.



- A. Do the local collectors and trunk lines have adequate capacity to serve the area?

Trunk lines have adequate capacity. Sewer mains must be installed on Wright Court and Wright Terrace at an estimated cost of \$15,000.00.

- B. If not, what additional improvements are necessary?

Approximately 500 feet of sewer main must be installed.

- C. How will these improvements be financed?

Through the City's sewer fund, which is reimbursed by frontage and connection fees (payable once) and sewer user fees of \$6.50 bimonthly.

4. For existing developments with septic tanks:

Will hook-up to the City system be required?

No, except in cases of septic tank failure where sewer main is installed.

5. If existing development is served by septic tank and hook-up to the City is not required as a condition of annexation, can property owners request hook-up to the City sewer system? Yes

SECEP 4-79

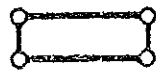
## ANNEXATION TO THE CITY OF SUNNYVALE

SCALE: 1" = 100'

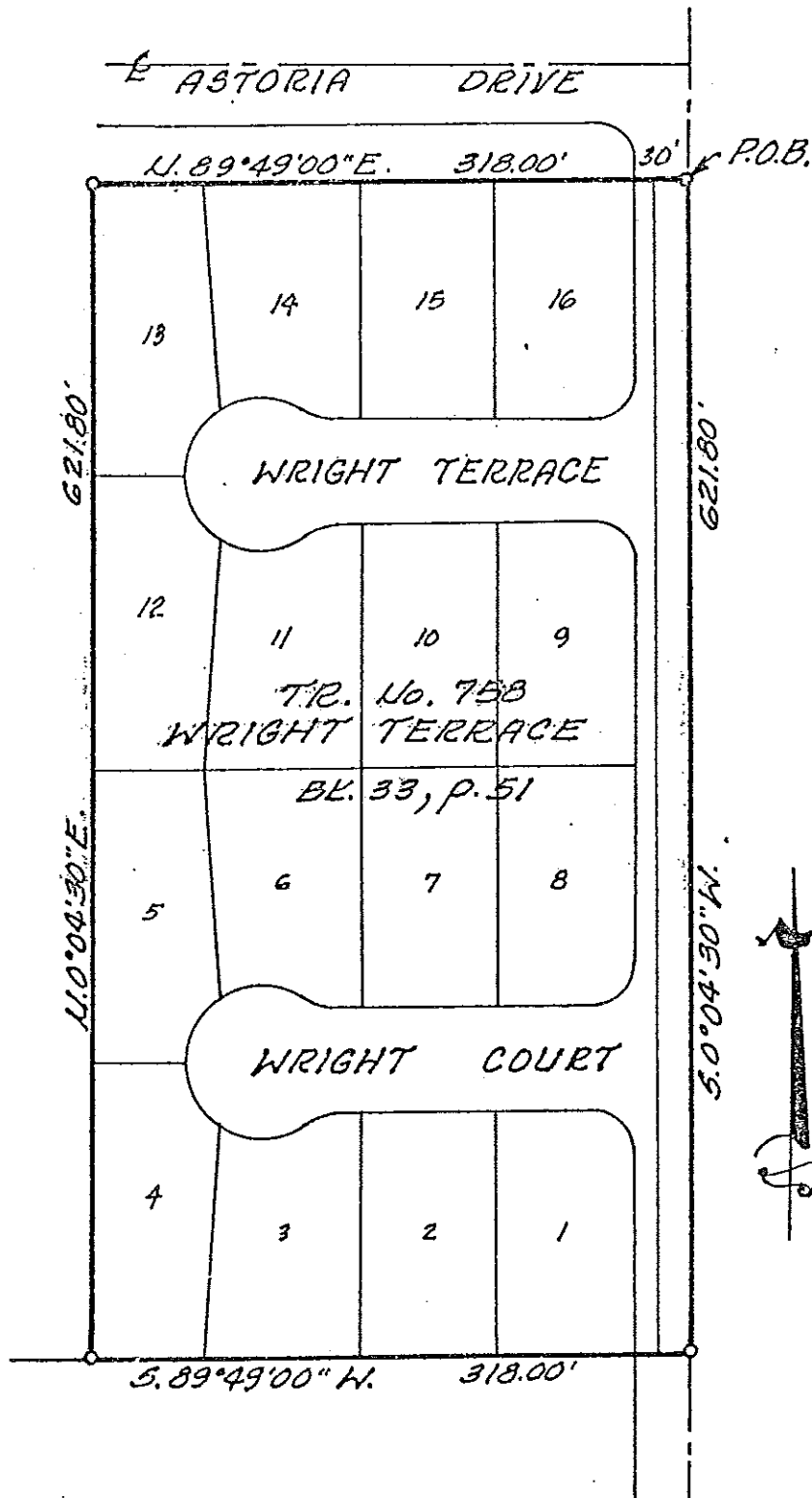
AREA: 4.539 ACRES

DATE:

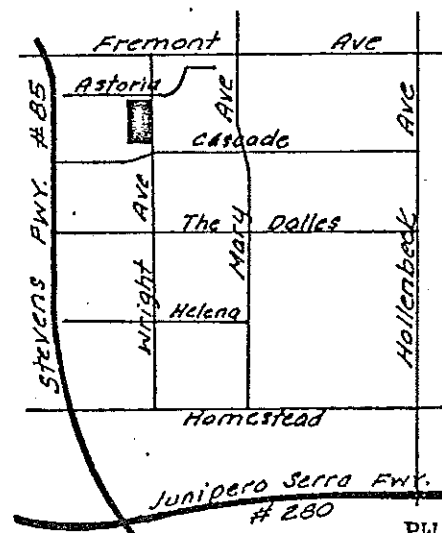
BY: U.J.B.



= Boundary of Proposed Annexation  
 & Existing City Limits Line



## KEY MAP



City of Sunnyvale

ANNEXATION SURVEY QUESTIONNAIRE

1. On which street is your property located? \_\_\_\_\_
2. Is the property      Rented by you ☐      Owned and occupied by you ☐  
                                 Vacant                      ☐      Owned and rented to others ☐
3. How many currently registered voters reside at the property? \_\_\_\_\_
4. Public Improvements

Installation of City standard curbs and gutters, sidewalks, streets, storm drains, or street lights would not be required for annexation. However, the City would form assessment districts for these improvements if a majority of owners in an area should request them by petition. This information will not be treated as a request for improvements. Would you like to see any of these improvements made in your area?

	No	Yes			
		Within 2 yrs.	3-5 yrs.	6-10 yrs.	After 10 yrs.
Curbs and gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. [If you are now using a septic tank, please answer this question]  
 Continued use of septic tanks will be allowed as long as they function adequately. Upon connection, two fees are required. The frontage fee is now \$6.95 per lineal foot of frontage to pay part of the cost of the sewer main (corner lots pay for only one frontage, others are averaged for the area, City pays remainder). The connection fee is now \$230.00 for a single family home.

Do you expect to connect to sewers: Within 2 years ☐ In 3-5 years ☐  
 In 6-10 years ☐ After 10 years ☐

Comments: \_\_\_\_\_

6. [If there is no sewer main on your street, please answer this question.]  
 Some citizens would be willing to pay the City to install the lateral line (from the main to the edge of the pavement) at the same time the main is installed rather than paying subcontractors individually when they hook up. The advantages of installing lateral and main lines together are: 1) Lower cost to you 2) Less disruption of traffic and 3) Less financial impact at time of connection.

Would you be willing to pay to have laterals installed with the main sewer?  
 (Estimated cost \$400-\$600 at \$20 per foot).

Probably ☐                      Probably not ☐

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please continue to other side

[illegible]

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- [illegible]

- [illegible]

Thank you for your participation. Please mail this questionnaire in the envelope provided before .



# City of Sunnyvale

## Agenda Item

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18-0961

Agenda Date: 3/7/2019

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### 2019 COUNCIL STUDY ISSUE

#### **NUMBER**

DPW 19-09

**TITLE** Develop a Citywide Mobility Strategy Plan to Reduce Sunnyvale Greenhouse Gas Emissions

#### **BACKGROUND**

**Lead Department:** Public Works  
**Support Departments:** Office of the City Manager  
Office of the City Attorney  
Environmental Services  
**Sponsor(s):** Sustainability Commission  
**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

In the Sunnyvale Climate Action Plan (CAP 1.0), which was adopted in 2014, it was reported that transportation contributed 35 percent of the total communitywide greenhouse gas (GHG) emissions in 2008. The uptick in the region's economy continues to increase traffic congestion which affects the commute to and from Sunnyvale, leading to an increase in GHG emissions. To achieve the GHG emissions reduction target of 40% below the statewide limit by the year 2030 as noted in Senate Bill (SB) 32, a comprehensive mobility strategy plan should be developed to identify actions to reduce transportation related GHG emissions in Sunnyvale. To ensure the development of a coordinated strategy to support the GHG emissions reduction effort the plan will also include steps to coordinate with other agencies within the region (i.e., Santa Clara Valley Transportation Authority, Metropolitan Transportation Commission, Caltrain, and other neighboring cities, etc.).

##### **What are the key elements of the study?**

This study will include the following elements:

- Identify commute volumes to and from Sunnyvale, origins and destinations of commutes, and modes of transport used.
- Identify key policies that affect mobility (particularly for commutes) to and from Sunnyvale.
- Develop principles that the City will use to guide discussions with regional partners.
- Evaluate new mobility technology and offerings (e.g., ride share, apps for shared cars, scooters, bikes and beyond) and their possible effects on mobility options for Sunnyvale.
- Develop recommendations to address commuter strategies (e.g., company shuttles and buses, electric vehicle charging stations both public and private, connections to Caltrain and

other transit modes, etc.).

- Community outreach to seek input on the project.

**Estimated years to complete study:** 1-2 years

### **FISCAL IMPACT**

#### **Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Major
Funding Required for Non-Budgeted Costs:	\$350,000
Funding Source:	Will seek budget supplement

The cost associated with this study will be consultant services which include an evaluation of the type of data to be collected including but not limited to origin destination data, and evaluation of the collected data which may also require updates to the existing Sunnyvale Travel Demand Forecast Model. The study will include stakeholder meetings to discuss the mobility strategies across the region. The consultant will evaluate existing policies, and work with City staff on recommendations for new policies. The study will include community workshops for residents, businesses, and students to provide input on transportation needs and options to reduce greenhouse gas emissions.

#### **Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

### **EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Sustainability Commission, Bicycle and Pedestrian Advisory Commission

### **STAFF RECOMMENDATION**

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

The City's Draft Climate Action Playbook (CAP 2.0) is scheduled to be released in 2019, which will include several strategies to reduce GHG emissions in Sunnyvale. Since transportation related GHG emissions is one of the main contributing factors to Sunnyvale's GHG emissions, the CAP 2.0 will identify various actions focusing on how to reduce transportation related GHG emissions. These actions might include balancing land use, improving the quality and connectivity of transit systems, accommodating rideshare practices as alternatives to single-occupancy vehicles, improving bicycle and pedestrian networks to encourage mode shift, identifying ways to reduce parking demand, recommending street design to accommodate future mobility needs and patterns, encouraging and enhancing transportation demand management strategies for commute trips, and accelerating the adoption of electric vehicles and charging infrastructure. The CAP 2.0 will serve as a strategic document for implementing the proposed actions to reduce GHG emissions, and it will include all aspects of mobility that would be covered by a Citywide Mobility Strategy Plan. Creating a separate mobility strategy plan would may include many of the same features that will be included in CAP 2.0.

Prepared by: Shahid Abbas, Transportation and Traffic Manager

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Ramana Chinnakotla, Director, Environmental Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager