



Sunnyvale

January 4, 2021

Honorable Mayor and City Councilmembers  
City of Sunnyvale  
City Hall  
456 West Olive Avenue  
Sunnyvale, CA 94086

City Hall  
456 West Olive Avenue  
Sunnyvale, CA 94088-3707  
TDD/TYY 408-730-7501  
[sunnyvale.ca.gov](http://sunnyvale.ca.gov)

**Re: 2021 Master Work Plan - Bicycle and Pedestrian Advisory Commission**

Dear Council,

At the December 17, 2020 Bicycle and Pedestrian Advisory Commission (BPAC) meeting, the commission approved the 2021 Master Work Plan with the following change by a 6-0 vote with 1 absent:

To agendize all Staff Presentations as Public Hearing items instead of as Presentation items to allow for BPAC the opportunity to make a motion to convey a position to the City Council on the item in question, which include the following Presentations:

- 2020 Climate Action Playbook Progress Update
- 2021 Climate Action Playbook Program Update
- Annual Reporting of Collisions Involving Pedestrians and Cyclists
- Vision Zero Plan Progress Update
- Active Transportation Plan Progress Update
- Any other Staff-led presentations

With this action, BPAC would like to have the ability to make a motion in situations where the commission has substantial feedback on a Presentation item, and it will be a good mechanism to document BPAC's discussion instead of through the meeting minutes.

Per Council Policy 7.2.19:

- A. Boards and commissions (B/Cs) are created for the following general purposes:
- (I) To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues.
  - (II) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input for those issues.



Sunnyvale

B. B/Cs shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the city manager or his/her designated staff.

In addition, B/Cs may serve as advisory bodies to staff regarding operational issues upon request by staff.

Once the City Council approves the annual work plan, every month, staff liaison would draft the meeting agenda, with the Chair making sure the agenda aligns with the Council approved Work Plan.

Presentations at the B/Cs meetings are for the following purposes:

- For individuals or representatives from outside agencies, groups and organizations to give presentations to the B/C about matters of mutual interest.
- For staff to provide updates on operational issues/projects that might fall under a policy that B/Cs have purview over.

Public Hearing/General Business portion of the agenda is for items that warrant individual discussion and a recommendation is required by the B/C to City Council to take an action on. The items agendized as Public Hearing/General Business are policy-related issues instead of administrative/operation matters.

The intent of the proposed staff presentations in the 2021 BPAC Master Work Plan is to provide BPAC an update of initiative or project progress for the implementation of operational projects that do not require a recommendation from BPAC to City Council to take an action.

Furthermore, the presentation items as listed are operational matters rather than policy-related issues. As per the Council Policy, BPAC's role is to advise City Council on policy issues, instead of on administrative/operation matters. Therefore, I cannot support agendizing all staff presentations as Public Hearing items, and these items are listed as Staff Presentation in the BPAC 2021 Master Work Plan included in the City Council Agenda for approval.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Ng". The signature is written in a cursive, flowing style.

Dennis Ng  
Transportation and Traffic Manager

## 2021 Master Work Plan

### Bicycle and Pedestrian Advisory Commission

### Annual Calendar

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

**Additional items yet to be scheduled:**

- Study Issues may be proposed at any meeting throughout the year
- Active Transportation Program Grant – Safe Route to School Project
- Active Transportation Program Grant – SNAIL & San Miguel Neighborhoods Active Transportation Improvements
- Bernardo Avenue Bicycle/Pedestrian Undercrossing
- Bicycle and Pedestrian Access Improvements at Sunnyvale Caltrain Station
- Caltrain Grade Separation (Mary Avenue and Sunnyvale Avenue crossings)
- Java Drive Road Diet
- Lawrence Station Area Sidewalks and Bicycle Facilities
- List of Streets on the Annual Slurry Seal List with Upgraded Striping or Other Changes to Implement the Bicycle Plan (Information Item)
- Mary Avenue Freeway Overcrossing
- Moffett Park Specific Plan Update
- Safe Routes to School Coordinator Update (Presentation)
- Stevens Creek Trail Extension Project