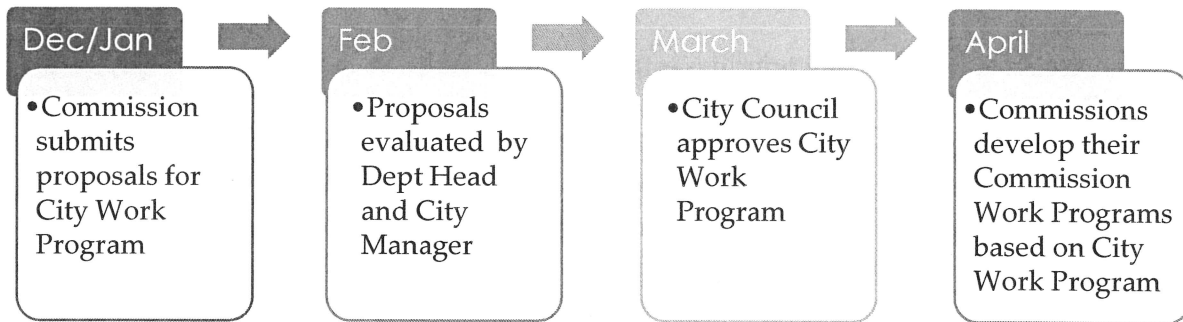


## GUIDANCE ON COMMISSION PROPOSALS FOR CITY WORK PROGRAM

### Overview of the Process



In the December/January timeframe, each Commission will submit proposed ideas for the City Work Program for the upcoming fiscal year. These proposals will be taken into consideration by Department Heads and the City Manager when developing the proposed City Work Program for Council's consideration. When the proposed City Work Program is brought to Council in March, the proposals submitted by Commissions will be provided as attachments with indications as to which proposals are reflected in the proposed City Work Program. Once the City Work Program is adopted by Council, Commissions will then develop their Commission Work Programs based upon the items relevant to them in the approved City Work Program. Smaller items that do not require staff time or budget may be added to the Commission Work Program at this point in the process. Final Commission Work Programs should be brought for Council's approval as consent items before July. For a flow chart of this process, see the City Work Program Flow Chart.

### Guidance on Commission Proposals for the City Work Program

Commission proposals for the City Work Program should be within the purview of the Commission, have timelines of 12 months or less, and identify projects or deliverables the Commission would be interested in addressing over the course of the next fiscal year. When developing proposals, consider constraints related to:

- Staff resources,
- Budget, and
- Demands from routine business of the Commission.

If there are existing City Work Program items that the Commission would like to propose continuing into the upcoming year, the Commission should include these items in their list of proposals. Please identify:

- The Commission's top three proposals to aid in the prioritization process and
- No more than 10 proposals total for submission. There is no minimum number of proposals required. Please note that not all proposals will be included in the proposed City Work Program. When the proposed City Work Program is brought to Council, the proposals submitted by Commissions will be provided as attachments with indications as to which proposals are reflected in the proposed City Work Program.

# GUIDANCE ON COMMISSION PROPOSALS FOR CITY WORK PROGRAM

Suggested steps to develop Commission proposals for the City Work Program:

1. Review the purpose of the Commission as defined by the Cupertino Municipal Code in Chapter 2.
2. Discuss and outline any priorities established by Council such as from prior City Work Programs.
3. Brainstorm proposals relating to the Commission and determine the following:
  - a. Identify potential projects and deliverables relevant to the Commission.
  - b. Determine the benefit if the project or deliverable is completed.
  - c. Is it mandated by State or local law or by Council direction/priority?
  - d. Would the task or item require a policy change at the Council level?
  - e. Identify resources needed for completion such as staff time, creation of Commission subcommittees, coordination with other Commissions etc.
  - f. What is the timeline to completion? (1 year, 2 year, or longer term?)
    - i. Proposals should be completable within the upcoming fiscal year (within 12 months). If a project or deliverable will take more than a year, it should be broken up into phases and the proposal submission should only include what can be accomplished in the upcoming fiscal year.
  - g. Determine measurement and evaluation criteria. How will you know you are on track? How will you determine success?
4. Prioritize projects from urgent to low priority.
5. Identify the top three proposals from the Commission that can reasonably be accomplished or worked on in the coming year.
6. Submit the Commission Proposals for City Work Program Form.



## Bikes for Tykes

Repair and Donate 50 bikes, helmets and locks to children in our community.  
Repair Project will take place at Good Karma Bikes 460 Lincoln Ave, San Jose, CA.  
Need 2 to 4 additional volunteers to conduct repairs.

Jan. 4	10 AM to 2 PM
Jan 11	10 AM to 2 PM
Jan 14 <sup>th</sup>	Bike giveaway to WVCS Clients

Bike Repair Clinic. Walk in bike repair for low income West Valley residents.

Jan 14 <sup>th</sup>	4 PM to 6 PM
----------------------	--------------

Contact Josh Selo of WVCS at [josh.wvcommunityservices.org](http://josh.wvcommunityservices.org)

A Community collaboration between West Valley Community Services, Walk-Bike Cupertino, Good Karma Bikes and the Rotary Club of Cupertino (principal funder)



## FW: Call for Improved Road Conditions and Safe Passage for Pedestrians and Cyclists Along Bollinger Rd

Liang Chao <LiangChao@cupertino.org>

Wed 12/18/2019 1:56 PM

To: City of Cupertino Bike and Ped Commission <Bikepedcommission@cupertino.org>

Cc: Ilango Ganga <[REDACTED]>

Dear Bike and Ped Commissioners,

I thought the request on Pedestrian safety improvements is within your purview.

Liang



**Liang Chao**

Vice Mayor

Councilmember

LiangChao@cupertino.org

408-777-3192



---

**From:** Liana Crabtree <[REDACTED]>

**Sent:** Wednesday, December 18, 2019 11:27 AM

**To:** Steven Scharf <SScharf@cupertino.org>; Darcy Paul <DPaul@cupertino.org>; Liang Chao <LiangChao@cupertino.org>; Rod Sinks <RSinks@cupertino.org>; Jon Robert Willey <JWilley@cupertino.org>; Deborah L. Feng <DebF@cupertino.org>

**Cc:** City Clerk <CityClerk@cupertino.org>

**Subject:** Call for Improved Road Conditions and Safe Passage for Pedestrians and Cyclists Along Bollinger Rd

SUBJECT: Call for Improved Road Conditions and Safe Passage for Pedestrians and Cyclists Along Bollinger Rd

Honorable Mayor Scharf, Vice Mayor Paul, Council Members Chao, Sinks, and Willey and City Manager Feng:

Please include my letter as part of the public record calling for improved pedestrian and cyclist safety along Bollinger Road.

I agree 100% with concerns Cupertino resident Lisa Warren voiced about dangerous street crossings at Bollinger Rd (Lawrence Expy to De Anza Blvd) during the 12/17/2019 Cupertino City Council meeting. Traffic on this road shared with Cupertino and San José has worsened recently because 1) a long-term, under-road construction project reroutes traffic suddenly and awkwardly, especially near curves; 2) bad street lighting and head-on traffic mix poorly with unmitigated vehicle headlamp glare; and 3) more and more, Bollinger becomes the escape route from Stevens Creek congestion, so traffic has increased but the road itself remains undivided, curvy, dark at night, and short on safe places to cross.

Bollinger at De Anza is my personal worst intersection in the area. Westbound Bollinger

vehicles looking to turn right (northbound) have a dedicated lane. Far too often, drivers approach the intersection at speeds indicating that they will slow just enough to keep from toppling over during the turn. All the while, drivers are moving straight but preparing to turn right by looking to the left for an opening where they can insert themselves into De Anza traffic. (Driving right while looking left.) It's an extremely dangerous space for pedestrians crossing to or from the northeast corner of De Anza at Bollinger.

I've noticed other communities (Palo Alto) use an all-way red light to stop vehicle traffic in all directions while the WALK light-only is activated exclusively for several seconds to pause vehicle traffic and give pedestrians a jump start to cross busy intersections before any vehicles are permitted to travel. ***Have traffic engineers considered if all-way vehicle stops with WALK-lights active are feasible for Bollinger Rd intersections?***

Also, best guess, I'd say as much pedestrian crossing happens at unmarked Clifden Way at Bollinger as happens at signal-lighted De Anza at Bollinger because neighborhood streets near Clifden serve as overflow parking for Trader Joe's employees and customers. Also, VTA Route 25 has a popular stop located on eastbound Bollinger (San José) that is directly across from Clifden. ***Given the demand for crossing Bollinger at Clifden, is there opportunity to add a signaled/lighted crosswalk there?***

The community pauses to recognize another life taken from someone attempting to cross a road with dangers that have been well-documented and include multiple fatalities.

***How will Cupertino and San José respond to create safer crossings along Bollinger Rd from Lawrence Expy to De Anza Blvd?***

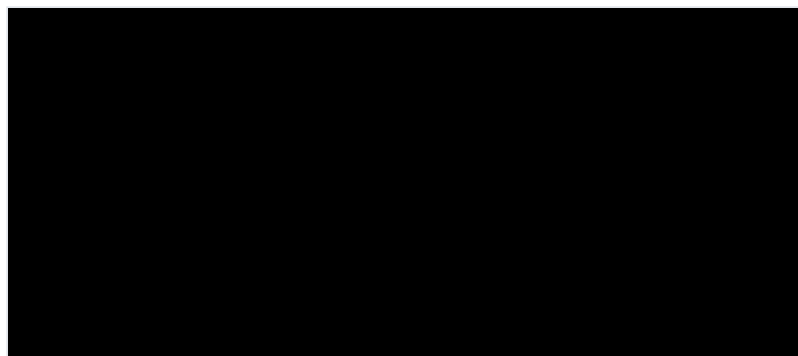
Sincerely,

Liana Crabtree  
Cupertino resident  
representing myself only

## REFERENCES

"Pedestrian Dies After Being Hit by Car in West San José," by Jason Green, Mercury News, 12/12/2019, [Pedestrian dies after being hit by car in West San Jose](#)

Recording of 12/17/2019 Cupertino City Council meeting, see Oral Communications beginning minute 44:30 for Lisa Warren's comments regarding the fatality that occurred on Bollinger Rd on 12/12/2019, [City Council December 17, 2019 Non-Televised Special Meeting Closed Session \(5:00\) followed by Televised Regular Meeting \(6:45\) - Dec 17th, 2019](#)



**City Council December 17, 2019 Non-Televised  
Special Meeting Closed Sess...**

Live and Recorded Public meetings of City Council December 17,  
2019 Non-Televised Special Meeting Closed Session...

**Pedestrian dies after being hit by car in West San  
Jose**

Collision occurred on Bollinger Road near Wunderlich Drive