



# City of Sunnyvale

## Notice and Agenda

### Bicycle and Pedestrian Advisory Commission

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Thursday, March 19, 2015

6:30 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **PRESENTATION**

[15-0322](#)

PRESENTATION - Lawrence Station Area Plan

#### **PUBLIC ANNOUNCEMENTS**

*Speakers are limited to 3 minutes for announcements of related board/commission events, programs, resignations, recognitions, acknowledgments.*

#### **CONSENT CALENDAR**

1. A [15-0323](#) Draft Minutes of the Bicycle and Pedestrian Advisory  
Commission Meeting of February 19, 2015

**Attachments:** [Draft Minutes of the Bicycle and Pedestrian Advisory Comr](#)

1. B [15-0324](#) Proposed 2015 Work Plan

**Attachments:** [Proposed 2015 Work Plan.pdf](#)

#### **PUBLIC COMMENTS**

*This category is limited to 15 minutes, with a maximum of three minutes per speaker. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary or you may orally make a request to speak. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by commission members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by the commission.*

#### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 2      [15-0325](#)      Utility Bill Concepts

**Attachments:**   [Utility Bill Concept 2015.pdf](#)

- 3      [15-0326](#)      Bike to Work Day Planning

**Attachments:**   [Bike to Work Day 2015 - Energizer Station Tips and Hints.](#)

- 4      [15-0332](#)      Transportation Development Act (TDA) Funding  
Recommendation

**Attachments:**   [TDA Article 3.pdf](#)

### **NON-AGENDA ITEMS & COMMENTS**

-Commissioner Comments

-Staff Comments

### **INFORMATION ONLY REPORTS/ITEMS**

- [15-0328](#)      2015 Council Ranking of Study Issues

**Attachments:**   [2015 Council Ranking of Study Issues.pdf](#)

- [15-0329](#)      Active Items List-March 2015

**Attachments:**   [Active Items List-March 2015\\_cs.pdf](#)

## **ADJOURNMENT**

### *Notice to the Public:*

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

*Agenda information is available by contacting Carol Shariat at [pubworks@sunnyvale.ca.gov](mailto:pubworks@sunnyvale.ca.gov) or (408) 730-7415. Agendas and associated reports are also available on the City's web site at <http://sunnyvale.ca.gov> or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Carol Shariat at (408) 730-7415. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)*



# City of Sunnyvale

## Agenda Item

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**15-0322**

**Agenda Date: 3/19/2015**

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PRESENTATION - Lawrence Station Area Plan



# City of Sunnyvale

## Agenda Item

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**15-0323**

**Agenda Date:** 3/19/2015

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Draft Minutes of the Bicycle and Pedestrian Advisory Commission Meeting of February 19, 2015



# City of Sunnyvale

## Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

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Thursday, February 19, 2015

6:30 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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### **CALL TO ORDER**

### **ROLL CALL**

**Present** 6 - Chair David Jones  
Vice Chair Kevin Jackson  
Commissioner John Cordes  
Commissioner Richard Kolber  
Commissioner Margaret Okuzumi  
Commissioner Kyle Welch  
**Absent** 1 - Commissioner Angela Rausch

Status of an absence: Commissioner Rausch's absence is excused.  
Council Liaison attendance: Mayor Jim Griffith (present)

### **PRESENTATION**

#### [15-0225](#) PRESENTATION -East Sunnyvale Sense of Place Plan

Callendar Associates gives presentation on East Sunnyvale Sense of Place Plan. This area is changing from industrial to residential and this plan would provide roadmap for pedestrian and bicycle improvements for this transforming area. March 3rd is joint study session with Council and Planning Commission.

Commissioner Okuzumi concerned with locations where bike accidents have occurred within the Sense of Place area. Ms. Okuzumi also stated her concerns about placement of lights when trees grow so that trees don't block light and make pedestrian areas very dark. She has liked the Duane Avenue Road diet and the larger bike lanes. Commissioner Welch concerned which type of trees to be planted in the area. Commissioner Cordes wondering why the intersection of Duane and San Miguel Avenue was chosen for improvements compared to all others along this roadway. Callendar Associates stated this was because this intersection provides access to the school to the north. Vice Chair Jackson would

like bicycle parking at some destination locations. Chair Jones concerned with visibility at intersections for pedestrians and bicyclists.

### **PUBLIC ANNOUNCEMENTS**

Vice Chair Jackson speaks about the Countywide Bike Plan being updated. VTA BPAC didn't review Bus Rapid Transit (BRT) Plan. The BRT Plan is going to all the Committees next month and VTA Board in April. He also stated that Horizon 2035 Committee met and were given an update on only traffic impacts. April 25th is the Fit and Fun Fair and Margaret and Kevin will be attending and assisting. Mr. Jackson would also like public to know that BPAC aren't allowed to respond back to emails they send to the BPAC Answerpoint. He also stated that a new app is out called Bike Shield. He then stated that he passed Stratford School on Lime and noticed monitors called out bicycle when he passed and this message was passed along by the other monitors and he really liked this idea and hoped they would keep it up.

Commissioner Okuzumi felt the paint job on the El Camino Real bike lanes wasn't good as paint is raised up and forming a ridge. She also speaks about a lot of pedestrian collisions on El Camino Real between Henderson and Halford and possibly not showing up as part of collision summary BPAC receives. She then states that it would be good to have a bicycle and pedestrian master plan like the City of Mountain View. Ms. Okuzumi also stated that she was contacted by someone living around the area of Henderson and El Camino Real and that it hard getting across there. Ms. Shariat stated that this person should contact the Department of Public Works Transportation Division if they are wanting a crossing guard and the Division will do a study to determine if it is warranted.

Commissioner Cordes announced that he attended the VTA Innovation Center opening and discussed the WAZE application for bicyclists as well as other new applications.

Private Citizen Arias would like to see improvements for bike commuters for north-south and east-west routes.

Ms. Shariat introduced the new Transportation and Traffic Manager, Shahid Abbas. Mr. Abbas gave a brief description of his background and stated that he was happy to make the move from Washington D.C to Sunnyvale. Ms. Shariat announced that every few months Mr. Abbas will have a presentation for the BPAC and he will serve as the backup when Ms. Shariat is not available.

### **CONSENT CALENDAR**

**1. A**      [15-0224](#)      Draft Minutes of the Bicycle and Pedestrian Advisory  
Commission Meeting of January 15, 2015

Commissioner Kolber moved and Commissioner Cordes seconded the motion to approve the Draft Minutes of the Bicycle and Pedestrian Advisory Commission Meeting of January 15, 2015. The motion carried by the following vote:

**Yes** 6 -    Chair Jones  
                 Vice Chair Jackson  
                 Commissioner Cordes  
                 Commissioner Kolber  
                 Commissioner Okuzumi  
                 Commissioner Welch

**No** 0

**Absent** 1 -    Commissioner Rausch

**1. B**      [15-0226](#)      2015 Work Plan

Vice Chair Jackson looking for discussion on California Complete Streets Act and Sunnyvale Streetscape Allocation Policies in LUTE Policy 5.9-5.21A as part of the work plan. He stated former Transportation and Traffic Division Manager, Jack Witthaus, put this type of information like this together in December 2012 that can be used again. Ms. Shariat wanted to confirm these policies should be a public hearing item vs. information only item. Vice Chair Jackson agreed these policies can be put on workplan as public hearing item.

Ms. Shariat proposed the following modifications to the 2015 Work Plan: Bike to Work Day Planning in March; Public Safety to attend a BPAC meeting in May and in October to review the accidents report; review Bicycle and Pedestrian Policies as a Public Hearing item. Ms. Shariat noted that the Mary Avenue Bike Lanes item would be added at a later date to the Work Plan when there is a schedule available. Other items discussed were Enforcement of Bicycle Parking and the Bicycle Master Plan. Ms. Shariat noted that the bicycle map will be updated next year but the bike plan will not be updated. A new Capital Project needs to be proposed as part of the new capital cycle which can be in three years. The BPAC discussed the capital cycle in detail and decided that it might be proposed as a Study Issue in April. Ms. Shariat added that information regarding Complete Streets and Street Space Allocation will be given to BPAC in March. Commissioner Okuzumi was interested in knowing what kind of funding is available for bike racks. Commissioner Cordes asked if the BPAC answerpoint was the correct place to request a bike rack. Ms. Shariat responded that the public could either use the Customer Response Management (CRM) system or go through the BPAC



answerpoint.

Commissioner Kolber makes motion to approve workplan as amended.  
Commissioner Okuzumi seconded the motion. The motion carried by the following vote:

**Yes 6 -** Chair Jones  
Vice Chair Jackson  
Commissioner Cordes  
Commissioner Kolber  
Commissioner Okuzumi  
Commissioner Welch

**No 0**

**Absent 1 -** Commissioner Rausch

### **PUBLIC COMMENTS**

Private Citizen Arias feels there are no biking destinations and would like to have bike repair centers at multiple locations within Sunnyvale. She would also like to have wayfinding signs throughout Sunnyvale. Ms. Arias feels sharrows on Wolfe very dangerous because of vehicle speeds and would like buffered bike lanes or reduction of speed on Wolfe. She would also like restrictions on side street parking during peak hours.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### **2. [15-0229](#) Utility Bill Concepts**

Ms. Shariat discusses that utility bill insert would be ready for July/August bill cycle and would be double sided. Chair Jones discusses his idea for utility bill stuffer. Commissioner Margaret also shares her ideas for utility bill stuffer. Vice Chair Jackson shares his ideas as well. BPAC Commissioners will continue discussion next BPAC meeting.

Private Citizen Arias feels that there should be more leaflets passed out not just once a year but at many more events throughout the year.

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Commissioner Comments**

Vice Chair Jackson asks Mayor about study issues ranking. Mayor Griffith provided results of study issues workshop. Mr. Jackson asks about Mathilda Interchange project and if BPAC would get to review bike and circulation part of it.

Mr. Abbas says he will keep BPAC informed of project and gave BPAC a summary of what he knows regarding the project. Mr. Jackson wondering if residents from last meeting got their questions answered. Ms. Shariat responded that Ms. Ochoa from the Transportation and Traffic Division responded to residents questions. Mr. Jackson discussed workplan for March regarding TDA recommendation and he suggested to use those funds as matching funds for Bernardo Undercrossing project and bank funds for three years to get it done and partner with the City of Mountain View. He then tells everyone to think of topics you would like to discuss with DPS when they come to May meeting. Mr. Jackson asks about Stevens Creek project being in the workplan for September. Ms. Shariat states she added to workplan at his request but not sure of actual month this project will be discussed with BPAC.

Chair Jones discusses Mountain View Old Alviso Road meeting at Community Center and said well put together project. He states that Calabazas Creek Trail closed for 3-4 months. Also stated that him and a few other BPAC Commissioners attended Peery Park workshop.

Commissioner Cordes asks about how to get City employees to walk and bike more to work and who to talk to get these type of programs in place.

#### **-Staff Comments**

Ms. Shariat shares information regarding the Bernardo Undercrossing project provided by the Public Works Director. Vice Chair Jackson hoping we could use a local match to fund the Bernardo Undercrossing project with the use of TDA funds. She then discusses individual emails for BPAC Commissioners and response provided by Office of City Manager. Vice Chair Jackson not happy about one-way communication for the BPAC Answerpoint.

#### **INFORMATION ONLY REPORTS/ITEMS**

##### 15-0220      Active Items List

Vice Chair Jackson asking about safe routes to school item on active items list and wondering if this includes the neighborhood bike signage. Ms. Shariat states no that is part of a different safe routes to school project and that she will provide the information regarding that project next time.

Ms. Shariat told BPAC she did her best to update the active items list.

##### 15-0227      Annual Slurry Seal List

Vice Chair Jackson states for slurry seal list is that when we do a slurry seal that

we should be doing a street space analysis to determine if lines should be moved in accordance with street space allocation policy. Mr. Witthaus knew to do this type of analysis for each roadways on slurry seal list.

[15-0228](#)

Curb Ramp List

**ADJOURNMENT**

Chair Jones adjourned the meeting at 9:06 PM



# City of Sunnyvale

## Agenda Item

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**15-0324**

**Agenda Date: 3/19/2015**

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Proposed 2015 Work Plan

**Proposed Bicycle and Pedestrian Advisory Commission Master Work Plan/Calendar**

**Calendar Year:** 2015

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 15	2015 BPAC Work Plan/Calendar
February 19	Annual Slurry Seal List (Information item) Curb Ramp List (Information item) Utility Bill Concepts Presentation - East Sunnyvale Sense of Place Plan
March 19	Transportation Development Act (TDA) Funding Recommendation Utility Bill Concepts Lawrence Station Area Plan Bike to Work Day Planning Council Ranking of Study Issues (Information item)
April 16	Study Issue Brainstorming Bike to Work Day Planning City of Sunnyvale Bicycle and Pedestrian Policies (Discussion) Park Dedication Fund Project List (Information item)

Meeting Date	Agenda Item/Issue
May 21	Review of the Detailed Two-Year Budget Discussion – Buffered Bike Lane Standards Discussion – Public Safety Department working with bicycle community
June 18	Utility Bill Stuffer Update Wolfe Road Corridor Study Land Use and Transportation Element Update
July 16	Election of Officers Discussion – Bollards/Chicanes on Off-Street Paths
August 20	Consideration of Candidate Study Issues Peery Park Specific Plan

Meeting Date	Agenda Item/Issue
September 17	Study and Budget Issues Finalization Stevens Creek Feasibility Study Discussion – State of Bicycling and Walking in Sunnyvale report
October 15	Annual reporting on collisions involving pedestrians and cyclists (information item) Discussion - Program to reduce cyclist/pedestrian/motor vehicle crashes
November 19	Ranking of Study Issues
December 17	Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials



# City of Sunnyvale

## Agenda Item

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**15-0325**

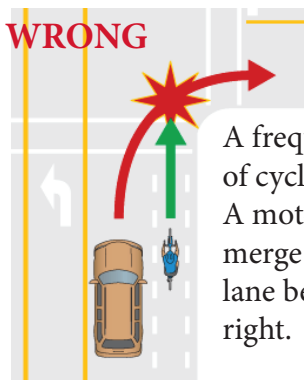
**Agenda Date: 3/19/2015**

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Utility Bill Concepts

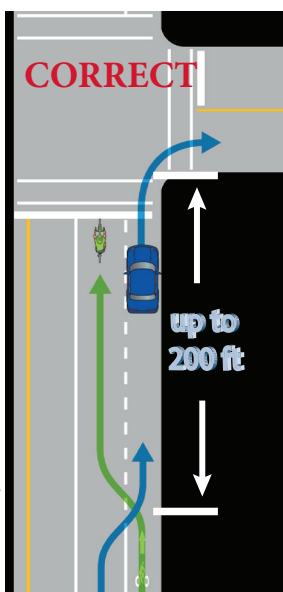


# Motorists: Learn the safe and correct way to turn right around cyclists!



A frequent cause of cyclist injuries: A motorist fails to merge into the bike lane before turning right.

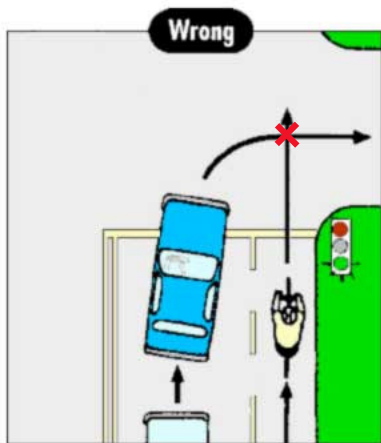
THE SAFE, LEGAL and PROPER WAY TO MAKE A RIGHT TURN: **Up to 200 feet** before the driveway or corner, **MERGE RIGHT INTO** the bicycle lane as you would with other standard traffic lanes, *yielding* to bicyclists and other traffic already in the lane.



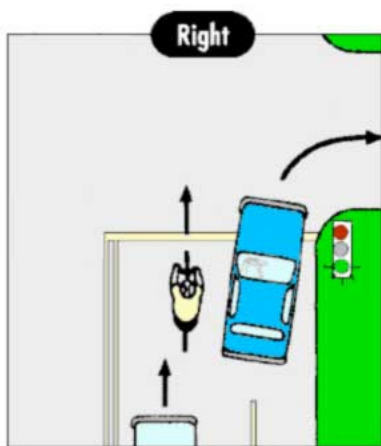
**Turn from the curb**, rather than *across* the bicycle lane.

**MOTORISTS REMEMBER: MERGE** and then **TURN FROM THE CURB!** California Vehicle Code (CVC) 21717 & 22100.

# Cyclists: Stay safe, merge left when proceeding across an intersection!



Cyclists:  
Avoid “right  
hook” injuries  
by merging  
left when  
proceeding  
straight  
across an  
intersection.



Stay safe by  
MERGING  
TO THE  
LEFT of  
the bike  
lane, taking  
the whole  
travel lane  
if possible,  
*yielding* to  
traffic on  
your left.

**CYCLISTS REMEMBER: When going across an intersection, merge left.** Let right-turning vehicles and cyclists get to the right of you when approaching an intersection. **DON'T HUG THE CURB!**  
California Vehicle Code (CVC) 21202.



# City of Sunnyvale

## Agenda Item

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**15-0326**

**Agenda Date: 3/19/2015**

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Bike to Work Day Planning



**Bike to Work Day  
Thursday, May 14, 2015  
Energizer Station Tips & Hints**

What is an Energizer Station?

Energizer Stations are made available to the public to provide support and encouragement to Bike to Work Day event participants. They are staffed by a volunteer Energizer Station lead and other volunteers on the morning of Bike to Work Day (BTWD) and are equipped with light refreshments and drinks, musette bags (a small canvas bag with one shoulder strap) and other fun giveaways.

Silicon Valley Bicycle Coalition (SVBC) coordinates BTWD in Santa Clara and San Mateo Counties alongside other organizations. SVBC has, through its local sponsorship efforts, gathered some goodies for leads to give away at their stations. Details will be emailed to the Energizer Station leads regarding what will be available.

If you are hosting an Energizer Station on behalf of a business or government agency, they will be credited on the official Bike to Work Day website, where there will be a map of the Energizer Stations located throughout Santa Clara and San Mateo Counties.

After looking through this guide, if you have additional questions or concerns regarding running your Energizer Station or other BTWD details, please contact Marissa Aviña at [marissa@bikesiliconvalley.org](mailto:marissa@bikesiliconvalley.org) or (408) 784-0202.

Thank you for your participation in this event.

## *Summary of the Tips & Hints*

1. Choose a visible location
2. Determine your morning hours of business
3. Plan for set up and tear down
4. Order musette bags
5. Solicit local donations
6. Recruit volunteers
7. Arrange for tables and chairs
8. Get a canopy
9. Make banners and posters
10. Plan for handling trash and recyclable materials
11. Prepare for minor repairs
12. Transport supplies to and from the station
13. Have the permit if at a Caltrain or Light Rail station
14. Secure materials on tables
15. Sign-in and count BTWD participants
16. Talk with BTWD participants
17. Best practices
18. Popular giveaways

## *Details of the Tips & Hints*

1. Choose a visible location. It may be easy to miss an Energizer Station placed out of the common path of travel. Before BTWD, spend a little time at your Energizer Station location during the morning commute hours to identify a good spot for your Energizer Station. Also notice other paths of travel where it may be helpful to position volunteers and/or directional posters to point BTWD participants to your Energizer Station.

2. Determine your morning hours of operation. Many commuters are early birds and you won't want to miss supporting and encouraging them on BTWD. Typical hours for an Energizer Station are roughly 6:00am - 10:00am. If your Energizer Station is located at a Caltrain or

VTA Light Rail station, take into account the transit schedule when determining the hours of operation.

3. Plan for set up and tear down. Some set up and tear down time will be needed for your Energizer Station. Allow enough time for you and your volunteers before your advertised opening to get materials and supplies transported to your station location and ready for participants. After the closing time of your station, allow enough time for packing up left-over materials and cleaning up the area around your station.

4. Order musette bags. SVBC supplies the official bags to be given away to cycling commuters. The musette bags are an icon of Bike to Work Day and are filled with goodies. We ask that you please help cover the cost of the bags by making a donation of \$3.50 per bag.

For those of you who are SVBC members or work with non-profits, agencies, or companies who cannot cover this cost in your own budgets, we will certainly provide bags free of charge – we don't want this to be a barrier to your participation.

In the past, we have not always been able to provide the quantity of bags that has been requested by everyone. Purchasing bags helps assure that you will get the quantity of bags you need. Supply is limited.

5. Solicit local donations. Although SVBC will be providing county-wide donations for giveaways, we lack the resources to approach local businesses in the vicinity of each station and encourage you to solicit donations directly from local businesses.

If your company is sponsoring an Energizer Station, you may wish to inquire regarding obtaining a small budget to purchase goodies for your station instead of soliciting donations.

Local donations are a great way to provide exposure for local stores and businesses and to personalize your Energizer Station. Identify

grocery stores, bike shops, corporations, coffee shops, bagel shops, drug stores, and any other places that have goodies BTWD participants will appreciate. It is amazing what can be obtained by simply asking. Here are some ideas...

- Grocery stores: water, juice, other drinks, fruit, baked goods, energy bars, gift cards to allow you to purchase supplies
- Coffee shops: boxes of coffee
- Bagel shops and bakery's: bagels and other baked goods
- Drug stores: water, juice, other drinks, energy bars
- Bike shops: discount coupons, water bottles, patch kits, tubes, leg bands, a mechanic to be at your Energizer Station to offer light mechanic duty
- Corporations: "trade show" goodies
- Businesses: discount coupons

Most donators want a letter with tax information so they can write off their donation. Please contact SVBC if you would like a letter of introduction to present to merchants.

6. Recruit volunteers. It is important to recruit outgoing, assertive, and friendly volunteers to help at your Energizer Station. This has proven to be a key to success. Volunteers willing to holler friendly calls to passing bicyclists get many more to stop than do passive volunteers. You'll need help not only on the big day but to solicit local donations, organize materials, distribute posters, and to help advertise BTWD and your Energizer Station.

On BTWD, you'll need volunteers staffing your Energizer Station, handing out supplies, signing in and counting bicyclists, talking with BTWD participants, and setting up and tearing down your station. Ask your bicycling friends, co-workers, local city Bicycle and Pedestrian Advisory Commission members, family members, etc. to provide a little of their time to make BTWD and your Energizer Station a big success. Tell them how much fun and how rewarding it'll be to

support those bicycling to work for their first time!

Be sure to show your appreciation to your Energizer Station volunteers. This can be in the way of a gift, a hand written thank you note, a volunteer bike ride, a BTWD shirt, or perhaps a volunteer dinner.

7. Arrange for tables and chairs. SVBC is not providing tables and chairs so you will need to identify your source for tables and chairs. Depending on how many goodies you'll have and the layout of your Energizer Station location, more than one table might be needed. Be sure to factor in where you'll place food and drinks in addition to the musette bags and other giveaways. Chairs will come in handy as the volunteers will be staffing the Energizer Station for a few hours. If your station is at a transit location, the chairs will be a welcome convenience during the time between trains when rider traffic is slower.

8. Get a canopy. Not only is a canopy a functional addition to your Energizer Station in case of rain or to protect you from the sun, it can also make your station more visible and can provide an excellent place for hanging a banner.

9. Make banners and posters. Display banners in as obvious a manner as is feasible. Across the top of the awning is ideal if you have one, or across the front of the table. Remember to bring tape and/or string to secure the banners.

Depending on the general area around your Energizer Station, you may want or need to set up directional posters to your station. Remember that for someone riding their bike to work for the first time, they may not know where your station was positioned last year or be familiar with the Energizer Station area. Consider making a Spanish language poster(s) for your station. Consider making poster(s) in Spanish (or another language of choice) to encourage non-English-reading bicyclists to stop by.



10. Plan for handling trash and recyclable materials. Some bicyclists will stay at your Energizer Station for a while enjoying refreshments and your company. It'll be important to have a receptacle for those banana peels, juice and water containers, and energy bar wrappers. It is also important to show our environmental commitment by not creating litter and leaving trash. Cyclists are usually environmentally conscious, so please arrange to recycle as much as possible.

11. Prepare for minor repairs. If you can't get a mechanic from a local bike shop to be at your Energizer Station, be prepared for those needing minor adjustments. It's a good idea to have some basic tools on hand. This can make a big difference to new riders who dug an old bike out of the garage or borrowed one from a neighbor. Be careful about pumping up tires – hidden damage can result in a blowout if any significant pressure is applied!

12. Transport materials and supplies to and from the station. No matter where your station is or how many bicyclists you are anticipating on BTWD, you will need to arrange for transporting materials and supplies to and from your station. This could be a motorized vehicle and/or a bike trailer.

13. Have the permit if located at a Caltrain station, along an Expressway or along a City bike path. SVBC will be obtaining all permits needed for Energizer Stations. If you're at such a location, be sure to have your permit with you.

14. Secure materials on tables. In addition to the possibility of a windy BTWD, trains at transit locations create quite a breeze. Regardless of the cause, you don't want all your great goodies blowing away so they'll need to be secured. Plus we don't want to litter. Some of the possibilities for securing materials are using stones as paperweights, large paper clips, or rubber bands. Sheet protectors are great for keeping stacks of paper in place, as well as visible and accessible (and if need be, protected from the rain).

15. Sign-in and count BTWD participants. Sign-in sheets will be provided by SVBC. We ask that you encourage bicyclists to sign in when they stop at your station. Be sure to have a few clipboards and pens for the sign-in sheets. We also ask that you count passing bicyclists who do not stop at your Energizer Station and those that stop, but do not sign in. You will need to keep the “passed by” and “stopped” counts separate. Note these counts by putting a tick mark on a separate sign-in sheet. Then these tick marks can be easily tallied as part of the final count. These counts will need to be emailed to SVBC by 11am on BTWD.

The counts will be reported to local and regional media outlets to help generate more press for BTWD. This counting is a crucial function of the Energizer Stations. Not only are the numbers used in media promotion, they also allow us to track our progress towards promoting BTWD. Accurate counting provides the numbers we will give out next year to potential sponsors, which in turn helps the event become an even bigger success. Your timely cooperation on passing this data back to SVBC is greatly appreciated.

16. Talk with BTWD participants. This may be the first time some of these participants have ridden to work. Be prepared to help them with routes and directions. Having a set of local bike maps and regular road maps at your Energizer Station will come in handy (SVBC will provide you with some subject to availability). Also have paper and pens available for writing route notes. If time permits, use the opportunity to talk with participants about their routes. SVBC will appreciate any information you gather.

Note information on issues or problem sections along their routes in addition to sections of their routes they find especially enjoyable. Remember that you won't have time for extended discussions with each participant, so be prepared to provide and get the maximum information in the minimum time. One of the best ways to respond to the most common questions is to show them a copy of the SVBC brochure and point out the website and email information. Through

the email list, they can request route and equipment assistance in addition to asking other questions or raising concerns.

You can also encourage them to use [bikesiliconvalley.org](http://bikesiliconvalley.org) as an informational resource on biking in the area. In addition to covering the majority of inquiries, pointing participants to these SVBC resources is an effective way to help SVBC grow our membership—something we greatly appreciate your assistance with.

Be sure to mention the Bike Away from Work Bash that SVBC is hosting and show them the flyer. Unless your location is on a route that only expert cyclists would contemplate, you'll almost certainly see novice riders who made a special effort to come out that day. In turn, you should make a special effort to encourage them because they are the greatest potential source to become regular cyclists if you help them have a pleasant experience.

## 17. Best practices

- Make sure you have enough volunteers and it's helpful to assign them roles. It's a decent amount of work and you don't want to miss counting cyclists that may or may not stop at your Energizer Station. It's recommended to have at least one person do the counting as their only assignment. Some stations have additional counters to be extra certain not to miss riders.
- Don't forget trash cans, especially if you are providing food and drinks.
- Use a megaphone, cow bells, costumes or something catchy to attract attention, and be sure to place that person or object on a main corner.
- Create signage to make it easier for cyclists to spot and also alert them that you are an official Energizer Station. Put out balloons or a reusable string of flags/banner (like at a car sales lot).

- If your location allows, have space for bicyclists to "pull over" at your Energizer Station.
- Always have at least one floor pump, some chain lube, rags, and Allen wrenches for quick, simple repairs.
- Invite a local bike shop to help with minor maintenance.
- Ask local businesses to support your Energizer Station by way of donations. You'll find that they are excited to be a part of such a fun, healthy community event. Be sure to ask early, 30-60 days prior to the event.
- If available, acquire local bike maps from surrounding cities by contacting the local city's transportation or public works departments or the city's Bicycle and Pedestrian Advisory Commissions.
- Best practices for companies trying to encourage employees to participate.
  - i. Connect with SVBC and host a bike commute workshop in March or April.
  - ii. Encourage your employees to bike with a buddy to work or organize caravans to encourage more people to ride together.
  - iii. Set a participation goal for employees to foster a sense of competition within the company.
  - iv. Hold a drawing for all employees that stop by your station. Drawing items can include the BTWD t-shirts along with some other prizes you purchase for the event.
  - v. Host a ride and lunch two days before Bike to Work Day. The ride will raise awareness of Bike to Work month, raise awareness of access roads in the immediate area of

the business, and connect employees with other employees who ride.

- vi. Compete in the Company Bike Challenge to create a fun competitive spirit among employees.

## 18. Popular giveaways

- Beverages: WATER, orange juice, coffee, chocolate milk, liquid Sqwincher (a pouch that you add water to for a quick flavored energy drink).
- Food: fruit, muffins, pastries, energy bars, dried fruit and nut packs, breakfast burritos.
- Company schwag with logo, e.g., bike bells, reflectors, reflective strap for pant leg, lip balm, socks.
- For companies that have cafeterias, you could give out a free breakfast or lunch coupon to employees that ride to work, if it's not already subsidized.
- Free 5 minute massages.
- Local city bike route maps.

Silicon Valley Bicycle Coalition  
96 N. Third Street, Suite 375  
San Jose, CA 95112

Marissa Aviña  
Event Coordinator  
(408) 784-0202  
[marissa@bikesiliconvalley.org](mailto:marissa@bikesiliconvalley.org)



# City of Sunnyvale

## Agenda Item

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**15-0332**

**Agenda Date: 3/19/2015**

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Transportation Development Act (TDA) Funding Recommendation



## MEMORANDUM

TO: TDA Article 3 Bicycle and Pedestrian Program Grant Applicants  
Technical Advisory Committee Members

FROM: Bill Hough, Transportation Planner III

DATE: February 24, 2015

SUBJECT: Call for Projects, Transportation Development Act Article 3  
FY 2015/16 Program

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### **TDA Article 3 Funds Available**

This memorandum serves as the General Call-for-Projects for the FY 2015/16 Transportation Development Act (TDA) Article 3 Program funding cycle. There are two components to the TDA Article 3 program:

#### **1. Bicycle Expenditure Program**

The VTA Board of Directors took action on December 9, 2004 to dedicate 25% of Santa Clara County's TDA Article 3 funds to projects on the countywide Bicycle Expenditure Program (BEP) list through 2030. Under subsequent revisions to BEP policy in March 2013, only BEP Category 1 projects are eligible for this set-aside. On November 5, 2009, the Board committed \$150,000 of the TDA3 BEP set-aside to County Expressway Pedestrian Projects.

There is \$308,830 available for BEP projects this year. **Projects must be on the current Board-adopted BEP Category 1 project list and applications should refer to the BEP project number.** BEP project sponsors **must** submit MTC's TDA Article 3 Project Application Form and **include a transmittal letter that states when they expect the project begin construction. In the event that BEP applications are oversubscribed, preference will be given to projects that are ready for construction and/or have other funding sources that could be jeopardized if the project is not delivered in a timely manner.**

#### **2. Guarantee Funds**

Table 1 below shows each city and the County's "Guarantee" share of MTC's TDA Article 3 Fund Estimate. There is \$2,093,819 available for "Guarantee" projects this year. The guarantee share is based on 2014 California Department of Finance (DOF) population figures and funds banked or rescinded from previous years, where applicable. **An agency's total applications cannot exceed its guarantee share listed in the following table:**

**Table 1**  
**2015/16 TDA ARTICLE 3 ESTIMATE FOR SANTA CLARA COUNTY**

<b>Agency</b>	<b>Guarantee Amount (Includes banked and rescinded funds from prior years.)</b>
Campbell	\$30,935
Cupertino	\$110,467
Gilroy	\$38,610
Los Altos	\$22,077
Los Altos Hills	\$15,345
Los Gatos	\$56,131
Milpitas	\$51,634
Monte Sereno	\$6,345
Morgan Hill	\$30,348
Mountain View	\$56,561
Palo Alto	\$123,066
San Jose	\$737,053
Santa Clara	\$373,012
Saratoga	\$22,753
Sunnyvale	\$108,329
Santa Clara County	\$311,152
<b>Total</b>	<b>\$2,093,819</b>

Note: SC County's total includes \$150,000 for the Expressway Pedestrian Program.

#### **Rescind/Reallocation Requests**

Agencies may only allocate up to their estimate in any given year. Sponsors may rescind prior year projects, but VTA cannot reallocate them until the next TDA funding cycle. Funds rescinded in 2015 will be added to the sponsor's guarantee in 2016.

It is the project sponsor's responsibility to monitor project expiration deadlines and to apply for rescind/reallocation of funds in a timely manner. Failure to do so will result in the sponsor losing the funds. Agencies must inform VTA of intent to rescind/reallocate, and **failure to do so means that the funds revert to the countywide pool in the next cycle.**

#### **Banking Funds**

TDA Article 3 funds may be banked for up to two years plus one year to program funds. To bank TDA funds, project sponsors must submit a letter or email stating that funds will be banked. If banked funds are not programmed by the end of the 3<sup>rd</sup> Year, they will be redistributed to the countywide TDA Article 3 pool for the following fiscal year. If you are planning to bank funds, please send a letter or email to that effect to Bill Hough at the address below. **A member agency must inform VTA in writing of its intent to either claim or bank its TDA3 guarantee funds; failure to do so means that the funds**



revert to the countywide pool in the next cycle.

### **Project Types and Guidelines**

**Your TDA Article 3 project must be ready to implement within ONE year of the application cycle.**

#### **Eligible Project Types**

The following project types are eligible for TDA Article 3 Funding:

1. Construction and/or engineering of a bicycle or pedestrian capital project
2. Maintenance of a multi-purpose path which is closed to motorized traffic
3. Bicycle safety education program (no more than 5 % of county total).
4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
5. Restriping Class II bicycle lanes.

#### **Other Eligibility & Procedural Issues**

Environmental clearance is required for construction projects only. If you are submitting an application for design, you are not required to submit a County stamped notice. Additional information on the TDA Article 3 policies and procedures can be found in the MTC TDA Article 3 Policies and Procedures, which is available on the Metropolitan Transportation Commission website at:

**<http://www.mtc.ca.gov/funding/STA-TDA/RES-4108.pdf>**

#### **Bicycle Advisory Committee and Bicycle Plan Requirement**

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects.

#### **VTA Bicycle Technical Guidelines**

The VTA Board of Directors adopted the revised *VTA Bicycle Technical Guidelines* on December 13, 2012. The purpose of the *Guidelines* is to provide a uniform set of optimum standards for the planning, design, and construction of bicycle facilities that are part of the countywide bicycle system. Bicycle projects funded by TDA Article 3 funds must comply with the *Guidelines*. For a copy of this document, please contact VTA staff.

### **Application Submittals**

MTC's TDA Article 3 Project Application Form and resolution boilerplate is located at:  
[http://www.mtc.ca.gov/funding/STA-TDA/TDA3\\_Claim\\_Forms\\_Rev.doc](http://www.mtc.ca.gov/funding/STA-TDA/TDA3_Claim_Forms_Rev.doc)

**Project sponsors must use this form to submit applications. Late applications will not be accepted.**

Complete one application for each project. PLEASE NOTE: VTA should receive 2 copies of each project application.

#### **2015/16 TDA Article 3 Detailed New Project Submittal Requirements**

<b>Number of Copies</b>	<b>Item</b>
1 per agency	Cover letter that indicates whether application is for guarantee and/or BEP funding. The cover letter must include a statement that the project must be ready to implement within ONE year of the application cycle.
2 per agency	Governing body resolution wording and Council Resolution supporting the project(s) ( <i>due on May 29, 2015</i> ). The required "model resolution" is on the Metropolitan Transportation Commission website at link above.
2 per project	MTC's TDA Article 3 Application (See Application Form at link above.)
2 per project	A vicinity map showing the project's general location in your jurisdiction
2 per project	A detail map showing the project and phases where applicable
2 per project	Documentation of environmental clearance ( <i>for applicable projects</i> ). <b>The county clerk must stamp the environmental document.</b>

Completed project applications or notification of intent to bank funds should be submitted to VTA by 4:00 p.m. on **Friday, April 10, 2015**.

**Please send applications to:**

**Bill Hough, Transportation Planner  
Santa Clara Valley Transportation Authority  
Programming & Grants  
3331 North 1st Street, Bldg. B2  
San Jose, CA 95134-1906**

### **Evaluation Process, Programming and Drawing Programmed Funds**

VTA staff will review project applications. The resulting countywide program will be reviewed by the VTA advisory committees before adoption by the VTA Board of Directors at its June 2015 meeting.

The VTA Board-adopted project priorities will be forwarded to MTC for review and adoption. Once MTC has adopted the program, MTC's Finance Section will issue allocation instructions to your agency. **Please read these instructions carefully because they contain guidance on invoicing, expiration of funds, and annual audit requirements. All project invoicing goes directly to MTC.**

### **TDA Audit Information**

In accordance with MTC Resolution 875, all claimants that have received an allocation of TDA funds are required to submit an annual fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year. **All TDA audits are due to MTC by December 31 of each year.** Failure to submit the audit will prohibit MTC from making a new TDA allocation. If no TDA funds were expended during the fiscal year, the applicant should file a statement to that effect with MTC. Please contact MTC's TDA program manager Cheryl Chi, at 510-817-5939 or cchi@mtc.ca.gov, for additional information on audit requirements.



# City of Sunnyvale

## Agenda Item

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**15-0328**

**Agenda Date: 3/19/2015**

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2015 Council Ranking of Study Issues

2015 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

**Public Works**

Rank	Rank Avg	Number	Name	Meyering	Whittum	Martin-Milius	Griffith	Hendricks	Larsson	Davis
1	1.33	DPW 15-09	Feasibility of Establishing a Park Mitigation Fee for Non-residential Development		1	1	2	2	1	1
2	2.17	DPW 15-04	Convert Part-Time Bicycle Lanes on Homestead Road to Full-Time Bicycle Lanes		2	2	1	1	4	3
3	3.00	DPW 15-10	Relocation of the Butcher House to Heritage Garden Park and Review of the Need for a Retaining Wall		4	3	4	3	2	2
4	3.50	DPW 15-03	Determine Steps to Move Forward to Becoming a Silver Level in the League of American Bicyclists - Bicycle Friendly Communities		3	4	3	4	3	4
Defer	Defer	DPW 14-13	Scoping of Grade Separations for Caltrain Crossings at Mary Avenue and Sunnyvale Avenue							
Drop	Drop	DPW 13-12	Acquisition of Approximately 18 Acres of Land Bounded by Highway 85 and Stevens Creek							
Drop	Drop	DPW 15-01	Review of Transportation Demand Management Program Standards, Measurements and Effectiveness							
Drop	Drop	DPW 15-05	Safe Routes to Walk and Bike to Nearby Schools Map							
Drop	Drop	DPW 15-07	Development of a Wayfinding Signs Plan to Direct Cyclists to Bike Facilities and Important Destinations							
Drop	Drop	DPW 15-11	Consider Development of Weekday School Facilities on Park Properties							

Councilmember Meyering was absent from Study Issue Workshop.



# City of Sunnyvale

## Agenda Item

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**15-0329**

**Agenda Date: 3/19/2015**

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Active Items List-March 2015

# Bicycle and Pedestrian Advisory Commission

## Active Items List

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
1	Bernardo Caltrain Under-crossing	M. Pineda	TBD	Feasibility Study accepted by the City Council. Funds for 20% local matching funds must be identified before further project initiation. Project is included in VTP 2040. Approved for Transportation Impact Fee Funding. Current Cuity TIF funds are prioritized towards completion of the 237/101/Mathilda interchange project.	2/13/2015
2	Code of Ethics and Conduct	Shariat	Annual	Review by BPAC during the December 2014 meeting	2/13/2015
3	Utility Bill Insert	Shariat	Annual	Brainstorming to begin at Feb. 2015 BPAC meeting	2/13/2015
4	Bike to Work Day	Shariat	Annual	Event to be held May 14, 2015 Two energizer stations	2/13/2015
5	Road Overlay, Slurry, Reconstruction & Chip Schedule	T. Pineda	Annual	To be transmitted at Feb. 2015 BPAC meeting	2/13/2015

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
6	VTA Bicycle Expenditure Program (BEP)	Abbas	Annual	To be discussed at March 2015 BPAC meeting	2/13/2015
7	Block Grants	Abbas	Annual	No update for now.	2/13/2015
8	Community Design and Transportation (CDT) - Planning Grant Program	Abbas	Annual	Feasibility study/concept plan for the West Channel Trail corridor capital project approved by Council. East and West Channel trail concepts provided to SCVWD for inclusion in flood control project. City can't begin on trail projects until SCVWD is done with the flood control project. SCVWD plans to complete the project in 2017/2018.	2/13/2015
9	2014/15 Active Transportation Grant Funds	Pineda	Annual	No update for now.	2/13/2015
10	Safe Routes to Schools Projects	Price	Design 2015	Safe Route to School Comprehensive Pedestrian Infrastructure Improvements project underway. Project will be sent out for advertisement soon. Project funds is \$1.9 Million.	2/13/2015

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
11	Establishment of Bike Lanes on Mary Avenue	Werner	Construction Fall 2015	Proposals submitted and consultant interviews will be held the week of February 23rd.	2/13/2015
12	One Bay Area Grants	Abbas	2016	No update for now	2/13/2015
13	Priority Development Area Grants	Abbas, Uribe, Pineda, Zulueta	Spring, 2015	Four of five grant submittals approved including El Camino Real Street Space Allocation Study, Mathilda Avenue Plan Line, Precise Plan for El Camino Real update/EIR. Consultant selection complete and are in process.	2/13/2015
14	Vehicle Emissions Reductions Based at Schools (VERBS) Grant Program	Shariat	Ongoing	No update for now	2/13/2015
15	East Sunnyvale Sense of Place Plan	Kuchenig	Spring, 2015	Presentation to BPAC at Feb. 2015 meeting	2/13/2015
16	Old Mountain View-Alviso Road	Ng	Summer, 2016	The City of Sunnyvale is currently designing a bridge replacement project on Old Mountain View-Alviso Road between Patrick Henry Drive and Reamwood Avenue. The proposed project will replace the existing bridge with a wider bridge structure that accommodates pedestrian and bicycle facilities. Construction is anticipated to last 9-12 months. To help facilitate construction and ensure pedestrian/bicyclist/motor safety, there will be temporary trail and road closures. The road closure is anticipated to last for 2-3 months and trail closure is anticipated to last for 3-4 months.	11/17/2014