



City of Sunnyvale

Notice and Agenda - Final Bicycle and Pedestrian Advisory Commission

Thursday, February 20, 2020

6:30 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

ORAL COMMUNICATIONS

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

CONSENT CALENDAR

- 1.A [20-0274](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of January 16, 2020.

Recommendation: Approve the Bicycle and Pedestrian Commission Meeting Minutes of January 16, 2020 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [20-0309](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting
- 3 [20-0310](#) Discussion on Design Concepts for 2020 Utility Bill Insert
- 4 [20-0311](#) Discussion on Projects for Transportation Development Act

(TDA) Article 3 Application

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

INFORMATION ONLY REPORTS/ITEMS

[20-0312](#) Bicycle and Pedestrian Advisory Committee 2020 Annual Work Plan

[20-0313](#) Active Items List - February 2020

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 Ralph Garcia at pubworks@sunnyvale.ca.gov or (408) 730-7415. Agendas and associated reports are also available on the City's website at 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 Ralph Garcia 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. (28 CFR 35.160 (b) (1))



City of Sunnyvale

Agenda Item

20-0274

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Approve the Bicycle and Pedestrian Commission Meeting Minutes of January 16, 2020.

RECOMMENDATION

Approve the Bicycle and Pedestrian Commission Meeting Minutes of January 16, 2020 as submitted.



City of Sunnyvale

Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

Thursday, January 16, 2020

6:30 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Mehlinger called the meeting to order at 6:32 p.m.

SALUTE TO THE FLAG

Chair Mehlinger led the salute to the flag.

ROLL CALL

Present 7 - Chair Richard Mehlinger
Vice Chair John Cordes
Commissioner Arwen Davé
Commissioner Dan Hafeman
Commissioner Leia Mehlman
Commissioner Timothy Oey
Commissioner Scott Swail

Council Liaison Michael Goldman (present)

PRESENTATION

[20-0188](#) PRESENTATION - Safe Routes to School Updates

Norma O'Connell, Community Services Officer with the Department of Public Safety and Safe Routes to School Coordinator, gave a presentation on the updates of Safe Routes to Schools. Ms. O'Connell talked about the support provided in the development of the Safe Routes to School Master Plan included in the Active Transportation Plan. Also, grants are currently being worked on from the Office of Traffic Safety. These grants include resources for assemblies, bike rodeos and pedestrian decoy operations. Ms. O'Connell gave updates on the crossing guards requests and stated that Council approved funding for more crossing guards at locations identified by schools. Ms. O'Connell also provided an update on the Homestead Road Corridor Project.

Commissioner Mehlman asked what time of day will the bike rodeo's take place. Ms. O'Connell stated the bike rodeo's will most likely be during school hours but could also be on a weekend.

ORAL COMMUNICATIONS

Dave Simons, VTA BPAC Representative, requested to have the VTA Report and Discussion moved up in the agenda.

Ari Feinsmith, member of the public, commented on bike parking in Sunnyvale. Mr. Feinsmith stated the Sunnyvale has some good and bad parts for bike parking. Mr. Feinsmith suggested updating the zoning laws for bikes and having bike corrals.

Kevin Jackson, member of the public, made comments on the Complete Streets Checklist, TDA Project recommendations and the Homestead Bike Lane Study.

CONSENT CALENDAR

Chair Mehlinger moved and Vice Chair Cordes seconded to approve amended item 1A.

The amendment was made by Commissioner Oey to add clarification of his original comments. These clarifications are as follows:

- Signal timing should be changed to Signal timing should be long enough for pedestrians and bicycles to cross
- Use of Sharrows should be changed to Sharrows should only be used if the speed limit is 25mph or less
- Mind the gap should be changed to Mind the gap - closing network gaps
- Include bike boxes to include bike boxes at all signalized intersections

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

- 1 A** [20-0202](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of December 19, 2019

Approve the Bicycle and Pedestrian Commission Meeting Minutes of December 19, 2019 as amended.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [20-0093](#) Ranking of 2020 Study Issues

Lillian Tsang, Principal Transportation Engineer, discussed each Study Issue and provided Staff's recommendations. The Commissioners then discussed each Study Issue.

1. CDD 19-07 - Develop Citywide Guidelines or Criteria for Allowing Reduced Parking for Development Projects and for Future Conversions of Parking to Other Uses

- Staff recommendation: Defer

2. CDD 19-10 - Adopt Personal Transportation Vehicle(PTV) Parking Standards

- Staff recommendation: Drop

3. DPW 20-02 - Improve Bicycle and Pedestrian Access at Sunnyvale Caltrain Station

- Staff recommendation: Support

4. DPW 20-04 - El Camino Real Protected Bikeways

- Staff recommendation: Drop

5. DPW 20-05 - Evelyn Avenue Multi-Use Trail and Bikeway Study

- Staff recommendation: Defer

6. DPW 20-06 - Create Safer Streets by Narrowing Travel Lanes

- Staff recommendation: Drop

7. DPW 20-07 - Personal Transportation Vehicles(PTV) Usage on City Streets,
Sidewalks and Bike Lanes

- Staff recommendation: Drop

Chair Mehlinger moved and Commissioner Oey seconded the motion to drop DPW 20-04. The motion carried by the following vote:

Yes 6 - Chair Mehlinger
Vice Chair Cordes
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Abstain 1 - Commissioner Davé

Commissioner Hafeman moved and Commissioner Oey seconded the motion to drop DPW 20-06. The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Vice Chair Cordes moved and Chair Mehlinger seconded the motion to drop DPW 20-07. The motion carried the following vote:

- Yes 5 -** Chair Mehlinger
Vice Chair Cordes
Commissioner Mehlman
Commissioner Oey
Commissioner Swail
- No 2 -** Commissioner Davé
Commissioner Hafeman

Chair Mehlinger motioned to drop CDD 19-10. The motion failed for lack of second.

Commissioner Oey moved and Vice Chair Cordes seconded the motion to defer DPW 20-05. The motion failed by the following vote:

- Yes 2 -** Commissioner Hafeman
Commissioner Oey
- No 5 -** Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Swail

Chair Mehlinger moved and Commissioner Oey seconded the motion to defer CDD 19-07. The motion carried the following vote:

- Yes 5 -** Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Swail
- No 2 -** Commissioner Hafeman
Commissioner Oey

Chair Mehlinger motioned to defer CDD 19-10. The motion failed for a lack of a second.

Chair Mehlinger called for a recess at 8:27 p.m. Chair Mehlinger reconvened the meeting at 8:33 p.m.

Commissioners ranked the Study Issues as follows:

1. DPW 20-02: Improve Bicycle and Pedestrian Access at Sunnyvale Caltrain Station
2. DPW 20-05: Evelyn Avenue Multi-Use Trail and Bikeway Study
3. CDD 19-10: Adopt Personal Transportation Vehicle(PTV) Parking Standards

Commissioner Oey moved and Commissioner Hafeman seconded the motion to accept the overall Study Issue Rankings. The motion carried by the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

- 3** [20-0094](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

Dave Simons, VTA BPAC Representative, gave the meeting summary report regarding the following topics:

- VTA board workshop is on Jan.18, 2020 in the morning at VTA
- TFCA Report - number of fatalities due to pedestrian and bicycle accidents
- TFCA Funding list
- Funding sources for Measure B

Vice Chair asked for the VTA BPAC election results. Mr. Simons stated they have to take another vote next month due to lack of majority to vote.

Commissioner Hafeman asked for clarification on commission reduction. Mr. Simons clarified the statement on commission reduction.

Commissioner Mehلمان asked if the Bicycle and Pedestrian projects list is being

removed. Mr. Simons addressed the question.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Vice Chair Cordes commented on the VTA BPAC meeting on January 15, 2020.

Commissioner Davé asked why study issues have 2 years for the scope and study. Ms. Tsang explained the time frame for a scope and study of the study issues.

Commissioner Oey made the following comments:

- El Camino Real Specific Plan Meeting on January 23, 2020 in the Sequoia Room at the Senior Center from 6:00 - 7:30 p.m.
- Safe Routes to School class schedule will be out soon

Commissioner Mehlman stated that she will not be present at the next BPAC meeting on February 20, 2020.

-Staff Comments

Ralph Garcia, Senior Transportation Engineer, made the following comments:

- Roadway Safety Plan workshop on January 22, 2020 at the Sunnyvale Public Library Program Room at 6:00 p.m.
- The Maude Avenue bike lane Construction has started
- El Camino Real/Helen Avenue Hawk beacon will be activated the week of January 20, 2020.
- The Utility bill insert concepts will be discussed at the February meeting.
- TDA grant funding will be discussed at the February meeting.

Ms. Tsang stated that the Bordeaux bike lane project will be tentatively completed by the end of January.

Commissioner Oey suggested to have education on the Hawk beacon as an insert for the Utility billing.

Chair Mehlinger asked if staff could send the BPAC Commission what they recommend for TDA funding prior to the meeting in February. Mr. Garcia stated that

due to the Brown Act that staff will not be able to send the project recommendations before the agenda is out for the February meeting. Mr. Garcia will check with the City Clerk if it is ok to post ahead of time on the City website.

INFORMATION ONLY REPORTS/ITEMS

[20-0095](#) Draft Bicycle and Pedestrian Advisory Commission 2020 Annual Work Plan

Ms. Tsang stated that the draft Bicycle and Pedestrian Advisory Commission 2020 Annual Work Plan will go to Council on February 4, 2020 for approval.

[20-0096](#) Active Items List - January 2020

[20-0097](#) Research on Intersection Bikeway Design

ADJOURNMENT

Chair Mehlinger adjourned the meeting at 8:53 p.m.



City of Sunnyvale

Agenda Item

20-0309

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

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

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



City of Sunnyvale

Agenda Item

20-0310

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Discussion on Design Concepts for 2020 Utility Bill Insert

Open discussion about the design of bicycle/pedestrian oriented utility bill insert that are scheduled to be sent to Sunnyvale residents in July/August 2020.

The flyer on HAWK Beacon and Utility Bill Inserts previously distributed are attached.

What is a HAWK Beacon?

A HAWK Beacon (**H**igh-Intensity **A**ctivated cross**W**alk) is a pedestrian warning device that helps people safely cross busy streets.



A HAWK Beacon like this one will be activated on El Camino Real at Helen Avenue

Questions? Call 408-730-7415



Sunnyvale

How Does a HAWK Beacon Operate?

Drivers

...will see this

...will do this



Dark

**Proceed
as Normal**



Flashing Yellow

Slow Down

Pedestrian has
activated the
HAWK Beacon



Solid Yellow

**Prepare
to Stop**

Pedestrian will
begin to cross
soon



Solid Red

STOP!
Pedestrian
in crosswalk



Alternating
Flashing Red

STOP!
**Proceed
with Caution
if Clear**



Dark

**Proceed
as Normal**

Pedestrians

...will see this

...will do this



**Push the
Button to
Activate
the HAWK
Beacon**



Wait



**Continue
to Wait**



**Start
Crossing
with
Caution**



**Continue
Crossing
During
Countdown
Signal**



**Push the
Button to
Activate
the HAWK
Beacon**

Enjoy Sunnyvale with a Walk or Ride



Sunnyvale

Sunnyvale Bicycle & Pedestrian Advisory Commission (BPAC) Meetings

The commission advises
City Council on bicycle
and pedestrian topics
in Sunnyvale.

When

3rd Thursday each month

Time

6:30 p.m.

Location

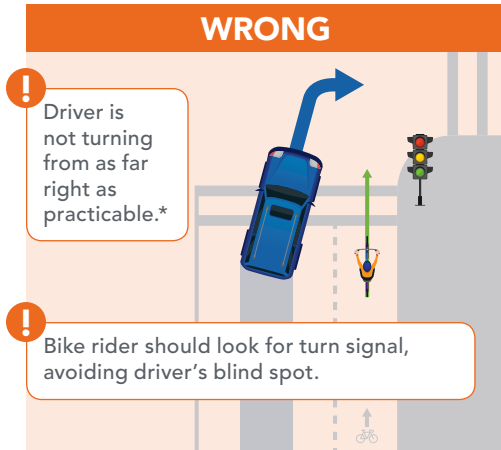
Council Chambers at
City Hall

bpac@sunnyvale.ca.gov

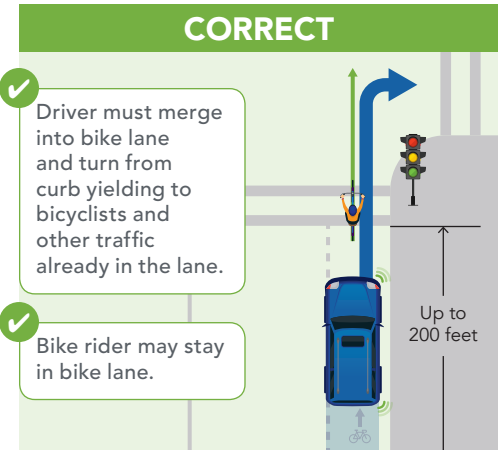
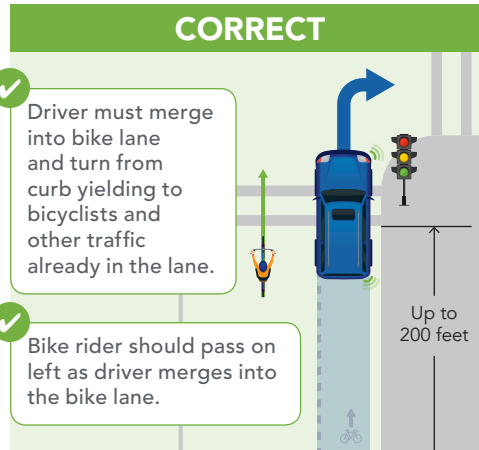
Photo credit: Paul Sirajuddin



Avoid turning right into a bicyclist



*California Vehicle Code (CVC) 21209, 21717, 21208, 21760, & 22100



Top Factors Leading to Serious Injury Collisions in Sunnyvale*

1. Unsafe Speed
2. Right-of-way Violations
3. Driving Under the Influence

Safety Tips



Slow down for pedestrians and bicyclists.



Be alert when crossing.



Do not drive under the influence of drugs or alcohol.



Do not text while driving.

*Source: Sunnyvale Vision Zero

July/August 2018 Printed on Recycled Paper.

Come to a Sunnyvale BPAC*
Meeting and discuss potential
improvements, traffic safety
and future projects.



***Sunnyvale Bicycle & Pedestrian Advisory
Commission (BPAC) Meetings**

When: 3rd Thursday each month

Time: 6:30 p.m.

Location: Council Chambers at City Hall

To contact the Sunnyvale BPAC
email bpac@sunnyvale.ca.gov

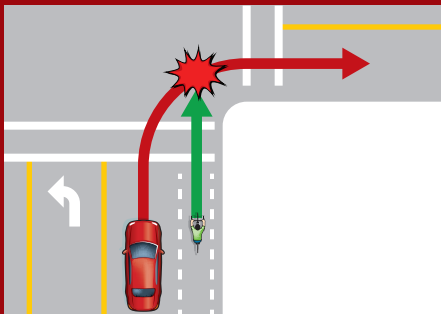


Sunnyvale

It's the Law: Merge Right to Turn Right



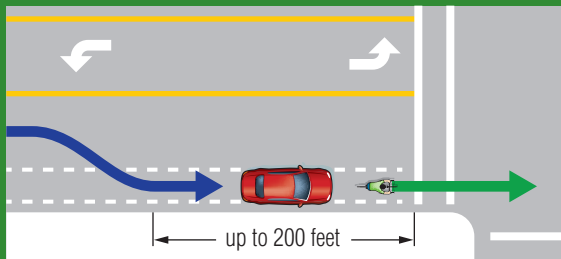
WRONG



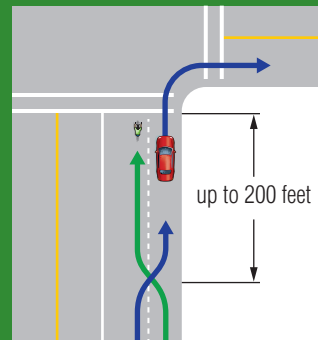
A frequent cause of cyclist injuries: a motorist fails to merge into the bike lane before turning right.

LEGAL

Drivers, remember the **"Three Feet for Safety Act"** when passing a bicyclist.



The safe and proper way to make a right turn: 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.



Optional: ONLY if it is safe to do so.

Motorists Remember: You Must **Merge** and then **Turn From the Curb!**

California Vehicle Code (CVC)
21209, 21717, 21208, & 21760



DRIVERS

*Drive like your Mom is in
the crosswalk.*

PEDESTRIANS

*Be safe. Be smart. Be seen.
Make sure drivers can see you.*

The Sunnyvale Bicycle & Pedestrian Advisory Committee advises the City Council on bicycle and pedestrian issues. To contact them, email bpac@sunnyvale.ca.gov or visit their website at ***BPAC.inSunnyvale.com***.



City of Sunnyvale

Agenda Item

20-0311

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Discussion on Projects for Transportation Development Act (TDA) Article 3 Application

Open discussion on projects eligible for Transportation Development Act (TDA) Article 3 Funding for Fiscal Year 2020/21.

Staff's recommendation is to use the TDA Article 3 grant fund for safety improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

Attachment

1. Metropolitan Transportation Commission (MTC) Resolution 4108

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C

ABSTRACT

Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013 and February 10, 2016.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

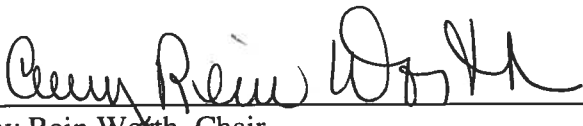
WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. Counties or congestion management agencies will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county or congestion management agency (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
 5. Adequate local funding is available to complete the project.

6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. The funding requested is for one or more of the following purposes:
 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.Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II or III bikeway project, it must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page).
- e. The project is ready to implement and can be completed within the three year eligibility period.
- f. *If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.*
- g. A jurisdiction agrees to maintain the facility.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county or congestion management agency (CMA) shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
2. Each county and city is required to have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the

development and review of comprehensive bicycle plans. BACs should be composed of both bicyclists and pedestrians.

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the County or congestion management agency for evaluation/prioritization. Consistent with the county process, either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the countywide list and forward it to MTC for approval.
4. The county or congestion management agency will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.*
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A Board of Supervisors' or CMA resolution approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the "Disbursement" section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2014, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2014. The allocation expires on June 30, 2017 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2017.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds. This information may be included in the cover letter identified in bullet "a" above and is required before final disbursement is made. If the project includes completion of a Class I, II or III bicycle facility, this information should be added to Bikemapper or a request should be made to MTC to add it to Bikemapper.
2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management

agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Fiscal Audit

All claimants that have received an allocation of TDA funds are required to submit an annual certified 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, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Multi-purpose paths, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.
7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.

8. Intersection safety improvements including bulbouts/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalK (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.
11. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
12. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.
13. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.



City of Sunnyvale

Agenda Item

20-0312

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Bicycle and Pedestrian Advisory Committee 2020 Annual Work Plan

2020 Master Work Plan

Bicycle and Pedestrian Advisory Commission

Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 16	<ul style="list-style-type: none"> • Ranking of 2020 Study Issues • Safe Routes to School Coordinator Update (Presentation)
February 20	<ul style="list-style-type: none"> • Discussion of Utility Bill Concepts • Discussion of TDA Funding
March 19	<ul style="list-style-type: none"> • Utility Bill Concept Designs • TDA Funding Recommendation • Active Transportation Plan • Moffett Park Green Link (Presentation) • Annual Slurry Seal List (Information item) • Council Ranking of Study Issues (Information item)
April 16	<ul style="list-style-type: none"> • City of Santa Clara Bicycle Master Plan Update impact on Lawrence Station Area (commissioner-led presentation) • Active Transportation Plan
May 21	<ul style="list-style-type: none"> • Review Recommended Budget • Annual reporting on collisions involving pedestrians and cyclists (Presentation)
June 18	<ul style="list-style-type: none"> • Recognition of Service • Utility Bill Stuffer Update (Information item)
July 16	<ul style="list-style-type: none"> • Selection of Chair and Vice Chair
August 20	<ul style="list-style-type: none"> •
September 17	<ul style="list-style-type: none"> •
October 15	<ul style="list-style-type: none"> • Final month to Propose Study Issues • Vision Zero Plan Progress Update (Presentation)
November 19	<ul style="list-style-type: none"> • Approve 2021 Master Work Plan • Climate Action Plan Progress Update (Presentation)
December 17	<ul style="list-style-type: none"> • Final month to Approve 2021 Master Work Plan • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Additional items yet to be scheduled:

- Bernardo Avenue Bicycle/Pedestrian Undercrossing

- Bicycle Friendly Community Designation Application
- Caltrain Grade Separation (Mary Avenue and Sunnyvale Avenue crossings)
- Downtown Specific Plan Amendments
- East Sunnyvale Area Transportation Improvements
- El Camino Real Specific Plan
- Fair Oaks Avenue Bike Lanes and Streetscape – Phase 2
- Homestead Road Full-time Bike Lane Study
- Java Drive Road Diet
- Lawrence Station Area Plan - Sense of Place Plan
- Lawrence Station Area Bicycle Facilities Project
- Mary Avenue Freeway Overcrossing
- Maude Avenue Bike Improvement Project
- Measure B Funding – Education & Encouragement Category
- Moffett Park Green Link
- Moffett Park Specific Plan Update (Study Session)
- Peery Park Area Transportation Improvements
- Roadway Safety Plan
- Stevens Creek Trail Extension Project
- Note:
 - Study Issues may be proposed at any meeting throughout the year
 - Study Issues presentation dates will be added following approval by Council



City of Sunnyvale

Agenda Item

20-0313

Agenda Date: 2/20/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Active Items List - February 2020

Active Items List

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
1	Maude Avenue Bike Lanes	Racca-Johnson	TBD	Construction began in January 2020 and the project is estimated to take 5 to 6 months to complete.	2/20/2020
2	Utility Bill Insert	Tsang	Annual	The 2020 Utility Bill Insert is tentatively scheduled to be mailed out with the Utility Bill in July/August 2020. Discussion of the Utility Bill Concepts will take place at the February and March BPAC meetings.	1/20/2020
3	Bike to Work Day	Tsang	Annual	Bike to Work Day will take place on Thursday May 14, 2020. Sunnyvale plans to host two Energizer Stations.	1/20/2020
4	Bernardo Caltrain Under-crossing	Garcia	TBD	Sunnyvale and Mountain View are collaborating on a revised scope of work with the project consultant. The project team will identify feasible design alternatives that would fit within the constrained right-of-way.	12/19/2019
5	Caltrain Grade Separation Feasibility Study	Tsang	TBD	The City is currently refining concept designs and undertaking preliminary traffic analysis related to grade separation at both Mary and Sunnyvale Avenues. Additional community meetings are planned for spring 2020.	12/19/2019
6	Stevens Creek Trail	Ng	TBD	At the November 12, 2019 City Council meeting, the Council has authorize a local match of \$600,000 for the VTA Measure B Bicycle and Pedestrian Competitive Grant Program for the Stevens Creek Trail Extension Project. Sunnyvale will partner with Mountain View in the application of the grant; the proposed project would be for the design of the Stevens Creek Trail extension from the Dales/Heatherstone bike-pedestrian overcrossing to West Remington Drive.	11/21/2019
7	East-West Channel Trail	Ng	Annual	SCVWD anticipates the flood control project will begin in summer 2020, and it will be completed by December 2022. City will not be able to begin on trail projects until after SCVWD is done with the flood control project.	9/19/2019
8	Homestead Road Bike Lanes Study	Ng	2020	City Council has approved budget to prepare the feasibility study of installing fulltime bike lanes on Homestead Road for FY19/20.	8/15/2019
9	Road Overlay, Slurry, Reconstruction & Chip Schedule	T. Pineda	Annual	List was submitted in March 2019 BPAC meeting agenda packet.	4/18/2019