



**DRAFT MINUTES  
MINUTES OF THE REGULAR MEETING OF THE  
BICYCLE PEDESTRIAN COMMISSION**

**April 19, 2023**

**Draft Minutes**

The meeting was called to order at 7:01 p.m.

**ROLL CALL:**

Present: Ilango Ganga, Grace John, Hervé Marcy, Joel Wolf (VC), John Zhao (C)

Absent:

Staff: David Stillman, Staff Liaison

Others Present: Prashanth Dullu, Assistant Engineer, Bill Mitchell, Chief Technology Officer, Marlon Aumentado, Assistant Engineer, Cherie Walkowiak, Safe Routes to School Coordinator

**APPROVAL OF MINUTES**

**1. March 15, 2023 Bicycle Pedestrian Commission Minutes**

Commissioner Ganga arrived at 7:02.

**MOTION:** Vice Chair Wolf moved, seconded by Commissioner Marcy to approve the minutes as presented.

**MOTION PASSED:** 4-0 John absent

**POSTPONEMENTS**

No Postponements

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

### **2. Future Agenda Items (Zhao)**

Carmen Road Bridge

Education on How to Use Two-Stage Left Turn Boxes

Path between Lincoln Elementary and Monta Vista High School

The Impact of Semi-Rural Designation on Bike and Ped Projects/Priorities

Reassess the Intersection at Bubb Road/McClellan Road

Stevens Creek Boulevard, Phases 1-3

Vision Zero (Workplan Item)

Lead Pedestrian Walk Interval (LPI) (start the pedestrian green before vehicles)

Lawson Middle School Bike Path (May, maybe)

Input from Seniors on the Bicycle Pedestrian Improvements

Bollinger Road Safety Corridor Project

AB 43 – Summary and how Commission can support implementation (to what extent we can reduce speed limits)

Bicycle Licensing (to prevent bike theft)

Bicycle Facilities (Workplan Item)

Land Donation from Richard Lowenthal (Carter)

Review Progress toward BPC Objectives (Six months to annually)

BPC Input at the VTA BPAC Meeting Regarding Adult Bicycle Education (Lindskog/Ganga)

League of American Bicyclists Application – Due fall 2023

Review Bicycle/Pedestrian Improvements and Provide Input from the Public

Pedestrian Safety around Shopping Centers

Update from Safe Routes to School (SR2S)

Examine Pedestrian Walkways for Safety

Pedestrian Focused Area in Cupertino related to the VTA Plan for Pedestrian Safety

Petition for a 3-way stop sign on Calle de Barcelona and Finch Avenue - May

### **3. Bicycle Facilities Improvements (Dullu)**

Prashanth Dullu, Assistant Engineer gave a presentation on the Bicycle Pedestrian Facility Improvements.

Commissioner John joined the meeting at 7:10 p.m.

Commissioner Marcy noticed Wilson Park was not highlighted as one of the 14 locations but noticed it was in the presentation. Mr. Dullu said Wilson Park was recommended by the Chamber of Commerce (Chamber.) There were already existing bike racks at Wilson Park, but the Chamber was considering modifying them. David

Stillman, Transportation Manager clarified that Wilson Park was originally on the City of Cupertino's list to install bike racks, but it did not meet the criteria the Bicycle Pedestrian Commission (Commission) gave staff, so it was taken off the list. That location was on a separate list given to staff by the Chamber.

Chair Zhao inquired if the Chamber's list was part of the same process. Mr. Dullu said the suggested locations from the Chamber were more on private properties. Commissioner Ganga recalled that the last time this came up, the Chamber was going to reach out to the private property owners because they had relationships with them. Mr. Stillman clarified that it was staff that was asking the Commission to reach out to private business owners. The Chamber gave staff a list of locations they heard would be desirable locations for bike racks.

Jennifer Shearin, public speaker said the list of bike rack locations near a curb were not ideal because the likelihood of theft was higher. She recalled that the list from the Chamber had more detail.

Vice Chair Wolf inquired if the installations of bike racks were City funded. Mr. Stillman said the current funding available was \$50,000 but he understood the Rotary had \$20,000 to contribute toward the project. Vice Chair Wolf thought that might not be enough money to fund all 24 suggested locations. Mr. Stillman said it might be enough money if off-the-shelf bike racks were used.

Chair Zhao suggested the Commission determine the design they wanted because that helped determine the cost. Commissioner Ganga's priority was to get as many bike racks installed as possible, design was secondary. He wanted to maximize the budget, so it was useful for the community. Having the Chamber facilitate with the property owners for suggested locations on private property was ideal. The Chamber was in a better position to negotiate because of their relationship with business owners in the City.

Commissioner John saw the concentration of suggested bike rack locations around De Anza Boulevard and wondered if there were other options. Commissioner Marcy supported bike racks but there was not enough information for him to make any decision. Some places were too vast, like Memorial Park. Mr. Stillman clarified that the locations in the City right-of-way had to be near the curb because the City right-of-way extended 10 feet behind the face of the curb. It was not possible for the locations to be any further back than 10 feet from the curb, unless it was at a City building or park, in which case there was flexibility on the property.

Commissioner Ganga recalled when the Commission gave the criteria to the staff, some people from the public expressed concern about security. He did not think the Commission needed to get into any more specifics and trusted the locations staff recommended.

Chair Zhao felt having more bike racks encouraged bike riding. He was more interested in standard types of bike racks. He used to live in a city where there was a lot of bike theft, and he had an issue with the Inverted U, the Circular and the Ring designs because thieves were able to loosen the screws, lift the rack and remove the bikes. He suggested designs closer to the Post and Ring style.

Vice Chair Wolf inquired if the Ring design was cast in concrete. Mr. Stillman said these would be bolted; casting in the concrete was an extra cost. Vice Chair Wolf suggested having a rack installed in the northwest corner of Stevens Creek Boulevard and Tantau Avenue. He was trying to go over the staff recommended locations, some locations were good, but he wanted to refine these locations by looking at a photograph for each location.

Chair Zhao wanted to know next steps. Mr. Stillman answered that it was up to the Commission. Ideally, staff was able to install the racks and purchase the design the Commission preferred. Next, staff was to hire a contractor to install the bike racks in each appropriate location. If there were location options that were ambiguous, such as a park, staff was able to bring that back to the Commission.

Chair Zhao was open to trusting staff's recommendations as listed in the report but getting a few options where there was more flexibility was good. Commissioner Ganga agreed.

Vice Chair Wolf wanted to find a scenario where all 24 locations could be funded, plus the Chamber locations. If that was not possible, was the Commission able to prioritize certain locations. Mr. Stillman brought out that Attachment A was already a prioritized list; the ones marked in green met the criteria given by the Commission previously.

The Commission returned to the discussion of theft and Mr. Stillman suggested installing the bike racks with an epoxy, so the racks were not easily removed. Marlon Aumentado, Assistant Engineer recalled doing an installation that included epoxy with delineators but not with bike racks, but he thought it could be done.

Chair Zhao said there was the question of how many bikes could be locked to each of the racks. Having bike racks closer to a business, such as those suggested by the Chamber, were ones that he wanted to investigate. Chair Zhao thought businesses were

interested in having a bike rack installed in front of their business. Vice Chair Wolf agreed and wanted to get as many bike racks installed as possible with the budget allotted.

Chair Zhao recapped that he understood that after the discussion, the Commission was interested in coming back with a more specific cost estimate for the prototypes and looking into the Chamber locations before a decision was made. Commissioner Ganga suggested installing the ones highlighted in green and then come back for Phase 2 for the remainder of the work plan items.

**MOTION:** Commissioner Ganga moved, seconded by Commissioner Marcy to recommend that staff come back with additional details regarding cost estimate and the exact locations for the prioritized sites (marked in green attachment A), with the following options for the bike rack types:

1. Inverted U
2. Post and Ring
3. Stanford option

**MOTION PASSED:** 5-0

#### **NEW BUSINESS**

##### **4. Email Phishing Campaign Presentation from the City's Infrastructure Division (Mitchell)**

Bill Mitchell, Chief Technology Officer gave a presentation on the email phishing campaign from the City of Cupertino's Infrastructure Division.

Commissioner Ganga asked about emails received from someone outside the City but that worked with the City as a third party. Mr. Mitchell replied that if a questionable email was received, to send it to the City's Information Technology (IT) Department and they were happy to screen the email for you.

#### **NO ACTION TAKEN**

##### **5. Transportation Development Act (TDA) Article 3 Fund Allocation (Aumentado)**

Marlon Aumentado, Assistant Civil Engineer gave a presentation on Transportation Development Act (TDA) Article 3 Fund Allocation.

Commissioner Ganga asked if the application was sent out. Mr. Aumentado said no, the application deadline was May 26. The Bicycle Pedestrian Commission (Commission) needed to review and approve the allocation of those funds. Commissioner Ganga

inquired if the Commission had leeway to change the description of the project on the application. Mr. Aumentado answered yes, he was able to make minor changes but was not looking to change the project scope.

Vice Chair Wolf asked if the “Complete Streets” checklist was required for the application, if the amount was over \$250,000. Mr. Aumentado believed that was needed but he needed to double check with Valley Transportation Authority (VTA.) He recalled a new requirement where the Complete Streets checklist was needed. Vice Chair Wolf wondered if it was possible that the City of Cupertino did not meet all the Complete Streets requirements. Mr. Aumentado confirmed the City did meet the requirements. David Stillman, Transportation Manager said the Complete Streets checklist was provided with the previous One Bay Area Grant (OBAG,) so they had it.

Commissioner Marcy wondered why staff was not proposing funding for a Class 4 bike lane instead of a buffered bike lane because the Class 4 lanes had the separation. Mr. Aumentado explained that funds were being used toward a project that was already budgeted for the Capital Improvement Program (CIP) plan. There were no other projects in the CIP plan that were Class 4, and the others were externally funded. There was a plan to have Class 4 bike lanes on Stevens Creek Boulevard but that was externally funded through a different source.

Jennifer Shearin, public speaker urged the Commission to approve this item with the designated plan, the rest of the funding needed to be put toward a new active transportation plan. She noted that the plan for the De Anza Buffered Bike Lane Project was to be a Class 4, which she approved of.

Commissioner Ganga relayed that this project came to the Commission in the past and one of the requests from the Commission was to look at the narrowing of the travel lanes. Also, there was mention of a traffic study. Mr. Aumentado said the traffic counts were done for De Anza Boulevard. As a result, staff was looking at a lane reduction north of Stevens Creek Boulevard from four to three lanes, and south of Stevens Creek Boulevard to Bollinger Road from four to three lanes. This was feasible because the traffic volume was the same, the sections with four lanes could carry the same capacity as those with three lanes. Mr. Aumentado said there were still some video observations being conducted to confirm that change was good but from the traffic counts and based off the data, it was good. Commissioner Ganga said that area was used as a transit hub and there was a large employer near that area, as well as Interstate 280 (I-280). He wanted to know if staff had come back to the Commission in terms of design and data. Mr. Aumentado said no. Mr. Stillman said the project was already defined and if the

lanes were not narrowed, as the application stated, there was not going to be a project because there was not enough room to physically provide the painted buffers.

**MOTION:** Vice Chair Wolf moved, seconded by Commissioner Marcy to recommend to the City Council to approve the allocation of Cupertino's TDA article 3 allocation for De Anza Buffered Bike Lane Project as described in Attachment B, TDA Project Application Form.

**MOTION PASSED:** 5-0

## **6. Bike to Work Day Planning (Walkowiak)**

Cherie Walkowiak, Safe Routes to School Coordinator gave a presentation on Bike to Work Day and discussed planning options with the Bicycle Pedestrian Commission (Commission.)

Ms. Walkowiak confirmed she collected receipts for purchases for Bike to Work Day, then David Stillman, Transportation Manager submitted them for reimbursement.

Vice Chair Wolf asked if the energizer station locations were determined. Ms. Walkowiak said the location choice was up to the lead running the energizer station. Silicon Valley Bicycle Coalition (SVBC) recommended a stint of three hours, but it was up to the Commission.

Vice Chair Wolf volunteered as the lead. Ms. Walkowiak also asked for additional volunteers to help staff.

Jennifer Shearin, Walk Bike Cupertino mentioned the key was to divide out the workload, someone was needed to provide the coffee, etc. In total, four to six people were needed. Walk Bike Cupertino helped by supplying volunteers.

Commissioner's John and Marcy volunteered. Ms. Walkowiak suggested finding a date and time. Vice Chair Wolf suggested May 18 at McClellan Road and Stelling Road. There was a church there, which included parking. Ms. Shearin volunteered to coordinate with the Church for parking.

Mr. Stillman dropped off tables and chairs, and a canopy if needed. Ms. Shearin preferred a canopy.

Chair Zhao asked about the time, and suggested 7-10 a.m. Ms. Shearin said yes, that was the best time.

Ms. Shearin suggested bananas, cuties, granola bars, and blueberry soup. Sweet things did well, as well as coffee and water. Vice Chair Wolf was going to bring bananas,

Commissioner John water, and Commissioner Marcy coffee. Chair Zhao agreed to buy granola bars and cuties; he was able to drop them off with Vice Chair Wolf.

Ms. Shearin suggested a sign from Walk Bike Cupertino stating they were sponsoring the energizer station. Ms. Shearin asked how many volunteers were needed from Walk Bike Cupertino. Vice Chair Wolf suggested at least two.

## **STAFF AND COMMISSION REPORTS**

### **7. Staff Update and Commissioner Activity Report (All)**

There was no VTA BPAC update this time, as Erik Lindskog was out.

David Stillman, Transportation Manager announced that Earth and Arbor Day were happening Saturday. He gave an update on the Finch and Calle De Barcelona intersection and said staff was observing the intersection. There was going to be a second observation with the Chair next week. Next staff was going to bring their observations back to the Bicycle Pedestrian Commission.

Commissioner Marcy attended the SR2S meeting for April, the Mayor's meeting did not happen.

Chair Zhao said former Mayor Lowenthal reached out to him about the Stevens Creek Trail, as he was trying to extend that trail. There was going to be a tour on May 13 in the morning.

## **ADJOURNMENT**

Meeting adjourned at 9:23 p.m.

## **SUBMITTED BY:**

---

David Stillman, Staff Liaison

Note: Any attachments can be found on the Cupertino Website  
<https://www.cupertino.org/our-city/agendas-minutes>



Bicycle Pedestrian Commission  
April 19, 2023  
Agenda Item #3

# Bicycle Pedestrian Commission

## Bicycle Facilities



**CUPERTINO**

April 19, 2023

# Bicycle Facilities

- Workplan Item FY22-23
- BPC Discussion on 8-17-22, 10-19-22 and 1-18-2023
- 1-18-23 Recommendation:
  - Apply the below criteria for the proposed 24 bike rack locations on 1-18-2023.
    - Bike racks should be where the public right of way begins but no further than 30 to 35 feet away from the front door of the business.
    - Bike racks should be visible from the front door of a business.
    - Popular locations around the City of Cupertino.

# Bicycle Facilities – Proposed Locations

#	Locations	Criteria # 1: Bike racks should be where the public right of way begins but no further than 30 to 35 feet away from the front door of the business.	Criteria # 2: Bike racks should be visible from the front door of a business	Criteria # 3: Popular locations around the City of Cupertino
1	Northwest corner of Stevens Creek Blvd and Tantau Ave.	NO	NO	YES
2	East of Stevens Creek Blvd and Lazy Dog driveway.	YES	YES	YES
3	West of Stevens Creek Blvd and Lazy Dog driveway.	NO	NO	YES
4	Northeast corner of Stevens Creek Blvd and Main St.	NO	NO	YES
5	300 feet East of Wolfe Rd/Vallco Parkway. (19800 Vallco Pkwy)	YES	YES	YES
6	Southeast corner of Stevens Creek Blvd and Torre Ave.	YES	YES	NO
7	Northwest corner of Stevens Creek Blvd and De Anza Blvd.	YES	YES	YES
8	West of Stevens Creek Blvd and Whole foods driveway.	NO	NO	YES
9	Southwest corner of De Anza Blvd and Rodrigues Ave.	YES	YES	YES
10	In front of Caffe Lattea - West of Stevens Creek Blvd/Main St.	YES	YES	YES
11	East of Stevens Creek Blvd and Whole foods driveway.	YES	YES	YES
12	Cupertino Library Park.	YES	YES	YES
13	Town Center Ln.	NO	NO	YES
14	Northwest corner of Wolfe Rd and Apple Parkway.	NO	NO	YES
15	Northeast corner of De Anza Blvd and Bollinger Rd, near the bus stop.	NO	NO	YES
16	Northeast corner of De Anza Blvd and Civic Park Ln.	YES	YES	YES
17	Southeast corner of De Anza Blvd and Town Center Ln.	YES	YES	YES
18	Southwest corner of De Anza Blvd and McClellan Rd. (north of Bus Stop)	NO	NO	YES
19	McClellan Ranch Parking Lot.	YES	YES	YES
20	Jollyman Park.	YES	YES	YES
21	Wilson Park.	NO	YES	YES
22	Portal Park.	YES	YES	YES
23	Memorial Park.	YES	YES	YES
24	On Stevens Creek Blvd Infront of Starbucks near the post office.	YES	YES	YES

# Bicycle Facilities – Proposed Locations

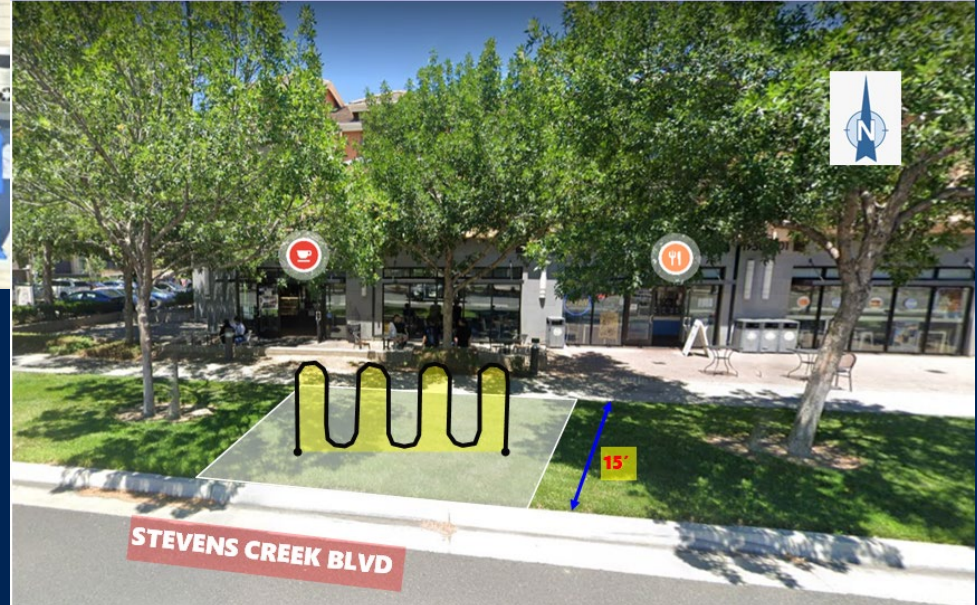


# Bicycle Facilities – Cupertino Examples

Stevens Creek Blvd Infront of Starbucks near the post office.



In front of Caffe Lattea - W. of Stevens Creek Blvd/Main St.





# Proposed Bike Rack Locations by Chamber on Private Properties.

- 1) 19800 Vallco Parkway shops and dining establishments (Eastbound side of Vallco Parkway)
- 2) Cupertino Village at Homestead/ Wolfe
- 3) McClellan Square shopping plaza at McClellan and DeAnza
- 4) Crossroads shopping plaza (south side of SCB at De Anza)
- 5) SW. corner of De Anza Blvd and Rodrigues Ave. at Trinetha market
- 6) SE. corner of Blaney/Homestead, in Oakmont Plaza
- 7) Pacific Rim Plaza next to Joy Dumpling/ QQ Noodle and next to TP Tea
- 8) Aqui Restaurant on De Anza
- 9) Silverado Avenue businesses (off De Anza)
- 10) De Anza Plaza on De Anza, S of McClellan

Property Owners and Businesses have not vetted about the Bike Racks.

# Proposed Bike Rack Locations/Modifications by Chamber at City owned Properties.

- 1) Cupertino Library Field
- 2) Wilson Park
- 3) Portal Park
- 4) Jollyman Park
- 5) Creekside Park

# Bicycle Facilities – Types of Bike Racks

## Types of Bike Racks



**Inverted U**



**Post and Ring**



**Wave Style**



**Circular**



**Ring**



# Bicycle Facilities – Types of Bike Racks



**Most popular**

- Two bike capacity
- Two points of contact for bike



# Bicycle Facilities – Types of Bike Racks



## Not recommended

- Seven bike capacity
- Unstable
- Difficult to use interior spots

# Bicycle Facilities – Customized Bike Racks



- **Costly**
- **Not readily available to install, need to be preordered**
- **Fewer installation due to high cost**
- **Less recognizable as bike rack due to nonstandard design**

# Bicycle Facilities – Next Steps

## Bicycle Pedestrian Commission:

- Approve recommended location list
- Recommend type(s) and orientation of bike rack
- Reaching out to Private Properties for the Chamber proposed locations

## Transportation Division Staff:

- Contact vendor, perform site visits
- Proceed with installations
- Develop City standard and typical details
- Proceed with Step 2 of Workplan item, reviewing building codes and planning requirements

# Bicycle Pedestrian Commission

## Bicycle Facilities

### End Slide



**CUPERTINO**

April 19, 2023

## Proposed Bike Racks Locations

#	Locations	Criteria # 1: Bike racks should be where the public right of way begins but no further than 30 to 35 feet away from the front door of the business.	Criteria # 2: Bike racks should be visible from the front door of a business	Criteria # 3: Popular locations around the City of Cupertino
1	Northwest corner of Stevens Creek Blvd and Tantau Ave.	NO	NO	YES
2	East of Stevens Creek Blvd and Lazy Dog driveway.	YES	YES	YES
3	West of Stevens Creek Blvd and Lazy Dog driveway.	NO	NO	YES
4	Northeast corner of Stevens Creek Blvd and Main St.	NO	NO	YES
5	300 feet East of Wolfe Rd/Vallco Parkway. (19800 Vallco Pkwy)	YES	YES	YES
6	Southeast corner of Stevens Creek Blvd and Torre Ave.	YES	YES	NO
7	Northwest corner of Stevens Creek Blvd and De Anza Blvd.	YES	YES	YES
8	West of Stevens Creek Blvd and Whole foods driveway.	NO	NO	YES
9	Southwest corner of De Anza Blvd and Rodrigues Ave.	YES	YES	YES
10	In front of Caffè Lattea - West of Stevens Creek Blvd/Main St.	YES	YES	YES
11	East of Stevens Creek Blvd and Whole foods driveway.	YES	YES	YES
12	Cupertino Library Park.	YES	YES	YES
13	Town Center Ln.	NO	NO	YES
14	Northwest corner of Wolfe Rd and Apple Parkway.	NO	NO	YES
15	Northeast corner of De Anza Blvd and Bollinger Rd, near the bus stop.	NO	NO	YES
16	Northeast corner of De Anza Blvd and Civic Park Ln.	YES	YES	YES
17	Southeast corner of De Anza Blvd and Town Center Ln.	YES	YES	YES
18	Southwest corner of De Anza Blvd and McClellan Rd. (north of Bus Stop)	NO	NO	YES
19	McClellan Ranch Parking Lot.	YES	YES	YES
20	Jollyman Park.	YES	YES	YES
21	Wilson Park.	NO	YES	YES
22	Portal Park.	YES	YES	YES
23	Memorial Park.	YES	YES	YES
24	On Stevens Creek Blvd in front of Starbucks near the post office.	YES	YES	YES

# Commission Presentation

## Cybersecurity



# Agenda

- Cyber Threat Landscape
- Ransomware/Phishing/Malware
- City's Cybersecurity Defense
- Questions



# Cyber Threat Landscape



# Common Cyber Threat Landscape

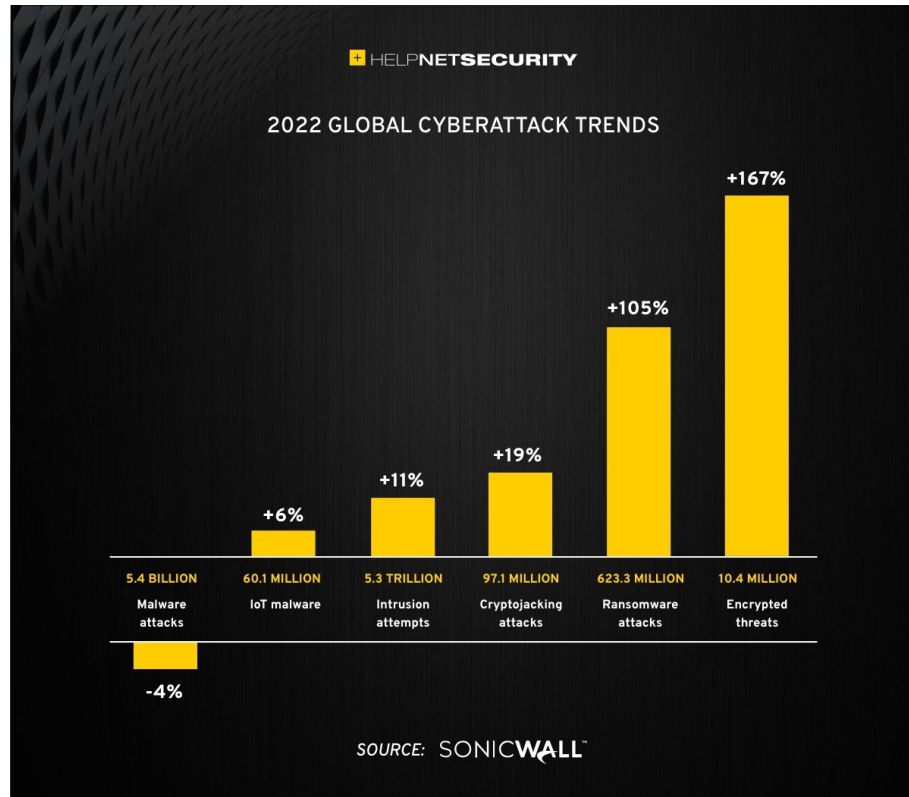
**RANSOMWARE**

**MALWARE**

**PHISHING**

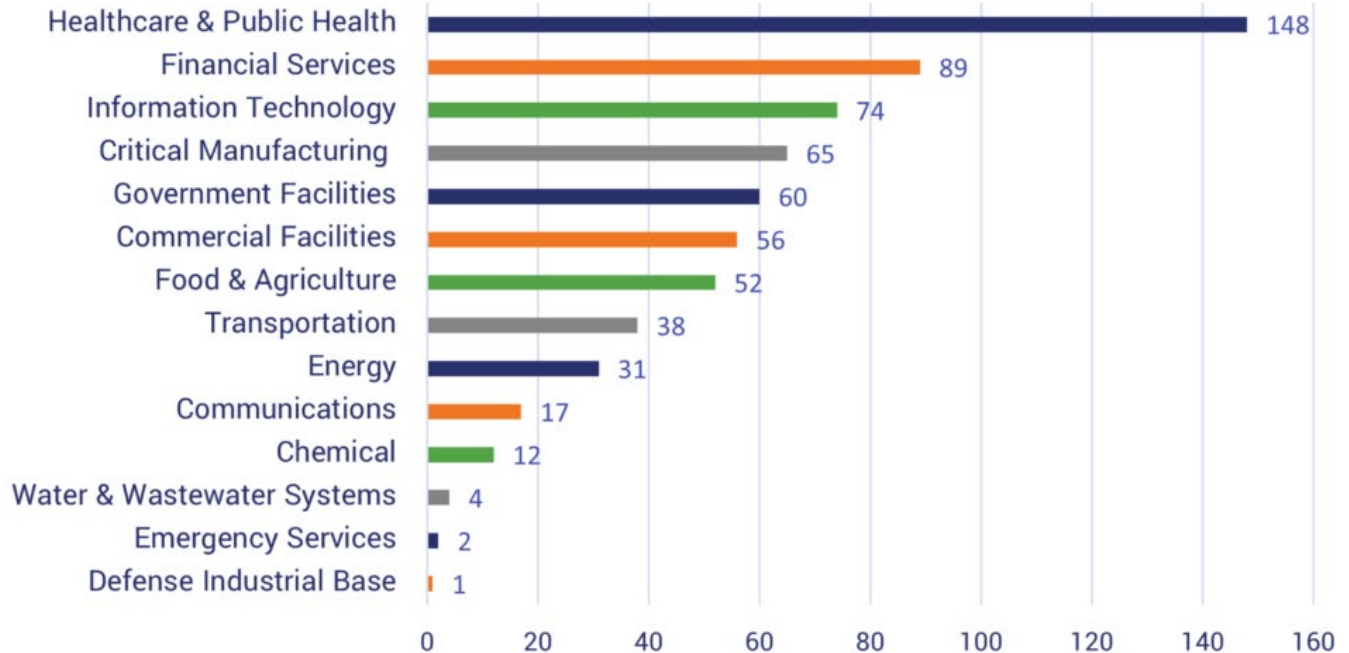
**PUBLIC NETWORKS**

# Ransomware



# Ransomware

## Critical Infrastructure Ransomware Attacks (2021)

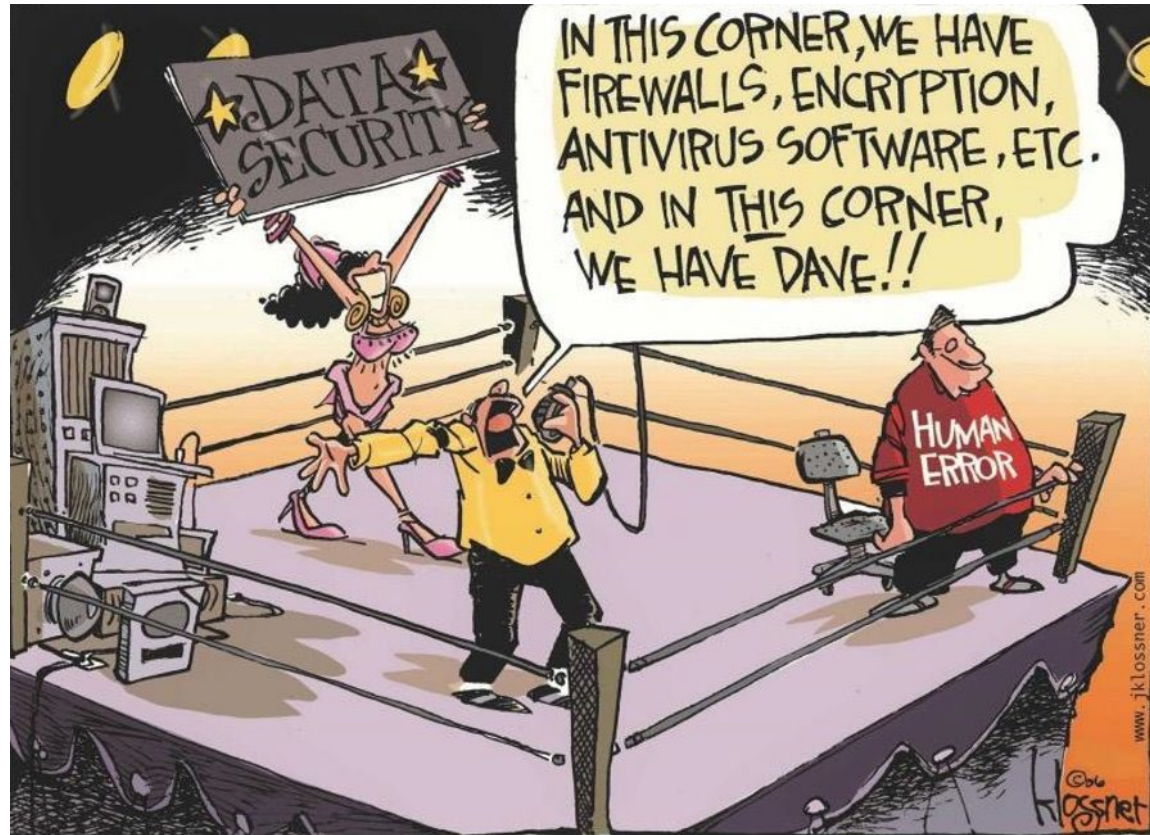


# Ransomware

## Successful Recent Attacks

- LA USD in CA
- Minneapolis, MN
- SF 49ers
- Glenn County Office of Education in CA
- Cisco
- Oakland, CA
- Dish Network

# City's Cybersecurity Defense



# City's Cybersecurity Defense

## Training & Notification

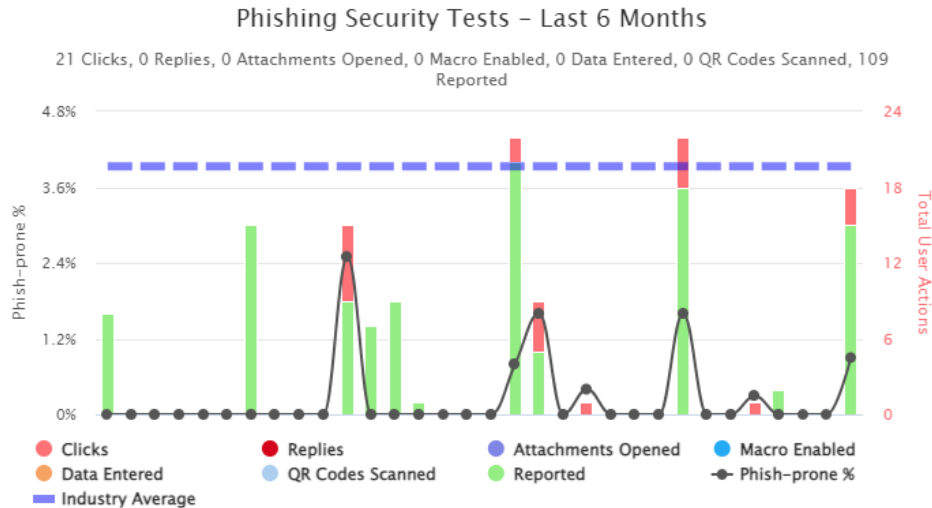
- Mandatory for all employees
- Phishing Campaigns
  - Fail – Remedial Training
- Caution Banner – Outside of Cupertino

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# City's Cybersecurity Defense

## Where we stand:

### Phishing



Industry Benchmark Data ?

Account Average Phish-prone %	<b>0.9%</b>
Last Campaign Phish-prone %	<b>0.9%</b>
Industry Phish-prone %	<b>3.9%</b>

Industry:

Organization Size:

Program Maturity:



# City's Cybersecurity Defense

Your Mission:



# Questions?



# TDA Article 3 Fund Allocation

Public Works - Transportation



## What is TDA?

- Transportation Development Act Article 3 (TDA 3) provides funding annually for bike and ped projects
- Counties have a “Guarantee” share of MTC’s TDA Article 3 Fund Estimate which are distributed to each city based on population
- Agencies may bank TDA 3 funds for up to 4 years plus 1 year to program funds
- Cupertino's Current Guarantee Amount\*
  - \$414,955

\*Includes banked and rescinded funds from previous years

## Project Types Eligible for Funding:

- Construction and/or engineering of a bicycle or pedestrian capital or quick build projects.
- Maintenance of a Class I shared-use path and Class IV separated bikeways
- Bicycle safety education program
- Development of a comprehensive bike or ped facilities plan
- Restriping Class II bike lanes and buffered bike lanes

## TDA 3 Guarantee Funds

Projects	Guarantee Amounts
	\$414,955
De Anza Blvd Buffered Bike Lanes (FY 2023/24 Program)	<b>(\$166,259)</b>
	\$248,696
Cupertino Bike Plan Update (FY 2024/25 Program)	(TBD)

# Commission Action

*Review and Approve Allocation of Cupertino's TDA Article 3  
Allocation for De Anza Blvd Buffered Bike Lanes Project*



## MEMORANDUM

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

FROM: Larissa Sanderfer, Transportation Planner II

DATE: March 27, 2023

SUBJECT: Call for Projects, Transportation Development Act Article 3  
FY 2023/24 Program

---

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

This memorandum serves as the Call-for-Projects for the FY 2023/24 Transportation Development Act (TDA) Article 3 Program funding cycle. **Please note that if the instructions in this document conflict with MTC's TDA3 program guidance, the latter will govern.**

### **Eligible Project Types and Requirements**

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

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

1. Construction and/or engineering of a bicycle or pedestrian capital or quick build projects.
2. Maintenance of a Class I shared-use path and Class IV separated bikeways.
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 and buffered bicycle lanes.

Refer to Appendix A in [MTC's Resolution No. 4108](#) for examples of eligible projects.

**To obtain TDA Article 3 funding, a sponsor must submit 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.

**There are two components to the TDA Article 3 program:**

**1. Guarantee Funds**

Table 1 below shows each city and the County’s “Guarantee” share of MTC’s TDA Article 3 Fund Estimate. There is \$3,022,449 available for Guarantee projects this year. The guaranteed amounts are based on 2022 (May 2022 release) California Department of Finance (DOF) population figures and funds banked or rescinded from previous years. **Please note that an agency’s total applications cannot exceed its guaranteed share listed in the following table.**

**Table 1: 2023/24 TDA ARTICLE 3  
GUARANTEE FUNDS FOR SANTA CLARA COUNTY**

Agency	Guarantee Amount (Includes banked and rescinded funds from prior years)
Campbell	\$34,541
Cupertino	\$414,955
Gilroy*	\$301,753
Los Altos	\$129,725
Los Altos Hills*	\$45,136
Los Gatos	\$68,884
Milpitas	\$65,190
Monte Sereno	\$7,747
Morgan Hill	\$195,196
Mountain View	\$346,497
Palo Alto	\$147,052
San Jose	\$787,462
Santa Clara	\$104,938
Saratoga	\$24,730
Sunnyvale	\$336,620
Santa Clara County**	\$12,023
<b>Grand Total</b>	<b>\$3,022,449</b>

\* If not programmed this cycle, then funds banked in FY19/20 will be reverted to the countywide pool in FY24/25. TDA Article 3 funds may only be banked for four years plus one year to program.

\*\*\$68,109 is this year’s guarantee amount. \$56,086 will be applied to the county’s Active Transportation Plan loan and the remaining (\$12,023) is available for programming.

**2. 2016 Measure B Bicycle & Pedestrian Capital Projects Set-Aside**

On November 5, 2020, the VTA Board of Directors approved directing 25% of the TDA Article 3 funds to eligible projects on the 2016 Measure B Bicycle & Pedestrian Capital Projects Ten-year Fiscally Constrained Priority List. There is currently \$1,092,127 available for 2016 Measure B projects (\$732,792 was previously banked and \$359,335 is new funding).

On November 5, 2009, the Board committed \$150,000 of this 25% set-aside to County Expressway Pedestrian Projects, this has since been expanded to include both bicycle and pedestrian improvements along Expressways as eligible projects. This year, \$750,000 is available for this program. This includes \$150,000 in new funding, \$543,914 in previously banked funds, and \$56,086 in funds paid back from the 2020 loan to finance the County's Active Transportation Plan.

### **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 FY23/24 will be added to the sponsor's guarantee in FY24/25.

After the project list is approved, MTC will issue specific allocation instructions. It is the project sponsor's responsibility to monitor project expiration deadlines. Agencies must inform MTC and VTA of intent to rescind/reallocate prior to the expiration deadline, 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 four 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 fifth year, they will be redistributed to the countywide TDA Article 3 pool for the following fiscal year. **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.**

### **Environmental Clearance**

If the project includes construction, it must meet the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor must submit an environmental document that has been stamped by the County Clerk within the past three years. Sponsors applying for engineering/final design are not required to submit a County stamped notice. Additional information is included in TDA Article 3 policies and procedures which can be found on [MTC's website](#).

### **Bicycle and Pedestrian Advisory Committee Requirement**

Each county and city is required to have a Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent body review and prioritize TDA Article 3 bicycle and pedestrian projects and plans, as stipulated in MTC's [Resolution No. 4108](#) under Priority Setting.

### **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*.

**Application and Required Submittals**

**FY2023/24 TDA Article 3 Project Submittal Requirements**

<b>If banking the funds, then submit:</b>		<b>If programming the funds, then submit:</b>
<b>Due by Friday, May 26, 2023</b>		<b>Due by Friday, May 26, 2023</b>
An email stating the intent to bank the TDA3 Guarantee Funds. Failure to do so will revert funds to the countywide pool in the next cycle.		A cover email or letter including a statement that the project will be to implement within one year of the application cycle.
	<b>OR</b>	The TDA Article 3 Project Application Form (Attachment B of the Resolution template). This includes the BPAC or equivalent body review requirement.
		<b>Due by Friday June 30, 2023</b>
		Governing body resolution supporting the project(s). The required boilerplate is on the Metropolitan Transportation Commission’s <a href="#">website</a> . Do not modify MTC’s language without checking first.
		Documentation of environmental clearance, if applicable. The environmental document must be stamped by the County Clerk within the past three years.

Please send information to: Larissa Sanderfer, Transportation Planner, at [larissa.sanderfer@vta.org](mailto:larissa.sanderfer@vta.org). Late submissions will not be accepted.

**Evaluation Process, Programming and Invoicing Funds**

VTA staff will review projects for eligibility. The resulting countywide program will be reviewed by the VTA advisory committees before adoption by the VTA Board of Directors.

VTA's role in the TDA Article 3 process is limited to prioritizing the annual program of projects. After the VTA Board adopts the countywide list of projects, staff will forward the adopted resolutions to MTC for technical review and allocation. Once MTC staff verifies the program, MTC’s Finance Section will issue allocation instructions to your agency. Please review these instructions carefully because they contain guidance on invoicing, expiration of funds, and annual audit requirements. Project sponsors apply for reimbursement directly to MTC and reimbursement requests should be emailed to [acctpay@bayareametro.gov](mailto:acctpay@bayareametro.gov).

**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 Luis Garcia, at [lgarcia@bayareametro.gov](mailto:lgarcia@bayareametro.gov), for additional information on audit requirements.

**If you have any questions about the application process, contact Larissa Sanderfer, Transportation Planner, at [larissa.sanderfer@vta.org](mailto:larissa.sanderfer@vta.org).**

Resolution No. \_\_\_\_\_

Attachment B**TDA Article 3 Project Application Form**

1. <b>Agency</b>	City of Cupertino		
2. <b>Primary Contact</b>	Marlon Aumentado		
3. <b>Mailing Address</b>	10300 Torre Ave, Cupertino, CA 95014		
4. <b>Email Address</b>	MarlonA@cupertino.org	5. <b>Phone Number</b>	408-777-3215
6. <b>Secondary Contact</b> (in the event primary is not available)	David Stillman		
7. <b>Mailing address</b> (if different) N/A <input type="checkbox"/>			
8. <b>Email Address</b>	<a href="mailto:DavidS@cupertino.org">DavidS@cupertino.org</a>	9. <b>Phone Number</b>	408-777-3249
10. <b>Send allocation instructions to</b> (if different from above):			
11. <b>Project Title</b>	De Anza Boulevard Buffered Bike Lanes		
12. <b>Amount requested</b>	\$166,259	13. <b>Fiscal Year of Claim</b>	2023/2024

**14. Description of Overall Project:**

The project will enhance the safety of existing Class II bikeway facilities on De Anza Boulevard between Bollinger Road and Homestead Road by narrowing existing travel lanes and installing a painted buffer zone to separate the Class II bike lanes from the vehicle lanes.

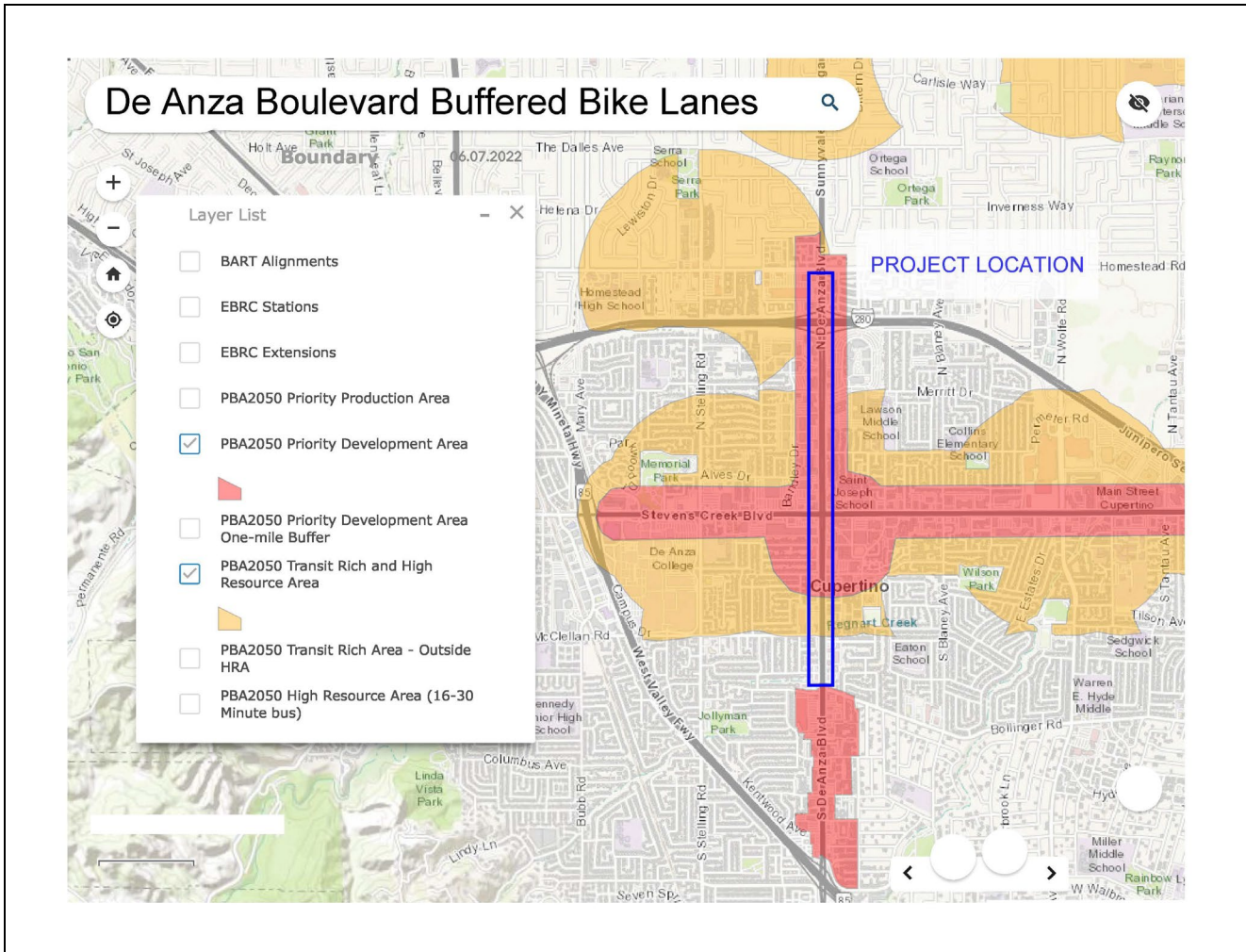
De Anza Blvd is a major north-south principle arterial across Cupertino, a designated truck route along most of its length, and has a posted speed limit of 35 mph. Currently, standard Class II bike lanes exist along both directions of De Anza Boulevard, and no buffer zone exists to increase the separation between bicycle and vehicle traffic.

Outside of the City's jurisdiction south of Bollinger Road, buffered bike lanes exist on both sides of the roadway.

**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Construction of buffered bicycle lanes including removal of existing striping and installation of a painted buffer zone to increase separation between bicycles and vehicles.

16. **Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:



**Project Relation to Regional Policies (for information only)**

17. Is the project in an [Equity Priority Community](#)? Yes  No
18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes  No

**19. Project Budget and Schedule**

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
CON	166,259	358,741	525,000	Dec 2023
<b>Total Cost</b>	<b>166,259</b>	<b>358,741</b>	<b>525,000</b>	

**Project Eligibility**

- A.** Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes  No   
 If "YES," identify the date and provide a copy or link to the agenda.  
 If "NO," provide an explanation).
- B.** Has the project been approved by the claimant's governing body? Yes  No   
 If "NO," provide expected date: June 6, 2023

- C.** Has this project previously received TDA Article 3 funding? Yes  No   
 (If "YES," provide an explanation on a separate page)
- D.** For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes  No
- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes  No
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes  No   
 Cite the basis for the exemption. \_\_\_\_\_ N/A   
 If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F.** Estimated Completion Date of project (month and year): December 2023
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement.) Yes  No
- H.** Is a Complete Streets Checklist required for this project ? Yes  No   
 If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

Bicycle Pedestrian Commission  
Agenda Item #6  
April 19, 2023

# Bike to Work Day

Commissioner Coordination



**CITY OF  
CUPERTINO**

Cherie Walkowiak  
[SafeRoutes@Cupertino.org](mailto:SafeRoutes@Cupertino.org)  
(408)777-7609



WALK  
CUP  
E O  
S I

*Advocating Safe*

# Bay Area BTWD

Bike to Work  
/ Wherever Days





# Energizer Station

## Help Fuel Local Cyclists' Trips

### Dates:

Thursday, May 18

Friday, May 19

Saturday, May 20



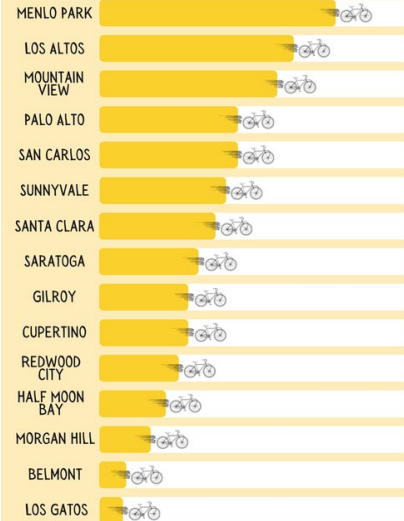
# Cities Challenge



Pledge to Ride:  
[bikesiliconvalley.org/p2r](https://bikesiliconvalley.org/p2r)

## BIKE TO WHEREVER DAYS 2023

### PEDAL POWER CHALLENGE LEADERBOARD



LAST UPDATED 4-4-2023



# Energizer Station Host Responsibilities

- Sign Up to Host Energizer Station
- Pick Up Tote Bags
- Read Energizer Station Host Guide
- Attend one-hour Zoom orientation
- Recruit volunteers to help staff booth
- Coordinate table/chairs/canopy with City
- Provide refreshments

# Energizer Station Host Responsibilities

## Sign up to Host Energizer Station

Sign Up by April 21:

<https://bikesiliconvalley.org/energize>

Decisions needed to sign up:

- Date?
- Location?
- Time?

# Energizer Station Host Responsibilities

## Pick Up Tote Bags

Monday, May 15  
12 noon to 3 pm  
Sports Basement  
1177 Kern Ave  
Sunnyvale, CA 94085



# Energizer Station Host Responsibilities

**Read Energizer Station Host Guide**

[Guide](#)

# Energizer Station Host Responsibilities

## Attend one-hour Zoom orientation

- Date Options:
  - Monday May 8, 7-8pm
  - Tuesday May 9, 9-10am
  - Thursday May 11, 12-1pm
- Register via links in Energizer Station Host Guide (link in previous slide)

# Energizer Station Host Responsibilities

## Recruit volunteers to help staff booth

- Bring friends and family!
- Walk Bike Cupertino has historically been a wonderful partner to the BPC



# Energizer Station Host Responsibilities

## Provide refreshments

- \$100 reimbursement from City
- Submit receipts to David Stillman

# Coordination Questions

- **Station Details & Staff Recommendations**
  - Date? **May 18**
  - Location? **McClellan/Stelling or DB Bridge**
  - Time? **7:00 a.m. to 10:00 a.m.**
- Who will coordinate this year's station?
  - Fill out form by April 21
  - Pick up tote bags May 15
- Who else can staff the table?

**Thank You!**

