

## Cyrah Caburian

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**From:** Liana Crabtree  
**Sent:** Monday, February 10, 2020 5:47 PM  
**To:** Steven Scharf; Darcy Paul; Liang Chao; Rod Sinks; Jon Robert Willey; Deborah L. Feng  
**Cc:** Amanda Wo; City Clerk; Whitney Zeller; Christine Hanel  
**Subject:** Written Communication (1 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals  
**Attachments:** transportation\_suggestions\_library\_20191205.pdf

Written Communication (1 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals

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

Message 1 of 3.

In an effort to have recent suggestions offered by the Library Commission regarding transportation methods and parking affecting Cupertino City Center destinations and a response from the Director of Public Works recorded in the public record, I am resending three (3) messages (some including attachments).

Please add the message below and attached document to written communication for the 2/10/2020 Special Council Meeting, Agenda Item 2, Work Program Goals.

Sincerely,

Liana Crabtree  
Library Commissioner

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**From:** Liana Crabtree  
**Sent:** Thursday, December 5, 2019 6:43 PM  
**To:** Steven Scharf <SScharf@cupertino.org>; Darcy Paul <DPaul@cupertino.org>; Liang Chao <LiangChao@cupertino.org>; Rod Sinks <RSinks@cupertino.org>; Jon Robert Willey <JWilley@cupertino.org>; Deborah L. Feng <DebF@cupertino.org>  
**Cc:** Amanda Wo <awo@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Gulu Sakhrani <GuluS@cupertino.org>; Jeffrey Trybus <JeffreyT@cupertino.org>; Kim Calame <kimc@cupertino.org>; Roger Lee <RogerL@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>  
**Subject:** Suggestions from the Library Commission for Improving Access to the Cupertino City Center, 12/5/2019

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

Attached, please find suggestions from the 2019-2021 Library Commission for improving access to the Cupertino City Center.

The commission would like to thank everyone who helped inform or who participated in the effort to draft this letter, including but not limited to:

Clare Varesio, Cupertino Community Librarian  
Gladys Wong, Community Member

Gulu Sakhrani, Senior Code Enforcement Officer  
Jeffrey Trybus, Senior Code Enforcement Officer  
Kim Calame, Library Commission Liaison  
Roger Lee, Public Works Director  
Whitney Zeller, Library Commission Liaison, Administrative Support

The commission is working on a second letter to encourage Council to improve safety and traffic flow within the civic center parking lot by considering alternative uses for land currently allocated to 4-minute parking and other special purposes. We look forward to sharing the second letter with you all in the new year.

Sincerely,

Liana Crabtree  
on behalf of the Library Commission  
Amanda Wo, Vice Chair  
Christie Wang  
Qin Pan  
Rahul Vasanth

Cupertino Library Commission  
10185 N Stelling Rd  
Cupertino, CA 95014

December 5, 2019

Cupertino City Council  
Cupertino City Manager  
10350 Torre Ave  
Cupertino, CA 95014

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

We thank you for approving the two-story conceptual design for the expansion of the Cupertino Library to include programming and community gathering space. We appreciate Council's commitment to construct a venue that will serve the community admirably for years to come. We thank you for Council's 11/19/2019 budget amendment to increase allocations for the Library Room Expansion project by \$3,000,000.

The Cupertino Library is already the most popular library in the Santa Clara County Library District by count of both annual patron visits and circulation of materials. Even without breaking ground on the expansion, we have high demand for parking spaces in the shared lot for City Hall, Community Hall, and the Library (civic center parking lot). We expect the demand for convenient access to the Library will increase when construction for the expansion begins, especially as the construction project will require nearby access for equipment, deliveries, and materials staging.<sup>1</sup>

Concerns related to parking and library access have been documented in an email thread initiated by a library patron and including responses from Mayor Scharf, City Manager Feng, and Library Commissioners Vasanth and Crabtree (Attachments A and B). The Library Commission has addressed parking and library access multiple times in meetings and in conversations with the public. We appreciate the City's initiative to raise awareness among residents about access challenges to the Cupertino Civic Center through the promotion of the community survey "How do you travel to and from Cupertino Civic Center?" ([www.opentownhall/8031](http://www.opentownhall/8031), running now through Friday, 12/20/2019). We look forward to engaging with the City regarding the results of the survey.

## Suggestions for Improving Access to the Cupertino City Center

Today, we have suggestions we hope Council will to consider for improving access for all to the Cupertino Civic Center, including improved access to the Cupertino Library:

- **Item 1.** Through media and community outreach channels, encourage Cupertino residents to use alternative forms of transportation whenever possible when traveling to the library. Walk, scooter, skateboard, bike, take the bus, or travel by Via-Cupertino transport (<https://www.cupertino.org/our-city/departments/public-works/transportation-mobility/community-shuttle>), Cupertino's new, on-call shuttle system. On Saturday, 12/28/2019,

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<sup>1</sup> When available, we look forward to review of the results from the assessment supporting "parking needs and traffic mitigation," authorized by Council on 6/18/2019 and to be completed as part of the Civic Center Master Plan.

VTA introduces its Redesigned New Service ([newservice.vta.org](http://newservice.vta.org)). Beginning on 12/28/2019, VTA Routes 23, 25, 53, 55, 56, 523 will all run within a half-mile or less from the Cupertino Library, making the bus a great transportation choice for people mobile enough to travel a short distance on their own from where they exit their ride to the Cupertino Civic Center.

- **Item 2.** Work with bicycle advocacy groups, including but not limited to the Cupertino Bicycle and Pedestrian Commission, Walk-Bike Cupertino, and the Silicon Valley Bicycle Coalition, to encourage educational programs to teach new cyclists how to select a strong bicycle lock and how to use a strong lock to secure a bicycle to deter theft. Recent anecdotal surveys of bicycles parked at the Cupertino Civic Center revealed many bicycles that are not locked or are not locked securely. Unfortunately, but not surprising, anecdotal reporting of bicycle theft at Cupertino Civic Center also reveals that thefts in the area are common.
- **Item 3.** Through media and community outreach channels, encourage Cupertino residents who do drive to Cupertino Civic Center to consider parking or dropping off/picking up visitors to the area on a nearby neighborhood street, including Whitney, Silverado, Clay, Antoinette, Farallone, John, or Pacifica. It's a short walk across Library Field or along Torre Ave to these streets. When possible, encourage Cupertino residents to leave the spaces in the lot for people with mobility challenges.
- **Item 4.** Work with the Cupertino Union School District to allow overflow parking from the Cupertino Civic Center at the Eaton Elementary School lots in late afternoons, evenings, and weekends when the activity at the Library peaks and school is not in session. Add wayfinding signs to the school lot entrances identifying when overflow parking is permitted and directing pedestrians to the Cupertino Civic Center.
- **Item 5.** Consider opportunities to add a designated passenger loading and unloading zone near the Cupertino City Center. Share use of the loading and unloading zone among private vehicles, Via-Cupertino shuttles, and ride-hailing services.
- **Item 6.** Recognize Library Field as the treasured recreational space that it is by dropping "Field" from its name and formally designating the land as a park. Residents value the recreational space at Library Field for play, walking, cricket, soccer, volleyball, and for the benefits it provides as a shade oasis. It is imperative that as the community work through its long-term behavior changes affecting transportation, the City prioritizes the preservation of its limited and valued open space above the addition of ground level parking.

Thank you for your consideration of the Library Commission's suggestions to improve the public's ease of access to facilities located in the Cupertino Civic Center.

Sincerely,

Liana Crabtree, Chair  
Amanda Wo, Vice Chair  
Christie Wang  
Qin Pan  
Rahul Vasanth

# Attachment A

## RE: Library Parking Problem

Deborah L. Feng

Wed 11/6/2019 4:36 PM

To: Liana Crabtree <lcrabtree@cupertino.org>; Steven Scharf <SScharf@cupertino.org>

Cc: G wong <[REDACTED]>; Amanda Wo <awo@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>; Kim Calame <kimc@cupertino.org>

Thanks Liana!

Deb



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**From:** Liana Crabtree <lcrabtree@cupertino.org>

**Sent:** Wednesday, November 6, 2019 4:35 PM

**To:** Deborah L. Feng <DebF@cupertino.org>; Steven Scharf <SScharf@cupertino.org>

**Cc:** G wong <[REDACTED]>; Amanda Wo <awo@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>; Kim Calame <kimc@cupertino.org>

**Subject:** Re: Library Parking Problem

Hi Deb,

Thanks very much for your speedy and comprehensive reply. I appreciate the breadth of creative incentives the City offers its employees to encourage alternative forms of transportation. I will share your reply when we discuss the parking topic during tonight's library commission meeting (Agenda Item 4).

Have a great evening!

Liana

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**From:** Deborah L. Feng <[DebF@cupertino.org](mailto:DebF@cupertino.org)>

**Sent:** Wednesday, November 6, 2019 4:25 PM

**To:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>; Steven Scharf <[SScharf@cupertino.org](mailto:SScharf@cupertino.org)>

**Cc:** G wong <[REDACTED]>; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Whitney Zeller <[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>

**Subject:** RE: Library Parking Problem

Hi Liana,

All really great questions. The short story is yes. City Staff is encouraged to take the Via Shuttle, bike to

work, and/or take other alternative modes of transportation to and from work. We do this by having alternative work schedules so they don't physically come into work every day. We provide incentives for people who bike to work, or take any alternative mode of transportation, by providing them a monetary incentive of up to \$4/day. We also have a transit fee reimbursement program, and a guaranteed ride home program for people who have come in on one of these alternative modes of transportation in cases of emergency. We have ebikes to utilize during the day for work purposes. They can also borrow a bike to try out the commute to and from home before they invest in a bicycle of their own. Lastly, they can use a pre-tax savings for transit purposes.

We have the best library in the County, and have been noted at the national level as well, due to the library programs, which I thank the Commission for the work here. Library Field is also well utilized. We need to find some parking solutions.

Hope this helps,  
Deb



**Deborah L. Feng**

City Manager  
City Manager's Office  
[DebF@Cupertino.org](mailto:DebF@Cupertino.org)  
(408) 777-3250



[Cupertino Twitter](#)[Cupertino YouTube](#)



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**From:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>

**Sent:** Wednesday, November 6, 2019 3:26 PM

**To:** Steven Scharf <[sscharf@cupertino.org](mailto:sscharf@cupertino.org)>; Cupertino City Manager's Office <[manager@cupertino.org](mailto:manager@cupertino.org)>

**Cc:** G wong [REDACTED]; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Whitney Zeller

<[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>

**Subject:** Fw: Library Parking Problem

Honorable Mayor Scharf and City Manager Feng,

Gladys asks a good question regarding parking in the shared library/civic center lot: "(I)s the city council also telling city employees to walk or take public transit instead of driving? I guess they don't have to consider this because they have dedicated parking spots. They don't have to fight for parking spots like us. Sorry if I sound cynical but I just feel that library visitors are expected to compromise, and it's not right."

I am reminded that someone told me the City now has some off-site parking spaces for employee use. But, that's different than what Gladys is asking. Is the City offering any incentives to encourage transportation that is not in single occupancy vehicles? Are City employees encouraged/compensated for taking VTA or for traveling to the Sunnyvale Caltrain Station and then traveling by Via Cupertino Shuttle to the Civic Center or Quinlan? (I take VTA in the morning with a couple of Stanford employees; I have learned Stanford has a comprehensive program to

motivate its employees to commute by public transit.)

Thank you,

Liana Crabtree  
library commission

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**From:** G wong [REDACTED]  
**Sent:** Wednesday, November 6, 2019 2:52 PM  
**To:** Liana Crabtree <[lcraintree@cupertino.org](mailto:lcraintree@cupertino.org)>  
**Cc:** Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Whitney Zeller <[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Subject:** RE: Library Parking Problem

Hi Liana,

Thank you for taking the time to share with me your thoughts and benefits of using alternative (public) transportation and walking. I agree with you to a certain extent. I do walk a lot myself for exercise and I find it relaxing. I also use public transit like Caltrain whenever I go to SF. There are situations where using public transit is a huge benefit.

However, I must say I am not convinced that walking or public transit is for me when I want to use my library. Let's say we agree to disagree.

One more question: is the city council also telling city employees to walk or take public transit instead of driving? I guess they don't have to consider this because they have dedicated parking spots. They don't have to fight for parking spots like us. Sorry if I sound cynical but I just feel that library visitors are expected to compromise, and it's not right.

Please try your hardest to find more solutions to this issue.  
Thanks  
Gladys

Sent from [Mail](#) for Windows 10

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**From:** Liana Crabtree <[lcraintree@cupertino.org](mailto:lcraintree@cupertino.org)>  
**Sent:** Wednesday, November 6, 2019 1:39:07 PM  
**To:** G wong [REDACTED]  
**Cc:** Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Whitney Zeller <[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Subject:** Fw: Library Parking Problem

Dear Gladys,

Here's my 2nd attempt to reply to you and to share your comments with our wonderful library commission support team so that they can share them with commissioners this evening.

Thank you so much for your comments.

We are living in a time of tremendous change. Persistent and awful traffic congestion is one place we are all feeling very pinched by change. I used to drive quite a lot. It seemed the more I drove, the less I liked driving. I got a Clipper Card and now, mostly (60% of the time), I travel by public transit. I recognize that it is a luxury to be able to take public transit because buses don't run often enough and there aren't enough buses traveling from where people are to where people want to go. Also, transit riders need stamina. If I need to bring heavy things with me, I have several carts (different sizes) for that purpose.

In general, I am much happier as a non- or less than-driver. I encourage folks who are able to give VTA or the Via Cupertino Shuttle (<https://www.cupertino.org/our-city/departments/public-works/transportation-mobility/community-shuttle>) a try for short local trips that can be served by a bus/shuttle and a moderate walk. Bonuses: easy exercise, no trolling for parking, no worries that your car will get broken into while it sits unattended in a commercial lot. I flat out won't drive to Valley Fair/Santana Row anymore; VTA is a much more pleasant way to reach those destinations.

All the best and Thank You again,

Liana Crabtree  
library commission

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**From:** G wong [REDACTED]  
**Sent:** Wednesday, November 6, 2019 12:57 PM  
**To:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Subject:** RE: Library Parking Problem

Dear Liana,

Thank you for your email. It's reassuring to hear that know that our library commissioner take our feedback seriously. Unfortunately I will not be able to attend tonight's meeting. But I still care very much and I hope the commission can review my comments and suggestions.

I do want the commission to address my 2<sup>nd</sup> point, which is why so many parking spots are dedicated to city employees (not like this before). Is this a parking lot for public use, or employee parking? Personally I do not feel employees should take priority over taxpayers and visitors. Please address this point in your meeting.

Thank you for your suggestions for alternative transportation. It does not make sense for me to have to walk to the library with books in hand (which could take more than 30 min each way). The shuttle also represents an additional cost to me. I should not have to give up use of my car just because the city cannot find solutions to this issue.

Thanks  
Gladys

Sent from [Mail](#) for Windows 10

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**From:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Sent:** Wednesday, November 6, 2019 12:44:50 PM  
**To:** [REDACTED]  
**Cc:** Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Whitney Zeller <[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Subject:** Fw: Library Parking Problem

Dear Gladys:

I was reviewing messages in advance of tonight's library commission meeting and as best as I can tell this message (forwarded below) that I had intended to send to you on 10/3/2019 was sent to me by mistake. I am so sorry for the confusion and my apparent error.

The library commission meets at 7 pm tonight, 11/6/2019, in the Think Tank (2nd floor of the library behind the elevator). We will continue our discussion of the parking situation at the library/civic center plaza. I hope you can join us and share your concerns during public comment. If not, we will reference your comments during our discussion.

Please find the agenda for tonight's library commission meeting here:  
<https://cupertino.legistar.com/DepartmentDetail.aspx?ID=23089&GUID=82144D6A-94F6-4207-B502-D8C42E4E1C41&Search=>

Thank you for sharing your challenges related to accessing the library with the library commission.

Liana Crabtree  
library commissioner

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**From:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Sent:** Thursday, October 3, 2019 1:11 PM  
**Cc:** City Council <[CityCouncil@cupertino.org](mailto:CityCouncil@cupertino.org)>; Cupertino City Manager's Office <[manager@cupertino.org](mailto:manager@cupertino.org)>; Roger Lee <[RogerL@cupertino.org](mailto:RogerL@cupertino.org)>; City Clerk <[CityClerk@cupertino.org](mailto:CityClerk@cupertino.org)>; Clare Varesio <[cvarerio@sccl.org](mailto:cvarerio@sccl.org)>; Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>; Whitney Zeller <[whitneyz@cupertino.org](mailto:whitneyz@cupertino.org)>  
**Subject:** Fw: Library Parking Problem

+ City Council  
+ City Manager  
+ Public Works Director  
+ City Clerk  
+ Cupertino Community Librarian  
+ Park and Recreation Staff (Library Commission support)  
- Fellow Library Commissioners

Dear Gladys:

Thank you for sharing with the Library Commission your concerns about the parking situation at the Cupertino Civic Center. I agree! Parking in the lot adjacent to the civic center and library is frustrating and has worsened in recent years.

If anyone is tracking complaints related to the civic center parking lot, I am not aware of the effort. However, I do know that community members speak openly and regularly to commissioners and City Council Members about their challenges finding parking near the library and community hall, especially during peak use times.

For the Library Commission's 2019-2020 Work Program (approved by Council on 9/3/2019), we have identified "Address Library Parking Space Shortage and Safety Issues Affecting Library Patron Drop-off and Pick-up" as a commission priority. We have shared our concerns related to patron safety and parking shortages with representatives from Public Works and Code Enforcement. The Library Commission will consider its next actions during its Wednesday, 11/6/2019, Library Commission meeting (Cupertino Library, Think Tank Conference Room, 2nd Floor, 7 pm). I encourage you and anyone you know who feels strongly about the parking situation at the Cupertino Civic Center to attend the November 6 meeting and share your ideas during the public comment window for this agenda item.

In the meantime, please consider these suggestions for less exasperating visits to our beloved Cupertino Library:

- To the extent you are able, consider alternative forms of transportation to the Cupertino Library. Are walking or cycling reasonable options for you? Alternatively, VTA Routes 323/23/55/53 all have stops within a half-mile of the Cupertino Library. Is a bus ride + a half-mile or less walk a reasonable option for you?
- To the extent you are able, consider parking on nearby residential streets, including Whitney, Silverado, Clay, Pacifica, and Farallone, and walking along Torre or across library field to the library.
- Consider traveling to the library using the new on-demand Via-Cupertino Shuttle, which will begin offering ride share services later this month. For more information about the Via-Cupertino Shuttle, see: <https://www.cupertino.org/our-city/departments/public-works/transportation-mobility/community-shuttle>

Thank you again for sharing your suggestions for improving patron access to the Cupertino Library. I hope you will be able to join us for our parking discussion during the November 6, 2019 Library Commission meeting.

Sincerely,

Liana Crabtree  
Library Commission

REFERENCE

+ City Council Agenda Packet, 9/3/2019, see PDF pp 383-389 for the 2019-2020 Library Commission Work Program:

<http://records.cupertino.org/WebLink/DocView.aspx?id=779653&dbid=0&repo=CityofCupertino&cr=1>

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**From:** G wong [REDACTED]  
**Sent:** Thursday, October 3, 2019 8:46 AM  
**To:** City of Cupertino Library Commission Group <[LCG@cupertino.org](mailto:LCG@cupertino.org)>; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Christie Wang <[cwang@cupertino.org](mailto:cwang@cupertino.org)>; Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>; Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>; Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Subject:** RE: Library Parking Problem

Hi Rahul,

Thanks for your message explaining to me what is in the works to resolve this problem. I would like to add a couple of specific suggestions/comments to the library commission:

- I am curious how long have you been aware of this problem, and how many complaints have you received? I understand city planning and budget considerations take a long time to get completed and I am concerned that there is no relief to this problem for years and years
- If I recall, there weren't so many parking permits before. A few parking permits have turned into a full wall of parking permits, which literally take away visitor parking. My question is: is the parking lot for library & city hall visitors, or employee parking? I personally believe the parking lot should be for the community, not for employees. Employees should find parking further away. I don't think this is too much to ask from city employees. I don't think people will quit their jobs just because they have to walk further to get to their jobs.
- The few EV parking spots are a waste. A lot of time they are not being used. Remove the charging stations and open up those few spots.
- Adding fines to the drop off spots are not helpful. It just helps people who return items, not library goers who stay, which most people are. If I go to the library, I intend to stay for 30 min to an hour, and some people stay there for hours. What about us?

I am ( and I'm sure for many Cupertino residents) frustrated and impatient about the situation. As a taxpayer, I feel I have the right to use these facilities, and yet I am discouraged to do so and I just get upset every time I go to the library.

Please take some urgent moves and make something happen.  
Thank you for your attention.  
Gladys

Sent from [Mail](#) for Windows 10

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**From:** Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>

**Sent:** Wednesday, October 2, 2019 6:01:28 PM

**To:** G wong [REDACTED]

**Subject:** Re: Library Parking Problem

Hi Gladys,

Thank you for your message. We've been discussing this matter as a Commission as well as in a working group formed between city staff, two Commissioners, the Cupertino Library Foundation, a Councilmember, and a few other involved parties.

As you may know, we will be having a community room expansion for community events in our library. This would require more parking space to meet the increased capacity; our library is the most utilized in the entire county and many residents have requested additional space; the Cupertino Library is the only library in the county without programming space and recently, our Council allocated about five million dollars to the project.

The city also intends to construct a new City Hall. At the meeting I mentioned, the Council decoupled the program room expansion from the City Hall project which is important as parking was tied to this before.

Currently the permit parking is allocated, but city staff have explored the possibility of constructing new parking slots by going into Library Field, adding underground parking, or a parking structure. Losing parkland right next to the library would significantly impact residents that use the field. Green space is incredibly scarce in East Cupertino while a new parking structure or underground parking would cost millions of dollars.

In our previous Library Commission meeting we discussed the book drop off slots which are temporary but seem to be occupied over a much longer duration. The fine will be increased and a new sign will be added. This should alleviate some of the concerns over the cars near the book drop off area as library patrons including children frequently walk through it.

Rest assured, this matter is on our mind and we have gotten a lot of feedback from residents on this matter. We're going to continue working towards a good solution that is financially feasible.

Best regards,  
Rahul Vasanth

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**From:** G wong [REDACTED]

**Sent:** Wednesday, October 2, 2019 2:19:51 PM

**To:** City of Cupertino Library Commission Group <[LCG@cupertino.org](mailto:LCG@cupertino.org)>; [icrabtree@cupertino.org](mailto:icrabtree@cupertino.org) <[icrabtree@cupertino.org](mailto:icrabtree@cupertino.org)>; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Christie Wang <[cwang@cupertino.org](mailto:cwang@cupertino.org)>; Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>; Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>

**Cc:** G wong <[ge168@live.com](mailto:ge168@live.com)>

**Subject:** Library Parking Problem

Dear Library Commissioners,

I am writing to you out of concern for all Cupertino residents who visit the library. The lack of parking problem at the Cupertino Library is getting worse. Every time I visit the library, I dread about the parking. It is almost guaranteed that the parking lot is full during the day, and you will see numerous cars circling around the lot or simply stop their cars and wait for anyone leaving. Often I end up circling for 15 – 20 min without finding a spot and leave out of frustration.

This kind of bad traffic is unsafe and asking for trouble. The parking problem is not new and I have observed this problem getting worse by the day. Parking spots were limited in the first place, and with half of them assigned to permit parking, visitors have even less to work with.

Can you do something about this? I hope other concerned citizens have also complained to you about this issue. We need to find a solution or at least start a conversation about potential solutions. I am sure your goal is to encourage more residents to use the library. But this problem turns residents away, unless they get a ride or walk to the library. This is not right.

Thank you for your attention.  
Gladys Wong

Sent from [Mail](#) for Windows 10

# Attachment B

## RE: Library Parking Problem

Steven Scharf

Thu 10/3/2019 1:36 PM

**To:** Liana Crabtree <lcrabtree@cupertino.org>

**Cc:** Cupertino City Manager's Office <manager@cupertino.org>; Roger Lee <RogerL@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Kim Calame <kimc@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>

Liana, thank you for pointing out the available parking on nearby residential streets. These are only a few minute walk from the library entrance.

You may also be aware that city vehicles are being parked elsewhere on the weekend to allow more spaces for Library patrons.

Once the Regnart Creek Trail is built this will be another way for some patrons to more safely reach the library without driving.

One thing I've noticed along Torre is that the parking spaces are very long. All of the spaces could be reduced by several feet creating a few more spaces and we could also have some compact spaces.

I'd also like to see secure bicycle parking in light of the rash of bicycle thefts at the library and this should be put into next year's budget.

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**From:** Liana Crabtree <lcrabtree@cupertino.org>

**Sent:** Thursday, October 3, 2019 1:11 PM

**Cc:** City Council <CityCouncil@cupertino.org>; Cupertino City Manager's Office <manager@cupertino.org>; Roger Lee <RogerL@cupertino.org>; City Clerk <CityClerk@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Kim Calame <kimc@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>

**Subject:** Fw: Library Parking Problem

+ City Council  
+ City Manager  
+ Public Works Director  
+ City Clerk  
+ Cupertino Community Librarian  
+ Park and Recreation Staff (Library Commission support)  
- Fellow Library Commissioners

Dear Gladys:

Thank you for sharing with the Library Commission your concerns about the parking situation at the Cupertino Civic Center. I agree! Parking in the lot adjacent to the civic center and library is frustrating and has worsened in recent years.

If anyone is tracking complaints related to the civic center parking lot, I am not aware of the effort. However, I do know that community members speak openly and regularly to

commissioners and City Council Members about their challenges finding parking near the library and community hall, especially during peak use times.

For the Library Commission's 2019-2020 Work Program (approved by Council on 9/3/2019), we have identified "Address Library Parking Space Shortage and Safety Issues Affecting Library Patron Drop-off and Pick-up" as a commission priority. We have shared our concerns related to patron safety and parking shortages with representatives from Public Works and Code Enforcement. The Library Commission will consider its next actions during its Wednesday, 11/6/2019, Library Commission meeting (Cupertino Library, Think Tank Conference Room, 2nd Floor, 7 pm). I encourage you and anyone you know who feels strongly about the parking situation at the Cupertino Civic Center to attend the November 6 meeting and share your ideas during the public comment window for this agenda item.

In the meantime, please consider these suggestions for less exasperating visits to our beloved Cupertino Library:

- To the extent you are able, consider alternative forms of transportation to the Cupertino Library. Are walking or cycling reasonable options for you? Alternatively, VTA Routes 323/23/55/53 all have stops within a half-mile of the Cupertino Library. Is a bus ride + a half-mile or less walk a reasonable option for you?
- To the extent you are able, consider parking on nearby residential streets, including Whitney, Silverado, Clay, Pacifica, and Farallone, and walking along Torre or across library field to the library.
- Consider traveling to the library using the new on-demand Via-Cupertino Shuttle, which will begin offering ride share services later this month. For more information about the Via-Cupertino Shuttle, see: <https://www.cupertino.org/our-city/departments/public-works/transportation-mobility/community-shuttle>

Thank you again for sharing your suggestions for improving patron access to the Cupertino Library. I hope you will be able to join us for our parking discussion during the November 6, 2019 Library Commission meeting.

Sincerely,

Liana Crabtree  
Library Commission

#### REFERENCE

+ City Council Agenda Packet, 9/3/2019, see PDF pp 383-389 for the 2019-2020 Library Commission Work Program:

<http://records.cupertino.org/WebLink/DocView.aspx?id=779653&dbid=0&>

[repo=CityofCupertino&cr=1](#)

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**From:** G wong [REDACTED]  
**Sent:** Thursday, October 3, 2019 8:46 AM  
**To:** City of Cupertino Library Commission Group <[LCG@cupertino.org](mailto:LCG@cupertino.org)>; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Christie Wang <[cwang@cupertino.org](mailto:cwang@cupertino.org)>; Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>; Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>; Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Subject:** RE: Library Parking Problem

Hi Rahul,

Thanks for your message explaining to me what is in the works to resolve this problem. I would like to add a couple of specific suggestions/comments to the library commission:

- I am curious how long have you been aware of this problem, and how many complaints have you received? I understand city planning and budget considerations take a long time to get completed and I am concerned that there is no relief to this problem for years and years
- If I recall, there weren't so many parking permits before. A few parking permits have turned into a full wall of parking permits, which literally take away visitor parking. My question is: is the parking lot for library & city hall visitors, or employee parking? I personally believe the parking lot should be for the community, not for employees. Employees should find parking further away. I don't think this is too much to ask from city employees. I don't think people will quit their jobs just because they have to walk further to get to their jobs.
- The few EV parking spots are a waste. A lot of time they are not being used. Remove the charging stations and open up those few spots.
- Adding fines to the drop off spots are not helpful. It just helps people who return items, not library goers who stay, which most people are. If I go to the library, I intend to stay for 30 min to an hour, and some people stay there for hours. What about us?

I am ( and I'm sure for many Cupertino residents) frustrated and impatient about the situation. As a taxpayer, I feel I have the right to use these facilities, and yet I am discouraged to do so and I just get upset every time I go to the library.

Please take some urgent moves and make something happen.  
Thank you for your attention.  
Gladys

Sent from [Mail](#) for Windows 10

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**From:** Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>  
**Sent:** Wednesday, October 2, 2019 6:01:28 PM  
**To:** G wong [REDACTED]  
**Subject:** Re: Library Parking Problem

Hi Gladys,

Thank you for your message. We've been discussing this matter as a Commission as well as in a working

group formed between city staff, two Commissioners, the Cupertino Library Foundation, a Councilmember, and a few other involved parties.

As you may know, we will be having a community room expansion for community events in our library. This would require more parking space to meet the increased capacity; our library is the most utilized in the entire county and many residents have requested additional space; the Cupertino Library is the only library in the county without programming space and recently, our Council allocated about five million dollars to the project.

The city also intends to construct a new City Hall. At the meeting I mentioned, the Council decoupled the program room expansion from the City Hall project which is important as parking was tied to this before.

Currently the permit parking is allocated, but city staff have explored the possibility of constructing new parking slots by going into Library Field, adding underground parking, or a parking structure. Losing parkland right next to the library would significantly impact residents that use the field. Green space is incredibly scarce in East Cupertino while a new parking structure or underground parking would cost millions of dollars.

In our previous Library Commission meeting we discussed the book drop off slots which are temporary but seem to be occupied over a much longer duration. The fine will be increased and a new sign will be added. This should alleviate some of the concerns over the cars near the book drop off area as library patrons including children frequently walk through it.

Rest assured, this matter is on our mind and we have gotten a lot of feedback from residents on this matter. We're going to continue working towards a good solution that is financially feasible.

Best regards,  
Rahul Vasanth

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**From:** G wong [REDACTED]  
**Sent:** Wednesday, October 2, 2019 2:19:51 PM  
**To:** City of Cupertino Library Commission Group <[LCG@cupertino.org](mailto:LCG@cupertino.org)>; [icrabtree@cupertino.org](mailto:icrabtree@cupertino.org) <[icrabtree@cupertino.org](mailto:icrabtree@cupertino.org)>; Amanda Wo <[awo@cupertino.org](mailto:awo@cupertino.org)>; Christie Wang <[cwang@cupertino.org](mailto:cwang@cupertino.org)>; Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>; Rahul Vasanth <[RVasanth@cupertino.org](mailto:RVasanth@cupertino.org)>  
**Cc:** G wong [REDACTED]  
**Subject:** Library Parking Problem

Dear Library Commissioners,

I am writing to you out of concern for all Cupertino residents who visit the library. The lack of parking problem at the Cupertino Library is getting worse. Every time I visit the library, I dread about the parking. It is almost guaranteed that the parking lot is full during the day, and you will see numerous cars circling around the lot or simply stop their cars and wait for anyone leaving. Often I end up circling for 15 – 20 min without finding a spot and leave out of frustration.

This kind of bad traffic is unsafe and asking for trouble. The parking problem is not new and I have observed this problem getting worse by the day. Parking spots were limited in the first place, and with half

of them assigned to permit parking, visitors have even less to work with.

Can you do something about this? I hope other concerned citizens have also complained to you about this issue. We need to find a solution or at least start a conversation about potential solutions. I am sure your goal is to encourage more residents to use the library. But this problem turns residents away, unless they get a ride or walk to the library. This is not right.

Thank you for your attention.  
Gladys Wong

Sent from [Mail](#) for Windows 10

## Cyrah Caburian

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**From:** Liana Crabtree  
**Sent:** Monday, February 10, 2020 5:52 PM  
**To:** Steven Scharf; Darcy Paul; Liang Chao; Rod Sinks; Jon Robert Willey; Deborah L. Feng  
**Cc:** Amanda Wo; City Clerk; Whitney Zeller; Christine Hanel  
**Subject:** Written Communication (2 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals  
**Attachments:** 4-minute\_parking\_20200110.pdf

Written Communication (2 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals

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

Message 2 of 3.

In an effort to have recent suggestions offered by the Library Commission regarding transportation methods and parking affecting Cupertino City Center destinations and a response from the Director of Public Works recorded in the public record, I am resending three (3) messages (some including attachments).

Please add the message below and attached document to written communication for the 2/10/2020 Special Council Meeting, Agenda Item 2, Work Program Goals.

Sincerely,

Liana Crabtree  
Library Commissioner

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**From:** Liana Crabtree <lcrabtree@cupertino.org>  
**Sent:** Friday, January 10, 2020 5:36 AM  
**To:** Steven Scharf <SScharf@cupertino.org>; Darcy Paul <DPaul@cupertino.org>; Liang Chao <LiangChao@cupertino.org>; Rod Sinks <RSinks@cupertino.org>; Jon Robert Willey <JWilley@cupertino.org>; Deborah L. Feng <DebF@cupertino.org>; Dianne Thompson <diannet@cupertino.org>  
**Cc:** Amanda Wo <awo@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Gulu Sakhrani <GuluS@cupertino.org>; Jeffrey Trybus <JeffreyT@cupertino.org>; Roger Lee <RogerL@cupertino.org>; Christine Hanel <ChristineH@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>; Liana Crabtree <lcrabtree@cupertino.org>  
**Subject:** Suggestions from the Library Commission to Address the Misuse of Time-limited Parking Stalls in the Civic Center Parking Lot, 1/10/2020

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

As promised in our 12/5/2020 communication to you, attached, please find the letter from the Library Commission to address the misuse of time-limited parking stalls in the civic center parking lot.

Also, Library Commissioners learned this week that the Cupertino Library will be one of five destination libraries featured in the 2020 Library 2 Library Bicycle Tour happening on Saturday, 1/18/2020. The 2020 Bicycle Tour is sponsored by the San Jose Public Library and usually includes library destinations throughout

the County. The ride itself is approximately 30 miles. The topic of the bicycle tour was introduced Wednesday evening during the Library Commission meeting as part of staff and commissioner reports. Cupertino Community Librarian Clare Varesio has responded that the Cupertino Library will offer reception to the tour participants. For information about the event, registration, and a place to post comments, see:

<https://www.sjpl.org/blog/2020-library-2-library-bicycle-loop-tour>

Thank you again to everyone who shared observations and suggestions with the Library Commission regarding travel to and from Cupertino Civic Center destinations and use of the civic center parking lot.

Sincerely,

Liana Crabtree  
on behalf of the Library Commission  
Amanda Wo, Vice Chair  
Christie Wang  
Qin Pan  
Rahul Vasanth

---

**From:** Liana Crabtree

**Sent:** Thursday, December 5, 2019 6:43 PM

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

**Cc:** Amanda Wo <awo@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Gulu Sakhrani <GuluS@cupertino.org>; Jeffrey Trybus <JeffreyT@cupertino.org>; Kim Calame <kimc@cupertino.org>; Roger Lee <RogerL@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>

**Subject:** Suggestions from the Library Commission for Improving Access to the Cupertino City Center, 12/5/2019

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

Attached, please find suggestions from the 2019-2021 Library Commission for improving access to the Cupertino City Center.

The commission would like to thank everyone who helped inform or who participated in the effort to draft this letter, including but not limited to:

Clare Varesio, Cupertino Community Librarian  
Gladys Wong, Community Member  
Gulu Sakhrani, Senior Code Enforcement Officer  
Jeffrey Trybus, Senior Code Enforcement Officer  
Kim Calame, Library Commission Liaison  
Roger Lee, Public Works Director  
Whitney Zeller, Library Commission Liaison, Administrative Support

The commission is working on a second letter to encourage Council to improve safety and traffic flow within the civic center parking lot by considering alternative uses for land currently allocated to 4-minute parking and other special purposes. We look forward to sharing the second letter with you all in the new year.

Sincerely,

Liana Crabtree  
on behalf of the Library Commission  
Amanda Wo, Vice Chair  
Christie Wang  
Qin Pan  
Rahul Vasanth

Cupertino Library Commission  
10185 N Stelling Rd  
Cupertino, CA 95014

January 10, 2020

Cupertino City Council  
Cupertino City Manager  
10350 Torre Ave  
Cupertino, CA 95014

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

As you are aware, we have high demand for parking spaces in the shared lot for City Hall, Community Hall, and the Library (civic center parking lot). And, on some occasions, visitors to the area misuse time-limited and charging station parking spaces.

The Cupertino Library served more than 900,000 patrons in 2019—the most patrons served of all libraries within the SCCLD. Misuse of time-limited parking stalls exacerbates traffic congestion, which affects the safety of everyone trying to get in and out of the lot. Vehicles stop as passengers are being picked up or dropped off. Vehicles stop while books are being dropped off. Vehicles stop when anyone pulls in or out of a time-limited (or any) parking stall.

Library Commissioners have made anecdotal observations of parking behavior in the 4-minute stalls located near the book drop and note visitors using the spaces for activities not related to returning books and often lasting longer than the four minutes permitted. For example, visitors park in the 4-minute stalls to wait for passengers who are inside the library or to exit their vehicles and enter a building in civic center plaza, presumably for a task that they expect to complete quickly. However, these non-book return activities sometimes take much longer than visitors anticipate. As a result, we observe some vehicles parked in 4-minute stalls for 30 minutes or more.

In the past year, Library Commissioners have met with and traded communication with representatives from Code Enforcement and Public Works to address community concerns regarding the parking situation in the civic center parking lot, including misuse of the 4-minute stalls. We appreciate the time invested and the thoughtful responses we have received from all staff members who have helped commissioners address parking and congestion concerns in the civic center parking lot.

With prompt assistance from City staff, we have added two A-frame signs near the book drop to encourage visitors to respect the time-limit assigned to parking spaces closest to the book drop (Attachment A). We believe the signs will be more effective if Code Enforcement could intermittently monitor use of the 4-minute stalls, especially during evening and weekend hours when the library is busiest. Perhaps it would be possible that when visiting the civic center parking lot, Code Enforcement could monitor usage of the charging station stalls (are parked vehicles charging or just parked?) and the bike racks (are bicycles locked securely? is there suspicious activity happening near the parked bicycles?).

However, with assistance from previous Library Commission liaison Kim Calame and guidance from Code Enforcement representative Gulu Sakhrani, we understand that the Code Enforcement team is not staffed to patrol the civic center parking lot on evenings and weekends (Attachment B), which reduces the ability of the City to hold accountable those who misuse the 4-minute and charging station stalls.

## **Suggestions to Address Misuse of Time-limited Parking Stalls in the Civic Center Parking Lot**

### **Option 1**

Consider increasing headcount for Code Enforcement to support intermittent weekend and evening monitoring of time-limited parking stalls, including but not limited to misuse of the 4-minute stalls and charging station stalls. Use the additional headcount to support weekend and evening monitoring of Civic Center Plaza generally, including detection of suspicious activity near the bike racks.

### **Option 2**

Replace two (2) of the 4-minute book return stalls with 10-minute loading and unloading stalls. (In total, offer two [2] 4-minute book return stalls and two [2] 10-minute loading and unloading stalls for short-stay use.) Today, Civic Center Plaza has no designated passenger or equipment loading and unloading zones. Instead, drivers often queue up behind the 4-minute book return stalls to load or unload passengers or equipment. Or, drivers use the 4-minute book return stalls for passenger or equipment loading and unloading.

**Note1:** Library commissioners discussed Option 2 extensively and have accepted guidance from Cupertino Community Librarian Clare Varesio, who suggested that patrons generally do not respond favorably to changes that could be perceived as a loss of amenities or services. For example, we considered an option to remove the 4-minute stalls entirely because the time limit is unenforceable during library peak use times under current Code Enforcement funding allocations. We also considered removing the 4-minute stalls because of traffic bottlenecks and safety hazards caused by frequent in-and-out activity in an already busy parking lot. However, we recognize removing the option for short-stay parking does not resolve the underlying needs patrons have to return books or drop-off or collect passengers or equipment quickly. Instead, we suggest acknowledging the community's needs for short-stay parking in the Civic Center Parking lot through signage and code enforcement, when possible.

### **Option 3**

Consider a reconfiguration of the civic center parking lot to accommodate:

- (a) easier and more efficient entry and exit to and from most parking stalls (replace perpendicular parking with angled parking);
- (b) the addition of a multi-use lane for short-stay parking, including access to the automated book returns and for community shuttle and private vehicle passenger or equipment loading and unloading;
- (c) the addition of a dedicated lane for driver-side access to a standalone book drop box.

(See Attachment C for a rough parking lot redesign suggestion.)

**Note2:** Under Option 3, the 4-minute book return stalls are removed and replaced with short-stay lane parking that can accommodate efficient book return access and passenger or equipment loading and unloading, eliminating the need for vehicles to back out of parking stalls and reducing the likelihood of traffic bottlenecks and collisions. From guidance offered by Assistant City Manager Dianne Thompson, Library Commissioners understand that replacing perpendicular “head-in” parking with angled parking can result in a net loss of about 10% of the total number of parking stalls. However, we believe the overall safety and ease-of-use improvements that result from the implementation of an angled parking design and the addition of single-direction pull-out lanes for short-stay uses are well worth the net loss of total parking spaces. We also note that numerous high-traffic, public parking lots in the area include angled parking.

#### **Option 4**

Maintain the status quo. Keep the 4-minute stalls and rely on the A-frame signs to encourage awareness of time-limited parking constraints as well as compliance without additional patrols of the civic center parking lot by Code Enforcement.

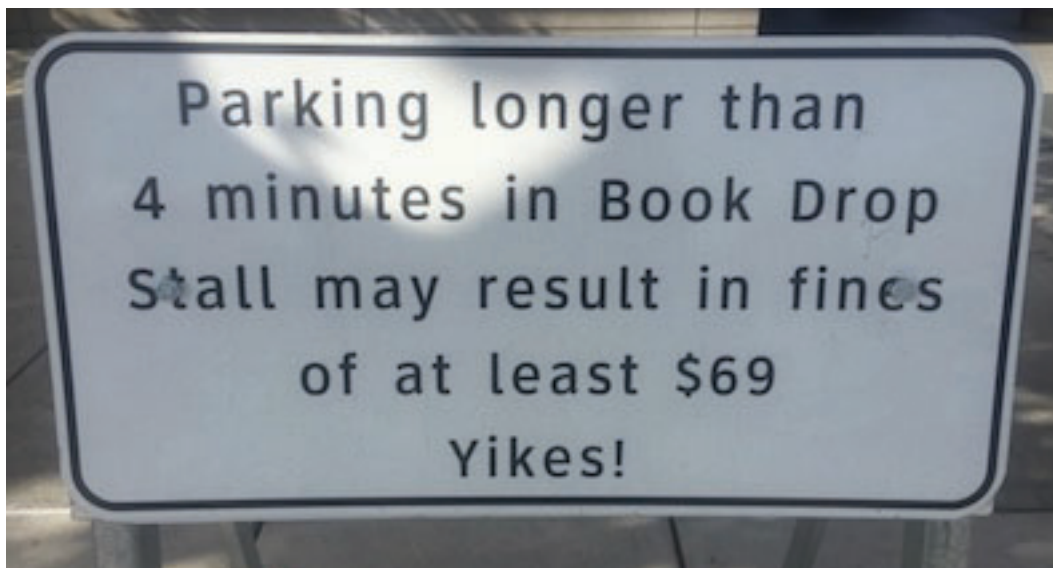
The library expansion project will affect the community’s use of the civic center parking lot. In our letter today, we hope to have offered short-term and longer-term suggestions for mitigating trouble spots affecting library patron and resident use of the civic center parking lot. Please also refer the Library Commission’s letter to Council and the City Manager dated 12/5/2019 for suggestions about how to encourage and promote walking, biking, community shuttle use, public transit use, and neighborhood or off-site parking as preferred travel methods or support ideas for visitors to Civic Center Plaza destinations.

Thank you for your consideration of opportunities to improve the public’s ease of access to facilities located in Civic Center Plaza.

Sincerely,

Liana Crabtree, Chair  
Amanda Wo, Vice Chair  
Christie Wang  
Qin Pan  
Rahul Vasanth

# Attachment A



Attachment A, reminder to visitors to comply with time-limited parking restrictions assigned to the book drop stalls

# Attachment B

## Re: Cupertino Library - 4-Minute Parking Signs

Liana Crabtree

Mon 11/25/2019 8:33 AM

To: Clare Varesio <CVaresio@sccl.org>

Cc: Kim Calame <kimc@cupertino.org>

Hi Clare,

I realized as I considered Gulu's replies that there were suggestions we might want to make to Council regarding time-limited parking and ideas to alleviate traffic congestion in the parking lot that we had not discussed during commission meetings. As a result, I have asked to bring the 2 parking items back to the commission in December, when we can review and edit specific letter drafts.

I do think it would be helpful to include the email thread with Gulu as an attachment to the meeting agenda unless anyone sees a reason not to do that.

Thank you for bringing this item to the commission's attention.

Liana

On Nov 24, 2019, at 6:12 PM, Clare Varesio <[CVaresio@sccl.org](mailto:CVaresio@sccl.org)> wrote:

Hi Kim and Liana –

I met with Qin earlier this evening, and had planned to forward her the email string below as she had questions about the 4-minute parking at Cupertino Library. However, I see that Christie was included in that string, and do not want to run afoul of the Brown Act in including too many Commissioners in this conversation.

I know that the 4-minute parking will be discussed at the December Library Commission meeting. Would the information below be available to the Commissioners either at that meeting, or beforehand? I found the responses helpful in considering the issue.

Thank you –  
Clare.

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

Santa Clara County Library District | [../..../..../]mount/AppData/Roaming/Microsoft/Signatures  
/Main%20Signature\_files/www.sccl.org]www.sccl.org  
Cupertino Library | 10800 Torre Ave | Cupertino, CA 95014  
(408) 446-1677 x 3300

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

Regarding adding metered parking to the Civic Center lot, I don't recall recent discussions with the Library Commission on this topic. Very likely the commission has discussed metered parking and either I wasn't present or I don't remember. My sense, though, is that metered parking in the Civic Center lot would be very unpopular with residents for all the reasons that people don't like metered parking elsewhere. Metered parking could be viewed as a kind of an added fee (double tax?) to access public facilities that are already funded by tax payers.

The Library Commission recognizes that dissatisfaction associated with misuse of the 4-minute parking stalls is a small part of a larger issue related to heavy demand for access to public facilities (Library, Community Hall, Library Field) during peak evening and weekend hours coupled with an insufficient number of parking stalls. The Library Commission recognizes that solutions to the current parking shortages will need to involve encouraging the public (a) to use alternative forms of transportation when traveling to the Library and Civic Center area; and (b) to park in the neighborhood when walking/biking/Via Cupertino shuttle/public buses are not practical/possible travel options. On the City side, efficient use of the parking lot could be improved if the site could be improved to include a safe, clearly designated loading zone for private vehicles and Via Cupertino shuttles.

Library Commissioners would like to be supportive of whatever efforts may be in the works to add evening and or weekend resources to the Code Enforcement team, such that in the future it may be possible to monitor occasionally the parking behavior near the Library and Civic Center on evenings and weekends. Library Commissioners understand evening and weekend monitoring of the Library and Civic Center lot is not possible today due to staffing constraints.

Sincerely,

Liana Crabtree  
Library Commissioner

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

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**From:** Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Sent:** Tuesday, November 12, 2019 9:37 AM  
**To:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Subject:** FW: Cupertino Library - 4-Minute Parking Signs

Here you go!

**Kim Calame**  
Recreation Supervisor  
Parks and Recreation  
<image001.png> [KimC@cupertino.org](mailto:KimC@cupertino.org)  
(408) 777-3139  
[<image002.png><image003.png><image004.png>](#)  
[<image005.png><image006.png><image007.png>](#)  
[<image008.png>](#)

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**From:** Gulu Sakhrani <[GuluS@cupertino.org](mailto:GuluS@cupertino.org)>  
**Sent:** Tuesday, November 5, 2019 8:29 AM  
**To:** Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Cc:** Albert Salvador, P.E., C.B.O <[AlbertS@cupertino.org](mailto:AlbertS@cupertino.org)>; [Jason.Brown@shf.sccgov.org](mailto:Jason.Brown@shf.sccgov.org); Code <[Code@cupertino.org](mailto:Code@cupertino.org)>; David Stillman <[DavidS@cupertino.org](mailto:DavidS@cupertino.org)>  
**Subject:** Re: Cupertino Library - 4-Minute Parking Signs

Good morning Kim,

Here is my perspective.

1. Code Enforcement has provided constructive suggestions to the Planning Commission over time. Most of which have been passed over.
2. Our officers enforce the violations when possible. I personally have enforced the 4-minute-parking space for the past 13 plus years numerous times.
3. Same issues... new violators and many have their own reasons **for**

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

**ignoring the signs for the time allotted to drop off borrowed items into the slot.**

4. Code Enforcement has recommended paid parking meters, relocating the 4-minute-book drop spaces to Pacifica Drive and having a drive-up drop box or even replacing these 4-minute-spaces with disabled parking. **Disabled parking violations can be immediately cited upon being on viewed by the officer/deputy.**
5. The Planning Commission decided instead to update verbiage for new a-frames for enforcement.
6. I would not recommend putting our phone number to call Code for each violation. We do not have any administrative staff in the office to answer phones/complaints when they are called in.
7. Residents can call the Santa Clara County Communications non-emergency number at 408-299-2311 to report each violation – but in reality, by the time code officers or deputies arrive to monitor that “4-minute-violation”, the driver will have moved.
8. During the week, Jeff and I work our code duties and conduct investigations in the field. Daniel works part time and conducts numerous Parks and Rec duties all weekend so we only have him for cite writing and other code parking issues Mondays and Tuesdays. Phillip does not cite for parking violations.

Hopefully, you understand this and you can pass this along on my behalf.

Thanks,

Gulu

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

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**From:** Jeffrey Trybus <[JeffreyT@cupertino.org](mailto:JeffreyT@cupertino.org)>  
**Sent:** Monday, November 4, 2019 11:21 AM  
**To:** Code <[Code@cupertino.org](mailto:Code@cupertino.org)>  
**Cc:** Albert Salvador, P.E., C.B.O <[AlbertS@cupertino.org](mailto:AlbertS@cupertino.org)>; [Jason.Brown@shf.sccgov.org](mailto:Jason.Brown@shf.sccgov.org)  
<[Jason.Brown@shf.sccgov.org](mailto:Jason.Brown@shf.sccgov.org)>  
**Subject:** Fw: Cupertino Library - 4-Minute Parking Signs

Hello All,

Looks like we have another round of 4-Minute parking concerns from the Library Commission.

Does anyone want to attend the next meeting to listen to their concerns? I've already gone to two (2) meetings so far. Let's try and work as a team on this one.....

Thanks,  
Jeff

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**From:** Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Sent:** Monday, November 4, 2019 10:24 AM  
**To:** Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>  
**Cc:** Liana Crabtree <[lcrabtree@cupertino.org](mailto:lcrabtree@cupertino.org)>  
**Subject:** RE: Cupertino Library - 4-Minute Parking Signs

Hi Qin, we can invite Code Enforcement...I'm not sure they can come again.... I have to say that this is not going to be high on the list of priorities as they have to patrol the whole city. Their hours are M-F until 4:30...and there is someone on Saturday and Sunday morning. They will do regular patrols of the parking lot...and the rest of the city. I'm just not sure of what else we can expect from them. We can ask. Kim

 **Kim Calame**  
Recreation Supervisor  
Parks and Recreation  
[KimC@cupertino.org](mailto:KimC@cupertino.org)  
(408) 777-3139  
[<image002.png>](#)[<image003.png>](#)[<image004.png>](#)  
[<image005.png>](#)[<image006.png>](#)[<image007.png>](#)  
[<image008.png>](#)

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

**From:** Qin Pan <[QPan@cupertino.org](mailto:QPan@cupertino.org)>  
**Sent:** Monday, November 4, 2019 7:44 AM  
**To:** Kim Calame <[kimc@cupertino.org](mailto:kimc@cupertino.org)>  
**Subject:** Re: Cupertino Library - 4-Minute Parking Signs

Kim,

I talked to Clare over the weekend about the 4 minutes parking issues, and she suggest that if we can invite Code Enforcement to our meeting, and discuss how we can help enforce the 4 minutes parking issues.

I had picture of the same car parking at the 4 minutes parking spot for more than 30 minutes.

Let me know,  
Thank you!  
Qin

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

# Attachment C



Attachment C, not to scale, reconfigured parking lot idea to accommodate [1] driver-side standalone book drop; [2] short stay parking for passenger loading and unloading and use of the automated book return; [3] preserved use of the four existing charging station stalls (4 stalls, location noted in yellow). "Lavender arrow zones" indicate location and flow direction for pull-in, pull-out, short-stay parking.

**Note3:** The source for the background graphic for the reconfigured parking lot was borrowed from the December 2019 Cupertino Civic Center transportation survey.

## Cyrah Caburian

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**From:** Liana Crabtree  
**Sent:** Monday, February 10, 2020 5:56 PM  
**To:** Steven Scharf; Darcy Paul; Liang Chao; Rod Sinks; Jon Robert Willey  
**Cc:** Roger Lee; Amanda Wo; City Clerk; Whitney Zeller; Christine Hanel  
**Subject:** Written Communication (3 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals  
**Attachments:** lock your bike, helmet tips.pdf; civic\_center\_bike\_audits\_20200115.pdf

Written Communication (3 of 3), 2/10/2020 Special Meeting, Agenda Item 2, Work Program Goals

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

Message 3 of 3.

In an effort to have recent suggestions offered by the Library Commission regarding transportation methods and parking affecting Cupertino City Center destinations and a response from the Director of Public Works recorded in the public record, I am resending three (3) messages (some including attachments).

Please add the message below and attached document to written communication for the 2/10/2020 Special Council Meeting, Agenda Item 2, Work Program Goals.

Sincerely,

Liana Crabtree  
Library Commissioner

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**From:** Liana Crabtree <lcrabtree@cupertino.org>  
**Sent:** Tuesday, January 28, 2020 10:58 AM  
**To:** Roger Lee <RogerL@cupertino.org>; Whitney Zeller <whitneyz@cupertino.org>  
**Cc:** Amanda Wo <awo@cupertino.org>; Gerhard Eschelbeck <geschelbeck@cupertino.org>; Clare Varesio <cvaresio@sccl.org>; Christine Hanel <ChristineH@cupertino.org>; City Council <CityCouncil@cupertino.org>; Deborah L. Feng <DebF@cupertino.org>; Dianne Thompson <diannet@cupertino.org>; David Stillman <DavidS@cupertino.org>; Cherie Walkowiak <CherieW@cupertino.org>  
**Subject:** Re: Letters of December 5, 2019 & January 10, 2020

Dear Roger Lee and Whitney Zeller:

**Roger**, thank you for taking the time to consider the Library Commission's suggestions for improving safety, bicycle security, and pedestrian, cyclist, and vehicle access to Civic Center Plaza destinations. I do appreciate the attention you, the Public Works Dept and representatives from Code Enforcement and the City Manager's Office have invested in listening to the public's and the Library Commission's concerns regarding access and community use of Civic Center Plaza and Library Field.

The initiatives you have described to encourage community members try alternative methods to travel to Civic Center Plaza destinations sound like great ways to raise awareness within the community that good travel opportunities do exist that do not require fruitless circling in a crowded parking lot. In your marketing efforts,

please do promote the use of VTA Routes 23/523, 25, 51, and 55 as convenient transit options for residents living in eastern Cupertino or near De Anza College or Stelling Rd.\* (Unfortunately, however, VTA service excludes most of Cupertino located west of Stelling and south of McClellan.)

Regarding direct instruction for students to help them build cycling skills and confidence, I notice some communities partner with service providers such as Wheel Kids Bicycle Club ([wheelkids.com](http://wheelkids.com)) that offer weekend parent-child workshops, camps, and at the discretion of the school district, school-based bicycle skills instruction. I have participated in a parent-child workshop with my then 8th grader, which taught them sufficient skills that as a 12th grader they now choose cycling as a preferred form of transportation. Maybe there is opportunity to promote more cycling in Cupertino by offering cycling instruction through camps and weekend workshops(?).

Please do continue to keep the Library Commission informed at decision points affecting resident and library patron use of Civic Center Plaza and Library Field.

**Whitney**, please attach Roger Lee's communication below (dated 1/25/2020), the attached files "lock your bike, helmet tips.pdf" and "civic\_center\_bike\_audits\_20200115.pdf" to the 2/5/2020 Library Commission agenda as linked files under Written Communication. The attached items support Roger Lee's Reply Item 2 referenced from the Library Commission's 12/5/2019 letter to Council.

All the best,

Liana Crabtree  
Library Commissioner

\*Residents can purchase reloadable Adult Clipper Cards in Cupertino at Walgreens, and Child, Senior, and Adult Clipper Cards are available for purchase online ([clipper card.com](http://clipper.card.com)).

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**From:** Roger Lee <RogerL@cupertino.org>  
**Sent:** Saturday, January 25, 2020 11:30 AM  
**To:** Liana Crabtree <lcrabtree@cupertino.org>  
**Cc:** City Council <CityCouncil@cupertino.org>; Deborah L. Feng <DebF@cupertino.org>; Dianne Thompson <diannet@cupertino.org>  
**Subject:** Letters of December 5, 2019 & January 10, 2020

Dear Library Commission,

Thank you for your letters of December 5<sup>th</sup> and January 10<sup>th</sup> and the attention that the Library Commission is giving to parking at the Library. Your list of December 5<sup>th</sup> suggestions for improving access to the Cupertino City Center are listed below in abbreviated form. My responses to each are in blue.

1. Through media and community outreach channels, encourage Cupertino residents to use alternate forms of transportation whenever possible when traveling to the library.

*Response: Agree. These are ongoing efforts by the City. We will be adding messaging to the Cupertino Library page of the City's website to this effect. We will also send a message through FB, Twitter and NextDoor in the coming month. We will also coordinate with the County on the Cupertino Library webpage to recommend posting a similar message on their site. Additionally, new street light banners which highlight walkers and bikers were hung along*

*Torre in early January, which is a visual reminder meant to inspire people to walk and bike more often.*

2. Work with bicycle advocacy groups, including but not limited to the Cupertino Bicycle and Pedestrian Commission, Walk-Bike Cupertino, and the Silicon Valley Bicycle Coalition, to encourage educational programs to teach new cyclists how to select a strong bicycle lock and how to use a strong lock to secure a bicycle to deter theft.

*Response: Agree. This past month, Cupertino's Safe Routes to School (SR2S) Coordinator, Cherie Walkowiak, shared a stack of "How to Lock Your Bike" flyers with Clare, who wanted to post them at the library. Attached is an electronic version of this flyer. Cherie is also organizing a free Lock Your Bike Right clinic at the City's 7<sup>th</sup> annual Fall Bike Fest on September 26<sup>th</sup>. Additionally, the Santa Clara County Sheriff's Department gives a bike safety talk to all 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students in Cupertino. The Safety Resource Officers give bike locking tips during their presentation. One more step we will consider taking is to include a "lock your bike right" station at the educational bike rodeos we offer to every elementary school in Cupertino.*

3. Through media and community outreach channels, encourage Cupertino residents who do drive to Cupertino Civic Center to consider parking or dropping off/picking up visitors to the area on a nearby neighborhood street, including Whitney, Silverado, Clay, Antoinette, Farallone, John, or Pacifica.

*Response: Agree. This will be included in other parking mitigation ideas being considered.*

4. Work with the Cupertino Union School District to allow overflow parking from the Cupertino Civic Center at the Eaton Elementary School lots in late afternoons, evenings, and weekends when the activity at the Library peaks and school is not in session.

*Response: I have discussed the use of Eaton Elementary School parking lots for Civic Center patrons with CUSD and this is being followed up on.*

5. Consider opportunities to add a designated passenger loading and unloading zone near the Cupertino City Center.

*Response: This is an outstanding idea and is included in the parking analysis and recommendation study that is currently ongoing.*

6. Recognize Library Field as the treasured recreational space that it is by dropping "Field" from its name and formally designating the land as a park.

*Response: I do understand the sentiments expressed and value of Library Field.*

The issues identified in your January 10<sup>th</sup> letter are a good reminder of many of the discussion points that the Library Commission was emphasizing when I attended your commission meeting last July 10<sup>th</sup>. Your list of January 10<sup>th</sup> suggestions to address misuse of time-limited parking stalls in the Civic Center Parking Lot are listed below in abbreviated form. Similar to above, my responses to each are in blue.

1. Consider increasing headcount for Code Enforcement to support intermittent weekend and evening monitoring of time-limited parking stalls, including but not limited to misuse of the 4-minute stalls and charging station stalls.

*Response: I did discuss the issue of increasing headcount for Code Enforcement with the Directors of Community Development and Parks and Recreation. Like myself, Ben Fu and Randy Schwartz are informed of these issues and appreciate that the Library Commission is aware that Code Enforcement staffing will need to increase to provide more*

*monitoring of the parking at the Library. There are also other areas throughout the City that would benefit from more code enforcement. Consequently, the City is considering the potential for increased code enforcement staff in the upcoming fiscal year budget review.*

2. Replace two (2) of the 4-minute book return stalls with 10-minute loading and unloading stalls.

*Response: This suggestion has been forwarded to our engineering consultant that has been tasked to complete the parking analysis and recommendation study. As this study nears completion, the draft study will be brought to the Library Commission for your input prior to it going to the City Council with a recommendation for parking improvements. A timeline for this presentation to the Library Commission is early March.*

3. Consider a reconfiguration of the civic center parking lot to accommodate: (a) easier and more efficient entry and exit to and from most parking stalls (replace perpendicular parking with angled parking); (b) the addition of a multi-use lane for short-stay parking, including access to the automated book returns and for community shuttle and private vehicle passenger or equipment loading and unloading; (c) the addition of a dedicated lane for driver-side access to a standalone book drop box.

*Response: Same as #2.*

4. Maintain the status quo.

*Response: This would not be a responsible option and would not be the recommendation of staff.*

Thank you again for the information provided and please feel free to email or phone me directly to discuss any additional ideas or questions you may have.

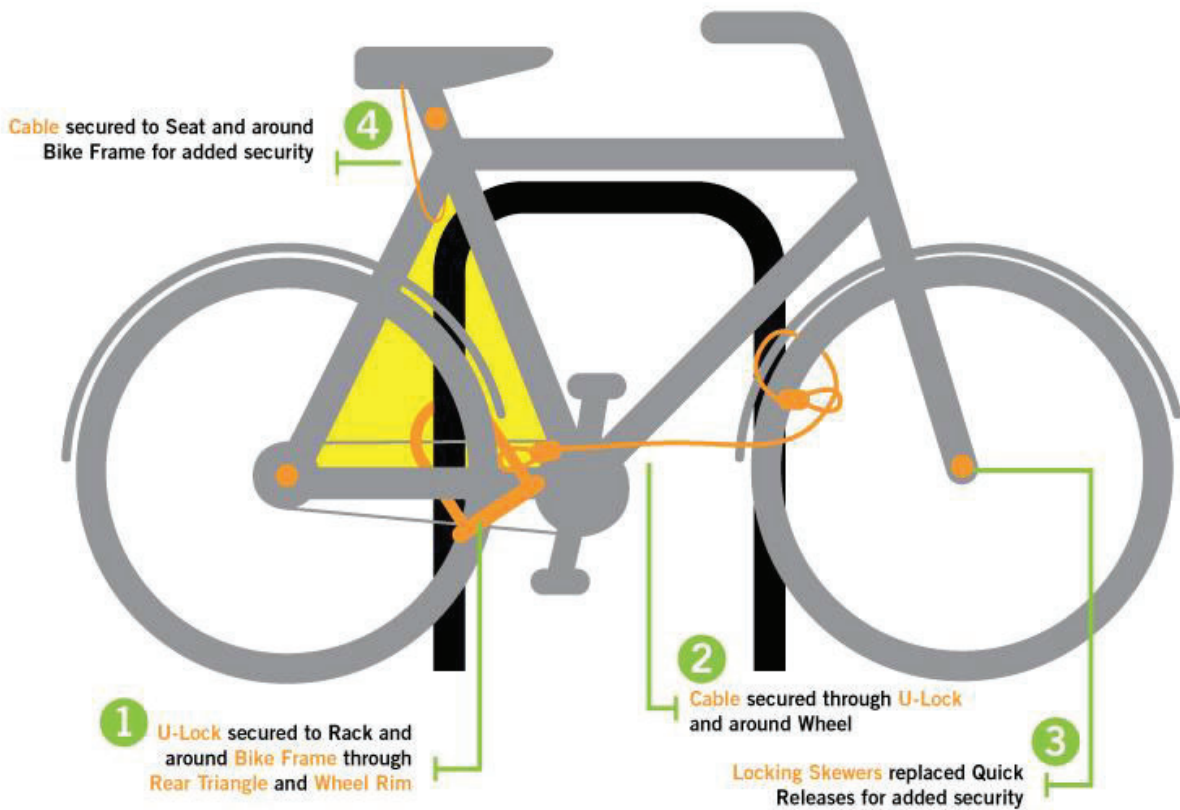


### **Roger Lee**

Director of Public Works  
Public Works  
RogerL@cupertino.org  
(408) 777-3354/3350



# *Like Your Bike?*



## *Lock It!*

**A lock will deter the majority of thefts.**

Bikes can get stolen...even at school. Most bike thefts are opportunistic. That is, unlocked bikes are taken for a joy ride and dumped. A lock will prevent most thefts.

### **Buy a high quality bike lock**

If you can't afford to lose your bike, a secure, high quality U-lock is a smart investment. Inexpensive cable locks can be cut quickly with bolt or wire cutters.

### **Lock through your bike FRAME**

Do not lock only through wheels, seat posts, or handlebars which can be easily removed.

### **Lock to a secure bike rack, NOT to fence wire which can be cut.**

Higher security U-racks are provided for your protection. Please use them!

# USE YOUR HEAD WEAR A HELMET

## Getting the Fit Just Right

Bicycling is a fun and healthy way to get around. Before you roll, safety should be your goal!

Wearing a helmet reduces head injuries when riding a bicycle, scooter, skateboard or skates. California law requires anyone under the age of 18 to wear a properly fitted and fastened helmet when doing the above activities. Everyone, including parents, should wear a helmet for every ride. **MAKE IT A HABIT!**

A helmet needs to fit properly to be effective at reducing head injuries in a crash. Follow the four easy steps for the right fit:

**SNUG. EYES. EARS. MOUTH.**



### SNUG

- Adjust the tension mechanism at the back of the helmet or replace the pad inserts, if available, until the helmet fits snugly around your head.
- If you cannot get a snug fit around your head, your helmet won't protect you in a crash. You may need to purchase a different size helmet and consider one with a tension adjuster.



### EYES

- Place your helmet level on your head so you are able to see the helmet rim when you look up.
- There should be no more than two finger-widths between your eyebrows and the rim of the helmet.



### EARS

- Adjust the straps so they make a "Y" that meets just below your ears.



### MOUTH

- Adjust the chinstrap so that no more than two fingers fit between the strap and your chin while fastened.
- While snug, you should still be able to open your mouth comfortably while fastened.



## CHOOSING THE RIGHT HELMET

Below are suggestions for choosing the right type of helmet for popular activities:



#### Bike Helmet

- Bicycling
- Scootering
- Skating



#### Multi-Sport Helmet

- Skateboarding
- Scootering
- Skating

## TIPS

- Replace your helmet if it has been in a crash or if it is older than 4 years.
- Never buy a used helmet.
- When it's time for a new helmet, bring your child to choose the right style and fit.
- Look for the Consumer Product Safety Commission (CPSC) certification sticker.
- Remove your hat before putting on your helmet.

Now that you know how to properly fit a helmet, wear it on every ride, follow the rules of the road, and have FUN!

## Results of 4 Casual Bike Lock Audits, Cupertino Civic Center Plaza

November 2019 thru January 2020

<b>Date:</b> Thursday, 11/21/2019		<b>Time:</b> 6:30 pm	
<b>Location:</b> Coffee Society (2 racks)		<b>Location:</b> Book Returns (3 racks)	
12 bikes (total)		1 bikes (total)	
1 not locked		1 not locked	
2 locked but vulnerable [a]			
3 locked with a weak lock [b]			
<b>Total number of bikes parked in or near Civic Center Plaza:</b>		13	
<b>Percentage of bikes not locked or not locked securely:</b>		54%	

[a] **Locked but vulnerable.** The cable or U lock was secured to the rack and the front tire only. With a quick release front tire and a waiting vehicle, someone with bad intentions could easily walk away with these bicycles.

[b] **Locked with a weak lock.** The cable lock was very thin, maybe no more than 3/8ths inch in diameter, and appeared easy to clip with wire or cable cutters.

[c] **Locked but not secured to a fixed object.** Two bicycles are locked together but the cable is inserted around the frame of each bicycle only, such that it would be possible to walk both bikes to a waiting getaway truck.

[d] **Locked around the frame but not through it.** The lock encircles the front tire fork only. Open the front tire quick release lever, then lift the bicycle frame away from the tire and the lock. A thief could then walk the bike to a waiting getaway truck.

<b>Date:</b> Sunday, 11/24/2019		<b>Time:</b> 4:15 pm	
<b>Location:</b> Coffee Society (2 racks)  12 bikes (total) 1 not locked 2 locked but vulnerable [a] 2 locked with a weak lock [b] 2 locked but not secured to a fixed object [c] 1 locked around the frame but not through it [d]		<b>Location:</b> Book Returns (3 racks)  8 bikes (total) 4 not locked 1 locked but vulnerable [a]	
<b>Total number of bikes parked in or near Civic Center Plaza:</b>		20	
<b>Percentage of bikes not locked or not locked securely:</b>		65%	
<b>Comments:</b> With so many people not locking their bikes or not locking their bikes securely, the City offer bicycle locking audits or demonstrations outside the Library occasionally to show people how to select a strong lock and how to lock their bike securely to reduce the likelihood that their bikes will be stolen. For example, Wheel Kids Bicycle Club ( <a href="http://wheelkids.com">wheelkids.com</a> ) offers short -course seminars and week-long camps to teach young people bicycle safety and care and handling of their bicycles.			

[a] **Locked but vulnerable.** The cable or U lock was secured to the rack and the front tire only. With a quick release front tire and a waiting vehicle, someone with bad intentions could easily walk away with these bicycles.

[b] **Locked with a weak lock.** The cable lock was very thin, maybe no more than 3/8ths inch in diameter, and appeared easy to clip with wire or cable cutters.

[c] **Locked but not secured to a fixed object.** Two bicycles are locked together but the cable is inserted around the frame of each bicycle only, such that it would be possible to walk both bikes to a waiting getaway truck.

[d] **Locked around the frame but not through it.** The lock encircles the front tire fork only. Open the front tire quick release lever, then lift the bicycle frame away from the tire and the lock. A thief could then walk the bike to a waiting getaway truck.

<b>Date:</b> Sunday, 12/8/2019		<b>Time:</b> 3:30 pm	
<b>Location:</b> Coffee Society (2 racks)  14 bikes (total) 1 not locked 3 locked but vulnerable [a] 2 locked with a weak lock [b]		<b>Location:</b> Book Returns (3 racks)  1 bike (total) 1 locked with a weak lock [b]	
<b>Total number of bikes parked in or near Civic Center Plaza:</b>		15	
<b>Percentage of bikes not locked or not locked securely:</b>		47%	

[a] **Locked but vulnerable.** The cable or U lock was secured to the rack and the front tire only. With a quick release front tire and a waiting vehicle, someone with bad intentions could easily walk away with these bicycles.

[b] **Locked with a weak lock.** The cable lock was very thin, maybe no more than 3/8ths inch in diameter, and appeared easy to clip with wire or cable cutters.

[c] **Locked but not secured to a fixed object.** Two bicycles are locked together but the cable is inserted around the frame of each bicycle only, such that it would be possible to walk both bikes to a waiting getaway truck.

[d] **Locked around the frame but not through it.** The lock encircles the front tire fork only. Open the front tire quick release lever, then lift the bicycle frame away from the tire and the lock. A thief could then walk the bike to a waiting getaway truck.

<b>Date:</b> Sunday, 1/12/2020		<b>Time:</b> 4:26 pm	
<b>Location:</b> Coffee Society (2 racks)  11 bikes (total) 2 locked but vulnerable [a] 3 locked with a weak lock [b]		<b>Location:</b> Book Returns (3 racks)  5 bikes (total) (All bikes locked securely. Yay!)	
<b>Total number of bikes parked in or near Civic Center Plaza:</b>		16	
<b>Percentage of bikes not locked or not locked securely:</b>		31%	
<b>Comments:</b> On this afternoon, both Community Hall and the Library were very busy. An event had ended at Community Hall and folks were congregated near the entrance chatting. Inside the Library, nearly every seat in the adult areas were occupied. Tables for 4 and 2 were filled, all seats taken. Casual seating downstairs near the new books and upstairs on either side of the non-fiction stacks were full or nearly full. I did not visit the teen or children’s areas, but it seemed like with Library seating at or near capacity, it would be great to see more bikes parked (and locked) in the bike racks.			

[a] **Locked but vulnerable.** The cable or U lock was secured to the rack and the front tire only. With a quick release front tire and a waiting vehicle, someone with bad intentions could easily walk away with these bicycles.

[b] **Locked with a weak lock.** The cable lock was very thin, maybe no more than 3/8ths inch in diameter, and appeared easy to clip with wire or cable cutters.

[c] **Locked but not secured to a fixed object.** Two bicycles are locked together but the cable is inserted around the frame of each bicycle only, such that it would be possible to walk both bikes to a waiting getaway truck.

[d] **Locked around the frame but not through it.** The lock encircles the front tire fork only. Open the front tire quick release lever, then lift the bicycle frame away from the tire and the lock. A thief could then walk the bike to a waiting getaway truck.