

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (B/PAC) MEMBERS' MANUAL

This B/PAC Members' Manual is intended as an informal supplement the [Council Advisory Bodies Handbook](#) with specific information that may be useful to B/PAC members.

GOAL

In Mountain View, the Bicycle/Pedestrian Advisory Committee is appointed by City Council to advise the Council on matters relating to bicycle and pedestrian transportation.

The City is required to have a Bicycle Advisory Committee to be eligible to receive certain funds including state Transportation Development Act (TDA) Article 3 funds, which are distributed by the Metropolitan Transportation Commission (MTC).

WORK PLAN

The B/PAC's annual Work Plan is approved by City Council. Any substantial changes to the Work Plan need to be approved by Council.

MEMBER ROLES

The Committee has five members. Committee members are selected by Council and may serve for a maximum of two consecutive four-year terms. At the beginning of each calendar year, the committee selects a Chair and Vice Chair.

MEETING SCHEDULE & VENUE

Regular meetings are scheduled each month, except for the months of May, July, and December. The Committee may cancel meetings or schedule additional meetings as deemed necessary. Special meetings may be called by the Chairperson or Vice Chairperson.

Meetings are typically held in the [Plaza Conference Room at City Hall](#), on the last Wednesday of the month at 6:30 p.m.

AGENDA

B/PAC members will typically receive an email with a link to the Agenda Packet on the Friday before the scheduled B/PAC meeting. Members should thoroughly review Agenda Packet materials prior to the meeting. Staff will provide hard copies to B/PAC members each meeting, with additional copies provided for the public.

MEETING PROTOCOLS

A quorum of three members must be present at every meeting. The B/PAC Chairperson presides over each meeting, with the Vice Chairperson leading when the Chairperson is absent or unavailable. The B/PAC Chairperson calls the meeting to order at the scheduled time and will lead the meeting through the agenda items, following roll call and oral communications

from the public unrelated to items on the agenda. The Chair announces each item, and invites, in order:

- 1) staff presentation;
- 2) B/PAC technical questions of clarification and staff clarifications;
- 3) public comment (Chair to announce and remind members of the public that comments need to be addressed to B/PAC members¹ in less than 3 minutes; Chair to also announce when public comment has been concluded);
- 4) B/PAC motions (if applicable) and discussion.

B/PAC is subject to the [Brown Act](#) (California Government Code 54950 et seq), which is intended to promote transparency and public participation in local government in California. B/PAC members should familiarize themselves with the Act's requirements. Staff will schedule a refresher presentation from the City Attorney's Office every two years. In accordance with the Brown Act, B/PAC members cannot discuss any items that are not on the agenda.

In addition to the Brown Act, staff defer to [Rosenberg's Rules of Order](#) for guidance on meeting protocol. B/PAC members are also encouraged to keep questions and comments concise and focused on the key items of discussion.

MOTIONS

While B/PAC is free to provide feedback as they elect to do so, staff typically request or recommend formal action, in the form of a motion or motions when such action would be most helpful. To propose formal action, one B/PAC member must make a motion and another member must second the motion before a vote can occur. A majority vote is then required for the motion to pass.

Regardless of whether a formal motion is passed, staff will listen and incorporate B/PAC feedback into considerations and analyses on the related topic. Where applicable, staff will also include a brief summary of B/PAC feedback in the associated memo provided to Council.

CORRESPONDENCE:

Correspondence from the public is sent to BPAC@publicworks.gov, which is managed by the Public Works staff B/PAC Liaison, currently Transportation Planner Nate Baird.

For correspondence about an item on the agenda, staff will forward the item to the B/PAC when it arrives and provide a hard copy at the associated B/PAC meeting.

¹ The B/PAC Chair should feel free to ask staff to request staff follow up with constituents as appropriate, but also be aware that the B/PAC can only discuss items on the agenda.

For correspondence on a non-agenda item, staff will forward the item to B/PAC and B/PAC members may raise it under Committee communications or request the Chair or staff to follow up as appropriate.

For requests that B/PAC place something on the agenda:

- If the item is on the current work plan, staff will forward to B/PAC noting that it is on the work program with the likely timeline.
- If the item is not on the current work plan, staff will forward the request to the Chairperson with a reminder about Council policy regarding changing the work program and ask if they would like to agendize the item for consideration for a work plan. Staff will then forward the item to B/PAC noting the Chairperson's response.

COMMUNICATIONS OUTSIDE OF MEETINGS

B/PAC members are welcome to contact staff at any time with input or questions.

In order to facilitate meaningful public participation, ensure that B/PAC deliberations are conducted openly, and comply with the California Brown Act, no more than two members shall discuss any item outside of B/PAC meetings. All B/PAC meetings must be properly noticed, open to the public, and authorized by the Brown Act. A majority of B/PAC members may not meet to gather information or discuss B/PAC matters outside of such meetings. This includes serial meetings or serial communications by phone, email, text, videoconference or in person.

B/PAC members are welcome to address Council as a member of the public, but need to be clear that they are speaking as an individual and not on behalf of the B/PAC. A B/PAC member may speak on behalf of the B/PAC to Council during the Council public comment period, but the presentation should be limited to recommendations and feedback passed in a B/PAC motion to ensure that the information accurately reflects the B/PAC's input. Staff will also present B/PAC feedback to Council when an item that has been considered by B/PAC is presented to Council.

REMINDERS FOR NEW MEMBERS

New B/PAC members need to complete the following activities with the City Clerk:

- Take your Oath of Office (prior to undertaking advisory body duties);
- Complete FPPC Form 700 (within 30 days of assuming office);
- Sign the Code of Conduct (within 30 days of assuming office); and
- Ethics Training (within 60 days of assuming office).

REFERENCE MATERIAL AND SUGGESTED READING LIST

Staff has received requests for more educational material to help B/PAC members execute their role. For this reason, we have compiled a list of optional reading and reference materials on various topics. Key items are indicated with asterisks:

City Links

- [Advisory Body Roster](#)
- [B/PAC Application Form](#)
- [B/PAC Bylaws](#)
- [*City Council adopted B/PAC Work Plan*](#)
- [*Council Advisory Bodies Handbook*](#)
- [Pre-2019 meeting agendas and minutes](#)
- [Recent meeting agendas and minutes](#)
- [AskMV](#) (submit questions, concerns and requests)
- [MyMV](#) (sign up for notices and agenda packets)

Legislation

- [Americans with Disabilities Act \(ADA\) esp. Title II](#)
- [California Global Warming Solutions Act of 2006 \(AB 32\)](#)
- [California Vehicle Code \(CVC\) esp. Division 11](#)
- [*Mountain View City Code \(MVCC\) Chapter 19 Article V on Pedestrians*](#)
- [*MVCC Chapter 19 Article VI on Bikes and Transportation Devices*](#)
- [MVCC Chapter 36 Zoning Code](#)
- [*MVCC Chapter 38 Article IV on City Parks, Trails and Facilities*](#)
- [Sustainable Communities and Climate Protection Act of 2008 \(SB375\)](#)
- [California Complete Streets Act of 2008 \(AB 1358\)](#)
- [SB 743](#)

Plans and Policies

- [Caltrans District 4 Bike Plan 2018](#) (also available from Transportation Division)
- [Caltrans Strategic Management Plan 2015-2020](#)
- [*Mountain View Bicycle Transportation Plan 2015*](#)
- [*Mountain View Council Policy on Vision Zero 2019*](#)
- [Mountain View General Plan 2012](#)
- [*Mountain View Pedestrian Master Plan 2014*](#)
- [Mountain View Precise Plans](#)
- [*Mountain View Public Works page: Walking and Bicycling in MV*](#)
- [VTA Countywide Bicycle Plan 2018](#)
- [VTA Pedestrian Access to Transit Plan 2017](#)

Guidelines and Standards

- [Caltrans Design Information Bulletin \(DIB\) 82-06 and 89-01](#)
- [Caltrans Highway Design Manual 6th Edition 2019](#)
- [Caltrans CA Manual on Uniform Traffic Control Devices \(CA MUTCD\) 2014 Edition](#)
- [Federal Highway Administration \(FHWA\), Manual of Uniform Traffic Control Devices \(MUTCD\) 2009 Edition w 2012 Revisions](#)
- [FHWA Separated Bike Lane Planning and Design Guide, 2015](#)
- Transportation Research Board (TRB) Highway Capacity Manual (HCM) Sixth Edition: A Guide for Multimodal Analysis, 2016 (available for viewing in Traffic Division)
- [NACTO Designing for All Ages and Abilities 2017](#)
- [NACTO Urban Bikeway Design Guide 2nd Edition 2014](#)
- [NACTO Urban Street Design Guide 2013](#)
- [United States Access Board, Proposed Accessibility Guidelines for Pedestrian Facilities in Public Right-of-Way \(PROWAG\) 2011](#)
- [VTA Bicycle Technical Guidelines Revision 2 2012](#)

Academic Literature

- Cervero, Robert. *Transit Metropolis: A Global Inquiry*. Island Press, 1998.
- Dill, Jennifer and Nathan McNeil. Revisiting the Four Types of Cyclists: Findings from a National Survey. *Transportation Research Record*, 2587: 90-99, 2016.
- Gehl, Jan. *Cities for People*. Island Press, 2010.
- Hutabarat Lo, Ria. Walkability: What is it? *Journal of Urbanism*, 2(2): 145-166, 2009. (available upon request)
- Jackson, Kenneth. *Crabgrass Frontier: The Suburbanization of the United States*. Oxford University Press, 1985.
- Jacobs, Jane. *The Death and Life of Great American Cities*. Random House, 1961.
- Lynch, Kevin. *Good City Form*. MIT Press, 1981.
- Shoup, Donald. *The High Cost of Free Parking*. American Planning Association, 2005.
- Walker, Jarrett. *Human Transit: How Clearer Thinking about Public Transit Can Enrich Our Communities and Our Lives*. Island Press, 2011.

Other Links

- [Association of Pedestrian and Bicycle Professionals \(APBP\)](#)
- [MTC Glossary of Transportation Terms and Acronyms](#)
- [Silicon Valley Bicycle Coalition Resources Page](#)
- [Vision Zero Network](#)

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