

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEMBERS' MANUAL

This Manual is an informal supplement to the [Council Advisory Bodies Handbook](#) with specific information useful to BPAC members.

GOAL

In Mountain View, the Bicycle/Pedestrian Advisory Committee (BPAC) is appointed by City Council to advise 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

BPAC'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 AND VENUE

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

In 2023, meetings will be held in the [Atrium Conference Room at City Hall](#), on the last Wednesday of the month at 6:30 p.m. During the COVID-19 State of Emergency, meetings are held via video conference in accordance with State of California Executive Order N-29-20 from March 17, 2020.

AGENDA

BPAC members will typically receive an e-mail with a link to the Agenda Packet on the Friday before the scheduled BPAC meeting. Members should thoroughly review materials prior to the meeting. For in-person meetings, staff will offer hard copies for BPAC members and members of the public.

MEETING PROTOCOLS

A quorum of three members must be present at every meeting. [Council Policy K-2](#) outlines policies on committee appointments and attendance requirements.

The BPAC Chair presides over each meeting, with the Vice Chair leading when the Chair is absent or unavailable. The BPAC Chair calls the meeting to order at the scheduled time and leads the meeting through agenda items, including roll call, oral communications from the public, minutes approval and new business items. The Chair announces each item, and invites, in order:

1. Staff presentation;
2. BPAC technical questions of clarification and staff clarifications;
3. Public comment (Chair reminds members of the public that comments need to be addressed to BPAC members in less than 3 minutes; Chair also announces when public comment has been concluded); and
4. BPAC motions (if applicable) and discussion.

The BPAC 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. BPAC 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, BPAC members cannot discuss any items that are not on the agenda.

In addition, staff defers to [Rosenberg's Rules of Order](#) for guidance on meeting protocol. BPAC members are encouraged to keep comments concise and focused on the key items of discussion.

MOTIONS

While the BPAC is free to provide feedback as the Committee elects to do so, staff typically requests or recommends formal action, in the form of a motion or motions, when such action would be most helpful. To propose formal action, one BPAC 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 BPAC feedback into considerations and analyses on the related topic. Where applicable, staff will also summarize BPAC feedback in the associated memo provided to Council.

CORRESPONDENCE

Correspondence from the public is sent to bpac@mountainview.gov, which is managed by the Public Works BPAC Liaison, currently Transportation Planner Brandon Whyte. For

correspondence about an agenda item, staff will forward the item to the BPAC and make correspondence available at the associated BPAC meeting. For correspondence on a nonagenda item, staff will forward the item to BPAC and BPAC members may raise it under Committee communications or request the Chair or staff to follow up as appropriate.

For requests that the BPAC place something on the agenda:

- If the item is on the current work plan, staff will forward to BPAC noting that it is on the work program with the likely timeline.
- If the item is within BPAC's purview but not on the work plan, staff will confirm receipt of the request to the BPAC and follow [Council Policy A-23](#) for the work item referral process.

COMMUNICATIONS OUTSIDE OF MEETINGS

BPAC members are welcome to contact staff at any time with input or questions.

To facilitate meaningful public participation, ensure that deliberations are conducted openly, and comply with the California Brown Act; no more than two members shall discuss any item outside of BPAC meetings. All BPAC meetings must be properly noticed, open to the public, and authorized by the Brown Act. A majority of BPAC members may not meet to gather information or discuss BPAC matters outside of such meetings. This includes serial meetings or serial communications by phone, e-mail, text, video conference, or in person.

BPAC 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 BPAC. A BPAC member may speak on behalf of the BPAC to Council during the Council public comment period, but the presentation should be limited to recommendations and feedback passed in a BPAC motion to ensure that the information accurately reflects the BPAC's input. Staff will also present BPAC feedback to Council when an item that has been considered by BPAC is presented to Council.

REMINDERS FOR NEW MEMBERS

New BPAC members need to complete the following activities with the City Clerk:

- Take an 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 BPAC 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](#)
- [BPAC Application Form](#)
- [BPAC Bylaws](#)
- * [City Council adopted BPAC Work Plan*](#)
- * [Council Advisory Bodies Handbook*](#)
- [Council Policy No. A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees](#)
- * [Mountain View Public Works page: Walking and Bicycling in MV*](#)
- [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 \(ADA\), especially Title II](#)
- [California Global Warming Solutions Act of 2006 \(AB 32\)](#) and related Executive Orders [EO S-3-05](#), [EO-B-55-18](#)
- [California Vehicle Code \(CVC\), especially 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 \(SB 375\)](#)
- [California Complete Streets Act of 2008 \(AB 1358\)](#)
- [SB 743](#) implications for transportation environmental review

Plans and Policies

- [Caltrans District 4 Bike Plan 2018](#) (also available from Transportation Division)
- [Caltrans Strategic Management Plan 2015-2020](#)
- * [Metropolitan Transportation Commission \(MTC\) Complete Streets Policy](#)
- * [Mountain View Bicycle Transportation Plan 2015*](#)
- [Mountain View Adopted 5-Year Capital Improvement Program](#) (Attachment 3)
- * [Mountain View Council Policy on Vision Zero 2019*](#)
- [Mountain View General Plan 2012](#)

- [*Mountain View Pedestrian Master Plan 2014*](#)
- [Mountain View Precise Plans](#)
- [VTA Countywide Bicycle Plan 2018](#)
- [VTA Pedestrian Access to Transit Plan 2017](#)

Guidelines and Standards

- [Caltrans Design Information Bulletin \(DIB\) 82-06 and 89-02 on protected bikeways](#)
- [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 with 2012 Revisions](#)
- [FHWA Separated Bike Lane Planning and Design Guide, 2015](#)
- Transportation Research Board (TRB) Highway Capacity Manual (HCM) Sixth Edition: A Guide for Multi-Modal 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](#)
- [* VTA Pedestrian Technical Guidelines 2003 \(available to borrow\)](#)

Academic Literature

- 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.
- 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.
- Speck, Jeff. *Walkable City Rules: 101 Steps to Making Better Places*. 2018.
- 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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