

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

This B/PAC Members' Manual is intended as an informal supplement to 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 the 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 the City Council. Any substantial changes to the Work Plan need to be approved by the 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 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. During the COVID-19 State of Emergency, meetings are held via video conference in accordance with State of California Executive Order N-29-20, dated March 17, 2020.

AGENDA

B/PAC members will typically receive an e-mail 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. [Council Policy K-2](#) outlines policies on committee appointments and attendance requirements.

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 Chairperson announces each item, and invites, in order:

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

The 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 defers to [Rosenberg's Rules of Order](#) for guidance on meeting protocol. B/PAC members are encouraged to keep questions and comments concise and focused on the key items of discussion.

MOTIONS

While the B/PAC 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 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 B/PAC Liaison, currently Transportation Manager Ria Hutabarat Lo.

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.

For correspondence on a nonagenda 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 the 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 within B/PAC's purview but not on the work plan, staff will confirm receipt of the request to the B/PAC and follow [Council Policy A-23](#) for the work item referral process.

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, e-mail, text, video conference, 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 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 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*](#)
- [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](#)
- [*Mountain View Bicycle Transportation Plan 2015*](#)
- [Mountain View Adopted 5-Year Capital Improvement Program](#) (Attachment 6)
- [*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 89-01](#)
- [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 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](#)

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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