



**BICYCLE/PEDESTRIAN ADVISORY
COMMITTEE**

AGENDA

NOTICE AND AGENDA

**SPECIAL MEETING - WEDNESDAY, NOVEMBER 18, 2015
PLAZA CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:30 P.M.**

1. CALL TO ORDER

2. ROLL CALL – Committee members Marc Roddin, Theron Tock, Greg Unangst, Vice Chairperson Kalyanaraman Shankari, and Chairperson Bruce England.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

4. MINUTES APPROVAL

Minutes for the October 28, 2015 meeting have been delivered to Committee members and copies posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

6.1 POSSIBLE PEDESTRIAN-RELATED IMPROVEMENTS NEAR EL MONTE AVENUE AND MARICH WAY

Overview:

The Committee will discuss and provide input regarding the pedestrian environment near El Monte Avenue and Marich Way, including the El Monte corridor between Springer Road and El Camino Real.

Recommendation:

Provide input to staff regarding consideration of pedestrian-related improvements near El Monte Avenue and Marich Way.

6.2 FISCAL YEARS 2015-16 AND 2016-17 TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 FUNDING

Overview:

The Committee will review and provide input on the proposed projects for Fiscal Years 2015-16 and 2016-17 Transportation Development Act (TDA) Article 3 funding.

Recommendation:

Provide input on proposed projects for Fiscal Years 2015-16 and 2016-17 TDA Article 3 funding.

6.3 VALLEY TRANSPORTATION AUTHORITY (VTA) BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC) UPDATE

Overview:

The Committee will receive a report from the City's VTA BPAC representative on the VTA BPAC agenda items.

Recommendation:

Comment on the VTA BPAC agenda items.

6.4 FISCAL YEAR 2015-16 BICYCLE/PEDESTRIAN ADVISORY COMMITTEE WORK PLAN UPDATE

Overview:

The Committee will review the Fiscal Year 2015-16 Bicycle/Pedestrian Advisory Committee Work Plan and provide updates on their recent activities.

Recommendation:

Provide updates to the work plan.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, AND REPORTS

No action will be taken on any questions raised by the Committee at this time.

7.1 STAFF COMMENTS

7.2 COMMITTEE COMMENTS

8. SET DATE AND TIME FOR NEXT MEETING

Wednesday, January 27, 2016 B/PAC Meeting

9. CALENDAR

Wednesday, February 24, 2016 B/PAC Meeting

Wednesday, March 30, 2016 B/PAC Meeting

Wednesday, April 27, 2016 B/PAC Meeting

Wednesday, June 29, 2016 B/PAC Meeting

Wednesday, August 31, 2016 B/PAC Meeting

Wednesday, September 28, 2016 B/PAC Meeting

Wednesday, October 26, 2016 B/PAC Meeting

Wednesday, November 30, 2016 B/PAC Meeting

10. ADJOURNMENT

HK/2/PWK
915-11-18-15A-E

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to the Public Works Department at (650) 903-6311.
- Interested persons may review the agenda and staff reports at <http://laserfiche.mountainview.gov/Weblink/Browse.aspx?startid=28815> and the Public Works Department counter beginning at 5:00 p.m. the Friday evening before each regular meeting. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Public Works Department at (650) 903-6311 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE –** Any writings or documents provided to a majority of the Bicycle/Pedestrian Advisory Committee regarding any item on this agenda will be made available for public inspection in the Public Works Department, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the “Oral Communications” part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



DRAFT

**BICYCLE/PEDESTRIAN ADVISORY
COMMITTEE**

MINUTES

REGULAR MEETING - WEDNESDAY, OCTOBER 28, 2015
PLAZA CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
6:30 P.M.

1. **CALL TO ORDER**

Chairperson England called the meeting to order at 6:30 p.m.

2. **ROLL CALL**

Members Present: Committee members Marc Roddin, Theron Tock, Greg Unangst, Vice Chairperson Kalyanaraman Shankari, and Chairperson Bruce England.

Staff Members Present: Saul Jaeger, Police Sergeant; Linda Forsberg, Transportation and Business Manager; and Helen Kim, Transportation Planner.

Public Present: Nine members of the public were present.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

- Valerie Fenwick spoke regarding pedestrian/bicycle safety concerns at Rengstorff Avenue/Central Expressway.
- Margaret Capriles spoke regarding pedestrian/bicycle safety concerns at California Street/San Antonio Road and San Antonio Road/El Camino Real.
- John Scarboro spoke regarding pedestrian/bicycle safety concerns at Shoreline Boulevard/Wright Avenue.

6:37 4. **MINUTES APPROVAL**

Motion – M/S Roddin/Unangst – Carried 5-0 – Approve the minutes of the September 30, 2015 meeting with the corrections as noted.

5. **UNFINISHED BUSINESS** – None.

6. NEW BUSINESS

6:40 **6.1 VEHICLE EMISSIONS REDUCTIONS BASED AT SCHOOL (VERBS) PROGRAM**

The Committee received a presentation and provided input regarding the current VERBS Program (Fiscal Years 2014-15 through 2016-17) and Pat Hines, founder of Safe Moves, responded to Committee questions.

SPEAKING FROM THE FLOOR WITH SUPPORT AND QUESTIONS

- Resident
- John Scarboro

8:05 **6.2 POLICE DEPARTMENT BICYCLE AND PEDESTRIAN ACCIDENT DATA COLLECTION AND REPORTING PROCEDURES**

The Committee received a presentation and provided input regarding the procedures used by the Mountain View Police Department to collect and report on bicycle- and pedestrian-related accidents. Sergeant Jaeger responded to committee questions.

SPEAKING FROM THE FLOOR WITH CONCERNS AND RECOMMENDATIONS

- John Scarboro
- Kathy Swartz

9:00 **6.3 JOINT MEETING TO DISCUSS MOBILITY-RELATED ISSUES**

The Committee discussed which advisory body staff should contact regarding the scheduling of a joint meeting with one other City advisory body as included in the Bicycle/Pedestrian Advisory Committee's (B/PAC) approved Fiscal Year 2015-16 Work Plan.

SPEAKING FROM THE FLOOR WITH SUPPORT AND RECOMMENDATIONS

- John Scarboro
- John Carpenter

Motion – M/S Shankari/Unangst – Carried 3-2; Shankari, Tock no – Identify the Senior Advisory Committee as the City advisory body to schedule a joint meeting to discuss mobility-related issues.

Motion – M/S Shankari/Roddin – Carried 4-1; Tock no – Identify the Youth Advisory Committee (YAC) as the first alternate City advisory body to schedule a joint meeting to discuss mobility-related issues.

Motion – M/S Shankari/Tock – Carried 4-1; Roddin no – Identify the Environmental Planning Commission as the second alternate City advisory body to schedule a joint meeting to discuss mobility-related issues.

The Committee directed staff to coordinate with staff from the advisory body to schedule a joint meeting.

9:25 **6.4 VALLEY TRANSPORTATION AUTHORITY (VTA) BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC) UPDATE**

The Committee received a report from the City's VTA BPAC representative on the VTA BPAC agenda items and provided comments on the VTA BPAC agenda items.

9:35 **6.5 FISCAL YEAR 2015-16 BICYCLE/PEDESTRIAN ADVISORY COMMITTEE WORK PLAN UPDATE**

The Committee reviewed the Fiscal Year 2015-16 Bicycle/Pedestrian Advisory Committee Work Plan and provided updates on their recent activities.

7. COMMITTEE/STAFF COMMENTS, QUESTIONS, AND REPORTS

9:50 **7.1 STAFF COMMENTS**

- There were 16 bicycle-/pedestrian-related cases (7 resolved and 9 open) reported for the months September and October in the City's Customer Relationship Management (CRM) system.
- To improve ridership in the City of Mountain View, two Bay Area Bike Share stations were recently relocated. The Rengstorff

Avenue/California Street and Evelyn Park-N-Ride stations were relocated to Charleston Park and Middlefield Light Rail Station.

- Additional *Ask Mountain View* business cards will be printed for the B/PAC as requested.
- In response to a Committee member question regarding a pathway gap between the Middlefield and Whisman Light Rail Stations, the Transportation and Business Manager responded that the gap will be completed as part of the Ferguson Drive development and Symantec project.
- The City bike-friendly storm drain grates retrofit project has been completed.

7.2 COMMITTEE COMMENTS

- A Committee member indicated support for the Charleston Park Bike Share Station and recommended electric bicycles be considered as the program expands.
- A Committee member indicated trail etiquette brochures are available from the Shoreline at Mountain View Park and that he was a trail ambassador.
- In response to a Committee member question regarding the status of the Mobility Coordinator recruitment, the Transportation and Business Manager responded that the City will be seeking interim assistance from a consulting firm and a scope of work is under development.
- In response to a Committee member question regarding the pedestrian/bicycle safety concerns at El Monte Avenue/Marich Way, the Transportation and Business Manager responded that staff would need to explore the logistics and availability of appropriate City staff for this topic to be scheduled for a future B/PAC meeting or Council Transportation Committee meeting.
- A Committee member shared that the City Council will discuss a multi-modal improvement plan at its November 10, 2015 meeting; shared that the Parks and Recreation Commission reviewed the Parks and Open Space Plan at its October 4, 2015 meeting and inquired regarding the

pedestrian circulation/way finding through the park section of the Plan; recommended the B/PAC develop a bicycle-/pedestrian-friendly business program similar to the YAC's teen-friendly business program; and indicated that an old *Ask Mountain View* case regarding Shoreline Boulevard/El Camino Real was still pending.

8. SET DATE AND TIME FOR NEXT MEETING

Wednesday, November 18, 2015 B/PAC Special Meeting

9. CALENDAR

Wednesday, January 27, 2016 B/PAC Meeting

10. ADJOURNMENT

The meeting was adjourned at 10:19 p.m.

HK/7/PWK

915-10-28-15mn-E

**MEMORANDUM**

Public Works Department

DATE: November 18, 2015

TO: Bicycle/Pedestrian Advisory Committee

FROM: Michael A. Fuller, Public Works Director

SUBJECT: **Possible Pedestrian-Related Improvements near El Monte Avenue and Marich Way**

RECOMMENDATION

Provide input to staff regarding consideration of pedestrian-related improvements near El Monte Avenue and Marich Way.

BACKGROUND

The City has received a number of expressions of concern about pedestrian safety and requests for improvements at the intersection of El Monte Avenue and Marich Way after the fatal pedestrian collision on October 22, 2015.

Staff is not prepared to discuss the design of specific improvements at this time, as the Police Department has not yet completed investigating the accident and a detailed analysis of the intersection is required before specific improvements can be discussed. Staff would like to present the following additional information/context to assist the Bicycle/Pedestrian Advisory Committee's (B/PAC) consideration of how to move forward with potential improvements in this area.

Staff Resources

Prior to discussing specific actions that can be taken at the El Monte Avenue/Marich Way intersection, it is useful to discuss the general process by which the City undertakes such improvements, projects that are currently in progress, and the resources available for these activities.

The evaluation and implementation of pedestrian and bicycle improvements is generally led by the Traffic Engineering Section of the Public Works Department. Projects are identified and undertaken based on:

- Input received from the community (i.e., Neighborhood Traffic Management Program (NTMP), *Ask Mountain View*, etc.).
- Improvements offered by private developers as benefits to the community.
- The analysis and judgment of Traffic Engineering staff, in conjunction with Police, Community Development, and other Public Works Department staff, regarding the need for the projects. This analysis includes consideration of historical collision data and identifying and mitigating correctable accidents.
- Proposed improvements/projects identified in recently adopted City policy documents (e.g., adopted CIP plans, San Antonio Precise Plan, El Camino Real Precise Plan, Pedestrian Master Plan, and Bicycle Transportation Plan Update).

Some of the current pedestrian- and bicycle-related projects being undertaken by the Traffic Engineering Section include:

Current Pedestrian and Bicycle Safety Projects

PROJECT	IMPROVEMENT(S)	STATUS
Capital Improvement Projects		
Modifications to Grant/Phyllis/Martens Intersection (Project 15-31)	<ul style="list-style-type: none"> • Traffic signal replacement to allow 8-phase signal operation • Shorten pedestrian crossing distances • Eliminate free right-turn lanes • Install new sidewalk on Martens Avenue between Grant Road and Carmelita Drive 	Design and construction scheduled for completion by fall 2017
Shoreline/Villa Traffic Signal Replacement (Project 15-27)	<ul style="list-style-type: none"> • Traffic signal replacement to eliminate pedestrian/vehicle left-turn conflict • Pedestrian crossing improvements 	Design and construction scheduled for completion by fall 2017

PROJECT	IMPROVEMENT(S)	STATUS
Crosswalk Improvements at Middlefield/Independence/Thaddeus (Project 15-23)	<ul style="list-style-type: none"> • Installation of In-Roadway and LED-Enhanced Warning Lights • Pedestrian-activated push signage • Signage and striping improvements • Widen median islands 	Plans and specifications approved by City Council on November 10, 2015. Construction scheduled for completion in summer 2016.
Green Bike Lane Pilot Project (Project 15-48)	<ul style="list-style-type: none"> • Installation of green bike lanes at three intersections: El Camino/ Sylvan, Cuesta/Miramonte, and Grant/Bryant 	Waiting for encroachment permit approval from Caltrans. Project can then be presented to Council for approval.
Castro Street Lane Reduction (El Camino Real to Miramonte Avenue, Project 14-36)	<ul style="list-style-type: none"> • Lane reduction on Castro Street • Lighted crosswalks and flashing signs • Replacing the existing traffic signal to eliminate free right turns and pedestrian conflicts with left turns at Miramonte Avenue and Marilyn Drive • Protected bike lanes 	Design is nearly complete and under review by Caltrans. Construction scheduled for summer 2016 subject to funding approval by MTC/Caltrans this year.
Shoreline/Wright Intersection Improvements	<ul style="list-style-type: none"> • As part of the current Shoreline Boulevard Adaptive Signal Project (Project 13-30), change signal timing to eliminate left-turn/pedestrian conflicts while crossing Shoreline Boulevard in either crosswalk 	Changes were completed on November 9, 2015
NTMP/Community Input Projects		
Cuesta Drive Crosswalk Improvements	Installation of two raised crosswalks and flashing lights at Fordham Way and Plaza Court	Under design. Construction scheduled for completion in spring/summer 2016.
Rose Avenue Crosswalk Improvements	Installation of a raised crosswalk at Orangetree Way (in front of Springer School)	Under design. Construction scheduled for completion in spring/summer 2016.
Pedestrian Refuge Island at Dana Street/Pioneer Way	Lane reconfiguration and pedestrian refuge island	Under design

PROJECT	IMPROVEMENT(S)	STATUS
Private Development-Related Projects		
Pedestrian Safety Improvements at North Drive, Hospital Drive, and South Drive	Installation of raised crosswalks	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
Pedestrian Safety Improvements at Garcia Avenue	Installation of a raised crosswalk and a raised and flashing crosswalk	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
Pedestrian Safety Improvements at Middlefield Road/Rock Street	Installation of a flashing crosswalk	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
Pedestrian/Bicycle Improvements at Rengstorff/Montecito Intersection	<ul style="list-style-type: none"> • Installation of green bike lanes and bike boxes • Splitting signal phasing to create protected pedestrian phases 	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
Pedestrian/Bicycle Improvements at Whisman/Google Drive Intersection	<ul style="list-style-type: none"> • Installation of bike signals and green bike lanes near the intersection 	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
San Antonio/California Intersection Improvements	<ul style="list-style-type: none"> • Installation of green bike lanes at conflict points • Bicycle and pedestrian signage and striping improvements 	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.
San Antonio/Miller Crosswalk Improvements	Installation of illuminated crosswalk	Reviewing/approving plans submitted by developer. Construction schedule to be determined by developer.

The Traffic Engineering Section has three full-time positions and also responds to approximately 600 to 700 *Ask Mountain View* cases annually; manages the NTMP program; reviews private development transportation impacts, circulation plans, and construction traffic control plans (which are currently at extremely high volumes); reviews City capital improvement project plans; manages traffic signal maintenance for

all of the City's traffic signals; and other traffic-related duties such as developing a new residential parking permit program.

The Traffic Engineering Section's extremely heavy workload is a critical factor in determining how quickly new projects can be undertaken. To undertake new projects or initiatives, current projects must either be completed or set aside.

El Monte Avenue/Marich Way and the Surrounding Area

The City has taken a number of actions in recent years to improve the pedestrian crossing at El Monte Avenue/Marich Way in response to comments from the community and staff's observations. These actions include additional pedestrian signage (2012 and 2013) and increasing street lighting levels (2015). This intersection was a topic of conversation during the deliberations over the installation of a traffic signal at El Camino Real and Clark Avenue.

Additional comments have also been received by the City about the nearby intersections of El Monte Avenue and Springer Drive and El Monte Avenue and El Camino Real.

ANALYSIS

Since the fatal pedestrian collision on October 22, 2015, the City has taken a number of actions at the intersection of El Monte Avenue and Marich Way, including deploying the changeable message sign and speed radar trailers, targeted enforcement, and minor tree trimming to ensure signs are visible.

In response to resident requests, staff will commission a traffic signal warrant study for the intersection in conformance with State of California (Caltrans) requirements to determine if the intersection meets the criteria for installation of a traffic signal. Staff expects this study to be completed by summer 2016.

B/PAC input is requested regarding alternative approaches to evaluating potential improvements in this area. Two possible approaches include:

Intersection Improvements: Additional improvements, such as pedestrian-activated, illuminated signs; illuminated crosswalks (aka in-roadway warning lights or IRWLs); pedestrian refuge median(s), may be appropriate at this intersection. Elimination of one of the two crosswalks may even be appropriate to eliminate the conflict between pedestrians and vehicles turning left from Marich Way to El Monte Avenue. A detailed

analysis of the intersection must be performed, however, before staff can recommend improvements.

Corridor Improvements: Since the City has also received comments about the pedestrian environment at the nearby El Monte Avenue/Springer Road and El Monte Avenue/El Camino Real intersections, the B/PAC may consider recommending a larger evaluation of the El Monte corridor between these two intersections.

Based on the B/PAC's input, staff will prepare a capital improvement project funding request to be considered during the City's upcoming Capital Improvement Program (CIP) development and approval process.

MAF/4/PWK
905-11-18-15M-E

**MEMORANDUM**

Public Works Department

DATE: November 18, 2015

TO: Bicycle/Pedestrian Advisory Committee

FROM: Helen Kim, Transportation Planner
Linda Forsberg, Transportation and Business Manager
Michael A. Fuller, Public Works Director

SUBJECT: Transportation Development Act (TDA) Article 3 Funding

RECOMMENDATION

Provide input on proposed projects for Fiscal Years 2015-16 and 2016-17 Transportation Development Act (TDA) Article 3 funding.

BACKGROUND

TDA Article 3 is an annual State grant for pedestrian and bicycle projects and is based on a return of a portion of gas tax revenues on a per-capita basis.

The amount of TDA funding received by the City has ranged from \$30,000 to \$90,000 in recent years depending on the total gas tax revenues to be distributed. There is a three-year time limit to complete a project. Past grants funded sidewalks, curb ramps, audible and countdown pedestrian signals, bicycle maps, bicycle racks, education programs, and bicycle-/pedestrian-related intersection improvements in Mountain View. Fiscal Years 2013-14 and 2014-15 TDA moneys (\$184,290) were combined to fund the West Middlefield Road/Independence Avenue Intersection Improvements Project. The estimated amount of TDA funds that the City will receive for Fiscal Years 2015-16 and 2016-17 is approximately \$110,000.

The review, prioritization, and recommendation of bicycle and pedestrian projects for the annual TDA Article 3 funding application cycle is an ongoing work item in the 2015-16 B/PAC Work Plan.

DISCUSSION

Staff is seeking the Committee's initial input, including preferences, regarding the following preliminary list of candidate projects that can be funded with the anticipated amount of Fiscal Years 2015-16 and 2016-17 TDA Article 3 funding:

- Cuesta Drive/Bonita Avenue Intersection (\$170,000): Pedestrian-activated crosswalk improvements, including push buttons and LED-enhanced signage.
- Miramonte Avenue/Park Drive Intersection (\$170,000): Pedestrian-activated crosswalk improvements, including push buttons and LED-enhanced signage.
- Rengstorff Avenue/Junction Avenue Intersection (\$170,000): Pedestrian-activated crosswalk improvements, including push buttons and LED-enhanced signage.
- Rengstorff Avenue/Rock Street Intersection (\$170,000): Pedestrian-activated crosswalk improvements, including push buttons and LED-enhanced signage.
- West Dana Street/Calderon Avenue Intersection (\$170,000): Bike-related improvements, including median island modification and green bike lanes.

As requested by the Committee, staff reviewed potential candidate projects for a low-cost signal modification project for TDA funding but no project was identified. The Committee may also propose not recommending a project for Fiscal Years 2015-16 and 2016-17 TDA Article 3 funds and banking the funds to fund a larger project in Fiscal Year 2017-18. The Committee should keep in mind that there is a three-year time limit to complete a project funded with TDA moneys.

Even if the Committee decides to bank the Fiscal Years 2015-16 and 2016-17 TDA funds, the City will continue working on several important bicycle- and pedestrian-related projects currently under way (e.g., VERBS/Safe Routes to School Education, ADA Curb Ramps, Intersection Modifications at Shoreline Boulevard and Villa Street, Raised Crosswalks—Cuesta Drive at Fordham Way/Plaza Court and Rose Avenue at Orangetree Way, Crossing Improvements at Shoreline Boulevard and Wright Avenue, Modifications to Castro Street-El Camino Real/Miramonte Avenue, Green Bike Lane Pilot Project, Modifications to Grant/Phyllis/Martens Intersection, and Crosswalk Improvements at Middlefield Road/Independence Avenue/Thaddeus Drive).

NEXT STEPS

Based on the Committee's input, staff will return with refined project descriptions and cost information for the projects the B/PAC identifies are worthy of additional consideration/discussion. The Committee will review and recommend a project for Fiscal Years 2015-16 and 2016-17 TDA Article 3 funding at its February 2016 meeting.

HK-LF-MAF/3/PWK
915-11-18-15M-E

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE WORK PLAN
Fiscal Year 2015-16
(As of October 28, 2015)

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
<i>Ongoing Work Items</i>			
A. Review, prioritize, and recommend bicycle and pedestrian projects for annual TDA Article 3 funding application cycle.	Preliminary review of potential projects. VTA call for projects announcement.	Fall 2015 February 2016	Agenda item for the B/PAC's November meeting.
B. Provide input into the development and review of comprehensive bicycle/pedestrian facility plans and regulations (e.g., General Plan Mobility Chapter, Precise Plans, City Code revisions, and Zoning Ordinance bicycle parking requirements).	As required/requested.		
C. Review City roadway system and bikeway/pedestrian facilities for bicycle and pedestrian suitability and make recommendations on improvements.	Ongoing	Ongoing	
D. Make recommendations on capital improvements to bicycle/pedestrian facilities.	Annual Capital Improvement Program (CIP) development and approval process.	Spring 2016	
E. Review private development project applications requiring General Plan, Precise Plan, and/or zoning amendments (Gatekeeper projects).	As directed by City Council.		

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
F. Review public projects to ensure adequate consideration of the needs of bicyclists, pedestrians, and the disabled.	As identified by staff.		
G. Promote bicycle and pedestrian safety via the City website and programs (e.g., VERBS).	Ongoing	Ongoing	
H. Coordinate with City departments and advisory bodies, other Santa Clara County jurisdictions, and transportation-related agencies (e.g., VTA, Caltrans) on pedestrian and bicycling matters.	<p>City representative attend monthly VTA BPAC meeting.</p> <p>Request/schedule a joint meeting with one other City advisory body (e.g., Senior Advisory Committee, Youth Advisory Committee, Environmental Planning Commission, or Parks and Recreation Commission) to discuss mobility-related issues.</p> <p>Attend/participate in Association of Pedestrian and Bicycle Professionals (APBP) webinar events offered through the VTA (subject to B/PAC member availability).</p> <p>Pursue as opportunities are identified.</p>	<p>Ongoing</p> <p>October 2015</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete. Discussed at the B/PAC's October 28 meeting. Staff to the Senior Advisory Committee (SAC) has been contacted regarding the scheduling of a joint meeting.</p>

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
<i>Fiscal Year 2015-16 Work Items</i>			
1. Continue to provide input/direction during the Bicycle Transportation Plan (BTP) update process.	Review final draft BTP (including modifications requested by the Council during its July 7 review).	September 2015	Complete. Discussed at the B/PAC's September 30 meeting.
2. Provide input on potential pedestrian improvements along Middlefield Road between the private development at 700 East Middlefield Road and the Middlefield Light Rail Station (carryover from the B/PAC's Adopted Fiscal Year 2013-14 Work Plan).	CDD request for B/PAC review/input.	TBD	
3. Promote and participate in events to encourage bicycling and walking (subject to B/PAC members' availability).	Farmers' Market Walk to School Day(s) Arbor Day Annual Spring Parade Bike to School Day(s) Bike to Work Day Thursday Night Live	Ongoing Fall 2015 March 2016 April 2016 May 2016 May 2016 July 9, July 23, August 6, 2015, and Summer 2016	Shankari participated. England participating. England participating. Shankari coordinating. July 9 – England, Roddin; July 23 – Unangst, Shankari; August 6 – England, Roddin. Summer 2016 – TBD.

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
	CNC Meetings: <ul style="list-style-type: none"> • Cuesta/Phyllis/Springer Neighborhood • Other neighborhoods 	October 15, 2015 TBD	England and Roddin attended.
4. Annual review of PMP document.	B/PAC agenda item.	February 2016	
5. Monitor PMP performance measures, trends, and targets to assess improvements in the City's pedestrian environment.	Update data on students walking to school. Update data on students receiving pedestrian safety education. Update data on pedestrian/vehicle and pedestrian/bicycle collisions. Update pedestrian safety-related vehicle enforcement measure data.	4 times/school year 4 times/school year Quarterly Quarterly	
6. After Council adoption of the BTP update, distribute final document to bicycle/pedestrian advisory bodies in Sunnyvale, Los Altos, and Palo Alto.	Distribute final document after City Council adoption.	November 2015	
7. Monitor data regarding students biking to school.	Update data on students biking to school.	4 times/school year	

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
8. Develop a proposed work plan (including required staff resources, schedule, and cost estimate) for applying for a Walk-Friendly Community (WFC) designation.	B/PAC review and action on proposed work plan.	Spring 2016	Work plan can serve as the basis of a Fiscal Year 2016-17 Operating Budget or capital improvement project request.
9. Provide input regarding programs, events, and activities to be offered during the next 3-year VERBS program at local schools.	Safe Moves presentation to the B/PAC.	October 2015	Complete. Discussed at the B/PAC's October 28 meeting.
10. Review of Article VI of Chapter 19 of the City Code pertaining to bicycling, use of sidewalks, and allowable mobility devices on roadways and sidewalks.	Initial discussion with City Attorney's Office and Police Department staff.	March 2016	
11. Receive report and provide input regarding the Police Department's procedure for collecting and reporting data on bicycle- and pedestrian-related collisions.	Agendize for B/PAC discussion.	October 2015	Complete. Discussed at the B/PAC's October 28 meeting.