



City of Sunnyvale

Notice and Agenda - Final Bicycle and Pedestrian Advisory Commission

Thursday, November 16, 2017

6:30 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

[17-1073](#) Approve the Bicycle and Pedestrian Advisory Commission Meeting Minutes of October 19, 2017.

Recommendation: Approve the Bicycle and Pedestrian Advisory Commission Minutes of October 19, 2017 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

[17-1076](#) BPAC 2018 Annual Work Plan

[17-1081](#) 2017 Code of Ethics and Conduct

[17-1095](#) Democratic Club Meeting on November 18, 2017

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

- [17-1080](#) DPW 19-01 - Develop Bicycle and Pedestrian Metrics
(information only)
- [17-1097](#) Adopt Bicycle Parking Standards

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

-Staff Comments

INFORMATION ONLY REPORTS/ITEMS

- [17-1074](#) Active Items List - November 2017
- [17-1075](#) BPAC 2017 Annual Work Plan
- [17-1077](#) Outside Agency BPAC Schedules

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Ralph Garcia at pubworks@sunnyvale.ca.gov or (408) 730-7415. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Ralph Garcia at (408) 730-7415. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))



City of Sunnyvale

Agenda Item

17-1073

Agenda Date: 11/16/2017

SUBJECT

Approve the Bicycle and Pedestrian Advisory Commission Meeting Minutes of October 19, 2017.

RECOMMENDATION

Approve the Bicycle and Pedestrian Advisory Commission Minutes of October 19, 2017 as submitted.



City of Sunnyvale

Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

Thursday, October 19, 2017

6:30 PM

Council Chambers, City Hall, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Cordes called the meeting to order at 6:30 p.m.

SALUTE TO THE FLAG

Chair Cordes led the salute to the flag.

ROLL CALL

Present 6 - Chair John Cordes
Vice Chair Timothy Oey
Commissioner Catherine Barry
Commissioner Susan Bremond
Commissioner Angela Rausch
Commissioner Scott Swail
Absent 1 - Commissioner Kyle Welch

Status of an absence: (excused)

Council Liaison attendance: Russ Melton (present)

STUDY SESSION

[17-0998](#) Civic Center Master Plan Concepts

Kent Steffens, Interim City Manager and Project Manager for the Civic Center Modernization Project, gave an overview of the the Civic Center project. The Civic Center Master Plan was broken up into two project options that were presented to City Council. Presentations have already been given to the Sustainability Commission and the Arts Commission. An outreach event was held at the State of the City and a community workshop was held last week. Future presentations are scheduled for the Planning Commission and the Heritage Preservation Commission. The project options will be presented to the City Council asking them to agree on

one of the alternatives. An Environmental Impact Report will then be submitted. The Master planning process is scheduled to be completed by September 2018, after the report is reviewed and certified. At that point, Council could consider adoption of the Master Plan then move into design and construction of the first phase. One of the goals is to give Public Safety more space and add a dedicated Emergency Operations Center. Potentially renovating or demolishing the South Annex building to create an amphitheater in the space and move NOVA Workforce Services to the City Hall building. Mr. Steffens introduced Mark Roddy, Design Director with Smith Group JJR, the architect for the project. Mr. Roddy presented the vision statement and goals of the project and stated the two major challenges were how to protect the trees and how to keep the buildings functional during the transition. He stated one of the designs would add bike lanes on both sides of Olive Avenue and bike parking at all buildings. The Library would also be double the size of the current one. Commissioner Rausch stressed that more bike parking at the Library needs to be considered.

Mei-Ling Stefan, member of the public, suggested having a city shuttle. She is against the option of closing Olive Avenue due to the bus routes and expressed her concern for people with physical challenges and the walking distance around the campus.

Kevin Jackson, member of the public, would like to see bike parking more secure and maintained for bicyclists. He also suggested multi use paths for bikes and pedestrians.

Commissioner Oey recommended looking at different designs of bike lockers to accommodate all types and sizes of bikes.

Commissioner Barry prefers one or two paths designated as multi-use and the rest for pedestrian travel only, unless bikes and pedestrians can be separated.

ORAL COMMUNICATIONS

Vice Chair Oey, member of The Friends of Steven's Creek Trail, gave a brief overview of what they do:

- 1000 people attend the recent Trailblazer Race
- They gave out 1000 bike bells to the public
- They do outreach at the City of Sunnyvale Art and Wine Festival and Earth Day
- They do trail clean up

- They coordinated a Steel Head fish study and sent their recommendations to the Water District
- They are sponsors for habitat restoration for the Stevens Creek Trail
- They are currently collecting old toothbrushes, dental floss containers and toothpaste tubes to reduce plastic waste.

Dave Simmons, VTA BPAC Commissioner, stated that at the September VTA BPAC meeting they discussed the new checklist for capital projects, the 2018 Work Plan and the By Laws. He also stated that one of the goals is to work directly with City staff.

Mr. Jackson proposed looking at the VTA BPAC agenda and making a list of any relevant items that need to be discussed and putting them on the Sunnyvale BPAC Agenda in order to still comply with the Brown Act.

He also inquired about the annual study session with City Council and the Chair and Vice Chair from Boards and Commissions. He would like to know when that meeting will be held.

CONSENT CALENDAR

[17-0997](#) Approve the Bicycle and Pedestrian Advisory Commission
Draft Minutes of September 21, 2017

Commissioner Rausch moved and Vice Chair Oey seconded the motion to approve the Bicycle and Pedestrian Advisory Commission Draft Minutes of September 21, 2017. The motion carried by the following vote:

Yes 6 - Chair Cordes
Vice Chair Oey
Commissioner Barry
Commissioner Bremond
Commissioner Rausch
Commissioner Swail

No 0

Absent 1 - Commissioner Welch

PUBLIC HEARINGS/GENERAL BUSINESS

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

[17-0999](#) Dpw 18-03 Update Bicycle Master Plan every seven years
(information only)

[17-1000](#) DPW 18-04 Develop an Ordinance for clear and accessible
bicycle parking (information only)

Vice Chair Oey recommended changing the title to: Develop an Ordinance to Keep
Bike Parking Clear and Accessible.

[17-1004](#) Designate a member of the Sunnyvale BPAC to attend other
agency BPAC and VTA meetings to improve communication

Vice Chair Oey moved and Commissioner Bremond seconded the motion to make
17-1004 a potential study issue. The motion failed by the following vote:

Yes 2 - Vice Chair Oey
Commissioner Swail

No 4 - Chair Cordes
Commissioner Barry
Commissioner Bremond
Commissioner Rausch

Absent 1 - Commissioner Welch

[17-1005](#) Improve bicycle and pedestrian metrics on City projects and
studies to support decision-making

Vice Chair Oey moved and Commissioner Bremond seconded the motion to make
17-1005 a potential study issue. The motion carried by the following vote:

Yes 6 - Chair Cordes
Vice Chair Oey
Commissioner Barry
Commissioner Bremond
Commissioner Rausch
Commissioner Swail

No 0

Absent 1 - Commissioner Welch

[17-1006](#) Adopt the use of “cool pavement” slurry seal to reflect heat
and permeable paving to reduce runoff

Chair Cordes withdrew 17-1006 as a potential study issue.

Chair Cordes proposed and Commissioner Bremond seconded adding Bicycle Parking Standards as a potential study issue.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

The Commissioners discussed taking turns attending the VTA meetings. Commissioner Barry asked for volunteers for the November 8, meeting and Vice Chair Oey accepted.

Vice Chair Oey requested a list from staff of all the local BPAC meeting dates. Ralph Garcia, Senior Transportation Engineer, will look into getting a list for Santa Clara, Cupertino, Mountain View, and Los Altos as well as VTA BPAC.

Chair Cordes volunteered to attend the Mountain View BPAC meeting on November 25.

Chair Cordes requested a follow up on the list for Safe Routes to Schools projects and and update on the Homestead Bike Lanes. Mr. Garcia stated that information was already sent to the Commissioners.

Chair Cordes asked for an update on the Mary Avenue Bike Lanes that extend from Evelyn Avenue to Maude Avenue. Mr. Garcia responded saying construction is scheduled to begin by the end of the year.

Chair Cordes would like the Maude Avenue and Fair Oaks Avenue Bike Lanes schedule and the outcome of the Wolfe Road study added to the Active Items List. Mr. Garcia will do so.

Vice Chair Oey stated he attended the Safe Routes to Everywhere at Stanford along with Shahid Abbas, Transportation and Traffic Manager, Mr. Garcia and Norma O'Connell, Safe Routes to Schools Coordinator. He also stated that the Safe Routes to Schools coordinator contract ends next year and wanted to know if the program will end as well.

Commissioner Bremond inquired about the bike route signs with numbers on them and asked if the City would be adding anymore. Mr. Garcia stated that project has

ended but he will find out if they can get any more signs. Vice Chair Oey recommended adding that to the Bike Plan.

Chair Cordes would like to know how the City of Mountain View partnered with Google to get funding and if the City of Sunnyvale planning to reach out to Google as well. Chair Cordes also asked to have Way Finding Signs added to the Bike Master Plan. Mr. Garcia said staff will add it to the scope of work.

-Staff Comments

Mr. Garcia stated that DPW Transportation and Traffic will be sponsoring a Study Issue to initiate a Bike Sharing Pilot Program.

INFORMATION ONLY REPORTS/ITEMS

[17-1001](#) Collision Data

Chair Cordes stated he would still like to see the Collision Report presented on a quarterly basis instead of annually.

[17-1002](#) Active Items List - October 2017

[17-1003](#) BPAC 2017 Annual Work Plan

ADJOURNMENT

Chair Cordes adjourned the meeting at 8:28 p.m.



City of Sunnyvale

Agenda Item

17-1076

Agenda Date: 11/16/2017

BPAC 2018 Annual Work Plan

2018 Master Work Plan

BPAC Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January	<ul style="list-style-type: none"> • Vision Zero (Presentation)
February	<ul style="list-style-type: none"> • Discussion of Utility Bill Concepts
March	<ul style="list-style-type: none"> • Bernardo Avenue Undercrossing • Annual Slurry Seal List (Information item) • Approve Master Work Plan¹
April	<ul style="list-style-type: none"> • Caltrain Grade Separation • Bike to Work Day Planning
May	<ul style="list-style-type: none"> • Bicycle Master Plan • Review Recommended Budget²
June	<ul style="list-style-type: none"> • Board Member/Commissioner Recognition (Presentation) • Utility Bill Stuffer Update
July	<ul style="list-style-type: none"> • Election of Officers ³
August	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • Final month to propose Study Issues (Due to City Manager by October 1)⁴
October	<ul style="list-style-type: none"> • Climate Action Plan (CAP) 2.0 • Annual reporting on collisions involving pedestrians and cyclists (information item)
November	<ul style="list-style-type: none"> • Final month to rank Study Issues (if any)⁵
December	<ul style="list-style-type: none"> • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials⁶ • 2019 Work Plan

Additional items yet to be scheduled:

- Downtown Specific Plan Amendments
- Moffett Park Specific Plan Amendments
- Lawrence Station Area Plan Amendments
- El Camino Real Corridor Plan
- Mary Avenue Overcrossing

- Bernardo Undercrossing

Footnotes

1

Council Policy requires that all boards and commissions create an annual work plan, defined as a 12-month calendar of the policy issues the body will be acting on during the year. Since Council does not approve until February the issues it will ask each of the boards and commissions to study, these work plans can not be adopted by the boards and commissions until March.

2

May is the month for boards and commissions to perform an official review and to comment on the City Manager's recommended budget to Council—i.e., make recommendations to Council regarding priorities and service levels, fees, and/or capital projects. Given the budgetary process, the City Manager's recommended budget will typically not be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body---in other words, there will be a very short turnaround time for boards and commissions---in fact, often there is not enough time to perform a thorough review and get the results to Council without conducting a special meeting of the board/commission and subsequently sending the Chair or his/her designated representative to Council's public hearing to convey recommendations in person (waiting for the normal board/commission minutes to reach Council won't work). This underscores the importance of a board/commission being prepared to conduct its review—to understand its role, to know how to navigate the budget and be familiar with its contents---before the issue is brought before it in May.

3

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The selection of Chair and Vice Chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

4

Boards and Commissions may propose study and budget issues throughout the year. In order to be considered by Council for study in the following year, however, all study issues must be proposed by boards and commissions by no later than September. Any Study Issues proposed by a board/commission after September shall roll over to the next year's process (the only other recourse a b/c member has is to get Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

5

Boards and Commissions must rank their study issues by no later than November of each year so that staff can complete the work necessary to add these issues to the list Council will consider for ranking early in the next calendar year. Chairs of boards and commissions are encouraged to attend the Council's public hearing on study/budget issues to champion the issues ranked and prioritized by their body.

6

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually near the end of the calendar year prior to Council review, and by no later than December.



City of Sunnyvale

Agenda Item

17-1081

Agenda Date: 11/16/2017

2017 Code of Ethics and Conduct



City of Sunnyvale

2017 Code of Ethics and Conduct for Elected and Appointed Officials

"Conduct is three-fourths of our life and its largest concern."

-- Matthew Arnold

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For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

Policy Purpose

The Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A. ETHICS

The citizens and businesses of Sunnyvale are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Sunnyvale Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale City Council, boards and commissions.
2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of California and the City of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Sunnyvale City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.
4. Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

5. Conduct of Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. Communication. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

Councilmembers and board and commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Sunnyvale City government as outlined by the Sunnyvale City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of Sunnyvale. It reflects the work of a Council Policy and Protocol Subcommittee that was charged with defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The Subcommittee also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

1. Elected and Appointed Officials' Conduct with One Another

"In life, courtesy and self-possession, and in the arts, style, are the sensible impressions of the free mind, for both arise out of a deliberate shaping of all things and from never being swept away, whatever the emotion, into confusion or dullness."

-- William Butler Yeats

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Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

1(a). In Public Meetings

Use formal titles

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Vice Mayor, Chair, Commissioner or Councilmember followed by the individual's last name.

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception. During a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the

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board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

1(b). In Private Encounters

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if this E-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

In private, board and commission members may communicate at any time and on any subject with the City Council, and may express to Council individual viewpoints and opinions.

2. Elected and Appointed Officials' Conduct with City Staff

"Never let a problem become an excuse."

-- Robert Schuller

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Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Member questions/inquiries to City staff

1. General. Council and board/commission communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.
2. Routine Requests for Information and Inquiries. Members may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The city manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Members may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?").
4. Non-Routine Requests Requiring Special Effort. Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the city manager, or to the city attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along El Camino Real?"). The city manager (or city attorney as appropriate) shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers (if originating from a Councilmember), relevant board or commission members (if originating from a board or commission member), the city manager, the city attorney as appropriate and affected department directors.
5. Meeting Requests. Any member request for a meeting with staff must be directed to the city manager or city attorney, as appropriate.
6. Public Safety Restrictions. Under certain circumstances, requests for information regarding operations or personnel of the Department of Public Safety may be legally restricted. Applicable statutes include: The Peace Officers' Procedural Bill of Rights (California Government Code

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Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for peace officers in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of Department of Public Safety information and records.

Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Comments about staff in the office of the city attorney should be made directly to the city attorney. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

Do not get involved in administrative functions

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. [See Code of Ethics] The Sunnyvale City Charter, Section 807, also contains information about the prohibition of Council interference in administrative functions.

Check with City staff on correspondence before taking action

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized under the City's policies governing volunteers. (Council Policy 7.2.19, Boards and Commissions.)

Limit requests for staff support

Routine secretarial support will be provided to all Councilmembers. The Council Executive Assistant opens all mail for Councilmembers, unless a Councilmember requests other arrangements. Mail addressed to the Mayor is reviewed first by the city manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations – should be made to the city manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

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Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

3. Elected and Appointed Officials' Conduct with the Public

"If a man be gracious and courteous to strangers, it shows he is a citizen of the world, and that his heart is no island cut off from other lands, but a continent that joins to them."

-- Francis Bacon

3(a). In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with care and gentleness. While questions of clarification may be asked, the official's primary role during public testimony is to listen.

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

Be fair and equitable in allocating public hearing time to individual speakers.

"The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should not be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?"). Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed ten. If many speakers are anticipated, the chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the chair requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

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Give the appearance of active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment prior to the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are serving in a quasi-judicial capacity.

Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance

Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings

The city attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The chair, subject to the appeal of the full Council or board/commission makes final rulings on parliamentary procedure.

3(b). In Unofficial Settings

Make no promises on behalf of the Council, board/commission or City

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

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Remember that despite its impressive population figures, Sunnyvale is a small town at heart. Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

4. Council Conduct with Other Public Agencies

*"Always do right. This will gratify some people and astonish the rest."
-- Mark Twain*

Be clear about representing the City or personal interests

When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose.

When representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Correspondence also should be equally clear about representation

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the Council Executive Assistant to be filed in the Council Office as part of the permanent public record.

City letterhead should not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

5. Council Conduct with Boards and Commissions

*"We rarely find that people have good sense unless they agree with us."
--Francois, Duc de La Rochefoucauld*

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful to only express personal opinions

Councilmembers may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a board or commission meeting should be

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clearly made as individual opinion and not a representation of the feelings of the entire City Council.

Limit contact with board and commission members to questions of clarification

It is inappropriate for a Councilmember to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact board or commission members in order to clarify a position taken by the board or commission.

Remember that boards and commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

Keep political support away from public forums

Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

6. Conduct with the Media

"Keep them well fed and never let them know that all you've got is a chair and a whip."

-- Lion Tamer School

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Councilmembers are frequently contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

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The Mayor is the official spokesperson for the City on City positions.

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

*"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry;
for whatever a man's actions are, such must be his spirit."*

-- Demosthenes

Model of Excellence

City Councilmembers, Board and Commission Members, and Council appointees who do not sign the Model of Excellence (Appendix A) shall be ineligible for intergovernmental assignments or Council subcommittees.

Ethics Training for Local Officials

City Councilmembers, Board and Commission Members, and Council appointees who are out of compliance with State- or City-mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council sub-committees, and may be subject to sanctions.

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Councilmembers should refer to the city manager any City staff or to the city attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Councilmembers Behavior and Conduct

Compliance and Enforcement. The Sunnyvale Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Sunnyvale City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to

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intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Sunnyvale or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

Board and Commission Members Behavior and Conduct

Counseling, verbal reprimands and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the city clerk, the city attorney, the city manager, and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act.

The City Council may impose sanctions on board and commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the city attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager and/or the city attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the

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investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed public hearing. These actions include, but are not limited to: discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

Under the City Charter, the City Council also may remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered a basis for challenging the validity of a Council, board or commission decision.

D. PRINCIPLES OF PROPER CONDUCT

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals ... respect for the validity of different opinions ... respect for the democratic process ... respect for the community that we serve.

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E. CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

F. GLOSSARY OF TERMS

attitude	The manner in which one shows one's dispositions, opinions, and feelings
behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum	Suitable; proper; good taste in behavior
manners	A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow member considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard

G. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Sunnyvale Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to

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board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Sunnyvale Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

(Adopted: RTC 08-113 (4/8/08), Update: RTC 09-036 (2/3/09); Updated: RTC 09-047 (2/24/09); Approved with no changes: RTC 10-078 (3/23/10); Approved with no changes: RTC 11-058 (3/29/11); Approved with no changes: RTC 12-067 (3/20/2012); Updated: RTC 13-060 (3/19/13); Approved with no changes: RTC 14-0211 (3/18/14); RTC 15-0050 (3/24/15); RTC 16-0360 (4/5/16); RTC 17-0161 (3/28/17)

Lead Department: Office of the City Manager

APPENDIX A - Model of Excellence Member Statement

MODEL OF EXCELLENCE

Sunnyvale City Council, Boards and Commissions

MEMBER STATEMENT

As a member of the Sunnyvale City Council or of a Sunnyvale board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Sunnyvale;
- Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Sunnyvale Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

City Council Seat #____

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City of Sunnyvale

Agenda Item

17-1095

Agenda Date: 11/16/2017

Democratic Club Meeting on November 18, 2017



City of Sunnyvale

Agenda Item

17-1080

Agenda Date: 11/16/2017

DPW 19-01 - Develop Bicycle and Pedestrian Metrics (information only)

2018 COUNCIL STUDY ISSUE

NUMBER

..Title

DPW 19-01

TITLE Develop Bicycle and Pedestrian Metrics to Support Decision-making on City Projects and Studies

..

BACKGROUND

Lead:	Public Works
Support Departments:	Office of the City Manager Office of the City Attorney [add any other support departments; full names, no acronyms]
Sponsor(s):	Board/Commission: Bicycle and Pedestrian Advisory Commission
History:	1 year ago: N/A 2 years ago: N/A

SCOPE OF THE STUDY

What precipitated this study?

Transportation projects and studies are typically analyzed with automobile data such as Vehicle Miles Traveled (VMT), intersection turning movement counts, traffic speeds, and roadway average annual daily traffic. Based on the analysis of the automobile data, conclusions and recommendations are developed that affect all roadway users including bicyclists and pedestrians. Developing methods to analyze bicycle and pedestrian data in City projects and studies will help ensure all travel modes are considered.

What are the key elements of the study?

The study will include what types of bicycle and pedestrian data can be collected, the reliability of the data collection, how the data can be included in a traffic analysis, and the potential effect on the transportation network. The study also will include the expected costs for including bicycle and pedestrian data for transportation projects or studies. The study may lead to procedure and policy changes for projects and studies conducted in the City to require a quantitative analysis of bicycle and pedestrian data.

Estimated years to complete study: X years

FISCAL IMPACT

Cost to Conduct Study

Level of staff effort required (opportunity cost)	[Select One Major/ /Minor] Moderate [default] Minor [known to be low effort] Major [huge undertaking evident]
Funding Required for Non-Budgeted Costs	\$ [Enter \$0 if none]
Funding Source	[select one] Will seek budget supplement Will seek grant funding

[Briefly explain any cost of study, such as consultants or outreach costs, and any Minor or Major level of effort. Note – the workload and service level responsibilities will be considered by the City Manager when advising Council of staff's capacity for completing ranked issues.]

Cost to Implement Study Results

[Select one of these three (No Cost/Unknown/Some Cost)]

Minimal or no cost expected to implement.

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

Known costs to implement. [Insert brief explanation of known costs of implementing study results (capital and/or operating).]

EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION

Council-Approved Work Plan: [Insert Yes/No]

Council Study Session: [Insert Yes/No]

Reviewed by Boards/Commissions: [identify the B/Cs, full name, no acronyms]

STAFF RECOMMENDATION

Position: Select one of these 4 options (Support/ Defer/Drop/ None)]

Support. This policy issue merits discussion at the 2018 Study Issues Workshop.

Defer. This policy issue merits discussion at a future Study Issues Workshop.

Drop. This policy issue does not merit discussion at a Study Issues Workshop.

None. Staff make no recommendation.

[Briefly explain the staff recommendation. Include information about relevant policies or work efforts. If quoting more than 1 paragraph of policy, include as an attachment to Study Issue paper. Include recommendation to merge with other Study Issues (may be for Support or Defer recommendations). Defer may be due to in progress or planned work efforts and/or policies at the local, state or federal level. Drop may be due to existing policy or planned policy updates, or previously studied issues.]

Prepared By: [Name], [Title]

Reviewed By: [Name], Director, [Department]

[If additional departments support this paper, include those who need to review below and add to Legistar ATS sequence.]

Reviewed By: Teri Silva, Interim Assistant City Manager

Approved By: Kent Steffens, Interim City Manager

ATTACHMENTS

Add attachments or delete section header.



City of Sunnyvale

Agenda Item

17-1097

Agenda Date: 11/16/2017

Adopt Bicycle Parking Standards



City of Sunnyvale

Agenda Item

17-1074

Agenda Date: 11/16/2017

Active Items List - November 2017

Bicycle and Pedestrian Advisory Commission

Active Items List

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
1	Fair Oaks Bicycle Project	Nguyen	TBD	100% construction plans are under review.	11/16/2017
2	Maude Avenue Bike Lanes	Racca-Johnson	TBD	The Bid Documents for Maude Avenue Bikeway and Streetscape Project is nearly complete. 100% plans were submitted and commented on. We submitted the request for federal funds to be released and we should hear from State by end of December. We will then advertise for construction bids late January or early February of 2018, pending their authorization to release the funds.	11/16/2017
3	Stevens Creek Trail	Steffens, Lo	TBD	The next step for the Stevens Creek Trail Project is development of Segment 1 (Dale / Heatherstone Bridge to Fremont Avenue). The City of Mountain View is leading development of this segment and they plan to assemble a multi-city staff group to gauge interest and commitment from the affected Cities. As discussed with Council as part of the budget process, no work will occur on Segment 2 (Fremont Avenue to Homestead Road) until the City has more clarity on the location of connection points for Segment 1. For Segment 3 (Homestead Road / SR 85 Bridge), the City of Sunnyvale will need to collaborate with the cities of Cupertino and Los Altos to seek out grant funding. Recent passage of Measure B appears to be a good potential funding source and staff is following this and other transportation grant sources as potential opportunities.	10/19/2017
4	Vision Zero Plan	Garcia	N/A	Vision Zero consultant (Fehr and Peers) presented initial findings at BPAC and community meeting, web-site and online survey are operational and stakeholder meeting is scheduled.	10/19/2017
5	Road Overlay, Slurry, Reconstruction & Chip Schedule	T. Pineda	Annual	Transmitted at Mar. 2017 BPAC meeting.	10/19/2017
6	Old Mountain View-Alviso Road	Ng, Javed	Construction 2017	The Bridge is currently under construction. The entire project will be completed by the end of the year.	10/19/2017
7	Safe Routes to Schools Projects	Price	Design, March 2017	Project under construction, anticipated completion in 2018.	10/19/2017
8	East-West Channel Trail	Abbas	Annual	Feasibility study/concept plan for the West Channel Trail corridor capital project approved by Council. East and West Channel trail concepts provided to SCVWD for inclusion in flood control project. City can't begin on trail projects until SCVWD is done with the flood control project. The anticipated completion date of the project is 2020.	9/21/2017
9	Bernardo Caltrain Undercrossing	R. Lo	TBD	The Bernardo Ped/Bike Undercrossing was listed in VTP 2040, the 2008 Countywide Bicycle Plan (as Tier 1 project), the City of Sunnyvale's Traffic Impact Fee, and VTA's Measure B preliminary bicycle-pedestrian project list. The estimated cost in the TIF and Measure B was approximately \$10 million, which reflects an undercrossing under the railroad and at grade crossing across Central Expressway. In 2016, an OBAG grant in the amount of \$500,000 was awarded for preliminary concept design. In 2017, the City awarded a contract for environmental review and preliminary concept design to WMH. The project team is now working with the City of Sunnyvale, Caltrain/JPB, County Roads & Airports, and the City of Mountain View to understand existing conditions, and define potential opportunities and constraints.	9/21/2017
10	Establishment of Bike Lanes on Mary Avenue (Evelyn to Maude)	Nguyen	Construction 2017	Construction anticipated to begin in 2017.	2/16/2017
11	Priority Development Area Grants	Abbas, Uribe, Mobeck, Zulueta	2017	Mathilda Avenue Plan Line is completed. Precise Plan for El Camino Real is on-going.	2/16/2017
12	Utility Bill Insert	Garcia	Annual	BPAC to see proof during June 2017 meeting, Scheduled to go out in July/Aug.	1/19/2017
13	Bike to Work Day	Garcia	Annual	Bike to Work Day was May 11, 2017.	1/19/2017



City of Sunnyvale

Agenda Item

17-1075

Agenda Date: 11/16/2017

BPAC 2017 Annual Work Plan

2017 Master Work Plan

BPAC Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January	<ul style="list-style-type: none"> • Bicycle Plan Update (General Business) • Active Items List (General Business)
February	<ul style="list-style-type: none"> • Discussion of Utility Bill Concepts • Discussion of TDA Funding Recommendation
March	<ul style="list-style-type: none"> • Brown Act Training Discussion • Approve Master Work Plan¹ • TDA Funding Recommendation • Utility Bill Concepts • Annual Slurry Seal List (Information item) • Council Ranking of Study Issues (Information item)
April	<ul style="list-style-type: none"> • Fair Oaks Bike Lane • Election of Officers ³ • TDA Funding Recommendation • Bike to Work Day Planning
May	<ul style="list-style-type: none"> • Discussion with DPS regarding quarterly report on collisions involving pedestrians and cyclists • Review Recommended Budget²
June	<ul style="list-style-type: none"> • Board Member/Commissioner Recognition (Presentation) • El Camino Specific Plan Nomination • Utility Bill Stuffer Update • State of the City
July	<ul style="list-style-type: none"> • Mary Avenue Overcrossing Update • Traffic Impact Fee • Election of Officers ³
August	<ul style="list-style-type: none"> • Nomination of a Representative to the Climate Action Plan (CAP 2.0) Advisory Committee (CAC) • Caltrain Grade Separation (Presentation)
September	<ul style="list-style-type: none"> • Vision Zero (Presentation) • Final month to propose Study Issues (Due to City Manager by October 1)⁴
October	<ul style="list-style-type: none"> • Civic Center Master Plan Concepts (Study Session) • Annual reporting on collisions involving pedestrians and cyclists (information item)

November	<ul style="list-style-type: none">• 2018 Work Plan
December	<ul style="list-style-type: none">• Final month to rank Study Issues (if any)⁵• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials⁶

Additional items yet to be scheduled:

Footnotes

1

Council Policy requires that all boards and commissions create an annual work plan, defined as a 12-month calendar of the policy issues the body will be acting on during the year. Since Council does not approve until February the issues it will ask each of the boards and commissions to study, these work plans can not be adopted by the boards and commissions until March.

2

May is the month for boards and commissions to perform an official review and to comment on the City Manager's recommended budget to Council—i.e., make recommendations to Council regarding priorities and service levels, fees, and/or capital projects. Given the process, the City Manager's recommended budget will typically not be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body---in other words, there will be a very short turnaround time for boards and commissions---in fact, often there is not enough time to perform a thorough review and get the results to Council without conducting a special meeting of the board/commission and subsequently sending the Chair or his/her designated representative to Council's public hearing to convey recommendations in person (waiting for the normal board/commission minutes to reach Council won't work). This underscores the importance of a board/commission being prepared to conduct its review—to understand its role, to know how to navigate the budget and be familiar with its contents---before the issue is brought before it in May.

3

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The Board of Building Code Appeals must meet in July to select a Chair and Vice Chair if no meetings are scheduled in the future. The selection of Chair and Vice Chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

4

Boards and Commissions may propose study and budget issues throughout the year. In order to be considered by Council for study in the following year, however, all study issues must be proposed by boards and commissions by no later than September. Any Study Issues proposed by a board/commission after September shall roll over to the next year's process (the only other recourse a b/c member has is to get Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

5

Boards and Commissions must rank their study issues by no later than December so that staff can complete the work necessary to add these issues to the list Council will consider for ranking early in the next calendar year. Chairs of boards and commissions are encouraged to attend the Council's public hearing on study/budget issues to champion the issues ranked and prioritized by their body.

6

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually near the end of the calendar year prior to Council review, and by no later than December.



City of Sunnyvale

Agenda Item

17-1077

Agenda Date: 11/16/2017

Outside Agency BPAC Schedules



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Bicycle & Pedestrian Advisory Committee

[Contact Me](#)



Contact Me

**Office of the Board
Secretary**

(408) 321-5680

board.secretary@vta.org

Type here...

Email or Phone (Optional)

Bicycle and Pedestrian Advisory Committee (BPAC)

Consists of 16 members representing each of the 15 cities and the County. The BPAC advises the Board on funding and planning issues for bicycle and pedestrian projects. It also serves as the countywide bicycle advisory committee for Santa Clara County.

The Committee generally meets on the second Wednesday of the month, at VTA River Oaks Campus, 3331 North First Street, Conference Room B-106, at 6:30 p.m., or as otherwise posted.

Please address all correspondence c/o:

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 North First Street, Building B-1st Floor
San Jose, CA 95134-1927
Fax: (408) 955-0891 - Telephone: (408) 321-5680
E-Mail: board.secretary@vta.org

[BPAC Bylaws](#)

Meetings & Agendas		Members		Archives	
Title	Date	Downloads		Notes	
BPAC Regular Meeting	1/11/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	2/8/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	3/8/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	4/12/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	5/10/17 6:30 PM	Agenda	Minutes		
BPAC Workshop Meeting - CANCELLED	6/7/17 6:30 PM	Agenda		Meeting has been cancelled	
BPAC Workshop Meeting	7/12/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	8/9/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting	9/13/17 6:30 PM	Agenda	Minutes		
BPAC Regular Meeting CANCELLED	10/11/17 6:30 PM	Agenda		Meeting has been cancelled	
BPAC Regular Meeting	11/8/17 6:30 PM	Agenda			
BPAC Workshop Meeting	12/13/17 6:30 PM				

Select Language ▼

VTA is committed to operating its programs and services in accordance with federal, state and local civil rights laws and regulations. The following VTA programs are designed to ensure compliance:

- American's with Disabilities Act (ADA)
- Resonable Modifications
- Title VI
- Public Participation Plan
- Limited English Proficiency Plan

Individuals or organizations interested in receiving information about upcoming public meetings or events can sign-up on our outreach list.

Downtown Customer Service Center:

55-A West Santa Clara Street
San Jose, CA 95113 Map
Weekdays: 9 a.m. - 6 p.m.
Closed weekends and most holidays

River Oaks Administrative Offices:

3331 North First Street
San Jose, CA 95134 Map
Weekdays: 8 a.m. - 4:30 p.m.
Closed weekends and most holidays

Customer Service Call Center:

(408) 321-2300

Automated information available
24 hours in English and Spanish
(800) 894-9908 outside Santa
Clara County
(408) 321-2330 TTY
customer.service@vta.org



CUPERTINO

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights you may have on the information provided to the City.

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Body Name: Bicycle Pedestrian Commission
Type: Commission
Meeting location: 10300 Torre Avenue, City Hall Conference Room C

[Calendar \(14\)](#) [People \(0\)](#) [Sponsored Legislation \(0\)](#)

[List View](#) [Calendar View](#)

14 records	Group	Export	Date: 2017					
Date	Time	Location	Meeting Details	Agenda	Minutes	Video	Audio	
12/20/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Not available	Not available	Not available	Not available	
11/15/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Not available	Not available	Not available	Not available	
10/18/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Not available	Not available	Not available	
9/27/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C <i>Special Meeting</i>	Meeting details	Agenda	Not available	Not available	Not available	
9/20/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C <i>Cancelled</i>	Meeting details	Cancellation Notice	Not available	Not available	Not available	
8/16/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
7/19/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
6/21/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
5/17/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
4/19/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
3/15/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
2/15/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C	Meeting details	Agenda	Minutes	Not available	Not available	
1/26/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C <i>Special Meeting - Cancelled</i>	Meeting details	Cancellation Notice	Not available	Not available	Not available	
1/18/2017	7:00 PM	10300 Torre Avenue, City Hall Conference Room C <i>Cancelled</i>	Meeting details	Cancellation Notice	Not available	Not available	Not available	



Los Altos Community

Meetings

All City of Los Altos Commission and Committee agendas, reports and minutes are available below with the exception of the Planning and Transportation Commission and the City Council. For agendas, reports and minutes for the Los Altos City Council or the Planning and Transportation Commission, please click [here](#)

Commissions and Committees

Bicycle and Pedestrian Advisory Commission

From

08/06/2017

Format: yyyy-mm-dd

To

06/06/2018

Department

- Any -

Apply

Date	Meeting	Agendas	Minutes	Reports/Other	Reports/Other
12/27/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission				View Details
11/22/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission				View Details
		Agenda			
		Agenda			
		Agenda			
10/25/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission	Agenda			View Details
		Agenda			
		Agenda			
		Agenda			
		Agenda			
		Agenda			
				Attachment	
				Attachment	
				Attachment	
09/27/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission	Agenda		Attachment	View Details
				Attachment	
				Attachment	
				Attachment	
				Attachment	
				Attachment	
				Attachment	
09/06/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission	Agenda		Attachment	View Details
				Attachment	
				Attachment	
				Attachment	
08/23/2017 - 7:00pm	Bicycle and Pedestrian Advisory Commission - Cancelled				View Details





BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (B/PAC)

The City of Mountain View Bicycle/Pedestrian Advisory Committee (B/PAC) was established to address a variety of issues associated with promoting a safe and positive environment for bicyclists and pedestrians in Mountain View including transportation, safety and access. The Committee consists of five members.

The general functions of the Bicycle/Pedestrian Advisory Committee include:



- Promote the development and maintenance of the City's bikeway and pedestrian facilities
- Promote walking and bicycling as alternative means of transportation
- Ensure sensitivity to bicycle and pedestrian issues in the design and implementation of public works projects impacting cyclists and pedestrians
- Propose, review and prioritize bicycle and pedestrian projects for annual Transportation Development Act funding

Meetings

The Bicycle/Pedestrian Advisory Committee meets the last Wednesday of every month, except for the months of May, July and December (unless otherwise posted) at 6:30 p.m. in the:

Plaza Conference Room

City Hall, 2nd Floor

500 Castro St.

Mountain View, CA 94041

Agendas

View [recent meeting agendas and minutes](#).

View [archived meeting agendas and minutes](#).

Members and Roster

The Committee consists of:

- Valerie Fenwick
- Marc Roddin
- Kalyanaraman Shankari
- Theron Tock
- Greg Unangst

View the [Advisory Body Roster](#) for additional information.

View the [B/PAC Bylaws](#).

Bicycle/Pedestrian Advisory Committee Workplan

Current Bicycle/Pedestrian Advisory Committee projects are noted in this [workplan](#).


Additional Information

The Public Works Department supports the Bicycle/Pedestrian Advisory Committee. For additional information or to request Agendas via email, please contact the Public Works Department at (650) 903-6311 or email bpac@mountainview.gov.

To learn more, visit [Walking and Bicycling in Mountain View](#).

**CITY OF
MOUNTAIN VIEW**
500 Castro St. Mountain View, CA 94041
(650) 903-6300

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and diverse community in a financially responsible manner"*

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October 25, 2017

Bicycle/Pedestrian Advisory Committee Calendar/Tentative Agenda List

	July - off
8/30/2017	Cancelled.
9/27/2017	MVCC Article VI Chapter 19
10/25/2017	Latham Bike Blvd.
11/29/2017	Brown Act presentation, TDA input, Bike Share
	December - off
1/31/2018	Chair/Vice Chair election, MVCC Article VI Chapter 19, VERBS review
2/28/2018	Pedestrian Master Plan annual review
3/28/2018	
4/25/2018	CIP input
	May - off
6/27/2018	FY 2018-19 Work Plan

Regular standing items -

- Minutes
- VTA BPAC Update
- Work Plan Update

Items to be scheduled -

- Bernardo Avenue Undercrossing
- Bike/Ped Education Program (VERBS transition)
- CIP and Gateway Development projects as needed
- East Whisman Precise Plan
- Joint Mountain View-Sunnyvale BPAC
- Peninsula Bikeway
- Vision Zero Process & Work Plan

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Bicycle and Pedestrian Advisory Committee

The **Bicycle and Pedestrian Advisory Committee** (BPAC) is an advisory body to the City Council on matters relative to modifying or expanding the City's recreational and commuter bikeway system. Its goal is to encourage recreational and commuter bicycling by promoting safe, convenient, well-designed facilities and by evaluating local bicycle-related projects.

Meeting information

BPAC meetings are held on the third Wednesday in January, March, June, August and October at 4:00pm at City Hall and are open to the public. Agendas are posted [online](#), at the City Clerk's office or available through Traffic Engineering at (408) 615-3000.

Committee Members

Chair: [Council Member Teresa O'Neill](#)

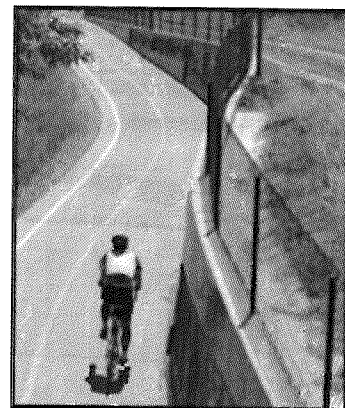
Alternate: [Council Member Kathy Watanabe](#)

City Staff:

- Dennis Ng, Traffic Engineer

Resources

- [2013 City of Santa Clara Bicycle Map](#) (PDF)
- [Bicycle Plan Update 2009](#) (PDF)
- [Bicycle Resource Guide](#) (511.org)
- [Santa Clara County Bikeways Map](#)
- [San Tomas Aquino/Saratoga Creek Trail](#) (PDF)
- [San Tomas Aquino Creek Trail Webcam](#)



Bicyclist on Creek Trail

[Today](#) | [Next 7 days](#) | [Next 30 days](#) | [All Upcoming](#) | [All Past](#) | [All](#)

EVENT	DATE/TIME	AGENDA
<u>Bicycle and Pedestrian Advisory Committee Meeting (BPAC)</u>	01/17/2018 4:00 PM - 6:00 PM	Not Included
<u>Bicycle and Pedestrian Advisory Committee Meeting (BPAC)</u>	03/21/2018 4:00 PM - 6:00 PM	Not Included
<u>Bicycle and Pedestrian Advisory Committee Meeting (BPAC)</u>	06/20/2018 4:00 PM - 6:00 PM	Not Included
<u>Bicycle and Pedestrian Advisory Committee Meeting (BPAC)</u>	08/15/2018 4:00 PM - 6:00 PM	Not Included
<u>Bicycle and Pedestrian Advisory Committee Meeting (BPAC)</u>	10/17/2018 4:00 PM - 6:00 PM	Not Included