NOTICE AND AGENDA

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
May 16, 2013
6:30 P.M./West Conference Room

CALL TO ORDER

ROLL CALL

SCHEDULED PRESENTATIONS

None.

PUBLIC ANNOUNCEMENTS
(Speakers are limited to 3 minutes for announcements of related board/commission events, programs, resignations, recognitions, acknowledgments)

CONSENT CALENDAR

1.A) Approval of the Draft Minutes of April 18, 2013 Meeting
1.B) Updated 2013 BPAC Calendar

PUBLIC COMMENTS
This category is limited to 15 minutes, with a maximum of three minutes per speaker. If you wish to address the board or commission, please complete a speaker card and give it to the Recording Secretary or you may orally make a request to speak. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by board or commission members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by the board or commission.

PUBLIC HEARINGS/GENERAL BUSINESS

1. ACTION: Review of the Proposed Two Year Budget
2. DISCUSSION: Policies and Procedures Regarding Commissioner Information Requests to City Staff

NON-AGENDA ITEMS AND COMMENTS

- COMMISSIONERS ORAL COMMENTS
- STAFF ORAL COMMENTS

INFORMATION ONLY ITEMS

1. Bike to Work Day Report Out
2. Presentation to San Luis Obispo Council of Governments Regarding Chip Seal Surfacing and Bicycles
3. BPAC E-mail messages and/or letters since circulation of the agenda packet of the April 18, 2013 meeting.
4. BPAC Active Items List.

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of the Bicycle and Pedestrian Advisory Commission regarding any open session item on this agenda will be made available for public inspection in the Department of Public Works located at 456 West Olive Avenue, Sunnyvale, CA. during normal business hours and in the West Conference Room of City Hall on the evening of the Bicycle and Pedestrian Advisory Commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Jack Witthaus at (408) 730-7415. Agendas and associated reports are also available on the City's web site at http://www.ci.sunnyvale.ca.us 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 Jack Witthaus 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. (29 CFR 35.106 ADA Title II)

GUIDELINES FOR ADDRESSING THE BOARD OR COMMISSION

Public Announcements – Beginning of Meeting

- 3 minutes or less per speaker.
- Speakers are requested to give their name (address is optional).
- Recognition of a special achievement.
- Announcement of public event with definite time and date.
- Public events that are of board/commission interest that occur in the City annually. (Only announce one time for the year).

Public Hearings – Order of Hearing as Follows:

- Opening remarks by the applicant (if applicable).
- Speakers are requested to give their name (address is optional).
- Anyone interested in addressing the Council (may only speak one time).
- Closing remarks by the applicant (if applicable).
- Time limit of 3 minutes per person (to be extended at discretion of Chair). Please make comments brief and be prepared to provide new input.

Public Comments

- Any item relevant to the Board and/or Commission
- Speakers are requested to give their name (address is optional).
- Speakers are to turn in a Speaker Card to the Recording Secretary.
- Items not on the agenda.
- Items that do not fall within the scope of the Public Announcement section.
- Time limit of 3 minutes, 15 minutes total for this category (to be extended or continued to end of Board/Commission business, at the discretion of the Chair). Limit to one appearance during this section.

Planning to present materials to the board/commission?

If you wish to provide the board/commission with copies of your presentation materials, please provide sufficient copies for each member, the recording secretary, and other staff present.

Staff Reports

Public Hearing/General Business 1

Review of the Proposed Two Year Budget

Attached (Attachment A) are selected sections of the proposed two year budget for fiscal years 2013/14 and 2014/15. The BPAC is requested to review and comment on the budget.

Information presented in includes sections of the Division of Transportation and Traffic, the Police Field Services Division, and Traffic Striping and Signing, Roadway Maintenance operating budgets. The Transportation and Traffic Capital Budget and select bicycle and pedestrian project detail sheets are also included.

By way of summary the Transportation and Traffic operating budget, which includes tasks related to bikeway planning, work order generation, special investigations, loop detection repair, and BPAC support, are generally remaining constant.

The capital budget contains approximately 15 bicycle and pedestrian related projects, thirteen of which will be active in the coming year. The Bicycle Map Revision, is a long term recurring project.

Staff recommends that the BPAC review the provided materials and provide comments to the City Council.

Public Hearing/General Business 2

Policies and Procedures Regarding Commissioner Information Requests to City Staff

This item was requested by Chair Manitakos.

Staff has attached the City Council's Boards and Commissions policy as a reference for this discussion (Attachment B). Staff's general operating procedure has been to include any item requested by a Commission Member on an agenda if the item is not already on an agenda. Council policy indicates that if there is a need for clarity on what City policy may be for how the BPAC should handle information requests of staff, then individual members should consult with the Commission chair, the Mayor, or another Council Member (Page 19, Boards and Commissions policy).

Information Item 1

Bike to Work Day Report Out

Participation at the City's two Bike to Work Day energizer stations was robust. There were 420 cyclists counted at the Plaza del Sol station compared to 383 last year and 162 at the Wolfe/El Camino station. BPAC members Cathy Switzer, Kyle Welch, and Chair James Manitakos provided volunteer support to Transportation and Traffic staff and the Silicon Valley Bicycle Coalition stationed a volunteer at Plaza del Sol. Coffee delivery this year was flawless. BPAC members that participated are encouraged to report out their experiences.

Information Item 2

Presentation to San Luis Obispo Council of Governments Regarding Chip Seal Surfacing and Bicycles

Attached (Attachment C), per the request of Chair Manitakos.

Information Item 3

BPAC E-mail Messages and/or Letters

No correspondence to transmit. There has been a problem with security clearances with the BPAC emails. This should be resolved by the next meeting.

Information Item 4

BPAC Active Items List Update

The Commission's active items list is attached for reference. (Attachment D).