



Palo Alto Pedestrian and
Bicycle Advisory Committee

REVISED

Tuesday, September 1, 2020 at 6:15 P.M.

Join Meeting Via Zoom

Join Online: <https://zoom.us/j/91569697977>; Dial-in: 669-900-6833

Meeting ID: 915 6969 7977

1. CALL TO ORDER 6:15 PM
2. AGENDA CHANGES 6:16 PM
3. APPROVAL OF ACTION MINUTES 6:18 PM
4. PUBLIC COMMENTS AND ANNOUNCEMENTS 6:20 PM
5. STAFF UPDATES
 - a. Safe Routes to School 6:23 PM
 - b. Adobe Bridge Minor Adjustment 6:28 PM
 - c. Quarry Rd./Welch Rd. Bicycle Access 6:45 PM
 - d. [Castilleja Project Status](#) 6:55 PM
 - e. High-Level City Safety Statistics 7:05 PM
 - f. XCAP August 27th [Virtual Town Hall](#) Q&A Summary 7:10 PM
6. DISCUSSION ITEMS
 - a. Future PABAC Meetings and [the Brown Act](#) 7:20 PM
Note: Office of the City Attorney Memo Attached
7. STANDING ITEMS
 - a. VTA BPAC Update 7:40 PM
8. ADJOURNMENT 7:50 PM



Palo Alto Pedestrian and
Bicycle Advisory Committee

Tuesday, August 4, 2020

6:15 P.M.

VIRTUAL MEETING

Palo Alto, CA

Members Present: Ken Joye (Chair), Arnout Boelens, Nicole Zoeller Boelens, Bill Courington, Cedric de la Beaujardiere, Kathy Durham, Penny Ellson, Paul Goldstein, Robert Neff, Rob Robinson, Steve Rock, Richard Swent, Alan Wachtel, Bill Zaumen

Members Absent: Bruce Arthur, Art Liberman (Vice Chair), Owen Longstreth, Eric Nordman, Jane Rothstein

Staff Present: Sylvia Star-Lack, Joanna Chan

Guest: Matt Bryant, Tom Shannon

1. CALL TO ORDER at 6:15 p.m.

2. AGENDA CHANGES

None

3. APPROVAL OF ACTION MINUTES

MOTION

Motion by Mr. Rock, seconded by Mr. Swent, to approve the minutes of the June 2, 2020 meeting, as presented. Motion passed 7-0 with 2 abstaining.

4. PUBLIC COMMENTS AND ANNOUNCEMENTS

Chair Joye announced Silicon Valley Bike Coalition will host the annual Bike Summit this week, including a virtual infrastructure ride with Rosie Mesterhazy, Sylvia Star-Lack, and him.

Tom Shannon asked the Committee to look at the future traffic situation at Bryant and Embarcadero in light of Castilleja's expansion plans and suggested a study of closing the Bryant/Embarcadero intersection to cars so that only bikes, pedestrians and emergency vehicles could cross Embarcadero.

- 1 **5. STAFF UPDATES:**
- 2 **a. Current Projects and Programs**
- 3 **i. Adobe Bridge**
- 4 **ii. Newell Bridge**
- 5 **iii. Charleston/Arastradero Phase 3**
- 6 **iv. Shared Streets**
- 7 **v. Summer Streets**

8 Joanna Chan reported the excavation for the structure and preparation of the foundation for the
9 Adobe Bridge is underway. Staff expects the project to be complete by the summer of 2021.
10 City Council certified the EIR for the Newell Bridge project on June 1, and the next step is
11 acquiring permits. In the best-case scenario, work on the project could begin at the end of 2021.
12 City Council approved a maintenance agreement for the Charleston/Arastradero Phase 3 project
13 on June 22. Staff will prepare and submit an encroachment permit application once the City
14 Attorney’s Office and City Manager’s Office have signed the agreement. Hopefully, Caltrans
15 will approve the City's permit application and the consultant will complete the design around the
16 same time.

17 In response to Mr. Neff's question regarding the Newell Bridge project, Sylvia Star-Lack
18 clarified that changing the shoulder to a sidewalk will not affect the bridge design.

19 Mr. Rock noted some motorists avoid concrete medians by driving in the bicycle lane. This is
20 not a safe situation but is encouraged by the geometry of the roadway. The travel lane should be
21 slightly wider so that motorists can travel between the median and the bike lane. Mr. Swent
22 indicated he has noticed the same thing, especially with commuter buses. Ms. Ellson related that
23 cars drifted into the bike lane before the medians were installed.

24 In reply to Ms. Ellson's questions about the El Camino intersection, Ms. Chan reported an
25 encroachment permit application has not been submitted, and a date to begin work has not been
26 determined.

27 Chair Joye requested staff to notify PABAC of the encroachment permit application submission.

28 Ms. Chan shared results of the online survey about Shared Streets. Ms. Star-Lack explained that
29 the survey was shared with the community through City messaging and remains open.

30 PABAC members noted the inability to draw conclusions from the results and potential flaws in
31 the survey design.

32 In answer to inquiries, Ms. Chan indicated comments from the survey have included suggestions
33 for additional roadways, but there was not a survey question on the topic. Ms. Star-Lack
34 reported the survey is not providing data that will support including additional streets in the
35 program. Most comments favored including the entire lengths of Bryant and Park or streets near
36 the respondent's home. The survey language could be revised to include the word “bicycling”.
37 Traffic counts have not been conducted but will be conducted soon.

38 Ms. Durham shared a photo of a barrier on Park and noted the community's lack of awareness of
39 the Shared Streets program. Ms. Star-Lack commented that traffic engineers would not allow

1 barriers to be placed in the roadway, except at the intersection of Bryant and Embarcadero,
2 because of many safety concerns.

3 Mr. Rock related that a barrier has appeared in the middle of the lane on Ross Road near Louis.
4 Mr. Goldstein advised that a barrier on Bryant near Forest or Hamilton has been moved
5 frequently. Chair Joye felt the success of Palo Alto's program may be different from the success
6 of other cities' programs because barricades were used differently in Palo Alto. Mr. Bryant
7 suggested including streets with higher traffic volumes and greater population densities. Bill
8 noted outdoor facilities have opened since the program began, and the Shared Streets program
9 may no longer be relevant.

10 Ms. Chan shared peak activity counts for the Summer Streets program, which is the closure of
11 University and California Avenues. Ms. Star-Lack clarified that the counts reflect the number
12 of people present in a 15-minute period.

13 Mr. de la Beaujardiere suggested an activity count during weekend brunch hours on California
14 Avenue.

15 In response to questions, Ms. Star-Lack reported staff communicates constantly with businesses
16 and develops new permits as the provisions of the public health order change. Demand for
17 bicycle racks has not increased, but people are leaving their bikes everywhere on closed streets.
18 Ms. Star-Lack referred PABAC members to the staff report for the Council's August 10 meeting
19 for detailed information about the Summer Streets program. Businesses obtain parklet permits to
20 utilize outdoor space, and those permits expire at the end of the calendar year.

21 **b. FY21 Transportation Work Plan**

22 Ms. Chan presented the draft Transportation Work Plan for fiscal year 2020-2021.

23 **c. Transportation Development Act Article 3 Funds and Bicycle/Pedestrian**
24 **Plan Update**

25 **i. Brown Act Overview**

26 Ms. Chan reported Transportation Development Act Article 3 (TDA 3) funds support bicycle and
27 pedestrian projects. PABAC acts as the City's Bicycle/Pedestrian Advisory Committee, which
28 TDA 3 requires. The City last used TDA 3 funding for bike boulevard projects in FY 2016-
29 2017. TDA 3 funds have been banked since FY 2017-2018 and must be programmed in FY
30 2021-2022. Staff plans to utilize TDA 3 funds to update the Bicycle and Pedestrian
31 Transportation Plan (Bike/Ped Plan). In the fall, the Bike/Ped Plan will be an item to vote and
32 motion by PABAC for use of TDA 3 funding. If approved, staff will draft a framework and
33 present it to PABAC in the winter of 2021 and to the Council in the spring of 2021. Staff hopes
34 to issue a Request for Proposals (RFP) in the fall of 2021. She reviewed Brown Act
35 requirements for meetings, communications, notices, and votes.

36 In reply to questions, Ms. Chan indicated emails regarding the Bike/Ped Plan cannot involve a
37 majority of PABAC members. Technically, all PABAC members have been appointed to the
38 Bicycle/Pedestrian Advisory Committee.

1 Mr. Goldstein understood the need to comply with the Brown Act when designating TDA 3
2 funding; remarked that complying with the Brown Act when dealing with consultants and the
3 Bike/Ped Plan prior to reviewing a draft update seems extremely burdensome; and requested
4 City Attorney clarification of the issue. Mr. de la Beaujardiere agreed that compliance with the
5 Brown Act applies to the allocation of TDA 3 funding. Ms. Chan will consult and request
6 clarification from the City Attorney.

7 Bill questioned the value of the Bike/Ped Plan in comparison to grant funding, for which the
8 Bike/Ped Plan is a requirement. Ms. Star-Lack advised that the Bike/Ped Plan has been helpful,
9 and many of the projects contained in the existing Bike/Ped Plan have been accomplished.

10 **d. XCAP Status**
11 **i. Staff Overview**

12 Ripon Bhatia reviewed the alternatives under consideration and information presented to XCAP
13 since June 1. The updated layouts, renderings, fact sheets, and matrix presented to XCAP on
14 July 29 provide a great deal of information and incorporate changes. XCAP will begin its
15 deliberations on a preferred alternative on August 12, present an update to the Council in
16 September, and submit its final report in October or November. The Office of Transportation
17 will host a virtual Town Hall meeting beginning in mid-August, update the Council in September
18 or October, and provide a final report in December. Mr. Bhatia demonstrated a sample virtual
19 Town Hall.

20 In reply to inquiries, Mr. Bhatia advised that staff will address data and public comments
21 obtained through the virtual Town Hall while XCAP prepares its final report, which will include
22 public comments provided to XCAP. Staff is coordinating grade crossing plans with Caltrain.
23 Grade crossing alternatives may or may not work with components of Caltrain's electrification
24 project, and future projects have to accommodate and plan for improvements that have been
25 approved or planned. The virtual Town Hall will be available from mid-August to Labor Day
26 and will be self-guided with instructions for accessing features and information. The cost of a
27 virtual Town Hall is comparable to the cost of a traditional meeting, but a virtual meeting's
28 availability 24/7, compliance with public health orders, and elimination of consultant attendance
29 will benefit the City. A consultant is preparing the Town Hall. The layouts and renderings of
30 grade crossing alternatives will hopefully be updated again and shared with the public by August
31 12. The environmental review will include analyses of vehicle miles traveled (VMT). Staff is
32 exploring ways to increase interaction with the public during a Town Hall and to share
33 participants' questions and comments during the Town Hall.

34 Mr. Rock commented that Caltrain should not improve its corridor until the City has planned its
35 grade crossings. Mr. Neff indicated Caltrain's cost to modify electrification infrastructure will be
36 minimal compared to the cost of the electrification project and the cost of grade separations.

37 Ms. Ellson noted school will begin about the same time as the virtual Town Hall is available.
38 Carefully worded outreach to PTAs will be needed to gain the attention of students and their
39 parents. She suggested staff invite PAUSD management staff and the Board of Education to the
40 Town Hall.

1 **6. DISCUSSION ITEMS:**
2 **a. Safe Routes to School**

3 Ms. Chan advised that Safe Routes to School (SRTS) staff is participating in the PAUSD
4 Building Safety and Reopening Committee and will present during the upcoming Bike Summit.
5 Staff continues to develop online SRTS education programming because schools will open with
6 distance learning.

7 **7. STANDING ITEMS:**
8 **a. VTA BPAC Update**

9 Mr. Neff indicated BPAC meetings were canceled in June and July. In May, BPAC approved
10 County TDA funding for updating the County Bike Plan. Recipients of Measure B grants have
11 been selected. He shared photos of construction of the Highway 101 Bike Bridge and the new
12 Ravenswood access trail.

13 In answer to queries, Mr. Neff related that the updated County Bike Plan will include County
14 expressways if the County receives funding for the Bike Plan update.

15 Mr. Goldstein encouraged Mr. Neff to fight for better bike facilities on expressways.

16 **8. ADJOURNMENT** at 8:18 p.m.

17



Office Memorandum

Office of the City Attorney

City of Palo Alto

Date: August 31, 2020

To: Palo Alto Bicycle Advisory Committee

From: Sandra Lee, Assistant City Attorney

Subject: Brown Act

This memorandum describes the applicability of the Brown Act to the Palo Alto Bicycle Advisory Committee (PABAC).

PABAC is a long-standing committee originally formed and continuing to serve principally as an advisory group to the Chief Transportation Official (CTO) and Office of Transportation staff.

On June 27, 2013, as authorized by state law, the Metropolitan Transportation Commission (MTC) adopted a resolution requiring local agencies seeking funds for bicycle and pedestrian projects under the Transportation Development Act (referred to as “TDA Article 3 funds”) to “have a Bicycle Advisory Committee to review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle plans.” MTC Resolution No. 4108 further stated, “A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council.”

On June 6, 2014, the City Council by resolution established PABAC as the Bicycle Advisory Committee as required under the TDA program per the MTC resolution. Reflecting the language of the MTC resolution, Council Resolution No. 9427 states, “The Council of the City of Palo Alto hereby establishes a Bicycle Advisory Committee (composed of both bicyclists and pedestrians) to review and prioritize TDA Article III bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle plans.”

The Brown Act applies to “legislative bodies” which includes those bodies that are created by formal action of the City Council. Because PABAC was constituted by City Council resolution for specified purposes, PABAC is a legislative body subject to the Brown Act when functioning in this capacity. Specifically, with respect to the review and prioritization of TDA Article 3 funds, PABAC and its members must comply with the Brown Act. Similarly, with respect to the development and review of comprehensive bicycle plans, PABAC and its members must comply with the Brown Act.

Additional resources on the Brown Act, including a short training for boards and commissions, can be found on the City of Palo Alto website at:
https://www.cityofpaloalto.org/gov/boards/board_member_and_commissioner_resources/default.asp

Cc: Philip Kamhi, Chief Transportation Official
Sylvia Star-Lack, Transportation Manager
Joanna Chan, Senior Transportation Planner

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C

ABSTRACT

Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013 and February 10, 2016.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

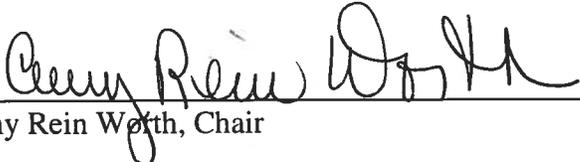
WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. Counties or congestion management agencies will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county or congestion management agency (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
 5. Adequate local funding is available to complete the project.

6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. The funding requested is for one or more of the following purposes:
 1. Construction and/or engineering of a bicycle or pedestrian capital project
 2. Maintenance of a multi-purpose path which is closed to motorized traffic
 3. Bicycle safety education program (no more than 5% of county total).
 4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
 5. Restriping Class II bicycle lanes.Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II or III bikeway project, it must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page).
- e. The project is ready to implement and can be completed within the three year eligibility period.
- f. *If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.*
- g. A jurisdiction agrees to maintain the facility.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county or congestion management agency (CMA) shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
2. Each county and city is required to have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the

development and review of comprehensive bicycle plans. BACs should be composed of both bicyclists and pedestrians.

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the County or congestion management agency for evaluation/prioritization. Consistent with the county process, either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the countywide list and forward it to MTC for approval.
4. The county or congestion management agency will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.*
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A Board of Supervisors' or CMA resolution approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the “Disbursement” section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2014, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2014. The allocation expires on June 30, 2017 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2017.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds. This information may be included in the cover letter identified in bullet “a” above and is required before final disbursement is made. If the project includes completion of a Class I, II or III bicycle facility, this information should be added to Bikemapper or a request should be made to MTC to add it to Bikemapper.
2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management

agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Fiscal Audit

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Multi-purpose paths, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.
7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.

8. Intersection safety improvements including bulbouts/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalk (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.
11. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
12. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.
13. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.

Resolution No. 9427

Resolution of the Council of the City of Palo Alto to Appoint Members to the Palo Alto Bicycle and Pedestrian Advisory Committee

RECITALS

A. Article III of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 *et seq.*, authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and / or use of pedestrians and bicyclists.

B. The Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3. Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article III" funding.

C. MTC Resolution No. 4108 requires that, to be eligible for the allocation of TDA Article III funds, each city must have a Bicycle Advisory Committee (BAC), composed of both bicyclists and pedestrians, to review and prioritize TDA Article III bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle plans.

D. MTC Resolution No. 4108 additionally requires that, to be eligible for the allocation of TDA Article III funds, each city's BAC must be composed of at least three (3) members who live or work in the city and are appointed by the City Council.

E. The Palo Alto Bicycle and Pedestrian Advisory Committee is a BAC composed of bicyclists and pedestrians who live or work in the City of Palo Alto, which reviews and prioritizes TDA Article III bicycle and pedestrian projects and participates in the development and review of comprehensive bicycle plans.

F. The City of Palo Alto desires to submit a request to MTC for the allocation of TDA Article III funds to support projects that are for the exclusive benefit and / or use of pedestrians and / or bicyclists.

The Council of the City of Palo Alto RESOLVES as follows:

SECTION 1. The Council of the City of Palo Alto hereby establishes a Bicycle Advisory Committee (composed of both bicyclists and pedestrians) to review and prioritize TDA Article III bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle plans. At least three of the members of the BAC shall live or work in the City and shall be appointed by the Council. Each of the three Council appointed members shall serve a term of at least two (2) years, unless he or she resigns, is removed from office, or is otherwise disqualified from serving as a member of the Committee. For purposes of conducting

business in accordance with the Committee's scope as established in this Resolution, a quorum shall be 2 Council appointed members.

SECTION 2. The City Council appoints the following members, noting their respective interests, to the Palo Alto Bicycle and Pedestrian Advisory Committee to serve on the BAC:

- Robert Neff (Chair),** Bicycle
- Eric Nordman (Vice-Chair),** Bicycle
- Paul Goldstein,** Bicycle
- Richard Swent,** Pedestrian
- Bill Courington,** Bicycle
- Ann Crichton,** Pedestrian
- Cedric De La Beaujardiere,** Bicycle
- William Robinson,** Bicycle
- Steve Rock,** Bicycle
- Jane Rothstein,** Bicycle
- William Zaumen,** Bicycle

SECTION 3. If at any time, there exists less than three Council appointed members, the City shall conduct recruitments and the Council shall make additional appointments to assure the existence of three Council appointed members.

SECTION 4. The Council designates the following City employees, noting their respective city interest, to provide administrative and technical support to the Committee:

- Jaime Rodriguez,** Engineering
- Sylvia Star-Lack,** Safe Routes to School
- Diana Tamale,** Administrative Support

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SECTION 5. The Council finds that the adoption of this resolution does not meet the definition of a project under Public Resources Code Section 21065, thus, no environmental assessment under the California Environmental Quality Act is required.

INTRODUCED AND PASSED: June 16, 2014

AYES: BERMAN, BURT, HOLMAN, KLEIN, KNISS, PRICE, SCHARFF, SCHMID, SHEPHERD

NOES:

ABSENT:

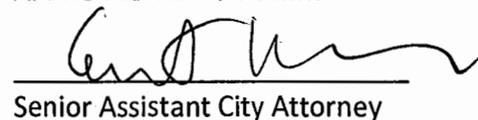
ABSTENTIONS:

ATTEST:

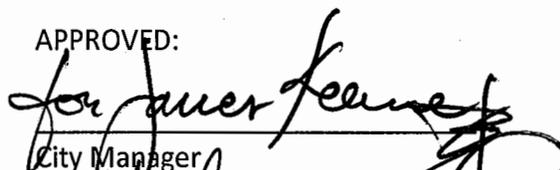

City Clerk

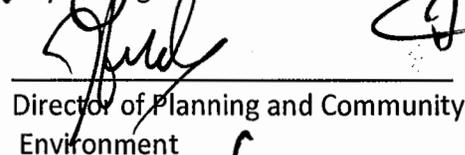

Mayor

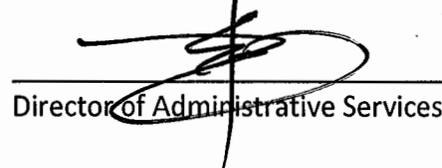
APPROVED AS TO FORM:


Senior Assistant City Attorney

APPROVED:


City Manager


Director of Planning and Community Environment


Director of Administrative Services

**PALO ALTO PEDESTRIAN AND BICYCLE ADVISORY
COMMITTEE
Bylaws**

The Pedestrian and Bicycle Advisory Committee is a staff advisory Committee which reports to the Chief Transportation Official. The primary staff liaisons to the Committee are from the Transportation Division. Staff members from other departments of City government participate on an as needed basis.

Section 1: Duties of the Committee

The Committee's advisory function shall be to review all issues related to bicycling and pedestrian travel that fall within the subject areas of engineering, enforcement, education and encouragement. The types of activities include, but are not limited to the following:

1. Review and prioritize the City's annual Transportation Development Act (TDA) Article 3 list of projects and report the Committee's recommendations to the City Council.
2. Review and comment on the design of Capital Improvement Program projects, street improvements, traffic signal projects, parking facilities projects, etc. insofar as they relate to bicycling and pedestrian travel.
3. Assist in the development and implementation of the City's Bicycle and Pedestrian Transportation Plan.
4. Review and comment on changes and updates to the Palo Alto Comprehensive Plan, Zoning Ordinance, Municipal Code and other policy documents where they relate to bicycling and pedestrian travel.
5. Evaluate and make recommendations to City staff regarding the design standards for all bicycle and pedestrian facilities, and all roadway improvement projects insofar as they relate to bicycle and pedestrian travel.
6. Evaluate and make recommendations regarding bicycle and pedestrian transportation planning.
7. Work with staff to promote bicycling and walking as viable forms of transportation.
8. Assist in the development and dissemination of bicycle and pedestrian safety awareness and education materials to the community.
9. Serve as a liaison between the City and the community and community groups on issues related to bicycling and pedestrian travel.
10. Provide assistance and input to the Police Department on enforcement of Vehicle Code and Municipal Code ordinances, theft prevention, and legislation related to bicycling.
11. Review and comment on private development plans from the perspective of improving bicycle and/or pedestrian facility safety and access.
12. Identify safety concerns related to bicycle and pedestrian travel for consideration in future Capital Improvement Projects.

13. Evaluate and recommend changes to reduce conflicts that arise when bicyclists and pedestrians share crossings, paths, tunnels and other facilities.
14. As may be requested by the City Council or the City Manager, provide advice on any matter pertaining to the purpose and duties of this Committee.
15. Review and comment on projects under the Transportation Management Act Program.

Section 2: Officers

The Committee shall elect a Chair and Vice Chair at the first meeting of the calendar year.

Section 3 Membership

Members of the Pedestrian and Bicycle Advisory Committee should have a strong interest in and enthusiasm for non-motorized transportation facilities, especially as these facilities affect the following groups: school-aged children, seniors, and those with accessibility needs. As needed, special representatives from the public schools or other agencies serving these groups may be nominated to the Committee.

There is no specific number of member seats or limit on membership. Membership is open to interested persons who walk or bicycle and live or work in Palo Alto or Stanford. To become a voting member, the candidate should attend 3 consecutive meetings (or must attend 3 of 4 consecutive meetings). Special representatives, such as high school students, City/School Traffic Safety Committee members, and Palo Alto Unified School District representatives, may become voting members immediately upon a vote of the members.

Section 4 Meetings

Regular meetings of the Committee shall be held on the first Tuesday of the month at such times as the Committee may agree upon.

Special meetings of the full Committee may be scheduled as needed by the Chair. The Chair may also appoint special sub-Committees as required to study particular issues and report back to the full Committee.

To the extent that PABAC is requested to review any projects under the Transportation Management Act Program, a quorum shall consist of a majority of the membership of the commission and at least two council-appointed members. Any such review shall occur at a publicly noticed meeting and shall comply with the Brown Act.

Meetings will be held monthly except in July or December.

Section 5 Quorum

A majority of the membership of the Committee and at least two (2) council appointed members constitutes a quorum for conducting business. Decisions of the Committee shall be made by a majority vote of the members present at such meetings.

Section 6 Attendance

Members are expected to maintain a regular attendance record. Members missing 4 meetings within a 6 month period will be removed from the active membership roster. Membership can be reestablished as described in section 3. An effort should be made by members to contact staff or the Chair prior to a meeting they cannot attend.

Section 7 Conduct of Meetings

The Chairperson or Vice Chairperson, shall take the chair at the time designated for the start of the meeting and shall call the meeting to order.

Any member of the Committee or member of the public wishing to address the Committee shall first be recognized by the presiding officer. No person, other than the person having the floor, shall enter into any discussion without being recognized by the presiding officer.

The Committee may, by a majority vote of its members, adopt or amend its procedural rules to be followed during meetings.

Section 8: Staff Responsibilities

The level of staff assistance provided to the Committee by a member of the Transportation Division staff is categorized as liaison in nature and may consist of the following duties:

1. Schedule meetings and arrange meeting space
2. Assist chair in preparation of agenda
3. Distribute the agenda packet to members via email and make the agenda available to the public via the City website.
4. Prepare and/or distribute "action minutes" of meeting proceedings
5. Attend regular Committee meetings to represent the Traffic Engineering and Safe Routes to School Program units
6. Identify and inform the Committee of projects and other programs that will occur during the year that relate to bicycling and are appropriate for review by the Committee
7. Facilitate transmission of Committee's concerns to the City Manager and City Council

8. Coordinate contact with other city staff or advisory bodies as necessary
9. Conduct orientation of new Committee members
10. Maintain the PABAC email list.

Section 9: Bylaw Amendments

These bylaws may be amended by the following process. The amendment must be listed on the agenda for a PABAC meeting. Members will discuss and vote on the amendment. If the amendment is approved by two-thirds of the Committee in attendance, the amendment will be forwarded to the City Council for final approval.