



2008 Annual Work Plan

Bicycle Pedestrian Advisory Commission

Founded June 19, 1990, the Bicycle Pedestrian Advisory Commission (BPAC) advises the City Council about modification and expansion of the City of Milpitas' bikeway and pedestrian system. The Commission's goal is providing information that ultimately results in safe and convenient bicycle and pedestrian routes throughout the City. The Commission consists of five members and two alternates. Members are appointed to three-year terms and alternates are appointed to two-year terms.

BPAC meets bi-monthly, on the second Monday of every other month beginning in February at 7:00 pm in the City of Milpitas Sports Center Conference Room. For calendar year 2008, BPAC will meet January 14, 2008 instead of December 10, 2007, and November 10, 2008 instead of December 8, 2008. The meetings consist of reviewing development projects in relation to bicycle and pedestrian impacts as well as planning future programs and projects.

Proposed project work plan:

Time Frame	Activity
Ongoing Participation	<ul style="list-style-type: none"> ♦ Review and comment on City development projects pertaining to bicycle and pedestrian access ♦ Promote the City of Milpitas as a bike-friendly city: <ul style="list-style-type: none"> ○ League of American Bicyclist, ○ Bicycling Magazine ♦ Get sponsors to fund distribution of bike safety items, such as helmets, back lights, leg bands, etc. ♦ Participate in the Traffic Congestion Committee for Escuela Parkway schools ♦ Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) <ul style="list-style-type: none"> ○ Attend monthly meetings of VTA BPAC ○ Advocate Milpitas Bicycle needs as they related to the regional bicycle issues ○ Report Back to BPAC on regional bicycle activities



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Time Frame	Activity
January- March	<ul style="list-style-type: none"> ♦ Election of Officers- Chair and Vice Chair ♦ Participate and promote Tour De California, February 18-25, 2007 ♦ Begin planning for Walk to School Day- October 2008 ♦ Begin planning for Bike to Work Day ♦ Ask the City Council to declare a Bike Safety Day, which will coincide with Bike the Milpitas Trails. We can ask the members of the City Council to ride their bikes at these trails to promote them, promote bike riding and promote bike safety. This event must be heavily promoted, with the involvement of the Milpitas Post, prior and during the event.
April- June	<ul style="list-style-type: none"> ♦ Bicycle Master Plan and System Map Update Review ♦ Suggested Routes to School & Walk to School Day Planning ♦ Bike to Work Day <ul style="list-style-type: none"> ○ Bike to Work Day Proclamation ○ Bike to School Day Proclamation ○ Host and coordinate energizer stations the morning of Bike to Work Day ○ Plan a Bicycle Event
July-September	<ul style="list-style-type: none"> ♦ Bicycle Master Plan and System Map Update Review ♦ Arts and Wine Festival host bicycle corral; distributed safety education materials, maps and giveaways, provide signage ♦ Ask assistance from the crossing guards to remind students to properly ride their bikes and wear helmets properly. ♦ Coordinate with Milpitas police to host bicycle helmet



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	<p>safety assemblies.</p> <ul style="list-style-type: none"> ◆ Post updated Bicycle Master Plan and revised map on the City's website ◆ Plan for Halloween Safety
October- December	<ul style="list-style-type: none"> ◆ Create or order a child safety brochure to distribute to schools ◆ Helmet Distribution coordination ◆ International Walk to School Day Proclamation ◆ Halloween Safety promotion

BPAC will post any public information on the City's website including (but not limited to) meeting agenda, minutes, safety information, and the City's bicycle map.



UNAPPROVED MINUTES CITY OF MILPITAS

Minutes: Bicycle Pedestrian Advisory Commission (BPAC)
Date of Meeting: October 8, 2007
Time of Meeting: 7:00 P.M.
Place of Meeting: Milpitas Sports Center Conference Room

- I. CALL TO ORDER** The meeting was called to order at 7:00 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL** *BPAC Members*
Present: Cheryl Bunnell (Chair), Nawal Stanojevic (Vice Chair), Rene Briones, Cheng-Wei Pei, Wei Sun

Staff: City Council Member Armando Gomez, Janice Spuller

Absent: Commissioners Jose Leon, Fred Zeise

Quorum was established.
- IV. APPROVAL OF THE AGENDA** Revisions to the meeting include the incorrect date of the meeting (October 9, 2007 was listed instead of October 8) and incorrect date of the next meeting (it stated October 8, 2007 instead of December 10, 2007)

Motion to approve minutes as revised: Stanojevic
Second: Sun
All Ayes
- V. APPROVAL OF THE MINUTES** Approval of August 13, 2007 Minutes
M/S: Briones /Stanojevic
All Ayes
- VI. PUBLIC FORUM** Rob Means, 1421 Yellowstone Avenue, Milpitas
Mr. Means shared his newest project- the Democracy Café. The meeting is at the India Community Center on January 19. Mr. Means will forward information as soon as it develops.
- VII. ANNOUNCEMENTS**
- 1. Commission Announcements**
Chair Bunnell welcomed the new Commissioners- Wei Sun & Cheng Wei Pei.

Wei Sun introduced himself. He moved to Milpitas 8-9 years ago from Southern California. He works for a company in Milpitas called Flextronics (formerly Solectron). He is an avid cyclist with the Fremont Freewheelers and ACTC. His interest in participating is his way of showing return to the community that has been treating him well.

Cheng-Wei Pei has lived in Milpitas over a year. Been a long time cyclist and thought this would be a good way to be involved in the community. He believes Milpitas is a well-run good community and wants to be a part of that.

2. Staff Announcements

Staff Liaison Janice Spuller made a few announcements:

- BART Public Meeting for the Federal Environmental Review Process, Tuesday, October 9 6:30pm at City Hall Committee Room. There are spaces for members to participate in the BART Milpitas Community Working Group.
- Ms. Spuller shared a brochure on the Traffic Safe Communities Network Juvenile Traffic Diversion Program where Milpitas officers ticket students for not wearing a helmet. The students and parents are required to end a class on helmet safety.
- Ms. Spuller passed out Spare the Air bags and talked about the Spare the Air Program during the summer that ends October 12.

VIII. OLD BUSINESS

1. Celebrate Milpitas Festival, August 18 & 19

- Ms. Spuller thanked the BPAC for participating. There were around 45 bicyclists that parked at the Festival. Next year, staff will work on a sign. Chair Bunnell noted it was very successful and thanked Rob Means for the tent.
- Vice Chair Stanojevic noted there was a bigger turnout and some passed by but didn't park.

2. Bikeway Master Plan Update

- Ms. Spuller distributed the Draft Bikeway Master Plan Request for Proposal and shared the schedule. Advertise will begin the first week of November and to award a consultant by mid to late January. Ms. Spuller requested if the Commission saw anything within the next few weeks, to notify her.
- The VTA will be updating their Bicycle Technical Guidelines and Countywide Plan in January.

3. International Walk to School Day

- Ms. Spuller noted there was two schools that participate- Pomeroy & Randall Elementary Schools. The Traffic Safe Communities Network provided handouts.
- Next year the City will receive a \$375,000 grant from Caltrans, administering a Federal Grant. One of the projects is to continue the Suggested Routes to School Program to all schools.
- Chair Bunnell would like to start planning this project early next year.

IX. NEW BUSINESS

1. 2008 BPAC Work Plan

- Ms. Spuller referred to the draft 2008 Work Plan in the agenda packet.

- Chair Bunnell asked to include planning for Walk to School Day in the early quarter of the year.
- Commissioner Briones mentioned the Tour de California route might have changed since Palo Alto is now a stop. Commissioner Sun said they started in Palo Alto but will be traveling through the Calaveras as they have in the past. Chair Bunnell asked what could be done to promote this. Commissioner Briones suggested having a Grand Plan to have Milpitas as a stage in the race.
- Commissioner Briones requested a bike to work month for May. Ms. Spuller stated there is a proclamation but we can do extensive outreach. Things that need funding, staff would have to take to Council. There is a \$500 budget for the Commission.
- Ms. Spuller mentioned that a discussion with Police suggested this group be the vehicle to promote helmet safety. Maybe this is a piece that can be produced by the group for the beginning of the school year.
- For October-December, Commissioner Briones suggested Halloween safety. Council member Gomez mentioned the Clean and safe Streets Program provided glow sticks to the elementary schools.
- Chair Bunnell asked how can the Commission help- volunteers? Ms. Spuller replied that she could use help as reviewing and bike/pedestrian experience.
- Chair Bunnell suggested meeting in November or January instead of December for the next BPAC meeting because of the holidays.

Motion (Bunnell):

Move the next BPAC meeting from December 10, 2007 to January 14, 2007.

Second: Stanojevic

All Ayes

Motion (Stanojevic):

Adopt the Work Plan with changes and recommend for the January 15, 2007 City Council Meeting.

Second: Briones

All Ayes

2. BART Community Working Group Representation

- Ms. Spuller requested any Commissioners to participate in the Community Working Group.
- Chair Bunnell and Commissioner Pei will participate.

3. Abel Street Update

- Ms. Spuller updated the Commission they will be finishing the paving end of October and complete the striping, including the bicycle lanes mid-November.

X. ROUNDTABLE/OPEN FORUM

1. Bicycle and Pedestrian Improvements

- Chair Bunnell asked how the school drop-off lanes on Jacklin

working out. Ms. Spuller only noticed the Arizona drop off lanes were not being used.

2. Safety

- Commissioner Sun mentioned up Calaveras Road, past Piedmont Road, there is a pole in the middle of the bicycle/pedestrian path. Is there a way to relocate it? Chair Bunnell said there are a lot of blind curves there and unsafe.
- Based on a request by Rob Means, 1421 Yellowstone the following motion was made to amend the just approved work plan:

Motion:

Amend the 2008 Work plan to include a bicycle/pedestrian over crossing over the Union Pacific Rail Road.

M/S: Briones/Sun

All Ayes

3. Public Awareness

- Commissioner Sun requested advertising more for the Celebrate Milpitas Festival that there is bicycle parking.

XI. ADJOURNMENT

Chair Bunnell adjourned the meeting at 7:43pm.

Next Meeting: January 14, 2008