

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
MEETING AGENDA**

**Monday, April 18, 2011
12:00 p.m. to 1:30 p.m.
Lunch provided, \$5 collection**

**Solano Transportation Authority
1 Harbor Center, #130
Suisun City, CA 94585**



<u>ITEM</u>	<u>ACTIVITY</u>	<u>ADMINISTRATOR</u>
I.	CALL TO ORDER—SELF INTRODUCTIONS & OPPORTUNITY FOR PUBLIC COMMENT	Sam Shelton
II.	APPROVAL OF AGENDA: April 18, 2011	Committee
III.	APPROVAL OF MEETING MINUTES FROM March 16, 2011	Jessica McCabe
IV.	ACTION ITEMS	
A.	Public Safety Enforcement Grant <i>Recommendation:</i> <i>Forward a recommendation to the STA Board to award the Public Safety Enforcement Grant to the City of Suisun City and the City of Fairfield's Joint Proposal.</i>	Sam Shelton
V.	INFORMATION ITEMS	
A.	SR2S Summit Steering Committee	Sam Shelton
B.	SR2S Project & Program Update	Sam Shelton and Tracy Nachand, Solano County Public Health
C.	Walking School Bus Program, Draft Grant Application Presentation	Solano County Public Health Staff
VI.	ADJOURNMENT The next SR2S-AC meeting will be scheduled for May 19, 2011 from 12:00 p.m. to 1:30 p.m.	

SR2S-AC MEMBERS

Mark Mulgrew
California Highway
Patrol, Solano

Janice Adams
Benicia USD
Superintendent

Garland Wong
Fairfield
Traffic Engineer

Frank Hartig
Benicia Police,
Traffic Unit

Jay Speck
Solano County
Superintendent of Schools

Lynne Williams
Pedestrian Advisory
Committee Rep.

Jeff Knowles
City of Vacaville
Deputy Public Works
Director

Mike Segala
Bicycle Advisory
Committee Rep.

Jim Antone
Yolo-Solano
Air Quality Management
District

Robin Cox
Solano County
Public Health



SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Meeting minutes of
March 16, 2011

I. CALL TO ORDER

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 12:00 p.m. in the STA Main Conference Room.

SR2S-AC Members

Present:

Jay Speck	Solano County Office of Education
Garland Wong	City of Fairfield, Traffic Engineering (Alt)
Robin Cox	Solano County Dept. of Public Health
Jim Antone	Yolo-Solano Air Quality Management District
Mike Segala	Bicycle Advisory Committee
Betty Jensen	Benicia Unified School District (Alt)
Mark Mulgrew	Solano CHP
Edd Alberto	City of Vallejo (Alt)

STA Staff Present:

Sam Shelton	STA
Jessica McCabe	STA
Judy Leaks	STA
Danelle Carey	STA

Others Present:

Tracy Nachand	Solano County Dept. of Public Health
Chris Parker	Solano CHP
Lindsey Sanford	City of Suisun City Police Department
Rodney Nelson	Fairfield-Suisun Unified School District
Nazlin Huerta	Solano County Dept. of Public Health
Tim Mattos	Suisun City Police Department
Steve Patterson	Fairfield Police Department

**SR2S-AC Members
absent:**

Lynne Williams	Pedestrian Advisory Committee Rep.
Janice Adams	Benicia Unified School District
Frank Hartig	City of Benicia, Police Department
Jeff Knowles	City of Vacaville, Public Works

II. APPROVAL OF AGENDA: March 16, 2011

With a motion from Mike Segala and a second from Garland Wong, the SR2S-AC unanimously approved the agenda.

III. APPROVAL OF FEBRUARY 16, 2011 MEETING MINUTES

With a motion from Robin Cox and a second from Jim Antone, the SR2S-AC unanimously approved the February 16, 2011 meeting minutes

IV. ACTION ITEMS

A. 2011 STA SR2S Countywide Plan Update & Mapping Project Scope of Work

Sam Shelton explained that, in February, the STA Board authorized the release of the Public Safety Enforcement Grant, requesting letters of interest from applicants by March 1, later extended to March 11. Mr. Shelton explained that STA staff received requests for information from four police departments and one fire department, but ultimately received two letters of interest from the City of Suisun's Police Department and the City of Fairfield's Police Department. Mr. Shelton stated that it was STA staff's recommendation to invite both agencies to submit formal proposals for the \$100,000 grant by April 15th, and that staff will work with the applicants to see if there is an opportunity to combine work scope proposals and partner to deliver grant funded tasks.

With a motion from Mike Segala and a second from Robin Cox, the committee approved the recommendation to invite the City of Suisun's Police Department and the City of Fairfield's Police Department to provide formal grant proposals by April 15th to STA staff.

V. INFORMATION ITEMS

A. Draft Request for Proposals (RFP) for SR2S Plan & Map Update

Sam Shelton explained that the STA Board approved the SR2S Plan and Map Update scope of work, which was previously approved by the SR2S advisory committee, and has been incorporated into the RFP. Mr. Shelton explained that once federal funding was authorized, STA staff would be able to advertise the RFP; however minor adjustments would be made to the RFP based on feedback from committee members.

Sam Shelton stated that the plan is to put together an interview panel made up of SR2S committee members, and the interviews would take place during the 3rd or 4th week of April. Robin Cox and Mike Segala both volunteered to be part of the interview panel. Mr. Segala suggested contacting Alysa Majer from Suisun City to possibly serve on the interview panel. Edd Alberto requested to be placed as a "maybe" to serve on the interview panel. Mr. Shelton stated that committee members have approximately a week to submit any comments or additions to the RFP, and explained that the committee will be involved in every deliverable involved that comes out of the contract with the consultants (i.e. – the plan update, maps, etc.)

B. SR2S Project & Program Update

Sam Shelton reviewed the engineering projects, explaining that Suisun City's Grizzly Island trail project is under development, and involves the construction of a Class I multi-use bike path along SR12, between Grizzly Island Road and Marina Boulevard. Mr. Shelton explained that Suisun City is looking to get environmental clearance soon and begin construction within the next few years. Mr. Shelton noted STA staff is monitoring the City's progress closely to make sure that they meet all of their funding deadlines.

Edd Alberto described the progress made with Vallejo's Hogan School SR2S project, explaining that staff is working on the finance letter associated with the funding allocation request, and the construction is projected to begin next summer. Mr. Alberto added that they plan to do some surveying work this Fall. Mr. Shelton noted that he would be able to help by providing information on countywide surveys that will be done, and provide existing survey data that has been done in Vallejo.

Tracy Nachand provided a program update, discussing current SR2S program events and future scheduled events. Mr. Nachand explained that they are meeting their targets, with 20 schools visited and 55 total activities that have taken place, and 25 activities and 13 schools scheduled. Mr. Nachand discussed modifying the format of the bicycle rodeo, and described the elements of those changes. Mike Segala asked how Mr. Nachand presents to the students how to complete the course before they get on the course. Mr. Nachand answered that they work with the parent volunteers and police officers to provide guidance with road rules and help direct students from station to station. Mr. Shelton noted that all of the events are shown on the STA website, and added that Travis Air Force Base is planning to hold a motorcycle rodeo and safety event, and that staff is working on an agreement to allow them to borrow Solano SR2S equipment.

C. Sustainable School Pilot Program Presentation

Sam Shelton gave an overview of the Federal SR2S grant opportunity, explaining that there will be \$48 million statewide, and there is anticipated to be \$480,000 to \$1 million that will be available for Solano County. Mr. Shelton added that the cap for non-infrastructure projects is \$500,000, which could be used over four years. Mike Segala asked if this would be \$500,000 per year for four years, or \$500,000 spread over the four year period. Mr. Shelton answered that it would be \$500,000 spread over the four year period.

Tracy Nachand reviewed the SR2S Walking School Bus/Bicycle Train pilot program, explaining that the goal is, by 6/30/2012, to implement a Walking School Bus/Bicycle Train pilot program at local elementary schools to encourage kids to walk or ride most days of the week. Mr. Nachand described the main objective and discussed each of the implementation steps of the pilot program.

Jay Speck suggested contacting district risk management people, to clarify the type of program it is and who is responsible for the kids. Sam Shelton concurred, and explained that the issue previously arose with the first 15 maps used, so disclaimers were used to indicate that it was not a sponsored or endorsed program by the school district, but rather an STA program. Mr. Shelton added that this disclaimer can be applied to future information that is dispersed. Mike Segala suggested the use of Patch (<http://suisuncity.patch.com/>, <http://benicia.patch.com/>, etc.), an online newspaper/media source, for spreading the word and recruiting volunteers.

Mr. Speck commented that thinking about the management of the program is important, because when people are getting fingerprinted (Live Scan), then questions about who will organize, manage, and sustain the program become critical. Tracy Nachand commented that the individual volunteer pays for the Live Scan, but the information is maintained by the school district. Mr. Speck commented that when it comes to the Walking School Bus/Bike Train program, it is not a school program, and therefore the questions as to who manages it arise; however if the schools are deeply involved, it is difficult to say that it is not a school program. Robin Cox stated that she agreed with Mr. Speck, and noted that since information has to be updated, maintained, and shared with the public, the committee, STA staff, and other involved will have to determine who is the responsible for sustaining certain pieces of the program. Sam Shelton explained that the grant application specifically asks if an agency has the capacity to sustain the program, and the different pieces that need to be sustained, so it will have to be worked out before the grant application is submitted.

Sam Shelton stated that the Sustainable School Pilot Program will be brought back to the next SR2S-AC meeting as an action item, along with Caltrans Official Call for Projects for the grant.

Tracy Nachand commented that the week of April 4-10th is National Public Health week and it is focused on injury prevention. Mr. Nachand noted that Walk and Roll events are scheduled that week in Benicia and that he is working on coordinating two child passenger safety events – one in Vallejo and one in Fairfield for that week. Sam Shelton noted that if there is a list of specific events, he could share that information with the STA Board.

VI. ADJOURNMENT

The meeting was adjourned at 12:55 p.m. The next regularly scheduled meeting of the SR2S-AC will be April 20, 2011 at STA's Main Conference Room.



DATE: April 13, 2011
TO: STA SR2S-AC
FROM: Sam Shelton, Project Manager
RE: Action and Information Item Summaries

Action Item Summary:

Item IV. A. Public Safety Enforcement Grant

On February 9, 2011, the STA Board authorized the release of the Public Safety Enforcement Grant, requesting Letters of Interest from applicants by March 1, later extended to March 11. STA staff received requests for information from four police departments and one fire department, but ultimately received two letters of interest from the City of Suisun City's Police Department and the City of Fairfield's Police Department.

One March 16, 2011, the STA SR2S-AC recommended that both the Suisun City and Fairfield police departments submit proposals for the grant by April 15, 2011. After the meeting, both police departments notified STA staff that they would be submitting a joint application.

STA staff recommends that the SR2S-AC receive a joint proposal from Suisun City and Fairfield Police Departments and recommend awarding the Public Safety Enforcement Grant as described in their joint proposal. Staff from both departments will present their proposal to the SR2S-AC at the meeting.

Recommendation:

Forward a recommendation to the STA Board to award the Public Safety Enforcement Grant to the City of Suisun City and the City of Fairfield's Joint Proposal.

Information Item Summaries:

Item V. A. SR2S Summit Steering Committee

As part of the SR2S Plan and Map Update, consultant staff will assist with the facilitation of a SR2S Summit in June 2011. However, without federal authorization to proceed from the Federal Highway Administration (FHWA), the STA has not yet advertised the Request for Proposals. In the meantime, STA staff recommends that the SR2S-AC form a SR2S Summit Steering Committee to be drafting the agenda and logistics of the summit, prior to hiring a consultant.

Item V. B. SR2S Project & Program Update

Solano County Public Health staff will discuss current SR2S program events and future scheduled events.

Item V. C. Walking School Bus/Bicycle Train Program, Draft Federal SRTS Grant Application Presentation

Robin Cox and Nazlin Huerta with Solano County Public Health will present a draft proposal for a non-infrastructure grant for the next cycle of Federal Safe Routes to School Grant program. The call for projects is expected to be released in April. \$48M is expected to be available statewide over two fiscal years (FY 2011-12 & FY 20 12-13). A maximum of \$500,000 can be requested for non-infrastructure projects.

On March 16, 2011, the SR2S-AC received a draft scope of work regarding pilot walking school bus programs during Spring 2011. Lessons learned will be folded into the grant application.

STA staff will coordinate the collection of additional safety information from each police department in the county as well as soliciting letters of support from all cities and school districts in Solano County.