

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

**Thursday, June 17, 2010**

**2:00 p.m. to 3:30 p.m.**

**Solano Transportation Authority, Main Conference Room**

**1 Harbor Center, #130**

**Suisun City, CA 94585**



The STA Safe Routes to School Advisory Committee is responsible for guiding the STA's Safe Routes to School Program and recommending projects and programs for funding countywide to the STA Board.

**ITEM    ACTIVITY**

**ADMINISTRATOR**

- |  |                               |
|--|-------------------------------|
| <b>I. CALL TO ORDER—SELF INTRODUCTIONS &amp; OPPORTUNITY FOR PUBLIC COMMENT</b>  | Sam Shelton                   |
| <b>II. APPROVAL OF AGENDA: June 17, 2010</b>   | Sam Shelton                   |
| <b>III. APPROVAL OF MEETING MINUTES FROM MAY 20, 2010</b>  | Sam Shelton                   |
| <b>IV. ACTION ITEMS</b>  |                               |
| <b>A.    SR2S Marketing Program Scope of Work</b><br><u>Recommendation:</u><br><i>Recommend the Scope of Work described in Attachment A for use in the STA's Safe Routes to School Marketing Program.</i>  | Sam Shelton                   |
| <b>B.    MTC Required SR2S Workslope Submittal</b><br><u>Recommendation:</u><br><i>Recommend that STA Staff submit a FY 2010-11 &amp; FY 2011-12 Workslope Submittal for the STA's Safe Routes to School Program as described in Attachment A.</i> | Sam Shelton                   |
| <b>V. INFORMATION ITEMS</b>  |                               |
| <b>A.    SR2S Project &amp; Program Status</b><br><u>Informational</u>   | Sam Shelton,<br>Tracy Nachand |
| <b>B.    SR2S Partnership &amp; Grant Development</b><br><u>Informational</u>  | Sam Shelton                   |
| <b>C.    SR2S Summit Follow-up</b><br><u>Informational</u>   | Sam Shelton                   |
| <b>VI. ADJOURNMENT</b>   |                               |
| <p>The next SR2S-AC meeting will be scheduled for July 15, 2010 at 2:00 p.m. at the STA Main Conference Room.</p>  |                               |

**SR2S-AC MEMBERS**

Bill Bowen  
Rio Vista  
Chief of Police

Garland Wong  
Fairfield  
Traffic Engineer

Dee Alarcon  
Solano County  
Superintendent of Schools

Jeff Knowles  
City of Vacaville  
Deputy Public Works  
Director

Jim Antone  
Yolo-Solano  
Air Quality Management  
District

Janice Adams  
School Districts  
Representative

Frank Hartig  
Benicia Police,  
Traffic Unit

Alan Deal  
Pedestrian Advisory  
Committee Rep.

Mike Segala  
Bicycle Advisory  
Committee Rep.

Robin Cox  
Solano County  
Public Health



**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE**  
**Meeting minutes of**  
**May 20, 2010**

1. **CALL TO ORDER**

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 2:00 p.m. in the Fairfield Transportation Center Main Conference Room.

**SR2S-AC Members**

<b>Present:</b>	Jeff Knowles	City of Vacaville, Public Works
	Jim Antone	Yolo-Solano Air Quality Management District
	Lindsey Sanford	City of Suisun City Police Department (Alt)
	Mike Segala	Bicycle Advisory Committee Rep.
	Robin Cox	Solano County Dept. of Public Health
	Rodney Nelson	Fairfield-Suisun USD, Facilities & Construction (Alt)

<b>STA Staff Present:</b>	Sam Shelton	STA
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<b>Others Present:</b>	Emi Pearce	City of Vallejo, Public Works
	Nazlin Huerta	Solano County Dept. of Public Health
	Tracy Nachand	Solano County Dept. of Public Health

**SR2S-AC Members  
absent:**

Allan Deal	Pedestrian Advisory Committee Rep.
Bill Bowen	City of Rio Vista, Police Dept.
Dee Alarcón	Solano County Office of Education, Superintendent of Schools
Frank Hartig	City of Benicia, Police Department
Garland Wong	City of Fairfield, Traffic Engineering
John Aycock	Vacaville USD, Superintendent

2. **APPROVAL OF AGENDA: MAY 20, 2010**

With a motion from Mike Segala, and a second from Robin Cox, the SR2S-AC unanimously approved of the agenda.

### 3. **APPROVAL OF MARCH 18, 2010 MEETING MINUTES**

With a motion from Jeff Knowles, and a second from Mike Segala, the SR2S-AC approved the agenda.

Daryl Halls requested to address the Committee prior to beginning the discussion of Action Item IV. A. Mr. Halls discussed how the state fiscal crisis has affected state and local funding for transportation projects. Mr. Halls reviewed the vehicle license fee funding option created as part of SB 83 and currently being reviewed by the STA. Mr. Halls noted that of the three priority areas discussed by the STA Board for potential SB 83 funding, Safe Routes to School has polled favorably, in addition to street rehabilitation and mobility for senior citizens and disabled citizens. Mr. Halls estimated that SB 83 could generate \$3.2 M per year, based on vehicle registration.

Daryl Halls also mentioned that the STA is interested in holding a SR2S Summit with all of the local SR2S task forces in each city to generate support for the SR2S Program and review funding options, such as SB 83.

Mike Segala and Leigh Coop requested clarification on the three priority areas polled by the STA. Mr. Halls noted that the three areas are 1) Local Streets and Roads Rehabilitation projects, 2) Senior & Disabled Citizen Mobility, and 3) Safe Routes to School and Safety Projects. Mr. Halls noted that past polls conducted by the STA were for broader transportation sales tax measures, which included SB 83 focus areas and funding for large capital projects such as the I-80/I-680/SR 12 Interchange Project and additional transit projects such as express bus services and rail stations.

### 4. **ACTION ITEMS**

#### A. **FY 2010-11 & 11-12 SR2S Project & Program Funding**

Sam Shelton review the STA's SR2S Program's current program funding and recommended funding for FY 2010-11 & 11-12. Jeff Knowles asked if the STA would be consider funding radar speed signs with the recommended grant funds. Mr. Shelton stated that radar speed signs are ineligible for the funding that is currently available. Mr. Shelton noted that the only engineering project eligible for this funding is Suisun City's Grizzly Island Trail Project, which is recommended for \$300,000.

On a motion by Mike Segala and a second from Jeff Knowles, the SR2S-AC unanimously approved the staff recommendation.

#### B. **MTC SR2S Innovative Grant Proposal**

Sam Shelton reviewed a draft letter of intent for the Metropolitan Transportation Commission's (MTC) Safe Routes to School Creative Grant. Mike Segala requested how much funding is available and if this could be used for other projects. Mr. Shelton stated that this is a Bay Area competitive grant for innovative projects, noting that a maximum of four \$500,000 would be awarded.

Robin Cox asked if the portions of the Letter of Intent regarding the reduction of SR2S program barriers could be highlighted. Ms. Cox also noted that the Solano Asthma Coalition could also be added as a potential partner organization to compliment program outreach. Sam Shelton stated that he would make those changes.

Leigh Coop suggested that school districts be contacted for Geographic Information Systems (GIS) data prior to designing future maps to reduce duplicating work.

Jim Antone noted that Yolo-Solano Air Quality Management District (YSAQMD) funding could be used as a local match for these funds.

Leigh Coop asked if SR2S planning guidelines for the development of new schools or general plan updates could be funded through this grant. Daryl Halls noted that the STA already comments on general plan amendments and new developments as a Congestion Management Agency. Sam Shelton noted that guidelines for building new schools are dictated by the state department of education and that national and state SR2S partnerships and academic centers are working with the state to revise these guidelines. Robin Cox noted that she is also interested in general plan updates and their affects on public health. Mike Segala stated that the SR2S Program could be more proactive in these efforts instead of reacting to built environments that discourage walking and bicycling to school. Leigh Coop also noted that private schools should also be address in new guidelines.

On a motion by Robin Cox and a second from Jim Antone, the staff recommendation passed unanimously.

## **5. INFORMATION ITEMS**

### **A. SR2S Project & Program Status**

Sam Shelton and Tracy Nachand updated the Committee on the status of SR2S projects and programs across the county. Jim Antone asked if helmets were being distributed at these events. Mr. Nachand answered that helmets are being distributed to students at bicycle rodeos and walk 'n roll events.

Leigh Coop stated that the SR2S Program needs additional marketing and media coverage as most Vacaville school principals told her that they were unaware of the program. Sam Shelton stated that emails, letters, and direct phone calls were first made to schools who participated in the Student Travel Surveys until 20 schools chose to participate in the program. Mr. Shelton noted that more SR2S marketing is needed.

Leigh Coop also noted that there could be liability and union issues with holding

bicycle rodeos during physical education classes. Tracy Nachand answered that Anderson Elementary in Dixon did not have those issues when bicycle rodeos were held at their school but stated that he would clarify those issues prior to scheduling new events.

Jeff Knowles stated that if he was made aware of these events in Vacaville, he would be able to “volunteer” city interns to assist with events.

Sam Shelton asked if members of the SR2S-AC would like to join a subcommittee to draft a scope of work for SR2S marketing material designs. Leigh Coop, Jeff Knowles, Jim Antone, and Robin Cox stated that they would join the subcommittee. Leigh Coop stated that principals should also be involved in designing the marketing materials.

**B. SR2S Student Travel Surveys**

Sam Shelton stated that schools are in the process of collecting data on student travel using the National SRTS Center Student Travel Surveys.

**C. Caltrans SR2S Engineering Project Grants**

Sam Shelton reviewed other SR2S grant opportunities, such as Caltrans’s SR2S Engineering project grants.

**D. SR2S Summit Draft Agenda**

Sam Shelton discussed a draft SR2S Summit agenda, as previously mention by Daryl Halls earlier during the SR2S-AC meeting regarding SB 83. Robin Cox noted that sustainable behavior changes needs to be a key piece of this summit. Leigh Coop raised concerns about when to hold the summit if parents and principals were to be invited. Mr. Shelton stated that local SR2S task force members would be invited to this summit, potentially in July.

**6. ADJOURNMENT**

The next regularly scheduled meeting of the SR2S-AC will be on June 17, 2010 at 2:00 p.m. at the STA’s Main Conference Room.



DATE: June 9, 2010  
TO: STA SR2S-AC  
FROM: Sam Shelton, Project Manager  
RE: SR2S Marketing Program Scope of Work

**Background:**

After the STA adopted the STA Safe Routes to School (SR2S) Plan in February 2008, the STA has piloted programs and projects for 10 to 20 schools countywide over the last two years. STA and Solano County Public Health staff created flyers and banners in-house for SR2S planning meetings, bicycle rodeos, and walk 'n roll events (see Attachment A). As the SR2S Program expands to 80 schools this fall, the in-house designs and publishing of these materials will not be adequate to cover our expanding outreach needs.

On May 20th, the STA Safe Routes to School (SR2S) Advisory Committee discussed convening a subcommittee to develop the SR2S Program's Marketing program.

**Discussion:**

Next fall, the STA will have about \$90,000 over the next two years to design and publish Safe Routes to School marketing materials. On June 17<sup>th</sup>, a SR2S Marketing subcommittee will have reviewed and recommend a draft Scope of Work for SR2S Marketing designs and materials for review by the SR2S Advisory Committee.

**Fiscal Impact:**

Part of the \$90,000 available for SR2S Program Marketing will be spent fulfilling the recommended scope of work.

**Recommendation:**

Recommend the Scope of Work described in Attachment A for use in the STA's Safe Routes to School Marketing Program.

Attachment:

- A. Draft Scope of work for SR2S Marketing Program (provided under separate cover)



DATE: June 9, 2010  
TO: STA SR2S-AC  
FROM: Sam Shelton, Project Manager  
RE: MTC Required SR2S Workslope Submittal

**Background:**

On May 20, 2010, the Safe Routes to School (SR2S) Advisory Committee recommended the approval of \$1.029 M for the STA's Safe Routes to School Program for Fiscal Year (FY) 2010-11 & 11-12. On June 9, 2010, the STA Board approved these additional grant funds for the SR2S Program. \$642,000 of these funds are made available by the Metropolitan Transportation Commission's (MTC) Safe Routes to School Program.

**Discussion:**

**Final Workslope for FY 2010-11 & 11-12**

Now that the STA Board has approved of this funding, the next step to receive this grant is to request that MTC program these funds into their Transportation Improvement Program (TIP). In general, the TIP is a listing of all federal transportation projects and programs that have received federal funding. On June 4, 2010, MTC staff requested a detailed description of the use of these funds (Attachment A) as part of the "final workslope":

1. Project Description (contact info, goals, objectives)
2. Scope of Work & Schedule (tasks, products, completion dates, partners)
3. Approach to Project Evaluation (surveys)
4. Project Cost and Funding (budget table of tasks and funds showing local match)
5. Schedule (milestones, grant obligations, contract advertisements, etc.)

**Swapping Program Funding for Planning Funding**

In addition to this request for further program details, MTC has given the STA some flexibility with the source of funding for this \$642,000. The primary source of this funding comes from the Federal Congestion Mitigation and Air Quality Program (CMAQ), which is eligible for education/encouragement programs and bicycle/pedestrian projects (see attachment B). However, MTC has made a limited amount of Surface Transportation Program (STP) funding available to be swapped with shares for CMAQ funding. STP funding can be spent on a wider variety of transportation projects and planning, including funding for additional school site walking audits & plans and engineering project design. This new flexibility being extended by MTC is the result of many Bay Area counties requesting planning funds to begin their SR2S Programs. To date, only Marin, Alameda, and Solano County have countywide SR2S Programs.

In 2007, the STA spent approximately \$122,300 on the 2008 STA SR2S Plan using STP funding and local gas tax funds. Consultant supported walking audits can cost between \$2,000 to \$5,000 per school, which includes time spent on the walking audit, an evening planning event, a narrative of issues and solutions, maps of the area, and conceptual designs of engineering improvements. The original vision of the STA SR2S planning process in 2007 was to hold seven “training audits” for city and school district staff at pilot schools in each Solano County city, as selected by local SR2S task forces, so local agency staff could carry on additional SR2S planning. City of Benicia Public Works staff were able to create plans for the six remaining schools in their district. However, not all of these training audits were attended by city and school district staff. 16 additional schools were added to the plan by STA staff leading additional SR2S planning, having attended seven of these training audits. 56 schools across the county still require SR2S planning.

STA staff recommends applying the same model of “training audits” in the fall of 2010 for seven additional schools countywide at a cost of \$35,000. As the STA’s SR2S Program has gained additional attention, these training audits may receive better attendance by local agency staff, allowing them to continue this work at more schools. This will require swapping SR2S CMAQ funding for STP funding, meaning that the SR2S Program’s Education and Encouragement activities will be reduced by \$35,000 over the next two years, which is approximately 17-18 staff facilitated events or 2-3 schools.

#### Recommended Final Workscope

The recommended final workscope is based on prior STA’s SR2S program budgets, which are based on the 2008 STA SR2S Plan’s countywide education and encouragement activities (Attachment C). The recommended swap of \$35,000 for planning activities is also reflected in this budget.

#### **Fiscal Impact:**

SR2S Program’s Education and Encouragement activities will be reduced by \$35,000 over the next two years in exchange for funding \$35,000 in SR2S planning activities.

#### **Recommendation:**

Recommend that STA Staff submit a FY 2010-11 & FY 2011-12 Workscope Submittal for the STA’s Safe Routes to School Program as described in Attachment C.

#### Attachments:

- A. MTC Update on the County Safe Routes to School Program, 06-04-2010
- B. MTC SR2S Project Eligibility Matrix, 01-2010
- C. STA SR2S Final Workscope



DATE: June 9, 2010  
 TO: STA SR2S-AC  
 FROM: Sam Shelton, Project Manager  
 RE: SR2S Project & Program Status

**Background:**

STA staff routinely update the Safe Routes to School Advisory Committee (SR2S-AC) on the project and program status of Safe Routes to School projects and programs in Solano County.

**Discussion:**

Below is project information regarding all Safe Routes to School related grants in Solano County since 1999. Solano County agencies have completed about \$1.4M in SR2S projects in the last ten years and are currently working on about \$2M in SR2S projects and programs.

Completed SR2S Projects in Solano County since 1999

Agency	Project Name	Grant Type	Grant Funding	Status
<b>Benicia</b>	Robert Semple Elementary School; sidewalks and crosswalks	State Cycle 2 FY 00/01	\$144,000	Complete
<b>Dixon</b>	SR 113 & C Street flashing crosswalk and bulbouts	STA Pilot FY 08/09	\$90,000	Complete
<b>Fairfield</b>	E. Ruth Sheldon ES and T. C. McDaniels School; sidewalks	State Cycle 5 FY 04/05	\$53,100	Complete
<b>Rio Vista</b>	D.H White Ele, Riverview Middle School, Rio Vista High School; install traffic signals	State Cycle 1 FY 99/00	\$131,500	Unknown
<b>Solano County</b>	Benjamin Franklin Middle School (Vallejo); sidewalk improvements	State Cycle 2 FY 00/01	\$59,400	Complete
<b>Suisun City</b>	Crystal Middle School; multiple improvements	State Cycle 1 FY 99/00	\$386,298	Complete
<b>Vacaville</b>	22 radar speed signs	State Cycle 3 FY 02/03	\$178,200	Complete
<b>Vacaville</b>	Eugene Padan Elementary School; sidewalks	State Cycle 2 FY 00/01	\$190,645	Complete
<b>Vacaville</b>	Will C. Wood; Peabody & Marshall improvements	STA Pilot FY 08/09	\$190,000	Complete
			<b>1,423,143</b>	

In Progress SR2S Projects in Solano County

<b>Agency</b>	<b>Project Name</b>	<b>Grant Type</b>	<b>Grant Funding</b>	<b>Status</b>
<b>Benicia</b>	4 Radar Speed Signs	STA/BAAMQD FY 2009/10	\$39,300	Under Construction
<b>Fairfield</b>	10 Radar Speed Signs	STA/BAAMQD FY 2009/10	\$98,200	Under Construction
<b>FSUSD &amp; Suisun City</b>	Crystal/Crescent School Non-infrastructure	Federal Cycle 1 FY 06/07 & 07/08	\$150,000	In Progress
<b>Suisun City</b>	4 Radar Speed Signs	STA/BAAMQD FY 2009/10	\$39,300	Under Construction
<b>Rio Vista</b>	Riverview Middle School; 2 radar speed signs	STA Pilot FY 08/09	\$20,000	Under Construction
<b>Suisun City</b>	Crystal MS and Crescent ES; Class I path	State Cycle 7 FY 06/07 & 07/08	\$900,000	In preliminary engineering. Fully funded by 2012.
<b>Vallejo</b>	Steffan Manor ES	State Cycle 7 FY 06/07 & 07/08	\$130,460	Under construction
<b>Vallejo</b>	10 Radar Speed Signs	STA/BAAMQD FY 2009/10	\$98,200	Under construction
<b>Vallejo</b>	Springstowne Middle School (potentially relocated to Hogan Middle School)	State Cycle 8 FY 2008/09	\$496,750	Closure of Springstowne MS prompted Caltrans to remove these funds. Vallejo plans to reapply for Cycle 9 funding for the Hogan school site.
			<b>1,972,210</b>	

STA Safe Routes to School Program: Non-Infrastructure Program  
Education, Encouragement, Enforcement & Evaluation

As of January 2010, the STA contracts out SR2S program and safety coordination services with the Solano County Department of Public Health's "Health Promotion and Education Bureau". Robin Cox, Tracy Nachand, and Nazlin Huerta will be providing SR2S program services to the STA for the next two years, which begins with the Spring 2010 program.

The STA had funding for 20 schools to participate in Spring 2010 program (March-June) and has funding for up to 85 schools in 2010-11. The program has been advertised to prior participating schools on a first-come first serve basis. Tracy Nachand will briefly present his progress on organizing the Spring 2010 program.

On February 10, 2010, the STA Board authorized a contract amendment for Fehr & Peers to complete 5 additional SR2S maps in the cities of Dixon, Vacaville, and Rio Vista for the following schools:

- Dixon, Anderson Elementary
- Rio Vista, Riverview Middle School
- Vacaville, Cambridge Elementary
- Vacaville, Foxboro Elementary
- Vacaville, Markham Elementary

Draft maps will be available by mid-June and Final maps will be available by the end of July.

*Agenda Item V. B, C.  
June 17, 2010*



DATE: June 11, 2010  
TO: STA SR2S-AC  
FROM: Sam Shelton, Project Manager  
RE: Information Items B and C

**SR2S Partnership & Grant Development**

On June 17, 2010, representatives from Sacramento Breathe California, Solano Asthma Coalition, and the Lawrence Hall of Science will have met to discuss partnering in SR2S education and outreach. Details of these preliminary discussions will be discussed at the meeting.

**SR2S Summit Draft Agenda**

On April 14, 2010, the STA Board authorized STA staff to review the potential to place a SB 83 \$10 vehicle license fee on the November ballot. Three areas are being evaluated to be part of the fee: 1) Street Rehabilitation, 2) Senior & Disabled Mobility, and 3) Safety and SR2S Programs. To discuss how each city is doing with SR2S issues, the STA is proposing to hold a SR2S Summit in late June or early July.

The format would not be a conference for school principals or volunteers as originally discussed with the SR2S-AC at prior meetings, but instead would be a panel discussion and set of presentations to better understand how each community in Solano County is coping with SR2S issues in the face of local city and school district budget cuts, such school closures and school bus program cuts. We will also hear about the success of building projects and programs.

Brief presentations will be made by city and school district staff. Invited participants will be city council members, and school board members, school principals, parents & PTAs, public safety staff, and public health staff.