

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

**Wednesday, November 16, 2011
1:30 p.m. to 3:00 p.m.**

**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	Mike Segala
II.	APPROVAL OF AGENDA: November 16, 2011	Committee
III.	APPROVAL OF MEETING MINUTES FROM September 23, 2011	Danelle Carey
IV.	ACTION ITEMS	
A.	Walking Audits/Mapping Design Subcommittee	Mike Segala
B.	SR2S Advisory Committee Future Meetings/Scheduling	Mike Segala
V.	INFORMATION ITEMS	
A.	SR2S Program Update	Judy Leaks
B.	Alta Planning & Design, Scope of Work and Deliverables	Sam Shelton, STA Casey Hildreth Alta Planning & Design
C.	Fairfield-Suisun Police Department, Safety Enforcement Update	Judy Leaks, STA Robert Marin, Fairfield PD Lindsey Sanford, Suisun PD
D.	Caltrans Cycle 10 call for projects for State SR2S funds	Sam Shelton
E.	Future Meeting Agenda Items	Mike Segala
VI.	ADJOURNMENT	Mike Segala
	The next SR2S-AC meeting will be scheduled for late February 2012 or early March 2012, based on a poll of committee member availability.	

SR2S-AC MEMBERS

<u>Mike Segala</u> SR2S-AC Chair Bicycle Advisory Committee Rep	<u>Jeff Knowles</u> SR2S-AC Vice Chair City of Vacaville Deputy Public Works Director	<u>Jim Antone</u> Yolo-Solano Air Quality Management District	<u>Garland Wong</u> Fairfield Traffic Engineer	<u>Jay Speck</u> Solano County Superintendent of Schools
<u>Tim Mattos</u> Commander, Suisun City Police Dept.	<u>Lt. Bob Oettinger</u> Benicia Police, Traffic Unit	<u>Mike Hudson</u> Pedestrian Advisory Committee Rep.	<u>Mel Jordan</u> Vallejo USD Asst. Superintendent	<u>Robin Cox</u> Solano County Public Health

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DATE: October 24, 2011
TO: STA SR2S-AC
FROM: Danelle Carey, Program Coordinator
RE: **Action and Information Item Summaries**

Action Item Summary:

Item IV. A. Walking Audits/Mapping Design Subcommittee

To help facilitate the mapping design process, STA staff recommends the appointment of a *Mapping Design Subcommittee* to the Safe Routes to School Advisory Committee. STA staff will support the subcommittee by drafting agenda packets, taking meeting minutes, offering STA conference rooms to hold meetings, and reporting out on the status of the mapping process to the SR2S Advisory Committee.

Item IV. B. SR2S Advisory Committee Future Meetings/Scheduling

After the November 2011 meeting, we plan to schedule the SR2S Advisory Committee meetings quarterly. At these meetings, Alta Planning & Design consultants will provide us with an update on their progress and deliverables on the plan update and mapping project. Solano County Public Health staff will discuss SR2S program event progress and future scheduled events.

Information Item Summary:

Item V. A. SR2S Program Update (Judy Leaks)

Judy Leaks will provide an update on the SR2S Program, projects and inter-agency coordination activities, such as partnerships with police departments, public health and mapping consultants. Program elements include:

- 1) Public Safety Enforcement Grant Management; Suisun City and Fairfield Police Departments
- 2) SR2S Plan Update and Mapping Project
- 3) Walking School Bus Program
- 4) SR2S Program Progress Report

For the committee's review, attached is a draft SR2S Program Progress Report (Attachment A, provided under separate cover).

Item V. B. Alta Planning & Design, Scope of Work and Deliverables (Casey Hildreth)

Casey Hildreth will provide a presentation of the Safe Routes to School Plan and Mapping Project. The presentation will include a timeline of activities that will occur throughout the mapping and planning process.

For the committee's review, attached is the Alta Planning & Design School Walk Audit & mapping memo (Attachment B, provided under separate cover).

Item V. C. Fairfield-Suisun Police Department, Safety Enforcement Update (Judy Leaks, Fairfield and Suisun Police Department)

Robert Marin of the Fairfield Police Department and Lindsey Sanford of the Suisun Police Department will provide the Advisory Committee with a Safety Enforcement Update, workplan overview and deliverables. Judy Leaks, SNCI Program Manager will provide an update on the Safety Enforcement Grant Management.

Item V. D. Caltrans Cycle 10 Call for Projects for State SR2S Funds (Sam Shelton)

Sam Shelton will provide information on the Caltrans Cycle 10 Call for projects which is expected to be released in December for infrastructure projects.

Item V. E. Future Meeting Agenda Items (Mike Segala)

Advisory Committee members will recommend any items/topics they would like to discuss on future agendas.

Attachments:

- A. SR2S Program Progress Report
- B. Alta Planning & Design School Walk Audit & mapping memo



SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Meeting minutes of
September 23, 2011

I. CALL TO ORDER

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 10:30 a.m. in the STA Main Conference Room.

SR2S-AC Members

Present:	Mike Segala	Chair/ Bicycle Advisory Committee
	Garland Wong	City of Fairfield, Traffic Engineering (Alt)
	Jim Antone	Yolo-Solano Air Quality Management District
	Jeff Knowles	Vice Chair/City of Vacaville, Public Works
	Robin Cox	Solano County Dept. of Public Health
	Mel Jordan	Assistant Superintendent, Vallejo USD

STA Staff Present:	Sam Shelton	STA
	Danelle Carey	STA
	Judy Leaks	STA
	Daryl Halls	STA

Others Present:	Edd Alberto	City of Vallejo
	Lindsey Sanford	City of Suisun, Police Department (Alt)
	Matt Bloesch	City of Fairfield, Police Department
	Casey Hildreth	Alta Planning & Design

SR2S-AC Members

absent:	Mike Hudson	Pedestrian Advisory Committee Rep.
	Bob Oettinger	City of Benicia, Police Department
	Mark Mulgrew	Solano CHP
	Jay Speck	Solano County Office of Education

II. APPROVAL OF AGENDA: SEPTEMBER 23, 2011

With a motion from Robin Cox and a second from Jim Antone, the SR2S-AC unanimously approved the agenda.

III. APPROVAL OF JUNE 16, 2011 MEETING MINUTES

Robin Cox stated that she would like to add to her comment on the top of page four, “to apply for the community grant; have not been selected as a recipient, have been selected to compete with the state to apply with them.”

With a motion from Jeff Knowles and a second from Jim Antone, the SR2S-AC unanimously approved the June 16, 2011 meeting minutes.

IV. APPROVAL OF MEETING JULY 27, 2011 MEETING MINUTES

With a motion from Jeff Knowles and a second from Jim Antone, the SR2S-AC unanimously approved the July 27, 2011 meeting minutes.

V. ACTION ITEMS

A. FY 2011-12/ 2012-2013 SR2S Program Workplan

Sam Shelton provided an overview of the SR2S Program workplan. Mr. Shelton stated that the STA approved a two year workplan in December 2010. The program workplan for FY 2011-12/2012-13 better reflects what's going on with the program since the program has since expanded. Starting with education, the scope still includes, safety assemblies, bike rodeos events, materials and the mapping project. The encouragement portion has been scaled back because the Federal government is not sponsoring incentives so the STA had to pool local dollars, which contributes to the reason the encouragement budget was reduced from \$460,000 to \$200,000. The enforcement public safety grant scope of work hasn't changed since it was adopted by the STA board in May 2011; our contract with Fairfield-Suisun Police Department. For engineering, no additional funding was identified. Mr. Shelton added, for staff level, the STA staff funding has increased due the need for more coordination, summer internships and our partnership with Solano County Public Health.

Mel Jordan asked if the scope remains the same. Sam Shelton answered that the scope has changed. Mr. Shelton added that we are able to offer education and encouragement activities; one safety assembly, two bike rodeos and three walk and roll events for all schools in Solano County.

With a motion from Mel Jordan, and a second from Jeff Knowles, the SR2S-AC unanimously approved forwarding the recommendation of the SR2S FY 2011-12 and 2012-13 Program Workplan to the STA Board. *SR2S-AC member Robin Cox recused herself from the vote since Solano County Public Health is a recipient.*

VI. INFORMATION ITEMS

A. SR2S 2011 Plan Update & Mapping Consultant Introductions and Scope of Work

Sam Shelton provided a brief overview of the SR2S 2011 Plan update and gave an introduction for Casey Hildreth, Project Manager of Alta Planning & Design, selected consultant for the 2011 Plan Update. Casey Hildreth introduced the Alta Planning & Design project team and their roles. Bret Hondorp, Project Principal was teleconferenced in on the SR2S Advisory Committee Meeting. Casey Hildreth stated that he is leading the plan update of the project. Mr. Hildreth said that their firm is working with Finger Design, graphic design for marketing

materials throughout various stages of the project. Mr. Hildreth added that Alta Planning is currently working with Metropolitan Transportation Commission (MTC) School and Youth Outreach, working on key mediums, themes and strategies for outreach into school populations which the 2011 Plan update can benefit from.

Casey Hildreth explained that the general approach was to take the mapping methodology that was created in the previous project and refine it. Mr. Hildreth added that the essential approach of automation is great but the data and the walking experience around schools will allow them to know what's going on the ground. Mr. Hildreth added that they will be focusing on collecting additional data in the field and conduct a more intense outreach at the school sites and leverage the mapping project for greater efficiencies on the plan side. Mr. Hildreth explained that they want to do more walking audits outside of what is currently scoped under the plan update process. Mr. Hildreth explained, during the outreach phase there will be several layers of engagement with the public. During informal walking audits Alta Planning staff will be able to upload comments via the GPS unit so the comments will be real time into the automate process. Mr. Hildreth added that there will be a second meeting for each school, with a wall sized map to allow comments. Mr. Hildreth stated that walking audits will lead to more improvement plans and continuing to refine the graphic content.

Robin Cox asked if the scope of work was already finalized and if the contract was done. Sam Shelton answered that the STA is not under contract with Alta Planning yet, the agreements will be drawn up in the following week. Mr. Shelton stated that one of the first tasks is to finalize the scope of work. Mr. Shelton added that the proposal from Alta Planning and Design has details regarding tasks and timelines. Casey Hildreth stated that there needs to be clarification on the number of meetings around the schools. Mike Segala stated that the input from the schools is critical and we don't want them left out. Mr. Hildreth commented that the approach wasn't to have two meetings around a finished product. Jeff Knowles questioned, in terms of the scope, it states that 14 school walking audits will be conducted with an emphasis on walk audits and school travel plan. Mr. Knowles asked, how many school walk audits countywide will be done and, how many maps per city. Mr. Knowles added that he doesn't have a feel for the true scope of the project. Mr. Hildreth explained that they will be at every school using their resources, confirming in real space, what's going on at the schools. Mr. Hildreth added that the last plan had 7 schools and they felt that they could double that to 14 walk audits for this plan. Mr. Hildreth added that they didn't want to over commit but there will be lots of opportunities for the community's task forces to be involved in the process along with different participants.

Jim Antone asked Casey Hildreth to elaborate on the updating of the Safe Routes to School Master Plan. Mr. Hildreth stated that most of the budget is for mapping; but intend to make sure the program is much broader in scope. Mr. Hildreth explained that alot of outreach is engaging with community task forces and the

SR2S Advisory Committee. Mr. Hildreth added that their charge is to take the old plan and create a new set of priorities. Updating unit cost for the plan and providing a Safe Routes to School toolkit which will be updated with strategies and programs. Mr. Hildreth stated that Alta will be using the walk audits to develop new projects and new improvement concept plans. Mr. Hildreth stated that the old plan is a county document and within it there are specific focuses on the 7 school communities. As more walk audits are added, school travel plans will be made for each school community. Integrating the mapping elements into the overall plan update, making sure it includes the work done in the pilot marketing of the maps. Mr. Hildreth stated that there is more detail in the provided proposal along with the parent survey information which will be folded into the plan update.

Robin Cox commented that she appreciated the approach with walking audits with parents. Ms. Cox added that walk audits are going to yield a lot more with great feedback from parents and stakeholders. Ms. Cox asked, going forward how can you marry fine detail and avoid making the maps so busy. Casey Hildreth stated that the fine grain detail will not be in the final map and will make sure that the maps will not be too busy. Ms. Cox stated that in the plan, there was a mention of a written manual of future mapping, and questioned videotaping. As a request from a committee person, Ms. Cox asked that a video component be a part of the manual. Sam Shelton stated that increased inter-agency cooperation is a part of the plan and building relationships amongst community task forces, so it's a strong element. Mike Segala stated, with regards to maps and bilingual outreach, there may need to be an assessment for separate documents. Bret Hondorp stated that their maps include a Bilingual legend and only have to deal with one set of maps. Mr. Segala asked if the SR2S Advisory Committee will we be able to see a draft of the maps. Mr. Hondorp stated that early in the map development we would put a design template together for the Advisory Committee to review prior to creating all of the individual maps. Jim Antone asked if they will be looking at future funding sources. Mr. Hildreth answered, that will be a part of the final plan, how to sustain a program beyond the MTC grant.

B. Community Task Force Update

Danelle Carey provided an update on the Community Task Force progress for the 2011 Plan Update. Ms. Carey stated that the Solano Transportation Authority (STA) has started talking to the different cities about reengaging their Community Task Forces. To date, meetings have been held in Rio Vista, Fairfield and Vallejo. Ms. Carey stated that Rio Vista and Vallejo have already chosen their schools for the Countywide Plan Update. Ms. Carey added that some cities have existing committee's and plan to meet with Fairfield's 3E's committee and Vallejo's SR2S Community Task Force. Ms. Carey stated that the STA's purpose is to reengage the Community Task Forces to address and/or identify the issues that they are having in their community and determine how they want to handle it through our SR2S program.

Danelle Carey stated that the STA will be facilitating these meetings and our consultant, Alta Planning and Design will attend meetings as well. Ms. Carey added that we expect to meet with each Community Task Force at least four times as follows; Introductory meeting with the City's Mayor, Public Works Director and Engineer, (1) initial meeting with Community Task Force to update them on progress, address issues and select school (2) Conduct the walk audits (3) meet and discuss the draft plan (3) final meeting to review final SR2S plan. Ms. Carey added that our future schedule includes meetings with the City of Suisun and Benicia with this process ongoing through June 2012.

Jeff Knowles asked how we plan to meet with Travis Unified School District. Sam Shelton answered, we have some contacts and we will be contacting them to hold meetings regarding the schools in the Travis Unified School District. Mr. Knowles requested that Vacaville staff be present for the Travis USD meetings. Danelle Carey stated that she will include Vacaville staff on the invitation to Travis USD meetings.

C. SR2S Partnership with Transit Operators

Daryl Hall's provided an overview of the SR2S partnership with Transit Operators. Mr. Halls stated that there will be discussions with Community Colleges and parallel discussions with transit operators. Mr. Halls stated that the transit operators asked that the STA coordinate a meeting with colleges to include Sol Trans, Vacaville City Coach and Fairfield-Suisun Transit to talk about their needs on the college campus and how we can better serve them with transit. Mr. Halls commented, although transit is an important aspect, we want to bring in the Safe Routes to School component to encourage students to walk and bike to school. Mr. Hall's added that Touro University and Maritime Academy will also have discussions with the STA and transit operators due to lack of direct transit service to their campuses. The objective of this partnership is to find better access to transit to college campuses. Mr. Halls stated that the STA is updating their Intercity Transit Plan and one of the components is how we connect to college campuses. Mike Segala stated that those have been using the North Connector have noticed a disconnect to the college.

D. Future Meeting Agenda Items

Mike Segala stated that Alta Planning and Design will be checking in with our committee on a quarterly basis. Danelle Carey stated after our November meeting the SR2S Advisory Committee will meet quarterly.

VII. ADJOURNMENT

The meeting was adjourned at 12:00 p.m. The next regularly scheduled meeting of the SR2S-AC will be November 16, 2011 at STA's Main Conference Room.