

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

**Wednesday, May 16, 2012  
1:30 p.m. to 2:30 p.m.**

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



**ITEM    ACTIVITY**

**ADMINISTRATOR**

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| <p><b>I. CALL TO ORDER—SELF INTRODUCTIONS &amp; OPPORTUNITY FOR PUBLIC COMMENT</b></p> <p><b>II. APPROVAL OF AGENDA: May 16, 2012</b></p> <p><b>III. APPROVAL OF MEETING MINTUES FROM February 15, 2012</b></p> <p><b>IV. APPROVAL OF MEETING MINUTES FROM SPECIAL MEETING ON March 14, 2012</b></p> <p><b>V. ACTION ITEM</b></p> <p><b>A. Mapping Cartography</b></p> <p style="margin-left: 20px;">1. Draft Route Maps</p> <p style="margin-left: 20px;">2. Draft School Improvement Plans</p> <p style="margin-left: 20px;"><b>Recommendation:</b><br/><i>Support the further development of the draft final route maps and school improvement plans.</i></p> <p><b>VI. INFORMATION ITEMS</b></p> <p><b>A. SR2S Program Update</b></p> <p><b>B. SR2S Mapping and Plan Update</b><br/><i>SR2S Program Marketing</i></p> <p><b>C. Solano County Public Health</b><br/><i>Education/Encouragement Events Progress Overview</i></p> <p><b>D. Future Funding Opportunities</b></p> <p><b>E. Future Meeting Agenda Items</b></p> <p><b>VII. ADJOURNMENT</b></p> <p>The next SR2S-AC meeting will be scheduled for August 2012.</p> | <p>Mike Segala</p> <p>Committee</p> <p>Danelle Carey</p> <p>Danelle Carey</p> <p>Committee</p> <p>Judy Leaks, STA</p> <p>Casey Hildreth, Alta<br/>Planning &amp; Design</p> <p>Robin Cox, Solano<br/>County Public Health</p> <p>Sam Shelton, STA</p> <p>Mike Segala</p> <p>Mike Segala</p> |
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**SR2S-AC MEMBERS**

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

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**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE**  
**Meeting minutes of**  
**February 15, 2012**

**I. CALL TO ORDER**

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 1:33 p.m. in the STA Main Conference Room.

<b>SR2S-AC Members Present:</b>	Garland Wong Robin Cox Jim Antone Mike Segala Jay Speck Bob Oettinger	City of Fairfield, Traffic Engineering Solano County Dept. of Public Health Yolo-Solano Air Quality Management District Chair/Bicycle Advisory Committee Solano County Office of Education City of Benicia, Police Department
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<b>STA Staff Present:</b>	Judy Leaks Sam Shelton Danelle Carey Sheila Jones	STA STA STA STA
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<b>Others Present:</b>	Ozzie Hilton Edd Alberto Rodney Nelson Lindsey Sanford Casey Hildreth Brian Fulfroth Brett Hondrop	City of Vacaville, Public Works City of Vallejo (Alt) Fairfield-Suisun Unified School District City of Suisun City Police Department Alta Planning & Design Brian Fulfroth & Associates Alta Planning & Design
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<b>SR2S-AC Members absent:</b>	Mike Hudson Tim Mattos Jeff Knowles Mel Jordan	Pedestrian Advisory Committee Rep. City of Suisun, Police Department Vice Chair/City of Vacaville, Public Works Assistant Superintendent, Vallejo USD
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**II. APPROVAL OF AGENDA: FEBRUARY 15, 2012, PG. 1-5**

With a motion from Jay Speck and a second from Jim Antone, the SR2S-AC unanimously approved the agenda as revised.

**III. APPROVAL OF SEPTEMBER 23, 2011 MEETING MINUTES**

With a motion from Jay Speck and a second from Garland Wong, the SR2S-AC unanimously approved the November 16, 2011 meeting minutes.

**IV. ACTION ITEMS**

**A. New SR2S Website Layout/Interactive Mapping Tool/Mapping Methodology – PG. 6, 8-12**

Casey Hildreth explained that the purpose of this action item was to move forward on generating draft route maps to school and to ensure the criteria that we are identifying is agreed upon. Mr. Hildreth noted that most of the presentation detail was provided in the memo. Jim Antone mentioned that the memo was not available ahead of time for review. Danelle Carey stated that it was available in the packet and unfortunately the link to the memo was broken. Mr. Hildreth discussed the memo with the committee and provided a demonstration of the interactive public comment mapping tool. Mr. Hildreth described the purpose of this tool as a way to get information from stakeholders and promote the website with the mapping tool feature. Mr. Hildreth stated that they are generally looking at trails, paths and sidewalks.

Mike Segala asked, when you are looking at roadways adjacent to paths, will you be looking at the entire width of the roadway or define it as a divided road or a non-divided road or if the intersections, that you identify will be a standard controlled intersection to enhance the safety of these intersections. Mr. Hildreth answered, I don't believe we've collected data on whether there's a countdown signal or not. Garland Wong stated it's a state requirement now. Mr. Hildreth will examine the budget to see if the additional data can be collected. Mr. Hildreth added that the data collected will include ratings of the condition of sidewalks and locating barriers (telephone poles, parking signs etc.), and through the online tool, the perception of condition safety of intersections, crosswalks and curb ramps. Robin Cox asked if the maps would be provided as a paper tool in English and Spanish. Mr. Hildreth explained that this tool is just to understand how they are getting to school and assist in ranking the criteria that is being collected.

Brian Fulfrost elaborated that the criteria is quantitative and verifications of traffic control are being looked at in addition to conditions, safety and stakeholders input. Jim Antone asked how we are determining where to look, is it just between the radius and all the streets. Mr. Fulfrost answered, we identified access points around the schools, we called all of the school districts and did a half mile walk shed along the road network from each access point. Robin Cox stated that she had a couple of challenges when she tested the mapping tool in Step 2 and asked if the purpose of this mapping tool will be stated to users. Mr. Hildreth answered yes. Mrs. Cox described her difficulty with Step 2; draw your route to school, and that the first step would be to locate your origin in order to attempt to get to the next destination. Mr. Shelton asked if destination balloons could be used.

Mr. Hildreth said Google markers would be helpful. Mrs. Cox stated that her intuition was to click and drag the route. She also didn't know to click on every intersection and stated the order of steps should be in order. Mr. Segala also elaborated on the difficulty with step 2 and the scroll bar used in step 2 causing confusion. Jay Speck stated that he wasn't sure if there was a consensus around the address versus the closest intersection because people may not want to give out the address. Mr. Hildreth added that using Google the user could either provide the literal address or a closest intersection. Mr. Segala wants to make sure that the user

knows that they can do either or. Ms. Carey stated that a tour of the new Safe Routes to School website would be ideal before a motion. She also noted that Jayne Bauer of the STA would provide an overview and note any changes recommended by the Advisory Committee.

Jayne Bauer noted that the title of the mission statement should be all lower case to keep consistency. She also noted that the mapping element on the left should be bigger and labeled as "Solano SR2S Mapping Tool". We are going to remove the pictures from the calendar on the left side bar, just the event name/date with a link to the existing calendar. The banner across the top that says "our mission" should be tightened up and the blog itself should have text wrap. The photo gallery leads to a Picasa library. The STA logo is provided at the bottom of the website but should only be present at the top of the website. Mr. Segala questioned changing the mission statement to all lower case. Mrs. Bauer stated that the content of the statement would not be changed only the title header "our mission" would be changed to lower case to be consistent with the rest of the SR2S homepage headings. Mr. Segala understood her intent. Mrs. Cox commented that "Tell Us about Your Route to School" might get more hits than "STA Mapping Tool". Ms. Carey stated that once the maps are finalized that will be the same tool they will use to map their route. Ms. Cox asked if it could be changed later. Ms. Carey stated it was a budget issue but we can consult with our website designer on cost to change the text, when necessary.

Ms. Cox motioned that the SR2S Advisory Committee accept the website layout/ interactive mapping tool and mapping methodology to go public with the edits as suggested by the advisory committee and the ongoing input through the end of the week. Bob Oettinger seconded.

## **B. SR2S FY (11/12) & FY (12/13) Amendments**

Mike Segala asked if any public discussion was necessary for this tabled item. Judy Leaks said no and suggested scheduling a special meeting in March to address this item. Mr. Segala proposed scheduling a special meeting for an hour on Wednesday, March 14, 2012, 1:30 p.m. Five out of six advisory committee members agreed.

## **V. INFORMATION ITEMS**

### **A. SR2S Program Update (Enforcement/Public Health)-m PG 6, 13-31**

Judy Leaks provided an overview of the SR2S Program. Mrs. Leaks stated that we have a lot of events scheduled for safety assemblies and bike rodeos. Mrs. Leaks provided an update on the walking school bus pilot. Mrs. Leaks touched on Fairfield Police Department's enhanced and direct enforcement with the schools. Lindsay Sanford stated that the draft Crossing Guard Manual is almost complete. Ms. Sanford also included that she submitted a short multiple choice test at the last

SR2S Program staff meeting with an answer key to see check the level of information retained by students. Ms. Sanford stated that she will begin recording the training video. Mike Segala asked who was making the edits for the crossing guard training materials and Ms. Sanford answered SR2S Program Staff and Alta Planning & Design Consultants.

**B. Alta Planning & Design, Status Update on Planning/Mapping Project- PG 6, 8-12**

Casey Hildreth provided an overview of the PowerPoint handouts. Mr. Hildreth discussed their monthly data progress, purpose and future team goals. Mr. Fulfroth highlighted the criteria for data collection and route development. Mr. Hildreth concluded with the overall goal and next steps for meeting number two in April. Brett Hondorp stated that every county has their own approach on this program and recognized that Solano is focusing on the encouragement elements and is beyond our neighboring counties.

**C. Caltrans Cycle 10 call for projects/ City of Dixon's West B Street Pedestrian Undercrossing Project- PG. 6,32-40**

Jay Speck excused himself from the meeting. Sam Shelton provided an overview of the Cycle 10 call for projects and provided a map handout to all committee members. Mr. Shelton touched on the grant fund authorization for the Dixon, West B. St. undercrossing project and development of the ADA compliant ramp. Mr. Shelton stated that we are still working with the Capitol Corridor and Union Pacific on easements and rail permits to begin construction this fall or early spring and added that letters of support will be considered.

**D. One Bay Area Grant (OBAG)- PG. 6, 41-43**

Sam Shelton provided an overview of MTC's regional transportation plan, shorter funding cycles and One Bay Area Grant federal funding for bicycle and pedestrian projects. Mr. Shelton added due to our SR2S program, MTC has taken SR2S funding off the top and that more funds can be utilized for non-infrastructure programs through 2015. Mr. Shelton stated that the draft policies will come out in March and will be adopted by MTC in May 2012.

**E. Future Meeting Agenda Items**

A special meeting was scheduled for Wednesday, March 14, 2012 at 1:30 p.m.

**VI. ADJOURNMENT**

The meeting was adjourned at 3:13 p.m. The next regularly scheduled meeting of the SR2S-AC will be May 16, 2012 at STA's Main Conference Room.



**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE**  
**Special Meeting Minutes of**  
**March 14, 2012**

**I. CALL TO ORDER**

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 1:30 p.m. in the STA Main Conference Room.

<b>SR2S-AC Members Present:</b>	Garland Wong Robin Cox Jim Antone Mike Segala Jay Speck Bob Oettinger Mel Jordan Jeff Knowles Tim Mattos	City of Fairfield, Traffic Engineering Solano County Dept. of Public Health Yolo-Solano Air Quality Management District Chair/Bicycle Advisory Committee Solano County Office of Education City of Benicia, Police Department Assistant Superintendent, Vallejo USD Vice Chair/City of Vacaville, Public Works City of Suisun City, Police Department
<b>STA Staff Present:</b>	Judy Leaks Sam Shelton Danelle Carey Sheila Jones	STA STA STA STA
<b>Others Present:</b>	Edd Alberto Rodney Nelson Lindsey Sanford Casey Hildreth Robert Marin	City of Vallejo (Alt) Fairfield-Suisun Unified School District City of Suisun City Police Department Alta Planning & Design City of Fairfield Police Department
<b>SR2S-AC Members absent:</b>	Mike Hudson	Pedestrian Advisory Committee Rep.

**II. APPROVAL OF AGENDA: MARCH 14, 2012**

*With a motion from Jay Speck and a second from Robin Cox, the SR2S-AC unanimously approved the agenda as printed.*

**III. ACTION ITEMS**

**A. SR2S (11/12) & FY (12/13) Amendments**

**Recommendations:**

1. *Support the project and program tasks described in the Walking School Bus and Bicycle Train program and the project and program tasks described in the SR2S 4-year Work Plan for Fiscal Years 2011-12 to 2014-15.*

Judy Leaks provided an overview of the proposed work plan options for the 500,000 grant and explained that the plan was set up and applied based on this years' walking school bus pilot. Mrs. Leaks stated the goal is to have at least one walking school bus per elementary school in Solano County. Mrs. Leaks also highlighted Markham Elementary School as being the shining star carrying out the Walking School Bus process.

*With a motion from Jay Speck and a second from Bob Oettinger, the SR2S-AC unanimously approved the recommendation to support the project and program tasks described in the Walking School Bus and Bicycle Train program. Robin Cox recused herself from this recommendation due to affiliation with the entity and funding conflict of interest.*

**B. One Bay Area Grant (OBAG) Funding Opportunity**

**Recommendation:**

*Recommend to STA Technical Advisory Committee (TAC) to recommend to the STA Board that \$350,000 of uncommitted One Bay Area Grant (OBAG) funds be designated for enhanced SR2S activities that will be determined by each Community Task Force.*

Judy Leaks provided an overview of the chart handout and the project and program tasks described in the SR2S 4-year Work Plan for Fiscal Years 2011-12 to 2014-15. Sam Shelton provided clarification on OBAG funding, budgets and grants in relation to the columns in the handout. Mr. Shelton also stated that the only engineering related activity is the plan update. Mrs. Leaks provided a better understanding of the status quo, incentives and components to stretch the grant. Mr. Shelton quickly researched some numbers and provided them to the committee. Mike Segala and Mrs. Leaks implied the necessity, importance and availability of the grant for future time intensive SR2S programs and activities. Garland Wong addressed the importance of law enforcement.

*With a motion from Mel Jordan and a second from Bob Oettinger, the SR2S-AC unanimously approved the recommendation for the amount of \$383,000 (column 3) of uncommitted One Bay Area Grant (OBAG) funds be designated for enhanced SR2S activities that will be determined by each Community Task Force. Robin Cox recused herself from this recommendation due to conflict of interest.*

**C. SR2S Pilot Marketing**

**Recommendation:**

*Request for approval to proceed with elements of the pilot map marketing, including the design/installation of program banners at all schools.*

Casey Hildreth provided an overview of the pilot map marketing, including the design/installation of program banners at all schools.

*With a motion from Jay Speck and a second from Mel Jordan, the SR2S-AC unanimously approved the request to proceed with elements of the pilot map marketing, including the design/installation of program banners at all schools.*

**IV. INFORMATION ITEMS**

**D. SR2S Pilot Marketing**

No update was provided.

**V. ADJOURNMENT**

The meeting was adjourned at 2:45 p.m. The next regularly scheduled meeting of the SR2S-AC will be May 16, 2012 at STA's Main Conference Room.



DATE: May 11, 2012  
TO: STA SR2S-AC  
FROM: Danelle Carey, Program Coordinator  
RE: Action and Information Item Summaries

**Action Item Summary:**

Item V. Mapping Cartography (Casey Hildreth, Alta Planning & Design)

Casey Hildreth will provide an overview on the mapping cartography for the draft route maps and draft improvement plans (Provided under separate cover).

Alta Planning and Design has prepared draft improvement maps for participating walk audit schools that include existing conditions and recommended facilities. These maps will serve as the basis for preparing detailed school travel plans and for identifying the majority of Safe Routes to School projects to be prioritized for the draft SR2S Plan update.

The Alta Planning and Design team, led by Brian Fulfrost & Associates, has completed an initial site assessment of all SR2S Program schools and developed initial draft routing maps for review and discussion. These maps include sidewalk/crosswalk suitability scores and the identification of a "core" walking route network that has been developed utilizing automated GIS analysis tools and best available student address information. Limited revisions to the automated route selection process have occurred where walk audit or additional information (such as crossing guard location) has been available.

Significant revisions and cartographic enhancements to the initial draft route maps are anticipated by the consultant (in preparation for fall 2012 promotion). These revisions will be based on additional data to be made available, as well as feedback from the SR2S Task Force, SR2S Advisory Committee, School District representatives and individual principals, parents, and other stakeholders. In addition to an online Google mapping tool that has been developed to assess key issues and routes (and which will be available on the revised SR2S website), draft route maps (PDF files) will also be made available for download and review.

**Recommendation:**

*Support the further development of the draft final route maps and the school improvement plans.*

## **Information Item Summary:**

### **Item VI.A. SR2S Program Update (Judy Leaks, STA)**

Judy Leaks will provide an update on the SR2S program progress such as partnerships with police departments and Solano County Public Health. (Attachment A).

Program elements and partnerships include:

- 1) Public Safety Enforcement with Suisun City and Fairfield Police Departments
- 2) SR2S Plan Update and Mapping Project
- 3) Pilot Walking School Bus Program

For the committee's review, attached is a Fairfield and Suisun City Police Department enforcement update (Attachment B).

### **Item VI.B. SR2S Mapping and Plan Update (Casey Hildreth, Alta Planning & Design)**

Casey Hildreth will provide an overview on the SR2S Mapping & Plan Update progress which will include information about current SR2S program marketing efforts. SR2S banners have been designed and are in production with a target distribution to all elementary and middle schools in Solano County upon approval of designated school districts. The new SR2S website has been developed; the structure and online content will drive website traffic and provide in-depth learning experiences for visitors of the site. The STA plans to take the website live by the week of May 14<sup>th</sup>.

### **Item VI.C. Solano County Public Health Update (Robin Cox, Solano County Public Health)**

Robin Cox will provide an overview of current efforts to organize and facilitate SR2S events at schools across the county (Attachment C).

### **Item VI.D. Future Funding Opportunities (Sam Shelton, STA)**

At the May 9, 2012 STA Board meeting, the STA staff recommended to program \$169,000 Eastern Solano Congestion Mitigation and Air Quality (ECMAQ) Improvement Program funds to the STA's SR2S Program for safety & encouragement events and education & marketing materials, as recommended by the STA's SR2S Advisory Committee. Sam Shelton will provide an overview about future funding for the SR2S program (Attachment D).

### **Item VI.E. Future Meeting Agenda Items (Mike Segala)**

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

## **VII. Adjournment (Mike Segala)**