

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE (SR2S-AC)
MEETING**

1:30 – 3:00 P.M.
Wednesday, June 12, 2013

Solano Transportation Authority, Conference Room 1
One Harbor Center, Suite 130
Suisun City, CA 94585-2473



ITEM

ADMINISTRATOR

I. CALL TO ORDER/SELF-INTRODUCTIONS

Mike Segala, Chair

II. CONFIRM QUORUM

III. APPROVAL OF AGENDA

IV. OPPORTUNITY FOR PUBLIC COMMENT

V. APPROVAL OF MEETING MINUTES FROM:

February 20, 2013 meeting

Pg. 3-6

VI. ACTION ITEMS

A. SR2S 2-YR Program Workplan

Judy Leaks, STA

Recommendation:

Forward a recommendation to the STA Board to support the STA's Safe Routes to School Program FY 2013-14/2014-15 Workplan.

(1:35 p.m. - 1:50 p.m.)

Pg. 7-11

B. Officer Election

Danelle Carey, STA

Recommendation:

Elect a Vice-Chair for one-term.

(1:50 p.m. - 2:00 p.m.)

Pg. 13

Safe Routes to School Advisory Committee Members

<u>Mike Segala</u> Chair STA BAC	<u>Vacant</u> Vice Chair	<u>Jim Antone</u> YSAQMD	<u>Garland Wong</u> City of Fairfield	<u>Jay Speck</u> Solano County Superintendent of Schools
<u>Tim Mattos</u> Suisun City Police Department	<u>Scott Przekurat</u> Benicia Police Department	<u>Mike Hudson</u> STA PAC	<u>Mel Jordan</u> Vallejo Unified School District	<u>Robin Cox</u> Solano County Public Health

VII. INFORMATIONAL ITEMS – DISCUSSION

A. SR2S Summit

Informational

(2:00 p.m. – 2:15 p.m.)

Pg. 15

Danelle Carey, STA

B. SR2S Mapping and Plan Update

Informational

(2:15 – 2:25 p.m.)

Pg. 15

C. STA SR2S OBAG Funding Formula

Distribution Recommendation

Informational

(2:25 – 2:35 p.m.)

Pg. 16

Jessica McCabe, STA

D. SR2S Program Update

Informational

(2:35 – 2:45 p.m.)

Pg. 16

Judy Leaks, STA

Karin Bloesch, STA

E. SR2S-AC Committee Bylaws

Informational

(2:45 – 2:55 p.m.)

Pg. 16

Danelle Carey, STA

**VIII. COMMITTEE MEMBER COMMENTS AND
FUTURE AGENDA TOPICS**

(2:55 – 3:00 p.m.)

Mike Segala, Chair

IX. ADJOURNMENT



SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Meeting minutes of
February 20, 2013

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.

SR2S-AC Members Present:	Robin Cox Jim Antone Mike Segala Mel Jordan Jeff Knowles Garland Wong	Solano County Dept. of Public Health Yolo-Solano Air Quality Management District Chair/Bicycle Advisory Committee Assistant Superintendent, Vallejo USD Vice Chair/City of Vacaville, Public Works City of Fairfield, Traffic Engineering
STA Staff Present:	Karen Bloesch Danelle Carey Sheila Jones Karla Valdez Daryl Halls Judy Leaks	STA STA STA STA STA STA
Others Present:	Casey Hildreth Ward Stewart Christina Castro Kim Van Gunay Natalee Dyudyuk	Alta Planning & Design Soltrans City of Dixon Fairfield-Suisun Unified School District Fairfield-Suisun Unified School District
SR2S-AC Members absent:	Mike Hudson Scott Przekurat Jay Speck	Pedestrian Advisory Committee Rep. City of Benicia Police Dept. Solano County Office of Education

II. CONFIRM QUORUM

A quorum was confirmed.

III. APPROVAL OF AGENDA: FEBRUARY 20, 2013

With a motion from Robin Cox and a second from Jeff Knowles, the SR2S-AC unanimously approved the agenda as revised above in bold and italics.

IV. OPPORTUNITY FOR PUBLIC COMMENT

V. APPROVAL OF MEETING MINUTES FROM NOVEMBER 28, 2012

With a motion from Jim Antone and a second from Mel Jordan the SR2S-AC unanimously approved the November 28, 2012 meeting minutes.

VI. ACTION ITEM

A. SR2S-AC Committee Bylaws

Danelle Carey provided an overview of the SR2S Bylaws. She stated that STA staff has developed bylaws for the SR2S-AC for committee organization, membership responsibility, structure, and managing meeting agendas. Membership on the SR2S AC is

important as the committee only meets quarterly to discuss topics affecting the future of the program, funding and countywide priorities. She stated that the STA's Safe Routes to School Advisory Committee was established in 2007 as a part of the first SR2S Countywide Plan adoption to advise the STA on the development of SR2S projects and programs in the categories of Education, Encouragement, Enforcement, Engineering and Evaluation to promote healthy and safe alternative modes of travel to and from school. She noted that the committee is made up of local experts from law enforcement, public works, public health, education and provides a broad geographic representation of Solano County.

Comments:

Mike Segala commented that the bylaws will bring the SR2S Advisory Committee to the same level as the Pedestrian and Bicycle Advisory Committees creating consistency and credibility with the STA Board, STA Staff and other participants in the SR2S program.

Casey Hildreth suggested *to include "Implementation" to Section 1 in the second paragraph under Duties and Responsibilities*. He requested to *add Future Potential Updates to the plan*.

Robin Cox requested to *include "Public Health" on page 10 under the quorum section*.

Jeff Knowles commented *Making use of local transit* should also be included in Section 2, Article 3.

Mike Segala concurred and requested to *use the wording "encourage carpooling"*.

Jim Antone requested to *add enhancements to review school plans to avoid future issues in* Section 1.

Recommendation:

Forward a recommendation to the STA Board to support the STA's Safe Routes to School Advisory Committee Bylaws.

*With a motion from Jeff Knowles and a second from Mel Jordan the SR2S-AC unanimously approved the recommendation as amended above in **bold and italics**.*

B. SR2S Workplan

Judy Leaks provided an overview of the SR2S program. She stated that the SR2S program is receiving Cycle 2 regional funding from the OneBayArea Grant (OBAG) fund. She stated that the amount was based on student enrollment and is an estimated \$1.256 million dollars for the next four years for non-infrastructure programs such as the encouragement activity programs (safety assemblies, bike rodeos, walk and rolls) school enhanced enforcement and development of a middle school and, high school programs.

Comments:

Garland Wong commented that *"Cross Guard Training" should be included into the enforcement program*.

Mike Segala recommended implementation of the "Cross Guard Training" program and to make it a priority.

Recommendation:

Support the project and program task described in the Cycle 2 Safe Routes to School Regional funding plan for Fiscal Years 2013-14 to 2015-16.

*With a motion from Jeff Knowles and a second from Mel Jordan the SR2S-AC unanimously approved the recommendation as amended above in **bold and italics**.*

VII. INFORMATION ITEMS

A. SR2S Program Update

Danelle Carey provided an update on the SR2S Mapping Plan. She stated that 131 students participated in 2 bike rodeos and 2,946 students participated in the safety assemblies and 108 helmets were distributed throughout the 21 community events. She stated 3,469 students participated in 13 walk and roll events. She announced that the Cross Guard Training Manual and Test is complete and hopes to open another call for projects for another enforcement grant in the future. She introduced the new walking school bus coordinators, Karin Bloesch and Karla Valdez.

Comments: None.

B. SR2S Mapping and Plan Update

Danelle Carey stated that each city is adopting their Local SR2S Plan. She announced that the Cities of Rio Vista, Benicia, Vacaville and Vallejo have completed their local adoption process and Fairfield is currently making edits and Dixon is pending until after their city council meeting on March 15, 2013. She plans to bring the Countywide Plan to the STA Board in May. She stated that the local plan will include walk audit information.

Casey Hildreth provided an overview on the SR2S Mapping & Plan Update progress. He stated that the revised version includes identification of suggested routes and links to printable PDF map versions, as well as the capability to highlight active walking school bus routes and meet up spot information. He provided a live demonstration with the group using the comment features which allows the end user to draw new suggested routes and provide feedback on specific roadway features or locations. He stated that the STA walking school bus coordinators and SR2S staff will be able to promote the tool among parents and school stakeholders for finding, establishing, and communicating changes within walking school bus routes.

Comments:

Kim VanGundy asked if the online program is run through a GIS system. Casey Hildreth responded that it used through Google and not a GIS system.

C. SR2S Summit

Danelle Carey announced that the Safe Routes to School Summit will take place on May 23, 2013 at the Salvation KROC Center in Suisun City from 8:30am to 3:00 p.m. She stated that the purpose of the summit is to increase program awareness countywide, making the communities better informed, building advocacy, highlighting the achievements of our community task forces, and honoring the efforts of those that were in the pilot for the walk to school bus programs and to release the update of the SR2S countywide plan. She stated that there will be key note speakers and break-out sessions and expects approximately 250 to 300 attendees.

VIII. COMMITTEE MEMBER COMMENTS & FUTURE AGENDA ITEMS

Jim Antone provided an overview of handouts addressing the Dixon High School Access. He stated that there is a locked gate that restricts entry to the school due to neighbors and traffic. He expressed concerns pertaining to the new developments surrounding the high school and the importance of paying close attention to where all access points exist to ensure safety and consistency with our safe routes to school goals and objectives.

Daryl Halls stated that access issues falls under community task forces.

Robin Cox stated that tackling access issues while the project is still in planning stages is key rather than chasing them later. She recommended including this issue in the countywide plan update before it goes to the STA Board. She added that notification of projects needs to be communicated by forging closer district to district relationships.

Judy Leaks stated that a routine meeting with community task forces to raise concerns may need to be implemented.

Jim Antone stated that issues must be filtered through the SR2S committee, city and county personnel.

Danelle Carey announced that Edd Alberto no longer works for the City of Vallejo and that Sam Shelton is leaving the STA effective March 13th.

IX. ADJOURNMENT

The meeting was adjourned at 3:28 p.m. The next regularly scheduled meeting of the SR2S-AC will be May 15, 2013 in the STA Conference Room.



DATE: June 5, 2013
TO: STA SR2S-AC
FROM: Judy Leaks, Project Manager
RE: Safe Routes to School (SR2S) Two-Year Work Plan for Fiscal Year
(FY) 2013-14 and FY 2014-15

Background:

The Solano Transportation Authority (STA) began the development of its Safe Routes to School (SR2S) Program in 2005, in response to the growing childhood obesity epidemic, student travel safety concerns, growing air pollution, and traffic congestion near schools in Solano County. The program works to encourage more students to walk and bike to school by identifying and implementing a balance of traffic calming and safety engineering projects, student education & safety training, encouragement contests & events, and enforcement coordination with police. The program also strives to increase interagency cooperation to continue to plan and implement SR2S projects with all local agencies.

Since the STA Board adopted the 2008 STA Countywide Safe Routes to School Plan, the STA has gradually obtained larger grant funding sources to fund elements of each education, encouragement, enforcement, and engineering recommendation from the countywide plan. As the program's responsibilities expanded, the STA Board has adopted more detailed work plans and budgets for the SR2S Program, which have been incorporated into the STA's 2-year Budget. On April 11, 2012, the STA Board adopted the last 2-year SR2S Program Work Plan for Fiscal Years (FY) 2011-12 and FY 2012-13, as recommended by the STA's SR2S Advisory Committee and Technical Advisory Committee. Since that time, the SR2S Program is completing the 2013 Safe Routes to School Plan Update that will direct future programs and plans.

5-Year Funding Outlook for STA SR2S Program

All of the STA's SR2S Program's funds come from grants which will expire by the end of FY 2015-16. In October 2011, Caltrans awarded the STA with a \$500,000 Federal Safe Routes to School grant funds to implement a Walking School Bus Program. The Metropolitan Transportation Commission (MTC) designated Cycle 2 Regional SR2S (One Bay Area Grant-OBAG) funds to each bay area county based on school enrollment. Using that formula, Solano County will receive a total of \$1.256M for Safe Routes to School that will fund core program activities through FY 2015-16. On May 8, 2013, the STA Board approved \$1.2M of OBAG CMAQ funding for the STA's Safe Routes to School Program, to fund engineering projects in each of the seven (7) cities of Solano County.

Discussion:

STA staff and Solano County Public Health staff propose the following Work Plan to be covered by these funds between education, encouragement, enforcement, and engineering activities for all schools in Solano County over the next two years (Attachment B). This work program includes increasing the number of education and encouragement events from 6 to 12 per school;

initiating a new enforcement grant that could include 4 jurisdictions; and the Walking School Bus Program.

April 2012 Adopted Work Plan for FY 2011-12 & 2012-13	Proposed Work Plan for FY 2013-14 & FY 2014-15	SR2S Program Activity
		Education (for all schools in Solano County)
\$70,000	\$135,000	Safety Assemblies & Bicycle Rodeo Events, Equipment, and Materials
\$283,000		Safe Routes to School Maps
	\$40,000	Enhanced Middle School & New High School Program
		Encouragement (for all schools in Solano County)
\$100,000	\$86,325	Walk and Roll Week Incentives & Student Contests
\$11,000	\$20,000	SR2S Program Marketing Materials
\$35,000	\$36,500	Walking School Bus Formation & Materials
		Enforcement (Cities of Suisun City and Fairfield)
\$100,000	\$150,056	Public Safety Enforcement Grant
		Engineering
\$70,000		Planning (for 14 select schools countywide)
	\$1,200,000	Construction (for all 7 Solano cities)
		SR2S Program Staff
\$423,000	\$557,117	STA Staff
\$6,000	\$10,000	SR2S Summer Interns
\$347,000	\$413,812	Solano County Public Health Staff
\$1,445,000	\$2,648,810	TOTAL

Education & Encouragement Activities

Each participating school will be eligible to schedule two (2) safety assemblies, two (2) bicycle rodeos and eight (8) Walk and Roll Week events. Safety Assemblies & Bicycle Rodeo Equipment costs include a Public Announcement speaker system, bicycles as prizes, bicycle maintenance tools, bicycle helmets, and rodeo obstacles. On-going costs include fleet vehicle costs and mileage.

Encouragement events have an estimated countywide base cost of \$200,000, leaving about \$100,000 per year for incentives and prizes for student competitions and Walk & Roll Week Incentives. The estimated prize funding per school per year is \$1,500 per elementary school with some remaining funds for countywide high school and middle school competitions such as safety & encouragement video contests and promotional t-shirt design contests, which are still in development.

Each elementary school will be encouraged to start at least one (1) Walking School Bus.

Enhanced Middle School Program/New High School Program

Beginning in FY 2013-14 a middle school program will be developed by a high school summer intern. The intern will create new activities, in-class curriculum and research on-road bicycle training to teach children how to safely ride their bicycles to and from school. A high school program will also be developed by a limited term college intern. The intern will create new activities, in-class curriculum including media contests and events.

Enforcement

Continue to fund innovative enforcement activities in Solano County. Grant funding will be available to police departments in Solano County to conduct enhanced enforcement and track best practices. Enforcement grants will be distributed once a year over the next 3 years (FY 2013/14-2015/16).

Engineering & Planning Activities

Program the \$1.2M funding for SR2S capital improvements identified in the 2013 Safe Routes to School Plan Update. Staff will coordinate the process with each Community Task Force to ensure the guidelines and requirements of the OBAG funding are met.

SR2S Program Staff Expenditures

The increase in the number of events at each school, the additional enforcement, plus the inclusion of the Walking School Bus Program has increased the amount of staff time needed. This has been added to the proposed program budget. STA staff and Solano County Public Health staff propose the following work plan to be covered by these funds between education, encouragement, enforcement, and engineering activities for all schools in Solano County over the next two years.

Fiscal Impact:

Approximately \$2.5 M in funding agreements will be either amended or entered into to execute this work plan. Specifically, agreements with Solano County Public Health will be extended into FY 2014-15 and CMAQ funds will be programmed with Caltrans.

Recommendation:

Forward a recommend to the STA Board to approve the Solano SR2S 2-year Work Plan for Fiscal Years 2013-14 and 2014-15 as described in Attachment A.

Attachment:

- A. SR2S 2-year Work Plan for Fiscal Years 2013-14 and 2014-15

This page intentionally left blank.

SR2S 2-year Work Plan for Fiscal Years 2013-14 and 2014-15

06-05-13

Proposed Work Plan for FY 2013-14 & FY 2014-15	SR2S Program Activity
	Education (for all schools in Solano County)
\$135,000	Safety Assemblies & Bicycle Rodeo Events, Equipment, and Materials
\$40,000	Enhanced Middle School & New High School Program
	Encouragement (for all schools in Solano County)
\$86,325	Walk and Roll Week Incentives & Student Contests
\$20,000	SR2S Program Marketing Materials
\$36,500	Walking School Bus Formation & Materials
	Enforcement (for 4 jurisdictions in Solano County)
\$150,056	Public Safety Enforcement Grant
	Engineering
\$1,200,000	Construction (for all 7 Solano cities)
	SR2S Program Staff
\$557,117	STA Staff
\$10,000	SR2S Summer Interns
\$413,812	Solano County Public Health Staff
\$2,648,810	TOTAL

This page intentionally left blank.



DATE: May 30, 2013
TO: SR2S Advisory Committee
FROM: Danelle Carey, Asst. Program Manager
RE: Officer Election

Background:

The Safe Routes to School Advisory Committee has one officer position vacant to assist staff with developing agendas and running meetings. The vacant position is for Vice-Chair. According to the by-laws, "The Vice-Chair shall assist the Chair in the execution of the duties of the Chair office. In the absence of the Chair, the Vice-Chair shall preside over the meetings, and when so acting, shall have all the powers of the Chair."

Discussion:

The Vice-Chairperson was Jeff Knowles, who has served one term during 2012. As of April 2013, Jeff Knowles has retired from the City of Vacaville. The role of the Vice-chair is to assist the Chair and to preside over meetings in the absence of the Chair. The new positions for Vice-chair will take effective immediately after the committee's nomination /election process.

Fiscal Impact:

None.

Recommendation:

Elect a Vice-chair for one calendar term.

This page intentionally left blank.



DATE: June 3, 2013
TO: Safe Routes to School Advisory Committee
FROM: Danelle Carey, Assistant Program Manager
RE: Information Items- Discussion

A. SR2S Summit (Danelle Carey, STA)

On May 23, 2013, the STA and Solano County Public Health hosted the first Safe Routes to School Summit at the Salvation Army Kroc Center in Suisun City. The summit was well attended with approximately 80 guests. Each city was represented by their SR2S Community Task Force and they had the opportunity to present an overview of completed projects, projects in progress and future improvements plans with the STA SR2S engineering funding. Of the three breakout sessions offered at the summit, our policy panel "Working with Partners to Integrate SR2S into Broader Policies and Plans" gained the most interest. According to the feedback received, the summit was a success.

Staff has met to debrief the summit and we have discussed areas of improvement for future events. A copy of the complete PowerPoint presentation is available on our website for review or download, www.solanosr2s.ca.gov.

Attachment: None.

B. SR2S Mapping and Plan Update (Danelle Carey, STA)

Danelle Carey will provide an update on the SR2S Mapping & Plan Update progress and local plan adoption status.

A final draft of the 2013 Plan Update is complete and has been released for public input on May 23, 2013 at the Safe Routes to School Summit. The draft plan is available for review and feedback for a 30-day period through June 23, 2013. Once the feedback is incorporated into the plan, staff plans to bring the final draft to the STA Board for adoption in July or September 2013. A copy of the draft plan can be requested by contacting our office directly or available for review or download on our website, www.solanosr2s.ca.gov.

STA staff has been coordinating with each local jurisdiction to bring the local plan to both City Council and School Boards for adoption. Staff will provide an update on the status of each cities progress.

Attachment: (pg. 19-25)

A. Local Plan Status Update

- C. SR2S OBAG Funding Formula Distribution Recommendation, (Jessica McCabe, STA)
The proposal for \$1.2M SR2S engineering funds were approved by the STA Board on March 13, 2013. The STA SR2S program developed the funding formula distribution based on student enrollment in Solano County. Each city/school district will receive \$100,000 to fund and/or assist in the funding of any projects identified in the Safe Routes to School Plan Update totaling \$700,000. The additional \$500,000 will be distributed based on student enrollment.

Staff will provide an overview of the process and guidelines for each city/school district to program funds, public outreach, and the recommendation of funding to each city/school district.

Attachment: (pg.27)

- A. STA SR2S OBAG Formula Distribution Recommendation

- D. SR2S Program Update (Judy Leaks, Karin Bloesch, STA)
Staff will provide an update on the SR2S program progress such as partnerships with Solano County Public Health. An update will be provided by our new walking school bus staff and their outreach efforts to schools, training/recruiting volunteers and surveying.

Program elements, partnerships and events include:

- 1) Education & Encouragement Events
- 2) Walking School Bus Program

Attachments: (pg. 29-33)

- A. Program Progress Report
- B. Walking School Bus Program Report
- C. Education & Encouragement Events Report

- E. SR2S-AC Bylaws (Danelle Carey, STA)
The STA Board adopted the SR2S-AC bylaws on May 8, 2013. Effective June 12, 2013, the SR2S-AC will comply with the bylaws set forth for the committee. The committee bylaws were created for committee organization, membership responsibility, structure and managing meeting agendas. Additionally, a list of the members and attendance will be provided at the end of each packet. Membership on the SR2S-AC is important as the committee only meets quarterly to discuss topics affecting the future of the program, and countywide priorities.

Attachment: (pg.35-38)

- A. SR2S By-Laws

Attendance will be tracked as such for the remainder of the 2013 calendar year. The current SR2S-AC membership is as follows:

Jurisdiction	Member	Jun	Aug	Nov
Suisun City	Mike Segala			
Vacant	Vice-Chair			
Yolo-Solano	Jim Antone			
Fairfield	Garland Wong			
Solano County	Jay Speck			
Suisun City	Tim Mattos			
Benicia	Scott Przekurat			
Suisun City	Mike Hudson			
Vallejo	Mel Jordan			
Solano County	Robin Cox			

SR2S-AC Bylaws state that “Members of the SR2S-AC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an ‘un-contacted absence’ which may have their position declared vacant by the STA Board.”

This page intentionally left blank.

Safe Routes to School (SR2S) Program Local Plan Status Update

Benicia

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- COMPLETE**

Benicia’s SR2S Community Task Force	
Name	Position
Tom Campbell	Vice Mayor
Alan Schwartzman	Council Member
Rose Switzer	Board Member, Benicia Unified School District
Lindsay Dalske	Vice Principal, Benicia Middle School
Melissa Morton	Director, Public Works
Mike Roberts	Senior Civil Engineer, Public Works

The Benicia Safe Routes to School Community Task Force considered this item at their September 17, 2012 meeting and voted unanimously to recommend the City Council/School District adopt the proposed Benicia SR2S Plan Update.

Below is a timeline of the process Benicia SR2S Community Task Force took for the Benicia 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Benicia SR2S CTF, SR2S Process Overview	October 12, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	February 1, 2012
Walk Audit: Robert Semple Elementary School	March 21, 2012
Walk Audit: Benicia Middle School	March 23, 2012
Walk Audit: Matthew Turner Elementary School	April 23, 2012
Third Community Task Force Meeting Review of draft improvement plan for Robert Semple, Matthew Turner Elementary Schools and Benicia Middle School.	June 11, 2012
Fourth Community Task Force Meeting Review draft school improvement plans/set priority projects for Benicia and Plan Recommendation.	September 17, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, March 20, 2013 • School Board Adoption, January 17, 2013

Dixon

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- COMPLETE**

Dixon's SR2S Community Task Force	
Name	Position
Jack Batchelor	Mayor
Jason Riley	Associate Civil Engineer, City of Dixon
Ron Willingmyre	Dixon PD
James Fisk	STA BAC Member
Bill Paul	STA PAC Member
Cecile Nunley	Dixon Unified School District

The Dixon Safe Routes to School Community Task Force considered this item at their September 4, 2012 meeting and voted unanimously to recommend the City Council/School Board adopt the proposed Dixon SR2S Plan Update.

Below is a timeline of the process Dixon SR2S Community Task Force took for the Dixon 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Dixon's SR2S CTF, SR2S Process Overview	November 2, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	January 30, 2012
Walk Audit: CA Jacobs Elementary School	February 28, 2012
Walk Audit: Tremont Elementary School	April 19, 2012
Third Community Task Force Meeting Review of draft improvement plan for CA Jacobs, Tremont Elementary Schools.	May 1, 2012
Fourth Community Task Force Meeting Review draft school improvement plans/set priority projects for Dixon and Plan Recommendation.	September 4, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, December 11, 2012 • School Board Adoption, February 21, 2013

Fairfield

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- IN PROGRESS**

Fairfield's SR2S Community Task Force	
Name	Position
Garland Wong	Traffic Engineer, City of Fairfield
Rodney Nelson	Board Member, Fairfield Suisun Unified School District
Robert Marin	Fairfield Police Department
Trudy Ball	City of Fairfield

The City of Fairfield coordinates a “3E’s Committee” which discusses SR2S issues between the City of Fairfield and the Fairfield/Suisun Unified School District.

Below is a timeline of the process Fairfield SR2S Community Task Force took for the Fairfield 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Fairfield’s SR2S CTF, SR2S Process Overview	September 7, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	November 29, 2011
Walk Audit: B. Gale Wilson Elementary School	January 31, 2012
Walk Audit: Rolling Hills Elementary School	February 9, 2012
Walk Audit: Tolenas Elementary School	March 27, 2013
Third Community Task Force Meeting Review of draft improvement plan for B. Gale Wilson, Rolling Hills and Tolenas Elementary Schools	May 22, 2012
Fourth Community Task Force Meeting Review draft school improvement plans/set priority projects for Fairfield and Plan Recommendation.	October 23, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, TBD • School Board Adoption, TBD

Rio Vista

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- COMPLETE**

Rio Vista's SR2S Community Task Force	
Name	Position
Jan Vick	Mayor
Constance Boulware	City Council Member
Rick Hennes	Superintendent, River Delta Unified
Joseph M. Tanner	Interim City Manager, City of Rio Vista
David Melilli	Director of Public Works, City of Rio Vista
Tom Myers	Interim Fire Chief, City of Rio Vista
Greg Bowman	Chief of Police, City of Rio Vista
Armando Orozco	River Delta Unified
Sarah Donnelly	Trustee, River Delta Unified

The Rio Vista Safe Routes to School Community Task Force considered this item at their September 7, 2012 meeting and voted unanimously to recommend the City Council/School Board adopt the proposed Rio Vista SR2S Plan Update.

Below is a timeline of the process Rio Vista's SR2S Community Task Force took for the Rio Vista 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Rio Vista's SR2S CTF, SR2S Process Overview	August 22, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	September 19, 2011
Walk Audit: D.H. White Elementary School	November 14, 2011
Third Community Task Force Meeting Review of draft improvement plan for D.H. White Elementary School	April 25, 2012
Fourth Community Task Force Meeting Review draft school improvement plan/set priority projects for Rio Vista and Plan Recommendation.	September 7, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, November 1, 2012 • School Board Adoption, November 13, 2012

Suisun City

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council- COMPLETE**
 - **School Board Adoption- IN PROGRESS**

Suisun City's SR2S Community Task Force	
Name	Position
Jane Day	Council Member
Tim Mattos	Commander, City of Suisun Police Department
Rodney Nelson	Facilities Planner, Fairfield Suisun Unified School District
Kathy Marianno	Board Member, Fairfield-Suisun Unified School District
Judi Honeychurch	Board Member, Fairfield-Suisun Unified School District
Dan Kasperson	Public Works Director, City of Suisun City
Nick Lozano	Public Works Engineer, City of Suisun City

The Suisun City Safe Routes to School Community Task Force considered this item at their September 10, 2012 meeting and voted unanimously to recommend the City Council/School Board adopt the proposed Suisun City SR2S Plan Update.

Below is a timeline of the process Suisun City's SR2S Community Task Force took for the Suisun City 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Suisun City SR2S CTF, SR2S Process Overview	September 26, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	November 21, 2011
Walk Audit: Crescent Elementary School	January 18, 2012
Walk Audit: Crystal Middle School	March 28, 2012
Third Community Task Force Meeting Review of draft improvement plan for Crescent Elementary School and Crystal Middle School	April 24, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, May 7, 2013 • School Board Adoption, TBD

Vacaville

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- COMPLETE**

Vacaville's SR2S Community Task Force	
Name	Position
Leigh Coop	Director of Facilities, Vacaville Unified School District
Agnes Liu	Engineer, Vacaville Public Works
Ozzie Hilton	Engineer, Vacaville Public Works
David Florez	Facilities Supervisor, Travis Unified School District
Rod Neal	Vacaville Police Department
Amanda Johnson	Traffic Secretary, Vacaville Public Works

The Vacaville Safe Routes to School Community Task Force considered this item at their September 26, 2012 meeting and voted unanimously to recommend the City Council/School Board adopt the proposed Vacaville SR2S Plan Update.

Below is a timeline of the process Vacaville SR2S Community Task Force took for the Vacaville 2012-13 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Vacaville SR2S CTF, SR2S Process Overview	November 2, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	January 5, 2012
Walk Audit: Browns Valley Elementary School	February 27, 2012
Walk Audit: Jean Callison Elementary School	March 19, 2012
Walk Audit: Vacaville High School	April 18, 2012
Third Community Task Force Meeting Review of draft improvement plan for Browns Valley/Jean Callison Elementary School and Vacaville High School.	May 10, 2012
Fourth Community Task Force Meeting Review draft school improvement plans/set priority projects for Vacaville and Plan Recommendation.	September 26, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, January 8, 2013 • School Board Adoption, January 17, 2013

Vallejo

- **Phase 1 – Introductory Meeting - COMPLETE**
- **Phase 2 – Community Task Force Meetings - COMPLETE**
- **Phase 3 – Walk Audits - COMPLETE**
- **Phase 4- City Council and School Board Adoption- COMPLETE**

Vallejo’s SR2S Community Task Force	
Name	Position
Hermie Sunga	Council Member
Ed Alberto	Associate Civil Engineer
Mick Weninger	STA Bicycle Advisory Committee
Mel Jordan	Assistant Superintendent, Vallejo Unified School District
Becky Oraboni	Facilities & Planning Manager, Vallejo Unified
Steven Gordon	Vallejo Police Department
Lynn Williams	STA Pedestrian Advisory Committee

The Vallejo Safe Routes to School Community Task Force considered this item at their September 13, 2012 meeting and voted unanimously to recommend the City Council/School Board adopt the proposed Vallejo SR2S Plan Update.

Below is a timeline of the process Vallejo SR2S Community Task Force took for the Vallejo 2013 SR2S local plan update:

Meeting/Event	Dates
First Community Task Force Meeting Introductions, Re-engaging Vallejo SR2S CTF, SR2S Process Overview	September 7, 2011
Second Community Task Force Meeting Preliminary discussion of SR2S issues and school site selection	October 5, 2011
Walk Audit: Wardlaw Elementary School	December 13, 2011
Third Community Task Force Meeting Review of draft improvement plan for Wardlaw Elementary School and strategy discussion for 2 nd walk audit school.	May 9, 2012
Walk Audit: Cooper Elementary School	May 21, 2012
Fourth Community Task Force Meeting Review draft school improvement plans/set priority projects for Vallejo and Plan Recommendation.	September 13, 2012
Local Adoption of SR2S Plan	<ul style="list-style-type: none"> • City Council Adoption, February 12, 2013 • School Board Adoption, January 9, 2013

This page intentionally left blank.

STA SR2S OBAG Formula Distribution Recommendation
3/6/2013

Local Task Force Shares	FY 2011-12		STA recommended shares*
	Student Enrollment	Share	
Benicia USD	4,923	7.60%	\$ 100,000
Dixon USD	3,879	5.99%	\$ 100,000
FSUSD	21,577	33.33%	\$ 349,065
Travis USD	5,391	8.33%	\$ 100,000
Vacaville USD	12,561	19.40%	\$ 203,207
Vallejo USD	15,313	23.65%	\$ 247,728
RD USD Rio Vista only	1,094	1.69%	\$ 100,000
	64,738	100.00%	\$ 1,200,000

* Remaining funds distributed to larger districts after calculating \$100,000 minimums for smaller districts.

This page intentionally left blank.



**Solano Transportation Authority
Safe Routes to School Program
Comprehensive Progress Report**
June 5, 2013

Evaluation

Pending results from Fall 2012 Surveys

	STA					Alta, NN	
	Classroom Tallies, Walk + Bike + other Percentage	May 08/09	May 09/10	Oct 10/11	May 10/11	Oct 11/12	Parent Surveys
Federal Terrace Elem.							
Franklin Middle	24						
Glen Cove Elem.							
Highland Elem.					X		
Hogan Middle School							
Jesse Bethel High School							
Lincoln Elem.							
Loma Vista Elem.		18	20	22			
Mare Island Elem.							
Patterson Elem.							
Pennycook Elem.			20	21			
Peoples High School							
Solano Middle		X	X				
Steffan Manor Elem.	X		X				
Vallejo Charter School							
Vallejo High School							
Wardlaw Elem.		X					
Widenmann Elem.	X		X				
Additional Events							
Benicia							
Dixon							
Fairfield							
Suisun City							
Rio Vista							
Vacaville							
Vallejo							
Key							
EOY- Every Other Year							

Education

543 students have participated in (8) bike rodeos; 4320 students participated in (8) safety assemblies. A total of 290 Helmets were distributed throughout our 21 completed events.

	Public Health & Police				Alta & BFC			
	Safety Assemblies	Bicycle Rodeos	Bicycle Helmets Dist.	Alta & BFC				
FY10-11	410							
FY11-12	345	76	26	12				
FY12-13	550 declined		declined					
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
Phos 07/08								
GIS staff at school site								
Draft								
Final								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								
FY12-13								
FY10-11								
FY11-12								

Solano Transportation Authority
Safe Routes to School-Walking School Bus Program Update
January 8, 2013-June 12, 2013

After starting work on the Walking School Bus Program the coordinators familiarized themselves with the program, materials and service area. The geographic split of the county schools is as follows:

Karin Bloesch: Dixon USD, Fairfield-Suisun USD, Travis USD and River Delta USD
Karla Valdez: Benicia USD, Vacaville USD and Vallejo USD

Program Community Outreach: The Walking School Bus coordinators have attended Community Events.

January: KROC Center, Suisun City- Health Fair. Information regarding the program was distributed to the public attending and contact information was taken for 18 parents from 9 schools that are interested in participating in the WSB program.

April: Earth Day Celebration, Fairfield-Community Center Park. Informational fliers were distributed to 127 attendees from a booth. Contact information was taken for 9 parents from 8 different schools interested in the WSB program.

School Outreach: School Principals currently are contacted via email and phone call to set up appointments to introduce the program. Schools are targeted by their participation in other SR2S program events. This allows a familiarity with the program goals and objectives. Laurel Creek Elementary contacted the WSB program to help with the traffic problem at their school.

Principal Meetings to introduce the program have been held at the following schools:

- **Travis Unified School District:** Cambridge Elementary, Foxboro Elementary
- **Fairfield-Suisun Unified School District:** Suisun Elementary, Crescent Elementary and Laurel Creek Elementary
- **Vacaville Unified School District:** Padan Elementary
- **Vallejo Unified School District:** Lincoln Elementary

SR2S events have been attended to distribute information about the program:

- Walk and Roll Events: Crescent Elementary, Foxboro Elementary.
- Bike Rodeos: B. Gale Wilson Elementary, Foxboro Elementary, Cambridge Elementary, Joe Henderson Elementary and Mary Farmer Elementary.

Parent meetings have been held at the following schools to present the program and solicit volunteers:

- Laurel Creek Elementary (2), Crescent Elementary, Suisun Elementary, Padan Elementary (2) and Lincoln Elementary.

Current Walking School Buses:

- There were a total of 9 active buses at the end of the 2012-2013 school year.
- There are 4 new buses set to begin at the beginning of the 2013-2014 school year.
 - 3 Bus routes at Laurel Creek Elementary

- 1 Bus route at Lincoln Elementary

Current WSB cont.

- Crescent Elementary, Suisun Elementary and Foxboro Elementary are in progress, they have had information distributed or Principal meetings have been held and we are awaiting the beginning of the school year events to recruit volunteer leaders.

Findings:

- School principals have been overall supportive of the program and the distribution of information regarding meetings and formulation of routes. They have been willing to send information out and make auto-dial announcements as well as allow rooms to be used for meetings and training. Those contacted already have approved sending information out in the First Day of School packets for the next school year.
- It has been a challenge to recruit volunteers. We will be exploring ways to encourage more volunteers to sign up for the next school year.
- Parent attendance at general meetings is lacking, Principals have been helpful to suggest additional school site events that have large attendance rates at their respective schools, i.e.: Back to school nights, Ice Cream Socials, Donuts with Dad, etc.

Timeline for establishing Walking School Buses:

From initial contact to the launch of the WSB for a school has been an average of 2 months. This is based on factors such as standardized testing, Principal schedules and general school calendar scheduling. We found that schools will not allow meetings or other events during “testing weeks”.

Summer goals:

- To research and establish Walking School Bus contests and incentive programs for participants and volunteers.
- Prepare information to be distributed to the schools at the start of the school year.
- Identify community events to attend in order to distribute information and advertise the program by checking city and community websites.
- Develop a distribution plan for the new SR2S maps.

**Solano County Public Health
Narrative Report re:
Safe Routes to School Program, Education and Encouragement Components
January 1, 2013 – May 31, 2013**

Accomplishments/Successes:

- Provided further input for the *Safe Routes Maps*.
- Participated in bi-monthly SR2S staff meetings.
- SPH Bureau manager represented staff at the February STA/SR2S advisory committee meeting regarding status of education and encouragement activities.
- Designed, developed and distributed program informational flyers to various schools (Spanish and English)
- Conducted 3 Safety Assembly for 1,974 students; 9 bicycle rodeos with 560 students and distributing 310 helmets; and 7 Walk and Roll Events encouraging 1,583 students and parents to participate.
- Purchased water and fruit for students participating in Walk and Roll Events.
- Completed WSB volunteer training program manual.
- Provided WSB orientation to STA WSB Coordinators.
- Participated in 3 Webinars concerning Safe Routes to School programs.
- Researched and ordered incentive items for school year 2013-2014.
- SPH Bureau manager provided additional input to *2013 SR2S Plan Update*, including recommendations for overview and description of 5 E's, enhancing description of work completed to date on engineering "E"; adding information about the Walking School Bus pilot program and future for WSB; adding policy related goals, objectives, and benchmarks to the plan such as: developing policies regarding school siting issues, joint use of school facilities, incorporation of a standing WSB committee within the schools' PTA's and PTO's for sustainability, and encouraging City General Plans and school district Wellness Policies to include SR2S elements.
- Provided input at multiple meetings in the development of the first SR2S Summit.
- SPH Bureau manager solicited participants to present at the first SR2S Summit for the plenary session, "Making the Public Health Case for SR2S."
- SPH Bureau manager convened the policy breakout session, "Working with Partners to Integrate SR2S into Broader Policies and Plans;" this involved finding speakers, coordinating several planning calls; drafting questions for panelists and moderator's use.
- SPH staff presented at the SR2S Summit in the general and breakout sessions.
- Staff displayed bicycle rodeo trailer at SR2S Summit and assisted in set up of the event, including help setting up the "spa water" providing sugar-free flavored water for Summit participants.
- Prepared bicycle rodeo trailer for rental and usage by Solano Cycling Club for Earth Day events in Fairfield.

This page intentionally left blank.



SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE BY-LAWS

ARTICLE I

Name of Organization:

The name of this organization shall be the Solano Transportation Authority Safe Routes to School (SR2S) Advisory Committee (AC), hereafter called the SR2S-AC.

ARTICLE II

Authorizing Agency:

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA) of Solano County, authorizes the establishment of the SR2S-AC and shall approve all appointments to the SR2S-AC, the SR2S-AC by-laws, and all amendments to the SR2S-AC by-laws.

ARTICLE III

Purpose:

Section 1: Duties/Responsibilities

The SR2S-AC shall act to advise the STA on the development of projects and programs in the categories of Education, Encouragement, Enforcement, Engineering, and Evaluation to promote healthy and safe alternative modes of travel.

The SR2S-AC shall review and prioritize SR2S projects and participate in the development, review and implementation of the Countywide SR2S Plan.

Additionally, SR2S-AC will participate in the review of future countywide and city general plans, plans for new schools and specific plans for new developments and may provide comments and/or recommendations to decision makers regarding these plans.

Section 2: Review Process

The SR2S-AC review process shall ensure that SR2S projects within the seven (7) Cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo), the County of Solano, and School Districts Countywide continue to promote the primary goal of the program to encourage walking and bicycling to and from school most days of the week; thereby reducing motor vehicle trips, reducing motor vehicle congestion, encourage carpooling, increasing safety, and improving health and air quality benefits.

ARTICLE IV

Membership:

Section 1. Representation

The SR2S-AC shall be composed of engineering, school, enforcement, public health, BAC, PAC, and air quality representatives who live or work in the Cities and County of Solano.

The SR2S-AC shall include: two (2) representatives from engineering profession appointed by the STA Technical Advisory Committee (TAC), two (2) from schools, two (2) from law enforcement appointed by Solano County Police Chiefs' Association, one (1) from public health, one (1) STA Bicycle Advisory Committee (BAC), one (1) STA Pedestrian Advisory Committee (PAC), and one (1) from air quality for a total membership of ten (10). Members of the SR2S-

AC shall be approved by majority vote of the STA Board of Directors. Each representative shall be a member or professional in the category they represent.

Section 2: Voting Members

Voting privileges are vested exclusively in the SR2S-AC members or their alternates. Voting members of the SR2S-AC shall be the aforementioned ten (10) members representing the categories as stated in Article IV, Section 1. Each member of the SR2S-AC shall have one (1) vote.

Section 3: Non-Voting Members

Non-voting members of the SR2S-AC may consist of representatives from each of Solano County's member jurisdiction's planning, law enforcement and public works staff, Solano County Public Health, School District staff and the public at large. Non-voting member may act as an alternate in the absence of a voting member in the same category.

Section 4: Appointments

Appointments to the SR2S-AC shall be derived from a nomination or volunteer from each category group and appointed to the SR2S-AC by the STA Board. Voting members have the option to appoint an alternate within the same category group with no specific jurisdiction requirement. In the event an active voting member is unable to fulfill their duties (e.g. retirement, new position) on the committee, they are requested to nominate a new representative of the same category/group. If said voting member is unable to fill their seat, appointments will be requested through STA's member agencies and forwarded to the STA Board for approval.

Section 5: Vacancies

If and when vacancies occur, they must be filled according to Article IV, Sections 2 and 4.

Section 6: Role of STA Staff

The STA shall, under direction of the STA Board of Directors, provide staff and organizational support to the SR2S-AC.

ARTICLE V

Officers:

Section 1: Elected Officers

The elected officers of the SR2S-AC shall be the Chair and Vice-Chair.

Section 2: Election of Officers

The SR2S-AC shall, at the last meeting of each calendar year, nominate and elect the Chair and the Vice-Chair for one (1) calendar year term. No officer shall serve more than two (2) consecutive terms in a given office.

Section 3: Role of Chair

The Chair shall preside over all SR2S-AC meetings, coordinate the meeting agendas with STA staff, represent the SR2S-AC's actions to appropriate agencies or designate a representative(s) to do so, and have general direction and control over the activities of the SR2S-AC.

Section 4: Role of Vice-Chair

The Vice-Chair shall assist the Chair in the execution of the duties of the Chair office. In the absence of the Chair, the Vice-Chair shall preside over the meetings, and when so acting, shall have all the powers of the Chair.

Section 5: Vacancy in the Office of Chair

In the event of a vacancy in the office of the Chair, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the SR2S-AC shall nominate and elect a new Vice-chair.

ARTICLE VI

Meetings:

Section 1: Meetings/Attendance

The SR2S-AC shall hold a regular meeting at least once a calendar year quarter and as necessary to fulfill the mandate of Article III, Sections 1 and 2. Members of the SR2S-AC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an ‘un-contacted absence’ which may have their position declared vacant by the STA Board. Absence after contacting staff is considered a ‘contacted absence.’ Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a SR2S-AC member has missed a combination of four contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, and based upon a recommendation from the SR2S-AC, the position may be declared vacant by the STA Board.

Section 2: Special Meetings

The SR2S-AC may convene special meetings as necessary to conduct its business.

Section 3: Public Process

All meetings shall be posted public meetings conducted in compliance with the Brown Act.

Section 4: Definition of a Quorum

A quorum shall consist of the majority of the then appointed SR2S-AC members of the engineers, schools, enforcement, public health, BAC, PAC, and air quality seats.

Section 5: Actions

Actions of the SR2S-AC require a quorum and the majority vote of the voting members present.

ARTICLE VII

Subcommittees:

The Chair may establish subcommittees or special task forces when they are deemed necessary to carry out the SR2S-AC’s mandate.

ARTICLE VIII

Parliamentary Authority:

The SR2S-AC shall use “Robert’s Rules of Order” as a general guide for meeting procedures when they are consistent with the SR2S-AC by-laws. When applicable and consistent with STA Board policies, the SR2S-AC may use any rules of order the Committee may adopt.

ARTICLE IX

Adoption and Amendments to the By-Laws:

Section 1. Adoption of the SR2S-AC By-laws

Adoption of the SR2S-AC by-laws will be by a majority vote of the STA Board of Directors.

Section 2. Amendments to the SR2S-AC By-laws

The SR2S-AC may take action, by two-thirds vote, to propose amendments to the by-laws at any regular meeting of the SR2S-AC, provided that the amendment has been submitted in writing for the SR2S-AC to review prior to voting. Suggested amendments to the SR2S-AC by-laws by the SR2S-AC shall be forwarded to the STA Board of Directors.

Section 3. Approval of Amendments to SR2S-AC By-laws

Official amendments to the SR2S-AC by-laws will be by a majority vote of the STA Board of Directors.

ARTICLE X

Safe Routes to School Advisory Committee Letter Writing Policy:

Letters written by the Safe Routes to School Advisory Committee that are directed outside the Authority must be reviewed by the STA Executive Director. If in the opinion of the STA Executive Director, the contents and intent of the letter is either non-controversial or is consistent with STA Board policies, the letter will be sent out. In all other cases the letter must be approved by STA Board action.