

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE (SR2S-AC)
MEETING****Wednesday, February 19, 2014
1:30 p.m. – 3:00 p.m.****Solano Transportation Authority, Conference Room 1
One Harbor Center, Suite 130
Suisun City, CA 94585-2473****ITEM****ADMINISTRATOR****1. CALL TO ORDER/SELF-INTRODUCTIONS**

Mel Jordan, Chair

2. CONFIRM QUORUM**3. APPROVAL OF AGENDA****4. OPPORTUNITY FOR PUBLIC COMMENT****5. CONSENT CALENDAR****Recommendation:**

Approve the following consent item.

A. Minutes of the SR2S Meeting of November 20, 2013.

Sheila Jones, Clerk

Recommendation:

Approve the SR2S minutes of November 20, 2013.

(1:30 p.m. – 1:40 p.m.)

Pg. 1**6. ACTION ITEMS****A. Public Safety Enforcement Grant Scope of Work/RFP**

Judy Leaks, STA

Recommendation:

Forward a recommendation to the STA TAC and STA Board to approve the scope of work for the Public Safety Enforcement Grant.

(1:40 p.m. – 2:00 p.m.)

Pg. 5**SR2S-AC Committee Members**Mel Jordan
Chair
Vallejo City USD
Tim Mattos
Suisun City
Police DepartmentJim Antone
Vice-Chair
YSAQMD
Scott Przekurat
Benicia Police DepartmentMike Segala
STA BAC
Mike Hudson
STA PACGarland Wong
City of Fairfield
Ozzie Hilton
City of VacavilleJay Speck
Solano County
Superintendent of Schools
Robin Cox
Solano County Public Health

B. Active Transportation Program

Recommendation:

Form a subcommittee to work with STA staff to develop SR2S grant projects as part of the new ATP funding.

(2:00 p.m. – 2:20 p.m.)

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Sofia Recalde, STA

Judy Leaks, STA

7. INFORMATIONAL ITEMS – DISCUSSION

A. Overall Workplan

(2:20 p.m. – 2:40 p.m.)

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Judy Leaks, STA

Karla Valdez, STA

Karin Bloesch, STA

Tracy Nachand,
Solano County Public Health

B. Review Bylaws

(2:40 p.m. – 2:45 p.m.)

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Mel Jordan, Chair

8. INFORMATIONAL ITEMS (No Discussion)

C. Other Funding Opportunities

Sofia Recalde, STA

Jim Antone, Vice-Chair

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

(2:45 p.m. – 3:00 p.m.)

Mel Jordan, Chair

10. ADJOURNMENT

The next regular meeting of the SR2S-AC is scheduled to meet at **1:30 p.m., Wednesday, May 21, 2014, in the STA conference room, located at One Harbor Center, Suite 130, Suisun City, CA 94585.**



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

1. CALL TO ORDER

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

SR2S-AC Members Present:

Jim Antone	Yolo-Solano Air Quality Management District
Mike Segala	Chair/Bicycle Advisory Committee
Mel Jordan	Assistant Superintendent, Vallejo USD
Scott Przekurat	City of Benicia Police Department
Ozzie Hilton	City of Vacaville, Public Works Department
Garland Wong	City of Fairfield, Traffic Engineering
Tracy Nachand	Solano County Dept. of Public Health, Alternate

STA Staff Present:

Karen Bloesch	STA
Danelle Carey	STA
Sheila Jones	STA
Karla Valdez	STA
Judy Leaks	STA

Others Present:

Natalee Dyudyuk	Fairfield-Suisun Unified School District
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SR2S-AC Members absent:

Tim Mattos	City of Suisun City Police Department
Robin Cox	Solano County Dept. of Public Health
Jay Speck	Solano County Office of Education
Mike Hudson	Pedestrian Advisory Committee Representative

2. CONFIRM QUORUM

A quorum was confirmed.

3. APPROVAL OF AGENDA: November 20, 2013

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

4. OPPORTUNITY FOR PUBLIC COMMENT

None.

5. APPROVAL OF MEETING MINUTES FROM SEPTEMBER 4, 2013

Jim Antone commented that under the Federal Funding sources: “*Solano Transportation Authority*” should replace “*Valley Transportation Authority*”.

With a motion from Scott Przekurat and a second from Tracy Nachand the SR2S-AC unanimously approved the September 4, 2013 meeting minutes.

6. ACTION NON FINANCIAL ITEMS

A. Officer Election

Danelle Carey stated that Michael Segala has reached the end of his term as Chair of the Safe Routes to School Advisory Committee. She stated that at the September 2013 meeting, Mel Jordan was elected as Vice-Chair of the committee to replace Jeff Knowles. She cited that the bylaws of the committee states that at the last meeting of each calendar year, the SR2S-AC Committee shall nominate and elect the Chair and the Vice-Chair for one calendar year term. She concluded that no officer shall serve more than two consecutive terms in a given office.

1. Recommendation:

Elect a Chair for one term.

On a silent paper vote, Mel Jordan was elected as Chair for a one year term.

With a motion from Scott Przekurat and a second from Tracy Nachand the SR2S-AC unanimously approved the recommendation.

2. Recommendation:

Elect a Vice-Chair for one term.

On a silent paper vote, Jim Antone was elected as Vice-Chair for a one year term.

With a motion from Mel Jordan and a second from Scott Przekurat, the SR2S-AC unanimously approved the recommendation.

7. INFORMATIONAL ITEMS - DISCUSSION

A. SR2S Program Update

Travel Surveys, Raffle, Suisun City delivered a bike.

Danelle provided an update on the SR2S Program. She stated that 140 students have participated in (2) bike rodeos; 447 students participated in (1) safety assembly and a total of 115 helmets were distributed throughout our 3 completed events. She stated that 6,465 students participated in (26) walk & roll events. She concluded that there are 19 active walking school bus routes at 11 schools.

Karin Bloesch and Karla Valdez provided an update on the Safe Routes to School Walking School Bus Program. Karin stated that The Walking School Bus coordinators attended the following Community Events: Fairfield Farmer's Market (9-19-13), Vacaville KidFest (10-5-13), International Walk to School Day (10-9-13), the Breath America meeting (10-30-13), and the AAOA Program Presentation on the November 7, 2013. Karla stated that for School Outreach they also attended Back to School Night at Lincoln Elementary (Vallejo), a PTO Parent Meeting Presentation Browns Valley (Vacaville), an Elementary Principal Meeting Presentation (Vallejo), a Parent Assembly at Markham Elementary (Vacaville), International Walk to School Day with STA staff throughout different cities, a PTA Parent Presentation Cooper Elementary (Vallejo), a PTC Parent Presentation at Fairmont Elementary (Vacaville), a Parent Walking School

Bus Presentation at Laurel Creek (Fairfield), a Walk Audit at Vaca Peña Middle School (Vacaville), and lastly, a Principal Presentation at Rolling Hills Elementary in Fairfield. She concluded that between both of the WSB coordinators there have been 17 new trained volunteers and 9 new routes establish within the county. Tracy Nachand stated that Robin Cox leveraged other funding sources for the community transformation grant to run three radio ads through KUIC. He stated that the purpose was to promote walk and roll week, safety and walking school buses.

B. Enforcement/Public Safety Grant Update

Danelle Carey provided an update on the Enforcement/Public Safety Grant. She stated that during the last SR2S-AC meeting, a recap from the SR2S safety enforcement grant subcommittee was shared and a discussion occurred on how to develop and/or shape the safety enforcement grant. She stated that SR2S Staff requested that feedback from the committee be emailed to the program by September 30, 2013. She stated that SR2S Staff is working with Alta Planning & Design to incorporate the feedback requested from the committee to draft a request for proposals (RFP) for the SR2S-AC review during the February 2013 meeting.

C. Document Delivery for Future Committee Meetings

Vice-Chair Mel Jordan provided an overview of the Document Delivery for Future Committee Meetings. He stated that in an effort to reduce the amount of paper that is circulated for future meetings, SR2S Staff would like to discuss a more efficient and environmentally conscious alternative to printing agendas and attachments for meetings.

Tracy Nachand suggested reducing the quantity of what is currently being produced to half. He also suggested printing only the agenda out as opposed to the complete packet.

Jim Antone suggested asking members if they want a printed copy of the agenda in the SR2S-AC Agenda Email Notice to determine production of the packet.

Garland Wong suggested that the SR2S-AC Agenda Packet be provided on the STA projector during the meetings. He stated that members can download the agenda from the website and print items they would like to discuss.

D. Membership and Attendance

Vice-Chair Jordan provided an overview on SR2S Membership and Attendance. He stated that the 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.”

Danelle Carey expressed the importance of membership attendance as the committee only meets 4 times per year. She stated that committee member attendance will be provided on future membership and attendance staff reports.

INFORMATIONAL ITEMS – NO DISCUSSION

E. International Walk to School Day Update

Danelle provided an update on International Walk to School Day and she stated that International Walk to School Day was celebrated on October 9, 2013 with twenty-seven (27) schools participating, 13 more schools than last year, reaching just under 6,500 students. She added that as a result, parents and school administrators are excited to get

their students walking more often, and to keep up the momentum, “Walking Wednesdays” will be launched to keep students excited about active transportation. She concluded that communication was sent to all schools on October 23, 2013 providing an update on International Walk to School day, a follow-up survey to assist with preparation for next year’s events, as well as a flyer regarding “Walking Wednesdays”.

F. Adoption of the SR2S Countywide Plan

Danelle Carey stated that on October 9, 2013, the STA Board adopted the 2013 Safe Routes to School Plan. She stated that the plan provides new goals for the program and will assist the program in future years to achieve desired change in travel habits of students, parents and other travelers within school zones. She stated that a complete copy of the SR2S Countywide Plan is available for download on our website. She stated that if any members are interested in a hard copy to notify Sheila Jones.

8. COMMITTEE MEMBER COMMENTS & FUTURE AGENDA ITEMS

None.

9. ADJOURNMENT

The meeting was adjourned at 1:09 p.m. The next regularly scheduled meeting of the SR2S-AC will be February 12, 2014 in the STA Conference Room.

DRAFT



DATE: February 14, 2014
TO: SR2S Advisory Committee
FROM: Judy Leaks, Program Manager
RE: Public Safety Enforcement Grant Scope of Work/RFP

Background:

The STA's Safe Routes to School (SR2S) program encourages students to walk and bike to school and supports these activities with education and encouragement events throughout the year. The program brings together city planners, traffic engineers, police and public health experts to create safer, less congested routes to school. The STA also supports a variety of engineering and enforcement strategies. The main goal for SR2S enforcement strategies is to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SRTS programs use to enable more children to walk and bicycle to school safely.

The first SR2S Public Safety Enforcement Grant was piloted in 2011 by the City of Suisun City and the City of Fairfield. Program tasks and activities in the pilot included: development of crossing guard training materials and DVD, bike rodeo instructional DVD, bike rodeo and event assistance and support, coordination with schools, and directed enforcement at problem schools.

Discussion:

On March 14, 2012, the Safe Routes to School (SR2S) Advisory Committee recommended a work scope for FY 2011-12 through 2014-2015 of enhanced SR2S activities in preparation of SR2S OBAG funding. At that time it was recommended to include enhanced public enforcement for the next three years with that funding. At this meeting of July 10, 2013, the STA Board approved the SR2S Program 2-Year Work Plan, authorizing the development of another Public Safety Enforcement Grant of up to \$150,000.

This Grant Program seeks to fund up to \$150,000 in best practice SR2S enforcement activities that can be replicated countywide. Grant submittals up to \$50,000 per jurisdiction can be submitted. City and County departments in Solano County involved in public safety, including but not limited to police departments, fire departments, and county sheriffs may apply for this grant.

Beginning the 2014-2015 school year, specific objectives include:

- Facilitate Countywide implementation of existing Crossing Guard Training and materials to improve consistency of practices and performance

- Organize and facilitate public safety educational opportunities for parents and students to identify successful self-enforcement strategies and messaging
- Update and improve Rules of the Road and education materials for STA's SR2S Program Events (e.g., bicycle rodeos, safety assemblies and on-road safety training).
- Support staff and parents with identifying and solving enforcement issues at schools in the STA's SR2S Program.
- Implement strategies to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- Partner with STA's Walking School Bus Program (e.g., presence at park and walk locations, assistance with mapping and suggested safe routes).
- Support implementation of identified priority projects.

Fiscal Impact:

None.

Recommendation:

Forward a recommendation to the STA TAC and STA Board to approve the scope of work for the Public Safety Enforcement Grant.

Attachment A: Draft Public Safety Enforcement Grant RFP



Safe Routes to School Public Safety Enforcement Grant

Safe Routes to School (SR2S) Program in Solano County
Solano Transportation Authority (STA)

www.solanosr2s.ca.gov

DRAFT APPLICATION PACKAGE, 2-19-2014



WHY SAFE ROUTES TO SCHOOL MATTERS

The Solano Transportation Authority (STA) launched the County's Safe Routes to School (SR2S) program in 2008 in response to the growing childhood obesity epidemic, student travel safety concerns, growing air pollution and traffic congestion near schools. 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, encouragement and law enforcement coordination. The goals of the program are to:

- Reduce traffic congestion and air pollution around schools
- Improve children's health by increasing physical activity
- Create community awareness and togetherness



The STA's Safe Routes to School (SR2S) program encourages students to walk and bike to school and supports these activities with education and encouragement events throughout the year. The program brings

together city planners, traffic engineers, police and public health experts to create safer, less congested routes to school. The STA also supports a variety of engineering and enforcement projects, such as this grant.

ENFORCEMENT PARTNERSHIPS IN SAFE ROUTES TO SCHOOL PROGRAMS

The main goal for SR2S enforcement strategies is to deter unsafe behaviors of drivers, pedestrians and bicyclists, and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SRTS programs use to enable more children to walk and bicycle to school safely.

There are police department representatives on each of our SR2S Community Task Forces across Solano County who have actively participated in planning processes, helped draft suggested route to school maps, held safety assemblies, and helped facilitate bicycle rodeos.



PUBLIC SAFETY ENFORCEMENT GRANT: UP TO \$50,000

On July 10, 2013, the STA Board approved the SR2S Program 2-Year Work Plan, authorizing the development of a Public Safety Enforcement Grant of up to \$150,000. The deadline for submittal of Letters of Interest to STA is April 4, 2014. Formal Proposals must be submitted to STA by May 2, 2014. Grant applications will be reviewed and evaluated by the STA's SR2S Countywide Advisory Committee. Grant recipients will be awarded by the STA Board at a future Board meeting.

Letters of Interest and Formal Proposals must be submitted via email (preferred) or postal mail to the STA SR2S Program Manager:

Judy Leaks, Program Manager
Solano Transportation Authority
1 Harbor Center, Suisun City, CA 94585
Re: SR2S Public Safety Enforcement Grant
jleaks@sta-snci.com

GOALS & OBJECTIVES

The STA's Public Safety Enforcement Grant Program seeks to fund up to \$150,000 in best practice SR2S enforcement activities that can be replicated countywide. Grant submittals up to \$50,000 can be submitted. Specific objectives include beginning the 2014-2015 school year:

- Facilitate Countywide implementation of existing **Crossing Guard Training and materials** to improve consistency of practices and performance
- Organize and facilitate **public safety educational opportunities** for parents and students to identify

successful self-enforcement strategies and messaging

- Update and improve Rules of the Road and education materials for STA's SR2S Program Events (e.g., bicycle rodeos, safety assemblies and on-road safety training).
- Support staff and parents with identifying and solving enforcement issues **at schools** in the STA's SR2S Program.
- **Implement strategies** to measure effectiveness of enforcement program (e.g., pre/post surveys, and traffic counts, ticket data, speed data, etc.).
- **Partner with STA's** Walking School Bus Program (e.g., presence at park and walk locations, assistance with mapping and suggested safe routes).
- **Support implementation** of identified priority projects.



PROJECT REQUIREMENTS

Applicants must meet the following minimum requirements in order to be considered eligible for grant funding:

- Commit to attending quarterly STA SR2S Countywide Advisory Committee meetings to present grant status reports that include participant information & feedback.

- Coordinate grant related activities with SR2S Program Managers and other public safety department organized activities.
- Clearly demonstrate the ability to fully implement activities funded by the grant within 18 months of executing the funding agreement (e.g., available officer time).
- Submit monthly reports to SR2S Program Manager and attend monthly staff meetings.
- Submit a final report of results and recommended best practices.

GRANT FUNDING

Up to \$150,000 in federal air quality funding, air district clean air funds, and transportation development funds support this grant. An 11.47% match is required.



ELIGIBLE APPLICANTS

City and County departments in Solano County involved in public safety, including but not limited to police departments, fire departments, and county sheriffs may apply for this grant. Crossing Guard hours cannot be funded through this grant.

APPLICATION & EVALUATION PROCESS

The SR2S Public Safety Enforcement Grant Program will follow a two-step application and evaluation process that will be overseen by the STA’s Safe Routes to School Advisory Committee.

STEP ONE: LETTERS OF INTEREST

Interested organizations are asked to send a “Letter of Interest” that includes the following components (total of 3 page maximum):

- Identify the project title, name of applicant, project manager, and contact information:
- Describe the proposed project. Explain how this project will satisfy the goals and objectives of the grant (e.g., Crossing Guard Training, Public Safety Education Opportunities, Enforcement at Schools, New Pilot Strategies).
- Identify the amount of grant funding requested and any additional department contributions towards the project.

STEP TWO: INVITATION FOR A FORMAL PROPOSAL

The STA Staff and the STA’s Safe Routes to School Advisory Committee will review the Letters of Interest and contact applicants, as needed, for additional information, clarification, and/or modification. STA staff and the Committee will identify a smaller number of projects that match the goals of the SR2S program and grant criteria. These applicants will be invited to submit a more formal proposal for further evaluation including:

1. Project Description: Identify the project title, name of applicant, project manager and contact information. Explain the purpose and need for the project, state the specific goals and objectives of the project and explain how they help to advance the goals and objectives set for this grant program. Describe the collaboration required to carry out the scope of work and the actions that will be undertaken to achieve the objectives. Describe the results anticipated from this project.
2. Scope of Work and Schedule: Detail the actions/tasks, work products, estimated completion dates and key partners. Estimate the number of students and parents that could be reached by this project.
3. Response to Questions from STA Staff and the SR2S Advisory Committee: Provide a detailed response to questions posed by STA staff and the SR2S Advisory Committee as a result of its review of the Letter of Interest for this project.
4. Approach to Evaluation: Describe the method of collecting participant information and feedback from students, parents and school staff. Is the method reasonable given the limited timeframe, and is there potential for the proposal to impact ongoing data collection/evaluation efforts from other sources?
5. Project Cost and Funding: Describe the major resources needed for this project (e.g., staff, consultant, equipment, materials, etc.). Provide a detailed budget that shows total project and cost

breakdown for each major task/action, including a cost estimate for the project evaluation. Identify any cost sharing by multiple funding partners.

STA staff will qualitatively evaluate proposals based on the following criteria on a low, medium, and high scale:

- Potential to increase the number of students walking or bicycling to school within grant period.
- Potential to increase the number of students walking and bicycling to school after the grant period, making a sustainable change
- Estimated number of students & parents reached, and quality of “reach”.
- Potential for other public safety departments to replicate or benefit from this project
- Cost effectiveness (e.g., dollars per student/parent reached)
- Quality of Proposal

After being evaluated, the SR2S Advisory Committee will recommend projects for funding at their May meeting and the STA Board will award grants at a future meeting.

STA staff will then draft and enter into funding agreements with grant recipients prior to beginning any grant funded work.



QUESTIONS AND MORE INFORMATION

Any questions regarding the Letters of Interest and Formal Applications should be directed to:

Judy Leaks, Program Manager
Solano Transportation Authority
(707) 427-5104
jleaks@sta-snci.com

More information about the STA’s SR2S Program can be found online at www.solanosr2s.ca.gov

Below are links to SR2S Enforcement Best Practices:

- National SRTS: Role for Law Enforcement resources & case studies
<http://www.saferoutesinfo.org/lawenforcement/>
- SRTS Coaching Action Network Webinars on Personal Security & Parent/Student Education
http://www.saferoutesinfo.org/training/can_webinars.cfm
- National SRTS Adult School Crossing Guard Guidelines
http://www.saferoutesinfo.org/guide/crossing_guard/index.cfm

SR2S Advisory Committee Enforcement Contacts

- Tim Mattos, Suisun City Police Dept
(707) 421-7353, tmattos@suisun.com
- Scott Przekurat, Benicia Police Dept
(707) 746-4262,
Scott.Przekurat@ci.benicia.ca.us



DATE: February 13, 2014
TO: SR2S Advisory Committee
FROM: Judy Leaks, Program Manager
RE: Active Transportation Program (ATP) Funding Opportunities for SR2S

Background:

On September 26, 2013 the Governor signed legislation creating the Active Transportation Program (ATP). The goals of this nearly \$120 million program are to:

- Increase the proportion of biking and walking trips
- Increase safety and mobility for non-motorized users
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for **Safe Routes to Schools Program** funding
- Ensure disadvantaged communities fully share in program benefits (25% of program)
- Provide a broad spectrum of projects to benefit many types of active transportation users

The ATP will consolidate multiple state and federal funding programs:

- Transportation Alternatives
- Recreational Trails
- **Safe Routes to Schools**
- Bicycle Transportation Account (BTA)
- Environmental Enhancement and Mitigation Act

The ATP calls for Metropolitan Planning Organizations (MPOs) to administer a portion of the funding. Solano Transportation Authority (STA) is one of the nine bay area counties within the Metropolitan Transportation Commission (MTC), which is the MPO for the San Francisco Bay Area. As the Congestion Management Agency (CMA) for Solano County, STA will be responsible for implementation of the program at the local countywide level.

Below is a summary of the Draft ATP guidelines:

ATP Funding Categories:

- 40% MPOs with large Urbanized Area (approx \$48M)* (competitive; run by MPO; distribution based on county population)
 - i.e. MTC, SCAG, SACOG
- 10% Small urban/rural (approx \$12M)*
 - Population less than 200,000 in areas outside a large MPO
 - The cities and County of Solano will not compete in this category, as Solano County falls under MTC. Solano County applicants will submit applications for the statewide and/or the MPO competitions.

- 50% Statewide (approx \$60M)*
 - Broad spectrum of projects, including recreational trail projects, **Safe Routes to School**, and a Technical Assistance Resource Center
 - A minimum of \$24M annually is available for **Safe Routes to School** projects (\$7.2M annually is available for non-infrastructure projects)

*25% of the funds in each funding category must benefit disadvantaged communities, and up to 5% shall be set aside for funding for active transportation plans in disadvantaged communities.

Matching requirements:

Projects shall include at least 11.47% in matching funds, except for projects benefiting a disadvantaged community, stand-alone non-infrastructure projects, and **Safe Routes to School** projects, which are not required to provide a local match.

Active Transportation Plans:

Five percent of funds from each funding category may be set aside for bike, pedestrian, safe routes to school, or active transportation plans for disadvantaged communities.

Eligible Projects: Infrastructure projects, non-infrastructure projects, and infrastructure projects with non-infrastructure components. Non-infrastructure projects include education, encouragement, enforcement, and planning activities.

- The ***minimum project request size*** for ATP funds for infrastructure projects, excluding Safe Routes to Schools and Recreational Trails projects, is \$250K. This is true for the statewide and small urban/rural portions; MPOs may use a different minimum size (minimum projects size greater than \$500K must be approved by CTC). There is no minimum project request size for **Safe Routes to Schools**, Recreational Trails, and non-infrastructure projects.

Sequential project selection:

Statewide and small urban/rural ATP applications are due to the Commission by May 21, 2014. Any projects that are not programmed in the adopted statewide program shall be considered in the state-run small urban/rural portion or MPO specific call for projects, as applicable.

MPO competitive selection:

Projects not selected for programming in the statewide competition shall be considered by the MPOs, as applicable. MPOs may defer to its project selection to the Commission, or, with Commission approval, use different:

- Project selection criteria or weighing
- Minimum project size (approval needed only if using a minimum project size greater than \$500K)
- Match requirement (approval needed only if using a different match requirement than 11.47%)
- Definition of disadvantaged community

The ATP guidelines are scheduled for adoption by March 20, 2014. The schedule for guideline development and the FY 2014-15 program is shown below.

Date	Task
March 20, 2014	Commission adopts Guidelines
March 21, 2014	Call for Projects (statewide and small urban/rural portions)
May 21, 2014	Project applications due to Commission
May 21, 2014	MPOs submit optional guidelines to Commission
June 25, 2014	Commission approves or rejects MPO Guidelines
August 20, 2014	Commission adopts statewide and small urban/rural portions
September 30, 2014	Deadline for MPO project programming recommendations to the Commission
November 2014	Commission adopts MPO selected projects

Discussion:

The Safe Routes to School program is an eligible program to apply for the statewide ATP as well as through MTC. It has been recommended that projects be submitted for the statewide funds first. If the project is not selected for funding, it will be re-submitted to MTC for review and consideration.

Since the deadline to apply for statewide funding is May 21, 2014, staff would like to convene a subcommittee of STA’s SR2S Advisory Committee members to work with staff to develop a list of SR2S projects as part of the ATP funding. A suggested project idea may be:

Expand the Walking School Bus (WSB) Program. In response to the Walking School Bus Pilot Grant awarded to the Solano Safe Routes to School in 2012, two 18 hour per week employees were hired to coordinate and implement a Walking School Bus (WSB) program within Solano County schools. The goal for the WSB Program is to establish a WSB route in each of the 56 elementary schools. This staff intensive task encourages families to allow their children to walk to school, thereby reducing congestion at the school site, decreasing the amount of emissions in the atmosphere, increasing the amount of physical activity for children and decreasing the potential of childhood obesity. WSB staff has instituted 21 buses at 11 schools over the past 12 months and, in response to surveys returned from various target schools, the WSB Coordinators are in the process of establishing six additional WSB routes.

Success of the WSB program depends on consistent volunteer involvement. The current WSB program has experienced some difficulty in getting school and parent support at many schools. One way to increase this support may be to pay a stipend to a “super volunteer” to coordinate WSB and other Safe Routes to Schools activities at targeted schools, similar to program at Rolling Hills Elementary in Fairfield, where the school is funding a similar position. Benefits from such a program includes: increased school support, more ‘buses’ are formed because people are hearing about the program, and program sustainability is established.

Fiscal Impact:

None at this time.

Recommendation:

Authorize the SR2S Chair to form a SR2S subcommittee to work with STA staff to develop SR2S grant projects as part of the new ATP funding.

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DATE: February 18, 2014
TO: SR2S Advisory Committee
FROM: Judy Leaks, Program Manager
RE: Overall Work Plan

This report will be provided at the meeting.-

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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, increasing 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.