



Santa Cruz County Regional Transportation Commission's

BICYCLE COMMITTEE

AGENDA

Tuesday, May 15, 2012

6:30 p.m. to 9 pm

Note Special Date

<p>RTC Office 1523 Pacific Ave Santa Cruz, CA 95060</p>
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1. Call to Order
2. Introductions
3. Announcements – RTC Staff
4. Oral Communications

The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.

5. Additions or deletions to consent and regular agendas

CONSENT AGENDA

All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.

6. Approve draft minutes of the April 9, 2012 Bicycle Committee meeting (pages 4 - 6)
7. Accept Bicycle Committee Roster (page 7)
8. Accept Summary of Bicycle Hazard Reports (pages 8)
9. Accept letter to Caltrans regarding certification of the City of Scotts Valley Bicycle Transportation Plan (page 9)
10. Accept letter to the City of Scotts Valley Public Works Director regarding the City of Scotts Valley Bicycle Transportation Plan (page 10)

11. Accept letter in support of the City of Scotts Valley's Bicycle Transportation Account funding application for Glen Canyon Road bicycle improvements (page 11)
12. Accept letter from the Bicycle Committee to Caltrans expressing concerns over plans to install rumble strips on Highway 1 from Shaffer Road to Swanton Road (page 12)
13. Flyer from the California Bicycle Coalition regarding Senate Bill 1464 which, if signed into law, will require motorists to give bicyclists at least 3 feet of space when passing (page 13)
14. Approve FY 12/13 Bicycle Committee meeting schedule and frequency (page 14-15)

REGULAR AGENDA

15. Highway 1 Auxiliary Lane Project and bicycle travel, during and post construction – Report from Kim Shultz, Senior Transportation Planner (pages 16-17)
16. Transportation Development Act Claim for the Community Traffic Safety Coalition and the Ride 'n Stride program – Presentation from Health Service Agency staff (pages 18-32)
17. Transportation Development Act Claim for Bike to Work Week – Presentation from Ecology Action staff (pages 33-49)
18. Subcommittee Structure and Brown Act considerations – Report from Cory Caletti, Senior Transportation Planner (pages 50-51)
19. Bike access at El Rancho and Mt Hermon Roads in the City of Scotts Valley – Oral report from Lex Rau, Bicycle Committee member
20. Update on Caltrans' plan to install Rumble Strips on Highway 1 and appointment of a Bike Committee member to the Project Development Team – Oral report from Cory Caletti, Senior Transportation Planner, and Ad-Hoc committee members
21. Project Tracking/Subcommittee Tasks: Oral Reports (actions may be taken at the meeting)
 - a. City of Santa Cruz Project Tracking: Fieberling/Hyman/*Garza* *
 - b. City of Capitola Project Tracking: Ward
 - c. City of Scotts Valley Project Tracking: Rau/*Milburn* *
 - d. City of Watsonville Project Tracking:
 - e. County of Santa Cruz Project Tracking: Akol
 - f. Bike To Work Update: Mucha/Canin
 - g. CTSC and the South County Bike/Pedestrian Work Group Update: Langley/Jed
 - h. UCSC: Scott/Menchine
 - i. Legislative Tracking: Jed/Ward
 - j. Sanctuary Scenic Trail: Fieberling/Casterson/Canin
 - k. Technical Subcommittee: Menchine/Hyman/Ward/Akol
 - l. Bicyclist/Motorist Safety Education: Jed/Menchine
 - m. RTC Packet Monitoring Subcommittee: Hyman
 - n. Safe Routes to School: Horton/Menchine/Akol

(Milburn and Garza participation in subcommittees is unconfirmed)

22. Adjourn

NEXT MEETING: The next Bicycle Committee meeting is cancelled. The following meeting of the Bicycle Committee is scheduled for Monday, June 11, 2012 at the **special meeting time** of at 6:30 pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

HOW TO REACH US

Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone: (831) 460-3200 / fax (831) 460-3215
email: info@sccrtc.org / website: www.sccrtc.org

AGENDAS ONLINE

To receive email notification when the Bicycle Committee meeting agenda packets are posted on our website, please call (831) 460-3201 or email ccaletti@sccrtc.org to subscribe.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

The Santa Cruz County Regional Transportation Commission does not discriminate on the basis of disability and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This meeting location is an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact RTC staff at 460-3200 (CRS 800/735-2929) at least three working days in advance of this meeting to make arrangements. People with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those person affected, Please attend the meeting smoke and scent-free.

SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis. Please make advance arrangements (at least three days in advance by calling (831) 460-3200.

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Santa Cruz County Regional Transportation Commission's BICYCLE COMMITTEE

Minutes - Draft

Monday, April 9, 2012
6:30 p.m.

Museum of Art and History - Auditorium
705 Front Street, Santa Cruz, CA 95060

1. Call to Order at 6:35 pm
2. Introductions

Members Present:

Kem Akol, District 1
David Casterson, District 2, Chair
Bill Fieberling, City of Santa Cruz
Rick Hyman, District 5
Leo Jed, CTSC (Alt.)
Will Menchine, District 3 (Alt.)
Lex Rau, Scotts Valley
Peter Scott, District 3
Holly Tyler, District 1 (Alt.)
Andy Ward, City of Capitola
Nick Mucha, Ecology Action/Bike-to-Work
Gary Milburn, City of Scotts Valley (Alt.)
Eric Horton, District 2 (Alt.)
Jim Langley, CTSC
Daniel Kostelec, City of Capitola (Alt.)

Staff:

Cory Caletti, Senior Transportation Planner
Luis Mendez, Deputy Director
Grace Blakeslee, Transportation Planner

Unexcused Absences:

None

Excused Absences:

Carlos Garza, City of Santa Cruz (Alt.)

Vacancies:

District 4 – Voting and Alternate
District 5 – Alternate
City of Watsonville – Voting and Alternate

Guests:

72 members of the public
Aileen Loe, Caltrans Deputy Director
Steve Price, Caltrans Deputy Director
Dario Senior, Senior Principal Engineer
Adam Fukushima, Transportation Planner
Doug Hessing, Caltrans Project Manager

3. Announcements – Cory Caletti announced that District 4 representative Shahe Moutafian resigned. She indicated that the RTC approved appointments of the following members for 3 year terms: Andy Ward and Daniel Kostelec as City of Capitola voting and alternate members, respectively; David Casterson and Eric Horton as the District 2 voting and alternate members, respectively; Bill Fieberling and John Carlos Garza as the City of Santa Cruz voting and alternate members, respectively; and Leo Jed and Jim Langley as the Community Traffic Safety Coalition voting and alternate members, respectively. She also announced that the

Bikes Secure parking subsidy program been granted an extension from the Monterey Bay Air Pollution Control District and that about 70 racks remain to be distributed. Finally, Ms. Caletti indicating a May meeting will be needed to attend to business the Committee will not have time to conduct today.

4. Oral Communications – Steve All, a member of the public, asked Committee members if any knew of the CycleNet bicycle route numbering system. Three members raised their hands. Piet Canin of Ecology Action thanked the Museum of Modern Art for a bike exhibit being hosted on Friday, May 4th in celebration of the 25th anniversary of Bike Week. Micah Posner of People Power announced an upcoming community meeting to be held at the Aptos Grange to discuss the proposed Mar Vista bike/pedestrian bridge.
5. Additions or deletions to consent and regular agenda – A replacement page for the draft minutes of the February 13, 2012 Bicycle Committee meeting was distributed.

CONSENT AGENDA

A motion (Fieberling/Scott) to approve the consent agenda as amended passed unanimously.

6. Approved draft minutes of the February 13, 2012 Bicycle Committee meeting
7. Accepted summary of Bicycle Hazard reports
8. Accepted Bicycle Committee roster
9. Accepted letter from the Bicycle Committee regarding adding bicycle lanes on Rooney Street
10. Accepted from the Bicycle Committee in support of the County Health Services Agency's Office of Traffic Safety grant application
11. Accepted letter from Caltrans regarding the Bicycle Transportation Account call for projects
12. Approve Bikes Secure applications from Gateway School and El Rancho Shopping Center

REGULAR AGENDA

13. Officer Elections – Cory Caletti thanked the current Chair and Vice-Chair for their service and summarized the requirements for those interested in serving in those roles. A motion (Akol/Langley) to re-elect David Casterson as Chair passed unanimously. A second motion (Langley/Jed) to appoint Andy Ward as the Vice Chair passed unanimously.
14. Rumble Strips – Cory Caletti summarized the staff report indicating that Caltrans is analyzing installation of shoulder and centerline rumble strips on Highway 1 between Shaffer Road in Santa Cruz and Swanton Road, north of Davenport, in response to high run off the road injury collisions. Over 90 comments from the public were received by the RTC expressing opposition to the project due to potentially detrimental impacts to bicyclists on a roadway with high bicycle ridership. An equally high number of comments were received by Caltrans and some were sent to Governor Brown.

Dario Senior, Caltrans Senior Principal Engineer, introduced the Caltrans project team in attendance including the Deputy Director of Planning and Maintenance

Operations, the local planning liaison, the Highway 1 rumble strip project manager. He went on to present a PowerPoint presentation (available online at: <http://www.dot.ca.gov/dist05/traffic/>) summarizing the collision data analyzed, the timeframe for project implementation, the steps leading to project delivery, and ways to mitigate impacts to cyclists. After Mr. Senor responded to questions from the Bicycle Committee regarding project details, Chair Casterson opened the floor for the Committee to receive comments from the public.

Greg McPheeters, representing the California Bicycle Coalition, spoke expressing concern about the treatment's impact to the safety of the high number of bicyclists traveling on the nationally designated Pacific Coast Bicycle Route and on the bicyclist eco-tourism the scenic roadway attracts. Micah Posner from People Power addressed the need to focus on problem of distracted driving and asked that rumble strips not be select as a solution since it poses a hazard to the non-motoring public. He noted that this treatment is not appropriate in the context of a nationally revered cycling route. In addition, 13 members of the public spoke with the large majority expressing opposition to the project as presented. Some asked that Caltrans consider treatments that are less impactful to cyclists, such as centerline rumble strips only and the possibility of having the rumble strip place predominantly over the white edge line. Those speaking in favor noted the safety benefits to all road users that the project would provide. After some discussion among Bicycle Committee members and additional information from Caltrans, a motion was made (Akol/Scott) to write a letter to Caltrans expressing concerns with the application of centerline and shoulder rumble strips on Highway 1 between Shaffer and Swanton roads. The motion passed with one abstention.

15. Regional Transportation Plan (RTP) Draft Goals and Policies – Grace Blakeslee, RTC Senior Transportation Planner, summarized the staff report regarding development of goals, targets and policies for the Draft Regional Transportation Plan. She outlined a sustainability framework that supports a “Triple Bottom Line” which identifies a sustainable transportation system that balances the needs of people, the planet, and prosperity. She indicated that staff is seeking input from the Bicycle Committee on the draft transportation plan goals, targets, and policies and also invited members to participate in a public workshop to be held on April 19th. The Bicycle Committee discussed the proposal, asked if more aggressive goals and targets could be established, and indicated interest in attending the public workshop.
16. Project Tracking/Subcommittee Tasks: No reports were provided.
17. Meeting adjourned at 9:10pm.

NEXT MEETING: The next Bicycle Committee meeting is scheduled for Monday, May 14, 2012 at the **special meeting time** of 6:30 p.m. at the RTC office, 1523 Pacific Avenue, Santa Cruz, CA.

Minutes respectfully prepared and submitted by:

Cory Caletti, Senior Transportation Planner

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BIKE COMMITTEE ROSTER – May, 2012

Representing	Member Name/Contact Info	Appointment Dates
District 1 - Voting Soquel, Live Oak, part of Capitola	Kem Akol kemakol@msn.com 247-2944	First Appointed: 1993 Term Expires: 3/13
Alternate	Holly M. Tyler Holly.m.tyler@gmail.com 818-2117	First Appointed: 2010 Term Expires: 3/13
District 2 - Voting Aptos, Corralitos, part of Capitola, Nisene Marks, Freedom, PajDunes	David Casterson, Chair dcasterson@gmail.com 588-2068	First Appointed: 2005 Term Expires: 3/15
Alternate	Eric Horton erichortondesign@gmail.com 419-7296	First Appointed: 3/09 Term Expires: 3/15
District 3 - Voting Big Basin, Davenport, Bonny Doon, City of Santa Cruz	Peter Scott drip@ucsc.edu 423-0796	First Appointed: 2007 Term Expires: 3/13
Alternate	William Menchine (Will) menchine@cruzio.com 426-3528	First Appointed: 4/02 Term Expires: 3/13
District 4 - Voting Watsonville, part of Corralitos	Vacant	Term Expires: 3/12
Alternate	Vacant	Term Expires: 3/12
District 5 - Voting SL Valley, Summit, Scotts Valley, part of Santa Cruz	Rick Hyman bikerick@att.net	First Appointed: 1989 Term Expires: 3/13
Alternate	Vacant	Term Expires: 3/13
City of Capitola - Voting	Andy Ward, Vice Chair Andrew.ward@plantronics.com 462-6653	First Appointed: 2005 Term Expires: 3/14
Alternate	Daniel Kostelec dkostelec@sbcglobal.net 325-9623	First Appointed: Term Expires: 3/14
City of Santa Cruz - Voting	Wilson Fieberling anbfieb@yahoo.com	First Appointed: 2/97 Term Expires: 3/15
Alternate	Carlos Garza carlos@cruzio.com	First Appointed: 4/02 Term Expires: 3/15
City of Scotts Valley - Voting	Lex Rau lexrau@sbcglobal.net 419-1817	First Appointed: 2007 Term Expires: 3/14
Alternate	Gary Milburn 427-3839 hm g.milburn@sbcglobal.net/438-2888 ext 210 wk	First Appointed: 1997 Term Expires: 3/14
City of Watsonville - Voting	Vacant	Term Expires: 3/13
Alternate	Vacant	Term Expires: 3/13
Bike To Work - Voting	Nick Mucha nmucha@ecoact.org 426-5925 x.128	First Appointed: 4/11 Term Expires: 3/13
Alternate	Piet Canin pcanin@ecoact.org 426-5925 ext. 127	First Appointed: 4/02 Term Expires: 3/13
Community Traffic Safety Coalition - Voting	Leo Jed leojed@gmail.com 425-2650	First Appointed: 3/09 Term Expires: 3/15
Alternate	Jim Langley jim@jimlangley.net 423-7248	First Appointed: 4/02 Term Expires: 3/15

All phone numbers have the (831) area code unless otherwise noted.

MONTHLY HAZARD REPORT

Date	First Name	Last Name	Contact Info	Location	Cross Street	City	Category	Additional Comments	Forwarded To	Forwarded Date	Response	Images
05/10/12	Dave	Wade	dmwade55@gmail.com	E Zayante	Highland Ave	Felton	Plant overgrowth or interference, debris on shoulder or bikeway	rider states no shoulder outside fog strip from intersection of e zayante & highland ave, south on zanayte to graham hill, thistles, poison oak and other vegetation growing into roadway.				
05/07/12	David	Wade	dmwade55@gmail.com	Hwy 9	San Lorenzo	Felton	Plant overgrowth or interference, debris on shoulder or bikeway, other	rider states poison oak growing into roadway, no shoulder, narrow road and hi-speed motor traffic. Hard to avoid without swerving into traffic. Brush-back or roundup is urgently needed!	General Dept of SC	05/07/12		http://maps.google.com/maps?ll=37.040599,-122.071838&spn=0.002274,0.003449&hl=en&v=18&layer=c&cbll=37.040473,-122.07166&panoid=CRjdpeuz8YDlCvW31wQ&cbp=12,152.89,0,-0.28
05/07/12	David	Wade	dmwade55@gmail.com	Mt Hermon Rd	E Zayante Rd & Locatelli Ln	Felton	Plant overgrowth or interference, debris on shoulder or bikeway	rider states poison oak growing from shoulder into bikeline and roadway, adjacent high speed traffic makes swerving very dangerous.	General Dept of SC	05/07/12		http://maps.google.com/maps?ll=37.054972,-122.052268&spn=0.008162,0.013797&m=&v=18&yparc=6&layer=c&cbll=37.054942,-122.052608&panoid=-07V412m4JFw0MjVmyG2A&cbp=12,264.2,0,20.44
05/07/12	David	Wade	dmwade55@gmail.com	Mt Hermon Rd	E Zayante Rd	Felton	Debris on shoulder or bikeway, hazardous drain grate, other	rider states dirt, rock, water, moss slumped from embankment into bike lane uphill from overpass. Crew cleaned up last year but problem recurred. Downhill, high speed stretch and debris is very hazardous. Beyond cleanup, perhaps small retaining wall would prevent re-occurrence.	General Dept of SC	05/07/12		http://maps.google.com/maps?ll=37.055691,-122.057633&spn=0.008161,0.013797&m=&v=18&yparc=6&layer=c&cbll=37.055751,-122.058515&panoid=-6_xuDeQGqRzOIPaSaRn-A&cbp=12,70.2,0,17.96
04/27/12	Nick	Mucha	nmucha@ecoact.org	Soquel Ave	La Fonda	Santa Cruz	Rough pavement or potholes	rider states rough patch after short downhill section, bike lane directly after the la fonda intersection, cyclists have higher speeds due to downhill and hitting bumpy section could be dangerous.	Cheryl Schmitt	04/27/12		
04/20/12	David	Johnson	d132@aol.com	NE side-riverside bridge		Santa Cruz	Plant overgrowth or interference, no crosswalk or striping, other	rider states all bike underpasses need striping, there is always someone blocking the lane	Cheryl Schmitt	04/20/12	From Cheryl - I attempted to email this person to request more information so I know which Department to refer this to, but it was returned as undeliverable. 04/20/12*	
04/19/12	Janine		trainstripes@comcast.net	Main St	Cherryvale	Soquel	Debris on shoulder or bikeway	rider states glass in bike "lane" between 3751 Main St and Soquel Nursery Growers	General Dept of SC	04/19/12		
04/05/12	Winona	hu	onepushybroed@gmail.com	Mt Hermon Rd		Felton/Scotts Valley	Debris on shoulder or bikeway	rider states lots of rocks, pine cones, glass and trash on the east bound shoulder	General Dept of SC/Trish McGrath Frank Alvarez	04/06/12	From Frank Alvarez - City of Scotts Valley - I wanted to inform you that our street sweeper took care of this the weekend on April 7th. For outside city limits you might want to contact the county.	
04/05/12	Winona	Hubbard	onepushybroed@gmail.com	Felton Empire Rd		Felton	Rough pavement or potholes	rider states that road is very dangerous for descending cyclists	General Dept of SC	04/06/12		

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April 17, 2012

Penny Gray, Bicycle Program Manager
California Department of Transportation
Division of Local Assistance
1120 N Street, MS 1
Sacramento, CA 95814

RE: Certification of 2012 City of Scotts Valley Bicycle Transportation Plan

Dear Ms. Gray:

The Santa Cruz County Regional Transportation Commission's (RTC) Bicycle Advisory Committee and members of the public reviewed the *2012 City of Scotts Valley Bicycle Transportation Plan* on February 13, 2012 and provided feedback. RTC staff provided extensive input and review to ensure compliance with Section 891.2 of the California Streets and Highways Code (California Bicycle Transportation Act). The RTC hereby certifies the *2012 City of Scotts Valley Bicycle Transportation Plan* as adopted by the City of Scotts Valley Council on March 21, 2012.

Additionally, the RTC appreciates the City of Scotts Valley's efforts to outline multiple strategies and projects to further make the Scotts Valley a bicycle friendly community. If you have any questions, please contact me at (831) 460-3201.

Sincerely,

Cory Caletti
Senior Transportation Planner/Bicycle Coordinator

cc: Ken Anderson, City of Scotts Valley Public Works Director
Majid Yamin, City of Scotts Valley Traffic Engineer
Regional Transportation Commission
Regional Transportation Commission' Bicycle Committee

April 17, 2012

Ken Anderson
City of Scotts Valley Public Works Director
One Civic Center Dr.
Scotts Valley, CA 95066

Subject: *2012 City of Scotts Valley Bicycle Transportation Plan*

Dear Mr. Anderson:

Regional Transportation Commission (RTC) staff is pleased to have been able to assist City of Scotts Valley staff in developing the *2012 City of Scotts Valley Bicycle Transportation Plan* and commends you on producing a document that will guide the City in providing safe and convenient bicycle facilities. Such facilities are essential to encouraging new and continued bicycle use within the City and into the county.

As the state designated Regional Transportation Planning Agency, the RTC is charged by Caltrans with reviewing the plan and ensuring compliance with the Section 891.2 of the California Streets and Highways Code as defined by the California Bicycle Transportation Act. An adopted and certified bicycle plan provides eligibility for Bicycle Transportation Act (BTA) funding for the projects identified in the plan. After extensive review, both by staff and the RTC's Bicycle Advisory Committee, the RTC found the plan to be compliant with the state code referenced above and thus, certified the 2012 City of Scotts Valley Bicycle Transportation Plan as adopted by the City of Scotts Valley Council on March 21, 2012.

Please note that any significant changes to the plan, such as the addition of a project, will require re-certification by the RTC and re-adoption by your Council. Please consult with RTC staff prior to considering such action so that we may assist you in meeting Caltrans requirements in a streamlined fashion. As currently adopted, the plan will be current for five (5) years and the City may apply for BTA funding for the projects identified therein.

We appreciate the City of Scotts Valley's ongoing efforts to improve bicycle facilities and encourage non-motorized travel. If you have any questions, please don't hesitate to contact Cory Caletti of my staff.

Sincerely,

Luis Mendez
Deputy Director

cc: Penny Gray, Caltrans Bicycle Program Manager
Regional Transportation Commission
Regional Transportation Commission's Bicycle Committee



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

April 27, 2012

Steve Ando, City Manager
City of Scotts Valley
701 Lundy Lane
Scotts Valley, CA 95066

RE: Letter of support for the City of Scotts Valley's BTA grant funding application

Dear Mr. Ando:

I am writing on behalf of the Bicycle Committee of the Santa Cruz County Regional Transportation Commission (RTC) to offer our support of the City of Scotts Valley's Bicycle Transportation Account application for the Glen Canyon Road Bike Lane Project. Installing Class II bike lanes on both sides of Glen Canyon Road would greatly improve safe bicycle travel on a roadway that serves as a vital connector between one of the City of Scotts Valley's major employment hubs to the city's commercial center. Additionally, Glen Canyon is at the heart of the route with the gentlest gradient that links the City of Santa Cruz and the unincorporated county to the City of Scotts Valley.

Implementation of this project would eliminate conflict between motor vehicles and bicycles and reduce the potential for injury collisions. Encouraging use of non-motorized transportation is paramount to a healthy, vibrant, and economically robust community.

The Regional Transportation Commission's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle and pedestrian network. Such a network increases the opportunity and attractiveness of bicycle and pedestrian trips for transportation purposes. The Glen Canyon bike lane project, if constructed, complements the Bicycle Committee's goals by providing enhanced safety resulting in increased bicycle trips.

Please feel free to contact the RTC's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson
Chair, RTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

May 4, 2012

Steve Price, Caltrans Deputy Director
Caltrans District 5
50 Higuera Street
San Luis Obispo, CA 93401-5415

RE: Rumble strip project in Santa Cruz County

Dear Mr. Price:

I am writing on behalf of the Bicycle Committee of the Santa Cruz County Regional Transportation Commission (RTC) to express our concern and reservations about Caltrans' plans to install centerline and shoulder rumble strips on Highway 1 between Shaffer and Swanton Roads.

The RTC's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle network. The most recent meeting of the RTC's Bicycle Committee, drew close to 70 members of the public due to concerns about the potentially detrimental impacts of the proposed rumble strips to bicycle travel. Of those, 13 individuals spoke, with the vast majority being in opposition to the project in its entirety or in part (the shoulder rumble strip portion). The RTC also received approximately 90 letters in opposition.

Encouraging use of non-motorized transportation is essential to a healthy, vibrant, and economically robust community. Highway 1 is nationally recognized as the Pacific Coast Bicycle Route due to its spectacular scenery. It draws many recreational bicycle riders, charity ride participants, weekly training group riders, as well as triathlon and bicycle road races, most notably the Amgen Tour of California.

Committee members expressed sympathy to the need for safety improvements due to the high motor vehicle collision rates Caltrans' recent data analysis revealed. However, given the high bicycle ridership in the corridor, members questioned utilizing a treatment that will pose a potential risk to bicyclists and urged Caltrans to consider the safety needs of all users.

RTC staff and Committee members also expressed sincere appreciation for Caltrans' presentation at the Bike Committee meeting and at the Department's commitment in engaging the community in the project's development. Multiple members of Caltrans Project Development Team attended the April meeting, and provided a well rounded explanation of the data analysis.

Please feel free to contact the RTC's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson
Chair, RTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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HELP MAKE OUR ROADS SAFER FOR BICYCLING!

GIVE ME 3 is the California Bicycle Coalition's campaign to ensure that California drivers give bicyclists at least 3 feet of space when passing from behind.

THE PROBLEM

Too many Californians who want to ride their bikes don't ride them because they're frightened by traffic passing too closely. Sometimes drivers do this deliberately but more often they do it without understanding why it's so dangerous.

Bicyclists need to be able to move aside to get around trash, broken glass or rough pavement in the road. But when they need to move and a driver is passing too closely, the result can be a deadly collision. Passing-from-behind collisions are the leading cause of adult bicyclist fatalities in California and the U.S.

Existing law requires drivers to pass other vehicles and bicycles at a "safe distance" but it doesn't say what that distance is. How are drivers supposed to know what to do?

THE SOLUTION

The California Bicycle Coalition, together with the City of Los Angeles, is sponsoring Senate Bill 1464. SB 1464 would change state law to require drivers to give bicyclists at least 3 feet of clearance when passing from behind in the same lane.

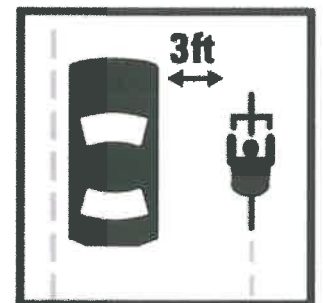
SB 1464 would also:

- Legalize the practice of crossing a double yellow centerline, when clear, to give a bicyclist at least 3 feet.
- Set a base fine of \$220 (that's \$959 once court fees and other expenses are added) for injuring a bicyclist in violation of this law.

Nineteen other states and the District of Columbia have enacted similar laws.

3 WAYS YOU CAN HELP

1. Visit givemethree.org to learn about the campaign to make Senate Bill 1464 the law in California.
2. Let your State Senator and Assemblymember know that you support SB 1464. Visit givemethree.org for more information on ways to express your support.
3. Donate 3 bucks for 3 feet today or donate online at givemethree.org. Your support will help us win this campaign to make our roads safer for bicycling. More bicycling means less traffic congestion, calmer neighborhoods, cleaner air, and healthier, happier people - everyone benefits!



AGENDA: May 15, 2012

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: FY 12/13 Bicycle Committee Meeting Schedule

RECOMMENDATION

Staff recommends that the Bicycle Committee approve maintaining a bi-monthly schedule for FY 12/13 as suggested below.

BACKGROUND

The Bicycle Committee serves in an advisory capacity to the Regional Transportation Commission (RTC) and its member agencies on bicycle-related issues, policies, plans, programs and projects. The Committee typically meets monthly, except for the month of July when no RTC meetings are held.

The past few years, the RTC, and other public agencies, have suffered severe funding shortfalls, decreased revenue streams and furloughs. In April, 2009, at a time when the RTC was facing furloughs and voluntary time off adjustments, the Bicycle Committee approved moving from a monthly meeting schedule to a bi-monthly schedule for FY 9/10 in response to staff time shortages. In August, 2010 and 2011, the Bicycle Committee agreed to extend the bi-monthly meeting frequency arrangement.

DISCUSSION

Approval for bi-monthly meetings was granted by the Bicycle Committee up through June, 2011, or the end of the 10/11 fiscal year. As we are approaching a new fiscal year, a schedule through June, 2013 needs to be approved.

The RTC continues to face funding shortages and staff time constraints and therefore staff recommends maintaining a bi-monthly schedule as outlined below. Because meeting frequency and meeting time are determined by the RTC's by-laws, meetings would be "cancelled" every other month. Additionally, the meeting time of 6:30 pm – 9 pm requested by the Bicycle Committee diverges from the time specified by the RTC by-laws and therefore the time frame is noticed as a "Special Time" as allowed by the by-laws.

Please note that the proposed schedule identified below includes a date change in October from the second Monday of the month to the third Monday, October 17th. This is due to the Columbus Day holiday observed by some public agencies on the second Monday of October.

Proposed Schedule:

Monday, August 13, 2012

6:30 pm – 9 pm

Location: RTC office

Monday, October 15, 2012

6:30 pm – 9 pm

NOTE LOCATION: outside of the City of Santa Cruz, per by-law requirements

Monday, December 10, 2012

6:30 pm - 9 pm

Location: RTC office

Monday, February 11, 2013

6:30 pm - 9 pm

Location: RTC office

Monday, April 8, 2013

6:30 pm - 9 pm

Location: RTC office

Monday, June 10, 2013

6:30 pm – 9 pm

Location: RTC office

Staff recommends cancelling the following meetings: Monday, September 10, 2012; Monday, November 12, 2012; Monday, January 14, 2013; Monday, March 11, 2013; and Monday, May 13, 2013.

Should issues arise necessitating an additional meeting, staff would not cancel one of the alternate months' meetings.

SUMMARY

The RTC continues to suffer from revenue shortfalls necessitating staff work load adjustments. Staff recommends that the Bicycle Committee approve maintaining a bi-monthly meeting schedule as identified above for the 12/13 fiscal year. Meetings would be held in August, October and December, 2012; and February, April and June, 2013.

AGENDA: May 15, 2012

TO: Regional Transportation Commission – Bicycle Advisory Committee

FROM: Kim Shultz, Senior Transportation Planner

RE: Highway 1 Soquel/Morrissey Auxiliary Lanes Project Update

RECOMMENDATIONS

This item is for information only.

BACKGROUND

On January 5, 2012, the RTC authorized a construction contract with RGW Construction for work to begin on the Highway 1 Soquel/Morrissey Auxiliary Lanes project. A Notice to Proceed was issued to the contractor on February 3, 2012, following receipt of Performance Bonds and Insurance Certificates. The RTC's Bicycle Advisory Committee has been active in review of project plans and recommendations to minimize congestion and disruption to bicycle travelers when the La Fonda Avenue Overcrossing is closed.

DISCUSSION

Authorization was recently received from the State Department of Fish and Game to allow construction in the wetlands area provided protective measures are maintained to avoid degradation of this protected resource. This approval allows the contractor to begin work in earnest and minimize any delay to work on the La Fonda Avenue Overcrossing.

For the most part, the contractor has completed clearing and grubbing and has begun work grading and preparing footings for retaining walls in the lowest areas working toward the bridge in both the northerly and southerly ends of the project. Ten working days were lost through April due to rain and wet soil. In combination with the rain delays experienced in March, the contract completion date is now anticipated to be in late April 2013.

Bike and Pedestrian Traffic Control Plans

Staff is working with the project engineer, contractor and with staff of the City of Santa Cruz to identify costs and responsibility for implementation of traffic control measures to minimize congestion and disruption to motorized and non-motorized travelers when the La Fonda Avenue Overcrossing is closed. Funding for these

activities is provided in the capital construction budget separate from the contractor's contract through the project's Transportation Management Plan.

Pedestrian Path – Park Way Court and La Fonda Avenue

The contractor has been asked to provide a cost estimate to construct an all weather path between Park Way Court and La Fonda Avenue to promote non-motorized travel from the adjacent community to Harbor High School. The path would replace an existing narrow asphalt path that has fallen into disrepair over the years and is reportedly underwater on rainy days. The new path and surrounding area will be graded to direct storm water into the open space to the north of the path and remain useable on rainy days. The path would be 8 feet wide and be constructed using the "green" concrete material manufactured by the Calera Corporation at their Moss Landing facility. The work will take place during the summer to be open for kids to use when school begins in the fall of 2012.

Other Bicycle Committee Recommendations

Other actions identified by the RTC's Bicycle Committee and agreed upon by the City of Santa Cruz include:

- Brookwood Drive: Vegetation clearance to improve sight distance, and application of pavement striping and signage to slow and direct vehicles to the center of the roadway to improve safety for pedestrians moving in either direction along Brookwood Drive.
- Install 75 bike sharrows on the pavement at various locations in the Prospect Heights neighborhood and along La Fonda Avenue.
- Install bike lanes in both directions on Rooney Street between Elk Street and Pacheco Street.

These improvements will be constructed during the summer by the City of Santa Cruz. RTC staff is also coordinating with city staff and the construction engineer regarding appropriate traffic detours and advisories for bicyclists during the period the La Fonda Avenue Overcrossing is out of service.

AGENDA: May 15, 2012

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: FY 12/13 TDA Funding Request and Review of Work Plans for the Community Traffic Safety Coalition and the Ride 'n Stride Program

RECOMMENDATIONS

Staff recommends that the Bicycle Committee:

1. Review the attached proposed FY 12/13 Work Plans and Budgets from the County Health Services Agency (HSA) for the Community Traffic Safety Coalition (CTSC) and Ride 'n Stride Bicycle and Pedestrian School Education Program (Attachments 1 through 7); and
 2. Recommend that the Regional Transportation Commission approve the claim for \$100,000 in FY 12/13 Transportation Development Act funds.
-

BACKGROUND

Since FY 98/99, the Regional Transportation Commission has included \$50,000 in Transportation Development Act (TDA) funding for the Community Traffic Safety Coalition (CTSC), operated by the County of Santa Cruz Health Services Agency (HSA).

Since FY 01-02, the Commission has also funded HSA's Ride 'n Stride Bicycle and Pedestrian School Education Program with TDA funds. In prior years, funding for this program came from the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Commission reserves. In 2001, the Commission committed to approving up to \$100,000 in TDA funds in future fiscal years for the CTSC and its related programs.

Per the agreement between the Commission and HSA for receipt of TDA funds, the Commission has the opportunity to provide input or contingencies on funding or the work plan as part of any funding approval.

DISCUSSION

The County HSA submitted the attached TDA claim forms, work plans and budgets for Bicycle Committee and Commission review and approval of funding. The full amount was programmed in the FY 12/13 budget for HSA's programs and is thus available for allocation.

Funding the programs will be accomplished in three steps: 1) Inclusion in RTC budget for next fiscal year (conducted at the March 1, 2012 RTC meeting), 2) Bicycle Committee review and recommendation (scheduled for the May 15, 2012 meeting, and 3) RTC review and approval (scheduled for the June 7, 2012 RTC meeting).

The first work program, claim form and budget are for the ongoing work of the CTSC (see Attachments 1-4). The TDA funding request amount for the CTSC is \$50,500. The second work plan and budget request is for continuation of the Ride 'n Stride Bicycle and Pedestrian School Education Program (Attachments 5-7). This project includes staff costs but also relies on volunteers to present lessons on bicycle and pedestrian safety to elementary school students. The FY 12/13 funding request for this program is for \$49,500.

The total amount requested for the two programs does not exceed the \$100,000 currently available. HSA and other Coalition members will provide a total of \$100,071 in matching funds to the requested allocation.

Work Plan Review

The agreement between the RTC and County HSA for the CTSC and Ride 'n Stride programs includes annual review, feedback and comment by the Commission on their respective work plans as part of the funding review and approval process. **Staff suggests that Committee members provide any input to HSA staff at the Committee meeting.**

SUMMARY

Attached is a request for \$100,000 in FY 12/13 TDA funding from the Health Services Agency for the CTSC and Ride 'n Stride Programs. Staff recommends that the Committee recommend to the Regional Transportation Commission approve the funding request at the full level with \$50,500 going to the Community Traffic Safety Coalition and \$49,500 going to the Ride 'n Stride Program.

Attachments:

1. Request Letter from Katie LeBaron, Project Director
2. Community Traffic Safety Coalition Transportation Development Act Claim Form
3. Community Traffic Safety Coalition FY 12/13 Work Plan
4. Community Traffic Safety Coalition FY 12/13 Budget
5. Ride 'n Stride Transportation Development Act Claim Form
6. Ride 'n Stride (Bicycle and Pedestrian Education) Program FY 12/13 Work Plan
7. Ride 'n Stride (Bicycle and Pedestrian Education) Program FY 12/13 Budget

Attachment 1

COMMUNITY TRAFFIC SAFETY COALITION



April 17, 2012

George Dondero
Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

Regarding: FY 2012/13 TDA Request for the Community Traffic Safety Coalition (CTSC) and Ride n' Stride program

Dear Mr. Dondero:

CTSC continues to serve Santa Cruz County residents through its efforts to reduce bicycle and pedestrian injuries/fatalities and increase the use of safe alternate modes of transportation. CTSC brings together agencies, groups and individuals to develop and implement a work plan that supports activities in the areas of education and training, public outreach, engineering and enforcement. The Ride n' Stride program also continues to positively impact the community through its elementary school-based classroom education model that teaches road safety practices to thousands of children every year as the foundation for life-long behaviors, and works with school districts, CTSC and other community partners to conduct outreach efforts and provide helmets to low-income youth.

County of Santa Cruz Health Services Agency (HSA) is requesting \$50,500 to support staffing and project implementation for CTSC, and \$49,500 to support the Ride 'n Stride school education program. HSA will provide \$100,071 in match funds through grants, in-kind contributions, and other funding sources, for a total CTSC/Ride n' Stride budget of \$200,071 for FY 2012/13.

Enclosed you will find the Transportation Development Act (TDA) – Local Transportation Funds Claim forms for our Bike/Pedestrian Projects, along with attachments outlining the new work plans and budgets for each program. I attest to the accuracy of this claim and all its accompanying documentation. Every effort has been made to ensure that the CTSC and Ride n' Stride work plans reflect the needs and concerns of the community. Thank you for your consideration and continued support.

Sincerely,



Katie LeBaron, MPH
Senior Health Educator
Chronic Disease and Injury Prevention, HSA
(831) 454-5477
katie.lebaron@health.co.santa-cruz.ca.us

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

*If you have any questions about this claim form or would like an electronic copy of the form,
please contact the Santa Cruz County Regional Transportation Commission at 460-3200.*

Project Information

1. Project Title: **Community Traffic Safety Coalition (CTSC)**
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. TDA funding requested this claim: \$ **50,500**
5. Fiscal Year (FY) for which funds are claimed: **FY 2012/13**
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bike/Pedestrian Project
7. Contact Person/Project Manager: Katie LeBaron
Telephone Number: (831) 454-5477 E-mail: katie.lebaron@health.co.santa-cruz.ca.us

Secondary Contact (in event primary not available): Dena Loijos
Telephone Number: (831) 454-5018 E-mail: dena.loijos@health.co.santa-cruz.ca.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): See Attachment A - **CTSC Work Plan for FY 2012-14**
9. Number of people to be served/anticipated number of users of project/program: The number of people served will depend on the strategies incorporated in most projects, such as public campaigns. For projects involving direct education, media outreach, etc. the numbers of users will be documented or estimated.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): Most CTSC projects are countywide. Activities conducted with the South County Bike and Pedestrian Work Group will focus on the Watsonville/South County area. As needs and opportunities arise, specific jurisdictions within the county will be targeted for bike and/or pedestrian safety activities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community): The CTSC continues to be the primary community-based coalition in Santa Cruz County that focuses on bicycle and pedestrian traffic safety for all age groups. The Coalition provides a forum for various agencies and individuals to share information, address community issues, collaborate on solutions, and act as a resource for its members and the community. To see highlights of CTSC accomplishments for the 2008-2010 fiscal years, go to http://www.sctrafficsafety.org/pdf_files/Annual%20Report%202008-10.pdf.
12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50

13. Measures of performance, success or completion to be used to evaluate project/program: Please see attached Work Plan for evaluation measures.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): A primary goal of the CTSC is to encourage people to use alternative forms of transportation safely. For example, CTSC work plan includes objectives to promote bicycling and walking through community events, such as Walk and Bike to School Day, and through public media outreach towards the goal of increasing the number of people using these forms of transportation instead of motor vehicles. Another activity supported by CTSC is the County's Bike Traffic School, an education program that is available to cited cyclists and members of the public alike, and which focuses on the rights and responsibilities of cyclists as road users, promotes adult helmet use and other safety practices.
15. Project Cost/Budget, including other funding sources, and Schedule: (*complete "15a" or "15b"*) N/A

15a. Capital Projects

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 4:								

*Please describe what is included in "Other":

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Community Traffic Safety Coalition Budget for FY 2011-12.

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year's activities: Biannual progress report to be submitted by January 31, 2012 and final report to be submitted by July 31, 2012.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name:	N/A
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Bicycle Committee review 4/4/11.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	N/A

Documentation to Include with Your Claim:

All Claims

- A **letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Bike to Work, Community Traffic Safety Coalition/Ride 'n Stride – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

Despite continuing County fiscal challenges, HSA has strived to provide TDA match funding through other grant sources to support experienced CTSC staff and increase efficiency, while maintaining and improving program effectiveness. Under leadership of and staffing by HSA, the coalition has continued to implement a rigorous 2-year Work Plan through increased coalition member involvement, efficient meeting schedule, and close collaboration with coalition members/partner agencies.

A main premise of the CTSC is to bring together groups with an interest in traffic safety to maximize collaboration and avoid duplication of efforts within the Santa Cruz County community. For example, when CTSC planned to run a Public Service Announcement at the local cinema last year, Coalition members were able to identify a professionally produced distracted driving PSA in a timely and efficient manner due to extensive research previously conducted by the South County Bike and Pedestrian Work Group. The CTSC also continues to utilize creative media strategies and collaborative partnerships to conduct cost-effective traffic safety outreach, such as the development of the Trash Can Traffic Calming sticker. CTSC members worked together to design a 10" x 11.5" sticker that reads "Please Drive Slowly," and successfully applied for a \$500 mini-grant from the Santa Cruz County Cycling Club to print the stickers, which are distributed free of charge by request to City of Santa Cruz residents and designed to be placed on waste collection bins in accordance with the pre-approved guidelines. Within one month of announcing the sticker, CTSC received 170 requests. In addition, CTSC staff maintain the CTSC website and new Facebook site, create public information products, conduct surveys and evaluations, and analyze data in lieu of paying outside contractors.

20. What is different from last year's program/claim?

HSA's total TDA request for CTSC and Ride n' Stride programs remains at the FY 11/12 amount of \$100,000 for FY 12/13, and HSA will continue to secure 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community. While the FY 10-12 and the FY 12-14 CTSC work plans have several common areas, including education and training, advocacy and encouragement, engineering, and enforcement, the FY 12-14 work plan will add a category of activities focusing on increasing and engaging CTSC membership, as well as marketing of CTSC programs and accomplishments to the public, with media efforts still present throughout the plan.

Community Traffic Safety Coalition Work Plan for Fiscal Years 2012-2014

Mission:

The mission of the Community Traffic Safety Coalition (CTSC) is to reduce traffic-related injuries, while promoting the use of alternative modes of transportation. The primary focus is on bicycle and pedestrian safety issues. The Coalition educates all road users in safety practices to decrease the risk and severity of collisions, and advocates for improved conditions to make all methods of transportation safer.

Staff Responsibilities:

Staff to the Coalition is responsible for recruitment, retention and satisfaction of coalition members, coordinating and facilitating bimonthly coalition meetings and regular project subcommittee meetings, acting as a liaison between agencies, tracking county bicycle and pedestrian injury statistics, writing all reports and letters of advocacy/support, representing the coalition at other agency meetings, and maintaining the coalition web site.

Narrative:

Coalition members select and implement projects according to current issues, public requests, and direction from community agencies and the Santa Cruz County Regional Transportation Commission (SCCRTC). The Coalition also has several ongoing projects, including the Ride n' Stride Bicycle and Pedestrian Education Program, the Pace Car and Trash Can Sticker traffic calming projects, the CTSC website and Facebook site, the Bicycle Traffic School, and the South County Bike and Pedestrian Work Group (SCBPWG). The SCBPWG implements traffic safety projects that address the unique needs of South Santa Cruz County. CTSC staff support these programs in addition to coordinating the work plan projects chosen by the Coalition members.

The work plan below is based on two-year projects, which are to be completed by the end of FY 13/14. Activities have been listed to show how the projects will be accomplished and an evaluation component to determine the effectiveness of projects and provide feedback for improving future projects.

Guidelines for implementing this work plan will include attaching budget figures to activities, identifying agencies and members who will work on certain projects, looking at collaborative opportunities with the SCBPWG, and prioritizing activities.

The Coalition has chosen the following projects for Fiscal Years 2012-14:

Membership and Marketing

- Increase and engage CTSC and SCBPWG general membership and/or subcommittees
- Utilize more web/email-based membership participation, including action alerts
- Feature a law enforcement jurisdiction, public works, or elected official at regular meetings

- Promote/market CTSC and SCBPWG accomplishments and projects to elected officials, community partners, media, etc, including creating a biannual report
- Update and maintain the CTSC website and Facebook site
- Encourage partnerships with community groups, such as Jovenes Sanos and Ecology Action, on projects throughout the county
- Offer ideas to public works jurisdictions that fulfill goals in the Climate Action Plan, General Plans, etc.

Evaluation: Create membership roster and document member and community partner participation on projects through meeting minutes and in-kind hours log. Track numbers of hits on website and Facebook site.

Education and Training

- Support free bicycle helmet distribution, including the train-the-trainer program with established Helmet Fit Sites
- Conduct road user education for motorists, bicyclists and pedestrians through low-cost media messages, including PSAs
- Explore offering bicycle safety classes to select community groups and/or businesses
- Coordinate conducting the Bicycle Observation Survey and Pedestrian Safety Observation Survey, including coordination with SCCRTC on new bicycle and pedestrian counts
- Create SWITRS bicycle and pedestrian summary on injuries and fatalities for Santa Cruz county and utilize it for education
- Explore offering webinars and trainings on bicycle and pedestrian design to members and local jurisdictions
- Promote ongoing CTSC traffic calming projects, including Trash Can Sticker and Pace Car projects

Evaluation: Quantify audiences reached in direct education and training activities and track outreach throughout the county when possible.

Advocacy and Encouragement

- Research conducting a new bike or sneakers raffle prize project to reward youth for frequent and safe bicycle/pedestrian travel
- Explore installing bike/ped magnetic stickers, artwork or mural on utility/traffic control poles/boxes (using student artwork, such as from the Greenways to School or Jovenes Sanos programs)
- Research developing a Turning Wheels for Kids program in Santa Cruz, see <http://turningwheelsforkids.org/>
- Promote safe bicycling and walking for transportation and recreation through community events
- Support Bike/Walk to Work/School events and efforts
- Participate in the SCCRTC's Bicycle Committee as needed

Evaluation: Document actions taken and letters written in support of traffic safety and alternative transportation projects and community outreach events attended.

Engineering

- Promote project specific current best practices to local jurisdictions
- Support traffic calming and sidewalk projects proposed by/developed with elected officials
- Support the SCCRTC's Elderly & Disabled Technical Advisory Committee's (E&D TAC) pedestrian group projects, such as missing sidewalk mapping in priority areas of the county
- Promote the SCCRTC's Bike Secure subsidy and the new online hazard reports
- Explore the idea of mapping bicycle and pedestrian collision hot spots, including making them publicly available and investigating causes/solutions to improve safety in these locations

Evaluation: Track and report number of community members participating and project efforts by activity and/or jurisdiction.

Enforcement

- Create a CTSC law enforcement subcommittee to present to/collaborate with each jurisdiction
- Share information, feedback and promotion of the Bicycle Traffic School with law enforcement agencies throughout the county
- Distribute bicycle incident cards, which include phone numbers for law enforcement to contact when involved in a traffic collision
- Encourage more enforcement of bicycle/pedestrian related vehicle code violations

Evaluation: Document collaborative efforts with law enforcement. Utilize Bicycle Traffic School classroom evaluation form in classes, and summarize evaluations and data on students in annual report.

Overall outcome evaluation methods: Utilize available data to evaluate changes in pedestrian and bicycle traffic injuries/fatalities in Santa Cruz County. Utilize local observational survey results and other available sources to evaluate pedestrian, bicyclist and motorist behaviors and changes in numbers of road users who are bicycling and walking as alternate modes of transportation.

**Community Traffic Safety Coalition
TDA Budget, FY 2012/13**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + Benefits)			
Health Educator (.65 FTE)	49,070	21,809	70,879
Mgmt/support staff, instructors		10,000	10,000
Subtotal Personnel	49,070	31,809	80,879
			0
Overhead (15% of Personnel)		12,132	12,132
Travel/Mileage	130		130
Direct Costs			
Printing/Office Supplies	300		300
Other Project Implementation items	1,000		1,000
Inkind		6,600	6,600
Totals	\$50,500	\$50,541	101,041

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

*If you have any questions about this claim form or would like an electronic copy of the form,
please contact the Santa Cruz County Regional Transportation Commission at 460-3200.*

Project Information

1. Project Title: **Ride n' Stride** (Bike & Pedestrian Safety school-based education program of CTSC)
2. Implementing Agency: County of Santa Cruz Health Services Agency
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: Santa Cruz County Regional Transportation Commission
4. TDA funding requested this claim: **\$49,500**
5. Fiscal Year (FY) for which funds are claimed: **FY 2012/13**
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bike/Pedestrian Project
7. Contact Person/Project Manager: Katie LeBaron
Telephone Number: (831) 454-5477 E-mail: katie.lebaron@health.co.santa-cruz.ca.us

Secondary Contact (in event primary not available) : Dena Loijos
Telephone Number: (831) 454-5018 E-mail: dena.loijos@health.co.santa-cruz.ca.us
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): See attached **Ride n' Stride Education Work Plan for FY 2012/13**
9. Number of people to be served/anticipated number of users of project/program: Primary work plan objective is to reach 3,000 elementary and pre-school students to teach basic cycling and pedestrian safety practices. In addition, it is anticipated that parent/caregiver presentations and staff participation in community events, Bike/Walk to School activities and distribution of properly fitted bike helmets will reach 100's more children and parents/caregivers and teachers throughout the county.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names): All projects are county wide.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community): Local traffic collision and observation survey data continue to show that school-aged children are at risk as bicyclists and pedestrians. The Ride n' Stride Program provides a unique service to the community through its elementary school-based classroom education model, with the goal of teaching children road safety practices as the foundation for life-long behaviors and promoting safe, alternate modes of transportation among families. Program staff is bilingual, enabling the program to be effective in reaching the county's diverse population of students and parents with key messages promoting safe riding and walking. Over the last five years, evaluation methods have consistently shown an increase in bike safety knowledge among 3rd-6th grade level students, and high satisfaction levels among

teachers. Ride n' Stride staff has also been working with CTSC and other HSA traffic safety staff and partners to develop and expand a community-based bike helmet fitting and distribution program for low-income children and youth.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Programmed into the RTP under project #CO50.
13. Measures of performance, success or completion to be used to evaluate project/program: Please see attached Work Plan for evaluation measures.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed): Through road safety education, promotion and provision of bike helmets, more students and parents will gain confidence for students to walk and/or ride a bicycle to school, thereby reducing the numbers of vehicles traveling to and from school sites, as well as for other local trips.
15. Project Cost/Budget, including other funding sources, and Schedule: (*complete "15a" or "15b"*)

15a. Capital Projects

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 2:								
Source 3:								
Source 4:								

**Please describe what is included in "Other":*

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

See attached Ride n' Stride Safety Program Budget for FY 2009-10

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion): 100% after completion, county transfer fund (journal)
17. Proposed schedule of regular progress reports including an evaluation of prior year's activities: Biannual progress reports to be submitted by January 31, 2012 and final report to be submitted by July 31, 2012.
18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	Yes, on file
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name:	N/A

D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	Bicycle Committee review 4/4/11.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual?	N/A

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.
- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years.

Ride 'n Stride education program – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.
- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

In the face of increasing fiscal challenges, HSA has strived to maintain the Ride n' Stride education program's high level of achievement and credibility through matching grant funds and retention of experienced bilingual staff. This program consistently meets or exceeds its stated goals and objectives, utilizing cost-effective outreach strategies and working in close collaboration with its traffic safety partners to avoid duplication and maximize opportunities for successful outcomes. Efforts are made to utilize existing or low-cost/no-cost educational materials that reflect current best practices and are developmentally appropriate, and to secure in-kind donations of teacher and volunteer time, as well as additional funding sources to purchase bike helmets for low-income families.

20. What is different from last year's program/claim?

HSA's total TDA request for CTSC and Ride n' Stride programs remains at the FY 11/12 amount of \$100,000 for FY 12/13. HSA will continue to secure 100% matching funds through grants and other funding sources to maintain an adequate level of staffing for these programs to ensure continuing success and benefits to the community.

**Community Traffic Safety Coalition (CTSC)
Ride n' Stride Education Work Plan
FY 2012-13**

The goal of the Ride n' Stride program is to increase safe bicycling and walking among children and youth in Santa Cruz County. Ride n' Stride bilingual staff utilizes a school-based education model that teaches basic safety practices to children, inspires students to ride and walk to school more often, and encourages participants to convey their new knowledge and skills to parents, siblings and friends. Interactive classroom education sessions on bicycle safety (and other wheeled sports, such as scooters and skateboards) target primarily 3rd to 6th graders. Pedestrian safety education sessions target primarily pre-kindergarteners to 3rd graders. Program curricula and educational approach are tailored to be age-appropriate and culturally competent. Pre-/post-test results consistently show an average 25% increase in bike safety knowledge among samplings of 3rd-6th graders, and teacher evaluations of the program are very positive. Through classroom presentations, school and community safety events, and other outreach activities conducted by Ride n' Stride staff, this program has reached tens of 1,000's of children, parents, teachers and caregivers to promote safe cycling and walking among children in our community.

During FY 2010/11, Ride n' Stride staff conducted over 100 safety education sessions, reaching 3,763 young students and 196 parents, caregivers and teachers, and during the first biannual period of FY 2011/12, more than 2,000 students learned about road safety. Ride n' Stride program staff also participated in numerous community safety events, including Bi-National Health Week, National Night Out and Alianza Children's Day, Bike/Walk to School activities, distribution of helmets, and the pedestrian safety observation survey.

FY 2012-13 Objectives and Activities Work Plan:

- ❑ Conduct bicycle and pedestrian traffic safety education sessions reaching 3,000 elementary school and pre-school students in Santa Cruz County school districts.
- ❑ Conduct 4 traffic safety presentations to parents and caregivers through schools, community agencies and neighborhood groups to promote safe bicycling and walking in Santa Cruz County.
- ❑ Participate in 4 school or community events to provide traffic safety information and promote safe bicycling and walking in Santa Cruz County.
- ❑ Collaborate with CTSC and HSA staff to conduct annual bicycle and pedestrian safety observation surveys.
- ❑ Work with CTSC, HSA and community partners to coordinate distribution and proper fitting of bike helmets to low-income children and youth.
- ❑ Participate in the fall and spring Bike to School/Work events.
- ❑ Attend traffic safety meetings, such as CTSC, South County Bike/Pedestrian Work Group, Safe Routes to School subcommittee, and Safe Kids Chapter meetings, as staffing capacity and other program priorities allow.
- ❑ Program evaluation methods will include pre/post-testing of student sample, teacher evaluations, and results of observational surveys.

**Ride n' Stride Bicycle and Pedestrian Education Program
TDA Budget, FY 2012/13**

Line Item	TDA Budget	HSA Match	Total Project Costs
Personnel (Salary + Benefits)			
Bilingual Health Education staff (. 70 FTE)	47,406	21,809	
Mgmt/support staff		11,164	11,164
Subtotal Personnel	47,406	32,973	80,379
Overhead (15% of Personnel)		12,057	12,057
Travel/Mileage	694		694
Direct Costs			
Duplication/Office Supplies	800		800
Other Education Materials and Supplies	600		600
Inkind (estimate based on prior FY's)		4,500	4,500
Totals	49,500	49,530	99,030

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: FY 12/13 Bike to Work Funding Request

RECOMMENDATION

Staff recommends that the Committee:

1. Review the attached FY 12/13 Bike to Work (BTW) funding request, work plan and budget;
 2. Recommend that the Regional Transportation Commission approve \$50,000 in FY 12/13 Transportation Development Act funds.
-

BACKGROUND

The RTC has supported the Bike to Work program for each of the past 25 years that the program has been in existence, either through RTC staff support, sponsorship or as the program's major funder. Bike to Work is a project of Ecology Action, a non-profit environmental organization, which houses a number of other transportation programs. In February 2003, the Commission approved \$40,000 in FY 03/04 TDA funds for the Bike to Work (BTW) program and committed to providing on-going funding at a level of \$40,000 per year as approved each year in its annual budget. This past December, Ecology Action staff requested that the RTC's ongoing commitment be raised to \$50,000. The Commission approved budgeting \$50,000 for Bike to Work at their March 1, 2012 meeting.

BTW's goals of increasing levels of cycling in Santa Cruz County are consistent with goals in the Commission's Regional Transportation Plan, and the project provides an unparalleled level of bicycle promotion throughout the County on an ongoing basis. Now in its twenty-fourth year as a community project, BTW has grown steadily in participation and organization over the years.

Per the agreement between the RTC for receipt of TDA funds, the Commission has the opportunity to provide input or contingencies on funding or the work plan as part of any funding approval.

DISCUSSION

Ecology Action submitted the attached TDA claim form, work plan and budget for Bike to Work Program for Bicycle Committee and Commission review and approval. Ecology Action is requesting an increase of \$10,000 on an annual basis and has thus submitted a claim for \$50,000 in FY 12/13 TDA funds to support ongoing events and expanded

outreach efforts (Attachment 1). The amount has been budgeted in the RTC's FY 12/13 budget for the Bike to Work program.

The Transportation Development Act Claim Form (Attachment 2) and the FY 12/13 Scope of Work (Attachment 3) provide a detailed description of services BTW proposes to provide under contract with the Commission during the coming fiscal year.

As can be seen in BTW's FY 12/13 Budget (Attachment 4), the requested amount represents a fraction of BTW's annual budget of \$157,000.

Nich Mucha, Ecology Action Program Specialist, will provide a summary of services provided by BTW under contract with the Commission during the 2011 calendar year (Attachment 5) at the Bicycle Committee meeting.

This year, funding requests for Bike to Work Day will be accomplished in three steps: 1) Inclusion in RTC budget for next fiscal year (conducted at the March 1, 2012 RTC meeting), 2) Bicycle Committee review and recommendation (scheduled for May 15, 2012), and 3) RTC review and approval (scheduled for the June 7, 2012 RTC meeting).

Staff recommends that Committee members review and provide feedback regarding the Bike to Work program at the May 15, 2012 meeting.

SUMMARY

Attached is a request from Ecology Action for the Bike to Work Program for \$50,000 in FY 12/13 TDA funding, reflecting an increase of \$10,000 from the RTC's ongoing funding commitment. Staff recommends that the Bicycle Committee recommend to the Regional Transportation Commission approving the funding request at the \$50,000 level on an ongoing annual basis.

Attachments:

1. Letter from Piet Canin, Program Director
2. Transportation Development Act Claim Form
3. FY 12/13 Scope of Work
4. FY 12/13 Budget
5. 2011 Program Summary/Annual Report

December 20, 2011

George Dondero
Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060

Dear Mr. Dondero:

Ecology Action (EA) is requesting \$50,000 in Transportation Development Act (TDA) funds for FY 2012-2013 to support the Santa Cruz County Bike to Work and Bike to School (BTW/S) program. EA is also requesting that the RTC increase its yearly commitment from the current amount of \$41,200 to \$50,000 per fiscal year on an on-going basis. The Commission's consistent funding support has proven crucial for the continuing success and expansion of our programs which are aimed at meeting growing demand and increasing bicycle commuting and children biking to school (K-12). EA has been able to leverage the RTC's funding commitment by applying for additional grants to expand alternative transportation options in our community. To determine program effectiveness Ecology Action collects travel data from BTW/S participants and has seen the following results:

Growth of Bike to School

- 100% increase in participation countywide over the past decade
- Over 40 schools served in FY 11/12
- Nearly 10,000 school students participated in FY 11/12
- Proven effectiveness in having students adopt healthy lifestyles as they get older
- 15 Watsonville Bike to School Sites (doubled Watsonville participation since 2009)

What participants say about Bike to School (taken from online surveys of parents, teachers and school staff):

"It is a very highly attended school event that encourages families to ride together and many of them find that they can ride on a regular basis, not just on bike to school day."

"I love to see how excited and proud the children are for doing something healthy and involving themselves in this important event."

"Teaches kids and families through "action" not just theory."

Year round campaign

- E-newsletter emailed to over 4,000 Bike to Work participants. Topics include:
 - Safety education, encouragement, and resource links
 - Promotion of RTC & Commute Solution programs
 - Bike and sustainable transportation news features
- In 2011, over 12,500 youth and adults biked on the combined spring & fall Bike to Work/School Days (an 11% increase from 2009)
- 50% increase of Bike to Work participation countywide over the past decade.

The \$50,000 request is a very small amount compared to the entire TDA budget, the funds are supporting a cost effective program, and an investment in healthy, clean and active transportation, especially for our youth, which will pay dividends for years to come.

The Bike to Work program continues to leverage RTC funding with over \$22,000 in cash support and some \$75,000 of in-kind contributions from local businesses, and public agencies. Additionally, hundreds of volunteers donate their time and efforts per event at schools and public sites. Ecology Action supplements RTC funding with federal and regional funds where possible to meet the growing demands especially for our school bicycle transportation encouragement programs.

Ecology Action staff wishes to express sincere gratitude to the RTC for its continued support and for consideration of this \$50,000 allocation request for FY 12/13 and on an on-going annual basis to support Bike to Work/School's successful increase of sustainable transportation.

Sincerely,

A handwritten signature in black ink, appearing to read "Piet Canin", with a stylized flourish at the end.

Piet Canin
Vice President
Ecology Action Transportation Group

**Transportation Development Act (TDA) – Local Transportation Funds
CLAIM FORM
for Bike/Pedestrian Projects**

Submit a separate form for each project.

*If you have any questions about this claim form or would like an electronic copy of the form,
please contact the Santa Cruz County Regional Transportation Commission at 460-3200.*

Project Information

1. Project Title: Bike to Work/School program
2. Implementing Agency: Ecology Action
3. Sponsoring Agency (if different) – must be a TDA Eligible Claimant: SCCRTC
4. TDA funding requested this claim: \$50,000
5. Fiscal Year (FY) for which funds are claimed: FY 12/13
6. General purpose for which the claim is made, identified by the article and section of the Act which authorizes such claims (ex. Article 8 Bicycle project): Article 8 Bicycle project
7. Contact Person/Project Manager: Piet Canin
Telephone Number: 515-1327 E-mail: pcanin@ecoact.org

Secondary Contact (in event primary not available): Jim Murphy
Telephone Number: 515-1325 E-mail: jmurphy@ecoact.org
8. Project/Program Description/Scope (use additional pages, if needed, to provide details such as work elements/tasks): The Bike to Work/School program consists of the following main activities: 1) Fall Bike to Work/School Day; 2) Spring Bike to Work and School Day; 3) Spring Bike Week, which features up to 10 inclusive, fun and informative bicycle activities; 4) Ongoing support targeting novice or infrequent bike commuters via online communications. Use email list of Bike to Work participants who have identified themselves as novice or infrequent bike commuters to provide bike commuter resources and updates. Also deliver targeted messages via Facebook and website updates.
9. Number of people to be served/anticipated number of users of project/program: We anticipate 10,000-12,000 people will participate directly in the program.
10. Project Location/Limits (attach a map and/or photos if available/applicable, include street names):
The project includes the entire Santa Cruz County area including all the incorporated cities.
11. Justification for the project. (Why is this project needed? Primary goal/purpose of the project; problem to be addressed; project benefits; importance to the community)
Bike to Work/School (BTW/S) fulfills the need to promote, encourage and support school students and adults to bike to school or work. The program provides incentives and tools for local commuters to bicycle for transportation therefore reducing their single-occupancy vehicle trips. BTW/S strives to normalize bicycling as a mode of transportation and lets participants experience how biking is possible for many different types of trips. BTW/S uses a variety of promotional, outreach and

publicity methods to reach out to Santa Cruz County residents. BTW/S also offers numerous services to support commuters in switching to bicycle travel and to bike commute more often. The program's benefits include reducing traffic congestion, reducing air, water, and noise pollution, reducing greenhouse gases, as well as promoting a healthy means of travel that helps combat obesity. As Santa Cruz County grapples with worsening traffic congestion, growing childhood obesity rates, and how to reduce its carbon footprint, Bike to Work/School provides assistance in alleviating these problems. Bike to Work/School is one tactic in implementing a sustainable communities strategy.

12. Consistency and relationship with the Regional Transportation Plan (RTP) – please reference Project or Policy number: Project RTC #26
13. Measures of performance, success or completion to be used to evaluate project/program:
To measure the project's success, Bike to Work tracks the following data using participant surveys: the number of program participants, the participant's bike commute mileage, the number of beginning and infrequent bike commuters, the number of first time participants, and the number of participants who usually drive alone to work. EA also tracks the number of school students K-12 who bike and walk to school and at a growing number of schools we survey pre-BTS biking and walking rates. BTW also measures success by the amount of publicity generated through news articles, radio talk shows, TV newscasts, the number of newsprint ads, and the number of radio and TV PSA's aired. Success is also measured by the number of posters and brochures distributed, direct mailings sent out, website visits, and emails delivered. The number of community, business and school events staffed with informational booths is also tracked.
14. Impact(s) of project on other modes of travel, if any (ex. parking to be removed):
The Bike to Work/School program helps reduce single-occupancy vehicle trips and parking demand while increasing the number of bus/bike combined trips. There also is a slight increase in people walking to work or school, as a number of walkers participate in the Bike to Work/School Day activities.
15. Project Cost/Budget, including other funding sources, and Schedule: (*complete "15a" or "15b"*)

15a. Capital Projects

	Planning	Environ- mental	Design/ Engineering	ROW	Construction	Other *	Contingency	Total
SCHEDULE (Month/Yr)								
Total Cost/Phase								
\$TDA requested								
Source 2:								
Source 3:								
Source 4:								

**Please describe what is included in "Other":*

15b. Non- Capital Projects – Cost/Schedule: List any tasks and amount per task for which TDA will be used. Can be substituted with alternate budget format.

SEE ATTACHED BUDGET

Work Element/ Activity/Task	SCHEDULE (Month/Yr)	Total Cost per Element	\$TDA requested	\$ Source 2:	Source 3:	Source 4:
Administration/ Overhead						
Activity 1:						
Activity 2:						
Activity 3:						
Activity 4:						
<i>Ex. Consultants</i>						
<i>Ex. Materials</i>						

16. Preferred Method and Schedule for TDA fund distribution, consistent with the RTC Rules and Regulations (a. 90% prior to completion/10% upon completion; or b. 100% after completion):
Quarterly reimbursement for work performed.

17. Proposed schedule of regular progress reports including an evaluation of prior year's activities:
Annual report as well as program activity narrative updates with quarterly invoices.

18. TDA Eligibility:

	YES?/NO?
A. Has the project/program been approved by the claimant's governing body? Attach resolution to claim. (If "NO," provide the approximate date approval is anticipated.)	RTC to consider at their 6/7/12 meeting.
B. Has this project previously received TDA funding?	Yes
C. For capital projects, have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency for the next 20 years? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	
D. Has the project already been reviewed by the RTC Bicycle Committee and/or Elderly/Disabled Transportation Advisory Committee? (If "NO," project will be reviewed prior to RTC approval).	To be reviewed by the RTC Bike Committee on 5/14/12.
E. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	

Documentation to Include with Your Claim:

All Claims

- **A letter of transmittal** to SCCRTC addressed to the Executive Director that attests to the accuracy of the claim and all its accompanying documentation.

- **Resolution from** TDA eligible claimants indicating their roles and responsibilities; and, if applicable, commitment to maintain facilities as indicated in the submitted plans for a period of 20 years. RTC to consider on 4/3/08.

Bike to Work, Community Traffic Safety Coalition/Ride 'n Strike – PLEASE KEEP ANSWERS BRIEF

19. Improving Program Efficiency

- Describe any areas where special efforts have been made in the **last fiscal year** to reduce operating cost and/or increase ridership/program usage. Note any important trends.

Bike to Work/School Day participation increased 11% during the 2011 calendar year from 2009. This significant increase was due to increased outreach to local employers, compelling and relevant incentives, increased awareness of climate change, and the program's continued comprehensive promotional campaign including our enewsletter which includes 1,000 new email recipients reaching a total of 4,000 readers.

The Bike to Work program continues to reduce operating costs by recruiting an extensive pool of volunteers and in-kind staff and product donations from a wide variety of supporters. Local businesses, public agencies, and individuals provide a high level of skilled volunteer labor to assure the smooth running of the Bike to Work program. As we strive to increase the scope and results of the program, we are faced with the rising cost of living, product costs, and general increases in doing business. The Bike to Work program has built on its 24 years of success to generate non-TDA cash donations from local businesses, individuals and public agencies. Last year the program raised over \$20,000 in cash donations to match the TDA funds. These cash donations are from non-transportation funding sources. EA also actively seeks other funding sources such as federal and state Safe Routes to School, local foundations, and applicable funders.

- Goals for next fiscal year (ex. identify opportunities to maximize economies of scale). Describe any areas where special efforts will be made to improve efficiency and increase program usage/ridership:

Bike to Work will continue to build on mutually beneficial collaborations to improve efficiency and increase bike ridership. Such collaborations include working with Monterey and San Benito County Bike Week programs to pool resources and take advantage of economies of scale on promotional items such as posters, brochures, stickers, and T-shirts. We will increase efficiency by dividing tasks to get more accomplished with our staff time. We will also increase our alliances with employers to increase bike commuter ridership by providing more incentives for employees. We will stress the importance of bike ridership in reducing greenhouse gases to gain more support and cooperation from employers looking to be green and project a green image.

20. What is different from last year's program/claim?

This year's program will focus even more on providing commuters with the resources to facilitate an increase of bike commuter trips by using online channels. Ecology Action staff will target novice and infrequent bike commuters from past Bike to Work events through ongoing email newsletters, Facebook and Website updates using video and other medium to convey our message. As more people are looking for ways to reduce costs we will stress the significant cost saving benefits of biking. Our effort will focus on the year-round importance of biking as a way to reduce carbon emissions as greenhouse gas reducing measures become more prevalent.

Bike to Work Program Scope of Work FY 12-13

The Bike to Work (BTW) Program, a year-long bike commuter incentive, education, and support service program consists of four main projects 1) Fall Bike to Work/School Day; 2) Spring Bike to Work and School Day; 3) Spring Bike Week, which features inclusive, fun and informative bicycle activities; 4) Ongoing support targeting novice or infrequent bike commuters via online communications. Utilize email list from Bike to Work participants who have identified themselves as novice or infrequent bike commuters with emails, Facebook and website updates.

Fall Bike to Work/School Day: Thursday, October 4, 2011

Work Schedule/Tasks:

The BTW staff will coordinate the 14th Annual Fall Santa Cruz County Bike to Work/School Day, which features free breakfast for all bike commuters at a minimum of 14 public sites and 40 school sites. Bike to Work staff will secure public and school breakfast sites for BTW/S Day. There will be a special emphasis on reducing car traffic at schools to make school streets safer for all users.

- Solicit donations for food to feed over 6,000 bicyclists.
- Continue expanding Bike to School Day through increased participation of schools and greater outreach to students, teachers, and parents.
- Continue to offer a prize drawing to attract more participation, especially from novice cyclists.
- Increase outreach to novice bike commuters through business site visits, online social marketing, media outreach, and equipment incentives.
- Provide resources for novice commuters to overcome obstacles to bike commuting.
- Coordinate Bike to School Day efforts with bike safety presentations conducted by EA's Bike Smart! Youth Bike Safety program and the Community Traffic Safety Coalition (CTSC).
- Coordinate helmet distribution with the CTSC at school sites.
- Distribute the UCSC Transportation and Parking Services (TAPS) bicycle safety video to classrooms.
- Distribute the Santa Cruz County Regional Transportation Commission (RTC) highly sought after Santa Cruz County Bikeways map.
- Conduct a promotional campaign utilizing a variety of outreach venues and techniques including TV, radio, newspaper, posters, flyers, and facebook, website, email, and other virtual outlets. The promotional campaign will blanket the county in general outreach as in preceding years, but will also focus on localized promotion for each breakfast site.
- Continue the "Be Bright, Use a Light at Night," campaign started in fall 2000. Promote bike light use to the general bike riding population. This effort will be coordinated with the Community Traffic Safety Coalition.
- Coordinate with Ecology Action's zero interest bike loan program at Cabrillo College.
- Recruit and coordinate volunteers to assist with BTW/S activities.

Performance Goals for the Fall Bike to Work/School Day, 2012

- Increase participation levels by 5% from past year's fall BTWS Day.
- Increase the number of beginning cyclists by 5% attending BTW Day.
- Increase by 5% Bike to School breakfast sites from the previous year.
- Maintain the number of schools receiving bike safety presentations, helmet distribution or safety videos.
- Place over 1,000 event and informational posters at local businesses.
- Have a least two article published in a local newspaper regarding bike commuting.
- Develop and send at least 6 targeted emails to over 4,000 past Bike to Work Day participants with bike commuting news, incentives, and resource information
- Air two weeks of PSA's on a local radio station.

Spring Bike Week, Third Week of May 2013

Work Schedule/Tasks:

The BTW staff will coordinate the 26th annual Santa Cruz County Bike Week event, which features a Bike to Work/School Day, several food incentive activities, one bike safety activity/commuter instruction workshop, a food delivery day by bicycle, and other events. The main goal of Bike Week will be to continue to promote bicycle commuting as well as bicycle transportation for other trips that replace single occupancy vehicle trips. The variety of events during Bike Week will focus on hands-on, fun, and inclusive methods for motivating residents to bicycle more often and drive less. BTW will integrate the bike commuting and safety message into our events.

- Bike to Work staff will secure at least 15 public and 40 school breakfast sites for BTW/S Day. We will work with large employers to provide incentives for their employees to bike to work.
- Continue to increase the ever-popular Bike to School Day effort, which gets children accustomed to biking for transportation at an early age.
- Solicit donations for food to feed over 6,000 bicyclists.
- Continue to improve our website services with an online Bike to Work Day survey, which would allow more commuters to participate in Bike to Work Day. Also provide commuter maps and updated bike commuter resources. Promote the new Google Map bicycle option.
- Mass emails to past Bike to Work participants with a focus on novice and infrequent bike commuters.
- Develop a comprehensive online calendar of Bike Month bike activities for May.
- Maintain Facebook page with frequent updates and news.
- Coordinate Bike to School Day efforts with bike safety presentations conducted by EA's Bike Smart! Youth Bike Safety program and the Community Traffic Safety Coalition.
- Coordinate helmet distribution with the CTSC at school sites.
- Distribute the UCSC TAPS bicycle safety videos to classrooms.
- Recruit over 100 volunteers to staff all Bike Week events, especially breakfast sites and food delivery day.
- Promote bike commuter equipment to make bikes more functional for commuting, running errands, or going to a social activity.
- Recruit other bicycle and community groups as well as businesses to host Bike Week events.
- Provide staff and promotional support to other groups who host Bike Week events.
- Keep business sponsors updated on Bike Week activities and bike commuter services for their employees to use.

- Conduct a promotional campaign utilizing a variety of outreach venues and techniques including TV, radio, newspaper, posters, brochures/postcards, emails, and workplace booths. The promotional campaign will blanket the county in general outreach as we have done previously. We will also focus on localized promotion for each breakfast site.
- Solicit cash donations from local public agencies and businesses to fund material purchases.
- Host an innovative and attention getting media event that demonstrates the appeal of bike commuting versus commuting by car.
- Coordinate artwork, T-shirt and color poster production with Monterey and San Benito County Bike Week staff.
- Continue to work with local transportation agencies to promote bike commuting as well as other forms of sustainable transportation during Bike Week.
- Coordinate promotion with other Ecology Action transportation programs.
- Work closely with Cabrillo College and UCSC to promote their breakfast sites for BTW/S Day.
- Continue to expand efforts into South County and improve outreach to the Latino community.

Performance Goals for the Spring Bike Week, 2013

- increase participation by 5% from the previous spring Bike Week.
- Increase participation by 5% from the previous spring Bike to Work/School Day.
- Increase by 5% number of schools for the Bike to School breakfast sites.
- Increase by 5% the outreach/promotion to businesses, public agencies, & local organizations through company liaisons from the previous spring Bike Week by using email, flyers, posters, and business site presentations/booths.
- Increase by 5% the number of beginning cyclists attending BTW Day from the previous spring BTW Day.
- Develop and send at least 10 targeted emails to over 5,000 past Bike to Work Day participants with bike commuting news, incentives, and resource information.
- Print and distribute over 1,000 Bike Week posters. Distribution posters in both English and Spanish.

Bike Safety and Commuter Information Resources

Work Schedule/Tasks:

BTW promotes and provides resources for safe cycling throughout the year. Information is provided via www.bike2work.com, our office information library, booths at special events, and via emails to BTW Day participants and sponsoring businesses, and Facebook postings. Staff also works with other public agencies to help them in their road safety and bike resource projects. Staff is an active member of the SCCRTC's Bicycle Committee and the County Health Service's Community Traffic Safety Coalition (CTSC) and the South County Bike/Pedestrian Safety Work Group. We promote issues such as bike theft prevention, helmet use, bicycling in the rain and cold, and bike parking. These are some of the ways we conduct outreach on these issues:

- Maintain current bike resource information on the BTW website.
- Staff information booth at local special events.
- Communicate with BTW participants on important and timely bike issues.
- Attend RTC Bicycle Committee and CTSC meetings.

Performance Goals for Bike Safety/Commuter Resources:

- Keep bike resource information current on our website, Facebook and mass emails.
- Staff at least 5 information booths at community special events.
- Keep BTW participants updated on important bike issues via email.

Bike to Work
Budget Request of
\$34,427 FY '10-'11
TDA Funds

EA's Bike to Work/School 12/13 Budget

	SCCRTC	Match*
Personnel		
Program Director (.15 FTE)	\$ 10,000.00	\$ 2,000.00
Outreach Specialist (.35 FTE)	\$ 15,000.00	\$ 5,000.00
Senior Program Specialist (.35 FTE)	\$ 25,000.00	
Material		
Direct Costs (program materials & supplies)		\$ 25,000.00
Inkind services (staff & supplies)		\$ 25,000.00
Inkind product donations (food, advertising, prizes)		\$ 50,000.00
Total	\$ 50,000.00	\$ 107,000.00
TOTAL PROJECT BUDGET	\$ 157,000.00	

* Local business and public agencies donations, raffle and T-shirt sales contribute \$25,000 in cash plus an additional \$75,000 of inkind services and product annually for Bike to Work.

Santa Cruz County Bike to Work/School Program 2011 Program Summary/ Annual Report

Program Summary

The Bike to Work/School Day (BTW/S) program continues to generate the most extensive publicity, outreach, and public education for bicycle transportation in Santa Cruz County. This twenty-four year old community program provides local employers, employees, residents, and students with quality education, incentives, and services. BTW/S achieved a 11% increase in participation since 2009. Ecology Action also collected important data quantifying the program's impact in reducing carbon dioxide emissions. Bike to Work/School continued to generate a significant amount of good press for bicycle transportation.

Last year one of the highest number of participants in Bike to Work/School Day's 24 year history with 12,577 residents participating in the spring and fall events. The Bike to School program had the highest participation with 9,981 kids, teenagers, teachers and parents biking to school. The Bike to Work/School Day cyclists rode 55,452 miles for the spring and fall events. This significant mileage helped reduce CO2 emissions by some 55,000 pounds.

Contributes to the documented growth of Bike to Work Trips

BTW has successfully recruited new bike commuters as the percentage of ongoing weekly bike to work trips in the county has significantly increased since 2000. Last year, 397 beginning bike commuters rode their bikes for BTW Day, and 330 participants were infrequent bike commuters. Some 697 BTW cyclists reported driving alone to work prior to participating in Bike to Work Day. This documents that the program is reaching out to commuters who currently drive to work.

Benefits of increased bicycle commuting

BTW activities contribute to a healthier community: less air, noise, run-off pollution, less traffic congestion, safer streets and healthier individuals. BTW uses a multi-faceted program approach to target and change the behavior of non-bike commuters, novice bike commuters and experienced bike commuters. We use positive, fun and interactive methods to encourage commuters to try bicycling, to commute by bicycle more frequently and to bicycle safely and responsibly.

Broad-base Support

BTW leveraged a considerable amount of private and public money to extend SCCRTC's funding. We generated \$22,500 in cash from local businesses, individuals and public agencies, plus some \$75,000 of in-kind services and product donations in 2011. Over 75 businesses and public agencies, plus 100 individuals volunteered time and contributed to this community effort.

Major Accomplishments for Bike to Work/School Day

Combined figures for 2011

- **Over 12,500 youth and adults biked** on the spring & fall Bike to Work/School Days (an 11% increase from 2009). There were 9,983 kids, parents and school staff biked on Bike to School and 2,596 Bike to Work cyclists.
- **50% increase of Bike to Work participation county-wide** over the past decade.
- **300% increase of Bike to School participation county-wide** over the past decade.
- **397 beginning bicycle commuters** participated in the spring and fall BTW Day events.
- **345 cyclists were first time** Bike to Work Day participants.
- **330 were infrequent bike commuters.**

- **55,425 miles were biked** instead of driven for Bike to Work/School Day.
- **68,418 miles biked** for all Bike Week reported trips.
- **Over 55,000 pounds of CO2 emissions** were prevented from entering the atmosphere for BTW/S trips.
- **1,250,000 were burned** by all BTW/S participants (22 calories/mile).

Spring Bike Week Event Highlights

Annual Promotion

- **E-newsletter campaign:** Launched a year-round newsletter campaign to provide ongoing education, incentives and promotion of bicycle commuting related information. 20 newsletters were sent to a recipient list of over 4,000 community members including specific emails appropriate to beginner cyclists. The email list is composed of previous Bike to Work participants, supporters, and those interested in receiving bike commuting information.
- **Facebook:** Developed a Bike to Work Facebook page that has over 685 page fans. This is used to provide updates and notices regarding Bike to Work Day along with other local programs and commuter information.
- **Newspaper and newsletter articles:** 1 article in the Sentinel, a Spanish language ad in La Ganga, ,, 2 articles in the Santa Cruz Cycling Club Newsletter, article in the People Power Newsletter, mention in the Pajaro Valley Chamber of Commerce's Bits & Blogs,
- **Newsprint Ads:** 3 ads in the Sentinel, Sentinel online ads, an ad in Santa Cruz Weekly, an ad in the UCSC Rec Guide, ads placed in UCSC shuttles,
-
- **Website:** Over 9,950 visitors to www.bike2work.com with 73% new site visits.
- **Community events:** Santa Cruz Downtown Farmers Markets, Earth Day Santa Cruz, Santa Cruz Earth Day, UCSC Fall Festival, Plantronics Wellness Fair.
- **Posters:** over 2,200 posters placed in shop windows throughout the county. All event posters were published in English and Spanish. Watsonville-specific posters were generated to increase participation in South County
- **T-shirts:** distributed 325 event T-shirts to volunteers and program participants.
- **Handbills:** Distributed 2,000 event Postcards at community events and shops.
- **Banners:** Large format banners placed in high visibility locations in Watsonville and Capitola..
- **Event site banners:** placed at most of the public breakfast stops one week prior to the event.

Bike to School Promotions

- ◆ Bike to School promotional flyers in English/Spanish distributed to all participating schools.
- ◆ 4-color posters, in English and Spanish, distributed to all participating schools.
- ◆ Educational/informational bicycling materials on safety, helmet guidelines, traffic rules and regulations, etc. in English and Spanish provided to participating schools.
- ◆ *Share the Road* signs: 28 Share the Road signs posted at Bike to School sites to provide event promotion and notify motorists to drive especially carefully since there will be more kids biking on school streets.
- ◆ Worked with EA's Bike Smart! Youth Bicycle Safety Education and the Community Traffic Safety Coalition (CTSC) to conduct school presentations about safety, helmet guidelines, traffic rules and regulations, and responsible bicycling.
- ◆ Worked with parent groups, school district and local school administrators to promote event.

- ◆ Collaborated with United Way's Jovenes Sanos to support Bike to School coordinators in south county.
- ◆ UCSC TAPS-produced Bike safety DVD and videos distributed to teachers and parents upon request.

Spring Event Highlights:

- ◆ **Bike to Worship**
- ◆ This event targets trips to local places of worship to reduce the traffic and parking problems associated with religious services. Many congregations support this effort as a way to combat climate change and 2011 had over 160 participants from 12 congregations.
- ◆ **Daily Incentives**
- ◆ The 2011 Bike Week featured daily incentives and promotions to motivate community members to bicycle commute. In addition to the regular Thursday Bike to Work Day events, Ecology Action partnered with local businesses to offer daily incentives that would be attractive to potential bike commuters. Monday through Friday featured free giveaways at select locations along bike corridors.
- ◆ A total of 576 bike commuters participated in these events.

Collaboration

Bike Week's success relies on extensive collaboration with community groups, public agencies and local businesses. This year we strengthened our partnership with these entities to get more people to bike commute more often in a safe and responsible manner. We worked jointly with the organizing agencies of Bike Week in Monterey and San Benito Counties to increase promotion in the tri-county area. We also continued to work with an increasing number of local schools to boost Bike to School participation, with city and county agencies to improve planning and promotion, and with business sponsors to do better outreach and provide information to their employees. The following is a partial list of our partnerships:

- ◆ **Regional Bike Week** programs: Coordinated with Monterey (TAMC) and San Benito (San Benito COG) Counties to reduce cost and produce a unified look for promotional materials. The three counties shared artwork, poster and T-shirt production, radio and TV station promotions, website content, highway signs and donations/product giveaways. This partnership produces an economy of scale, which reduces cost.
- ◆ **Santa Cruz County Regional Transportation Commission:** Provided major cash funding and promotional support of BTW outreach materials. The RTC's Bike Committee provided input to Bike Week event planning and BTW updated the Committee on our activities. BTW distributed hundreds of the RTC's Bikeway maps, the RTC's Bike Hazard reporting form and promoted its Bike Secure program to BTW participants. BTW also communicates key SCCRTC initiatives and news to our 4,000 enewlsetter recipients and on our Facebook page.
- ◆ **The Community Traffic Safety Coalition (CTSC):** BTW distributed CTSC bike safety pamphlets and BTW staff attended CTSC monthly meetings. CTSC staffed a BTW Day breakfast site, attended Bike to Work Steering Committee meetings, and coordinated school bike safety presentations with Bike to School activities.
- ◆ **South County Bicycle and Pedestrian Working Group (SCBPWG):** Helped deepen the programmatic impact in Watsonville through increased outreach, program feedback, and engaging volunteers.

- ◆ **Bike Smart! Youth Bicycle Safety Program:** Conducted bicycle safety programs including bicycle obstacles courses at several of the highest participating Bike to School Day schools.
- ◆ **The City of Santa Cruz:** Provided cash funding, staff support for promotions, facilities and equipment.
- ◆ **County of Santa Cruz Public Works Department:** Assisted with logistic and promotional effort.
- ◆ **City of Watsonville:** Provided cash funding, staff support for internal promotion, school safety sign placement, facility use and fee waivers.
- ◆ **City of Capitola:** Provided cash and staff support for promotion, event planning and implementation. Staff helped with placement of street banner.
- ◆ **HUB for Sustainable Transportation: People Power** provided volunteer support and promoted Bike Week. **Pedalers Express** was hired to coordinate the food donation pick-ups and food deliveries by bicycle to our 40 free breakfast sites.
- ◆ **Santa Cruz County Cycling Club:** Promoted Bike Week and provided volunteers, especially for Rail Trail Day and.
- ◆ **University of California Santa Cruz (UCSC): UCSC Transportation and Parking Services** provided funding and staff support for promotion and provided an unlimited number of free bike safety DVD. The UCSC **Bike Coop** assisted in setting up and staffing a BTW breakfast site. The UCSC **Woman's Center** hosted a successful first-time breakfast site on lower campus.
- ◆ **Cabrillo College:** Provided staff support for internal promotion, and assisted in setting up BTW breakfast sites.

TO: Bicycle Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: Subcommittee structure

RECOMMENDATION

Staff recommends that the Bicycle Committee review the list of current subcommittees, consider Brown Act requirements and make necessary changes.

DISCUSSION

The Bicycle Committee has a number of subcommittees on which members serve as liaisons to local jurisdictions and as representatives to other groups. The Bicycle Committee established subcommittees in order to facilitate members' efforts to help accomplish the committee's mission and goals without relying on RTC staff resources.

The current subcommittees and their representatives are as follows:

- a. City of Santa Cruz Project Tracking: Fieberling/Hyman/Garza*
- b. City of Capitola Project Tracking: Ward
- c. City of Scotts Valley Project Tracking: Rau/Milburn*
- d. City of Watsonville Project Tracking: None
- e. County of Santa Cruz Project Tracking: Akol
- f. Bike To Work Update: Mucha/Canin
- g. CTSC and the South County Bike/Pedestrian Work Group Update: Langley/Jed
- h. UCSC: Scott/Menchine
- i. Legislative Tracking: Jed/Ward
- j. Sanctuary Scenic Trail: Fieberling/Casterson/Canin
- k. Technical Subcommittee: Menchine/Hyman/Ward/Akol
- l. Bicyclist/Motorist Safety Education: Jed/Menchine
- m. RTC Packet Monitoring Subcommittee: Hyman
- n. Safe Routes to School: Horton/Menchine/Akol

*(Milburn and Garza participation in subcommittees is unconfirmed)

It has been the practice of the Bicycle Committee that at each meeting subcommittee members give oral reports based on which actions have been considered and taken when needed. Staff recently became aware of the fact that the Brown Act requires subcommittees to be regarded in the same fashion as regular committees and are thus required to be noticed, be open to the public, and have minutes recorded and approved. RTC staff does not have the resources to provide such support and thus subcommittees, in their current form, need to be dissolved.

To facilitate continuation of project specific work outside of the Bicycle Committee, members may form ad-hoc committees to address issues that are of a limited scope and duration. Ad-hoc committees would not need noticing and would allow actions to be taken. Additionally, an "Updates

regarding items related to the Committee's functions" agenda item may be added to the regular agenda in order for members to share information on any projects or issues that are within their charge. Should an action be warranted, an item related to a specific issue may be added at a future meeting on the regular agenda.

RECOMMENDATION

Staff recommends that the Bicycle Committee discuss the current subcommittee structure and Brown Act requirements, and make necessary changes.

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