



MEMORANDUM
February 4, 2009

TO: Members, Bicycle Mobility Advisory Committee
FROM: Lydia Kelly, Bicycle/Pedestrian Transportation Planner
SUBJECT: Meeting Notice and Agenda

The next meeting of the **Bicycle Mobility Advisory Committee (BMAC)** is scheduled for
Wednesday, February 11, 2009 at 8:00 a.m.
at 825 S. St. Mary's St, San Antonio, Texas 78205

The following agenda items will be discussed and action will be taken as appropriate.

AGENDA

1. Roll Call
2. Citizens to be Heard
3. Discussion and Appropriate Action on the January 14, 2009 BMAC Meeting Minutes
4. Discussion and Appropriate Action on Presentation of Certificate of Appreciation to V.K. Knowlton Construction (Judge Oscar Kazen/BMAC Chair)
5. Discussion and Appropriate Action on a Program to Recycle Bicycles back into the Community (Mike Beatty/Assistant Manager at the Broadway Bike World)
6. Discussion and Appropriate Action on Update of the Linear Creekway Parks Advisory Board (Greg Hammer/BMAC Citizen Member)
7. Discussion and Appropriate Action on Update to the Alternate for the Rotating Bicycle Organization vacancy (Lydia Kelly/MPO)
8. Discussion and Appropriate Action on Update of the MPO's Off-Road Data Collection efforts (Clayton Elkins/MPO)
9. Discussion and Appropriate Action on Review of Citizen Input from October 2008 Bike Night Meeting (Lydia Kelly/MPO)
10. Discussion and Appropriate Action on Discussion and Appropriate Action on Update for Call for Projects for the FY 2010 - 2011 Unified Planning Work Program (Lydia Kelly/MPO)
11. BMAC Communication

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1. Roll Call

Judge Oscar Kazen	Chairman		210-865-2354
Ken Zigrang (Vice Chair)	Planner	TxDOT	210-615-5923
Andrew Hudgins	Transportation Coordinator	AACOG	210-362-5228
Richard Higby	Bicycle Coordinator	Bexar County	210-335-6785
Roger Christian		Citizen	210-829-1953
Greg Hammer		Citizen	210-678-3310
Cindi Snell		Citizen	210-828-5558
Jeff Russell		Citizen	210-829-7003
Samuel Sanchez	Planner	CSA Parks and Recreation	210-207-4091
Priscilla Rosales-Piña	Planner	CSA Planning	210-207-7839
Vacant	Bicycle Coordinator	CSA Public Works	210-207-3971
Valerie Flinn	Leon Valley resident	GBCCC	210-684-3440
George Aguilar	VIA Police Department	Law Enforcement Bicycle Patrol	210-362-2436
Lt Charles Garcia	City of San Antonio PD	Bicycle Patrol	210-207-8217
Allen Hodapp	Cycle Logic	Rotating Bicycle Org	210-490-8251
John Mayfield	Citizen	SA Wheelmen	210-662-2612
Luis Marti	NISD	School District Rep	210-397-1236
Dave Foegelle	Citizen	STORM	210-722-5864
George Longoria	Citizen	Tx Bicycle Coalition	210-325-0265
Abigail Kinnison	Planner	VIA Metropolitan Transit	210-362-2564

2. Citizens to be Heard

3. Discussion and Appropriate Action on the January 14, 2009 BMAC Meeting Minutes

Issue

The January 14, 2009 BMAC meeting minutes are presented for the committee's review.

Action Requested

A motion to approve the January 14, 2009 BMAC meeting minutes is requested.



**BICYCLE MOBILITY ADVISORY COMMITTEE
MEETING MINUTES
January 14, 2009**

Bicycle Mobility Advisory Committee

Voting Members Present:

Judge Oscar Kazen	Chair
Ken Zigrang (Vice Chair)	TxDOT
Annette Prosterman (Alt)	AACOG
Richard Higby	Bexar County
Greg Hammer	Citizen
Samuel Sanchez	CSA Parks and Recreation Department
Priscilla Rosales-Piña	CSA Planning and Community Development
Allen Hodapp	Rotating Bicycle Organization
John Mayfield	San Antonio Wheelmen
Luis Marti	School District Representative
David Foegelle	STORM
Abigail Kinnison	VIA Metropolitan Transit

Voting Members Absent:

Roger Christian	Citizen
Cindi Snell	Citizen
Jeff Russell	Citizen
Valerie Flinn	GBCCC
Lt. Charles Garcia	Law Enforcement Bicycle Patrol
George Longoria	Texas Bicycle Coalition

Others Present:

Aaron Stein	CSA Office of Environmental Policy
Scott Ericksen	MPO
Lydia Kelly	MPO
Ambar Perez	MPO

1. Roll Call

Judge Kazen called the meeting to order at 8:30 a.m. A quorum was present.

2. Citizens to be Heard

There were no citizens to be heard.

3. Discussion and Appropriate Action on the December 10, 2008 BMAC Meeting Minutes

Abigail Kinnison identified corrections needed to the December minutes concerning the bus/bike travel diary presented to the committee at the October 2008 Bike Night. She clarified 75 diaries were distributed rather than received.

Greg Hammer asked that the efforts of the South Texas off Road Bicycle Club (STORM) be included in the December Linear Creekway minutes. Lydia agreed to make the needed changes.

Abigail Kinnison moved to approve the December 10, 2008 meeting minutes with the changes and Allen Hodapp seconded the motion. The motion carried unanimously.

4. Discussion and Appropriate Action on Update of the Linear Creekway Parks Advisory Board

Greg Hammer provided an in-depth monthly update of the Linear Creekway committee and the progress of all the creekways. He thanked STORM members, particularly Carlo Franco and Alan Markert, for their willingness to be involved in running the voluntary Trail Patrol and Trail Stewardship programs. The volunteer program is an excellent example of a grass roots' effort. To date there are approximately seven miles of paved path completed along the Salado Creek and Medina River.

For information and discussion only.

5. Discussion and Appropriate Action on Update to the Alternate for the Rotating Bicycle Organization vacancy.

Lydia Kelly reviewed the application process and announced that there are three candidates. The subcommittee will meet prior to the February meeting and will have a recommendation at that time.

For information and discussion only.

6. Discussion and Appropriate Action on Update of BMAC's Bicycle Safety Program

Lydia Kelly explained the topic of safety is an ongoing discussion item.

1. The first topic of discussion discussed was a grant application through the Texas Department of Transportation (TxDOT). Lydia explained the process for applying for a safety grant through TxDOT. A grant application will be submitted so helmet distribution through the Walkable Community Program can continue into 2010.

For information and discussion only.

2. The BMAC Speaker's Bureau was the next topic discussed. Lydia presented a draft document outlining what is expected of a citizen member of the committee.

Committee discussion included several dates with opportunities for citizen outreach in the upcoming months.

- VIA Metropolitan Transit's Bus Rodeo is scheduled for February 21st
- Leon Valley's Earth Wise Event is scheduled for February 28th
- MPO is partnering with Government Canyon Natural Area for a Bike Safety day on March 21st
- AACOG's Fresh Air Friday is scheduled for April 3rd
- San Antonio's Earth Day event is scheduled for April 18th
- Walk & Roll to Work Rally is scheduled for May 1st
- Walk & Roll Fest is scheduled for May 31st
- Other events that can be found at www.walkandrollsa.com

Greg Hammer moved to adopt the speaking points as a reference for citizen members to refer to for outreach opportunities. Abigail Kinnison seconded the motion. The motion carried unanimously.

3. The third topic of discussion covered the recommendation of a Certificate of Appreciation for V.K. Knowlton Construction and the process for considering other businesses for a certificate in the future. A subcommittee will begin

discussion on the criteria for future Certificates of Appreciation. Lydia Kelly will arrange a date to meet to begin the discussion.

Greg Hammer moved to approve the Certificate of Appreciation for V.K. Knowlton Construction. David Foegelle seconded the motion. The motion carried unanimously.

Lydia will contact V.K. Knowlton Construction and make arrangements for the presentation of the certificate.

4. The last topic of discussion on the continued discussion to encourage of enforcement of the rules of the road for both cyclists and motorists was postponed.

For information and discussion only.

7. BMAC Communications

Abigail Kinnison announced that on Saturday morning, January 16th, the City of Alamo Heights is facilitating a workshop and transportation is one of the major topics for discussion.

Greg Hammer announced the next Linear Creekway Advisory Board will meet at 6:00 p.m. at the City of San Antonio City Hall on January 27th. San Antonio Park Police will address the topic of mounted patrols.

Ken Zigrang explained that the initial discussion with Brandon Ross concerning Leon Creek and Spur 53 (UTSA Blvd) took place on January 13th.

Annette Prosterman announced AACOG's 3rd Annual Fresh Air Friday will take place at Main Plaza on April 3rd from 11:30 a.m. to 1:30 p.m.

At 9:55 a.m., with there being no other business, Judge Kazen asked for a motion to adjourn.

David Foegelle moved to adjourn and Abigail Kinnison seconded the motion. The motion carried unanimously.

4. Discussion and Appropriate Action on Presentation of Certificate of Appreciation to V.K. Knowlton Construction

Issue

This is an opportunity to present V.K. Construction with a Certificate of Appreciation from the Bicycle Mobility Advisory Committee.

Action Requested

A representative from V.K. Construction will be present to accept the Certificate of Appreciation

5. Discussion and Appropriate Action on a Program to Recycle Bicycles back into the Community

Issue

Mike Beatty will present a program geared to bicycle advocacy and education of new bicycle mechanics. The program will use donated bicycles as training tools for educating new mechanics. The repaired bicycles will be recycled back into the community and the newly trained mechanics will be prepared for employment in a growing industry.

Action Requested

No action is being requested this month.

6. Discussion and Appropriate Action on Update of the Linear Creekway Parks Advisory Board

Issue

This is an opportunity for a monthly update on the progress of the Linear Creekway Parks Advisory Board. Greg Hammer, as a San Antonio City Council district representative, will continue to update BMAC on the progress of the projects.

Action Requested

No action is being requested this month.

7. Discussion and Appropriate Action on Update to the Alternate for the Rotating Bicycle Organization vacancy

Issue

The subcommittee comprised of Richard Higby, Abigail Kinnison, John Mayfield, Aaron Stein and Ken Zigrang met and reviewed the three applications that were submitted. All three candidates had strong qualities. After thoughtful consideration the subcommittee recommends Dr. Della Corales to fill the Alternate for the Rotating Bicycle Organization vacancy. Dr. Della Corales will move into the primary Rotating Bicycle Organization position effective January 2011.

Action Requested

Action to appoint Dr. Della Corales as the Alternate for the Rotating Bicycle Organization vacancy is requested.

8. Discussion and Appropriate Action on Update of the MPO's Off-Road Data Collection efforts

Issue

Clayton Elkins will provide an update on the status of the ongoing off-road data collection efforts of the MPO. The review will include field observations and provide committee members with an opportunity to supply input and ask questions. The data collection effort is expected to be completed in March 2009.

Action Requested

No action is requested this month.

9. Review of Citizen Input from October 2008 Bike Night Meeting

Issue

This is an opportunity to review citizen comments from the October 2008 meeting minutes. A copy of the "Citizens to be Heard" portion of the minutes are attached for committee review.

Action Requested

No action is requested this month.

2. Citizens to be Heard (Taken from October 2008 Bike Night meeting minutes)

Annette Prosterman recognized Christopher Richtberg as the bicycle winner of the Individual Walk & Roll Challenge 2008. Mr. Richtberg will receive a \$100 gift certificate for his accomplishments.

Justin Moore explained he is a recent commuter who has logged 800 miles to and from work. He appreciates the bicycle lane on Blanco Road but is concerned with the amount of trash in the lanes he rides on. He calls 311 regularly but does not see an improvement in the condition of the roads he travels. Mr. Moore would like to see the City of San Antonio designate one street sweeper just for bicycle facilities.

Frank Huddleston questioned why there hasn't been an east/west and north/south corridor identified, yet.

Tammy Busby sold her car when the cost of gasoline went over \$3.00 a gallon. She and her family use bicycles and transit for their means of getting around town. She addressed the issue of bike racks on some buses needing maintenance on Fredericksburg Rd routes #91 and #92. She would also like to see an investment in safe and secure bicycle parking throughout the city.

David Gerecke stated he would like to see more bicycle lanes in the vicinity of the Medical Center. In one parking ramp alone there are 140 cyclists with monthly permits. The need for additional bicycle facilities definitely exists.

Robert Davidson commutes to USAA and is concerned with the area of town that includes Sonoma Ranch. There is no safe place to bike if you are a child. Even though the school and other community buildings are within a mile and a half radius the only way to get around is by car. Luis Marti explained that the school district and the City of San Antonio are in discussions about the area Mr. Davidson identified.

Jim Stewart announced he is teaching a commuting course. He is a certified League of Bicyclists instructor and the course will take place at the MPO office.

Roman Fruth expressed concern for the gaps in the Leon Creek hike and bike trail. His suggestion is to incorporate the various tributaries into the hike and bike system. With a complete system of hike and bike trails pedestrians and cyclists would not have to rely on the roadways.

Maricela Ramos spoke of her father's death and the importance of increasing bicycle education for motorists. Cycling awareness is lacking in the region. Education for both cyclists and motorists is needed. Experienced riders are not safe because the roads do not provide adequate bicycle facilities.

Steve Brown brought a particular area of Loop 1604 to the committee's attention. With a few improvements in the area residents could have safe pedestrian and cycling access to schools, community centers and retail.

Tomas Ramos also spoke on behalf of his father-in-law. He suggested Roosevelt at SW Military Drive could be improved significantly to make it safer for pedestrians and cyclists.

10. Discussion and Appropriate Action on Update for Call for Projects for the FY 2010 - 2011 Unified Planning Work Program

Issue

This is an opportunity to discuss the process involved for developing the FY 2010-2011 Unified Planning Work Program. The schedule, the MPO policy addressing development of the Unified Planning Work Program, and a copy of the Project Proposal Form are attached for review.

Action Requested

No action is requested this month.

San Antonio – Bexar County Metropolitan Planning Organization

2010 - 2011 Unified Planning Work Program Schedule

Date	Action
February 6, 2009	Agency call for projects for the FY 2010 - 2011 Unified Planning Work Program (February Technical Advisory Committee package).
April 3, 2009	Policy Board approved objective statements and preliminary budgets are due to the MPO.
May 1, 2009	Develop detailed Study designs and submit to the MPO. Study designs will not be considered without policy board resolution or ordinance. Each detailed study design must include: objective, previous work(s), scope of work, work product(s), status, agency involvement, budget total by subtask, percent of effort by work element and time line.
May 29, 2009	Distribute draft FY 2010 – 2011 Unified Planning Work Program to agencies for review (June Technical Advisory Committee package).
June 1, 2009	Draft FY 2010 - 2011 Unified Planning Work Program due to TxDOT (Austin)
June 5, 2009	MPO Technical Advisory Committee reviews draft FY 2010 – 2011 Unified Planning Work Program
June 29, 2009	MPO Transportation Policy Board reviews draft FY 2010 – 2011 Unified Planning Work Program
July 10, 2009	MPO Technical Advisory Committee makes a recommendation on the FY 2010 - 2011 Unified Planning Work Program to the Transportation Policy Board.
July 27, 2009	MPO Transportation Policy Board approval of the FY 2010 – 2011 Unified Planning Work Program.
July 31, 2009	Transmit FY 2010 – 2011 Unified Planning Work Program to TxDOT no later than this date (or a date to be determined by TxDOT).

Unified Planning Work Program Project Proposal Form

Project Name:

Preliminary Budget:

QUESTIONS	YES	NO
1. Does the project meet the primary objective of the funding agency, i.e. the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?		
2. What is the proposed project expected to accomplish? What are the benefits of the project?		
3. Is the project worth the expenditure?		
4. Is the project similar to recent existing or previous work? Explain how the project may differ from similar previous work or how it is a logical extension of previous work.		
5. Is the proposed time frame for the project reasonable and does the agency have the resources available to accomplish the work being done?		
6. Is your agency willing to fund the project out of its own budget?		

Policy 4: Procedures for Unified Planning Work Program Studies

A. Unified Planning Work Program Development

As required by federal and state regulations, the San Antonio/Bexar County Metropolitan Planning Organization (MPO) adopts a Unified Planning Work Program (UPWP) detailing the transportation planning tasks for the study area for a given time period.

The MPO issues a call for projects to local agencies requesting planning studies to be funded and, thereby programmed in the upcoming UPWP. Additionally, the MPO develops a list of planning needs that must be accomplished during the time frame covered by the UPWP.

Each agency submits a Project Proposal Form for each of the planning issues that their agency wishes to address through the UPWP. This Project Proposal Form requires a project name, project description, preliminary budget, and an analysis of the project's need, benefits, and contribution to transportation planning. **These project proposals are required to be approved by the submitting agency's Policy Board prior to transmittal to the MPO.**

After preliminary approval of the Project Proposal Form by the MPO Director, each agency prepares detailed study designs based on priorities, policy direction, and available funding. Study designs must include more detail concerning the type of work to be performed under each task and how it will be performed. Each detailed study design will outline the following:

- ◆ Objective
- ◆ Previous Work
- ◆ Scope of Work (specifically noting data requirements, including data that already exists and data that will need to be collected)
- ◆ Work Product(s)
- ◆ Status
- ◆ Agency Involvement
- ◆ Budget and Percentage of Effort by Work Element/Deliverable
- ◆ Time Line by Work Element/Deliverable

In consultation with the Agencies as necessary, a draft UPWP is prepared by the MPO staff and presented to the Technical Advisory Committee (TAC) for review. This draft is also submitted to TxDOT (Austin) by the required deadline.

The TAC makes a recommendation concerning the UPWP and submits it to the Transportation Policy Board for final approval.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For each Subtask approved in the UPWP, a written monthly progress report (Form "C") will be prepared and submitted to the MPO Director by the appropriate Agency or consultant. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant's internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal Funding agencies by the required deadline. The annual report work documents work completed for each Subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a Subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a

single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

C. Study Carry-over Procedures

Each agency who is not going to complete a specified study within the fiscal year it is programmed will be required to submit to the MPO Director in writing, a request to carry the project funding and/or scope of work over to the following fiscal year. The written request must include how and when the study will be completed, as well as an estimated carry-over budget. The written request to carry-over a study needs to be made prior to July 1st.

D. Sanctions

If an agency or consultant fails to submit reports, deliverables, billings, executed contracts, technical memoranda, and/or technical reports in a timely fashion, or have not executed a contract with the MPO after 90 days of original receipt, the agency or consultant will be requested to present to the Transportation Policy Board reasons for not submitting the required documents. The Transportation Policy Board will make a decision concerning future actions.

E. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

- a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.
- b. Any request for additional funding.

F. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

11. BMAC Communications