



MEMORANDUM
March 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, March 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 February 11, 2009 BMAC Meeting Minutes
4. Discussion and Appropriate Action on Update of the Linear Creekway Parks Advisory Board (Greg Hammer/BMAC Citizen Member)
5. Discussion and Appropriate Action on the Call for Projects for the FY 2010 - 2011 Unified Planning Work Program (Lydia Kelly/MPO)
6. Discussion and Appropriate Action on a Resolution Supporting the Complete Streets Policy (Lydia Kelly/MPO)
7. Discussion and Appropriate Action on the Bike Night Meeting scheduled for April 18, 2009 (Lydia Kelly/MPO)
8. BMAC Communication

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825 S. St. Mary's St, San Antonio, Texas 78205 – (210) 227-8651

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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
Dr. Della Corales (alt)	Cool Cats		210-224-0888
John Mayfield	Citizen	SA Wheelmen	210-662-2612
Luis Marti	NISD	School District Rep	210-397-1251
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 February 11, 2009 BMAC Meeting Minutes

Issue

The February 11, 2009 BMAC meeting minutes are presented for the committee's review.

Action Requested

A motion to approve the February 11, 2009 BMAC meeting minutes is requested.



**BICYCLE MOBILITY ADVISORY COMMITTEE
MEETING MINUTES
February 11, 2009**

Bicycle Mobility Advisory Committee

Voting Members Present:

Judge Oscar Kazen	Chair
Ken Zigrang (Vice Chair)	TxDOT
Andrew Hudgins	AACOG
Richard Higby	Bexar County
Roger Christian	Citizen
Abel Gonzales (alt)	Citizen
Jeff Russell	Citizen
Samuel Sanchez	CSA Parks and Recreation Department
Priscilla Rosales-Piña	CSA Planning and Community Development
Lt. Charles Garcia	Law Enforcement Bicycle Patrol
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:

Greg Hammer	Citizen
Valerie Flinn	GBCCC
George Longoria	Texas Bicycle Coalition

Others Present:

Mike Beatty	Citizen
Jimmy Britton	Citizen (Britton's Bikes)
Van Carter	Citizen
Scott Hay	Safety Director (V.K. Knowlton Construction)
Todd O'Neill	Citizen
Aaron Stein	CSA Office of Environmental Policy
Clayton Elkins	MPO
Scott Ericksen	MPO
Jeanne Geiger	MPO
Lydia Kelly	MPO
Stephanie Lee	MPO
Ambar Perez	MPO

1. Roll Call

Judge Kazen called the meeting to order at 8:10 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 January 14, 2009 BMAC Meeting Minutes

Ken Zigrang moved to approve the January 14, 2009 meeting minutes 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

Judge Oscar Kazen read the certificate of appreciation and presented it to Scott Hay, Safety Director of V.K. Knowlton Construction. Mr. Hay thanked the committee for recognizing the company's drivers. Mr. Hay said he will display the certificate and will present the certificate to the drivers at the next safety meeting.

For information and discussion only.

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

Mike Beatty summarized his Resurrection Bikes Program to the committee. His vision for a successful program requires a safe, secure building big enough for bike and tool storage and classroom space. He has a steady stream of bicycles that could be repaired for re-use. Volunteers would staff the cooperative and parts and service would be donated. His major barrier to starting the program is finding an affordable location.

The goals of his program are:

1. Recycle used bikes into the community
2. Develop a learning center for young people who can work for "sweat equity" to build a bike for themselves by repairing other bikes

3. Teach others correct maintenance skills
4. Cooperative endeavor where members would pay yearly fees to use the facilities and tools
5. Focus would be in the low income neighborhoods

There was extensive committee discussion on the project. All agreed it is a worthy undertaking. Committee members shared possible resources Mike could consider in moving forward.

For information and discussion only.

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

Greg Hammer was unavailable for the meeting but submitted an email summary prior to the meeting.

"I will be unable to attend the 2/11 meeting since I will be in Washington D.C. for training. Following is an update from the 1/27/09 LCPAB Meeting:

- The bid opening for the Salado Creek – Comanche Park to S.S. Lions section was held and recommendation for contract award will tentatively be taken to Council on Feb. 19 with construction anticipated to begin in early March.
- Approximately 140 acres of property was acquired by the City for the greenways in the last several months
- STORM is assessing Carsonite composite trail markers, similar to those used in Government Canyon SNA for natural surface trails in greenways
- 45 hours and 260 miles were logged by STORM's volunteer Greenway Trail Patrols in January 2009
- Chief Baum of the Park Police gave a presentation on the proposed Mounted Patrol Program
- The intent of the mounted patrols is to break down barriers between police & public, increase patrol visibility and accessibility in large urban parks, assist during special events and serve as goodwill ambassadors to citizens & visitors
- I expressed a concern that horses will potentially cause damage to natural surface & paved paths and require additional vegetation to be cut to facilitate access in greenways.
- Chief indicated that these concerns had been heard in public meetings as well and that they will be carefully considered during implementation of the patrols

- Anticipated deployment of mounted patrol in April 2009 with 6 horses & 2 two-officer teams deployed seven days a week to various locations.
- A draft Public Relations Plan was presented by Kelly Irvin of SAPAR to help promote the use of the linear parks' greenway paths. The plan proposes strengthening connections between SAPAR/LCPAB and various media outlets, health professionals, residential communities, businesses, school districts, and group or other agencies that may have an interest in utilizing the park resources.
- Planning has begun to develop strategies for expanding the Linear Creekways program with a goal of taking a new initiative to the voters in 2010.”

There was considerable committee discussion about the continued concerns on the newly opened paths. Judge Kazen suggested that a list of concerns be developed for Greg to present to the Linear Creekway Parks Advisory Board. This item will be discussed in detail at the March 11th meeting. Committee members were asked to send Lydia their concerns and she will develop a list.

For information and discussion only.

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

Lydia explained the process the subcommittee used to review the applications. The subcommittee consisted of Richard Higby, Abigail Kinnison, John Mayfield, Aaron Stein and Ken Zigrang. All three candidates had strong qualifications. After thoughtful consideration the subcommittee recommends Dr. Della Corales to fill the Alternate for the Rotating Bicycle Organization vacancy.

John Mayfield made the motion to invite Dr. Della Corales to fill the vacancy. David Foegelle seconded the motion and the motion carried unanimously.

Lydia will contact all applicants with the results and will invite Dr. Della Corales to the March BMAC meeting.

Item taken out of order for discussion

9. Discussion of Appropriate Action on Review of Citizen Input from October 2008 Bike Night Meeting

This was an opportunity to review citizen comments from the October 2008 meeting minutes. Judge Kazen believes that all citizen comments need to be addressed at the meetings or in subsequent communication. Per the discussion all citizen concerns have been addressed either at the Bike Night meeting or subsequently through other channels.

Per the comment from Justin Moore, about the routine cleaning of bike paths, Aaron Stein will look into the maintenance schedule as it relates to bike facilities for the March meeting and make sure the schedule has not changed.

Abigail Kinnison remarked that from the October meeting, VIA Metropolitan Transit has developed a committee to review bicycle concerns internally.

It was suggested that for the April Bike Night meeting displays be available from the Linear Creekway projects to show the progress being made with off-road paths.

For information and discussion only.

Items returned to sequential order; Judge Kazen had to leave and Ken Zigrang chaired the remainder of the meeting.

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

Clayton Elkins, Geographic Information System (GIS) Analyst with the MPO, provided an update on the status of the ongoing off-road data collection efforts of the MPO. MPO staff is collecting GIS data on official and un-official trails in the parks in the region. The information will be useful for future planning for potential access points to the parks. An example of how it might be used in the future is to determine connectivity from the on-road to the off-road system. Clayton fielded questions and comments from committee members and answered questions.

For information and discussion only.

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

Lydia Kelly introduced Stephanie Lee, the MPO's Regional Transportation Planner. Stephanie reviewed the process and timeline with committee members.

Past studies funded by the Unified Work Program (UPWP) were discussed. It was the consensus of the committee for a subcommittee to meet to identify possible studies for FY 2010 – 2011. Lydia will arrange a meeting before the March meeting. This topic will be presented to the Pedestrian Mobility Advisory Committee (PMAC), also. The subcommittee will look at both bicycle and pedestrian studies that could benefit the region.

For information and discussion only.

11. BMAC Communications

Luis Marti reported that he contacted his elected official concerning the legislative bill to require three foot clearance when passing a vulnerable road user.

Abigail Kinnison reported that the Hays Street Bridge project is moving forward and should be going to the San Antonio City Council in March for approval of a bid.

Ken Zigrang reported that the Rural Bike Study is nearing completion and he will arrange for a presentation at BMAC when appropriate.

Lydia Kelly announced the Wounded Soldier ride is happening on March 13th. She and Mona Lisa Zertuche will meet the riders at the Alamo and ride with them to Mission Espada. Lydia invited everyone to ride with the soldiers. It is an inspiring experience.

**With there being no other business the meeting
was adjourned at 9:50 a.m.**

**Bicycle Mobility Advisory Committee
Judge Oscar Kazen
Chair**

4. 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

Action for Greg Hammer to speak on behalf of the Bicycle Mobility Advisory Committee at the April Linear Creekway Parks Advisory Board may be requested.

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

Issue

This is a continuation of the discussion for the process involved in developing the FY 2010-2011 Unified Planning Work Program. A subcommittee of the Bicycle Mobility Advisory and Pedestrian Advisory Committees will meet on March 5th to discuss studies that would benefit the complete streets, walkable community concepts. The subcommittee will present and explain the proposed studies. Due to the suspense of early April recommendations will be finalized in March.

Action Requested

Action is requested to identify project(s) for submission for the FY 2010-2011 call for projects.

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.

6. Discussion and Appropriate Action on a Resolution Supporting the Complete Streets Policy

Issue

Members of the Pedestrian Mobility Advisory Committee (PMAC) request that members of the Bicycle Mobility Advisory Committee join them in adopting a resolution supporting a complete streets policy for the region. Once approved by both PMAC and BMAC the resolution will be presented to the MPO's Transportation Policy Board (TPB) for adoption.

Action Requested

Action requested to adopt a Resolution Supporting the Complete Streets Policy as written.



A Resolution Supporting a Complete Streets Policy

WHEREAS, “Complete Streets” are defined as roadways that enable safe and convenient access for all users, including pedestrians, bicyclists, transit riders, and drivers (of all ages) and is conducive to efficient movement of people; and

WHEREAS, “Complete Streets” policies support the San Antonio-Bexar County Metropolitan Planning Organization’s (MPO) Metropolitan Transportation Plan mission statement which states “The San Antonio metropolitan area is served by an environmentally friendly transportation system where everyone is able to walk, ride, drive or wheel in a safe, convenient, and affordable manner to their desired destinations”; and

WHEREAS, “Complete Streets” policies support the goals of the MPO’s adopted Regional Bicycle Master Plan; and

WHEREAS, “Complete Streets” policies support the MPO’s Walkable Community Program, the Walk and Roll Program; and

WHEREAS, “Complete Streets” supports national and local public health efforts by recognizing the linkages between the built environment and human health and calls on public officials to participate in local and regional land use and transportation support planning and policy making processes; and

WHEREAS, “Complete Streets” may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time; and

WHEREAS, “Complete Streets” policies and plans have been adopted by the United States Department of Transportation, other Texas MPOs including Capital Area Metropolitan Planning Organization and Houston-Galveston Area Council and cities including San Francisco, Sacramento, San Diego, Boulder, Chicago, Seattle and Portland; and,

THEREFORE BE IT RESOLVED that the San Antonio-Bexar County Metropolitan Planning Organization’s Transportation Policy Board, in order to ensure all transportation options are available, and to improve air quality and the quality of life for residents in our communities, strongly encourages decision makers in all jurisdictions to adopt and implement similar Complete Streets policies and practices that:

- Serve as guiding principles to design, construct, operate and maintain the region’s roadway system to promote safe and convenient access and travel for all users including pedestrians, bicyclists, transit riders, and people of all abilities, as well as motor vehicle drivers and freight;
- Create a comprehensive, integrated, connected transportation network planned for people and the principles be incorporated into existing policies such as the Regional Bicycle Master Plan;
- Incorporate “Complete Streets” policy except in unusual or extraordinary circumstances;
- To the extent possible, apply policies to both new and retrofit projects,
- Recognize the need for flexibility and identify “Complete Streets” solutions that fit in with the context of the community;

7. Discussion and Appropriate Action on the Bike Night Meeting scheduled for April 18, 2009

Issue

Per previous discussions, future Bike Night meeting agendas will be limited to no more than two agenda items with plenty of time for citizen interaction. Suggested items could include “Review of Linear Creekway Progress” , “Review of the Rules of the Road”, and/or “Update of the Bicycle & Pedestrian Data Collection Project” currently underway.

Action Requested

Action identifying agenda items may be requested.

8. BMAC Communications