

**MEETING MINUTES of the
BICYCLE ADVISORY COMMITTEE**

April 13th, 2009

6:00p.m.

Guaranty Bank

2900 S. College

Fort Collins, CO 80525

FOR REFERENCE:

Chair: Dan Gould

970-482-1074

Vice Chair: Chris Gaughan

970-223-1146

Staff Liaison: Dave "DK" Kemp

970-416-2411

Administrative Support: Emily Francis

BOARD/CITY ORGANIZATION MEMBERS PRESENT

Downtown Development Authority: Kathy Cardona

Fort Collins Bicycle Co-Op: Doug Cutter

Parks and Recreation Board: Micheal Chalona and Greg Miller

Colorado State University: David Hansen

Poudre School District: John Holcomb

Transportation Board: Bill Jenkins

Air Quality Board: Greg McMaster

Bike Fort Collins: Jeff Morrell

Economic Advisory Committee: Rick Price

Senior Advisory Board: Marcia Richards

Land Conservation and Stewardship Board: Chris Gaughan

Natural Resources Advisory Board: Clint Skutchan

AT LARGE MEMBERS PRESENT

Dan Gould Kim Sharp Cathy Mathis

ABSENT

Rick Reider

OTHERS IN ATTENDANCE

Dave "DK" Kemp

Emily Francis

Kathleen Bracke

1. CALL TO ORDER

Chair Gould called meeting to order at 6:00 p.m.

2. AGENDA REVIEW

The Agenda was accepted without modification.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES (March 2009)

Approved

5. ACTION ITEMS

Election of Vice Chairperson-

Chris Gaughan was nominated and elected Vice Chairperson

6. Discussion/Informational Items

a. 2009 Boards & Commissions Manual- Committee members can schedule training on-line at fcgov.com. Areas for special attention include appropriate representation of one's view as an individual versus the approved views of the board; and the definition of a meeting and requirements for an open meeting.

b. Soliciting Public Input- How do we raise public awareness of the work of the BAC? The general consensus of the committee was to develop a press release. Rick Price will draft a press release and send it to all committee members for approval. Once the press release is approved, it will be released to the City's Communication Department. After the City distributes the press release committee members will be free to distribute the press release to their affiliates as is appropriate. The committee also agreed that a Coloradoan reporter should be invited to the BAC meetings.

Other ideas for outreach included utilizing the City's Utility Bill Newsletter and creating a link for citizens on the FC Bikes website for questions/comments.

DK will advise all citizens that come to him with complaints/questions of the opportunity to attend a BAC meeting.

c. Overview of FC Bikes presented by Dave "DK" Kemp

Scope of DK's work:

- Assist Transportation Planning Department with the update of the 2008 Bicycle Master Plan including public meetings, news releases, and outreach to the bicycle community.
- Maintain the City's bicycle planning and program webpage.
- Research, develop, and pursue funding sources, including federal grants for future bicycle programs and events.
- Remain a contact point and an ombudsman to City of Fort Collins regarding all bicycling related issues both internally and externally.
- Reply to citizen complaints and/or concerns and act as a point of contact for issues related to bicycle non-profit operations by releasing information to the public regarding City bicycle improvements and or temporary hazards
- Coordinate and cooperate with local bicycle advocacy groups to assist them in planning, developing, and implementing special bicycle education events and encouragement activities
- Promotion of bike encouragement and education events throughout the year to encourage bicycling (Roll into Spring, Bike Week, Bike Winter Fort Collins).
- Offer support system for bicyclists (accident and close call reporting, bicycle registry, hazard reporting, informational e-newsletter)
- Production of public campaigns (Bicycle Friendly Community, CO-Exist, FC B.I.K.E. Camp, "Go By Bike", "This Could Be You")
- Build relationships throughout the community on all bicycle related issues and developments

- Partnerships and Organizational Building:
 - Local Bicycle Non-profits Organizations
 - City Departments
 - Larimer County
 - Individual Local businesses
 - Downtown Development Authority
 - Downtown Business Association
 - Convention & Visitors' Bureau
 - Colorado State University

- **FC Bikes Budget-** 20% (about \$20,000) comes from the city of Fort Collins, 80% comes from grants. Does not include capital or operating and maintenance expenditures for bicycle infrastructure. Funds are for only FC Bikes: advertising, events, bike lights, bike parking, etc.

PROJECTED EXPENDITURES	2008	2009	2008/2009
Special Event and Campaign Production; Bike Map Printing, Safety gear / Marketing Supplies	63,000	63,000	\$126,000

- **FC Bike Library-** The library is run by three organizations; FC Bikes, the Bicycle Co-Op and Bike Fort Collins. All organizations have a unique role
 1. Bike Co-Op tasks include: Provides program with a paid fleet manager at 25 hrs per week (CMAQ contracted), operates in City owned space, maintains bicycle fleet and refurbishes bikes for program, inspects and repairs program bicycles (check in/check out), works with Bike Fort Collins to share volunteer resources to assist both the fleet manager and volunteer coordinator on overall library responsibilities. They also have a recovered bike program, exchange volunteer hours for a bike, and collect bikes for Ghana
 2. Bike Fort Collins: Provides program with a paid coordinator of volunteers at 25 hrs per week (CMAQ contracted), runs daily operations (patron services, website), operates in Old Town (Café Bicyclette), works with Bike Co-op to share volunteer resources to assist both the fleet manager and volunteer coordinator on overall library responsibilities.
Bike Fort Collins is also an advocate for safety, the “Safe Bike Law” (3ft passing distance), the no cell phone law, and holds public forums twice a year
 3. FC Bikes: Project Manager, Fiscal Agency

FC Bikes Library Budget

	2009 Budget	Local Match Itemized
CMAQ Grant	\$66,000	
Local Match	\$13,720	
Downtown Development Authority (DDA)		Cash: \$ 7,500
New Belgium Brewing Company (Initial 20 bicycles)		In Kind: \$ 1,500
FC Bicycle Collective (parts, supplies, v-time, existing inventory)		In Kind: \$2220
Local Bike Shops Volunteer mechanic trainings Volunteer mechanic labor		In Kind: \$2500
Totals	\$79,720	\$13,720

d. Future Funding Processes for FC Bikes presented by Dave “DK” Kemp

The Congestion Mitigation Air Quality (CMAQ) Program

This program involves federal funds distributed regionally by the North Front Range Metropolitan Planning Organization (NFRMPO) on a competitive basis. Selection criteria are based on potential for achieving air quality improvement and traffic congestion mitigation. The approach for FC Bikes involves bicycling encouragement and education programs via bike events and campaigns. Currently FC Bikes is preparing a \$350,000 proposal, and the FC Bike Library is preparing a \$100,000 proposal

CMAQ criteria and timeline

- NFR Metropolitan Planning Organization – call for projects
- Congestion Mitigation Air Quality (CMAQ) Program
 - Air quality benefits (estimated with specific formulas)
 - Regional significance
 - Internal draft proposal due (4/22)
 - Final grant proposal (5/27)

Budgeting for Outcomes (BFO) Goals

BFO is a City prioritization process for identifying community goals that will be supported by funding (<http://www.fcgov.com/bfo/>). The Transportation Planning Department will consider the BAC deliberations and recommendations in their BFO process.

- Budgeting For Outcomes Process
 - Departments submit offers according to 7 Key Results categories
 - Process starts (4/29)
 - 1st round review (6/8)
 - Final offers (6/29)

f. Committee discussion of funding process and goals:

- Rick Price had concerns about the balance of FC Bikes programs. He believes that safety and education outreach are the areas of highest priority and that encouragement and bicycle programs are lower priority. Higher priority areas include Safe Routes to School, general bicycle education and the CSU student-focused bike education. He suggested that interest groups that benefit from the FC Bike Library (Downtown Business Association, Downtown Development Association, and the Colorado Visitors Bureau) should provide some funds for the library. Price called for a critical look at the role(s) of the City's Bike Coordinator.
- Many committee members felt that due to time constraints, the BAC influence in the development of upcoming CMAQ proposals will be necessarily limited. Members agreed to provide ideas to DK for his use the proposal development. Ideas mentioned included public safety events for motorists and cyclists, quantitative assessment of cyclist numbers, incorporating education and safety aspects into bicycling events, and making regional outreach efforts.
- It was noted by several members that the BAC will have more time to influence the BFO process and we should prepare to do that.
- Doug Cutter mentioned that the BAC should work to identify other possible sources of funding for FC Bikes activities. The CMAQ proposal and scope of work needs to be on next agenda
- Clint Skutchan made the point that the BAC should focus more on policy recommendations and implementation of Bike Plan recommendations and to avoid micro-management of staff effort.

g. ACTION ITEM- DK will draft a proposal and send it to all BAC members. Committee members are encouraged to send DK ideas and guidance on how to get more cyclists in Fort Collins. DK will tabulate all of the input and present how he incorporated the ideas at the next meeting.

h. ITEMS FOR NEXT AGENDA

CMAQ Proposal

Develop a list of additional potential sources of FC Bike funding

Information on BFO process and discussion of BAC perspective

Transportation aspects of Mountain Vista Sub area Plan (May)

Future agenda items

6 month planning and members role on providing feedback to other committees

Development of the BAC work plan based on the updated Bike Plan. (Due in November)

7. BOARD MEMBER REPORTS

None.

8. Other Business

None

9. Adjourn

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Dave "DK" Kemp
FC Bike Coordinator
Planning, Development, and Transportation