

Bicycle Advisory Committee (BAC) Meeting Minutes

August 22, 2016, 6:00 p.m.

Community Room
215 North Mason Street
Fort Collins, CO 80522

FOR REFERENCE:

Chair, Sylvia Cranmer	970-493-5277
Staff Liaison, Tessa Gregor	970-416-2471

COMMITTEE MEMBERS PRESENT

Todd Dangerfield, Downtown Development Authority
Mark Houdashelt, Air Quality Advisory Board
Chris Hunt, Poudre School District
Chris Johnson, Bike Fort Collins, Director
Kelly McDonnell, Bicycle Pedestrian Education Coalition
York, Transportation Board
Ragan Adams, Parks and Recreation Board

AT LARGE MEMBERS PRESENT

Cathy Busch-Kinkaid, At Large Member
Patrick McCarty, Vice Chair, At Large Member

ABSENT

Annabelle Berklund, Transportation Board (alternate)
Aaron Buckley, Fort Collins Bike Co-op
Luke Caldwell, Natural Resource Advisory Board
Sylvia Cranmer, Chair, Colorado State University
Bruce Henderson, Parks and Recreation Board (alternate)
Edward Reifsnyder, Land Conservation & Stewardship Board
Greg Wells, Senior Advisory Board

CITY OF FORT COLLINS STAFF PRESENT

Tessa Gregor, FC Bikes Program Manager
Mark Jackson, Deputy Director of the FC Planning, Development, and Transportation Service Area
Paul Sizemore, FC Moves Program Manager

GUESTS and CITIZENS PRESENT

Don Bernholtz (Guest)
Kristi Savig, Recorder

CALL TO ORDER

The meeting was preceded with dinner provided by the Mad Greens (5:45 – 6:00), and called to order by Vice Chair Patrick McCarty at 6:03 p.m.

AGENDA REVIEW

The Vice Chair introduced two action items scheduled for the evening and introduced Mark Jackson of the City of Fort Collins Planning, Development, and Transportation Department. The Vice Chair mentioned that he would like to be sure topics/discussion stick to the time-line allotted.

Note the order of reports and information items has been changed slightly over past meetings. Chair Cranmer and Tessa Greegor (FC Bikes) made this minor change in the agenda to ensure those with board reports have the opportunity to speak earlier in the meeting.

PUBLIC COMMENT

Don Bernholtz (Guest) introduced himself to committee.

No public comments were made.

APPROVAL OF MINUTES

Vice Chair McCarty made a motion to approve the minutes of August 8, 2016 meeting, as written. York asked to clarify Aaron Buckley's statement on page 8, and to address wording of his Board Member Report comments on page 9. Cathy Busch-Kinkaid (At Large Member) made another motion to accept minutes with these changes. A second to the motion was made and the minutes were approved by BAC members present. Three (3) members abstained who were not present at the rescheduled July meeting on August 8.

FOLLOW-UP FROM PRIOR MEETING/FUTURE BUSINESS

Tessa notified the BAC that sixteen (16) applications were received for the one (1) open At Large position. Darin Atteberry (FC City Manager) will interview select candidates and make the final appointment.

The name selected for Safety Town is now the "Walk and Wheel Skills Hub".

BAC REPORTS/ANNOUNCEMENTS

Transportation Board Report (York, FC Transportation Board)

York provided BAC members an overview of the Wednesday, August 17th Transportation Board (TB) monthly meeting.

- The Board was happy to hear of CSU's bicycle training module being developed
- The North Front Range Metro Planning Organization (NFRMPO) is developing a Non-Motorized Transportation Plan. BAC members were asked to provide their feedback for this plan via the online survey at: <http://ow.ly/10DyK0>
- Work was done on TB Work Plan and initial BFO information. More will be discussed later in September.

Board Member Reports/Comments

Ragan Adams, Parks and Recreation Board – In summary of the Boards BFO review process: the Board is struggling to fund more parks and trails, while ensuring these facilities are maintained. The Board is reminding Council of the importance to maintain systems as well as build them.

Chris Hunt (Poudre School District) – Aug 22nd was the first day of school. Promoting biking in PE classes as well as via other subject areas. They are excited about the Safety Town (Skills Hub) and its use for Safe Routes to School. Chris expressed his support of Chris Johnson's August 8th comment regarding the disparate nature of the

selected Safety Town location. He would like to see other areas considered for a second safety town. School field trips are now riding bikes, rather than renting buses.

Cathy Busch-Kinkaid (At Large Member) – Cathy discovered the new bridge between Lemay and Mulberry. Appreciated ongoing trails development projects. Vice Chair McCarty clarified this bridge was repurposed from its original location along the Mulberry Bridge.

YORK (Transportation Board) – York recently attended an Ice Cream Social for the Tres Colonias Neighborhood – the event was to an opportunity to gather input about planned improvements in the area.

Kelly McDonnell, Bicycle Pedestrian Education Coalition – Nothing to report. She did announce: Bike Share Phase 2 launch is tentatively scheduled for Sept 17th and 18th (since postponed). A kickoff event for Phase 2 will be Sept 21st at Pour Brothers.

Chris Johnson (Bike Fort Collins) –BFC BFO recommendations were sent to the City on Friday August 19th – recommendations were based on a constituent survey and Board input. See actual advocacy Letter on Bike FC Web site. Their #1 offer (BFO) was bridge repair. Additional efforts of Bike FC were mentioned:

- Working on questionnaires for elections. Bike Friendly businesses deadline is on October 13th.
- Also working on a Transportation Equity Workshop for Spring 2017.
- Tessa Greegor and Kyle Wagenshutz will be featured on the NoCO Bike Show (previously YGR Live) at Wolverine Farm Letterpress and Publick House on August 23rd at 7PM.

Mark Houdashelt (Air Quality Advisory Board) – The Air Quality Advisory Board met last week with Ross Cunniff in attendance. Ross provided some direction of BFO prioritization process.

Todd Dangerfield (Downtown Development Authority) – Old Town bike parking renovations are nearly complete including new stadium style rack close to the Little Bird Bake Shop. Approximately 60 bike parking spaces were installed as part of renovations.

BAC ACTION ITEMS

BAC Meeting Duration

Patrick McCarty summarized last meeting's voiced interest in either having a hard stop to meeting time (6-8), or to allow flexibility (freedom to go over end time of 8:00pm) for meeting presentations and discussion during the BAC meetings. The Vice Chair asked for feedback for best direction for the committee. Tessa added that the FC Moves Staff is willing to facilitate guidance for adherence to agenda timelines (*see Note below*).

Several Opinions/Comments Followed:

- Vice Chair McCarty made the observation that overruns usually come with discussion back and forth. He felt a hard stop would force people to be more time conscious.
- Chris Johnson, felt that post adjournment discussion could be possible, but Agenda items should be completed by 8:00pm.
- York, expressed concern over need for more meetings to complete work required. Limiting discussion will not help us do our job. He did not believe a hard time stop of 8:00 efficiently allows BAC to complete the work at hand.
- Streamline participation of quality versus quantity of discussion.
- Ragan suggested being flexible with timeline of 6-8pm. Take poll vote of participants to continue or go over end time. She supports the idea of running meetings more efficiently. Leaving timeline open when needed.

- Chris Hunt suggested that ongoing business (city project) presentations be re-scheduled if not enough time remaining.

Todd proposed: "All business must be completed in a timely manner; give priority to voting related business. If discussion goes too long, the Chair is encouraged to manage time limits of further discussion."

Chair Cranmer will be asked to manage clock and facilitate discussion during future meetings. No changes will be made at this time.

NOTE: The BAC Agenda was altered starting August 22, 2016 to include member reports and voting related action items/discussion closer to the beginning of the meeting agenda. This would allow members to leave earlier if necessary.

Budgeting for Outcomes (BFO) Presentation, Discussion and Offer Letter (Mark Jackson, Deputy Director of the Planning, Development, and Transportation Service Area and BAC members)

As Subcommittee of Transportation Board (TB), the BAC's role in the BFO process is to make recommendations to TB in time for them to carry those recommendations forward to City Council. Mark Jackson, helped facilitate discussion and answer questions related to the city budget process and the Planning, Development, and Transportation (PDT) BFO offers.

Budget platforms will be completed on September 2, 2016. Paul Sizemore (FC Moves) noted the TB has asked for BAC's letter of BFO recommendations by September 21st. The BAC recommendations could be added as an addendum to the Transportation Board's offer recommendations letter submitted to the Council. The Council will be working on submitting TB recommendations on September 22nd. Mark added that there is also lots of time between now and the council's November budget deadline for designated boards or individuals to participate (provide input statements) in Council work sessions, budget hearings, or an Open House (date unknown).

Following discussion below, the Vice Chair motioned that the committee move forward with writing a letter/memorandum containing recommendations for 4 offers (3.7, 3.19, 3.22, and 3.23): complete a draft and e-mail BAC members no later than September 10, 2016; address emailed BAC member comments and complete final draft; final edits will be signed off by Chair Cranmer by September 14th for inclusion in the Transportation Board September meeting agenda packet. Ragan Adams (Parks & Recreation Board) seconded the motion. The motion passed unanimously.

Jackson Presentation Highlights and BAC Discussion

Mark provided committee members with a 6-page summary of the PDT Offers for 2017 and 2018 by outcome area. He suggested that the BAC focus on:

- the Transportation-FC Moves offers (Page 2): 3.15, 3.2, 3.18.3.20, and 3.21.
- the FC Moves discretionary/enhancements (Page 4): 3.10, 3.11, 3.12, 3.13, 3.14, 3.17, 3.19, 3.22, 3.23, 3.3, 3.4, 3.6, 3.7, 3.9, and 63.2.

Mark Houdashelt (Air Advisory Board) asked if emphasis of BAC recommendations should be made on Enhancement Services, over Core Services. Both Mark and Tessa answered yes.

BAC's 2014 BFO Memorandum to the City of Fort Collins Transportation Board was distributed at the August 8th meeting and again at this meeting. Paul Sizemore referenced this memo and recommended two pathways to drafting the 2016 memorandum/letter.

- a. General letter of support (theme based recommendation)
- b. Specific Committee Offer backing (denoted enhancements the BAC wishes to support)

Tessa clarified the bicycle infrastructure projects support the 2014 Bicycle Master Plan. FC Moves Offers are separated out to support the low-stress bicycle network in different ways. Bike Priority enhancement offers were outlined as follows. Additional comments are in italics:

- 3.11 – ENHANCEMENT: Bicycle Infrastructure
- 3.7 – ENHANCEMENT: Low Stress Bike Route Design and Construction
- 3.22 – ENHANCEMENT: Bicycle Safety and Promotion Programs (*This Grant expires March 1, 2017. Continued program support will be needed after grant expires.*)
- 3.19 – Keep Fort Collins Great - KFCG ENHANCEMENT: All Kids Need Safe Routes to School – KFCG OT (*Emphasis very attractive for Grant opportunities.*)

Chris Johnson (Bike Fort Collins Director) spoke to Bike Fort Collins polled results, with emphasis on the following FC Offers: 1.18, 3.10, 3.19, 3.12, 3.22, 3.9, 67.11, and 63.2. Look online for additional survey/backing information. (<http://bikefortcollins.org/news>)

Kelly McDonnell (Bicycle Pedestrian Education Coalition) suggested that BAC select a few specific offers to focus on. The Vice Chair agreed that 3-4 offers be recommended.

- Vice Chair recommended “Safe Routes to School” (Outcome 3.19)
- Kelly and Ragan suggested going with FC Bikes priority offers.
- York wanted to emphasize the Travel Behavior Survey (Outcome 3.23). He advocates anything that encourages intermodal transportation.
- York also noted that several advocacy groups will be providing input to the City Council. It would be best if the number of BFO's the BAC recommends be kept at a minimum.

2017 BFO Letter/Memorandum Recommendations and Motion Approved.

To support city staff input, the BAC narrowed down ~15 enhancement BFO's to the following four. Mark Houdashelt suggested that one to 3 sentences about each offer be included in this letter. Additional backing to support selected outcomes is noted in italics:

- 3.7 – ENHANCEMENT: Low Stress Bike Route Design and Construction
- 3.19 - KFCG ENHANCEMENT: All Kids Need Safe Routes to School – KFCG OT (*Training at young age for mode shifts*)
- 3.22 – ENHANCEMENT: Bicycle Safety and Promotion Programs (*Safe routes and Bike safety have proven success with Grants received to date*)
- 3.23 – ENHANCEMENT: Travel Behavior Survey (*Helpful to support transportation goals related to the Climate Action Plan.*)

The Vice Chair recommended Chair Cranmer craft this letter and submit it to the TB prior to Sept. 17, 2016. Chris Hunt (Poudre School District) volunteered to craft letter quickly for BAC's and Chair Cranmer's review on or before September 10th. The Chair and Chris will work to complete final draft.

The Vice Chair motioned that committee move forward with writing letter/memorandum containing the above 4 offers: complete a draft and e-mail BAC members no later than September 10, 2016; address emailed BAC member comments and complete final draft; final edits will be signed off by Chair Cranmer by September 14th for inclusion in the Transportation Board September meeting agenda packet. Ragan seconded the motion. The motion passed unanimously.

DISCUSSION/INFORMATIONAL ITEMS

Bicycle Advisory Committee (BAC) 2017 Work Plan (Tessa Greegor, FC Bikes Program Manager)

Tessa Greigor provided meeting participants with final copy of 2016 Work Plan to review. Chair Cranmer (offline) and Tessa requested BAC member feedback on edits necessary for the 2017 Work Plan. The timing of completion should coincide with the Transportation's Board Work Plan completion for City Council, September 21, 2016. A summary of the discussion and 2017 updates to the current Work Plan follow below.

York moved that the 2017 work plan be modified from the 2016 Work Plan, removing the 2nd and 3rd objectives and modifying the fourth objective bullet to read "Review BAC Operational procedures that were created in 2016." The motion was seconded, and passed with no objections. Tessa will make final edits and submit it to Transportation Board for their consideration at their September meeting. The 2017 BAC Plan will not be attached to the TB Plan presented to City Council.

Mission, Work Plan Objectives, and Guiding Principles, Discussion, and Q&A:

Meeting participants took time to review the 2016 Plan mission and objectives provided prior to discussion.

The Mission statement will remain as written:

The Bicycle Advisory Committee (BAC) is a subcommittee of the Transportation Board. The BAC reviews, recommends, and when appropriate, works proactively to identify potential capital improvements, bicycle policies, and Bicycle Plan priorities and define future goals. Operating within the guiding principles described in our standard operating procedures, the BAC will pursue the following objectives:

The following edits were made to the 2016 objectives.

- *Provide bicycle and active transportation-specific perspective on transportation board plans and deliberations.*
- ~~Create a formal process through which the Bicycle Advisory Committee and Transportation Board interact.~~
- ~~Work with City staff to create an 'on boarding' process to define roles, identify member commitment/obligations, and identify tasks that need to be performed by BAC members.~~
- *Review BAC operational procedures that were created in 2016.*
- *Communicate issues as appropriate, back to respective organizations. Bring board member related concerns to the BAC for preliminary review before taken to the Transportation Board.*
- *Provide feedback for FC Bike Plan elements that are being implemented, and help identify and support Bike Plan priorities.*
- *Conduct annual review of BAC Work Plan and Objectives to coincide with Transportation Board Annual Work Plan.*

Mark and Kelly asked Tessa if there are any specific 2017 work plan items that should be included in the BAC Work Plan. Tessa mentioned there are various projects that could be added, but the current general objectives can cover these as well. The Vice Chair added the broad nature of the Work Plan Objectives are OK and have flexibility. Once the City budget is established the 2018 objectives can be more specific.

Members present inquired about additional Guiding Principles (8 E's) included with 2016 Plan. It was suggested that these not be included in the Work Plan sent to the Transportation Board.

Paul Sizemore and Tessa provided meeting attendees with a draft of the TB 2017 Work Plan. They noted the BAC Work Plan is not required by City Council. It was therefore confirmed by York (Transportation Board) and City staff that the BAC's 2017 Plan would be reviewed by the TB in September. The 2017 Work Plan will not be attached to the TB Plan.

STAFF REPORTS/ANNOUNCEMENTS

Staff Report (Tessa Greegor, FC Moves and FC Bikes)

Tessa asked BAC members to consider volunteering and spreading the word about the following upcoming FC Bike Events:

Volunteer Bicyclist and Pedestrian Counts –September 13, 15 and 17: The City of Fort Collins is conducting its annual bicyclist and pedestrian counts throughout the community and is looking for volunteers. Choose from a variety of two-hour shifts (7-9a, 12-2p, 5-7p) over the course of three days—sign up for one or more! To sign up, please visit Volunteer Spot at
<https://signup.com/client/invitation/6775657374/1551545/false#!1551545/false/false>

Open Streets – September 18: The second Open Streets event of the year is coming to Linden and Redwood Streets in just over a month. Get a behind-the-scenes look at Open Streets by signing up for a volunteer shift. Prizes, shirts and food will be available to volunteers. Sign up today at:
<http://signup.com/go/JSnGTT>

NEW BUSINESS/FUTURE AGENDA ITEMS (Planning Calendar)

None mentioned.

ACTION ITEMS

Chris Hunt will draft BAC's 2017-2018 BFO letter/memorandum and distribute a draft by e-mail to BAC members before September 10th.

Tessa will make edits to the 2016 BAC Work Plan offline. The agreed upon edits (see above discussion/informational item) will be completed and submitted to the TB before their September 2017 meeting.

ADJOURN

The Vice Chair adjourned the meeting at 8:07 pm.