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County
Transportation
Authority

Keeping Sonoma County Moving

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Sebastopol

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Sonoma County

Jake Mackenzie
Rohnert Park

Lisa Schaffner
Healdsburg

Tim Smith
Sonoma County

Suzanne Wilford
Executive Director

520 Mendocino Avenue
Suite 240
Santa Rosa, CA 95401
PH: 707-565-5373
FAX: 707-565-5370

Countywide Bicycle & Pedestrian Advisory Committee

AGENDA

Tuesday, June 28, 2005

2 p.m. – 3:30 pm

SCTA Conference room
520 Mendocino Ave, Suite 240, Santa Rosa

-
- I. Introductions and public comment on items not on agenda
 - II. Consent Items – DISCUSSION/ACTION
 - A. Approval of the Agenda
 - B. March 22, 2005 Meeting Notes
 - III. Reports
 - A. Members
 - B. SCTA
 - C. MTC
 - IV. Review of Regional Bike/Ped Program Information – Presentation by Doug Johnson (MTC)
 - V. Review of Membership, Committee structure – Discussion
 - VI. Review of TDA Article 3 and other funding programs
 - VII. Adjournment

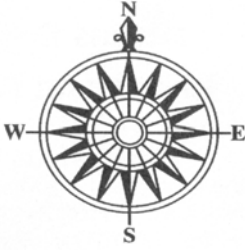
The next **CBPAC** meeting is August 23, 2005

The next **SCTA** meeting is July 11, 2005

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternative format or that requires an interpreter or other person to assist you while attending this meeting, please contact the SCTA at least 72 hours prior to the meeting, to ensure arrangements for accommodation.

Staff: Janet Spilman 565-5373

jspilman@sctainfo.org



COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Meeting Notes
March 22, 2005

ATTENDEES

Steven Schmitz, Chair SCBPAC	Barbara Denlis, Rohnert Park BAC
James Ryan, City of Petaluma	Bruce Eisert, City of Santa Rosa
Bunni Zimberoff, Santa Rosa BAC	Janet Spilman, SCTA
David Kelley, Town of Windsor	

ITEM

- I. Introductions were made. There was no public comment.
- II. Consent Items
 - A. Approval of the Agenda – approved
 - B. Approval of the Minutes – approved
- III. CBPAC roster – several jurisdictions have addressed CBPAC memberships at their local BACs. There was considerable discussion about the composition of CBPAC membership and how it was determined. Staff will look into the origins of this and report back to CBPAC.
- IV. TDA Article 3 Review
Four jurisdictions submitted applications for TDA Article 3 funding.
- V. Update on Measure M – Suzanne Wilford discussed the outline for the Strategic Plan and the policy questions that remained. The Strategic Plan is slated for adoption in June.



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel: 510.464.7700
TDD/TTY: 510.464.7769
Fax: 510.464.7848

Memorandum

TO: Programming and Allocations Committee

DATE: June 8, 2005

FR: Executive Director

RE: Regional Bicycle and Pedestrian Program: Project Recommendations

As outlined in MTC Resolution No. 3644, MTC is responsible for programming 25% of the Regional Bicycle and Pedestrian Program. This memo includes the list of projects recommended to receive the \$8 million available for this call which covers FY 2005-06 and 2006-07.

In winter 2006, the Congestion Management Agencies (CMAs) will select projects totaling \$24 million (75%) for FY 2007-08 and 2008-09. The table below summarizes this information. Over the first twelve years of the program (three cycles) all counties are guaranteed their population share out of the regional share (25%) of this program.

Program Funding Levels FY 2005-06 – FY 2008-09

	Funds Available
Total 4-Year Funding	\$32,000,000
Total Regional Portion (25%), Spring/Summer 2005	\$8,000,000
Total County Portion (75%), Winter/Spring 2006	\$24,000,000
Alameda	\$5,107,755*
Contra Costa	\$3,356,779
Marin	\$874,874
Napa	\$439,682
San Francisco	\$2,747,973
San Mateo	\$2,501,837
Santa Clara	\$5,952,752
Solano	\$1,395,835
Sonoma	\$1,622,513

**Consistent with Resolution 3644, 60% of these funds will be spent on other CMAQ eligible projects*

Process

MTC convened a scoring panel with representation from MTC, the Bay Area Partnership, the Regional Pedestrian Committee, and the Regional Bicycle Working Group to score the first applications for the Regional Bicycle and Pedestrian Program. The panel reviewed 40 projects requesting \$35 million.

Three MTC staff joined representatives from the following agencies:

- City of San Jose
- Solano Transportation Authority
- City of Walnut Creek
- Walk California/America Walks
- San Francisco Bicycle Coalition

The panel evaluated projects according to the six scoring criteria outlined in Resolution No. 3644 The criteria are: gap closure (20%), access (20%), safety (20%), community support (20%), local match (10%) and regional significance (10%). First, the panel split into two groups to review 20 projects each from the complete project list in Table 2 (attached). After meeting to review the results of each group’s scoring, the committee reviewed the top projects for the final scoring and allocation. The panel felt that the adopted scoring criteria worked well and resulted in the strongest projects reaching the recommended list. The panel was unanimous in its support for the project list in Table 1, below. Their success was based on their ability to address all of the scoring criteria.

Recommendations

Seven of the eight counties that submitted applications (Napa did not apply) have projects on the recommended list.

Table 1: Final Project List

Co.	Project Sponsor	Project Title	RBPP Award
ALA	City of Berkeley	Ninth Street Bicycle Blvd. Ext.	\$1,034,000
ALA	City of Oakland	MacArthur Transit Hub Pedestrian Improvement Project	\$881,000
CC	City of Concord	Concord Blvd. Sidewalk and Bicycle Lane Gap Closure Project	\$572,000
SF	Peninsula Corridor Joint Powers Board	4th & King Streets Bikestation Operations - Caltrain Station	\$300,000
SF	Port of San Francisco	Illinois Street Bridge Approaches: Bicycle and Pedestrian Improvements	\$750,000
SF	BART	BART Ocean Avenue Walkway and Station Entrance Project	\$841,000
SM	City of Daly City	Lake Merced Blvd. Bike Lanes	\$537,000
SC	City of Monte Sereno / Town of Los Gatos / City of Saratoga	Highway 9 Bicycle and Pedestrian Safety Improvement Project	\$1,565,000
SOL	City of Fairfield	Fairfield Linear Park Path: North Texas Street to Dover Avenue	\$330,000
SON	City of Santa Rosa	Regional Bicycle & Pedestrian Path, SMART Corridor	\$550,000
SON	Sonoma County Dept. of Transportation and Public Works	Old Redwood Highway Bicycle Lanes	\$640,000

By funding the City of Oakland Transit Hub Improvements and BART/Ocean Avenue projects, MTC will reach its goal of programming at least 25% of the funds to projects which primarily serve pedestrians.

The table below outlines the progress of each county towards its 12-year share of Regional Bicycle and Pedestrian Program funds.

County	12-Year Total	75% County Program	25% Regional Program	2nd Cycle Regional Award	% of 12-Year Regional Program
Alameda*	\$ 20,431,020	\$ 15,323,265	\$ 5,107,755	\$ 1,915,000	37%
Contra Costa	\$ 13,427,117	\$ 10,070,338	\$ 3,356,779	\$ 572,000	17%
Marin	\$ 3,499,496	\$ 2,624,622	\$ 874,874	-	0%
Napa	\$ 1,758,727	\$ 1,319,045	\$ 439,682	-	0%
San Francisco	\$ 10,991,894	\$ 8,243,921	\$ 2,747,974	\$ 1,891,000	69%
San Mateo	\$ 10,007,349	\$ 7,505,512	\$ 2,501,837	\$ 537,000	21%
Santa Clara	\$ 23,811,007	\$ 17,858,255	\$ 5,952,752	\$ 1,565,000	26%
Solano	\$ 5,583,339	\$ 4,187,504	\$ 1,395,835	\$ 330,000	24%
Sonoma	\$ 6,490,050	\$ 4,867,538	\$ 1,622,513	\$ 1,190,000	73%
Total	\$ 96,000,000	\$ 72,000,000	\$ 24,000,000	\$ 8,000,000	

**Consistent with Resolution 3644, 60% of these funds will be spent on other CMAQ eligible projects*

Next Steps

These projects will be amended into the TIP in July, and project sponsors can start working with Caltrans local assistance. Based on these awards, MTC staff will track allocations in future years of the program to make sure all counties receive their population share by year 12.

Recommendation

Staff recommends the Programming & Allocations Committee refer MTC Resolution No. 3625, Revised containing the projects for the FY 2005-06 and 2006-07 Regional Bicycle and Pedestrian Program to the Commission for approval.

Steve Heminger

Attachment: Table 2

Staff Report

To: CBPAC
From: Janet Spilman
Re: CBPAC membership, Committee Structure
Date: June 28, 2005

Background

At the last meeting CBPAC members requested information about the formation of the committee and designation of members.

Although bicyclists and city and county staff have been meeting since before 1992 it was with the creation of the SCTA as we know now it and, more precisely, the disbursement of TDA Article 3 funds by the SCTA that the committee was created with specificity. MTC Resolution 875 spells out formation of the BA C as follows.

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

Cities under 10,000 population who have difficulty in locating a sufficient number of qualified members, may apply to MTC for exemption from these requirements. Cities over 10,000 population may also apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors and/or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

This was reiterated and further explained in a memo from MTC to the SCTA dated September 22, 1992 (attached). MTC staff felt strongly that this membership be enforced because of the policy of distributing TDA Article 3 by formula and not by a competitive process.

On November 9, 1992 the SCTA passed Resolution 92-109 creating the CBAC and specifying its membership (see attached). The function specified for the CBAC was primarily the distribution of TDA3 funds, long range planning and other duties as assigned.

MEMORANDUM

JOSEPH P. BORT METROCENTER
101 EIGHTH STREET
OAKLAND, CA 94607-4700
510/464-7700 • TDD/TTY 510/464-7769
FAX 510/464-7848

TO: SCTA TAC

DATE: Sep. 22, 1992

FR: Victoria Eisen *ve*

W.I.: 1002.40.01

RE: MEMBERSHIP OF SONOMA COUNTY BICYCLE ADVISORY COMMITTEES

According to MTC Resolution 875, all Bay Area counties and cities with populations greater than 10,000 must appoint Bicycle Advisory Committees (BACs) who will assist staff with TDA Article 3 planning and programming. The intent of the new TDA Article 3 requirements is to involve users of bicycle and pedestrian facilities funded by TDA Article 3 beginning at the project definition phase rather than waiting until a public hearing to solicit their input.

Five Sonoma County jurisdictions are subject to the Resolution: the County, Santa Rosa, Rohnert Park, Petaluma, and Windsor. At yesterday's TAC meeting, you requested that MTC waive the requirement for Rohnert Park and perhaps Petaluma and Windsor. My understanding is that the County and the City of Santa Rosa plan to appoint BACs, that Petaluma is willing to appoint a BAC if city staff members who are regular bicycle commuters can be appointed, and that Rohnert Park would like to appoint one bicyclist and one staff member to the countywide BAC in lieu of appointing their own BAC.

Given that Sonoma County allocates 100% of its TDA Article 3 funds by population formula, MTC feels that it is especially important for bicyclists to be included at the local level. Therefore, our response to your requests is as follows:

1. Since Petaluma has recently adopted a comprehensive bicycle plan which involved bicyclists in its development, city staff members who are regular bicycle commuters may be appointed to the city BAC as long as these employees are not involved with the programming of Article 3 funds in their work.
2. Since the Town of Windsor has just incorporated and does not yet have sufficient staff to administer its Article 3 allocations, Windsor may be exempted from forming its own BAC if the Windsor City Council appoints three bicyclists to the County's BAC and the County agrees to expand its BAC to include the Windsor bicyclists.
3. In lieu of appointing its own BAC, Rohnert Park may also appoint three members to the County's BAC, or to another jurisdiction's BAC, if the County, or the other jurisdiction, concurs.
4. At a minimum, the countywide BAC will be comprised of one bicycling representative and one staff representative from each city's BAC or their appointees to the County's, or to another jurisdiction's, BAC.

Please feel free to call me at 510/464-7774 if you would like to discuss Bicycle Advisory Committees in Sonoma County.

Sonoma County Administration Building
Santa Rosa, California

November 9, 1992

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY ADOPTING PROGRAMMING PROCEDURES FOR
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 FUNDS

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available to Sonoma County for pedestrian/bicycle purposes; and

WHEREAS, the Metropolitan Transportation Commission (MTC) makes annual allocations of TDA Article 3 funds to eligible claimants; and

WHEREAS, in December 1991, the MTC adopted Resolution No. 875 establishing procedures for programming TDA Article 3 funds; and

WHEREAS, the Sonoma County Transportation Authority (SCTA) is charged with the responsibility of programming these monies annually for Sonoma County.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Transportation Authority does hereby adopt Programming Procedures for TDA Article 3 Funds attached hereto and marked Exhibit "A", which are consistent with the requirements of MTC Resolution Number 875.

DIRECTORS' VOTE:

Burton	aye	Cale	aye
Carter	aye	Eck	absent
Elles	aye	Foppiano	absent
Harberson	aye	McDaniel	aye
Pell	aye	Smith	aye
Stewart	absent	Sobel	aye

Ayes: 9 Noes: 0 Absent: 3 Abstain: 0

SO ORDERED

Exhibit 'A'

PROCEDURES FOR PROGRAMMING
TRANSPORTATION DEVELOPMENT ACT (TDA)
ARTICLE 3 PEDESTRIAN AND BICYCLE FUNDS

I. LOCAL BICYCLE ADVISORY COMMITTEES

a. **Jurisdictions with Over 10,000 in Population**

1. Each jurisdiction in Sonoma County with over 10,000 in population shall either appoint a local Bicycle Advisory Committee (BAC) or it shall appoint, through prior agreement, three (3) bicyclists to serve on another jurisdictions's Bicycle Advisory Committee (BAC).
2. Each jurisdiction which elects to appoint a Bicycle Advisory Committee (BAC) shall ensure that its membership includes at least three (3) bicyclists who live or work in the city or county. Members shall be appointed by the City Council or Board of Supervisors. Each Bicycle Advisory Committee shall receive staff support.
3. Local Bicycle Advisory Committees will develop a project list which shall be recommended to the appropriate City Council or Board of Supervisors. The project list will then be submitted to the Countywide Bicycle Advisory Committee (CBAC) for their review and consideration. Local Bicycle Advisory Committees will also participate in the development and review of comprehensive bicycle plans.

b. **Jurisdictions with Under 10,000 in Population**

1. Jurisdictions within Sonoma County with under 10,000 in population are not required to appoint Bicycle Advisory Committees (BAC). They are, however, encouraged to do so. Those jurisdictions which elect to appoint a local Bicycle Advisory Committee (BAC) must make appointments consistent with I.a.2. above.

II. COUNTYWIDE BICYCLE ADVISORY COMMITTEE (CBAC)

a. **Jurisdictions with Over 10,000 in Population**

1. Each jurisdiction with over 10,000 in population shall appoint a bicyclist and a staff person to serve on the Countywide Bicycle Advisory Committee (CBAC).

b. **Jurisdictions with Under 10,000 in Population**

1. Each jurisdiction with under 10,000 in population shall either appoint a bicyclist and staff person directly to the Countywide Bicycle Advisory Committee or they shall arrange for representation through another jurisdiction.

c. **Citizens Advisory Committee (CAC) Representative**

1. One (1) member of the Sonoma County Transportation Authority (SCTA) Citizens Advisory Committee (CAC) **shall** be appointed to represent the Citizens Advisory Committee (CAC) on the Countywide Bicycle Advisory Committee (CBAC).

d. **Appointments to the Countywide Bicycle Advisory Committee (CBAC)**

1. The process for appointing bicyclists and staff to serve on the Countywide Bicycle Advisory Committee (CBAC) **shall** be **at the discretion of the body making the appointment.**

e. **Responsibilities of the Countywide Bicycle Advisory Committee (CBAC)**

1. The Countywide Bicycle Advisory Committee (CBAC) will review project proposals developed by local Bicycle Advisory Committees (BAC) to ensure consistency with MTC's bicycle project criteria.
2. The Countywide Bicycle Advisory Committee (CBAC) will consider project proposals submitted by any jurisdiction under 10,000 in population which has not appointed a local Bicycle Advisory Committee (BAC). The CBAC will ensure that such projects meet the needs of the bicycling community and are consistent with MTC's bicycle project criteria.
3. The Countywide Bicycle Advisory Committee (CBAC) will program bicycle projects utilizing the scorecard system described below.
4. The Countywide Bicycle Advisory Committee (CBAC) will develop a prioritized project list for consideration and adoption by the Sonoma County Transportation Authority (SCTA) at a regularly scheduled, public meeting of the Authority. Authority staff will then forward the adopted project list to the Metropolitan Transportation Commission (MTC).
5. At the discretion of the Sonoma County Transportation Authority (SCTA), the Countywide Bicycle Advisory Committee (CBAC) may participate in long-range planning efforts associated with the requirements of Metropolitan Transportation Commission (MTC) Resolution No. 875. The CBAC may perform other duties as requested by the Sonoma County Transportation Authority (SCTA).

f. **Staffing**

The Sonoma County Transportation Authority (SCTA) will provide staff support to the Countywide Bicycle Advisory Committee.

III. SCORECARD SYSTEM

- a. A three (3) year project list will be developed by the Countywide Bicycle Advisory Committee (CBAC) based upon estimated funding.
- b. Development of the project list will be done in a manner which will assure that over a period of time each eligible jurisdiction will receive its fair share of funds based upon population. The following procedures will be used to accomplish this:
 1. Each fiscal year each applicant will receive an entitlement which will be a percentage of the funds available; said percentage being equal to the applicant's percentage of County population.
 2. Unused entitlement shall be accumulated from year to year as credit for each applicant.
 3. An applicant's claim for a given fiscal year shall not exceed an amount equal to its accumulated credit plus the following two (2) years entitlement, except that this restriction will not apply when the cost of all projects submitted by eligible claimants is less than the funds available for the fiscal year for which the funds are being claimed.
 4. An applicant's accumulated credit will be decreased by its approved claim in the amount and at the time approved by the Metropolitan Transportation Commission (MTC).

SCTA

SONOMA COUNTY TRANSPORTATION AUTHORITY

Catherine A. Braschi
Executive Director

Brian Sobel
Chairman

NOTICE OF ACTION

Date: November 16, 1992
To: City Managers and County Administrator
From: Cate Braschi, Executive Director *CB*
Subject: Procedures for Programming TDA Article 3 Pedestrian/Bicycle Funds

As you may know, in December 1991, MTC adopted new procedures for programming TDA Article 3 Pedestrian/Bicycle funds. These new procedures were intended to ensure the participation of bicyclists in the development and prioritization of projects. On November 9, 1992, the Sonoma County Transportation Authority (SCTA) adopted TDA Article 3 Programming Procedures consistent with the new MTC requirements (see attached Resolution 92-019).

The procedures adopted by the SCTA require that all jurisdictions with **over 10,000 in population** either appoint a local Bicycle Advisory Committee (BAC) or appoint, through prior agreement, three bicyclists to serve on another jurisdiction's Bicycle Advisory Committee (BAC). Jurisdictions with less than 10,000 in population are not required to appoint a local Bicycle Advisory Committee (BAC) but are encouraged to do so.

These local BAC's will develop project lists which will be submitted to a Countywide Bicycle Advisory Committee (CBAC) for final review and comment prior to submittal to the SCTA. **Each jurisdiction, regardless of size, will appoint a bicyclist and staff person to sit on the CBAC.** The CBAC will review project lists submitted by local BAC's and by communities without an appointed BAC and develop a final, prioritized list for SCTA adoption. The CBAC will be meeting in March to develop this final list so that the Authority can consider the list at its April meeting.

Local jurisdictions have between November and the end of February to appoint a local Bicycle Advisory Committee (BAC); develop a list of projects; and appoint a staff person and bicyclist to serve on the Countywide Bicycle Advisory Committee (CBAC). Local project lists will be constrained by funding levels available as determined by the continued use of the existing scorecard system. An update scorecard will be sent to each jurisdiction by the end of November.

If you have any questions about these procedures, please do not hesitate to contact me.

cc: Technical Advisory Committee (TAC)

Sonoma County Administration Building
Santa Rosa, California

November 9, 1992

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY ADOPTING PROGRAMMING PROCEDURES FOR
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 FUNDS

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available to Sonoma County for pedestrian/bicycle purposes; and

WHEREAS, the Metropolitan Transportation Commission (MTC) makes annual allocations of TDA Article 3 funds to eligible claimants; and

WHEREAS, in December 1991, the MTC adopted Resolution No. 875 establishing procedures for programming TDA Article 3 funds; and

WHEREAS, the Sonoma County Transportation Authority (SCTA) is charged with the responsibility of programming these monies annually for Sonoma County.

NOW, THEREFORE, BE IT RESOLVED that the Sonoma County Transportation Authority does hereby adopt Programming Procedures for TDA Article 3 Funds attached hereto and marked Exhibit "A", which are consistent with the requirements of MTC Resolution Number 875.

DIRECTORS' VOTE:

Burton	aye	Cale	aye
Carter	aye	Eck	absent
Elles	aye	Foppiano	absent
Harberson	aye	McDaniel	aye
Pell	aye	Smith	aye
Stewart	absent	Sobel	aye

Ayes: 9 Noes: 0 Absent: 3 Abstain: 0

SO ORDERED

Exhibit 'A'

PROCEDURES FOR PROGRAMMING
TRANSPORTATION DEVELOPMENT ACT (TDA)
ARTICLE 3 PEDESTRIAN AND BICYCLE FUNDS

I. LOCAL BICYCLE ADVISORY COMMITTEES

a. **Jurisdictions with Over 10,000 in Population**

1. Each jurisdiction in Sonoma County with over 10,000 in population **shall** either appoint a local Bicycle Advisory Committee (BAC) or it **shall** appoint, through prior agreement, three (3) bicyclists to serve on another jurisdiction's Bicycle Advisory Committee (BAC).
2. Each jurisdiction which elects to appoint a Bicycle Advisory Committee (BAC) shall ensure that its membership includes at least three (3) bicyclists who live or work in the city or county. Members **shall** be appointed by the City Council or Board of Supervisors. Each Bicycle Advisory Committee **shall** receive staff support.
3. Local Bicycle Advisory Committees **will** develop a project list which **shall** be recommended to the appropriate City Council or Board of Supervisors. The project list will then be submitted to the Countywide Bicycle Advisory Committee (CBAC) for their review and consideration. Local Bicycle Advisory Committees will also participate in the development and review of comprehensive bicycle plans.

b. **Jurisdictions with Under 10,000 in Population**

1. Jurisdictions within Sonoma County with under 10,000 in population are not required to appoint Bicycle Advisory Committees (BAC). They are, however, encouraged to do so. Those jurisdictions which elect to appoint a local Bicycle Advisory Committee (BAC) must make appointments consistent with I.a.2. above.

II. COUNTYWIDE BICYCLE ADVISORY COMMITTEE (CBAC)

a. **Jurisdictions with Over 10,000 in Population**

1. Each jurisdiction with over 10,000 in population **shall** appoint a bicyclist and a staff person to serve on the Countywide Bicycle Advisory Committee (CBAC).

b. **Jurisdictions with Under 10,000 in Population**

1. Each jurisdiction with under 10,000 in population **shall** either appoint a bicyclist and staff person directly to the Countywide Bicycle Advisory Committee **or** they shall arrange for representation through another jurisdiction.

c. Citizens Advisory Committee (CAC) Representative

1. One (1) member of the Sonoma County Transportation Authority (SCTA) Citizens Advisory Committee (CAC) **shall** be appointed to represent the Citizens Advisory Committee (CAC) on the Countywide Bicycle Advisory Committee (CBAC).

d. Appointments to the Countywide Bicycle Advisory Committee (CBAC)

1. The process for appointing bicyclists and staff to serve on the Countywide Bicycle Advisory Committee (CBAC) **shall** be **at the discretion of the body making the appointment.**

e. Responsibilities of the Countywide Bicycle Advisory Committee (CBAC)

1. The Countywide Bicycle Advisory Committee (CBAC) will review project proposals developed by local Bicycle Advisory Committees (BAC) to ensure consistency with MTC's bicycle project criteria.
2. The Countywide Bicycle Advisory Committee (CBAC) will consider project proposals submitted by any jurisdiction under 10,000 in population which has not appointed a local Bicycle Advisory Committee (BAC). The CBAC will ensure that such projects meet the needs of the bicycling community and are consistent with MTC's bicycle project criteria.
3. The Countywide Bicycle Advisory Committee (CBAC) will program bicycle projects utilizing the scorecard system described below.
4. The Countywide Bicycle Advisory Committee (CBAC) will develop a prioritized project list for consideration and adoption by the Sonoma County Transportation Authority (SCTA) at a regularly scheduled, public meeting of the Authority. Authority staff will then forward the adopted project list to the Metropolitan Transportation Commission (MTC).
5. At the discretion of the Sonoma County Transportation Authority (SCTA), the Countywide Bicycle Advisory Committee (CBAC) may participate in long-range planning efforts associated with the requirements of Metropolitan Transportation Commission (MTC) Resolution No. 875. The CBAC may perform other duties as requested by the Sonoma County Transportation Authority (SCTA).

f. Staffing

The Sonoma County Transportation Authority (SCTA) will provide staff support to the Countywide Bicycle Advisory Committee.

III. SCORECARD SYSTEM

- a. A three (3) year project list will be developed by the Countywide Bicycle Advisory Committee (CBAC) based upon estimated funding.
- b. Development of the project list will be done in a manner which will assure that over a period of time each eligible jurisdiction will receive its fair share of funds based upon population. The following procedures will be used to accomplish this:
 1. Each fiscal year each applicant will receive an entitlement which will be a percentage of the funds available; said percentage being equal to the applicant's percentage of County population.
 2. Unused entitlement shall be accumulated from year to year as credit for each applicant.
 3. An applicant's claim for a given fiscal year shall not exceed an amount equal to its accumulated credit plus the following two (2) years entitlement, except that this restriction will not apply when the cost of all projects submitted by eligible claimants is less than the funds available for the fiscal year for which the funds are being claimed.
 4. An applicant's accumulated credit will be decreased by its approved claim in the amount and at the time approved by the Metropolitan Transportation Commission (MTC).

**SONOMA COUNTY TRANSPORTATION AUTHORITY
COUNTYWIDE BICYCLE ADVISORY COMMITTEE (CBAC)
STAFF REPORT**

DATE: June 28, 1993
TO: Countywide Bicycle Advisory Committee (CBAC)
FROM: Cate Braschi, Executive Director
SUBJECT: Item IV - Committee Administration and Goals

ADMINISTRATION:

The Sonoma County Transportation Authority (SCTA) has allowed the CBAC significant latitude in how it will conduct its business. The Committee should consider the following issues and may wish to develop Committee bylaws or recommend changes to the SCTA.

1. **Membership**

The SCTA formally created the Countywide Bicycle Advisory Committee (CBAC) on November 9, 1993. The CBAC has 21 members including one bicyclist and one staff person from each of the 10 jurisdictions in Sonoma County plus a representative from the Citizens Advisory Committee (CAC). The membership structure of this Committee can only be changed by action of the SCTA. Appointments to the Committee are made by cities, the County or the Citizens Advisory Committee. Several jurisdictions have elected to fill only one position on the CBAC.

The CBAC is invited to make recommendations to the SCTA on Committee membership or any other pertinent matter.

2. **Terms of Office**

The SCTA has not established terms of office for CBAC members. Therefore, the length of the term which you serve will be determined by the body which appointed you.

3. **Election of Officers**

The CBAC should elect a Chairperson and Vice-Chair to preside over Committee meetings. The CBAC should consider and elect new officers annually. The CBAC may, at its discretion, elect other officers (eg. a Secretary). The CBAC may also create standing committees or subcommittees (eg. an Executive Committee).

4. Meeting Day and Time

The CBAC is subject to the provisions of the Brown Act. This means that its meetings are open to the public. The CBAC must specify a regular meeting day and time so that the public has notice of meetings. In selecting a day and time please keep the following meeting schedule in mind:

SCTA	first Monday of each month	3:15 p.m.
CAC	last Wednesday of each month	5:00 p.m.
TAC	third Thursday of each month	1:30 p.m.
PCC	third Wednesday every other month	11:00 a.m.
Transit	first Thursday each month	1:30 p.m.
CMP	second and fourth Wednesday each month	3:00 p.m.

Pending conclusions reached during your discussion of the goals of the Committee, the CBAC may find it necessary to meet only once every other month or one time per quarter.

5. Agendas and Minutes

The CBAC must decide how it will determine the content of its meeting agendas. While SCTA staff will prepare and mail agendas, it will be the responsibility of the CBAC to determine their content. SCTA staff will make recommendations on what the CBAC should include based on what topics the SCTA currently requires input. Since the CBAC is subject to the Brown Act, action can be taken on those items agendized only.

SCTA staff take "action minutes" only. These minutes include attendance and a summary of actions taken at the Committee meeting. It is staff's position that this encourages attendance (if minutes are verbatim you don't need to be there to know what is going on). If the CBAC requires more detailed minutes a member of the Committee should be designated to be responsible for preparing them.

GOALS AND PURPOSE:

SCTA Resolution No. 92-019 established the following responsibilities for the CBAC:

1. The Countywide Bicycle Advisory Committee (CBAC) will review TDA Article 3 project proposals developed by local Bicycle Advisory Committees (BAC) to ensure consistency with MTC's bicycle project criteria.
2. The Countywide Bicycle Advisory Committee (CBAC) will consider TDA Article 3 project proposals submitted by any jurisdiction under 10,000 in population which has not appointed a Bicycle Advisory Committee (BAC). The CBAC will ensure that such projects meet the needs of the bicycling community and are consistent with MTC's bicycle project criteria.
3. The Countywide Bicycle Advisory Committee (CBAC) will program TDA Article 3 projects utilizing the scorecard system described in the SCTA Procedures for Programming TDA Article 3 Funds.

4. The Countywide Bicycle Advisory Committee (CBAC) will develop a prioritized TDA Article 3 project list for consideration and adoption by the Sonoma County Transportation Authority (SCTA) at a regularly scheduled, public meeting of the Authority.
5. At the discretion of the SCTA, the Countywide Bicycle Advisory Committee (CBAC) may participate in long-range planning efforts associated with the requirements of MTC Resolution No. 875. The CBAC may perform other duties as requested by the SCTA.

From this list of established CBAC responsibilities, it is clear that the primary task of the CBAC is the annual programming of TDA Article 3 funds. This could probably be accomplished in two or three meetings annually. Item 5, however, allows the SCTA to add additional responsibilities for the CBAC to perform.

For example, specifically mentioned are long-range planning activities associated with MTC Resolution No. 875. Beginning in 1994, any city or county applying for TDA Article 3 funds must have either an adopted Bicycle Element in their General Plan or an adopted Bicycle Plan. As part of its project review, the CBAC will next year require that projects be consistent with adopted plans or elements. The CBAC may wish to recommend to the SCTA that their role in reviewing plans and elements prior to adoption be expanded (particularly in those jurisdictions without a BAC).

The CBAC should consider how it can best advise the SCTA on bicycle issues and if appropriate, request the SCTA authorize these new responsibilities.

ATTACHMENT VI

**SONOMA COUNTY BICYCLE ADVISORY COMMITTEE
MISSION STATEMENT, GOALS
&
OBJECTIVES**

MISSION STATEMENT & GOALS
Countywide Bicycle Advisory Committee
Adopted December 20, 1993

MISSION STATEMENT

Improve the liveability of Sonoma County by helping the County become a bicycle and pedestrian friendly community, using bicycle and pedestrian opportunities and issues to help Sonoma County reduce its reliance on the car.

GOALS

1. The Committee will coordinate bicycle and pedestrian planning on a Countywide basis, acting in an advisory capacity to local jurisdictions and working to integrate bicycle and pedestrian needs into relevant planning documents.
2. The Committee will promote bicycling and walking by initiating and/or participating in related educational programs.
3. The Committee will assist jurisdictions in identifying and maximizing funding opportunities for bicycle and pedestrian facilities, will review bicycle and pedestrian project funding proposals from local jurisdictions, and advise the SCTA on bicycle funding priorities under TDA Article 3 and other programs as directed by the SCTA.

OBJECTIVES

Adopted by CBAC: September 26, 1994

A. PLANNING OBJECTIVES

- P.1. Review and advise local BAC's on TDA Article 3 as well as ISTEAs applications processes. (Mandated function of the CBAC).
- P.2. Review and comment on the development of individual jurisdictions pedestrian and bicycle plans to ensure an integrated planning approach. (Mandated function of the CBAC).
- P.3. Develop a Countywide Bicycle Plan and Map by integrating plans from the individual jurisdictions within the County.
- P.4. Identify and promote multi-jurisdictional bicycle and pedestrian projects.

B. EDUCATION OBJECTIVES

- E.1. Provide publicity of local Bicycle Advisory Committee meetings by making sure there are copies of meeting notices available at Bicycle Shops throughout the County and at other appropriate locations (i.e., schools, Chambers of Commerce, etc.)
- E.2. Develop a Countywide Bicycle Guide based on the Countywide Bicycle Plan and Map. Could be in the form of a trifold pamphlet and include a map or maps of the system, information on destination points, mileage and information on use of the system for commuting. Should also include safety information (i.e., right-of-way discussion, hand signals, how to avoid road hazards, etc.)
 - Needs a funding source to produce Guide.
 - Need to develop a time frame and method for updating the guide.
- E.3. Develop a list of Bicycle Facilities to be distributed to local jurisdictions as information to include in their Trip Reduction Ordinances. (This idea was generally viewed as worthwhile, however, it needs work. One important consideration is how these guidelines will be used and whether they will be effective.)

C. FINANCE OBJECTIVES

- F.1. Secure funding for the implementation of the Education and Planning Objectives of this Committee.
- F.2. Make recommendations to the appropriate jurisdictions concerning bicycle and pedestrian funding sources.