

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 10/11/2023  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

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(669) 900-6833  
Meeting ID 845 2506 8381  
Press \*9 to raise hand to speak

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### Regular Meeting

#### A. Call To Order

#### B. Roll Call

#### C. Reports and Announcements

Under “Reports and Announcements,” staff and Commissioners may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

#### D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

## **E. Regular Business**

- E1. Accept the Complete Streets Commission minutes for September 13, 2023 ([Attachment](#))
- E2. Provide feedback on the evaluation of the Menlo Park Safe Routes to School Program ([Staff Report #23-014-CSC](#))

## **F. Informational Items**

- F1. Update on major project status

## **G. Committee/Subcommittee Reports**

## **H. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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**REGULAR MEETING MINUTES – DRAFT**

**Date:** 9/13/2023  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Chair Cebrian called the meeting to order at 6:32 p.m.

**B. Roll Call**

**Present:** Altman, Behroozi, Cebrian, Cole, King, Kollmann, Silverstein  
**Absent:** None  
**Staff:** Assistant Engineer Matthew Hui, Assistant Public Works Director – Transportation  
Hugh Louch, Senior Transportation Engineer Kevin Chen

**C. Reports and Announcements**

Staff Chen reported out on City Council actions related to transportation since the August 24 Commission meeting.

The Commission received clarification on Altschul Avenue bike lane project.

**D. Public Comment**

None.

**E. Regular Business**

E1. Accept the Complete Streets Commission minutes for August 24, 2023

**ACTION:** Motion and second (Behroozi/ Cole), to accept the Complete Streets Commission minutes for August 24, 2023, passed 4-0 (Altman, King, Kollmann abstaining).

E2. Adopt a resolution to install no parking zones on El Camino Real to facilitate a new bus stop for SamTrans route ECR (Staff Report #23-013-CSC)

Staff Chen and SamTrans Senior Planner Chris Duddy made the presentation (Attachment).

- Adina Levin spoke in support of the project and requested clarification regarding circulation, signage, and timing of the new crosswalk at El Camino Real and Ravenswood Avenue.
- Monica Pilotzi spoke in opposition of the project.
- Elisa Spurlin spoke in opposition of the project.

The Commission discussed parking impacts, safety and visibility concerns, alternative bus stop

locations, supportive data, transit service population and demographic, transit priority signal implementation, additional standard and accessible parking spaces on El Camino Real, and a new crosswalk at El Camino Real and Ravenswood Avenue.

**ACTION:** Motion and second (Silverstein/ Cebrian), to adopt the resolution and instructed staff to explore and prioritize additional standard and accessible parking spaces on El Camino Real, passed 4-3 (Altman, Behroozi, King dissented).

E3. Evaluate Commission subcommittees to support City Council and Commission priorities

Staff Chen introduced the item (Attachment).

The Commission discussed the 2023-24 work plan, long-term priorities with near-term actionable tasks, future opportunities to revise the work plan, project priorities, subcommittee structure and responsibilities, and commissioner interests.

**ACTION:** Motion and second (Cebrian/ Behroozi), to dissolve the existing subcommittees and form the following subcommittee and members:

- Transportation Corridors Subcommittee (Behroozi, Cole, Silverstein)
- Safe Routes to School Program Evaluation Subcommittee (Behroozi, Cebrian, Silverstein)
- Neighborhood Traffic Management Program Subcommittee (Altman, Cebrian)
- Middle Avenue Complete Streets Project Subcommittee (Cole, King), passed unanimously.

**F. Informational Items**

F1. Update on major project status

Staff Chen provided updates on San Mateo County’s Ringwood/Coleman Avenues study, Altschul Avenue bike lane project, and Belle Haven traffic calming plan construction.

Commissioner Behroozi provided updates on the Willow Road bike lane conditions.

**G. Committee/Subcommittee Reports**

None.

**H. Adjournment**

Chair Cebrian adjourned the meeting at 9:45 p.m.

Kevin Chen, Senior Transportation Engineer



# Implementing the ECR Bus Speed and Reliability Study



Complete Streets Commission  
9/13/2023

# Agenda

- Study Overview
- Bus Stop Change in Menlo Park





# ECR Study Goal and Outcomes

## Goal

- Reduce bus travel times and improve bus reliability on El Camino Real

## Desired Outcomes

- Harness existing Transit Signal Priority (TSP) on El Camino Real (SR-82)
- Better driving experience for our bus operators
- Improve route efficiency and reallocate resources
- Attract new riders and support ridership recovery





# Key Findings

1. Speed and reliability challenges on Route ECR **exacerbate inequitable mobility outcomes and present a barrier to attracting riders.**
2. **There is no single bottleneck on El Camino Real.** Bus performance is the product of over 100 stops, 150 traffic signals, and 28 miles of street conditions spanning 13 cities.
3. **Faster bus service is possible.** Travel times decreased 15 to 25 percent during COVID shelter-in-place orders due to reduced traffic congestion and fewer stops occurring.
4. Changes to achieve faster and more reliable bus service are **popular among riders.**



# Recommendations from the Study

**ECR Study was finalized and adopted by the SamTrans Board in December 2022. We are now in the implementation phase of the recommendations approved by the Board.**

## Phase I (Now)

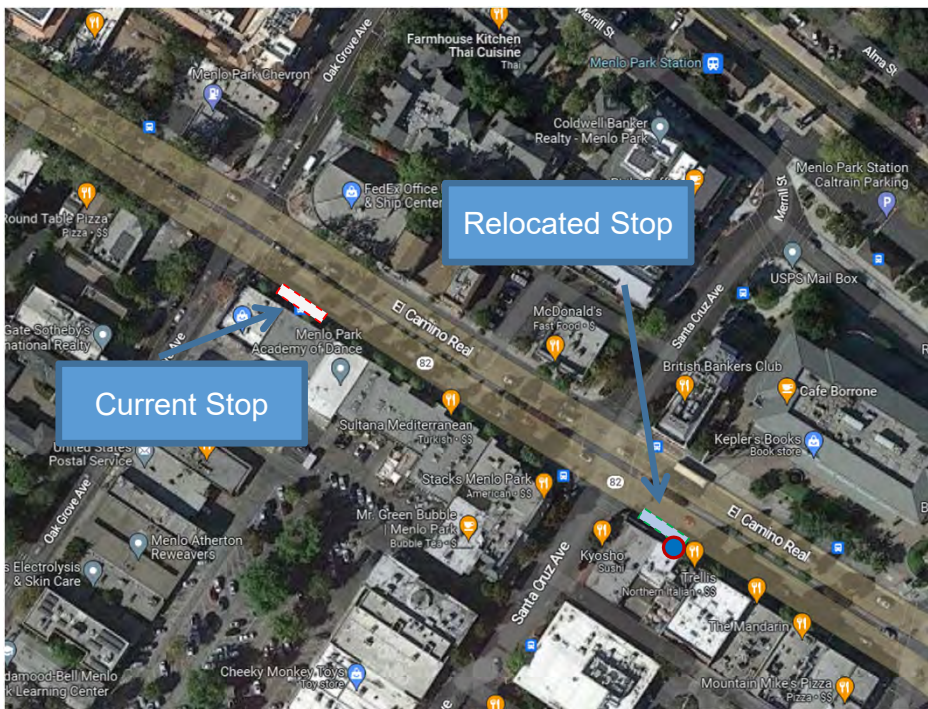
1. Relocation of stops, primarily from near-side to far-side of intersections to make the TSP function on the corridor and increase the speed and reliability of the transit vehicles
2. Rebalancing of stops to increase the speed of the transit vehicles.

## Phase II (Later)

1. Working with Caltrans and jurisdictions to implement active and passive transit/pedestrian priority measures (bulb-outs, queue jumps, etc.)



# El Camino Real & Oak Grove Ave (southbound)



- Relocate southbound stop from the far-side of Oak Grove Ave to the far-side of Santa Cruz Ave
- Paint red curb at new stop location (~4 spaces)
- Relocate bench to new stop





# Questions



Millie Tolleson – [tollesonm@samtrans.com](mailto:tollesonm@samtrans.com)



## CSC WORK PLAN

The Complete Streets Commission provides advice and recommendations to the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, and the Climate Action Plan. It provides transportation-related input on major land use and development projects, to promote safe transportation infrastructure and alternative modes of transportation.

1. Advise the City Council on the implementation of the Transportation Master Plan:
  - Evaluate and propose key transportation corridors for project prioritization
  - Advise and make recommendations on the Middle Avenue Complete Streets Project and the pedestrian and bicycle rail crossing
2. Provide input and recommendations on the City's major development projects by evaluating them based on impact on public streets, safety, and transportation accessibility, especially bicycle/pedestrian/public transportation accessibility.
3. Advise and provide input to the City Council on citywide transportation policies/programs:
  - Evaluate driveway stopping sight distance policy
  - Update the transportation impact analysis guidelines to include multimodal study metrics
4. Support the Council's ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and design implementation:
  - Evaluate the current state of the Safe Routes to School program
6. Advise on the City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.



## SUBCOMMITTEES (MEMBERS)

- Downtown Access and Circulation (Altman/Cole)
- Multimodal Metrics (Altman/Behroozi)
- Safe Routes to School Program (Behroozi/Cebrian/King)
- Transportation Master Plan Implementation (Altman/Behroozi/Cebrian)
- Zero Emission (Cole)



## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 10/11/2023  
**Staff Report Number:** 23-014-CSC

**Regular Business:** Provide feedback on the evaluation of the Menlo Park Safe Routes to School Program

### Recommendation

Staff recommends the Complete Streets Commission provide feedback on the evaluation of the Menlo Park Safe Routes to School (SRTS) Program and provide direction to staff on potential program changes or expansions.

### Policy Issues

The development of a Citywide SRTS Program was included as a top priority projects in the City Council's adopted 2018 work plan. The program implements the Program CIRC-1.B in the 2016 general plan circulation element. As part of the Complete Streets Commission fiscal year (FY) 2022-23 work plan, the City Council directed the Commission to evaluate the SRTS Program.

### Background

The Citywide SRTS Program consolidates individual school efforts and develops resources for promoting SRTS programs that are available to all schools serving children who live in Menlo Park. In the late 2000s and early 2010s, many schools and districts created their own individual SRTS plans. These plans typically identified safe bicycling and walking routes to school, challenges for implementing Safe Routes programs, and engineering/infrastructural recommendations to encourage bicycling and walking. Some schools and districts that had plans created during this time included Encinal School, Laurel School, Oak Knoll School, Ravenswood City School District, and the Valparaiso SRTS Plan, which included both public and private schools.

In 2018, the City Council identified a Citywide SRTS Program as a top priority project to reduce overlap of studies amongst different schools, and to promote greater coordination and partnerships amongst all the schools. In spring 2018, the City selected Alta Planning + Design to coordinate the SRTS Program, including coordinating with schools and developing resource materials for schools and students.

The Citywide SRTS Program primarily serves four public school districts: Las Lomas Elementary School District (LLESD), Menlo Park City School District (MPCSD), Ravenswood City School District (RCSD), and Sequoia Union High School District (SUHSD), as well as coordinating with private schools. A map of the 24 public and private schools that are located in Menlo Park or serve Menlo Park residents is included as Attachment A:

- LLESD (2): La Entrada Middle School, Las Lomas Elementary School
- MPCSD (5): Encinal School, Hillview Middle School, Laurel School (Lower Campus), Laurel School (Upper Campus), Oak Knoll School
- RCSD (3): Belle Haven School, KIPP Valiant Community Prep, Ravenswood Middle School

- SUHSD (2): Menlo-Atherton High School, TIDE Academy
- Private (12): Beechwood School, Lydian Academy, Menlo School, Mid-Peninsula High School, Nativity School, Peninsula School, Phillips Brooks School, Sacred Heart Schools, Silicon Valley International School, St. Raymond School, Synapse School, Trinity School

**Analysis**

To support the evaluation of the SRTS program, staff reviewed progress on the goals established for the program, compared the Menlo Park program to successful programs across the nation, and conducted a survey of program stakeholders.

SRTS Program goals to date

In October 2019, the City developed the Citywide SRTS Program, including program goals based on the “Six E’s” (equity, engineering, education, evaluation, encouragement, and enforcement/engagement). Table 1 identifies the program goals from the strategy document and accomplishments for each goal.

Table 1: SRTS Program goals and accomplishments	
Program goals and recommendations	Program accomplishments
Hire part-time SRTS Coordinator, consider expanding to full-time as part of future budget process or other funding opportunities	<ul style="list-style-type: none"> <li>• Coordinator in place since 2019</li> <li>• Has remained a part-time position</li> </ul>
Build volunteer capacity, provide staff support at school events, and provide parent trainings	<ul style="list-style-type: none"> <li>• Ongoing coordination with parents and schools</li> <li>• Trainings have been offered to schools and parents, more needed to expand program’s reach</li> </ul>
Identify SRTS staff, parent champions at schools	<ul style="list-style-type: none"> <li>• Coordinate with 24 schools</li> <li>• Challenges include staff turnover at schools, limited focus on private schools due to limited SRTS Coordinator staff hours</li> <li>• Ongoing, not all schools have parent champions</li> </ul>
Support districts in collecting travel tally data, develop SRTS Citywide report card for SRTS activities	<ul style="list-style-type: none"> <li>• Assist with collecting tally data annually</li> <li>• City has created school profiles/summaries in past years, annual reports of program</li> </ul>
Establish Task Force	<ul style="list-style-type: none"> <li>• Task Force includes stakeholders from schools, districts, and public works, police and other staff from several jurisdictions</li> <li>• Meetings held quarterly, open to stakeholders and public</li> </ul>
Communicate SRTS activities through digital channels	<ul style="list-style-type: none"> <li>• Monthly SRTS online newsletter to share information with subscribers</li> </ul>
Coordinate with police	<ul style="list-style-type: none"> <li>• Coordination with police regularly and at Task Force meetings</li> </ul>
Develop safety and informational resources	<ul style="list-style-type: none"> <li>• Walk and Roll maps created for 24 schools in English and Spanish and updated annually to reflect new street infrastructure</li> <li>• Activity books, informational materials, pedestrian curriculum, safety tips created</li> <li>• Safety handbook in development</li> </ul>



Table 1: SRTS Program goals and accomplishments	
Program goals and recommendations	Program accomplishments
Create curriculum and material kits, work with schools to implement curriculum	<ul style="list-style-type: none"> <li>• Pedestrian curriculum and material kits created</li> <li>• Limited amount of kits, not enough for each school to keep on hand</li> <li>• Additional trainings needed for more school staff</li> <li>• Bicycle curriculum not yet developed</li> </ul>
Begin forming walking school buses and bicycle buses with interested parent volunteer groups	<ul style="list-style-type: none"> <li>• Coordinated with Laurel School and Oak Knoll School in 2023</li> <li>• Citywide program to support implementation in other schools has not yet started</li> </ul>
Host annual Walk to School Day, Bike to School Day, and other activities	<ul style="list-style-type: none"> <li>• City promotes and helps coordinate annual events, including                             <ul style="list-style-type: none"> <li>• Ruby Bridges Walk to School Day</li> <li>• Crossing Guard Appreciation Week</li> <li>• SRTS Spring Party</li> <li>• Bike Month Video/Poster Challenge</li> <li>• Bike helmet giveaways</li> <li>• Bike Rodeos organized by parent champions</li> </ul> </li> <li>• City-owned bicycle blender available for schools to use at school-specific events</li> </ul>
Create demonstration projects to support infrastructure improvements	<ul style="list-style-type: none"> <li>• SRTS Program coordinates with Transportation Division</li> <li>• Example is Middle Avenue Complete Streets project, which added bicycle lanes to help support students riding to school</li> <li>• SRTS Program includes walk audits to identify safety enhancements along recommended routes to school</li> </ul>

Comparison to National Benchmarks

To help evaluate the performance of the SRTS program, Alta Planning + Design compared the City program to other successful SRTS programs on eight categories of best practices (Attachment B). Table 2 summarizes these findings and identifies SRTS Program accomplishments in each category.

Table 2: Key topic areas of successful SRTS programs		
Topic	Description	Menlo Park SRTS Program
SRTS Coordinator	Liaison between City and schools/districts; coordinates data collection, events, and trainings	<ul style="list-style-type: none"> <li>Coordinator in place since 2019</li> </ul>
Walk and Roll to School Days	Events to encourage students, families, and staff to walk and bicycle to school	<ul style="list-style-type: none"> <li>Ruby Bridges Walk to School Day</li> <li>Bike to School Day</li> <li>Informational resources</li> </ul>
Walking and Biking School Buses	Build neighborhood networks to bicycle or walk to school in groups	<ul style="list-style-type: none"> <li>Trial program with two schools in spring 2023, formal program in development.</li> </ul>
Pedestrian Safety Curriculum	Curriculum developed to build pedestrian safety skills, typically for grades K-5	<ul style="list-style-type: none"> <li>Curriculum available, along with materials for implementation in the classroom setting</li> </ul>
Bicycle Safety Curriculum	Curriculum developed to build bicycling safety skills, typically for grades K-8. Older children would have more focus on technical skills	<ul style="list-style-type: none"> <li>Formal curriculum not developed yet</li> <li>City promotes WheelKids, who hosts paid skills workshops at Civic Center campus</li> </ul>
Social Science/STEM Curriculum	Curriculum developed for middle and high school teachers to teach basic urban planning practices to students	<ul style="list-style-type: none"> <li>Not developed</li> </ul>
Parent Education and Communication	Communicate with parents how to get students to/from school, foster parent participation	<ul style="list-style-type: none"> <li>Monthly newsletter</li> <li>SRTS Champion Toolkit</li> </ul>
Suggested Routes to School Maps	Maps with suggested walking and bicycling routes on calmer streets to encourage active transportation	<ul style="list-style-type: none"> <li>Maps for 24 schools, in English and Spanish</li> <li>Online Citywide route map</li> </ul>

Stakeholder survey and walk audit feedback

As part of the evaluation of the SRTS program, staff conducted a School Administration and Stakeholder Survey in Spring 2023, with responses from nine schools and virtual meetings held with representatives from RCSD and the San Mateo County Office of Education (SMCOE). Detailed survey findings can be found in Attachment B. Common responses and themes include:

- Schools do not have enough staff or parent volunteers to support SRTS activities
- Although some activities are held at schools, there is a desire for more SRTS activities
- Barriers to implementing SRTS programs at schools include sustaining parent support/engagement and the need for more training for parents/volunteers
- The SRTS Coordinator has helped build volunteer capacity and provided information about SRTS, provided incentives/giveaways for school events, and supported data collection
- Stakeholders desire more support from the SRTS coordinator, tailored SRTS programs for local schools including pedestrian/bicycle curriculum implementation, volunteer recruitment support, and outreach/engagement

The City and County have also conducted walk audits that include participation from school staff and parents to share feedback. These walk audits identify conditions around schools to understand how they

may affect bicycling and walking. They provide valuable feedback to the SRTS Program on how engineering, policy, and programming improvements can facilitate bicycling and walking at schools. The City’s Transportation Master Plan recommended conducting walk audits at schools.

Completed walk audits include Hillview Middle School, La Entrada Middle School, and Laurel School Upper Campus in 2022 and 2023, along with Belle Haven School conducted by SMCOE in 2021. Common themes and recommendations from these recent walk audits include:

- Improve traffic calming measures
- Increase bicycle education with curriculum
- Provide bicycle, pedestrian safety rodeos
- Facilitate walking school buses and bicycle buses
- Provide training for crossing guards

SRTS Coordinator staffing and coordination

The City created a part-time SRTS Coordinator position in 2019 as part of the contract with Alta Planning + Design. The SRTS Coordinator acts as the conduit between the City and school districts/schools. While the focus is on public schools, the SRTS Coordinator has established relationships with all 24 public and private schools serving Menlo Park residents. The SRTS Coordinator answers questions from schools and parents, shares resources, helps facilitate data collection on how children travel to school, and trains school staff and parent champions on ways to promote bicycling and walking for children.

Table 3 compares the full-time equivalent (FTE) staffing for select SRTS programs in San Mateo and Santa Clara Counties, along with data on the number of schools, districts, and population served. Menlo Park has relatively more schools to manage per FTE than most other programs reviewed.

City	FTE SRTS Staff	Districts Served	Public Schools Served
Palo Alto	2.0	1	17
Cupertino	1.5	2	14
Redwood City	1.0	2	12
Sunnyvale	1.0	4	18
Mountain View	0.5	3	10
Los Altos	0.33	3	17
Menlo Park	0.33	4	12*

\* Menlo Park provides some coordination with an additional 12 private schools

The SRTS Coordinator works closely with parent volunteers at schools to deliver SRTS programming. Some success stories from parent volunteers include:

- Parent champions at schools like Laurel School, Encinal School
- Parent-organized bicycle rodeos at Encinal School
- Parents at Laurel School handing out prizes for good bicycling behavior
- Parent-organized bicycle buses at Oak Knoll School

- Bicycle repair club at Menlo-Atherton High School

SRTS budget

The annual budget for the SRTS Program has remained consistent over the life of the program, other than a temporary budget cut early in the COVID-19 pandemic and a slight increase in recent years (Table 4). It is worth noting that the number of hours for the Menlo Park SRTS Coordinator has declined each year as costs increase.

Fiscal year	Hours	Budget	Notes
2019-20	720	\$90,000	
2020-21	435	\$45,000	Reduced due to COVID-19 budget cuts
2021-22	558	\$90,000	
2022-23	627	\$100,000	Increased to accommodate inflation
2023-24	519	\$100,000	

For FY 2023-24, approximately 75% of the \$100,000 budget is allocated to the SRTS Coordinator role (Table 5). The remaining time is allocated to project management, Task Force meetings, and special projects (i.e., walk audits, bike school bus support).

Item / program	Description	Cost
Project management	SRTS project management with consultant	\$10,820
SRTS Task Force	Facilitating quarterly stakeholder meetings	\$3,780
Special projects	Walk audits to check walking and bicycling conditions around schools.	\$12,900
	Support for walking/biking bus implementation.	
Ongoing SRTS coordination	Includes coordinating with schools, providing support, sharing information, collecting tally information, and offering trainings	\$72,500
<b>Total</b>		<b>\$100,000</b>

Potential SRTS Program expansion

The SRTS Program has established Citywide coordination with schools and developed educational resources to promote walking and bicycling for students. The program review identified several common themes for potential improvements, including additional support from the SRTS Coordinator, building the parent volunteer networks, assisting with trainings for the pedestrian curriculum, and developing a bicycle curriculum. Table 6 identifies a set of potential expansions, in approximate priority order, based on the gaps and priorities identified during the evaluation, as well as the expected cost of each. Some items may be able to be advanced by reallocating this existing budget and reprioritizing tasks, but others would require expanding the program.

Table 6: Options for additional SRTS programming		
Item	Description	Costs
Walking school bus and bicycle bus program	Promote children walking or bicycling together in groups with parent chaperones. Includes developing a toolkit, in-person and virtual trainings, some maps, safety vests.	<ul style="list-style-type: none"> <li>• \$22,520</li> <li>• \$2,290 per additional in-person training</li> <li>• \$1,250 per additional virtual training</li> </ul>
Bicycle safety curriculum	In-depth curriculum to complement pedestrian curriculum that currently exists. Includes developing the curriculum and a train-the-trainer event.	<ul style="list-style-type: none"> <li>• \$18,930</li> <li>• \$5,630 per additional train-the-trainer event</li> </ul>
Increasing volunteer networks	Creating networks for parents at different schools to communicate with one another and share best practices, create networking events to recruit volunteers to participate in Safe Routes.	<ul style="list-style-type: none"> <li>• \$16,410</li> </ul>
SRTS Coordinator	Increase staff hours for SRTS Coordinator to facilitate additional coordination with schools and implementation of new programs on this list. Increasing annual costs mean decreasing SRTS Coordinator staff hours without budget increase.	<ul style="list-style-type: none"> <li>• \$14,000 to return to FY22-23 hours (20% increase)</li> </ul>
Mobile bicycle repair services	Mobile bike tune-up vehicle that can be deployed at school or other events	<ul style="list-style-type: none"> <li>• \$1,750 per event (BikeMobile)</li> </ul>
Bicycle skills courses	Paid course for learning practical bicycle skills for middle school-aged children, complementary to bicycle safety curriculum. City could subsidize part of the fees if cost is a barrier for families to participate.	<ul style="list-style-type: none"> <li>• \$165 per student for a 4-hour course (WheelKids)</li> </ul>

**Impact on City Resources**

The City’s Safe Routes to School program is currently allocated \$100,000 as part of the FY 2023-24 budget. The cost of any program expansion would be finalized through a future annual budget process.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

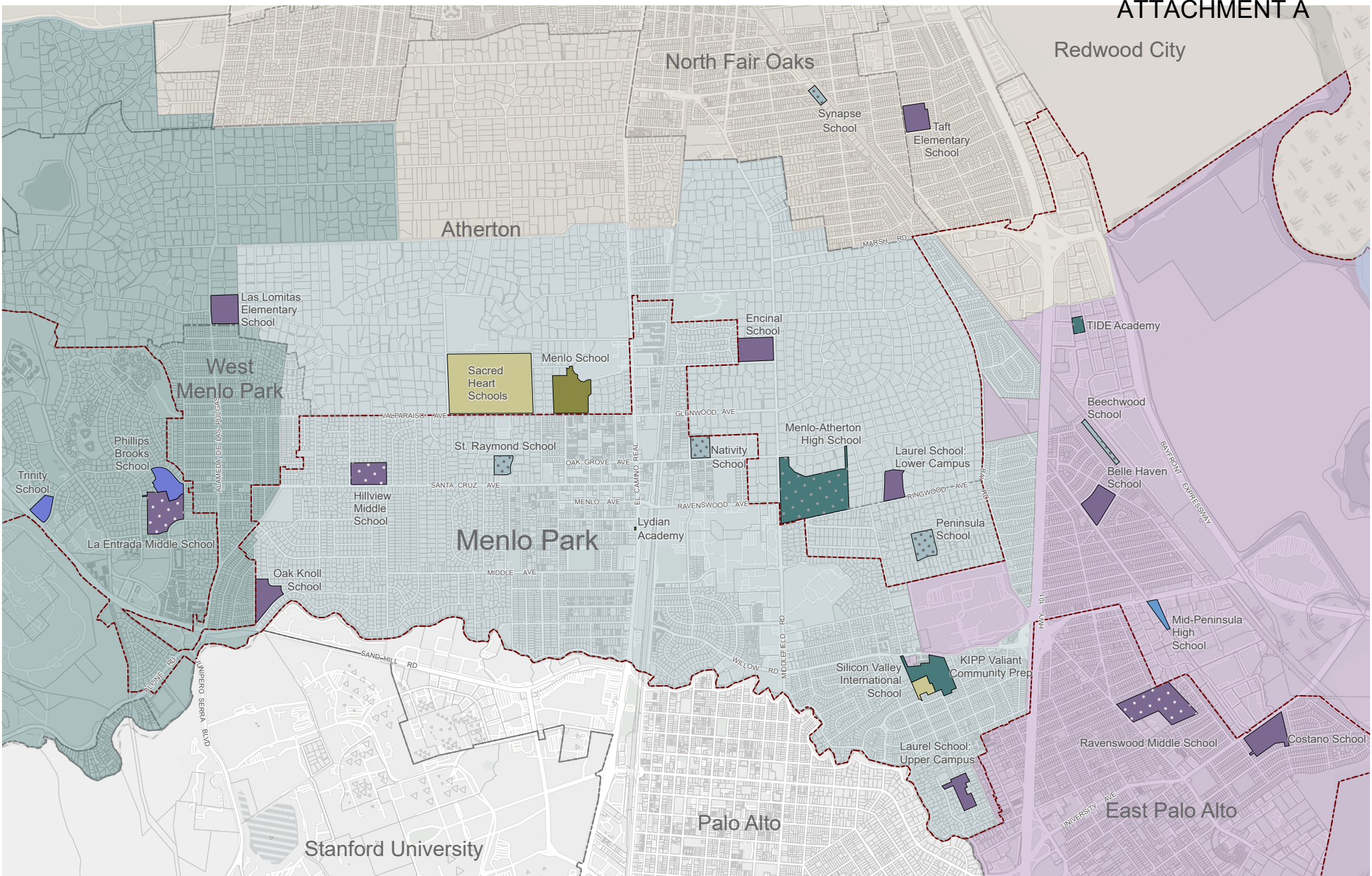
**Attachments**

- A. Map of Menlo Park schools
- B. Menlo Park Safe Routes to School program evaluation memorandum

Staff Report #: 23-014-CSC

Report prepared by:  
Nicholas Yee, Associate Transportation Planner

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer



**City Limits**

**School District**

- Redwood City School District
- Las Lomitas Elementary School District
- Menlo Park City School District
- Ravenswood City School District

**Schools**

- Private, Elementary School
- Public, Elementary School
- Charter, Elementary-Middle School
- Private, Elementary-Middle School
- Private, Elementary-Middle-High School
- Public, Middle School
- Private, Middle-High School
- Public, High School
- Private, High School

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To: Nicholas Yee, City of Menlo Park  
From: Alta Planning and Design  
Date: 5/30/2023  
Re: Menlo Park Safe Routes to School Program Evaluation

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## Menlo Park Safe Routes to School Evaluation

Menlo Park's Safe Routes to Schools (SRTS) program aims to enhance access to all schools that serve Menlo Park residents. SRTS programs seek to make it safe, convenient, and fun for families to walk and bicycle to school and in their daily lives.

This memorandum includes a brief review of SRTS best practices and key findings from the School Administration and stakeholder survey distributed in the spring 2023. The memorandum will help evaluate the progress of the Menlo Park SRTS Program and provide input on how to improve it for the future.

### Safe Routes to School Best Practices

The following review of best practices from local, regional, statewide, and national SRTS Programs pull from an extensive history of SRTS work and relevancy to the 8 key topic areas:

- 1) SRTS Coordinator
- 2) Walk and Roll to School days
- 3) Walking and Biking School Buses
- 4) Pedestrian Safety Curriculum
- 5) Bicycle Safety Curriculum
- 6) Social Science/STEM Curriculum
- 7) Parent Education and Communication
- 8) Suggested Routes to School maps

### Coordinator Roles and Responsibilities

The following roles and responsibilities come from current SRTS coordinators' roles in peer cities.

- Create annual work plan based on grant requirements or specific program goals and opportunities
- Develop and work to implement a comprehensive SRTS program focused around the 6 E's of SRTS framework (Education, Encouragement, Engagement, Equity, Engineering, Evaluation)
- Collect data, including travel mode for students and families, parental perceptions of walking and biking, and activities at participating schools, and share data where applicable
- Conduct outreach and public engagement around planning efforts
- Lead encouragement activities for target schools, including Walk and Roll to School days, Walk and Roll Challenge Month, and other community events targeting active transportation for families
- Work with schools and school districts to offer Bicycle and Pedestrian Education Program, including coordinating with Physical Education staff on curriculum development and staff training
- Build relationships with local walking and biking communities, and the Parent-Teacher Organizations and parent networks in schools throughout the community to increase awareness surrounding Safe Routes to School
- Identify champions within the school district and parent network for each school to build a parent volunteer base for walking and biking groups, encouragement activities, and action plan implementation projects

- Collaborate with other related regional programs throughout the community
- Provide frequent updates to appropriate groups and boards as necessary
- Coordinating or managing SRTS vendors for the delivery of SRTS services
- Completing SRTS-related grant requirements including monitoring indicators and submitting invoices to VTA
- Conducting outreach activities such as publicizing citywide bike rodeos and encouraging Walk & Roll to School events
- Coordinating with the Police Department (PD) on safety issues and outreach
- Organizing and facilitating SRTS advisory committee/task force meetings with parents/principals/district superintendents/police department
- Act as a liaison between city departments relevant to SRTS (Public Works, Transportation, Sustainability, etc.) and the school community

Table 1 Summary of funding for peer SRTS programs in San Mateo and Santa Clara Counties\*

City	Population	FTE SRTS Staff	Districts Served	Schools Served	Program Funding Source
Cupertino (Santa Clara County)	60,777	1.5	2	14	<ul style="list-style-type: none"> <li>• City Budget</li> <li>• Cost-sharing agreement with FUHSD for one crossing guard</li> <li>• May use Measure B funds in the future</li> </ul>
Los Altos (Santa Clara County)	31,467	0.33	3	17	<ul style="list-style-type: none"> <li>• City Budget</li> <li>• Measure B funds</li> </ul>
Menlo Park (San Mateo County)	32,295	0.33	4	11 public schools and 12 private schools	<ul style="list-style-type: none"> <li>• City Budget</li> </ul>
Mountain View (Santa Clara County)	81,438	0.5	3	10	<ul style="list-style-type: none"> <li>• City General Fund Budget for Year 1</li> <li>• Measure B funds for Years 2 &amp; 3</li> </ul>
Palo Alto (Santa Clara County)	67,178	2	1	17	<ul style="list-style-type: none"> <li>• City General Fund Budget</li> </ul>
Redwood City (San Mateo County)	86,685	1	1	12	<ul style="list-style-type: none"> <li>• San Mateo County Office of Education SRTS Grant</li> <li>• Sequoia Healthcare District Health Schools Grant</li> <li>• Chan Zuckerberg Initiative Grant (partial)</li> </ul>
Sunnyvale (Santa Clara County)	153,656	1	4	18	<ul style="list-style-type: none"> <li>• City General Fund Budget for SRTS Coordinator</li> <li>• OTS Grants for SRTS activities</li> <li>• May use Measure B funds in the future</li> </ul>

\*Table is updated from the Menlo Park SRTS Program Sustainability Research and Recommendations Memo, April 2020.

Menlo Park has one of the lowest number of hours dedicated to its SRTS Program despite a number of schools and districts served comparable to peer cities in San Mateo and Santa Clara counties.

The remaining 7 key topic areas are briefly reviewed in the table 2 below.

Table 2. Review of SRTS best practices

Topic Area	Key Information	Examples from cities and counties in the Bay Area	Menlo Park
Walk and Roll to School Days	Regular events where students, families, and staff are encouraged to walk and cycle to school	<ul style="list-style-type: none"> <li>• <a href="#">City of San Jose</a></li> <li>• <a href="#">Alameda County</a></li> <li>• <a href="#">Sonoma County</a></li> <li>• <a href="#">Solano County WOW Wednesday</a></li> <li>• <a href="#">Walk San Francisco Toolkit</a></li> </ul>	<ul style="list-style-type: none"> <li>• Citywide Ruby Bridges Walk to School Day</li> <li>• Bike to School Day</li> <li>• Resources for schools: safety tip poster, activity book, SRTS bingo sheets</li> </ul>
Walking and Biking School Buses	Build networks of families by neighborhood to walk/bike together to and from school	<ul style="list-style-type: none"> <li>• <a href="#">San Francisco Unified School District</a></li> <li>• <a href="#">Kirkland, WA Walking School Bus Guide</a></li> <li>• <a href="#">Alameda County Walking School Bus Toolkit</a></li> <li>• <a href="#">King County Metro, Kirkland SchoolPool Walking School Bus Guide</a></li> </ul>	
Pedestrian Safety Curriculum	Curriculum developed for health, physical education, and other teachers to build pedestrian safety skills, typically for grades K-5.	<ul style="list-style-type: none"> <li>• <a href="#">Alameda County’s Educator’s Guide</a></li> <li>• <a href="#">California Pedestrian and Bicycle Safety Curriculum for Grades 4 &amp; 5</a></li> <li>• <a href="#">NHTSA Child Pedestrian Safety Curriculum</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Elementary School Pedestrian Safety Curriculum for PE teachers</a></li> </ul>
Bicycle Safety Curriculum	Curriculum developed for health, physical education, and other teachers to build cycling safety skills. Bike education is typically delivered from grades k-8. Bicycle safety curriculum can include in-classroom and hands-on trainings. Classes for older students (grades 6-8) would have a greater focus on technical skills and on-street biking.	<ul style="list-style-type: none"> <li>• <a href="#">San Francisco Bicycle Coalition Family Biking Guide</a></li> <li>• <a href="#">Marin County Bicycle Drills</a></li> <li>• <a href="#">Alameda County SRTS K-5 Bike Safety Educators Guide</a></li> <li>• <a href="#">Palo Alto Unified School District Biking to Middle School</a></li> <li>• <a href="#">Minnesota Walk! Bike! Fun!</a></li> </ul>	<ul style="list-style-type: none"> <li>• Menlo Park coordinates with Wheel Kids to <a href="#">Middle School Bike Skills workshops</a></li> </ul>
Social Science/STEM Curriculum	Curriculum developed for middle school and high school teachers to teach basic urban planning practices and principles to students	<ul style="list-style-type: none"> <li>• <a href="#">High School Complete Streets Curriculum (Active Transportation Alliance, Chicago)</a></li> <li>• <a href="#">Schools Changing Transportation Student Guide (Active Transportation Alliance, Chicago)</a></li> <li>• <a href="#">Unlocking Your Future: Transportation Lessons for Middle School (Active Transportation Alliance, Chicago)</a></li> </ul>	

Topic Area	Key Information	Examples from cities and counties in the Bay Area	Menlo Park
		<ul style="list-style-type: none"> <li>• <a href="#">San Mateo County Office of Education’s K-5 Curriculum Pilot</a></li> <li>• <a href="#">Colorado DOT Core Subject Bicycle and Pedestrian Lesson Plans (K-8)</a></li> <li>• <a href="#">Alameda 4-5: Lesson plans: School Safety Audit, My Safe Route to School, What’s in Our Air?, Let’s Carpool!</a></li> </ul>	
Parent Education and Communication	Communicate with parents and caregivers on ways to get students to and from school, create buy in for the SRTS program.	<ul style="list-style-type: none"> <li>• <a href="#">Los Altos SRTS Messaging Toolkit</a></li> <li>• <a href="#">Oregon Metro SRTS Communications Toolkit</a></li> </ul>	<ul style="list-style-type: none"> <li>• Monthly newsletter</li> <li>• SRTS Champion Toolkit</li> </ul>
Suggested Route Maps	Provide information on calm streets to use active transportation modes on to and from school. Maps can show features along the routes such as crossing guards, traffic lights, all-way stops, crosswalks, etc. A few cities also have developed online version of their suggested routes to school maps.	<ul style="list-style-type: none"> <li>• <a href="#">Stevens Creek Elementary, Cupertino</a></li> <li>• <a href="#">schoolroutes.org</a> (Los Altos, Cupertino)</li> <li>• <a href="#">City of Parlo Alto Walk and Roll maps</a></li> </ul>	<ul style="list-style-type: none"> <li>• Walk and Roll maps</li> <li>• <a href="#">Online citywide suggested routes to school map</a></li> </ul>

## School Administration and Stakeholder Survey Results

In the spring 2023, the SRTS Program distributed a survey to all the public school administrators, school SRTS champions (school staff or parents) and to other stakeholders identified by the Menlo Park Complete Streets. In addition to the survey, the SRTS Coordinator met virtually with representatives from the San Mateo County Office of Education and Ravenswood City School District to discuss improvement opportunities.

### Key Findings

The School Administration and Stakeholder Survey was distributed online and included 22 questions – see Annex 1. We collected ten responses from school administrators (6), school district staff (1), parents/caregivers (1), SRTS champions (2) from the following schools and districts:

- Encinal Elementary (Menlo Park City School District)
- Hillview Middle (Menlo Park City School District)
- La Entrada Middle (Las Lomitas Elementary School District)
- Las Lomitas Elementary (Las Lomitas Elementary School District)
- Las Lomitas Elementary School District
- Laurel School Elementary (Menlo Park City School District)
- Menlo-Atherton High (Sequoia Union High School District)
- Ravenswood City School District
- TIDE Academy (Sequoia Union High School District)

1) Dedicated SRTS Champions

**School Staff**

Two schools (TIDE Academy and Hillview Middle) answered that they do not have a staff person with time dedicated to SRTS. Some examples of the SRTS Champion roles:

- Menlo-Atherton High School receives an annual grant from the San Mateo County Office of Education for their bike shed program and has two staff persons with dedicated time to SRTS. One teacher spends an average of 5 hours a week to run the program and the assistant principal spends about 20 hours per school year for coordination.
- School staff assists with carpool at Encinal Elementary.

**Parent Volunteers**

Encinal and Laurel school representatives answered that they have parent volunteers engaged in SRTS activities. At Encinal, volunteers help organize Walk and Roll to School days and assist during bike rodeos at the school (about 10 volunteers). Three caregivers help with SRTS at Laurel School. At La Lomas Elementary, two or three parents expressed interest in SRTS but parent engagement is a challenge.

2) Ongoing SRTS efforts

Three respondents answered that the school has policies to address walking or biking to school:

- TIDE Academy: Guidelines and suggested routes map promotion to encourage biking and walking to school. The school mentioned that not many students walk to school because of the school location. SUHSD provides bus transportation to and from TIDE Academy.
- Laurel School: Monthly Squirrels Walk and Wheel to School Day is new this year, as is 4th and 5th grade continuing education.
- Las Lomas Elementary School District: Working on writing a district-wide wellness policy that will incorporate safe routes to school (to be completed by 2023-2024 school year).

The table below summarizes the responses to the question “What SRTS program activities your school currently offers and/or has implemented in the last few years?”. The answers show that the majority of the schools are currently implementing encouragement activities and are interested in education activities and demonstration projects (temporary installations of bike lanes, traffic calming measures, etc.).

SRTS Activity	YES	NO	NO, but interested
<i>Encouragement</i>			
International Walk & Roll to School Day	7	2	
Suggested Routes to School Map Promotion	10		
Bike to School Day	8	1	
Walking School Buses/Bike Trains	6	2	1
Ongoing activities (e.g., monthly or weekly Walk & Roll to School Days)	6	2	2
Crossing Guard program or training/Crossing Guard Appreciation Event	3	3	3
Ruby Bridges Walk to School Day	6	2	1
<i>Education</i>			

SRTS Activity	YES	NO	NO, but interested
Safety education/hands-on training (e.g., bicycle or safety courses)	3	2	4
In-class curriculum/Walk & Roll safety assemblies	3	2	4
<i>Engineering</i>			
Walk Audit	5	2	1
Demonstration Projects (temporary installations of bike lanes, walkways, traffic calming, etc.)	2	2	6

The Menlo Park SRTS Program has developed Suggested Routes to School maps for all public and private schools and has conducted school walk audits at Hillview Middle, Laurel School upper campus and La Entrada Middle. The Menlo Park SRTS Program typically organizes the following encouragement activities:

- Ruby Bridges Walk to School Day (November 14th)
- Activities for Bike Month (May): video and/or poster challenges, Spring Party, Bike repair station
- Crossing Guard Appreciation Week (March)

SMCOE also encourages the schools to participate to the following events and regularly provide promotional materials and incentive giveaways to the participating schools. The Menlo Park SRTS Program promotes the countywide events and sometime complements them with citywide events.

- Pedestrian Safety Month (September)
- International Walk to School Day (October)
- Ruby Bridges Walk to School Day (November)
- Golden Sneaker Event (February-March)
- Crossing Guard Appreciation Week (March)
- Earth Day Week (April)
- Bike to School Day (May)

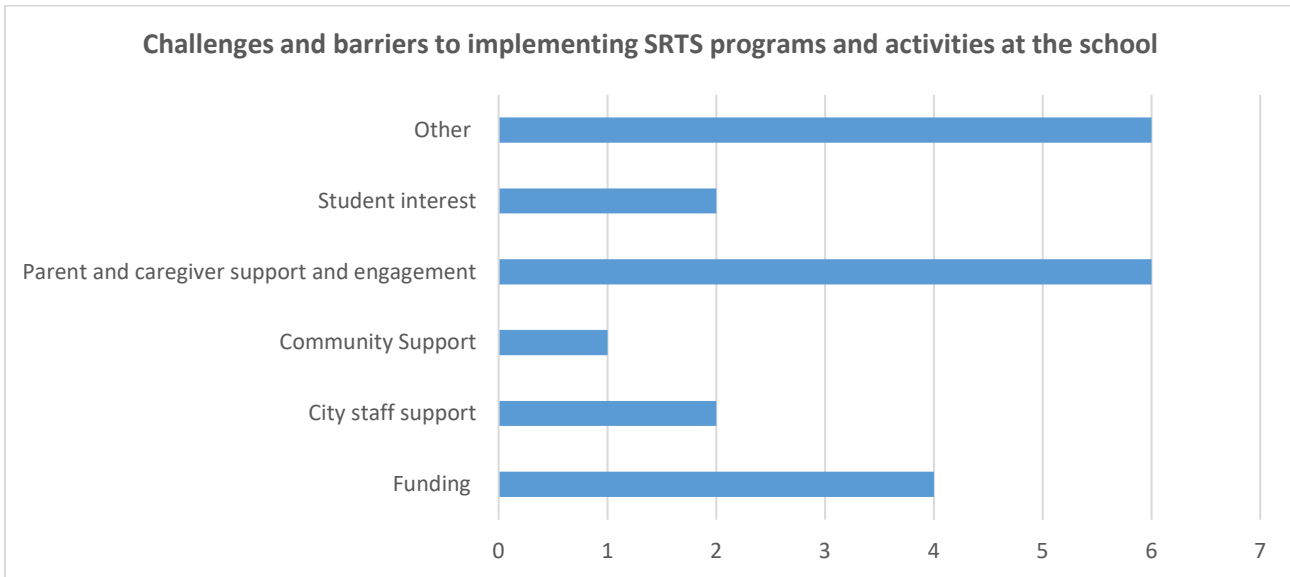
**4) Challenges and barriers to implement SRTS programs and activities at the school**

We asked school administrators and stakeholders to share what are the challenges to implement SRTS programs and activities at their school. Below are the responses. Parent/caregiver support and engagement is the main challenge followed by funding and City staff support and student interest.

Respondents who answered “other”, added the following comments:

- Bandwidth of staff given we are a small school (TIDE Academy)
- We would like to have parent/volunteer training for crossing guard implementation (RCSD)
- We have had WRTSD activities in the past, but our SRTS funding now goes chiefly to infrastructure projects and our bike shed program, M-A on the Move (Menlo-Atherton High)
- We haven't had the personnel or parent volunteers to coordinate these event (Hillview)
- Time to organize (La Entrada Middle)
- Traffic - safe routes and roads (Encinal)

*Note:* The following answer choices received no responses: School policies, support from the school or district administration, no challenges/barriers, our school has not attempted to implement any SRTS improvements or activities.



5) Feedback on the Menlo Park SRTS Program

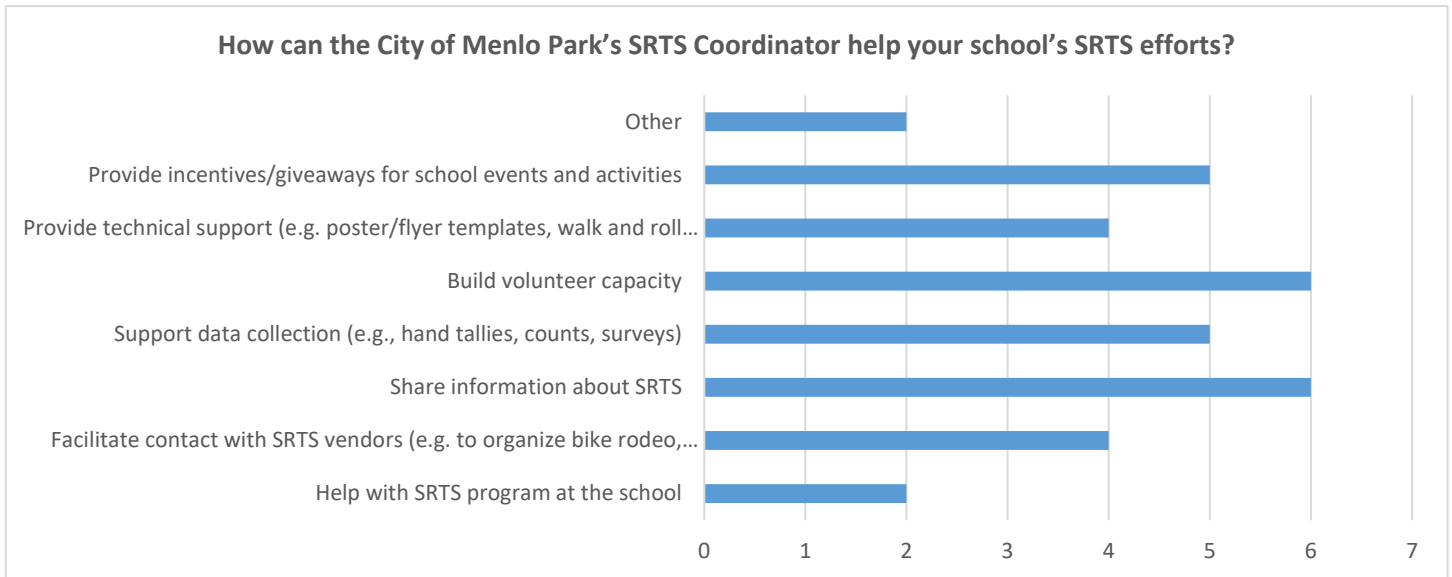
**Communication**

All the respondents know about the City of Menlo Park SRTS Program. Respondents receive information on the SRTS Program from emails from the SRTS coordinator or champion (9), the SRTS Task Force meetings (5), the school/district newsletter (3), SRTS newsletter or City’s Weekly Digest (2).

**SRTS Coordinator Roles**

The most popular answers to the question “How can the City of Menlo Park’s SRTS Coordinator help your school’s SRTS efforts?” are 1) build volunteer capacity, 2) share information about SRTS, 3) Provide incentive giveaways for school events and 4) support data collection.

Respondents added “help advocate for city and county safety improvement and provide a pedestrian education kit for our school so it stays with the PE teachers for the year. SRTS Coordinator can support with the schools’ registration to countywide events (Ruby Bridges, Bike Month) to make sure they get their promotional materials and incentives in time.



**Task Force Meetings**

Most of the respondents usually (3) or always (3) attend the SRTS task force meetings. Three attend rarely and one never attended the meetings. Respondents attend the meetings to:

- Receive updates on the Menlo Park SRTS and existing resources (7)
- Share ideas with other champions and partners (6)
- Receive the Police Department updates (6)
- Receive the City Project updates (7)

**6) Opportunities and ideas**

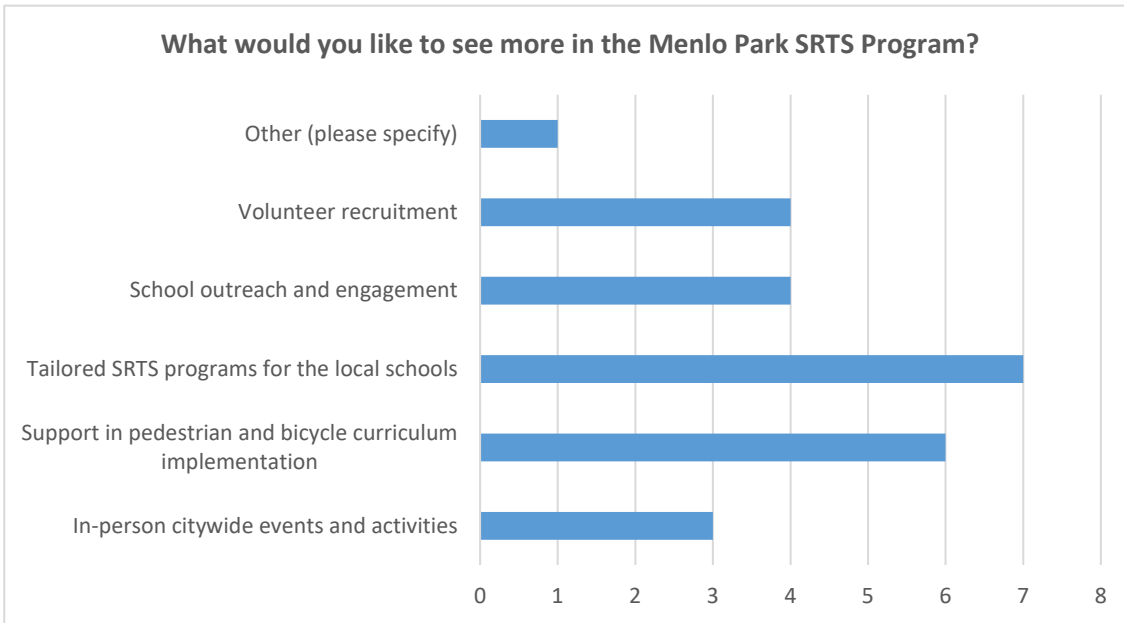
We asked the respondents what they would like to see more in the City of Menlo Park SRTS Program. The chart below shows the answers. Additional comments mentioned “focus on advocacy to get action from policymakers” and “infrastructure advocacy”.

The questionnaire ended with an open question was on how to improve the program to better meet the needs of the community and encourage active and shared transportation. Below is a summary of the needs and opportunities to improve the SRTS Program. The summary includes input collected during an interview with Theresa Vallez-Kelly, the Coordinator, Safe Routes to School of the Services Division and Nina Garde, Project Specialist for Safe Routes to School Health and Wellness at the San Mateo County Office of Education.

- Support to access public transportation and city shuttles (for high school students)
- Promote walking/biking/skateboarding safety and plan bike repair pop-up during expended lunchtime days
- Provide volunteer support, giveaway incentives and promotional materials to help with the organization of school-based encouragement events (e.g., Walk and Roll to School days)
- School walk audits
- Provide carpool or bus-related giveaway incentives for students who do not have the option to walk or bike to school
- Branded outreach, increase visibility of the Safe Routes to School events and activities at the school
- Crossing guards on safe routes to school is an incentive for parents to let their child walk or roll to school
- Collaborate with senior centers on safe routes to school projects (scavenger hunts, art walks, crossing guards, safety education, etc.)



- Improve outreach by attending school-based or community-based events such as Cafecito’s with the Principal, farmers’ market, food distribution giveaways, meet and greet table at the school entrance at drop-off or pick-up periods, etc.
- Collaborate with after-school programs, summer camp programs, and other local organizations like the Boys and Girls Club, libraries.



**7) Additional comments, challenges and success stories**

- While I would like to attend SRTS meetings or designate my Vice Principal to, we have had scheduling conflicts for when they are scheduled this year. (TIDE)
- We would like to further our partnership to educate students on bike / skateboard safety. (TIDE)
- We were successful in marking our parking lot with clear pedestrian and bike lanes as well as directions for ingress and egress to the school. (TIDE)
- I regret that I have not engaged much with Menlo Park SRTS since the pandemic and since the scope of our own SRTS funding is now focused on our Bike Shed program. I hope that this changes, especially if it means we can collaborate on advocacy for safer bike lanes. (Menlo-Atherton High)

**New potential City-led programs**

The Menlo Park SRTS Program is considering adding new encouragement and education activities in the future:

- Walking/Biking School Buses: the SRTS team has started in the spring 2023 to collect input from the schools and champions on how to support the implementation of walking or biking school bus. The SRTS team has participated in two school-led bike buses in May 2023 to learn how to support and replicates similar initiatives citywide.
- Bicycle Education (3 potential options)
  - Bike Safety Lesson Plans: creation of lesson plans that teachers will use to teach students basics about riding a bicycle and navigating their environment safely. The lesson plans will equip physical education teachers with resources and curriculum to bring these lessons into their classrooms.

- SRTS vendor: Contract with a vendor to provide bicycle safety programs. Education activities can include in the classroom trainings (safety presentations, assemblies), hands-on trainings (bike rodeos, learn to ride clinics, etc.) or events in the community (group rides, walking school buses)
- Hire LCIs: Certified instructors from the League of American Bicyclists (LCIs) can assist the schools and volunteers with hands-on trainings and community events.
- Pedestrian and Bicycle Safety Handbook: resources for students, families and school administrators to teach bicycle and pedestrian safety. Will cover state laws and includes examples specific to Menlo Park streets and relevant to the local schools.
- Volunteer Database: develop and maintain a database of SRTS volunteers. Schedule and attend meetings with up to local groups to share information about the SRTS program and volunteer opportunities and recruit volunteers. Groups may include school PTA meetings, coffee with the principal/cafecitos, Monday night family workshops in Belle Have, libraries (Bikes and Books program), senior centers/ community centers, Boys and Girls Club, farmers markets, food distribution centers, and the Menlo-Atherton Bike Club.
- Pop-up Bike Repair Clinics: coordinate with [Bay Area Bike Mobile](#) to organize mobile bicycle repair clinics at schools, libraries, recreation centers, and community events. Engage participants in a hands-on repair process so that they may be more confident making future repairs on their own.

## Annex 1. School Administration and Stakeholder Survey

1. You are a:
  - School administrator
  - School staff/teacher
  - Parent
  - SRTS champion (parent or staff)
  - School district staff/representative
  - Representative from another local organization
2. Do you know about the City of Menlo Park’s Safe Routes to School Program?
  - Yes
  - No
  - I am not sure
3. Does your school have a staff person with time dedicated to the SRTS program?
  - Yes
  - No
  - N/A
4. If yes, please fill out the following information:
  - Number of people: [open ended]
  - Approximate percentage of staff time: [open ended]
  - Contact name: [open ended]
  - Best contact information (email address or phone number): [open ended]
5. Does your school have parent volunteers/champions dedicated to the SRTS program?
  - Yes
  - No
  - N/A
6. If yes, please fill out the following information:
  - Number of volunteers: [open ended]
  - Primary contact name: [open ended]
  - Best contact information (email address or phone number): [open ended]
7. Approximately what percentage of students live within one mile of school? Use your best estimate if data is not available.
  - Less than 25%
  - 25-49%
  - 50-74%
  - 75-100%
  - N/A
8. Approximately what percentage of students typically walk or bike to school? Use your best estimate if data is not available.
  - Less than 25%
  - 25-49%
  - 50-74%
  - 75-100%
  - N/A



9. Based on your observations and personal experience, the proportion of students who typically walk or bike to school has:
- Stayed the same since 2019
  - Increased since 2019
  - Decreased since 2019
  - I don't know

10. Does your school have recent policies that address walking or biking to school?
- Yes
  - No
  - I don't know
  - N/A

11. If yes, please explain: [open ended]

12. What SRTS program activities has your school implemented in the last year?

	YES My school DID implement this program in the last year	NO My school did NOT implement this program in the last year	NO, BUT INTERESTED! My school did not implement this program, but would like to in the future!
International Walk & Roll to School Day			
Suggested Routes to School Map Promotion			
Bike to School Day			
Walking School Buses/Bike Trains			
Ongoing activities (e.g. monthly or weekly Walk & Roll to School Days)			
Safety education/hands-on training (e.g. bicycle or pedestrian rodeos and safety courses)			
In-class curriculum/Walk & Roll safety assemblies			
Walk Safety Assessment (walk audit)			
Crossing Guard Program/Crossing Guard Training			
Demonstration Projects (temporary installations of bike lanes, walkways, traffic calming, etc.)			
Ruby Bridges Walk to School Day			

Other, please specify:

13. What challenges or barriers have prevented your school from implementing SRTS programs/activities? *Check all that apply.*
- Funding
  - City staff support
  - Community support
  - Parent/caregiver support
  - Student interest
  - School policies
  - Support from the school or district administration
  - No challenges or barriers
  - Our school has not attempted to implement any SRTS improvements or activities
  - Other: [open ended]
14. Did you know that the Menlo Park SRTS Program organizes citywide events such as Ruby Bridges Walk to School Day, International Bike to School Day, etc.?
- Yes
  - No
  - I am not sure
15. How do you typically receive information about upcoming SRTS activities? *Check all that apply.*
- SRTS Task Force Meetings
  - City of Menlo Park’s Weekly Digest or SRTS Newsletter
  - Emails from SRTS program coordinator/champion
  - One-on-one meetings with SRTS coordinator
  - Other: [open ended]
16. How can the City of Menlo Park’s SRTS Coordinator help your school’s SRTS efforts? *Check all that apply.*
- Help with SRTS program at the school
  - Facilitate contact with SRTS vendors (e.g. to organize bike rodeo, walk audit, etc.)
  - Share information about SRTS
  - Support data collection (e.g., hand tallies, counts, surveys)
  - Build volunteer capacity
  - Provide technical support (e.g. poster/flyer templates, walk and roll map updates, etc)
  - Provide incentives/giveaways for school events and activities
  - Other: [open ended]
17. Do you attend the Menlo Park Safe Routes to School Task Force meetings?
- Always
  - Sometimes
  - Never
  - I don’t know when the task force meetings are scheduled
18. Why do you attend the Task Force meeting (Check all that apply)
- Receive updates on the Menlo Park SRTS Program and on existing SRTS resources
  - Share ideas with other SRTS champions and SRTS partners on education and encouragement activities
  - Receive updates from the Police Department



- Receive updates on City Projects
- Other, please specify

19. If you have attended at least one Task Force meeting, how helpful was the meeting?

- Very helpful
- Somewhat helpful
- Not helpful at all

20. What would you like to see more in the Menlo Park Safe Routes to School Program? [check all that apply]

- In-person citywide events and activities
- Support in pedestrian and bicycle curriculum implementation
- Tailored SRTS programs for the local schools
- School outreach and engagement
- Volunteer recruitment
- Other, please specify

21. How can the Menlo Park SRTS program be improved to better meet the needs of your community and better encourage active (walking, biking) and shared (carpooling, public transportation) transportation?

*Community can be defined as your school, neighborhood, or any another definition that you associate with the SRTS program.*

[Open ended]

22. Please share any comments, challenges, or success stories regarding the Menlo Park SRTS Program. [open ended]