



REGULAR MEETING MINUTES

Date: 10/11/2023
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, Silverstein
Absent: Kollmann
Staff: Assistant Engineer Matthew Hui, Assistant Public Works Director – Transportation
Hugh Louch, Associate Transportation Planner Nicholas Yee, Senior Transportation
Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported out on City Council actions related to transportation since the September 13 Complete Streets Commission meeting.

Vice Chair Cole reported out on Ryans Lane closure.

Commissioner Behroozi reported out on California State Assembly Bill 413.

The Commission received clarification on City Council appeal process.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for September 13, 2023

ACTION: Motion and second (Cole/ Behroozi), to accept the Complete Streets Commission minutes for September 13, 2023, with revisions to item E2, passed 6-0 (Kollmann absent).

E2. Provide feedback on the evaluation of the Menlo Park Safe Routes to School Program (Staff Report #23-014-CSC)

Staff Yee made the presentation (Attachment).

- Kevin Rennie spoke in support of the program and more engagement for San Mateo County's

Ringwood/Coleman Avenues study.

The Commission discussed program staffing level, budget allocation, interagency collaboration and best practices, program needs and challenges, stakeholders and parent champions meetings, program material usage rates and safe street design and evaluation parameters.

The Commission provided the following feedback on the program:

- Explore additional tangible goals for program evaluation.
- Continue to collaborate with other agencies and identify best practices (e.g., crossing guards, bus activities, safe street parameters).
- Evaluate the effectiveness of stakeholder meetings and utilize the Commission subcommittee where applicable.
- Track usage rate of existing program website and materials.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on San Mateo County's Ringwood/Coleman Avenues study, Vision Zero Action Plan, Middle Avenue bike lane pilot construction and the Belle Haven traffic calming plan construction.


G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cebrian adjourned the meeting at 8:17 p.m.

Kevin Chen, Senior Transportation Engineer



SAFE ROUTES TO SCHOOL PROGRAM EVALUATION

Complete Streets Commission | October 11, 2023

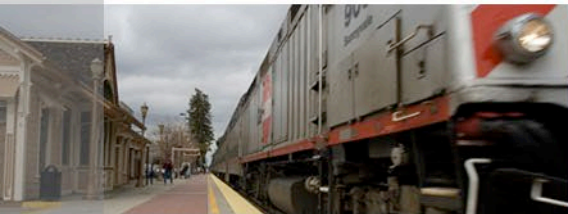
AGENDA

- Background
- Program Highlights
- Feedback and Next Steps





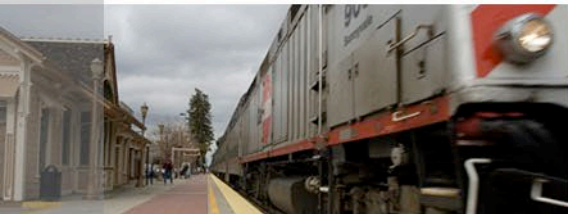
BACKGROUND



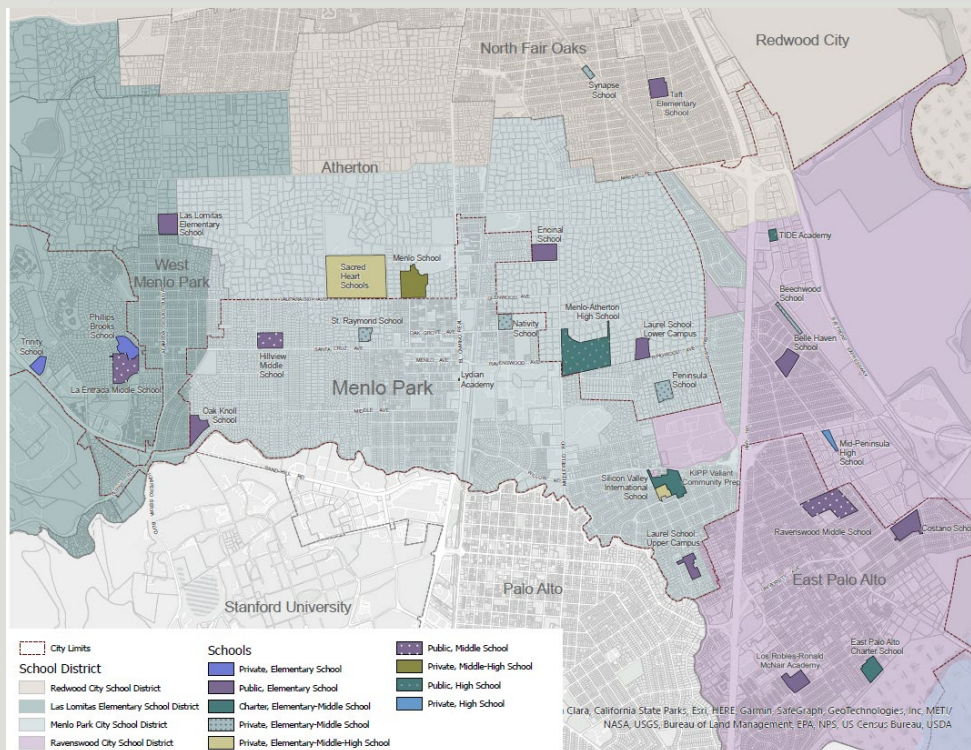
BACKGROUND



- Citywide Safe Routes to School (SRTS) Program created in 2018
- Was identified as a top-six priority project by City Council in 2018
- Comprehensive program – four public school districts, private schools
 - 12 public schools, 12 private schools
 - Las Lomas Elementary School District (LLESD)
 - Menlo Park City School District (MPCSD)
 - Ravenswood City School District (RCSD)
 - Sequoia Union High School District (SUHSD)

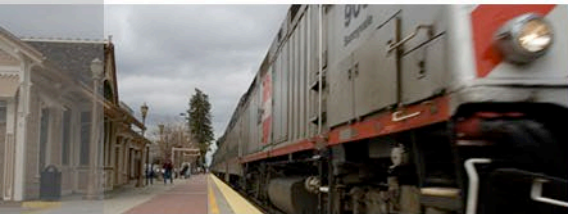


SCHOOLS AND DISTRICTS SERVED BY SRTS PROGRAM



A background photograph of a street scene. In the foreground, there are green plants with red flowers. A brown oval sign with the word "harvest" is visible. Further down the street, there is a red sign that says "TABAC" and a vertical red sign with "V I". The street is lined with buildings and trees, and there are some outdoor chairs on the sidewalk. A large orange banner with the text "PROGRAM HIGHLIGHTS" is overlaid across the middle of the image. The left side of the image has a teal background with a subtle pattern.

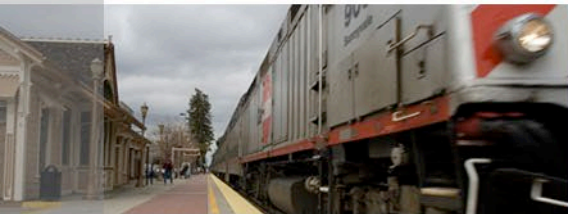
PROGRAM HIGHLIGHTS



PROGRAM HIGHLIGHTS: COORDINATION



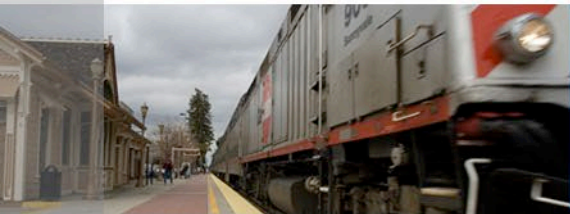
- City has had SRTS Coordinator since 2019
- Heart of the program
 - Conduit with schools, districts, parents/parent champions, community stakeholders
- Typical duties include:
 - Assisting with collecting travel tally data
 - Planning citywide SRTS events
 - Assisting schools and parents with events and implementing SRTS concepts
 - Monthly newsletters
- Part-time position, primarily coordinates with public schools but also private schools



PROGRAM HIGHLIGHTS: TASK FORCE



- Quarterly coordination meetings with various SRTS stakeholder to discuss safety issues and SRTS topics
- Open to the public, attendees include:
 - City Staff/Transportation Division
 - Schools
 - Districts
 - Parent champions
 - Menlo Park, Atherton Police
 - San Mateo County Office of Education (SMCOE) SRTS

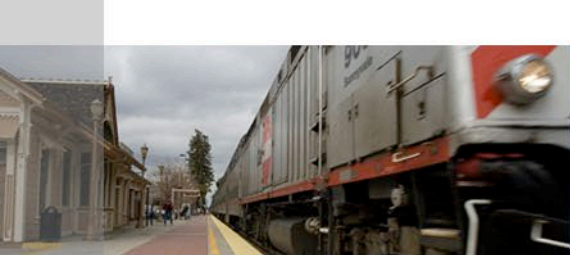


PROGRAM HIGHLIGHTS: EVENTS



- Ruby Bridges Walk to School Day
- Crossing Guard Appreciation Week
- SRTS Spring Party
- Bike Month Video/Poster Challenge
- Bike Helmet Giveaways
- Assisting with parent champion-organized bike rodeos





PROGRAM HIGHLIGHTS: BUILDING COMMUNITY

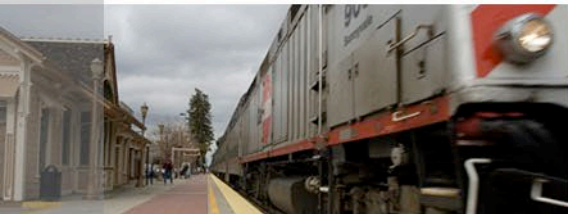


- Laurel School Upper Campus SMCOE Fellowship in 2023 to increase biking, walking to school
- Project highlights include rewarding good biking behavior, bike buses, and a sticker to build community support





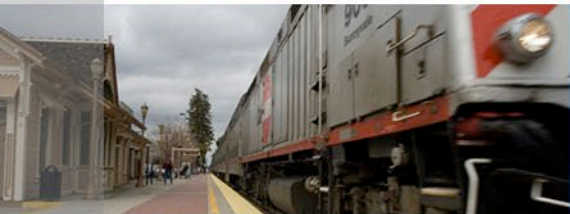
FEEDBACK / NEXT STEPS



STAKEHOLDER FEEDBACK



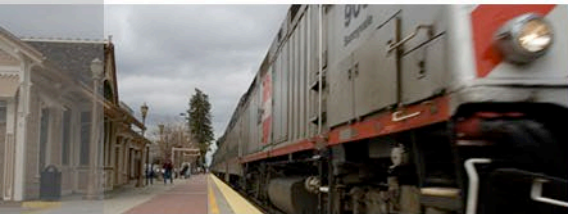
- Program conducted school administrator and stakeholder survey in Spring 2023
- Responses and themes:
 - Schools need more staff or parent volunteers to support SRTS activities
 - Desire for more SRTS activities
 - Barriers include sustaining parent support/engagement, training more parents/volunteers
 - SRTS Coordinator
 - Has helped build volunteer capacity and supported SRTS activities
 - Desire for more support from SRTS Coordinator, more tailored support at schools



PROGRAM CHALLENGES



- Hours for SRTS Coordinator decrease over time as program costs increase
- Coordinating amongst four districts, up to 24 schools difficult for part-time SRTS Coordinator
- Sustaining parent champion support at schools when children and parents leave for next school



COMMISSION DIRECTION



- Program five years old
 - Built relationships with districts, schools, parents, and stakeholders
 - Developed educational resources
- How can the program best support and empower the SRTS community?
- What areas are most important for future expansion if budget were available?
 - Walking school bus and bicycle bus program
 - Bicycle safety curriculum
 - Increasing volunteer networks
 - Increase SRTS Coordinator staff hours
 - Sponsoring mobile bicycle repair services
 - Subsidizing fees for bicycle skills courses



QUESTIONS?



THANK YOU

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