

**COMPLETE STREETS SAFETY COMMITTEE
MINUTES**

**Wednesday May 2, 2018 7:00 P.M.
Large Conference Room, Brisbane City Hall
50 Park Place, Brisbane, CA 94005**

1. CALLED TO ORDER AT 7:00 P.M.

2. ROLL CALL / INTRODUCTIONS

Members Present: Christie, Dettmer, Ibarra, Miller, Tainter, Walker

Members Absent: Sun

Staff: Kinser (Deputy Director of Public Works), Etherton (Sustainability Management Analyst) and Meisner (Police Commander)

Public present: John Ford, Commute.org (presenter, through item 5)

3. ADOPTION OF THE AGENDA

Agenda adopted.

4. ORAL COMMUNICATIONS

None.

5. PRESENTATION FROM COMMUTE.ORG ON SHUTTLE SERVICES

John Ford, Executive Director of Commute.org, gave a presentation on the organization's shuttle program and results from a survey of shuttle riders in March 2018. The organization runs two shuttles in Brisbane with similar routes through Crocker Park; the Brisbane Bayshore Caltrain route is fully funded by Caltrain and has 56 average daily riders on its 8 daily trips while the Brisbane Crocker Park BART route is funded in part by 26 local employers along with various public sources and has 350 average daily riders on its 22 daily trips. Survey results from Brisbane riders show a majority use the shuttle 5 days a week and have for more than a year, demonstrating that these routes are providing crucial service for transit-dependent populations. They also showed that ~25% of riders are Brisbane residents and Lipman students.

Committee members engaged Ford in a discussion about how routes are determined, costs per passenger and employer fees, among others. A key portion of the discussion focused on how the committee and the city could support the service—Ford noted that promotion, particularly to Brisbane residents and “reverse commuters” that aren't reached through Commute.org's local employer outreach, would be most impactful. He also noted that development agreements that require participation in the shuttle program, likely as a heavily-weighted choice among various compliance options, can support strong ridership in new developments. Another suggestion was to coordinate with Commute.org and Lipman for a field trip so that middle school students could learn how to use the shuttle.

6. STAFF UPDATES

Kinser noted the Caltrans District 4 Bike Plan map and encouraged committee members to review the plan. It is available at:

<https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=91f1bb4eb7ff418092977b762b459d01>

Kinser also reminded committee members about the Brown Act, which limits communication between a majority of members outside a duly publicly noticed and agenda meeting. Staff will share a helpful resource on the topic and encourages members to review it closely and follow these guidelines. Committee members should email information they wish to share with the committee between meetings to staff (Kinser and Etherton) for distribution.

Etherton reminded members of Bike to Work Day on May 10th. The City hosts two “energizer stations” at Bayshore/Old County and Tunnel/Lagoon from 6:15-9:30 am to cheer on riders with snacks, refreshments and branded bags. Committee members are encouraged to volunteer at the stations, commute by bike, and spread the word.

7. APPROVAL OF THE MINUTES

Minutes approved.

8. OLD BUSINESS – Chair Dettmer requested to take this item in advance of Chair and Committee Member Matters.

a. Items referred to the committee

- Expansion of Safe Pedestrian Routes to Schools – Miller was assigned to this item. Staff will send out the Interim Safe Pedestrian Routes to Schools map.
- Education/outreach regarding Safe Pedestrian Routes (Sun)
- Consider shuttle enhancements, incl. service for underserved populations (Tainter) – After the presentation from Commute.org the group agreed to discuss next meeting whether further work on this item is needed at this time.
- Sightlines at intersections on work list, including San Bruno /Alvarado – Ibarra and Walker were assigned to this item.
- Emergency vehicle egress on Tulare St. (Dettmer – On hold)

b. Discussion of potential issues on south side/backside of San Bruno Ave.

Kinser reported that Public Works Director Breault asked the committee to define the problem they hope to solve. Christie, Dettmer and Tainter were assigned to this task.

9. CHAIR AND COMMITTEE MEMBER MATTERS

Miller inquired about the committee addressing parking concerns. Kinser noted that it is within the committee’s purview and provided a brief history of a committee effort some years ago to consider residential parking permits which ultimately did not receive sufficient community or council support to implement. Commander Meisner noted that the Police Department’s enforcement is primarily driven by safety and complaints, and in recent years keeping a minimum of approximately three feet of sidewalk width clear for pedestrians. After discussion, the group agreed to add parking to the committee’s next agenda.

Ibarra asked about the committee's interest in discussing bike concerns. He noted a particular safety concern for which he will take photos and send to staff for inclusion in the June meeting slides. The committee agreed promoting safe biking in the community was of interest and again added it to the next agenda.

- 10. NEXT MEETING DATE AND TIME** – June 6, 2018, 7:00 p.m.
Discussed whether 6:30 or 7:00 PM was preferable and agreed to remain at 7.
- 11. ADJOURNED AT 8:43 P.M.**