

**MINUTES
OF A SPECIAL MEETING OF THE
BICYCLE USERS SUBCOMMITTEE**

City Hall
Council Conference Room
Thursday, July 19, 2012
4:00 p.m.

SUBCOMMITTEE MEMBERS PRESENT:

Jane Rands, Chair
Gene Hiegel, Vice Chair
John Carroll
Vince Buck
Kent Morris

SUBCOMMITTEE MEMBERS ABSENT:

Matt Leslie
Beth Trimble

STAFF PRESENT:

Jay Eastman, Senior Planner
Kevin Kwak, Associate Engineer
Joe Felz, City Manager

CALL TO ORDER

The meeting was called to order by Chair Rands at 5:03 p.m.

MINUTES

MOTION by Vice Chair Hiegel, SECOND by Member Carroll, that the March 15, 2012, April 19, 2012, and May 17, 2012, minutes be approved as corrected. Motion carried by a unanimous vote.

REGULAR BUSINESS

1. Reorganizing Mobility Planning in Fullerton

Joe Felz, City Manager, said that Senior Planner Eastman will be assigned as staff support to the Bicycle Users Subcommittee (BUSC) among his other tasks as the City's "Mobility Planner". It is important to have someone who is focused from both the planning and funding perspectives to guide this Subcommittee. Mr. Felz expressed his view that bicycling is a growing industry.

Chair Rands inquired about how the reorganization might impact or benefit the role the BUSC plays with the Council, Transportation & Circulation Committee (T&CC) and other groups. City Manager Joe Felz indicated that there will be more involvement of the BUSC in projects, and also indicated that the City will use the BUSC as a basis for pursuing transit funding at the regional, State and Federal levels.

Senior Planner Eastman stated that it is important that the Council, Transportation & Circulation Committee (T&CC) and community at large see bicycling as a positive attribute, and see the subcommittee as a positive contributor. He said his hopes to get the T&CC to acknowledge the role of the Bicycle Users Subcommittee (BUSC). There are ways to bring this to attention by presenting a list to the T&CC of achievements over the year. Planner Eastman stated that his goal is to create focus for the Subcommittee and provide agendas and staff reports that move the BUSC forward in a clear, timely and effective manner. He also expressed that the BUSC can play a role in pursuing grant money, because the BUSC's advocacy on bicycle projects reflects community support.

Member Buck expressed his opinion that the BUSC should not be a subcommittee of the T&CC, but should be its own committee. He also felt that the Subcommittee is an advisory committee, and that the members should not be out doing research and project work, unless that is of interest to the individual member. Member Buck felt staff should be the liaison with the community for future projects, and pursue the work on behalf of the BUSC.

Chair Rands said that in the past the BUSC's driving force for activities was from the General Plan. She expressed concern with the Legislative Platform, does not support the wording in the Legislative Platform, and does support changes in the BUSC based on the Legislative Platform. Planner Eastman clarified that the Legislative Platform was not provided to the BUSC for the purpose of defining BUSC decision making, but rather to show a shift in City policy that reflects alternative transportation and mobility, such as bicycling. In the past the City has focused primarily on improvements to automobile infrastructure. Staff stated that the General Plan will remain the guiding tool for the BUSC. City Manager Joe Felz clarified that the platform is very broad, and is intended to be a starting point for discussions at a very high policy level, not an end-all. As an example, the legislative platform states that the City will support OCTA projects, because the City wants to be a partner with OCTA; but the reality is that the City won't back every OCTA project because some projects may not be good for the community.

2. Subcommittee Meeting Protocols

Senior Planner Eastman provided a staff report regarding attendance, meeting times, agenda organization, action minutes and general protocol.

Subcommittee Member Rands said she was not aware of the attendance requirements specified in the report. Planner Eastman stated that they are part of the Fullerton Municipal Code, and the Code can be easily accessible on the City's website.

There was a discussion on BUSC meeting start times. Staff asked that the Subcommittee take into consideration the availability of the public to attend when determining start times. Staff also clarified that the practice of scheduling meetings for 5:00 PM, and moving them to 4:00 PM if the agenda is long, requires that the "regular" meeting be canceled and a "special meeting" notice get posted. This is an extra step which is needed to comply with the Brown

Act; Eastman expressed concerns that extra steps by clerical staff increases the chances for mistakes. There was discussion regarding member availability and pending Council Member appointments; and it was determined that the meeting time will remain at 5:00 PM on the third Thursday of the month, with the option to adjust to 4:00 PM if necessary. The BUSC will consider changing the time after the Council elections in November, and appointments are made by new Council members.

Planner Eastman stated that the BUSC agenda had inconsistent language regarding when public comments for items not on the agenda were to occur. Staff inquired if the committee preferred Public Comment for non-agenda issues to be at the beginning or end of the meeting. Chair Rands, Vice Chair Hiegel and Member Carroll expressed a preference for Public Comments to remain at the beginning of the agenda. Other members did not express an opinion.

Planner Eastman asked if the Subcommittee had a preference as to how "items" were titled on the agenda, asking if they wanted items listed as "New Business" and "Old Business", or just "Regular Items". The Subcommittee had no strong preference, indicating that Regular Items is fine.

Member Hiegel said that at the end of each meeting he would like to have members suggest items they would like to discuss at the next meeting. Planner Eastman stated that he added a descriptive line under Staff Communication, which states that the Subcommittee can place items on the agenda for the next meeting. Eastman indicated that an official protocol would be beneficial in determining what items are to put on the agenda, so that there isn't a long agenda of items that aren't of significant interest to the Committee as a whole.

Chair Rands inquired about using a Consensus Process instead of Roberts Rules. Vice Chair Hiegel and members Buck and Carroll expressed a preference for Roberts Rules.

Planner Eastman discussed the benefits of changing to action minutes instead of full minutes, and identified that there is a discussion process that can be done to help facilitate the accurate transcript of minutes from the audio tape.

MOTION made by Subcommittee Member Rands, SECONDED by Subcommittee Member Hiegel and CARRIED UNANIMOUSLY to go to action minutes, and to direct staff to come back with protocols for future considerations, but not including the consideration of a Consensus Process at this time.

3. Fullerton Ciclovía Concept

Senior Planner Eastman provided a staff report describing the background of doing a ciclovía in the City of Fullerton, similar to what is being done bi-annually in Downtown Los Angeles. Staff envisions a partnership with Cal State Fullerton, local churches, food vendors and other community organizations to make the festival successful. Member Buck provided his experience volunteering at Los Angeles' CicLAvia. Chairperson Rands was concerned because of street closures. Member Carroll identified that CSUF does their student open house events on Saturdays. It was discussed that a ciclovía event would be beneficial if it encourages people to bike, walk, jog, or shop; and the BUSC's role is relevant if it promotes bicycling as a component.

MOTION made by Member Buck, SECONDED by Member Carroll and CARRIED UNANIMOUSLY to support the concept of a ciclovia concept, and direct staff to move forward with an implementation strategy.

4. Bike Racks at the Fullerton Museum

Senior Planner Eastman introduced Associate Civil Engineer Kevin Kwak and presented a report based on his understanding of the project based on member discussions at their last meeting and staff follow-up.

- ❖ There is approximately \$2,600.00 available for this project.
- ❖ Potential design identified and interest solicited from local tradesmen capable of manufacturing the bike racks. However, there are no definitive costs because there are no plans.
- ❖ The Parks and Recreation Department has given no official confirmation on the bike rack installation, and cannot provide a confirmation until plans and details of the design and potential bike rack locations have been obtained. The Museum Board may also need to be involved in the review process.
- ❖ Members had previously discussed preparing a design sketch with dimensions and notations. Plans will be a basis for follow-up with Parks & Recreation and with Engineering.
- ❖ There was a question as to whether the project needs to go out for an RFP. That question has not been answered at this point, as the City's grant administrator has been out on vacation.

Member Carroll provided members with a basic plan he had drawn up and discussed his thoughts on details.

Subcommittee Member Morris asked what the BUSC can do to move the project forward. Planner Eastman clarified that the point we are at is to understand the design, the engineering requirements, and the approval process. Engineer Kwak presented some of the research he had done after reading the staff report.

Member Buck said he'd like to put this project in the lap of the Museum Board, and let the Museum move it forward. There was Subcommittee discussion as to whether the Museum Board could or is willing to do this project. There was further discussion regarding the process for moving this project forward. Engineer Kwak mentioned that there may be safety and ADA requirements involved with the racks, and volunteered to contact the City of Long Beach staff and discuss design issues with vendors. Member Hiegel expressed concern with vandalism and safety.

Subcommittee Member Carroll offered to send members and staff the design in the shape of a Fender guitar that the Subcommittee liked along with a photo.

MOTION made by Member Buck SECONDED by Member Carroll, and CARRIED UNANIMOUSLY to direct staff to use information developed by BUSC members to meet with the Parks and Recreation Department to discuss a strategy for moving forward to address

the museum board; to confer with bike rack manufacturer companies regarding details; and to speak with other cities that may have installed similar bike racks; and to follow up with Member Trimble to see which manufacturers she had identified previously.

5. Working Title for Public Outreach/Education Program and Program Objectives

MOTION made by Member Buck, SECONDED by Member Morris and CARRIED UNANIMOUSLY to continue discussion of this item to the August 16, 2012 meeting.

6. E. Wilshire Avenue Bike Boulevard Status and Discussion

This item was placed on the agenda at the request of Member Buck, and is for information only, and no formal motion was needed.

OCTA agreed to prepare a grant for bike boulevard improvements. A determination on the grant has not been provided by FTA. The FTA grant identified improvements that would occur on E. Wilshire Avenue to include a signal at Wilshire/Raymond intersection. Improvements include a signal at Wilshire/Raymond intersection; discriminator sensors for Wilshire/Raymond and Wilshire/Pomona intersections; three neighborhood round-a-bouts; lane markings; and enhanced signage.

City staff will conduct a public outreach related to the Bike Boulevard to include one or more community meeting(s). The outreach for the Bike Boulevard will be done in conjunction with OCTA's bikeway corridor implementation study and outreach.

The Subcommittee was encouraged to attend the Bike Boulevard Community Meeting that is tentatively scheduled for August. The area that would be targeted is the blocks around Wilshire Blvd., between Pomona to Acacia Avenues.

There was discussion regarding outreach, community involvement, routing, design, and participation by OCTA and their consultants.

7. Orange County Transportation Authority (OCTA) Bikeshare Pilot Project Update)

This item was information only and no formal motion was needed. Chair Rands asked that there was no need to provide a staff report on this item.

STAFF/SUBCOMMITTEE COMMUNICATION

There was no staff communication due to time constraints and members leaving.

PUBLIC COMMENTS

There were no members of the public present.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6.02 p.m.

Beverly Norton, Clerical III