

**MINUTES
OF THE BICYCLE USERS SUBCOMMITTEE**

City Hall
Council Conference Room
Thursday, September 20, 2012
5:00 p.m.

CALL TO ORDER:

The meeting was called to order by Chair Rands at 5:02

ROLL CALL:

SUBCOMMITTEE MEMBERS PRESENT:

Jane Rands, Chair
Gene Hiegel, Vice-Chair
John Carroll
Beth Trimble
Kent Morris (Late Arrival)

SUBCOMMITTEE MEMBERS ABSENT:

Vince Buck
Matt Leslie

STAFF PRESENT:

Jay Eastman, Senior Planner

OTHERS PRESENT:

Roberta Reed
Kevin Krause

CONSENT:

Vice-Chair Hiegel identified one correction under CONSENT. Member Carroll's name was misspelled as "Carol", corrected to "Carroll". Member Trimble identified a correction under OTHERS PRESENT. The last name for Abigail was incorrect and was changed to "Abigail Lange".

MOTION by Vice-Chair Hiegel, SECONDED by Chair Rands to APPROVE the minutes of August 16, 2012 as AMENDED. MOTION CARRIED 4-0

PUBLIC COMMENTS:

Roberta Reed inquired as to the total number of members who serve on the Bicycle Users Subcommittee.

REGULAR BUSINESS:

1. Draft Bicycle Users Subcommittee Bylaws

Senior Planner Eastman presented a staff report and background for the item. He clarified that the BUSC is not required to adopt by-laws, but it is recommended. Eastman also clarified that the content of the by-laws is at the discretion of the BUSC. He then went over each section of the draft by-laws, and the Subcommittee made the following changes:

- “Authority” section, change title to state “Authority as Granted by the City Council”.
- Section 2A, Selection and Tenure, members preferred a 1-year term length as specified, although the BUSC has been operating in recent years with a 2-year term for chair.
- Section 2D1, Secretary/Minutes, members suggested a change to read “the minutes shall be action minutes and contain a brief synopsis of the meeting”.
- When discussion section 2D5, Chair Rands suggested that Staff/Committee Communications be moved further up on the agenda to allow Subcommittee members an earlier opportunity to add item(s) to the agenda for a subsequent meeting. The Subcommittee discussed the suggestion; Planner Eastman clarified that the agenda format can be changed at any time, and does not require a change to by-laws. The Subcommittee agreed to discuss the agenda format at a later date, if needed.
- Section 3H, Voting, Subcommittee discussed the number of votes needed to amend the by-laws. The Subcommittee agreed on requiring a vote by the majority of all members for amendments, instead of the majority of members present at the meeting.
- Section 3D, Public Hearing, Chair Rands suggested and all agreed that the title “Public Hearing” should be changed to “Public Meeting”.
- Section 3E, Roberts Rules of Order, there was general agreement to use Robert’s Rules of Order. Chair Rands stated for the record that she did not support using Roberts Rules of Order, and preferred a Consensus Model.
- Section 3H, Voting, members questioned the language stating that all members shall vote on all matters. It was agreed that the language would be changed to “Members shall take action on the vote in all matters”, or similar to clarify abstentions and recusals as being acceptable actions.
- Section 4D, member Trimble questioned language of “perform other duties and responsibilities”; stating that she would like to be more specific and add language “to advance the comfort and safety of bicycling”, or similar. The Committee agreed to more specificity.

- Section 5C, the Subcommittee questioned the number of absences that were acceptable and the process necessary to have absences excused, per the City Code. Members requested that staff report back with more clarification on FMC § 2.22.050 process.
- Section 4B, Chair Rands requested clarification of the duties of the BUSC pertinent to Council resolutions, indicating that the BUSC was told they don't have input on off-road bike paths. She asked for staff to check the duties of the Committee per Council, and if applicable change language after "...and associated infrastructure..." to include off-road and unpaved bikeways. The Subcommittee agreed to the added language.
- Member Trimble suggested that new members be provided a link to the master plan and bylaws and/or be given a new member packet, and Chair Rands asked to have it available on the website. Planner Eastman stated he would add Section D.6 under Secretary Duties, clarifying staff responsibility to provide an orientation to new members.

2. Public Outreach/Education Program

Planner Eastman provided a brief staff report of the public outreach and education program item, stating the creation of the name helps identify the objectives and scope of the program.

MOTION by Subcommittee Member Carroll, SECONDED by Vice-Chair Hiegel to name the program "Safe Routes for Fullerton". There was discussion by the Subcommittee. Member Carroll withdrew his motion and Hiegel withdrew his second.

The Subcommittee presented other names for consideration:

- Bike Friendly Fullerton (Acronym is BFF)
- Fullerton Safe Cyclists
- Fullerton Rides
- Cyclists and Drivers United for Safety (Acronym is CDAS, or "cadas")
- Cycle Fullerton or Bike Fullerton
- Safe Routes for Fullerton (Acronym is SRF, or "surf")

The Subcommittee agreed to consider the six names identified and come up with a list of objectives that would fit under each title. Committee Member Trimble mentioned that the City of Tucson puts together a ride every year that generates funding. Member Carroll stated that CSUF has a bike education program that is associated with on-campus parking tickets, which educates drivers on bike safety. No action was taken on this item and the item was continued to the next meeting.

3. Review of adopted Bicycle Master Plan

Staff provided a brief staff report. Vice-Chair Hiegel specified that there are some errors on the adopted General Plan's bike route map. Vice-Chair Hiegel displayed a

map that indicates the changes that were intended to be incorporated into the Bikeway Master Plan.

Given time, it was recommended that this item be continued to the next meeting. Staff recommended identifying necessary changes to the General Plan Map and Bicycle Master Plan; why the changes need to occur, including benefits of the changes. Staff will need to summarize the changes and potentially pursue a General Plan amendment.

No action was taken on this item and the item was continued to the next meeting.

4. Bicycle Accident Data Collection

Due to limited time, no action was taken on this item and the item will be continued to a future meeting.

STAFF/COMMITTEE COMMUNICATION:

Planner Eastman provided an update on the Museum Plaza bike racks. He advised that the BUSC and the Engineering Department will be responsible for developing the plans; the details of the bike rack, and negotiating the cost and manufacturing with a bike company. Funding will remain under the purview of the BUSC. The Parks & Recreation Department and the Museum board will review the color and placement of the racks, and get Fender's approval on the design. Placement will need to get Building Division approval due to Building Code requirements. Cost per rack is estimated at \$2,000, but that is not a firm cost.

Dave Hanson of JAX Bicycle Centers has a bike rack that he is willing to donate to the City for use in the Museum Plaza. Members were not in favor of accepting the donation for the Plaza, but directed staff to look at park sites or a local school.

Staff mentioned that the City of Anaheim has prepared an outdoor livability program that includes bike routes. Anaheim has a bike route that connects up Lemon St. to Fullerton.

Member Chair Rands requested that there is a standard subject line when sending e-mails to members identifying whether it is agenda, minutes or other types of attachments.

ADJOURNMENT:

Being no further business the meeting adjourned at 7:17 p.m.

Prepared by:

Jay Eastman, Senior Planner

Beverly Norton, Clerical Staff