



ADMINISTRATIVE REPORT

TO: PUBLIC WORKS COMMISSION

FROM: BRAD UNDERWOOD, PUBLIC WORKS DIRECTOR

PREPARED BY: KENNETH CHIN, PROJECT MANAGER

MEETING DATE: MARCH 11, 2015, 7:30 pm

SUBJECT: SAFE ROUTES TO SCHOOL PROGRAM

RECOMMENDATION

Receive an update on the City of San Mateo's Safe Routes to School Program.

BACKGROUND

In September 2013, the Governor signed Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 254, Statutes 2013) into law, creating the Active Transportation Program (ATP). The State envisions the ATP to consolidate a number of other funding sources intended to promote active transportation, such as the Bicycle Transportation Account and Transportation Alternatives Program, into one program. Over the next 3 years in 3 grant cycles, the State plans to award approximately \$1.0 Billion worth of grant funds for Active Transportation Projects. The majority of the grant funds will be dispersed by the State, but approximately \$90 million will be dispersed by the Metropolitan Transportation Commission (MTC) for regional funding.

On July 14, 2014, the City of San Mateo submitted a \$2.515 million Safe Routes to School Program grant application to MTC for Cycle 1 of Regional ATP funding and on September 10, 2014, the City of San Mateo was officially awarded the \$2.515 million requested to create and implement a City of San Mateo Safe Routes to School Program.

Safe Routes to School Program

The City of San Mateo Safe Routes to School (SR2S) program will consist of both infrastructure and non-infrastructure projects and programs. These projects and programs are divided into the 5 E's of the SR2S program: Education, Encouragement, Engineering, Enforcement, and Evaluation. The 5 E's are listed and explained below:

- **Education:** lessons on traffic safety, bicycle and pedestrian skills, and other topics that will help students understand the importance of active transportation
- **Encouragement:** programs to motivate students to participate in SR2S and to emphasize that walking and biking to school can be an enjoyable activity
- **Engineering:** infrastructure projects to improve accessibility for all users on the different routes to schools
- **Enforcement:** law enforcement to ensure that the public obeys traffic laws in school zones
- **Evaluation:** measurement of the effectiveness of the improvements and programs, and to find areas for improvement

These projects and programs will be implemented over a 1.5-year timeline starting in March 2015 and will be completed by June 2016. The infrastructure improvements will mainly be the City's responsibility, but the non-infrastructure projects and programs will be a collaborative effort between the City Public Works Department, the Police Department and the San Mateo-Foster City School District.

For additional information, the detailed scope of work that was included in the grant application is summarized in more detail in Attachment 1.

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Attachment 1 – Safe Routes to School Program Detailed Scope of Work

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Scope of Work

The City of San Mateo Safe Routes to School (SR2S) program will consist of both infrastructure and non-infrastructure projects and programs. These projects and programs are divided into the 5 E's of the SR2S program, listed and explained below:

- **Education** – Lessons on traffic safety, bicycle and pedestrian skills, and other topics that will help students understand the importance of active transportation
- **Encouragement** – Programs to motivate students to participate in SR2S and to emphasize that walking and biking to school can be an enjoyable activity
- **Engineering** – Infrastructure projects to improve accessibility for all users on the different routes to schools
- **Enforcement** – Law enforcement to ensure that the public obeys traffic laws in school zones
- **Evaluation** – Measurement of the effectiveness of the improvements and programs, and to find areas for improvement

These projects and programs will be implemented over a 2-year timeline. The infrastructure improvements will mainly be the City's responsibility, but the non-infrastructure projects and programs will be a collaborative effort between the City and the San Mateo-Foster City School District. Other partners and stakeholders will also be involved throughout the whole program, including the San Mateo County Office of Education, the San Mateo Police Department, and the San Mateo County Health System.

A. Education

The City currently has a strong partnership with the San Mateo-Foster City School District. In a joint effort, the City and the school district will provide resources to the community containing information on the SR2S program and topics such as bicycle safety.

Task A.1: Develop a project website – The City will provide a SR2S website as a component of the existing City website. Through the website, the community can learn more about the

program, read about the current and future projects, access videos and pictures, and read informational hand-outs and brochures.

Task A.2: Develop informational videos – The City will develop at least five 2-3-minute videos to inform the community on SR2S. To highlight specific topics, at least ten 30-second videos will be available for students and parents containing information on the safety patrol program, pick-up/drop-off, bicycle parking, and the walking school bus. The City will collaborate with the school district’s SR2S coordinator to show the videos at various events like Back to School Night and PTA Meetings. These videos will also be posted on the City and the school district’s SR2S websites for on demand downloading and viewing.

Task A.3: Develop flyers and handouts – The City will create at least five multi-lingual flyers and handouts containing information on the purpose of SR2S, tips, how to get involved, etc. The City will collaborate with the school district’s SR2S coordinator to distribute the outreach materials at events, or even have flyers available throughout the schools. These flyers and handouts will also be accessible through the City and the school district’s SR2S websites.

Task A.4: Implement the Street Smarts program – The City will adopt the Street Smarts program to address traffic safety issues. The Street Smarts program was created by the City of San Jose to educate the public on traffic safety tips for pedestrians, bicyclists, and motorists. The program consists of outdoor media, presentations, and hand-outs. Posters and banners can be placed on street poles, in front of schools, on public transit, and other places in the neighborhoods. Traffic safety programs are also an element of the Street Smarts campaign and can be connected to SR2S. Students can participate in contests and challenges, and the schools can host assemblies, bike rodeos, walking school buses, and Walk to School Days.

B. Encouragement

To motivate students to participate in the SR2S program, the City will provide them with incentives to walk and ride their bikes to school.

Task B.1: Develop a City Awards program – The City will collaborate with the San Mateo-Foster City School District to create a City Awards program to encourage students and create a friendly

competition between the schools. The awards will be based off of the number of students participating in SR2S and prizes will be given to winning schools. Another opportunity to motivate students through a friendly competition is to continue the Art Takes a Bus Ride contest hosted by SamTrans and the San Mateo County Office of Education. Students can submit their artwork relating to SR2S, and if chosen, it will be featured on the side of a SamTrans bus.

Task B.2: Provide giveaways – The City will have giveaways for students as incentives to participate. These giveaways will include items like helmets, bike locks, bicycles, etc. They will be available at SR2S events or as contest prizes, and will be given by the SR2S Coordinator to ensure an equal distribution of giveaways.

C. Engineering

Infrastructure improvements will improve mobility and accessibility in the school zones. The changes will make it easier for users to walk and bike in the neighborhoods and prioritize the safety and needs of the students. The infrastructure improvements listed below are a compilation of infrastructure recommendations from each school’s engineering walk audit.

Task C.1: Install ADA-compliant curb ramps – The City will replace non-ADA-compliant curb ramps and install curb ramps where needed.

School	Location	Quantity
Abbott Middle School	36 th Ave. & Kenwood Ave.	2 curb ramps
Abbott Middle School	36 th Ave. & Southwood Ave.	2 curb ramps
Abbott Middle School	36 th Ave. & Fernwood St.	4 curb ramps
Abbott Middle School	Alameda de Las Pulgas & Alder Ln.	2 curb ramps
Abbott Middle School	Hillsdale Blvd. & Fernwood St., NW corner	1 curb ramp
Baywood Elementary School	Alameda de Las Pulgas & Georgetown Ave., SE corner	1 curb ramp
Borel Middle School	Barneson Ave. & Kalmia St.	2 curb ramps
Borel Middle School	Borel Ave. & Edinburgh St.	2 curb ramps
Borel Middle School	Borel Ave. & Shafter St.	2 curb ramps
Borel Middle School	South gate on Borel Ave.	1 curb ramp
Borel Middle School	Edinburgh St. & Hobart Ave.	1 curb ramp
Borel Middle School	Hobart Ave. & Rhus St.	2 curb ramps
Borel Middle School	Hobart Ave. & Tilia St.	2 curb ramps
George Hall Elementary School	San Miguel Way & Meadow Ct.	2 curb ramps
Laurel Elementary School	36 th Ave. & Michael Dr.	2 curb ramps

Meadow Heights Elem. School	28 th Ave. & Parkview Way, NE corner	1 curb ramp
North Shoreview Elem. School	Kingston St. & Monroe Ave.	2 curb ramps
North Shoreview Elem. School	Kingston St. & Huron Ave.	2 curb ramps
North Shoreview Elem. School	Cypress Ave. & Norfolk St.	4 curb ramps
Parkside Elementary School	Norfolk St. & Halsey Ave.	4 curb ramps
Parkside Elementary School	Eisenhower St. & Wellesley Ave., NW corner	1 curb ramp
San Mateo Park Elem. School	Bellevue Ave. & Hurlingham Ave., north & east legs	4 curb ramps
San Mateo Park Elem. School	Clark Dr. & Hurlingham Ave.	4 curb ramps
Sunnybrae Elementary School	W. Grant Pl. & school gate	1 curb ramp
Sunnybrae Elementary School	10 th Ave. & Eldorado St., south corner	1 curb ramp

Task C.2: Install curb extensions – The City will install curb extensions at various intersections in the City. Curb extensions will improve safety at crosswalks by increasing visibility for both the pedestrian and the motorist.

School	Location	Quantity
Abbott Middle School	Alameda de Las Pulgas & 36 th Ave., north leg	2 extensions
Abbott Middle School	Hillsdale Blvd. & Fernwood St., west leg	2 extensions
Bayside STEM Academy	Kehoe Ave. & Van Buren St.	2-6 extensions
Baywood Elementary School	Alameda de Las Pulgas & Kentucky Ave., across Alameda	2 extensions
Baywood Elementary School	Alameda de Las Pulgas & Woodland Dr., across Woodland	1 extension
Borel Middle School	Alameda de Las Pulgas & Barneson Ave., south leg	2 extensions
Borel Middle School	Barneson Ave. & Edinburgh St., west & south leg	4 extensions
Borel Middle School	Barneson Ave. & Quince St., east leg	2 extensions
Fiesta Gardens Internat'l Elem. Sc.	Ginnever St. & Bermuda Dr., NW & NE corners	2 extensions
George Hall Elementary School	San Miguel Way & Meadow Ct.	2 extensions
Laurel Elementary School	Hacienda St. & Winway Circle	2 extensions
Meadow Heights Elem. School	28 th Ave. & Mason Ln.	8 extensions
Meadow Heights Elem. School	Dolores St. & Sequoia Ave., north leg	2 extensions
Meadow Heights Elem. School	Parkside Way at south entrance of school	2 extensions
North Shoreview Elem. School	Cypress Ave. & Lindberg St., north side of Cypress	2 extensions
North Shoreview Elem. School	Cypress Ave. & Norfolk St., SE & SW corners	2 extensions
Sunnybrae Elementary School	Delaware St. & Birch St., north leg	2 extensions

Task C.3: Install rectangular rapid flashing beacons (RRFB's) – The City will install RRFB's at uncontrolled crosswalks in school zones.

School	Location
Abbott Middle School	Alameda de Las Pulgas & 36 th Ave., north leg
Borel Middle School	Barneson Ave. & Quince St.
George Hall Elementary School	San Miguel Way & Meadow Ct., east leg
Meadow Heights Elem. School	Parkside Way at south school crosswalk

San Mateo Park Elementary School	Bellevue Ave., replace south school crosswalk
Sunnybrae Elementary School	Delaware St. & 10 th Ave.

Task C.4: Improve and install sidewalks and walking paths – The City will improve existing sidewalks and install new sidewalks and walking paths based on the walk audits recommendations.

School	Location	Improvement
Abbott Middle School	Fernwood St. fr. Hillsdale Blvd. to 36 th Ave., east side	Install pedestrian path
Fiesta Gardens Internat'l Elem. Sc.	Bermuda Dr.	Pull sidewalk inward
Fiesta Gardens Internat'l Elem. Sc.	19 th Ave., south side fronting the school	Install sidewalk and curb
North Shoreview Elem. School	Kingston St., east side, north & south of Huron	Repair broken sidewalk
San Mateo Park Elementary School	Bellevue Ave., between Hurlingham & SE school corner	Install pedestrian path
San Mateo Park Elementary School	Bellevue Ave. between Crescent & crosswalk, south side	Install pedestrian path

Task C.5: Install medians with pedestrian refuge islands – The City will install medians and incorporate pedestrian refuge islands. These refuge islands allow a space for pedestrians to wait when crossing wider streets, thereby increasing pedestrian safety.

School	Location	Improvement
Abbott Middle School	North of Alameda de Las Pulgas & 36 th Ave.	Median w/ refuge island
Fiesta Gardens Internat'l Elem. Sc.	Ginnever St. & Bermuda Dr., north crosswalk	Median w/ refuge island
George Hall Elementary School	Curtiss St. & San Miguel Way, north & south legs	Median
Meadow Heights Elem. School	Bus lane on Dolores St.	Median
San Mateo Park Elementary School	Bellevue Ave. & Hurlingham Ave., north leg	Median w/ refuge island

Task C.6: Install and relocate street lights – The City will install new street lights to improve pedestrian safety and visibility. There are also locations where street lights will need to be relocated because they hinder the walking path for pedestrians on sidewalks.

School	Location	Improvement
Abbott Middle School	School driveway at Laurelwood Dr.	New street lights
North Shoreview Elem. School	Cypress Ave. & Norfolk St., SE corner	Relocate light pole

Task C.7: Install pedestrian countdown signals – The City will install pedestrian countdown signals at intersections based on the walk audit recommendations. The countdown signals will

inform pedestrians of the time remaining to cross the street. This will clear the crosswalk and ensure that pedestrians have safely crossed before any signal changes occur.

School	Location	Quantity
Baywood Elementary School	Alameda de Las Pulgas & Aragon Blvd., east side of Alameda	2 signals
San Mateo Park Elementary School	El Camino Real & Bellevue Ave.	4 signals

Task C.8: Apply road diet – The City will apply road diets based on the walk audits recommendations, which refer to the City’s Pedestrian Master Plan and Bicycle Master Plan. Elements of the road diet include a two-way left turn lane, wider sidewalks, bike lanes, pedestrian refuge islands, and shared lane markings. The road diet would reduce the number of conflict points and provide a dedicated space for pedestrians and bicyclists.

School	Location	Improvement
Baywood Elementary School	Alameda de Las Pulgas, Barneson-Crystal Springs	Reduce to two travel lanes
Baywood Elementary School	Alameda de Las Pulgas & Aragon Blvd.	Install left-turn pocket lane
Baywood Elementary School	Alameda de Las Pulgas, school frontage	Widen sidewalk
Baywood Elementary School	Alameda de Las Pulgas & Kentucky Ave.	Landscaped ped. refuge island

D. Enforcement

To ensure that the streets are safe and traffic laws are being followed, the San Mateo Police Department will be a major partner in the SR2S program. The school district’s safety patrol program will also be a part of the enforcement component to assist with drop-off and pick-up hours.

Task D.1: Police Department will conduct traffic stops – A portion of the grant funding will be used to pay for specialized school zone traffic enforcement in the school zones during drop-off and pick-up. For a 2-year period, officers will rotate amongst the 15 schools to enforce school zone traffic laws. Currently, this enforcement only exists when a complaint is made.

Task D.2: Provide training for the school safety patrol program – School safety patrols are student volunteers who assist with enforcement during drop-off and pick-up on school property. The City will work with the school district to ensure that the students participating in the safety patrol program are trained and have the necessary equipment. Currently, the schools

with the safety patrol program are Borel Middle School, College Park Elementary School, Parkside Elementary School, and San Mateo Park Elementary School. The school district plans on adding more schools to the program.

E. Evaluation

The overall program will be evaluated to determine if SR2S does increase the number of students walking and biking to school, and also what can be done to further improve the program.

Task E.1: Conduct student surveys – The City will work with the school district to conduct student surveys. These surveys can be a hand tally in the classroom or a written questionnaire.

Task E.2: Conduct parent surveys – The City will work with the school district to distribute parent surveys. These surveys can be a written questionnaire to send home with the students.

Task E.3: Monitor Effectiveness of Infrastructure Improvements – The City will visit the locations of all infrastructure projects to monitor the effectiveness of the improvements. The City will observe whether students are utilizing the new infrastructure and if the number of students walking and biking to school has increased.

F. Staff & Support

Task F.1: Create a SR2S Coordinator position – The City will create a SR2S Coordinator position to oversee all SR2S planning, implementation, and operations. The SR2S Coordinator will be the main contact for the City regarding all SR2S projects and programs.

Task F.2: Public outreach – The City will host public workshops and meetings regarding major projects, including the suggested Alameda de Las Pulgas road diet. At these meetings, community members can show their support, contribute ideas, ask questions, and voice their opinions.