



*Santa Cruz County Regional Transportation Commission's*  
**Interagency Technical Advisory Committee (ITAC)**

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**AGENDA**  
**Thursday, November 20, 2014**  
**1:30 p.m.**  
**RTC Conference Room**  
**1523 Pacific Avenue, Santa Cruz, CA**

1. Call to Order
2. Introductions
3. Oral communications

*The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.*

4. Additions or deletions to consent and regular agendas

**CONSENT AGENDA**

*All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.*

5. Approve Minutes of the October 16, 2014 ITAC meeting – *Page 3*
6. Receive Design Flexibility for Multimodal Projects Memoranda and Frequently Asked Questions– *Page 7*
7. Letter to Congress from national organizations regarding federal transportation funding – *Page 15*

**REGULAR AGENDA**

8. Status of ongoing transportation projects, programs, studies and planning documents - Verbal updates from project sponsors
9. Receive Update on Pursuing New Local Revenue to Implement the RTP – *Page 17*
  - a. Staff report, Karena Pushnik

10. Receive Update on Cruz511 Project – *Page 19*
    - a. Staff report, Tegan Speiser
    - b. Attachments
  11. Provide input on Caltrans' *Interregional Transportation Strategic Plan (ITSP)* – *Page 30*
    - a. Staff Report, Rachel Moriconi
    - b. ITSP Fact Sheet
  12. Overview of Project Implementation Process– *Page 34*
    - a. Staff Report, Rachel Moriconi
    - b. Presentation from Heidi Borders, Caltrans Local Assistance
  13. ITAC Officer Elections – *Page 35*
    - a. Staff Report, Rachel Moriconi
  14. **Next meeting:** The next ITAC meeting is scheduled for 1:30pm on December 18, 2014 in the SCCRTC Conference Room, 1523 Pacific Avenue, Santa Cruz, CA.
  15. Adjourn
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**HOW TO REACH US:** Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue, Santa Cruz, CA 95060; phone: (831) 460-3200 / fax (831) 460-3215  
email: [info@scrtc.org](mailto:info@scrtc.org) / website: [www.scrtc.org](http://www.scrtc.org)

**AGENDAS ONLINE:** To receive email notification when the Committee meeting agenda packets are posted on our website, please call (831) 460-3200 or email [rmoriconi@scrtc.org](mailto:rmoriconi@scrtc.org) to subscribe.

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**SERVICIOS DE TRADUCCIÓN/ TRANSLATION SERVICES:** Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (Spanish language translation is available on an as needed basis. Please make advance arrangements at least three days in advance by calling (831) 460-3200).

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**Santa Cruz County  
Regional Transportation Commission  
Interagency Technical Advisory Committee (ITAC)**

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**DRAFT MINUTES**

Thursday, October 16, 2014, 1:30 p.m.  
SCCRTC Conference Room  
1523 Pacific Ave, Santa Cruz, CA

**ITAC MEMBERS PRESENT**

Teresa Buika, UCSC  
Russell Chen, County Public Works and Planning Proxy  
Murray Fontes, Watsonville Public Works and Planning Proxy  
Erich Friedrich, Santa Cruz METRO  
Jeanne LePage, Ecology Action  
Kelly McClendon, Caltrans District 5  
Bhupendra Patel, AMBAG  
Chris Schneiter, Santa Cruz Public Works and Planning Proxy

**STAFF PRESENT**

Grace Blakeslee  
Cory Caletti  
George Dondero  
Ginger Dykaar  
Rachel Moriconi

**OTHERS PRESENT**

Maura Twomey, AMBAG  
Eliza Yu, AMBAG  
Jeanie Ward-Waller, Safe Routes to Schools National  
Partnership (by phone)

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1. Call to Order –Chair Chris Schneiter called the meeting to order at 1:32 p.m.
  2. Introductions – Self introductions were made.
  3. Oral communications –George Dondero reported that RTC and other entities are exploring a possible sales tax ballot measure for transportation projects.
  4. Additions or deletions to consent and regular agendas – None.

**CONSENT AGENDA:** *Fontes moved and Schneiter seconded approval of the consent agenda. The motion passed unanimously with Buika, Chen, Fontes, Friedrich, LePage, McClendon, Patel and Schneiter voting “yes”.*

5. Approved minutes of the March 27, 2014 ITAC meeting
6. Received Passenger Rail Study Update

**REGULAR AGENDA**

7. Status of ongoing transportation projects, programs, studies and planning documents - Verbal updates from project sponsors

UCSC: Teresa Buika reported that the University received an Active Transportation Program (ATP) grant for the Great Meadow Bicycle Path Safety project and is starting work on the environmental document.

Watsonville: Murray Fontes reported that the roundabout at Cliff/Pennsylvania was completed August 16. City Council approved the Monterey Bay Sanctuary Scenic Trail Network (MBSST) Master Plan. The City is applying for a Caltrans Partnership Planning grant to develop a Complete Streets plan for its downtown corridors, including access from neighborhoods.

County: Russell Chen reported that the County has completed work on Glen Canyon Road and storm damage repair construction is underway on several roadways including Branciforte Drive, Nelson Road, North Rodeo Gulch, Highland, Vienna, and East Zayante. Striping of Empire Grade Road will be complete soon.

METRO: Erich Friedrich reported that work on the operations facility continues, with the project scheduled for completion in Spring/Summer 2015. Design engineering is underway for bus stop improvements at Green Valley Rd/Airport Blvd. METRO will seek input from the ITAC on upgrades planned for several additional bus stops later this year.

RTC: Rachel Moriconi reported that the RTC is hiring a new administrative assistant. Ginger Dykaar reported that the RTC is seeking planning grants to develop a performance monitoring report and public engagement related for Regional Transportation Plan (RTP) implementation. George Dondero reported that the La Selva railroad trestle is under construction.

AMBAG: Bhupendra Patel reported that AMBAG approved the 2014 Metropolitan Transportation Improvement Program (MTIP) and the statewide programming document (FSTIP) is now available for public review. AMBAG will be amending Active Transportation Program (ATP) projects into the MTIP in November, with FHWA approval anticipated in December. AMBAG is developing a Highway 101 Corridor Study, which takes into consideration regional and inter-regional freight issues, including Highway 129 and 152 connections. AMBAG is working with METRO and MST on a planning grant application for a bus on highway shoulder analysis. AMBAG also is working on an application on regionwide Sustainable Communities Strategy (SCS) implementation.

Caltrans: Kelly McClendon distributed the semi-annual update of State Highway Operation and Protection Program (SHOPP) projects and Caltrans Mile Marker performance measure booklet.

Santa Cruz: Chris Schneider reported that the City repaved Western and La Fonda, with Laurel Street currently under construction. Design work is underway on the Wharf Roundabout and San Lorenzo River Trestle access. Construction of the Arana Gulch path is nearing completion. The Westside Safe Routes to Schools project is almost done.

## 8. Active Transportation Program (ATP) Lessons Learned and Input for Cycle 2

Rachel Moriconi provided an overview of the California Transportation Commission's (CTC) Cycle 1 Active Transportation Program (ATP) program and requested feedback on the program to be shared with CTC and Caltrans staff. Maura Twomey of AMBAG and Jeanie Ward-Waller from the SRTS National Partnership who reviewed applications for Cycle 1, shared their observations about Cycle 1, including key characteristics of high ranking applications and recommendations for Cycle 2. ITAC member comments included: streamline and simplify the application; rating

process was unclear; provide more time to prepare applications; projects in large metropolitan areas given unfair advantage, being able to compete in both the statewide and their region's process; ratings seemed to have urban bias, especially for safety; need to inform sponsors at award if an approved project will be receiving state or federal funds; Local Assistance Procedures and guidelines need to provide better clarification; having to receive CTC approval for each stage of project will cause delays; split infrastructure and non-infrastructure programs. Rachel Moriconi encouraged sponsors to submit comments and suggestions for the program directly to Caltrans and CTC staff.

*Erich Friedrich left the meeting.*

9. Overview of AMBAG Regional Travel Demand Model (RTDM)

Bhupendra Patel made a presentation on the Regional Travel Demand Model (RTDM) which is required for development of the Metropolitan Transportation Plan (MTP) / Sustainable Communities Strategy (SCS) to demonstrate if the plan and programmed projects meet air quality conformity standards and state greenhouse gas emission targets. The model is also used to estimate travel patterns, predict travel growth, and evaluate impacts of transportation and land use projects. The new model is more activity-based, looking at the number of trips based on type of destinations in an area, where people go (work, shop, recreation), and how they get there (mode); looks at trips per person per household based on household demographics; utilizes more realistic economic and growth projections; utilizes better road data, supplied by public works departments, as well as updated Census and California Household Travel Survey information.

10. Draft Updates to CEQA Guidelines on Transportation Impact Analysis (SB 743)

Grace Blakeslee reported that the state's Office of Planning and Research (OPR) is required by state law (SB 743) to develop alternative measures for how transportation impacts are analyzed under CEQA. OPR recommends using vehicle miles traveled (VMT) rather than Level of Service (LOS) to evaluate traffic impacts. The deadline to provide comments on the "discussion" draft guidelines is November 21. She noted that some agencies have expressed concerns that the examples of how to estimate VMT are overly simplified and that insufficient data and modeling capacities exist to calculate project-level VMT. Teresa Buika requested a copy of the letter RTC previously sent to OPR on SB743. It was cautioned that regional average VMT standards should not be set as the threshold of significance as they are not appropriate on a more localized level.

11. Cap and Trade Program Updates

Rachel Moriconi provided a summary of the transportation-related Cap and Trade programs approved by the legislature in June 2014 and proposals for defining disadvantaged communities, which would exclude most of Santa Cruz County from competing for significant amounts of Cap-and-Trade funds. She encouraged project sponsors to review and provide input to the Strategic Growth Council on the Affordable Housing and Sustainable Communities program draft guidelines by the October 31.

12. California Strategic Highway Safety Plan

Rachel Moriconi reported that Caltrans is in the process of updating the Strategic Highway Safety Plan. Members received the Fact Sheet, Frequently Asked Questions (FAQ), and

presentation slides on the plan. She encouraged ITAC members to participate in upcoming Caltrans' webinars on the plan.

13. The meeting adjourned at 3:35 p.m.

*Minutes prepared by: Rachel Moriconi*

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U.S. Department  
of Transportation

Federal Highway  
Administration

# Memorandum

**Subject:** GUIDANCE: Bicycle and Pedestrian Facility Design Flexibility

**From:** Gloria M. Shepherd  
Associate Administrator for Planning,  
Environment and Realty

Walter C. (Butch) Waidelich, Jr.  
Associate Administrator for Infrastructure

Jeffrey A. Lindley  
Associate Administrator for Operations

Tony T. Furst  
Associate Administrator for Safety

**To:** Division Administrators  
Directors of Field Services

**Date:** August 20, 2013

**Reply to:** HEPH-10

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This memorandum expresses the Federal Highway Administration's (FHWA) support for taking a flexible approach to bicycle and pedestrian facility design. The American Association of State Highway and Transportation Officials (AASHTO) bicycle and pedestrian design guides are the primary national resources for planning, designing, and operating bicycle and pedestrian facilities. The National Association of City Transportation Officials (NACTO) [Urban Bikeway Design Guide](#) and the Institute of Transportation Engineers (ITE) [Designing Urban Walkable Thoroughfares](#) guide builds upon the flexibilities provided in the AASHTO guides, which can help communities plan and design safe and convenient facilities for pedestrian and bicyclists. FHWA supports the use of these resources to further develop nonmotorized transportation networks, particularly in urban areas.

## AASHTO Guides

AASHTO publishes two guides that address pedestrian and bicycle facilities:

- [Guide for the Planning, Design, and Operation of Pedestrian Facilities](#), July 2004, (AASHTO Pedestrian Guide) provides guidelines for the planning, design, operation, and maintenance of pedestrian facilities, including signals and signing. The guide recommends methods for accommodating pedestrians, which vary among roadway and facility types, and addresses the effects of land use planning and site design on pedestrian mobility.
- [Guide for the Development of Bicycle Facilities 2012, Fourth Edition](#) (AASHTO Bike Guide) provides detailed planning and design guidelines on how to accommodate bicycle travel and

operation in most riding environments. It covers the planning, design, operation, maintenance, and safety of on-road facilities, shared use paths, and parking facilities. Flexibility is provided through ranges in design values to encourage facilities that are sensitive to local context and incorporate the needs of bicyclists, pedestrians, and motorists.

### **NACTO Guide**

NACTO first released the [Urban Bikeway Design Guide](#) (NACTO Guide) in 2010 to address more recently developed bicycle design treatments and techniques. It provides options that can help create "complete streets" that better accommodate bicyclists. While not directly referenced in the AASHTO Bike Guide, many of the treatments in the NACTO Guide are compatible with the AASHTO Bike Guide and demonstrate new and innovative solutions for the varied urban settings across the country. The vast majority of treatments illustrated in the NACTO Guide are either allowed or not precluded by the Manual on Uniform Traffic Control Devices (MUTCD). In addition, non-compliant traffic control devices may be piloted through the MUTCD experimentation process. That process is described in [Section 1A.10](#) of the MUTCD and a table on the FHWA's bicycle and pedestrian design guidance Web page is regularly updated ([FHWA Bicycle and Pedestrian Design Guidance](#)), and explains what bicycle facilities, signs, and markings are allowed in accordance with the MUTCD. Other elements of the NACTO Guide's new and revised provisions will be considered in the rulemaking cycle for the next edition of the MUTCD.

### **ITE Guide**

In 2010, FHWA supported production of the ITE Guide [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach](#). This guide is useful in gaining an understanding of the flexibility that is inherent in the AASHTO "Green Book," [A Policy on Geometric Design of Highways and Streets](#). The chapters emphasize thoroughfares in "walkable communities" - compact, pedestrian-scaled villages, neighborhoods, town centers, urban centers, urban cores and other areas where walking, bicycling and transit are encouraged. It describes the relationship, compatibility and trade-offs that may be appropriate when balancing the needs of all users, adjoining land uses, environment and community interests when making decisions in the project development process.

### **Summary**

FHWA encourages agencies to appropriately use these guides and other resources to help fulfill the aims of the 2010 [US DOT Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations](#) - "...DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics when appropriate."

Accompanying this memo are the latest versions of the: 1) AASHTO Bike Guide, 2) NACTO Bike Guide; and 3) the ITE [Designing Walkable Urban Thoroughfares](#) Guide.

The attachments provide two examples that demonstrate the use of treatments illustrated in the NACTO Guide (i.e., buffered bike lanes and green colored pavement for bicycle lanes) by State or local DOTs, and a list of FHWA staff that can help with questions about pedestrian and bicycle design issues.

*Attachments*

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## Attachment 1 - Example 1 & 2

### Example 1: Michigan DOT's Buffered Bike Lanes

One of the innovative bicycle facilities discussed in the NACTO *Urban Bikeway Design Guide* is buffered bike lanes. Buffered bike lanes create more space between motor vehicles and bicycles by delineating extra space between the bike lane and parked cars and/or a motor vehicle lane. Buffered bike lanes can be implemented if the pavement markings and channelizing devices are compliant with the MUTCD (see [Bicycle Facilities and the Manual on Uniform Traffic Control Devices](#)). Michigan DOT developed a video that describes their efforts to install buffered bike lanes in Oakland County (see [Northwestern Highway Bicycle Lane: A Safer Place to Ride](#)). Michigan DOT also developed a brochure that explains buffered bike lanes to the public (see [What Every Michigan Driver Should Know About Bike Lanes](#)).

### Example 2: Missoula's Colored Bike Lanes

MUTCD experimentation is a methodology that analyzes innovative traffic control devices through field deployment for the purpose of testing or evaluating its application or manner of use. An approved request to experiment numbered and titled as Official Ruling "[3\(09\)-3\(E\) - Colored Bike Lanes - Missoula, MT](#)" illustrates a successful experiment. The City of Missoula submitted a request to experiment in January 2010 in accordance with all Items in Paragraph 11 of [Section 1A.10](#) in the 2009 MUTCD.

The experiment was conducted for one year and revealed that approximately 70 percent of motorists noticed the color conspicuity enhancement to the bike lane. This was interpreted as an increased awareness by motorists of the potential presence of bicyclists at intersections where those motorists would be making a right turn.

The City also reported ancillary findings that were not anticipated in the original Evaluation Plan of the request to experiment. This included psychological discomfort of the cyclist with the lateral locations of the colored bicycle lane with respect to door zones in parallel parking corridors. In addition, the experiment revealed an unintended design weakness where colored bike lanes that achieve high compliance of little or no occupation of motorized vehicles can also be attractive to pedestrians who wish to use them to facilitate their travel in lieu of crowded sidewalks or to patronize parking meters. For these reasons, a successful experiment can reveal unanticipated findings, further demonstrating the value of official experimentation.



This particular experiment provided two conclusions that supported FHWA's decision to issue [Interim Approval](#) for green colored pavement for bicycle lanes in April 2011.

For more information see <http://mutcd.fhwa.dot.gov/reqdetails.asp?id=1135>.

## **FHWA Bicycle and Pedestrian Staff Resources**

### Human Environment -- [Livability](#) and [Bicycle and Pedestrian Programs](#)

- Shana Baker, Livability Team Leader, 202-366-4649, [shana.baker@dot.gov](mailto:shana.baker@dot.gov): Livability, Context Sensitive Solutions
- Christopher Douwes, Trails and Enhancements Program Manager 202-366-5013, [christopher.douwes@dot.gov](mailto:christopher.douwes@dot.gov): Transportation Alternatives Program/Enhancement Activities; Recreational Trails Program related activities; Bicycle and pedestrian policy and guidance
- Daniel Goodman, Transportation Specialist, 202-366-9064, [daniel.goodman@dot.gov](mailto:daniel.goodman@dot.gov): Bicycle and pedestrian activities; Livability
- Wesley Blount, Program Manager, 202-366-0799, [wesley.blount@dot.gov](mailto:wesley.blount@dot.gov): Safe Routes to School, Discretionary programs

### Planning

- Brian Gardner, 202-366-4061, [brian.gardner@dot.gov](mailto:brian.gardner@dot.gov): Modeling
- Jeremy Raw, 202-366-0986, [jeremy.raw@dot.gov](mailto:jeremy.raw@dot.gov): Modeling
- Harlan Miller, 202-366-0847, [harlan.miller@dot.gov](mailto:harlan.miller@dot.gov): Planning Oversight
- Kenneth Petty, 202-366-6654 [kenneth.petty@dot.gov](mailto:kenneth.petty@dot.gov): Planning Capacity Building

### Policy

- Steven Jessberger, 202-366-5052, [steven.jessberger@dot.gov](mailto:steven.jessberger@dot.gov), Traffic Monitoring Guide

### Infrastructure -- Design (including accessible design)

- Michael Matzke, 202-366-4658, [michael.matzke@dot.gov](mailto:michael.matzke@dot.gov)

### Resource Center -- Design (including accessible design)

- Brooke Struve, Safety and Design Team, 720-963-3270, [brooke.struve@dot.gov](mailto:brooke.struve@dot.gov)
- Peter Eun, Safety and Design Team, 360-753-9551, [peter.eun@dot.gov](mailto:peter.eun@dot.gov)

### Operations -- [Manual on Uniform Traffic Control Devices](#)

- Kevin Dunn, Transportation Specialist, 202-366-6054, [kevin.dunn@dot.gov](mailto:kevin.dunn@dot.gov): MUTCD Team

### [Pedestrian and Bicycle Safety](#)

- Gabe Rousseau, Safety Operations Team Leader, 202-366-8044, [gabe.rousseau@dot.gov](mailto:gabe.rousseau@dot.gov): Bicycle and pedestrian safety programs
- Tamara Redmon, Pedestrian Safety Program Manager, 202-366-4077, [tamara.redmon@dot.gov](mailto:tamara.redmon@dot.gov): Pedestrian safety

### [Pedestrian and Bicyclist Safety Research](#)

- Ann Do, 202-493-3319, [ann.do@dot.gov](mailto:ann.do@dot.gov)
- Jim Shurbutt, 202-493-3420, [jimmy.shurbutt@dot.gov](mailto:jimmy.shurbutt@dot.gov)

### Civil Rights - [Accessibility Policy](#) and Compliance

- Patrick Gomez, Resource Center Civil Rights Team, 720-963-3269, [patrick.gomez@dot.gov](mailto:patrick.gomez@dot.gov)
- Candace Groudine, Director of External Civil Rights Programs, 202-366-4634, [candace.groudine@dot.gov](mailto:candace.groudine@dot.gov)

# Memorandum

*Serious drought.  
Help Save Water!*

**To:** HIGHWAY DESIGN MANUAL HOLDERS

**Date:** April 10, 2014



**File:**

**From:** TIMOTHY CRAGGS  
Chief  
Division of Design

**Subject:** DESIGN FLEXIBILITY IN MULTIMODAL DESIGN

The Caltrans Program Review, and more recently the SSTI report, identified a need to provide more flexibility in Caltrans' highway design standards and procedures, especially in the context of urban environments and multimodal design.

Caltrans is continually improving its standards and processes to provide flexibility while maintaining the safety and integrity of the state's transportation system. This commitment is evident in the recent update to the Highway Design Manual (HDM) to facilitate the design of Complete Streets, recognizing that the State highway system needs to be multimodal, not just for cars and trucks.

Caltrans' philosophy and flexible approach toward designing multimodal transportation projects on the State highway system is reflected in the HDM, Chapter 80, which states in part:

*"The Project Development process seeks to provide a degree of mobility to users of the transportation system that is in balance with other values."*

*"A 'one-size-fits-all' design philosophy is not Departmental policy."*

*"The highway design criteria and policies in this manual provide a guide for the engineer to exercise sound judgment in applying standards, consistent with the above Project Development philosophy, in the design of projects. This guidance allows for flexibility in applying design standards and approving design exceptions that take the context of the project location into consideration; which enables the designer to tailor the design, as appropriate, for the specific circumstances while maintaining safety."*

For improvements on local systems, the responsible local entities have long been delegated authority to exercise their engineering judgment when utilizing applicable standards, including those for bicycle facilities established by Caltrans pursuant to Streets and Highways Code sections 890.6 and 890.8. This delegation and delegation process is outlined in the Caltrans Local Assistance Procedures Manual, Chapter 11, page 11-26. See [http://www.dot.ca.gov/hq/LocalPrograms/lam/prog\\_p/ch11-2012-10-05.pdf](http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch11-2012-10-05.pdf).

*"Provide a safe, sustainable, integrated and efficient transportation system  
to enhance California's economy and livability"*

## HIGHWAY DESIGN MANUAL HOLDERS

April 10, 2014

Page 2 of 3

To support the philosophy of flexibility in design, Caltrans recently published “Main Street, California, a Guide for Improving Community and Transportation Vitality.” This guide emphasizes investments on California highways that function as a local main street and can improve multimodal travel and contribute to livable and sustainable communities. The guide is available at [http://www.dot.ca.gov/hq/LandArch/mainstreet/main\\_street\\_3rd\\_edition.pdf](http://www.dot.ca.gov/hq/LandArch/mainstreet/main_street_3rd_edition.pdf).

In addition, the American Association of State Highway and Transportation Officials (AASHTO) provides a wealth of knowledge in the guides that it develops at the national level. For example, AASHTO’s “Guide for the Development of Bicycle Facilities” a.k.a. AASHTO Bike Guide, provides information on how to accommodate bicycle travel and operations in most riding environments. The publication presents sound guidelines that result in facilities that meet the needs of bicyclists and other highway users. The guide provides flexibility to encourage designs that are sensitive to local context and incorporate the needs of bicyclists, pedestrians, and motorists.

Other references relative to urban street and bicycle facility design can also be valuable resources. Publications such as the National Association of City Transportation Officials (NACTO) “Urban Street Design Guide” and “Urban Bikeway Design Guide,” and the Institute of Transportation Engineers (ITE) “Designing Urban Walkable Thoroughfares,” are resources that Caltrans and local entities can reference when making planning and design decisions on the State highway system and local streets and roads. Caltrans believes that such guidance, coupled with thorough documentation of engineering judgments made in the process, can be of assistance to communities, particularly in urban areas, to support the planning and design of safe and convenient facilities that they own and operate. Caltrans is currently analyzing these guides to identify areas of improvement in our own standards and guidance. This will be a focus of the Department over the next year.

Given the flexibility provided to owners by existing standards and guidance, it remains of the utmost importance, as noted above, for the responsible entity (Caltrans or local authority) to document appropriately their engineering decisions for design-immunity purposes. Adequate documentation will ensure the full protection of design immunity provided under law to the responsible entity.

Caltrans and local entities are encouraged to work proactively with their communities to provide convenient, safe, and context-sensitive facilities that promote increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics as appropriate. This approach has resulted in successful flexible design solutions in the past and the Department endorses its use as a fundamental principle of planning and design.

For further information, please contact me at (916) 654-3858 or [tim.craggs@dot.ca.gov](mailto:tim.craggs@dot.ca.gov), or Ray Zhang, Chief, Division of Local Assistance at (916) 653-1776 or [rihui.zhang@dot.ca.gov](mailto:rihui.zhang@dot.ca.gov).

## **Design Flexibility and NACTO Endorsement Frequently Asked Questions**

### **How is design flexibility being implemented in Caltrans projects?**

The Division of Design is encouraging all of Caltrans and our local partners to work proactively with their communities to provide safe, integrated, efficient and accessible facilities that promote increased use by bicyclists and pedestrians of all ages and abilities, utilizing design guidelines established by a national association of transportation professionals, as appropriate. This approach has resulted in successful flexible design solutions in the past and the Department endorses its use as a fundamental principle of planning and designing all projects, particularly those in urban environments and town centers. In the last decade, the emergence of community interest in complete streets has introduced a new realm of street treatments that are expanding the state of the practice. Designers should continue to exercise sound engineering judgment when determining the best solution for a local need.

### **Does the endorsement of NACTO guides mean I can use NACTO designs on my project?**

Yes. Caltrans' endorsement of NACTO puts additional tools in the tool box for both Caltrans staff and local agencies to reference when making project decisions on facilities for which they are responsible. A local agency may adopt the NACTO guides (Urban Street Design Guide and the Urban Bikeway Design Guide) for use on locally-owned roads.

- The Department has endorsed, but not adopted NACTO or any other reference guidance. Caltrans supports NACTO's use in the decision-making process by Department staff and local agencies in developing local solutions to transportation problems.
- The endorsement of NACTO guidance is not equivalent to its superseding the Caltrans' Highway Design Manual (HDM) and the California Manual of Uniform Traffic Control Devices (CAMUTCD). If NACTO or other design guidance is utilized, Caltrans staff and local agencies (in consultation with legal counsel, as appropriate) should thoroughly document the engineering judgments made in selecting a design solution. (See last question, below.)

### **What is Caltrans doing to encourage NACTO concepts in its own projects?**

The NACTO guides offer Caltrans an opportunity to review how its manuals and publications address State highways that are in urban environments and town centers.

- Caltrans is currently analyzing both the NACTO Urban Street Design Guide and the Urban Bikeway Design Guide to identify areas of improvement in the Highway Design Manual guidance. This review process will be a focus of the Design Division over the next year.
- A similar effort is being undertaken for the California Manual on Uniform Traffic Control Devices (CAMUTCD). In the meantime, the NACTO guides can be referenced, and decisions can be made on a project- by- project basis when urban streets are part of a State project.

## **How do I address differences between Caltrans standards and NACTO guidance?**

- Relative to State highways, Caltrans standards, guidance and procedures have not been superseded by NACTO. Application of principles in the NACTO guides on the state highway system that deviate from Caltrans design standards are still subject to the documentation processes established in the Highway Design Manual and the Project Development Procedures Manual.
- Relative to locally-owned streets and roads, local agencies may use NACTO guides to design local solutions to transportation problems with appropriate documentation supporting engineering judgments made during the process.
- Proposed variations from the CA (MUTCD), on or off system, must still be approved through the California Traffic Control Devices Committee (CTCDC), which is comprised of representatives from local transportation agencies, Caltrans, and the Federal Highway Administration (FHWA). Caltrans chairs this committee and usually approves or denies proposed variations based on the committee's recommendation. In addition, any proposed variation approved by the CTCDC that differs from the federal MUTCD must also be approved by the FHWA.

## **As a local agency, am I mandated to follow Caltrans standards?**

For projects on a local facility that cities and/or counties own and operate, local agencies have the delegated authority to exercise their engineering judgment when utilizing applicable design standards, including those for bicycle facilities established by Caltrans pursuant to Streets and Highways Code section 890.6 and 890.8. This delegation and delegation process is outlined in the Caltrans Local Assistance Procedures Manual, Chapter 11.

## **As a local agency, how can I be sure that my project gets design immunity?**

Design immunity is a powerful defense available to local agencies to defend against tort lawsuits that allege dangerous condition of public property, i.e., streets and highways. It involves specific statutory requirements set out in section 830.6 of the Government Code. While there is no guarantee in all cases that a judge will determine that a local agency is protected against liability by design immunity, local agencies will be well-positioned if their engineers properly document engineering judgments made in approving the design of projects prior to construction.



October 21, 2014

The Honorable Barbara Boxer  
Chairman  
Senate Committee on Environment and Public Works  
410 Dirksen Senate Office Building  
Washington, DC 20510

The Honorable Bill Shuster  
Chairman  
House Committee on Transportation and Infrastructure  
2165 Rayburn House Office Building  
Washington, DC 20515

The Honorable David Vitter  
Ranking Member  
Senate Committee on Environment and Public Works  
456 Dirksen Senate Office Building  
Washington, DC 20510

The Honorable Nick Rahall  
Ranking Member  
House Committee on Transportation and Infrastructure  
2163 Rayburn House Office Building  
Washington, DC 20515



Dear Chairmen Boxer and Shuster, and Ranking Members Vitter and Rahall:

On behalf of the local government community and its elected and specialized transportation officials, we are writing to thank you for your efforts to stave off any disruption in the flow of critical transportation funding for federally-assisted bridge, highway, transit, and other transportation projects. With a MAP-21 extension in place, we are also writing to ask you to support an adequately-funded, multi-year surface transportation reauthorization that addresses our nation's transportation infrastructure needs by directing a greater share of available funds to local governments and their regional agencies.



Specifically, our organizations are united in requesting that the next authorization bill increase the amount of Surface Transportation Program and other program funding that is suballocated to local areas. Cities, counties and townships collectively own 78 percent of the nation's road miles, 43 percent of the nation's federal-aid highway miles, and 50 percent of the nation's bridge inventory, and operate a majority of the nation's ports, airports and transit systems. Additionally, local governments maintain nearly all public parking structures, sidewalks and other ancillary transportation facilities, other related infrastructure, and oversee all land use and development practices. It is our firm belief that local elected officials, who are responsible for the vast majority of the system, are best situated to direct available transportation resources to projects serving their communities and regions.



Despite owning a majority share of our country's transportation network and being the level of government closest to the people, local governments and their metropolitan and regional planning organizations are suballocated a very limited share of federal highway funding – less than 15 percent of the total highway program. MAP-21 further strained local governments by decreasing – by 30 percent – the amount of highway funding available for the transportation infrastructure they own.



In this next reauthorization, we urge you to reaffirm your commitment to the nation's transportation system by increasing funding to its majority owners using the planning, decision-making and allocation processes modeled after those of the Surface Transportation Program. It is our belief that supporting locally owned infrastructure and emphasizing locally and regionally based decision-making will secure the most cost-effective, and economy- and mobility-enhancing investments to build our future.

We certainly recognize the difficult challenges before you in enacting an adequately funded, multi-year surface transportation reauthorization law that addresses our nation's transportation needs. By allocating more resources to metropolitan and other regional agencies and further empowering local elected officials as we have recommended, we believe you will move much closer to achieving this outcome. As representatives of the local government community, our organizations and our members are committed to working with you and your colleagues in Congress to move this critical legislation and America forward.

Sincerely,



DeLania Hardy  
Executive Director  
Association of Metropolitan  
Planning Organizations



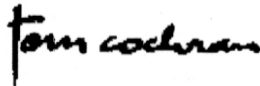
Matthew Chase  
Executive Director  
National Association  
of Counties



Joanna Turner  
Executive Director  
National Association  
of Regional Councils



Clarence E. Anthony  
Executive Director  
National League  
of Cities



Tom Cochran  
CEO & Executive Director  
The United States  
Conference of Mayors

**TO:** Interagency Technical Advisory Committee (ITAC)

**FROM:** George Dondero, Executive Director and  
Karena Pushnik, Senior Transportation Planner

**RE:** Pursuing New Local Revenue to Implement the Regional Transportation Plan

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## **RECOMMENDATION**

Staff recommends that the Interagency Technical Advisory Committee (ITAC) receive an overview and provide input on options to secure new local transportation funds as identified in the recently adopted 2014 Regional Transportation Plan.

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## **BACKGROUND**

In June 2014, the Regional Transportation Commission (RTC) adopted the long range Regional Transportation Plan (RTP). This document identifies transportation projects, programs and funding through the year 2035. ITAC members participated in developing the project lists and member agencies are many of the project sponsors.

Through the year 2035, the total cost of all identified transportation projects and programs throughout Santa Cruz County totals approximately \$5.7 billion. Projected revenue for this time period based on trends and historical averages is approximately \$2.4 billion. **In addition, the RTP included approximately \$400 million in projected new revenue from a ½ cent sales tax** and included a new \$10 vehicle registration fee, bringing the total estimated revenue for the region to \$2.8 billion through 2035. The constrained project list was based on this amount.

## **DISCUSSION**

To implement the adopted RTP, the Regional Transportation Commission has initiated planning for the identified ½ cent local transportation sales tax, projected to be placed on the 2016 presidential election ballot. The RTC Board confirmed approval of this approach both through the RTP adoption and at their August Transportation Policy Workshop retreat. Currently a 2/3 supermajority of support from voters is required for passage. This necessitates:

- defining a package of projects with broad appeal based on voter polls
- building a strong and broad coalition of supporters and vocal advocates
- conducting education (why the pie is not big enough, what are the needs, what has been done, how to plan for the future, address concerns of potential opposition, etc.)
- large voter turnout

In addition, a robust private campaign would be immensely beneficial.

The Executive Director and staff have begun meeting with business and community groups to initiate discussion about components of the Expenditure Plan list of projects, community engagement, and polling. The discussion DRAFT expenditure plan includes five “buckets” of project types: local streets and roads, including bicycle/pedestrian and safety projects; transit and paratransit; highway 1 corridor; passenger rail; and the Monterey Bay Sanctuary Scenic Trail. Funding for the first bucket would go directly to local jurisdictions based on a formula allocation for eligible priority projects approved by their governing body.

**Staff seeks feedback from the ITAC on the following:**

- 1. Plans for the 2016 ½ cent transportation sales tax measure**
- 2. How to better tell the story about both what is getting done (success stories) and what is not getting done due to insufficient funding.**

**SUMMARY**

The RTC has begun implementing the recently adopted 2014 Regional Transportation Plan by placing a ½ cent transportation sales tax on the 2016 presidential election ballot.

*s:\itac\2014\novdec2014\sr\_explan.docx*

**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Tegan Speiser, Sr. Transportation Planner  
**RE:** Update on Cruz511 Project

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## **RECOMMENDATION**

Staff recommends that Interagency Technical Advisory Committee (ITAC) member agencies provide input on the ways in which the new Cruz511 Traveler Information Service for Santa Cruz County can be used to communicate information about local partner agencies' projects and services.

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## **BACKGROUND**

For the past 35 years, the Regional Transportation Commission (RTC) has provided travelers with carpool, vanpool, transit and other information on using the transportation system through its Commute Solutions rideshare/Transportation Demand Management (TDM) program. In recent years, the RTC analyzed broader 511 traveler information options and needs for Santa Cruz County.

## **DISCUSSION**

In December 2013, the Regional Transportation Commission (RTC) authorized implementing a 511 Traveler Information Service for Santa Cruz County residents and visitors. The purpose of the project is to provide a central online place for people throughout the county to go for transportation resources and information. Using the latest mobile responsive design technology, the Cruz511 website will allow for universal access from a wide variety of smart phones, tablets and computers. In addition to a traffic conditions map on the home page that includes information about travel speeds, incidents, construction lane closures, traffic cameras and changeable message signs, the site will provide a wealth of information about traveling by all transportation modes including walking, biking, carpooling and riding the bus. It will include information about both public and private transportation service providers. Alert banners can be used during transportation emergencies to discourage travel in affected areas and provide information about detours and alternate routes.

For your reference, attached is the report on RTC's Cruz511 project and the Commute Solutions program that was presented to the RTC earlier this month.

## **SUMMARY**

RTC staff welcomes input from ITAC members on ways in which the new Cruz511 service can be used to communicate transportation related information to your jurisdictions.

**TO:** Regional Transportation Commission (RTC)  
**FROM:** Tegan Speiser, Sr. Transportation Planner  
**RE:** Update on Commute Solutions and Cruz511

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## **RECOMMENDATION**

Staff recommends that the Regional Transportation Commission (RTC) accept this report on the Commute Solutions Program and the Cruz511 Project.

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## **BACKGROUND**

For the past 35 years, the RTC has offered the Santa Cruz County community a service that helps travelers to use the transportation system to access the things they want and need. This service, currently called Commute Solutions, is also known as Santa Cruz County's rideshare or Transportation Demand Management (TDM) program. This report provides an update on recent activities of Commute Solutions as well as insight into new initiatives such as Cruz511 and the new User-Oriented Transit Travel Planning project that will expand and allow greater access to RTC's traveler information services.

## **DISCUSSION**

While the program's offerings have evolved over the years in response to changing needs and opportunities, Commute Solutions' mainstay has been to provide tools, information and encouragement to commuters about options for travel other than driving alone. These alternatives include carpooling, vanpooling, bicycling, walking, taking public transit and telecommuting.

A modern definition of TDM from the US Department of Transportation does a good job of capturing the nature of Commute Solutions current approach and work. "Managing demand is about providing travelers, regardless of whether they drive alone, with travel choices, such as work location, route, time of travel and mode. In the broadest sense, demand management is defined as providing travelers with effective choices to improve travel reliability."<sup>1</sup>

Commute Solutions provides travelers with information on effective travel choices by phone, email, via the website and in-person by tabling at worksite and

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<sup>1</sup> Egan Smith, USDOT, Webinar hosted by ACT and the National Center for Transit Research, USF, 6/20/11, "How to Integrate TDM in the Planning Process"

community events. A summary of Commute Solutions recent TDM activities is provided here.

### **Carpool and Vanpool Matching**

For the past decade, Commute Solutions has partnered with the Bay Area's Metropolitan Transportation Commission (MTC) to offer online carpool and vanpool matching services to people who live or work in Santa Cruz County. This service, delivered through the Bay Area's 511.org, is very popular among those with long commutes into Silicon Valley and the Bay Area. As of September 30, 2014, there are 1,368 active participants who live or work in Santa Cruz County and who are seeking to find a carpool or vanpool partner through this program. Based on the most recent placement survey, 500 of these people will successfully find someone with whom they can share a ride through this ridematching system. The number of participants using this service is up by 18% (209 commuters) in the past 15 months.

In addition to arranging carpool trips through 511.org, Commute Solutions staff also directs local carpool seekers to a new, flexible ridematching option that allows them to share rides on the spur of the moment. Using their smartphones and the rideshare app Carma, commuters can find other people who are making similar trips. After a completed trip is logged into the Carma app, reimbursement automatically transfers from rider to driver. The Carma app proved to be a lifesaver for thousands of Bay Area commuters during the 2013 BART strike.

Traffic around schools at the start and end of the school day is an almost universal problem. Reducing the number of cars dropping off and picking up students is one of the best ways to increase safety around schools. While walking and biking are popular travel modes to school, in some cases people live too far away for these to be practical options. Parents taking turns driving their kids to school with other families is an important element in efforts to reduce school traffic. Commute Solutions has recently assisted three local schools in their efforts to form new parent carpools through the use of our residential mapping and online school carpool matching services.

### **Transportation Help Desk - Personal Trip Planning**

Since Commute Solutions is the only resource in Santa Cruz County where questions about virtually any travel option can be answered, an important part of Commute Solutions' work is fulfilling travel information requests that come into our help desk by phone or email. Fielding these requests involves delivering information, but also educating commuters about the benefits of travel alternatives and overcoming obstacles to their use. While many trip planning resources are now available on the Commute Solutions website such as links to finding a carpool partner and the Google multi-modal trip planner, many of our help desk clients are seniors, first year college students new to the area, or people who have just taken a new job and need help identifying their commute options. The Help Desk Team has fielded 134 inquiries in the past 15 months. This does not include assistance

provided at various outreach events in the community. Typically, Commute Solutions staff participates in at least one outreach event every 6 weeks.

### **Park and Ride Lot Coordination and Development**

Commute Solutions plays a coordinating role in terms of local park and ride lots, communicating the location and availability of these facilities to the public and securing lease agreements and insurance for commuter use of shared-use facilities in the program. Shared-use sites currently include two lots at Resurrection Church in Aptos and one at the Quaker Meetinghouse near Morrissey in Santa Cruz. Two lots, the Scotts Valley Transit Center and Soquel Park and Ride, are owned by Santa Cruz Metropolitan Transit District. The lot at Pasatiempo and Hwy 17 as well as the lot at Summit and Hwy 17 are owned by Caltrans and are in the state highway ROW.

Since 2004, annual park and ride lot counts are taken each spring to determine use and capacity. These counts, as seen in [Attachment 1](#), show that use of existing park and ride facilities is up by 15% in the past 3 years and 27% over the past six years with some lots exceeding or near capacity. This emerging trend and requests for new park and ride facilities in South County prompted Commute Solutions to secure funding for a project to improve existing and expand park and ride facilities in the near term.

In terms of existing facilities, replacing missing, outdated, vandalized and deteriorated signage is the focus of improvements. This will be especially helpful for directing commuters to lots that are currently underutilized. In terms of new facilities, the strategy is to lease additional shared-use parking facilities such as lots at churches and shopping centers. In addition to new South County park and ride spaces, new facilities are also needed for Highway 17 commuters who ride the bus, vanpool or carpool over the hill. The park and ride lot project is underway with anticipated completion in June 2015.

### **Workplace Programs, Relocation, Green Business Certification**

Commute Solutions has historically worked closely with employers to help them develop and promote workplace commute programs. Assistance has ranged from conducting employee commute surveys and producing residential density maps to giving lunchtime presentations about commute options and tabling at worksite events such as employee health and benefit fairs. Recently, organizations relocating their place of business have asked Commute Solutions' to help their employees identify commute options to the new worksite. Businesses seeking green business certification have also requested assistance in finding ways to reduce vehicle miles travelled and greenhouse gases through changes in employee commute habits. Recent clients include Bay Photo Lab, Gateway School, Greenwaste Recovery, Chevrolet of Watsonville and Awe Sum Organics.

## Rewards and Incentives

Rideshare programs have historically incentivized participants to switch travel modes. Incentives that have been used include guaranteed ride home programs, prize drawings, t-shirts, water bottles gift cards and cash. There is evidence that while the initial motivation to try a new travel mode might be induced by an incentive, the benefits inherent in using the new mode, such as saving money and stress reduction, ultimately are the things that sustain the new travel habit. Despite an investment of time and resources, a recent Commute Solutions incentive program aimed at attracting new carpoolers did not gain a lot of traction and had disappointing results. Important lessons learned from this experience will be applied when considering future incentive programs.

## Revamping and Revisioning RTC's TDM services

Over the past five years, Commute Solutions has made great strides towards streamlining and updating its offerings. In July 2011, a new Commute Solutions website expanded its online presence from 1 webpage to more than 45 pages of traveler resources. These new web pages allowed the RTC to convert literature and paper tools that were expensive to reprint and keep current to a format that allows for timely updating of content. The website receives between 1,100 and 2,000 visitors per month with the most popular pages being: Bus Information (27%), Traffic Information (16%), Airport Transportation (12%), True Cost of Driving Calculator (7%), and Park and Ride (2%).<sup>2</sup>

With the new website, also came the flexibility to add new information as needed. For example, Commute Solutions staff was able to develop in-house and launch special web pages for both the DeLaveaga and Harbor High school communities highlighting travel options, routes and programs to reduce traffic and increase safety around these schools during the construction of the Highway 1 Auxiliary Lanes project. The capability to quickly create and deploy online resources was critical to the success of the TDM program that Commute Solutions implemented at these two schools during the highway construction project.

Other Commute Solutions programs that have shifted from primarily staff-intensive delivery to more self-serve access include the Bicycle and Pedestrian Hazard Report and the True Cost of Driving calculator. Custom business cards that fit neatly in a wallet include a Quick Response (QR) code (a type of barcode that can be read by a cell phone) that takes users directly to the Hazard Report online. The cost of driving calculator is updated monthly allowing the most current gas prices to be included in the cost calculation. Commute Solutions brings its own wi-fi hot spot to worksite and community outreach events providing commuters with online access to ridematching and other online travel resources either on their own or with assistance.

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<sup>2</sup> Statistics retrieved from Google Analytics for 7/1/13 to 9/30/14

Earlier this year, the Commute Solutions team along with RTC management, evaluated the strengths and weaknesses of the current program. As a result of that review, two core competencies emerged: 1) delivering traveler information and referral services and 2) marketing the availability of travel options. It was agreed that these two areas should be the focus of current Commute Solutions efforts going forward. This is consistent with the 2014 Santa Cruz County Regional Transportation Plan (RTP) and the prioritization of transportation demand management strategies for advancing the sustainability goals and targets. Projects on the RTP constrained project list include 511 Traveler Information, School-based Mobility Programs, and TDM Individualized Employer Programs.

One of the challenges faced by marketing-based programs such as Commute Solutions that are oriented towards personalized help is that clear performance metrics are hard to capture. Indicators such as the number of calls fielded, brochures distributed, meetings organized, or web updates completed are helpful to know in terms of investment, but they don't reveal the amount of VMT reduced that is attributable to these activities. A summary of Commute Solutions Activities and Indicators for the past 15 months can be found in [Attachment 2](#). For your reference, the current Commute Solutions Fact Sheet is included as [Attachment 3](#).

Part of re-visioning RTC's TDM programs going forward is to establish meaningful performance metrics for each of its programs. Staff is working on incorporating metrics into its activities where feasible, but it is challenging to do a full VMT reduction accounting that correlates directly to information, outreach, education, and assistance activities.

### **Cruz511 Traveler Information**

Moving towards more streamlined and online delivery of information and focusing on Commute Solutions' core competencies is consistent with the objectives of RTC's new 511 service. In December 2013, RTC approved implementing a 511 service for Santa Cruz County travelers that would serve as a centralized online resource they could go to for all types of transportation information. For those without online access or needing personal assistance, help desk staff would be available.

Progress towards implementing the Cruz511 mobile responsive website is going well with the design and development phase almost complete. In addition to a live map on the home page that indicates traffic speeds, incident information, and traffic cameras, the site includes information about all travel modes, emergency information, a multi-modal trip planner, specialized transportation, and the wide range of transportation services and providers in Santa Cruz. Much of the content previously hosted on the Commute Solutions website is being repurposed for the Cruz511 site.

Cruz511 will be the umbrella and brand under which all RTC traveler information services will take place including those previously delivered through Commute Solutions. Beta testing of the Cruz511 website will take place during December with launch and marketing of the new service planned for early 2015. System

monitoring is critical to the success of 511 services, and performance metrics are being established for these four categories: usage, reliability, accuracy and customer engagement. Usage information is especially important to marketing and outreach activities and for fine-tuning how information is organized and presented on the website. Web analytics will help RTC gauge consumer response and engagement with 511 services.

### **User-Oriented Transit Travel Planning**

In keeping with the focus of marketing travel options, in July 2014, RTC in partnership with Santa Cruz Metro, was awarded a Caltrans Planning grant to conduct a User-Oriented Transit Travel Planning project. The project which starts in mid-2015 is to plan, develop and test an individualized marketing and research program for Santa Cruz County that empowers solo-drivers to switch modes with a special emphasis on attracting new transit riders. Individualized marketing (also called personal travel planning) identifies people who are interested and willing to make changes in their travel behavior, and provides them with the information tools and support that they need to make changes. This project develops and conducts pilot testing of individualized marketing programs at workplaces and in neighborhoods in Santa Cruz County that are near bus stops or High Quality Transit Corridors with the aim of attracting new Metro bus riders.

The result will be a toolkit that can be used to implement such programs in Santa Cruz County and in other California communities seeking to meet their SB 375 greenhouse gas and vehicle miles traveled reduction targets.

### **SUMMARY**

For most of its existence, RTC has offered local transportation users a service that helps them to successfully use all modes within the existing transportation system. Currently, key TDM activities offered by RTC through the Commute Solutions program include: online ridematching, transportation help desk and trip planning for all modes, park and ride lot coordination, employer assistance, and development of the new Cruz511 service. Core competencies are delivering traveler information and marketing travel options. More efficient and streamlined methods of online delivery will allow more people to access and benefit from this information under the centralized Cruz511 traveler information service planned for launch in early 2015. Also, planned for 2015 is a new user-oriented transit travel planning project aimed at garnering new Metro bus riders and a toolkit for implementing such programs.

#### Attachments:

1. Park and Ride Lot Counts 2004-2014
2. Summary of Commute Solutions Activities and Indicators
3. Commute Solutions Fact Sheet

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# Attachment 1

## Santa Cruz County Park Ride Lot Counts - 2004 to 2014

Parking Lot Name/Description	Verified Lot Capacity (MAY 2014) <small>varies</small>	COUNTS										
		2014 <small>1-May</small>	2013*** <small>23-Apr</small>	2012 <small>19-Apr</small>	2011 <small>19-May</small>	2010 <small>19-May</small>	2009* <small>7-Oct</small>	2009* <small>7-May</small>	2008 <small>4-Jun</small>	2007 <small>MAR</small>	2005 <small>NOV</small>	2004 <small>JUN</small>
Quaker Meetinghouse	12	3	6	2	3	5	4	3	8	3	5	5
Pasatiempo (estimated capacity)	60	64	58	60	65	57	55	57	50	58	50	44
Resurrection Church East & West	75	39	42	43	22	30	23	25	27	26	30	22
Scotts Valley Transit Center	223	198	204	174	145	149	136	136	92	176	122	150
Soquel/Paul Sweet Road **	55	18	13	21	21	21	30	40	32	24	26	32
Summit Road (estimated capacity)	12	10	12	7	12	8	10	8	10	9	8	4
<b>TOTAL OCCUPIED SPACES</b>		332	335	307	268	270	258	269	219	235	186	257
<b>TOTAL LOT CAPACITY</b>	437	437	437	439	438	447	498	474	447	441	441	437
<b>% OCCUPIED SPACES</b>		76.0%	76.7%	69.9%	61.2%	60.4%	51.8%	56.8%	49.0%	53.3%	42.2%	58.8%

\* Capacity increased in 2009 due to Metro opening up more spaces at Soquel/Paul Sweet lot and Caltrans restriping and more accurate measuring of unmarked spaces with a survey wheel at Pasatiempo

\*\* Capacity at Soquel and Paul Sweet Rd fluctuates widely due to SCMTD moving the chain to cordon off excess spaces (available spaces range between 55 and 121 spaces). Back area of lot used for bus driver training.

\*\*\* To verify accuracy, the SV Transit Center PnR was counted three times in Spring 2013 given the large increase in use observed during the first count on April 23, 2013. The figure used here is the average of the three counts. In April 2014, Metro advised RTC that Kings Village Shopping Center owners were no longer allowing commuters to park all-day in the shopping center lot. This may account for some of the increase.

NOTE Caltrans closed a 10-space PnR lot they owned at Freedom Boulevard x Hwy 1 in 2004

## Attachment 2

### COMMUTE SOLUTIONS ACTIVITIES AND INDICATORS

Between July 2013 - September 2014 (unless another timeframe is referenced)

ACTIVITIES	INDICATORS
<b>CARPPOOL/VANPOOL MATCHING</b>	
Provide matchlists and facilitate online ridematching	*Number of active participants seeking ridematches: 1,368 as of 9/30/14 *Increased by: 18% or 209 commuters
<b>TRANSPORTATION HELP DESK /TRIP PLANNING</b>	
Staff phone, email and online help desk ( <i>does not include assistance at outreach events</i> )	*Number of requests for information and items provided: 134
<b>PARK AND RIDE LOT COORDINATION</b>	
Liaison with property owners, Caltrans and commuters re: Park and Ride Lots	*Number of Park and Ride lot spaces in use as of 5/2014: 332 of 437 (76%) *Increased by: 15% since 2011 *Increased by: 27% since 2008
<b>WORKPLACE PROGRAMS, RELOCATION, GREEN BUSINESS CERTIFICATION</b>	
Attend and conduct outreach at employer sites and community events	*Number of outreach events attended: 10 *Participants reached: thousands
Consult re: green business, relocation or other business needs	*Number of businesses consultations: 4
<b>OTHER</b>	
Coordinate with partner agencies including: EcoAct, Bike to Work, Open Streets, Metro, Community Traffic Safety Coalition, TAMC, AMBAG, MTC, San Benito COG, Caltrans, MBUAPCD, local jurisdictions	*Number of partner agencies: 24 *Number of referrals to other agencies: 37
Grant administration, project management, sponsorship and proposal writing	*Number of grant projects sponsored: 1 *Proposals written and new grants awarded: 1 *Number of grant projects managed: 1 *Number of grant projects completed: 2
Maintain and update Commute Solutions website and social media presence	*Number of pages maintained & updated: 45 *Visitors to website: 1,100-2,000/month *Number of blog posts: 26
Create and update literature in print and online	*Updates to CS Fact Sheet: 3 *New Hazard Report business card: 1 card, 8 designs *New web pages created for new Cruz511 site: 60
Distribute printed materials, brochures and bike maps	*Informational items distributed: ~2800



## Commute Solutions

### Fact Sheet

October 2014

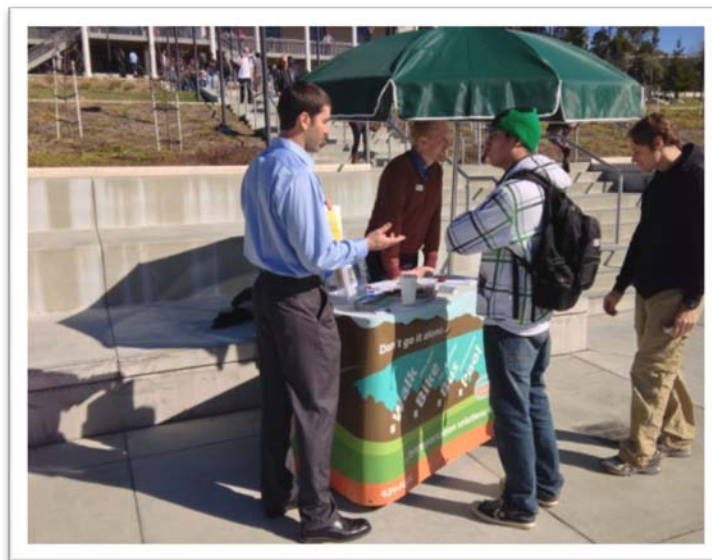
RTC's Commute Solutions service helps people successfully navigate the transportation system to access the things they want and need. Whether by bike, bus, carpool or on foot, RTC commute counselors help people to understand their travel options and plan their trips. Commute Solutions' website provides a centralized location for a wide variety of transportation resources at [commutesolutions.org](http://commutesolutions.org).

#### Services for Individuals

- Free online ride-matching service connects people with potential carpool, vanpool, and bike partners
- Personalized help planning trips by bike, bus, carpool and vanpool, and on foot
- Commuter Help Desk information and referral to transportation services throughout the community
- Countywide bike map
- True cost of driving calculator
- Vanpool formation, support, and referral

#### Organization Assistance

- Commute surveys, maps, and site evaluations help businesses determine employee travel patterns and transportation needs
- Workplace commute program support and assistance
- Environmental and Wellness Fairs – instant ridematching, giveaways, and presentations
- Relocation and green business certification assistance
- Telework, flex-time, and compressed work week sample policies
- Commute tax benefits info
- Customized programs for schools, churches, and special events



*At the start of a new semester, RTC commute counselors assist Cabrillo College students with identifying their travel options*

#### Collaboration and Leadership

Commute Solutions works in concert with local and regional providers to produce joint events, promotions, and outreach to focus and strengthen our common efforts. We support public and private initiatives that foster sustainable transportation use and awareness of options to driving alone.

#### Commute Solutions Help Desk Hours

831.429.POOL ~ [info@commutesolutions.org](mailto:info@commutesolutions.org)

8-5, Monday - Friday

**Visit us in Watsonville on Wednesdays 8am – 4pm**

RTC Office - 275 Main Street, Suite 450 (4<sup>th</sup> Floor) ~ 831.768.8012



## Commute Solutions most popular online resources

- Bus information – [commutesolutions.org/bus](http://commutesolutions.org/bus)
- Current traffic conditions – [commutesolutions.org/traffic](http://commutesolutions.org/traffic)
- Airport transportation – [commutesolutions.org/airport](http://commutesolutions.org/airport)
- Cost of driving calculator – [commutesolutions.org/truecost](http://commutesolutions.org/truecost)
- Find a carpool, vanpool, and bike partner – [commutesolutions.org/match](http://commutesolutions.org/match)
- Park and ride lots – [commutesolutions.org/parkandride](http://commutesolutions.org/parkandride)
- Countywide bike map - [commutesolutions.org/bike](http://commutesolutions.org/bike)
- Bicycle and Pedestrian Hazard Report – [scrtc.org/hazardreport](http://scrtc.org/hazardreport)
- Google's multimodal trip planner (including bus) – [google.com/maps](http://google.com/maps)
- Vanpool formation and support – [commutesolutions.org/vanpool](http://commutesolutions.org/vanpool)

## Our transportation partners

- **Carma (casual carpool app)**  
[carmacarpool.com/sfbay/](http://carmacarpool.com/sfbay/)
  - Find a casual carpool match with other commuters using a convenient smartphone app
- **Community Traffic Safety Coalition/County Health Services Agency**  
Theresa Rogerson - 831.454.4312 - [trogerso@health.co.santa-cruz.ca.us](mailto:trogerso@health.co.santa-cruz.ca.us)  
[sctrfficsafety.org](http://sctrfficsafety.org)
  - Student-oriented bike and pedestrian safety programs, trainings, and education countywide
- **Ecology Action/Bike to Work**  
Piet Canin - 831.426.5925 ext. 127 - [piet@ecoact.org](mailto:piet@ecoact.org)  
[ecoact.org/Programs/Transportation](http://ecoact.org/Programs/Transportation)
  - Bike to Work, Transportation Membership Services for employers, Open Streets
- **Santa Cruz Metropolitan Transit District**  
Metro-Customer Service - 831.425.8600 - [info@scmttd.com](mailto:info@scmttd.com)  
[scmttd.com/en/riders-guide/planning-your-trip](http://scmttd.com/en/riders-guide/planning-your-trip)
  - Public fixed route and paratransit bus service in Santa Cruz County, Hwy 17 express to San Jose
- **Zimride**  
Help and Support – 855.ZIMRIDE (946.7433)  
[zimride.com](http://zimride.com)
  - Search and find one time carpools for all kinds of trips
- **ZipCar**  
Teresa Buika - 831.502.7941 - [tabuika@ucsc.edu](mailto:tabuika@ucsc.edu)  
[zipcar.com/ucsc](http://zipcar.com/ucsc)
  - Membership based car-sharing located in downtown Santa Cruz and at UCSC

**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Rachel Moriconi, Senior Transportation Planner  
**RE:** Caltrans Interregional Transportation Strategic Plan

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## **RECOMMENDATION**

Staff recommends that the Interagency Technical Advisory Committee (ITAC) provide input on interregional transportation needs for the Caltrans Interregional Transportation Strategic Plan.

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## **BACKGROUND**

Caltrans is required to regularly update the Interregional Transportation Strategic Plan (ITSP). This guidance document helps identify and prioritize interregional transportation projects across the state. The focus on the plan is on improving the interregional movement of people, vehicles, and goods.

## **DISCUSSION**

Caltrans is currently seeking ideas on how to improve interregional travel to make it safe, sustainable, integrated and efficient. The purpose of the forthcoming “Interregional Transportation Strategic Plan” is to identify the best ways to invest in interregional transportation corridors to strengthen California’s economy and livability while reducing the greenhouse gas emissions that cause climate change. Regions around the state have been adopting new “sustainable communities’ strategies” that shift investments to provide greater mobility choice. Meanwhile, the state must seek to improve interregional travel in a sustainable way that integrates well with these regional strategies.

For highways, the state will apply a “complete streets” approach where highways are designed to improve all modes of transportation. For rail, the state will explore improved integration of rail systems, including the high-speed rail system, to better serve interregional travelers. Caltrans will also look at the interregional systems of trails and bikeways, and where those can be improved to support active transportation.

Historically, the primary purpose of the ITSP has been to recommend improvements to the Interregional Road System (IRRS), which by state statute includes 93 State highway routes or portions of routes (listed below), out of 265 State Routes. The 93 routes include a subset of 34 High-Emphasis Routes (including Highway 17 and Highway 1 south of Highway 17) and a further refinement of ten Focus Routes. The ten Focus Routes represent the IRRS corridors that are of highest priority for completion. There are currently no Focus Routes in Santa Cruz County. Throughout November, Caltrans held workshops across the state and has developed an online

survey in order to collect feedback. A fact sheet on the ITSP is attached (Attachment 1). Additional information, including maps, background information, a copy of the webinar and the survey are online at: [www.dot.ca.gov/hq/tpp/offices/oasp/itsp.html](http://www.dot.ca.gov/hq/tpp/offices/oasp/itsp.html).

**Staff recommends that the Interagency Technical Advisory Committee (ITAC) identify highway, transit, and multimodal projects and corridors which could improve transportation between Santa Cruz County and other regions of the state that are safe, sustainable, integrated and efficient .** This includes interregional travel needs for agriculture, goods movement, recreation/tourism, and other interregional travel. While there is no new funding associated with this planning effort, this plan does help establish priorities for the Interregional Transportation Improvement Program (ITIP) – which makes up 25% of the State Transportation Improvement Program (STIP). Caltrans expects that State IRRS routes that are not High-Emphasis Routes will be improved primarily with regional-share dollars, local funds, or through the SHOPP (for SHOPP eligible projects).

Interregional projects in Santa Cruz County might include:

- State Highway projects on the Interregional Road System (IRRS) (set forth in statute):
  - All of Route 1 (Route 1, between south urbanized boundary in Carmel and Route 17 is a High Emphasis Route)
  - Route 9, between the north urban limits of Santa Cruz and the south urban limits of San Jose
  - Route 17, between the north urban limits of Santa Cruz and the south urban limits of San Jose (this is also a High Emphasis Route)
  - Route 129, between Route 1 and Route 101Notably, Route 35 and Route 152, between Route 1 and 101 are not identified as an interregional routes and none of the State Highways in Santa Cruz County have been identified as “Focus Routes”.
- Truck and other traffic safety programs (especially on Highways 17 and 129)
- Monterey Bay Sanctuary Scenic Trail Network (MBSST)
- Complete Streets: Provide safe mobility for all users of highways that also serve as Main Streets
- Intercity Passenger Rail and Feeder Bus Service: Highway 17 Express Bus, Capitol Corridor train extension to Pajaro Station, Coast Daylight train service, intercounty paratransit
- Freight rail service
- Carpool and Vanpool programs
- Freeway Service Patrol
- 511 Traveler Information Services

## SUMMARY

Staff recommends that the ITAC discuss interregional travel opportunities, constraints, and priority projects.

**Attachment:** ITSP Fact Sheet

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# INTERREGIONAL TRANSPORTATION STRATEGIC PLAN

UPDATE 2015



The California Department of Transportation (Caltrans) is currently developing the Interregional Transportation Strategic Plan (ITSP), the long-range planning document that helps prioritize transportation projects across the state and supports Caltrans' role in improving the interregional movement of people, vehicles, and goods. The ITSP guides Interregional Transportation Improvement Program (ITIP) funds towards intercity rail corridors and a subset of routes identified in California's legislatively-designated Interregional Road System (IRRS).

## ITSP VISION

A well developed, high quality interregional State Highway and Intercity Passenger Rail network serving as the backbone for the movement of people and goods throughout California.

## ITSP OBJECTIVES

1. **Accessibility:** Provide access for people and goods to and through all regions in California.
2. **Reliability:** Ensure that the interregional transportation network is reliable and efficient for the movement of people, goods, services, and for emergency response.
3. **Economy:** Improve interregional connectivity to enhance California's diverse economy.
4. **Sustainability:** Improve and manage California's interregional transportation network in an environmentally sensitive, economical, and equitable manner.
5. **Safety:** Develop and operate a safe interregional transportation network for all travelers.
6. **Integration:** Optimize multimodal connectivity throughout the interregional transportation network.



## COLLABORATION PARTNERS

The ITSP is being prepared concurrently with Caltrans' California Transportation Plan (CTP) 2040 which is a long-range plan to achieve a collective vision for California's statewide, multi-modal transportation system that is integrated and sustainable.

*(continued on back)*



## PUBLIC WORKSHOPS

Five workshops will be held throughout the state to receive public input on the draft ITSP. The workshop schedule is as follows:

- **11/5/14: FRESNO**, Caltrans District 6 Manchester Office, Yosemite Room 2015 E Shields Ave., Suite 100, Fresno, CA
- **11/12/14: SACRAMENTO**, California State Railroad Museum, Stanford Room 125 I St., Sacramento, CA
- **11/17/14: REDDING**, Caltrans District 2 Office, West Venture Lassen Training Room, 1031 Butte St. #118, Redding, CA
- **11/18/14: SALINAS**, Salinas Cesar Chavez Library, 615 Williams Rd., Salinas, CA
- **11/19/14: FONTANA**, Caltrans District 8, Fontana Office, 13970 Victoria St., Fontana, CA

All workshops will take place from 3:30 PM to 5:30 PM.

## WEBINAR

To participate remotely, a conference call/online presentation (Webinar) is planned for:

- **November 12, 2014 from 1:30–2:30 PM.** Details to follow on project website.

## WEBSITE

For project updates and general information: [www.caltrans-itsp2015.org](http://www.caltrans-itsp2015.org)

## CONTACT

To join the ITSP e-mail list, receive future notifications and information, file special needs requests, ask specific project questions, or provide general input on the ITSP please send an e-mail to:

[HQ.System.Planning@dot.ca.gov](mailto:HQ.System.Planning@dot.ca.gov)

# INTERREGIONAL TRANSPORTATION STRATEGIC PLAN

UPDATE 2015

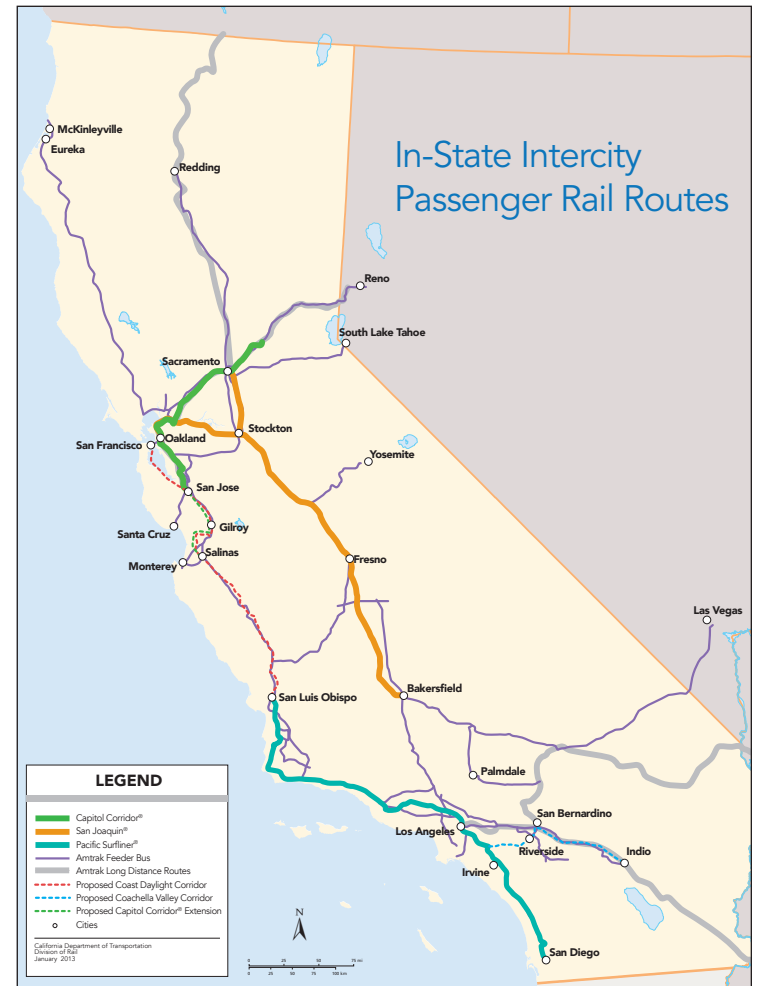


## COLLABORATION PARTNERS *(continued from front)*

The ITSP is one of several Caltrans modal plans that will be integrated within the CTP. The ITSP development is guided by the CTP 2040 Policy Advisory Committee (PAC). The CTP PAC is an advisory committee to Caltrans consisting of a representative cross-section of public and private sector freight stakeholders, including representatives of seaports, railroads, airports, trucking, shippers, carriers, freight-related associations, the freight industry workforce, regional and local governments, state and federal agencies, Tribal governments, and environmental, safety, and community organizations.

## ITSP SCHEDULE

- **January 2015:** First Public Review Draft of ITSP is published
- **January-April 2015:** Public Comment Period. Comments accepted at [HQ.System.Planning@dot.ca.gov](mailto:HQ.System.Planning@dot.ca.gov)
- **February/March 2015:** Caltrans' Multimodal System Planning Staff participate in CTP public workshops
- **April 2015:** Second Public Review Draft of ITSP is published
- **June 30, 2015:** Final ITSP is published



**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Rachel Moriconi, Senior Transportation Planner  
**RE:** Overview of Project Implementation Process

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**RECOMMENDATION**

Staff recommends that the Interagency Technical Advisory Committee (ITAC) receive a presentation on the implementation process for state and federally-funded transportation projects.

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**DISCUSSION**

Caltrans Local Assistance will provide an overview of the process for implementing state and/or federally-funded transportation projects at this meeting, including steps involved in receiving California Transportation Commission (CTC) approval and allocation of funds for State Transportation Improvement Program (STIP), Active Transportation Program (ATP), and other funds under the CTC's authority.

**SUMMARY**

Caltrans Local Assistance will provide an overview of the project implementation process at this meeting.

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**TO:** Interagency Technical Advisory Committee (ITAC)  
**FROM:** Rachel Moriconi, Senior Transportation Planner  
**RE:** Officer Elections

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## **RECOMMENDATION**

Staff recommends that the Interagency Technical Advisory Committee (ITAC) nominate and vote for a Chair and Vice-Chair.

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## **DISCUSSION**

Chris Schneiter and Steve Jesberg have served the Interagency Technical Advisory Committee (ITAC) as Chair and Vice-Chair, respectively, since February 2011. Staff recommends that Committee members consider whether they are interested in serving in either one of these capacities, with the primary function to facilitate the meetings in accordance with Rosenberg's Rules of Order (attached).

As noted in the RTC's recently updated *Rules and Regulations* Bylaws for Commission Committees:

*The Chairperson shall preside at all meetings of the Committee. The Chairperson shall maintain order and decorum at the meetings, decide all questions of order, and announce the Committee's decisions. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. In the event both officers are absent from the Committee, the majority of quorum may appoint a presiding officer for that meeting. All officers shall continue in their respective offices until their successors have been elected and have assumed office.*

On behalf of the ITAC, staff thanks Chris Schneiter for his fine service over the past several years.

## **SUMMARY**

Staff recommends that the ITAC hold elections for a new Chair and Vice-Chair to serve the Committee.

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# Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

**1. Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

**2. Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.

**3. Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.

**4. Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

## The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct.

The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

## The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

**First**, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

**Second**, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

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There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

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a staff person, or a committee chair charged with providing information about the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

**Fourth**, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

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## Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

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**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

### Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

### The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**3. The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

### When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

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## The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

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Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

### A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

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## If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook.

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motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

### Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

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It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

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lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

### Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

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Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

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speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.