

**CITY OF HEALDSBURG  
TRANSPORTATION ADVISORY COMMISSION  
REGULAR MEETING AGENDA**

City Hall Council Chambers  
401 Grove Street, Healdsburg CA 95448  
Phone: 431-3317

Meeting Date: December 1, 2016  
Time: 5:15 P.M.  
Date Posted: November 28, 2016

**1. OPENING**

- a) Call to Order
- b) Roll Call
- c) Approval of December 1, 2016 Regular Meeting Agenda
- d) Approval of Minutes – March 3, 2016 Regular Meeting

**2. ANNOUNCEMENTS/PRESENTATIONS**

- A. Interim bus service between Santa Rosa and Cloverdale - Bryan Albee, Sonoma County Transit Manager

**3. COMMISSION REPORTS ON MATTERS OF INTEREST SINCE PREVIOUS REGULAR MEETING**

- 4. PUBLIC COMMENTS ON NON AGENDA ITEMS:** *This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or take action on any requests during this comment period.*

**5. REGULAR CALENDAR**

- A. Appointment of Chairperson and Vice Chairperson (Assistant City Manager)
- B. Bicycle Friendly Community Committee appointment (Assistant City Manager)
- C. Bicycle Friendly Business Program (Assistant City Manager)

**6. VERBAL PROJECT REPORTS**

- A. Roundabout Project Update (Public Works Director Salmi)
- B. Foss Creek Pathway (Public Works Director Salmi)
- C. Street Rehabilitation Projects (Public Works Director Salmi)

**7. DIRECTOR REPORT**

- A. Art on Foss Creek Pathway

**8. ADJOURNMENT**

**SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** *Any writings or documents provided to a majority of the Transportation Advisory Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review at Healdsburg City Hall, 401 Grove Street Healdsburg,, CA during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the City Hall Council Chambers, 401 Grove Street, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.*

**DISABLED ACCOMMODATIONS:** *The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Maria Curiel, City Clerk, at Healdsburg City Hall, 401 Grove Street, Healdsburg, California, 431-3317, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.*

**CITY OF HEALDSBURG  
TRANSPORTATION ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
March 3, 2016  
Healdsburg City Hall Council Chambers  
401 Grove Street, Healdsburg, CA 95448**

The transportation Advisory Commission met in regular session.

Chairperson Lewis called the meeting to order at **5:15 P.M.**

**ROLL CALL:**

Commissioners Present: Grutze, Wilcock, Williams, and Chairperson Lewis

Commissioners Absent: Peacock

Staff Present: Assistant City Manager Ippoliti, Public Works Director Salmi and Administrative Specialist Allan

**APPROVAL OF AGENDA**

On a motion by Commissioner Wilcock, seconded by Commissioner Williams, approved the March 3, 2016 agenda as submitted. The motion carried on a voice vote with Commissioner Peacock noted as absent. (Ayes 4, Noes 0, Absent – Peacock)

**APPROVAL OF MINUTES**

On a motion by Commissioner Williams, seconded by Commissioner Wilcock, approved the December 3, 2015 meeting minutes as submitted. The motion carried on a voice vote with Commissioner Peacock noted as absent. (Ayes 4, Noes 0, Absent – Peacock)

**ANNOUNCEMENTS/PRESENTATIONS**

None.

**COMMISSION REPORTS ON MATTERS OF INTEREST SINCE PREVIOUS REGULAR MEETING**

Commissioner Williams reported that he attended the January Parks and Recreation meeting as the liaison for the Transportation Advisory Commission (TAC). He reported that the matter of interest relevant to TAC is the Saggio Hills development and the different forms of transportation that should be taken into account as the development proceeds.

### **PUBLIC COMMENTS ON NON AGENDA ITEMS**

Laura Moore – Chair of the Senior Citizen Advisory Commission, reported that the commission currently has two openings; and reported that if anyone over the age of fifty-five was interested in applying the vacancies are there.

### **APPOINTMENT OF NEW CHAIRPERSON AND VICE CHAIRPERSON**

Chairperson Lewis opened up the floor for nominations for new Chair and Vice Chairperson of the Transportation Advisory Commission.

Discussion ensued amongst commission members about a new chair and vice chair, and what the rules were about nominating a commissioner for vice chair that is absent from the meeting.

On a motion by Commissioner Williams, seconded by Commissioner Wilcock, nominated Chair Lewis to continue as Chairperson for another year, and defer the nomination of a vice Chair until the June meeting. (Ayes 4, Noes 0, Absent – Peacock)

### **STREET REHABILITATION PROJECT**

Public Works Director Salmi gave an update report on the street rehabilitation projects completed to date, the kind of work being completed, and the funding needed to complete upcoming projects.

Discussion ensued about where the chip seal will begin on Piper Street, the life expectancy of the chip seal, and if chip seal will continue to be the maintenance the City chooses for our roads.

### **CDBG ADA RAMP PROJECT**

Public Works Director Salmi gave an update report on the ADA Ramp Projects completed to date, the cost spent in the past on ADA ramp projects, and the projected cost for future projects.

Discussion ensued about the funding for the projects and where the funding comes from.

### **ROLES AND RESPONSIBILITY SUBCOMMITTEE REPORT**

Assistant City Manager Ippoliti reported out that the subcommittee has not met since last meeting; they are waiting for the Council to establish FY 2016-17 goals.

Discussion ensued about the City Council Special Meetings in the month of March, if there is a Commissioner available to attend the March 10, 2016 Special Meeting and report back to TAC at the next meeting in June.

**BICYCLE FRIENDLY COMMUNITY SUBCOMMITTEE**

Assistant City Manager Ippoliti reported out that the subcommittee has not met since last meeting. Chair Lewis recommended the subcommittee meet.

**DIRECTOR REPORT**

Assistant City Manager Ippoliti reminded the Commission their Annual Conflict of Interest Statement Forms 700 are due April 1, 2016; and directed them to the City Clerk if they needed any assistance. Assistant City Manager Ippoliti also reminded them the Bicycle Rodeo is Thursday and Friday April 14, and 15, 2016. The Bicycle Rodeo is looking for volunteers.

**ADJOURNMENT**

There being no other Transportation Advisory Commission business to discuss the meeting was adjourned at approximately **5:42 P.M.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Jen Lewis, Chairperson

\_\_\_\_\_  
Heather Ippoliti, Assistant City Manager

Transportation Advisory Commission  
STAFF REPORT



---

**To** TAC Commissioners  
**From** Heather Ippoliti, Assistant City Manager  
**Date** December 1, 2016  
**Subject** **Selection of Chairperson and Vice Chairperson**

---

**Recommended Action(s):**

By motion, nominate and appoint a Chairperson and Vice Chairperson for 2017 effective December 1, 2016

**Background:**

Per Council adopted resolution, the officers of the Transportation Advisory Commission shall include a chairperson, a vice chairperson and a secretary. The chairperson and vice chairperson will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in December of each year. The terms of the chairperson and vice chairperson shall commence as of January 1st following the election and shall continue through December of the same year. The secretary shall be designated by the City Manager.

1. The chairperson shall:
  - a. Preside at all regular and special meetings
  - b. Rule on all points of order and procedure during the meetings
  - c. Provide recommendations to staff liaison regarding agenda items
2. The vice chairperson shall assume all duties of the chairperson in his or her absence or disability.
3. The secretary shall:
  - a. Keep minutes of all meetings and all actions taken by the Transportation Advisory Commission.
  - b. Be responsible for ensuring that minutes are properly typed and filed as part of the official records of the City.
  - c. Transmit in writing to the City Council the names of the chairperson and vice chairperson and update the City Council when any changes in these offices are made.
4. In case of the absence of both the chairperson and vice chairperson from any meeting, an acting chairperson shall be elected from among the members present.

**Discussion:**

Raina Allan, Administrative Specialist, has been appointed as the Transportation Advisory Commission Secretary.

The terms of Commissioners Grutze and Peacock are expiring on December 31, 2016. On April 28, 2016, Commissioner Lewis resigned her position on the Commission. A recruitment to fill the three

positions has been opened. Commissioners Grutze and Peacock may apply and be considered the fill the positions.

**Alternatives:**

None

**Attachments:**

None

Transportation Advisory Commission  
STAFF REPORT



---

**To** TAC Commissioners  
**From** Heather Ippoliti, Assistant City Manager  
**Date** December 1, 2016  
**Subject** **Bicycle Friendly Community Committee**

**Recommended Action(s):**

Consider establishing a Committee to review the requirements to maintain the Bronze status and possibly to achieve the Silver status.

**Background:**

The League of American Bicyclists ("League") developed the Bicycle Friendly America ("BFA") program to provide a roadmap, hands-on assistance, and recognition for states, communities, universities and businesses. The BFA program is a tool to make bicycling a real transportation and recreation option for all people. Each year, the League assesses all 50 states for bicycle friendly status. Communities, businesses, and universities are assessed through a voluntary application process. All applicants receive customized feedback on their application.

A community recognized by the League as a Bicycle Friendly Community ("BFC") is one that welcomes cyclists with trails, bike lanes, share the road campaigns, organized rides, Bike to Work Day events and so much more. The BFC application evaluates how your community encourages people to bike for transportation and recreation through the five Es: engineering, education, encouragement, enforcement, and evaluation.

In 2012, the City applied for the BFC award but did not initially achieve the designation. One year later, the City applied once again and on May 14, 2014, the City was recognized with bronze status. The status is good for four years.

With the award, the City received feedback with ways to maintain and improve the status for future applications.

**Discussion:**

The purpose of the Bicycle Friendly Community Committee would be to meet monthly to review the requirements to maintain and improve the status, and report back to the Commission quarterly their recommendations.

**Alternatives:**

None

**Attachments:**

None

Transportation Advisory Commission  
STAFF REPORT



---

**To** TAC Commissioners  
**From** Heather Ippoliti, Assistant City Manager  
**Date** December 1, 2016  
**Subject** **Bicycle Friendly Business Program**

**Recommended Action(s):**

Receive report and provide recommendations for improvements to the Program

**Background:**

The Transportation Advisory Commission developed a Bicycle Friendly Business Program. The goal of the Program is to recognize businesses for their efforts to encourage a more welcoming atmosphere for bicycling employees, customers, and the community.

As developed, each year Healdsburg businesses can apply for or be nominated as a “bicycle friendly business.” The two-year award is based on three categories: retail and dining, lodging, or businesses that provide commuter incentives to employees. In order for businesses to be recognized as a “bicycle friendly business”, they are asked to provide at least two of the three services or amenities from each category and to provide five additional criteria, such as bicycle parking, participating in commuter challenges, bicycle repair stations, etc.

Businesses that obtain the award would be invited to attend a City Council meeting to be recognized by proclamation from the Mayor where they would receive a certificate and sticker to proudly display at their business. All businesses within the city limits of Healdsburg are eligible to participate in the Program, as well as, businesses outside of the city limits by petition to the Chamber of Commerce.

As designed, the program includes the formation of a committee to review applications comprised of a representative of the Chamber of Commerce, a Transportation Advisory Commissioner, a staff member from the City, and a representative from a local bicycle group or Sonoma County Bicycle Coalition.

On October 5, 2015, the City Council adopted the program and the Healdsburg Chamber of Commerce agreed to administer the program.

On May 16, 2016, Mayor Tom Chambers presented three businesses, Healdsburg Lumber, H2 Hotel, and the Wildflowers Saloon as the first businesses to be classified as Bicycle Friendly Businesses in Healdsburg.

**Discussion:**

The process followed for the first year of the program included sending two notifications by email to the Chamber members, as well as, a Facebook post on the Chamber site. The program was also described in the Chamber’s newsletter and on the Chamber website. Upon receiving no applications, additional emails were sent with three applications being received.

In reaching out to Carla, she is recommending the following changes to program and process:

- Simplify the criteria and process.
- Include outreach to non-chamber member businesses possibly with a utility bill insert and or a press release to the Healdsburg Tribune.

**Alternatives:**

None

**Attachments:**

None