SANDY SPRINGS
GEORGIA

CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council **DATE:** March 2, 2011

FROM: John McDonough, City Manager

AGENDA ITEM: A Resolution in Support of House Bill 180, a Proposed Amendment of the Official Code of Georgia Annotated, to Provide for Greater Automobile, Pedestrian, and Bicycle Safety

MEETING DATE: For Submission onto the March 15, 2011, City Council Work Session Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Resolution
Statement of Work
Bicycle Friendly Community Application

APPROVAL BY CITY MANAGER: JM *APPROVED*

_____ *NOT APPROVED*

PLACED ON AGENDA FOR: 3/15/2011

CITY ATTORNEY APPROVAL REQUIRED: (✓) *YES* ( ) *NO*

CITY ATTORNEY APPROVAL: _____

REMARKS:

SANDY SPRINGS
GEORGIA

March 2, 2011

One of the items that are required for the Bicycle Friendly Community Application is a "Bicycling Advisory Committee. This should be made up of knowledgeable cyclist and city staff. This committee would work together to identify "reasonable" opportunities to expand cycling in the City of Sandy Springs.

Below you will find the names that I would like to recommend to be appointed to the "Bicycling Advisory Committee".

Bicycling Advisory Committee -

Garrin Coleman – City Staff - Engineer
Michael Barnett – City Staff and cycling advocate
Chris Water – City Staff – Public Works
Don Dutson – Resident of District 6 and cycling expert
Gabe Sterling – Resident of District 4 and cycling advocate
Alan Bragman – Resident of District 6 and cycling advocate
Alex Poon – Owner of All 3 Sports – located in Sandy Springs in District 2 and a cycling expert

Submitted by Dianne Fries

City Council

7840 Roswell Road, Building 500 • Sandy Springs, Georgia 30350 • 770.730.5600 • 770.393.0244 fax • www.sandyspringsga.org

STATE OF GEORGIA
COUNTY FULTON

A RESOLUTION IN SUPPORT OF HOUSE BILL 180, A PROPOSED AMENDMENT OF THE OFFICIAL CODE OF GEORGIA ANNOTATED, TO PROVIDE FOR GREATER AUTOMOBILE, PEDESTRIAN, AND BICYCLE SAFETY

WHEREAS, the City of Sandy Springs, Georgia is a Georgia municipal corporation; and

WHEREAS, the Mayor and Council are the governing authority of the City; and

WHEREAS, Mayor and Council are charged with the protection of the health, safety and welfare of the citizens of Sandy Springs; and

WHEREAS, the City of Sandy Springs is the first and currently only city in the State of Georgia officially recognized by the League of American Bicyclists as a Bicycle Friendly Community; and

WHEREAS, the City has invested in its infrastructure and seen a dramatic rise in the number of bicyclists in all areas of the City; and

WHEREAS, the increase in bicyclists and motorists using the same corridors could potentially pose a public safety concern; and

WHEREAS, the Mayor and Council believe that **House Bill 180**, attached hereto and incorporated by reference, is in the best interests of the citizens of the City of Sandy Springs:

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Sandy Springs, Georgia, and it is hereby resolved by the authority of same, that the Mayor and Council of the City of Sandy Springs hereby support **House Bill 180** currently before the state of Georgia General Assembly which provides for an amendment to Title 40, Chapter 6, Article 3 of the **Official Code of Georgia Annotated**, relating to driving on the right side of the roadways, overtaking and passing and following too closely, so as to require the operator of a motor vehicle to leave a safe distance between such motor vehicle and a bicycle when such vehicle is passing the bicycle; to provide for a definition; and to provide for related matters.

Let a copy of this Resolution be forwarded to all state legislators serving the City of Sandy Springs.

The above resolution was read and approved by the Mayor and Council of the City of Sandy Springs, Georgia on the_____ day of March, 2011.

SIGNATURES ON FOLLOWING PAGE

Attest:	Mayor
_____	_____
City Clerk (Seal)	
_____	_____
Councilmember	Councilmember
_____	_____
Councilmember	Councilmember
_____	_____
Councilmember	Councilmember

Why Hire Be Bike Friendly?

What other consulting firm can say they have firsthand experience helping develop the policies and programs that lead to a successful designation of Bicycle Friendly Community. Our experience was founded in Roswell, GA when Georgia was ranked as the 49th state in bicycle friendliness.

Be Bike Friendly's staff is enthusiastic, motivated and we practice what we preach. We develop and deliver bicycle friendly education and provide consulting to help you achieve a Bicycle Friendly Community (BFC) designation from The League of American Bicyclists. This national recognition program helps promote cities, universities, and companies to become more bicycle friendly and change for the better. Better quality of life, better use of community assets, better policies, better health, higher rankings and recognition with positive economic impact, these all are benefits of becoming bicycle friendly. The challenge is the people working in the transportation and enforcement organizations that are developing the transportation projects have no training in the 5 E's of bicycle friendliness: engineering, education, evaluation, enforcement and encouragement, because it isn't taught in the universities.

Communities in Georgia that recognize the value of becoming Bicycle Friendly include Roswell, Decatur and Savannah. Roswell's first attempt to obtain a BFC failed and received an honorable mention. Decatur and Savannah also received honorable mention after attempting the application on their own. Desiring more than just an honorable mention, Mayor Jere Wood called on Be Bike Friendly (BBF) founder, Eric Broadwell, to ask Eric to take on the task and manage the BFC application. In less than a year Roswell was awarded a Bronze level designation. Recently Eric helped Roswell complete the silver BFC application. In preparation for this, he invested the time to visit Portland to interview the Portland DOT and Mia Birk, the famous author and Bike/Ped coordinator for Portland who was able to transform the city into a Platinum Bicycle Friendly Community. He has gone the extra mile to interview some of the first Bicycle Friendly Businesses which help a community achieve BFC. Eric is the only League of American Bicyclists certified instructor in Georgia that can deliver the Bicycle Friendly Business seminar. This is why you want Be Bike Friendly on your team.

Be Bike Friendly Founder, Eric Broadwell, is not only just about helping communities. In his spare time Eric presents at cycling advocacy conferences, works with the League of American Bicyclists. to help develop additional programs around bicycle friendliness, and manages the well known cycling advocacy group Bike Roswell!. He serves on the board of Georgia Bikes a state level advocacy organization and is responsible for helping get the current 3 ft law initiated by Sandy Springs' Wendell Willard and Roswell's Senator John Albers. Eric also is a coach for a junior cycling team based in the Atlanta area and runs a cycling practice in Roswell, helping bring more youth into the sport and an active life style.

Eric has an engineering degree from Georgia Tech and is a certified Manager and certified Project Manager.

Having Be Bike Friendly and Eric Broadwell on your team could be the best investment your community has ever made.

Be Bike Friendly, Inc. 11285 Elkins Road F1-B, Roswell, GA 30076 678-824-5301
www.bebikefriendly.com

Be Bike Friendly

Statement of Work

To Perform

A Bicycle Friendly Assessment

Known as a Cyclesessment

For

Bicycle Friendly Community Application

The information in this proposal shall not be disclosed outside the City of Sandy Springs organization and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to Be Bike Friendly as a result of or in connection with the submission of this proposal, the City of Sandy Springs shall have the right to duplicate, use or disclose the information to the extent provided by the contract. This restriction does not limit the right of the City of Sandy Springs to use information contained in the proposal if it is obtained from another source without restriction.

Be Bike Friendly
11285 Elkins Rd F1-B
Roswell, GA 30076
678-8BIKE01
www.bebikefriendly.com

1.0 Executive Summary

This is a Statement Of Work (SOW) for services provided by Be Bike Friendly in assessing the bicycle friendliness of the city of Sandy Springs in consideration for applying for a Bicycle Friendly Community designation from the League of American Bicyclists (LAB).

Be Bike Friendly (BBF) is uniquely qualified to address the city of Sandy Springs' desires to become a Bicycle Friendly Community (BFC). BBF's consultants are leaders in aiding communities in becoming bicycle friendly and were the spearheads that help neighboring city of Roswell become the only Bicycle Friendly Community currently in Georgia. BBF also has unique relationships with the LAB and intimately understands the criteria for becoming a BFC.

In a meeting on Mar 1 BBF findings revealed that Sandy Springs does have sufficient efforts already completed and policies that would be part of any currently designated bicycle friendly community. While BBF cannot guarantee the designation of becoming a bicycle friendly community it is BBF's opinion that the odds are weighted heavily in favor of Sandy Springs obtaining a Bicycle Friendly Community designation.

This Statement of Work describes BBF's approach to assessing bicycle friendliness for the city of Sandy Springs. The tasks estimated in this SOW are based on BBF's knowledge of the city of Sandy Springs and its close proximity to the BBF offices. The following areas will be considered and or tasks performed:

1. Currently used roads that are part of local cycling clubs weekly routes
2. Investigate possible bicycle boulevards for commuters
3. Last mile routes to the Marta Station
4. Legislation review and recommendations
5. Bicycle Counts
6. Community organizations
7. Transportation department interviews
8. Enforcement department interview
9. Council interviews
10. BFC Application review

The work is estimated to be completed in a 3 week time period and the review is expected to be no more than 4 hours in July.

2.0 Statement Of Work

This Statement of Work (SOW) defines the scope of work to be accomplished by Be Bike Friendly, Inc. (BBF) for the City of Sandy Springs ("Client") under the terms defined within this contract.

The obligations of Be Bike Friendly set forth in this contract will be performed by Be Bike Friendly, itself, Eric B. Broadwell will be the consulting lead and the Be Bike Friendly point of contact. The term of this agreement will begin on or after the signature date and will continue for an estimated three weeks or until deliverables are completed, whichever occurs first. The review of the BFC application will be completed prior to submission in July.

Changes to this SOW will be processed in accordance with the procedure described in section entitled *Change Control Procedure*. The investigation and the implementation of changes may result in modifications to the estimated schedule, charges, or other terms of this Project Change Request.

2.1 Scope

BBF is to provide certain personnel on a fixed fee basis to perform certain tasks defined within this SOW to complete a Be Bike Friendly Cyclesessment in regard to the Sandy Springs application for a Bicycle Friendly Community (BFC) designation awarded by the League of American Bicyclists. The Cyclesessment will be completed and produce a final report containing the suggested short term and long term items to enhance chances for becoming a bicycle friendly community.

2.2 Be Bike Friendly Responsibilities

This section describes the tasks that BBF will complete under this Statement of Work. The following are a list of tasks to be performed:

1) Conduct a discovery phase
   a) Interview Transportation Department Personnel
   b) Interview Enforcement Department Personnel
   c) Interview local cycling organizations and individual advocates
   d) Obtain a city map(s) detailing the city boundaries
   e) Obtain transportation development plans
   f) Obtain Parks and Recreation development plans
   g) Obtain a copy of relative city legislation

2) Conduct Analysis
   a) Review maps and legislation
   b) Compile interview results
   c) Analyze roads near the Marta station for potential bicycle boulevards
   d) Conduct three bicycle counts consisting of 2 hour segments morning commuters, afternoon commuters and morning weekend riders.
   e) Conduct riding analysis on various roads and capture rider automobile interaction

3) Develop Recommendation and Analysis Report
4) Review the Sandy Springs Bicycle Friendly Application prior to submission in July.

2.3 City of Sandy Springs Responsibilities:

This section describes the tasks that the City of Sandy Springs will complete under this Statement of Work. The following are a list of tasks to be performed:

1) Provide a Single Point Of Contact
2) Complete the requested information in Appendix A
3) Aid and work in partnership to help direct and prioritize the activities or tasks
4) Provide timely responses to BBF requests
5) Provide access to any related materials deemed beneficial for this Cyclesessment

3.0 Confidentiality Copyrights and Warranty

Be Bike Friendly and Client recognize that, during the term of this contract, both parties may have access to confidential or proprietary information belonging to the other and each desires that any such confidential and proprietary information remain confidential. Each party agrees that, for a period of one year from receipt of information from the other party hereunder, such party will use the same means it uses to protect its own confidential and proprietary information, but in any event not less than reasonable means, to prevent the disclosure and to protect the confidentiality of such information received from the other party which is identified as confidential or proprietary ("Confidential Information"). The foregoing will not prevent either party from disclosing Confidential Information which belongs to such party or is (i) already known by the recipient party without an obligation of confidentiality, (ii) publicly known or becomes publicly known through no unauthorized act of the recipient party, (iii) rightfully received from a third party, (iv) independently developed by the recipient party without use of the other party's Confidential Information, (v) disclosed without similar restrictions to a third party by the party owning Confidential Information, (vi) approved by the other party for disclosure. If Confidential Information is required to be disclosed pursuant to a requirement of a governmental authority, such Confidential Information may be disclosed pursuant to the requirement so long as the party required to disclose the Confidential Information, to the extent possible, provides the other party with timely prior notice of the requirement and coordinates with such other party in an effort to limit the nature and scope of such required disclosure. Upon written request at the termination of this contract, all documented Confidential Information (and all copies thereof) owned by the requesting party will be returned to the requesting party or will be destroyed, with written certification thereof being given to the requesting party.

Be Bike Friendly, in providing the Services under this contract, is acting only as an independent contractor, and under no circumstances will Be Bike Friendly be deemed to be in any relationship with Client carrying with it fiduciary or trust responsibilities, whether through partnership or otherwise. Be Bike Friendly does not undertake by this contract or otherwise to perform any obligation of Client, whether regulatory or contractual, or to assume any responsibility for Client' business or operations. The Be Bike Friendly personnel performing the Services will be and remain the employees of Be Bike Friendly. In performing the Services under this letter, Be Bike Friendly may use certain software, ideas, concepts, know-how, tools, techniques or other proprietary materials or information which are owned or licensed by Be Bike Friendly. As between Be Bike Friendly and Client, all such items will be and remain Be Bike Friendly's property, and Client will have no right or interest therein; provided, however, that, in the event and to the extent there are to be specific, written deliverables to be provided to Client (and which are paid for by Client) as a result of the provision of the Services, Client will own the copyright (either as a work for hire or by assignment from Be Bike Friendly) in and to all such deliverables, subject, however, to any third party rights or restrictions.

Be Bike Friendly MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, REGARDING ANY MATTER INCLUDING THE MERCHANTABILITY, SUITABILITY, ORIGINALITY, FITNESS FOR A PARTICULAR USE OR PURPOSE, OR RESULTS TO BE DERIVED FROM THE USE OF ANY MATERIALS OR SERVICES PROVIDED UNDER THIS CONTRACT. Be Bike Friendly shall have no liability to Client under or relating to this contract in excess of the charges paid by Client to Be Bike Friendly under this contract (excluding payments for taxes or out-of-pocket expenses) during the one (1) month period immediately preceding the date that the first claim or action arose. In no event will Be Bike Friendly be liable for lost profits, speculative, consequential, indirect or punitive damages.

4.0 Change Control

The following provides a process to follow if a change to this Statement of Work is required:

I. A Project Change Request (PCR) will be the vehicle for communicating changes. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.

II. Both point of contacts (POC) will review the proposed change and approve it for further investigation or reject it. BBF will specify any charges for such investigation. If the investigation is authorized, the POC will sign the PCR, which will constitute approval for the investigation charges (if any). BBF will invoice the City of Sandy Springs for any such charges. The investigation will determine the impact that the

implementation of the PCR will have on cost, schedule, and other terms and conditions of the terms of this Agreement.

III. A written Change Authorization must be signed by both parties to authorize implementation of the investigated changes.

IV. BBF will not be compensated for any investigation or implementation services related to a PCR until such services are approved through the Change Control Process.

5.0 Termination

Either party may terminate this contract by providing the other with **5** business days prior written notice of such termination. In addition, if either party materially defaults in the performance of any of its obligations under this contract, which default is not substantially cured within 5 business days after notice is given to the defaulting party specifying the default or, with respect to those defaults that cannot reasonably be cured within 5 business days, should the defaulting party fail to proceed within 5 business days to commence curing the default and thereafter to proceed with all reasonable diligence to substantially cure the default, the party not in default may, by giving written notice thereof to the defaulting party, terminate this contract as of a date specified in such notice of termination. Upon expiration or termination of this contract for any reason, Be Bike Friendly will cease to perform the Services for Client, and Client will pay to Be Bike Friendly all sums due to Be Bike Friendly as a result of the Services performed and expenses incurred (including those expenses that, instead of being concurrently billed, have been included in future payments to be made by Client) through the effective date of such expiration or termination (prorated as appropriate). Expiration or termination of this contract for any reason will not release either party from any liabilities or obligations set forth in this contract which (a) the parties have expressly agreed will survive any such expiration or termination or (b) remain to be performed or by their nature would be intended to be applicable following any such expiration or termination.

6.0 Charges

BBF will perform the activities described in this Statement of Work on a fixed fee basis of $7500. We estimate that this work effort will require 3 weeks of effort. In addition, two percent of the total contract revenue will be billed as an administrative fee. Based on $7,500 the administrative fee is $150.00.

The fixed fee is inclusive of all travel and living expenses incurred in completing this work effort. If there are any additional expenses beyond standard travel and living expenses BBF will obtain the approval from the City Of Sandy Springs per the change control process.

BBF will invoice the City of Sandy Springs one time for the work completed. Invoices will be payable in US dollars within 15 days of receipt.

BBF will honor the fees in this SOW until April 8, 2011. Changes to this SOW processed in accordance with the Change Control Procedure may include a rate increase or schedule change.

Prices are exclusive of applicable taxes.

Be Bike Friendly
11285 Elkins Rd F1-B
Roswell, GA 30076
678-8BIKE01
www.bebikefriendly.com

7.0 Acceptance

Please indicate your acceptance of and agreement to this contract by having an authorized representative of City of Sandy Springs sign two copies of this contract in the space provided below with blue ink and return one to Be Bike Friendly.

Sincerely,

Eric Broadwell

Be Bike Friendly
11140 West Road
Roswell, GA 30075

By:_____

Name: ___Eric B Broadwell_____

Title: __Owner_____

Date: __ March 1, 2011_____

Fax: 419-818-4054

City of Sandy Springs
7840 Roswell Road, Building 500
Sandy Springs, GA 30350

ACCEPTED AND AGREED

this_____ day of _____, 2011:

By: _____

Name:_____

Title:_____

Be Bike Friendly
11285 Elkins Rd F1-B
Roswell, GA 30076
678-8BIKE01
www.bebikefriendly.com

Appendix A

For each item listed below please provide the person's contact information compiling the information.

1.0 Contact references:
Please provide the name, email and direct phone number for each of the contacts requested:
Each council member
Mayor
Transportation director
Bicycle and Pedestrian coordinator (if there is one)
Chief of Police
Enforcement Event Officer
Contacts for the Bicycle and Pedestrian Advisory Committee or local non-profit filling this role (if there is one)
Special Events and Permit Department contact

2.0 Cycling Events:
Please provide a list of City sponsored bicycle events:

Please provide a list of non City sponsored cycling events or events that include cycling:

3.0 Transportation Projects
Please provide a list of past and expected future projects completed that included bicycle facilities such as signs, bike lanes, bike only intersection signals, etc. List the project and the % of cost spent or expected cost on the bicycle facilities and the type of facility.

4.0 Legislation
Provide reference to any legislation regarding bicycles, such as a complete streets resolution, a re-striping policy or a requirement for a bike lane or bike parking with new development.

5.0 Recreation
Please provide a map or reference to off road bicycle trails, paths, multi-use trails or other park facilities for bicycles. These facilities may be also near or around a school such as the cyclocross course around Sandy Springs Middle School.

6.0 Programs
Please provide a list and contact for any programs that may include bicycles such as Safe Routes to School, local club rides, helmet safety programs, driver education, enforcement programs, etc.

7.0 Businesses
Please provide a list of Bicycle Friendly Businesses or businesses that are in the bicycle industry such as All 3 Sports.

LEAGUE OF AMERICAN BICYCLISTS

Bicycle Friendly Community Application

Name of Community

* Name of Community

* State

* Mayor or top elected official
include title

* Phone

* Email

* Address

* Website

Applicant Profile

* Applicant Name

* Title

* Employer

* Address

* City

* State

* Zip

* Phone

* Email

Community Profile

The data in this section is gathered by the U.S. census. Click here to find the most recent information on your community.

* 1. Type of Jurisdiction
Check One

- ◯ **Town/City/Municipality**
- ◯ **County**
- ◯ **Metropolitan Planning Organization or Council of Governments**
- ◯ **Regional Planning Organization**
- ◯ **Rural Planning Organization**
- ◯ **Indian Nation**
- ◯ **Other**

If other, describe
(50 word limit)

* 2. Population
Enter a positive whole number, 1 or larger

3. Square milage of community

* Total area
(sq. mi.)

* Water area
(sq. mi.)

* Land area
(sq. mi.)

* 4. Population Density
(Person per sq. mi.)

5. Climate

* Average temperature for January
in °F

* Average temperature for April
in °F

* Average temperature for July
in °F

* Average temperature for October
in °F

* Average precipitation for January
in inches

* Average precipitation for April
in inches

* Average precipitation for July
in inches

* Average precipitation for October
in inches

* 6. Median Household Income
Enter a whole number, 0 or larger

7. Age distribution

* % under 5

* % age 6-17

* % age 18-64

* % age 65+

* Totals
Total should equal 100

8. Race

* % White

* % Black or African American

* % American Indian and Alask Native

* % Asian

* % Native Hawaiian and Other Pacific Islander

* % Some other race

* % One race

* % Two or more races

* Totals
Total should equal 100

* % Hispanic or Latino (of any race)

* 9. What is the name of your community's bicycle program manager?

* 10. In which department does your bicycle program manager work?
- ◯ **Engineering/public works**
- ◯ **Planning**
- ◯ **Parks and Recreation**
- ◯ **Transportation**
- ◯ **Other**

If other, describe
(50 word limit)

* 11. Are you the Bicycle Program Manager?
- ◯ **Yes**
- ◯ **No**

* Bicycle Program Manager Phone

* Bicycle Program Manager Email

* 12. What percentage of the community's Bicycle Program Manager's time is spent on bicycling issues?
- ◯ **10% or less**
- ◯ **10-25%**
- ◯ **25-50%**
- ◯ **50-75%**
- ◯ **75-100%**

* 13. How many government employees, expressed in full-time equivalents, work on bicycle issues in your community?
Enter a positive whole number, 1 or larger

* 14. Do you have a Bicycle Advisory Committee
- ◯ **Yes**
- ◯ **No**

* 14a. How often does it meet?
- ◯ **Monthly**
- ◯ **Every two months**
- ◯ **Quarterly**
- ◯ **Annually**
- ◯ **Other (describe)**

If other, describe
(250 word limit)

* 14b. How many members serve on the committee?
Enter a positive whole number, 1 or larger

* 14c. Which of the following groups are represented or regularly attend the Bicycle Advisory Committee?
Check all that apply

- ☐ **User group**
- ☐ **Law enforcement**
- ☐ **Chamber of commerce**
- ☐ **Public health**
- ☐ **Planning department**
- ☐ **Transporation department**
- ☐ **School board**
- ☐ **Parks department**
- ☐ **Recreation department**
- ☐ **Transit agency**
- ☐ **Other (describe)**

If other, describe
(250 word limit)

* 14d. Name of Bicycle Advisory Committee Chair

* Email of Bicycle Advisory Committee Chair
e.g. myname@example.com

* 15. Is there a bicycle advocacy group(s) in your community?
- ○ **Yes**
- ○ **No**

15a. What is the name of the advocacy group(s) (if more than one, list them all)
(250 word limit)

* 15b. Are any of them working with you on this application?
- ○ **Yes**
- ○ **No**

* 15c. List the name of the primary group:

* 15d. Does this group have paid staff?
- ○ **Yes**
- ○ **No**

* 15e. Do you contract with this group for any services or programs?
- ○ **Yes**

◯ **No**

* 15f. Who is the primary contact for them?

* 15g. Email of primary contact of advocacy group
e.g. myname@example.com

* 16. What are the primary reasons your community has invested in bicycling?
check all that apply

- ☐ **Improved quality of life**
- ☐ **Improving public health**
- ☐ **Community connectivity**
- ☐ **Transportation options**
- ☐ **Climate change concerns**
- ☐ **Decrease traffic congestion**
- ☐ **Increase tourism**
- ☐ **Increase property values**
- ☐ **Cooperation with adjacent communities**
- ☐ **Public demand**
- ☐ **Economic development**
- ☐ **Traffic safety**
- ☐ **Other (describe)**

If other, describe
(250 word limit)

17. What was your community's most significant investment for bicycling in the past year?
(100 word limit)

18. What specific improvements do you have planned for bicycling in the following year?
(100 word limit)

Engineering

19. Does your community have

- ◯ **a complete streets policy?**
- ◯ **a bicycle accomodation policy (a policy that requires the accommodation of cyclists in all new road construction and reconstruction and resurfacing)?**
- ◯ **Neither**

19a. When was it adopted

19b. Provide a link or attach a copy of this legislation or policy.
(250 word limit)

19c. How was it adopted?

- ◯ **Legislation**
- ◯ **Resolution**
- ◯ **Internal Policy**
- ◯ **Other**

If other, describe
(250 word limit)

19d. What tools are in place to ensure implementation?
Check all that apply

- ☐ **Implementation Guidance**
- ☐ **Design**
- ☐ **Manual**
- ☐ **Training**
- ☐ **Other**

If other, describe
(500 word limit)

20. How do you ensure your engineers and planners accommodate cyclists according to AASHTO and MUTCD standards?
Check all that apply

- ☐ **Training**
- ☐ **Offer FHWA/NHI Training Course**
- ☐ **Hire Outside consultants to train staff**
- ☐ **Send staff to bicycle-specific conferences/training**
- ☐ **Require project consultants to have bike/ped qualifications**

- [ ] **Internal training or design manual**

20a. Describe each checked
(200 word limit)

* 21. What percentage of bridges and tunnels in your community are accessible to bicyclists?
Enter a whole number, 0 or larger

21a. What are the exceptions?
(500 word limit)

* 22. How do you ensure there are end-of-trip facilities for bicyclists?
Check all that apply

- [ ] **Bike parking ordinance**
- [ ] **Bike parking ordinance for all new developments**
- [ ] **Ordinance requiring showers and lockers**
- [ ] **Building accessibility ordinance**
- [ ] **On street bike parking**
- [ ] **Ordinance that allows bike parking to substitute for car parking**
- [ ] **Standards for bicycle parking that conform to APBP guidelines**
- [ ] **Other**

If other, describe
(500 word limit)

23. How many bike parking spaces are there in your community?
Answer all that apply

23a. Bike racks
Enter a whole number, 0 or larger

23b. Bike lockers
Enter a whole number, 0 or larger

23c. Bike depot (i.e. Bikestation)
Enter a whole number, 0 or larger

23d. In-street bike parking
Enter a whole number, 0 or larger

24. Approximately what percentage of these locations have bike racks or storage units?

24a. Schools

24b. Libraries

24c. Transit Stations

24d. Parks & Recreation Centers

24e. Government buildings

24f. Office buildings

24g. Shops

24h. Public Housing

* 25. Does your community have transit service?

- **Yes**
- **No**

* 25a. Are buses equipped with bike racks?

- **Yes**
- **No**

25b. What percentage?

25c. Are bikes allowed inside transit vehicles?

- **Yes**
- **Sometimes**
- **No**

If yes or sometimes, describe
(100 word limit)

* 26. What is the mileage of your total road network?
Enter a whole number, 0 or larger

* 27. What is the mileage of your total shared-use path network?
Enter a whole number, 0 or larger

28. List your current and planned bicycle accommodations?

Complete all that apply

a. Bike lanes

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

b. Shared lane markings

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

c. Bike boulevards

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

d. Signed bike routes

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

e. Paved shared use paths

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

f. Natural surface shared use paths

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

g. Singletrack

Current
Enter a whole number, 0 or larger

Planned
Enter a whole number, 0 or larger

* 29. What other innovative ways have you improved on-road conditions for bicyclists?
Check all that apply

- [ ] **Road diets**

- [ ] **Area wide traffic calming**
- [ ] **Cycle tracks**
- [ ] **Contra-flow bike lanes**
- [ ] **Speed limits 20 mph or less on residential streets**
- [ ] **Bike cut thrus**
- [ ] **Way-finding signage with distance and/or time information**
- [ ] **None**
- [ ] **Other**

If other, describe
(500 word limit)

* 30. What percentage of arterial streets have bike lanes or paved shoulders?
Enter a whole number, 0 or larger

* 31. What percentage of natural surface, trails and singletrack are open to bicyclists?
Enter a whole number, 0 or larger

31a. What are the exceptions?
(500 word limit)

32. What maintenance policies or programs ensure *bike lanes* and *shoulders* remain usable and safe?
Answer all that apply

* 32a. Street sweeping
- ( ) **Before other travel lanes**
- ( ) **Same time as other travel lanes**
- ( ) **Weekly**
- ( ) **Monthly**
- ( ) **Quarterly**
- ( ) **Annually**
- ( ) **Never**
- ( ) **Other**

If other, describe
(250 word limit)

* 32b. Snow clearance
- ( ) **Before other travel lanes**

- ◯ **Same time as other travel lanes**
- ◯ **Within 48 hours of storm**
- ◯ **Never**
- ◯ **Other**
- ◯ **Not applicable**

If other, describe
(500 word limit)

* 32c. Pothole maintenance

- ◯ **Within 24 hours of complaint**
- ◯ **Within one week of complaint**
- ◯ **Within one month of complaint**
- ◯ **Never**
- ◯ **Other**

If other, describe
(500 word limit)

32d. Other Maintenance policies or programs for bike lanes and shoulders (describe)
(500 word limit)

33. What maintenance policies or programs ensure *shared-use paths* remain safe and usable?
Answer all that apply

* 33a. Path sweeping

- ◯ **Weekly**
- ◯ **Monthly**
- ◯ **Quarterly**
- ◯ **Annually**
- ◯ **Never**
- ◯ **Other**

If other, describe
(250 word limit)

* 33b. Vegetation maintenance

- ◯ **Weekly**
- ◯ **Monthly**
- ◯ **Quarterly**
- ◯ **Annually**

- ◯ **Never**
- ◯ **Other**

If other, describe
(250 word limit)

* 33c. Snow clearance

- ◯ **Before roadways**
- ◯ **Same time as roadways**
- ◯ **Within 48 hours of storm**
- ◯ **Never**
- ◯ **Other**
- ◯ **Not applicable**

If other, describe
(250 word limit)

* 33d. Surface repair

- ◯ **Within 24 hours of complaint**
- ◯ **Within one week of complaint**
- ◯ **Within one month of complaint**
- ◯ **Never**
- ◯ **Other**

If other, describe
(500 word limit)

33e. Other Maintenance policies or programs for shared-use paths (describe)
(500 word limit)

* 34. How do you accommodate cyclists at intersections in your community?
Check all that apply

- ☐ **All /Most signals are timed for bicyclists**
- ☐ **All /Most signals are timed**
- ☐ **Loop detector markings**
- ☐ **Video detection**
- ☐ **Advance stop line or Bike Box**

- [ ] **Bicycle signal heads**
- [ ] **Other**
- [ ] **None of the above**

If other, describe
(500 word limit)

* 35. Are there other infrastructure improvements in your community to promote bicycling?
- ◯ **Yes**
- ◯ **No**

If yes, describe
(500 word limit)

Education

* 36. Do schools in your community offer a Safe Routes to School (or comparable) program that includes bicycling education?
- ◯ **Yes**
- ◯ **No**

What percentage of schools in your jurisdiction participates?

a. Elementary (percentage)
Enter a whole number, 0 or larger

b. Middle School (percentage)
Enter a whole number, 0 or larger

c. High School (percentage)
Enter a whole number, 0 or larger

* 37. Outside of schools, how are children taught safe bicycling skills?
Check all that apply

- [ ] **Youth bike clubs**
- [ ] **Bike clinics or rodeos**
- [ ] **Youth recreation programs**
- [ ] **Helmet fit seminars**
- [ ] **Safety town**
- [ ] **Trail riding classes**
- [ ] **Other**
- [ ] **None of the above**

If other, describe
(500 word limit)

* 38. Do you have a diversion program for cyclists or motorists?
- ◯ **Yes**
- ◯ **No**

If yes, describe
(500 word limit)

* 39. What have you done in the last 18 months to educate motorists and bicyclists on sharing the road safely?
Check all that apply

- ☐ **Public service announcements**
- ☐ **Community newsletter article**
- ☐ **New resident packet**
- ☐ **Utility bill insert**
- ☐ **Bicycle ambassador program**
- ☐ **Newspaper column/blog on bicycling**
- ☐ **Dedicated bike page on community Web site**
- ☐ **Billboards**
- ☐ **Share the Road Signs**
- ☐ **Share the road information in driver's education**
- ☐ **Other**
- ☐ **None of the above**

If other, describe
(500 word limit)

40. What of the following options are available on a regular basis to your community?

* 40a. Traffic Skills 101 (or equivalent) classes -- including classroom and on-bike instruction.
- ◯ **Weekly**
- ◯ **Monthly**
- ◯ **Quarterly**
- ◯ **Annually**
- ◯ **Never**
- ◯ **Other**

If other, describe
(250 word limit)

* 40b. Cycling Skills classes -- three to four hour classroom training courses
- ◯ **Weekly**
- ◯ **Monthly**
- ◯ **Quarterly**
- ◯ **Annually**
- ◯ **Never**
- ◯ **Other**

If other, describe
(250 word limit)

* 40c. Commuter classes - one/two hour classes
- ◯ **Weekly**
- ◯ **Monthly**
- ◯ **Quarterly**
- ◯ **Annually**
- ◯ **Never**
- ◯ **Other**

If other, describe
(250 word limit)

* 41. Has your community hosted a League Cycling Instructor seminar in the past two years?
- ◯ **Yes**
- ◯ **No**

* 42. How many League Cycling Instructors are there in your community?
Enter a whole number, 0 or larger

43. List active League Cycling Instructors (active means they have taught at least one class during the past 12 months).
(500 word limit)

44. Does your community have driver training for any of the following professional drivers that include information on sharing the road with cyclists?
Check all that apply

- ☐ **City staff**

- [ ] **Taxi drivers**
- [ ] **Transit operators**
- [ ] **School bus operators**
- [ ] **Delivery drivers**
- [ ] **Other**

* If other, describe
(250 word limit)

* 44a. If yes to any of the above, describe the program.
(500 word limit)

* 45. Describe any efforts your community has made to ensure your education programs reach traditionally underserved populations.
(500 word limit)

* 46. Are there other education efforts in your community to promote bicycling?
- ( ) **Yes**
- ( ) **No**

* 46a. If yes, describe
(1000 word limit)

Encouragement

* 47. How do you promote National Bike Month?
Check all that apply

- [ ] **City Proclamation**
- [ ] **Community Ride**
- [ ] **Mayor-led Ride**
- [ ] **Public Service Announcements**
- [ ] **Publish a guide to Bike Month Events**
- [ ] **Bike Month Web site**

- [ ] **Commuter Challenge**
- [ ] **Commuter Breakfasts**
- [ ] **Trail construction or maintenance day**
- [ ] **Other**
- [ ] **No promotion**

* If other, describe
(1000 word limit)

* 48. How many people participate in Bike Month events?
Enter a whole number, 0 or larger

* 49. How do you promote bicycling outside of National Bike Month?
Check all that apply

- [ ] **Community Ride**
- [ ] **Mayor-led Ride**
- [ ] **Public Service Announcements**
- [ ] **Trail construction or maintenance day**
- [ ] **Summer Streets/Ciclovia/Sunday Parkways**
- [ ] **Commuter Challenge**
- [ ] **Commuter Breakfasts**
- [ ] **Other**
- [ ] **No promotion**

* If other, describe
(500 word limit)

* 50. Do you actively promote Bike to Work Day or other bicycle commuting incentive programs?

- ( ) **Yes**
- ( ) **No**

* 50a. If yes, describe
(500 word limit)

* 50b. Approximately what percentage of the community workforce do you reach?

* 51. List the signature cycling events in your community?
(500 word limit)

* 52. Does the municipality sponsor or actively support any of these rides?
- ◯ **Yes**
- ◯ **No**

* 52a. If yes, how?
(500 word limit)

* 53. Does your local tourism board promote bicycling in your area?
- ◯ **Yes**
- ◯ **No**

* 53a. If yes, how?
(500 word limit)

* 54. Are there cycling organizations in your area?
Check all that apply

- ☐ **Recreational Bike Clubs**
- ☐ **Mountain Bike Clubs**
- ☐ **Friends of the Trail Groups**
- ☐ **National Mountain Bike Patrol**
- ☐ **Racing Clubs or Teams**
- ☐ **Bicycle Co-ops**
- ☐ **Other**
- ☐ **None**

* If other, describe.
(500 word limit)

* 54a. For each type of club checked, list names of the organizations.
(500 word limit)

* 55. How many specialty bicycle retailers (i.e shops dedicated primarily to selling bikes and bike-related equipment) are there in your community?
Enter a whole number, 0 or larger

* 55a. List their names.
(500 word limit)

* 56. Which of these bicycling areas or facilities do you have in your community?
Check all that apply

- [ ] **BMX track**
- [ ] **Velodrome**
- [ ] **Cyclocross course**
- [ ] **Mountain bike park**
- [ ] **Pump Tracks**
- [ ] **Other**
- [ ] **None**

* If other, describe.
(500 word limit)

* 57. Is there a skatepark in your community?
- ( ) **Yes**
- ( ) **No**

* 57a. If yes, do bikes have access to the skatepark?
- ( ) **Always**
- ( ) **Sometimes**
- ( ) **Never**

* 58. Are there opportunities to rent bicycles in your community?
- ( ) **Yes**
- ( ) **No**

* 59. Does your community have a bike sharing program?
- ( ) **Yes**
- ( ) **No**

59a. If yes, of what use is it?
Check all that apply

- [ ] **Public use**

- [ ] **Private institution**
- [ ] **Other**

* If other, describe
(500 word limit)

* 60. Do you have any current Bicycle Friendly Businesses in your community?

- ( ) **Yes**
- ( ) **No**

* 60a. If yes, list the names of the businesses.
(500 word limit)

* 61. Does your community have youth recreation and/or intervention programs centered around bicycling?
Check all that apply

- [ ] **Recycle a Bicycle**
- [ ] **Trips for Kids chapter**
- [ ] **Earn a Bike program**
- [ ] **Co-op or Community Cycling Center**
- [ ] **Other**
- [ ] **None**

* If other, describe
(500 word limit)

* 62. What mapping and route finding information is available for your community which has been updated in the last 18 months?
Check all that apply

- [ ] **Online route finding service**
- [ ] **Online map**
- [ ] **Printed on-road bike-routes map**
- [ ] **Printed mountain bike trails map**
- [ ] **Other**
- [ ] **None available**

* If other, describe
(500 word limit)

* 63. Does your community have other programs or policies to encourage cycling?

- ◯ **Yes**
- ◯ **No**

* 63a. If yes, describe
(500 word limit)

Enforcement

* 64. How does your police department interact with the local cycling community?
Check all that apply

- ☐ **A police officer is an active member of bicycle advisory committee**
- ☐ **Identified law-enforcement point person to interact with cyclists**
- ☐ **No current formal interaction**
- ☐ **Other**

* If other, describe
(500 word limit)

* 65. What kind of training is offered to police officers regarding traffic law as it applies to bicyclists?
Check all that apply

- ☐ **Basic academy training**
- ☐ **International Police Mountain Bike Association or Law Enforcement Bicycle Association training**
- ☐ **National Highway Traffic Safety Administration Law Enforcement Training**
- ☐ **Completion of Smart Cycling course by Police**
- ☐ **Presentation by League Cycling Instructor or local cyclist**
- ☐ **Institute for Police Training and Development bicycle training**
- ☐ **Other**
- ☐ **No training currently offered**

* If other, describe
(500 word limit)

* 66. What enforcement campaigns are targeted at improving cyclist safety?
Check all that apply

- [ ] **Helmet/light giveaways**
- [ ] **Targeting motorist infractions**
- [ ] **Targeting cyclist infractions**
- [ ] **Share the road campaigns**
- [ ] **Other**
- [ ] **None of the above**

* If other, describe
(500 word limit)

* 67. Do you have police department employees on bikes?
- ( ) **Yes**
- ( ) **No**

* 67a. If yes, what percentage of police department employees is on bike?
Enter a whole number, 0 or larger

* 68. Are there any other public safety (e.g. fire department or EMS) employees on bikes?
- ( ) **Yes**
- ( ) **No**

* 68a. If yes, what percentage of police department employees is on bike?
Enter a whole number, 0 or larger

* 69. Do your local ordinances treat bicyclists equitably? (examples can be found on the BFC resources page).
Check all that apply

- [ ] **There are specific penalties for failing to yield to a cyclist when turning. It is illegal to park or drive in a bike lane (intersections excepted)**
- [ ] **There are penalties for motor vehicle users that 'door' cyclists**
- [ ] **There is a ban on cell phone use while driving.**
- [ ] **There is a ban on texting while driving.**
- [ ] **The community uses photo enforcement for red lights and/or speed**
- [ ] **There is a state or local law that requires cyclists to use sidepaths regardless of their usability.**
- [ ] **There is a state or local law that requires cyclists to use bike lanes where they are provided.**
- [ ] **Cyclists are required to ride as far to the right of the road as practicable without exceptions listed in Uniform Vehicle Code.**
- [ ] **There is a general restriction on bicyclists riding on the sidewalk.**

- [ ] **There are local or school policies that restrict youths from riding to school.**
- [ ] **None of the above**
- [ ] **Additional information on any of the above mentioned ordinances as it pertains to your community.**

* If Additional Information, describe
(500 word limit)

* 70. Are there any additional prohibitions or restrictions on cyclists in your community?
- ◯ **Yes**
- ◯ **No**

* 70a. If yes, describe
(500 word limit)

* 71. Does your community have other programs or policies to enforce safe cycling?
- ◯ **Yes**
- ◯ **No**

* 71a. If yes, describe
(100 word limit)

Evaluation and Planning

* 72. What is the most current journey-to-work data for your community? (this percentage can be found in the U.S. Census or the American Community Survey)
Enter a whole number, 0 or larger

* 73. What additional information do you have on bicycle use for your community?
(500 word limit)

* 74. How many cyclist/motor vehicle fatalities have occurred in your community in the past five years?
Enter a whole number, 0 or larger

* 75. How many cyclist/motor vehicle crashes have occurred in your community in the past five years?
Enter a whole number, 0 or larger

* 76. Do you have a specific plan or program to reduce these numbers?
- ◯ **Yes**

No

* 76a. If yes, provide the link to the plan or describe.
(500 word limit)

* 77. Does your community have a bicycle plan?
Yes
No

* 77a. When was it passed or most recently updated?

* 77b. Is there a dedicated funding source for implementation?
Yes
No

* 77c. If yes, describe.
(500 word limit)

* 77d. What percentage of the plan has been implemented?

* 77e. Are you meeting annual target goals for implementation?
Yes
No

* 77f. Provide a link to the plan or describe.
(250 word limit)

* 78. Do you have a trails master plan that addresses mountain bike access?
Yes
No

* 78a. If yes, provide the link to the plan or describe.
(500 word limit)

* 79. Is there formal cooperation between the mountain biking community and the community recreation and planning staff?
Yes
No

* 79a. If yes, describe.
(500 word limit)

* 80. Do you have trip reduction ordinances, policies or programs?

- Yes
- No

* 80a. If yes, describe.
(500 word limit)

* 81. Have you done an economic impact study on bicycling in your community?

- Yes
- No

* 81a. If yes, describe.
(500 word limit)

* 82. Do you have a mechanism to ensure facilities, programs and encouragement efforts are implemented in traditionally underserved communities?

- Yes
- No

* 82a. If yes, describe.
(500 word limit)

* 83. Does your community have other programs or policies to evaluate and/or plan bicycling conditions, programs, and facilities in your community?

- Yes
- No

* 83a. If yes, describe.
(500 word limit)

Final Overview

84. What are the three primary reasons your community deserves to be designated a Bicycle Friendly Community?

* 84a.
(100 word limit)

* 84b.
(100 word limit)

* 84c.
(100 word limit)

85. What are the three aspects of your community most in need of improvement in order to accommodate bicyclists?

* 85a.
(100 word limit)

* 85b.
(100 word limit)

* 85c.
(100 word limit)

* 86. Are you planning any new projects based on your completion of the Bicycle Friendly Community application?
- **Yes**
- **No**

* 86a. If yes, describe.
(500 word limit)

* 87. Has completing this application made you more aware of what your community needs to do to be bicycle friendly?
- **Yes**

No

* 87a. If yes, describe.
(500 word limit)