

**JOINT MEETING  
Lincoln Board of Education  
Lincoln City Council  
Mayor Coleen Seng  
Lancaster County Board**

**Monday, April 2, 2007  
7:30 a.m.**

**County-City Building  
555 S. 10<sup>th</sup> Street  
Room 113**

**AGENDA**

- 1. Approval of Minutes - January 9, 2007 (attached)**
- 2. 7:30a Safe Routes to School Program - David Cary, City-County Planning Department; Scott Opfer, Public Works & Utilities Department (requested by County Board/Public Works)**
- 3. 8:00a Implementing RUTS Standard for Roads Closest to the City During Financially Troubled Times - Robin Eschliman, City Council**
- 4. Continuing Business**
- 5. New Business**
- 6. Future Meeting Date/Location (LPS hosting)**
- 7. Adjournment**

**MINUTES**  
**JOINT MEETING OF THE**  
**LINCOLN BOARD OF EDUCATION**  
**LINCOLN CITY COUNCIL/MAYOR**  
**LANCASTER COUNTY BOARD**  
**Monday, April 2, 2007 - 7:30 a.m.**  
**County-City Building - Room 113**

**Board of Education Members Present:** Barbara Baier, Kathy Danek, Lillie Larsen and Ed Zimmer **Absent:** Doug Evans, Don Mayhew and Keith Prettyman

**City Council Members Present:** Jon Camp, Robin Eschliman, Dan Marvin, Annette McRoy, Patte Newman and Ken Svoboda **Absent:** Jonathan Cook

**County Commissioners Present:** Larry Hudkins, Deb Schorr, Ray Stevens and Bob Workman **Absent:** Bernie Heier

**Others Present:** Mayor Coleen Seng; Susan Gourley, Dennis Van Horn, David Myers, Scott Weiskamp, Marilyn Moore and Nancy Biggs, Lincoln Public Schools; Gwen Thorpe, County Board Office; Karl Fredrickson and Scott Opfer, Public Works & Utilities; David Cary and Steven Henrichsen, Planning Department; Mike Heyl, Lincoln-Lancaster County Health Department; Carol Connor and Greg Mickells, Lincoln Public Libraries; Trish Owen, Lincoln Chamber of Commerce; Cori Beattie, County Board Secretary and other interested parties

**APPROVAL OF MINUTES**

Danek offered the following corrections to the minutes of January 9, 2007:

1. Page six, second paragraph, line 6 - change "indented" and "in difference" to "indebtedness"; and
2. Page six, second paragraph, line 13 - change "in debtless" to "indebtedness."

Danek moved approval of the minutes with the above corrections; seconded by Newman. Motion passed unanimously.

**Safe Routes to School Program**

Opfer distributed information on the City of Lincoln's "School Crossing Protection Program." **(See Exhibit A.)** He said an effort began over a year ago to secure federal Safe Routes to School money made available through the Transportation Act. A Committee was formed including representatives from Public Works & Utilities, Health, Planning, Parks & Recreation, Lincoln Police Department, the Pedestrian/Bicycle Advisory Committee and Lincoln Public Schools. The purpose behind this collaboration was to prevent competition for this funding.

Cary said this concept is something which many communities, including Lincoln, have done for years. Public Works & Utilities has taken the lead locally since 1963. Staff works with school principals to identify which routes should be used by students and parents with regard to both safety and physical activity. He noted the latest federal transportation legislation included an annual minimum of \$1 million in funding for each state. In Nebraska, the Department of Roads distributes funding for such things as infrastructure and capital improvements, as well as educational and non-infrastructure projects. It was noted the funding is 100%, i.e., there is no local match but jurisdictions will be required to front the money and seek reimbursement.

(Zimmer arrived at 7:40 a.m.)

Cary stated a list of four projects was originally submitted with one, the continuation of the city-wide pedestrian countdown timer project, still being in the running. He was confident this funding would be received. The other three proposed projects - pedestrian timers and crossings along the 13<sup>th</sup> Street corridor; sidewalk improvements along NW 48<sup>th</sup> Street; and education/outreach for safe routes to school - were not advanced.

With regard to this year's funding, \$20 million in requests were submitted with only \$2 million available. Opfer estimated less than \$1 million annually will be available in the future. Funding was expected to be available through 2009.

Eschliman inquired whether assistance for private schools is also considered. Opfer said the City's program includes both public and private schools. Heyl added federal legislation does limit where these efforts can be focused. For example, it has to be within two miles of a school serving grades K-8. Such things as pedestrian and motor vehicle counts, intersections, sidewalks, signage and crash outcome data are also considered.

Larsen said since the Board of Education will be reviewing school district boundaries between now and September, she thought it would be helpful to know what locations are being considered for pedestrian countdown crossings. She specifically mentioned Elliott and Campbell Elementary Schools as possible locations. Mayor Seng noted Campbell School was the first to receive such a crossing. Heyl added a pilot program is also being done at Elliott School which identifies where students live then designs walking routes. Opfer offered to forward a map which highlights future crossing information and includes the 25<sup>th</sup> & "O", 27<sup>th</sup> & "O" and 27<sup>th</sup> & "N" locations. He added most schools would be receiving these crossings.

Danek questioned, as the City continues to expand, are we being proactive or reactive with regard to crossings? Opfer said both. We are proactive as locations along 84<sup>th</sup> Street have been identified for crossings, but we are reactive as we have to wait until the numbers are warranted before installing them. Cary added we are also proactive in the sense that the City has a crossing program and is acquiring funding to make things happen. Danek said she would like to see things in place once all the new schools open. Opfer clarified that staff has already been working to identify crossings for these facilities.

Opfer said today's handout provided a brief synopsis of the City's program. He added, some time ago, Commissioner Schorr showed an interest in similar rural projects and he felt the best chance for funding is to have a County program in place. He suggested the County develop one using the City's model. Future federal funding could then be sought for specific projects.

Schorr indicated she would not want to do anything which would directly compete with the City's program. Opfer suggested the County Engineer become involved with the Committee to review what projects to put forth in coming years. He felt this approach would be well supported. Schorr noted there is a lot of traffic along South 68<sup>th</sup> Street near Norris Schools, as well as on a major thoroughfare by Malcolm Schools. She said if there is a way the County can participate without competing, that would be ideal.

Cary distributed the current infrastructure application form which provides various project information. **(See Exhibit B.)**

Marvin complemented staff for putting together this program. He added it saves taxpayer dollars, provides safer routes to schools and conserves energy as countdown lights use less electricity. Danek agreed that the information presented was well done.

### **Implementing RUTS Standard for Roads Closest to the City During Financially Troubled Times**

Eschliman said the City and County were able to come up with funding to pave Yankee Hill Road between 40<sup>th</sup> & 56<sup>th</sup> Streets. She added this improvement would impact Humann and Cavett Schools. Camp added RUTS (Rural to Urban Transition for Streets) is a good way to plan for the future.

(Hudkins arrived at 8:00 a.m.)

Marvin noted some parents have contacted him with concerns about driving on gravel between Fallbrook and the new elementary school to be located along No. 14<sup>th</sup> Street (Parrot site). He questioned whether the County planned to pave Pennsylvania Avenue. Hudkins explained this is a short stretch of road roughly 1/4 mile north of Fletcher Avenue and added this is the first the County Board had heard regarding the new site. Dr. Gourley said the District had a conversation with City-County staff, although, she did not know the status. Zimmer said funding for paving had not been identified. Hudkins added this need should be communicated to the County Engineer. Dr. Gourley thought it had but would do so again.

Danek noted when the bond issue passed in February, 2006, the site was identified. Zimmer said it included 40 acres at 14<sup>th</sup> & Alvo Road. He added improvements are being made at N. 1<sup>st</sup> and Fletcher Avenue, thus, this may be the paved route of choice for the time being.

Larsen requested a map be forwarded to City and County officials. Dr. Gourley noted the map had been public since December, 2005, and was used during the bond campaign. It was also published numerous times in the Lincoln Journal Star and can be found on the District's website. She confirmed an electronic version of the map would be provided.

**Old Business** - None.

**New Business** - None.

### **Future Meeting Date/Location**

The next joint meeting will be on Monday, August 6, 2007 at 7:30 a.m., at the LPS District Offices, 5901 "O" Street. It was noted the City-County Common meeting will also be held at this location beginning at 8:30 a.m.

In response to McRoy's inquiry regarding minority contractors, Van Horn indicated a recent conference was well attended and successful as more minority-owned businesses are now involved in LPS's bidding process. McRoy said she had been working with others to open up the City's bid process and hoped changes would be unveiled later this Spring.

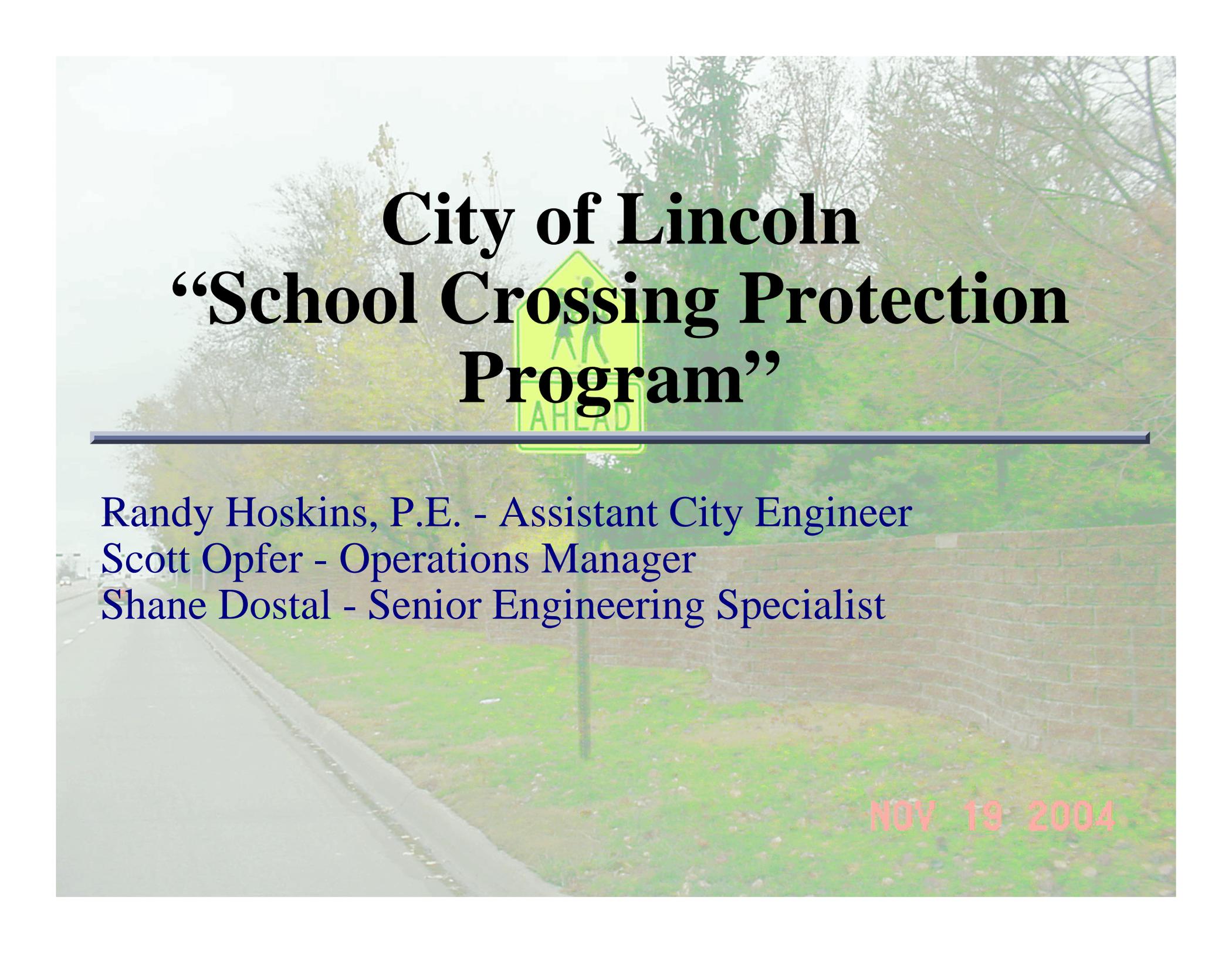
Mayor Seng indicated this was her and Patte Newman's last joint meeting. She added it had been a pleasure working so closely with this group and she hoped they continue to meet as it improved all three governing bodies. Workman agreed that these meetings are important and thanked Mayor Seng and Council Member Newman for their years of public service.

There being no further business, the meeting adjourned at 8:12 a.m.

Submitted by,



Cori R. Beattie  
County Board Secretary



# City of Lincoln “School Crossing Protection Program”

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Randy Hoskins, P.E. - Assistant City Engineer  
Scott Opfer - Operations Manager  
Shane Dostal - Senior Engineering Specialist

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# School Crossing Protection Program

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- Program has been in existence since 1963.
- Should encourage children to become safety conscious. Parents should insure that their children learn to cross the street safely with minimum reliance on others.
- Should promote driver cooperation & compliance in school areas.
- To achieve maximum impact, school crossing protection should only be established at locations which meet minimum standards as set forth by Public Works & Utilities.
- All school crossing control devices & policies must be consistent city-wide and comply with the MUTCD.
- School Crossing Safety Manual updated annually. Contains current policies & guidelines regarding the School Crossing Protection Program.

# School Crossing Safety Manual

- • Process for requesting “School Crossing Protection”.
- 
- • Types of “School Crossing Protection”.
- 
- • Evaluation Criteria for “School Crossing Protection” devices.
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- • “Recommended Safe Walking Route” maps.
- 
- • Voluntary “One-way Pick-up & Drop-off Plans”.
- 
- • Safety Tips



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# Requesting School Crossing Protection

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- All requests for additional “School Crossing Protection” or for a “Voluntary One-way Pick-up & Drop-off Plan” to be developed, should be filed in writing to the school’s Safety Chairperson, who will then discuss the request with the Principal.
- Requests endorsed by the Principal should then be sent to the City of Lincoln Public Works & Utilities Department for consideration.
- Every request for school crossing protection is considered by the Public Works Department, on its own merits and treated consistently with other similar school crossing sites.

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# Types of “School Crossing Protection”

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- No Protection
- Marked & Signed Crosswalks
- Pedestrian Actuated Signals
- 25 mph School Speed Zones
- “Prepare to Stop When Flashing”
- “Countdown” Pedestrian Signals
- Prohibition of Vehicle Turns

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# Types of School Crossing Protection

## “No Protection”

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- No protection is generally required at locations where only a few children are crossing the street and the opposing vehicle volumes and speeds are such that more than adequate safe crossing opportunities exist. **Crossing locations such as these are typical of many residential streets.** At these locations the child is primarily dependent upon his or her early safety education along with normal driver caution.

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# Types of School Crossing Protection

## “Marked & Signed Crosswalks”

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- This type of protection is necessary at locations where there are a high number of children crossing the street, but the opposing vehicle volumes and speeds are such that at least one safe crossing opportunity per minute exists. **Crossing locations such as these identified by a marked and signed crosswalk, are typical of residential streets, collector streets and some low-volume arterial streets.**
- A marked and signed crosswalk, when installed in conformance with the minimum standards, informs both the school children and the driver that the location is an authorized school crossing. This type of control helps in focusing a driver's attention to one location, where there is a reasonable expectation of children being present.



# Types of School Crossing Protection

## “Pedestrian Actuated Signals”

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- This type of protection is necessary at locations where a moderate or high number of children crossing a street are subjected to long delays due to the infrequent occurrence of natural, safe crossing opportunities in the traffic stream. When the delay becomes excessive, children may become impatient and endanger themselves by attempting to cross during a less than adequate gap or crossing opportunity. **Crossing locations such as these, identified by Pedestrian actuated signals, are typical of major arterial streets with high volumes and speeds.**

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# Types of School Crossing Protection

## “25 mph School Speed Zones”

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- School speed zones are used to supplement an existing marked and signed crosswalk or a signalized school crossing.
- The operation of the school speed zones is limited to the days and times of the current Student Calendar for Public and Parochial Elementary Schools.
- Flashing operation is typically limited to two time periods each day the school is in session.

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SCHOOL  
SPEED  
LIMIT  
25  
WHEN  
FLASHING

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# Types of School Crossing Protection

## “Prepare to Stop When Flashing”

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- “Prepare to Stop When Flashing” applications are used to supplement an existing signalized school crossing.
- Unlike “25 mph School Speed Zone Flashers” the operation of these flashers is 24 hours/day and 7 days/week, whenever a pedestrian pushes the button.
- Due to the fact that these flashers only operate when pedestrians are present, drivers are less likely to become apathetic regarding their operation.

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PREPARE TO  
STOP WHEN  
FLASHING

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# Types of School Crossing Protection “Countdown” Pedestrian Signals

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- Visible Countdown timer gives pedestrians the amount of time remaining to cross the street.
- Reduces confusion for pedestrians



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# Types of School Crossing Protection

## Prohibition of Vehicle Turns

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- Implemented at locations where vehicles making right turn on red are consistently in conflict with pedestrians crossing.
- Implemented at locations where vehicles are making left and right turns across a pedestrian crossing at the same time pedestrians are attempting to cross.

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# Evaluation Criteria

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- The Public Works Department conducts "School Counts" during each time period when children are going to and from school.
- The data gathered includes the number of children crossing and the total number of opposing or turning vehicles.
- Crosswalks & Pedestrian Signals utilize a formula which looks at # of pedestrians, # of vehicles, vehicle speeds and roadway width, plus the # of Safe Crossing Opportunities or gaps in traffic.
- “25 mph School Speed Zones” & “Prepare to Stop When Flashing” flashers installations are based upon 20 children crossing the major street during the ½ hour before & the ½ hour after school.

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# Recommended Safe Walking Routes

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- Walking route map is the foundation of each school's safety program.
- Permits the orderly review of school area traffic control needs, coordination of pedestrian safety education, Police enforcement, and Traffic Engineering activities.
- Maintained and updated annually, as needed, by the Public Works & Utilities Department in cooperation with the Lincoln Public Schools and the Lincoln Police Department.
- In establishing the most direct and shortest walking routes, consideration was given to the location of the school, residences of the children, existing traffic controls and the streets which would serve the largest number of children.
- The map shows the street network, traffic signals, marked and signed crosswalks and school speed zones. The authorized major walking routes have been indicated by arrows and are the recommended walking routes to and from school.



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# SAINT TERESA'S MAJOR SCHOOL ROUTES



City of Lincoln  
Traffic Engineering  
3-10-05

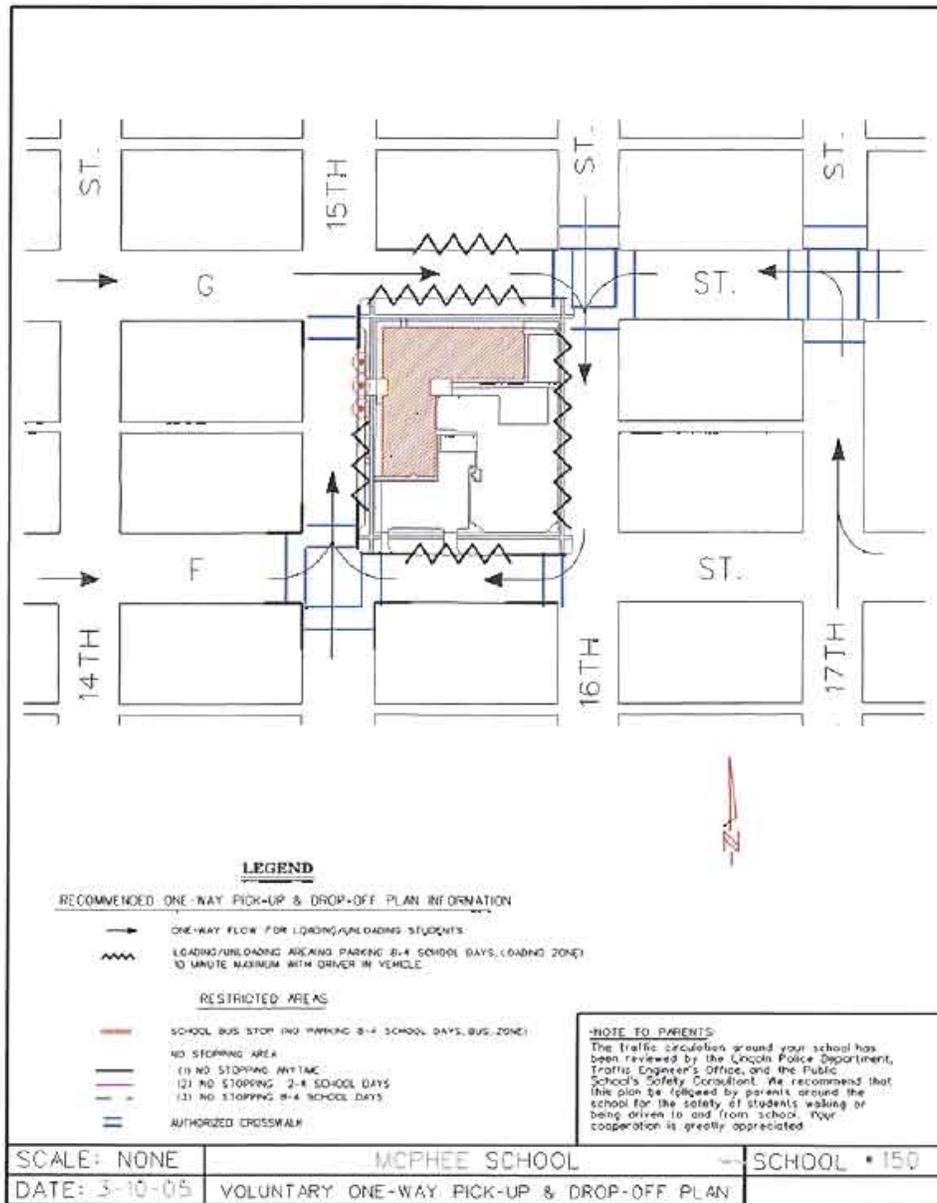
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# Voluntary Pick-up & Drop-off Plans

- Plans are intended to provide for an orderly flow of traffic, as well as providing for areas where children can be dropped off or picked up with minimal exposure to crossing streets.
- Plans are “Voluntary”.
- Plans are developed by Public Works working in conjunction with the school principal.
- Once adopted by the school, any necessary traffic signing and/or crosswalk marking changes are made by Public Works.
- School is responsible for the process of educating parents to gain compliance with the plan.



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# Safety Tips

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Several listings of “Safety Tips” are available on the City’s website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov), keyword “school”.

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- ✓ General Safety Tips
  - ✓ Signalized School Crossings
  - ✓ Motorist Tips for Parents
  - ✓ Bicycle Laws in Lincoln
  - ✓ Being Safe off the Bus
  - ✓ Summer Vacation Safety Tips
  - ✓ Crosswalk Monitor Safety Tips
  - ✓ Motorist Tips for all Drivers
  - ✓ Bike Safety Tips
  - ✓ Being Safe on the Bus
  - ✓ School Bus Loading Zones
  - ✓ Other Helpful Safety Tips

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**Questions?????**



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Nebraska Department of Roads  
**Safe Routes to School Program**

*INFRASTRUCTURE*

**Final Application Form Instructions**

The following pages provide instructions for completing the final Safe Routes to School Infrastructure Project Application Form. The final application form is attached to these instructions and is intended to be completed after you have met with the Project Coordinator assigned to your project. It includes additional sections 10-13 not found on the draft application.

Please answer all questions directly on the form within the space provided. Attach any additional information you believe will more fully explain and support the proposed project or activity. However, attachments are limited to a total of 10 pages including the required attachments (maps, budgets, and resolution) listed on Page 6. Letters of support (see Page 4, Item 11) and Photographs (see Page 4, Item 13) will not be included in the 10-page limit.

**1. Applicant:**

Provide information regarding the applicant that will own and maintain the project. Attach a resolution from the applicant showing support of the proposed project. If the project applicant is a non-profit organization or school, and the infrastructure project is located off school property, a resolution is required from the jurisdiction responsible for the project location (see enclosed sample).

**2. Applicant Contact Person:**

Provide the name, address, daytime telephone number, fax number and e-mail address (if applicable) of the person who is submitting and directing this project.

**3. Signature:**

Contact Person - This is the person identified in Item 2 who will be responsible for the management and implementation of the proposed project.

**4. Signature:**

Applicant - This is the mayor, chairperson, principal, or superintendent listed in Item 1.

**5. Project Name:**

Provide a name for the project.

**6. Project Description / Location:**

Provide a description of the proposed scope of work for this project. Include information on the specific items of work to be performed with the funds requested and the location of the project.

a) Describe the current conditions for walking and bicycling to school.

- What are the obstacles (physical or perceived) to walking and bicycling to/from the school?
- What are the current risks facing children who walk and bicycle to/from school?
- Provide relevant information such as crash data, traffic counts, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate, etc.
- Provide a brief history of the neighborhood traffic issues to demonstrate the need for the proposed project
- Indicate if a traffic study has been completed. Traffic studies should follow the federal requirements listed within the *Manual on Uniform Traffic Control Devices*, which can be found at <http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm>.

b) Provide the following information about the affected school and student population:

- School Name
- School Grade Level (i.e., K-8, K-6)
- School Enrollment Data
- Distance Eligibility for Riding a Bus (radius) in Miles
- Number of Students who Currently Walk to School
- Number of Students who Currently Bicycle to School
- Number of Students who are Driven to School
- Number of Students who are Eligible for Busing
- Number of Students Living Within Two Miles of School

c) Describe how the project will help enable and encourage students to walk and bicycle to/from school. Please include how you will address the 5E's (Engineering, Education, Encouragement, Enforcement, and Evaluation) of a comprehensive safe routes to school program.

**NOTE:** Please attach an 8 ½" x 11" map showing the project location, and identify any problem areas and proposed changes. The map should be labeled to identify the school location, and show where photographs were taken (see Item 13).

**7. Project Cost:**

Identify the cost of this project. Provide the total cost of the project and the amount of federal funding requested. Attach an itemized budget showing construction items, estimated unit costs, and estimated quantities. Preliminary engineering and construction inspection/testing are also eligible expenses (see enclosed sample budget).

**8. Additional Funds Leveraged**

Check the box indicating if any other funds are being leveraged. If yes, please identify the percentage of the total project cost provided by additional funding, and list the additional funding source(s).

**9. Project Type**

Check the box indicating your project type as shown below.

**Traffic calming or speed reduction improvements:** roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.

**Pedestrian and bicycle crossing improvements:** crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, and traffic stripes).

**Sidewalk improvements:** new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.

**Off-street bicycle and pedestrian facilities:** exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.

**Secure bicycle parking facilities:** bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.

**Traffic diversion improvements in the vicinity of schools:** separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

**10. Transportation/Community Plans**

Please identify if this project is part of a planning document, i.e., Safe Routes to School Plan, Traffic Safety Plan, etc. If yes, please attach a copy of the plans, which will not be included in the 10-page limit.

### **11. Project Support and Partnerships**

Provide the names of organizations that support this project, as well as, the organization's contribution to making the project a success. Describe any partnerships that were created in developing the project proposal, and how those partnerships will develop through project implementation. Also, please state the current level of support from the general public, other groups and organizations. Attach documentation from them affirming this support.

### **12. Evaluation**

The main goal of the SRTS Program is to enable and encourage students to walk and bicycle to/from school. Should this project be awarded funding, you will be required to measure project outcomes by collecting information prior to starting the project, and after the project is complete. A standard survey has been provided for you to collect data at the participating school(s). Please describe how you plan to distribute and collect completed surveys. Please note that a survey data entry spreadsheet is available upon request. The survey does not need to be completed during this application process.

### **13. Photographs**

Please provide a maximum of 10 photographs of the proposed project area. Photographs should identify the current walking/biking situation as described in Item 6 above. The photographs should be labeled and denoted on the map.

Send one completed application to: Kelly Morgan  
Nebraska Safe Routes to School State Coordinator  
Sinclair Hille Architects  
700 Q Street  
Lincoln, NE 68508

Additional forms and budget spreadsheets may be downloaded from [www.SafeRoutesNE.com](http://www.SafeRoutesNE.com)



	c) DESCRIBE HOW THE PROJECT WILL ENABLE & ENCOURAGE K-8 STUDENTS TO WALK AND BICYCLE TO SCHOOL:	
7.	PROJECT COST TOTAL: \$ FEDERAL FUNDS REQUESTED: \$	
8.	ADDITIONAL FUNDS: <i>(If yes, please describe)</i> <input type="checkbox"/> yes <input type="checkbox"/> no	PERCENTAGE OF TOTAL PROJECT COST: %
9.	PROJECT TYPE: <input type="checkbox"/> Traffic Calming or Speed Reduction Improvements <input type="checkbox"/> Pedestrian and bicycle crossing improvements <input type="checkbox"/> Sidewalk improvements <input type="checkbox"/> Off-street bicycle and pedestrian facilities <input type="checkbox"/> Secure bicycle parking facilities <input type="checkbox"/> Traffic diversion improvements in the vicinity of schools	
10.	IDENTIFY IF THIS PROJECT IS PART OF AN OFFICIAL PLANNING DOCUMENT:	
11.	THIS PROJECT IS SUPPORTED BY:	
12.	DESCRIBE HOW YOU WILL EVALUATE THE PROJECT OUTCOMES:	

Attach the following required items:

- Budget
- Map (8 ½ x 11 only) (Maps of some communities may be obtained from the Department of Roads Map Sales at 402-479-4503).
- Photographs
- Resolution