



Bicycle Advisory Committee
1250 San Carlos Avenue, San Carlos, CA 94070
Bacciocco Auditorium, 2nd Floor

AGENDA

JANUARY 19, 2012 - Thursday

6:45 p.m.

STAFF LIAISON: Bevan Dufty, Community Relations

1. Pledge of Allegiance
2. Call to Order
3. Introduction of New Members – Ronald Lauber and Dan Provence
4. Election of Officers for 2012
5. Approval of Minutes of November 17, 2011
6. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
7. Chairperson's Report
8. Staff Report (B. Dufty)
 - a. Certificate of Appreciation to outgoing Chair, Shirley Johnson
9. Bike Parking at Stations
 - a. Background and History (Staff)
 - b. Warm Planet Presentation
 - c. Discussion of RFP (Staff)
10. Report of the Project Tracking Ad Hoc Committee (Johnson and Babcock)
11. 2012 BAC Meeting Calendar
12. Committee Requests
13. Date and Time of Next Meeting: Thursday, March 15, 2012 - 6:45 p.m.
14. Adjournment

All Items on this agenda are subject to action

BAC MEMBERS

San Francisco City & County: Dan Provence-Public Agency ♦ Shirley Johnson (Chair) - Bike Coalition ♦ James Sam-General Public

San Mateo County: Darcy Forsell-Public Agency ♦ Ryan Kauffman-Bike Coalition ♦ Adina Levin -General Public

Santa Clara County: John Brazil-Public Agency ♦ Carlos Babcock (Vice Chair)-Bike Coalition ♦ Ronald Lauber-General Public

If you have questions on the agenda, please call 650.508.6223 or email bac@caltrain.com

Committee information is available at www.caltrain.com/bac

**Caltrain Bicycle Advisory Committee (BAC)
San Mateo County Transit District Administrative Building
1250 San Carlos Avenue, San Carlos CA 94070**

MINUTES OF NOVEMBER 17, 2011

MEMBERS PRESENT: C. Babcock, J. Brazil, D. Forsell, S. Johnson, R. Kauffman,
A. Levin, J. Sam

MEMBERS ABSENT: J. Meyer

STAFF PRESENT: T. McIntyre, N. McKenna, M. O'Donnell, R. Rios

Chair Shirley Johnson called the meeting to order at 6:47 p.m. and led the Pledge of Allegiance.

Approval of Minutes of September 15, 2011

Manager Community Relations Todd McIntyre said a correction was received via email regarding Jerri-Ann Meyer's arrival time.

A motion (Babcock/Brazil) to approve the amended minutes of September 15, 2011 was passed.

Public Comment

Pat Giorni, Burlingame, said at the October Peninsula Corridor Joint Powers Board (JPB) meeting the directors adopted a resolution to not accept the two Requests for Proposals (RFP) that staff received to continue operation of the Warm Planet Bike Parking Facility at the Fourth and King Caltrain Station because both operators who applied had asked for subsidies that were not anticipated by staff. Director Ken Yeager asked if the BAC had provided any input into the process or discussion before the RFP was issued and staff said they felt it was improper to include the BAC in ongoing negotiations. Executive Officer, Public Affairs Mark Simon said the BAC is managed through his office and staff would report to them at the November meeting. Deputy CEO Chuck Harvey said that staff is in discussion with the operator of Warm Planet now about interim operation needs until the next RFP is issued. Ms. Giorni said she is surprised the Warm Planet topic was not on the BAC agenda tonight.

Steve Vanderlip wanted to introduce himself and let the BAC know he applied for a position on the BAC.

Chairperson's Report – Shirley Johnson

Chair Johnson thanked vice chair Carlos Babcock for filling for her while she was out.

Chair Johnson reported:

- Bump Report 2011 based on the Joint Powers Board (JPB) correspondence packet:
 - a) In September there were 102 reported bumps which is a 53 percent decrease from September 2010. In October there were 73 reported bumps and that is a 64 percent decrease from October 2010.

Ryan Kaufman arrived at 6:54 p.m.

Public Comment

Pat Giorni, Burlingame, said she compiles the monthly bike bump report and most bumps occur at 4th and King. A large number of bumps occur at 22nd Street because there is no secure parking. If bike parking is unreliable, will Caltrain actually be losing paying customers which are the most loyal rider?.

Karl “Kash” Hass, Warm Planet Bikes, said he got the operating contract many years ago. The original contract was for 100 bikes and he came up with a way to park 130 bikes and now he parks up to 170 bikes and is at overcapacity every day. There are two types of customers, those that show up and leave their bikes and go south and those who take the train to San Francisco and pick up their bike and go to work. Between one-quarter and one-third of customers leave their bikes over night. Warm Planet has never turned a customer away and does whatever possible for the Caltrain customer. If Warm Planet had to shut down those people who are already getting bumped from the train now will get bumped from the bike parking.

- Follow Up Report:

- a) *Address need to help cyclists lift their bikes onto trains*

Mr. McIntyre said the BAC wanted to keep this item on, but future cars will have low floor. Mr. McIntyre said when the time comes for new rail cars we will bring to committee for discussion.

- b) *Consider counting bumped bikes in 2012 February annual passenger counts*
Staff is talking to the contractor to include into scope of the next survey.

- c) *Provide Caltrain’s policy stating that Caltrain requires all committees to be subject to the Brown Act*

Chair Johnson said this item was moved to the closed action item list in July stating the adherence to the Brown Act has been reiterated numerous times by the general manager to the JPB. She moved this back to the open items because the BAC is under the Brown Act as stated in the charter. Mr. McIntyre said this has been discussed several times and reiterated by the general manager and others. Chair Johnson said the JPB is a public agency and is required to respond to request for information from the public so where is the policy.

- d) *Discuss with the Executive Team whether the BAC report can be agendized at JPB meetings*

Mr. McIntyre said the answer is no. The committee can report to the JPB Citizens Advisory Committee (CAC) who can report to the Board.

Adina Levin asked why the BAC request is going to the CAC for reporting purposes and not reporting directly to the Board. Mr. McIntyre said this committee was created for staff to manage and not set up by the Board and or approved by the Board. Ms. Levin asked if there are some examples of issues that would need to be brought to the Board.

John Brazil said just because the committee was created to report at the staff level doesn’t mean the top level can’t read the minutes and doesn’t receive reports from staff. He doesn’t have a problem with the BAC not reporting to the Board.

Mr. McIntyre said the executive director does report out to the Board. Chair Johnson agrees with Executive Director Mike Scanlon reporting out on BAC activities.

Public Comment

Pat Giorni, Burlingame, said Mr. Scanlon does give a BAC report, but generally there is not much to it. The BAC needs to report to someone even if it is the CAC. No one reads the BAC minutes.

James Sam said the Brown Act scares him. For the meetings he has attended he has been adamant about bike parking. There are voices about bike parking and trying to get staff to do something.

Chair Johnson asked if there should be Brown Act training. Mr. McIntyre said Brown Act training is done annually for the advisory committees and could occur at the January meeting.

- e) *Update instructional placards in bike cars to include a linear map of stations as an aid for bike stacking.*

Mr. McIntyre said staff thinks this could be in place around March.

- f) *Caltrain staff has stated that trains require one conductor per bike car. What are concerns and safety issues that force this requirement?*

Mr. McIntyre said there is no update on this item. Staff is working on a transition plan with the new rail operator that will be completed in February. The conductors have multiple responsibilities on the train and not just managing onboard bike capacity.

Chair Johnson rephrased this item to Caltrain staff that Bombardier trains with three bike cars would require an extra conductor. Mr. McIntyre also rephrased if an extra conductor is also required for a six car consist.

- g) *Ensure short and mid-term access for bikes and pedestrians with Diridon station planning.*

Mr. McIntyre said this item is under the control of the City of San Jose and staff is monitoring this. Chair Johnson will leave this as an action item and would ask staff to update the BAC each meeting on this item.

- h) *Bike locker management: Bring RFI specifics to BAC.*

Mr. McIntyre said this item will be discussed later under his staff report.

- i) *Update on platform and signal work being done at Diridon*

Chair Johnson said this is an agenda item tonight.

- j) *Review onboard user survey with BAC before survey is finalized.*

Mr. McIntyre said it will be next year and staff will make sure it comes before the BAC before then.

Election of Officers for 2012

Chair Johnson said the charter states the chair shall rotate among the three counties. The next chair must be from San Mateo or Santa Clara county. Chair Johnson said this item will be moved to January.

Staff Report

Mr. McIntyre reported:

- BAC members are not entitled to ride Caltrain free and must have appropriate fare.
- BAC recruitment closes November 21.
- The bike parking RFP had a lot of attention and the Board did reject all RFPs to run the facility. The original contract awarded was for a facility that was self-sustaining after an initial term of about three years of an operating subsidy that was a short-term grant to get the facility up and running. The RFP was crafted to not allow for the agency to provide a subsidy and for proposes to submit a bid for a facility that would be self-sufficient without the need for a subsidy from the JPB. The bids received did request a subsidy and therefore the Board was not able to award because the RFP requirements stated no subsidy. Staff has decided to go back and look at what needs to happen and speak to different transit agencies and public agencies that manage bike parking facilities to understand the subsidies required and then craft a new RFP with this information. Staff recognizes there is a need for not just secure parking at all stations but easy to understand and access secure parking at the stations. There will be more information on what staff has discovered by the January BAC meeting at which time staff will bring the information for discussion on some ideas for a draft scope for the next RFP. It is not appropriate for staff to present or discuss any negotiations with any potential proposer with this committee or any other committee, including the JPB CAC or the Board. This only comes out when a recommendation to award or reject a contract has been submitted. Since staff will be starting the process over it is appropriate to now discuss what the scope might need to be or look like and what subsidies we are looking at. In the interim, because bids were rejected, staff believes the parking facility is very important to service customers and believe the current contractor is doing a good job. An interim agreement should be reached by the January BAC meeting.

Mr. Brazil asked if there is an interim agreement there will be no gap in service. Mr. McIntyre said there is no anticipated gap in service.

Mr. Sam said subsidy is understandable, but the JPB is comprised of three counties and three partner agencies. The facility benefits San Francisco Municipal Transportation Authority and Caltrain.

Mr. Sam said in previous meetings he asked if a facility like Warm Planets could be extended elsewhere. Mr. McIntyre said there is an unstaffed parking facility in Palo Alto and have seen the bike station model in Washington D.C. and thinks there are other options and that is why staff is looking at other entities for information

Carlos Babcock asked how long the original contract with Warm Planet was for. Mr. McIntyre said five years with the first three years subsidized. The facility is provided rent free which is a value as well, but there is no additional operating subsidy. Mr. Babcock asked if the rent will continue to be free during this interim period. Mr. McIntyre said not just during the interim period but further.

Darcy Forsell asked if a similar grant can be obtained again. Mr. McIntyre said grants are usually for construction and initial operating and maintenance. Staff is looking to see if there are any grants that can be applied for and used for this facility.

Ms. Levin said she is glad to hear service will continue until a long-term solution is found. There is pretty clear evidence of the economic value of bike riders to Caltrain because of the increase in ridership and fare revenue because of increased bike ridership.

Ryan Kauffman asked if the RFP and proposals rejected were just for Fourth and King. Mr. McIntyre said yes. Mr. Kauffman asked if the new RFP could be expanded to include automated lockers and static parking along the corridor. Mr. McIntyre said staff does think secure lockers and parking is very important including stations like 22nd Street.

Chair Johnson asked if the grant funding would be included in the RFP. Mr. McIntyre said if there are any grant funds that the project would qualify for then yes, if there are no grant funds that the project qualifies for then staff would have to look at other sources.

Mr. Kauffman asked if in January the BAC would have the opportunity to look at this issue and the RFP in an unconstrained manner as far as creating a scope that may be attractive to bidders.

Public Comment

Pat Giorni, Burlingame, said lockers are only 52 percent in use. At 22nd Street, Bayshore and South San Francisco stations there is a need for better lockers because these are unsafe areas. There is no location at 4th and King to install lockers. The Bicycle Access Parking Plan was adopted three years ago and more attention should have been given to parking. She asked how much of a subsidy Warm Planet is asking for. In October Deputy CEO Chuck Harvey said the number was a high six figure per year number, but clarified in November that it is actually spread over the five year life of the contract.

Mr. Hass, Warm Planet, said he has been seeking outside funding for the past year. Caltrain staff was aware that he was seeking outside funding for over a year. There is a line in the RFP that states operators are urged to seek outside funding. His response to the RFP did not include a request for subsidy funding. He is currently under a 90-day interim contract. There is now a crisis situation since the RFP has been cancelled, everything is up in the air and he can't afford the uncertainty to keep operating the facility while waiting for a new RFP and getting a new contract. The facility is at a risk of closure unless interim funds can be found because this 18-month delay prevents him from seeking anything. The interim funding needed to operate the facility is \$160,000 per year which translates to a subsidy of less than \$2.50 per trip per customer. All mass transit is subsidized and bicyclists deserve their fair share.

Ms. Levin said Mr. Hass can't wait 18 months. Mr. McIntyre said the scope of the RFP would be discussed in January and not sure of timeframe of the award of contract.

Stations Update – Mirrors at Key Locations

Manager, Stations and Access Mike O'Donnell said fourteen locations have been identified where mirrors will be installed over a period of time.

Mr. Brazil asked if the new Santa Clara Station will have stair channels for bikes.

Mr. O'Donnell said he will have to look at the plans as it may be an accessory that will be added at the end of construction.

Darcy Forsell thanked staff for addressing this request and securing funding for this.

Chair Johnson asked if there is a timeline for this project. Mr. O'Donnell said installation will start in December and is estimated one station per month will be completed.

Ms. Levin said she has contacts in Palo Alto if staff needs any assistance with moving things along. Mr. O'Donnell said it will be three to four months before Palo Alto is done.

Diridon and Santa Clara Project Construction Update

Mr. McIntyre said the project is about 90 percent complete. The San Jose Diridon Station will be completed by late December and the Santa Clara Station by mid-January. There will be an event for the openings in mid-to-late January and will forward the information to the BAC.

Mr. O'Donnell said the Santa Clara station is a historic station and the South Bay Historical Railroad Society reviews construction at this location.

Station Parking Utilization

Mr. O'Donnell provided the BAC with the parking capacity at all the stations.

Ms. Levin said there are a number of stations that are at capacity or overcapacity and does this feed into the connectivity analysis for those locations. It was suggested in the Menlo Park downtown planning process a parking structure be built by the station to provide extra parking capacity. She asked if there are any financial opportunities to Caltrain to sell rights to the location for parking development.

Mr. McIntyre said the Board adopted station access policy that prioritizes non-auto modes of transportation. There is a very diverse land use along the 52-mile right-of-way.

Mr. Brazil asked if Caltrain ever take this data and puts the numbers next to bike parking demand data and possibly convert some parking spaces to bike lockers.

Mr. Babcock said parking is \$3 per day at San Jose Diridon and tonight the Sharks are playing and charging \$20 for parking. There is no parking at AT&T Park and ridership is high to the Giants games. What is the relationship with the arena and the Caltrain parking lots?

Mr. O'Donnell said there is an agreement with HP Pavilion to use the parking lot for special events and after commute hours,

Chair Johnson asked if the Belmont shuttle is still being operated to take passengers to the Hillsdale Station. Mr. O'Donnell said yes.

Public Comment

Pat Giorni, Burlingame, said staff needs to take into consideration people's schedule. During the day there is very little Caltrain service at Belmont. Car parking is highly subsidized and takes away from bike lockers. How is the staffed Palo Alto and unstaffed Menlo Park bike parking doing?

Project Tracking and Prioritization

Chair Johnson said she requested staff to add this item to the agenda. There are projects not in the Bicycle Access Plan that either the BAC or public proposed. Staff said they would be supportive if an ad-hoc committee was formed.

Ms. Forsell said some of the projects listed previously were either initiated by staff or did not ask for input from the BAC and it seems inefficient if staff is not supportive of them.

Mr. McIntyre said the BAC can submit suggestions and ideas, but staff believes the Bike Access and Parking Plan encompasses a lot of the concerns of the BAC. It is fine if the committee would like to form an ad-hoc committee.

Mr. Kauffman said the chair has done a great job with the open action items and the agenda already is a mechanism for this issue and need to stay clear of redundancy. He suggested just put individual items on the agenda for discussion instead of creating an ad-hoc committee.

Chair Johnson said she is concerned there is no prioritization. She said what is on the Bicycle Access Plan is not as clear and organized as it should be.

Mr. Brazil said supposes the BAC does prioritize projects and when there is member turnover each year they may have a different opinion. He recommends staff develop criteria for prioritizing the projects and present to the BAC.

Mr. McIntyre said a discussion was previously held on the Bike Access Plan. Staff understands there may be other ideas not captured by the plan.

Ms. Forsell agrees with Mr. Brazil's recommendation and have staff take a more lead role and bring back recommendations.

Public Comment

Pat Giorni, Burlingame, said this is a housekeeping proposal, but it is going to establish institutional memory.

Chair Johnson said the ad-hoc committee could take the project list and proceed from there. She is going to propose an ad-hoc committee under committee requests to at least categorize them.

2012 BAC Meeting Calendar

Mr. Sam asked why the meetings are on Thursdays. Mr. McIntyre said staff polled the members this past year on what was the best day for their availability so this proposed calendar follows that same pattern. Staff can bring back a calendar in January with the dates of the other CAC meetings and Board meetings.

Public Comment

Pat Giorni, Burlingame, said there are three public agency members on the committee, contingency of the room and staff schedule. New members should not apply if they can not attend the meetings.

Mr. McIntyre said as a point of clarification all advisory committees receive a calendar at the end of the year to approve. The committee can establish the January meeting and at that meeting discuss staff's and members constraints along with the dates of the other Citizen Advisory Committee and Board meetings.

Committee Requests

Mr. Sam asked if he can receive information on the Brown Act. He said the San Francisco Municipal Transportation Agency Taxi Commission approved cabs being allowed to stop in the bike lanes in San Francisco and he would like this committee to pass a resolution that it is a bad idea since bikes are the last mile. He would like this item on the January agenda for discussion.

Chair Johnson asked that a presentation by Warm Planet be given at the January meeting.

Public Comment

Karl "Kash" Hass said Warm Planet already has an interim contract. Mr. McIntyre said there are ongoing discussions.

Chair Johnson would like to propose the formation of an ad-hoc committee for project tracking and prioritization. No other members were interested in participating at this time.

Chair Johnson said the San Francisco police were ticketing cyclists for riding on the sidewalk at the Fourth and King Caltrain station. There is a curb access cut by the taxi stand and cyclists have always used the curb cut to access the plaza at the station. The problem with the curb cut is it is not right at the plaza. She looked at the Bicycle Access and Parking Plan and this was identified as a problem and a solution was recommended to relocate the taxi stand to create a bicycle greeting zone with a curb cut near the station entrance, but this was never done.

Mr. McIntyre said a lot of these recommendations were made to the City and County of San Francisco because ultimately it is their responsibility to make any alternations to the street and/or parking area. However, even if the taxi stand was to be moved and people were to access the station by the curb cut it is still not legal to ride bikes on the sidewalk, the platforms or in the stations. The San Francisco Police enforcement had nothing to do with Caltrain.

Mr. McIntyre said it was his understanding there were some complaint that went to them about safety concerns with bicyclists on the sidewalks.

Mr. Sam said he goes by that area and it was especially a mess when the construction was going on so he applauds the police for ticketing bicyclists.

Chair Johnson asked if the plaza facing Townsend Street is city or Caltrain property.

Mr. O'Donnell said he would have to look at the station map.

Chair Johnson asked if there is something that can be done with Caltrain and respect to signage about walking bikes. Mr. McIntyre said he would like to see what signage could be put up about walking bikes.

Chair Johnson said she looked at the correspondence packet and it is disturbing the number of comments on rudeness of conductors towards bicyclists. Is it possible for cyclists to have priority boarding the bike cars? Mr. McIntyre said staff can deal with the conductor behavior and ensure there is courtesy being extended both ways.

Date and Time of Next Meeting

Thursday, January 19, 2012, at 6:45 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos CA 94070.

The meeting was adjourned at 8:55 p.m.

**AGENDA ITEM 7
JANUARY 19, 2012**

TO: Caltrain Bicycle Advisory Committee
FROM: Shirley Johnson (Outgoing Chair)
SUBJECT: **BUMP GRAPH FOR 2011**

Caltrain customers voluntarily report bumps (denied boardings due to insufficient bike capacity) to the Joint Powers Board. These bump reports are compiled and graphed (see www.sfbike.org/bob).

The graph below shows the number of reported bumps for the year 2011. The data represent a lower bound, because not all bumps are reported.



Caltrain completed the upgrade of gallery trains to two bike cars by the end of May, 2011. Currently, all trains have two bike cars, with Bombardier trains holding 48 bikes and gallery trains holding 80 bikes. Caltrain operates five Bombardier train sets and 15 gallery train sets. Nearly all bumps since May 2011 have been from Bombardier trains.

The bump reports indicate that there is still latent demand for onboard bicycle space. With sufficient bike capacity, Caltrain could increase ridership and ticket revenue.

**AGENDA ITEM 9B
JANUARY 19, 2011**

TO: Caltrain Bicycle Advisory Committee

FROM: Shirley Johnson (Outgoing Chair)

SUBJECT: **WARM PLANET BIKES PRESENTATION**

Warm Planet Bikes, located at the San Francisco terminus of the Caltrain line, provides staffed bike parking to encourage cycling instead of driving. The bike parking also reduces demand for onboard carriage of bicycles.

The bicycle parking facility is more successful than was expected, and the facility is currently over-capacity.

Warm Planet Bikes opened in June 2007, and has capacity to park 130 bicycles in the rear of the building. The front of the building is a small bike shop.

Warm Planet Bikes received start-up funding until June 2010 from a federal grant to cover the cost of the bicycle parking operation. Profit from the bike shop was intended to support the bike parking going forward.

Because the bike parking facility is over-capacity and Warm Planet Bikes never turns away customers, Warm Planet needed to convert retail space to bike parking. Warm Planet Bikes needs interim operating funds until a larger building can be built to accommodate both the demand for bike parking and the need for retail space.

Caltrain staff issued a Request for Proposals (RFP) in September 2010 to operate the facility for a five-year term. Two bids were received. Caltrain canceled the RFP in October 2011, stating that they needed to do more research. Staff said they plan to re-issue the RFP to award a new contract.

Warm Planet Bikes is at risk of shutting down before a new contract is awarded, unless interim operating funds can be found now.

**AGENDA ITEM 10
JANUARY 19, 2012**

TO: Caltrain Bicycle Advisory Committee

FROM: Shirley Johnson for Project Tracking Ad Hoc Committee

SUBJECT: **PROJECT TRACKING AND PRIORITIZATION**

The ad hoc committee for Project Tracking met to discuss ways to track and prioritize projects. We propose the following step-wise procedure:

1. Use an Excel spreadsheet with four tabs: Key, Project List, Active Projects, and Completed Projects.
2. Create a project list indicating whether projects are capital or operational. Track status of active projects. Archive completed projects.
3. Review recommendations in the Bicycle Access and Parking Plan to add to the project list.
4. Identify prioritization criteria and quantify these criteria, where possible.
5. Determine a weight factor for each prioritization criterion.
6. For each project, assign a number to each prioritization criterion with higher numbers being more favorable.
7. Multiply each criterion number times its weight factor, then sum all for each project to calculate a prioritization ranking.

Step 1 is complete and step 2 is in progress. We propose using this BAC meeting as a working meeting to begin step 3, completing as many stations as time allows. The station recommendations can be found in the appendices of the Bicycle Access and Parking Plan:

http://www.caltrain.com/projectsplans/Plans/Bicycle_Access_and_Parking_Plan.html

The Excel spreadsheet from step 1 is attached.

Project Tracking ad hoc committee members: Carlos Babcock, Shirley Johnson

Key

Definition: A project involves one or more of the following:

- 1) capital expenditure
- 2) more than four hours to complete
- 3) formation of an ad hoc committee

Activities that do not meet these criteria will be tracked on the follow-up report, not the project list.

Project Categories

Systemwide improvements
Station-specific improvements
Innovative demonstration projects
Future planning

Prioritization Criteria from Staff

Cost effectiveness
Sustainability of operations
Mode shift to non-auto transportation

Criteria Originally Proposed by BAC Chair

Impact on customer satisfaction
Expected increase in ticket revenue
Implementation cost
Ease of implementation
Time to implement
Post-project operating expense
Impact on safety

Corresponding Criteria from Staff

cost effectiveness
cost effectiveness
sustainability of operations
cost effectiveness
cost effectiveness

Project List - January 19, 2012

Weight factor for metrics -> 1 1 1								
#	Category	Capital or Operational	Project Description	Cost Effectiveness	Sustainability of Operations	Mode Shift	Priority	Comment
5	Systemwide Improvement	C	Provide 72 bike spaces on Bombardier trains				0	
6	Station-specific Improvement	C	Expand 4th & King bike parking facility				0	
7	Systemwide Improvement	O	Mark minimum aisle width to allow more than four bikes per rack if stacked tightly				0	
8	Systemwide Improvement	C	Provide real-time information of number of bike spaces available in each bike car				0	
10	Future Planning	O	Conduct a bump study to measure success of additional bike capacity				0	
11	Future Planning	O	Ensure specs for new rolling stock for electrification are bicycle-friendly				0	
12	Systemwide Improvement	O	Centralize management of all bike lockers under one agency				0	
13	Systemwide Improvement	O	Delineate an area on the platform for passengers with bikes to queue for train boarding				0	
15	Systemwide Improvement	O	Provide instructional signage about bikes on Caltrain on the fences between platforms				0	Suggestions: FAQ, boarding instructions, queueing instructions, rules, links to twitter for up to date information, email for BAC contact, suggestions on safety, etc...
16	Systemwide Improvement	O	Update the bike FAQ on Caltrain web site: http://www.caltrain.com/riderinfo/Bicycles/Bicycle_FAQs.html				0	
17	Station-specific Improvement	O	Directional signage around the station area indicating best way in and out of stations for bikes				0	Recommendation from station improvement ad hoc committee
18	Systemwide Improvement	C	Lockers that can be used for a) short term, b) first-come/first-served and c) long term rentals				0	Recommendation from station improvement ad hoc committee
19	Station-specific Improvement	C	Install stair channels at stations				0	Recommendation from station improvement ad hoc committee
20	Systemwide Improvement	C	Find a way to make it easier to get bikes up the stairs onto trains, e.g., a stair channel				0	
21	Systemwide Improvement	C	Move bike cars to southern end of trains				0	
22	Station-specific Improvement	C	Place bike racks at stations in well-lighted, accessible areas				0	Recommendation from station improvement ad hoc committee

Status of Projects in Progress

Year	Month	14. Install mirrors in station tunnels	
2012	January		
2012	February		
2012	March		
2012	April		
2012	May		
2012	June		
2012	July		
2012	August		
2012	September		
2012	October		
2012	November		
2012	December		

Key

On track

green

At risk

yellow

Late

red

Active

gray

Completed Projects

Date Completed	#	Category	Capital or Operational	Project Description	Comment
4/4/2011	2	System-wide Improvement	O	Change minimum age from 12 to 6 for passengers to bring a bike onboard	Web site updated.
6/2/2011	3	System-wide Improvement	C	Upgrade gallery trains to two bike cars	Completed six months ahead of schedule.
6/2/2011	4	System-wide Improvement	O	Place signs on bike cars requesting non-cyclists sit elsewhere	Signs read "As a courtesy, please allow passengers with bicycles to sit in this area of the car."

**PROPOSED
BICYCLE ADVISORY COMMITTEE
MEETING CALENDAR
2012**

**January 19
March 15
May 17
July 19
September 20
November 15**

All meetings fall on a Thursday and start at 6:45 P.M.