



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS**

ENGINEERING

MEMORANDUM

TO: Mayor Prussing and Members of the City Council

FROM: William R. Gray, Public Works Director
Jennifer J. Selby, Civil Engineer

DATE: April 10, 2008

SUBJECT: Martin Luther King Elementary Safe Routes to School Program –
Memorandum of Understanding

Safe Routes to School National Partnership

Launched in August 2005, the Safe Routes to School National Partnership is a fast-growing network of more than 300 nonprofit organizations, government agencies, schools and professional groups working to set goals, share best practices, secure funding, and provide educational materials to agencies that implement Safe Routes to School programs. The Safe Routes to School National Partnership's mission is to serve a diverse national community of organizations that advocates for and promotes the practice of safe bicycling and walking to and from schools throughout the United States.

The Safe Routes to School (SRTS) National Partnership recognizes that the potential for SRTS is much broader than the \$612 million in funds approved by Congress in 2005 and available through State Departments of Transportation. So, in March 2007, the SRTS National Partnership launched the Safe Routes to School State Network Implementation Project to establish SRTS networks in the District of Columbia and 9 key states, including Illinois. Each state project brings together stakeholders from diverse fields to work with state Departments of Transportation to increase physical activity in students, to make the best use of available federal SRTS funds, and to remove policy barriers to walking and bicycling to schools.

Illinois Safe Routes to School State Network Project

Illinois was chosen for a state network project based on both need and its capacity to support the program.

The goals of the state network project are to:

- Increase physical activity in school-aged children grades K–8 by increasing the number of children walking and bicycling to schools in ten key states;
- Help to ensure success of the federal SRTS program in the key locations; and
- Institutionalize SRTS state-level programs in the key locations so that it is not dependent on (and does not end after) one short burst of funding.

One way in which the Illinois State Network will achieve their goals is by identifying and providing technical assistance to a low-income school to establish a SRTS program within that school. The idea is to create a model SRTS program that, if successful, can then be applied to all schools throughout the state. The State Network chose Martin Luther King (MLK) Elementary in Urbana as their model school.

MLK School will: participate in program activities, special events and contests to encourage and enable safe walking and bicycling to school; distribute information regarding SRTS to students; and conduct surveys to determine the school's travel behavior and attitudes and determine the number of kids walking and biking to school. The school's efforts will be led by a school team consisting of parents, students and staff representatives. The Illinois State Network will help coordinate the program and will provide technical assistance and resources for program activities.

Illinois Safe Routes to School State Network Project vs. Illinois Safe Routes to School Program

The Illinois Safe Routes to School State Network is not the same as the Illinois Safe Routes to School Program. The Illinois Safe Routes to School (SRTS) Program is a Federal Funding Program administered by the Illinois Department of Transportation. The Illinois SRTS Program is facilitated by a Safe Routes to School Coordinator, housed within IDOT, and is the source for federal SRTS funding amounts, SRTS applications and guidelines, and state SRTS program information. The City of Urbana recently received an \$85,000 grant to install new school zone signage throughout the City from the Illinois SRTS Program.

The Illinois Safe Routes to School State Network is a privately funded program. The Robert Wood Johnson Foundation has provided primary financial support for the three-year SRTS State Network Project (2007 – 2009). Additional funding for 2008 and 2009 has been secured through matching funds from Centers for Disease Control and Prevention, Harvest Foundation and Kaiser Permanente. The Project is also funded in part by the Bikes Belong Coalition. The Illinois Safe Routes to School State Network is facilitated by a contracted State Network Organizer. The Illinois SRTS State Network Organizer works for a sponsoring organization, which is under contract with the SRTS National Partnership. In Illinois, the State Network Organizer is housed within the Chicagoland Bicycle Federation. The Illinois Safe Routes to School State Network will be overseeing the MLK Elementary SRTS program.

Fiscal Impact

The City will have a role in the SRTS program. The City's responsibilities can be found on page 3 of the attached Memorandum of Understanding. The City is currently participating in most of the responsibilities identified. The City's only cost to participate in the program is staff time, something that is already being provided at some level.

Council Action

The City Council is asked to approve A Resolution Approving and Authorizing the Execution of a Memorandum of Understanding with Martin Luther King Elementary and the Safe Routes to School (SRTS) National Partnership.

RESOLUTION NO. 2008-04-009R

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH MARTIN LUTHER KING ELEMENTARY SCHOOL AND THE SAFE ROUTES TO SCHOOL (SRTS) NATIONAL PARTNERSHIP

WHEREAS, the City of Urbana wishes to participate in the Safe Routes to School Program; and

WHEREAS, the Safe Routes to School program would take place during the 2008-2009 school year, with planning occurring in the spring of 2008 and sustainability activities beginning in the fall of 2009; and

WHEREAS, to be a Safe Routes to School program requires the formation of Teams at each School which can include parents, neighbors, teachers and students, which will organize programs, contests and events, and which will identify and evaluate safer routes to schools for our children and present this to City and School District staff; and

WHEREAS, Safe Routes to School will be providing in-class education in each qualifying School and collecting evaluation data from parents and students; and

WHEREAS, in addition to helping to relieve morning traffic (which is at an all-time high), the City of Urbana is supportive of the potential for this Safe Routes to School program because walking and bicycling increases the physical health of children; the safety of the community and the quality of the environment; and

WHEREAS, there are several existing bicycle and pedestrian paths in our community, as well as sidewalks and bicycle lanes, which would be well used as school routes through more community education, cooperation and promotion.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That a memorandum of understanding by and between the City of Urbana, Illinois and Martin Luther King Elementary and the Safe Routes to School (SRTS) National Partnership in substantially the form of the copy of said agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver, and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Memorandum of Understanding as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this _____ day of _____, 2008.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, 2008.

Laurel Lunt Prussing, Mayor



Safe Routes to School Network Project

Local School Assistance

Memorandum of Understanding

Between M.L. King Elementary, hereinafter called “School”, the City of Urbana, IL, hereinafter called “City”, and the Safe Routes to School (SRTS) National Partnership, namely the Illinois SRTS State Network’s Project Team, hereinafter called “Network.”

WHEREAS the School, the City and the Network (hereinafter referred to as the “Parties”) recognize that there are several community partners in M.L. King’s Safe Routes to School (SRTS) program: the School, the City, the SRTS National Partnership’s State Network Organizer, Champaign-Urbana Mass Transit District;

WHEREAS the Parties recognize the vital importance of SRTS efforts that increase the number of children who safely walk and bicycle to school, yielding benefits such as increased independence and daily physical activity, improved health, richer connection to community, reduced traffic congestion and pollution, enhanced neighborhood livability, and improved traffic safety;

WHEREAS the Parties recognize the importance of collaboration that allows for the development of robust SRTS activities that increase the number of children who safely walk and bicycle to school;

WHEREAS the Parties acknowledge that the program and administrative support systems provided by the Parties may impose facilities and administrative costs on the Parties;

WHEREAS the roles and responsibilities in this MOU represent the basic requirements for obtaining and maintaining eligibility to participate as the SRTS Network Project school for the 2008-2009 school-year.

THE PARTIES therefore agree as follows:

1. Definitions

Administration – the School officials who provide administrative leadership and services for the School’s SRTS program.

Network – the SRTS State Network partners, SRTS State Network Organizer, SRTS State Network Manager, and other local partners as a cooperative group.

School – M.L. King School selected as the focus of the SRTS State Network Project for the 2008-2009 school year, with steps for program sustainability in the fall of 2009.

City – the City of Urbana, Department of Public Works.

Parties – the School, the City, the Network and Champaign-Urbana Mass Transit District named in the MOU.

School Team – the School community representatives who will guide the development and implementation of the School’s SRTS program in partnership with the Network; the School Team may include the School Administration, teachers, classified staff, parents, students, neighborhood residents, and others interested in the program.

2. Role and Responsibilities of the School

The School will be responsible for the program activities identified below:

School Superintendent (and Board, if required) support for SRTS efforts within the school district, including support of application for federal funds from the state SRTS program.

Form a School Team consisting of parents, students, and at least one staff representative to guide the development and implementation of the School's SRTS program; the Network will help to coordinate the program and help to guide facilitation of the School Team.

Provide either a parent or a staff representative to be the liaison and manage communications between the School and the Network, attend School Team and citywide Task Force meetings, if scheduled, and coordinate the School's participation in program activities.

Provide the Network with the names and contact information of Administration, the staff representative for SRTS, and other School staff to be involved in the program.

Provide safe indoor meeting spaces large enough to conduct School Team meetings; provide tables and chairs.

Provide safe outdoor meeting spaces large enough to conduct after-school traffic safety education activities and with access to bathroom and telephone, if applicable.

Distribute permission slips to parents for student participation in program activities, and return signed permission slips from parents to the Network prior to scheduled activities, if applicable.

Allow the Network to work with teachers and students in classroom and after-school education activities; activities will be scheduled in the best interests of the School and the Network with the permission of the Principal. Allow for media attention about the program, and individual students with parental permission.

Provide the Network access to the School's Parent Teacher Association, Wellness Council, Site Council, Staff, and other relevant School groups as needed to provide information about the program, and to inspire one of the School groups to be a program host.

Participate in International Walk and Bike to School Day, on October 1, 2008 and October 7, 2009.

Distribute information provided by the Network to students and parents through school newsletters, backpack mail, posted flyers/announcements, and other regular channels of communication.

Distribute and collect student tallies and parent surveys to determine the school's travel behaviors and attitudes and to determine the number of kids walking and biking to school.

Participate in program activities, special events, and contests to encourage and enable safe walking and bicycling to school; collaborate with the School and the Network to develop and implement these activities.

Collaborate with the School Team and the Network to enable the delivery of services identified in Section 3 below.

3. Role and Responsibilities of the City

The City will be responsible for the program activities identified below:

Mayor and/or City Council approval of a Resolution to support SRTS efforts in the City, including support of and leadership on an application for federal funds from the state SRTS program to support infrastructure improvements, and which will also include non-infrastructure programs and activities.

Publicly support and promote International Walk and Bike to School Day, on October 1, 2008 and October 7, 2009, via a Proclamation and Press Release, and participation in the one-day event by a high-level City elected official.

Provide a staff representative to manage communications between the City and the Network, and various City departments, including, but not limited to Police, Engineering, Planning, Public Works, Traffic Safety, Parks and Recreation, and to attend School Team and citywide Task Force meetings, if appropriate.

Provide the Network with the names and contact information of Administration, the staff representative for SRTS, and other City staff to be involved in the program.

Provide staff representative and engineering representative to participate in a School-Area Walkabout to identify safety issues.

Collaborate with the School Team and the Network to enable the delivery of services identified in Section 4 below.

4. Role and Responsibilities of the Network

The Network will be responsible for the program activities identified below:

Provide a SRTS Network Organizer or other Network Project representative to provide technical assistance for School Team meetings and selected citywide or community-wide Task Force meetings.

Provide the School and School Team with the names and contact information of the Network Organizer or representative, Network Partners, and [OTHER PARTIES] to be involved in the program.

Develop permission slips and provide activity information for student participation in program activities.

Provide technical assistance and resources for program activities with the goal of increasing the number of kids who safely walk and bicycle to school; activities may include School Team and Task Force support, School travel profiles and surveys and other evaluation activities, School-area walkabout, training, volunteer recruitment, encouragement, education and enforcement activities, mapping, communications and media relations.

Plan, schedule, and implement activities in the best interests of the School and the Network.

Work with the School Team and/or the Task Force to develop and execute a SRTS plan which includes the following elements (the “5 E’s”): evaluation, education, encouragement, engineering and enforcement.

Maintain program records to track program development, implementation, and evaluation activities.

5. Financial Management

The School will be responsible for facilities and administrative costs imposed by the program activities identified in Section 2 of this MOU.

The City will be responsible for facilities and administrative costs imposed by the program activities identified in Section 3 of this MOU.

The Network will be responsible for program costs imposed by the program activities identified in Section 4 of this MOU.

6. Amendments

This Memorandum of Understanding may be amended only by a written agreement signed by the Parties.

Signed by the School

The School acknowledges and agrees to fulfill its role and responsibilities as identified under this Memorandum of Understanding.

Dr. Jennifer Ivory-Tatum, Principal, M.L. King Elementary

Date

Preston Williams, Ed.D Superintendent
Urbana School District 116

Date

Signed by the City

The City acknowledges and agrees to fulfill its role and responsibilities as identified under this Memorandum of Understanding.

William R. Gray, Director
Public Works Department, City of Urbana

Date

Mayor Laurel Prussing
City of Urbana

Date

Signed by the Network

The Network acknowledges and agrees to fulfill its role and responsibilities as identified under this Memorandum of Understanding.

Shana Hazan, IL SRTS Network Organizer
Chicagoland Bicycle Federation

Date