



**Metro**

**EMAC10**

**EXECUTIVE AUDIT AND MANAGEMENT COMMITTEE  
NOVEMBER 18, 2010**

**SUBJECT: BOARD DIRECTIVE REGARDING ENHANCING BICYCLE  
POLICIES/PROGRAM**

**ACTION: APPROVE RECOMMENDATIONS**

**RECOMMENDATIONS**

- A. Receive and file actions being taken to respond to the September Board directive on our Bicycle Policies and Programs.
- B. Approve transfer of \$92,105 in one-time payment from Hollywood-Vine Hotel Developer to the bicycle parking program for future implementation of the Hollywood-Vine Bike Room Demonstration Project.

**ISSUES**

In September 2010, the Board directed the CEO to report back on 10 Bicycle Program directives in the December 2010 Board cycle. Attachment A is a Status Matrix on the 10 items.

The Board directed us to report back on 10 Bicycle Program initiatives dealing with Funding, Current Transit System and Future Transit Projects. Countywide Planning is coordinating with four departments to address the bicycle program: New Business Development, Operations, Communications and Capital Management. A preliminary report on the Actions that will be taken to address each directive is attached. A further report will be made to the Board in the Spring to update you on the ongoing and outstanding items and funding needs.

In October 2010, the Board approved an amendment to the Hotel Ground Lease at Hollywood-Vine Joint Development for the exchange of an existing Bike Room and Public Restroom with 1,018 square feet of the W Hollywood hotel/retail development's Vine Street retail space and \$92,105 to be paid by the Hotel Developer to Metro. The new Vine Street Retail Space is slated to use for a Bike Room Demonstration Project. The funds to be paid to Metro are needed for upgrades to and implementation of a demonstration bike room at this facility.

## **POLICY IMPLICATIONS**

The recommended actions are consistent with the goals of Metro's 2006 Bicycle Transportation Strategic Plan to "encourage high quality end-of-trips facilities at commercial, employment, residential and transit locations" and "create a Metro network of bike-transit centers." Secure, quality bicycle parking is an important component to encourage bicycling to transit. The need for secure storage for customers to park their bicycles is growing and during peak times it provides an option to bringing a bicycle on board transit vehicles when space is at capacity.

## **OPTIONS CONSIDERED**

The Board has the option to reject the recommended actions. This option is not recommended, however; as it would be in direct conflict with the September 2010 Board motion relative to the Bike program. The \$92,105 due to Metro by the developer is best used on a bike room at the Hollywood and Vine station as the room requires a physical upgrade as well as systems and component specifications in order to serve as a bike room.

## **FINANCIAL IMPACT**

Funding in the amount of \$100,000 for the Bike Room is included in the FY 11 Rail Capital Improvement Program under project 204089, task 01.001, in cost center 4350. The \$92,105 will be added to the programmed funds toward the implementation of the Bike Room.

## **BACKGROUND**

The original Hollywood-Vine planned development included a bike room and bathrooms adjacent to the elevator. Comments about the original bike room received from the bicycle community members at meetings indicated that the location and orientation of the existing bike room was highly undesirable. What followed was a desire for a preferable location resulting in an exchange of space to the Vine Street location. In addition, the developers will provide to Metro a one-time payment of \$92,105 (Item 4, October 2010 Planning and Programming Committee). Staff is requesting this payment to be contributed to an account in cost center 4350 for the needed improvements at the new location.

Currently staff is analyzing various bicycle parking specifications including security elements and design features needed for successfully implementing and operating the bike room. Operating options for the bike room include two types,

a lower cost unattended versus a higher cost attended. An unattended option utilizes self-serve, controlled entry and technology for secure access, and an attended facility requires a full-time staff person. Staff has consulted various municipalities about lessons learned in providing or in planning for unattended and attended secure bicycle parking at transit stations, including BART in Oakland, Tri-Met in Portland, King County Metro in Seattle, Claremont, Covina, Long Beach and Burbank.

As the specifications regarding the bike room have yet to be developed, staff is requesting that funds remain in the bike program account and only be used for implementation of this demonstration project as we continue to work with stakeholders and consultants to identify the necessary components of the bike room as well as potential operating and maintenance costs and responsibilities. The most cost effective option will be selected through the procurement process.

### **NEXT STEPS**

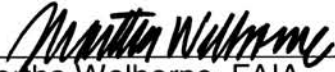
Continue inter-departmental meetings to develop and complete required tasks to fulfill each of the Board directives. The next report to the Board will be Spring 2011.

With respect to the Bike Room Demonstration Project, potential improvements would be identified as part of an RFP under development by Metro which is anticipated to be released in the Spring of 2011. Staff will update the Board regarding these activities as they proceed.

### **ATTACHMENT**

#### **A. Status Matrix 10 Board Directives**

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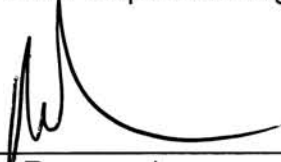


for Ronnie Mitchell  
Chief Operations Officer



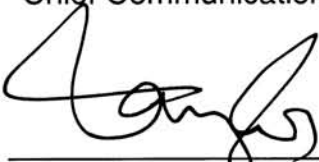
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K. N. Murthy  
Deputy Chief Capital Management Officer



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Matthew Raymond  
Chief Communications Officer



for Arthur T. Leahy  
Chief Executive Officer

**STATUS MATRIX 10 BOARD BICYCLE PROGRAM DIRECTIVES  
DUE NOVEMBER/DECEMBER BOARD 2010**

MOTION #	RESPONSIBLE SBU	ACTIONS
<p>1. Recommend increased bicycle funding in the 2011 Call for Projects (tentative goal increasing modal category from 7% to 15%, subject to future MTA Board approval).</p>	<p>Countywide Planning</p>	<p>Currently looking at various scenarios as to how additional funding would affect LRTP and other call modes funding. Will report back to the Board with adoption of the 2011 Call for Projects funding marks in the Spring.</p>
<p>2. Develop a phased plan for the installation of triple bicycle racks on all MTA buses (estimated cost \$1.6 million)</p>	<p>Operations, Countywide Planning</p>	<ul style="list-style-type: none"> <li>• Operations met with CHP to demonstrate rack for approval to use on Metro buses.</li> <li>• 10-12% of bus stops will need to be reconfigured before implementing systemwide.</li> <li>• Funding source to be identified for racks and modification of bus stops.</li> </ul>
<p>3. Develop a cost estimate, implementation schedule, and possible funding sources for retrofitting MTA trains for bikes</p>	<p>Operations, Countywide Planning</p>	<ul style="list-style-type: none"> <li>• Operations is looking at each light rail car configuration to identify places where seats and windscreens can be removed. Refinements, such as new hand holds, will be required for each car.</li> <li>• Cyclists will continue to be responsible for the safe transportation of their bikes on the Metro System. This includes maintaining control of the bikes at all times when inside the car.</li> <li>• Will remove luggage/stroller/bicycle decals in articulated areas to free this as an aisle; required by Fire Life Safety.</li> <li>• Will evaluate refinements to the subway heavy rail cars, such as, hand holds.</li> <li>• Cost estimate will be prepared by Operations.</li> <li>• Funding source to be identified by Countywide Planning.</li> <li>• Operations will develop new car specifications to accommodate larger items, such as bicycles.</li> </ul>

<p>4. <b>(a)</b> Propose a Revised Customer Code of Conduct and <b>(b)</b> develop a “How to Ride Metro” document that helps customers with bicycles and other large belongings, including luggage, strollers and rolling briefcases, safely board and ride MTA’s system during peak hours</p>	<p>Office of CEO/ Ethics, Communications, Operations, Countywide Planning</p>	<p><b>(a)</b> Existing “Code of Conduct” will be revised after the Board changes the rules for bikes on trains. <b>(b)</b> Will continue working with the Bicycle Roundtable on new rules for “Bikes on Trains.” (A “Courtesy Campaign” has been completed for this year. When they are next updated, they will specifically include bicycles.)</p>
<p>5. Identify the feasibility and cost of adding bicycle racks to the back or top of MTA vanpool vehicles</p>	<p>Communications</p>	<p>Vanpool vehicles are leased. Preliminary discussions with leasing companies have indicated that they want to do a risk assessment. Will require further discussion <b>when lease contracts expire in 2012.</b></p>
<p>6. Provide an estimated cost and potential funding source to install improved bicycle/stroller/luggage wayfinding signage at all rail and bus stations.</p>	<p>Communications</p>	<ul style="list-style-type: none"> <li>• Conducted audit of Pershing Square.</li> <li>• Will propose pilot project to evaluate new signage.</li> <li>• Conduct before-and-after survey to determine effectiveness.</li> <li>• Upon completion of pilot program, will develop cost estimate for signage fabrication and installation at existing rail stations and develop a phased program for upgrading signage at all stations.</li> <li>• Funding source to be identified.</li> </ul>
<p>7. <b>(a)</b> Incorporate bicycle mode messages in all marketing materials and campaigns and provide an update on the <b>(b)</b> status of MTA’s Bicycle Safety Advertising Campaign on buses</p>	<p>Communications</p>	<p><b>(a)</b> Identify materials and develop phased implementation schedule for updating all maps, How to Ride information to integrate new system information, Bicycle Program information and bicycling as transportation mode. Installation during regularly scheduled updates. <b>(b)</b>Limited funding was provided for bicycle safety campaign in 2007 but has been unavailable since; new campaign can be developed if funding is identified.</p>

<p>8. Work with the Los Angeles Sheriff’s Department Transit Security Bureau to summarize crimes on MTA property affecting bicycles and bike facilities and recommend appropriate measures to improve bicycle security.</p>	<p>Office of CEO, LASD</p>	<p>Will review crime statistics and evaluate and recommend appropriate actions</p>
<p>9. Include in all future transit station designs stair channels or ramps so that bicyclists can wheel their bikes safely up and down staircases</p>	<p>Countywide Planning, Capital Management (Construction)</p>	<ul style="list-style-type: none"> <li>• El Monte station includes stair channels.</li> <li>• Other stations on the Exposition line are being evaluated.</li> <li>• Currently determining which future stations are grade separated or subway.</li> <li>• Preliminary construction estimates between \$1 to \$2 million per station.</li> <li>• Evaluate which stations are most appropriate for stair channels prior to being incorporated into Metro’s design criteria.</li> <li>• Funding source to be identified.</li> </ul>
<p>10. Incorporate robust bicycle facilities in all transit project designs (e.g. increase bicycle parking at high demand stations, adjacent bike lanes or bike paths, i.e. Expo and Orange Line) to facilitate first mile/last mile transit access by bike.</p>	<p>Countywide Planning, Construction</p>	<ul style="list-style-type: none"> <li>• Coordinating with transit corridor project managers to ensure that bicycle parking is taken into consideration early in the project development phase; existing Design Criteria requires bicycle parking be designed into all new stations.</li> <li>• Will conduct demand study to identify and prioritize existing and proposed stations for access controlled, high capacity bicycle parking.</li> <li>• Other parking alternatives are being considered.</li> <li>• Bike paths on Metro right-of-way will be considered when adequate width exists.</li> <li>• Bike lanes on streets are purview of cities.</li> </ul>