



DATE: May 26, 2021

AGENDA ITEM # 3

**TO:** Complete Streets Commission

**FROM:** Jaime O. Rodriguez, Interim Staff Liaison to Complete Streets Commission

**SUBJECT:** Safe Routes to School – Education & Encouragement Program Update

**ATTACHMENTS:** Alta Planning + Design Proposal – SR2S Implementation Program

**RECOMMENDATION:**

Review and provide input on the Safe Routes to School – Program Development  
Recommendations from Alta Planning + Design

---

**INTRODUCTION**

Alta Planning + Design, the City’s Safe Routes to School Coordinator consultant, has completed its Stakeholder interviews involved with Safe Routes to School activities around the city and is prepared to advance into its next stage of work to help develop detailed implementation plan for activities and curriculum that can begin as early as the upcoming 2021-22 school year.

The city is requesting early input from the Complete Streets Commission on proposed elements of the implementation plan so that development can continue over the summer.

**BACKGROUND**

The Los Altos – Safe Routes to School Education & Encouragement (SR2S - EE) Program initiated in January 2021 with a series of stakeholder meetings with representatives from the following entities:

- Los Altos School District
- Cupertino Unified School District
- City of Los Altos
- Complete Streets Commission
- Green Town Los Altos
- Bicycle Outfitters
- Los Altos Youth Commission
- Los Altos High School

Following the stakeholder interviews that were completed in May, it was identified that both Los Altos School District and Cupertino Unified School District both expressed interest in developing and piloting In-Class SR2S Curriculum as part of the upcoming school year. Alta has prepared development of an Implementation Plan to prepare for this opportunity.

## **DISCUSSION**

The attached Alta Planning + Design – SR2S Implementation Program proposal is already funded within their existing SR2S – EE Program contract. Given the potential impact within the community by the proposed in-class curriculum, the city is requesting Complete Streets Commission input to help refine the in-class curriculum development.

During the presentation at the Complete Streets Commission, staff from Alta Planning + Design will be available to discuss additional stakeholder input used to advise the implementation program recommendations.

Exhibit A  
Alta Planning + Design: Los Altos SR2S Program Implementation Plan



**Memorandum**

Date: May 14, 2021  
From: Andre-Anne Cadieux and Courtney Wood, Alta Planning + Design  
Re: **Los Altos SRTS EE Program | SRTS Program Development Memo Outline**

---

Alta will create a memo that will help the City of Los Altos (City) establish a SRTS Program that encompasses the “7Es” of Safe Routes to School (Education, Encouragement, Engagement, Equity, Engineering, Enforcement, Evaluation). The purpose of the memo is to detail implementation steps for potential activities and curriculum that would be implemented by the City starting in the 2021-22 school year. The existing policies and best practices review will identify key questions that will assist the SRTS team in implementing E’s activities starting in Fall 2021.

A brief outline of the memo is included below.

**Section 1: POLICY AND RECOMMENDATIONS**

- a. Existing City and School District efforts and policies around walking and biking to school including:
  - a. Los Altos School District: Student Wellness and Student Safety policies
  - b. Cupertino Union School District: Student Wellness policy
  - c. Fremont Union High School District: Student Wellness and Business and Non-Instructional Operations policies
  - d. Mountain View Los Altos High School District: Student Wellness policy
  - e. City of Los Altos policies and programs (Complete Streets, crossing guards)
- b. Policies recommendations to help establish and prioritize SRTS programs and projects within the city

**Section 2: BEST PRACTICES**

- a. Best practice examples from local, regional, statewide, and national SRTS programs
- b. Summary of key topics areas that will include identifying goals, staffing and materials needs, technology opportunities, and recommendations for Los Altos
  - a. Pedestrian Safety Curriculum - PE or after school
  - b. Bike Safety Curriculum - PE or after school
  - c. Social Science/STEM curriculum - bike/pedestrian safety with social science
  - d. Walking School Buses
  - e. Walk + Bike/Roll to School Days - monthly or weekly with themes
  - f. Evaluation - success criteria for a SRTS program
- c. Questions for discussion with decision-makers, which will guide the recommendations and implementation

**Section 3: SRTS PROGRAM RECOMMENDATIONS**

- a. SRTS Program recommendations and menu of specific activities and events to be implemented during the 2021-2022 school year including
  - a. Community engagement materials
  - b. Walking School Buses
  - c. Family/Parent-Child activities
  - d. Walk + Bike/Roll to School Days - monthly or weekly with themes
  - e. Technology
  - f. Evaluation activities
- b. A list of potential funding sources to implement infrastructure improvements
- c. A toolkit of local and national resources

Exhibit A  
Alta Planning + Design: Los Altos SR2S Program Implementation Plan



Section 4: SRTS CURRICULUM RECOMMENDATIONS

- a. Curriculum recommendations including:
  - b. Pedestrian Safety Curriculum
  - c. Bike Safety Curriculum
  - d. Social Science/STEM curriculum
- c. Identification of grade(s), topics, number of lesson plans, and materials needed for the 2021-2022 school year

*Note: Curriculum recommendations will narrow the options for curriculum and provide the necessary parameters (e.g., audience age, number and length of lessons, materials needed, and learning objectives). The recommendations will not include new or modified lessons at this phase.*

**Budget**

<b>TASK</b>	<b>Total Task Fee</b>
Task 5: Program Development	\$8,614
Task 7: SRTS Curriculum Recommendations	\$5,000
<b>Total</b>	<b>\$13,614</b>