

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR FOR THE DEPARTMENT OF TRANSPORTATION TO ACCEPT A GRANT FROM THE BENWOOD FOUNDATION TO HOST A THINK BIKE WORKSHOP IN PARTNERSHIP WITH THE DUTCH CYCLING EMBASSY AND THE ROYAL NETHERLANDS EMBASSY, IN THE AMOUNT OF SIX THOUSAND FIVE HUNDRED DOLLARS (\$6,500.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Administrator for the Department of Transportation is hereby authorized to accept a grant from the Benwood Foundation to host a Think Bike Workshop in partnership with the Dutch Cycling Embassy and the Royal Netherlands Embassy, in the amount of \$6,500.00.

ADOPTED: _____, 2013

/mms

City of Chattanooga



Resolution Request Form

(This form is only required for resolutions requiring expenditure of City funds)

Date Prepared: July 24, 2013

Preparer: Blythe Bailey

Department: Transportation

Brief Description of Purpose for Resolution:

Resolution Number (if approved by Council):

A resolution authorizing the Administrator of Transportation to accept a grant of six thousand five hundred dollars (\$6,500) from the Ben wood Foundation to host a Think Bike Workshop in Partnership with the Dutch Cycling Embassy and the Royal Netherlands Embassy.

Total project cost \$ \$ 6,500.00
Total City of Chattanooga Portion \$ _____
City Amount Funded \$ _____
New City Funding Required \$ _____
City's Match Percentage % _____

New Contract/Project? (Yes or No) _____
Provide Fund _____
Provide Cost Center _____
Proposed Funding Source _____
Grant Period (if applicable) _____

List all other funding sources and amount for each contributor.

Amount(s)	Grantor(s)
\$6,500.00	Benwood Foundation

Agency Grant Number

CFDA Number if known

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by:

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer



Kingdom of the Netherlands

ThinkBike Workshop Chattanooga, September 23 and 24, 2013 Letter of Intent

On September 23 and 24, 2013, a two-day ThinkBike workshop will be organized in the City of Chattanooga, in order to enhance the bike-ability of the City of Chattanooga. The workshops are a cooperation of Dutch and local experts who will exchange views, knowledge and experiences to provide solutions for the local setting, based on best practices.

Commitments from the Dutch Representatives

In order to make this workshop a success, The Dutch Cycling Embassy and the Royal Netherlands Embassy in Washington will

- Provide airfare and accommodations for three experienced Dutch experts;
- Cover 50% of the workshop fee, or \$6,500; and
- Provide copies of relevant reference material regarding Dutch bicycling policy.

Commitments from Chattanooga Partners

To make this workshop a success, the City of Chattanooga, represented by Blythe Bailey, Administrator of Chattanooga's Department of Transportation agrees to pay a fee of \$6,500 (80% to be paid before the workshops start and 20% upon completion of the workshops but before December 1, 2013) and provide the following in-kind services and materials for the workshops. *[To be inserted by the City: The City of Chattanooga will be assisted by Bicycle Coordinator Philip Pugliese of Outdoor Chattanooga (please correct if necessary)]*

Facilities:

- Secure appropriate facilities and meeting rooms for the two-day workshop, including but not limited to:
 - A venue for the opening session (morning of first day) with minimum capacity for 100 people (theater setting), equipped with comprehensive audio visual equipment to support professional presentations and public discussion;
 - A venue for the closing session (second day, late afternoon) with a minimum capacity of 150 people (theater setting), equipped with comprehensive audio visual equipment to support professional presentations and public discussion;
 - Two spacious breakout rooms available throughout the two days that can accommodate at least 12 participants, equipped with two laptops with internet access and Microsoft software (Powerpoint, Word); and
 - A third, smaller room on the second day for representatives from each team to convene separately to address long-term strategy, communications and or marketing issues regarding biking

- Provide meals during the workshops (lunch both days and beverages for afternoon break)

Marketing and Outreach in cooperation with the Netherlands Embassy and the Consulate general of the Netherlands:

- Identify and recruit workshop participants for two teams of up to 12 members from various backgrounds, including city planners, engineers, urban designers, public safety, bicycle advocates, business community, transit agencies and bikers/citizens (members must commit to participate for the full two days of the workshop);
- Invite key elected officials and community leaders to participate in the opening and closing plenary sessions;
- Invite the public to attend the opening and closing sessions; and
- Coordinate media outreach and education with the Netherlands Embassy and Consulate; and
- Promote implementation of the conclusions reached in the workshop.

Workshop Content and Materials

- Identify workshop study areas and key issues for teams' efforts and review with Dutch experts in advance of the workshop via conference call(s) and/or email;
- Provide workshop materials, including;
 - Large scale maps of city and bike routes;
 - Maps of study areas, as appropriate, for each team member;
 - Two laptops with Internet access, MS-Powerpoint, and MS-Word per team;
 - One camera and possibly a video camera per team; and
 - Adequate paper (flip chart), markers, tape, scissors, scales/rulers, etc. for each team to work through solutions.

For The Dutch Cycling Embassy:

Tom Godefrooij
Lead Expert

Place:

Date:

For the Royal Netherlands Embassy:

Janneke de Vries
Counselor for Infrastructure and the Environment

Place:

Date:

For the City of Chattanooga

Blythe Bailey
Administrator
Chattanooga Department of Transportation

Place:

Date: