

## Bicycle and Pedestrian Advisory Committee (BPAC) 2014 Draft Work Plan April 2014 - March 2015 Work Plan

*BPAC will hold nine full committee meetings in 2014. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2014 Policy Issues - Recommendations to City Council

Consistent with past practice, committee recommendations are forwarded to the full Council as part of the report for the relevant Council agenda items, often as an attached memo authored by the Chair or committee and/or an oral report by the Chair at a Council meeting. Unless otherwise noted, staff estimates that there is sufficient professional and administrative staff time to accomplish the Section #1 in 2014.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 30%

Title Description	Committee Lead and Commitment  <i>Committee hours, not individuals.</i>	Staff Commitment  <i>Hours reflect working with the committee, not total project staff time.</i>	Schedule  <i>Estimated timeline from start to finish.</i>	Budget Implications
<b>1.a. Comprehensive Plan Update Process:</b> Review and discuss the Planning Commission's recommended draft of the Comprehensive Plan Update.  <b>Deliverable:</b> Comments to Council	Full committee: 2-3 hours	Transportation Staff: 3-4 hours	January - February	None in short term
<b>1.b. Action Plan:</b> Review and comment on the Action Plan, which outlines how the Comprehensive Plan Update will be implemented.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 1-2 hours	Community Planning and Development staff: 1 hour Transportation staff: 1-2 hours	March - April	To be determined
<b>1.c. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities during the City's annual update.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	June - September	Budget implications identified during development of the Capital Facilities Plan

<b>1.d. Sidewalk Riding/Skateboarding Review:</b> Review policies and laws related to discouraging riding bicycles and skateboards on sidewalks in downtown core.  <b>Deliverable:</b> Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2 hours	March - May	None in short term
<b>1.e. Special Projects and Studies:</b> As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study.  <b>Deliverable:</b> Recommendations to City Council as identified in project/study scope	Full committee: 1-2 hours depending on projects	Transportation staff: 2-4 hours depending on projects	Ongoing	Budget implications addressed through larger project scope

## SECTION 2.

### 2014 Program Implementation and/or Input to Staff

As programs are implemented and administrative procedures developed, staff often consults with committees for their input and perspective. Input from the committee is considered by staff in implementing the program or policy. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless noted under “Budget Implications,” there is sufficient staff time/resource available in 2014 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.a. Neighborhood Pathways Program:</b> Participate in the evaluation and approval of project proposals.  <b>Deliverable:</b> Approve projects in the Neighborhood Pathways program.	Full committee: 4-6 hours	Transportation staff: 6-8 hours	June - November	Funded in 2014 CFP
<b>2.b. Bike Corridors Pilot Program:</b> Develop approach to new bike corridors.  <b>Deliverable:</b> Recommended approach to bike corridors and recommended pilot projects.	Full committee: 3-4 hours	Transportation staff: 4-6 hours	February - April	Funded in 2014 CFP

<b>2.c. Sidewalk Program Review:</b> Evaluate current sidewalk program and provide input on scope of program and possible update.  <b>Deliverable:</b> Comments to staff.	Full committee: 4-6 hours	Transportation staff: 4 - 6 hours	May - November	None in short term
<b>2.d. Update Bicycle Master Plan:</b> Update Plan to reflect bicycle corridors.  <b>Deliverable:</b> Updated Bicycle Master Plan.	Full committee: 2 hours	Transportation staff: 4 hours	November - January	None in short term
<b>2.e. Code Enforcement:</b> Follow up on bicycle parking code enforcement with staff, and discuss other code enforcement issues.  <b>Deliverable:</b> Comments to staff on code enforcement items.	Full committee: 1-2 hours	Code enforcement staff: 1-2 hours Transportation staff: 1-2 hours	October	None anticipated
<b>2.f. Project review:</b> Provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.  <b>Deliverable:</b> Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	On-going	None anticipated
<b>2.g. Grant Project Development:</b> Participate in setting priorities for bicycle and pedestrian related grant projects  <b>Deliverables:</b> Comments to staff on project priorities.	Full committee: 1 hour	Transportation staff: 2 hours	On-going	None anticipated
<b>2.h. Transportation Improvement Program:</b> Review bicycle- and pedestrian-related TIP priorities during the City's annual update.  <b>Deliverables:</b> Comments to staff on project priorities.	Full committee: 1 hour	Transportation staff: 2 hours	May	None anticipated