

Bicycle and Pedestrian Advisory Committee 2013 Work Plan

BPAC will hold full committee meetings every other month in 2013. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held, as needed.

Section 1. 2013 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 2013.

Professional staff liaison to BPAC is Sophie Stimson

Estimated Percent of Overall Committee Effort: 35%

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
1.a. Comprehensive Plan Update Process: Review drafts of updated Comp plan. Possibly participate in development of Comp plan action plan.			Comments to Council in 3 rd and 4 th quarter of year.	
1.b. Capital Facilities Plan Priorities: Discuss the priority of the full list of CFP projects. Deliverables: Comments to staff on the priority of CFP projects.	Full committee: 3 hours	Transportation Planning Staff: 4 hours	March - September	None in short term.
1.c. Capital Facilities Plan Annual Review: Review bicycle and pedestrian related CFP programs and priorities during the City's annual update. Deliverable: Provide comments on CFP projects and programs to Planning Commission and City Council.	Full committee: 2 hours	Transportation Planning Staff: 2 hours	March - September	None in short term.

<p>1.d. Special Projects and Studies: During policy development phase, provide recommendations on studies and special projects, such as the West Olympia Access Study Phase II, joint alleyways project with Heritage Commission, and others as directed by Council in the scope of work for the project or study.</p> <p>Deliverable: Recommendations to City Council as identified in project/study scope.</p>	<p>Full committee: 1-2 hours depending on projects</p>	<p>Transportation Planning Staff: 2-4 hours depending on projects</p>	<p>Ongoing</p>	<p>Budget implications addressed through larger project scope.</p>
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SECTION 2.
2013 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 2013 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 65%

<p>Title Description</p>	<p>Committee Lead and Commitment</p>	<p>Staff Commitment</p>	<p>Schedule</p>	<p>Budget Implications</p>
<p>2.a. Neighborhood Pathways Program Participate in the development of the program and the evaluation and approval of project proposals.</p> <p>Deliverable: Approving projects for development in the Neighborhood Pathways program.</p>	<p>Full committee: 4-6 hours</p>	<p>Staff time: 4-6 hours</p>	<p>March through April - special meeting held in April between regular meetings</p>	<p>None</p>
<p>2.b. Bicycle and Pedestrian Public Information and Education Review: Review draft informational materials such as web pages, utility inserts, and the Bike Parking Guide brochure before presented to the public.</p> <p>Deliverable: Input to staff on public information.</p>	<p>Full committee: 1-4 hours</p>	<p>Transportation Planning Staff: 1-4 hours</p>	<p>Ongoing</p>	<p>None</p> <p>Public info and education to be done within existing resources.</p>
<p>2.c. Bicycle Helmet Use: Research what other cities have in place for helmet use, either laws or campaigns, provide</p>	<p>Full committee: 1-4 hours</p>	<p>Transportation planning staff: 1-2 hours</p>	<p>May - November</p>	<p>None in short term.</p>

input to staff and Council. Deliverable: Comments to staff and Council.				
2.d. Code Enforcement: Follow up on bicycle parking code enforcement with staff, and discuss other code enforcement issues. Deliverable: Comments to staff on code enforcement items.	Full committee: 1-2 hours	Code enforcement staff: 1-2 hours Transportation Planning Staff: 1-2 hours	March - September	None anticipated
2.e. Project Review: Provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects. Deliverable: Comments to staff on scope, design, implementation issues.	Full committee: 1-2 hours	Transportation Planning Staff: 2-4 hours	On-going	None anticipated
2.f. Grant Project Development: Participate in setting priorities for bicycle and pedestrian related grant projects Deliverables: Comments to staff on project priorities.	Full committee: 1 hour	Transportation Planning Staff: 2 hours	On-going	None anticipated
2.g. Policy and Project Development: Racks on Demand, bicycle boulevards, Bicycle Friendly Business Program, parking standards within GTEC, storm recovery, traffic signal timing. Deliverables: Make recommendations on policy or projects.	Full committee: 4-5 hours	Transportation planning staff: 6-8 hours	On-going	None anticipated at this time