

Bicycle and Pedestrian Advisory Committee (BPAC) 2016 Work Plan April 2016 - March 2017 Work Plan

The BPAC will hold six full committee meetings in 2016. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2016 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 2016-17.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 10%

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. Capital Facilities Plan annual review: Review bicycle- and pedestrian-related CFP programs and priorities. Deliverable: Recommendation to City Council	Full committee: 2-3 hours	Transportation staff: 3-4 hours	July - September	Budget implications identified during development of the Capital Facilities Plan
1.b. Special Projects and Studies: As necessary, provide recommendations on studies and special projects as directed by Council in the scope of work for the project or study. Deliverable: 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.

2016 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 2016 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 90%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.a. Complete Streets Funding Study (Multimodal Concurrency Study): Briefing on scoping process for a new concurrency program.</p> <p>Deliverable: Feedback to City staff, one member's participation in stakeholder group.</p>	<p>Full committee: 2-3 hours One committee representative to stakeholder group: 6-8 hours</p>	<p>Transportation staff: 3-4 hours for committee meetings. Stakeholder meetings will be held separately, with one BPAC representative present.</p>	<p>April - June</p>	<p>Study funded in 2016</p>
<p>2.b. Neighborhood Pathways Program: Participate in an evaluation of the Program so far.</p> <p>Deliverable: Comments to City staff.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>November - January</p>	<p>None needed for evaluation</p>
<p>2.c. Joint Advisory Board Workshop for Downtown Strategy: Participate in refining a preferred land use and urban design concept for the Downtown Strategy. This workshop will be held with other City advisory committees. It will focus on the streetscape and other public spaces.</p> <p>Deliverable: Comments to City staff.</p>	<p>Full committee: 2 hours</p>	<p>Community Planning and Development staff: 4-6 hour Transportation staff: 2-4 hours</p>	<p>April - May</p>	<p>Funded in CPD's budget allocation for Downtown Strategy</p>
<p>2.d. Bicycle Corridor Pilot Project: Participate in promoting the Bicycle Corridor Pilot Project. Provide feedback to staff on outreach efforts and next steps.</p> <p>Deliverable: Comments to City staff.</p>	<p>Full committee: 2-4 hours</p>	<p>Transportation staff: 4-6 hours</p>	<p>April - March 2017</p>	<p>None in short term</p>

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.e. Bicycle Parking in New Development: Follow up on bicycle parking code enforcement with staff.</p> <p>Deliverable: Comments to staff on implementation issues</p>	Full committee: 1-2 hours	CP&D staff: 1-2 hours Transportation staff: 1-2 hours	November	None anticipated
<p>2.f. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS.</p> <p>Deliverable: Comment to staff and/or recommendation to Council.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	April - June	None anticipated
<p>2.g. Bike Master Plan: Briefing on current Bike Master Plan and steps needed to update it.</p> <p>Deliverable: Comments to City staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March 2017	To be determined
<p>2.h. Low Impact Development Standards: As time allows, a briefing on new Standards.</p> <p>Deliverable: Briefing only.</p>	Full committee: 1-2 hours	Utility staff: 2-4 hours	To be determined	None anticipated
<p>2.i. Thurston County Trails System: As time allows, a briefing from Thurston County Parks on efforts to extend shared use trails into downtown, provided staff is available.</p> <p>Deliverable: Briefing only.</p>	Full committee: 1-2 hours	Transportation staff: 1-2 hours to coordinate with Thurston County Parks	To be determined	None anticipated
<p>2.j. "Slow Your Roll" Campaign: As time allows, revisit committee recommendation.</p> <p>Deliverable: Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-4 hours	To be determined	To be determined
<p>2.k. Sidewalk Program Review: As time allows, receive a briefing the current sidewalk program and provide input on the scope and timing of a possible update.</p> <p>Deliverable: Comments to staff.</p>	Full committee: 1-2 hours	Transportation staff: 2-3 hours	To be determined	None in short term

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<p>2.1. Project review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related CFP projects and relevant County or State projects.</p> <p>Deliverable: Comments to staff on scope, design, implementation issues.</p>	<p>Full committee: 1-2 hours</p>	<p>Transportation staff: 2-4 hours</p>	<p>On-going</p>	<p>None anticipated</p>

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