

Bicycle and Pedestrian Advisory Committee (BPAC) 2017 Work Plan April 2017 - March 2018 Work Plan

The BPAC will hold six full committee meetings in 2017. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2017 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 2017-18.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 20%

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. Council referral: Staff briefing on City efforts to work with neighborhoods and the Olympia School District on safe walking & biking routes.	Full committee: 1 hour	Transportation staff: 2-4 hours	May - July	None
1.c. 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.**2017 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 2017 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 80%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Transportation Master Plan: Participate in the creation of a Transportation Master Plan. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	July - March 2018	None anticipated
2.b. Neighborhood Pathways Program: Participate in a review of the Program so far. Deliverable: Comments to City staff.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - September	None anticipated
2.c. Downtown Streets Reconstruction Projects: Provide input on design decisions for the streets to be reconstructed as part of the Downtown Strategy. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - March 2018	None anticipated
2.d. Bicycle Corridor Program: Participate in prioritizing future Bike Corridor projects. Deliverable: Comments to City staff.	Full committee: 2-4 hours	Transportation staff: 4-6 hours	May - July	None in short term

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.e. US 101/West Olympia Access Project: Briefing on the project, including parts that make it easier to bike and walk. Deliverable: Briefing only.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - July	None anticipated
2.f. Action Plan: Briefing on Action Plan progress to date, including indicator data (as available), actions accomplished and/or underway, and Council emphasis areas. Deliverable: Comments to staff.	Full committee: 1-2 hours	CPD Staff: 2-4 hours Transportation staff: 1-2 hours	September - November	None anticipated
2.g. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. Deliverable: Comment to staff and/or recommendation to Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	July - September	None anticipated
2.j. Project review: As appropriate, 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 staff: 2-4 hours	On-going	None anticipated