

## DRAFT Bicycle and Pedestrian Advisory Committee (BPAC) 2020 Work Plan April 2020 - March 2021 Work Plan

*The BPAC will hold six full committee meetings in 2020. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.*

### Section 1. 2020 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 2020-21.

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. Capital Facilities Plan annual review:</b> Review bicycle- and pedestrian-related CFP programs and priorities.  <b>Deliverable:</b> 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
<b>1. b. Emerging policy issues:</b> As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
<b>1. c. New member applications:</b> Review applications for BPAC vacancies and make recommendations.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January - March	None anticipated
<b>1.d. 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.****2020 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 2020 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 70%

<b>Title Description</b>	<b>Committee Lead and Commitment</b>	<b>Staff Commitment</b>	<b>Schedule</b>	<b>Budget Implications</b>
<b>2.a. Transportation Master Plan:</b> Participate in the creation of a Transportation Master Plan.  <b>Deliverable:</b> Comments to City staff.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	April 2020 - July 2020	None anticipated
<b>2.b. Traffic safety:</b> Briefing on traffic safety analysis, with a focus on collisions involving bicyclists and pedestrians.  <b>Deliverable:</b> Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Sept - Nov 2020	None anticipated
<b>2.c. Construction zones:</b> Briefing on what the City requires in construction zones in order for bicyclists and pedestrians to get through them safely. This is called “temporary traffic control.”	Full committee: 1-2 hours	Engineering staff: 2-4 hours  Transportation staff: 2-4 hours	May - September 2020	None anticipated
<b>2.d. Regional Trails Plan update:</b> Briefing on an update to the Thurston region’s trails plan, led by the Thurston Regional Planning Council.	Full committee: 1-2 hours	Transportation staff: 1-2 hours	May - November 2020	None anticipated
<b>2.e. Thurston Climate Mitigation plan:</b> Briefing on Olympia’s participation in the creation of a regional climate mitigation plan.	Full committee: 1-2 hours	Water resources staff: 2-4 hours  Transportation staff: 1-2 hours	May - July 2020	None anticipated
<b>2.f. Grant funding:</b> Briefing on the grant funding the City is pursuing in order to build projects.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May 2020	None anticipated



Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
<b>2.g. Engineering Design and Development Standards (EDDS):</b> As appropriate, review and comment on revisions to the EDDS.  <b>Deliverable:</b> Comment to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	May - September 2020	None anticipated
<b>2.h. Project, plans, &amp; study review:</b> As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies.  <b>Deliverable:</b> Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated