

Goal	Project	Assignment	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
Pedestrian Master Plan	Pedestrian Master Plan Development	Provide staff and consultant community knowledge of pedestrian issues					D	D	D					
		Hold study sessions, per the project plan during BPAC meetings					D	D	A					
		Provide comments on working drafts of the plan as requested					D	D	D					
		Provide staff and consultant assistance in hosting Pedestrian Master Plan community meeting	S/A											
	Suggested Routes to Schools Map	Suggest criteria for maintaining and developing/updating Suggested Routes to School Maps						D	D	A				
		Provide comments and feedback on school routes under evaluation		S/A				S/A	S/A	S/A				
		Assist staff in developing routes based on local and user knowledge		S/A				S/A	S/A	S/A				
Pedestrian Master Plan Introduction	Hold Study Session to introduce the Pedestrian Master Plan to community after acceptance from the City Council								D	D				
Quarterly Project Update	Process for updating and quarterly review	Agendize quarterly review of project inventory database			I			I			I			I
	Regular review of spreadsheet to improve quality of data	Continue rotational subcommittee meetings until projects on inventory have been reviewed and updated	S/A											
		Identify and record key project information (cost, bike/ped volume, safety, etc)	S/A											
		Remove non-essential project information	S/A											
	Remove outdated assignments to clarify and streamline spreadsheet	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	
Regular update of bike/ped project data from existing sources or CC, PTC	Add additional projects or issues as they arise	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	S/A	
Community Outreach	Web	Draft FAQ or fact sheet for BPAC website												
	Bicycle and Pedestrian Recognition	Reapply for Bike Friendly City Status												
		Apply for Ped Friendly City Status												
CIP/Commercial Review	Project review for bicycle/pedestrian impacts	On an as-needed basis BPAC will review design projects and provide comments related to bicycle/pedestrian issues												
		Track the number of CIP projects reviewed per year												
	Commercial Projects Review	On an as-needed basis BPAC will review commercial projects and provide comments related to bicycle/pedestrian issues												
		Track the number of Commercial projects reviewed per year												
Ongoing Activities	VTA BPAC	Attend monthly VTA BPAC meetings (assigned representation)												
	Planning and Transportation Commission Coordination	Conduct special meetings with PTC as needed												
		Set up a joint meeting with BPAC and PTC to review process, communication between the two Commissions; and further the "T" in PTC and where/how BPAC adds value and insight												
	PTC/City Council Attendance	Assign BPAC representative to PTC and City Council Meetings; and attend PTC and Council meetings												
		Provide BPAC input to PTC and/or Council as needed												
	Other Projects as requested by Staff/Council	On an as-needed basis BPAC will provide staff assistance on bicycle/pedestrian related projects												
		Support staff in identifying sources for and developing grant applications												
		Formulate a formal request for an Intern; provide description of tasks and expected outcomes												
County Expressway Plan	Explore bringing Bike Share to Los Altos													
	Host the County's Bike and Pedestrian consultant and provide comment to the County Expressway Plan													
		Provide Policy Advisory Member with an extract of the project inventory that relates to potential projects along Foothill Expressway												

Action A
Discussion D
Information I
subcommittee/assistance S/A