



DATE: February 26, 2014

AGENDA ITEM # 4

TO: Bicycle/Pedestrian Advisory Commission

FROM: Cedric Novenario, Staff Liaison

SUBJECT: Draft BPAC Work Plan 2014

RECOMMENDATION:

Review and provide comments on the draft BPAC Work Plan for 2014

BACKGROUND

The work plan is a tool to guide the Commission's activities during the commission year. Work plans are typically reviewed and approved by the City Council in April of each year. On April 29th, at the Joint City Council-Commission meeting, the BPAC work plan will be presented.

DISCUSSION

The attached draft work plan essentially mirrors the work plan from 2013/14. Tasks such as the Quarterly Project Review, Community Outreach, On-going BPAC activities and CIP/Commercial Review are tasks that can be carried out each Commission year. The School Commutes and Pedestrian Master Plan goals still remain as both tasks are not complete. Completion of the School Commutes and Pedestrian Master Plan typically require advanced planning and stakeholder coordination, thus may span two commission years. They are anticipated to during this commission year.

RECOMMENDATION

Staff is requesting the commission review and comment on the goals of the upcoming year. Should the amount of goals stay the same? How should we re-structure the School Commutes goal given the Commission's experience last year?

Attachment
Draft 2014/15 BPAC Work plan

BICYCLE/PEDESTRIAN ADVISORY COMMISSION
2014/15 Work Plan
(draft 2-18-14)

Goal	Projects	Assignments	Target Date	Status
School Commutes	Criteria for suggested routes to school	<ul style="list-style-type: none"> • Review criteria developed by staff and provide comments • Suggest other pertinent criteria for suggested routes for consideration 		
	Process for maintaining and updating maps	<ul style="list-style-type: none"> • Assist and comment on procedure and process for maintaining and updating school commutes map 		
	Suggested routes to school	<ul style="list-style-type: none"> • Provide comments and feedback on school routes that are under evaluation. • Suggest school routes that may be more desirable to both pedestrian and bicycle users, as appropriate • Assist staff in developing routes based on local and user knowledge 		
		<ul style="list-style-type: none"> • 		
		<ul style="list-style-type: none"> • 		

Pedestrian Master Plan		<ul style="list-style-type: none"> • 		
	Pedestrian Master Plan development	<ul style="list-style-type: none"> • Provide staff and consultant community knowledge of pedestrian issues 		

	<ul style="list-style-type: none"> • Hold study sessions, per the RFP during BPAC meetings • Provide comments to working drafts of the plan as requested • Provide staff and consultant assistance in hosting Pedestrian Master Plan community meeting 	
	<ul style="list-style-type: none"> • Agendize review of project inventory database quarterly • Continue rotational subcommittee meetings until projects on inventory have been reviewed and updated • Identify project information that are key to record (cost, bike/ped volume, safety, etc) • Remove non-essential project information • Insert "Status" column to traffic project process 	
<p>Quarterly Project Inventory Review</p>	<p>Process for updating and quarterly review</p> <p>Spreadsheet to improve quality of data</p> <p>Bicycle/pedestrian project data from Council, PTC, and the public</p>	<ul style="list-style-type: none"> • Add additional projects or issues as they arise

<p>Community Outreach</p>	<p>Bike to Work Day</p> <p>City Events</p>	<ul style="list-style-type: none"> • Set up energizer station • Provide cyclists food and information • Conduct cyclist count • On an as-needed basis BPAC
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		may participate at City events (non-quorum)		
	Community and public meetings	<ul style="list-style-type: none"> On an as-needed basis BPAC may attend community meetings or public meetings (non-quorum) 		
CIP/Commercial Review	Project review for bicycle/pedestrian impacts	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Attend Monthly VTA BPAC meetings (assigned representation) 		
	Planning and Transportation Commission coordination	<ul style="list-style-type: none"> Conduct special meetings with PTC as needed 		
	Neighboring City BPAC coordination/bi-annual meetings	<ul style="list-style-type: none"> When invited, BPAC representatives may attend neighboring City's BPAC meetings 		
	Other projects as requested by Staff/Council	<ul style="list-style-type: none"> On an as-needed basis BPAC will provide staff assistance on bicycle/pedestrian related projects 		