Bicycle and Pedestrian Advisory Committee (BPAC) 2021 Work Plan
April 2021 – March 2022 Work Plan

The BPAC will hold six full committee meetings in 2021. In addition to the full committee meetings, subcommittee meetings and special meetings will continue to be held as needed.

Section 1. 2021 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 2021-22.

Professional staff liaison to BPAC is Michelle Swanson.

Estimated Percent of Overall Committee Effort: 50%

Title Description	Committee Lead and Commitment *Committee hours, not individuals.*	Staff Commitment *Hours reflect working with the committee, not total project staff time.*	Schedule *Estimated timeline from start to finish.*	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. Emerging policy issues: As appropriate, discuss and make recommendations about emerging policy issues for bicycle and pedestrian transportation. **Deliverable**: Recommendation to City Council	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated
1.c. New member applications: Review applications for BPAC vacancies and make recommendations. **Deliverable**: Recommendation to the General Government Committee	Full committee: 1-2 hours	Transportation staff: 2-4 hours	January – March	None anticipated

1.d. 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.
2021 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 2021 to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 50%

Title Description	Committee Lead and Commitment	Staff Commitment	Schedule	Budget Implications
2.a. Bike network prioritization: Participate in developing prioritization method for low-stress bike network. **Deliverable:** Comments to City staff	Full committee: 2-4 hours	Transportation staff: 4-6 hours	July – March	Will be addressed when projects are added to the *Capital Facilities Plan*
2.b. Capitol Campus Travel Demand Management Project: Briefing from Thurston Regional Planning Council staff on a project to promote telework and flex schedules on the Capitol Campus. **Deliverable:** Comments to TRPC staff	Full committee: 1-2 hours	Transportation staff: 1-2 hours	July – March	None anticipated

2.c. Climate mitigation: Briefing from City staff on work the City is doing to continue the efforts outlined in the Thurston Climate Mitigation Plan. **Deliverable:** Comments to City staff	Full committee: 1-2 hours	Climate program staff: 2-4 hours Transportation staff: 1-2 hours	April – March	None anticipated
2.d. Engineering Design and Development Standards (EDDS): As appropriate, review and comment on revisions to the EDDS. **Deliverable:** Comment to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	June – December	None anticipated
2.e. Project, plans, & study review: As appropriate, provide feedback or make recommendations on City bicycle- and pedestrian-related projects, plans, and studies. **Deliverable**: Comments to staff and/or recommendation to City Council.	Full committee: 1-2 hours	Transportation staff: 2-4 hours	Ongoing	None anticipated