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Title: 2020 Annual Work Plan (Liw)

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Attachments: 1. October 28, 2019 Draft 2020 Annual Work Plan, 2. January 27, 2020 Draft 2020 Annual Work Plan, 3. BPAC Ranked Additional Topics List

Date	Ver.	Action By	Action	Result
1/27/2020	1	Bicycle & Pedestrian Advisory Committee		

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

SUBJECT

2020 Annual Work Plan (Liw)

BACKGROUND

In October of each year staff typically presents a Bicycle and Pedestrian Advisory Committee (BPAC) annual work plan to help the BPAC and the public understand items that will be discussed at BPAC meetings in the upcoming year. The work plan consists of regular items (i.e. potential transportation grant funding opportunities) and specific items that staff believes the BPAC should discuss (i.e. Bicycle Plan). Additionally, the work plan includes items drawn from a list of topics for future discussion that the BPAC has previously requested. This list of topics is shown on the current work plan as “Additional items yet to be scheduled.” Staff develops the overall work plan, taking into consideration the staff resources necessary to complete work plan items and other priorities for the Department of Public Works.

While previously the work plan was presented and approved at the same BPAC meeting, at the October 28, 2019 BPAC meeting it was decided that the proposed work plan for 2020 be developed in two steps over the course of two BPAC meetings as follows:

Step 1 (complete): At the October 28, 2019 BPAC meeting, staff provided a preliminary draft work plan for calendar year 2020 (Attachment 1). At this meeting BPAC members were asked to present on all topics not previously voted on by the BPAC for potential inclusion in the upcoming work plan and could also choose to introduce new topics for consideration. Staff has received 25 additional topics for discussion (Attachment 2). Staff then requested that the BPAC vote on additional topics in terms of priority. The BPAC ranked all 25 topics (Attachment 3) with the highest ranked at the top of the list.

Step 2: At the January 27, 2020 BPAC meeting, after taking into consideration the prioritized list of additional work plan items, staff will present a final proposed work plan for calendar year 2020. Staff will then request that the BPAC review and approve the proposed work plan.

In future years, staff will advance the Step 1 and 2 meetings to August and October, respectively, so that a finalized work plan can be scheduled for approval prior to the end of the calendar year. As the 2020 Annual Work Plan is not scheduled for BPAC approval until the January 2020 BPAC meeting, staff will present a proposed agenda for the January 2020 BPAC meeting for BPAC consideration.

Staff will provide a presentation at the January 27, 2020 meeting which will guide the BPAC through the upcoming workplan development process.

RECOMMENDATION

Approve the proposed 2020 Annual Work Plan.

Reviewed by: Carol Shariat, Principal Transportation Planner, Public Works

Approved by: Michael Liw, Assistant Director/City Engineer, Public Works

ATTACHMENTS

1. October 28, 2019 Draft 2020 Annual Work Plan
2. January 27, 2020 Draft 2020 Annual Work Plan
3. BPAC Ranked Additional Topics List