



Date: April 23, 2007
 Committee Meeting Date: May 10, 2007
 Board Meeting Date: N/A
 ACTION DISCUSSION INFO X

BOARD MEMORANDUM

TO: Bicycle & Pedestrian Advisory Committee
 Santa Clara Valley Transportation Authority
 Board of Directors

THROUGH: Michael T. Burns *Michael T. Burns*
 General Manager

FROM: Carolyn M. Gonot *Carolyn M. Gonot*
 Chief Development Officer

SUBJECT: Implementation of Bicycle & Pedestrian Advisory Committee Work Plan

FOR INFORMATION ONLY

BACKGROUND:

Committee Work Plans are the device VTA utilizes to plan, track and manage the schedule of items for Board of Directors, standing committee and advisory committee meetings. They are "to do lists" that record the need for a future memo, establish the projected schedule, and track submission to the Board or committee. It is especially useful for the committee and staff to manage and balance the workload from meeting to meeting. Work Plans are a standing item on each agenda and usually the last item, so that the Committee has opportunity to review the Work Plan at each meeting and also incorporate any changes resulting from actions at the meeting (such as an item being deferred).

A Work Plan briefly describes the item, specifies the action that is required such as action or discussion, establishes the projected meeting it will be schedule for, and indicates the responsible author and executive manager. The Work Plan for each committee is then used to generate the draft agenda for that committee.

Work Plans are currently used by the Board of Directors, the three standing committees (Administration & Finance, Transit Planning & Operations, and Congestion Management Program & Planning), several of VTA's five advisory committees, and by many of VTA's other committees, subcommittees and working groups. Staff has been attempting to, on a regular basis

and as workload permits, to develop and implement Work Plans for the advisory committees not having them, including BPAC.

DISCUSSION:

Presented for BPAC implementation is the inaugural BPAC Work Plan. It is configured for maximum benefit and usability by the Committee and reflects items currently known and also their schedule. The Committee should, in cooperation with the Committee Staff Liaison, use it to schedule and prioritize items and, where deadlines permit, to balance the workload between BPAC meetings.

The Committee should also be aware that the Work Plan presented at each meeting represents the most accurate information available at the time of publication, which precedes the meeting by 7-10 days. As a result, additions, deletions or modifications may have occurred in the interim, the most significant of which will be brought to the Committee's attention.

It is important that the Committee be aware of two specific, very useful features of the Work Plan:

- **Items For Future Consideration**
Used to identify and track items that the Committee will consider at a future date but for which the schedule has not been defined. It is the method to keep the item on the "radar screen" until the item can be prepared or the specific meeting that it goes to determined.

- **Consent**
Used to identify items for the Committee's attention, usually recurring ones such as the Proactive CMP Quarterly Reviewed and Approved Projects Report, which typically do not require Committee discussion. Although an item may be shown on the Work Plan as consent, due to changed factors immediately prior to agenda being finalized, the item may be included on the agenda as on the Regular agenda. Also, if the item is shown on the agenda as consent, if any Committee member has substantive questions or issues with the item, they may request, during Orders of the Day at the beginning of each meeting, to move it from the Consent to the Regular Agenda.

Prepared by: Stephen Flynn, Senior Management Analyst

Bicycle & Pedestrian Advisory Committee (BPAC) Work Plan

New or Revised	Description	Originator/Executive Manager	Consent	May		June		July		August	
				BOD 5/3	BPAC 5/09	BOD 6/7	BPAC 6/13	BOD 6/21	BPAC 7/13	BOD 8/2	BPAC 8/08
	2007-08 Recommended CMP Work Program	Flynn/Gonot		A							
	2007-08 TFCA 40% Program	Hough/Rensi/Gonot		A							
	2007-08 TDA Article 3 Program	Hough/Rensi/Gonot			A	A					
	North San Jose Deficiency Plan Approval	Augenstein/Gonot			A	A					
	2006 Annual Monitoring and Conformance Report	Augenstein/Gonot			A	A					
	Bicycle Related Legislation	Evans			D						
	Capital Expressway Light Rail Project Status Report	Ronsse/Collins			V						
	County Expressway Pedestrian Project Delivery Issues	DeRobertis/Gonot			A						
	Pedestrians Along County Expressways: Facilities & Policies	Committee			P						
	FY08 & FY 09 Recommended Biennial Budget	Mikolajczyk			R	A					
	Fare Changes Proposed for July & September 2007 Implementation	Hudda/Mikolajczyk			R	A					
	Bicycle Plan	DeRobertis/Gonot					D		D		
	Bicycle Technical Guidelines	DeRobertis/Gonot				A				A	
	Lifeline Transportation Projects - 2007 Projects	Rensi/Ristow				A	A				
	GM Quarterly Report	Burns			I				I		
	Programmed Projects Quarterly Monitoring Report	Hough/Gonot		I					I	I	
	Proactive CMP Quarterly Report	Swan & Newgren/Gonot			I	I					I
x	Review BPAC Work Plan	DeRobertis/Gonot			D		D		D		D

Items For Future Consideration

New or Revised	Description	Requestor
	Noise Mitigation Barrier Location Study	Rensi/Ristow
	TIA Guidelines Update	Emoto & Augenstein/ Gonot
	Review Scoring Criteria for Local Streets/County Roads for VTP 2030 Update	Rensi/Ristow
	Brown Act and Meeting Protocol	Staff

Key: A = Approval D = Discussion H = Public Hearing I = Information P = Presentation R = Review& Comment V = Verbal Report W = Workshop

Note: Items and schedule are projections only and are potentially subject to change.

Revised: 4/30/07