



**CITY OF REDMOND**  
**Community Development Department**

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**Bicycle & Pedestrian Advisory Committee Agenda**  
**716 SW Evergreen Ave Conference Room A**  
**Monday, January 5, 2015**  
**4:00 PM**  
**Agenda**

**BPAC MEMBERS**

MEETING OBJECTIVES

- Swear in new members
- Sub-committee reports
- Discuss Safe Routes to School information gathering
- Review status of 14/15 work plan

**Bill Braly**

**TIME ITEM**

**Fred Bray**

4:00 PM CALL TO ORDER/INTRODUCTIONS

**Sharon Carrell**

4:00 PM SWEARING IN OF NEW MEMBERS

**Shirlee Evans**

4:05 PM ELECTION OF CHAIR/VICE-CHAIR

**Katie Hammer**

4:10 PM REVIEW OF ENABLING CODE (*Exhibit 1*)

**Karen Hermanek**

4:10 PM CITIZEN COMMENTS

**William Hilton**

4:15 PM DISCUSSION ITEMS

**Mike Ricketts**

- A. 2014-15 Work Plan Status Review (*Exhibit 2*)
- B. Event - Historic tour/scavenger hunt?
- C. Sub-Committee Reports
  - Trails Amenities Plan Status
  - Branding: Media Campaign Status
  - Infrastructure: Bike/Pedestrian Network Plan
- D. Safe Routes to School Plan (*Exhibit 3*)

**David Swift**

5:30 PM COUNCIL LIASION COMMENTS (If present)

5:40 PM COMMITTEE COMMENTS

5:50 PM STAFF COMMENTS

6:00 PM ADJOURN

PROPOSED AGENDA

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.

**REDMOND CITY CODE: RBPAC**

**2.540 REDMOND BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**2.541 Purpose Statement.** The purpose of the Redmond Bicycle and Pedestrian Advisory Committee is to advise the City Council on bicyclist and pedestrian issues in the City of Redmond for both quality of life initiatives, innovations in bike/ped transit tools, and transportation cost-saving measures.

**2.542 Responsibilities / Scope.** The Redmond Bicycle and Pedestrian Advisory Committee in an advisory capacity to the City Council shall:

1. Develop, review and evaluate bicycle and pedestrian infrastructure within the City of Redmond and the planned urban growth boundary.
2. Develop programs that raise awareness about the value of bicycle and pedestrian activity in the community.
3. Work with regional and local partners to implement Redmond's Bicycle and Pedestrian Master Plans in the Transportation System Plan.
4. Any other activities which are consistent with the above responsibilities.

**2.543 Duties and Powers.** The Redmond Bicycle and Pedestrian Advisory Committee shall advise the City Council by:

1. Advising the City Council on bicyclist and pedestrian issues.
2. Analyzing operation, routing, and safety concerns,
3. Recommending projects for pedestrian and bike facilities (sidewalks, paths, lanes, and racks).
4. Designing education and public outreach opportunities.
5. Developing bike and pedestrian systems within the community.

**2.544 Membership.**

1. **Number of Members.** The Redmond Bicycle and Pedestrian Advisory Committee shall be composed of not less than seven members and no more than eleven members.
2. **Residency.** Members should reside within the Redmond Urban Growth Boundary.
3. **Representation.** Individual seats are not geographically designated, however a majority of the members should reside within the city limits. The committee should be comprised of at least three members who represent pedestrian interests and at least three members who represent basic bicycle interests.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** After the initial appointments, all full terms shall begin on January 1, with at least five (5) of the original Committee being appointed for a term of two (2) years, and six (6) members for four (4) years, depending upon the initial appointment. The initial appointees' terms will expire the year ending after a full commitment (two years plus, and four years plus). Thereafter, all members shall be appointed for four year terms.
6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct,

nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with City Council approval, the removal of any committee member without cause.

7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.545 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Bicycle and Pedestrian Advisory Committee shall elect from among its membership a Chairperson and Vice-Chairperson. The Chairperson or Vice-Chairperson, acting as Chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its Chairperson or Vice-Chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.546 Meetings / Quorums.**

1. **Meeting Schedule.** The Committee shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

**2.547 Expenses / Reimbursement.** Committee members shall receive no compensation. Any expense incurred by a committee member must be authorized by the City Manager or designee prior to incurring the expense, including reimbursements.

#### **2.548 Special Provisions.**

1. The Redmond Bicycle and Pedestrian Advisory Committee shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.549 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

# Redmond Bicycle Pedestrian Advisory Committee (BPAC) – Approved 2014/2015 Work Plan



## BICYCLE GOAL: INCREASE RIDERSHIP IN THE CITY OF REDMOND WITH A FOCUS ON THE BASIC CYCLIST

STRATEGY	Action	Priority	Time-frame	Responsibility
<b>INFRASTRUCTURE IMPROVEMENTS</b>	Develop a Bicycle and Pedestrian Infrastructure Map identifying routes and types of infrastructure to deploy.	High	Adoption by 12/31/14	BPAC Recommendation to Planning Commission (PC). PC recommendation to City Council.
	Develop an Infrastructure Standards Methodology – Type of infrastructure and when to use it.	High	Present to Council by 12/31/14	BPAC recommends to PC who recommends to City Council. Adopted through TSP
	Install Bike Corrals strategically at destination points, such as schools, commercial centers, parks, etc.	Medium	6/30/15	City (COR), Redmond School District (RSD), Urban Renewal Authority (URA), RAPRD, Commute Options
	Develop strategies for key bike and ped crossings: Highland & Rimrock/19 <sup>th</sup>	Medium	6/30/15	BPAC Recommendation
<b>BRAND THE SYSTEM</b>	Develop and install distinctive bicycle and pedestrian wayfinding signage	High	12/31/14	COR head nod, BPAC Recommendation
	Develop Information Campaign – Bike Redmond! with a website and Redmond Bicycle Map	High	6/30/15	BPAC, Chamber of Commerce, RAPRD
	Develop at least two events, such as Park 2 Park, Bike Scavenger Hunt, Bike Rodeo, Kidical Mass, Bike Fest	High	6/30/15	BPAC, COR, RAPRD, Commute Options
<b>EDUCATIONAL PROGRAMMING</b>	Work with RAPRD, RSD and Commute Options to develop educational programming for youth	High	6/30/15	BPAC, RAPRD, RSD and Commute Options.
<b>MEASURE AND MONITOR RIDERSHIP</b>	Conduct Bicycle/Pedestrian Count – Summer, School and Winter	High	6/30/15	BPAC
	Establish Improvement Targets	High	6/30/15	BPAC





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## EXHIBIT 3

**DATE:** January 5, 2015  
**TO:** Redmond Bicycle and Pedestrian Advisory Committee (BPAC)  
**FROM:** Mike Caccavano, City Engineer  
Scott Woodford, Associate Planner  
**SUBJECT:** Safe Routes to School Information Gathering Project

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### Report in Brief:

This project will identify the routes and infrastructure improvements needed to support local school children to bike, walk and roll to and from school safely with the objective of increasing the number of children who participate in walking, biking and rolling to school.

### Discussion:

During the development of the Bike and Pedestrian Network Plan, one of the goals of the BPAC is to increase the number of children who are biking, walking and rolling to school by providing safe and multiple bike and pedestrian routes to and from schools; however, to date in this effort, we have not coordinated extensively with the schools themselves. This proposal aims to do that and bridge the gap, so that we receive the best information possible for our network planning and pinpoint needed improvements that will truly serve the needs of the users.

This proposal is for BPAC members to visit each school to determine the walk and bike shed area (both current and future potential), find out where students are traveling to and from and identify the best routes. This process basically follows the Federal Safe Routes to School (SRTS) planning process, but we will not need to conform as strictly to the SRTS requirements (since we are not asking for funding at this time due to the uncertainty of the program).

To best gather the information, we will need to employ several different methods: 1) observe the current commuting habits of school children at the beginning and end of the school day; 2) discuss with students their observations about their commute (both current students who bike, walk and roll, and students who are picked up by parents and not on a designated bus route that may bike, walk and roll in the future); and 3) discuss with the Principal and crossing staff their observations.

These methods (observations, student/parent surveys, and administration evaluations) should help us identify the key routes, so that we can add them to the Bicycle and Pedestrian Network Plan and start implementing measures that are within our budget capabilities. Measures such as improving crosswalks, creating bicycle boulevards on low-volume streets and filling sidewalk gaps can likely be funded in our existing transportation budget. More costly improvements (such as multi-use paths, street improvements and long sections of sidewalks) will also be identified and prioritized for inclusion in the Capital Improvements Plan.

The immediate goal of this project is to identify needed improvements and begin planning this winter and implement smaller projects in the spring; however, we should consider and discuss the significant impact the winter season has on commuting by alternative means of transportation and, if we choose

to start the process now, what impact that will have on the data. If we choose to embark on this effort in the winter, reliance on the student focus groups are critical. The spring would be a good time to educate students about the safe routes we identify and encourage walking and biking as the weather improves.

Once a school is assigned, each volunteer would follow these steps:

- Contact school principal and request permission to observe arrival/dismissal and meet with crossing guards.
- Ask the schools if there is an opportunity to do student focus groups in the classroom and to send an electronic survey to parents. For elementary and middle school students, parents are a tremendous resource since they are typically the decision maker on whether or not a student can walk or bike and the route that they should take.
- Spend a morning and/or afternoon observing student arrival and departure. Find the key crossing locations. Ask questions of students and parents:
  - How did you get to school today (car, bus, walk, bike, or roll)?
  - Where are you coming from (street intersections, rather than exact address)?
  - If dropped off by car, what are the reasons you don't walk/bike?
  - Would you walk/bike if things were different? What things?
- Mark routes and key crossings on a map (we will provide maps). Note any deficiencies in the routes that kids are using and see how we can make them safer. Look for routes that can easily be improved or that match our proposals for bike boulevards, etc.

There are some good resources to help with the process. The Oregon Safe Routes webpage [www.oregonsaferoutes.org](http://www.oregonsaferoutes.org) is one. The First Steps tab has a link to Action Plans with a good PowerPoint that describes the process and includes several Central Oregon examples. You can find several of the Bend Commute Options staff members in the photos.

We have been in contact with Mike McIntosh, Superintendent and he thinks this is a great idea. Here's the list of volunteers so far. Let us know what school you would like to visit.

- Tom McCall Elementary: Fred Bray
- Sage Elementary: Dave Swift
- Vern Patrick Elementary:
- Lynch Elementary:
- John Tuck Elementary:
  
- Obsidian Middle School:
- Elton Gregory Middle School:
  
- Redmond High School:
- Ridgeview High School: