

**ACTIVE TRANSPORTATION PLAN
TASK LIST**

Key Tasks	Description
<i>Background Review</i>	Compile and review background materials, studies, and plans (including the General Plan, Precise Plans, Bicycle Transportation Plan, Pedestrian Master Plan, AccessMV, MTA Handbook, Local Road Safety Plan, VTA Pedestrian Access to Transit Plan, Countywide Bike Plan, and Caltrans District 4 Bike Plan) as well as City data (such as multi-modal counts, bicycle level of traffic stress, pedestrian quality of service, traffic analysis data, <i>AskMV</i> data, and development projections).
<i>Existing Conditions</i>	Collect and analyze data not available in existing studies and plans.
<i>Vision and Goal Setting</i>	Conduct participatory visioning process to establish a vision statement and set of goals to drive plan development and future improvements within the City.
<i>Engagement</i>	Conduct agency, stakeholder, and community engagement, including a project dashboard, interagency meetings, and workshops with stakeholders and community members designed to obtain meaningful input regarding project and policy development and prioritization.
<i>Case Studies and Best Practices</i>	Analyze best practices and compile case studies related to emerging issues that might include items such as: <ul style="list-style-type: none"> • Green streets; • Micromobility policy; • Traffic calming and road diets; • Bicycle and pedestrian detection; and • Bicycle parking.

Key Tasks	Description
<i>Recommendations</i>	<p>Develop recommendations based on best practices, case studies, field data, and stakeholder and community input related to:</p> <ul style="list-style-type: none"> • Pedestrian and bicycle policies; • Pedestrian and bicycle infrastructure network map (encompassing on-street and off-street facilities, as well as routes to schools, business districts, senior facilities, and transit); • Pedestrian and bicycle infrastructure improvements list (including network facilities and crossings); • Standard details and guidelines for pedestrian and bicycle facilities (including sidewalks, block lengths, bikeways, bike boulevards, bike parking, temporary construction treatments, green streets treatments, and pedestrian lighting); • General streetscape cross-sections for key recommendations in selected locations; • Education and encouragement programming elements; and • Pedestrian and bicycle counts.
<i>Cost Estimation and Funding</i>	<p>Generate infrastructure cost estimates for completing priority projects and identify existing and potential funding mechanisms.</p>
<i>Project Evaluation and Implementation Plan</i>	<p>Develop an implementation and phasing plan, including:</p> <ul style="list-style-type: none"> • Project evaluation consistent with AccessMV criteria; • Categorization of recommendations as short-, medium-, or long-term; and • Monitoring and evaluation of plan components.
<i>Presentation</i>	<p>Present ATP analysis findings and recommendations to B/PAC and City Council for feedback and approval.</p>