

PROPOSAL: Transportation Advisory Board / Bicycle Standing Committee

Potential revisions to meeting schedule and approach

May 2024

The Salt Lake City Transportation Division currently manages and staffs two Salt Lake City bodies charged with providing constituent transportation advice and input to Salt Lake City, including the Mayor and the City Council. The Transportation Advisory Board takes a multi-modal approach, and was established by City statute in the mid 1990s. The Bicycle Standing Committee, commonly referred to as the Bicycle Advisory Committee, was established by City statute in 2013, following on the significant groundwork laid by an informal Mayor's Bicycle Advisory Committee which had been meeting since at least the early 1990s. Both groups have recently been meeting monthly.

Starting in 2020, an annual joint meeting of these two groups was held, at the suggestion of the groups. Starting in 2023, this was expanded to two joint meetings per year, in January and June.

A recent analysis shows considerable overlap between the topics presented to each board even outside of the joint meetings, in the past 18 months (October 2022 to April 2024). This is estimated at 65-75% overlap. Please see summary on pages 3-4. Some topics likely of interest to both boards have not made it onto both boards' agendas. Both boards often take a month off over the summer.

A second consideration is that while both bodies are staffed by the Transportation Division with attendance by the SLC Police Department, often topics come up which involve the many agencies involved in stewardship of Salt Lake City's rights of way – this includes the City's Engineering Division, Streets Division, Public Lands Department, Public Utilities Department, Compliance Division (parking enforcement), Sanitation Division. While the committees have an opportunity to develop working relationships with Transportation Division staff, the same is not true of these several other agencies.

More joint meetings?

While keeping the Transportation Advisory Board and Bicycle Standing Committee as separate entities, it may make sense to have more joint meetings. This places a responsibility on both bodies to ensure quorum for the meeting to occur. If either body does not have a quorum, the whole meeting must be cancelled.

In keeping with the amount of overlap, the below schedule suggests a total of 8 joint meetings (73%), 6 separate meetings (3 for each board), and one month off in the summer. Proposed topics include funding; additional topics are likely to fill in focused on policies and standards.

Multi-department participation?

Both boards regularly have input regarding topics that fall outside the Transportation Division's purview, such as maintenance activities performed by our fellow city agencies. The Transportation Division would seek the boards' collaboration in requesting our colleagues in other agencies to regularly attend either 3 or 4 meetings per year, in an expanded staffing. The repeating connection would help to build the knowledge and relationships to more proactively provide input and discuss concerns.

When to meet?

2nd Monday would avoid all legal holiday conflicts. Suggest switching to 2nd Monday effective January 2025, and meeting either the 1st Monday or 3rd Monday in 2024.

A poll recently conducted indicates that members of the Bicycle Standing Committee are challenged to meet at the 4-5:30 time of the TAB meetings. This is a significant impediment to filling the slot of Vice-Chair of the bicycle committee, who attends both meetings. Results of this poll will be presented for discussion.

Possible schedule – DRAFT for discussion

Month	Holiday Considerations	Key Topics		Joint	TAB	BAC
January	New Year's Day- 1 st MLK Day – 3 rd Mon	CIP ranking & joint letter of support		X		
February	Pres Day – 3 rd Mon	Multi department policies, discussion, and recommendations		X		
March	none	TAB: topics TBD	BAC: Bike Month, other pre-season		X	X
April	none	5+5 review possible projects to add; identify gaps & priorities		X		
May	Memorial Day – last Mon	Mayor's Recommended Budget; 5+5 project selection / draft CIP list		X		
June	Juneteenth – June 19	Multi department policies, discussion, and recommendations		X		
July	July 4, Pioneer Day	-- Summer break --		Off	Off	Off
August	None – School starts Tues., Aug 20, 2024	TAB: TBD	BAC: TBD		X	X
September	Labor Day – 1 st Mon	WFRC grants list, review of CIP projects funded in recent round, Draft internal CIP for next round.		X		
October	Columbus Day - 2 nd Mon (not SLC holiday) Halloween – 31 st	Internal CIP list for next round - final		X		
November	Thanksgiving – 4 th Thurs	Multi department policies, discussion, and recommendations WFRC grants – Letter of support		X		
December	Christmas – 25 th	TAB: elections even years	BAC: elections odd years		X	X

Other topics to be added. This is just a sample of potential topics aligned across the mix of separate and joint meetings.

Summary of Transportation Advisory Board and Bicycle Advisory Committee topics (November 2022 to April 2024)

Since November 2022, the board and committee have taken up a total of 32 topics, of which nearly half have been considered by both bodies. Of the 7 topics taken up by TAB alone, 6 are likely of interest to BAC. Of the 12 topics taken up by BAC, 5 are of likely interest to TAB, and 3 would be likely to be taken up by a joint TAB-PNUT board collaboration.

Some of the topics that would likely be of interest to both bodies have not made it onto the other committee's agenda. Double presentations are challenging to make for staff (impacts resources), consultants (impacts budget), and outside agencies (may not understand why they are invited for two presentations to SLC boards, often will not accept twice).

Many of the overlapping topics were also on both committee's agenda multiple times. Therefore, overall, the two committees had a clear majority of their time considering the same topics. At a guesstimate, this represents 65-75% overlap.

Both boards have had other "administrative" topics focused on internal process and procedures, ranging from elections to decorum. This amounts to "overhead" on maintaining each separate board.

TOPICS ON TRANSPORTATION ADVISORY BOARD AND BICYCLE ADVISORY COMMITTEE AGENDAS SINCE NOVEMBER 2022*

Both	TAB only	BAC only
1 I-15 EIS	<i>School District Updates</i>	Bike Lanes & Trash Bins
2 Orphan Assets	<i>Transportation Legislative Updates</i>	Snow Removal in Bike Lanes
3 2100 South	<i>Green Loop</i>	<i>UTA Updates</i>
4 Transportation Master Plan	<i>School Transportation</i>	U of U Active Transportation Updates
5 CIP Projects FY24	Sidewalk Widths	Driveway Edges
6 Vision Zero Task Force	<i>Livable Streets Program Update</i>	<i>East-West Study Grant</i>
7 Pedestrian Safety Letter	<i>Life on State Bikeways Update</i>	<i>Neighborhood Byways</i>
8 1000 West 700 South		<i>Project Nominations for UDOT TIF / TTIF</i>
9 5+5 Projects / Project Prioritization	<i>(monthly BAC updates)</i>	Bikeway Gaps (PNUT?)
10 700 East Shared Use Path		<i>Traffic Signals / Timing</i>
11 City Creek Water Treatment Plant		Irrigation along Trails / Bike Lanes (PNUT?)
12 5+5 and Pavement Condition		Pump Station / Foothill Trails (PNUT?)
13 Collaboration with PNUT Board		<i>Future of BAC</i>
14 CIP Projects FY25		
15 Project Initiation / Complete Streets Checklist		

Italics indicate likely interest to other committee.

* Excludes "administrative" topics focused on internal process / procedures.

	<u>TAB</u>	<u>BAC</u>
2024 June	Joint TAB/BAC Meeting - TBD	Joint TAB/BAC Meeting - TBD
May	Collaboration with PNUT Board; other topics TBD	TBD
Apr	Sidewalks (Widths and More); School Transportation	Future of BAC; Bikeway Gaps
March	School Transportation - Panel Discussion & Board Action	Collaboration with PNUT Board; Sprinklers & Irrigation along Trails & Bike Lanes; Public Utilities Pump Station /
Feb	CIP FY25 Funding Requests; Project Initiation / Complete Streets Checklist	City Creek Canyon (follow-up); CIP FY25 Funding Requests; Project Initiation / Complete Streets Checklist
Jan	Joint TAB/BAC Meeting - CIP FY25 Funding Requests	Joint TAB/BAC Meeting - CIP FY25 Funding Requests
2023 Dec	Board Process and Rolls; TAB Elections: City Creek Canyon	Traffic Signals & Timing; Committee Process & Input; Orphan Assets Letter; City Creek Canyon Action
Nov	5+5 Program and Pavement Condition; TAB Elections; TAB Priorities 2024	Orphan Assets; City Creek Canyon Action; Vision Zero Task Force Update
Oct	I-15 Environmental Impact Statement Study Update, City Creek Water Treatment Plan Upgrade, Transportation	City Creek Water Treatment Plant Upgrade, Transportation Master Plan
Sept	CIP/Project Prioritization	U of U Active Transportation Updates, Bikeways Gaps
Aug	CIP/Project Prioritization	No Meeting
Jul	No Meeting	Neighborhood Byways, Project Nominations for UDOT TIF and TTIF
June	Joint TAB/BAC Meeting - 700 East Shared Use Path (UDOT), Scoring Criteria Used in Developing 5+5	Joint TAB/BAC Meeting - 700 East Shared Use Path (UDOT), Scoring Criteria Used in Developing 5+5
May	Green Loop, 5+5 Projects	Driveway Edges Policy/Standards (Engineering-Megan Leether), East/West Study Grant
Apr	I-15 Environmental Impact Statement Study Update, 1000 West 700 South Project, Vision Zero Task Force Update, Transportation Related Legislative Updates	1000 West 700 South Project, U of U Update (Ginger Cannon), BAC Bike Tour Routes Discussion
Mar	SLC School District Updates, Livable Streets Program Update, Life on State Bikeways overview/wrap up/next steps, Vision Zero Task Force Meeting Update	Vice-Chair Election, Discussion on engagement and feedback loop with broader cycling community
Feb	Joint BAC/TAB Letter of Support for Transportation CIP Applications, Constituent CIP Applications, Vision Zero Task Force, UTA Update (Ski Buses), Joint BAC/TAB Pedestrian Safety Letter Discussion	Citizen CIP Applications letter with TAB, Snow Removal in Bike Lanes-Streets Division (Mitch Hansen), BAC Mission Statement, Constituent CIP Applications
Jan	Joint TAB/BAC Meeting - Utah State Code Regarding Quorum for Electronic Meetings, CIP Projects Update & Request for Letter of Support, June TAB/BAC Meeting	Joint TAB/BAC Meeting - Utah State Code Regarding Quorum for Electronic Meetings, CIP Projects Update & Request for Letter of Support, June TAB/BAC Meeting
2022 Dec	2100 South Project Update, Orphan Assets Letter, TAB 2023 Priorities and Agenda Setting Discussion/Meeting Schedule Approval (ran out of time in Nov)	Bike Lane Conflicts with Trash & Recycling Bins, 2100 South Project Update
Nov	I-15 Environmental Impact Statement, Orphan Assets Letter, TAB 2023 Priorities and Agenda Setting Discussion/Meeting Schedule Approval	UTA Updates, I-15 Environmental Impact Statement, 2100 South Project Letter of Support, Transportation Master Plan Update

Green = Topics by both committees

Orange = Topics by both committees with unequal attention or significantly different timing

Blue = Internal administration (elections, etc.)