

# RESOURCES AND STAFFING

# 7



**Goal: Provide staff and funding to sufficiently implement City transportation policies and programs.**

While it is important to provide a policy framework to improve infrastructure and safety for pedestrians and bicyclists, it is equally as important to allocate resources, staff and community support to administer pedestrian and bicyclist-related policies, programs, and improvements. This chapter focuses on the organizations, resources and staffing needed to ensure the programs, policies and infrastructure improvements advocated in the Safe and Healthy Streets plan are able to take place.

## **7.1 – Policy: Allocate City Staff to coordinate and to implement pedestrian and bicyclist policies, programs, and facilities.**

### **7.1a – Expand staff resources from various City departments to incorporate pedestrian and bicyclist programs, policies and infrastructure to City transportation projects currently in progress.**

Staff resources dedicated to improve walking and bicycling in the City will be essential to successfully implement policies, programs and infrastructure improvements in the Safe and Healthy Streets Plan. Opportunities presented in the Funding Sources chapter outlines some of the potential resources available. Coordination will be required with the City staff person responsible for implementing the following projects to ensure the goals and policies of the Safe and Healthy Streets Plan are being met:

- Capital Projects – Federal Stimulus Program, Safe Routes to School, regular, ongoing capital improvement projects.
- Planning Projects/Programs – General Plan/Community Plan Updates, Implementation of the Downtown Mobility Study

Many of these existing programs, projects and plans already have components that are geared toward the improved safety and mobility of pedestrians and bicyclists or can be modified without increased time or cost to include policies, programs or infrastructure for pedestrians and bicyclists.

### 7.1b – Allocate City Staff to incorporate pedestrian and bicyclist programs, policies and infrastructure to future and unfunded City transportation projects.

In addition, at the time of writing the Safe and Healthy Streets Plan, the City is embarking on several efforts to improve the safety and mobility of pedestrians and bicyclists. Staff shall be allocated from Public Works Traffic & Transportation, and Engineering Divisions; Community Development Department, Glendale Police Department, and Community Services and Parks Department to sufficiently implement these projects. In addition, all current efforts shall be coordinated with the policies in the Safe and Healthy Streets Plan to ensure that pedestrian and bicyclist related items are incorporated into the City's proposed projects. Transportation projects currently in progress are listed below:

- Capital Projects – Implementation of the existing Bikeway Master Plan, Safe Routes to School, and regular, ongoing capital improvement projects.
- Planning Projects/Programs – Bikeway Master Plan Update (funded), Climate Action Plan (funded).

### 7.1c – Recommend a percentage of transportation dollars allocated to the City of Glendale to be spent on pedestrian and bicyclist related projects.

To ensure that staff time and resources are dedicated to the funding of projects that incorporate all modes of transportation, this plan recommends that a specific percentage of federal, state, regional and local funding be incorporated into pedestrian and bicyclist improvements for every transportation project in the City of Glendale. Not only is this policy in line with the City's existing policy framework, it will also streamline the existing construction process, adding consistency and regularity from what is now a project-by-project process.

### 7.1d – Establish a Pedestrian and Bicyclist Technical Advisory Team consisting of City Staff to coordinate all Pedestrian and Bicyclist Programs for the City of Glendale.

Upon adoption of the Safe and Healthy Streets Plan, it is highly recommended that the Traffic & Transportation Administrator officially establish a Pedestrian and Bicyclist Technical Advisory Team. This will be composed of City Staff from Public Works Traffic & Transportation and Engineering Divisions; Community Development Department, Police, and Community Services and Parks Department. The purpose of establishing this Advisory Team is to coordinate the implementation of all pedestrian and bicyclist programs for the City. This committee will work directly with all departments in the City to coordinate the City's Pedestrian and Bicyclist projects as recommended in the updated Bikeway Master Plan, the Safe and Healthy Streets Plan, Safe Routes to School Plan, Downtown Mobility Study and any future mobility related policy documents. The Pedestrian and Bicyclist Technical Advisory Team will be the primary staff team to work with the city Traffic & Transportation Administrator in implementing the policies in the Safe and Healthy Streets Plan and any other relevant pedestrian and bicyclist

policies, programs and infrastructure. It is important to note that this staff team has already been coordinated, specifically since the adoption of the PLACE Grant in 2008, to implement pedestrian and bicyclist programs, policies and infrastructure. This recommendation expands this coordination to an official capacity under the Traffic and Transportation Division of Public Works.

### 7.1e – Support to fund a currently vacant City staff position that directly contributes to pedestrian and bicyclist programs, including traffic safety and calming programs.

As the Safe and Healthy Streets Plan is being drafted, economic conditions have required the City of Glendale to do more with fewer resources. The Safe and Healthy Streets Plan highly recommends funding a position that directly affects the safety of pedestrians and bicyclists. This includes the position for Traffic Calming in the Traffic and Transportation Division of Public Works. As listed in the Funding Sources chapter in the Safe and Healthy Streets Plan, there could be grant opportunities that may fund staff positions at least on a temporary basis before being funded permanently by the City.

## 7.2 – Policy: Create organizations and work with existing organizations that will assist in the implementation of pedestrian and bicyclist policies, programs and facilities.

### 7.2a – Establish a TPC Pedestrian and Bicyclist Advisory Committee for the City of Glendale.

Establishing a committee composed of officials and residents is an essential component for creating advocacy and to ensure adoption of policies that will benefit pedestrians and bicyclists. A committee such as this serves as a liaison between the public and city staff. Establishing this committee will be helpful in relaying information to the public from the city, as well as serve as a formal setting for the public to voice concerns or opinions on issues facing pedestrians and bicyclists.



It is recommended that the City of Glendale establish a Committee from the Transportation and Parking Commission to specifically address pedestrian and bicyclist issues. The TPC Pedestrian and Bicyclist Advisory Committee will include representatives from the Transportation and Parking Commission and invite representatives from the Parks Commission, Planning Commission and concerned community members including residents and members of the business community. A set of standards will be developed between City Staff, Council

and Commissions to ensure that all members of the TPC Pedestrian and Bicyclist Advisory Committee have a vested interest in promoting walking and biking. Members selected will provide an outside source of expertise and perspective for the Technical Advisory Team.

### 7.2b – Receive assistance from consultants and not-for-profit organizations to fund positions or programs that directly benefit pedestrians and bicyclists in the City of Glendale.

While the Safe and Healthy Streets Plan recommends an extensive list of policies, programs and infrastructure improvements, the City and its respective officials and staff are not the only parties that can be responsible for implementing pedestrian and bicyclist projects, programs and infrastructure. There are many local, regional and national organizations that can provide assistance in the implementation of Safe and Healthy Streets Plan, whether it is for staff resources or capital projects. Specific organizations that have been of assistance to the City of Glendale since PLACE Grant was awarded in 2008 include the Los Angeles County Bicycle Coalition, The Los Angeles County Department of Public Health, the Federal Highway Administration, the Office of Traffic Safety, and California Walks. Additional organizations that may be of assistance to the City of Glendale include the Safe Routes to School National Partnership, America Walks, Alliance for Biking and Walking, Association of Pedestrian and Bicycle Professionals, National Complete Streets Coalition, California Bicycle Coalition, League of American Bicyclists, and America Bikes.

Through applying for grants or outside contracts, the City may be provided with additional assistance for capital programs and staffing on an as-needed basis. This will be primarily used for near-term implementation priorities and items that City officials and the Pedestrian and Bicyclist Advisory Committee determine as a high priority. The Safe and Healthy Plan supports this option to be available for the implementation of programs and infrastructure.

## **Policy 7.3 – Once funding is established, create positions within the City of Glendale that will directly manage the implementation of pedestrian and bicyclist programs, policies and infrastructure.**

### 7.3a – Create a Pedestrian and Bicyclist Coordinator position to be the primary point of contact for the Pedestrian and Bicyclist Technical Advisory Team and the TPC Pedestrian and Bicyclist Advisory Committee.

It is recommended that in future years the city obtain a grant through state and federal agencies to fund the position of a Pedestrian and Bicycle Coordinator to assist the implementation of the Bikeway Master Plan, Safe and Healthy Street Plan recommendations and other relevant pedestrian and bicyclist policies, programs and infrastructure. The coordinator position will directly work under supervision of the Traffic & Transportation Administrator in the Public Works Department.

The coordinator will also work closely with members of the Technical Advisory Team and staff members in various departments throughout the City, as well as assist in the continued implementation of the Safe Routes to School Program.

The coordinator will also be liaison to the community, working with the TPC Pedestrian and Bicyclist Advisory Committee. The Pedestrian and Bicyclist Coordinator will be responsible for holding, organizing and managing City-sponsored pedestrian and bicyclist events, as well as be the key City staff person responsible for managing City information related to walking and bicycling. The coordinator will organize and inform City staff of relevant training sessions, conferences and City events. The position will maintain contact with various pedestrian and bicyclist-related organizations.



