

### Task 1.01 – Administration and Operations

Deliverables and Work Products	Target Date
Develop a Policies and Procedures Reference Manual	June 2023
Update the River to Sea TPO Employee Handbook	June 2023
Update the River to Sea TPO Purchasing Manual	June 2023
Develop and Implement a Strategic Plan for the River to Sea TPO	June 2023
Create a Desk Procedure/Manual of TPO Financial Processes	June 2024
Develop and Implement an Annual Planning Retreat	Annually - Spring

### Task 1.02 – Information Technology Systems and Website Support

Deliverables and Work Products	Target Date
Update the River to Sea TPO’s Website and Branding/Logo*	Fall 2022

### Task 2.06 – Administration and Operations

Deliverables and Work Products	Target Date
Update Transportation Impact Analysis (TIA) guidelines*	June 2023
Utilize heat maps to track recent crash data to identify hot spots*	Ongoing
Coordinate Regional Planning Sub-Area Studies with member governments*	Ongoing
The relationship between Food Deserts and Transportation*	June 2024
Develop a program to conduct before and after studies for specific projects to analyze their effectiveness*	June 2023
Implement a program to conduct before and after studies for specific projects to analyze their effectiveness*	June 2023
Conduct School Safety Studies for select schools to identify safety and traffic operations concerns and develop mitigation strategies*	June 2023 and June 2024
Develop and complete a community transportation survey*	Bi-Annually – 2023

### Task 3.01 – Bicycle/Pedestrian Planning and Implementation

Deliverables and Work Products	Target Date
Implement Bicycle and Pedestrian Count Program	June 2023
Adopt Bicycle and Pedestrian Safety Action Plan*	June 2023
Implement Strategies Identified in the Bicycle and Safety Action Plan*	June 2024
Update Bicycle Suitability Map*	June 2024

\* Indicates Work Products that may utilize Consultants