

**MEMORANDUM**

Public Works Department

DATE: February 26, 2020

TO: Bicycle/Pedestrian Advisory Committee

FROM: Nate Baird, Transportation Planner
Ria Hutabarat Lo, Transportation Manager

SUBJECT: Bicycle/Pedestrian Advisory Committee Members' Manual

RECOMMENDATION

Receive the updated version of the Bicycle/Pedestrian Advisory Committee Members' Manual (Attachment 1).

BACKGROUND

In an effort to provide more guidance regarding the responsibilities and duties of serving on the Bicycle/Pedestrian Advisory Committee (B/PAC), staff compiled and presented a Draft Members' Manual to the B/PAC at its January 2020 meeting. The intent of the manual is to orient new and existing members to B/PAC procedures, clarify protocols for executing duties, and provide information and resources that may assist in carrying out the role of a B/PAC member.

DISCUSSION

Based on input from B/PAC, staff has updated the Members' Manual (Attachment 1) and posted this final version on the City website.

The updated Members' Manual clarifies the work item referral process based on [Council Policy A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees](#). As described in the Council Policy, if a topic is raised that is within B/PAC's purview but is not on the approved work plan, B/PAC could consider a motion to request a review of the topic. Authorization for adding the topic to the work plan would require Mayor or Vice Mayor approval if adding the topic would require minimal staff resources. If the topic requires more than minimal staff resources or B/PAC wishes to appeal denial by the Mayor or Vice Mayor, the work

plan change would require consideration by the City Council. This process is illustrated in Figure 1.

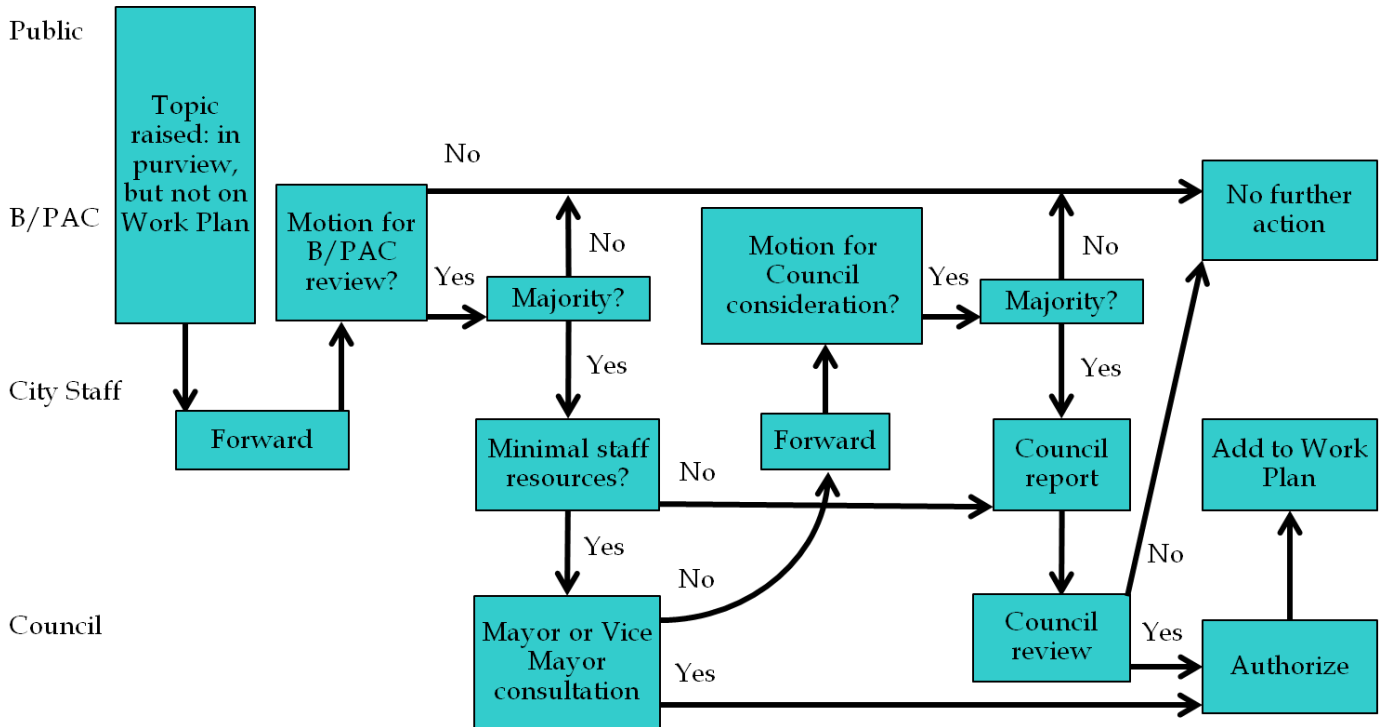


Figure 1
 Council Policy A-23: Work Item Referral Process for Council Advisory Bodies and Councilmember Committees

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Attachment: 1. B/PAC Members' Manual