

**MEMORANDUM**

Public Works Department

DATE: January 27, 2021

TO: Bicycle/Pedestrian Advisory Committee

FROM: Ria Hutabarat Lo, Transportation Manager

SUBJECT: Brown Act Training and Bicycle/Pedestrian Advisory Committee Members' Manual

RECOMMENDATION

Receive a presentation from the City Attorney's Office on the Brown Act, as well as the updated Bicycle/Pedestrian Advisory Committee Members' Manual (Attachment 1).

BACKGROUND

The B/PAC Members' Manual was compiled by staff in 2020 with the intention of orienting new and existing members to B/PAC procedures, clarifying protocols for executing duties, and providing information and resources that may assist in carrying out the role of a B/PAC member.

B/PAC is also subject to the Brown Act (California Government Code 54950 *et seq.*), which is intended to promote transparency and public participation in local government in California.

DISCUSSION

Staff has made minor updates to the B/PAC Members' Manual, including a reference to Council Policy K-2, which addresses advisory committee attendance.

Staff from the City Attorney's Office will also provide a summary of the Brown Act.

RHL/2/PWK
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Attachment: 1. Updated B/PAC Members' Manual