



# City of Santa Clara

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## Agenda Report

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25-1518

Agenda Date: 10/27/2025

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### REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

#### SUBJECT

Dissolution of Current Subcommittees and Creation of New Subcommittees (Chan/Haro)

#### BACKGROUND

Based on a recent BPAC discussion regarding subcommittees, Traffic Engineering staff consulted with the City Attorney's Office, and it was determined that to remain in compliance with the Brown Act and in alignment with other City commissions, BPAC subcommittees shall be considered ad-hoc committees.

An ad-hoc committee is a committee that is (1) advisory; and (2) composed solely of members of the legislative body that are less than a quorum. To ensure that the subcommittees supporting BPAC's work qualify as ad-hoc committees, the subcommittees should:

1. Be comprised solely of BPAC members;
2. Consist of less than a quorum;
3. Have a defined purpose and timeframe to accomplish that purpose; and
4. Be advisory.

Once the work of the subcommittee is complete, the subcommittee is disbanded. Generally, subcommittees should be disbanded within 6-12 months.

Consequently, BPAC should dissolve existing subcommittees and create new subcommittees.

#### DISCUSSION

Currently, BPAC has four subcommittees as listed below:

- Police Collision History
- Bicycle Story Maps
- Bike to Shop Day
- Roundabouts

Additionally, the BPAC recently discussed creating two additional subcommittee: 1) Data-Driven Approach to Evaluating Bicycle and Pedestrian Projects, and 2) Input on Phase I of the Wayfinding project. The intent of the subcommittees is to provide feedback on topics considered needing additional analysis and discussion.

Staff recommends that the BPAC discuss subcommittees, dissolve the four existing subcommittees and create new subcommittees, as needed.

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**RECOMMENDATION**

Dissolve current BPAC subcommittees and create new subcommittees as requested by the BPAC

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