

CITY OF MERCED
Planning Department

TO: Bicycle Advisory Commission
FROM: Bill King, Principal Planner
DATE: April 26, 2016
SUBJECT: Annual Bicycle Advisory Commission Report to the City Council

ACTION REQUIRED:

General Discussion

BACKGROUND

At the February 23, 2016 Bicycle Advisory Commission meeting, Principal Planner King presented the idea to prepare an “Annual Bicycle Advisory Commission Report to the City Council” in the Spring of 2016, in order that the City Council may be kept abreast of the activities of the Bicycle Advisory Commission (BAC) and the roles City Staff play in the attainment of the purpose of Ordinance 2323, which created the BAC as an advisory body to the City Council on matters having to do with bicycle transportation within the City of Merced. The Commissioners discussed the topic, expressed their support for it, and then took action to establish a sub-committee. Attachment A describes the work plan for this effort.

DISCUSSION

While Staff and the sub-committee did meet with Ken Elwin, who is the Department Head for both the Engineering Division and the Public Works Department, they were unable to meet with other City Department Heads. This and other project conflicts will push back the timeline of the work plan for this effort. The steps in the work plan include:

- a. *Meetings with City Department Heads*
- b. *BAC Review of Draft Report*
- c. *Presentation to the City Council*
- d. *Report Back to the Full BAC*

The schedule will be adjusted as follows:

Event Schedule	
Task	Schedule
a	April and May 2016
b	June 2016
c	July 2016
d	6-28-16 & 8-23-16

ACTION

Staff seeks BAC discussion and comments.

Attachment

A. BAC Staff Report, Item J, February 23, 2016.

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FROM: Bill King, Principal Planner
DATE: February 23, 2016
SUBJECT: Annual Bicycle Advisory Commission Report to the City Council

BACKGROUND

In 2009, Ordinance 2323 of the City of Merced established the Bicycle Advisory Commission. The ordinance describes the purpose of the Commission as an advisory body to the City Council on matters having to do with bicycle transportation within the City of Merced. In order that the City Council may be kept abreast of the activities of the BAC and the roles City Staff play in the attainment of the purpose of Ordinance 2323, and to provide a forum where the City Council may seek advisement from the BAC, Staff seeks to prepare and present an “Annual Bicycle Advisory Commission Report” to the City Council.

To adequately accomplish this goal, Staff requests the BAC to appoint a temporary ad-hoc subcommittee whose duties would terminate in June 2016.

Purpose of the Subcommittee

The subcommittee will assist Planning Staff to prepare and present the “Annual Bicycle Advisory Commission Report.” A key objective of the process is for subcommittee members to have active roles in meeting with City Department Heads and to have an opportunity for interaction with the City Council.

Tasks of the Subcommittee

- a. *Meetings with City Department Heads:* With Planning Staff, meet with the Department Heads of the Planning Department, Engineering Department, Police Department and Public Works, in order to gather information on bike-related topics and responsibilities of these departments, which generally include: “policy and plans,” “capital improvements,” “safety” and “maintenance,” respectively.
- b. *Review of Draft Report:* To review and comment on the draft report prepared by City Staff.
- c. *Presentation to the City Council:* City Staff will present the report to the City Council. Sub-committee members will attend the meeting; the entire BAC is strongly encouraged to attend the meeting. One member of the sub-committee should be selected to represent the BAC, and who may address the Council and be present to respond to questions from them.

d. *Report Back to the Full BAC:* The subcommittee will report back to the full BAC.

Schedule of the Subcommittee

The sub-committee's work would begin on February 23, 2016, and conclude on June 28, 2016. Below is an approximate schedule to accomplish sub-committee tasks.

Event Schedule <i>2016 Annual Commission Report to the City Council</i>	
Task	Schedule
a	March
b	April
c	May
d	4-26-16 & 6-28-16

ACTION

Staff recommends that the Bicycle Advisory Commission take a formal action to form a temporary ad-hoc sub-committee to serve as described above.