



City of Culver City

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Staff Report

File #: 22-680, **Version:** 1

Item #: A-1.

Approval of the Formation of a Working Subcommittee to Develop Draft Bylaws, Reports, and Other Administrative Documents.

Meeting Date: January 20, 2022

Contact Person: Alicia Ide, Management Analyst, Public Works Department

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Action Item: Yes ☒ No ☐ **Attachments:** Yes ☐ No ☒

Fiscal Impact: Yes ☐ No ☒ **General Fund:** Yes ☐ No ☒

Public Notification: (E-Mail via GovDelivery) Meetings and Agendas - Mobility, Traffic & Parking Subcommittee; Notify Me - Construction, Street Maintenance and Closures; Stay Informed - Bicycle & Pedestrian / Culver CityBus / Construction, Street Maintenance and Closures (01/18/2022)

Department Approval: Yanni Demitri, Public Works Director / City Engineer

BACKGROUND/DISCUSSION

The Culver City Clerk's Office has requested that the Bicycle & Pedestrian Advisory Committee develop and approve a set of bylaws that will be presented to City Council for approval and that will govern the Committee.

The Culver City Clerk's Office has also requested that the Bicycle & Pedestrian Advisory Committee develop and present to City Council a bi-annual report outlining its recent activities and plans for the coming year.

To accomplish this and other administrative tasks, staff recommends that the Bicycle & Pedestrian Advisory Committee form a working subcommittee of two members to meet independently and develop drafts of these and other administrative documents to present to the full Committee for review, discussion, and approval.

MOTION

Approve the formation of a working subcommittee to develop draft bylaws, reports, and other

administrative documents.