



BTAC AGENDA ITEM SUBMISSION FORM

Please use the template below to submit agenda items for BTAC deliberation. The objective is to assure that deliberations are guided by an understanding of the action sought of BTAC, the pertinence of the proposal to BTAC's mission and objectives, and ultimately the expectations and obligations to which BTAC is agreeing when it takes action on an agenda item.

1. TITLE OR BRIEF DESCRIPTION OF THE AGENDA ITEM:

Update on 2017 Bike To Work Day & Bike Rack Installation

2. INTRODUCTION TO THE TOPIC: A brief statement regarding origin of the agenda item and its relevance to the current activity of BTAC.

2017 Bike To Work Day Events were largely successful. We would like BTAC to consider a budget line item and staffing support from the City for future events. We are considering a Fall Rufina Street Block Party to support Biking in Santa Fe and are working with City staff on the logistics of closing Rufina St across from Santa Fe Trails on Sunday, Oct. 29th. Bike rack designs have been submitted to Historic Preservation for placement downtown. A short update will be provided.

3. BTAC ACTION BEING SOUGHT: Most BTAC deliberation is intended to achieve one of three outcomes. If appropriate be prepared to suggest a formal motion to the meeting floor for debate, discussion and vote.

***To inform:** The purpose is to inform board members of the actions/thoughts of the presenting group and to provide an opportunity for discussion and questions. (E.g., an update from a standing or ad-hoc subcommittee) **No action from BTAC is sought.**

***To discuss:** BTAC agrees that a preliminary proposal is worthy of further discussion. **A possible motion to direct** an individual to review the issue and return at a specified time with a formal proposal for action is sought.

***Ta act:** BTAC supports a plan that requires outlining actions and obligations for Board members and/or Staff. **A motion clarifying objectives, expectations and obligations of Board and/or Staff** is sought.

To Discuss

4. ESTIMATION OF COST AND/ TIME: Who would be responsible for costs and/or BTAC or staff time? Has affected BTAC member or staff been apprised of the proposal and do they understand the obligations?

Staff will manage process.