



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:

Alta Vista Street modifications

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

At June 21, 2017 BTAC meeting 3 members of public expressed concerns regarding modifications recently made on Alta Vista as part of Salvador Perez parking renovations. Staff was requested to address at July 2017 BTAC Meeting.

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.

Inform BTAC and provide forum for discussion.

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.