



DATE: July 23, 2020

TO: Transportation Advisory Commission

FROM: Laura Cornejo, Director of Transportation

A handwritten signature in black ink, appearing to be "Laura Cornejo", written over the "FROM:" line.

SUBJECT: CONSIDERATION OF SCHEDULING THE ANNUAL WORK PLAN MEETING FOR SEPTEMBER

The TAC Rules and Regulations Article VII, Section 1, identifies the July meeting to be known as the Annual Meeting. It is at this meeting when officers are elected and committee appointments may be made. Due to COVID, on March 30, 2020 by Resolution No. 9774, the City Council ratified the Third Supplement to the Declaration of Local Emergency authorizing the City Manager to suspend limits of time imposed by the Pasadena Municipal Code. On April 21, 2020, the City Manager extended all time limits related to advisory board, Commission and committee deadlines to submit annual reports and workplans, by six (6) months.

It is recommended that the Annual Work Plan Meeting be set for September 24, 2020.

It is at the Annual Work Plan Meeting that the Chair and Vice-Chair will be elected. Other appointments to take place at this meeting may include the Design Commission appointment and appointments to the various TAC Subcommittees.