

**CITY OF SOUTH SAN FRANCISCO
MEMORANDUM**

DATE: July 1, 2026

TO: Chair, Vice-Chair, and Committee Members,
Bicycle and Pedestrian Advisory Committee

FROM: Megan Wooley-Ousdahl, Deputy City Manager
John Wilson, Senior Engineer

SUBJECT: Bicycle and Pedestrian Advisory Committee – Transitions

City staff has prepared this memorandum to share updates with the Bicycle and Pedestrian Advisory Committee regarding a staff liaison transition and remaining 2026 meeting schedule and location.

Staff Liaison Transition

The Public Works Department will be the new staff department for BPAC beginning in early July (after the July 1st meeting). John Wilson, Senior Engineer, will be the Committee's Secretary and staff liaison, and Kim Santos, Administrative Assistant II, will be the Committee's Clerk. The purpose of this transition is to better align BPAC's mission (bicycle and pedestrian projects and programs) with the City Department that plans for and implements these projects/programs.

Remaining 2026 Meeting Schedule & Meeting Location

Regarding the upcoming 2026 meetings, staff is proposing the following schedule:

- July 1, 2026 – Regular meeting of the Bicycle and Pedestrian Advisory Committee – 6:00pm, City Hall Annex Conference Room, 315 Maple Avenue
- August 2026 – Cancel meeting for summer break
- September – December 2026 – Special joint meetings with the Traffic Safety Commission to present larger, special projects to the Committee and Commission. These projects include the Vision Zero Action Plan, Safe Routes to School projects, and other planning / engineering initiatives. The meeting dates will alternate between BPAC meeting dates and TSC meeting dates.

To accommodate the larger group, the joint meetings will be held at meeting rooms at the Library | Parks and Recreation Center.

The schedule is as follows:

- September 2, 2026 – 6:00pm – Meeting location: Social Hall, Library | Parks and Recreation Center, 901 Civic Campus Way
- October 13, 2026 – 6:00pm – Meeting location: Social Hall, Library | Parks and Recreation Center, 901 Civic Campus Way
- November 4, 2026 – 6:00pm – Meeting location: Gallery Room, Library | Parks and Recreation Center, 901 Civic Campus Way
- December 8, 2026 – 6:00pm – Meeting location: Social Hall, Library | Parks and Recreation Center, 901 Civic Campus Way

We can discuss these transitions in more detail during the July 1, 2026 BPAC meeting.