

RESOLUTION NO. 15751

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY TO FORM A TRANSPORTATION ADVISORY COMMITTEE, FORMERLY THE PILOT COMPLETE STREETS ADVISORY COMMITTEE, AND UPDATE ITS MISSION, DUTIES, STRUCTURE, AND MEMBERSHIP

WHEREAS, “Complete Streets” are roadways designed and operated to enable safe, attractive, sustainable, comfortable, and independent access and travel for users of all ages and abilities including people who walk, ride bicycles, drive, and use transit; and

WHEREAS, the City of Redwood City (City) is committed to increasing safe, attractive, sustainable, comfortable, and independent access and travel for the Redwood City community, utilizing Complete Streets principles and practices; and

WHEREAS, forming a Transportation Advisory Committee establishes a community body to help facilitate policies to create multi-modal transportation options in Redwood City that enable safe, attractive, sustainable, comfortable, and independent access and travel for people who walk, ride bicycles, drive, and use transit; provide staff with recommendations for pragmatic and specific user solutions; and serve as a conduit for community input; and

WHEREAS, on January 26, 2015, the Council adopted a resolution approving the formation of a five-member pilot Complete Streets Advisory Committee (Committee) with initial terms ending May 31, 2017; and

WHEREAS, the pilot Committee meetings commenced December 15, 2015; and

WHEREAS, on February 27, 2017, the Council adopted a resolution to extend the pilot program through May 31, 2019, and to increase membership from five to seven members; and

WHEREAS, the pilot Committee term will end on May 31, 2019; and

WHEREAS, the pilot Committee has successfully provided a venue for additional community input and discussion, served as a conduit between the community and staff on transportation topics, and provided staff with pragmatic feedback on a variety of transportation and land use development-related projects, plans, and policies.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The Council of the City of Redwood City approves the creation of a Transportation Advisory Committee, with the updated mission, duties, structure, and membership as outlined in Exhibit A, attached hereto and incorporated herein by this reference.

2. This resolution supersedes Resolution No. 15563, adopted February 27, 2017.

* * *

EXHIBIT A

TRANSPORTATION ADVISORY COMMITTEE MISSION, DUTIES, STRUCTURE, AND MEMBERSHIP

COMPLETE STREETS

Complete Streets are roadways designed and operated to enable safe, attractive, sustainable, comfortable, and independent access and travel for all users, including pedestrians, bicyclists, motorists, and transit users of all ages and abilities. This concept is embraced by the City of Redwood City.

For the purposes of this and other documents specifically related to the Transportation Advisory Committee (Committee), the term "Complete Streets" includes rail and ferry transit, and other transit systems, routes, trails, and paths not necessarily constructed on or adjacent to streets, sidewalks, or roadways per se. The term "pedestrian" includes people who use various mobility devices such as crutches, canes, wheelchairs, walkers, and strollers. The term "bicyclist" includes people who ride adult tricycles. Future mobility-enhancing technologies and devices are also included.

MISSION OF THE TRANSPORTATION ADVISORY COMMITTEE

Increase safe, attractive, sustainable, and comfortable access and independent travel options for the Redwood City community, present and future, by promoting and utilizing Complete Streets principles and practices.

FOCUS AND DUTIES

The Committee has three focus areas:

1. Help to create multi-modal transportation options that enable safe, attractive, sustainable, comfortable, and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities.
2. Provide staff with recommendations for pragmatic and specific transportation solutions.
3. Serve as a conduit for community input and to consider these requests and provide recommendations to staff.

The Committee is not a decision-making body, but is a recommending body to the City Council. Accordingly, all duties of the Committee shall be under the direction of the City Council.

Duties include (priorities and rankings will be set given resource limitations):

1. Provide general input and assistance to staff regarding transportation projects, programs and policies, surveys, parking policies; generate ideas and recommend solutions as appropriate; and prioritize all recommendations from the perspective of the community, considering all ages and abilities.

2. Serve as a resource to improve safety for people walking and riding bicycles throughout Redwood City, and provide the perspective of active transportation users for staff.
3. Assist staff in identifying and prioritizing grant projects and research data and background information for grant applications.
4. Assist with public education.
5. Assist with public outreach in support of community workshops and communication, utilizing the committee members' networking connections and contacts.
6. Review bicycle, pedestrian, transit, and transportation plans of other jurisdictions, identify and recommend concepts and components most suited to Redwood City.
7. Identify opportunities for increasing bicycle, pedestrian, and transit use and mobility, and provide prioritized recommendations for consideration by staff, Planning Commission, and City Council.
8. Review projects (transportation and development) and plans for Complete Streets criteria as appropriate. In some cases, City staff will bring projects to the Committee for its consideration. In other cases, the Committee may ask to provide guidance regarding specific projects or members may sit on a project's citizen advisory committee.
9. Serve as a liaison between City staff and relevant local and regional pedestrian, bicycle, transit, and transportation organizations to keep staff advised of current issues and opportunities.
10. Identify and prioritize possible citywide goals, such as reducing vehicle miles traveled, increasing sustainability, and implementing Vision Zero; including methods for measuring and tracking performance.

MEMBERSHIP

The Committee shall consist of seven (7) members, appointed by the City Council, who are qualified either by experience or by demonstrated interest in the practices, policies, and applications of Complete Streets. The Council will appoint members who individually or collectively represent the values, needs, and concerns of all users of the City's roadways and transportation network system including people who walk, ride bicycles and other mobility devices, use transit, and drive, and including users of all ages and abilities.

At least five (5) Committee members will be residents of the City of Redwood City. No more than two (2) members may reside in unincorporated Redwood City or be employed within the City of Redwood City at one time. Continuously during their tenure, each member must be a resident of Redwood City, or a resident in unincorporated Redwood City, or be employed in Redwood City. A member appointed as a Redwood City resident may remain on the Committee after they are no longer a resident, provided that they either live in unincorporated Redwood City or are employed in Redwood City and further provided that the maximum of two such members has not been reached. Applicants shall provide proof of Redwood City employment if not a Redwood City resident. Applicants shall be 18 years of age or older.

Members cannot hold any other public office or position in the City while serving as members of the Committee. All members will have the right to vote on all submitted motions at meetings. Members of the Committee will serve without compensation.

TERMS OF MEMBERS

The terms of the three (3) pilot Committee members appointed in 2018 or 2019 shall be extended and expire on June 30, 2023. The terms of four (4) new members to be appointed in approximately July 2019 shall be two (2) years, expiring on June 30, 2021.

The term of office for future Committee members shall be four (4) years, expiring on June 30th of the fourth year. Members will continue to serve until their successors are appointed. In the event of a vacancy, a successor will be appointed by City Council for the remainder of the term.

OFFICERS AND DUTIES

The Committee will elect one of its members to serve as chairperson, one to serve as vice chairperson, and one to serve as secretary. The Committee chairperson, vice-chairperson, and secretary shall serve in their roles for two (2) years. Every two (2) years, in December, the Committee will elect the next chairperson, vice chairperson, and secretary. If the Committee chairperson, vice chairperson or secretary's term ends before two (2) years, the Committee will hold an election to fill the vacant position for the remainder of the two-year tenure.

The chairperson will preside at all meetings, submit all motions for a vote, interface with the City staff liaison, and in general carry out all activities ordinarily required of a committee chairperson. The vice chairperson will assume and perform the duties of the chairperson during his/her absence. The secretary will be responsible for taking action minutes at each meeting and submitting them to the staff liaison within one week of the meeting.

SUBCOMMITTEES

From time to time the Committee may appoint:

- An ad hoc committee, composed of Committee members, to study a topic defined by the Committee. After making its report, the ad hoc committee will be dissolved.
- A member to serve as a liaison to an organization or a standing committee for a significant project. The appointment will end at the project's completion.

MEETINGS

Regular meetings of the Committee will generally be held once per quarter on the second Tuesday of the month. When appropriate, as determined by the chairperson and City staff, meetings may be scheduled more or less frequently. A quorum must be met. All meetings are open to the public and governed by the provisions of the Ralph M. Brown

Act, Government Code Section 54950, et seq., and by all procedures relating to boards, committees, and commissions.

Staff resources to support meetings include one staff member who attends meetings and serves as staff liaison, and one staff member who attends meetings and prepares meeting packets, agendas, and finalizes action minutes.

TECHNICAL AND PROFESSIONAL ADVICE OR SERVICE

The Committee will have available to it, as appropriate, the services of City staff including engineering and planning professionals who may be asked to attend a meeting to provide technical advice and services. This is subject to financial constraints and staff members' engagement in other public duties.

PROGRESS REPORTS

In January of each year, the Committee will present a formal status report to the City Council, including a written report of progress and accomplishments during the prior year, and objectives for the following year. Specific policy recommendations will not be included in progress reports but will instead be addressed separately, although general policy direction may be referenced or discussed. The City Council may provide broad or specific direction to the Committee during progress report presentations, at the Council's sole discretion.

RECOMMENDATIONS TO COUNCIL

From time to time the Committee may bring policy recommendations to the City Council, following consideration and recommendation by City staff and/or the Planning Commission. Policy recommendations will be structured as vision and goal statements providing broad direction.