

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 8/11/2021

Time: 7:00 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Complete Streets Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 959 6579 2741
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 959 6579 2741
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741)

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under "Reports and Announcements," staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of July 14, 2021 ([Attachment](#))
- E2. Recommend to City Council to approve permanent installation of Belle Haven neighborhood traffic Management Plan ([Staff Report #21-005-CSC](#))
- E3. Re-evaluate and recommend to City Council to approve the Complete Streets Commission 2021 - 2022 work plan ([Staff Report #21-006-CSC](#))
- E4. Evaluate commission subcommittees to support City Council priorities

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

- G1. Update from Climate Action Plan Subcommittee (Jensen/Levin)
- G2. Update from Downtown Access and Parking Subcommittee (Altman/Behroozi/Cole)
- G3. Update from Multimodal Metrics Subcommittee (Altman/Behroozi/Levin)
- G4. Update from Multimodal Subcommittee (Cebrian/Levin)
- G5. Update from Safe Routes to School Program Subcommittee (Behroozi/Cebrian/Lee)
- G6. Update from Transportation Master Plan Implementation Subcommittee (Altman/Behroozi/Cebrian/Levin)
- G7. Update from Zero Emission Subcommittee (Cromie)

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 8/5/2021)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 7/14/2021

Time: 7:00 p.m.

Special Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741)

A. Call to Order

Chair Levin called the meeting to order at 7:05 p.m.

B. Roll Call

Present: Altman, Cebrian, Cole, Cromie, Jensen, Levin

Absent: Behroozi, King, Lee

Staff: Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen, Transportation Demand Management Coordinator Nick Yee

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the June 9, 2021 Commission meeting.

The Commission received clarification on the Middle Avenue pedestrian and bicycle rail crossing project.

D. Public Comment

None.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of June 9, 2021 ([Attachment](#))

ACTION: Motion and second (Levin/ Cole), to approve the Complete Streets Commission regular meeting minutes of June 9, 2021, with the following edit, passed 5-4 (Cromie abstained, Behroozi, King, and Lee absent):

- G6: revise verbiage from “...Seamless Bay Area...” to “...Seamless Transit Principles...”.

- E2. Adopt Resolution No. 2021-1 to install red curb on Market Place and Terminal Avenue (Staff Report #21-004-CSC)

Staff Yee made the presentation ([Attachment](#)).

The Commission discussed project timeline, potential community impacts, and public outreach

ACTION: Motion and second (Cebrian/ Cole), to adopt Resolution No. 2021-1 to install red curb on Market Place and Terminal Avenue, passed 6-3 (Behroozi, King, and Lee absent)

Chair Levin announced the passing of chair duty to Vice Chair Cole.

E3. Receive a presentation from Multimodal Subcommittee

Chair Levin made the presentation (Attachment).

The Commission discussed project scopes, timelines, and potential Commission involvement.

- Randy Avalos requested more information be made available on the published agenda to increase public engagement.

ACTION: By acclamation, the Commission postponed this topic to the upcoming Commission work plan discussion at the next Commission meeting.

Vice Chair Cole returned chair duty to Chair Levin.

E4. Evaluate commission subcommittees to support City Council priorities

Staff Chen introduced the item.

ACTION: Motion and second (Cebrian/ Cole) to:

- Add Commissioner Jensen to the Climate Action Plan Subcommittee,
- Add Commissioner Altman and Vice Chair Cole to the Downtown Access and Parking Subcommittee,
- Add Commissioner Altman to the Multimodal Metrics Subcommittee,
- Add Commissioner Altman to the Transportation Master Plan Implementation Subcommittee,

passed 6-3 (Behroozi, King, and Lee absent).

F. Informational Items

F1. Update on major project status

Staff Chen provided an update on the Belle Haven Traffic Calming Plan survey, the 15 miles per house school zones project, and the Transportation Management Association feasibility study.

G. Committee/Subcommittee Reports

G1. Update from Climate Action Plan Subcommittee

None.

G2. Update from Downtown Access and Parking Subcommittee

None.

G3. Update from Multimodal Metrics Subcommittee

None.

G4. Update from Multimodal Subcommittee

None.

G5. Update from Safe Routes to School Program Subcommittee

None.

G6. Update from Transportation Master Plan Implementation Subcommittee

Chair Levin reported on City Council's budget discussions and their support of the Commission's recommendation to prioritize capital projects and reassessment of resources in the future.

G7. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Levin adjourned the meeting at 8:44 p.m.

Kevin Chen, Senior Transportation Engineer

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

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A photograph of a train crossing at dusk. The train, numbered 119, is moving towards the camera with its headlights on. In the foreground, two people are standing on a sidewalk, looking towards the train. To the left, there are traffic lights and a "KEEP LEFT" sign. The scene is set against a backdrop of trees and a sunset sky.

INSTALLATION OF RED CURB AND PARKING REMOVAL ON MARKET PLACE, TERMINAL AVENUE

Complete Streets Commission | July 14, 2021



BACKGROUND



- SamTrans Routes 81, 281
 - Both serve the Onetta Harris Community Center
 - 281 terminal/layover
 - 81 stops here on way to/from Menlo-Atherton High School
- City of Menlo Park Crosstown Shuttle
 - Serves the Senior Center
 - Terminal/layover in front of Senior Center





MENLO PARK COMMUNITY CAMPUS (MPCC)



- MPCC will create new facility consolidating Senior Center, Onetta Harris Community Center, and new Belle Haven Library
- Construction began June 2021, expected to last until mid-2023
- MPCC construction will disrupt SamTrans 281, Crosstown Shuttle operations due to construction/site access



MENLO PARK COMMUNITY CAMPUS (MPCC)



Current Layout



Future Layout



TRANSIT LAYOVER CHANGES



- Due to the start of construction and limited access to the parking lot, SamTrans Route 281 and Crosstown Shuttle moved their terminals on June 28, 2021
- Route 281's new terminal is at Market Place/Del Norte Avenue
 - Was formerly the second to last stop
 - Approximately 500 feet from the Onetta Harris Community Center stop
 - Return trips to Stanford Shopping Center take a one-way loop from the terminal via Del Norte Avenue, Pierce Road to return to normal route on Newbridge Street
- Crosstown Shuttle's new terminal is at Terminal Avenue/Del Norte Avenue
 - Still offers close access to Belle Haven residents, walking distance of Kelly Park



REQUEST FOR RED CURB



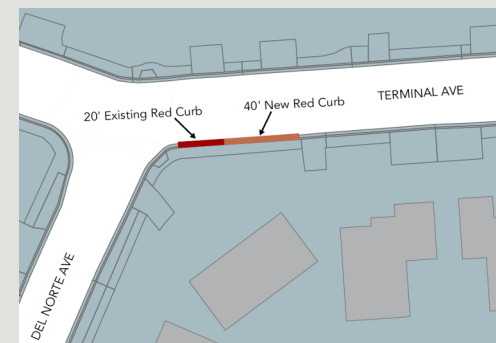
- Access to these new layover areas necessitated no parking restrictions starting June 28, 2021
- An adequate amount of curb space is necessary
 - SamTrans operates a 40-foot bus, the shuttles operate a 30-foot bus
 - Allows vehicles to safely pull in/out of the layover area, and to pull curbside away from moving traffic
- Requesting red curb installation to help enforce no parking restrictions



REQUEST FOR RED CURB



- Both are **temporary** requests until MPCC construction is completed in 2023
- Market Place/Del Norte Avenue
 - 70' of red curb from corner to driveway for 205 Market Place
- Terminal Avenue/Del Norte Avenue
 - 40' of red curb in addition to existing 20' of red curb
 - From existing red curb to driveway for 150 Terminal Avenue
 - 60' length requested to preserve sight distance for drivers on Del Norte Avenue (shuttle may block viewing angles)





NEIGHBORHOOD IMPACTS



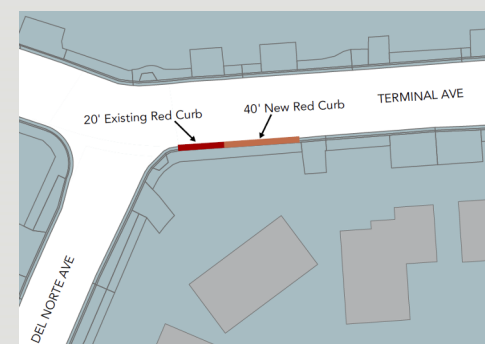
- Will result in total loss of five on-street parallel parking spots
- Red curb installation and loss of on-street parking are necessary during MPCC construction in order to preserve the best accessibility to/from Belle Haven on SamTrans, Crosstown Shuttle
- Goal is **temporary** red curb striping, parking spots will revert after red curb removal in 2023 when MPCC opens



RECOMMENDATION



- Adopt a resolution to install red curb and temporary removal of five on-street parallel parking spaces on Market Place, Terminal Avenue



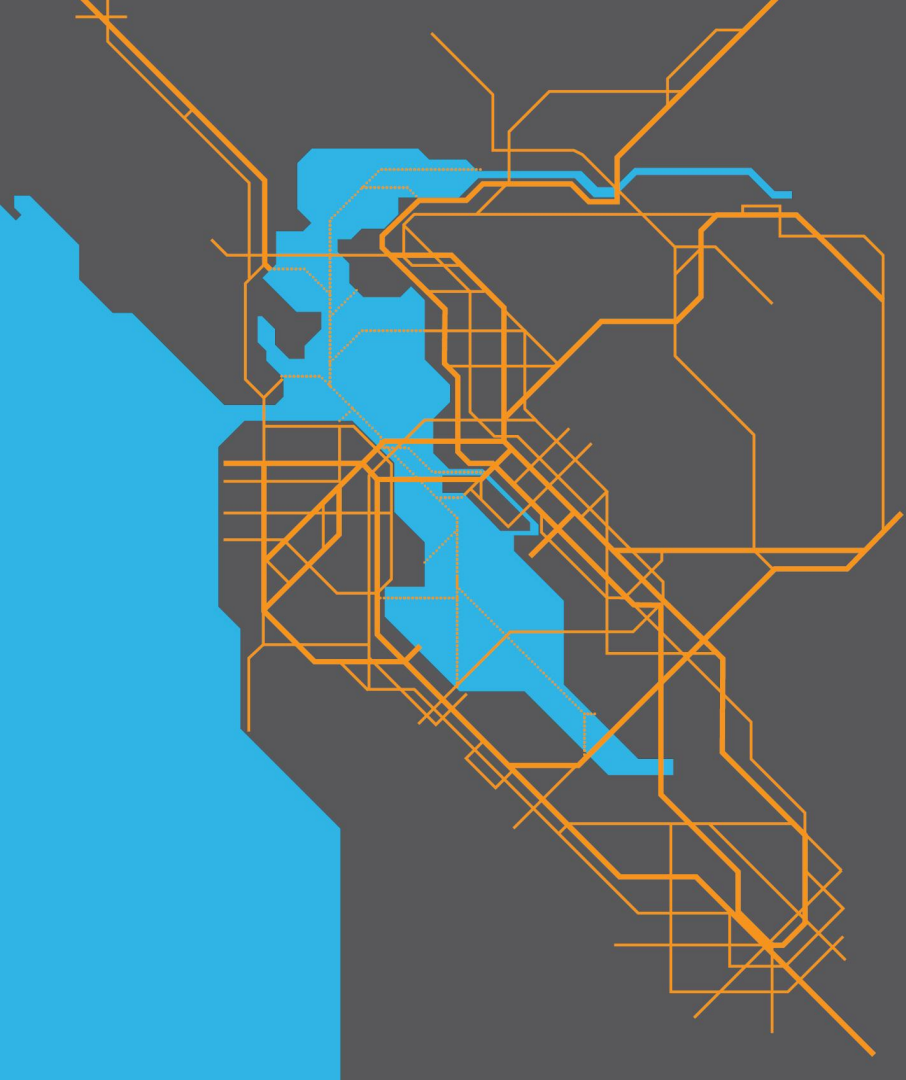


THANK YOU

Creating a Rider First Seamless Transit System

July 14, 2021
Menlo Park Complete Streets
Commission
Multimodal Subcommittee
Adina Levin



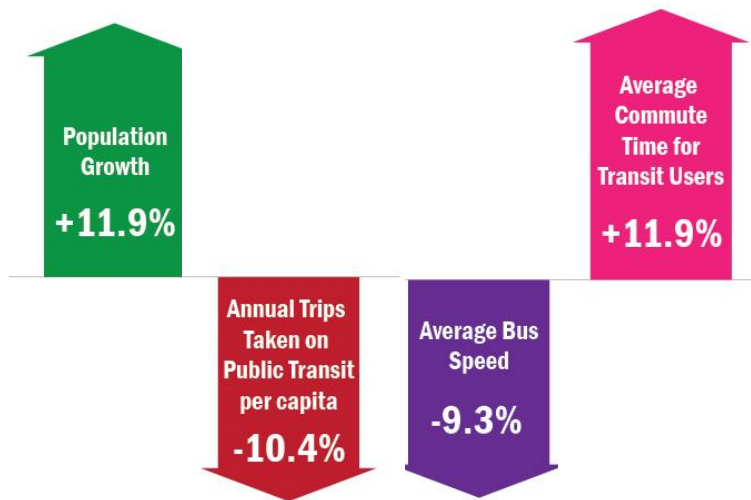


Regional transit challenges for Menlo Park

- Menlo Park depends on regional transit to achieve goals to alleviate congestion and reduce climate emissions
- But Menlo Park does not control regional transit...

Transit should be the backbone of the Bay Area, but is not keeping up

Between 2001 and 2016 in the Bay Area:



Many people want to use transit -- but don't because it's too difficult

"It takes too long to get around on transit."

"It's not frequent enough"

"It doesn't take me where I need to go"

"It's too confusing"

"It's not reliable"



- △



In a Seamless customer-focused regional network:

- A connected rapid transit network is strategically planned at regional level to work *as a system*
- Transit agencies work together to operate different parts of the integrated network
- Service quality, fares, student discounts, and schedules, and wayfinding is standardized to be a reliable and as simple as possible for users
- More funding for more service

What could integrated fares look like?

One regional fare system

Flat local fare and no transfer charge

Always choose the fastest route - the price will be the same regardless of the number of agencies and modes

Student discounts apply on all agencies

Never pay too much with automatic fare capping

<https://www.seamlessbayarea.org/integrated-fare-vision>

To determine your fare:

- 1 Find your start and end point on the map.
- 2 Count the fewest number of zones connecting them.
- 3 Look up the fare in the fare table.

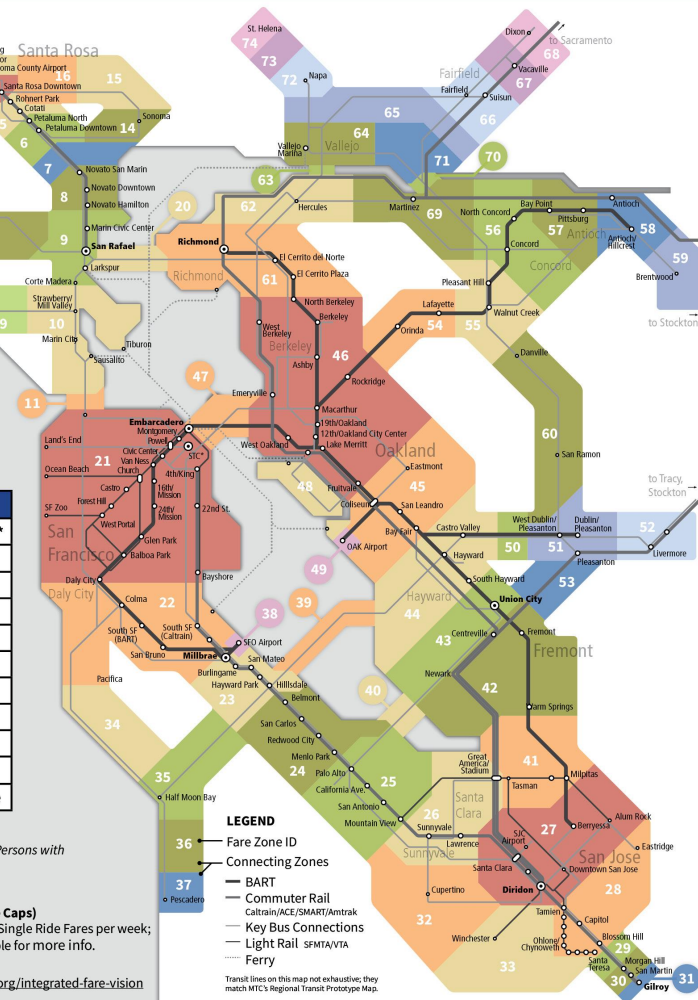
Single Ride Fares

Travel within	Adult Fare	Discount Fare*
1-2 Zones	\$2.20	\$1.10
3 Zones	\$3.20	\$1.60
4 Zones	\$4.20	\$2.10
5 Zones	\$5.20	\$2.60
6 Zones	\$6.20	\$3.10
7 Zones	\$7.20	\$3.60
8 Zones	\$8.20	\$4.10
9 Zones	\$9.20	\$4.60
10 Zones	\$10.20	\$5.10
N Zones	\$N.20	50% Adult Fare

*Discount fare applies to:
Seniors (over 65), Youth (13-18), Students under 26, Persons with Disabilities, Low-Income Households.
Children 12 and under ride free.

Daily, Weekly, and Monthly Maximum Fares (Fare Caps)
Fares are capped at 2.5 Single Ride fares per day; 9 Single Ride Fares per week; or 36 Single Ride fares per month. See Full Fare Table for more info.

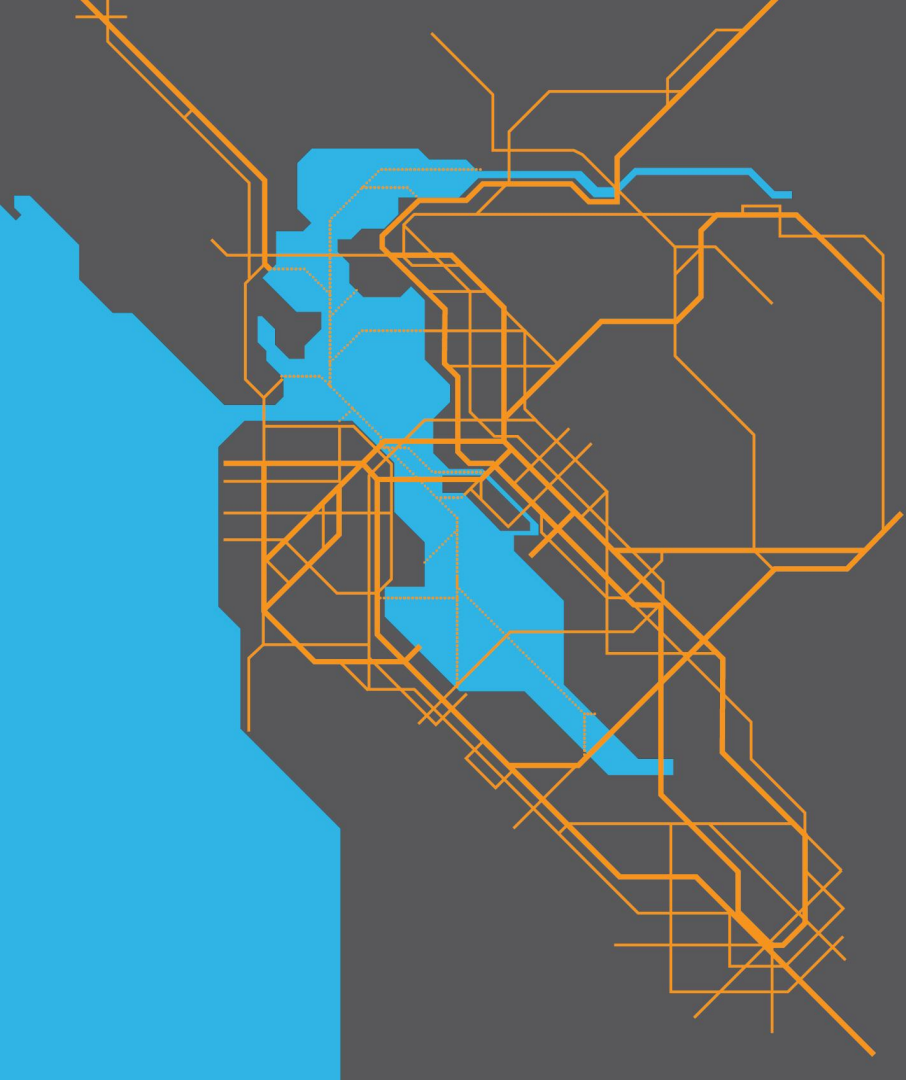
For more information, see: www.seamlessbayarea.org/integrated-fare-vision



LEGEND

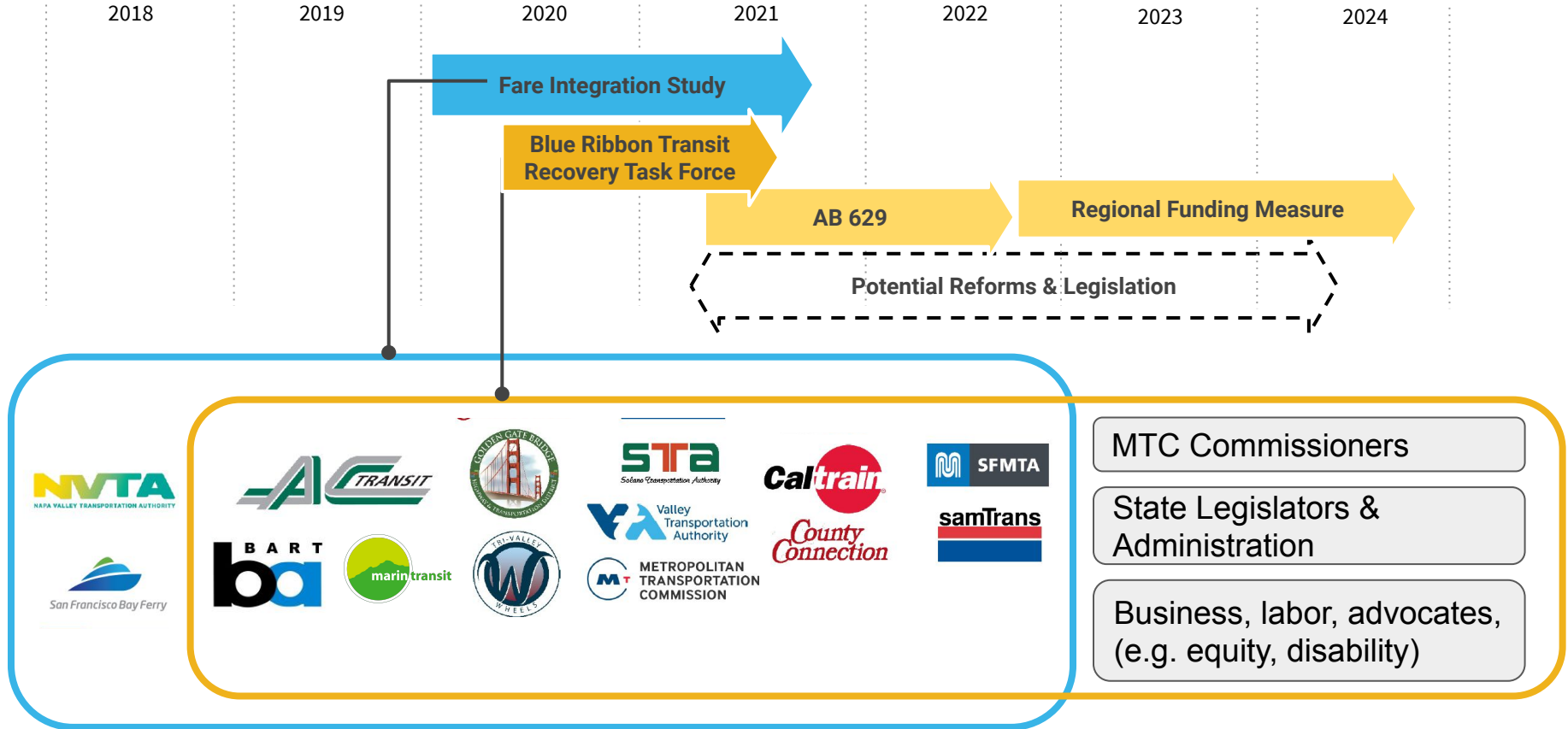
- Fare Zone ID
- Connecting Zones
- BART
- Commuter Rail
- Caltrain/ACE/SMART/Amtrak
- Key Bus Connections
- Light Rail - SFMTA/VTA
- Ferry

Transit lines on this map not exhaustive; they match MTC's Regional Transit Prototype Map.



Seamless Bay Area's mission is to transform the Bay Area's fragmented public transit into a world-class, unified, equitable, and widely-used system by building a diverse movement for change and promoting policy reforms.

Now is a unique moment in time where change is possible...



Supporters of Seamless Transit Principles

14 Cities/Counties/Cities' Associations



- San Francisco County Transportation Authority
- Alameda County
- Cities of Redwood City, San Mateo, Millbrae, Pacifica, Half Moon Bay, Fremont, Berkeley, El Cerrito
- Cities Association of Santa Clara County

2 Transit Agencies



- 1,850 members of public signed petition
- www.seamlesstransitprinciples.org

38 Non-Profit Groups & Businesses

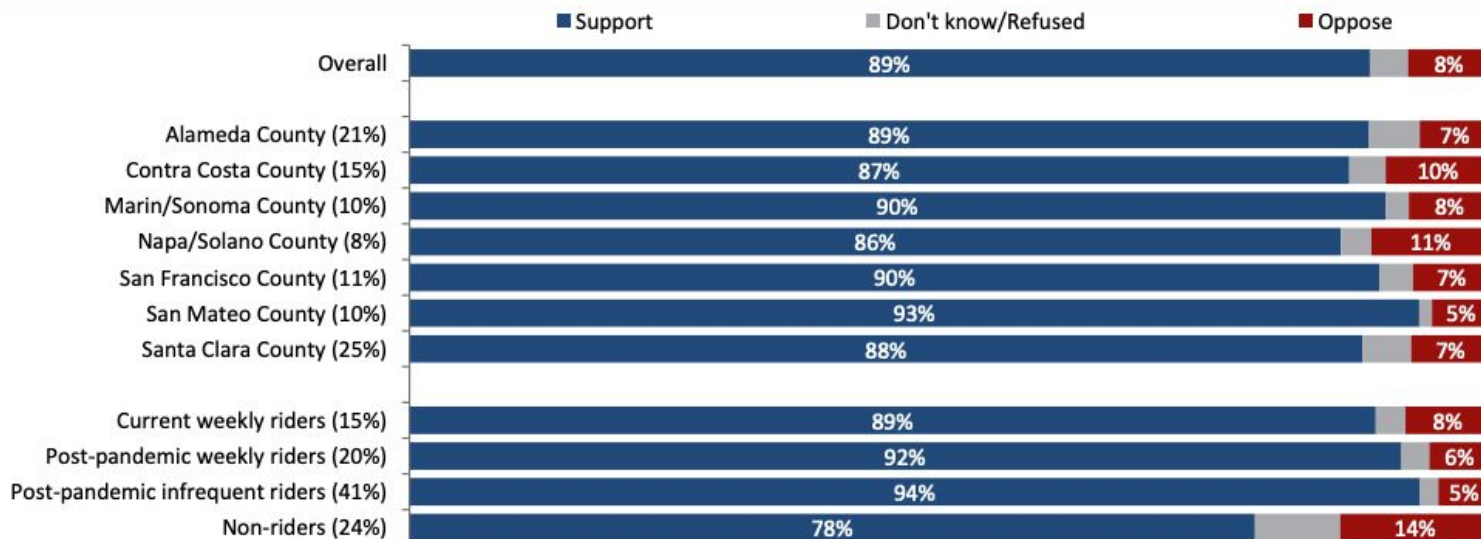


Seamlessness is popular

Poll: Seamless Support



Respondents were presented with the following: “A bill has been introduced in the state legislature called the **Bay Area Seamless and Resilient Transit Act**. This bill would coordinate all of the public transit systems in the Bay Area to operate as one seamless, multimodal transit system, including consistent mapping and signage to make transit easier to navigate, regional fares so riders pay one fare for their entire trip even if they have to transfer, and real-time vehicle location data so riders know when a bus, train, or ferry will arrive.”



The Seamless Transit Principles

The Seamless Transit Principles have been developed by a coalition of non-profit groups to guide local, regional, and state decision-makers to pursue a seamlessly integrated, world-class transit system that works for people.



**Run
all Bay Area
transit as one
easy-to-use
system**



**Put
riders first**



**Make
public transit
equitable and
accessible
to all**



**Align
transit prices
to be simple,
fair, and
affordable**



**Connect
effortlessly
with other
sustainable
transportation**



**Plan
communities
and
transportation
together**



**Prioritize
reforms to
create a
seamless
network**

Opportunities to support seamless transit

- Regional Fare Integration and Coordination Study
 - August 2, Draft Recommendations
 - October 18, Decision on short and long-term options
- Bay Area Blue Ribbon Transit Recovery Task Force
 - July Recommendations on Network Management
 - 2021-22 - Business Case Study
- Regional Rail study - 2021-2022
- State Legislation - AB-629
 - Goal to implement Task Force recommendations

Opportunities to take action

- Signing Seamless Transit Principles plugs Menlo Park into information about upcoming opportunities
- Staff to review regional fare study recommendations for potential comment and/or position

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Public Works



STAFF REPORT

Complete Streets Commission**Meeting Date:** 8/11/2021**Staff Report Number:** 21-005-CSC

Regular Business: **Recommend to City Council to approve permanent installation of Belle Haven neighborhood traffic Management Plan**

Recommendation

Staff recommends the Complete Streets Commission recommends to the City Council to approve permanent installation of Belle Haven neighborhood traffic Management Plan (Attachment A).

Policy Issues

The development of the Belle Haven Neighborhood traffic management plan (Plan) and its implementation fulfill "Mitigation Measure TRA-3.1" of the Mitigation Monitoring and Reporting Program (MMRP) established in the Facebook campus expansion project final environmental impact report (FEIR) approved in 2016. This was identified as a mitigation measure due to the potential for the Facebook Campus Expansion project to exacerbate cut-through traffic in the neighborhood. (The Plan is not a negotiated benefit of the recorded development agreement for the project.) As it is a requirement of the MMRP, this effort is not identified in the City Council work plan or capital improvement program; it is considered part of staff's baseline work.

BackgroundPlan - approval

On August 20, 2019, the City Council approved the final revised Plan, adopted Resolution No. 6492 to remove on-street parking for intersection bulbouts, and amended the standard implementation process, as outlined in the City's Neighborhood traffic management program (NTMP) approved in 2004, to expedite the installation process (Attachment B.) A link to the NTMP is provided as Attachment C.

The Plan includes traffic calming measures for two primary purposes:

- To discourage cut-through and speeding traffic on Chilco Street, Ivy Drive, Newbridge Street, and a portion of Terminal Avenue as a result of peak hour congestion along Bayfront Expressway and Willow Road. The MMRP is responsible for these measures.
- To discourage speeding traffic on the remaining section of Terminal Avenue, Hamilton Avenue, and through the Onetta Harris Community Center. The City is responsible for these measures.

While the City has jurisdiction over a majority of public roadways within the neighborhood, several measures require coordination and approval from other agencies. Table 1 provides a summary of the locations, jurisdictions and proposed treatments. In addition, Menlo Park Fire Protection District has an interest to ensure adequate roadway width and turning radii for their fire trucks with the implementation of intersection bulbouts and gateway treatments.

Due to expected lengthy approval timelines from San Francisco Public Utilities Commission (SFPUC) and

Caltrans, the City Council approved staff's recommendation to implement a trial implementation phase only for City jurisdiction measures and utilize its post-trial feedback for decisions related to permanent installation for both City, Caltrans and SFPUC jurisdiction measures.

Table 1: Plan details			
Location	Street segments	Jurisdiction	Measures
Chilco Street	Terminal Avenue to Newbridge Street	City	Speed feedback signs, signing and striping
Newbridge Street	Chilco Street to Willow Road	City	Striping and bulbouts
Terminal Avenue	Del Norte Avenue to Chilco Street	City	Striping and bulbouts
Chilco Street/ Hamilton Avenue/Newbridge Street	@ neighborhood entry points	City	Gateway treatments
Hamilton Avenue	@ Hamilton Park	City	Speed hump
Ivy Drive	Chilco Street to Willow Road	SFPUC	Speed feedback signs, signing and striping, bulbouts, raised intersections
Willow Road	@ Newbridge Street	Caltrans	Signal operation ¹ and equipment upgrades
Notes:			
1. Three operational safety improvements: 1) Reverse the order of the Newbridge Street left turns by assigning the lead (first) phase to northbound left to reduce aggressive drivers interacting with pedestrians. 2) Eliminate the conflict between Newbridge Street southbound left and pedestrian crossing Willow Rd by providing a dedicated left turn. 3) Prohibit Newbridge Street southbound right when Willow Road eastbound left is activated using a "blank out" sign to eliminate conflicts between vehicles on Newbridge Street and those accessing the Willow Road frontage road. Assumed Newbridge Street is a north-south roadway.			

In addition to the improvements identified in the Plan, on September 19, 2019, the City Council authorized turn restrictions at five locations to further restrict cut-through traffic while the Plan was in progress. These signs were installed by November 2019 (Attachment D.)

Plan - design

After the Plan was approved, staff continued to work with Parisi Transportation Consulting (Parisi) to prepare design plans and started coordination with outside agencies. Parisi was selected by the City and funded by Facebook to provide expertise on the development and design of the Plan. The design process was divided into two parallel tracks to speed implementation of the measures within the City jurisdiction:

- City jurisdiction: final design and implementation of trial measures. Corner bulbout locations were refined and selected for trial implementation in coordination with the Fire District.
- SFPUC and Caltrans jurisdictions: schematic design for initial review.

Plan - trial implementation and other progress

The installation of temporary traffic calming measures within City jurisdiction was completed in June 2020. Attachment E shows the photos of the installed speed feedback signs and temporary bulbouts on Chilco Street and Almanor Avenue, respectively. Additionally, schematic design plans were submitted to SFPUC and Caltrans in October 2020 for initial review.

Caltrans' review yielded minimum comments on the three proposed signal operation modifications as

outlined in the footnote of Table 1 above; however, it did reveal additional unanticipated signal equipment upgrades, such as a new signal controller cabinet. Staff anticipates submitting a formal application for the final review in the fall.

SFPUC's review yielded the following status updates to the Ivy Drive measures:

- Speed feedback signs and gateway treatments are considered infeasible due to the SFPUC's requirement for any measures with a foundation to be at least 20 feet away from the edge of their utility line, which would require these measures to be installed partially or completely outside the public right-of-way.
- Potholing, a construction activity performed to ensure sufficient vertical clearance from underground utility lines, is required and will lengthen the overall approval timeline.
- Raised intersections will require additional evaluation.
- Bulbouts and crosswalk improvements (new high visibility crosswalks, edge lines, crosswalk nose islands) are acceptable.
- The City will be required to execute a licensing agreement and pay an annual licensing fee. Staff has initiated a dialogue with SFPUC.

Attachment A shows the revised Plan based on the details provided above.

Plan – trial evaluation and permanent installation process revisions due to COVID-19 pandemic

On March 23, 2021, staff presented to the City Council a set of revisions to the previously approved implementation process as a result of the unexpected COVID-19 pandemic. A hyperlink of the staff report is provided in Attachment F and detailed below.

Before COVID-19, staff had intended to conduct post-trial analyses to evaluate and survey the temporary measures' effectiveness, which would inform the decision for permanent installation. However, with many companies, schools, and other daily commuters continuing to work from home, roadway congestion has not yet returned to pre-COVID conditions. Therefore, collecting traffic data to compare to the "before" study at this time would not provide a clear picture of the efficacy of the trial measures. Instead, staff elected to collect new roadway and intersection data at key neighborhood locations to provide an overview of current patterns.

Additionally, staff had intended to conduct a community meeting to solicit feedback on converting the implemented trial measures to permanent status. Instead, staff elected to send out a one-time community online and mailed survey to solicit feedback (Attachment G). Given that this project covered a significantly larger area than a corridor-based traffic calming project which typically have smaller project areas, staff applied a survey approach consistent with the Willows neighborhood turn restriction installation. This approach also differs from the NTMP by utilizing a simple majority (i.e., >50 percent) from respondents, to assess support/opposition for permanent installation. The survey was provided in both English and Spanish.

The following summarizes the data collected for the post-trial evaluation:

- Collect roadway vehicular volumes, vehicle type, and speed data at Chilco Street, Hamilton Avenue, Ivy Drive and Newbridge Street
- Collect vehicular, pedestrian and bicycle data at key neighborhood intersections:
- Chilco Street at Terminal Avenue, Hamilton Avenue, Ivy Drive, Newbridge Street
- Willow Road at Hamilton Avenue, Ivy Drive, Newbridge Street
- Conduct a one-time community online and mailed survey.

Attachment H outlines the revised Plan implementation process.

Analysis

Data collection

In April 2021, roadway and intersection transportation volume and speed data were collected at key neighborhood locations to provide an overview of current travel patterns and behaviors. The new data, along with pre-pandemic data collected before the trial installation, are presented in Attachment I.

In general, new pedestrian, bicycle and vehicular volumes decreased when compared to pre-pandemic data. This is consistent with overall transportation patterns exhibited due to the ongoing pandemic.

The measured 85th percentile speed generally remained the same (i.e., ± 2 miles per hour or less). The 85th percentile speed is defined as the speed at or below which 85 percent (%) of all observed free flowing vehicles traveled.

Community survey

In late June, survey packages containing an introductory letter, paper surveys in English and Spanish, and a link to a fillable online version of the same survey, were mailed out to all Belle Haven residents (e.g., renters, owners, rental property owners) and businesses (business owner, property owner, etc.). The survey remained open until July 23.

Additionally, the City posted the survey information on all City social media platforms (i.e., Nextdoor, Facebook, etc.) to encourage participation.

General survey results

Overall, staff received 94 unique responses (i.e., 45 paper, 47 online, 1 phone, 1 email).

The following details the general information about the survey responders:

- 12% (11 responders) were renters, 76% (71 responders) were owners, 2% (2 responders) were businesses, 10 percent (10 responders) identified as “other”.
- 65% (61 responders) were confirmed Belle Haven residents/businesses, through voluntary self-reporting.
- 51% (48 responders) knew of the Plan prior to the survey.

The following summarizes the survey responses on the Plan as a whole (Note some questions were left blank, thus the inconsistent total responses for each question):

- 87 total responses on severity of cut-through traffic during pre-pandemic times:
 - 93% considered it a problem, 7% considered it not a problem
- 89 total responses on the degree of impact these trial installations (i.e., temporary bulbouts, speed feedback signs, etc.) have made to the neighborhood:
 - 57% considered it positive, 18% neutral, 25% considered it negative
- 91 total responses on what happened to their driving patterns as a result of the turn restrictions:
 - 34% changed their pattern, 51% remained the same, 1% do not drive, 14% uncertain
- 90 total responses on levels of benefits to vehicle circulation from these trial installations:
 - 51% considered them beneficial, 36% neutral, 14% considered them not beneficial

Attachment J includes a more detailed breakdown of responses for the four questions above.

Table 2 summarizes the key general comments from both supporters and those opposed to the Plan.

Table 2: Key survey comments	
Supporter of Plan	Opposition of Plan
Raises awareness for drivers, pedestrians, and bicyclists	Turn restrictions are inconvenient to residents
Fewer traffic violations	City need to address excess developments and traffic on major corridors.
Some reduction in speed with speed feedback signs	Difficult to attribute any benefits to the Plan given the ongoing Pandemic
Increased pedestrian safety	Reassign resource for more police enforcement and open up streets

Survey results on specific measures and final recommendations

The following are categorized based on each improvement measures. As stated in the Background section, measures that received a simple majority (i.e., >50%) approval from respondents will be recommended for permanent installation.

Speed feedback signs – Chilco St. between Hamilton Ave. and Ivy Dr.

Based on 83 survey responses, 4% noticed an increase in speed after the installation, 24% noticed a decrease in speed, and 72% noticed no change in speed.

While this improvement did not reach the >50% positive feedback, the results are generally positive. Additionally, survey comments toward this improvement were mostly positive.

Temporary bulbouts and gateways – in City jurisdiction

The survey started with a general question on whether the temporary flexible post bulbouts should be converted to permanent concrete bulbouts. Based on 82 survey responses, 52% supported the proposal, 32% opposed, while 16% expressed neutrality.

In April 2021, staff took photos of temporary bulbouts that showed scuffmarks which typically indicate physical contact from vehicles and/or bicycles. The survey included those photos and solicited feedback on whether to prioritize pedestrian safety or focus on vehicle maneuverability, if the City decides to proceed with permanent installation. Based on 89 survey responses, 57% supported prioritizing pedestrian safety, 22% supported focusing vehicle maneuverability, while 21% expressed a neutrality. Table 3 summarizes some of the key reasons from the two opinions.

Table 3: Survey results – permanent bulbout installation	
Support	Opposition
Reduced vehicular turning speed	Potential damage to turning vehicles
Raised driver awareness	Potential collision between turning vehicle and oncoming vehicles
Reduced pedestrian crossing distance	Did not reduce vehicular straightaway speed

Furthermore, the survey solicited feedback on a preferred permanent concrete bulbout design, which included a “traditional” bulbout design and a “detached” bulbout design. Based on the survey responses, both options received approximately equal support.

As a result, staff will coordinate with Parisi to evaluate existing engineering constraints at key locations to determine the ideal design option. The general direction will be to explore “traditional” bulbout design unless there are significant constraints (e.g., significant impact to: drainage system and/or construction cost).

Ivy Drive improvements (i.e., crosswalks and medians, bulbouts, raised intersections)

Based on 84 survey responses, 49% supported proceeding with permanent installation for all improvements, 26% opposed, while 25% expressed neutrality.

While this improvement did not reach the >50% positive feedback, the results are generally positive and would exceed >50% if neutral votes were evenly split between both sides.

Willow Rd. and Newbridge St. signal modifications

Based on the three proposed modifications identified in the footnote of Table 1 above, staff elected to highlight the “third modification” (i.e., Prohibit Newbridge Street southbound right when Willow Road eastbound left is activated using a “blank out” sign to eliminate conflicts between vehicles on Newbridge Street and those accessing the Willow Road frontage road. Assumed Newbridge Street is a north-south roadway.) in the survey because of its potential ramification to congestion on Newbridge Street.

Based on 84 survey responses, 33% were aware of this proposed modification prior to the survey and 67% were not.

The survey also solicited general feedback on this improvement and the prevailing concern is adding more congestion to an already long queue and wait time on Newbridge Street, particularly during the morning peak hour, when residents are leaving for work, school, etc.

Other considerations

The survey also solicited general feedback about the neighborhood, and Table 4 summarizes some of the key concerns.

Table 4: Additional neighborhood consideration	
More police enforcement	Major corridor signal timing should be re-evaluated (i.e., Willow Rd., Bayfront Expwy.)
More bike lane improvements	The frontage road serving businesses and residents should be re-evaluated (i.e., double parking, street directionality, jaywalking)
More speed humps neighborhood wide	Keep the signal on Chilco St. at Instagram driveway green
More improvements for Pierce Rd.	Enforcement should address the issue of vehicles doing donuts at intersections

While these feedback are outside the scope of this project, staff will share some of them with the appropriate City departments and address others in future efforts.

Recommendations

Based on the survey results above, the speed feedback signs did not receive >50% positive feedback. However, the survey also revealed a measurable benefit with no negative comments from any responders.

It should also be noted that the survey revealed a prevailing congestion concern for the “third modification” at Willow Road and Newbridge signal, particularly during the morning peak hours.

As a result, staff is recommending the following measures for permanent installation:

- Speed feedback signs – retain the permanent measure
- Temporary bulbouts and gateways in City jurisdiction – proceed with permanent installation after consultation with Parisi on ideal bulbout design
- Ivy Drive improvements (i.e., crosswalks and medians, bulbouts, raised intersections) – continue to coordinate with SFPUC with intent for permanent installation for all improvements
- Willow Rd. and Newbridge St. signal modifications – continue to coordinate with Caltrans with intent for permanent installation for all three modifications, but with one alteration: activate the “third modification” between 4 p.m. to 6 p.m. on weekdays

Next steps

Staff will evaluate Commission feedback and revise recommendations, if necessary. The final recommendations will be presented to the City Council in September for approval.

Impact on City Resources

As a required condition of approval for a development project, staff time on the Belle Haven traffic calming study, development, and implementation of the Plan is considered part of the baseline City service levels. The trial and permanent implementation costs of measures in the Final Plan would be funded by Facebook (Hibiscus Properties, LLC) based on the 2017 neighborhood cut-through traffic survey that identified Chilco Street, Ivy Drive and Newbridge Street to be the main cut-through routes.

Environmental Review

The implementation of the Plan is categorically exempt under Class 1 (Existing Conditions) and Class 4 (Minor Modifications) of the current State of California Environmental Quality Act Guidelines.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additionally, the introductory letter in the survey package notified the neighborhood of the August meeting.

Attachments

- A. Belle Haven neighborhood traffic calming plan for implementation
- B. Hyperlink – August 20, 2019 City Council staff report: menlopark.org/DocumentCenter/View/22538/I3---20190820-Belle-Haven-traffic-mgmt-plan?bidId=
- C. Hyperlink – Neighborhood traffic management program: menlopark.org/DocumentCenter/View/300/Neighborhood-Traffic-Management-Program
- D. Map of implemented turn restriction signs
- E. Photos of speed feedback signs and temporary bulbouts
- F. Hyperlink – March 23, 2021 City Council staff report: menlopark.org/DocumentCenter/View/27673/J2-20210323-BH-traffic-management-plan-update
- G. Community survey
- H. Revised implementation process
- I. Roadway and intersection transportation data
- J. General survey responses breakdown

Staff Report #: 21-005-CSC

Report prepared by:
Kevin Chen, Senior Transportation Engineer

Report reviewed by:
Kristian Choy, Acting Transportation Manager

Belle Haven Neighborhood Traffic Calming Plan



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Neighborhood Turn Restriction Implementation Plan



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Example: Temporary intersection bulbout (Location: Almanor Ave. at Terminal Ave.)



Example: Speed feedback sign (Location: Chilco St. between Hamilton Ave. and Ivy Dr.)



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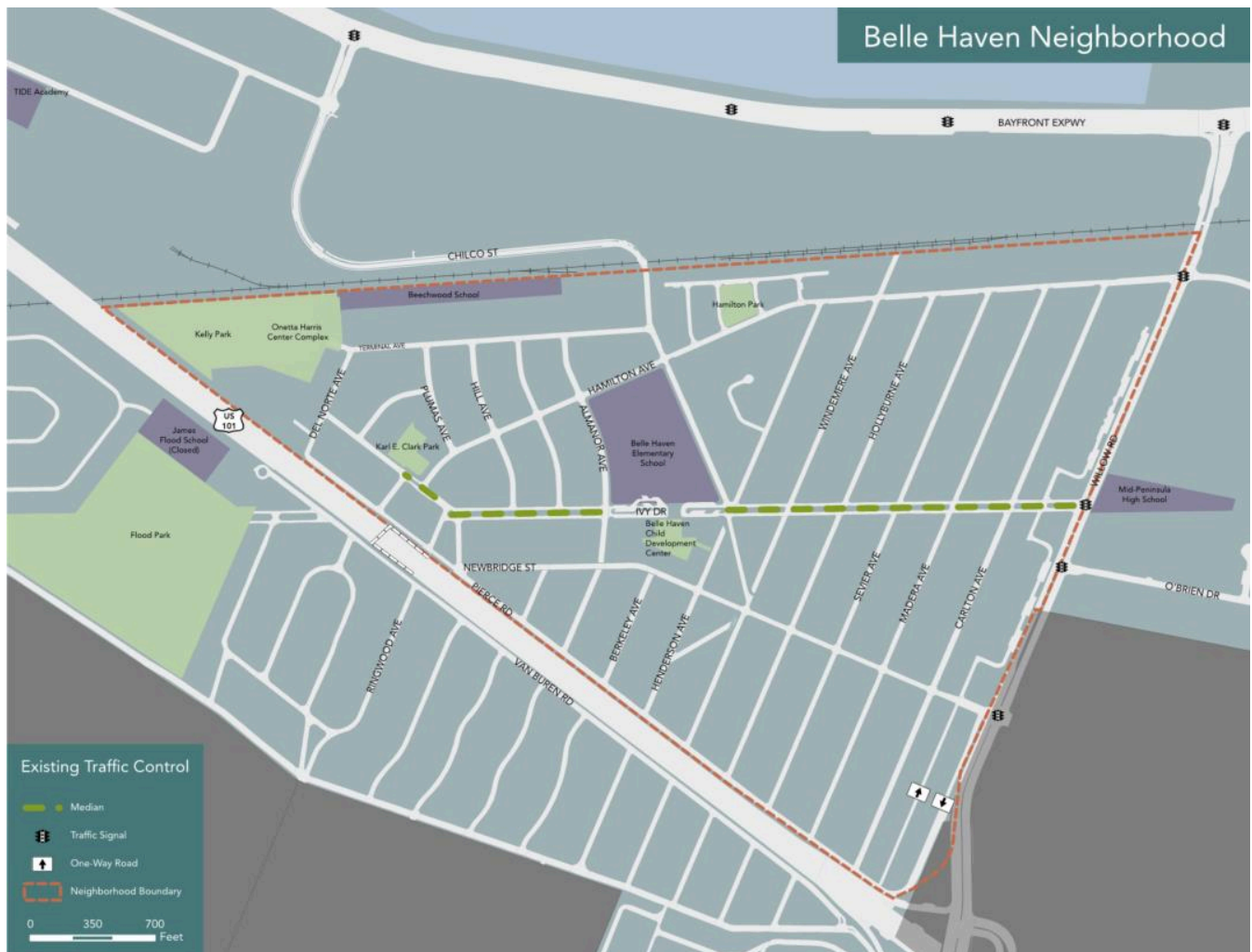
Belle Haven traffic improvements survey

The City Council previously approved the Belle Haven Neighborhood Traffic Management Plan to address cut-through traffic concerns in the Belle Haven neighborhood through the use of traffic calming measures. In June 2020, the installation of temporary traffic calming measures was completed. This survey is being distributed online and via mail to solicit feedback on making the implemented traffic calming measures permanent.

General questions:

1) Check all that apply (*see map below*):

- ☐ I rent in the neighborhood
- ☐ I own and live in the neighborhood
- ☐ I own and live outside the neighborhood
- ☐ I own business in the neighborhood
- ☐ Other (please specify) _____



2) Were you aware of the Belle Haven Traffic Calming Plan before this mailer? (project webpage: menlopark.org/bellehaventraffic)

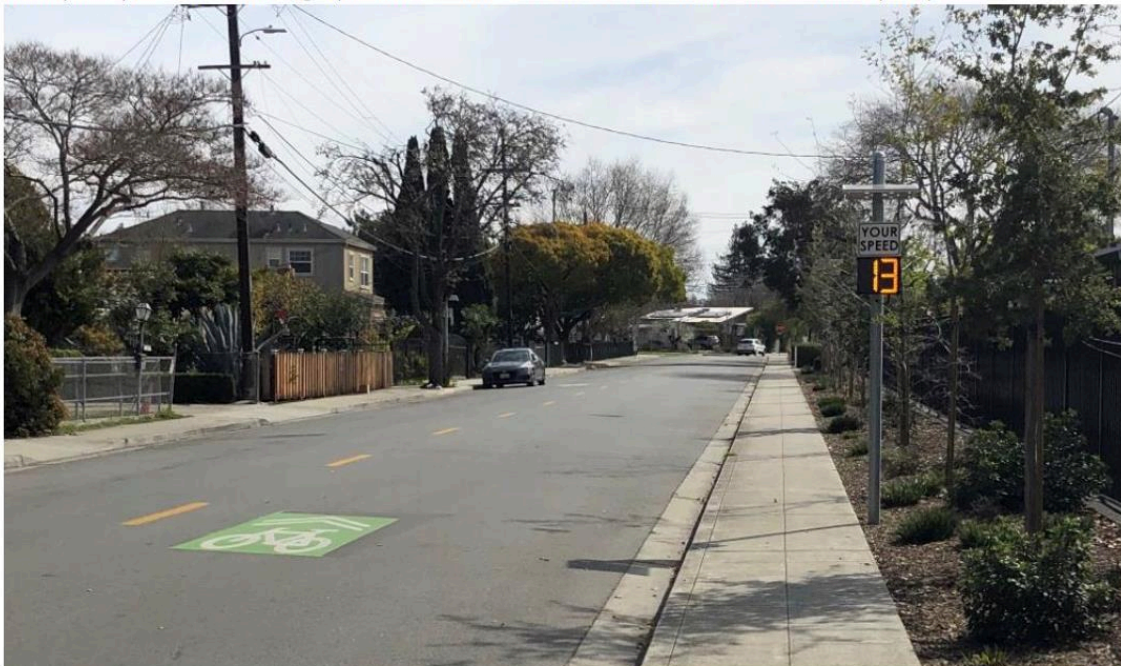
- ☐ Yes
- ☐ No

- 3) As part of the plan, temporary bulb outs and a permanent speed feedback sign were installed in June 2020. What type of impacts do you think these changes have made to the neighborhood? (*see photos below*)
- ☐ Very positive
 - ☐ Somewhat positive
 - ☐ Neutral
 - ☐ Somewhat negative
 - ☐ Very negative

Example: Temporary intersection bulbout (Location: Almanor Ave. at Terminal Ave.)



Example: Speed feedback sign (Location: Chilco St. between Hamilton Ave. and Ivy Dr.)



Specific measures:

- 1) Do you think the City should make these bulb outs permanent, like these examples? (*see photos below*)

- ☐ Yes
- ☐ No
- ☐ Neutral

Example: Permanent detached intersection bulbout (Location: Encinal Ave. at Garwood Wy.)



Example: Permanent tradition intersection bulbout (Location: Chilco St. at Hamilton Ave.)



- 2) If directed to proceed with permanent design, the City will explore the best design option based on existing constrains (e.g., stormwater flow, ADA, etc.) and feedback from residents. Please share your feedback about each of the design shown in **Question 1**, if any.

- 3) Field observations revealed scuffmarks on some of the temporary bulb outs. What should be done at those locations in the permanent design? (*see photos below*)
- ☐ Focus on pedestrian safety over vehicle maneuverability (e.g., larger vehicles might occasionally go over the curb when turning)
 - ☐ Focus on vehicle maneuverability
 - ☐ Neutral

Example: Temporary intersection bulbout (Location: Newbridge St. at Carlton Ave.)



Example: Temporary intersection bulbout (Location: Newbridge St. at Carlton Ave.)



- 4) The plan also included bulb outs on Ivy Drive. Since improvements to Ivy Drive are subject to San Francisco Public Utilities Commission (SFPUC) approval, any bulb outs on Ivy Drive would be constructed using permanent materials without a “temporary” phase. Do you support having permanent bulb outs on Ivy Drive similar to the examples above in **Question 1**?
- ☐ Yes
 - ☐ No
 - ☐ Neutral

- 5) Have you noticed a change in speed on Chilco Street with the new speed feedback signs?
- ☐ Increase
 - ☐ Decrease
 - ☐ No change
- 6) The plan also included a “no right turn on red” sign on eastbound Newbridge Street at Willow Road to come on when northbound Willow Road left turn has a green arrow. The intent is to reduce conflict between vehicles from these two directions at the frontage road entrance and will require Caltrans approval. Are you aware of this improvement? *(see existing and proposed illustrations below)*
- ☐ Yes
 - ☐ No

Existing signal operation – eastbound Newbridge St. right turn on red is allowed, when northbound left shows a green arrow.



Future signal operation – eastbound Newbridge St. right turn on red is prohibited, when northbound left shows a green arrow.



- 7) In addition to the improvement described in question 6, please provide any other feedback you might have for the Newbridge Street and Willow Road intersection:

- 8) Please describe any other feedback you have:

Optional:

Please provide your contact information so that we can keep you informed as the project moves forward.

Name:

Email:

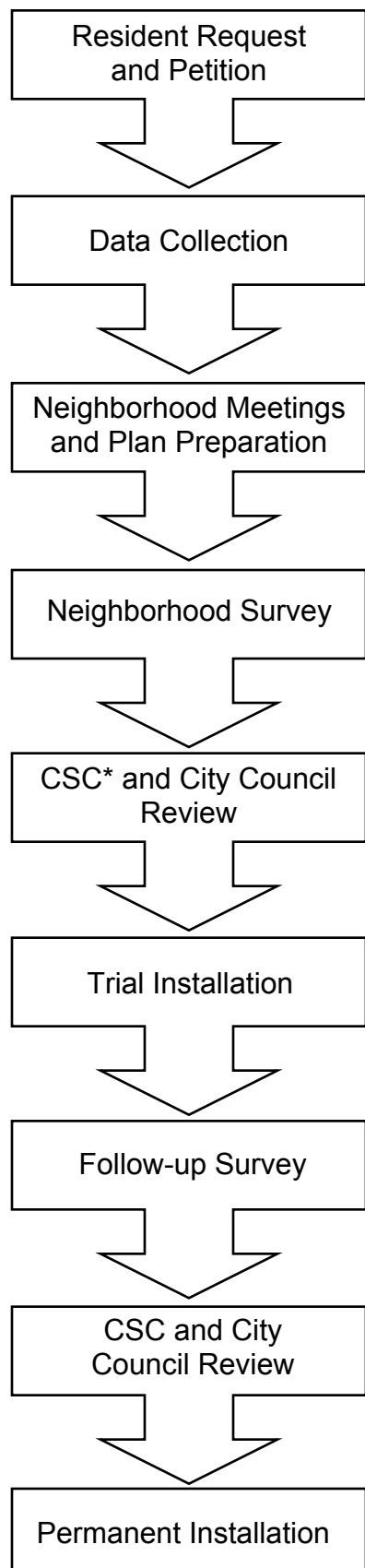
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Address:

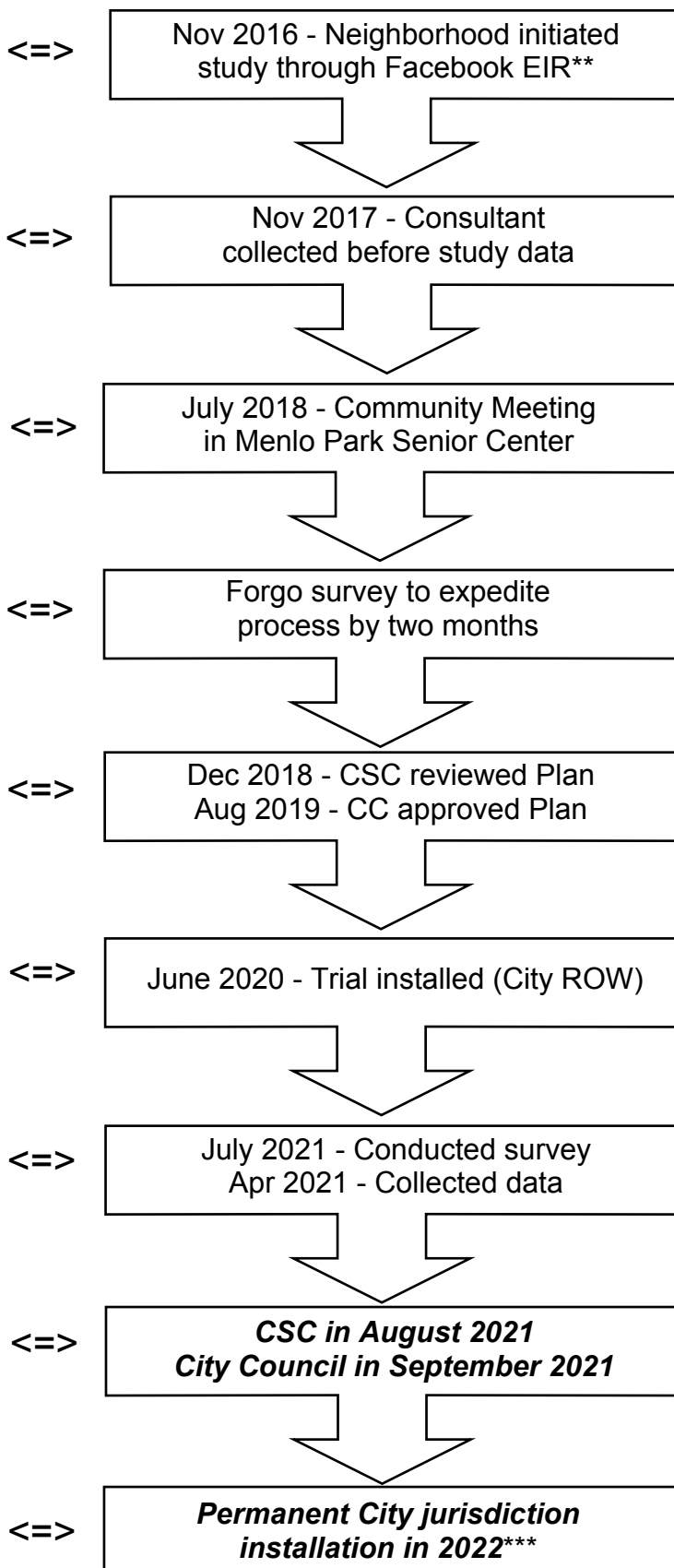
Zip Code:

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Standard Neighborhood Traffic Management Program Implementation Process



Adjusted Belle Haven Neighborhood Traffic Calming Plan Implementation Process



* CSC = Complete Streets Commission, ** EIR = Environmental Impact Report

*** Permanent Caltrans and SFPUC installation schedules depend on third party agencies

Italic text = Remaining action list

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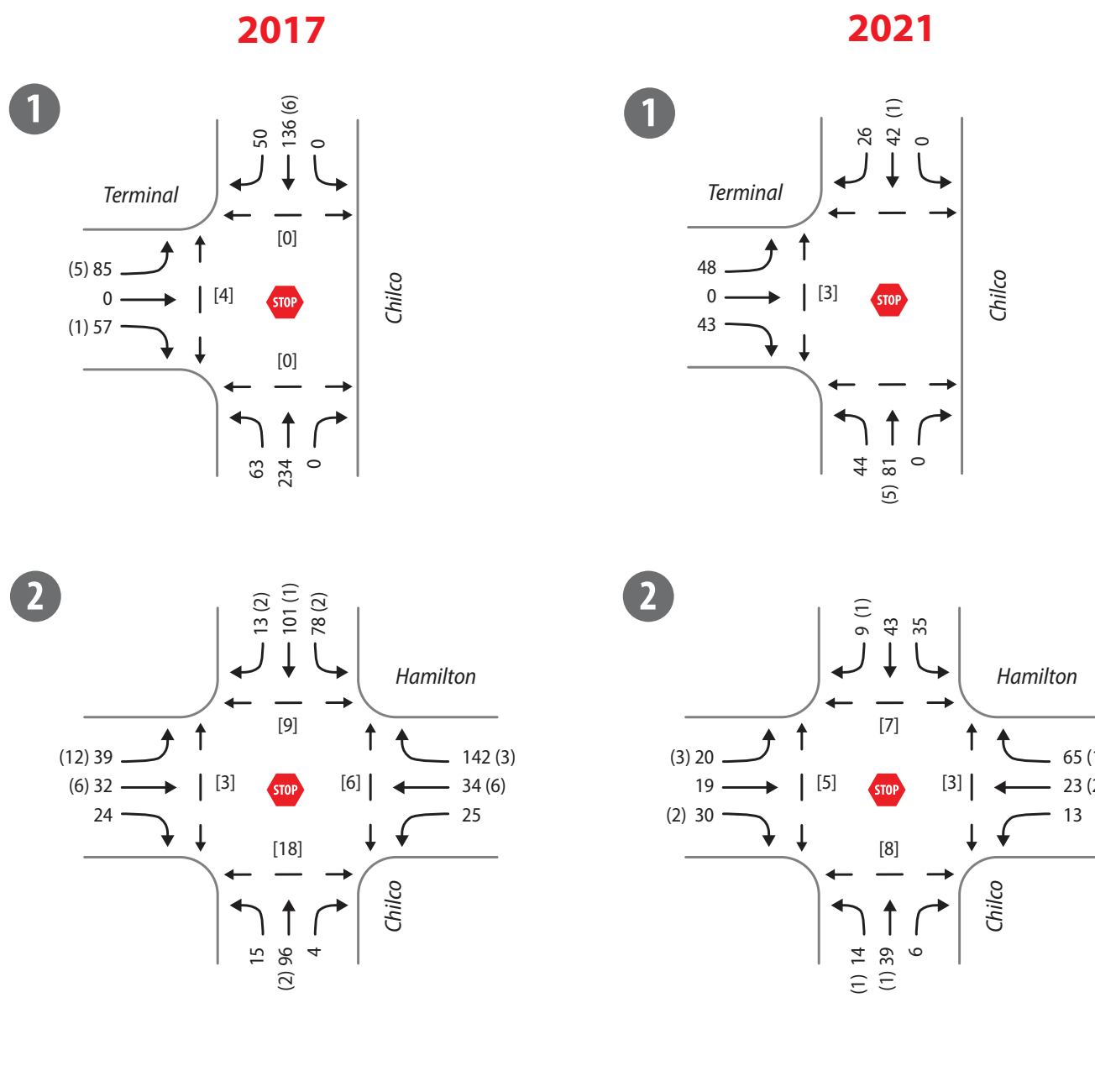


ROADWAY SEGMENT					AVERAGE DAILY TRAFFIC		
Location	Street	Segment		Approach	2017	2021	% Change
		From	To				
A	Chilco Street	Terminal Avenue	Railroad Crossing	EB	2,055	1,206	-41%
				WB	2,720	1,374	-49%
B	Hamilton Avenue	Carlton Avenue	Madera Avenue	NB	1,721	1,350	-22%
				SB	1,779	1,379	-22%
C	Ivy Drive	Carlton Avenue	Willow Road	NB	1,128	994	-12%
				SB	2,038	1,314	-36%
D	Newbridge Street	Carlton Avenue	East of Carlton Avenue	NB	4,740	4,009	-15%
				SB	4,650	4,063	-13%

Belle Haven Neighborhood Traffic Management Plan
Average Daily Traffic



Intersection Counts AM Peak Hour



LEGEND

#

Study Intersection

xx

Automobile

(xx)

Bicycle

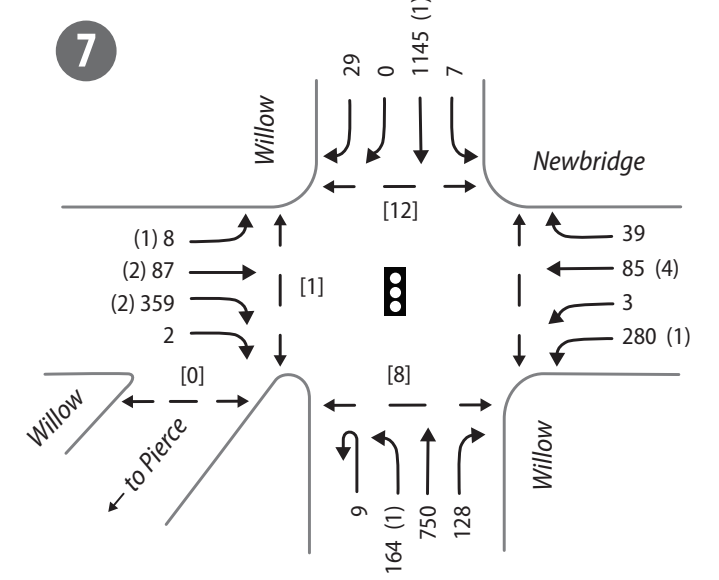
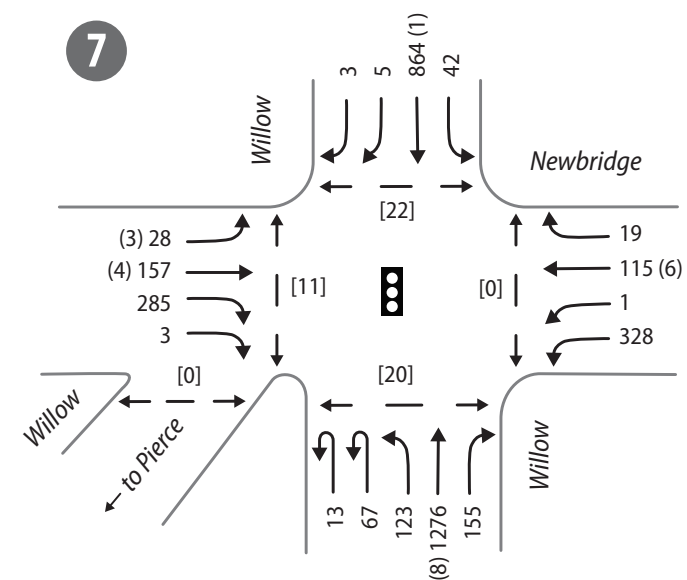
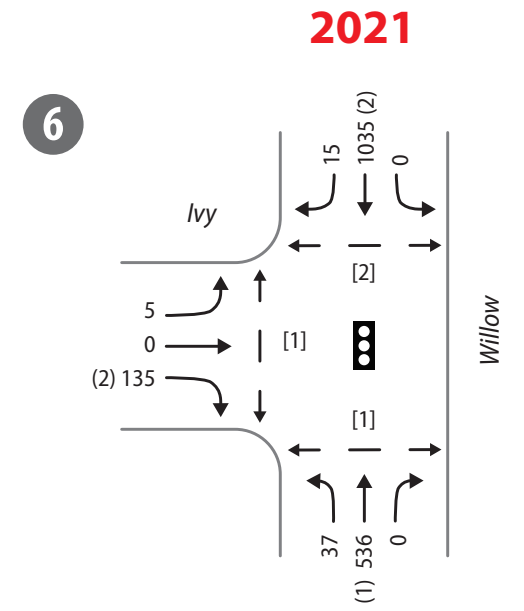
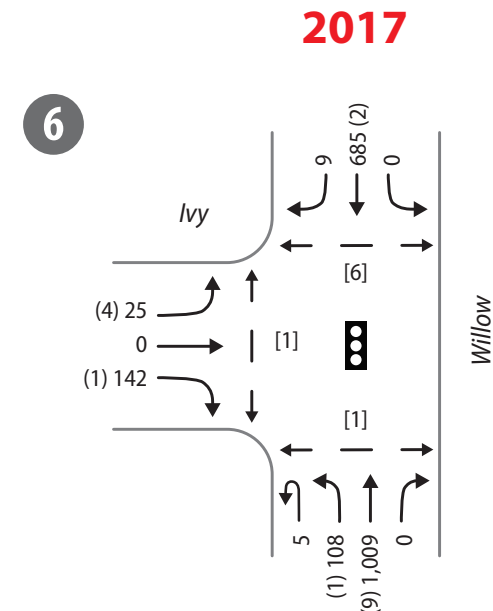
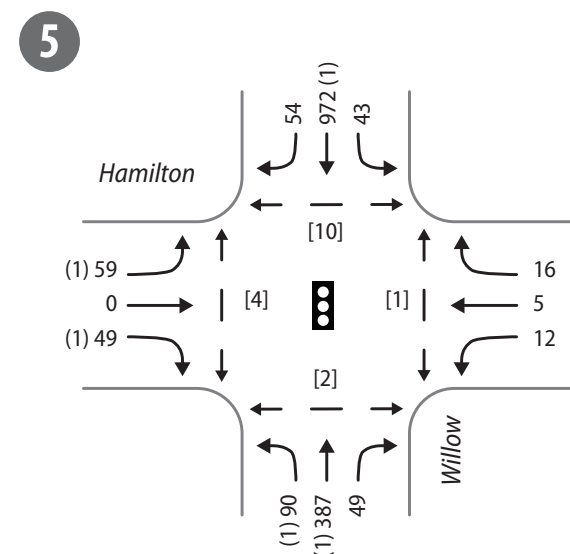
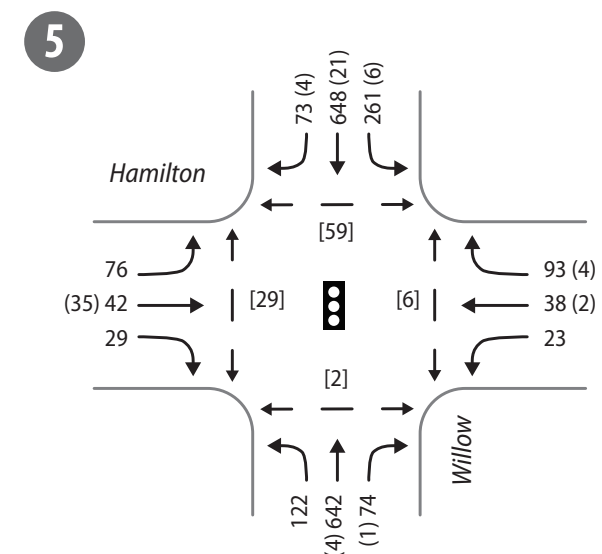
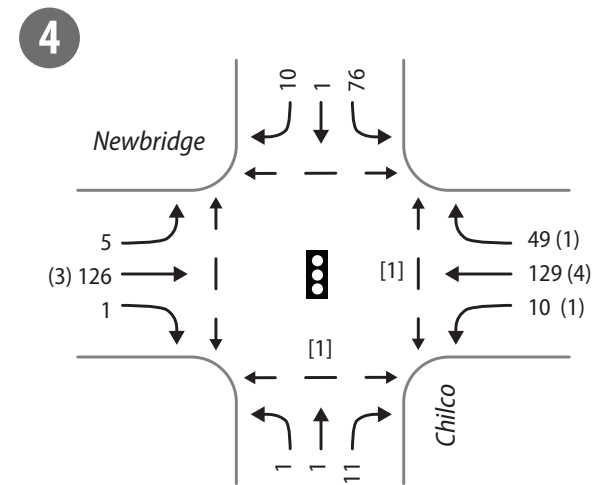
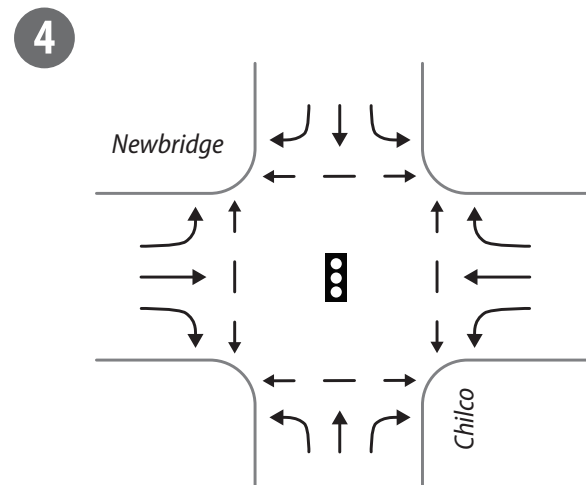
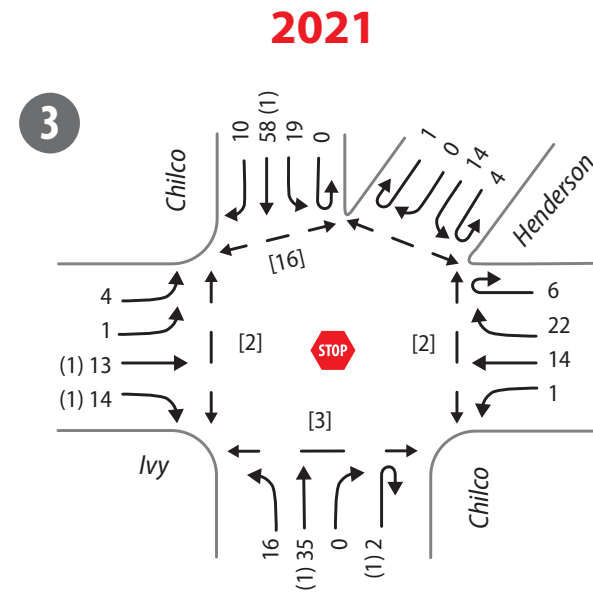
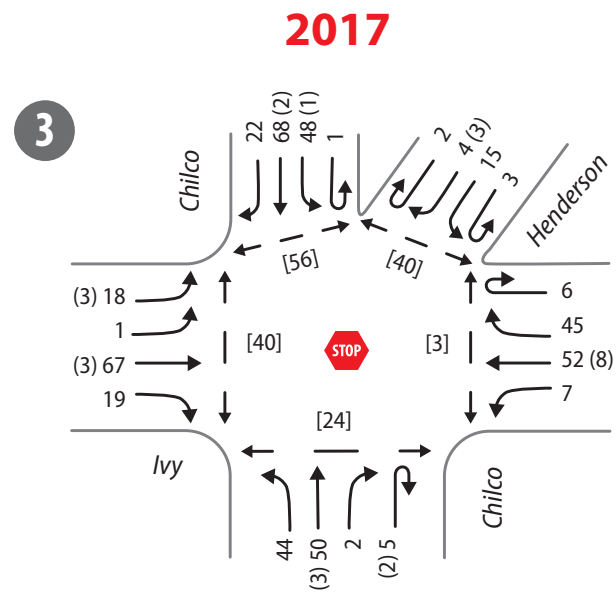
[xx]

Pedestrian

Signalized Intersection

All way Stop-Controlled

Intersection Counts AM Peak Hour



LEGEND

Study Intersection

xx Automobile

(xx) Bicycle

[xx] Pedestrian

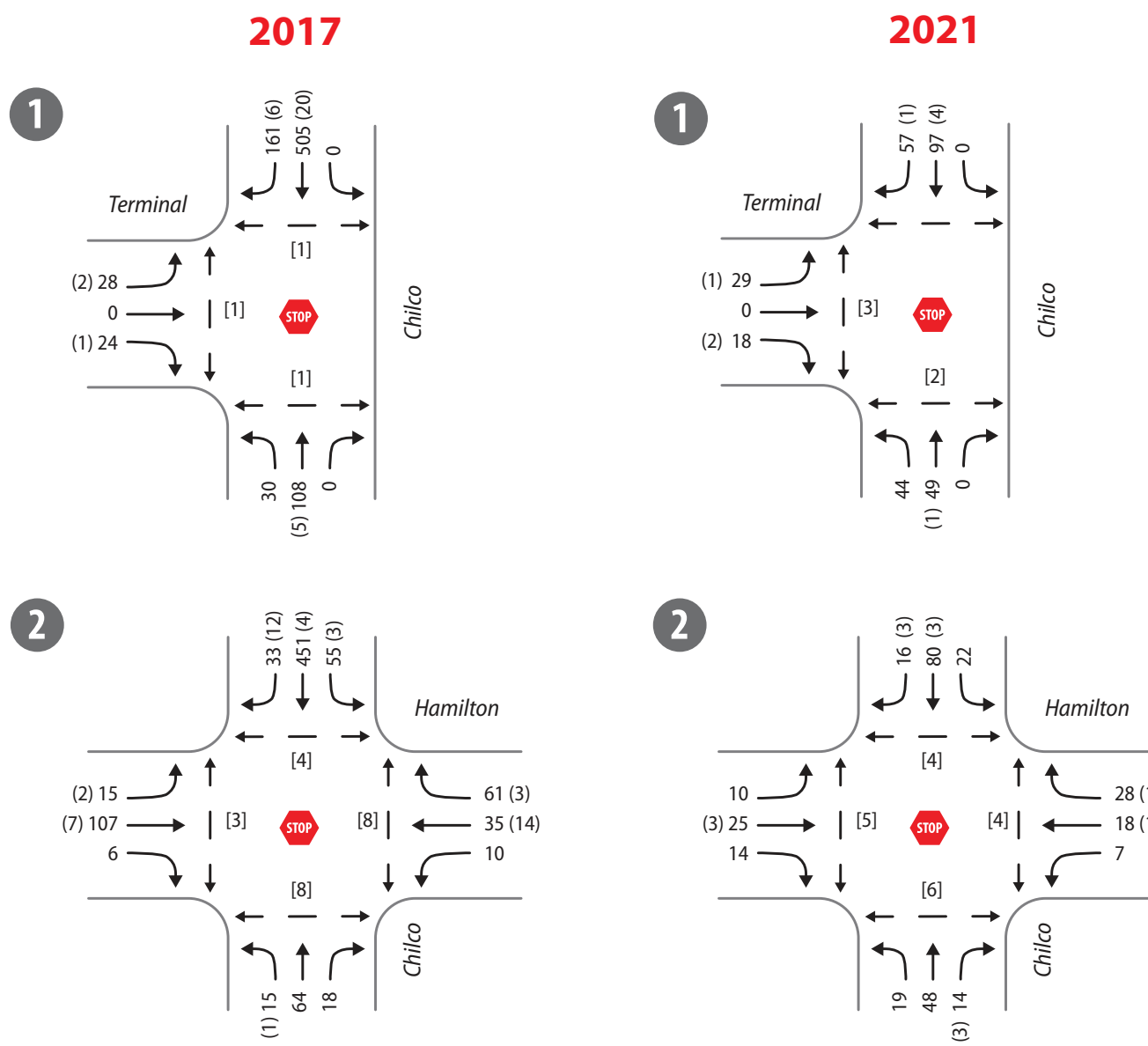


Signalized Intersection

All way Stop-Controlled



Intersection Counts PM Peak Hour



LEGEND

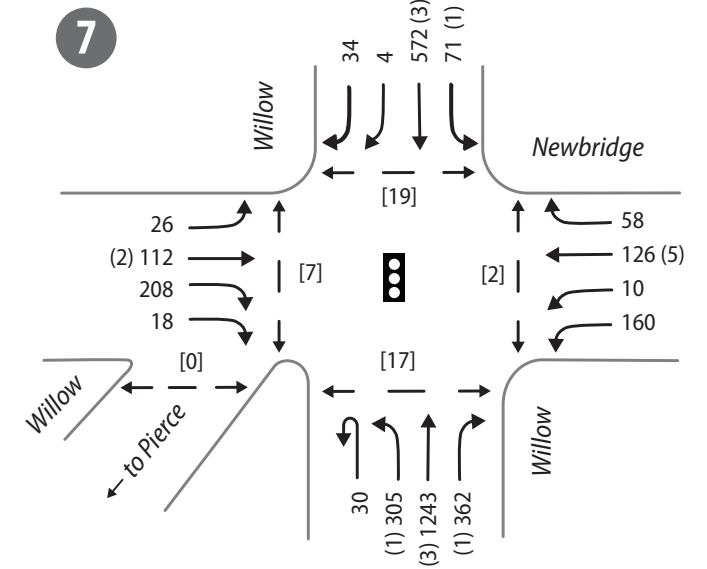
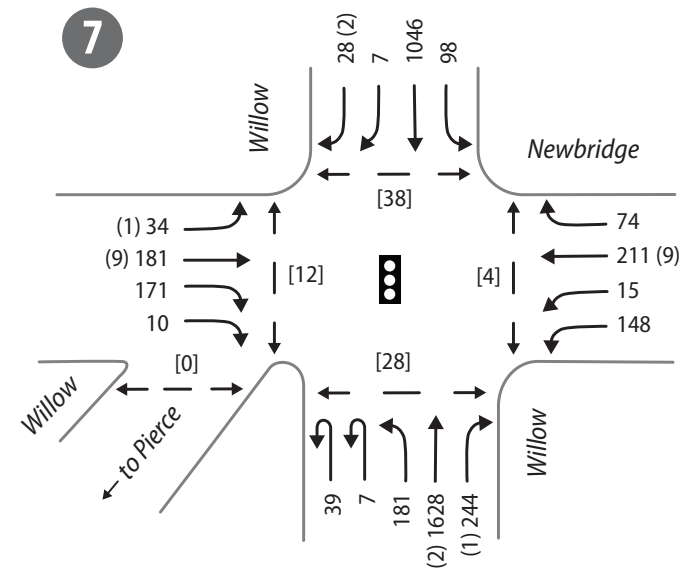
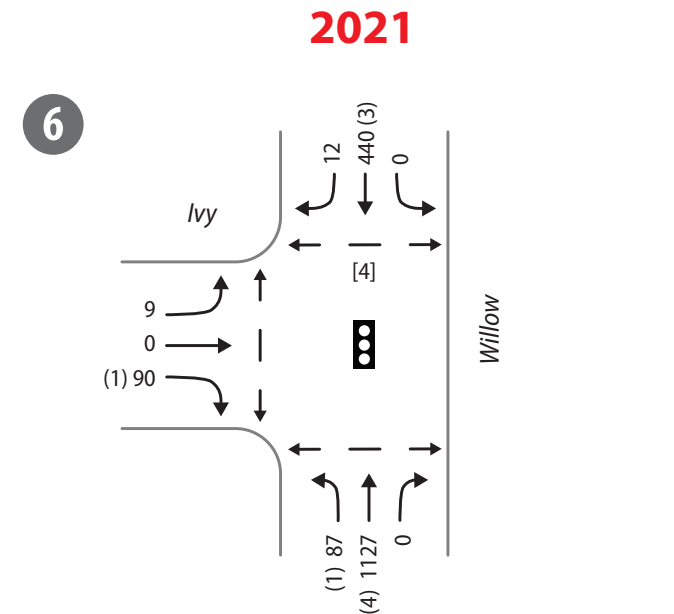
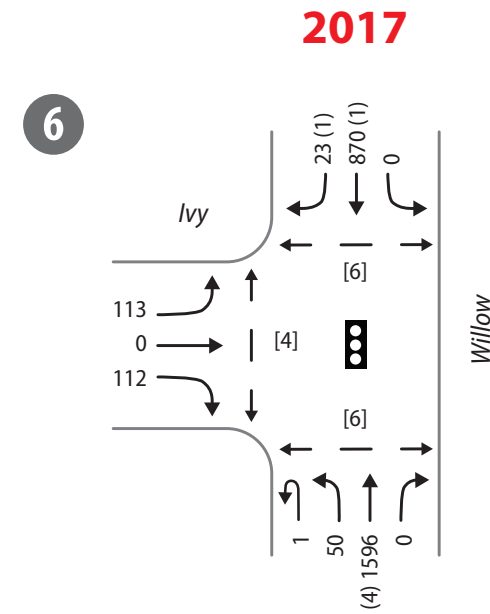
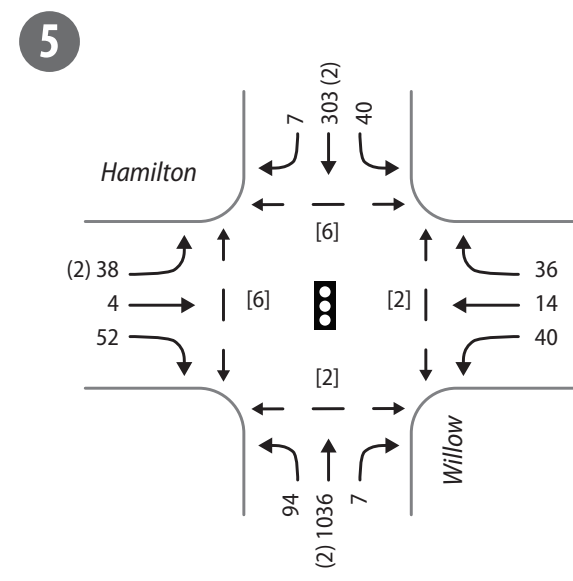
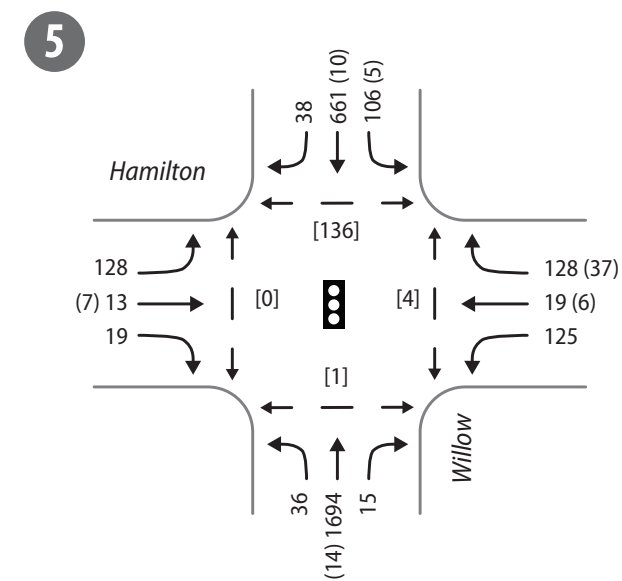
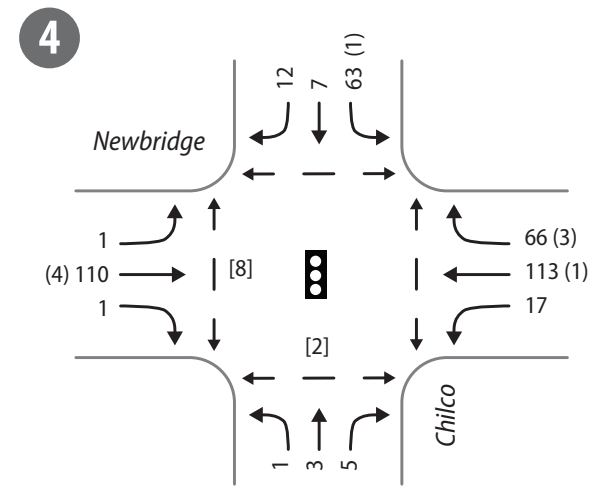
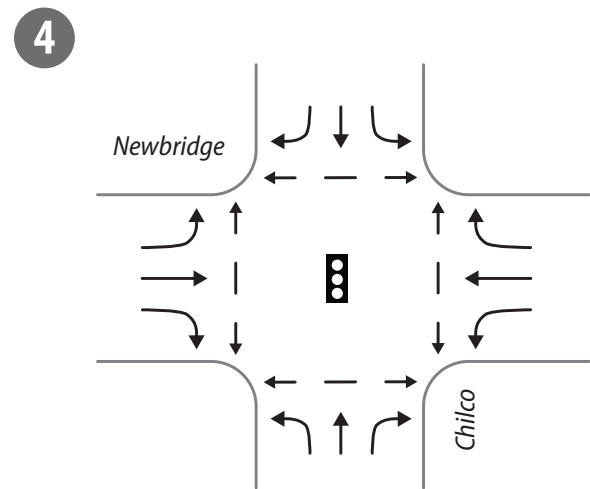
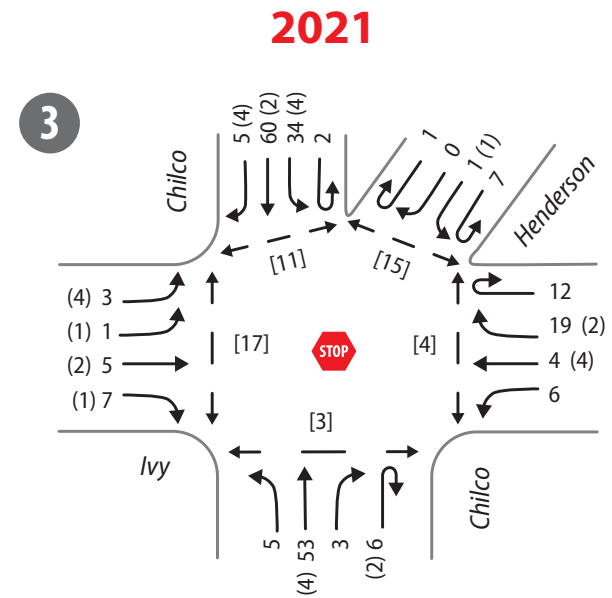
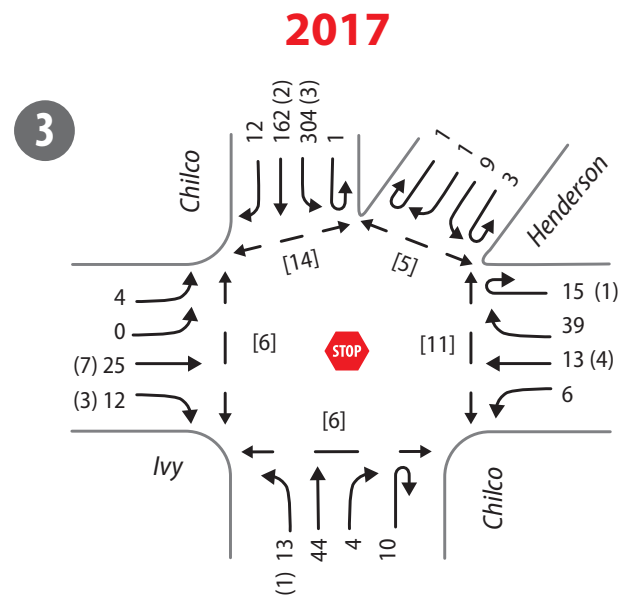
- # Study Intersection
- xx Automobile
- (xx) Bicycle
- [xx] Pedestrian
- Signalized Intersection
- STOP All way Stop-Controlled

Belle Haven Neighborhood Traffic Management Plan

Intersection Counts PM Peak Hour



Intersection Counts PM Peak Hour



LEGEND

Study Intersection

xx Automobile

(xx) Bicycle

[xx] Pedestrian

●

Signalized Intersection

All way Stop-Controlled



ROADWAY SEGMENT					VEHICULAR SPEED			
					2017		2021	
Location	Street	Segment		Approach	85th Percentile	Speed Limit	85th Percentile	Speed Limit
		From	To					
A	Chilco Street	Terminal Avenue	Railroad Crossing	EB	29	25	27	25
				WB	25	25	25	25
B	Hamilton Avenue	Carlton Avenue	Madera Avenue	NB	27	25	29	25
				SB	28	25	29	25
C	Ivy Drive	Carlton Avenue	Willow Road	NB	26	25	25	25
				SB	27	25	27	25
D	Newbridge Street	Carlton Avenue	East of Carlton Avenue	NB	24	25	23	25
				SB	24	25	26	25

Belle Haven Neighborhood Traffic Management Plan

Vehicular Travel Speeds

- 87 total responses on severity of cut-through traffic during pre-pandemic times:
 - 54% considered it a serious problem, 28% considered it a moderate problem, 11% considered it a minor problem, 7% considered it not a problem
- 89 total responses on the degree of impact these trial installations (i.e., temporary bulbouts, speed feedback signs, etc.) have made to the neighborhood:
 - 26% considered it very positive, 31% considered it somewhat positive, 18% neutral, 17% considered it somewhat negative, 8% considered it very negative
- 91 total responses on what happened to their driving patterns as a result of the turn restrictions:
 - 34% changed their pattern, 51% remained the same, 1% do not drive, 14% uncertain
- 90 total responses on levels of benefits to vehicle circulation from these trial installations:
 - 10% considered them significant more beneficial, 41% considered them slightly more beneficial, 36% considered them neutral, 6% considered them slightly less beneficial, 8% considered them significantly less beneficial

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STAFF REPORT

Complete Streets Commission

Meeting Date: 8/11/2021

Staff Report Number: 21-006-CSC

Regular Business: Re-evaluate and recommend to City Council to approve the Complete Streets Commission 2021-2022 work plan

Recommendation

Staff recommends the Complete Streets Commission (Commission) review, edit, and recommend to City Council to approve the Commission 2021-2022 work plan (Attachment A).

Policy Issues

The approval of the Commission work plan is consistent with City Council Policy CC-21-004 (Attachment B), Commissions/Committees policies and procedures and roles and responsibilities. Each commission is required to develop an annual work plan and seek City Council approval no later than September 30 of each year.

Background

Commission charges

On March 5, 2019, the City Council adopted Resolution No. 6477 to create Complete Streets Commission permanently as a nine-member body following a two-year pilot program that began February 28, 2017 by merging the former Bicycle and Transportation Commissions.

The Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City.

Commission 2020-2021 work plan

Due to the novel coronavirus (COVID-19) impacts to City operation, the City Council postponed the approval of the Commission work plan to March 23, 2021, after the Commission's unanimously affirmative vote on January 13, 2021. The work plan is summarized in Table 1.

Table 1: Commission work plan			
Ref #	Goals/priorities	Tasks	Action
1	Climate Action Plan goals	<ul style="list-style-type: none"> Review and recommend projects from TMP¹ Provide input on major developments 	<ul style="list-style-type: none"> Provides feedback to CC² Receives updates on development projects
2	Transportation Master Plan	<ul style="list-style-type: none"> Advise CC on TMP implementation 	<ul style="list-style-type: none"> Provides feedback to CC
3	Middle Ave crossing and complete streets projects	<ul style="list-style-type: none"> Advise CC on Middle Ave crossing Advise CC on Middle Ave complete streets project 	<ul style="list-style-type: none"> Provides feedback to CC
4	Downtown access programs	<ul style="list-style-type: none"> Advise CC on ongoing initiatives 	<ul style="list-style-type: none"> Monitors downtown related projects
5	Safe routes to school (SRTS) program	<ul style="list-style-type: none"> Provide guidance to SRTS coordinator and advocate institutionalization of role 	<ul style="list-style-type: none"> Participates in SRTS Task Force meetings
6	Multimodal and transportation demand management (TDM) programs	<ul style="list-style-type: none"> Advise CC on regional multimodal and TDM projects 	<ul style="list-style-type: none"> Monitors regional and local projects
Notes: 1. TMP = Transportation Master Plan 2. CC = City Council			

Analysis

City Council directions

On June 28, 2021, the City Council adopted the City's 2021-2022 annual budget. Through this budget discussion, the City Council referred the following two items for Commission feedback:

- Current state of the safe routes to school program
- Process and procedure of the neighborhood traffic management program

Complete Streets Commission Multimodal Subcommittee requests

On July 14, 2021, the Commission's Multimodal Subcommittee presented to the Commission on a non-profit organization called Seamless Bay Area and its mission to "transform the Bay Area's fragmented public transit..." for the better. Through this presentation, the subcommittee submitted two actionable items for the Commission's consideration, to be presented to the City Council for final approval:

- Sign the draft resolution (Attachment C) to support the Seamless Transit Principles, compiled by Seamless Bay Area
- Allocate staff resources to assist the Multimodal Subcommittee to review future transit related study recommendations that could impact the City of Menlo Park and develop an action list for City Council approval

After deliberation, the Commission continued the discussion to the August meeting.

Recommendations

Staff recommends the Commission complete the following tasks for the Commission 2021-2022 work plan (Attachment A):

- Review the redlined work plan
- Confirm the current tasks to remain
- Select the new tasks to be included
- Approve the revised work plan
- Designate a commissioner to present the work plan to the City Council in September

Next step

If approved by the Commission, the Commission 2021-2022 work plan will be presented to the City Council in September for adoption.

Impact on City Resources

Resources expended for the completion of the Commission work plan is considered part of the City's baseline operations.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any projects identified through the Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Complete Streets Commission 2021-2022 work plan
- B. City Council Policy CC-21-004 – Commission/Committees policies and procedures, roles and responsibilities
- C. Draft resolution

Report prepared by:
Kevin Chen, Senior Transportation Engineer

Report reviewed by:
Kristiann Choy, Acting Transportation Manager

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**MEMORANDUM**

Date: 8/11/2021
To: City Council
From: Complete Streets Commission
Re: Complete Streets Commission 2021-2022 Work Plan

Mission Statement:

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

Goals/Priorities (and near-term actionable tasks):

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
 - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
2. Advise City Council on the implementation of the TMP:
 - Evaluate the current process and procedure of the neighborhood traffic management program (TMP Project #165)
3. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation:
 - Evaluate the current state of the safe routes to school program
6. Continue to support City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park:
 - Request the City Council to sign the Seamless Transit Principles
 - Request the City Council to allocate staff resources to assist the Multimodal

Subcommittee to review future transit related study recommendations that could impact the City of Menlo Park and develop an action list for City Council approval

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-21-004

Effective 6/08/2021

Resolution No. 6631



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has eight active Commissions and Committees. The active advisory bodies are: Community Engagement and Outreach Committee, Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Seven of the eight commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services

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of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.

- Additional or other staff support may be provided upon a formal request to the City Council.
- The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act and parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.
- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the City Clerk's Office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the City Clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.

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- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The City Clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. Agendas/notices/minutes

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and

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minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.

- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Community Engagement and Outreach Committee, Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month, the Community Engagement and Outreach Committee shall hold meetings as need, and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient

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and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Community Engagement and Outreach Committee – as needed
- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the City Clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

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Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk's office and on the City's website.
- The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination in the order received. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed. The number of votes for each City Councilmember is limited to the number of vacancies.
- Following a City Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the City Clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

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Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.
- In accordance with Resolution No. 6622, current and future members of the Community Engagement and Outreach Committee, Complete Streets Commission, and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee with the exception of:
 - Community Engagement and Outreach Committee – fourteen (14) members
 - Complete Streets Commission – nine (9) members
 - Finance and Audit Committee – five (5) members
 - Housing Commission – seven (7) members
 - Library Commission – eleven (11) members

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the City Clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

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Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years. The Community Engagement and Outreach Committee term is for eighteen (18) months.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the City Clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the City Clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

Roles and Responsibilities

Community Engagement and Outreach Committee

The Housing Element Community Engagement and Outreach Committee (CEOC) assists the City in ensuring a broad and inclusive community outreach and engagement process. Committee members help guide and provide feedback on the types and frequency of activities/events/meetings and the strategies and methods for communicating with the various stakeholders in the community.

Roles and responsibilities:

- Serve as an ambassador of the project and encourage people to participate in the process
- Help guide and provide feedback on the community engagement plan
- Serve as a community resource to provide information to and receive input from the community on matters related to community engagement and public outreach

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

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Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

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Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the City Clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

Seamless Transit Principles

2020

Overview

The Seamless Transit Principles are a set of seven guiding principles developed to guide local, regional, and state decision-makers to pursue a seamlessly integrated, world-class transit system that works for people. They are:

- 1. Run all Bay Area transit as one easy-to-use system**
- 2. Put riders first**
- 3. Make public transit equitable and accessible to all**
- 4. Align transit prices to be simple, fair, and affordable**
- 5. Connect effortlessly with other sustainable transportation**
- 6. Plan communities and transportation together**
- 7. Prioritize reforms to create a seamless network**

They were compiled by [Seamless Bay Area](#), a non-profit 501(c)3 group that advocates for a unified, world class public transit system, with the input of cities and transit advocacy groups, local leaders, transit agency staff, and local elected officials. They are included in full in Attachment A. They have been endorsed by over 27 organization and 6 public agencies.

Purpose of Seamless Transit Principles

- Build broad support among cities, transit agencies, employers, advocacy groups, mayors, local elected officials to the vision of seamless transportation.
- Build public awareness and public support for reforms that promote greater regional transit integration; overcome resistance to change within transit agencies.

[Resolution Template for Cities, Counties, Transit Agencies, and other Public Bodies]

Preamble

WHEREAS The San Francisco Bay Area, despite being an exceptional place to live, faces an uncertain future due to several interrelated crises -- decreasing housing affordability, increasing congestion, rising pollution, widening inequality, and the recent COVID-19 public health crisis – all of which are exacerbated by an inadequate and poorly-performing public transportation system;

WHEREAS, Despite billions of dollars of investments in new transportation infrastructure over the past five decades, public transit in the Bay Area has failed to attract large numbers of new riders, and has never been used by more than 12% of the population for commute trips since 1970; by contrast automobiles have always been used for over 75% of commute trips;

WHEREAS The quality of and usage of public transit in the Bay Area has declined in recent years, with transit trips per capita declining by 10%, average bus speeds declining by 9%, and transit commute times increasing by 11% between 2001 and 2016;

WHEREAS The California Air Resources Board reported in 2018 that no California regions, including the Bay Area, are on track to meet their greenhouse gas reduction targets, with increasing Vehicle Miles Travelled (VMT) and declines in transit ridership cited as a primary factors;

WHEREAS Using public transit in the Bay Area is inconvenient and costly for many types of trips, requiring riders to: use multiple transit systems operated independently with little coordination; pay multiple separate fares; experience unpredictable transfers; and navigate different wayfinding systems and brand identities;

WHEREAS Low income people, many of whom have experienced displacement and have long commutes requiring multiple transit services, are among the most adversely affected the Bay Area's poorly integrated public transportation system, experiencing a significant financial burden from needing to pay multiple separate transit fares or being forced into costly vehicle ownership;

WHEREAS Regions with high-ridership public transportation systems are, by contrast, characterized by highly integrated networks of quality local and regional transit services that make traveling without a private automobile convenient and easy for all types of trips, featuring aligned routes and schedules, coordinated transfers, high quality transit hubs, common branding and customer information, and other common regional customer experience standards.

WHEREAS Regions that have successfully integrated and simplified transit fares have experienced many broad social benefits, including a shift in travel from private cars to public transit, an increase in overall public transit usage, and expanded mobility options and cost savings for riders.

WHEREAS, A well-functioning and coordinated transit system plays a critical role in supporting public health and safety during an emergency, with 31% of Bay Area essential workers relying off public transit to get to work. It also plays a critical role in supporting an economic recovery. During and in the aftermath of major disruptions to our transit system, close coordination among agencies facilitates prioritization of the most critical needs, efficient deployment of resources, and clear communication to customers.

Resolution

(1) NOW, THEREFORE, BE IT RESOLVED BY [INSERT CITY/COUNTY/AGENCY NAME] AS FOLLOWS:

[CITY/COUNTY/AGENCY NAME] affirms commitment to working collaboratively with State agencies, the Metropolitan Transportation Commission ("MTC"), municipalities and other public agencies develop a highly integrated regional transportation system that provides convenient, seamless, and affordable transit for customers.

The Board of [CITY/COUNTY/AGENCY] supports the Seamless Transit Principles listed in Attachment (A), and agrees to be publicly listed as a supporter.

ATTACHMENT A

The Seamless Transit Principles Viewable at: www.seamlessbayarea.org/seamless-transit-principles



1) Run all Bay Area transit as one easy-to-use system

Public transit should work as one seamless, connected, and convenient network across the San Francisco Bay Area and beyond. Getting around on transit should be as fast and easy as driving a car. Coordinated bus, rail, and ferry routes and schedules should encourage effortless transfers. Consistent and clear customer information, branding, and maps should make using transit simple and dignified.



2) Put riders first

Riders should feel comfortable when using transit and be treated like valued customers. Public transit agencies must do more to listen to riders and continuously improve service. They must prioritize riders' needs above all else, and overcome all operational, political and bureaucratic barriers to provide an excellent and seamless customer experience.



3) Make public transit equitable and accessible to all

People of all income levels, ages, abilities, genders, and backgrounds should have access to world-class public transit. People who are the most reliant on transit are best served by a universal, inclusive, regionally integrated, connected system that is used by all. People with limited means to pay for transit should be provided with discounts.



4) Align transit prices and passes to be simple, fair, and affordable

Transit should provide good value for money. Fares across the region's 27 public transit agencies must be aligned into a consistent, fair, and affordable system that encourages using transit for all types of trips and doesn't punish riders for transferring. Cost-effective monthly passes should work across the Bay Area and should be widely available to individuals, employers, and schools.



5) Connect effortlessly with other sustainable transportation

A person's journey does not end when they get off a bus or exit a station. Excellent pedestrian, bicycle, and other pollution-free transportation options should seamlessly connect public transit to communities and destinations, supporting door-to-door trips that don't require a car.



6) Plan communities and transportation together

High quality public transit should be at the heart of communities across the Bay Area. Transportation should be closely aligned with our region's land use, promoting a connected network of transit-oriented, walkable communities that expands access to affordable housing and job opportunities, and reduces car travel and greenhouse gas emissions.



7) Prioritize reforms to create a seamless network

A regionally integrated, world-class transit system won't happen on its own -- it will take leadership, unprecedented levels of cooperation, and changes to existing local, regional, and state policies. The cities, counties, public transit agencies, regional authorities, business leaders, advocacy groups and elected representatives of the San Francisco Bay Area and Northern California megaregion must prioritize the broad public interest and urgently work together collaboratively to advance critical reforms. Our future depends on it!