



Takoma Park City Council Meeting – April 3, 2019

Agenda Item 3

Work Session

Safe Roadways Committee Reorganization

Recommended Council Action

Discuss the recommendations of the Safe Roadways Committee and determine next steps.

Context with Key Issues

The Safe Roadways Committee lost most of its members in 2017 and 2018 due to term limits and resignations. Remaining members Frank Demarais and Michael Moore, and newly appointed member Jessica Landman, have developed a recommendation to re-form the committee as the "Complete Streets Committee." The recommendation is attached.

Council Priority

Engaged, Responsive and Service-Oriented Government, Environmentally Sustainable Community.

Environmental Impact of Action

The Committee's focus on pedestrians, bicyclists, transit, and safe and efficient streets supports the City's sustainability goals.

Fiscal Impact of Action

There is not a specific fiscal impact to the reorganization.

Racial Equity Considerations

The work of the Committee should benefit all parts of the City and, particularly, users of transit, pedestrians, and bicyclists. Additionally, the Council seeks to recruit and attract more people of color to serve on boards, commissions and committees.

Attachments and Links

- Recommendations from the Safe Roadways Committee

Safe Roadways Committee Recommendation

We each are happy to support the reconstituting of the committee.

We heard from the Council and staff that the 'Safe Roadways' label evoked a narrower understanding of the Committee's scope than intended, since it implies that the focus was on road safety alone. Therefore, we recommend that the Committee be re-named the 'Complete Streets Committee', in recognition that the term Complete Streets is now widely accepted, including by Maryland State Highway Administration, whose policy states:

"The SHA shall follow a Complete Streets Approach that promotes the Maryland Department of Transportation (MDOT)'s overarching mission to "Enhance the quality of life for Maryland's citizens by providing a balanced and sustainable multimodal transportation system for safe, efficient passenger and freight movement.

This Complete Streets Approach will create a comprehensive multi-modal network by ensuring connectivity for vehicles, bicycling, walking, transit and freight trips throughout Maryland's transportation system. The Maryland State Highway Administration is committed to:

- A safe, efficient, multi-modal transportation network in Maryland that provides for the access, mobility, and safety needs of motorists, freight carriers, transit users, bicyclists and pedestrians.
- Partnerships with local government entities, transit providers, businesses, stakeholders and residents to plan, design, construct, operate and maintain the complete street network in Maryland."[1]

We believe the following recommendations would clarify the role of the Committee in serving 'in an official advisory and coordination role to the City Council on all matters related to transportation'.

Committee Composition Recommendation

1. Maintain the Committee membership definition, but call on each Council Member to nominate at least one resident from their ward, targeting a minimum of 6 members, while keeping the maximum at 11.
2. Coordinate with Council Member recruitment to support Committee diversity objectives of representation, to promote racial and ethnic diversity and to ensure that the community's varying transportation and street-use needs and experiences are represented, specifically: representation of school children pedestrians; pedestrians of varying abilities; bicyclists; public transportation users; personal vehicle users.

3. Consistent with these diversity goals, solicit volunteers with transportation, planning or other relevant professional skills or personal experience to support Committee work product.

Committee Priorities and Deliverables

1. Establish annual list of priorities in consultation with City Council and City staff, based on staff requests for support and community interests expressed to Committee members and Council Members.
 - a. Work product of Committee agreed upon with City staff, with target timelines for review and adjustment.
 - b. Priorities revisited at least every six months with Council Member representatives and City staff, with changes as appropriate.
2. Establish communication process with each Council Member to support outreach and feedback from each ward, using vehicles employed by Council Member.
3. Deliverables determined by Committee based on capacity of members.
4. For priorities focused on supporting City Staff or City Council objectives, deliverables targeted to meet City timelines. For priorities determined independent of City Staff and Council priorities, Committee targets deliverables based on desired policy or communication objective.

Committee Liaison with City Staff

We recommend that a City staff member be assigned to act as liaison to the Complete Streets Committee to ensure ready access to City resources and efficient engagement with the elected officials as well as City staff.

Thank you very much for your consideration.

Sincerely,

Frank Demarais, Mike Moore and Jessica Landman

P.S. Attached is a copy of the SRC ordinance with some minor changes suggested, to bring it in line with these recommendations. (Our recommended changes were made before the City Council heard from the Youth Council about appointment of members from ages 12-16 to City Committees, so it does not contain any age recommendations. We can discuss that question at our next meeting.)

Article 5. Safe Roadways Committee

2.16.100 Committee established.

There is established a Takoma Park Safe Roadways Committee which shall serve in an official advisory and coordination role to the City Council on all matters related to transportation. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 1, 2004)

2.16.110 Statement of purpose.

The purpose of the Takoma Park ~~Safe Roadways~~ Complete Streets Committee shall be as follows:

- A. To advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services.
- B. To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 2, 2004)

2.16.120 Committee membership, terms of office, structure, and staffing.

- A. Membership. The Committee consists of up to 11 persons to be appointed by the Council. Efforts shall be made to have representation from each of the City's wards, and to ensure diversity of interests and subject matter expertise where feasible. Members may serve for no more than six years continuously.
- B. Terms of Office. Committee members shall serve staggered two-year terms with initial appointments of one and two years. All terms shall begin on July 1st and end on June 30th. Midterm vacancies shall be filled to serve the balance of the unexpired term.
- C. Structure.
 - 1. The Committee shall organize to accomplish its purposes, and elect from its members co-chairs and other officers as it shall deem necessary. Elections for officers shall be held annually.
 - 2. The Committee shall meet at least quarterly.
 - 3. All meetings are open to the public and are subject to the Maryland Open Meetings Act. Meeting notices and agendas are prepared and submitted to the City Clerk and posted in advance of any Committee meeting in accordance with State law. Written records of Committee proceedings are maintained. A report on the activities of the Committee shall be submitted to the Council at least once a year.
 - 4. A majority of members shall constitute a quorum to conduct business.
- D. Staffing. The City Manager shall designate a Committee liaison, who or his or her designee shall provide appropriate staff support to the Committee on an as needed basis when requested, ~~but staff shall not be permanently assigned to the Committee.~~
- E. The Committee shall conform to other provisions of Article 1 of this chapter as may be amended from time to time. (Ord. 2012-38 § 1, 2012/Ord. 2005-36, 2005/Ord. 2004-08 § 3, 2004)

2.16.130 Duties and responsibilities of the committee.

The Committee shall advise and assist the Council with respect to developing and implementing policies to increase transportation safety and accessibility in Takoma Park, especially for pedestrians, bicyclists, and transit riders. In furtherance of these duties, the Committee shall attempt to accomplish the following:

- A. Assist the Council in the development of policies and programming that address the transportation concerns of the community.
- B. Assist the Council in outreach to residents to understand their Complete Streets priorities and concerns, and in prioritizing transportation-related projects.
- C. Collaborate with programs and organizations and with other City task forces and committees that may, at any time, be involved in matters relating to Takoma Park roadways, transit, pedestrians, and bicyclists.
- D. Prepare an annual report to the Council on the activities of the Committee and provide additional briefings as required. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 4, 2004)