

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/10/05		Item Number: <u>A-6</u>	
AGENDA ITEM: Discussion of Traffic Committee's Organization and Role			
Contact Person/Dept.: J. Rivera PW/Admin.		Phone Number: 310-253-6423	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Notice was published in the Culver City News on 10-06-05. On 09-29-05, 55 notices of tonight's discussion were mailed to the individuals who attended previous meetings regarding the Residential Traffic Program Update between August and November 2004. Master Notification List on 10-05-05.			
Department Approval: Charles D. Herbertson		9/29/05	
City Controller Approval: Mary Noller for Marlee Chang		10/4/05	
CAO Approval: Scott Bixby for Jerry Fulwood		10/4/05	
<u>RECOMMENDATION:</u> That the City Council consider the options presented and staff recommendations for the composition and makeup of the traffic committee and give further direction to staff. <u>BACKGROUND:</u> The City Council has received requests that the City's Traffic Committee be replaced by a Traffic Commission, or at least be expanded to include residents on the Committee. In November 2004, the City completed an update to the Residential Traffic Programs consisting of the Neighborhood Traffic Management Program (NTMP) and the Preferential Parking Program (PPP). In addition, staff analyzed the role and organization of the City's existing Traffic Committee and made recommendations as to whether a Traffic Commission should be formed instead. Staff conducted a survey of other jurisdictions to determine if they used the staff committee or appointed commission approach. The findings of the survey and staff's recommendation that the existing staff Traffic Committee approach be retained were presented to the Council at the November 22, 2004 meeting. At the conclusion of the November 22, 2004 discussion, the Council approved the update to the Residential Traffic Program and directed staff to continue the review of the issue and bring back to Council a list of different options. Based on Council's direction, staff conducted a comprehensive survey of California Cities to develop a list of options for the Council's consideration. Over thirty cities responded to the survey request. Staff prepared a matrix of the relevant			

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responses, and presented the survey results and staff's recommendations to the Council on May 5, 2005.

The survey response generally described traffic related advisory bodies that were grouped in the following categories:

- Traffic Committee:
 1. Staff Only
 2. Staff and Residents and/or Business Representatives (with or without professional traffic management expertise)
- Traffic Commission:
 1. Residents Only
 2. Residents and Business Representatives (with or without professional traffic management expertise)

At the conclusion of the May 5, 2005 discussion, the Council directed staff to continue the review and bring back to Council a list of options for participation by residents on a commission or committee.

DISCUSSION:

Staff has considered the issue and has identified the following options for participation by residents on a commission or committee:

- Traffic Committee consisting of Staff and Residents and/or Business Representatives (with or without professional traffic management expertise)
- Traffic Commission:
 1. Residents Only
 2. Residents and Business Representatives (with or without professional traffic management expertise)

Typically other agencies Committees are organized similarly to Culver City's current Traffic Committee. They consist of approximately five to seven members. The members are usually staff from departments with responsibility for or related to the traffic or transportation system. In some cases, the committees include a Councilmember, resident and/or business members. When non-staff members are included, they typically are not required to have any professional traffic management experience. A few cities do require related experience, training or knowledge in traffic engineering. Committees are advisory to the City Council,

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Traffic Engineer, Police Chief and/or other related departments. Committees generally hold their meetings once a month during regular business hours.

Traffic Commissions are generally organized much the same as Culver City's other commissions. They consist of approximately five to ten members. Commissions are almost all comprised of appointed residents. In a few cities, planning commissioners, local school districts, businesses and/or Chamber of Commerce representatives are also included. Typically, the commissions are primarily advisory bodies to their respective City Councils. Some of the commissions are responsible for other issue areas, such as transportation, planning, environmental, capital improvement projects and parking. These commissions generally meet in the evening, after 5:30PM.

The types of traffic related or transportation issues delegated to these advisory bodies are generally the same whether they are a committee or commission. Based on the survey, the roles of the surveyed advisory bodies typically are greater than those of Culver City's Traffic Committee. Typically, these advisory bodies are involved in reviewing issues ranging from traffic, transportation, parking, rail, pedestrian, bicycle, and/or other issues directed by their Councils. They deal with traffic or transportation issues such as street vacations, NTMP processes, long range planning, environmental reviews, capital improvements, transportation policies and/or traffic flow, safety and management. In Culver City these issues are reviewed by the City Council, Planning Commission and/or the Public Works Director/City Engineer and not the Traffic Committee.

Options

Staff has analyzed and considered these types of advisory bodies as discussed above and we present the following options for your consideration.

1. Traffic Committee Option:

Staff and Residents and/or Business Representatives (with or without professional traffic management expertise): This option would remove the two Public Works Department members (Public Works Director and City Engineer or designated representative) and replace them with residents and/or business representatives. The Public Works participation would continue as the technical staff to the Traffic Committee. The Chair of the Committee could be permanently assigned to a staff member (i.e., Planning representative) or rotated. The current advisory role of the committee would be maintained. Whether the Council were to add resident and/or business members to the Committee, this option would increase community participation by at least the appointees being involved in the Committee processes, while continuing the

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utilization of City departments familiar with the day-to-day issues related to traffic management as the core of the committee. This option would result in some minimal additional costs to implement training and for copying and distributing agenda materials to non-staff appointees. The need for additional training cost could be eliminated or reduced if the City requires professional traffic management expertise as a condition of appointment. (See the below discussion in 'Staff Recommendation').

2. Traffic Commission Options:

- a. Residents Only (with or without professional traffic management expertise): This option would replace the existing Traffic Committee with a resident Commission, which would increase community participation by at least the appointees being involved. However this would reduce the role of City departments familiar with the day-to-day issues related to traffic management in the formulation of professional recommendations for the Council. Staff's recommendations could be replaced by the Commission's recommendations. This option would result in additional costs to implement related to organization (developing by-laws), training, copying and distributing agenda materials to non-staff appointees, and administrative costs due to evening meetings. Additional training cost could be reduced if the City requires professional traffic management expertise as a condition of appointment.
- b. Residents and Business Representatives (with or without professional traffic management expertise): This option would provide an opportunity for the local business community to actively participate in the discussion process. The potential Commission related benefit/cost issues addressed above would still apply.

In addition to the above discussion, the Council should consider the role they want the Committee or Commission to have in the review of traffic issues. Most of the Commissions in the survey have more defined duties than the existing Traffic Committee. For instance, in the case of development related traffic, transportation and environmental impacts of projects in Culver City and/or long range planning, the Planning Commission is generally charged with review, and decision-making authority or making recommendations to the City Council. The formulation of City policy in response to significant project and/or environmental reviews that are proposed in other jurisdictions is under the authority of the City Council. The Council would need to decide what role a Traffic Commission would have in these types of reviews. In both the aforementioned cases, the existence of another reviewing entity would be an additional step in the process, which is a potential

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increased cost to the City and the projects and would likely result in an increase in time to process applications

It is also important to note that if an additional review step is involved in formulating responses to environmental reviews of outside jurisdictions, the additional step could result in the need to minimize or possibly eliminate the Council's practice of holding two discussions; one to take public comments and one to adopt the Council's policies/responses. This would be due primarily to the typical short term public comment periods established by the California Environmental Quality Act (CEQA) and by other jurisdictions with approval authority.

Staff Recommendation

If it is the intent of the Council to increase participation of residents by appointing them to a committee or commission, Staff recommends:

1. Traffic Committee Option:

Staff and Residents and/or Business Representatives (with or without professional traffic management expertise): Remove the two Public Works Department members (Public Works Director and City Engineer or designated representative) and replace them with residents and/or business representatives and maintain the current advisory role of the committee. Public Works/Traffic Engineering staff would continue to participate as support staff to the revamped committee.

In order to implement this change CCMC Section 7.01.135 (A) would need to be revised to incorporate the change.

If the Council wishes to expand the role of residents and/or businesses in the traffic review process, whether it uses the committee or commission approach, staff recommends that Council direct staff to draft an amendment to CCMC Section 7.01.135 to allow for the Council to appoint a resident(s) and/or business representative(s) to sit as voting member(s) of the Traffic Committee or a Traffic Commission, provided the appointee(s) meet all standard minimum qualifications for appointment to a City Commission, except that any business representative not be subject to any residency requirements, and that it is preferable that appointees have training, experience and attainments qualified to analyze and interpret traffic, transportation and parking information including, but not limited to, transportation planning, transportation program management, transportation and advisory agency experience, civil engineering, transportation, traffic engineering or urban planning.

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Traffic Committee Role

The Traffic Committee's current role is to suggest the most practicable means for coordinating the activities of the City with respect to the administration and enforcement of traffic regulations; to stimulate and assist in the preparation and publication of traffic reports; to receive complaints regarding traffic matters; and to recommend to the City Council, to the Chief of Police, to the City Engineer, and to other City officials ways and means for improving traffic conditions and the administration and enforcement of traffic regulations. In the recent past, the staff believes the Traffic Committee has not been utilized to the fullest extent of its assigned role. Staff recommends that a revamped traffic committee should continue in its defined role and utilized to the fullest extent of that role.

Traffic Committee Meeting Time

At the May 5th, meeting the Council directed that the Traffic Committee should conduct its upcoming meetings in the evening at 7:00 PM, as done by other City commissions, in order to provide increased opportunity for the public to participate. The Council also directed staff to report back on the number of public attendees at the meetings. Since May, the Traffic Committee has met four times, with three of the meeting being held at 7:00 PM (July 20, August 31, and September 21). At the July and September meetings there were seven to ten public attendees, all of which were there for a specific item on the agenda.

At the August meeting, there were also about seven attendees. Of the attendees, one was there to submit a request to the Committee on an issue not on the Agenda.

For the three night time meetings held, there was no appreciable increase in public participation. Although the nighttime meetings result in additional overtime costs for staff support, if the City Council decides to place residents or business members on the committee, night time meetings will most likely be required to accommodate their availability.

FISCAL ANALYSIS:

Should the City Council decide to reorganize the Traffic Committee or create a Traffic Commission, there will be increases in General Fund costs due to standard City stipends for non-staff members (Traffic Commission only), copying and distributing/delivering meeting packets and additional staff support for the meetings. These costs will be dependent on the tasks assigned to any reorganized Committee or newly created Commission.

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There are also potential training costs associated with educating non-professionals for appointment. These potential costs would be reduced or eliminated if appointees were required to have professional traffic management experience as a condition of appointment to a Traffic Committee or Commission

ATTACHMENTS:

1. CCMC Section 7.01.135

MOTIONS:

That the City Council:

1. Direct staff to draft an amendment to CCMC Section 7.01.135 (A.) to remove the two Public Works Department members (Public Works Director and City Engineer or designees) and allow for City Council appointment of two residents or business representatives or combination of both to sit as voting members of the exiting Traffic Committee, subject to all standard minimum qualifications for appointment to a City Commission, except that any business representative not be subject to any residency requirements, and, that it is preferred, but not required, that such appointees have training, experience and attainments qualified to analyze and interpret traffic, transportation and parking information including transportation planning, transportation program management, transportation and advisory agency experience, civil engineering, transportation, traffic engineering or urban planning, and to maintain and utilize to the full extent the existing role of the Traffic Committee as defined in CCMC Section 7.01.135 (B.);

OR

2. Provide further direction to staff regarding the organization and/or role of the Traffic Committee;

OR

3. Provide further direction to staff regarding establishment of a Traffic Commission and its organization and role;

OR

4. Decline to take action at this time.