

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AMENDING AND RESTATING THE FOLLOWING PROVISIONS
PERTAINING TO THE SAN MATEO COUNTY BICYCLE AND PEDESTRIAN
ADVISORY COMMITTEE'S VOTING MEMBERSHIP, CLARIFICATION OF SPECIFIC
ROLES, AND AN UPDATE TO THE DEPARTMENT ADMINISTRATION LIAISON:**

- A) AMEND AND RESTATE RESOLUTION NOS. 073998 AND 074494
CONVERTING THE TWO ALTERNATES TO AT-LARGE MEMBERS AND
MAINTAINING THEIR EXISTING TERMS, FOR AN INCREASE TO THE NUMBER OF
VOTING MEMBERS FROM FIVE TO SEVEN MEMBERS AS LISTED IN
ATTACHMENT A; FOR A NEW DEFINED MAJORITY VOTE OF AUTHORIZED
MEMBERSHIP OF A MINIMUM OF FOUR VOTES; AND**
- B) AMEND AND RESTATE RESOLUTION NO. 073998 CLARIFYING THE ROLES
IN ADVOCACY; IN MAKING RECOMMENDATIONS TO THE BOARD OF
SUPERVISORS; AND UPDATING THE DEPARTMENT ADMINISTRATIVE
LIAISON TO THE DEPARTMENT OF PUBLIC WORKS**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on September 1, 2015, this Board adopted Resolution No. 073998, which established the San Mateo County Bicycle and Pedestrian Advisory Committee (Committee) and set its purposes, membership, terms, organization, powers, duties and functions; and

WHEREAS, on May 10, 2016, this Board adopted Resolution No. 074494, which expanded the Committee's membership to include two alternate member positions and appointed the initial individuals to the Committee; and

WHEREAS, certain provisions of Resolution Nos. 073998 and 074494, should be amended and restated to modify the membership structure, clarify Committee roles,

ensure consistency with the County's advisory Boards, Councils, Commissions and Committees standing rules adopted by Resolution No. 080121 on January 24, 2024, and to update the department administrative liaison; and

WHEREAS, staff recommends proposed modifications be made to Resolution Nos. 073998 and 074494 to achieve these goals; and

WHEREAS, Resolution No. 074494 increased the Committee membership providing up to two alternate member positions in addition to the existing five authorized voting member positions, and authorized the alternate member positions to participate in discussions and vote on matters before the Committee when one or more of the voting members were absent; and

WHEREAS, conversion of the two alternate member positions to regular At-Large voting member positions would streamline and simplify Committee processes, allow greater participation and encourage more proactive contributions from the two existing alternate member positions; and

WHEREAS, the Committee currently includes Cristina Aquino as the first alternate member and Kenyon Mark Lee as the second alternate member; and the Department of Public Works (Department) recommends maintaining the existing term lengths as established upon their appointment to regular At-Large members; and

WHEREAS, the increase in voting members from five to seven members would increase the number of Committee members required for a quorum and majority vote from three to four members, necessitating a change to Section 4c, under Organization of Resolution No. 073998; and

WHEREAS, on January 23, 2024 the Board adopted Resolution No. 080121 updating the standing rules with regard to policy matters and advocacy for the County's advisory Boards, Councils, Commissions and Committees; and

WHEREAS, Section 5 of Resolution No. 073998 pertaining to the Committee's Powers, Duties and Functions, the Committee is to act as an advocate for people walking and bicycling, needs to be clarified to specify that it is in the context of the Committee's role to advise and make recommendations to the Board of Supervisors, consistent with the standing rules for the County's advisory Boards, Councils, Commissions and Committees; and

WHEREAS, the Department is responsible for the unincorporated County's annual road resurfacing, maintenance and operations program and staff within it have the expertise in managing it; and

WHEREAS, to clarify the intent of Section 1d of Resolution No. 073998 ("Make recommendations to the Board of Supervisors regarding the County's annual road resurfacing, maintenance, and operations program"), language should be added to clarify the recommendations are in the context of enhancing bicycle and pedestrian access, and infrastructure; and

WHEREAS, the word "jurisdictions" should be removed from Section 1.f. of Resolution No. 073998 ("Coordinate with jurisdictions, partners, and bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional issues") to clarify the scope of the Committee's role and ensure consistency with the standing rules County's advisory Boards, Councils, Commissions and Committees; and

WHEREAS, the Department has assumed the Sustainability Department's role as the Committee's administrative liaison, so Section 4.e. of Resolution No. 073998 should be updated to reflect that change.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors shall amend and restate Resolution Nos. 073998 and 074494 as follows:

1. **COMMITTEE – ESTABLISHMENT AND PURPOSES.**

There is hereby created the SAN MATEO COUNTY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE ("Committee").

The purposes of the Committee include:

- a. Advise the Board of Supervisors regarding funding priorities for bicycle and pedestrian projects and programs in the County.
- b. Advise the Board of Supervisors regarding project priorities for funding programs including the Transportation Development Act Article 3 grant program.
- c. Make recommendations to the Board of Supervisors regarding the County's annual priority list of bicycle and pedestrian projects for the capital improvement program.
- d. Make recommendations to the Board of Supervisors on how the County's annual road resurfacing, maintenance, and operations program can enhance bicycle and pedestrian access and infrastructure.

- e. Make recommendations to the Board of Supervisors regarding encouragement and education programs to increase walking and bicycling for transportation.
- f. Coordinate with partners, and bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional issues.
- g. Provide recommendations to committees, commissions, and departments on issues related to bicycling, walking, and complete streets.
- h. Review and provide recommendations to County staff regarding plans, policies, routes, Safe Routes to Schools, transit, traffic enforcement, and guidelines related to walking and bicycling.
- i. Report and make recommendations to the Board of Supervisors no less than once in every twelve (12) month period.

2. MEMBERSHIP.

The Committee shall consist of no more than seven (7) voting members who shall be residents of the County of San Mateo and who regularly walk and/or ride a bicycle for transportation purposes. San Mateo County employees are not eligible for membership. Members shall be appointed by a majority vote of the Board of Supervisors, and shall serve at the pleasure thereof.

The following criteria shall be used in appointing Committee members:

- a. Members shall have an abiding interest in improving conditions for people walking and bicycling for transportation and increasing the proportion of trips made by walking and bicycling.
- b. Consideration shall be given to the applicant's community involvement to the extent relevant to the fulfillment of the

Committee's mission.

- c. Consideration shall be given to geographic representation across the five County Board of Supervisor Districts, but no more than two members may reside in the same district.
- d. Members shall be appointed such that one member represents the interests of the bicycle community, one member represents the Safe Routes to School community, and one member represents the interests of the older adult community. The four remaining seats shall be at-large.
- e. Members should have sufficient time and resources to effectively serve on the Committee.

Outreach efforts shall be made to maximize the likelihood that Committee members represent expertise in issues such as: senior citizens' transportation, accessibility, school children's transportation, multi-modal transit access, economic development, disadvantaged communities, health, multi-cultural communities, and traffic enforcement.

3. TERMS

Initial terms shall be staggered to help ensure the continuity of the Committee. For the initial appointment of members, two (2) members shall be appointed to serve two (2) year terms and three (3) members shall be appointed to serve four (4) year terms. Thereafter, each of the terms shall be four (4) year terms. Upon conclusion of a term, a member may be reappointed subject to a maximum of three (3) full four-year terms. This limit shall not include partial terms to which members may be appointed at the beginning of their service, or holdover service caused by delay in appointing a replacement at the end of

the member's term of service. In the event that a vacancy shall occur on the Committee during the term of any member, the Board of Supervisors shall appoint a replacement who shall serve the rest of that member's term. Terms shall begin on July 1 of the year of appointment and end on June 30. Initial terms at the formation of the Committee may begin any time on or after July 1, 2015, and shall end on June 30 of the applicable year depending on the length of the member's initial term.

4. ORGANIZATION.

The Committee shall adopt rules for the conduct of its own business, including but not limited to, the following provisions:

- a. The Committee shall annually select, by majority vote, a Chair and a Vice Chair.
- b. The Committee shall meet at least four (4) times per year, unless otherwise determined by majority vote of the Committee.
- c. Committee action may be taken only by a majority vote of all members. A majority vote is defined as a majority of the authorized membership, meaning a minimum of four (4) votes.
- d. The Committee shall have the authority to establish *ad hoc* committees and appoint non-voting volunteer committee members from the community. These *ad hoc* committees will serve the sole purpose of developing and making recommendations to the Committee.
- e. The Committee shall work with the Department of Public Works as its administrative liaison, or such other County department as the Board of Supervisors may authorize.

- f. The Committee shall establish the time and place of its regular meetings.
- g. All meetings of the Committee or committees thereof shall be subject to the open meeting requirements of the Government Code, specifically, the Brown Act, section 54950, *et seq.*
- h. All documents and reports generated by the Committee shall be subject to the provisions of the Public Records Act, specifically, Government Code section 6254, *et seq.*
- i. Except to the extent that this resolution sets forth different rules or processes, the Committee will comply with all standing rules for County Boards, Commissions and Advisory Committees that are established by the Board of Supervisors.

5. COMMITTEE'S POWERS, DUTIES AND FUNCTIONS

The duties, functions and powers of the Committee shall be as follows:

- a. To advise and make recommendations to the Board of Supervisors.
- b. Develop and implement a yearly work plan.
- c. Provide a public forum for input from members of the public and to identify unmet needs.
- d. To act as an advocate for people walking and bicycling, consistent with its role as an advisory committee and the Standing Rules for Boards, Commissions and Advisory Committees.
- e. Other duties and activities as directed by the Board of Supervisors.

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