



## TRAFFIC, SAFETY AND PARKING COMMISSION (TSPC)

### Commission Purpose

***Commission Authority and Duties.*** The Traffic, Safety and Parking Commission's duty, under direction and/or specific request from the City Council, is to provide the general public with a citizen's forum for which to discuss matters pertaining to traffic, parking, and pedestrian safety in the City of Burlingame. The Commission will serve as the City's first-line source for the public to openly discuss traffic, parking, and pedestrian safety concerns. When so tasked by the City Council, the Commission shall have the authority to hold public hearings and provide recommendations back to the City Council. The Public Works – Engineering and Police staff shall be responsible for providing written staff reports to the Commission, when necessary. City staff is responsible for setting agenda items, and will work in coordination with the Chair to facilitate an effective and productive meeting.

***Recommendations and Voting.*** Staff's role in each proceeding is to make a determination of action based on professional Engineering and Police evaluations. The Commission's role is to either provide concurrence with the staff recommendation, or a ruling of non-concurrence to the issues presented. If there is a conflict between the staff recommendation and the majority of the Commission, and Council action is necessary, a staff report may be submitted to Council on the difference in determination and non-concurrence.

### Officer Members

***Commissioners.*** The Commission members are appointed by the City Council through an application and interview process.

***Officers.*** The Commission will have a Chair, and a Vice Chair. Each officer of the Commission will serve for a one-year term and hold office until the officer's successor is rotated to the office, or the Commissioner's term as Commissioner ends, whichever occurs first.

**Election of officers.** Officers will be elected at the Commission's regular meeting in December of the previous year.

**Committees and subcommittees.** The Commission, or the Chair with the authorization of the Commission, may create committees or subcommittees to study or advise the Commission on matters within the jurisdiction of the Commission. These committees or subcommittees may be composed of Commissioners or members of the public, or both, so long as fewer than a quorum of the Commission serve on the committee or subcommittee. Such committees or subcommittees shall be advisory only to the Commission and shall direct all communications to only the Commission.

### Commission Meetings

**Regular meetings.** Regular meetings of the Commission shall be held on the second Thursday of each month at 7:00 p.m. in the City Council Chambers of the City Hall. The Commission may cancel a regular meeting, or may schedule a regular meeting at a different date, time and/or place within the City. The Commission may also adjourn or continue a meeting to such date as the Commission may determine.

**Special meetings.** A special meeting of the Commission may be held at a time and place within the City, as may be determined by a vote of the Commission, through staff recommendation, or by call of the Chair.