

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** October 25, 2022

**CONTACT PERSON(S) NAME AND PHONE NUMBER:** Joaquin Rodriguez, 915-328-8731

**DISTRICT(S) AFFECTED:** City-wide

**STRATEGIC GOAL:** Goal 3 – Promote the Visual Image of El Paso

**SUBGOAL:** 3.2 - Set one standard for infrastructure across the city

**SUBJECT:**

**DISCUSSION and ACTION on a resolution adopting the “El Paso Complete Streets Policy – Mobility Advisory Committee Enabling Policy”**

**BACKGROUND / DISCUSSION:**

The adopted “El Paso Complete Streets Policy” includes the formation of two committees comprised of internal and external stakeholders to guide the inclusion and implementation of complete streets principles within the city’s design process for public works and transportation related projects.

In accordance with the complete streets policy the Technical Review Committee has drafted an enabling policy creating the Mobility Advisory Committee (“MAC”); establishing the MAC’s membership; its responsibilities; and describing how the TRC and MAC will interface. Staff recommends adoption of the policy as presented.

**PRIOR COUNCIL ACTION:**

City Plan Commission – June 16, 2022  
City Council Ordinance Adoption – July 19, 2022

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO**

**PRIMARY DEPARTMENT:** Capital Improvement Department

**SECONDARY DEPARTMENT:** Streets and Maintenance

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

  
\_\_\_\_\_  
(Yvette Hernandez, P.E., City Engineer)

**RESOLUTION**

**WHEREAS**, through Ordinance No. 019355, adopted July 19, 2022, the City of El Paso (“City”) approved the Complete Streets Policy, an addendum to the City’s Comprehensive Plan, *Plan El Paso*; and

**WHEREAS**, pursuant to the Complete Streets Policy, the Technical Review Committee (the “TRC”) and the Mobility Advisory Committee (the “MAC”) were to be created; and

**WHEREAS**, the TRC is responsible for overseeing implementation of the Complete Streets Policy and is comprised of staff from various City departments and one representative from the MAC; and

**WHEREAS**, pursuant to the Complete Streets Policy, the TRC is responsible for drafting an enabling policy creating the MAC; establishing its membership and responsibilities; and describing how the TRC and MAC will interface; and

**WHEREAS**, City staff has prepared a “Mobility Advisory Committee Enabling Policy,” attached as Exhibit “A”, for the purpose of creating the MAC; establishing membership and responsibilities; and describing how the TRC and MAC will interface.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF EL PASO:**

That the “Mobility Advisory Committee Enabling Policy,” attached as Exhibit “A”, is approved; and, in furtherance of the approved policy, City staff is directed to perform all acts necessary to give effect to the “Mobility Advisory Committee Enabling Policy.”

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

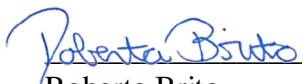
**THE CITY OF EL PASO:**

\_\_\_\_\_  
Oscar Leeser, Mayor

**ATTEST:**

\_\_\_\_\_  
Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Roberta Brito  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

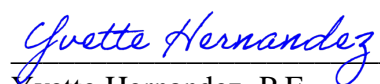
  
\_\_\_\_\_  
Yvette Hernandez, P.E.  
City Engineer

Exhibit “A”

**Mobility Advisory Committee Enabling Policy**

**Introduction:**

The City of El Paso (“City”) passed Ordinance No. 019355 on July 19, 2022, adopting the Complete Streets Policy, an addendum to the City’s Comprehensive Plan, *Plan El Paso*.

In accordance with the Complete Streets Policy, the Technical Review Committee (“TRC”) is to prepare an “enabling policy” creating the Mobility Advisory Committee (“MAC”); establishing the MAC’s membership; its responsibilities; and describing how the TRC and MAC will interface.

Therefore, in compliance with the Complete Streets Policy, the TRC has prepared this “Mobility Advisory Committee Enabling Policy.”

**I. Establishment of the MAC**

The Technical Review Committee (“TRC”) hereby establishes the Mobility Advisory Committee (“MAC”) in accordance with the Complete Streets Policy.

**II. Membership**

- A. The MAC shall consist of eighteen members.
- B. MAC members shall be selected by the TRC.
- C. The TRC shall select MAC members through a bi-annual application and review process that seeks to ensure the MAC consists of diverse stakeholders, including representatives from the general public as well as different sectors, industries, and subject areas such as transportation, health, education, environment, environmental justice, social equity, public art, economic development, business, and construction. The MAC shall also include representatives from advocacy groups and organizations working with communities prioritized in the Complete Streets Policy.
- D. The members of the MAC shall be geographically distributed to ensure equal representation from all City of El Paso Representative Districts.
- E. Membership shall consist of two (2) members from each Representative District and two (2) at large members.
- F. The TRC Chair will serve as the recording secretary and shall provide administrative and technical staff support to the MAC.

### **III. Terms**

- A. The terms of office shall be for two (2) years and all terms shall expire on October 31<sup>st</sup>. Appointments to vacancies that occur other than by expiration of a member's term of office shall be filled by appointment by the TRC for the remainder of the unexpired term. Members shall not serve more than two consecutive terms.
- B. At the time the term of office of any member expires, the member shall continue to serve until his successor is appointed and qualified, or until thirty (30) days have passed following the expiration of the term, whichever event occurs first. Any holding over past the thirty (30) day period is prohibited, and after that time a vacancy shall exist.
- C. The MAC shall annually select from among its appointed members a chair, a vice-chair, and representative to serve on the TRC.
- D. The MAC shall follow Roberts Rules of Order for conducting its meetings.
- E. The MAC is not a board or commission of City Council, and therefore is not governed by the rules and policies for such, including City Code 2.04.

### **IV. Responsibilities**

- A. The MAC shall act as a resource for the TRC and shall have the following responsibilities:
  - 1. Advise the TRC on issues related to the implementation of the El Paso Complete Streets Policy.
  - 2. Hold TRC accountable for implementation of the El Paso Complete Streets Policy.
  - 3. Review existing city programming and design standards and provide recommendations on potential updates or revisions to the TRC.
  - 4. Review methodology used by the TRC for project prioritization and selection to ensure it aligns with the Complete Street Policy.
  - 5. Review exceptions made by the TRC to the Complete Streets Policy, methodology for project prioritization and selection, funding allocation, and advocacy and engagement around Complete Streets projects at the program level. The MAC will have no responsibilities related to the review of individual projects.
- B. The MAC shall meet at least once quarterly and may meet more frequently if deemed necessary by the TRC.

## **V. Interfacing between the TRC and the MAC**

The TRC and the MAC shall interface in the following manner:

- A. TRC will support the MAC in coordinating meetings of the MAC.
- B. TRC will work with the MAC to develop agendas for quarterly meetings and present implementation updates and milestones for feedback from the MAC.
- C. The MAC will appoint one member to serve on the TRC and report to MAC on TRC activities.
- D. The TRC will provide an annual report to the MAC on the planning, implementation, integration, and operation of Complete Streets Policy.