**SAMPLE**

**Complete Streets Staff Report**

**for Alameda County Jurisdictions**

**Memorandum**

**DATE:** [date]

**TO:** [City Council/Board of Supervisors]

**FROM:** [Jurisdiction staff]

**SUBJECT:** Adoption of Complete Streets Policy Resolution

**Recommendation**

That [Jurisdiction] adopt the attached Complete Streets policy resolution.

**Summary**

Complete Streets are streets that are designed to be safe for all users, and inclusive of all modes and age groups. Such streets contribute to the health of the community because they are safer by design and because they encourage physical activity. Complete Streets can also help reduce auto trips, which improves air quality and decreases greenhouse gas emissions. Over 400 communities in the U.S. have committed to building complete streets, through the adoption of complete streets policies.

Both the Alameda County Transportation Commission (Alameda CTC) and the Metropolitan Transportation Commission (MTC) now require local jurisdictions to adopt a complete streets policy in order to receive local transportation sales tax and vehicle registration fee funding and OneBayArea Grant funds, respectively. The Alameda CTC requires that a policy be adopted by June 30, 2013, while MTC requires that a policy be adopted locally by January 30, 2013. One policy may be adopted to meet both requirements.

Staff has developed the attached complete streets policy resolution which meets the Alameda CTC and MTC requirements, and also [*describe how the policy meets local priorities and conditions*].

**Background**

*Complete Streets*

Complete streets are generally defined as streets that are safe and convenient for all users of the roadway, including pedestrians, bicyclists, motorists, persons with disabilities, users and operators of public transit, seniors, children, and movers of commercial goods. A Complete Street is the result of comprehensive planning, programming, design, construction, operation, and maintenance, and should be appropriate to the function and context of the street. Over 400 communities in the U.S. have supported building complete streets, through the adoption of complete streets policies.

 [*If available, insert data on jurisdiction’s growth in bicycling and/or walking.*] In Alameda County, there has been a tremendous growth in the number of people bicycling and walking. Counts done by Alameda CTC show that since 2002 bicycling has increased by 75 percent and walking by 47 percent. As more facilities are built, evidence shows that even more people will likely be attracted to these modes. At the same time, transit ridership has also been increasing, and this trend is expected to continue; the Alameda Countywide Transportation Plan projects that there will be a 130 percent increase in all daily transit trips in the county by 2035. [*Can replace or complement this countywide transit data with local data, if available*.]

As in the entire country, the older population in [Jurisdiction] is growing dramatically. [*Insert local data on growth of older population, if available, and local plans/policies to support improved mobility for seniors.*] In 2005, ten percent of Alameda County residents were 65 and older, but by 2035, seniors will make up almost twenty percent of the county’s population. At the other end of the age spectrum, more and more children are walking and bicycling to school, and this trend is expected to continue as the countywide Safe Routes to Schools program grows. [*Insert jurisdiction data on local Safe Routes to School efforts, if available; e.g., number of schools participating or expected to participate, benefits seen from program, or evidence of great need for participation.*]

Complete streets support safe and convenient travel by all of these existing users (walkers, bicyclists, transit riders, seniors and children), plus the many other users of the roadway.

*Regional and County Complete Streets Policy Requirements*

Both MTC and Alameda CTC have recently enacted requirements that local jurisdictions must have an adopted Complete Streets policy in order to receive or be eligible for certain transportation funding. Both of these requirements take effect in 2013. The MTC and Alameda CTC requirements are described below:

* *MTC Requirements:* With Resolution 4035, MTC established the requirement that any jurisdiction that wishes to receive OneBayArea Grant (OBAG) funding must, by January 31, 2013, either adopt a complete streets policy resolution that is consistent with regional guidelines, or have a general plan circulation element that is in compliance with the state Complete Streets Act (explained further below).
* *Alameda CTC Requirements:* The current Master Program Funding Agreement (MPFA) between Alameda CTC and [Jurisdiction], which was signed in [Month], 2012, and allows the distribution of Measure B and Vehicle Registration Fee (VRF) pass-through funding, includes a complete streets policy requirement. Local jurisdictions adopt a complete streets policy that includes ten required elements, by June 30, 2013. Alameda CTC developed its required policy elements to be complementary to the MTC requirement, so that jurisdictions only need to adopt one policy to be in compliance with both the Alameda CTC and MTC requirements.

*Development and Description of Complete Streets Policy Resolution*

The attached complete streets policy resolution (Attachment A) is based on Alameda CTC’s resolution template. [*Describe here any modifications to the template that were made to meet local priorities and/or conditions. Describe how the policy was developed, how public input was solicited, what internal departments/divisions were consulted, the local implications of a policy, how the policy will be implemented, etc.]*

*Existing Efforts Supportive of Complete Streets in [Jurisdiction]*

[Jurisdiction] already has [i*nsert details about local policies, plans, programs, etc. that are consistent with a complete streets approach, such as local bicycle and/or pedestrian master plans, Climate Action Plans, ADA Transition Plans, policies supporting transit, etc*].

*Future Complete Streets Policy Requirements*

The California Complete Streets Act of 2008 (Assembly Bill 1358), which took effect in January 2011, requires cities and counties to include complete streets policies as part of their general plans. This must be done at the time that any substantive revisions of the circulation element in the general plan are made. The state Office of Planning and Research has developed guidance for locals to comply with the law.

To be eligible for future transportation funding cycles, MTC’s Resolution 4035 requires that local jurisdictions must have updated their general plan to comply with the state’s Complete Streets Act by late 2014. [Jurisdiction’s] MPFA with Alameda CTC also requires that it comply with the state act, but there is no deadline for this action.

[*Insert jurisdiction data on whether GP already meets requirement, and if not, how the jurisdiction intends to comply with the law, e.g., projected update schedule, etc.*]

**Attachments:**

Attachment A: Complete Streets Policy Resolution

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*[For additional resources, including examples of complete streets policy language and sample PowerPoint presentations on Complete Streets, visit the National Complete Streets Coalition website:* [*http://www.smartgrowthamerica.org/complete-streets*](http://www.smartgrowthamerica.org/complete-streets) *and the Alameda CTC Complete Streets resource page:* [*http://www.alamedactc.org/app\_pages/view/8564*](http://www.alamedactc.org/app_pages/view/8564)*]*