



TRAFFIC & ARROYOS COMMITTEE

CHARTER

2018 Draft under Review

Purpose: The Traffic and Arroyos Committee provides Green Valley residents a local office for reporting concerns and problems about traffic flow, maintenance needs on public streets/roads and sidewalks (including striping, signage and lighting,) and water flow problems in arroyos.

The Committee communicates these issues to the appropriate County and/or State agency for action and reports back to the community on the status of projects and final actions taken by Pima County and/or the State of Arizona.

Responsibilities:

1. Establish annual goals consistent with GV Council's annual goals. Track and report accomplishments annually.
2. Support Council Vision and Mission Statements; uphold Council's Values.
3. Provide written materials electronically to the Executive Committee Liaison for web page, email distribution, flyers, and other marketing materials using Council templates as guidance.
4. Act as Ambassadors for the Council, educating committee members and the community on Council activities.
5. Proactively identify problems and seek solutions to issues affecting the Community. Submit recommendations requiring action to the Executive Committee.
6. Champion the GV Community Plan, documenting Committee activities that further Plan objectives.

7. Attend the monthly Board of Representatives meetings and present information periodically to both the Executive Committee and the Board of Representatives.
8. Develop and manage the Committee budget; work with the Executive Committee to see if grants, local sponsors, or other sources of revenue are possible for specified projects.
9. Ensure community (residents, property owners, and investors) members are represented and heard.
10. Simplify and coordinate the communication of transportation and arroyo systems-related problems, needs, requests and information between the community and the appropriate governmental agencies and representatives.
11. Meet on a regular basis with appropriate governmental personnel to expedite the resolution of the problems, needs, requests and information cited above.
12. Generate ideas and recommend action to other GVC Committees that will help the GVC prepare for Green Valley's growth and development.
13. Establish, with governmental authorities and GVC leadership, a system for assigning priorities to projects related to the enhancement or maintenance of existing transportation and arroyo components.
14. Meet on a regular basis to:
 - a. Assess the transportation and arroyo systems effectiveness in meeting current and future needs.
 - b. Determine and evaluate new needs and opportunities
 - c. Establish their priority on the priority list as they are approved

Reporting Requirements:

1. Submit recommendations for action to the Executive Committee for approval.
2. Present Committee Goals for next calendar year and evaluation of the committee's performance in achieving the goals for current year for approval at the February Executive Committee meeting.
3. Submit Minutes and Agendas electronically to the Council's Administrative Secretary as follows:
 - a. Agenda and last months' minutes required one week prior to next meeting.
 - b. Approved and/or corrected minutes no later than 24 hours following the meeting.
4. Budget submissions:

- a. All annual reports are submitted in time for the November Executive Committee meeting. Submit annual budget spending plan for a line of credit that is determined by the Executive Committee annually.
 - b. If any planned expenditure of an amount over 10% of the annual budget should change, submit to Executive Committee for approval.
5. Monthly summaries of volunteer hours expended to Council Administrative Secretary.

Committee Composition:

The Chair is responsible for selecting the committee members and shall determine the number of members and community representation needed to operate effectively. Total membership shall be not fewer than three (3) nor more than twelve (12) voting members. The Chair may appoint no more than three (3) ex-officio members. Committee voting members will include the following:

- 1. Chair
- 2. Vice Chair
- 3. Information Specialist
- 4. Members-at-Large
- 5. Non-Voting Members-at-Large
 - a. Pima County Sheriff's Department Representative
 - b. Green Valley Fire District Representative
 - c. Green Valley/Sahuarita Chamber of Commerce Representative
- 6. Service Providers
 - a. Pima County Department of Transportation
 - b. Pima County Public Works
 - c. Arizona Department of Transportation

Approved By:

Chair, Traffic and Arroyos Committee

Date

Approved By:

President, Green Valley Council

Date