



Item No. 8 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

FROM: ANTHONY SUBER, DEPUTY CITY MANAGER/ CITY CLERK

DATE: JULY 19, 2023

SUBJECT: REVIEW AND CONSIDERATION OF REVISIONS TO THE
RESOLUTION GOVERNING TOWN COMMITTEES AND
COMMISSIONS TO MERGE THE BICYCLE AND PEDESTRIAN
AND TRANSPORTATION COMMITTEES

RECOMMENDATION

Review and consider revising the Resolution No. 22-24 Governing Town Committees and Commissions by merging the Bicycle and Pedestrian and Transportation Committees.

BACKGROUND | ANALYSIS

In September 2021 the City Council considered a merger of the Bicycle and Pedestrian and Transportation Committees due to the overlapping focus of the groups. Council opted to keep both committees operating separately and suggested joint meetings. At the June 21, 2023, Regular meeting Council directed staff to move forward with consolidating the committees to begin as an initial 7-member Committee with the intent to reduce membership through attrition to 5-members.

The current membership of the consolidated *Transportation, Bicycle and Pedestrian Safety Committee* is as follows:

Transportation, Bicycle and Pedestrian Safety Committee		
Name	Appointment	Expiration
Raymond Juballa	6/2023	6/30/2027
Jerome Leugers	6/2023	6/30/2027
VACANT		6/30/2026
Steve Baloff	6/2021	6/30/2025
Joseph Davis	6/2021	6/30/2025
David Jones	6/2020	6/30/2024
Tom Owen	6/2020	6/30/2024

If the Council wants to achieve the merger immediately the attached Resolution language has been modified as follows:

The Transportation, Bicycle and Pedestrian Safety Committee makes recommendations to the City Council on issues related to transportation, traffic, roadway, pedestrian and bicycle safety. This Committee shall satisfy the requirements of the Metropolitan Transportation Committee as the Town's Bicycle and Pedestrian Advisory Committee. Membership should be composed of both bicyclists and pedestrians. The Committee typically meets every other month. The Committee consists of seven (7) appointed members and one City Council Member Liaison. The committee membership will be reduced to five (5) members through term expirations and member resignations. Committee-appointed members shall serve terms of four-years.

Acting in an advisory capacity, the Committee shall have the following powers and duties:

- a. Upon request, make recommendations to the City Council in all matters pertaining to transportation, traffic, and roadway safety within the Town.*
- b. As needed, assist staff in the identification and review of traffic and roadway safety enhancements.*
- c. As needed, assist staff in the review of regional project impacts on local traffic and transportation corridors.*
- d. As needed, assist staff in the review of traffic safety enforcement measures.*
- e. As needed, assist staff in the review of Neighborhood Traffic Management Program requests.*
- f. Work with staff in providing recommendations on issues related to the Town's bicycle and pedestrian network and Bicycle and Pedestrian Master Plan.*
- g. Make recommendations to the City Council on the selection of bicycle and pedestrian projects to be submitted for state and federal funding opportunities.*
- h. Work with staff to promote bicycling and walking as safe and healthy alternative modes of transportation, including safe routes to schools.*
- i. Assist Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in Town.*

The Police Department shall have overall responsibility of the Transportation, Bicycle and Pedestrian Safety Committee. The Chief of Police will coordinate with the Public Works Department when Public Works staff are needed for the meeting.

Role of Liaisons and Staff

The merger will improve staff liaison efforts and result in less time and resources in committee support function (agendas, minutes, etc.). The Police Department will have overall responsibility for the merged Committee and the Public Works Department will provide support as needed.

Councilmember Holland is the primary liaison for the BPAC with Mayor Widmer as the alternate. Mayor Widmer is the primary liaison for Transportation with Councilmember Lewis as the alternate. Upon merger, the Council liaison role would need to be merged as well.

FISCAL IMPACT

None.

GOAL ALIGNMENT

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area E – Strengthen Community Engagement and Transparency
- Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

POLICY FOCUS

Commissions and Committees are a vital part of the Town’s public engagement and review process. These groups gather public input on an issue and provide feedback and recommendations to the City Council for consideration. When providing a framework for the operation of committees, the City Council should consider the role of each committee, the amount of oversight needed, cost effectiveness, efficiency in decision-making, and the desire of the City Council for direct policy involvement on issues. There are no other Committee changes proposed at this time.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item has not been before a Town Committee or Commission

ATTACHMENTS

1. Resolution No. 23 - XX Governing Resolution