



Staff Report

DISCUSSION AND DIRECTION FOR INCREASED PUBLIC PARTICIPATION IN THE PARKING AND TRAFFIC SAFETY COMMITTEE

Honorable Mayor and Council Members:

Summary

The City Council considered the establishment of a Public Works Commission on December 28, 2004, and determined the cost could not be justified at this time. Staff was instructed to develop several alternatives to increase public participation with the Parking and Traffic Safety Committee.

Background

The Parking and Traffic Safety Committee was established over ten years ago to address citizens' concerns regarding parking and traffic related issues throughout the City. The Committee consists of staff representatives from the Police Department, South County Fire Authority, Code Enforcement, and Public Works. The Committee meets monthly on the first Thursday to discuss the concern and make a recommendation as to what action(s) should be taken.

The process for the consideration of a parking or traffic related concern by the Parking and Traffic Safety Committee is as follows:

- 1) A citizen files a written complaint or concern about a particular matter.
- 2) The Public Works Department discusses the concern with the citizen to have a better understanding as to all the issues.
- 3) The Public Works Department conducts field investigations and collects traffic data.
- 4) The concern is put on the next agenda of the Parking and Traffic Safety Committee.
- 5) The residents within 300 feet of the proposed issue are notified via mail of the request and the time and place of the Parking and Traffic Safety Committee meeting. The mailing list is cross-referenced to a map with all the addresses within the 300-foot radius.
- 6) The Police Department's teleminder (automated phone message) is used to send a message to all the notified individuals within the 300-foot radius (this new notification method was initiated for the April 7th Parking and Traffic Safety Committee meeting).
- 7) The Parking and Traffic Safety Committee is held and all members of the public are provided an opportunity to speak on the issue.
- 8) The Parking and Traffic Safety Committee, by consensus, determines whether or not additional information is needed, deny the request, or to make a recommendation to the

City Council to implement parking restrictions or a traffic improvement plan.

- 9) A letter is sent to the citizen and all attendees of the meeting of the final recommendation of the Committee. The citizen is advised of their right to appeal any decision of the Committee to the Council. This step was added in January, 2005, after the discussion on the public works commission.

Discussion

It was noted during the discussion with the City Council on December 28, 2004, that over 80 percent of the issues that Public Works Commissions from other agencies deal with are parking and traffic related issues. The City Council indicated that instead of creating a new commission, that staff consider alternatives to the Parking and Traffic Safety Committee to address the concerns of the citizens in the community. In particular, Council indicated a concern that the public is not fully involved with, or aware of the Parking and Traffic Safety Committee and the issues with which they were dealing. It was felt there needed greater public participation. The original staff report and minutes from the public works commission discussion are attached.

Staff has developed several alternatives to increase public awareness and participation with the Parking and Traffic Safety Committee.

- 1) Add two public members to the Parking and Traffic Safety Committee:

Pros: The two public members will add a different perspective as users of the parking and streets.

Cons: The Parking and Traffic Safety Committee develops recommendations based upon the City's ordinances, resolutions, State laws and industry standards. The Committee consists of trained professionals in emergency services, code enforcement and engineering. Lay people would only be able to provide their personal opinions. Currently, the public testimony facilitates any individual who may wish to speak on any matter before the Parking and Traffic Safety Committee to provide their perspective.

The City Attorney has opined that the Parking and Traffic Safety Committee with public members is a de facto committee of the City Council and is subject to the Brown Act. This would require the posting of all agendas and require all Committee members to be in compliance with the Brown Act. This will inhibit the ability of members of the committee to address issues prior to the actual meeting of the Parking and Traffic Safety Committee. It may also inhibit the Committee to act on issues in a timely manner.

- 2) Enhance Notification of Parking and Traffic Safety Committee Agendas and Actions.

The enhanced notification may be posting the agendas and minutes on the City's website, on the bulletin board located in the lobby of City Hall, and providing notice to City Council, Commissioners, and the Neighborhood Association Presidents.

Pros: The notice will advise the neighborhood presidents of the issues on each agenda and will assist them in knowing whether or not they, or their representative, should attend a meeting on behalf of a resident within their association. The notice can be emailed to all the presidents at a minimal cost. The respective neighborhood president can also be added to the teleminder list for the notification of the meetings.

Cons: There will be additional administrative steps and time commitments to ensure the enhanced notification.

Fiscal Impact

There is no significant fiscal impact by any of the options.

Public Contact

Standard posting and notification of the agenda.

Recommendation

It is recommended that Council discuss and provide direction as desired to increase public participation with the Parking and Traffic Safety Committee.

Alternatives

1. Refer back to staff for additional study.
2. Do nothing.

Attachments

- A. Analysis of the Feasibility of a Public Works Commission Discussion staff report.
- B. Minutes on the discussion of Public Works Commission Discussion.

Respectfully submitted,

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