

**City/School Liaison Committee Meeting  
Wednesday, October 27, 2004**

**Civic Center  
Council Conference Room  
250 Hamilton Avenue  
Palo Alto, CA 94301**

Representing the City of Palo Alto:

Emily Harrison, Assistant City Manager

Dena Mossar, City Council Member

Jim Burch, City Council Member

Representing Palo Alto Unified School District (PAUSD):

Mandy Lowell, Board Member

Camille Townsend, Board Member

Bob Golton, Deputy Superintendent

Kathy Durkin, Transportation Coordinator

Other Attendees:

Michael Kearny, Anne Crichton, Harvey Grimshaw, Betsy Allen, Karen Sundback,

Richard Swent, Kathy Durham, Penny Ellson, Audrey Alonis

Chairperson Mossar called the meeting to order at 9:00 a.m.

**1. Oral Communication**

There were no oral communications.

**2. Approval of Minutes – June 23, 2004**

The minutes were approved as amended.

**3. Update on Joint City/School Traffic Safety Initiatives**

Ms. Mossar invited all participants to come to the table.

Ms. Harrison introduced City staff: Steve Emslie, Planning and Community Environment Director, Gayle Likens, Transportation Projects Manager; Mark Venable, Police Lieutenant; Steve Herrera, Police Sergeant, and Mary Underhill, Administrative Assistant-Planning Department.

The Safe Routes to School Task Force (Task Force) members present were: Audrey Alonis, representing high schools; Kathy Durham, a neighborhood association representative; and Penny Ellson, elementary schools representative.

Ms. Likens gave an update on two meetings, the first meeting was a follow-up with staff/parties; a “to do” list was identified, and a hand out of the action list distributed.

Ms. Mossar observed speeding on Addison Avenue, and suggested a traffic diversion.

Ms. Likens discussed the need to plan ahead regarding traffic concerns; to be proactive; January and July meetings will be scheduled to reassess and better inform; areas discussed were forming a committee to be aware of work that impacts school safety, identifying school commute routes, and providing links to all schools

Ms. Likens distributed the “Safe Routes to School Task Force” calendar for 2004/05, which lists the dates, responsible party, activity and category. Ms. Likens mentioned that it is listed as a new item on the Transportation web page.

Ms. Durham suggested items be added to the calendar in a timely manner, and will discuss further the placement of items on the calendar

Ms. Likens reported on the Bike/Ped training that Amanda Jones held in conjunction with CSD. The training offered was noted in the Enjoy catalog. The training sessions included classes for parents of children up to age ten, and a class for children ages ten to fourteen. Sessions were co-sponsored by the PTA and five dates were identified for winter. All adult and children’s classes were full, with waiting lists; there was a struggle with online registration issues which showed the sessions as full, while they were really only half full. Ms. Harrison said she would follow-up with CSD on the registration process; a possible press release with the Palo Alto Weekly reporting the success of the program was discussed.

Lieutenant Venable and Sergeant Herrera reported on the letters from Police to drivers observed committing violations and report by adult crossing guards. Lt. Venable said the generic letter that the PD mails out has been very successful and could possibly be added to the website; it was noted that principals need to be made aware of the program, and information could possibly be put in a newsletter with the web address, eliminating the need to mail out the generic letters.

Lt. Venable gave an update on a morning vs. evening accident report that would analyze general accidents to determine if there is a pattern; it is a first endeavor, and if the City received more information from the schools, it would be helpful as the program progresses.

The importance of sharing information on reporting not only with principals, but also with the secretaries who are more front-line, was discussed, as well as educating schools that the importance of reporting accidents is not “punitive” but rather proactive.

Ms. Likens would invite Police Chief Lynne Johnson to the December meeting of the Palo Alto Bicycle Advisory Committee. PTA traffic safety representatives will be invited to the meeting for a comprehensive discussion of bike safety and enforcement issues with the Chief.

Discussed by all was the need to provide more education in respect to the attitude of bikes vs. cars. Should continue brainstorming on this topic.

Acknowledging crossing guards was discussed, and it was suggested that perhaps a service stripe to acknowledge long-term service would be appropriate. City staff will follow-up.

The Property Committee of the School Board gave its consent for District staff to meet with City staff about the issues related to Hoover School and the Charleston/Arastradero corridor study. Ms. Likens will arrange a meeting and invite neighborhood representatives to a kick-off, an on-site meeting at Hoover School with Transportation staff, Hoover administration and Hoover PTA representatives in early November.

A Carpool Match program was suggested for PTA and Terman; Santa Clara Valley Traffic Safe Communities Network is very interested.

Bus services were discussed for Terman, Gunn and Nixon that would be fee-based.

The GO-Fast program is disbanding, and there was no report available.

Adopt-a-School met a week prior; principals know who their Adopt-a-School representatives are now; the program is in its third year, and has expanded to include recess time and rallies.

#### **4. Report on Walk to School Day Activities**

Students created a two hundred foot collage that represented their walk to school. Parents accompanied their children to look at and photograph their walk, noting safety issues along the route.

#### **5. Future Meetings and Agenda Items**

The next meeting will be held in either January or February 2005, and the School District will chair.

Ms. Mossar adjourned the meeting at 10:30 a.m.