
**CITY OF DANA POINT
TRAFFIC IMPROVEMENT SUBCOMMITTEE
APPROVED ACTION MINUTES**

Wednesday, May 15, 2013
3:00 p.m.

City Hall
33282 Golden Lantern
Council Chambers
Dana Point, CA 92629

CALL TO ORDER

The meeting was called to order at 3:01pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Orlando.

ROLL CALL Bill Cline, Bob Elders, Michael Leahy, Diana Orlando, Wayne Vega

All members of the Subcommittee were present.

A. INTRODUCTION

Welcome comments and introductions were made to the Subcommittee by Fowler.

B. SWEARING-IN NEW MEMBERS BY CITY CLERK

Cline and Leahy, the new Subcommittee Members, were sworn in by City Clerk, Kathy Ward.

C. REVIEW OF RESOLUTION No. 09-01-26-02 – Duties of Subcommittee

Fowler reviewed the Duties of the Subcommittee.

D. REVIEW OF RESOLUTION NO. 11-01-24-01 – Terms of Service for Subcommittee Members

Fowler reviewed the Terms of Service for the Subcommittee Members. Elders, Orlando and Vega are halfway through their 4-year terms; Cline and Leahy are beginning their 4-year terms.

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E. PROCEDURAL RULES

Fowler reviewed the Parliamentary Procedures with the Subcommittee.

F. BROWN ACT

A Brown Act Summary was provided to members. Chairperson Orlando encouraged the new members to review the Brown Act. Fowler summarized several key provisions.

G. ELECTION OF CHAIRPERSON

Nomination of Elders for Chairperson was made by Vega; Seconded by Orlando. No other nominations were made. **Nomination passed, 5-0.**

H. VALIDATION OF DAYTIME MEETING & TIME

No changes were made to the meeting day and time. It will remain on the 3rd Wednesday of the month at 3pm.

I. PUBLIC COMMENTS

Any person wishing to address the Subcommittee during the Public Comments section or on an Agenda item is asked to complete a "Request to Speak" form. The completed form is to be submitted to City staff prior to the Agenda item being called and discussed.

In order to conduct a timely meeting, there will be a three-minute limit per person for the Public Comments portion of the Agenda. State law prohibits the Subcommittee from taking action on a specific item unless it appears on the posted Agenda.

If anyone has handouts to distribute to the Subcommittee, please follow proper procedure and hand them to the City staff. The City staff will see that they are distributed.

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J. CONSENT CALENDAR

Item 1: Approval of Action Minutes from January 16, 2013 Traffic Improvement Subcommittee Meeting

The minutes were reviewed. Motion was made by Orlando to approve the Minutes; Seconded by Vega. **Motion passed, 5-0.**

K. PUBLIC HEARINGS

There are no Public Hearings.

L. PUBLIC MEETINGS

There are no Public Meetings.

M. OLD BUSINESS

ITEM 2: Update on PCH/Del Prado Street Project

Fowler and Sinacori briefed the Subcommittee on the updated plans for the PCH/Del Prado Street Project that was recently approved by Council. **No action needed.**

N. NEW BUSINESS

ITEM 3: Update on Pilot Summer Trolley Grant Application

Fowler and Sinacori provided an update on the Pilot Summer Trolley Grant Application to the Subcommittee. **No action needed.**

ITEM 4: New Business Issue Recommendations from Subcommittee Members, if any

There were no new business issue recommendations from the Subcommittee.

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O. STAFF REPORTS

Fowler encouraged the 2 newest members to review the “Residential Management Plan” and “You Want A Stop Sign Where?” report and to use them as guidelines of how to answer to the public/residents when approached with a traffic related issue.

P. SUBCOMMITTEE COMMENTS

Vega encouraged the new Subcommittee members to a City Traffic Engineer Association Workshop. Fowler agreed that when the workshop opens up for registration that the City will advise them.

Q. ADJOURNMENT

Elders adjourned the meeting at 4:33pm. The next Subcommittee meeting is tentatively scheduled for Wednesday, June 19th at 3 pm, pending new issues.