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

Wednesday, August 19, 2015  
3:00 p.m.

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

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**CALL TO ORDER**

The meeting was called to order at 3:03 PM

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Subcommittee Member Leahy.

**ROLL CALL**      Bill Cline, Bob Elders, Michael Leahy, Diana Orlando, Luke Boughen

All Members were present.

**A.    INTRODUCTION**

Director Fowler introduced the members of the Staff who will be serving along the Subcommittee.

**B.    SWEARING-IN NEW MEMBERS BY CITY CLERK**

Kathy Ward, City Clerk, swore in the members of the Subcommittee.

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

Director Fowler reviewed the Resolution with the Subcommittee.

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

Director Fowler reviewed the Resolution with the Subcommittee.

**E.    PROCEDURAL RULES**

Director Fowler reviewed Procedural Roles.

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**F. BROWN ACT**

Director Fowler reviewed the Brown Act with the Subcommittee Members.

**G. ELECTION OF CHAIRPERSON**

Nominations for a Chairperson were made. Motion to nominate Subcommittee Member Michael Leahy was made by Bill Cline; Seconded by Diana Orlando. No additional nominations were made. ***Motion passed. (Ayes – 5; Nos -0).***

**H. VALIDATION OF DAYTIME MEETING & TIME**

Discussion was held regarding the meeting time and date. Motion was made by Subcommittee Member Elders to keep the 3<sup>rd</sup> Wednesday of the month and 3pm meeting time; Seconded by Subcommittee Member Cline. ***Motion passed. (Ayes – 5; Nos-0).***

**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.

There were no Public Comments.

**J. CONSENT CALENDAR**

**Item 1: Approval of Action Minutes from January 21, 2015 Traffic Improvement Subcommittee Meeting**

Motion was made by Subcommittee Member Orlando to approve the January 21, 2015 Action Minutes; Seconded by Subcommittee Member Boughen. ***Motion passed. (Ayes-5; Nos-0).***

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**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**

Director Fowler provided an update on the PCH/Del Prado Street Project. ***No Action Required.***

**ITEM 3: Update on Summer Weekend Trolley Service**

Director Fowler provided an update on the Summer Weekend Trolley Service. ***No Action Required.***

**N. NEW BUSINESS**

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

There was no new business to discuss.

**O. STAFF REPORTS**

There were no Staff reports.

**P. SUBCOMMITTEE COMMENTS**

There were no Subcommittee Comments to report.

**Q. ADJOURNMENT**

The Subcommittee meeting adjourned at 4:35pm.