

## **TAC Commissioner Orientation Program - Introduction**

November 29, 2017

One important component of our Commission's 2017-18 Workplan is the development and implementation of an "Orientation Program" for new Commissioners.

This document provides four foundational elements to advance that development effort:

- Program Goal and Objectives
- Program Format and Delivery
- Project Phases
- Draft Design Document (Content Outline)

### **Program Goal and Objectives**

- Program Goal:  
Accelerate the effectiveness of new Transportation Advisory Commission (TAC) members by presenting an organized review of TAC's role, responsibilities, issues, and procedures.
- Upon successful completion of the TAC Orientation Program, a Commissioner will be able to:
  - » Describe the purpose and organization of Pasadena's Transportation Advisory Commission
  - » Locate and discuss the current TAC workplan
  - » Explain a TAC Commissioner's responsibilities and link those responsibilities to the individual Commissioner's personal interests, skills and service goals
  - » Define the procedural flow of a typical TAC meeting, and identify specific opportunities for Commissioner input
  - » Review representative examples of recent TAC actions
  - » Create a Personal Plan identifying actions that can optimize our influence as a Commission
  - » Describe the intent and practical implications of key procedural parameters, including "The Brown Act" and Robert's Rules of Order

### **Program Format and Delivery**

The Final Deliverable for this Orientation project will be a self-explanatory "deck" of information (text and graphics), including:

- Outlined content (with enough detail to ensure consistent and complete messaging)
- Short activities so that each segment can be made relevant to each individual
- Appendix of additional reference materials

In a face-to-face session scheduled to occur after the new Commissioner's formal appointment, but prior to their first official TAC meeting, the Orientation material will be reviewed in-person with each new Commissioner with a small group that includes:

- TAC Chair and Vice-Chair
- DOT Staff Member

## Project Phases

The development of this project will be approached in two phases:

- This first phase ("Design Document") is much like an architect's blueprint - it is an outlined representation of what we are creating, without the full-time investment of a finished project (graphics and all)
  - » This outline will be improved with a thorough Review and Revise process that includes feedback from both the ad hoc Orientation sub-group and full TAC review and comments
- The second phase ("Development") will be a draft of the full and complete materials
  - » Again, the drafts will be improved in two separate Review and Revise cycles - initially from the sub-group, to be followed by TAC review and comments

## Module 1: Welcome to the Transportation Advisory Commission (TAC)

### Purpose and Function

- We advise City Council with regard to policies affecting the City’s transportation system
  - » **Our role is to study and make recommendations...**
  - » **... with regard to a variety of transportation policy issues**
    - Access to and safe traffic circulation for all road users
    - Annual and long-range allocation of funds (Annual CIP, various Measures, etc.)
    - Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, new technologies, alternate transport modes, etc.
    - Service provisioning, including:
      - Providing for a public transit system
      - Protecting residential neighborhoods from negative transportation system impacts
      - Delivering service to those with limited access to transportation including the poor, disabled, the elderly and the young
    - If requested by City Council:
      - Leading and participating in local and regional studies and committees or task forces dealing with transportation issues
      - Assisting other City Commissions, Committees and Task Forces regarding transportation issues, including the City’s General Plan, Specific Plans, Master Plans, development projects and associated environmental impact reports
      - Addressing other matters referred to the Commission by City Council from time-to-time
- TAC is supported by the City’s Department of Transportation
  - » Key Contact: Bahman Janka
  - » Pasadena Department of Transportation Divisions
    - Finance & Management Services
    - Complete Streets
    - Traffic Operations & Engineering
    - Parking Services
    - Public Transit
  - » Review current Org Chart and provide additional detail as shown on <https://ww5.cityofpasadena.net/transportation/administration/>

### Composition

- Nine members (Pasadena residency required)
  - » Council Districts 1-7
  - » Mayor
  - » At Large (Appointed by whom?)
- TAC members have experience, knowledge or interest in the field of transportation, urban planning and public service
- Term of Office is 3 years and limited to 2 consecutive terms
- Quorum required to take action (5 members, or majority of current appointees)
- Majority in a vote determined by “50% +1 vote” of Commissioners who are present

## Annual Workplan

- Review the TAC Mission Statement
- Review the current workplan
- Review the TAC Subcommittees

## Commissioner Responsibilities

- Come prepared
  - » Review the staff reports and supporting documents
  - » Formulate questions
  - » Keep an open mind
- Attend regularly
  - » Three unexcused absences = grounds for replacement
- Flow of a meeting will give you many opportunities to weigh in on a matter
  1. Staff Presentation
  2. Commissioner Questions
  3. Public Comments on the specific agenda item
  4. Commissioner Deliberations
  5. Commission Actions
    - Vote "For"
      - Approve as-is
      - Approve, with modifications
    - Vote "Against"
    - Defer action through a request for further clarification or enhancements
- Commissioners are Prohibited from:
  - » Making law or setting policies
  - » Directing Staff, or Council
  - » Authorizing expenditures
  - » Violating any laws or codes
  - » Making decisions or stating opinions on pending issues prior to meeting
- Ethical Responsibilities
  - » In January 2006, the State of California adopted Assembly Bill 1234, commonly known as the "Ethics Training Law" requiring all elected, selected, and appointed officials to take the Ethics and Open Government training every two years
  - » All Commissioners must take the Ethics Training provided by the City of Pasadena before they can vote on agendized business, with topics that include:
    - California's Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local bodies
    - Financial Disclosure requirements (Form 700 Statement of Economic Interests)
    - Conflict of Interest Laws and rules that may require a Commissioner to recuse themselves from specific matters that come before TAC (ensuring that Commissioners are free from bias caused by their own financial interest, allowing them to act in an impartial manner)

- Additional educational opportunities
  - » “Traffic Commissioners Workshop” presented by City Traffic Engineers Association (CTE) provides a valuable foundation of information about the relevant topics TAC discusses:
    - Fundamentals of Traffic Engineering
    - School Area Traffic Safety
    - Neighborhood Traffic Control
    - Complete Streets
  - » There are a number of informative news feeds that provide perspective on key issues:
    - Metro “The Source” and other periodic Metro newsletters (<http://thesource.metro.net/>)
    - CityLab [Transportation] – published by The Atlantic (<https://www.citylab.com/transportation/>)
    - Streetsblog LA (<https://la.streetsblog.org/>)
    - The Overhead Wire (<https://theoverheadwire.com/>)

### Activity #1: Why Do You Serve?

- Where are your current interests?
- Commitment to Action (subcommittee selection)

## Module 2: Commission Activities

### TAC Meetings

- Agenda(s)
  - » Regular meeting structure
    - Public Comment on Matters Not on the Agenda
    - Commissioner Comments
    - Staff Update
    - Subcommittee and Other Reports
  - » Action Items
  - » Information Items
- Getting Up-to-Speed with Recent Issues
  - » Cornerstone
    - Transition of Transportation Metrics from “Level-of-Service” (LOS) to “Impact Measures” such as Vehicle Trips (VT) and Vehicle Miles Traveled (VMT) – Note impact on CEQA requirements and relationship to property development
  - » Representative examples of recent TAC Actions
    - Review of Arroyo Music Festival EIR (8-2014)
    - Review of Lincoln/Parsons EIR (8-2014)
    - Proposed Changes to Traffic Reduction and Transportation Improvement Fee (5-2017)
    - FY 2018-2022 Capital Improvement Program (3-2017)
    - Pasadena Street Design Guide - Draft Review and Comments (1-2017, 2-2017)
    - Proposed Bike Share Locations – Council Recommendation (1-2017)
    - TAC Appointment to Civic Center Improvements Community Task Force (8-2017)
  - » Representative examples of recent TAC Information Items
    - Union Street Cycle Track
    - Metro’s Supportive Transit Parking Program

## How We Can Become More Influential as a Commission

- City Council
  - » No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the Commission
- Standing City Council Committees
  - » Economic Development and Technology (EdTech)
    - Victor Gordo, Chair
    - Tyron Hampton
    - Steve Madison
    - Andy Wilson
  - » Public Safety
    - John J. Kennedy, Chair
    - Tyron Hampton
    - Steve Madison
    - Terry Tornek
  - » Municipal Services
    - Margaret McAustin, Chair
    - Tyron Hampton
    - Terry Tornek
    - Andy Wilson
- KEY: Relationship with your individual Councilmember
  - » To gain public input, Commissioners are encouraged to work with their Council Member's office to participate in meetings in their District or have a transportation focus added to an existing meeting
  - » From time-to-time, the Communications subcommittee will prepare an update to make District-level participation easier (and ensure consistent messaging)

## Activity #2: What Can You Do to Be More Effective?

- What is your current understanding of transportation priorities in Pasadena?
  - » City-wide perspective (General Plan)
  - » Other issues unique to your Council District?
- How would you characterize your relationship with your nominating Council member?
  - » Have you previously attended their District Town Hall Meetings?
  - » How does he or she like to be communicated with?
  - » How often do you meet or communicate business with your councilperson?
- What is the one key thing you can do that will enhance your role as Commissioner?

## Module 4: Important Operating Parameters

- Ralph M. Brown Act (or, “The Brown Act”)
  - » Noticed meetings and location
  - » Written agenda available 72 hours prior to meeting
  - » Meeting topics are limited to those items posted on the Agenda
  - » Proceedings are a matter of public record
  - » Meetings are open to the public
  - » Any discussion by a majority of Commission conducted outside of proceedings is prohibited
    - Specifically, TAC matters cannot be discussed (in person, or via e-mail thread) by 5 members or more
    - In addition, “serial meetings” are illegal
      - Can be hub-and-spoke (one person speaking with multiple commissioners)
      - Or via telephone, or e-mail chain (such as when 3 commissioners discuss an item via e-mail, and then one individual phones 2 more, it is deemed to be a total 5 commissioners involved and is therefore forbidden under the Brown Act)
  - » When is a “meeting” NOT a meeting?
    - Individual contacts
    - Conferences and seminars
    - Community meetings
    - Social or ceremonial events
- Robert’s Rules of Order
  - » Framework of parliamentary procedure, designed to create fair and orderly meetings
  - » Defined order of business
  - » All remarks directed to the chair
  - » Motions; Seconds; Friendly Amendments
  - » Voting: Voice vote, General Consent, Show-of-Hands, Roll Call,
- Additional notes
  - » Transportation matters often contain an element of legal liability (we will be advised appropriately)
    - Federal / State / Local law
    - California Vehicle Code
    - Industry Standards
      - Federal (US-DOT)
      - State Manual on Uniform Traffic Control Devices, or MUTCD – specifies “Shall” (mandatory condition), “Should” (advisory condition), or “May” (a permissive condition)

### Activity #3: Questions, and Next Steps

- Do you have any additional questions at the moment?
- Re-cap “next steps” re: meetings and other points of engagement

## Appendix

- Current Department of Transportation Organization Chart with additional detail as shown on <https://ww5.cityofpasadena.net/transportation/administration/>
- Municipal Code (creating TAC and defining scope)
- Agency Relationships
  - » Pasadena Department of Transportation
  - » Metro
  - » Caltrans
- Funding Sources At-a-Glance
  - » Measure R, Measure M, etc.
  - » Grant Applications
    - SRTS
    - Active Transportation
- Current TAC Workplan
- TAC Agendas and Minutes from previous meetings (4?)