



DATE: July 23, 2020
TO: Transportation Advisory Commission
FROM: Laura Cornejo, Director of Transportation

A handwritten signature in black ink, appearing to be "Laura Cornejo", written over a horizontal line.

SUBJECT: CONSIDERATION OF TRANSPORTATION ADVISORY COMMITTEE MEETING TIME CHANGE

The Transportation Advisory Commission (TAC) has traditionally met on the fourth (4th) Thursday of each month at 4:00 pm. Exceptions to this pre-set meeting day and time include special meetings, as may be called by the TAC Chair, and the month of August which per the TAC's Rules and Regulations, Article VII, Section I identifies as a non-meeting month. Per Article VI, Section 2 of the TAC Rules and Regulations, the Chair may "fix the date, hour and place of meetings."

In recent months, the Department of Transportation (DOT) has received requests to reschedule the TAC meetings to a time that may allow for increased public participation. A review of the city's 18 commissions (Attachment A) found that meeting start times range from as early as 8:00 am to as late as 6:30 pm. Two commissions note a meeting start time of 4:00 pm; two commissions note a start meeting time of 5:30 pm; seven commissions note a meeting start time of 6:00 pm; and four commissions note a meeting start time of 6:30 pm.

In light of requests made by members of the public to reconsider TAC's meeting time, staff recommends TAC consider revisiting the 4:00 pm start time. TAC may decide to either retain the current meeting time of 4:00 pm or identify a new meeting time.

Attachment:

Attachment A - City of Pasadena Commissions Meeting Schedule

City of Pasadena - Commissions Meeting Schedule

Commission	Date	Regular Time	Location	Staff Rep./Rec. Sec.	Chair
ACCESSIBILITY AND DISABILITY	4th Tuesday of each month	5:30 PM	Jackie Robinson Center	Ali Everett, ext. 4782	Martin Sweeney
ARTS AND CULTURE	2nd Wednesday of each month	5:30 PM	Hale Building	Patricia Valencia, ext. 4591	Cybele Garcia Kohel
CODE ENFORCEMENT	1st Thursday of each month	4:00 PM	Hale Building	Valeria Castillo, ext. 3806 Handles meeting	Jon Pollard, Code Comp. Mgr., ext. 6831
COMMISSION ON THE STATUS OF WOMEN	1st Wednesday of each month	6:00 PM	Jackie Robinson Center	Ali Everett, ext. 4782	Norma Estela Fernandez
DESIGN COMMISSION	2nd & 4th Tuesday of each month	6:30 PM	CH Chambers S249	Michi Takeda, Rec. Sec., ext. 7135	Jose Noel Toro
ENVIRONMENTAL ADVISORY	2nd Tuesday of each month	6:00 PM	Permit Center	Ariel Hudgins, ext. 6437	Daniel Rossman
HISTORIC PRESERVATION	1st & 3 Tuesday of each month	6:00 PM	Hale Building	Michi Takeda, Rec. Sec., ext. 7135	Carrie Chasteen-Elfarra
HUMAN RELATIONS	1st Tuesday of each month	6:30 PM	Jackie Robinson Center	Tamitra Clark, ext. 7334	Theresa Robinett
HUMAN SERVICES	2nd Wednesday of each month	6:00 PM	Jackie Robinson Center	Lola Osborne, ext. 4791	Jacques Bolton
LIBRARY	3rd Wednesday of each month	6:00 PM	tbd	Tim McDonald, ext. 4070	Janice Segall
NORTHWEST	2nd Tuesday of each month	6:30 PM	Jackie Robinson Center	Lola Osborne, ext. 4791	Carla Boykin
OLD PASADENA PARKING METER ZONE ADVISORY	3rd Thursday Quarterly	11:00 AM	221 E. Walnut St. Suite 210	Jon Hamblen, ext. 7463; Duke Beacham, ext. 3936	Craig Chrisney
PLANNING	2nd & 4th Wednesday of each month	6:30 PM	CH Chambers	David Reyes, ext. 6450; Tess Molinar, ext. 7374	Felicia Williams
RECREATION AND PARKS	1st Tuesday of each month	6:00 PM	City Yards-PW	Stacy Houser, ext. 4452	Aaron Maliam
SENIOR	2nd Tuesday of each month	2:00 PM	Jackie Robinson Center	Pamela Cantero, ext. 6528	Kristen Tachiki
SOUTH LAKE PARKING PLACE	4th Thursday bi-monthly	8:00 AM	221 E. Walnut St. Suite 210	Jon Hamblen, ext. 7463; Duke Beacham, ext. 3936	Jennifer Higginbotham
TRANSPORTATION ADVISORY	4th Thursday of every month, except August and November	4:00 PM	221 E. Walnut St. Suite 210/City Hall Grand or Fair Oaks (Location varies)	Laura Cornejo, ext. 6450; Rec. Sec. Alejandra Flores, ext. 4031	Tim Sales
URBAN FORESTRY ADVISORY	2nd Wednesday of each month	6:00 PM	CH-Parks and Natural Resources Div.	Michael King, ext. 3846	Roy Leisure