



**ACTIVE TRANSPORTATION PLAN
ADVISORY COMMITTEE
(ATPAC)**

REGULAR MEETING

AGENDA

THURSDAY, JANUARY 21, 2016

7:00 PM

**CABERNET CONFERENCE ROOM
CITY HALL
1052 SOUTH LIVERMORE AVENUE
LIVERMORE, CA 94550**

1. CALL TO ORDER 7:00 PM

2. ROLL CALL

Chairperson Steve Howard
Vice Chairperson Kimberly Schertzer
Committee Member Mike Ansell
Committee Member Connie Campbell
Committee Member Maria Dawson
Committee Member Michael Hardin
Committee Member Lara Leininger

3. PUBLIC COMMENT

An opportunity for members of the audience to speak on an item not listed on the agenda. Each speaker is limited to five minutes.

4. APPROVAL OF MINUTES

4.01 Approval of Minutes - December 17, 2015, Active Transportation Plan Advisory Committee meeting.

5. CORRESPONDENCE – None

6. REPORT ON OLD BUSINESS

6.01 Rules of Procedure – A copy of the Final Rules of Procedure, which the Committee approved at the December 17, 2015 meeting, is attached.

7. NEW BUSINESS

7.01 Discussion regarding the Active Transportation Plan

8. ADJOURNMENT

The next regular meeting of the Active Transportation Plan Advisory Committee will be held at a future date, time, and location to be determined by the Active Transportation Plan Advisory Committee.

For questions regarding the Active Transportation Plan Advisory Committee, please contact Associate Planner Debbie Bell at (925) 960-4541.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITY ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (925) 960-4200 (VOICE) OR (925) 960-4104 (TDD) AT LEAST 72 HOURS IN ADVANCE OF THE MEETING.

THE ACTIVE TRANSPORTATION PLAN ADVISORY COMMITTEE AGENDA AND AGENDA REPORTS ARE PREPARED BY CITY STAFF AND ARE AVAILABLE FOR PUBLIC REVIEW A MINIMUM OF 72 HOURS PRIOR TO THE COMMITTEE MEETING AT 1052 SOUTH LIVERMORE AVENUE, LIVERMORE, CA 94550. COPIES WILL BE MADE AVAILABLE AT THE CIVIC CENTER LIBRARY PRIOR TO THE MEETING AT 1188 SOUTH LIVERMORE AVENUE, LIVERMORE. THE AGENDA IS ALSO POSTED ON THE COMMUNITY BULLETIN BOARD IN FRONT OF LIVERMORE CITY HALL AND AVAILABLE ONLINE AT WWW.CITYOFLIVERMORE.NET.

UNDER GOVERNMENT CODE § 54957.5, ANY SUPPLEMENTAL MATERIAL DISTRIBUTED TO THE MEMBERS OF THE ACTIVE TRANSPORTATION PLAN ADVISORY COMMITTEE AFTER THE POSTING OF THIS AGENDA WILL BE AVAILABLE FOR PUBLIC REVIEW AT THE CIVIC CENTER LIBRARY.

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**ACTIVE TRANSPORTATION PLAN
ADVISORY COMMITTEE
(ATPAC)**

DRAFT MEETING MINUTES

THURSDAY, DECEMBER 17, 2015

1. CALL TO ORDER

The meeting was called to order at 7:05 PM by City Clerk Susan Neer, in the Library Board Room, Civic Center Library, 1188 South Livermore Avenue, Livermore, CA 94550

2. ROLL CALL

Members Present: Committee Members Mike Ansell, Maria Dawson, Steve Howard, Lara Leininger, and Kimberly Schertzer

Members Absent: Committee Members Connie Campbell and Michael Hardin

Staff Present: Deputy City Attorney Gabrielle Janssens, City Clerk Susan Neer, Deputy City Clerk Sarah Bunting, Associate Planner Debbie Bell, and Assistant Planner Andy Ross

2.01 Welcome and Introductions

Staff welcomed Committee members to the kick-off Active Transportation Plan Advisory Committee and Committee members and staff introduced themselves.

2.02 Presentation on the Brown Act

Deputy City Attorney Gabrielle Janssens provided a presentation on the Brown Act

2.03 Review of Rules of Procedure

City Clerk Susan Neer reviewed the Draft Rules of Procedure

2.04 Election of Chairperson and Vice Chairperson

Committee Member Steve Howard was nominated as Chairperson. Committee Member Kimberly Schertzer was nominated as Vice Chairperson.

MOTION BY COMMITTEE MEMBER ANSELL, SECONDED BY COMMITTEE MEMBER LEININGER, APPROVING STEVE HOWARD AS CHAIRPERSON. MOTION CARRIED (4-0, ABSTAIN: HOWARD)

MOTION BY CHAIR HOWARD, SECONDED BY COMMITTEE MEMBER DAWSON, APPROVING KIMBERLY SCHERTZER AS VICE CHAIRPERSON. MOTION CARRIED (4-0, ABSTAIN: SCHERTZER)

2.05 Selection of Standard Day, Time, and Location for Future Meetings

Staff explained there will be approximately six Active Transportation Plan Advisory Committee meetings over the next 18 months and asked the Committee to propose the most convenient date, time, and location for these meetings. Committee members agreed that Wednesday and Thursday evenings are most convenient for future meetings, with a preference of Thursday evenings. After a discussion of various possible start times, committee members agreed a 7pm start time is preferred. The Library Board Room was selected as the standard meeting location.

MOTION BY COMMITTEE MEMBER ANSEL, SECONDED BY xxxxxxxx, SELECTING WEDNESDAYS AND THURSDAYS, WITH A PREFERENCE TO THURSDAYS, AT 7PM IN THE LIBRARY BOARD ROOM AS THE PREFERRED MEETING DATE, TIME, AND LOCATION FOR ACTIVE TRANSPORTATION PLAN ADVISORY COMMITTEE MEETINGS. MOTION CARRIED (5-0)

Staff reiterated that every effort will be made to schedule future meetings following these preferences but there may be occasions when some or all cannot be accommodated. Staff will work with the Committee to schedule all future meetings.

2.06 Adoption of Rules of Procedure

MOTION BY COMMITTEE MEMBER DAWSON, SECONDED BY ANSELL ADOPTING THE RULES OF PROCEDURE. MOTION CARRIED (5-0)

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

None

5. CORRESPONDENCE

None

6. REPORT ON OLD BUSINESS –

None

7. NEW BUSINESS

7.01 Discussion regarding the Active Transportation Plan

Staff members Debbie Bell and Andy Ross provided an overview of the Active Transportation Plan process.

8. ADJOURNMENT

Meeting was adjourned at 7:23pm.

For questions regarding the Active Transportation Plan Advisory Committee, please contact Associate Planner Debbie Bell at (925) 960-4541.

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CITY OF LIVERMORE
ACTIVE TRANSPORTATION
PLAN ADVISORY COMMITTEE
(ATPAC)
RULES OF PROCEDURE



CITY OF LIVERMORE
ACTIVE TRANSPORTATION PLAN
ADVISORY COMMITTEE
(ATPAC)

RULES OF PROCEDURE

1. Duties and Responsibilities

- A. Provide input and feedback to City Staff at specific intervals throughout the development of the Active Transportation Plan.
- B. Provide feedback to City staff on existing Active Transportation conditions and needs.
- C. Provide feedback to City staff on proposed Active Transportation Plan goals and objectives.
- D. Provide feedback to City staff on Active Transportation Plan recommendations to City Council.

2. Members

The Active Transportation Plan Advisory Committee, also known as ATPAC, shall consist of seven (7) members, all of whom shall reside or work in Livermore. The members shall be comprised of at least one (1) bicyclist member and one (1) pedestrian member.

3. Term limits

The Active Transportation Plan Advisory Committee is a limited duration committee. It is anticipated members will serve through 2017.

4. Attendance Policy

Attendance of committee members is mandatory at all meetings. Members who are unable to attend a meeting must notify the staff liaison of their absence prior to the meeting. A committee member may be subject for removal after two absences.

5. Elections and Officers

The Active Transportation Plan Advisory Committee shall elect a chairperson and a vice chairperson at the first meeting. Election of the officers shall be by majority vote of the Active Transportation Plan Advisory Committee. The role of the officers shall be as follows:

- A. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.
- B. Vice Chairperson – The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.
- C. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings

Meetings shall be held on Thursdays at 7:00 pm. Meetings shall be held at the Library Board Room in the Civic Center Library, 1188 South Livermore Avenue. Specific dates are to be determined. All meetings shall be open to the public. The Active Transportation Plan Advisory Committee may not meet in closed session.

7. Agenda Preparation and Posting

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting.

8. Minutes of Proceedings

An account of all proceedings of the Active Transportation Plan Advisory Committee shall be prepared by the staff liaison, agendized, and approved by the Active Transportation Plan Advisory Committee.

9. Quorum

Four members constitute a quorum of the Active Transportation Plan Advisory Committee. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next scheduled meeting of the Active Transportation Plan Advisory Committee if deemed necessary. A meeting may also

be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

- A. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Active Transportation Plan Advisory Committee.
- B. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg’s Rules of Order (see Appendix A), Active Transportation Plan Advisory Committee Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.
- C. Voting on Items – Voting on items shall be in accordance with Rosenberg’s Rules of Order. The Active Transportation Plan Advisory Committee shall not take a sealed ballot vote.

11. Citizens’ Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Active Transportation Plan Advisory Committee on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Active Transportation Plan Advisory Committee. The Chairperson may establish time limits per individual speaker. The Active Transportation Plan Advisory Committee shall not discuss nor take action on subjects raised under Citizens’ Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Active Transportation Plan Advisory Committee, may direct staff to place subjects raised under Citizens’ Forum/Public Comments on a future Active Transportation Plan Advisory Committee agenda.

12. Subcommittees

The Active Transportation Plan Advisory Committee may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support

The head of the department responsible for supporting the Active Transportation Plan Advisory Committee shall designate one or more employees to serve as staff liaison to the Active Transportation Plan Advisory Committee. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson, and generally assist the Active Transportation Plan Advisory Committee in performing its duties. The Staff Liaison shall have no voting authority.