



CHAIR CLARISA TOLENTINO
VICE CHAIR FRANCISCO ARRIZON
COMMISSIONER DEE AKEMON
COMMISSIONER NICOLE MOHR
COMMISSIONER RUDY TRUJILLO

TRANSPORTATION AND SAFETY COMMISSION

REGULAR MEETING NOTICE AND AGENDA

MAY 5, 2021 – 7 PM

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando Transportation and Safety Commission will participate in meetings telephonically.

PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE THE SPREAD OF COVID-19

- 1. WATCH THE MEETING:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando>
- 2. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to MPadilla@sfcity.org no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Transportation and Safety Commission prior to consideration of the agenda. Comments received via email will be distributed to the Transportation and Safety Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.
- 3. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 7:00 p.m. and 7:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 841 9039 6534
Passcode: 323371

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes. Note: This is audio only and no video.

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CALL TO ORDER/ROLL CALL

Chair Clarisa Tolentino
Vice Chair Francisco Arrizon
Commissioner Dee Akemon
Commissioner Nicole Mohr
Commissioner Rudy Trujillo

PLEDGE OF ALLEGIANCE

Led by Chair Clarisa Tolentino

APPROVAL OF AGENDA

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS – WRITTEN/ORAL

Members of the public may submit comments by email to MPadilla@sfcity.org no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Transportation and Safety Commission prior to consideration of the agenda. Comments received via email will be distributed to the Transportation and Safety Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a [live public comment](#) may [call-in between 7:00 p.m. and 7:15 p.m.](#) and will be limited to three minutes. The call-in period may be extended by the Chair.

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CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Transportation and Safety Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

1. REQUEST TO APPROVE MEETING MINUTES OF APRIL 7, 2021 – REGULAR MEETING

ADMINISTRATIVE REPORTS

2. DISCUSSION OF UNLICENSED DRIVER PROGRAM UPDATE

3. DISCUSSION OF POTENTIAL TRAFFIC STUDIES AT THE INTERSECTION OF SOUTH HUNTINGTON STREET AND GRIFFITH STREET, FOURTH STREET AND FERMOORE STREET, AND FIFTH STREET AND FERMOORE STREET

GENERAL COMMISSION COMMENTS

STAFF COMMUNICATION

4. SAFE AND ACTIVE STREETS PLAN

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Maria Padilla, Executive Assistant

Signed and Posted: April 30, 2021 (4:00 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the Public Works Department Public Counter. Any public writings distributed by the Transportation & Safety Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Public Works Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Public Works Department Office at (818) 898-1222 at least 48 hours prior to the meeting.

To: Transportation & Safety Commissioners

From: Clarisa Tolentino, Transportation and Safety Commission Chair
By: Matthew Baumgardner, Director of Public Works
Manuel Fabian, Civil Engineering Assistant II

Date: May 5, 2021

Subject: Unlicensed Driver Community Education Workshop Update

RECOMMENDATION:

It is recommended that the Transportation and Safety Commission receive and file this report in regards to a community education workshop (to be provided virtually) to educate members of the community on how to take the necessary steps to apply for and obtain a driver's license.

BACKGROUND:

1. On October 7, 2020, Chair Mohr discussed her concern regarding unlicensed drivers in the City. Item was discussed during the Commission meeting and staff was directed to provide a link to the Department of Motor Vehicles (DMV) driver's license webpage on the City's website.
2. On November 4, 2020, staff updated the Commission on DMV information that was added to the City's webpage under the tab for *Residents* (scroll down to "*How to apply for a driver's license*"), which takes you to the following link on the DMV website: <https://www.dmv.ca.gov/portal/driver-licenses-identification-cards/driver-licenses-dl/>
3. On February 3, 2021, Chair Mohr recommended a virtual workshop to educate the community on how to obtain a driver's license. Since that time, Chair Mohr has worked with Sergeant Peter Aguirre on available resources.
4. On March 3, 2021, the Commission voted to move forward with the workshop for unlicensed drivers

ANALYSIS:

Since the February 3, 2021 Commission meeting, Sergeant Aguirre and Commission Chair Nicole Mohr have discussed the option of hosting a community workshop to educate residents on how to obtain a driver's license.

Community Workshop.

The virtual workshop would cover the following topics:

- The risks of driving without a license.
 - Financial liability if involved in a collision.
 - Legal consequences for driving without a license.
- How to get a driver's license.
 - Differing requirements for those under age 18.
 - Local resources for behind-the-wheel training.
 - Online resources for test preparation.
 - The logistical process of acquiring a license in this community.
- Driver's License availability for undocumented Californians.
- An informal Q&A about driver's license laws.

Traffic Safety Correlation to Unlicensed Drivers.

The need for community education exists because:

- The San Fernando Police Department cites a high number of persons each year for driving without a license.
- Unlicensed drivers are statistically more likely to be involved in traffic collisions.
- Driving without a license is one of the most common reasons for drivers fleeing the scene of a traffic collision, which can be a misdemeanor or a felony, depending on the severity of the damage in the collision.

Community Outreach.

The City will use its social media platforms to advertise the workshop using the promotional material provided (ATTACHMENT "A"). The promotional material includes the links to the Zoom workshop as well as a link to the City's YouTube page. The workshop is also mentioned in the City Manager's Monthly Report. The workshop will take place on Thursday, May 13 at 7 PM.

BUDGET IMPACT:

Total staff time, including set-up for the workshop, social media posting and the Spanish voiceover of the workshop, is estimated to be less than 5 hours.

CONCLUSION:

It is recommended that the Transportation and Safety Commission receive and file this report for their records.

ATTACHMENT:

- A. Driver's License Workshop Flyer

HOW TO GET A DRIVER'S LICENSE



Thurs., May 13th
7:00pm

Join on Zoom or on
the city's YouTube
channel

A COMMUNITY INFORMATION FORUM

hosted by the City of San
Fernando Transportation
Commission & San Fernando
Police Department





AGENDA REPORT

To: Chair Clarisa Tolentino and Commissioners

From: Matt Baumgardner, Director of Public Works
By: Manuel Fabian, Civil Engineering Assistant II

Date: May 5, 2021

Subject: Discussion of Potential Traffic Studies at the Intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street

RECOMMENDATION:

It is recommended that the Transportation and Safety Commission direct staff to conduct potential traffic studies at Intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street.

BACKGROUND:

1. On April 7, 2021, the Transportation and Safety Commission received public comment seeking potential traffic control devices be installed at different locations within the City of San Fernando.

ANALYSIS:

At the April 7, 2021 Transportation and Safety Commission Meeting, Staff received two (2) public comments expressing their concern about speeding vehicles at different locations within the City of San Fernando. The installation of traffic control/calming devices were requested as part of their public comments.

Fourth Street and Fermoore Street

At the meeting of April 7, 2021, a public comment was provided requesting that a stop sign be installed at the intersection of Fourth Street and Fermoore Street. The resident stated that the intersection has a high traffic volume and that she has observed many incidents where vehicles fail to yield to pedestrians attempting to cross the street.

Discussion of Potential Traffic Studies at the Intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street

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Staff has evaluated the location and it does meet the minimum criteria to qualify for the installation of a stop sign. Staff also considered the location of Fifth Street and Fermoore, as it meets the same minimum distance qualifications for installation of a stop sign.

South Huntington Street and Griffith Street

A resident on the 600 Block of South Huntington Street, submitted a written comment and also called in to express his concern about speeding vehicles on South Huntington Street and Griffith Street. He is requesting the installation of flashing beacons to the existing stop signs at the intersection. During the call-in comment, he expressed his appreciation for the San Fernando Police Department patrolling and issuing traffic violation citations in the area, but would like to know what other options exist for traffic calming.

In the past, a traffic study was conducted on South Huntington Street for the possibility of installing speed humps between Hollister Street and Woodworth Street. It was concluded that the criteria set forth in the City of San Fernando's Traffic Calming Master Plan were not met.

BUDGET IMPACT:

If directed by the Transportation and Safety Commission to perform traffic studies, staff will have the Traffic Engineer evaluate the locations. The fee for the Traffic Engineer to perform the study is \$275/hr. The average for this type of study would cost approximately \$3,000.

CONCLUSION:

The Transportation and Safety Commission directed staff to bring these items back for discussion at its May meeting. Based on review of the intersections, it is recommended that the Transportation and Safety Commission direct staff to proceed with traffic studies along South Huntington Street and the intersections of Fourth Street and Fermoore Street, as well as Fifth Street and Fermoore Street.