



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  
JULY 7, 2021 – 7 PM

CITY HALL COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

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](mailto: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

# TRANSPORTATION AND SAFETY COMMISSION

Regular Meeting Notice and Agenda – July 7, 2021

Page 2 of 3

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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.

## **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](mailto: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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# TRANSPORTATION AND SAFETY COMMISSION

Regular Meeting Notice and Agenda – July 7, 2021

Page 3 of 3

---

## **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 MAY 5, 2021 – REGULAR MEETING**

## **ADMINISTRATIVE REPORTS**

### **1. UPDATE ON TRAFFIC STUDIES AT THE INTERSECTIONS OF SOUTH HUNTINGTON STREET AND GRIFFITH STREET, FOURTH STREET AND FERMOORE STREET, AND FIFTH STREET AND FERMOORE STREET**

## **GENERAL COMMISSION COMMENTS**

## **STAFF COMMUNICATION**

### **1. 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: June 30, 2021 (4:00 p.m.)*

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*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](http://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](http://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.*

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CITY OF SAN FERNANDO  
TRANSPORTATION AND SAFETY COMMISSION

REGULAR MEETING  
MINUTES  
MAY 5, 2021  
ZOOM MEETING STREAMED ON YOUTUBE

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE TRANSPORTATION & SAFETY COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <https://www.youtube.com/c/CityOfSanFernando>

**CALL TO ORDER/ROLL CALL**

Vice Chair Arrizon called the meeting to order at 7:09 p.m. Executive Assistant, Maria Padilla, called the roll call.

The following persons were recorded as present:

**Present:**

Chair Clarisa Tolentino (lost connection at 7:11 p.m.), Vice Chair Francisco Arrizon, Commissioners Dee Akemon, Nicole Mohr, and Rudy Trujillo (7:13 p.m.).

**Also Present:**

Director of Public Works Matt Baumgardner, Civil Engineering Assistant II Manuel Fabian and Executive Assistant Maria Padilla

**PLEDGE OF ALLEGIANCE**

Commissioner Akemon led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Akemon motioned to approve the agenda for the May 5, 2021 Transportation and Safety Commission meeting. Commissioner Mohr seconded the motion. The motion carried with the following votes:

AYES:	F. Arrizon, D. Akemon, N. Mohr, and R. Trujillo - 4
NOES:	None
ABSENT:	C. Tolentino - 1
ABSTAIN:	None

# TRANSPORTATION AND SAFETY COMMISSION

Regular Meeting Minutes – May 5, 2021

Page 2 of 3

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## **PUBLIC STATEMENTS – WRITTEN/ORAL**

1. Maria Padilla read email received from Jasmin Castillo regarding traffic issues on Fermoore and Fourth Street.
2. Maria Padilla read email received from Karen Ruvalcaba (600 Fermoore Street) regarding speeding issue on 600 block of Fermoore Street.

## **CONSENT CALENDAR**

Commissioner Trujillo motioned to approve the minutes for the April 7, 2021 Transportation & Safety Commission meeting. Commissioner Akemon seconded the motion. The motion carried with the following votes:

AYES:	F. Arrizon, D. Akemon, N. Mohr, and R. Trujillo - 4
NOES:	None
ABSENT:	C. Tolentino - 1
ABSTAIN:	None

## **ADMINISTRATIVE REPORTS**

1. **DISCUSSION OF UNLICENSED DRIVER PROGRAM UPDATE** - Commissioner Mohr presented the staff report and provided update. Webinar will be presented by Commissioner Mohr and Sergeant Aguirre. Webinar is scheduled for May 13, 2021 at 7 p.m. and will be promoted within the next couple of weeks.
2. **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** – Manuel Fabian presented items that were brought up by the public at last month’s meeting. Commissioner Mohr motioned to direct staff to conduct traffic study on Fourth and Fifth and Fermoore, and to hold off for additional feedback on Huntington and Griffith given the multiple comments on Fermoore and lack of traffic study in the area. Commissioner Trujillo seconded the motion. The motion carried with the following votes:

AYES:	F. Arrizon, D. Akemon, N. Mohr, and R. Trujillo - 4
NOES:	None
ABSENT:	C. Tolentino - 1
ABSTAIN:	None

# TRANSPORTATION AND SAFETY COMMISSION

Regular Meeting Minutes – May 5, 2021

Page 3 of 3

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## **STAFF COMMUNICATION**

1. **SAFE AND ACTIVE STREETS PLAN** - Matt Baumgardner provided update on the Safe and Active Streets Project. There will be a series of walking and biking audits (6 walk audits and 2 bike audits).

## **GENERAL COMMISSION COMMENTS**

Commissioner Akemon reminded the Commission of Parking Solutions meeting scheduled for May 6, 2021 from 6-7:30 p.m.

Commissioner Mohr informed Commission of the Education Commission's upcoming Scholarship Award ceremony. The Education Commission awarded 12 scholarships. Commissioner Mohr is proud to be from City that is producing such distinguished graduates

Commissioner Trujillo is proud of graduates and congratulated the graduates.

## **ADJOURNMENT**

Commissioner Mohr motioned to adjourn the meeting in honor of San Fernando Graduating Class of 2021. Commissioner Trujillo seconded the motion. The meeting was adjourned at 7:55 p.m. The motion carried with the following votes:

AYES:	F. Arrizon, D. Akemon, N. Mohr, and R. Trujillo - 4
NOES:	None
ABSENT:	C. Tolentino - 1
ABSTAIN:	None





**To:** Chair Clarisa Tolentino and Commissioners

**From:** Matt Baumgardner, Director of Public Works

**Date:** July 7, 2021

**Subject:** Update on 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 receive and file this update on traffic studies at the 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 (TSC) received public comments seeking potential traffic control devices be installed at the intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street. At that time, the TSC recommended that traffic studies be conducted at the intersections on Fermoore Street only.
2. In May and June of 2021, the City's Traffic Engineer completed a study of traffic speed, volume, and traffic collision data over the last five years at the Fermoore Street intersections of Fourth Street and Fifth Street.

**ANALYSIS:**

The City's Traffic Calming Policy from 2004 provides guidance on traffic studies of intersections for the potential installation of All-way stop signs. Per this policy, four screening criteria must be met before proceeding with traffic volume and speed surveys are to be conducted:

- 1) Residential frontage with 13 or more separate dwellings on one side with ¼ mile; or 16 or more separate dwellings on both sides within ¼ mile.
- 2) Major street volume below 8,000 vehicles per day.
- 3) Both streets are one lane in each direction and have a posted speed limit of 30 miles per hour or less.

**Update on Traffic Studies at the Intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street**

Page 2 of 4

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- 4) No existing traffic signals on the more heavily traveled street within 600 feet.

If the screening criteria are met, then at least one of the following four criteria must also be met:

1a) Average hourly volume of at least 300 vehicles at the total intersection over a 4-hour period.

1b) In addition, average hourly volume of at least 120 vehicle and pedestrians at the minor street intersection over a 4-hour period. Both conditions 1a) and 1b) must be met.

- Note: Both conditions 1a) and 1b) must be met.

2a) Intersection volumes – Peak Hour volume in excess of 300 vehicles at the total intersection.

2b) In addition, peak hour volume in excess of 120 vehicle and pedestrians at the minor street intersection.

- Note: Both conditions 2a) and 2b) must be met.

- 3) Two or more collisions over a 12-month period.

- 4) Residential street intersection has a marked yellow school crosswalk.

**Fourth Street and Fermoore Street.**

In the case of the study at Fourth Street and Fermoore Street, the screening criteria was met to study volume, speed, and collision data. The following table provides the study results:

Condition	Result	Was Condition satisfied?
1a) Total Intersection (4 hour average)	446	Yes
1b) Minor Street Intersection (4 hour average)	24	No
2a) Total Intersection (Peak hour)	497	Yes
2b) Minor Street Intersection (Peak hour)	29	No
3) Number of Collisions over 12-month period	0	No
4)Marked yellow school crosswalk	No	No

## Update on Traffic Studies at the Intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street

Page 3 of 4

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In the case of conditions 1 and 2, parts a) and b) must be met for the overall condition to be satisfied. As a result, none of the conditions were met to warrant installation of stop signs on Fourth Street at the intersection per the policy.

However, Public Works will proceed with installing stop signs on Fourth Street and create All-way stops at the location for the following reasons:

- 1) 4-hour average and peak volumes for the total intersection meet the criteria.
- 2) Fourth Street is being developed as a major East-West connector for pedestrian and cycling activity in the City as part of the Safe and Active Street plan.
- 3) There is a difference of 1,250 feet between Orange Grove Avenue and Harding Avenue. No stop sign exists between these two points. Fermoore represents the half-way point and is a natural location to place a stop sign and reduce the distance that pedestrians must walk to get to Orange Grove Avenue or Harding Avenue to cross the street safely.

In order to promote safer biking and walking activity, these three reasons support the placement of an All-way stop at the Intersection of Fourth and Fermoore Street.

### Fifth Street and Fermoore Street.

In the case of the study at Fifth Street and Fermoore Street, the screening criteria was met to study volume, speed, and collision data. The following table provides the study results:

Condition	Result	Was Condition satisfied?
1a) Total Intersection (4 hour average)	301	Yes
1b) Minor Street Intersection (4 hour average)	31	No
2a) Total Intersection (Peak hour)	343	Yes
2b) Minor Street Intersection (Peak hour)	34	No
3) Number of Collisions over 12-month period	0	No
4)Marked yellow school crosswalk	No	No

In the case of conditions 1 and 2, parts a) and b) must be met for the overall condition to be satisfied. As a result, none of the conditions were met to warrant installation of stop signs on Fifth Street at the intersection per the policy.

However, as with the case at Fourth Street and Fermoore Street, Public Works will proceed with installing stop signs on Fifth Street and create All-way stops at the location for the same reasons:

- 1) 4-hour average and peak volumes for the total intersection meet the criteria.

- 2) Fifth Street is also being developed as a major East-West connector for pedestrian and cycling activity in the City as part of the Safe and Active Street plan.
- 3) There is a difference of 1,250 feet between Orange Grove Avenue and Harding Avenue. No stop sign exists between these two points. Fermoore represents the half-way point and is a natural location to place a stop sign and reduce the distance that pedestrians must walk to get to Orange Grove Avenue or Harding Avenue to cross the street safely.

In order to promote safer biking and walking activity, these three reasons support the placement of All-way stops at the Intersection of Fifth and Fermoore Street.

South Huntington Street and Griffith Street.

At the April 7, 2021 meeting, the TSC did not recommend that a study be conducted at the intersection of South Huntington Street and Griffith Street. However, the City's Traffic Engineer did indicate that the installation of flashing beacons above the stop signs on Huntington Street might help reduce speeds and the running of stop signs. Therefore, Public Works will be installing solar-powered flashing beacons to the top of both signs on South Huntington Street.

**BUDGET IMPACT:**

The estimated cost for the making the traffic calming improvements at Fourth Street and Fermoore Street, Fifth Street and Fermoore Street, and South Huntington Street and Griffith Street is \$6,500. These funds are appropriated in Fiscal Year 2021-2022 adopted budget.

**CONCLUSION:**

It is recommended that the TSC receive and file this update on traffic studies at the intersections of South Huntington Street and Griffith Street, Fourth Street and Fermoore Street, and Fifth Street and Fermoore Street.

**ATTACHMENTS:**

- A. Traffic Study Results – Fourth Street and Fermoore Street
- B. Traffic Study Results – Fifth Street and Fermoore Street



**CITY OF SAN FERNANDO**  
**ALL-WAY STOP SIGN CONTROL FOR RESIDENTIAL INTERSECTIONS**

**ATTACHMENT "A"**

**INTERSECTION:** 4th Street and Fermoore Street

**TRAFFIC VOLUME DATA COLLECTED ON:** Thursday, May 27, 2021

**FIELD OBSERVATION MADE ON:** Tuesday, June 8, 2021

**CONDITIONS FOR ALL-WAY STOP CONTROL AT RESIDENTIAL INTERSECTIONS:**

Each condition listed below must be satisfied to use the residential intersection criteria for All-Way STOP signs. If one or more of the following conditions are NOT met, then use Caltrans criteria for All-Way STOP signs.

1. Residential frontage with 13 or more separate dwellings on one side within 1/4 mile; OR 16 or more separate dwellings on both sides within 1/4 mile. Yes ☒ No ☐
2. Major street volume does not exceed 8,000 vehicles per day. Yes ☒ No ☐
3. Both streets are one lane in each direction and have a posted speed limit of 30 miles per hour or less. Yes ☒ No ☐
4. There are no existing traffic signals on the more heavily traveled street within 600 feet. Yes ☒ No ☐

**CRITERIA FOR ALL-WAY STOP CONTROL AT RESIDENTIAL INTERSECTIONS:**

Meeting ANY ONE of the following four criteria qualifies a residential intersection for All-Way STOP sign control.

**1. INTERSECTION VOLUMES - FOUR HOURS**

**Satisfied:**

Yes ☐ No ☒

Critical Speed: 34 MPH Speed Limit: 30 MPH	Minimum Volume (70%)*	5-6PM	4-5PM	3-4PM	6-7PM	4 Hr. Avg.	5%
		Hour 1	Hour 2	Hour 3	Hour 4		
Total Intersection	300	N/A	N/A	N/A	N/A	446	5%
Vehicular Volume/Hour	(210)	N/A	N/A	N/A	N/A	0	
Minor Street Vehicular and Pedestrian Volume/Hour	120 (84)	29 N/A	22 N/A	23 N/A	20 N/A	24 0	

\* If the critical (85th %) speed is 10 miles per hour greater than the posted speed limit, use the 70% values.

**2. INTERSECTION VOLUMES - PEAK HOUR**

**Satisfied:**

Yes ☐ No ☒

Refer to #1 above for highest hour to determine if this criteria is satisfied.

**3. TRAFFIC COLLISIONS**

1/1/2016 - 12/31 2020

**Satisfied:**

Yes ☐ No ☒

Number of Collisions	Date (type of collision)
2 or more in 12 months	No reported collisions in five years

Collisions must be susceptible to correction by All-Way STOP controls (broadside, right turn, left turn.)

**4. INTERSECTION VOLUMES - SCHOOL AREAS**

**Satisfied:**

Yes ☐ No ☒  
 Yes ☐ No ☒

The residential street intersection has a marked yellow school crosswalk.

	Minimum Volume	Hour 1	Hour 2	Average
Total Intersection Vehicle and Pedestrian Volume	300/Hour	N/A	N/A	
Minor Street Vehicle and Pedestrian Volume	120/Hour	N/A	N/A	

**ONE OR MORE ALL-WAY STOP CONTROL CRITERIA SATISFIED:**

Yes ☐ No ☒

Recommended by: \_\_\_\_\_ Traffic Engineer Date: \_\_\_\_\_  
 Recommended by: \_\_\_\_\_ Public Works Director Date: \_\_\_\_\_





**CITY OF SAN FERNANDO**  
**ALL-WAY STOP SIGN CONTROL FOR RESIDENTIAL INTERSECTIONS**

**ATTACHMENT "B"**

**INTERSECTION: 5th Street and Fermoore Street**

**TRAFFIC VOLUME DATA COLLECTED ON: Thursday, May 27, 2021**

**FIELD OBSERVATION MADE ON: Tuesday, June 8, 2021**

**CONDITIONS FOR ALL-WAY STOP CONTROL AT RESIDENTIAL INTERSECTIONS:**

Each condition listed below must be satisfied to use the residential intersection criteria for All-Way STOP signs. If one or more of the following conditions are NOT met, then use Caltrans criteria for All-Way STOP signs.

1. Residential frontage with 13 or more separate dwellings on one side within 1/4 mile; OR 16 or more separate dwellings on both sides within 1/4 mile. Yes ☒ No ☐
2. Major street volume does not exceed 8,000 vehicles per day. Yes ☒ No ☐
3. Both streets are one lane in each direction and have a posted speed limit of 30 miles per hour or less. Yes ☒ No ☐
4. There are no existing traffic signals on the more heavily traveled street within 600 feet. Yes ☒ No ☐

**CRITERIA FOR ALL-WAY STOP CONTROL AT RESIDENTIAL INTERSECTIONS:**

Meeting ANY ONE of the following four criteria qualifies a residential intersection for All-Way STOP sign control.

**1. INTERSECTION VOLUMES - FOUR HOURS**

**Satisfied:**

Yes ☐ No ☒

Critical Speed: MPH Speed Limit: MPH	Minimum Volume (70%)*	5-6 PM	4-5PM	3-4PM	6-7PM
		Hour 1	Hour 2	Hour 3	Hour 4
Total Intersection Vehicular Volume/Hour	300 (210)	343	293	288	278
Minor Street Vehicular and Pedestrian Volume/Hour	120 (84)	30	30	34	30

4 Hr. Avg.
301 0
31 0

10%

\* If the critical (85th %) speed is 10 miles per hour greater than the posted speed limit, use the 70% values.

**2. INTERSECTION VOLUMES - PEAK HOUR**

**Satisfied:**

Yes ☐ No ☒

Refer to #1 above for highest hour to determine if this criteria is satisfied.

**3. TRAFFIC COLLISIONS**

1/1/2016 - 12/31/2020

**Satisfied:**

Yes ☐ No ☒

Number of Collisions	Date (type of collision)
2 or more in 12 months	No reported collisions in five years

Collisions must be susceptible to correction by All-Way STOP controls (broadside, right turn, left turn.)

**4. INTERSECTION VOLUMES - SCHOOL AREAS**

**Satisfied:**

Yes ☐ No ☒  
 Yes ☐ No ☒

The residential street intersection has a marked yellow school crosswalk.

	Minimum Volume	Hour 1	Hour 2	Average
Total Intersection Vehicle and Pedestrian Volume	300/Hour	N/A	N/A	
Minor Street Vehicle and Pedestrian Volume	120/Hour	N/A	N/A	

**ONE OR MORE ALL-WAY STOP CONTROL CRITERIA SATISFIED:**

Yes ☐ No ☒

Recommended by: \_\_\_\_\_ Traffic Engineer

Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_ Public Works Director

Date: \_\_\_\_\_