



VICE CHAIR FRANCISCO ARRIZON
COMMISSIONER DEE AKEMON
COMMISSIONER NICOLE MOHR
COMMISSIONER RUDY TRUJILLO
COMMISSIONER VACANT

TRANSPORTATION AND SAFETY COMMISSION
REGULAR MEETING NOTICE AND AGENDA
AUGUST 4, 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 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

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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

Vice Chair Francisco Arrizon

Commissioner Dee Akemon

Commissioner Nicole Mohr

Commissioner Rudy Trujillo

PLEDGE OF ALLEGIANCE

Led by Vice Chair Francisco Arrizon

APPROVAL OF AGENDA

OATH OF OFFICE

Administration of the Oath of Office to incoming Transportation and Safety Commission Member Carlos Hernandez

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 JULY 7, 2021 – REGULAR MEETING

ADMINISTRATIVE REPORTS

- 1. REORGANIZATION OF THE COMMISSION – SELECTION OF CHAIR AND VICE CHAIR (IF NECESSARY)**
- 2. CONSIDERATION TO CHANGE REGULAR COMMISSION MEETING TIME**
- 3. DISCUSSION OF POTENTIAL TRAFFIC STUDY ALONG WOLFSKILL STREET BETWEEN WOODWORTH STREET AND HOLLISTER 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: July 29, 2021 (11:00 a.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.



CITY OF SAN FERNANDO
TRANSPORTATION AND SAFETY COMMISSION

REGULAR MEETING
MINUTES
JULY 7, 2021

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE TRANSPORTATION & SAFETY COMMISSION. AUDIO OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING AT:
<https://vimeo.com/574971531>

Director of Public Works Matt Baumgardner made the following announcements:

- Chair Tolentino has formally resigned.
- Vice Chair Francisco Arrizon was unable to attend meeting
- Due to technical difficulties video of meeting will not be available.
- Commissioner Nicol Mohr will chair the meeting.

CALL TO ORDER/ROLL CALL

Commissioner Mohr called the meeting to order at 7:05 p.m. Executive Assistant, Maria Padilla, called the roll call.

The following persons were recorded as present:

Present:

Commissioners Dee Akemon, Nicole Mohr, and Rudy Trujillo

Also Present:

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

Absent:

Vice Chair Francisco Arrizon (notified staff he was unable to attend)

PLEDGE OF ALLEGIANCE

Commissioner Mohr led the Pledge of Allegiance.

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Regular Meeting Minutes – July 7, 2021

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APPROVAL OF AGENDA

Commissioner Mohr motioned to move Staff Communication before Administrative Reports. Commissioner Trujillo seconded the motion Commissioner Akemon motioned to approve the agenda as revised for the July 7, 2021 Transportation and Safety Commission meeting. Commissioner Trujillo seconded the motion. The motion passed unanimously.

PUBLIC STATEMENTS – WRITTEN/ORAL

1. Maria Padilla read email received from Mr. Mario Fuentes (646 O'Melveny St.) regarding traffic concerns along Wolfskill Street.

CONSENT CALENDAR

Commissioner Mohr motioned to approve the minutes for the May 5, 2021 Transportation & Safety Commission meeting. Commissioner Akemon seconded the motion. The motion passed unanimously.

STAFF COMMUNICATION

1. **SAFE AND ACTIVE STREETS PLAN** - Matt Baumgardner provided update on the Safe and Active Streets Project.

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** – Matt Baumgardner informed the Commission that an All-way stop at the Intersection of Fourth and Fermoore Street and Fifth and Fermoore Street would be installed. Mr. Baumgardner also informed the Commission that flashing beacons above the stop signs on S. Huntington Street and Griffith Street would be installed.

GENERAL COMMISSION COMMENTS

Commissioner Akemon mentioned the fireworks issue and also asked for an update on the driver's license workshop presented by Commissioner Mohr.

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Commissioner Trujillo is happy to be back in person. He hopes that traffic can be slowed down especially in hot spots.

Commissioner Mohr briefed the Commission on Driver's License education forum held in May. Commissioner Mohr requested the following: 1) Agendize public comment item 2) Address section of Second Street between Macneil Street and Maclay Avenue during Safe and Active Streets meeting; and 3) Agendize moving Commission meeting time back to 6 p.m.

ADJOURNMENT

Commissioner Akemon motioned to adjourn the meeting at 7:44 p.m. Commissioner Trujillo seconded the motion. The motion passed unanimously.

To: Vice Chair Francisco Arrizon and Commissioners

From: Matt Baumgardner, Director of Public Works

Date: August 4, 2021

Subject: Reorganization of the Transportation and Safety Commission

RECOMMENDATION:

It is recommended that the Transportation and Safety Commission proceed with a reorganization of the Commission and the selection of its Chair and Vice Chair (if necessary).

BACKGROUND:

1. The Transportation and Safety Commission (TSC) is composed of five members – each appointed by a different councilmember.
2. Each year, the members shall elect a Chair and Vice Chair per Municipal Code 1957, § 13.25, Section 90-71 (Attachment “A”).
3. On February 3, 2021, the TSC conducted an annual reorganization and selected a new chair (Clarissa Tolentino) and a new vice chair (Francisco Arrizon).
4. On July 6, 2021, the chair of the Commission formally resigned.

ANALYSIS:

In accordance with Municipal Code 1957, § 13.25, Section 90.71, the TSC shall meet annually to choose one of its members as Chair and another of its members as Vice Chair. The terms of office of the Chair and Vice Chair shall be for one year. Since the Chair of the TSC stepped down on July 6, 2021, a new chair should be selected to complete this year’s term. Any member of the TSC can be considered, including the existing Vice Chair. If the Vice Chair were selected to be Chair, then the TSC would then continue the process to select a new Vice Chair.

Any member of the Commission may make nominations for the position of Chair and Vice Chair (if necessary). The process for selecting a Chair and Vice Chair is as follows:

Election of the Chair.

1. The current Vice Chair opens the nominations for the position of Chair.
2. Nomination(s) is/are made for Chair, and seconded.
3. Hearing no objections, a motion is made to close the nominations.
4. The Executive Assistant conducts a roll call vote and Commissioners announce their vote for Chair until one is elected by majority vote.
The Executive Assistant announces the results.

Election of the Vice Chair (if necessary).

1. The new Chair opens the nominations for the position of Vice Chair.
2. Nomination(s) is/are made for Vice Chair, and seconded.
3. Hearing no objections, a motion is made to close the nominations.
4. The Executive Assistant conducts a roll call vote and Commissioners announce their vote for Vice Chair until one is elected by majority vote.
5. The Executive Assistant announces the results.

BUDGET IMPACT:

There is no budget impact associated with the annual reorganization of the Transportation and Safety Commission.

CONCLUSION:

Staff recommends that the TSC select a new Chair to replace the former Chair and, if necessary, a new Vice Chair, in accordance with Municipal Code 1957, §13.25, Section 90.71.

ATTACHMENT:

- A. Municipal Code 1957, §13.25, Section 90.71

Sec. 90-71 - Established; composition; appointment and compensation of members; officers.

- a) There is established a transportation and safety commission of five members to be appointed by a different appointing councilperson, with such appointment to be ratified by the city council. Each member shall have full participation and voting rights. Each member shall also be a registered voter and city resident. Such members so appointed shall be persons who do not hold any office or position with the city. The terms of office of each member shall be one year.
- b) The members shall organize the transportation and safety commission and shall elect a chair and vice-chair. In the absence of the chair and vice-chair, any other member shall call the commission to order, whereupon a chair shall be elected from the members present to preside for that meeting.

(Code 1957, § 13.25; Ord. No. 1586, § 6, 3-16-2009)



AGENDA REPORT

To: Vice Chair Francisco Arrizon and Commissioners

From: Matt Baumgardner, Director of Public Works

Date: August 4, 2021

Subject: Consideration to Change Regular Meeting Time for the Transportation and Safety Commission

RECOMMENDATION:

It is recommended that the Transportation and Safety Commission (TSC) discuss the meeting time of its regularly scheduled monthly meeting and direct staff to adjust, if necessary.

BACKGROUND:

On October 2, 2019, the TSC adjusted the time of its regularly scheduled starting time from 6 p.m. to 7 p.m. to accommodate the schedule of one of its commissioners.

ANALYSIS:

At the July 7, 2021, the TSC requested that an item be added to the August meeting agenda to discuss returning to the original start time of 6 p.m.

BUDGET IMPACT:

There is no budget impact related to the meeting time of the Commission.

CONCLUSION:

Following discussion of this item, staff will adjust the meeting time per direction of the Commission.



AGENDA REPORT

To: Vice Chair Francisco Arrizon and Commissioners

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

Date: August 4, 2021

Subject: Discussion of Potential Traffic Study along Wolfskill Street between Woodworth Street and Hollister Street

RECOMMENDATION:

It is recommended that the Transportation and Safety Commission direct staff to conduct a traffic study along Wolfskill Street between Woodworth Street and Hollister Street.

BACKGROUND:

1. On July 7, 2021, the Transportation and Safety Commission received a public comment seeking potential traffic speed mitigations along Wolfskill.

ANALYSIS:

At the July 7, 2021 Transportation and Safety Commission (TSC) Meeting, Staff received a public comment expressing concern about speeding vehicles along Wolfskill Street near O'Melveny Street in the City of San Fernando. No specific traffic control/calming devices were requested as part of the public comment, but a general request to study the area was made.

Wolfskill Street between Woodworth Street and Hollister Street

Staff has evaluated the general location and it does appear that approximately 1,250 feet separates the stop signs located on Wolfskill Street between Woodworth Street and Hollister Street. If directed, Staff can set up speed and volume survey equipment at the midpoint between Woodworth Street and Hollister Street. Staff can then use this data to determine if the installation of stop signs is warranted to help control speeding on Wolfskill Street.

Discussion of Potential Traffic Study along Wolfskill Street between Woodworth Street and Hollister Street

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BUDGET IMPACT:

If directed by the TSC to perform the traffic study, in-house staff time will be used to perform the analysis and report to the TSC at the September 1, 2021 meeting.

CONCLUSION:

The TSC directed staff to bring these items back for discussion at its August meeting. Based on review of the intersections, it is recommended that the Transportation and Safety Commission direct staff to proceed with a traffic study along Wolfskill Street between Woodworth Street and Hollister Street.