



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

## TRANSPORTATION AND SAFETY COMMISSION

### REGULAR MEETING NOTICE AND AGENDA

MARCH 2, 2022 – 6 PM

CITY HALL COUNCIL CHAMBER  
117 MACNEIL STREET

SAN FERNANDO, CALIFORNIA 91340

TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

#### **SPECIAL NOTICE REGARDING COVID-19**

**NOTICE OF TELECONFERENCE:** Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

#### **PUBLIC PARTICIPATION OPTIONS**

- 1. SUBMIT PUBLIC COMMENT IN PERSON:** Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.
- 2. WATCH THE MEETING:** Live stream with audio and video, via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando> Note: Comments submitted via YouTube will not be read into the record.
- 3. 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 **5:00 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 Commissioners and read into the record.
- 4. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 6:00 p.m. and 6:15 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**

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

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **OATH OF OFFICE**

Administration of the Oath of Office to Incoming Transportation and Safety Commission Member Adriana Gomez

## **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 provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

Members of the public may submit comments by email to [MPadilla@sfcity.org](mailto:MPadilla@sfcity.org) no later than **5:00 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 Commission and read into the record.

Members of the public may provide a [live public comment by calling in between 6:00 p.m. and 6:15 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 FEBRUARY 2, 2022 – REGULAR MEETING

## ADMINISTRATIVE REPORTS

1. REORGANIZATION OF THE COMMISSION – SELECTION OF CHAIR AND VICE CHAIR
2. [REVIEW OF ROSENBERG’S RULES OF ORDER](#)

## GENERAL COMMISSION COMMENTS

## STAFF COMMUNICATION

### 1. SAN FERNANDO INFILTRATION PROJECT

## 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: February 24, 2022 (5:25 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  
FEBRUARY 2, 2022  
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**

Chair Carlos Hernandez called the meeting to order at 6:05 p.m. Executive Assistant, Maria Padilla, called the roll call.

The following persons were recorded as present:

**PRESENT:**

Chair Carlos Hernandez, Vice Chair Francisco Arrizon (via Zoom) Commissioners Dee Akemon (via Zoom), Nicole Mohr, and Commissioner Rudy Trujillo (via Zoom)

**ALSO PRESENT:**

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

**PLEDGE OF ALLEGIANCE**

Chair Hernandez led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Mohr motioned to approve the agenda for the February 2, 2022 Transportation and Safety Commission meeting. Vice Chair Arrizon seconded the motion. The motion carried with the following votes:

AYES:	D. Akemon, F. Arrizon, C. Hernandez, N. Mohr, and R. Trujillo - 5
NOES:	None
ABSENT:	None
ABSTAIN:	None

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

1. Ms. Laurel Rodriguez read a compilation of resident concerns regarding speeding on Harding Ave. from Fifth St. to Glenoaks Blvd.

## **CONSENT CALENDAR**

Commissioner Akemon motioned to approve the Consent Calendar. Commissioner Trujillo seconded the motion. The motion carried with the following votes:

AYES:	D. Akemon, F. Arrizon, C. Hernandez, N. Mohr, and R. Trujillo - 5
NOES:	None
ABSENT:	None
ABSTAIN:	None

## **ADMINISTRATIVE REPORTS**

1. **UPDATE ON TRAFFIC STUDY AT THE INTERSECTION OF WOLFSKILL STREET AND KEWEN STREET** – Civil Engineering Assistant II Manuel Fabian provided update. Current 2-way stop on Kewen and Wolfskill will become a 4-way stop with the installation of a stop sign Wolfskill Street and Kewen Street.
2. **DISCUSSION OF POTENTIAL TRAFFIC STUDIES AT THE INTERSECTION OF FOURTH STREET AND HAGAR STREET, AND HARDING AVENUE NORTH OF FIFTH STREET** – Commissioner Mohr motioned to have staff conduct an internal traffic study at the intersection of Harding and De Garmo. Staff to report back with findings at April meeting.
3. **UPDATE ON SAFE AND ACTIVE STREETS IMPLEMENTATION PLAN** – Chair Hernandez and Mr. Baumgardner provided update.

## **GENERAL COMMISSION COMMENTS**

Commissioner Arrizon thanked the Commission for their condolences.

Commissioner Mohr commented on studies regarding citations and correlation with traffic safety. Commissioner Mohr commented that Education Commission Chair is thrilled to see the Safe and Active Streets project's impact near the area of San Fernando Middle School.

Chair Hernandez announced he will no longer be part of the Transportation and Safety Commission. He appreciates the Commission's hard work. Chair Hernandez offered Vice Chair Arrizon his condolences.

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## STAFF COMMUNICATION

1. **SAN FERNANDO MALL BOLLARD INSTALLATION PROJECT** – Manuel Fabian provided update.

## ADJOURNMENT

Chair Hernandez motioned to adjourn the meeting at 8:07 p.m. in memory of Mr. Francisco M. Arrizon. Commissioner Mohr seconded the motion. The motion carried with the following votes:

AYES:	D. Akemon, F. Arrizon, C. Hernandez, N. Mohr, and R. Trujillo - 5
NOES:	None
ABSENT:	None
ABSTAIN:	None





**To:** Vice Chair Francisco Arrizon and Commissioners

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

**Date:** March 2, 2022

**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.

**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 July 19, 2021, the City Council approved the appointment of Carlos Hernandez to serve as a Commissioner on the Transportation and Safety Commission as recommended by Councilmember Montañez.
4. In December 2021, Mr. Hernandez accepted a full time position as the Assistant to the City Manager with the City of San Fernando with an anticipated start date on February 14, 2022. Pursuant to San Fernando Municipal Code Sec. 90-71 (a), Commissioners shall not hold any office or position with the City. Therefore, Commissioner Hernandez’s official last day of service on the Transportation and Safety Commission is February 13, 2022.
5. On February 7, 2022, The City Council approved the appointment of Adriana Gomez to serve as a Commissioner on the Transportation and Safety Commission as recommended by Councilmember Montañez.

**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

## Reorganization of the Transportation and Safety Commission

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of office of the Chair and Vice Chair shall be for one year. Since the Chair of the TSC stepped down on February 13, 2022, 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.

Any member of the Commission may make nominations for the position of Chair and Vice Chair. 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.
5. 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 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

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**To:** Vice Chair Francisco Arrizon and Commissioners

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

**Date:** March 2, 2022

**Subject:** Review of Rosenberg's Rules of Order

### **RECOMMENDATION:**

It is recommended that the Transportation and Safety Commission (TSC) review the video prepared by the Institute of Local Government (<https://vimeo.com/25152753>) on Rosenberg's Rules of Order and discuss the item.

### **BACKGROUND:**

The City Council and all City Commissions have adopted and follow a simplified set of rules on parliamentary procedures known as Rosenberg's Rules of Order that are widely used throughout California.

### **ANALYSIS:**

Rosenberg's Rules of Order were developed to provide a simple and consistent framework for conducting public meetings. The rules go over how the governing body and those in attendance should conduct themselves. It also provides clear steps on how items are discussed, debated, and how to make motions related to the item.

The video on Rosenberg's Rules of Order will be watched (approximately 51 minutes in duration) during the Transportation and Safety Commission meeting to provide an overview on how to implement the procedures properly. A copy of parliamentary meeting guidelines used by the City Council/Commissions is also attached for review (Attachment "A").

### **BUDGET IMPACT:**

There is no budget impact related to the review and discussion of Rosenberg's Rules of Order.

**CONCLUSION:**

The Transportation and Safety Commission will review the video on Rosenberg's Rules of Order annually at the same meeting where the Commission reorganization is completed.

**ATTACHMENT:**

A. Parliamentary Meeting Process and Guidelines

## PARLIAMENTARY MEETING PROCESS & GUIDELINES

### CALL TO ORDER

- **Chair** calls meeting to order; announces body, date and time for the record
- **Chair** asks **Clerk** to call roll
  - **Clerk** calls roll; **Chair announces** result for the record\*
- **Chair** leads Pledge of Allegiance (or asks someone else to)
- **Chair** announces each order of business as it arises and announces each item...

### PRESENTATIONS:

- **Chair** announces the item; asks **Staff** for introduction
  - **Staff** introduces the item and presenter
- Presentation is made; generally no more than 5 minutes
- **Chair** asks **Members** if they have questions for the presenter; recognizes each Member
- **Chair** thanks the presenter. No action may be taken.

*Repeat for each item*

### PUBLIC COMMENT PERIOD:

*Members of public submit speaker slips to staff no later than the closure of public comment period;  
Staff passes speaker slips to Chair*

- **Chair** announces **open public comment period**
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker\*\*
- When there are no more speakers, **Chair** announces **closure of public comment period**

### CONSENT CALENDAR:

- **Chair** announces the item; asks if any **Members** wish to **pull an item** for discussion
  - *Any item pulled is heard like a Business Item following approval of remaining Consent items.*
- A **motion is made** to adopt consent items as presented or the remaining items if any are pulled
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*
- *Any pulled items are heard in the same way as Business Items below.*

### PUBLIC HEARINGS:

Same as Business Items below, except "Public Comment Period" is referred to as "**Public Hearing.**"

- For **Appeal Hearings**, in between Staff's report and Member deliberation, the following occurs, moderated by the **Chair**:
  - **Chair:** Announces that the Public Hearing is now open and requests staffs presentation
  - **Project Applicant** is given extended speaking time (Chair's discretion; typically 10 minutes)
  - Appellant is given extended speaking time (equal to Applicant)
  - **Chair:** Announces **opening of public comments/testimony** for 3 minutes each

- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker\*\*
- When there are no more speakers, **Chair** announces **closure of public comment period**
- Applicant is given rebuttal period (Chair's discretion; typically 5 minutes)
- Appellant is given rebuttal period (equal to Applicant)
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- **Chair** facilitates **Member deliberation**
- When discussion is complete, the **Chair** will ask for a **motion**
  - The mover may call on the Chair or other members to help clarify a motion
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*

### **ADMINISTRATIVE REPORT ITEMS:**

- **Chair** announces the item; asks **Staff** for report
- **Staff presents report** materials or gives oral report;
  - **Staff** clearly identifies the **recommendation or requested action**
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** facilitates **Member deliberation**
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- When discussion is long or complex, the **Chair** keeps deliberation focused on staff's request
- When discussion is complete, a **motion is made**
  - The mover may call on the Chair or other members to help clarify a motion
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*

*Repeat for each item*

### **STAFF COMMUNICATION/UPDATES**

- **Chair** announces the item
- **Staff** makes comments
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Chair** thanks the staff member. No action may be taken.

### **MEMBER COMMENTS/LIAISON UPDATES**

- **Chair** announces the item
- **Chair** asks **Members** if they have comments or technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Members** may request a matter be scheduled for action on a future agenda
- **Chair** will assess whether there is consensus for the future item
- No other action may be taken.



## **ADJOURNMENT**

- **Chair** notes that there is no further business
- **Chair** announces **adjournment**; announces time for the record

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### **\*Roll Call Notes**

Attendance/Roll Call, can be called in the order of choice: *Members in alpha order by last name, or by seniority, etc., then Vice-Chair, then Chair last.*

**Chair** announces results for the record in the form of "*Motion to (Approve/Deny/etc.) (Passes/Fails) (# Yes votes) to (# No votes), (Names) voting Yes and (Names) voting No.*"

### **\*\*Etiquette Notes**

The Chair is the facilitator of discussion and meeting process; members wishing to speak turn on their microphone light and wait to be recognized by the Chair; the Chair ensures that each member has a chance to be heard. The Chair will call on Staff for additional input when needed.

The Chair will interrupt public speakers who have gone over their time limit, corral other members who get off-topic, and maintain audience order. The Chair generally speaks last, asks questions last, and votes last. The Chair rarely moves or seconds.

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X."

Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."