

CITY OF LOS ALAMITOS

3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA TRAFFIC COMMISSION REGULAR MEETING Wednesday, January 14, 2015 – 7:00 P.M.

NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the Engineering office once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Traffic Commission after distribution of the agenda packet are available for public inspection in the Engineering Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Engineering Office at (562) 431-3538, extension 101, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Traffic Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Traffic Commission on any item on the Traffic Commission Agenda should complete a "Request to Speak" card and will be called upon at the time the agenda item is called or during the Traffic Commission's consideration of the item and may address the Traffic Commission for up to three minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
 - Commissioner Biri
 - Commissioner Mejia
 - Commissioner Wilhelm
 - Commissioner Lindsey
 - Commissioner Seaman
 - Vice Chair Patz
 - Chair Emerson
3. **PLEDGE OF ALLEGIANCE**

4. ORAL COMMUNICATION

At this time any individual in the audience may address the Traffic Commission and speak on any item within the subject matter jurisdiction of the Commission. Please state if you wish to speak on an item on the Agenda. **Remarks are to be limited to not more than five minutes.**

5. INTRODUCTION OF NEW COMMISSIONERS

Introduction of Thomas Lindsey and Jason Seaman.

6. TRAFFIC COMMISSION REORGANIZATION

This report provides relevant information for the Traffic Commission's annual reorganization, by the election of Chair and Vice Chair.

Recommendation: Nominate and elect the following officers:

1. Chair
2. Vice Chair

7. APPROVAL OF MINUTES

- A. Reconsider Approval of October 8, 2014 Regular Traffic Commission Meeting minutes.
- B. Approval of November 12, 2014 Regular Traffic Commission Meeting minutes.

8. STAFF REPORTS

A. TRAFFIC COMMISSIONER GUIDELINES

Powers and Duties of the Traffic Commission and the Duties and Responsibilities of the Chair and Vice Chair will be discussed.

Recommendation: Receive and file.

B. INTRODUCTION OF DRAFT TRAFFIC SCHOOL STUDY

Traffic circulation around the four schools north of Katella Avenue has been an issue for years, especially in the morning rush hour when students are driving to, or being dropped off at school. Staff has been having open discussions with the school district about how to improve the traffic flow around the school.

Recommendation: Provide recommendations of additional items or refinement to the Traffic School Study before it is finalized at next month's meeting.

C. REQUEST TO MOVE SIDEWALK AT KATELLA AVENUE AND CHERRY STREET

At the June 11, 2014 Traffic Commission meeting, it was asked if the Katella Avenue and Cherry Street intersection crosswalk on the east side of Katella Avenue could be moved to the west side. The cost of relocating the crosswalk is \$11,500.

Recommendation: Provide direction to the City Engineer.

D. REQUEST TO REMOVE THE LEFT TURN RESTRICTION ON REAGAN STREET AT THE POST OFFICE

At the June 11, 2014 Traffic Commission meeting, it was asked if the left turn restriction could be removed on Reagan Street coming out of the Post Office mail drop driveway.

Recommendation: Provide direction to the City Engineer.

9. ITEMS FROM THE PUBLIC WORKS DEPARTMENT

A. Traffic Commission Status Log

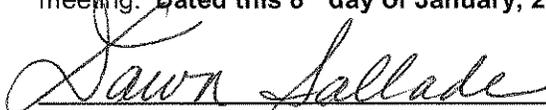
10. TRAFFIC COMMISSION INITIATED BUSINESS

At this time, Commissioners may report on items not included on the agenda, but no such matter may be discussed, nor may any action be taken in which there is interest to the community, except as to provide staff direction to report back or to place the item on a future agenda.

11. ADJOURNMENT

The next meeting of the Traffic Commission will be held at 7:00 P.M. on Wednesday, February 11, 2015.

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum, and City Hall not less than 72 hours prior to the meeting. Dated this 8th day of January, 2015.


Dawn Sallade, Department Secretary

City of Los Alamitos

Traffic Commission

Agenda Report Discussion Item

January 14, 2015
Item No: 6

To: Chair and Members of the Traffic Commission
From: David Hunt, City Engineer
Subject: Annual Traffic Commission Reorganization

Summary: This report provides relevant information for the Traffic Commission's annual reorganization, by the election of the Chair and Vice Chair.

Recommendation: It is recommended that the Los Alamitos Traffic Commission nominate and elect:

1. Chair
2. Vice Chair

Background

The City's Municipal Code requires that the Traffic Commission select a Chair and a Vice Chair at their regular meeting in January. The City's Municipal Code reads as follows.

"2.48.050 Officers—Election and vacancy.

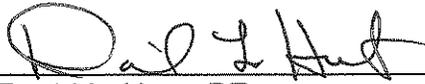
A. The officers of the Traffic Commission shall consist of a Chairman, a Vice Chairman and a Secretary. The Chairman and Vice Chairman shall be elected annually at the first regular meeting in the month of January, and shall hold office for a term of one year or until a successor is duly elected and qualified. Election shall be by a majority vote cast by those commissioners present and voting at the meeting at which the election is held. Officers shall assume office immediately."

Discussion

After convening the item, procedure calls for the Chair to temporarily relinquish the Chair to the Secretary in order that election for the Office of Chair may be conducted. The newly-elected Chair would then conduct the election for the Office of Vice Chair. A second is not required for nominations and nominations will be considered in the order received if more than one Commissioner is nominated.

As a reminder, the Commissioner's terms are as follows:

<u>Members</u>	<u>Appointment</u>	<u>Exp. Date</u>
Gina Biri	May 2013	Dec-16
Dave Emerson	Jan. 2012	Dec-17
Thomas Lindsey	Dec. 2014	Dec-17
Javier Mejia	Jan. 2013	Dec-16
Daniel Patz	Jan. 2013	Dec-16
Jason Seaman	Dec. 2014	Dec-17
James Wilhelm	May 2010	May-16



David L. Hunt, PE
City Engineer

MINUTES OF REGULAR TRAFFIC COMMISSION MEETING

CITY OF LOS ALAMITOS
3191 Katella Avenue
Los Alamitos, California

October 8, 2014

1. CALL TO ORDER

A Regular meeting of the Traffic Commission was called to order at 7:04 p.m. on October 8, 2014, in the Council Chambers, 3191 Katella Avenue, Los Alamitos, Chair Emerson presiding.

2. ROLL CALL

PRESENT: COMMISSIONERS Biri, Emerson, Mejia, Patz, Schleuter,
Vardeman, Wilhelm

ABSENT: COMMISSIONER None

PRESENT: STAFF Dave Hunt, City Engineer
Steven Mendoza, Community/Public Works
Director
Bruce McAlpine, Police Captain
Pamela Brackman, Department Secretary

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Biri.

3. ORAL COMMUNICATIONS

Chair Emerson opened the meeting for Oral Communications. He asked if any persons in the audience were wishing to address the Traffic Commission regarding an issue not on the meeting agenda. Chair Emerson requested that those wishing to speak on the 2-hr Restricted Parking issue to refrain from doing so until we come to that item on the agenda.

4. MINUTES

Corrections to the Traffic Commission Meeting Minutes of September 10, 2014 are as follows:

Page 2:

Motion/Second/Abstain: Patz/Biri/Schleuter

Motion carried to approve the July 9, 2014 Regular Meeting with comments/changes as noted above. **"Commissioner"** Chair Schleuter abstained due to her absence at that meeting.

Page 3, Bottom of the page:

Commissioner Meija questioned where all the employees "from the Plaza" are parking in the Los Alamitos **"Plaza"** Business Park.

Page 5, Paragraph 4:

Mr. Hunt added that the **"Parking Meter Pilot Project (PMPP)"** has been looking at trying not to pick an area and then end up with squeezing people into other areas to find parking. If one chooses a big enough area, which is controlled by major streets, most likely people won't go outside of that area to find parking.

Motion/Second/Abstain: Patz/Schleuter

Motion was unanimously passed to approve the September 10, 2014 Regular Meeting with comments/changes as noted above.

5. STAFF REPORTS

A. 2- Hour Restricted Los Alamitos Street Parking

City Engineer, Dave Hunt had originally introduced the 2-hour restricted street parking at Los Alamitos Plaza at the last Traffic Commission Meeting. Directed by the Commission, Mr. Hunt sent out over 300 Public Notices within 500 feet of the proposed restricted parking perimeter of the Los Alamitos Plaza that notified all businesses and residences of the proposed restriction. The City received some feedback from local residences, business owner and charitable organizations. A slide presentation was shown that featured all the parking restricted areas. Mr. Hunt stated that it was important that the Commission listen to the people who have come to the meeting to speak, as well as, the ones that emailed their concerns in response to the Public Hearing Notice.

Chair Emerson opened the meeting to the public and requested that persons wishing to address the Commission to limit their time to three (3) minutes. He reminded the audience that the focus was the 2-hour parking and not the parking meter plan.

Eight (8) representatives from Precious Life Thrift Store, Reagan Street Surgery Center, Casa Youth Shelter, and a tenant of Los Alamitos Plaza addressed the Traffic Commission, and each shared an unfavorable parking experience on the streets that surround the Plaza. It was a unanimous request to the Commission to not support the 2-hour street parking restriction.

A representative from the business "Plaza/property" owners of Los Alamitos Plaza addressed the Commission in favor of the street parking restriction.

Chair Emerson thanked the public for their comments, and opened it up for Commissioner's comments.

Commissioner Wilhelm stated that he drove around the ~~proposed restricted parking area, especially around the medical buildings~~ "Los Alamitos Plaza," and observed there seem to be a lot of ~~parking available~~ "unused space." He thought that the Plaza owners could come up with a greater parking utilization plan."

Commissioner Schleuter suggested a delay in making a decision on this issue, for the new parking structure at the Los Alamitos Medical Center just opened and there has not been enough time to see the effects from it.

Vice-Chair Patz agreed with Commissioner Schleuter's decision and supported the delay in a decision.

Commissioner Biri stated that she is in support for doing the greatest good for the greatest number of people. She failed to see how the parking issue is a City problem, and would not be voting in favor of the parking restriction at this time.

Commissioner Vardeman supported a delay and suggested to re-visit the issue in six (6) months.

Commissioner Meija stated he observed some current signage around the Plaza that seemed a little bit deceiving to parking customers. He was supportive of not making a hasty decision and would like additional time to support more parking options.

Chair Emerson stated that an ideal solution would be to bulldoze everything and build a ~~two-story parking garage~~ "new complex with multi-story parking." Make it a destination and an attractive place to walk around. He supported plans and ideas that worked together for the common good.

Motion/Second/Abstain /"Nays": Vardeman/Patz/Biri & Meija

Motion passed to re-visit the request for 2-hour restricted parking around Los Alamitos Plaza in 6 months.

Chair Emerson thanked everyone from the public for attending, and stated that parking seems to be an on-going issue. He issued a five (5) minute recess.

B. DUTIES & RESPONSIBILITIES CHAIR & VICE CHAIR POSITIONS

By direction from Chair Emerson, City Engineer, Dave Hunt presented the duties and responsibilities of the Chair and Vice-Chair for the Traffic Commission. Mr. Hunt explained that this was only a rough draft and they were based on document that the Planning Commission uses. He reminded the Commission that three (3) people currently on the Commission were up for renewal of terms, and in January the roles of Chair and Vice-Chair could change.

Chair Emerson stated that the Commission Chair can rotate every year, and supported new blood in the position.

Vice-Chair Patz supported that the leadership of the Commission should be handed around, and stated that he planned to decline a nomination for Chair for his personally "business" affairs were going to be extremely busy all next year.

Commissioner Meija stated that his role as a Commissioner has been a big learning curve, and was very interested in finding out those on the Commission that would like to serve as the Vice-Chair and Chair roles.

Commissioner Schleuter stated that she has served on the Traffic Commission for four (4) years, and had no interest in running for the Vice-Chair or Chair positions. She added that she would serve reluctantly, but would prefer not to.

Commissioner Biri added that she would reluctantly serve as Vice-Chair but not the Chair position.

Commissioner Vardeman announced that he would not be seeking renewing his term on the Commission.

6. ITEMS FROM THE PUBLIC WORKS DEPARTMENT

City Engineer Dave Hunt

- The project street overlay job at Ball Rd., Portal and Winners Circle. A resident that lives off of Bloomfield Rd. was blocked for 15 minutes during construction. Another resident on the south side, and about 1,000 feet away from the project area thought were having a gas explosion at night, but it was only the grinding in the streets. Loops are being done and then paint at a cost of \$400,000.

- Beginning Monday, October 13th a ~~1,500 sq. foot area of~~ “the” alley east of Bloomfield and Neel, Katella and Green “between Katella Ave. and Green and the first 1,500 sq. feet east of Bloomfield” will begin construction using a Community Development Block Grant (CDBG) of \$120,000. City staff put out message boards, and the Contractor hand delivered flyers to the residences and businesses affected. About 5 to 6 phone calls were received from residents. One wanted the City to pay their rent for a month, and the Day care center had concerns over parking
- Replacement of miscellaneous drive approaches, ADA ramps and sidewalks will begin soon. \$40,000 for “Public Works” PW staff and \$60,000 On-Call Concrete. Areas that were not ADA compliant were found by completing a survey to find where we are in need and where we are missing.
- The Flood Control Channel Project off Orangewood and St. Hedwigs will be completed by the end of October, middle of November. We have not received too many resident complaints during construction.
- Received a draft of the School Traffic Study last week, and it will come to the Traffic Commission sometime in November/December.
- Commissioner Schleuter’s request on the intersection at Florista and Pine for making a left hand turn unfortunately cannot be changed.
- If freeway work is completed by December then a traffic count will begin in January. Traffic on Katella has been horrible since school began. The City has received many complaints from local residences and surrounding cities.

7. TRAFFIC COMMISSION INITIATED BUSINESS

Commissioner Wilhelm

- Revisited Cherry and Catalina parking. Mr. Hunt stated that if “the Los Alamitos Medical Center Parking Structure” was not finished yet and the next step is for the parking meters.

Commissioner Patz

- There is a restricted parking sign on Humboldt that is covered by a homeowners Avocado tree. Mr. Hunt would notify Public Works to inspect the situation.

Commissioner Emerson

- Katella cloverleaf striping a line for southbound and one for northbound. ~~Wait ten years to do it.~~ Mr. Hunt stated that the signal is owned and controlled by Caltrans, and that he would pass along the lane configuration to OCTA.

8. ADJOURNMENT

Motion/Second: SCHLEUTER/WILHELM

A Motion was made to adjourn the meeting at 9:25 p.m.

Dave Hunt, City Engineer

MINUTES OF REGULAR TRAFFIC COMMISSION MEETING

CITY OF LOS ALAMITOS
3191 Katella Avenue
Los Alamitos, California

November 12, 2014

1. CALL TO ORDER

A Regular meeting of the Traffic Commission was called to order at 7:00 p.m. on November 12, 2014, in the Council Chambers, 3191 Katella Avenue, Los Alamitos, Chair Emerson presiding.

2. ROLL CALL

PRESENT: COMMISSIONERS Biri, Emerson, Mejia, Patz, Schleuter, Wilhelm

ABSENT: COMMISSIONER Vardeman

PRESENT: STAFF Dave Hunt, City Engineer
Bruce McAlpine, Police Captain
Pamela Brackman, Department Secretary

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice-Chair Patz.

4. ORAL COMMUNICATIONS

None.

5. MINUTES

Commissioner Mejia requested a CD of the last meeting's audio to review his commentary for corrections. The minutes of the October 8, 2014, meeting will be submitted for approval at the next meeting.

6. STAFF REPORTS

A. REQUEST ONE-WAY ALLEY RESTRICTION

Directed by the Commission, City Engineer, Dave Hunt began by stating that

the Traffic Commission has requested that a study be completed to consider making the alley north of Farquhar Avenue a one-way alley in order to improve traffic congestion at Farquhar Avenue and Los Alamitos Boulevard. Mr. Hunt stated that over 200 Public Notices were mailed to businesses, residents and property owners within 500 feet notifying them of the proposed one-way alley restriction. No replies or comments have been received to date.

A PowerPoint presentation was presented, illustrating the proposed alley, current vehicular conditions and surrounding businesses. Mr. Hunt summarized the area surrounding the proposed alley restriction. Mr. Hunt stated that a vehicle count traffic study of vehicles going northbound and southbound along Los Alamitos Boulevard was completed on November 6, 2014. This study confirmed that twice as many vehicles travel southbound than northbound.

Mr. Hunt stated that making the alley one-way southbound will generally provide better traffic flow since it would produce a clockwise traffic flow (series of right turns) to/from Los Alamitos Boulevard instead of a counter-clockwise traffic flow (series of left turns). This would reduce traffic backup onto Los Alamitos Boulevard caused by vehicles attempting to travel northbound on the alley. In addition, the northbound cut-through traffic from northbound Los Alamitos Boulevard would become non-existent if the alley was made one-way southbound.

Chair Emerson opened the discussion for Commissioner questions and comments.

Commissioner Patz inquired where the beginning of the alley southbound placement was located, and the costs associated with making the alley one-way. Mr. Hunt responded that the alley would begin going southbound half way down from the old CVS store, Flame Broiler and Great Dane Bakery. Two (2) large "One Way Only" signs would be posted at both ends of the alley, with additional signage in the middle of the alley. The approximate cost would be under \$1,000 for signage and installation.

Commissioner Mejia stated that he thought the Commission was going beyond what was first discussed on this item. He suggested that a possible first step would be the installation of a "No Left Turn" sign on the sidewalk at Farquhar, with a restriction of hours where no one could turn left.

Commissioner Wilhelm offered that signage could be placed on a light standard then there would be no need to install a pole. Mr. Hunt suggested that the "No Left Turn" sign could be done in conjunction with a double yellow line.

Discussion ensued regarding sign installation.

Chair Emerson pointed out that there would still be a right turn, and suggested that a "One-Way" alley sign would have more effect.

Commissioner Mejia stated that the "No Left Turn" sign would still have people turning right. Commissioner Mejia inquired about a record of traffic accidents. Mr. Hunt responded that a record of accidents was not researched.

Commissioner Wilhelm suggested that a stop sign, which would force the westbound traffic to stop at the alley, could expedite left turns going up the alley and conversely would make it easier for southbound traffic to make a left turn to travel east on Farquhar. Mr. Hunt responded that a stop sign could cause traffic to back up on Los Alamitos Boulevard, resulting in more traffic violations and accidents.

Mr. Hunt stated that he was in favor of Commissioner Mejia's suggestion of "No Left Turn" signage, which would be a good starting point at this time. If the signage was determined to be ineffective, additional signage could then be added.

Chair Emerson suggested that a yellow line down the middle of the alley would alert drivers of the lane they should be driving in.

Commissioner Patz stated that he is in favor of the suggestion of a one way alley restriction.

Motion/Second: Patz/Biri

Motion Failed.

A motion to create a "one way" alley restriction east of Los Alamitos Boulevard, north of Farquhar Avenue from the area shown on page 2 of 4, Agenda Item 6A, using recommendations brought forward by staff. The motion failed for lack of a vote.

Commissioner Mejia asked for clarification; did the motion include striping down the center? Commissioner Patz responded that there would be no striping, since the alley will be restricted to a one way street.

Discussion ensued, including possible hazards related to a "one way" restriction.

Motion/Second: Mejia/Biri

Carried: 6/0: A substitute motion was made to install a "No Left Turn" sign with proper signage, putting striping in place the first 20 feet down the center line, and re-visiting the item if needed. The motion carried unanimously.

B. KATELLA AVENUE RESTRIPIING UNDER I-605

City Engineer Dave Hunt reported that Traffic Commission Chair Dave Emerson has asked if Katella Avenue can be restriped so that the southbound 605 off-ramp onto eastbound Katella Avenue can have its own lane without merging with the No. 2 eastbound lane. Mr. Hunt stated that a dedicated lane for the southbound off-ramp going east on Katella Avenue will improve interchange traffic operation and enhance safety by eliminating short lane drops. Mr. Hunt further stated that a goal of the Orange County Transportation Authority (OCTA) was to have lane separation. Mr. Hunt stated that a portion of an existing dirt patch would need to be removed in order to widen the area. The total estimated cost of the project is \$179,500.

Mr. Hunt stated that the proposed improvement is within the State right-of-way, and an Encroachment Permit is required to grant permission to perform the proposed improvement. He stated that a future study by OCTA could potentially prohibit the improvement.

Mr. Hunt confirmed that all costs will be borne by CalTrans and OCTA if the City does not move forward with the proposed improvements, and waits for those agencies to perform the improvements. If the City proceeds with the project, Measure M and gas tax monies can be used for the project. Mr. Hunt stated that he could contact OCTA to determine if they could move forward on the project, and could apply for special funding as a separate project.

Discussion ensued regarding the proposed dedicated lane and funding needed for the project.

Motion/Second: Schleuter/Patz

Carried: 6/0: A motion was made to instruct City Staff to investigate possible financing from various agencies for the proposal as outlined in Agenda Item 6B. The motion carried unanimously.

7. ITEMS FROM THE PUBLIC WORKS DEPARTMENT

City Engineer Dave Hunt presented an update to the Traffic Commission.

- A water main broken during recent alley/ Steven, location of the alley was not given work cost the Water District approximately \$23,000, but repairs were made on time. The project has been completed.

8. TRAFFIC COMMISSION INITIATED BUSINESS

Commissioner Schleuter

- New reflectors installed on Katella Avenue in front of the hospital have made the lines more visible. She inquired if reflectors could be installed at the right-hand turn lane on Katella and Wallingsford.

Commissioner Patz

- Thanked Pamela for contacting a property owner regarding have a tree trimmed.
- Inquired about the status of removal of the "No Left Turn" sign by the Post Office on Reagan Street. Members of the public have asked if the sign can be removed. The sign is located by the drop boxes. City Engineer Hunt stated that he would research the matter to determine what information he can provide.

Commissioner Biri

- Inquired about the status of the ad hoc committee for the parking meter pilot project. City Engineer Hunt responded that the committee has met three times, and is currently waiting for the parking structure to open and construction to be completed. The next step is to prepare a Request for Proposal (RFP) to send to contractors who install the meters. Commissioner Patz stated that part of the parking meter pilot project is to hold Town Hall meetings to receive input from residents, businesses and interested parties. Mr. Hunt stated that it could possibly be six months before the project comes back before the Traffic Commission.

Commissioner Mejia

- Some illuminated street name signs on Katella Avenue are not functioning.
- Requested that the crosswalk located at Katella and Cherry be moved from the east side to the west side.
- Loading zone at Katella Deli seems to have helped. He has not observed as many trucks in the alley. Mr. Hunt confirmed that there have no complaints related to this issue.

Chair Emerson

- The Holiday Dinner is scheduled for December 9, 2014, and RSVP's are due the day before Thanksgiving.

- There is no Traffic Commission meeting scheduled for the month of December.
- There are numerous Commission vacancies, and the deadline to submit applications to serve on a Commission is one week from today, on November 19, 2014. Chair Emerson encouraged recruitment.

9. **ADJOURNMENT**

Motion/Second: Schleuter/Emerson/Steven/unable to determine who seconded the motion

A Motion was made to adjourn the meeting at 8:25 p.m.

Dave Hunt, City Engineer

City of Los Alamitos

Traffic Commission

Agenda Report
Staff Report

January 14, 2015
Item No: 8A

To: Chairman and Members of the Traffic Commission

From: David L. Hunt, City Engineer

Subject: Traffic Commissioner Guidelines

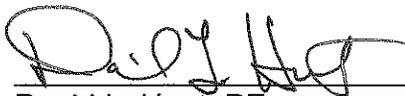
Summary: Powers and Duties of the Traffic Commission and the Duties and Responsibilities of the Chair and Vice Chair will be Discussed.

Recommendation: Receive and file.

Background:

With two new Traffic Commissioners this year we thought it would be the proper time to revisit the Powers and Duties of the Traffic Commission and the Duties and Responsibilities of the Chair and Vice Chair. Attached you will find two staff reports and a copy of Robert's Rules of Order that will help the new members get acquainted with their new powers and duties of being on the Traffic Commission.

Recommendation: Receive and file.



David L. Hunt, PE
City Engineer

Attachments: 1) March 12, 2014 – Traffic Commission Powers and Duties for the City of Los Alamitos
2) October 8, 2014 - Duties and Responsibilities of the Chair and Vice Chair Positions
3) Robert's Rules of Order

City of Los Alamitos

Agenda Report Discussion

March 12, 2014
Item No: 6A

To: Chairman and Members of the Traffic Commission

From: David Hunt, City Engineer

Subject: Powers and Duties of the Traffic Commission for the City of Los Alamitos

Summary: Dave Emerson, Traffic Commission Chair, requested a discussion on the power and duties of the Traffic Commission.

Recommendation: Open discussion.

Background

Dave Emerson, Traffic Commissioner Chair, requested a discussion on the power and duties of the Traffic Commission. The following is from the City Municipal Code.

Chapter 2.48 Traffic Commission 2.48.070 Powers and duties.

A. Subject to the city council's prior approval of any proposed expenditure in accordance with the city's charter, the commission shall have the following powers, duties and responsibilities:

1. Review requests for traffic safety regulatory signs and markings and make determinations pertaining thereto;
2. Initiate special studies on any unsafe or malfunctioning traffic condition and determine solutions to such conditions;
3. Review complaints, requests or suggestions concerning traffic safety conditions;
4. Perform such other functions as the city council may request from time to time;

5. Review speed limits, one-way street designations, speed humps/bumps, traffic signals and any other device for traffic control and make recommendations to the city council pertaining thereto.

B. Except as specified above, the traffic commission is an advisory body to the city council. (Ord. 658 § 2, 2002; Ord. 555 § 1, 1992; Ord. 486 § 2, 1986)

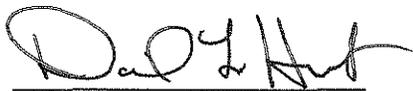
Discussion

Open discussion.

Fiscal Impact

None.

Submitted By:

A handwritten signature in black ink, appearing to read "David L. Hunt", written over a horizontal line.

David L. Hunt, PE
City Engineer

City of Los Alamitos

Agenda Report Discussion

October 8, 2014
Item No: 6B

To: Chairman and Members of the Traffic Commission
From: David Hunt, City Engineer
Subject: Duties & Responsibilities of Chair & Vice Chair Positions

Summary: Duties and responsibilities of the Chair and Vice Chair positions for the Traffic Commission.

Recommendation: Receive and file.

Election and Vacancy

- A. The officers of the Traffic Commission shall consist of a chairman, a vice chairman and a secretary. The chairman and vice chairman shall be elected annually at the first regular meeting in the month of January, and shall hold office for a term of one year or until a successor is duly elected and qualified. Election shall be by a majority vote cast by those commissions present and voting at the meeting at which the election is held. Officers shall assume office immediately upon election.
- B. Any vacancy in office shall be filled at the next regular meeting. The successor to any vacancy shall hold office for the balance of the unexpired term of that office, and the initial officers elected shall serve until the first regular meeting of January.

Officers' Duties

- A. It shall be the duty of the chairman to:
1. Preside at all meetings of the traffic commission;
 2. Call, and preside at, special meetings;
 4. Name and appoint all necessary and appropriate committees of the commission;

5. Represent the commission or designate a representative of the commission at all meetings and functions required by law or otherwise.
- B. It shall be the duty of the vice chairman to perform all duties of the chairman in the absence or temporary illness of the chairman.
- C. It shall be the duty of the secretary to:
1. Make and maintain minutes of the proceedings of the commission;
 2. Prepare and send, in the name of the commission, all communications authorized and directed by the chairman or by the commission as a whole;
 3. Receive, and bring to the attention of the commission, all communications addressed to it;
 4. Supervise the proper posting of notices of all meetings before the commission;
 5. Sign, as secretary, in the name of the commission, all necessary notices and other documents authorized and directed by the commission;
 6. Prepare and distribute an agenda for all regular meetings of the commission;

Discussion through Chairperson Only

There shall not be a discourse among members of the Traffic Commission nor between persons in attendance and members of the Traffic Commission. Persons in attendance may address the Traffic Commission or a member only through the Chairperson. A member of the Traffic Commission may address member or a person in attendance only through the Chairperson.

Limitation of Discussion

The Chairperson may limit discussion on a particular matter either by a Traffic Commissioner or any person in attendance to such time as the Chairperson finds reasonable under the circumstances. The Traffic Commission may overrule the decision of the Chairperson to limit discussion, by majority vote of those present.

Disqualification of Members

A member who is legally disqualified from participating in Traffic Commission action on any particular matter may not participate in the discussion, debate or vote on the matter and when that matter is reached on the agenda, he/she shall disclose his/her

disqualification and the reason for it, or if the disqualification is not known to him/her at the time the matter is reached on the agenda, he/she shall make the disclosure as soon as his/her disqualification is known to him/her. A member legally disqualified from participating on an item shall not be considered present for the purpose of determining whether a quorum exists to vote on that item.

Motions; Debate; Debate Limited to Members of the Traffic Commission

No debate of a motion shall be permitted prior to a second of the motion. When a motion is made and seconded, it shall be stated by the Chairperson before debated; and such debate shall be limited to members of the debate of a motion only upon addressing the Chairperson and being recognized by him/her. After the Chairperson has started to take the vote on a motion, there shall be no further debate except that members of the Traffic Commission may be allowed to explain their vote.

Procedure to Speak

A person in attendance at a meeting may speak upon any subject on the agenda after gaining recognition from the Chairperson and stating his/her name, address and whom he represents.

Quorum

Four (4) members of the Traffic Commission constitute a quorum to do business. However, a lesser number may adjourn a meeting to a stated time and place.

Vote Required

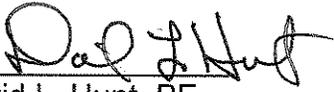
Actions of the Traffic Commission shall be by a majority vote of those present and voting.

Closing Date and Mailing of Agenda

Each matter to be placed upon the agenda for consideration by the Traffic Commission at a regular meeting shall be filed with the Engineering Department no later than 5:00 p.m. on the 29th calendar day immediately preceding the regular meeting at which the matter is to be considered by the Traffic Commission.

Recommendation: Receive and file.

Submitted By:

A handwritten signature in black ink, appearing to read "David L. Hunt". The signature is written in a cursive style with a large initial "D".

David L. Hunt, PE
City Engineer

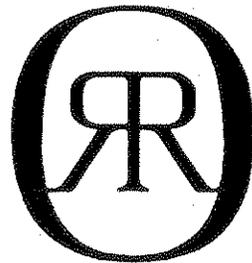
**THE RULES YOU NEED
IN A MEETING**

**MADE SIMPLE
AND EASY**

*The Only
Authorized
Concise
Guide*

FULLY UPDATED
2ND EDITION

**ROBERT'S RULES
OF ORDER
NEWLY REVISED
*IN BRIEF***



HENRY M. ROBERT III,
DANIEL H. HONEMANN, *and* THOMAS J. BALCH
with the assistance of
DANIEL E. SEABOLD *and* SHMUEL GERBER

A. THE ROLES OF THE PRESIDING OFFICER AND THE SECRETARY

To keep order, one person is chosen to **preside** over the meeting. This person enforces the rules and designates who is to speak at any given time. The presiding officer may be elected specifically for the meeting, and is then called the **chairman**.^{*} More commonly, he or she is elected to serve for a term of a year or more, with a title such as **president**. While actually presiding, the presiding officer is called "**the chair**."

To make a written record of what is done, usually called the **minutes**, a **secretary** is elected.^{**}

B. QUORUM

In most organizations that have regular meetings, many members are often absent. The organization should not be bound by decisions taken by an unrepresentatively small number of members who might attend a meeting. To prevent this, a **quorum**—a minimum number of members who must be present—is required for a meeting to conduct substantive business.

Organizations usually decide what should be the quorum required for their meetings.[†] If an organization fails to do this, then—with some exceptions—the quorum is a majority of the members. ("Majority" means more than half.^{††})

^{*}"Chairman" is the long-established usage. Several variations—such as "chairperson" or "chair"—are now frequently used.

^{**}The presiding officer and the secretary are the minimum essential officers. RONR (11th ed.), p. 22, ll. 1–23. Minutes are explained in Chapter 16 of this book and more fully in RONR (11th ed.), pages 468–76.

[†]An organization specifies its quorum in its *bylaws*, which are explained in Chapter 10.

^{††}See also q. 4 on pp. 114–15.

When no quorum is present the meeting can do only a very limited number of things, such as set the time and place for another meeting. Any substantive action taken in the absence of a quorum is invalid.^{*} Even when a meeting begins with a quorum present, it loses its right to conduct substantive business whenever enough members leave to bring attendance below the level of a quorum. It can resume substantive business only when enough members return, or other members arrive, to give it a quorum again.

C. A STANDARD ORDER OF BUSINESS

A meeting begins when it is called to order by the presiding officer. The chairman or president takes his or her place and says in a clear voice, "**The meeting will come to order.**" There may then be opening ceremonies, such as saying the Pledge of Allegiance. Most meetings follow a traditional order of business. Simplified,^{**} this includes:

Simplified Standard Order of Business

Reading and Approval of Minutes
Reports
Unfinished Business
New Business

^{*}RONR (11th ed.), pp. 345–49. See, however, RONR (11th ed.), pages 124–25 for the ratification of action taken without a quorum.

^{**}In fact, the "standard" order of business is a little more complicated. For full details, see RONR (11th ed.), pages 26, 353–63. Organizations may prefer to adopt their own order of business, adapted to the specific needs of the group. RONR (11th ed.), p. 16, ll. 2–8.

A. THE MEANING OF “MOTION”

The primary purpose of the sort of meeting that uses rules of order is for the group to make decisions. It may decide on anything from taking a position on a major public issue to organizing a pet show. To begin the process of making any decision, a member offers a proposal by *making a motion*. A motion is a formal proposal by a member, in a meeting, that the group take certain action. [RONR (11th ed.), p. 27, ll. 18–23.]

A main motion is one whose introduction brings business before an assembly. Strictly speaking, there should be no debate on a matter before a motion regarding it has been made. Only one main motion may be before the assembly for action at a time. [RONR (11th ed.), p. 34, l. 7 to p. 35, l. 2; p. 62, ll. 18–21; p. 100, ll. 3–5.]

B. HOW YOU GET TO SPEAK AT A MEETING

In order to make a motion or to speak in debate, you use the same procedure: You stand up immediately after the previous speaker has finished and call out “Madam President,” “Mr. Chairman,” or whatever the chair’s title may be. The chair designates you as the next speaker, or *recognizes* you, normally by calling out your name or title, saying, for example, “Mr. Jackson,” or “The delegate from Clayton County,” or sometimes (in a small meeting) simply by nodding to you.

When you are authorized to speak in this way, you are said to *have the floor*. When finished, you sit down, and thus *yield the floor*. [RONR (11th ed.), pp. 29–31, 376–78.]

Getting Recognized to Speak

MEMBER A [Stands]: Madam President!

CHAIR: Mr. A.

MEMBER A: It’s not a very good idea to . . . [Sits when finished speaking.]

C. HOW A MOTION GETS BEFORE A GROUP

1. How to Make a Motion

To make a main motion, after obtaining the floor you simply say, “**I move that . . .**” and then clearly describe the proposal. For example, “**I move that** the Tennis League establish a division open to juniors and seniors enrolled in city high schools.”

It is *very* important to say *precisely* what the words of the motion are to be. The group votes on exact language, not on a vague idea. In the end, each motion has to be written down in the minutes. It is the secretary’s job to copy the motions down accurately—not to come up with language he or she thinks is what the group or the mover meant.

The chair can require that main motions be submitted by the mover in writing. [RONR (11th ed.), p. 40, ll. 4–7.]

In fact, it is a good practice to write out any motion you propose and make copies to give to both the president and the secretary. A long or complex motion should *always* be written out and handed to the secretary.

After making a motion, you immediately sit down. You wait until later to give your reasons for making the proposal. [RONR (11th ed.), pp. 33–35.]

Making a Motion

MEMBER A [Stands]: Madam President!

CHAIR: Mr. A.

MEMBER A: I move that the Tennis League establish a division open to juniors and seniors enrolled in city high schools.
[When finished *making the motion*, be seated. Wait until later to explain why the motion is a good idea.]

2. "Seconding" a Motion

When one member has made a main motion, it must be *seconded* in order to be considered by the group. This shows that at least two members want the proposal considered; it does not necessarily mean the seconder agrees with the motion. If there is no second, the motion is not put before the group for discussion or decision.

To second a motion, you call out "Second!" You may remain seated, and you do not have to be recognized by the chair to second a motion. [RONR (11th ed.), pp. 35–37.]

3. The Chair "States" the Question

When a motion has been moved and seconded, the chair then *states the question* on the motion. To "state" a motion, the chair simply says, "It is moved and seconded that" and then repeats the exact words in which the motion was made. For example: "It is moved and seconded that the Tennis League establish a division open to juniors and seniors enrolled in city high schools."

The chair must state the question on a motion after it is moved and seconded for it to be properly before the group for consideration, for at least two reasons.

First, it is important that everyone in the group be able to know exactly what proposal is before it. By repeating the exact language of the motion, the chair helps everyone to hear it clearly, and calls everyone's attention to the fact that a new proposal is now ready to be considered.

Second, the chair has two duties, before stating any motion:

- a) The chair must determine that the motion is in order at the time. If the motion in some way violates the rules, the chair does not state the motion, but instead says, "The chair rules that the motion is not in order because"* (The rules that govern when motions are in order will be described later.)
- b) The chair must ensure that the motion is clearly phrased. If the motion is unclear, the chair should help the mover to reword it before stating it. [See pp. 136–37 of this book; RONR (11th ed.), pp. 37–42.]

Making, Seconding, and Stating a Motion

MEMBER A [Stands]: Madam President!

CHAIR: Mr. A.

MEMBER A: I move that the Tennis League establish a division open to juniors and seniors enrolled in city high schools. [When finished *making motion*, sit. Wait until later to explain why motion is a good idea.]

ANOTHER MEMBER [Seated]: Second!

CHAIR: It is moved and seconded that the Tennis League establish a division open to juniors and seniors enrolled in city high schools.

*The chair should not say, "You are out of order." In this case, it is the motion that is not in order, not the member. RONR (11th ed.), p. 39, ll. 24–28.

D. HOW THE GROUP CONSIDERS A MOTION

1. Debate on the Motion

When a main motion has been stated by the chair, it is said to be **pending**—or, commonly, “on the floor.” It is then before the group for debate and action. **Debate** means discussion on the merits of the question—that is, whether the proposed action should or should not be taken.

Right after stating the question on a motion, the chair normally turns toward the maker of the motion to see if he or she wishes to be assigned the floor.

The next chapter tells more about debate, including how to limit it or end it altogether.

Debate

MEMBER A [Stands]: Madam President!

CHAIR: Mr. A.

MEMBER A: We need to bring young people into tennis to keep the sport alive. . . . [Sits when finished.]

MEMBER B [Stands *after* Member A sits]: Madam President!

CHAIR: Mrs. B.

MEMBER B: Most of our members are adults. High school students should establish their own league. . . . [Sits when finished.]

During debate, there are also certain other motions that you may make relating to the main motion’s consideration, or, in some cases, interrupting its consideration. These are called **secondary motions**. For example, a motion to *Recess*, described in Chapter 2, is

a secondary motion that *interrupts*. The most common secondary motion that *relates* to a pending motion is a motion to *Amend* it, which we will cover in Chapter 5. We will cover some other secondary motions later on; they are all treated in RONR. [RONR (11th ed.), pp. 42–44, 59–60.]

2. The Chair “Puts” the Question

When no one else seeks recognition to debate, the chair may ask, “Are you ready for the question?” (or “Is there any further debate?”) This means, “Is everyone in the group ready to vote on the proposal immediately, or does anyone first want to speak about it, or offer amendments or other motions related to it?” Then—if there is still no effort to get the floor for further debate—the chair stands and puts the question to a vote. [RONR (11th ed.), p. 37, l. 32 to p. 38, l. 1; p. 44, ll. 13–18.]

To do so, the chair begins by saying, “The question is on the adoption of the motion that . . .” and then repeats the exact wording of the motion to be voted on: for example, “The question is on the adoption of the motion that the Tennis League establish a division open to juniors and seniors enrolled in city high schools.”

The chair then gives the necessary directions for the group to vote on the motion. Most motions require a majority of those present and voting to pass. Some require a two-thirds vote.* (**Abstentions**—instances in which members who are present do not vote—are not counted and have no effect on the result.)

The simplest and most common type of voting is the voice vote. The chair says, “Those in favor of the motion, say *aye*.” Those in support, remaining seated, then call out “aye.” The chair then says, “Those opposed, say *no*.” The opponents, also seated, call out,

*Table D on pp. 194–95 lists the votes required for some common motions. A comprehensive list is found in RONR (11th ed.), tinted pages 6–29 (Table II).

“no.” The chair judges whether more people called out “aye” or “no” and, based on this judgment, proceeds to announce the result of the vote. [RONR (11th ed.), pp. 44–47.]

Other methods of voting, including the procedure to be followed when the result of a voice vote is unclear, are covered in Chapter 8.

Putting the Question

CHAIR: The question is on the adoption of the motion that the Tennis League establish a division open to juniors and seniors enrolled in city high schools. Those in favor of the motion, say *aye*.

SOME MEMBERS [Seated]: *Aye!*

CHAIR: Those opposed, say *no*.

OTHER MEMBERS [Seated]: *No!*

3. The Chair Announces the Result of the Vote

When the voting is complete, the chair announces the result. Each announcement has three parts:

- 1) reporting which side “has it”;
- 2) declaring that the motion is adopted or lost; and
- 3) indicating the effect of the vote, if needed or appropriate.

Immediately after announcing the result of the vote, the chair announces the next item of business, when applicable.

If there were more ayes than noes, the chair says, for example, “The ayes have it, and the motion is adopted. The Tennis League will establish a division open to juniors and seniors enrolled in city

high schools. The next item of business is . . .” [or, if nothing is set automatically to come up next, “Is there further new business?”]

On the other hand, if the noes prevailed, the chair says, “The noes have it and the motion is lost. The next item of business is . . .” [or, if nothing is set automatically to come up next, “Is there further new business?”] [RONR (11th ed.), pp. 47–51.]

Announcement of Voting Result and the Business That Follows

CHAIR: The ayes have it, and the motion is adopted. The Tennis League will establish a division open to juniors and seniors enrolled in city high schools. Is there further new business?

OR

The noes have it, and the motion is lost. Is there further new business?

Review: Example of Handling a Simple Motion

MEMBER A [Stands]: Madam President!

CHAIR: Mr. A.

MEMBER A: I move that the Tennis League establish a division open to juniors and seniors enrolled in city high schools. [Sits when finished.]

ANOTHER MEMBER [Seated]: Second!

CHAIR: It is moved and seconded that the Tennis League establish a division open to juniors and seniors enrolled in city high schools.

MEMBER A [Stands]: Madam President!

(continued on next page)

Review: Example of Handling a Simple Motion (continued)

CHAIR: Mr. A.

MEMBER A: We need to bring young people into tennis to keep the sport alive. . . . [Sits.]

MEMBER B [Stands]: Madam President!

CHAIR: Mrs. B.

MEMBER B: Most of our members are adults. High school students should establish their own league. . . . [Sits when finished.]

CHAIR: Is there any further debate? . . . The question is on the adoption of the motion that the Tennis League establish a division open to juniors and seniors enrolled in city high schools. Those in favor of the motion, say *aye*.

SOME MEMBERS [Seated]: *Aye!*

CHAIR: Those opposed, say *no*.

OTHER MEMBERS [Seated]: *No!*

CHAIR: The ayes have it, and the motion is carried. The Tennis League will establish a division open to juniors and seniors enrolled in city high schools. Is there further new business?

OR

The noes have it, and the motion is lost. Is there further new business?

City of Los Alamitos

Traffic Commission

Agenda Report
Staff Report

January 14, 2015
Item No: 8B

To: Chairman and Members of the Traffic Commission

From: David L. Hunt, City Engineer

Subject: Introduction of Draft Traffic School Study

Summary: Traffic circulation around the four (4) schools north of Katella Avenue has been an issue for years, especially in the morning rush hour when students are driving to, or being dropped off at school. Staff has been having open discussions with the School District about how to improve the traffic flow around the school. This staff report presents a draft Scope of Work the City's Traffic Engineer, Hartzog & Crabill, Inc. (HCI) will be performing.

Recommendations: Provide recommendations of additional items or refinement to the School Traffic Study.

Background

The four (4) schools in Los Alamitos north of Katella Avenue have approximately 6,100 students and over 600 staff going to school each year. Traffic around the schools has been a problem for decades, especially in the morning from 7:30 am to 8:00 am, with parents dropping off students, and high school students themselves driving to school. The main purpose of this Scope of Work is to assess concerns of traffic congestion and related traffic issues associated with student drop-off and pick-up.

Los Alamitos Unified School District

The Los Alamitos Unified School District has nine schools that serve the City of Los Alamitos, Rossmoor and portions of the cities of Seal Beach, Huntington Beach, Cypress and Long Beach. (See Exhibit 1 for District boundaries and school locations.) There are approximately 10,000 students, 400 teachers and 600 other employees that work at the various schools. (The map is a visual guide of area travel to each school north of Katella Avenue.) It has been estimated that 30% of the students are from outside these District boundaries and there is no information available on where these students come from.

PROJECT DESCRIPTION

The City of Los Alamitos requested Hartzog & Crabill, Inc. (HCI) to assess several concerns of traffic congestion and related traffic issues associated with student drop-off and pick-up activities at the following four schools:

SCHOOLS

- 1) Los Alamitos Elementary
- 2) McAuliffe Middle
- 3) Oak Middle
- 4) Los Alamitos High

HCI reviewed and addressed the concerns and related traffic issues outlined in the City of Los Alamitos' January 8, 2014 Traffic Commission Agenda Report.

Below is an estimated break down of population per school. Two thirds of these students go to schools north of Katella Avenue.

SCHOOL	NO. OF STUDENTS	Teachers	Employees
Los Alamitos High School	3,154	136	204
McAuliffe Middle School	1,264	45	68
Oak Middle School	1,028	37	56
Los Alamitos Elementary School including Laurel	648	29	44
Subtotal North of Katella Avenue	6,094	247	371
Francis Hopkinson Elementary School	649	29	44
J. H. Mcgaugh Elementary School	733	40	60
Jack L. Weaver Elementary School	596	26	39
Richard Henry Lee Elementary School	628	29	44
Rossmoor Elementary School	627	29	44
Subtotal South of Katella Ave	3,233	153	230
Total	9,327	400	600

Los Alamitos Arterial Streets

In addition to the school traffic the City has five major arterial highways through the City. Below is a breakdown of the number of cars travelling daily on these major streets in Los Alamitos:

ARTERIAL STREETS	CARS PER DAY
Cerritos Avenue – from Los Alamitos Blvd. to Bloomfield St.	20,000 to 25,000
Los Alamitos Boulevard – north of Cerritos Avenue	23,000
Cerritos Avenue	32,000
Bloomfield Street	17,000
Katella Avenue	50,000 to 60,000

Existing Traffic Congestion Issues in the City of Los Alamitos North of Katella Avenue

Los Alamitos Elementary School

- Traffic backed up on east bound Katella Avenue making a left turn onto Bloomfield.
- Parents drop off students in Laurel Park and the industrial area in addition to the school parking lot.
- Parents make left-turns into the school from southbound Bloomfield Street – traffic crossing double yellow lines.

McAuliffe Middle School

- East bound traffic Cerritos Avenue backup from the 605 Freeway, at Los Alamitos Blvd. and at the High School signal.
- Traffic makes left-turns onto Cerritos Avenue from the school which cross a left turn pocket on Cerritos Avenue.

Oak Middle School

- Traffic backed up on cars heading north bound on Wallingsford trying to cross Katella Avenue.
- Traffic congested on Oak Street, Chestnut, Walnut, Florista.....
- Traffic congested on east bound Katella Avenue making left turns on Walnut Chestnut and Los Alamitos Blvd.

Los Alamitos High School

- East bound traffic on Cerritos Avenue backup from the 605 Freeway, at Los Alamitos Blvd. and at the High School signal.
- Traffic congested on east bound Katella Avenue making left turns on Los Alamitos Blvd.

- Traffic backup on north bound Los Alamitos Blvd. from Cerritos Avenue to Serpentine.
- Students walking across the intersections at Cerritos Avenue and Los Alamitos Blvd. and Cerritos Avenue and the High School signal walk slow and block car.

DATA COLLECTION

Peak-period traffic counts were collected between the peak-hours of 7:00-9:00am and 1:00-4:00pm on Wednesday, April 30, 2014 at a total of 14 driveways that provide access to each school property.

SCHOOL DRIVEWAYS

- 1) Los Alamitos Elementary 4
- 2) McAuliffe Middle 4
- 3) Oak Middle 2
- 4) Los Alamitos High 4

The driveway counts were taken via temporarily-installed video cameras in order to provide a visual review, as well as hard-copy count data.

Average Daily Traffic (ADT) 24-Hour two-way vehicular counts in proximity of each school were also taken along the following (5) segments (also attached in Appendix):

1. Bloomfield Street, south of Cerritos Avenue
2. Cerritos Avenue, east of Bloomfield Street
3. Oak Street, north of Catalina Street
4. Cerritos Avenue, east of Los Alamitos Boulevard
5. Los Alamitos Boulevard, north of Cerritos Avenue

Peak-hour turning movement counts at the following (3) signalized intersections in close proximity to each school were also included (also attached in Appendix):

1. Cerritos Avenue at Bloomfield Street
2. Katella Avenue at Wallingsford Road/Walnut Street
3. Los Alamitos Boulevard at Cerritos Avenue

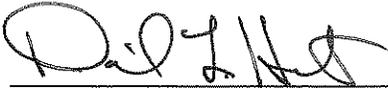
A field-review and inventory of the existing parking utilization for all applicable parking lots at each school was included in our data gathering. The layouts of each parking lot were sketched including dimensions and aisle widths in order to determine if existing marked parking spaces can be eliminated or relocated to create pick-up/drop-off areas. Using the data obtained, several alternatives were developed in order to provide recommendations for addressing traffic concerns at each school.

Discussion

ALTERNATIVES FOR INDIVIDUAL SCHOOL SITES

Data collected and alternatives will be discussed at the first meeting.

Recommendations: Provide recommendations of additional items or refinement to the Traffic School Study alternative before it is discussed again at next month's meeting.



David L. Hunt, PE
City Engineer

Attachments: Exhibit 1) School District Boundaries and School Locations

City of Los Alamitos

Traffic Commission

Agenda Report
Staff Report

January 14, 2015
Item No: 8C

To: Chair and Members of the Traffic Commission

From: David Hunt, City Engineer

Subject: Request to Move Sidewalk at Katella Avenue and Cherry Street

Summary: At the June 11, 2014 Traffic Commission meeting, it was asked if the Katella Avenue and Cherry Street intersection crosswalk on the east side of Katella Avenue could be moved to the west side. The cost of relocating the crosswalk is \$11,500.

Recommendation: Provide direction to City Engineer

Background

At the June 11, 2014 Traffic Commission meeting, it was asked if the Katella Avenue and Cherry Street intersection crosswalk on the east side of Katella Avenue could be moved to the west side. The request was made because Commissioner Mejia had observed more traffic going southbound on Cherry Street making left turns than right turns on Katella Avenue and the crosswalk on the east side slows down the vehicle movement.





Discussion

Looking at the signal plan, the new access ramp would go on the SW corner between the controller cabinet and signal pole. The signal plan shows three gas meters in that area.



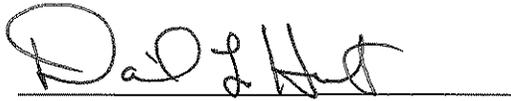
The crosswalk was probably installed on the east side thinking more people would be walking to the Medical Center which is also on the east side.

Estimate to remove the crosswalk and install a new one on the west side:

- Remove existing ramp on SE side, install new ramp on SW side and relocate gas meters \$5,000.
- Modify striping and signing \$1,000.
- Modify traffic signal - relocate pedestrian heads, push buttons and minor cabinet wiring \$3,000.
- Prepare as built on existing signal plan and inspect construction \$2,500.
- Total: \$11,500.

Recommendation

Provide direction to Staff. If the Traffic Commission decides that they want the crosswalk moved, this item can be placed on the 2015/2016 CIP list for the City Council to consider it in next year's budget.



David L. Hunt, PE
City Engineer

City of Los Alamitos Traffic Commission

**Agenda Report
Staff Report**

**January 14, 2015
Item No: 8D**

To: Chair and Members of the Traffic Commission

From: David Hunt, City Engineer

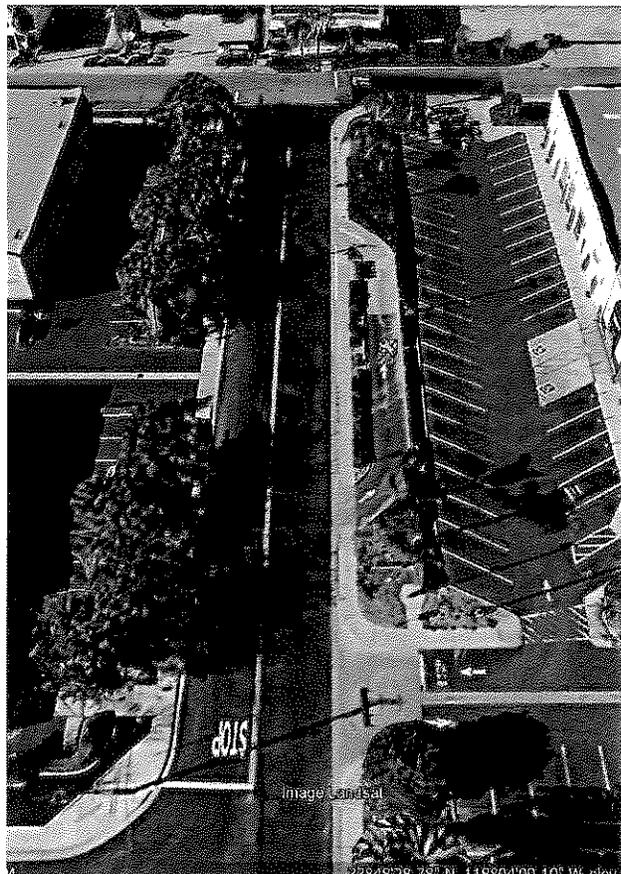
Subject: Request to Remove the Left Turn Restriction on Reagan Street at the Post Office

Summary: At the June 11, 2014 Traffic Commission meeting, it was asked if the left turn restriction could be removed on Reagan Street coming out of the Post Office mail drop driveway.

Recommendation: Provide direction to City Engineer.

Background

At the June 11, 2014 Traffic Commission meeting, it was asked if the left turn restriction could be removed on Reagan Street coming out of the Post Office mail drop driveway. The driveway enters the street at a 45 degree angle to the main road. Removing the sign would allow left turn movement onto Reagan Street at this location.



Discussion

There is nothing in the California Vehicle Code (CVC) that prohibits drivers from making the turn except for the sign as already posted. The volume of the street is low in this area. Sometimes, large trucks will park in the street on the Post Office side blocking some of the view.

Recommendation

Provide direction to Staff.

A handwritten signature in black ink, appearing to read "David L. Hunt", written over a horizontal line.

David L. Hunt, PE
City Engineer

TRAFFIC COMMISSION UPDATED STATUS LIST - 2011 to 2014

ITEM	DESCRIPTION	DATE INITIATED	REQUESTED BY	TAKEN TO		REMARKS
				T.C.	C.C.	
A RECOMMENDATION APPROVED/COMPLETED						
A- 1	Use of Ad Hoc Committees by T.C.	Feb-14	D. Emerson	Mar-14		Receive & file
A- 2	Draft CIP for FY 2014-15 thru FY 2020-21	Feb-14	D. Hunt	Mar-14		D.Hunt to forward to CC
A- 3	Powers and duties of Traffic Commission	Feb-14	D. Emerson	Mar-14		Receive & file
A- 4	Review Draft Engrg. & Traffic Survey for Speed Limits	Feb-14	D. Hunt	Feb-14	Apr-14	
A- 5	Loading/Unloading Lexington Dr.-Katella Ave. to first alley	Feb-14	Traffic Commission	Feb-14	May-14	
A- 6	Replace sun damaged residential parking signs.	Jul-14	D. Patz			Completed
A- 7	Install 4-way stop signs at 4-way stop intersections.	Jul-14	J. Wilhelm			Completed
A- 8	Farquhar/Los Alamitos Alley Study		Emerson/Meija			Completed
B RECOMMENDATION APPROVED & PENDING IMPLEMENTATION						

C RECOMMENDATION DENIED						
C- 1	Remove 24-minute parking in front of 4582 Katella Ave.	Feb-14	Owner/4582 Katella	Feb-14		Denied
F- 6	Limit line at the stop sign at Florista seems too far back.	Jun-14	J. Schleuter			

D ITEMS PENDING CONSIDERATION - TRAFFIC COMMISSION						
D- 1	Diagonal parking Cherry Street @ Catalina Street	Jan-13	J. Wilhelm	Feb-13		Re-visit after hospital construction

E ITEMS PENDING CONSIDERATION - CITY COUNCIL						

F TRAFFIC COMMISSION INITIATED ITEMS - ENGINEERING						
F- 1	Consider options for widening Civic Center Drive	Jan-14	J. Meija			
F- 2	Install pedestrian signal @ n/bound Bloomfield & Katella	Jan-14	J. Wilhelm			
F- 3	Traffic counts include Howard from Lex. To Bennington	Jan-14	J. Schleuter			Will be done in Feb. 2015
F- 4	Signage to deter cut-thru traffic - Siboney, Midway, Enterprise	Jan-14	J. Schleuter			
F- 5	Modify traffic count map showing Lexington as going through	Jan-14	D. Emerson			Will be done in Feb. 2015
F- 6	No Left Turn sign by the Post Office on Reagan Street.	Jun-14	D. Patz			January, 2015
F- 7	Katella/Cherry crosswalk on East side of Katella but none on west side.	Jun-14	J. Meija			January, 2015
F- 8	Traffic School Study		Hunt			January Meeting