

# CITY OF LOS ALAMITOS

3191 Katella Avenue  
Los Alamitos, CA 90720

## AGENDA TRAFFIC COMMISSION REGULAR MEETING Wednesday, May 11, 2016 – 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 or on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

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 301, 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 shall sign in on the Oral Communications Sign-In Sheet which is located on the podium once the item is called by the Chairperson. At this point, you may address the Traffic Commission for up to ***FIVE MINUTES*** on that particular item.

1. CALL TO ORDER
2. ROLL CALL  
Chair Patz  
Vice Chair Biri  
Commissioner Emerson  
Commissioner Mejia  
Commissioner Seaman  
Commissioner Wilhelm

**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. APPROVAL OF MINUTES**

- A. Approve the Minutes for the Regular Meeting of March 9, 2016.
- B. Approve the Minutes for the Regular Meeting of April 13, 2016

**6. STAFF REPORTS**

- A. **Boards, Commissions and Committee Policy Handbook**
- B. **Review and Consideration of "No Parking" Restrictions on the West Side of Los Alamitos Boulevard Between Katella Avenue and Hedwig Road**

**7. ITEMS FROM THE COMMUNITY DEVELOPMENT DEPARTMENT**

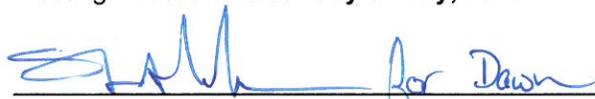
- A. **Traffic Commission Status Log**

**8. 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.

**9. ADJOURNMENT**

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 5th day of May, 2016.**

  
\_\_\_\_\_  
Dawn Sallade, Department Secretary

# MINUTES OF TRAFFIC COMMISSION MEETING OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – MARCH 9, 2016

## 1. CALL TO ORDER

A Regular meeting of the Traffic Commission was called to order at 7:01 p.m. on March 9, 2016, in the Council Chambers, 3191 Katella Avenue, Los Alamitos, California, Chair Patz presiding.

## 2. ROLL CALL

**Present:** Commissioners:

Chair Daniel Patz  
Commissioner Dave Emerson  
Commissioner Javier Mejia  
Commissioner Jason Seaman  
Commissioner James Wilhelm

**Absent:**

Vice Chair Gina Biri\*\*

\*\*Chair Patz reported that Vice Chair Biri had texted and she indicated she was stuck in traffic and would hopefully arrive at 7:15 p.m. or so. She was not able to attend the meeting due to traffic.

**Present:** Staff:

Steven Mendoza, Development Services Director  
Ruth Smith, Traffic Engineer  
Rick Moore, Police Captain  
Dawn Sallade, Department Secretary

## 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Emerson.

## 4. ORAL COMMUNICATIONS

Chair Patz opened the meeting for Oral Communications.

City of Los Alamitos Police Chief Eric Nunez introduced himself to the Commission as he has recently taken over the helm at the Department. He said he understands the good work that the Commission does and appreciates the work that is done by not only the Commission but City Staff as well.

Chair Patz welcomed Chief Nunez and reported that the ride-a-long that he took with Corporal Smith several weeks ago went very well and is proud of the Police Department that we have in Los Alamitos. He felt that the ride was very worthwhile and thanked the Chief for allowing it. Further, he encouraged his fellow Commissioners to also go on a ride as he feels it was a valuable activity for the Traffic Commission to do.

The Commissioners warmly welcomed Chief Nunez to the City and the Department.

Dave Burgess, Rossmoor resident, said he has two issues one of which is the red light camera at Katella Ave. and Los Alamitos Blvd. This is an emotional/financial issue for everyone. On Nexdoor.com, there were over a hundred postings regarding this issue since this morning on that topic. He said he read the Code which authorizes the cameras and it indicates that the revenue generated from the red light cameras should not exceed the costs. He believes it's around \$500,000 of revenue a year and \$200,000 in costs and he feels that it's appropriate for the Commission to consider that.

Secondly, Mr. Burgess said the parking along Los Alamitos Blvd. on the west side from the corner of the carwash down to the Arco station, he understands that Los Alamitos has a jurisdiction for the parking restrictions there; the Rossmoor community (of which he is a director on the RCSD) has the sales tax as they own the property. He indicated he knows a lot of people who frequent that shopping center or actually avoid it because it's seriously dangerous to make a left hand turn out any of the driveways from the Arco station going north all the way to the Fish Company. He said he addressed this with the Traffic Commission about three years ago and apparently the City of Los Alamitos has deemed that safe; he said he begs to differ 100%. He said he feels that the tenants that are in that shopping center, about 80% of the people parking are either work at the carwash and/or the Fish Company. He said he's aware that the City of Los Alamitos cannot dictate what the tenants do nor can Rossmoor or the County; he just thinks from a safety standpoint, it's worth reconsidering. His only suggestion for the City of Los Alamitos is at least consider 20-25 feet of red curb on each of those five driveways which will lose 10 cars out of 50.

Josh Wilson, Chair of the Parks, Recreation and Cultural Arts Commission for the City of Los Alamitos, indicated he is at tonight's meeting to just support the Traffic Commission.

There being no further speakers, Chair Patz closed Oral Communications.

## 5. APPROVAL OF MINUTES

### A. Approve the Minutes for the Regular Meeting of January 13, 2016.

Commissioner Emerson pointed out a correction on Page 2, the last paragraph:

"Commissioner Emerson indicated he has served once as Chair already but would be willing to serve again if needed. He observed that serving on the Commission takes more time than people think..."

He said what he meant to say was, "...*serving on the Commission as Chair takes more time...*"

Commissioner Wilhelm pointed out a correction on Page 5, mid page:

“Continuing with the items to be added to the Log:

- Status on Item 10-A - Move Cherry/Katella crosswalk to the east side of Katella but none on west side – and, Does this need to go to the Council?”

It should read:

- *Status on Item 10-A - Move Cherry/Katella crosswalk to the west side of Katella but none on the east side.....”*

And at the bottom of the page, the last paragraph:

- F Items on the bottom of Log (Initiated Items) – What determines when they are actually addressed? F-2 (Pedestrian signal @ northbound Bloomfield & Katella has been on the Log for quite some time and it’s probably not serious in terms of the number of people that are impacted by that but it could be serious if somebody loses patience and makes a right turn while there’s still kids loitering on the corner. There’s a crossing guard there but they don’t know how to address the problem so the crossing guard keeps his back to the drivers in that pocket. When the Commission first brought this up, there were two suggested approaches, one of course would be to provide a right turn arrow and the other would be for the Police Department to educate or train the crossing guards if possible in how to liberate people that are trapped in that turn pocket. Is this something that will be reported or analyzed in the near future?

*Incorporate his name as he was the person who posed the question originally.*

Motion/Second: Mejia/Seaman

Carried 5/0/0 (Biri absent): The Traffic Commission approved the minutes of the Regular meeting of January 13, 2016, with corrections as noted above.

## 6. STAFF REPORTS

### A. **Traffic Signal Coordination of Los Alamitos Boulevard with Seal Beach Boulevard.**

This report requests the review and consideration of implementing the coordination of traffic signals on Los Alamitos Boulevard south of Katella Avenue, in conjunction with the current OCTA grant-funded signal

coordination project for Seal Beach Boulevard, as an interim measure to improve traffic flow on the corridor.

Traffic Engineer Ruth Smith summarized the Staff report, referring to the information contained therein, and indicated she's prepared to answer questions from the Traffic Commission. She indicated they discussed this at the previous meeting and Staff started looking into it and found out that we could sort of piggyback onto the Seal Beach project. They (Seal Beach's consultant) are at a point where they're ready to actually implement things so the City (Los Alamitos) can't join them (in the project) now but in looking at the kind of equipment that we have, it is recent enough that we can do some coordination. In fact we're working on updating the clock in the controller that controls the signals so that it's GPS keeps perfect time because sometimes it doesn't work right. This will help us to coordinate with Seal Beach. In the future we'll go ahead and request funds for doing a proper job and actually get some new equipment to upgrade all the intersections; get the actual software so the City could actually coordinate signals in a grid pattern and not just up and down one street which is basically what we have now.

Commissioner Emerson asked what a group pattern was.

Ms. Smith explained that currently it's just up and down the street the way it's coordinated on Katella Avenue but if we were to try to connect Katella Avenue with Los Alamitos Blvd., we can't really coordinate the two together so actually depending on how things are, it may not actually coordinate with Katella Avenue. If we're doing it with Seal Beach, it will be coordinated from Seal Beach up to Katella. If we get the software and bring everything up to date, at that point, we could coordinate both systems to work together and then have both directions working.

Chair Patz said it sounds as though we would be able to coordinate from Katella south in a relatively short time frame but the longer term where we need the additional software and the additional expenditure is proposed for next year's 7-year CIP for 2016/2017 time frame.

Ms. Smith explained that right now what we're proposing to do would be to add it to this coming fiscal year's CIP. We would actually apply for the grant funding that we would need for the long range for the software which would be either this year or next year and, by the time that everything is done, then it's going to be another year or two before that would actually get started.

Commissioner Emerson asked if the \$25,000 or so does not include the cost of the new software to get the group signal.

Ms. Smith said that was correct. We would need to upgrade the equipment at each signal and we would need to have a computer at City Hall that would control everything. For this OCTA funding, there is a match of about 20% that the City has to make but it's a great investment because the City would get so much out of it. But right now, it's very basic; the \$25,000 is just to assist the system.

Chair Patz clarified that this is just existing equipment and the five intersections – Bradbury, Rossmoor, Orangewood, Farquhar and Katella but not beyond Katella at this juncture.

Ms. Smith said this that is correct.

Commissioner Emerson asked if it would make more sense fiscally to have to submit a grant for a package for the total thing than the \$27,000 which would be more than the 20% the City would have to match. Maybe we could just get the CIP to just include whatever the total project would be? What concerns him is that when he voted for the Measure M extension, they had a list of things that would happen in Los Alamitos and this was one of them.

Chair Patz asked if this will coordinate with Seal Beach's work.

Ms. Smith indicated it would and said that that is the whole point.

Commissioner Emerson asked if rather than going through \$27,000, would it be better to hold off for a couple of years and then apply for the grant with the City doing the 20% and including this \$27,000 as part of the package.

Ms. Smith explained that it would likely be more than the \$27,000 as it would not be enough to be at the 20%. The City would actually need more, a higher match, because it's (the grant's) going to be more than \$100,000.

Commissioner Emerson said it seems to him that if we roll this into the total grant and we put it into the CIP, then just put this in as our share toward that.

Ms. Smith said she would say that that's kind of the decision that the Traffic Commission needs to make such as when the money should be spent, how it should be spent. This would probably be implemented within 3-6 months after the Fiscal Year (July 1<sup>st</sup>) so you'd have it by the end of the year.

Commissioner Seaman mentioned that when he was first placed on the Commission not too long ago, one of the first questions he asked was when the last time we looked at Katella Avenue coordination was and he was told, "We just did it.", and he asked about this.

Ms. Smith explained that the deal with these signal synchronizations and the best thing is, they want to do it from County line to County line, but each grant is for three years. The first year is for the design and implementation and then there's two years of just kind of keeping an eye on it and making adjustments to keep it going. Then after those three years, you can apply again and the idea is to keep it constantly working right; not have it just go out. Katella right now is not well coordinated and it's a mess. So, it's time for us to do this again for Katella Avenue; she wanted to do it last year but Anaheim has a lot of stuff going on. They wanted to wait so now the plan is to do it this year and when we would get that funding, then we would have the whole thing coordinated and depending on when we would go after the funds for Los Alamitos Blvd., whichever came first, the second one would then work to coordinate with the other one. So, as part of these projects, those two streets would be coordinated; that's just part of the project.

Commissioner Seaman asked if \$25,000 seems like a reasonable sum for this type of work.

Ms. Smith said yes.

Commissioner Mejia said he's glad to see this item at least come before the Traffic Commission at this point. He said he's very hesitant to put anything off because he feels that traffic has gotten worse and it's only getting worse. Sometimes any changes that are made with the current timing and software won't inhibit the City in future changes. He said he would like to see the City at least get the ball rolling on this and see if we can't make any improvement; as any improvement made at this juncture he feels helps many thousands of people that go through that corridor. He said he would like to see us start making some changes then really work towards to being proactive and applying for whatever funding or grant we need to get to continue improving.

Commissioner Wilhelm said synchronization procedure is enormously expensive and he is wondering just how often it's necessary because it seems to him just two or 3 years ago they coordinated Katella Avenue all the way from the County line into I-5, 17 miles, and that was immensely expensive and now we're talking about having to do this kind of thing over again?

Ms. Smith said when we talk about Katella Avenue, that's kind of side tracking from the main topic here, but it wouldn't be as expensive just because the equipment is newer; the City would get new software with it but that software would be good for the future endeavors. The software would actually cover all the signals in the City; the software normally covers 25 signals so the City would buy just one software package to cover everything.

Commissioner Wilhelm said he also recalls that there is a problem with multiple jurisdictions; you can synchronize to a point and suddenly hit an intersection where the County has discretion and they're apt to do something you don't want them to do.

Ms. Smith explained that's why they try to get every agency involved; the biggest issue in the whole County is Caltrans and they've worked very hard to try to get Caltrans on board but you may notice that everything is fine until you hit the freeway and then it's stop, stop, stop. Caltrans does not want to spend any money; some cities now are spending the money for Caltrans signals but they (Caltrans staff) still aren't turning them (the signals) over completely to the cities; they want to maintain control, which she understands, but they're really affecting how well our surface streets work.

Commissioner Emerson asked if the two signals at the 405 aren't included in Seal Beach's study?

Ms. Smith said she would guess not but she's not sure and she would have to find out.

Chair Patz said he would like somebody from the Commission to make a motion to have Staff pursue the coordination of the corridor within the next 3-6 months to help better traffic flow from Katella Avenue all the way down to Seal Beach and take advantage of that.

Ms. Smith asked if the Commission could also place it on next year's CIP as well.

Commissioner Seaman moved to place the interim traffic signal coordination of Los Alamitos Boulevard traffic signals with Seal Beach Boulevard on next year's 7-year CIP in 2016/2017.

Chair Patz added, "and ask Staff to pursue the coordination within the next 3 to 6 months."

Commissioner Seaman accepted the amended motion.

Motion/Second: Seaman/Mejia.

Carried 4/1/0 (Emerson opposed and Biri absent): The Traffic Commission approved placing the interim traffic signal coordination of Los Alamitos Boulevard traffic signals with Seal Beach Boulevard on next year's 7-year CIP in 2016/2017 and ask Staff to pursue the coordination within the next 3 to 6 months.

## 7. TRAFFIC COMMISSION INITIATED BUSINESS

### Commissioner Wilhelm

- South side of Katella Avenue between Cherry & Reagan
- There are 3 curb cuts where you can make ingress or egress:
  - At Cherry, exiting is relatively safe due to signal but there is no protected left turn arrow;
  - At 3692 – There's no need to exit there because it's just a few yards from one egress to the next and if you're aware of that situation, you're going to go up and come out at about 3692 Cherry;
  - The other two locations is like a tunnel at 3851 Katella Avenue adjacent to the medical weight clinic and there's one near Reagan which is immediately to the east of the 3662 building on Katella. It's a two hour zone along the street and there's no red curbs and he would propose that those be created but what he thinks should be done is on the backs of the buildings, that there's a warning, "Danger, Do Not Exit From This Point", or perhaps something that would direct them a few yards to the east so that they can exit it at the point near Cherry Avenue. He said he made the mistake of trying to come out of one of the those two dangerous exits and he finally just made a go for it. He said he would be amazed if there's never been a serious accident in one of those locations. He said he suspects that the people that work in those buildings know that that's not a safe maneuver.

Mr. Mendoza indicated that Traffic Engineer Ruth Smith has been working with the kidney dialysis place and the building over there for about two months with some of their customers that have had those same concerns that Commissioner Wilhelm has had so she's begun to wrap her arms around the situation and done some sight line things to help improve the area. He reported that Ms. Smith is working on a report for those people that have requested it; the owner of building and then the customers of the dialysis center have done outreach to Staff as well as the guy who owns the Cherry building as well because Cherry looks like it continues into an alley so he has concerns as well.

Ms. Smith said she has written down the addresses that Commissioner Wilhelm has just mentioned so that she can actually include them in the report that she is

working on as Mr. Mendoza mentioned. She said as far as putting signs on buildings is concerned, since it's private property, the City can't tell them what to do.

### Commissioner Mejia

One item was the intersection at Katella and Cherry; this item came before the Commission maybe a year ago with someone looking to make that ingress/egress safer; it's a very narrow pass there and it's at a signalized intersection. He said he has seen a car coming out and a car trying to go in and it's only doable if first car has made space otherwise it's a headache. He thought perhaps a entrance only or an exit only sign could be placed there.

Ms. Smith said Staff is considering all of the ideas that have been brought forth by the Commission for this area. She said she also looked at the collision records and there aren't any collisions but that doesn't mean there haven't been close calls. Ms. Smith said she met with the signal consultant today at that location and there are some other issues there that nobody has mentioned so there is definitely going to be something done there.

Commissioner Mejia said maybe the City could piggyback moving that crosswalk over.

Ms. Smith asked why, because she noticed on the original signal plans, it was on the west side, it has been moved to the east side and asked if he had any idea why that was done.

Captain Rick Moore, Los Alamitos Police Department, explained that after the last meeting, he went back and addressed all the Police supervisors as well as the traffic division about that particular incident and they were all in agreement that moving that crosswalk was such a good idea because all the people wanting to go west bound on Katella can do so when it's clear; however, the people that want to go east bound have to wait for those pedestrians.

Ms. Smith said but they can certainly look at all that together but she believes that is on the CIP for next year and doing the study right now is good timing to place it on the CIP for next year. That will no doubt require spending funds for that so we're looking at what can be done, what the cost is and then we want to bring this back to the Commission when we have everything completed.

Commissioner Mejia reported that he's had a couple of residents come to him with questions about access to Trend Offset on Humbolt. Trucks have to make a 90 degree turn to back into their truck bays. He's been told that traffic backs up in both directions when this happens because it's very difficult for those trucks to make those turns with the cars coming and with all the cars that are parked on the hospital side of the street. It was suggested that if we were to take out maybe

two parking spaces directly across from that, the trucks would be able to a smoother turn and get into the truck bays to clear the street. He also thought painting the curbs red would be a suggestion.

Mr. Mendoza the actual street name is Catalina and not Humbolt.

Commissioner Mejia said another item that was brought forward from another resident was the crosswalk on Cherry; it's the crosswalk between the hospital and the surgery center, north of Katella. It seems to him that it would be better if the crosswalk would be a much safer place to cross if it was where the stop sign is located as it's dark and hard to see people walking in the crosswalk.

He also brought up the changes on Lexington due to a proposed development; he felt this should be agendized so that the Commission is being proactive regarding any needed improvements to Katella and Lexington.

Mr. Mendoza indicated that when a traffic study is submitted, he said he would certainly bring it to the Commission because if they study the wrong intersections, it would be nice for the Commission to know.

Commissioner Seaman reported that he spoke to a crossing guard at Los Alamitos Blvd. and Farquhar who indicated that in the morning, the audible chirp for the crosswalk doesn't work.

Commissioner Emerson reported that there are still several Do Not Block intersections (actually, Keep Clear pavement markings; no Do Not Block Intersection signs) and people think there's a stop either side of Reagan Street. He also said that the one at Cherry Avenue should be removed as it's not needed with all the other things that have been done to help alleviate congestion. The other one is at Pine Street. Perhaps Public Works could do some sand blasting to remove the markings.

One more issue is that when a person is turning right from northbound Bloomfield, turning right onto eastbound Katella, the intersection actually jogs and the people that don't want to pay for parking comes right up to the intersection and he's spoken to the crossing guards there and they said it's hazardous in terms of kids in the sight lines so perhaps this can also be looked at as well. He felt that Bloomfield definitely needs more red curb. He said he felt we should also definitely follow up on what was said about along southbound Los Alamitos Blvd. and the driveways as you're approaching those so he wasn't sure if any of this needs to be agendized.

Ms. Smith indicated she'll take it back and look at it and if it looks like something the Commission needs to look at, and then she'll bring it back to the Commission.

Chair Patz indicated he received a text from Vice Chair Biri who indicated she is stuck in traffic and will not be able to attend the meeting but she did have a few items she wanted him to bring up. They are:

- Parking meter town hall meter a week ago and the on line survey to vote meter in or out. Also she wanted to let everybody know that the Council had a moratorium for building in the City last week which was intended to stall the trucking terminal application for the back terminal of Arrowhead as they are selling. We need to remain vigilant.

Chair Patz reported that he did a ride along with the police department last week and it was very worthwhile and thanked Captain Moore for setting it up with Corporal Smith. Out of this ride a long, Corporal Smith is going to ask officers in the field to provide input for the Traffic Commission and visa versa.

At San Benito/Bloomfield, he reported that there is an "s" on the ends of both of the new street name signs. He asked how this happened in the first place.

Mr. Mendoza said that Public Works is aware of this and have ordered new signs.

Captain Rick Moore said the Commission had asked some questions when they met the last time and he wanted to respond to all of them.

- 1) Stop sign at Cherry & Catalina near Trend Offset Printing was very well received due to the high number of pedestrian traffic.
- 2) Crossing guards at Bloomfield & Katella assisting in the flow of north bound traffic but the purpose of the crossing guard is to do nothing other than to protect the children and people crossing there. Cannot task them with anything else as they are solely there for the kids.
- 3) If the Commission is ever questioned about the red light traffic system, he said they can just go to their services page on the police department web site as it has a lot of good information. Plus, he is always ready and willing to provide information to the Commission as well.

## **8. ADJOURNMENT**

The Traffic Commission adjourned at 8:20 p.m.

# MINUTES OF TRAFFIC COMMISSION MEETING OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – April 13, 2016

## 1. CALL TO ORDER

A Regular meeting of the Traffic Commission was called to order at 7:00 p.m. on April 13, 2016, in the Council Chambers, 3191 Katella Avenue, Los Alamitos, California, Chair Patz presiding.

## 2. ROLL CALL

**Present:** Commissioners:

Chair Daniel Patz  
Vice Chair Gina Biri (*Arrived: 7:30 p.m.*)  
Commissioner Dave Emerson  
Commissioner Javier Mejia  
Commissioner Jason Seaman  
Commissioner James Wilhelm

\*\*\*Chair Patz indicated Vice Chair Biri had texted him to say she is running a few minutes late.

Absent:

None.

**Present:** Staff:

Steven Mendoza, Development Services Director  
Ruth Smith, Traffic Engineer  
Rick Moore, Police Captain  
Dawn Sallade, Department Secretary

## 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Wilhelm.

## 4. ORAL COMMUNICATIONS

Chair Patz opened the meeting for Oral Communications.

Dave Burgess, Rossmoor resident, said he came to his first Traffic Commission meeting last month and that's when he raised the parking issue on the west side of Los Alamitos Blvd. He said Council Member Dean Grose was nice enough to meet him at the location of Katella Ave. and Los Alamitos Blvd. to observe traffic conditions. Subsequent to that, he went to the City Council meeting and he spoke to the Mayor and he said he had visited the site and he believes it was dangerous as well. About a month ago he had gone out and counted cars and out of 15 cars, he's guessing about 10-12 are employees from Arco and The Fish Company that are parking on the street. He knows the employers cannot make their employees stop parking on the street since it is legal although not safe. He feels painting the curbs 20-25 feet on each side of the driveway from the driveways would be the answer. He said there are accidents in the that area all

the time and would hope the problem gets fixed before somebody gets seriously hurt or killed.

Chair Patz thanked him for speaking and said this item is on the agenda and the Commission will discuss the matter when the item is open.

There being no further speakers, Chair Patz closed Oral Communications.

## 5. STAFF REPORTS

### A. **Request to Bring Proposed “No Parking” Restrictions on the West Side of Los Alamitos Boulevard between Katella Avenue and Hedwig Road to the Traffic Commission for Consideration at a Future Meeting.**

This report requests approval to bring a citizen request for “No Parking” restrictions at business driveways on the west side of Los Alamitos Boulevard between Hedwig Road and Katella Avenue, to the Traffic Commission for review and consideration.

Traffic Engineer Ruth Smith summarized the Staff report, referring to the information contained therein, gave a brief history of the prior request, and indicated she’s prepared to answer questions from the Traffic Commission.

Chair Patz opened the item up to discussion by the Commission.

Commissioner Emerson indicated Ms. Smith can evaluate it for the next meeting. He said he doesn’t know if we need to eliminate one parking space at each intersection or what. Out of the five driveways, he doesn’t feel the car wash needs the curb painted because there’s not enough room to legally park. The other four driveways, Ms. Smith will probably determine at least 15-25 feet of curb should be painted. As Mr. Burgess suggested, there’s plenty of employee parking in the back. He said he’s whole heartedly for moving forward.

Commissioner Seaman said he also very much appreciates Mr. Burgess’s input on this the problem and would like to see this on the next agenda.

Commissioner Mejia said he recalls reviewing this situation before and asked what the Standard angle and setback for egress’s out of the driveway (should be).

Ms. Smith explained that it has to do with the width of the roadway and speed, basically, that the cars are traveling as to how much sight distance one needs. She explained they lay out sight distance triangles to see where we would cut off the parking in order to provide sufficient sight distance. Something we have to keep in mind is that if we were to do the

standard layout, it would remove all the parking because it would overlap between the driveways. Some businesses just put in 20-25 feet just to have some clearance and you can see a little bit down the street without taking it all off.

Commissioner Wilhelm said there isn't any question of what there is, is a hazard not only on the west side of Los Alamitos Blvd., but also the east side as well where there is curb side parking. The thing that leaps out from the Staff report to him is the observation that most of the parking along there is employee parking for Arco and The Fish Company. Certainly the Fish Company has plenty of area for their employees to park. He said he doesn't know what the situation is for the Arco or the car wash employees and their parking situation but if we're living with this hazard, simply to accommodate businesses who won't let their employees park on their business site, then his thought would be to make it No Parking all the way from Hedwig Road all the way up to Katella Ave. and possibly on the east side north of Farquhar Ave. Then we have the problem that OCTA brought with the buses trying to get past the car wash and encroaching on lane number two. He said he would hope that whatever further analysis that is done the question would be addressed to the business owners why are your employees parking out on the street unless there is some terribly compelling reason why they need to do that, he would make it a No Parking possibly on both sides of the boulevard and then you can go from the 35 mph speed limit up to Katella Ave., raise that to 40 mph speed limit and then you won't have complaints about speed traps and speed limits changing for no apparent reason. But there is a good reason for that right now because of the narrow passage on both sides of the street.

Chair Patz said he's personally spoken to some of his neighbors to get their input and he's heard the same issues. He said he and his wife go down to eat in those areas and they've experienced the exact same thing. They go around the back way and come out on Katella Ave. because they don't want to risk their lives coming out on Los Alamitos Blvd. So he said he would support it, too.

Commissioner Mejia inquired as to the process to go forward. Does the City have to notify the business owners of what is happening?

Development Services Director Steven Mendoza explained that that is what Staff wants to know from the Commission; what outreach would you like Staff to do in preparation for the next meeting?

Commissioner Mejia said he understands the concerns and the employees or whomever are going to park there as it's premium parking for any of those businesses along that right-of-way. If we make it No Parking, then of course it's eliminated. He said he knows the City has

other parking issues going currently and so that's why he wants to see where this lines up with that process because he knows there's some stuff going on and that was included. They kind of go hand in hand. Before the City throws up blanket No Parking, is there any possibility of making some of those driveways "Enter Only", "Exit Only"? You would eliminate half the problem. He said he knows not all of the businesses have a through-way but there are other ways of exiting the properties. How do we balance having places to park versus keeping everybody safe so he doesn't want to say one way or the other without getting a true understanding. Those employees park there because it's legal to park there. He said he would like to see notifications going to those businesses, get some input possibly from the businesses, employees and or neighbors and of course safety is of premium concern even outweighing parking situations.

Ms. Smith said just to make sure she understands this, you're talking about sending out notices for the meeting that we will be bringing this back to the Commission.

Commissioner Mejia said yes.

Commissioner Emerson said he likes Commissioner Wilhelm's idea of rather than just do this piece mill, let's take that whole City block at one time and get Staff's recommendations on both sides of the street and deal with the whole issue at one time. He said he would like to see the "Two Maids" business van that is always parked on the east side of the street made to move as they are taking advantage. He said he would like to take the whole thing from Hedwig up to Katella, both sides of the street; study and get recommendations and open it up to businesses on both sides of the street for their comments.

Commissioner Mejia said he appreciates Commissioner Emerson's comments but what he's concerned that the City had the public meeting for the Los Alamitos parking issue just recently and he said seems to recall that the public was pretty strong against parking restrictions in those areas and so he'd hate to come back with this right on the heels of that after having a pretty good turnout at that meeting. That would be a concern that he would have by putting the whole piece together; he said he understands the concept but this was just voiced pretty loudly by the business owners and Los Alamitos residents.

Development Services Director Steven Mendoza said everyone on the Commission is in agreement that they want Staff to study the west side but is there at least three of the Commissioners want to study the east side as well? With a raise of hands, there was not.

Chair Patz said the parking restrictions that the Commission was talking about previously, those were in terms of timed parking restrictions. He said he feels we're mixing apples and oranges here. We're talking about creating a safe zone for cars to ingress and egress onto Los Alamitos Blvd. in an area that he has personally experienced a very difficult time getting in and out.

Mr. Mendoza pointed out that the Commission is asking Staff to study safety issues.

Chair Patz said that that was correct and at least that was his understanding of it. He said he doesn't think that's quite the same thing as putting timed parking restrictions in certain areas.

Mr. Mendoza explained that it may have the same passion level but it is two different things. To clarify, Staff will only do outreach then to the west side.

Chair Patz asked if Staff needed a motion.

Mr. Mendoza said yes.

Mr. Burgess said he appreciates the discussion of west versus east side of the Blvd. and he's all for no parking the whole way and he's also for restricted parking for whatever feet is appropriate and a time limit timing. He said it's probably not safe on the east side either but that's not why he's at this meeting.

Motion/Second: Emerson/Wilhelm

Carried 5/0/0 (Biri absent): The Traffic Commission approved the request to bring the proposed "No Parking" restrictions on Los Alamitos Boulevard between Hedwig Road and Katella Avenue to the Traffic Commission for review and consideration, and include the outreach component to businesses and residents on the west side.

## **6. ITEMS FROM THE PUBLIC WORKS DEPARTMENT**

### **A. Verbal Presentation from Captain Moore Regarding Redflex**

Captain Rick Moore gave an in depth video and verbal presentation of the red light camera system and indicated he's prepared to answer any questions the Commission may have.

*Vice Chair Biri arrived to the meeting.*

Following the presentation, the Commissioners indicated they were very appreciative of Captain Moore's presentation.

**B. Traffic Commission Status Log**

Ms. Smith went over the Status Log with the Commissioners and discussed setting priorities.

Chair Patz pointed out there are a couple of competing priorities; one would be budget and the other is simply a choice of which comes first.

Ms. Smith said the main thing for her is which one is more important as far as need is concerned and not so much the cost. She said she would do it the priority that the Commission would set. Some would take longer than others based on what would be involved before she could bring them back to the Commission. If the cost is large, then that would be going on the CIP in order to be financed.

Commissioner Emerson pointed out that he's unsure what the time frame is for the CIP but he thinks it should be going before the Council fairly soon.

Chair Patz suggested the forklift crossing on Catalina perhaps?

Ms. Smith explained that that one is already funded and going.

Commissioner Emerson indicated F3 on the log should read Farquhar and Pine and it's both the limit line and the Keep Clear. The limit line at Farquhar and Reagan is part of a 4-way stop sign so that doesn't need to be reviewed at all. As far as F12, remove the Keep Clear on Farquhar at Cherry, and again the limit line, also, he believes that is Staff's priority. But F3 which should be Farquhar and Pine, that may still be necessary so he said to just eliminate that one from the list at this point at least drop them down the list.

Vice Chair Biri said the item that was brought by Commissioner Wilhelm on January, 2014, it just seems to her that two years is too long.

Ms. Smith said she needed some clarification because it was before she was with the Commission, is this for the pedestrian countdown?

Commissioner Wilhelm explained that if you're attempting to make a right turn, northbound on Bloomfield at Katella at about the time a school is letting out, you get trapped in that pocket because when the light is green, kids are crossing the street; when it's red, there is a little sign that says, "No Turn on Red When Children are Present", and he got trapped in that once and it's an endless procession of kids.

Commissioner Emerson suggested changing that to removal of the "No Right on Red..." sign at both Bloomfield and Katella and also at Farquhar

and Los Alamitos Blvd. He also suggested perhaps adding money to the CIP so that the Traffic Engineer can study these as well as other issues throughout the City.

Ms. Smith indicated these signs technically are not legal. There is a sign that states, "No Turn on Red when Pedestrians are Present" but the other sign ("...When Children are Present") can only be used under certain circumstances.

Chair Patz said whatever the City does, needs to be consistent; some places we have it, some we don't. If they're illegal to begin with, it seems to him that we ought to remove them.

Ms. Smith said the question is then do we want to replace them with the other sign or looking at what else can be done (she would have to investigate that).

Commissioner Wilhelm said if those signs were removed, he feels it would be vital to be sure that the crossing guards all are aware that the sign is gone.

Ms. Smith said one thing she would like to do is to find out why the signs were installed in the first place because she doesn't like undoing something if she doesn't know why they were put there in the first place.

Commissioner Emerson said that Bloomfield is a bigger priority than Farquhar especially now that we have the dedicated left turn lane.

Chair Patz suggested to the other Commissioners that when they get their packet each month, when you read through it, go ahead and mark their priorities in terms of what you think is most important and then it would be easier when the Commission discusses it at the meeting.

Commissioner Mejia said all that sounds great but on the items that we have had some discussion on, it would be great if maybe there were some dollars associated with each item to let the Commission know if certain items are just out of bounds but other items can be dealt with in house.

Mr. Mendoza said what Staff can do is start delivering estimates of time and for larger CIP projects, we can probably provide the Commission with estimates of construction.

Commissioner Mejia indicated F13 has already been completed.

Ms. Smith pointed out there are a mixture of things that Staff can handle internally, and then things that need to come back to the Commission and

even to Council. She inquired if the Commission would like Staff to separate those out as well or do they like it mixed together.

Vice Chair Biri felt that would be helpful.

Chair Patz said he's curious as to why the fire hydrant curbs are being painted red now.

Mr. Mendoza explained there was an inconsistency in the City so Public Works Superintendent Tony Brandyberry made it a priority for himself to finish that project.

Chair Patz said he would like to thank Tony and his crew for their hard work .

Mr. Mendoza indicated they're all done with the exception of the ones that Golden State Water has recently put it been working on.

## **7. TRAFFIC COMMISSION INITIATED BUSINESS**

### Commissioner Mejia

- Farquhar – Crosswalks and stop signs have lost some reflectability and need some repair.

Mr. Mendoza indicated this Service Request will be forwarded to Public Works.

## **8. ADJOURNMENT**

The Traffic Commission adjourned at 8:25 p.m.

# City of Los Alamitos

## Agenda Report Staff Report

May 11, 2016  
Item No: 6A

**To:** Chair Patz and Members of the Traffic Commission

**Via:** Steven A. Mendoza, Development Services Director

**From:** Windmera Quintanar, CMC, City Clerk

**Subject:** Boards, Commissions, and Committees Policy Handbook

**Summary:** At its April 18, 2016, the City Council unanimously adopted Resolution 2016-11, adopting the City's Policy Handbook for Boards, Commissions, and Committees. The information is being provided to the Commissions

**Recommendation:** Receive and file.

### Background

The Los Alamitos Municipal Code addresses the City's Boards, Commissions, and Committees within Title 2. Council adopted Ordinance 2015-06 which streamlined the polices and information for each body. The goal was to help ensure consistency for all Commissions in the way they handle their meetings and conduct themselves.

The City Clerk's Office has prepared a user friendly Handbook which contains the updated information for each appointed body in an easy to understand format. The Handbook is now being presented to each active Commission.

### Discussion

The proposed Handbook provides a brief background on the City and organization structure. The Handbook outlines the recruitment and appointment process, proper relationships for Commissioners with City Council, Staff, other appointed members, and the public; the roles of City Council, Staff, and Commissioners; an overview of the agenda process and holding a meeting; procedures during a meeting; and, an outline of each Commission.

Some important issues have been highlighted below. This is not all inclusive and you are highly encouraged to read the Handbook thoroughly and ask questions you may have.

### Recruitment and Appointment Process

The recruitment process remains the same. The City Clerk's Office will post an Availability Notice when vacancies occur. All interested parties, including incumbents, must submit an application to the City Clerk's Office. Commission members are encouraged to submit the names of qualified, interested parties for each vacancy. Council will interview all applicants and make appointments as needed. Commissioners serve at the City Council's pleasure. Upon appointment, Commissioners will take an Oath of Office and complete a Form 700.

### Attendance and Removal

Absence from three consecutive meetings or from one-third (1/3) of the total of the regularly scheduled meetings during any calendar year shall result in the resignation of the Commissioner and the position will automatically become vacant. The Chair or Vice-Chair of the Commission is responsible for notifying the City Clerk, who will then will notify the City Council and the former Commissioner of the vacancy.

### Commissioners' Role

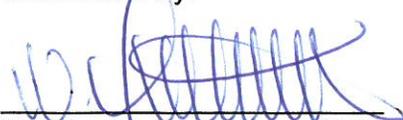
All Boards and Commissions act in an advisory capacity to City Council. Appointed members review and make recommendations to the City Council, but they do not establish City policy or administer City programs. Appointed members are encouraged to provide alternate solutions or recommendation for action or policy and listen to and reflect community interests, needs, and values to the City Council.

### Agendas

The Staff liaison is responsible for preparation and distribution of an agenda and supporting documents prior to each meeting. The Secretary will prepare the agenda under the direction of the Department Director. Staff will add necessary items to the agenda as needed for Commission consideration.

The Commission shall make all requests for discussion items to be placed on an agenda publicly at a Commission meeting and require the support of the majority of the members present to have the item researched by Staff and added to the agenda. Staff will prioritize requests and bring items forward to the Commission in a timely manner. Documentation and information on the item shall be provided to Staff by the requesting Commission member prior to the agenda deadline.

Submitted by:



Windmera Quintanar, CMC  
City Clerk

Approved By:



Steven A. Mendoza  
Development Services Director

Attachment: 1. City Council Resolution No. 2016-11

## RESOLUTION NO. 2016-11

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING THE BOARDS, COMMISSIONS, AND COMMITTEES POLICY HANDBOOK

**WHEREAS**, the City Council of the City of Los Alamitos strives to provide consistent policies for its legislative bodies; and,

**WHEREAS**, the regulations for the City's Boards, Commissions, and Committees is laid out in Title 2 of the Los Alamitos Municipal Code; and,

**WHEREAS**, this Handbook will be complimentary to the Los Alamitos Municipal Code and provide an easy to understand format for the City's appointed bodies; and,

**WHEREAS**, this Handbook will provide a quick reference for all appointed bodies to help ensure they carry out their duties in a fair and consistent manner.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

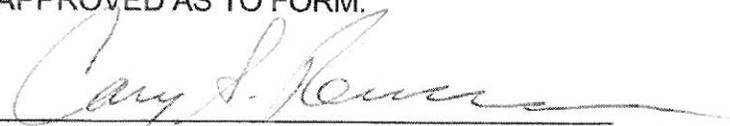
SECTION 2. The City Council hereby adopts the Boards, Commissions, and Committees Policy Handbook (Exhibit A).

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup> day of April, 2016.

  
\_\_\_\_\_  
Richard D. Murphy, Mayor

ATTEST:  
  
\_\_\_\_\_  
Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Cary S. Reisman, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

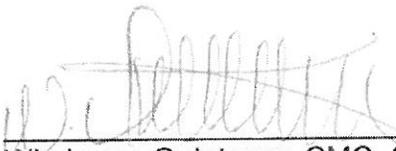
I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 18<sup>th</sup> day of April, 2016, by the following vote to wit:

AYES: COUNCILMEMBERS: Edgar, Murphy, Hasselbrink, Kusumoto, Murphy, Grose

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None



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Windmera Quintanar, CMC, City Clerk

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# CITY OF LOS ALAMITOS

## EXHIBIT A



# BOARDS, COMMISSIONS, AND COMMITTEES POLICY HANDBOOK

CITY OF LOS ALAMITOS  
3191 Katella Avenue  
Los Alamitos, CA 90720  
Phone (562) 431-3538 FAX (562) 493-1255

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[www.cityoflosalamitos.org](http://www.cityoflosalamitos.org)

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# **CITY OF LOS ALAMITOS**

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## **VISION STATEMENT**

To ensure Los Alamitos small town ambiance, high quality of life, and economic vitality are maintained and strengthened



## **CITY FACTS**

Los Alamitos was incorporated March 1, 1960.

Los Alamitos' size is 4.3 square miles



This manual has been prepared to assist Commissioners and members of Committees in the performance of their duties. Included are standards adopted by City Council that delineate the administrative procedures and the rules and regulations that relate to the Boards, Commissions, and Committees.

This manual is intended to give Commissioners an orientation of their Commission. It includes an overview of the Commission's role and responsibilities and the structure and procedures of Los Alamitos' Municipal Government.

Los Alamitos Commissioners are vital to the City's organization and its efforts to meet the needs and interests of the Community. This manual will assist Commissioners as a member of the team. The City Council and Staff are most appreciative of Commissioner's time and efforts.

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## GENERAL INFORMATION

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### History of Los Alamitos

On March 1, 1960, the township of Los Alamitos became a chartered city. The 4.05 square mile city of Little Cottonwoods was affectionately described as *A Jewel of a City*. The City's seal, designed by longtime resident William A. Daniels, captures the ancestry of the region. The official flower, the Daisy, reflects the importance of our City's youth since it was nominated by a young boy because it was his mother's favorite flower. Still embracing its small town ambience, the City offers excellent recreational and park facilities, a stellar police department, and an enthusiastic Chamber of Commerce. With a population estimated at just over 11,600, its outstanding schools, friendly neighborhoods and strategic location as the crossroads of two major freeways, Los Alamitos keeps its roots in history and its future vested in those who cherish this special community.

### Charter City

The City of Los Alamitos is a charter city operating under a Council-Manager form of government. The City Charter is ordained and established as the organic law of the City under the Constitution of the State of California.

In the Council-Manager form of City government, the City Council appoints a City Manager to serve as a full-time executive to carry out the established policies. The City Council appoints all legal counsel to provide City Attorney services, and the City Council appoints the City Clerk. All department directors are appointed by, and report to, the City Manager.

### City Council

A five-member City Council is elected at large to perform the legislative and policy-making functions of local government. Terms are staggered to allow for overlap; alternatively, and successively, three members' terms are filled at one general municipal election and two members' terms at the next such election. Council Members' terms of office are for four years and members are limited to serving a total of 12 consecutive years or three terms. Annually, the Council Members select a Mayor and Mayor Pro Tempore.

The Los Alamitos City Council conducts regularly scheduled meetings once monthly, on the third Monday, beginning at 6:00 p.m., in the City Council Chamber, located at 3191 Katella Avenue.

All Council meetings are public meetings. Agendas and general information relative to the meetings are available from the City Clerk's Office. They can also be viewed on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org).

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# **LOS ALAMITOS ORGANIZATIONAL STRUCTURE**

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The City of Los Alamitos consists of the departments of City Manager, City Clerk's Office, Administrative Services, Police, Community Development, Public Works, and Recreation and Community Services.

## **City Manager's Office**

This office is dedicated to developing policy and legislative actions that provide a safe and healthy environment to promote the highest quality of life to residents and visitors. It is also dedicated to providing leadership for the effective and efficient delivery of municipal services. This department is responsible for the general management of all City operations in the areas of Administration, City Attorney, Human Resources, Legislative Matters, Risk Management, Information Services and Video Production.

## **City Clerk's Office**

This office is committed to providing exceptional and transparent customer service to internal and external customers, supporting City Council and Staff. As the principal link between the public, the City Council, and the City organization, the City Clerk's Office administers democratic processes, including City elections and managing vital City records.

## **Administrative Services Department**

This department is responsible for finance, budget, and treasury and is also responsible for the purchase of most equipment and supplies. This department manages all personnel related functions within the city.

## **Police Department**

This department is responsible for the protection of lives and property of the residents of Los Alamitos and for the enforcement of established laws and City Ordinances. The department is dedicated to providing the highest degree of professional police services in partnership with the community to make Los Alamitos a better place to live, visit and conduct business. The department also provides special programs such as the Community Emergency Response Team and Emergency Preparedness.

## **Development Services Department**

This department is dedicated to enhancing the appearance of the City through its neighborhood and business environment and to improving the economic well-being of its community and residents. The department consists of Current and Advance Planning, Building and Safety Inspection, Code Enforcement Services, Public Works, and Engineering. Public Works is responsible for sustaining the high quality of the City's public facilities and infrastructure through cost-effective maintenance. The Engineering Division is responsible for engineering design, contracts, capital improvement projects, and traffic. The Public Services Division is responsible for maintenance of all City-owned landscaped parks, storm drains, streets and sidewalks, traffic signals, and building maintenance.

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### **Recreation and Community Services Department**

This department is responsible for recreation and community services programs, and community-wide special events designed to benefit residents of all ages and interest. The department creates community and improves the quality of life through its aquatics, day camp, park programs, sports, special classes and senior programs.

### **Other City Services**

Fire Services are provided by the Orange County Fire Authority. Waste disposal and cable communication services are provided to residents as established through franchise agreements. Animal control services are contracted with the City of Long Beach and library services are provided to the community through the County of Orange. The City also contracts for City Attorney services.

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## **BOARDS, COMMISSIONS, AND COMMITTEES**

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The City's Charter allows the City Council to create by ordinance Boards or Commissions and may grant to them powers and duties consistent with the provisions of the City's Charter. California Government Code 54950, often referred to as the Ralph M. Brown Act, establishes guidelines for open and public meetings of legislative bodies. It defines "legislative body" broadly to include just about every type of decision-making body of a local agency.

Board, Commission, and Committee members are advisory bodies. They are appointed by and serve at the pleasure of the City Council in an advisory capacity to provide citizen input and recommendations. They advise and make recommendations to the City Council, but the City Council has the final responsibility for all policy decisions. The Planning Commission also serves as a decision making body, per State law.

An appointment to a Board, Commission, or Committee is an honor and a responsibility and increases citizen participation in the affairs of government. As advisors, regular attendance at meetings, understanding the duties and role, and working to contribute to the betterment of the community are needed of each member. City staff provides technical and administrative assistance to the City Council and appointed advisory groups.

## **COMPOSITION**

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The Boards, Commissions and Committees are composed of the following number of members. Members are appointed by the City Council as terms expire and/or as vacancies occur.

- Cable Television Commission (5 members plus 1 student member)
- Parks, Recreation & Cultural Arts Commission (7 members)
- Personnel Appeals Commission (5 members)
- Planning Commission (7 members)
- Traffic Commission (7 members)

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## **RECRUITMENT AND APPOINTMENT PROCESS**

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Only registered voters of the City of Los Alamitos are eligible for appointments. All Board, Commission and Committee members are appointed by, and serve at the pleasure of, the City Council. The City Clerk oversees the appointment process and maintains a roster of all appointees.

### **Applications**

Those wishing to apply for appointment to a Board, Commission or Committee may do so by filling out an application form available from the office of the City Clerk. Every effort is made by the Council to give representation on a Board, Commission or Committee from a diverse cross-section of the City's citizens. A resident may apply concurrently for appointment to more than one Board, Commission or Committee, but may be appointed to only one of these advisory bodies at a time.

The process of filling vacancies is as follows:

1. An Availability Notice, detailing the Commission/Board's purpose, meeting location/time and current vacancy is prepared. The Notice specifies a thirty (30) day filing period in which applications are accepted. The Notice is sent to local newspapers and posted at City Hall, the Community Center and the Museum.
2. Only new applications will be considered for current vacancies. Residents who are not current appointees and are interested in serving on a Commission/Board are invited to complete and submit a new application during the thirty (30) day filing period. Each Commission application will be specific to that Commission.
3. Once the application deadline is met, a date will be scheduled for City Council to interview all applicants for the vacancy under consideration. Thereafter, the appointment will be made by the City Council.

### **Terms**

All members shall be appointed for a term of three years, with the exception of members of the Personnel Appeals Commission, who serve four years.

### **Oath of Office**

Newly appointed member of a Board, Commission or Committee is required to take the Oath of Office as administered by the City Clerk or designee. Upon completion of the Oath, the member is authorized to attend meetings and vote.

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### **Statements of Economic Interests – Form 700**

All members of established City Boards, Commissions and Committees are required under State Law to file a Statement of Economic Interest 700 Form, with the City Clerk, upon assuming office. Annual statements must be filed each year thereafter as long as you hold office. A Leaving Office form must be completed upon leaving office.

### **Compensation**

Charter: The members of Boards and Commissions shall serve without compensation for their services, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.

LAMC Chapter 2.30.080: All members of the Cable Television Commission, Parks, Recreation and Cultural Arts Commission, Planning Commission, Personnel Appeals Board, and Traffic Commission of the City shall be provided a ten thousand dollar (\$10,000.00) group life insurance policy while appointed to the Commission or Board, with the premium of the policy to be paid by the City during such time. Upon expiration of their term or removal from office, such members shall not be entitled to any further compensation, including such policy.

## **ATTENDANCE AND REMOVAL**

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Council appointments made to a Board, Commission or Committee are held in high regard and an appointed advisory member is expected to attend and participate in all of the meetings held by the advisory group.

Absence from three consecutive meetings or from one-third (1/3) of the total of the regularly scheduled meetings during any calendar year shall be deemed to constitute the resignation of such member and the position shall automatically become vacant. The Chair or Vice-Chair of the Commission shall thereupon promptly notify the City Clerk. The City Clerk will notify the City Council and the former Commissioner of the fact of the vacancy.

Members of the Commission shall serve at the will and pleasure of the City Council. Therefore, they may, at any time, be removed from office, with or without cause, by a majority vote of the City Council whenever, in its discretion, the best interests of the City shall be served thereby.

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# **RELATIONS OF THE BOARDS, COMMISSIONS, AND COMMITTEES**

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## **Relationships with the City Council**

When a member of an advisory body addresses the City Council at a public meeting, it shall be made clear whether the member is speaking on behalf of the advisory body or as an individual citizen.

Business transacted with the City Council should be in writing from the Board, Commission or Committee, and representing decisions made by a majority of the advisory group. The written communication, addressed to the City Council, should be channeled through the Chair of the advisory group and submitted to the City Manager's office.

A Board, Commission or Committee should not represent proposals to the City Council through community organizations. The method of advancing proposals carries the political influence of the organization as well as the proposal, which puts the Council in a difficult position to consider the proposal on its merits alone.

## **Relationships with City Staff**

The City's administrative staff works for and is responsible to the City Manager. The City Manager may assign Staff to act in a technical advisory capacity and provide supportive assistance to a Board, Committee or Commission.

The Commission shall have the authority to utilize the services of the City Staff and such professional and other personnel as may be employed by the City from time to time as long as services rendered are within the City's adopted budget. Members shall not ask Staff to commit Staff resources for work that has not been budgeted or has not been approved by the City Council.

The Commission shall make all requests for discussion items publicly at a Commission meeting and require the support of the majority of the members present to have the item researched by Staff and added to the agenda. Staff will prioritize requests and bring items forward to the Commission in a timely manner.

## **Relationships with Other Board, Commission or Committee Members**

In order to build a consensus around common goals and objectives, each Board, Commission and Committee must create a degree of cooperation among members. An important way to develop this cooperation is for each member to ensure that meetings proceed in an orderly manner. The Chairperson is primarily responsible for seeing that consideration of agenda items moves along expeditiously with reasonable time allocated to each item. It is important that all members familiarize themselves with the basic rules of parliamentary procedure and by adequately preparing for presentations made to the Board, Commission or Committee, and thoroughly reviewing all materials provided to them before the meeting.

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All Boards, Commission and Committees should be aware that members come from different backgrounds and represent different perspectives. Members contribute in their own way and are an important part of the decision-making process.

Bearing this in mind, the following concepts may serve as guidelines to develop cooperation:

- Always respect other individuals' viewpoints even though they may be the opposite of your own.
- Allow other individuals to articulate their views and then attempt to make an objective evaluation of those views.
- Evaluate fellow Board, Commission or Committee members' viewpoints based on what is best for the total community.
- Board, Commission and Committee members must be open and honest at all times.
- Each member has a responsibility to recognize new members and to see that they are made welcome and become oriented and trained.

### **Relationships with the Public**

Members are encouraged to seek out and become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair and best represents the City of Los Alamitos. Members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe the appearance, as well as the principle, of impartiality.

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## **ROLE OF CITY COUNCIL, ADVISORY MEMBERS, AND STAFF**

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Board, Commission and Committee members are appointed to serve in an advisory capacity to provide citizen input and recommendation of policy relative to its specific area of assignment. The Planning Commission is advisory and a decision-making body, per State law. Board, Commission and Committee members serve at the City Council's pleasure.

City Staff provides technical and administrative assistance to the City Council, Boards, Commissions and Committees, and serve at the direction of the City Manager, who in turn answers to the City Council.

City Council's role is to:

- Adhere to the Municipal Code
- Establish policy and direct the City Manager to carry out policy
- Solicit input from Boards, Commissions and Committees on issues in their various functional areas unless there are legal or time constraints

All Boards and Commissions shall review and make recommendations to the City Council on all matters pertaining to specific areas of designation. The general duties applicable to all Los Alamitos Boards, Commissions and Committees shall be:

- Review and recommend policy to the City Council. The appointed members do not establish City policy or administer City programs. Appointed members are encouraged to provide alternate solutions or recommendation for action or policy.
- To act in an advisory capacity to City Council and to cooperate with all governmental agencies and civic groups
- Listen to and reflect community interests, needs, and values to the City Council
- Represent the overall public good and not that of an exclusive group or interest
- Be informed of the scope of responsibility and operating procedures of the advisory groups
- Serve as a sounding Board for the community and City administrators

Commission specific roles and duties can be found at the end of this policy.

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Staff's role is to:

- Research and investigate issues, prepare alternatives and recommendations for Boards, Commissions, Committees and City Council review
- Implement City Council policy decisions
- Provide Staff liaison and clerical support to the Board, Commission, or Committee under the guidance of the Department Director and City Manager

Designated Staff shall serve as liaisons and/or Secretaries to each Commission. Representatives from other departments may attend when appropriate as well.

The following departments shall serve as Staff liaisons and/or Secretaries to each Board, Commission, and Committee:

<b>Board, Commission, and Committee</b>	<b>Department</b>
Cable Television Commission	Cable Operations Manager (Contract)
Parks, Recreation & Cultural Arts Commission	Recreation & Community Services
Personnel Appeals Board	Administrative Services Director
Planning Commission	Community Development
Traffic Commission	Public Works/Police Department

### **Boards, Commissions, and Committee Recommendations**

Board and Commission recommendations are forwarded to the City Council by Staff. The timeframe for City Council or Commission consideration may vary depending upon issue and urgency. The Planning Commission has certain legal timeframes in which to hear certain subject matter. City Council may reject recommendations, not for the lack of confidence in the suggestion, but due to other issues and considerations the Council must weigh in order to reach the decision that meets the legal responsibility and general welfare of the community.

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## **ROLE OF OFFICERS**

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### **Election of Officers**

The officers of City Boards, Commissions, and Committees shall consist of a Chairman and a Vice Chairman. The Chairman and Vice Chairman are elected annually at the first regular meeting of each calendar year. These positions hold office for a term of one year. Election shall be by a majority vote cast of the members present at the meeting the election is held. Officers shall assume office immediately upon election.

The Secretary shall be the Staff liaison who oversees the Commission appointed by the City Manager.

### **Duties**

It shall be the duty of the Chairman to:

- Preside at all meetings of the Commission
- Call, and preside at, special meetings
- Sign all necessary and appropriate resolutions and other documents in the name of the Commission
- Name and appoint all necessary and appropriate committees of the Commission
- Represent the Commission or designate a representative of the Commission at all meetings and functions required by law or otherwise

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

It shall be the duty of the Secretary to:

- Prepare, post, and distribute an agenda for all meetings of the Commission
- Make and maintain minutes of the proceedings of the Commission
- Sign, as Secretary, in the name of the Commission, all necessary and appropriate resolutions, notices and other documents authorized and directed by the Commission
- Receive and process all applications and all matters relating to the Commission.

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## **MEETINGS AND PREPARATION**

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### **Agendas**

The Staff liaison is responsible for preparation and distribution of an agenda and supporting documents prior to each meeting. All reports to be submitted at a scheduled meeting must be delivered to the Secretary prior to the deadline established by administrative policy. The Secretary will prepare the agenda under the direction of the Department Director. Staff will add necessary items to the agenda as needed for Commission consideration.

The Commission shall make all requests for discussion items to be placed on an agenda publicly at a Commission meeting and require the support of the majority of the members present to have the item researched by Staff and added to the agenda. Staff will prioritize requests and bring items forward to the Commission in a timely manner. Documentation and information on the item shall be provided to Staff by the requesting Commission member prior to the agenda deadline.

The agenda shall be made available to the members at least 72 hours preceding the regular meeting to which it pertains and 24 hours preceding a special meeting.

The Chairperson or the majority of the members of the advisory group may call special meetings.

### **Adjourned Meetings**

If, for any reason, the business to be considered at a regular meeting cannot be completed, less than a quorum of the members may designate a time and date for an adjourned meeting. Any matter to be considered at a regular meeting may be processed at an adjourned meeting. But, in order to so adjourn, it is necessary that this be announced to the public present at the time of adjournment and so recorded in the minutes.

The original 72-hour posting requirement is valid for taking action at an adjourned meeting. A notice of adjournment must be posted within 24 hours of adjournment

### **Quorum**

A quorum consists of a majority of the members of the Commission. A quorum is required to conduct the business of any meeting whether it is regular, adjourned, or special. A majority vote of the members present and voting, where a quorum is present at any regular/special meeting, is required to carry a motion, proposal or resolution. Although a Commissioner is expected to be present at all meetings, should he/she know in advance that this will be impossible; he/she should so notify the Commission Secretary or Chairperson, or a Staff member.

In the event that a majority of Commissioners will not be present to conduct a meeting, the Staff liaison shall be notified in order to publicly post the meeting cancellation.

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## **REGULATIONS TO HOLD A MEETING**

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All Commissions and standing Committees shall meet regularly, as needed (provided there are business items to agendize for consideration), in a location within the City of Los Alamitos, and shall meet the notice and meeting provisions of the Brown Act.

All meetings shall be open to the public except as otherwise authorized by the laws of the State of California. Regular minutes of such meetings shall be maintained by these advisory groups and available for public inspection at all times.

A meeting includes any gathering of a majority of the members of the advisory group to hear, discuss, or deliberate upon any item, which is within its subject matter jurisdiction. A meeting also includes any use of direct communication, personal intermediaries, or technological devices, which are employed by a majority of the members of the Commission to develop a collective concurrence on any action to be taken on at any time by members of the legislative body.

### **Parliamentary Procedures**

The procedure of the body shall be governed by majority vote of the body except as provided by the Los Alamitos Municipal Code, the City Charter, other rules adopted by the City Council, or applicable provisions of State Law. Rosenberg's Rules of Order may be used as a guide but shall not be conclusive authority on any question of order or procedure.

## **THE BROWN ACT**

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The Brown Act is a State Law requiring open meetings. It requires, among other things, that Commission meetings be open to the public (e.g., adequate meeting notification).

The law requires that the meeting agenda be posted 72 hours in advance, and that no changes can be made after that time. The notice must contain the time and place for such a meeting and the agenda subject to be considered. The law states that no action may be introduced or taken on items not on the agenda.

The law requires that meetings, at which a quorum of the members is in attendance, must be open to the public. For this reason, less than 50% of the members may be assigned to sub-Committees; otherwise it would create a quorum.

### **Open and Public Meetings**

All advisory group meetings are required to be non-discriminatory to the public, handicap accessible, and shall not require an admission fee or sign-in. In addition, the public shall have the right to record/broadcast meetings, inspect tapes of meetings, and meetings may be video teleconferenced.

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## **Public Hearings**

A Board or Commission may determine a public hearing be held by a two-thirds majority of those members present. An exception exists for the Planning Commission which is governed by laws regarding public hearing requirements for land use issues. A public hearing is warranted if the Board or Commission determines that its deliberations concerning a matter within their designation would be substantially aided by the presentation of testimony from the citizens of the City, or a certain area of the City. Notice of such a hearing may be provided by publication in a newspaper of general circulation published in the City of Los Alamitos, by posting the same in at least three (3) public places, and mailing of a public hearing notice. Such hearings shall be conducted in accordance with the rules established for the conduct of hearings before the City Council unless the Council, by resolution, shall provide otherwise. The Planning Commission has varying notice dates due to the subject matter.

## **Face to Face Meetings**

City Council and City-appointed advisory group meetings are considered to be face-to-face meetings. These meetings are unlawful if a quorum of the appointed members discuss City business face-to-face, in private or without proper public notification specified in the Brown Act.

## **Serial Meetings**

A serial meeting is a meeting where a quorum of the members uses any direct communication, personal intermediaries, or technological devices to develop collective concurrence on action to be taken. Serial meetings are unlawful because there is no way to properly notice and agendaize them, or to provide for any means of communication (electronic or otherwise) used for the purpose of developing collective concurrence on action to be taken.

## **Meeting Exceptions**

1. Out-of-town meetings are not allowed except if there is not a meeting facility in the City; for compliance with law or Court Order; real or personal property inspection; meetings of multi-agency significance; meetings with state or federal officials; meetings in, and regarding, City facilities and pending litigation closed sessions, at legal counsel's office if more economical.
2. In addition, members are not restricted by the Brown Act from attending conferences, attending community meetings organized by others, attending public meetings of another body or agency and attending social or commercial occasions.
3. Emergency meetings may be called if prompt action is necessary due to disruption or threatened disruption of public facilities. This includes work stoppage or other activity or crippling disaster which severely impairs health, safety or both. In case of an emergency meeting, the 24 hour notice is not required, but the meeting is still required to be open to the public.

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## **PROCEDURES DURING THE MEETING**

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### **Public Testimony at Meetings**

Public testimony must be allowed at meetings as long as the testimony applies only to meetings and items for which action is proposed to be taken, except during oral communications. The opportunity to give public testimony must appear on meeting notices (agenda). The Commission can regulate the length of testimony.

### **Rules of Debate**

A. Getting the Floor. Every member desiring to speak shall first address the Chair, gain recognition and shall confine him or herself to the question under debate, avoiding personalities and indecorous language.

B. Questions to Staff. Every member desiring to question the City Staff shall, after recognition by the presiding officer, address his or her questions to the City Manager, the City Clerk, or the City Attorney, who shall be entitled either to answer the inquiry or designate a member of the Staff for that purpose.

C. Interruptions. A member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer unless a point of order of business or personal privilege is raised by another member. If a member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined and, if determined to be in order, he or she may proceed. Members of the City Staff after recognition by the presiding officer shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

D. Points of Order. The presiding officer shall determine all points of order subject to the right of any member to appeal to the Commission or Board. If an appeal is taken, the question shall be: "Shall the decision of the Presiding Officer be sustained?" A majority vote shall conclusively determine such question of order.

E. Point of Personal Privilege. The right of a member to address the body on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are questioned or where the welfare of the body is concerned. A member raising a point of personal privilege may interrupt another member who has the floor only if the presiding officer recognizes the privilege.

F. Limitation of Debate. No member shall be allowed to speak more than once upon any particular subject until every other member desiring to do so shall have spoken.

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### **Remarks of Members and Synopsis of Debate**

A member may request through the presiding officer the privilege of having an abstract of his or her statement on any subject under consideration by the body entered in the minutes. If the body consents, such statement shall be entered in the minutes.

### **Protest Against Action**

Any member has the right to have the reasons for his or her dissent from, or his or her protest against any action of the body entered in the minutes. Such dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons. . ."

### **Addressing the Boards, Commission, and Committees**

A. Manner of Addressing the Boards, Commissions, and Committees. Each person desiring to address the body shall step up to the microphone in the front of the Council Chamber, state his or her name for the record, state the subject he or she wishes to discuss, state whom he or she is representing if he or she represents an organization or other persons, and, unless further time is granted by majority vote of the Body, shall limit his or her remarks to three minutes at the time an agenda item is called and five minutes during oral communications. All remarks shall be addressed to the body as a whole and not to a specific member. No question shall be asked of a member or a member of the City Staff without the permission of the presiding officer.

B. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the body on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the body and, in case additional matters are to be presented by any other member of the group, to limit the number of such persons addressing the body.

C. After Motion. After motion has been made or a public hearing has been closed, no member of the public shall address the body from the audience on the matter under consideration without first securing permission to do so by a majority vote of the body.

### **Rules of Decorum**

A. Members. While the body is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the body or disturb any member while speaking or refuse to obey the orders of the presiding officer. Members of the body shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

B. Employees. Members of the City Staff and employees shall observe the same rules of order and decorum as are applicable to the body, with the exception that

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members of the City Staff may leave their seats during a meeting without first obtaining the permission of the presiding officer.

C. Persons Addressing the Body. Any persons making impertinent, slanderous or profane remarks or who becomes boisterous while addressing the body shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer be ordered barred from further audience before the body during that meeting.

D. Members of the Audience. Any person in the audience who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer shall be guilty of a misdemeanor. Upon instructions from the presiding officer, it shall be the duty of the Secretary to contact the Police Department to remove any such person from the Council Chamber and to place him or her under arrest.

E. Persons Authorized at Dais. During a meeting no person, except members of the body and the City staff, shall be permitted on, at or within five feet of the council dais without the prior consent of the presiding officer.

### **Motions**

A motion by any member of the body, including the presiding officer, may not be considered by the body without receiving a second.

Any vote of the body including a roll call vote, may be registered by the members by answering "yes" or "aye" for an affirmative vote or "no" or "nay" for a negative vote upon his or her name being called by the Secretary.

Any member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the presiding officer state the nature of such disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the member affected, be decided by the other members. A member who is disqualified by reason of a conflict of interest in any manner shall not remain seated during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the dais and leave the Council Chamber. A member stating such disqualification shall not be counted as a part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

Every member should vote unless disqualified by reason of conflict of interest or bias/prejudice. A member who abstains from voting without a disqualifying conflict of interest or bias/prejudice thereby consents that a majority of the quorum may decide the question voted upon.

Tie votes shall be lost motions and may be reconsidered.

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A member may change his or her vote prior to adjournment of meeting but not thereafter. A member who publicly announces that he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw the abstention.

A motion to reconsider any action taken by the body may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion may be made only by one of the members who voted with the prevailing side. Nothing herein shall be construed to prevent any member from making or remaking the same or any other motion at a subsequent meeting of the body.

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## **CABLE TELEVISION COMMISSION (\*SUSPENDED)**

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The Commission shall have such power, authority and duties as assigned by Resolution of the City Council that may be adopted or amended by the City Council from time to time.

The City Council may, from time to time, empower the Commission:

1. To make recommendations regarding Los Alamitos community cable television programming, scheduling of programming, and broadcast standards;
2. To approve grants for community access productions;
3. To develop and recommend a promotion plan to enhance channel usage and viewership;
4. To review effectiveness of outreach efforts;
5. To create maximum interest in local events, people, places, and issues via community cable access television;
6. To provide Los Alamitos residents, businesses and organizations an opportunity to produce and participate in community television;
7. To encourage the education of Los Alamitos students in community television programming and production;
8. To assess, review and make recommendations regarding the adequacy of community access equipment and facilities.
9. To assess, review and make recommendations regarding additional possible sources of revenue to support operations.

*\* At the March 21, 2016, the City Council suspended Commission activities for and additional six months pending further review by the Cable Operations Manager.*

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## **PARKS, RECREATION AND CULTURAL ARTS COMMISSION**

The Commission shall have such power, authority and duties as may be assigned by resolution of the City Council, as such may be adopted or amended by the City Council from time to time.

The City Council may, from time to time, empower the Commission:

1. To act in an advisory capacity to the City Council in all matters pertaining to public recreation, parks and community services, and to cooperate with other governmental agencies and civil groups in the advancement of sound recreation and parks planning and programming;
2. To act in an advisory capacity to the City Council in all matters pertaining to fine arts and cultural affairs, including proposing programs that will develop fine arts and cultural affairs activities in the City, such as improving the local library services, sponsoring art exhibits, musical and dramatic productions and working closely with all community organizations, agencies, schools and interested individuals in developing programs and activities for the cultural enrichment of City residents;
3. To formulate policies on recreational services and cultural enrichment for approval by the City Council;
4. To advise the City Council on problems of development of recreation and fine arts areas, facilities, programs and services;
5. To assist the City Council, when necessary, in the coordination of community-wide services sponsored by other governmental agencies and voluntary organizations;
6. To make periodic appraisals of the total recreation and parks operations in the City, to make periodic appraisals of the total fine arts and cultural affairs activities in the City, and to interpret the needs of the public in this regard to the City Council.

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## **PERSONNEL APPEALS COMMISSION**

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The powers and duties of the Commission shall consist of:

1. To determine the order of business for the conduct of its meetings and hearings, and to hold such meetings as may be required by the rules or on call of the Chairperson or a majority of the members of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business;
2. As provided by the personnel rules, to receive and hear appeals submitted by any person in the competitive service relative to any dismissal, demotion, reduction in pay or suspension without pay for forty (40) hours or more and to certify the findings and recommendations as provided in this article;
3. In any hearing conducted by the Commission, it shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoenas issued in the name of the City and attested by the City Clerk. It shall be the duty of the Police Chief to cause all such subpoenas to be served and refusal of a person to attend or to testify in answer to such subpoena shall subject the person to prosecution in the same manner set forth below for failure to appear before the City Council in response to a subpoena issued by the City Council. Each member of the Personnel Appeals Commission shall have the power to administer oaths to witnesses;
4. Within ten days after concluding the hearing, the Personnel Appeals Commission shall affirm, revoke or modify the action taken and certify its findings and decision to the City Council, City Manager and to the affected employee. The decision of the Personnel Appeals Commission shall be final and binding upon the City and its officials;
5. Prepare rules of procedure for the conduct of appeal hearings including, but not limited to, requiring attendance of witnesses, swearing of witnesses, order and burden of proof, examination of witnesses by the parties and Commission, deliberation by the Commission and preparation of findings and conclusions.

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## **PLANNING COMMISSION**

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The Planning Commission shall have the powers and duties provided by the statutes of the state of California and local ordinances.

## **TRAFFIC COMMISSION**

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The Commission shall have such power, authority and duties as may be assigned by resolution of the City Council, as such may be adopted or amended by the City Council from time to time.

The City Council may, from time to time, empower the Commission:

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.
6. Except as specified above, the Traffic Commission is an advisory body to the City Council.

# City of Los Alamitos

## Traffic Commission

**Agenda Report**  
**Staff Report**

**May 11, 2016**  
**Item No: 6B**

**To:** Chairman and Members of the Traffic Commission

**From:** Ruth Smith, Traffic Engineer

**Subject:** “No Parking” Restrictions on the West Side of Los Alamitos Boulevard between Katella Avenue and Hedwig Road

**Summary:** This report is a follow-up to a citizen’s request for “No Parking” restrictions at business driveways on the west side of Los Alamitos Boulevard between Hedwig Road and Katella Avenue.

**Recommendation:** It is recommended that the Traffic Commission review staff’s options regarding proposed “No Parking” restrictions on Los Alamitos Boulevard between Hedwig Road and Katella Avenue and make a recommendation to the City Council.

### **Background:**

At the April 13, 2016 Traffic Commission meeting, the Commission voted to authorize staff to bring the request for “No Parking” at the business driveways on the west side of Los Alamitos Boulevard between Hedwig Road and Katella Avenue to a future Traffic Commission meeting for review and consideration.

Mr. David Burgess, a resident and board member of the Rossmoor Community, had initially spoken at the March 9, 2016 Traffic Commission meeting, requesting that the Traffic Commission consider painting red curb for “No Parking” for 20 to 25 feet at each of the five business driveways on the west side of Los Alamitos Boulevard from the Arco station at Hedwig Road to “The Fish Company” (11061 Los Alamitos Boulevard, just south of Katella Avenue). See the photo on the following page for the driveway locations. Mr. Burgess addressed the Traffic Commission again at their April 13, 2016 meeting. Both times, he noted that he has seen lots of collisions, that cars are parked up to the driveways and that 80 percent of the people who are parking on the street work at the Arco gas station or The Fish Company restaurant.



In accordance with the Traffic Commission's direction, the Traffic Engineer has conducted a follow-up study, including a field review, a review of traffic collisions and the development of sight distance triangles.

### Discussion

The request was for red curb at the five driveways located north of Hedwig Road and south of the Rossmoor Car Wash driveways just south of Katella Avenue. The study was expanded, however, to include the car wash's southerly driveway (DWY 6), since its situation is similar to the other business' driveways, and Hedwig Road due to the number of collisions. The driveway locations are indicated on the adjacent photo, with the original study driveways in turquoise and the car wash driveways in pink.

The study included a field review, a sight distance triangle layout for each driveway and a review of traffic collision data.

### Field Review & Existing Conditions

The purpose of the field review was to informally assess the parking demand, note how close vehicles are parked to the driveways, and observe how parked vehicles are impacting exiting motorists.

There is existing red curb of varying lengths south of DWYs 2, 4, 5 and 7, that are mostly for a bus stop and fire hydrants, plus there is signed "No Stopping" between DWY 1 and Hedwig Road for sight distance. These are also shown on the adjacent photo.

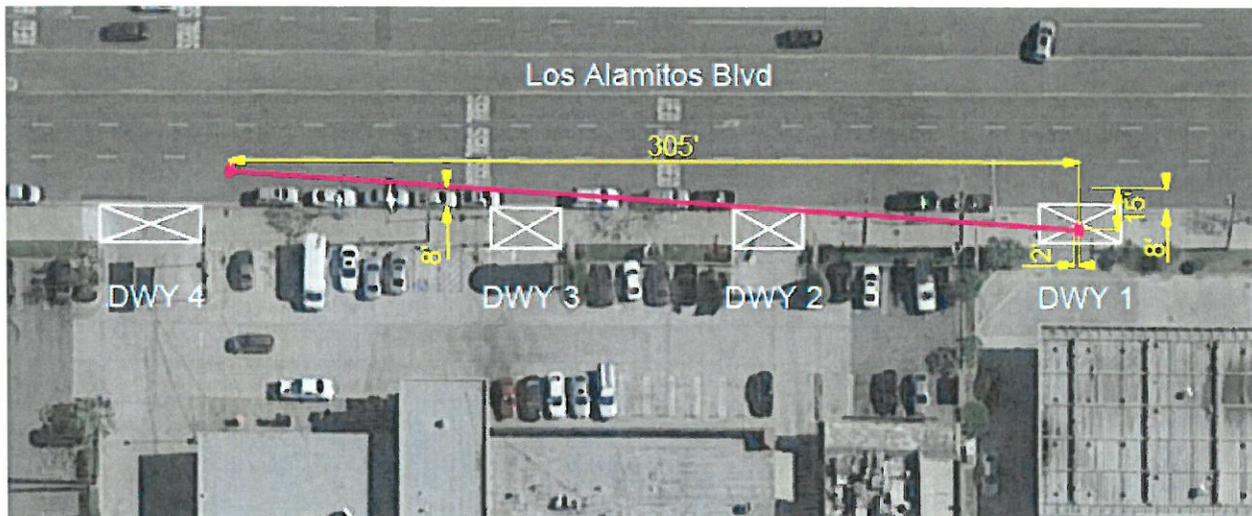
The field review confirmed that the available on-street parking was fully occupied on two different occasions, on late weekday morning and on a weekday mid-afternoon. The parked vehicles were also parked right up to both sides of the driveways and made the view of southbound on-coming traffic difficult. The parked vehicles also made it difficult to enter Los Alamitos Boulevard by turning right.

## Sight Distance Analysis

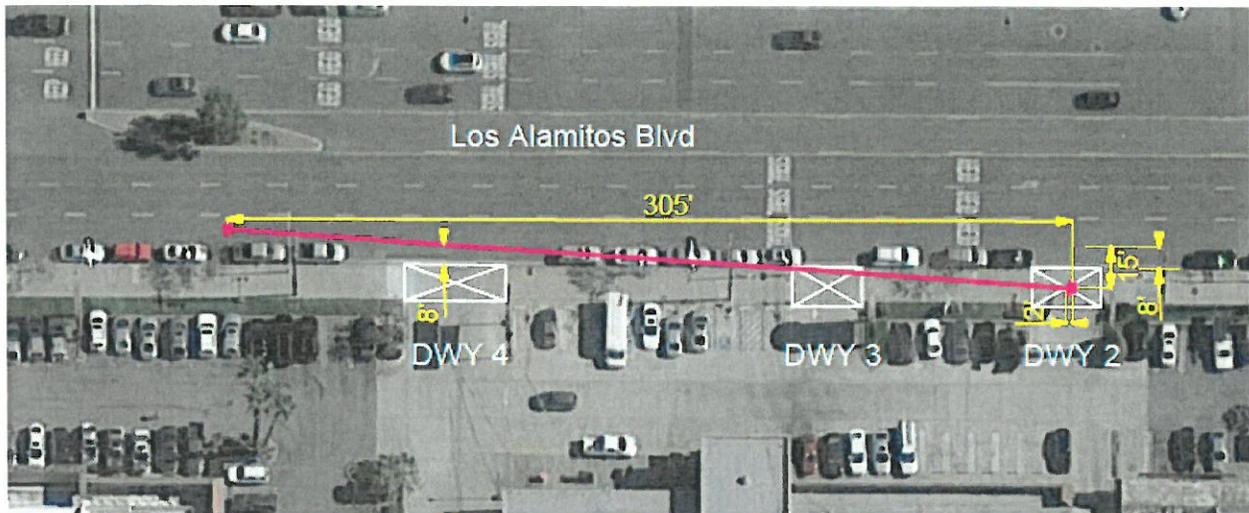
A sight distance triangle was laid out for each of the five driveways indicated in blue on the adjacent photo. The sight triangles were prepared in accordance with the guidelines in the Geometric Design of Highways and Streets (the Green Book), published by the American Association of State Highway Officials (AASHTO). They are based on the speed limit and where the driver's eye would be as they prepare to exit the driveway. The yellow line of the triangle represents the distance a typical vehicle would take to stop once it saw another vehicle entering Los Alamitos Boulevard from the driveway. The 305 feet is based on the 40 mph speed limit on Los Alamitos Boulevard.

The pink line represents the line of sight for the driver leaving the driveway. The driver can only see what is between the pink line and the yellow line. Therefore, any vehicles or obstructions within that triangle would need to be removed in order for motorists on Los Alamitos Boulevard to see the drivers leaving the driveways in time to stop for them. Based on the sight triangles, any parking allowed within the triangle, up to 8 feet from the curb (assumed width of parked vehicle), should be removed. This point is indicated by the yellow arrows and 8' on the left side of each diagram.

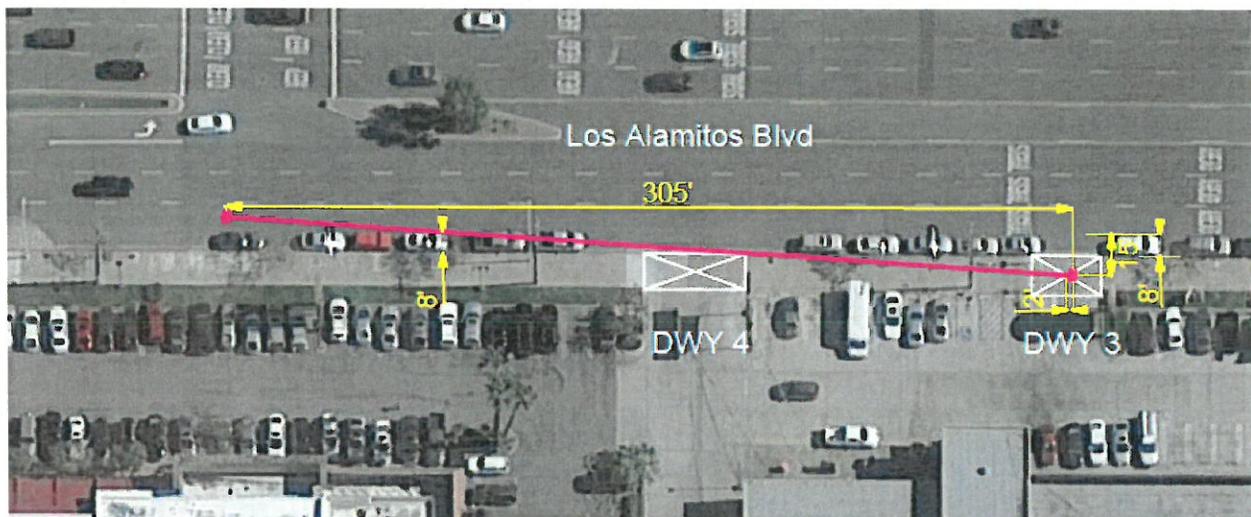
The sight distance triangles for each of the six driveways, plus for Hedwig Road, are shown below. It is clear that the parking removal for each driveway would at least extend beyond the adjacent driveway. Since DWYs 1, 2, 3 and 4 are so close together, the parking removal for DWY 1 would extend beyond DWY 3 and that for DWY 2 would extend to DWY 4. Parking removal for Hedwig Road would extend to DWY 2. The overall result is that based on the sight distance triangles, all parking should be removed from Katella Avenue to Hedwig Road.



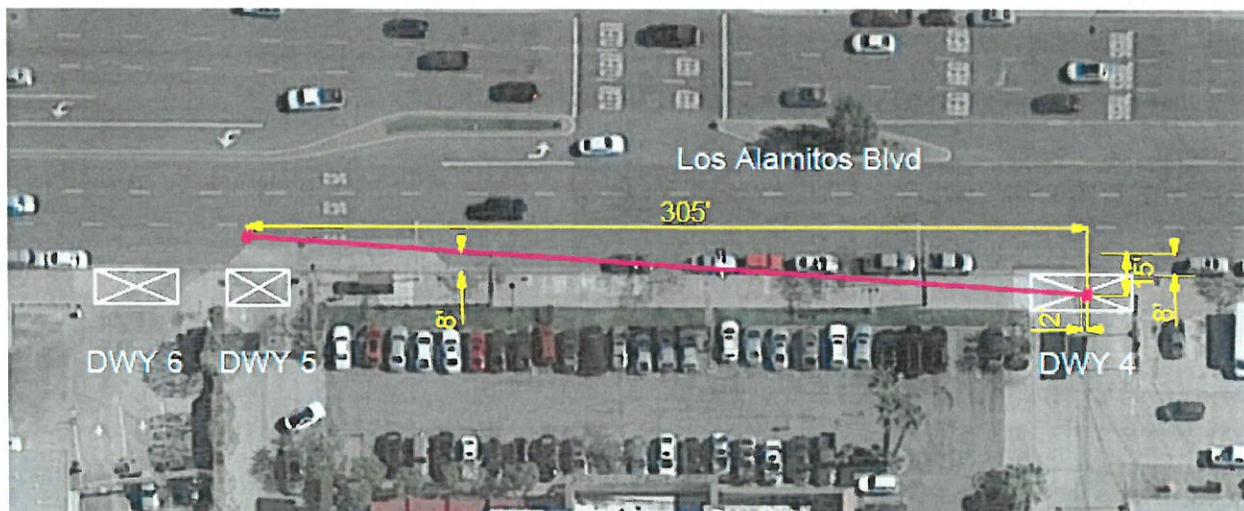
***Sight Distance Triangle – Driveway 1***



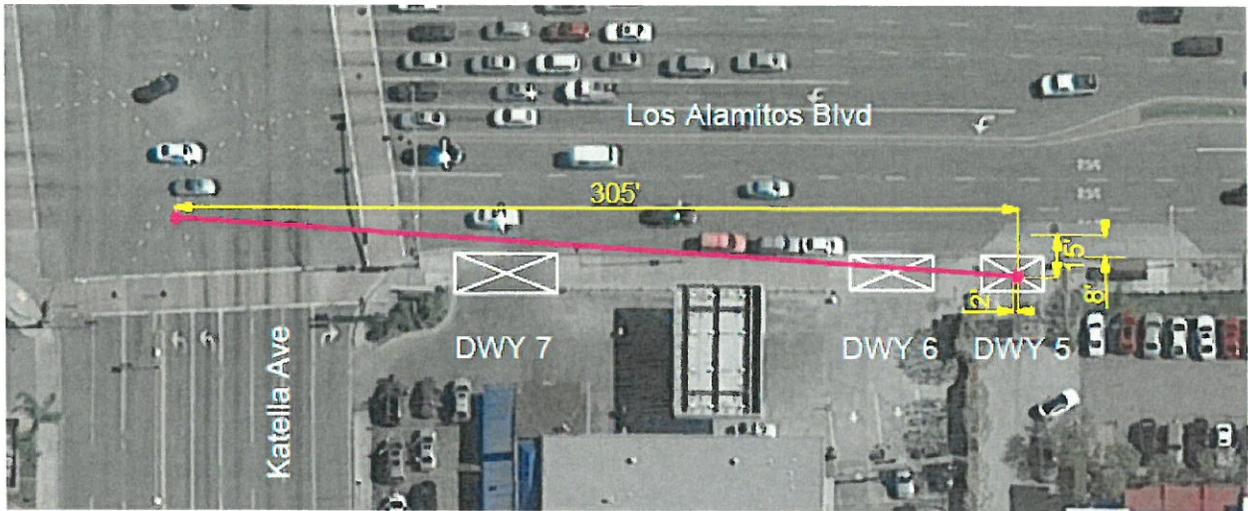
**Sight Distance Triangle – Driveway 2**



**Sight Distance Triangle – Driveway 3**



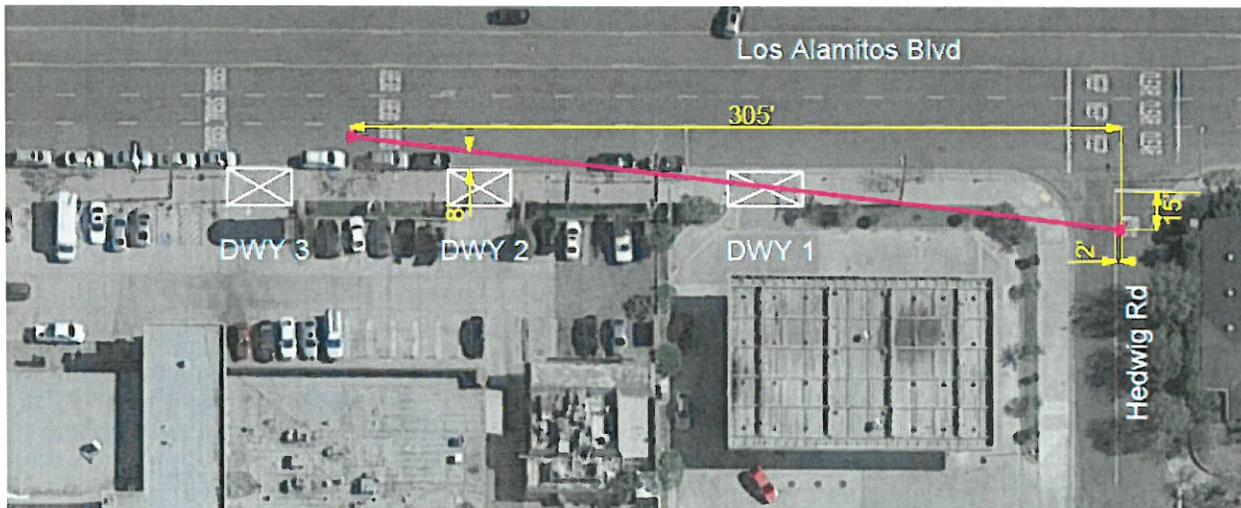
**Sight Distance Triangle – Driveway 4**



**Sight Distance Triangle – Driveway 5**



**Sight Distance Triangle – Driveway 6**



**Sight Distance Triangle – Hedwig Road**

## Traffic Collisions Analysis

The sight distance triangle is only one element of the analysis that should be considered. A series of traffic collisions would indicate a problem that should be addressed, whereas the absence of traffic collisions would indicate that there may not be a problem. The traffic collision data for the past 5 years was reviewed and discussed with Captain Moore. There were no reported collisions from January 2011 through March 2016 involving vehicles exiting the driveways on the west side of Los Alamitos Boulevard. This does not mean there were not any such collisions, but if so, they were minor enough not to be reported. It appears that even though the sight distance triangles indicate that parking should be removed for sight distance, drivers exiting the driveways are exercising the appropriate level of caution.

A review of the traffic collisions at the intersection of Hedwig Road and Los Alamitos Boulevard showed that there were three eastbound left turn vs. southbound through collisions. One was in 2012 and the other two were in 2014. All three occurred after the "No Parking" restriction was installed between Hedwig Road and DWY 1 in 2007. The sight distance triangle for Hedwig Road extends to DWY 2, indicating that extending the existing "No Parking" restriction up to DWY 2 could possibly reduce the eastbound left turn collisions.

## Findings

Considering all of the factors, removal of all of the parking is not indicated. Instead, 40 to 50 feet (2 car lengths) of red curb could be installed on the north side of each of the six driveways to provide additional sight distance and driveway clearance. Red curb for driveway clearance could also be installed south of each driveway, perhaps 20 to 25 feet. The exception is that the existing "No Parking" zone north of Hedwig Road should perhaps be extended to DWY 2. If all parking were to be removed, signs would be installed instead of red curb.

## **Recommendation**

Review the options presented by staff regarding proposed "No Parking" restrictions on the west side of Los Alamitos Boulevard between Hedwig Road and Katella Avenue and make a recommendation to the City Council to either install red curb at Driveways 1 through 6 or to install "No Parking Any Time" from Katella Avenue to Hedwig Road, to improve sight distance and intersection clearance.

## **Fiscal Impact**

There would be no fiscal impact.

Submitted By:



Ruth Smith, Traffic Engineer

Attachment 1) Traffic Collisions Summary Table

## Attachment 1

### Traffic Collisions Summary Table

Los Alamitos Blvd from Katella Ave to Hedwig Rd  
(January 2011 - March 2016)

Los Alamitos Blvd @	Dist/Dir <sup>1</sup>	Type	Approach	PCF <sup>2</sup>	Date	Time
Green Ave	0'	Broadside	NB vs SB LT	ROW Auto	3/4/2014	17:12
Green Ave	0'	Broadside	NB vs SB LT	ROW Auto	12/6/2014	14:25
Green Ave	0'	Broadside	NB vs SB LT	ROW Auto	3/18/2015	14:35
Green Ave	37' N	Broadside	WB vs NB	Starting/ Backing	5/29/2015	9:22
Green Ave	0'	Broadside	NB vs SB LT	ROW Auto	11/24/2015	12:04
Green Ave	170' S	Sideswipe	NB vs NB	Improper Turn	1/30/2016	14:28
Hedwig Rd <sup>2</sup>	0'	Broadside	WB vs SB LT	ROW Auto	7/18/2011	11:43
Hedwig Rd	2' N	Broadside	SB vs EB LT	ROW Auto	8/2/2012	10:33
Hedwig Rd	10' N	Broadside	SB vs EB LT	ROW Auto	1/27/2014	13:58
Hedwig Rd	0'	Broadside	SB vs NB LT	ROW Auto	2/13/2014	17:20
Hedwig Rd	0'	Broadside	SB vs EB LT	ROW Auto	4/1/2014	14:49
Hedwig Rd	0'	Broadside	SB vs NB LT	Improper Turn	6/7/2014	12:37
Hedwig Rd	62' S	Sideswipe	SB vs SB	Lane Change	8/8/2014	1:26
Hedwig Rd	0'	Unknown	SB vs NB LT	Improper Turn	11/24/2015	17:43
Hedwig Rd	0'	Broadside	SB vs NB LT	ROW Auto	1/22/2016	15:20
Howard Ave <sup>2</sup>	145' S	Broadside	NB vs WB LT	ROW Auto	9/29/2013	11:33
Howard Ave	0'	Broadside	NB vs WB LT	DUI	4/29/2014	12:50
Howard Ave	79' N	Overtuned	NB vs WB	Unsafe Speed	7/19/2015	16:54
Howard Ave	0'	Broadside	NB vs EB LT	ROW Auto	3/18/2016	20:13

<sup>1</sup> Distance and direction from the intersection. 0' = within the intersection.

<sup>2</sup> PCF = Primary Collision Factor = Main cause of the collision

<sup>3</sup> Appears that collision involved a motorist exiting driveway on east side opposite Hedwig Rd.

**TRAFFIC COMMISSION UPDATED STATUS LIST - 2015-2016**

ITEM	DESCRIPTION	DATE INITIATED	REQUESTED BY	COUNCIL OR STAFF	TAKEN TO		REMARKS
					T.C.	C.C.	
<b>RECOMMENDATION APPROVED/COMPLETED</b>							
<b>A</b>							
A-1	Install 4-way stop signs at 4-way stop intersections.	Jul-15	J. Wilhelm				Completed
A-2	Farquhar/Los Alamitos Alley Study		Emerson/Mejia				Completed
A-3	No Left Turn sign by the Post Office on Reagan St	Jun-15	D. Patz				Completed
A-4	Katella/Cherry crosswalk on East side of Katella - move to west side.	Jun-15	J. Mejia				Completed - Put on 7-yr CIP
A-5	High School Traffic Study		D. Hunt		Apr-15		Completed -Needs Los Al Unified approval
A-6	Extend signal time for cars crossing Katella @ Walnut/Wallingford	Apr-June-15	Lindsey				Completed
A-7	Repaint arrows at bus pad on Katella @ Walnut	Apr-15	J. Mejia				Completed
A-8	3-Way Stop Sign @ Cherry St & Catalina St	Jan-13	J. Wilhelm		May-15	Jun-15	Completed
A-9	Consider options for widening Civic Center Dr	Jan-14	J. Mejia				Included in development
<b>RECOMMENDATION APPROVED &amp; PENDING IMPLEMENTATION</b>							
<b>B</b>							
B-1	Modifications to Katella/Wallingford-Walnut for school ped safety	Jul-15	Rossmoor HOA	Possibly Council	Nov-15		Conducting follow-up
<b>RECOMMENDATION DENIED</b>							
<b>C</b>							
<b>RECOMMENDATION DENIED</b>							
<b>D</b>							
<b>ITEMS PENDING CONSIDERATION - TRAFFIC COMMISSION</b>							
<b>E</b>							
<b>ITEMS PENDING CONSIDERATION - CITY COUNCIL</b>							
<b>E-1</b>	Piggy-back on Seal Beach BI signal synch OCTA program for Los Alamitos BI	Jan-16	D. Emerson	Council	Mar-16		On proposed 7-yr CIP (unfunded)
<b>TRAFFIC COMMISSION INITIATED ITEMS - ENGINEERING</b>							
<b>F</b>							
F-1	Modify pedestrian signal/sign for NB right turns - East leg Bloomfield & Katella	Jan-14	J. Wilhelm	Staff			Reviewing
F-2	Upgrade fork-lift crossing on Catalina	Jan-16	J. Mejia	Staff			Bids in - est. start is end of April
F-3	Address sight distance for driveways on S/S Katella - Reagan to Cherry	Mar-16	J. Wilhelm	Possibly Council			Reviewing (will return to Comm.)
F-4	Replace/repaint Xwalks & stop signs-no reflectivity at night on Farquhar from Noel to Los Alamitos BI	Apr-16	J. Mejia	Staff			Staff reviewing
F-5	Remove parking spaces on S/S Catalina opposite Trend docks	Mar-16	J. Mejia	Possibly Council			Reviewing

**TRAFFIC COMMISSION UPDATED STATUS LIST - 2015-2016**

ITEM	DESCRIPTION	DATE INITIATED	REQUESTED BY	COUNCIL OR STAFF	TAKEN TO		REMARKS
					T.C.	C.C.	
F - 6	Move or upgrade mid-block crosswalk on Cherry s/o Florista	Mar-16	J. Mejia & D. Patz	Possibly Council			Reviewing
F - 7	Bring the traffic study for Shea Properties Arrowhead to Commission	Mar-16	J. Mejia	Staff			Waiting for study to be submitted
F - 8	Remove school signs for Laurel HS, which is closed	Nov-15	D. Patz	Staff			Confirmed - Staff will remove
F - 9	Remove "left over" limit line at Farquhar/Pine (from Keep Clear)	Nov-15	D. Emerson	Staff			Reviewing
F - 10	Remove "Keep Clear" on Farquhar at Cherry	Mar-16	D. Emerson	Staff			Reviewing
F - 11	Street name signs at Los Alamitos Bl//Florista-paint/vinyl peeling off	Jan-16	J. Seaman	Staff			Part of Citywide replacement
F - 12	Replace speed bumps in alley - poor condition	Jan-16	J. Mejia	Staff			Ordering new ones
F - 13	Vehicles in N/bound left turn lanes on Los Alamitos at Katella back up into thru lane	Jan-16	D. Emerson	Council			Reviewing - Would likely require capital improvements
F - 14	Add red curb for sight distance on Katella for n/bound Bloomfield	Mar-16	D. Emerson	Possibly Council			Reviewing - Clarification needed from Commissioner