CITY OF LOS ALAMITOS
3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA
TRAFFIC COMMISSION
REGULAR MEETING
Wednesday, January 11, 2017 – 7:00 PM

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 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 Daniel Patz
Commissioner Dave Emerson
Commissioner Randall Hill
Commissioner Javier Mejia
Commissioner Sallie Rodman
Commissioner Jason Seaman
Commissioner Elliott Singer
3. **PLEDGE OF ALLEGIANCE**

4. **SWEARING IN OF NEW MEMBERS**

5. **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.**

6. **TRAFFIC COMMISSION REORGANIZATION**
   a. This Report guides the Commission through the selection of a Chair and Vice Chair.

7. **APPROVAL OF MINUTES**
   a. Approve the Minutes for the Regular Meeting of November 9, 2016.

8. **STAFF REPORTS**
   a. Traffic Commissioner Guidelines, Rules and Codes
   b. Traffic Analysis at the Intersection of Katella Avenue and Cherry Street
   c. Consideration of Parking Revision 10792 Los Alamitos Blvd.
   d. Traffic Commission Status Log

9. **ITEMS FROM THE DEVELOPMENT SERVICES DIRECTOR**
   None

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

11. **ADJOURNMENT**

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 4th day of January, 2017**

Michelle Muller, Department Secretary
City of Los Alamitos
Traffic Commission

Agenda Report
Staff Report

January 11, 2017
Item No: 6a

To: Chair and Members of the Traffic Commission

From: Steven Mendoza, Development Services Director

Subject: Annual Traffic Commission Reorganization

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

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

1. Chair
2. Vice Chair

**Background**

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

"2.48.050 Officers—Election and vacancy.

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

**Discussion**

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

<table>
<thead>
<tr>
<th>Members</th>
<th>Appointment</th>
<th>Exp. Date</th>
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MINUTES OF TRAFFIC COMMISSION MEETING
OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – November 9, 2016

1. CALL TO ORDER

A Regular meeting of the Traffic Commission was called to order at 7:00 PM on
November 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 James Wilhelm

Absent: Vice Chair Gina Biri (Excused)
Commissioner Jason Seaman (Excused)

Present: Staff: Development Services Director Steven Mendoza
Farhad Iranitalab, Traffic Engineer
Captain Rick Moore, Police Department
Dawn Sallade, Department Secretary

3. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Chair Patz.

4. ORAL COMMUNICATIONS
Chair Patz opened the meeting for Oral Communications. There being no
speakers, the Chair closed Oral Communications.

5. APPROVAL OF MINUTES
A. Approve the Minutes for the Regular Meeting of October 12, 2016.
Motion/Second: Emerson/Mejia
Unanimously Carried 4/0/0 (Seaman and Biri absent): The Traffic
Commission approved the minutes of the Regular meeting of October 12,
2016, as written.

6. STAFF REPORTS
A. Continuing Education – “Traffic Control Plan”
Traffic Engineer Farhad Iranitalab presented a PowerPoint and verbal
presentation of Traffic Control Plans and answered any questions the
Commission had.

Following the presentation, the Commissioners indicated they were very
appreciative of Mr. Iranitalab’s presentation.
7. TRAFFIC COMMISSION UPDATED STATUS LOG
City Engineer Farhad Iransitalab reviewed the Status Log with the Commissioners, wrote down changes and will update the log accordingly.

8. ITEMS FROM THE DEVELOPMENT SERVICES DIRECTOR
   - Development Services Director Steven Mendoza reported that the City Council will be conducting interviews on November 21, 2016 @ 5:00 pm for all Commissions.
   - Mr. Mendoza reminded the Commission they will need to RSVP by November 23rd if they are intending to attend the Commissioner’s Holiday Dinner on December 6th.

9. TRAFFIC COMMISSION INITIATED BUSINESS
   - Chair Patz thanked the Commission and encouraged them to nominate Vice Chair Biri to the office of Chair as she stepped aside this year so he could serve.
   - Commissioner Emerson reported he will be out of state the first meeting of January, 2017. He said he felt rotation of officers was good but he’s willing to serve if needed.
   - Commissioner Mejia reported the intersection safety lights over the following intersections are non-functioning. Mr. Mendoza indicated Staff would turn this over to Public Works as a service request:
     - NW corner Lexington/Katella
     - Noel/Katella
     - S/W corner of Cherry/Katella
     - S/E corner of Los Alamitos Boulevard/Katella Avenue
     - N/E corner of Los Alamitos Boulevard/Katella Avenue
     - NE corner of Los Alamitos Boulevard/Orangewood Avenue

10. ADJOURNMENT
    The Traffic Commission adjourned at 7:50 pm.
City of Los Alamitos
Traffic Commission

Agenda Report
Staff Report

January 11, 2017
Item No: 8a

To: Chair and Members of the Traffic Commission
From: Steven A. Mendoza, Development Services Director
Subject: Traffic Commissioner Guidelines, Rules and Codes

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

Recommendation: Receive and file.

Background:

With new Traffic Commissioners this year we thought it would be the proper time to revisit some of the policies related to the Traffic Commission and the Duties and Responsibilities of the Chair and Vice Chair. Attached you will find the following documents that may be useful to the Commissioner in the future;

1. Los Alamitos Boards, Commission, and Committees Policy Handbook; and,
2. Rosenberg’s Rules of Order; and,

Please review the attached documents. Staff will continue to add items to the Traffic Commission Agenda to facilitate the education of the Traffic Commissioners.

Attachments: 1. Policy Handbook
2. Rosenberg’s Rules of Order
3. Chapter 2.40 of the City’s Municipal Code
CITY OF LOS ALAMITOS

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

www.cityoflosalamitos.org
CITY OF LOS ALAMITOS

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.
GENERAL INFORMATION

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.
LOS ALAMITOS ORGANIZATIONAL STRUCTURE

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.
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.
BOARDS, COMMISSIONS, AND COMMITTEES

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

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)
RECRUITMENT AND APPOINTMENT PROCESS

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.
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

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.
RELATIONS OF THE BOARDS, COMMISSIONS, AND COMMITTEES

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.
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.
ROLE OF CITY COUNCIL, ADVISORY MEMBERS, AND STAFF

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.
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:

<table>
<thead>
<tr>
<th>Board, Commission, and Committee</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Television Commission</td>
<td>Cable Operations Manager (Contract)</td>
</tr>
<tr>
<td>Parks, Recreation &amp; Cultural Arts Commission</td>
<td>Recreation &amp; Community Services</td>
</tr>
<tr>
<td>Personnel Appeals Board</td>
<td>Administrative Services Director</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Community Development</td>
</tr>
<tr>
<td>Traffic Commission</td>
<td>Public Works/Police Department</td>
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**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.
ROLE OF OFFICERS

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.
MEETINGS AND PREPARATION

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.
REGULATIONS TO HOLD A MEETING

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

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.
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 agendize 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.
PROCEDURES DURING THE MEETING

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.
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
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.
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.
CABLE TELEVISION COMMISSION (*SUSPENDED)

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.
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.
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.
PLANNING COMMISSION

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

TRAFFIC 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. 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.
Rosenberg’s Rules of Order
REVISED 2011
Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg
MISSION AND CORE BELIEFS
To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION
To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities
Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR
Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.
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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules—Robert's Rules of Order—which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then Robert's Rules of Order is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of Rosenberg's Rules of Order.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, Rosenberg's Rules has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted Rosenberg's Rules in lieu of Robert's Rules because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.

2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.

3. Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.

4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:
First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:
1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General
Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move…”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:
1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions
There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body
There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and to put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and to put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend passed, the chair would then move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if amended, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate
The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

- Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.
- Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.
- Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body, "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes
In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes
The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in
California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

**How does this work in practice?**

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

**The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider: to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.
**Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud, or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

**Special Notes About Public Input**

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.
Chapter 2.40 TRAFFIC COMMISSION

2.40.010 Established.

A Los Alamitos traffic commission consisting of seven members is established with membership, powers, and duties as provided for in this chapter and other applicable law. (Ord. 15-06 § 7, 2015)

2.40.020 Definitions.

Except where the context otherwise requires, the definitions given in this section shall govern the construction of this chapter:

“Chair” means the chairperson of the traffic commission.

“City” means the city of Los Alamitos.

“City council” means the city council of the city of Los Alamitos.

“City manager” means the city manager of the city of Los Alamitos.

“Commission” means the traffic commission.

“Commissioner(s)” means any duly appointed member(s) of the traffic commission.

“Secretary” means the staff liaison who oversees the committee appointed by the city manager.

“Vice-chair” means the vice-chairperson of the traffic commission. (Ord. 15-06 § 7, 2015)

2.40.030 Officers’ duties.

A. It shall be the duty of the chair to:
   1. Preside at all meetings of the traffic commission;
   2. Call, and preside at, special meetings;
   3. Sign all necessary and appropriate resolutions and other documents in the name of the commission;
   4. Name and appoint all necessary and appropriate committees of the commission;
   5. Represent the commission or designate a representative of the commission at all meetings and functions required by law or otherwise.

B. It shall be the duty of the vice chair to perform all duties of the chair in the absence or temporary illness of the chair.

C. It shall be the duty of the secretary to:
   1. Make minutes of the proceedings of the commission that will be filed with the city clerk;
   2. Prepare and send, in the name of the commission, all communications authorized and directed by the chair or by the commission as a whole;
   3. Receive, and bring to the attention of the commission, all communications addressed to it;
   4. Sign, as secretary, in the name of the commission, all necessary and appropriate resolutions, notices and other documents authorized and directed by the commission;
5. Prepare and distribute an agenda for all regular meetings of the commission;
6. Receive and process all applications and all matters relating to the commission. (Ord. 15-06 § 7, 2015)

2.40.040 Rules and procedures.

Rules and procedures, including amendments, are adopted by the city council by resolution. The commission shall make recommendations for amendments to the city council from time to time. A majority vote of the commission shall be required to forward the proposed amendment to the city council. (Ord. 15-06 § 7, 2015)

2.40.050 Meetings.

A. Regular Meetings. The commission shall meet in regular session on regularly scheduled dates as established by resolution of the city council.
B. Special Meetings. The council, the chair or any four members of the commission shall have the authority to call special meetings of the commission. (Ord. 15-06 § 7, 2015)

2.40.060 Powers and duties.

A. 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.
B. The city council may, from time to time, empower the commission to:
   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. (Ord. 15-06 § 7, 2015)

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City of Los Alamitos
Traffic Commission

Agenda Report
Staff Report
January 11, 2017
Item No: 8b

To: Chair and Members of the Traffic Commission

From: Farhad Iritnalab, Traffic Engineer

Subject: Traffic Analysis - Intersection of Katella Avenue and Cherry Street

Summary: A request from Traffic Commissioners initiated the analysis of traffic movements in and out of Cherry Street from the south side at Katella Avenue intersection. The following presents a summary of results.

Recommendation: Based on the findings and analysis, Staff does not recommend any major changes to the intersection geometry or traffic movements.

Background:

The intersection of Cherry Street and Katella Avenue is a four-legged intersection located to the east of Reagan Street (see Exhibit A). The south leg approach to the intersection is a narrow 20' two-way private driveway and is not an optimum approach configuration. This private driveway connects Katella Avenue to the alley south of Katella between Reagan Street and Maple Avenue. Concerns were raised by the Traffic Commissioners regarding the operation and safety at this intersection.

Field observations indicate that traffic volume using this driveway is light and therefore the conflict between entering and exiting vehicles are infrequent. Staff has studied the reported accidents history at this intersection for the past seven years and did not find any accidents related to movements at the south leg of Cherry Street.

Staff analyzed alternatives such as converting the two-way operations to a one-way in or out from the south to eliminate the conflict between the entering and exiting traffic, however, further study of the access from Katella Avenue onto the South Alley indicate that the only access is from Reagan Street or Maple Street. We believe that any changes to the traffic pattern would have a more negative impact on the traffic flow in the area.
Discussion:

Analysis of traffic pattern and reported accidents for the past seven years indicate that traffic is operating in an efficient and safe manner at this intersection. The operational change from a two-way to a one-way will have negative impacts on the residents and businesses that have access to the South Alley from Katella Avenue. The only change staff recommends is to prohibit left-turn movement from westbound Katella onto southbound Cherry Street to minimize the conflict between entering and exiting traffic.

Fiscal Impact

$300.00 for the changing of the overhead sign for no left turn.

Attachment: Exhibit A
City of Los Alamitos
Traffic Commission

Agenda Report
Staff Report

January 11, 2017
Item No: 8c

To: Chair and Members of the Traffic Commission

From: Steven A. Mendoza, Development Services Director

Subject: Consideration of Request to Review Parking Regulations

Summary: Consideration of a request to review and consider McNally Lighting’s request for a revision to their time-limited parking.

Recommendation: Review, consider and assign the request to the City’s Traffic Engineer for further study if warranted by the Commission.

Background:

The owners of the property and the business at 10792 Los Alamitos Boulevard, has sent in a request to the Commission to take a look at the newly established time-limited parking at the site.

Before Staff reviews or considers expending public funds on such a request, we bring the items to the Commission to see if such a request is warranted.

Attachments: 1. McNally Letter
Subject: Parking Challenges

In the Spring of 2016 the City of Los Alamitos held a parking work shop to address the following:

Learn about work done to date, Hear what community has told us so far, Discuss the next steps to a solution, Share your opinions.

I attended the public council meetings on this topic as any parking decisions would directly impact my business. The Council chose to impose its new rules and my business went from Green Curb / No parking restrictions in the front of McNally Electric as indicated on the Fehr & Peers - Parking Assessment Dated May 29, 2015 to a 4 Hour Parking Area.

This abrupt change has impacted my customers ability to secure parking in front of our store. After the change, we decided to wait and see, were the issues still there as they had required the green curb in the first place. We've heard many comments from our clients about the parking in front of the store. None were positive.

Examples of this change in allowing 4 hour parking are the following:

- Beverage Trucks making deliveries to the 7/11 store park for extended periods of time taking several spots in the process.
- Vehicles have been recognized as parking in front of the store at opening -9:00 a.m. and still present after lunchtime.
- The 4 hour limit allows for cars to meet and I have witnessed car pooling.
- The Big trucks that deliver or go to lunch in the area will take up the entire curb from driveway to driveway. Blocking the complete visibility of the store, on numerous occasions.

When the curb was green the above examples never occur.

This extended timed street parking on the Boulevard in front of my showroom is a burden on my customers ability to stop, run in, conduct business, often with in 25 minutes or less and leave. We are a destination store and when the customer, especially the elderly, cannot secure a reasonable parking spot they will not come back and give me the opportunity to serve their lighting and electrical needs as we have for over 50 years.

I respectfully request this 4 Hour Area of Parking be changed to how it was previously. Plus if you can remove the newly installed sign pole so that clients who park there don't hit their passenger door when their door is opened. I see 2 options for that, either move the sign to the beginning of the parking area close to the driveway where doors will never be an issue or print it on the curb, as done in the past.

Thank you for attention in this matter.

Kathi McNally
CEO
City of Los Alamitos
Traffic Commission

Agenda Report
Staff Report

January 11, 2017
Item No: 8d

To: Chair and Members of the Traffic Commission

From: Steven A. Mendoza, Development Services Director

Subject: Traffic Commission Status Log

Summary: This is a tracking tool used by the Commission to track assignments and accomplishments.

Recommendation: Receive and File and revise as necessary

Background:

The attached Status Log is used to track the assignments that come our way. It is also an opportunity for the Commissioners to assign work to the Traffic Engineer.

Attachment: Status Log
## TRAFFIC COMMISSION STATUS LIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>DATE INITIATED</th>
<th>REQUESTED BY</th>
<th>COUNCIL OR STAFF</th>
<th>TAKEN TO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Install 4-way stop signs at 4-way stop intersections.</td>
<td>Jul-15</td>
<td>J. Wilhelm</td>
<td>Emerson/Mejia</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>A - 2</td>
<td>Farquhar/Los Alamitos Alley Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A - 3</td>
<td>No Left Turn sign by the Post Office on Reagan St</td>
<td>Jun-15</td>
<td>D. Patz</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>A - 4</td>
<td>Katella/Cherry crosswalk on East side of Katella - move to west side.</td>
<td>Jun-15</td>
<td>J. Mejia</td>
<td></td>
<td></td>
<td>Completed - Put on 7-yr CIP</td>
</tr>
<tr>
<td>A - 6</td>
<td>Extend signal time for cars crossing Katella @ Walnut/Wallingford</td>
<td>Apr-June-15</td>
<td>Lindsey</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>A - 7</td>
<td>Repaint arrows at bus pad on Katella @ Walnut</td>
<td>Apr-15</td>
<td>J. Mejia</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>A - 8</td>
<td>3-Way Stop Sign @ Cherry St &amp; Catalina St</td>
<td>Jan-13</td>
<td>J. Wilhelm</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>A - 9</td>
<td>Consider options for widening Civic Center Dr</td>
<td>Jan-14</td>
<td>J. Mejia</td>
<td></td>
<td></td>
<td>Included in development</td>
</tr>
<tr>
<td>A - 10</td>
<td>Upgrade fork-lift crossing on Catalina</td>
<td>Jan-16</td>
<td>J. Mejia</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

## RECOMMENDATION APPROVED & PENDING IMPLEMENTATION

| B-1 | Modifications to Katella/Wallingsford-Walnut for school ped safety | Jul-15 | Rossmoor HOA | Possibly Council | Nov-15 | Conducting follow-up |

## RECOMMENDATION DENIED

## ITEMS PENDING CONSIDERATION - TRAFFIC COMMISSION

## ITEMS PENDING CONSIDERATION - CITY COUNCIL

| E-1 | Piggy-back on Seal Beach Bl signal synch OCTA program for Los Alamitos Bl | Jan-16 | D. Emerson | Council | Mar-16 | On proposed 7-yr CIP (unfunded) |

## TRAFFIC COMMISSION INITIATED ITEMS - ENGINEERING

<p>| F - 1 | Modify pedestrian signal/sign for NB right turns - East leg Bloomfield &amp; Katella | Jan-14 | J. Wilhelm | Staff | | Under surveillance to determine the solution. |
| F - 3 | Address sight distance for driveways on S/S Katella - Reagan to Cherry | Mar-16 | J. Wilhelm | Possibly Council | | Under observation. No further action required at this time |</p>
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>DATE INITIATED</th>
<th>REQUESTED BY</th>
<th>COUNCIL OR STAFF</th>
<th>TAKEN TO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>F - 5</td>
<td>Remove parking spaces on S/S Catalina opposite Trend docks</td>
<td>Mar-16</td>
<td>J. Mejia</td>
<td>Possibly Council</td>
<td></td>
<td>Requested to improve the signage to improve visibility for the forklift operation.</td>
</tr>
<tr>
<td>F - 6</td>
<td>Move or upgrade mid-block crosswalk on Cherry s/o Florista</td>
<td>Mar-16</td>
<td>J. Mejia &amp; D. Patz</td>
<td>Possibly Council</td>
<td></td>
<td>Under observation. No further action required at this time</td>
</tr>
<tr>
<td>F - 7</td>
<td>Bring the traffic study for Shea Properties Arrowhead to Commission</td>
<td>Mar-16</td>
<td>J. Mejia</td>
<td>Staff</td>
<td></td>
<td>Waiting for study to be submitted</td>
</tr>
<tr>
<td>F - 8</td>
<td>Remove school signs for Laurel HS, which is closed</td>
<td>Nov-15</td>
<td>D. Patz</td>
<td>Staff</td>
<td></td>
<td>Confirmed - Staff will remove</td>
</tr>
<tr>
<td>F - 9</td>
<td>Remove &quot;left over&quot; limit line at Farquhar/Pine (from Keep Clear)</td>
<td>Jun-16</td>
<td>D. Emerson</td>
<td>Staff</td>
<td></td>
<td>Limit lines and Pavement Marking to remain per TC meeting 6/9/16. No Action needed</td>
</tr>
<tr>
<td>F - 10</td>
<td>Remove &quot;Keep Clear&quot; on Farquhar at Cherry</td>
<td>Mar-16</td>
<td>D. Emerson</td>
<td>Staff</td>
<td></td>
<td>No further action required at this time</td>
</tr>
<tr>
<td>F - 11</td>
<td>Street name signs at Los Alamitos BI/Florista-paint/vinyl pealing off</td>
<td>Jan-16</td>
<td>J. Seaman</td>
<td>Staff</td>
<td></td>
<td>Part of Citywide replacement</td>
</tr>
<tr>
<td>F - 12</td>
<td>Replace speed bumps in alley - poor condition</td>
<td>Jan-16</td>
<td>J. Mejia</td>
<td>Staff</td>
<td></td>
<td>Ordering new ones</td>
</tr>
<tr>
<td>F - 13</td>
<td>Vehicles in N/bound left turn lanes on Los Alamitos at Katella back up into thru lane</td>
<td>Jan-16</td>
<td>D. Emerson</td>
<td>Council</td>
<td></td>
<td>Reviewing - Would likely require capital improvements</td>
</tr>
<tr>
<td>F - 14</td>
<td>Add red curb for sight distance on Katella for n/bound Bloomfield</td>
<td>Mar-16</td>
<td>D. Emerson</td>
<td>Possibly Council</td>
<td></td>
<td>Under observation. No further action required at this time</td>
</tr>
<tr>
<td>F - 15</td>
<td>PT/P Study to downgrade fully protected operation for Rosmoor Way/Los Alamitos TS and Bradbury/Los Alamitos TS S/B and N/B directions</td>
<td>Jun-16</td>
<td>D. Emerson</td>
<td>Staff</td>
<td></td>
<td>No further action required at this time</td>
</tr>
</tbody>
</table>