

Council Meeting of
May 10, 2011

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Traffic Commission and Community Development - Approve Traffic Commission Work Plan

Expenditure: None

RECOMMENDATION

Recommendation of the Traffic Commission and the Community Development Director that City Council approve the Traffic Commission Work Plan and its prioritization as recommended by the Commission at the May 2, 2011 meeting.

BACKGROUND/ANALYSIS

On April 5, 2011, Your Honorable Body held a joint meeting with the Torrance Traffic Commission to review and discuss the Work Plan. The Work Plan was presented by the Traffic Commissioners.

As a result of the discussions at the joint meeting, the Traffic Commission, at their May 2, 2011 meeting, modified and prioritized the Work Plan as tabulated below:

Recommended Goals for the Work Plan

| NO | Goal Statement |
|-----------|---|
| 1 | Develop a tracking process for Traffic Commission concerns |
| 2 | Develop criteria/list of intersections for Protected Permissive signal operation |
| 3 | Pedestrian crosswalk enhancement Audio/Tactile/In pavement flashing markers |
| 4 | Develop Policies for installation, location and maintenance of Street Name Signs |
| 5 | Encouraging other modes of transportation, such as pedestrian and shuttle buses to and from the mall and other major commercial centers and Downtown Torrance |
| 6 | Sepulveda Corridor Traffic Analysis |

Upon concurrence from the City Council, staff will strategize the development of each of the Work Plan items with the Traffic Commission, as well as representatives from Public Works, Police and other departments over the next 12 to 18 months.

Respectfully submitted,

TRAFFIC COMMISSION

BY David Sargent
David Sargent, Chair

CONCUR:

JEFFERY W. GIBSON
Community Development Director

Jeffery W. Gibson
Jeffery W. Gibson
Community Development Director

By Ted Semaan
Ted Semaan, Manager
Transportation Planning,
Development Engineering
& Records Division

LeROY J. JACKSON
LeROY J. JACKSON
City Manager

Attachment:
A. May 2, 2011 Traffic Commission Item

Traffic Commission Meeting
May 2, 2011

Agenda Item No. 7a

TO: Traffic Commission

FROM: Ted Semaan, Manager
 Transportation Planning, Development Engineering and Records Division

SUBJECT: Final approval and prioritization of the Traffic Commission Work Plan

RECOMMENDATION

The Community Development Director recommends that the Traffic Commission concur with the modified Work Plan, prioritize the remaining goals and direct the staff to present the final Work Plan to the City Council for their review and approval.

BACKGROUND/ANALYSIS

On April 5th, 2011, Torrance City Council and the Traffic Commission held a joint meeting to review and discuss the Traffic Commission Work Plan. The Work Plan was presented by the Traffic Commissioners. As a result of the discussions at the joint meeting, the Community Development Director is recommending that the Traffic Commission concur with the final Work Plan as tabulated below:

Recommended Goals for the Work Plan

| NO | Goal Statement |
|-----------|---|
| | Develop a tracking process for Traffic Commission concerns |
| | Develop Policies for installation, location and maintenance of Street Name Signs |
| | Develop criteria/list of intersections for Protected Permissive signal operation |
| | Encouraging other modes of transportation, such as pedestrian and shuttle buses to and from the mall and other major commercial centers and Downtown Torrance |
| | Sepulveda Corridor Traffic Analysis |
| | Pedestrian crosswalk enhancement Audio/Tactile/In pavement flashing markers |

In addition to the staff from Community Development, City Manager and his staff, City Attorney and the Torrance Police Department's representative were in attendance and provided input and information to the group.

Lastly, the Community Development Director is recommending the Traffic Commission prioritize these goals, and forward them to the City Council for their review and approval.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By 

Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records Division

Attachment:

- A) April 5, 2011 Joint meeting of Torrance City Council and the City of Torrance Traffic Commission Item 7 (***Reconsideration of Traffic Commission Work Plan Priorities***)



TRAFFIC COMMISSION

JOINT MEETING OF TORRANCE CITY COUNCIL AND THE CITY OF TORRANCE TRAFFIC COMMISSION

THIRD FLOOR ASSEMBLY ROOM
TORRANCE CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE, CALIFORNIA 90503

TUESDAY, APRIL 5, 2011
5:30 P.M.

The Traffic Commission meets the first Monday of each month at 7:00 p.m. in the Meeting Room of the West Annex of City Hall. All meetings are open to the public. Speakers are asked to complete a "Speaker Information" card (available at the meeting) and give it to a staff member or the Minute Secretary.

The Traffic Commission is an advisory body to the City Council. Actions of the Community Development Director or Traffic Commission may be appealed by the applicant, City Council, City Manager, or other interested parties by filing a written notice of appeal along with the City Clerk within 15 days of the action.

Staff reports are available for review at the Community Development Department, Civic Center Main Library and the City Clerk's office. Questions or concerns may be directed to Ted Semaan, Transportation Planning Manager at 310-618-5990. Agendas and minutes are posted on the City of Torrance Home Page at www.TorranceCA.Gov.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310-618-5990. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

HOURS OF OPERATION
Monday through Friday from
7:30 a.m. to 5:30 p.m.

Offices are closed alternate Fridays.

City Hall will be closed
Friday, April 8, 2011
Friday, April 22, 2011

1. WELCOME AND INTRODUCTIONS
2. FLAG SALUTE
3. ROLL CALL
4. MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA
5. APPROVAL OF MINUTES: MARCH 7, 2011
6. ORAL COMMUNICATIONS #1 (Limited to 30 minutes)
7. DISCUSSIONS AND OVERVIEW OF THE PROPOSED TRAFFIC COMMISSION WORK PLAN BY THE TRAFFIC COMMISSIONERS
8. ORAL COMMUNICATIONS #2
9. ADJOURNMENT

CITY COUNCIL MEMBERS

Mayor Frank Scotto
Gene Barnett
Tom Brewer
Pat Furey
Cliff Numark
Susan M. Rhilinger
Bill Sutherland

TRAFFIC COMMISSION MEMBERS

Karen Galvin
Kathleen Green
Robert Rudolph
David Sargent
Sue Siani
Richard Tsao
Douglas Walter

CITY STAFF

Ted Semaan, Manager, Transportation Planning, Development Engineering & Records Divisions
Sepideh Sedadi, Traffic Engineering Associate

ROLL CALL: Barnett __, Brewer __, Furey __, Numark __, Rhilinger __, Sutherland __, Mayor Scotto __
Galvin __, Green __, Rudolph __ (Vice-Chair), Sargent __ (Chair), Siani __, Tsao __, and Walter __



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CITY STAFF

Ted Semaan, Manager, Transportation Planning, Development Engineering & Records Divisions
Sepideh Sedadi, Traffic Engineering Associate

ROLL CALL: Barnett __, Brewer __, Furey __, Numark __, Rhilinger __, Sutherland __, Mayor Scotto __
Galvin __, Green __, Rudolph __ (Vice-Chair), Sargent __ (Chair), Siani __, Tsao __, and Walter __

Traffic Commission Meeting
February 7, 2011

Agenda Item No. 7b

TO: Traffic Commission

FROM: Ted Semaan, Manager
Transportation Planning, Development Engineering and Records Division

SUBJECT: Reconsideration of Traffic Commission Work Plan Priorities

RECOMMENDATION

The Community Development Director recommends that the Traffic Commission review and approve the set of priorities for the Work Plan, and direct staff to forward an item to the City Council for their review and approval.

BACKGROUND/ ANALYSIS

At the May 3rd, 2010 Traffic Commission meeting, in recognition of the new members, and to review Commission duties and responsibilities, the City invited Mr. Len Wood to discuss two essential elements of serving on a Commission: *Team Approach to Problem Solving* and *Commission's Role and Responsibilities on behalf of the Council*. Mr. Wood was also asked to work with the Traffic Commission in the development of a Work Plan.

At the July 13th, 2010 Traffic Commission meeting, Mr. Wood presented an overview of the Commission's duties and responsibilities. With your input, the Commission and Mr. Wood developed the list of priorities for the Work plan.

At the October 4th, 2010 Traffic Commission meeting, staff presented an item describing the five priorities identified by the Commission for the Work Plan.

The following five priorities were reviewed by the Traffic Commission:

1. *Define guidelines for handling traffic requests and concerns;*
2. *Implement and evaluate traffic synchronization process;*
3. *Prioritize listing of improvements identified in Citywide Traffic Study;*
4. *Develop tracking process of traffic commission concerns; and*
5. *Develop a policy on street parking permit.*

Upon completion of staff's presentation and discussion by the Commission, commissioners concluded that the first three goals have already been developed by staff, and only the last two goals are viable to be included in the Work Plan for further development by the Traffic Commission. As a result, the Commission asked staff to return in a future meeting to consider the redevelopment of the Work Plan priority list.

At the December 6th, 2010 Traffic Commission meeting, commissioners reconsidered and developed the following list of priorities to be considered for the Work Plan. The table below depicts the priority ranking (No), Goal Statement and number of Points received.

Recommended Goals for the Work Plan

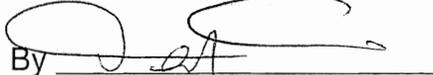
| NO | Goal Statement | Points |
|-----------|---|---------------|
| 1 | Develop a tracking process for Traffic Commission concerns | 6 |
| 1 | Develop Policies for installation, location and maintenance of Street Name Signs | 6 |
| 2 | Develop a policy on street parking permits | 4 |
| 3 | Develop criteria/list of intersections for Protected Permissive signal operation | 3 |
| 3 | Encouraging other modes of transportation, such as pedestrian and shuttle buses to and from the mall and other major commercial centers and Downtown Torrance | 3 |
| 3 | Sepulveda Corridor Traffic Analysis | 3 |
| 3 | Pedestrian crosswalk enhancement Audio/Tactile/In pavement flashing markers | 3 |

Once the Traffic Commission has approved the set of priorities for the Work Plan, staff will forward an item to the City Council for their review and approval.

Upon concurrence from the City Council, staff will strategize the development of each of the Work Plan items with the Traffic Commission, as well as representatives from Public Works, Police and other departments over the next 12 to 18 months.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By 

Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records Division

Attachments:

A) December 6, 2010 Traffic Commission Item

Traffic Commission Meeting
December 6, 2010

Agenda Item No. 7c

TO: Traffic Commission

FROM: Ted Semaan, Manager
Transportation Planning, Development Engineering and Records Division

SUBJECT: Reconsideration of Traffic Commission Work Plan Priorities

RECOMMENDATION

The Community Development Director recommends that the Traffic Commission reconsider and develop a new set of priorities for the Work Plan, and direct staff to forward an item to the City Council for their review and approval.

BACKGROUND

At the May 3rd, 2010 Traffic Commission meeting, in recognition of the new members, and to review Commission duties and responsibilities, the City invited Mr. Len Wood to discuss two essential elements of serving on a Commission: *Team Approach to Problem Solving* and *Commission's Role and Responsibilities on behalf of the Council*. Mr. Wood was also asked to work with the Traffic Commission in the development of a Work Plan.

At the July 13th, 2010 Traffic Commission meeting, Mr. Wood presented an overview of the Commission's duties and responsibilities. With your input, the Commission and Mr. Wood developed the list of priorities for the Work plan.

At the October 4th, 2010 Traffic Commission meeting, staff presented an item describing the five priorities identified by the Commission for the Work Plan.

The following five priorities were reviewed by the Traffic Commission:

1. Define guidelines for handling traffic requests and concerns;
2. Implement and evaluate traffic synchronization process;
3. Prioritize listing of improvements identified in Citywide Traffic Study;
4. Develop tracking process of traffic commission concerns; and
5. Develop a policy on street parking permit.

The Commissioners concluded that the first four goals have already been dealt with by staff, and only the last goal is viable and can be worked on.

ANALYSIS

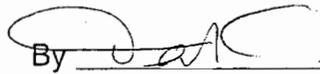
At the October Traffic Commission meeting, Commissioners requested that staff bring back the list of remaining goals from the original workshop (Attachment A) for reconsideration and further discussion and to develop additional list of priorities for the new Work Plan.

As part of the process, Commissioners and staff will re-assess the remaining goals from Attachment A, identify new goals, vote on priorities, and approve the Work Plan.

Once the Traffic Commission has approved the final Work Plan priorities, staff will forward the item to City Council for their review and approval.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By  _____

Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records Division

Attachments:

- A) List of Goals;
- B) October 4, 2010 Traffic Commission Item

List of Goals

| No | Goal Statement | Points |
|----|---|--------|
| | Develop a policy on street parking permits | |
| | Other Projects | |
| | Develop criteria and Implementation plan for conversion of present red/green light left turns to protective/permissive Left Turns | |
| | Review policy on street light wiring regarding above ground or below | |
| | Study Traffic on Sepulveda Boulevard during peak hours | |
| | Develop criteria for the beautification of park strips. | |
| | Review policy on street signage and markings to avoid an over proliferation of markings. | |
| | Study feasibility of adding a left-turn lane from Crenshaw South to East bound PC | |

Supplemental to Agenda Item No 7a

TO: Members of the Traffic Commission

FROM: Ted Semaan, Manager
Transportation Planning, Development Engineering and Records
Division

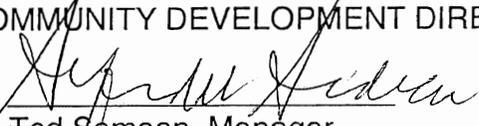
DATE: October 4, 2010

SUBJECT: SUPPLEMENTAL MATERIAL TO AGENDA ITEM 7a

Please replace page one of Attachment A with the two new pages. The attached will replace the process of handling complaints by Torrance Police Department in Item 7a, "1. Define guidelines for handling traffic requests and concerns."

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By 

Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records
Division

Attachment:

A) Updated Attachment A

Traffic Commission Work Plan

1. Define guidelines for handling traffic requests and concerns

Description: Community Development, Public Works and Police departments, as well as the Traffic Commission, routinely receive inquiries or complaints from the public or other departments regarding traffic operation, speed and safety throughout the City of Torrance.

PROCESS:

Public Works: The initial inquiries or complaints are investigated by the Public Works Department. The process for handling these requests (see below) is posted on the Public Works website at <http://www.torranceca.gov/10590.htm>

"Your email or letter must include a justification for the request and also include your name, address, and phone number so that we may contact you with questions. If all information is provided, your request will be placed on our Work Request list and investigated on a "first come - first serve" basis. The timeframe for our investigation will be based on our current workload. If we approve of the request, a work order will be sent to our Traffic & Lighting Division for implementation. If we can not approve of the request, our office will either contact you or respond in writing with an explanation."

Department Contact: For questions, contact the Traffic Engineering office by calling 1-310-781-6900. Office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m. (excluding Holidays), and alternate Fridays from 7:30 a.m. to 4:30 p.m.

Requests must be submitted in writing, either to PWTraffic@TorranceCA.Gov or to:

City of Torrance
Public Works Department
20500 Madrona Avenue
Torrance, CA 90503
Attn: Traffic Engineer

Community Development: Requests that need a more comprehensive analysis, with implications for a neighborhood or citywide analysis, are handled through the Community Development Department. The process of handling requests includes, but is not limited to the following:

- Initial investigation and data collection;
- Public outreach via neighborhood meetings and/ or Traffic Commission meetings for input;
- Invitation notices to the impacted residents and the interested parties to attend Traffic Commission meeting for staffs recommendation;
- Traffic Commission meeting; and
- City Council meeting, if needed.

Department Contact: For questions, contact the Torrance Police Department, Traffic Division by calling 310-618-5557. Office hours are Monday through Friday, 7:30 a.m. to 5:00 p.m. (excluding Holidays).

Requests may be submitted to the Police Department website at <http://www.torranceca.gov/TPD/8991.htm>

Traffic Commission: The Traffic Commission is an advisory body to the City Council. The Traffic Commission meets the first Monday of each month at 7:00 p.m. in the Meeting Room of the West Annex of City Hall. Public can bring their concerns directly to the Traffic Commission during Oral sections. Traffic Commission will ask staff to provide feedback and/or to return with an analysis and a Traffic Commission action item.

Actions of the Community Development Director and/or Traffic Commission may be appealed by the applicant, City Council, City Manager, or other interested parties by filing a written notice of appeal along with the City Clerk within 15 days of the action.

Traffic Commission Meeting
October 4, 2010

Agenda Item No. 7a

TO: Traffic Commission

FROM: Ted Semaan, Manager
Transportation Planning, Development Engineering and Records Division

SUBJECT: Traffic Commission Work Plan

RECOMMENDATION

The Community Development Director recommends that the Traffic Commission review, and approve the attached Work Plan, and direct staff to forward the item to City Council for their review and approval.

BACKGROUND/ANALYSIS

At the May 3rd, 2010 Traffic Commission meeting, in recognition of the new members, and to review Commission duties and responsibilities, the City invited Mr. Len Wood to discuss two essential elements of serving on a Commission: *Team Approach to Problem Solving* and *Commission's Role and Responsibilities on behalf of the Council*. Mr. Wood was also asked to work with the Traffic Commission in the development of a Work Plan.

At the July 13th, 2010 Traffic Commission meeting, Mr. Wood presented an overview of the Commission's duties and responsibilities. With your input, the Commission and Mr. Wood developed the list of priorities for the Work plan.

The attached documents describe the five priorities identified by the Commission for the Work Plan. Once this Work Plan has been reviewed and approved by the Traffic Commission, it will be forwarded to City Council for their review and approval.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By 
Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records Division

Attachments:

- A) Work Plan
- B) July 13, 2010 Traffic Commission Item

Traffic Commission Work Plan

1. Define guidelines for handling traffic requests and concerns

Description: Community Development, Public Works and Police departments, as well as the Traffic Commission, routinely receive inquiries or complaints from the public or other departments regarding traffic operation, speed and safety throughout the City of Torrance.

PROCESS:

Public Works: The initial inquiries or complaints are investigated by the Public Works Department. The process for handling these requests (see below) is posted on the Public Works website at <http://www.torranceca.gov/10590.htm>

"Your email or letter must include a justification for the request and also include your name, address, and phone number so that we may contact you with questions. If all information is provided, your request will be placed on our Work Request list and investigated on a "first come - first serve" basis. The timeframe for our investigation will be based on our current workload. If we approve of the request, a work order will be sent to our Traffic & Lighting Division for implementation. If we can not approve of the request, our office will either contact you or respond in writing with an explanation."

Department Contact: For questions, contact the Traffic Engineering office by calling 1-310-781-6900. Office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m. (excluding Holidays), and alternate Fridays from 7:30 a.m. to 4:30 p.m.

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- Initial investigation and data collection;
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- Invitation notices to the impacted residents and the interested parties to attend Traffic Commission meeting for staffs recommendation;
- Traffic Commission meeting; and
- City Council meeting, if needed.

Department Contact: For questions, contact the Community Development Department, Transportation Planning Division by calling 1-310-618-5990. Office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m. (excluding Holidays), and alternate Fridays from 7:30 a.m. to 4:30 p.m.

Requests must be submitted in writing to CDDTraffic@TorranceCA.Gov or to:

City of Torrance
Community Development Department
3031 Torrance Boulevard
Torrance, CA 90503
Attn: Transportation Planning

Torrance Police: The enforcement aspect of speed and safety related concerns are handled by Torrance Police Department Traffic Division. The process of handling requests includes, but is not limited to the following:

- Receive the request;
- Forward the enforcement request to either Area Traffic Officer (ATO) or parking enforcement officer;
- Investigation by officer; and
- Forward to Public Works or Community Development for further analysis, if needed.

Department Contact: For questions, contact the Torrance Police Department, Traffic Division by calling 310-618-5557. Office hours are Monday through Friday, 7:30 a.m. to 5:00 p.m. (excluding Holidays).

Requests may be submitted to the Police Department website at <http://www.torranceca.gov/TPD/8991.htm>

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Actions of the Community Development Director and/or Traffic Commission may be appealed by the applicant, City Council, City Manager, or other interested parties by filing a written notice of appeal along with the City Clerk within 15 days of the action.

2. Implement and evaluate traffic signal synchronization process

Description: Traffic Signal Synchronization is a method of coordinating signal timing. The South Bay Traffic Signal Synchronization Program (TSSP) consists of the design and construction of operational improvements (upgrade traffic signal equipment and time-base signal timing coordination) on identified arterial roadways.

PROCESS:

The Traffic Engineering office at the Public Works Department reviews design/modification plans, proposed signal timing and approves them for implementation.

The traffic signals on the following major roadways have or will be synchronized: Hawthorne, Pacific Coast Highway, Artesia, Prairie/Madrona, Sepulveda, Torrance, Carson and 190th.

Traffic Synchronization process includes, but is not limited to the following steps:

- Review existing signal phasing and timing for a specific corridor;
- Input the existing data into the Traffic model;
- Optimize the timing by utilizing the model;
- The corridor is then assessed with respect to crossing/intersecting corridors for optimal system coordination;
- Implement the new timing;
- Test run and field observation; and
- Fine tune the final timing as needed.

The Traffic and Lighting Division at the Public Works Department routinely inspects signalized intersections citywide to ensure that components are functioning properly and timing operation adheres to that designated by PW Engineering.

Budget Input: The funding for the TSSP is provided through Metro Call for Projects. The initial timing was implemented by Los Angeles County Department of Public Works on behalf of the South Bay cities. The ongoing monitoring and maintenance of coordinated signal timing is performed by City of Torrance PW staff.

Attachment 2 A: Current status.

Signal Synchronization Current Update

Traffic signals on the following major roadways have been synchronized:

1. Artesia Boulevard
2. 190th Street
3. Torrance Boulevard
4. Prairie/Madrona
5. Carson Street

Traffic signal synchronization on the following major roadways has been designed, but pending implementation.

1. Sepulveda Boulevard
2. Hawthorne Boulevard (south of PCH)
3. Crenshaw Boulevard

Traffic signal synchronization on Anza Avenue, Lomita Boulevard, Van Ness Avenue and 182nd Street are not yet designed, but are upcoming projects. However, the majority of signals on these corridors are part of the other corridor's signal system.

Hawthorne Boulevard (north of PCH) and Pacific Coast Highway are owned/operated by the California Department of Transportation, Caltrans and not connected to the City's synchronization network.

3. Prioritize listing of the deficient intersections identified in Citywide Traffic Study (CWTS) for improvements

Description: In October 2008, City of Torrance completed a Citywide Traffic Study (CWTS). As part of this study, 22 intersections were identified as “deficient”. **Deficient intersection means that the intersection is currently, or will be in the future, operating at a level of services (LOS) E or F during morning, noon, and/or afternoon peak hour.** These 22 intersections have been analyzed and the identified improvements were conceptually designed to determine right of way needs along with preliminary cost estimates. The CWTS can be viewed by checking the following link: <http://www.torranceca.gov/18924.htm>

PROCESS:

The schedule and priority of implementing the identified improvements is based on the ability to secure funding, right of way or both.

Right of Way:

- The needed right of way and improvements have been identified for these intersections, so that when an application for new project is submitted, depending on the nexus, staff may ask for dedication of right of way, along with other conditions, to improve the intersection.

Funding:

- City of Torrance established a Development Impact Fee (DIF) in October, 2005. This fee is paid by developers based on the size and type of land use of new developments. These fees are accumulated in separate dedicated accounts for transportation, undergrounding utilities, sewer, storm drain, police and fire improvements that have been identified on the DIF Needs List.
- City of Torrance Capital Improvement Program (CIP) identifies projects, funding requirements, funding sources and project timeline. The CIP is approved and adopted by the City Council and is used as a guideline for future projects and improvements throughout the City.
- Both, Community Development and Pubic Works staff apply for outside funding when available.

Priorities: Improvements are prioritized by the entitlement process, when development projects are implemented, and/or are incorporated into upcoming CIP's as right of way and funding are available.

4. Develop tracking process of Traffic Commission concerns

Description: Traffic Commission meetings are held the first Monday of every month. The Traffic Commission meeting Agenda consists of two Oral communications opportunities.

Currently, the Traffic Commission concerns, questions, and inquiries are addressed by staff at the meetings during oral communications, or via e-mail/ phone with staff.

The following are some suggestions for creating a tracking process:

1. Create a Traffic Commission Log that includes, but it is not limited to:
 - Identify the request;
 - Action; and
 - Conclusion
2. Quarterly update and presentation of the Log to the Traffic Commission. As an example, attached is a sample page from the "Major Projects Report", an informational report that is currently provided to City Council.

Attachment 4A: Sample page from the "Major Projects Report.

City of Torrance
Community Development Department's Major Project Report
January 1, 2010 – June 30, 2010

| Case Number (Related Case Numbers) | Applicant Project Location | Description | Status |
|---------------------------------------|--|--|--|
| CUP07-00024; TTM069717 | Capellino & Associates 1104 Sartori Ave. | Construction of professional office condominium development | Application received 8/24/07; Denied (P.C. 10/3/07); Approved (C.C. 12/11/07); Building permit issued 3/17/09; Under construction. |
| CUP08-00022; DVP08-00003 | Linda Francis 18900 Hawthorne Blvd. | Operation of new automobile sales & repair facility (MINI Cooper) | Application received 8/21/08; Approved (P.C. 10/1/08); Building permit issued 11-10-09; Under construction – near final. |
| CUP09-00008 | Toyota Motor Sales USA 2051 190 th St. | Construction of new Shell Hydrogen Fueling Station & Learning Center | Application received 5/27/09; Approved (P.C. 8/19/09); Permit issued 1/28/10 (framing & insulation completed). Building permit issued 4/16/10. |
| BLD09-01289 | Robinson Helicopter 2931 Airport Dr. | Construction of new 133,720 sq ft addition to existing manufacturing building | Application received 12/19/07; Approved (P.C. 2/20/08); Building permit issued 1/22/10. |
| CUP07-00033; DIV07-00019 | Dave O. Roberts 435 Maple Ave. | Construction of two, one-story industrial buildings exceeding 15,000 sq ft | Application received 8/10/04; Denied (P.C. 9/7/05); Approved (C.C. 9/27/05); Building permits for models issued 12/21/09; Building permits issued for 23 of 33 units – under construction. |

Projects with Applications *Approved or Denied*

| Case Number (Related Case Numbers) | Applicant Project Location | Description | Status |
|--|--|---|--|
| CUP07-00005; EAS07-00001 | Dean & Jan Thomas 3525 Maricopa St | Construction of 12 attached condominium units | Application received 2/28/07; Approved (P.C. 6/20/07); In plan check. |
| CUP07-00025; DVP07-00001; TTM069601 | Michael Pickett 24255 Hawthorne Blvd. | Construction of mixed-use development with 1,090 sq ft retail space, 1,122 sq ft office space and 6 residential units | Application received 8/24/07; Approved (P.C. 11/7/07); In plan check. |

5. Develop a policy on street parking permit

Description: City of Torrance does not have a comprehensive "Permit Parking Program"; however; during past few years, and based on a case by case scenarios, the City has established four (4) Permit Parking Districts.

PROCESS:

The Community Development Department - Transportation Planning Division, oversees the establishment and administration of permit parking districts. The following steps include but are not limited to establish a new permit parking district:

- 1) Receive the initial request for permit parking;
- 2) Multiple field observations on different days and times for license plate survey;
- 3) Analyze collected data such as land use, and density in the vicinity; and number of existing on-site and off-site parking;
- 4) Neighborhood meeting to present data and receive input;
- 5) Traffic Commission meeting(s) to present data for their consideration;
- 6) City Council to potentially approve and adopt an ordinance for the new permit parking district; and
- 7) Administrate the permit parking district.

In January 2005, as part of the Walteria Permit Parking district, City Council received a summary report of the estimated cost of creating a Permit Parking District. (Attachment B).

There are four (4) existing Permit Parking Districts within the City of Torrance. Each of the districts was established at a different time and has specific parking restrictions (Attachment A)

Attachment 5A: Existing Permit Parking Districts

Attachment 5B: City Council item of January 2005, Walteria Permit Parking district

Attachment 5A

I- TORRANCE GARDENS PERMIT PARKING DISTRICT

Established: January 1996

Restriction: 2-Hour Parking 6:00 AM to 8:00 PM Mon-Fri Except by Permit

The district's boundaries include Maple Street (east side of the street), Maricopa Street (south side of the street), Torrance Boulevard (both sides of the service road) and Crenshaw Boulevard (west side of the street). The district was created to address the traffic safety concerns and the overflow parking by employees of the businesses located along the north side of Maricopa Street. The Magnavox site has now been redeveloped as residential subdivision.

Staff continues to issue parking permits to the district residents only.

II- PACIFIC COAST HIGHWAY PERMIT PARKING DISTRICT

Established: 1995

Restriction: No Parking Anytime Except by Permit

The district is composed of a service road (both sides) along the south side of Pacific Coast highway east of Crenshaw Boulevard. It was created to address concerns regarding "for sale" vehicles being parked along both sides of the service road and the overflow parking by the patrons from the adjacent restaurant where Walgreen Drug Store is now situated.

III- WALTERIA PERMIT PARKING DISTRICT

Established: May 2004

Amended: March 2005

Restriction: No Parking 6:00 AM to 6:00 PM Mon-Sat Except by Permit

The Walteria Permit Parking district is bounded by Newton Street, Dalemead Street, Tandem Street and Rolling Hills Way including Weston Road between Dalemead Street and Winlock Road and both sides of the service road along the south side of Pacific Coast Highway.

The Walteria Parking Permit district was created as a result of the neighborhood traffic study to mitigate the overflow parking from nearby businesses located along Pacific Coast Highway and along Airport Drive.

Staff continues to issue parking permits to the district residents only and continues to maintain the data base of the permits issued.

IV- NORTH EAST TORRANCE PERMIT PARKING DISTRICT

Established: November 2004

Amended: March 2005

Restriction: No Parking 7:00 AM to 8:00 PM Mon-Fri Except by Permit

The North East Torrance Permit Parking district is bounded by Redondo Beach Boulevard, 166th Street, Crenshaw Boulevard and Casimir Avenue. The district was created to address overflow parking by El Camino College students.

Staff continues to issue parking permits to the district residents only and continues to maintain the data base of the permits issued.

The latest district is actually an expansion of the North Torrance permit parking that was established in 2004

Amended: March 2010

Restriction: No Parking 7:00 AM to 8:00 PM Mon-Fri Except by Permit

The North East Torrance Permit Parking district is bounded by Redondo Beach Boulevard, 166th Street, Crenshaw Boulevard and Casimir Avenue. The district also includes Cherry Avenue, Delia Avenue, Ogram Avenue, Elgar Avenue and 168th Street west of Crenshaw Boulevard. The district was created to address overflow parking by El Camino College students.

Staff continues to issue parking permits to the district residents only and continues to maintain the data base of the permits issued.

Council Meeting of
January 25, 2005

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Permit Parking Summary Report for permit parking 6-month trial program along South Torrance Neighborhood Streets of Loytan Street, Bigelow Road, Weston Road, Denny Road, Newton Street, Danaha Street, Dalemead Street and Pacific Coast Highway service road

RECOMMENDATION

The Community Development Director and the Police Chief recommend that the City Council:

- A) Approve the continuation of the permit parking program along Loytan Street, Bigelow Road, Weston Road, Denny Road, Newton Street, Danaha Street, Dalemead Street and Pacific Coast Highway service road in south Torrance; and
- B) Direct staff to return with an Ordinance to amend Section 61.6.32 of the Torrance Municipal Code expanding the permit parking district to include Weston Road between Dalemead Street and Winlock Road.

BACKGROUND

On March 23, 2004, the City Council directed staff to implement a permit parking program for a 6-month trial period along neighborhood streets in the vicinity of Dalemead Street, Pacific Coast Highway and Denny Road as a component of the Rolling Hills Way Area Traffic Calming Efforts.

On May 18, 2004, the City Council approved Ordinance 3562, amending Section 61.6.32 of the Torrance Municipal Code related to Residential Permit Parking to include Loytan Street, Bigelow Road, Weston Road, Denny Road, Newton Street, Danaha Street, Dalemead Street and Pacific Coast Highway service road. The Council also directed staff to return at the conclusion of the trial period with summary findings on the effectiveness of the permit parking program. The Permit Parking Program was implemented and became effective in July 2004.

During the trial period, the Police Department issued a total of 59 parking citations within the permit parking district. Based on the information provided by the Police Department, the number of parking citations issued is 12 per month on an average.

Fiscal Analysis

Costs to the City to establish a permit parking district can be grouped into two main categories, initial implementation costs and ongoing costs.

Initial costs, incurred by the City, involved the installation of parking restriction signs, printing of the permits and administration. The initial cost to implement the permit parking in this neighborhood was approximately \$ 11,300.

| Type | Cost |
|------------------------------|----------|
| Sign installation | \$10,000 |
| Permits (<i>temporary</i>) | \$ 300 |
| Administration | \$ 1,000 |
| Total | \$11,300 |

Ongoing costs involve parking enforcement, field maintenance and administration. The Police Department has been enforcing the parking restrictions in the south Torrance permit parking district on an average of 2 hours per day. This translates to approximately \$9,000 per year. Given the number of households within this permit parking district (approximately 300 households), the cost is \$30 per household per year. In the summary table below, the enforcement component was increased by 10% for the annual permit consideration in an anticipation of the additional time necessary due to changes in the permit.

The administrative cost can be categorized in two components. First with the one time, non-renewable permits, the administrative cost is that of the initial cost noted above with a small recurring annual cost (\$1,000 per year) to issue additional permits and provide temporary permits for special events. The second relates to the annual renewable permit. An annually renewable permit adds new costs for the invoicing and noticing to the residents, receiving and logging payments, printing new permits, mailing permits, etc. In working with the Finance Department, the annual administrative cost translates to approximately \$5,100 per year or \$17 per household per year.

The recovery cost generated from the parking citations issued during the trial period in the south Torrance permit parking district is approximately \$2,000.

The table below summarizes the current and projected costs to operate the permit parking program in the south Torrance neighborhood based on the findings of the trial period.

COUNCIL MEETING OF
May 18, 2004

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

PUBLIC HEARING

Members of the Council:

SUBJECT: Amendment of Torrance Municipal Code Regarding Residential Permit Parking along Neighborhood Streets and Authorization of a Purchase Order Not to Exceed \$30,000 to Implement Recommended Mitigation Measures as Part of Neighborhood Traffic Calming Effort

RECOMMENDATION

The Community Development Director recommends that the City Council concur with staff's recommendations to:

- A. Amend Section 61.6.32 of the Torrance Municipal Code related to Residential Permit Parking to include street segments bordered by and including Dalemead Street, south side of Newton Street, Denny Road and Loytan Street and along the service road south of Pacific Coast Highway west of Rolling Hills Way as part of the residential permit parking districts,
- B. Authorize a purchase order to Orange County Striping Service, Inc. in an amount not-to-exceed \$30,000 to implement traffic calming signing and striping improvements such as permit parking signs, re-striping along Newton Street and Airport Drive.

FUNDING

Funding for this project will be provided by the Annual Community Development Traffic Calming Budget

BACKGROUND

On March 23, 2004, the City Council of the City of Torrance conducted a public meeting to address the neighborhood traffic concerns in the vicinity of Rolling Hills Way, Pacific Coast Highway, Crenshaw Boulevard, Rolling Hills Road and Madison Street. The parking congestion concern along neighborhood streets namely Loytan Street, Bigelow Road, Weston Road, Denny Road, Newton Street and Dalemead Street was also discussed during the meeting.

Below is a summary of the proposals:

| <u>NAME</u> | <u>AMOUNT</u> |
|----------------------------------|---------------|
| Orange County Striping | \$20,230.00 |
| PCI, Inc. | \$20,825.00 |
| Sudhakar Company | \$29,707.00 |
| Works Striping & Marking Service | \$24,500.00 |

The implementation work is tentatively scheduled to begin 10 working days after the approval by Your Honorable Body. Prior to enforcement of the new parking restrictions, notices will be mailed to the residents within the newly established permit parking district with necessary information including appropriate grace period. Five (5) residential (including guest) parking permits (see Attachment D) will be issued to each household. Residents may request for additional permits on an as needed basis.

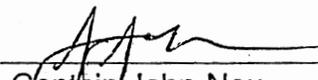
Respectfully submitted,

JEFFERY W. GIBSON
Community Development Director

By 
Ted Semaan, Manager
Transportation Planning, Traffic
Engineering, Permits & Records Division

CONCUR:


Jeffery W. Gibson
Community Development Director


Captain John Neu
Investigative Captain


James D. Herren
Chief of Police


LeRoy J. Jackson
City Manager

Attachments:

- A. Ordinance amending Section 61.6.32 of the Torrance Municipal Code
- B. Location Map
- C. Proof of Publication
- D. Parking Permit Sample
- E. Mayor's Script (Limited Distribution)

SECTION 4

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the decision will not affect the validity of the remaining portions of the ordinance. The City Council declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase irrespective of the fact that any one or more sections, subsections, sentence, clauses or phrases are declared invalid or unconstitutional.

SECTION 5

Any person violating any of the provisions of this ordinance will be guilty of an infraction, and upon conviction will be subject to a fine as provided for in Section 36900 of the California Government Code.

SECTION 6

This ordinance will take effect thirty days after the date of its adoption. Within fifteen days following adoption, this ordinance or a summary of this ordinance, if authorized by the City Council, will be published at least once in the Daily Breeze, a newspaper of general circulation, published and circulated in the City of Torrance.

INTRODUCED and APPROVED this 16th day of November, 2004.

ADOPTED and PASSED this 23rd day of November, 2004.

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

/s/ Dan Walker
Mayor Dan Walker

ATTEST:

by _____
/s/ Ron Pohl
Ronald T. Pohl, Assistant City Attorney

/s/ Sue Herbers
Sue Herbers, CMC
City Clerk

TORRANCE CITY COUNCIL ORDINANCE NO. 3562

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Sue Herbers, City Clerk of the City of Torrance, California, do hereby certify that the foregoing Ordinance was duly introduced and approved by the City Council of the City of Torrance at a regular meeting held on the 16th day of November 2004 and adopted and passed by said Council at a regular meeting held on the 23rd day of November 2004 by the following roll call vote:

AYES: COUNCILMEMBERS: Lieu, McIntyre, Nowatka, Scotto, and Witkowsky
NOES: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Mauno and Mayor Walker.

/s/ Sue Herbers
Sue Herbers, CMC
City Clerk of the City of Torrance

PROOF OF PUBLICATION

(201 5.5 C.C.P.)

STATE OF CALIFORNIA

County of Los Angeles,

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of the THE DAILY BREEZE

a newspaper of general circulation, printed and published

in the City of Torrance County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of

June 10, 1974

Case Number SWC7146

that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement there of on the following dates, to-wit

May 8,

all in the year 2004

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Torrance

California, this 8 day of May 2004

Handwritten signature of SUE HERBERS

Signature

Daily Breeze

5215 TORRANCE BLVD • TORRANCE CALIFORNIA 90503-4077

(310) 543-6635 • (310) 540-5511 Ex. 396

This space is for the County Clerk's Filing Stamp

Proof of Publication of

DB

DB 5-66 NOTICE OF PUBLIC HEARING NOTICE IS HEREBY GIVEN that a Public Hearing will be held before the Torrance City Council at 7:00 p.m., May 18, 2004, in the City Council Chambers of City Hall, 3031 Torrance Boulevard, Torrance, California, on the following matter: City Council consideration to: A. Amend Section 61.6.22 of the Torrance Municipal Code related to Residential Permit Parking to include street segments bordered by and including Balemead Street, south side of Newton Street, Denny Road and Loytan Street and along the service road south of Pacific Coast Highway west of Holling Hills Way as part of the residential permit parking districts; and B. Authorize a purchase order to Orange County Striping Service, Inc. in an amount not to exceed \$30,000 for signing and striping.

Material can be reviewed in the Community Development Department. All persons interested in the above matter are requested to be present at the hearing or to submit their comments to the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA 90503, prior to the public hearing. If you challenge the above matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Community Development Department or the office of the City Clerk prior to the public hearing, and further, by the terms of Resolution No. 88-19, you may be limited to ninety (90) days in which to commence such legal action pursuant to Section 1094.6 of the Code of Civil Procedure.

For further information, contact the TRANSPORTATION PLANNING & TRAFFIC ENGINEERING DIVISION of the Community Development Department at (310) 618-5990.

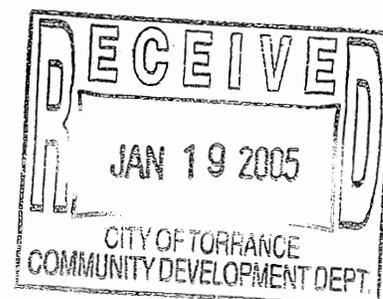
SUE HERBERS CITY CLERK

Pub.: May 8, 2004.

01/16/05

I am very happy with the parking permit plan with the way it is now and my vote is to continue it.

I would like to mention that there is allegedly (and for legal purposes I will say all the following is allegedly) a resident in Torrance that is running an illegal used car lot selling cars off the street and over the internet in the permit parking area parking between 40 - 50 cars in the parking permit area which he gets from the donation lots and Fred's automotive at 1725 Border Ave. Torrance without transferring in his name most of the time and on Rolling Hills Way. His name is Robert Gruenberg and his partner who I don't know the name resides at 2810 Pacific Coast Hwy, Torrance and phone #310-634-2502 and 310-784-0547 the last time I checked. You can spot the cars easily since they are usually 4 wheel drive Jeeps, unusual cars, or brightly painted muscle cars with large for sale signs on them on holidays and weekends and prices in large letters painted on the windows. This has tied up the parking in this area for years and probably help lead to the city spending all this money on the permit parking. I have notified every dept. in the City about this, mentioned it at least once in the city council meeting, sued Robert Gruenberg and Fred's Automotive, and pointed out the cars out to the parking dept. also. Needless to say, he picks up these cars for little from donation lots and puts no money required by a legal business to check out the safety and other regulations for the sale of a used car. Therefore, many cars are sold in a dangerous condition without brakes or steering. In addition, he sells them to individuals that are allegedly using the cars for nefarious purposes who in turn do not transfer them into their name either. The person that donated the car in good faith to a donation lot still has title to the vehicle which may receive parking tickets or some other problems. I am hoping you can do something constructive and productive with this information and put a stop to this dangerous and illegal activity that ties up all the street parking in the community. We are all trying to live in a harmonious fashion. Thank you in advance for your effort to pursue this problem.



Traffic Commission Meeting
July 13, 2010

Agenda Item No. 7a

TO: Traffic Commission

FROM: Ted Semaan, Manager
Transportation Planning, Development Engineering and Records Division

SUBJECT: Continued Traffic Commission Workshop with Len Wood on Roles and Responsibilities of Commission on behalf of Council; and Development of Work Program

RECOMMENDATION

The Community Development Director recommends that the Traffic Commission hear the continuation of Mr. Len Wood's presentation on two essential ingredients of serving on a commission: team approach to problem solving and commission's role and responsibilities on behalf of the Council, and development of a Traffic Commission Work Plan.

BACKGROUND/ ANALYSIS

At the May 3rd, 2010 Traffic Commission meeting, in recognition of the appointment of new members to the Commission, and the Council commission study earlier this fiscal year reviewing commission duties and responsibilities, City invited Mr. Len Wood to engage in a workshop with you to discuss two essential ingredients of serving on a commission: team approach to problem solving and commission's role and responsibilities on behalf of the Council, and to work with you in the development of a work plan.

Tonight's meeting is the continuation of the workshop which will include the following topics:

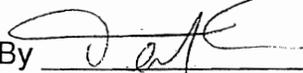
- The Strength Deployment Inventory (SDI): This assessment helps commission members identify their characteristic strengths when working with colleagues. Members of the Traffic Commission will complete the SDI and go over results.
- Clarifying Roles and Responsibilities: PowerPoint overview of the Council-Manager form of government including the role of the City Council, Commissions, City Manager and Staff. Specific topics include:
 - a. The City Partnership
 - b. The Transition to a Commissioner
 - c. What makes a Successful Commission
 - d. What the Advisory Role Includes
 - e. What the Advisory Role Does not Include

- f. The Commission Support System
- g. What the City Council Expects
- h. The Council Decision Process
- i. Commission Staff Relationships
- j. Interacting with Staff
- k. Getting Items on the Agenda
- l. How Minutes are handled
- m. The Chair Role and Responsibilities
- n. Member Roles and Responsibilities
- o. The Purpose of the Brown Act
- p. Avoiding Serial and Hub Meetings
- r. Handling Contentious Meetings
- s. Working as a Team
- t. The Purpose of a Work program
- u. Relationship with other Commissions

- Development of Work Program: Members will begin the development of a work program with the identification of work program items.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By 

Ted Semaan, Manager
Transportation Planning,
Development Engineering & Records Division