

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE TRAFFIC COMMISSION**

1. CALL TO ORDER

The Torrance Traffic Commission convened in a regular meeting at 7:00 p.m. on Monday, October 4, 2010 in the West Annex meeting room at Torrance City Hall.

2. SALUTE TO THE FLAG

The Pledge of Allegiance was led by Commissioner Tsao.

3. ROLL CALL

Present: Commissioners Clouch, Rische, Rudolph, Tsao, Walter, and Chairperson Sargent.

Absent: Commissioner Galvin.

Also Present: Transportation Manager Semaan and Project Manager Sedadi.

MOTION: Commissioner Walter moved to grant an excused absence to Commissioner Galvin for the October 4, 2010 Traffic Commission meeting. Commissioner Clouch seconded the motion; a roll call vote reflected unanimous approval.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Tsao moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Rudolph seconded the motion; a roll call vote reflected unanimous approval.

5 APPROVAL OF MINUTES

5A. MINUTES OF AUGUST 2, 2010

Chairperson Sargent noted the following correction to the August 2, 2010 meeting minutes: Page 7, Item 9: "At 9:58 p.m., Chairperson Sargent adjourned the meeting to October 4, 2010...."

MOTION: Commissioner Rudolph moved for the approval of the August 2, 2010 meeting minutes as amended. Commissioner Rische seconded the motion; a roll call vote reflected unanimous approval (Commissioner Galvin absent, Commissioner Clouch abstaining).

6. ORAL COMMUNICATIONS #1

None.

7. **ITEMS UNDER CONSIDERATION**

7a. **REVIEW AND APPROVE THE TRAFFIC COMMISSION WORK PLAN AND DIRECT STAFF TO FORWARD IT TO CITY COUNCIL FOR THEIR REVIEW AND APPROVAL**

Transportation Manager Semaan requested that Commissioners replace page 1 of Attachment A in the material of record with two new pages in supplemental material.

Project Manager Sedadi provided background on the item and noted that attachments describe the five priorities identified by the Commission for its Work Plan. She advised that once the Commission reviews and approves the Work Plan it would be forwarded to City Council for their review and approval.

She presented Work Plan priority 1: Define guidelines for handling traffic requests and concerns. She explained how inquiries or complaints are handled that are received from the public or other departments regarding traffic operation, speed, and safety. She stated that initial inquiries or complaints are investigated by the Public Works Department. She stated that requests that need a more comprehensive analysis are handled through the Community Development Department. She briefly reviewed the process for handling these requests that may include neighborhood meetings and/or Traffic Commission meetings. She noted that the enforcement aspect of speed and safety-related concerns are handled by the Torrance Police Department Traffic Division and that their process of handling these requests are included in the attachment.

Responding to Chairperson Sargent's inquiry, Transportation Manager Semaan stated that Public Works usually tabulates requests and resolutions, that issues that reach Community Development usually come before the Traffic Commission and meeting minutes provide the documentation, and that he was not sure if the Police Department tabulates complaints.

In response to Commissioner Clouch's inquiry, he stated that the Traffic Commission provides oversight to the Public Works and Community Development Departments. He added that anyone who enters a complaint with the Police Department has the ability to bring the item to the Traffic Commission.

Commissioner Clouch related his understanding that City Council, not the Traffic Commission, has oversight over the Police Department. He stated that the Traffic Code requires the Police Department to provide an annual report of its involvement in enforcement but that for over 15 years no such report was produced. He stated that he was able to receive a report for one year but that the information was useless.

Chairperson Sargent stated that he went to the Public Works website expecting to see a list of concerns and works in progress but there is no such list.

Transportation Manager Semaan explained that Public Works has its own work plan, assignments, and priorities but that it is not a good idea to provide this information to the general public. He stated that it is when a resident is not satisfied with an outcome that it goes to the next level and that the tracking process would be further explained in Work Plan priority 4: Develop tracking process of Traffic Commission concerns.

Project Manager Sedadi presented Work Plan priority 2: Implement and evaluate traffic signal synchronization process. She reported that the Traffic Engineering office at the Public Works Department reviews design/modification plans, proposed signal timing, and approves them for implementation. She reviewed the traffic synchronization process that includes: 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; assess the corridor 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.

Commissioner Walter pointed out that synchronization is constantly changing and needs ongoing tweaking.

Transportation Manager Semaan distributed a map showing which corridors have been implemented, which have been designed but not implemented, and which are not under their control.

A brief discussion centered on working around Cal Trans to synchronize traffic signals involving Hawthorne Boulevard, Pacific Coast Highway, and Western Avenue.

Commissioner Rudolph requested that a Traffic Engineer come to a future Commission meeting to provide further explanation.

Transportation Manager Semaan provided additional information about the South Bay Traffic Signal Synchronization Program (TSSP) and challenges to maximize the length of green lights based on best estimates of traffic counts. He discussed plans to construct a Traffic Management Center that will utilize higher-level equipment to make signals “smarter” and offered to bring back an update on the Intelligent Transportation System (ITS) at a future Commission meeting. He stated that once the Traffic Management Center is up and running there would be a field trip for Commissioners.

Chairperson Sargent received clarification from staff that currently signal timing automatically changes throughout the day.

Commissioner Rudolph stated that there are a number of areas in the City that have not been designed or synchronized, that he would like to see what synchronization means, and to determine if the Commission has the ability to affect implementation or provide input. Responding to his inquiry, Transportation Manager Semaan offered to bring back information about the budget and funding sources for the TSSP.

Project Manager Sedadi presented Work Plan priority 3: Prioritize listing of the deficient intersections identified in Citywide Traffic Study (CWTS) for improvements. She provided background on the CWTS completed in October 2008 in which 22 intersections were identified as “deficient.” She discussed the schedule and priority of implementing the identified improvements that is based on the ability to secure funding, right of way, or both. She stated that staff may ask for dedication of right of way when an application for a new project is submitted, depending on the nexus. She explained that funding for the identified improvements comes from a Development Impact Fee paid by developers, the City’s Capital Improvement Program, or outside funding sources.

Transportation Manager Semaan provided additional explanation about determining nexus and prioritizing improvements by the entitlement process.

Responding to Commissioner Clouch's inquiry, Transportation Manager Semaan explained that the Development Impact Fee program is not earmarked for a specific project or location and is to be used for anything on a needs list. He explained the difference between Conditions of Approval and the Development Impact Fee program, adding that the needs list is not prioritized and is generated every five or 10 years through the CWTS.

Project Manager Sedadi presented Work Plan priority 4: Develop tracking process of Traffic Commission concerns. She advised that currently Traffic Commission concerns, questions, and inquiries are addressed by staff at Commission meetings during Oral Communication, or via e-mail or phone calls with staff. She suggested creating a tracking process by creating a Traffic Commission Log that includes: Identify the request; Action; and Conclusion and presenting the Log to the Commission on a quarterly basis. She noted that a sample page from the "Major Projects Report" provided to City Council was included in attachment 4A.

Chairperson Sargent stated that such a Log would be helpful.

In response to Commissioner Tsao's inquiry, Transportation Manager Semaan stated that the Commission cannot ask the Police Department to generate monthly or quarterly accident reports because it would be creating additional work for them, adding that it would be acceptable to inquire about a specific location.

Project Manager Sedadi presented Work Plan priority 5: Develop a policy on street parking permit. She noted that the City does not have a comprehensive Permit Parking Program but has established four Permit Parking Districts during the past few years based on a case-by-case scenario. She described the process that has been used by the Transportation Planning Division in creating the existing Permit Parking Districts included in Attachment 5A.

Responding to Commissioner Rudolph's inquiry, Transportation Manager Semaan advised that parking permits in the Walteria district have no expiration date. He explained that enforcement in Permit Parking Districts is usually complaint driven, following an initial proactive enforcement period when the system is implemented. An exception is the El Camino district when proactive enforcement takes place at the beginning of each semester.

Commissioner Clouch initiated a brief discussion regarding the possibility of developing a policy that prohibits overnight parking on City streets without a permit, adding that a resident would be issued a permit as long as all available space has been used that is allocated for that purpose.

Chairperson Sargent related his observation that, except for Work Plan priority 4 and possibly 5, there does not appear to be much for the Commission to do. He suggested that staff bring back the other suggestions that Commissioners made during the development of its Work Plan.

Transportation Manager Semaan suggested that the Commission schedule a joint meeting with City Council once a Work Plan has been established.

MOTION: Commissioner Rudolph moved to direct staff to continue this item and bring back the complete list of suggestions made by Commissioners in the development of its Work Plan. Commissioner Tsao seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Galvin).

8. ORAL COMMUNICATIONS #2

Transportation Manager Semaan distributed information from City Clerk Herbers regarding required Commissioner trainings as well as copies of the Chair/Vice Chair Training presentation.

Transportation Manager Semaan provided a status report regarding the intersection of Hawthorne Boulevard and Skypark Drive. He discussed the consultant's frustration and the determination that staff should approach Cal Trans, adding that is nothing is resolved the City will have to walk away from the improvement.

Commissioner Rische discussed the pedestrian countdown at the intersection of Crenshaw Boulevard and Carson Street and Transportation Manager Semaan advised that this is a new standard they want to follow.

9. ADJOURNMENT

At 9:16 p.m., Chairperson Sargent adjourned the meeting to November 1, 2010 at 7:00 p.m. in the West Annex meeting room.

Approved as Submitted November 1, 2010 s/ Sue Herbers, City Clerk
