

PUBLIC SESSION

PUBLIC SESSION: At this time, the Ad-Hoc Citizen Traffic Advisory Group will convene to consider public matters. Those wishing to address the Ad-Hoc Citizen Traffic Advisory Group may do so during the discussion regarding the agenda items listed below.

AGENDA ITEMS:

1. PRESENTATION REGARDING THE RALPH M. BROWN ACT, submitted by Public Works staff.

RECOMMENDED ACTION: Receive a presentation from the City Attorney's Office regarding the Ralph M. Brown Act.

2. PRESENTATION REGARDING THE AD-HOC CITIZEN TRAFFIC ADVISORY GROUP WORK PLAN, submitted by the Public Works Department.

RECOMMENDED ACTION: Receive a presentation from the Public Works Department regarding the Ad-Hoc Citizen Traffic Advisory Group Work Plan.

3. PRESENTATION AND DISCUSSION REGARDING CITY OF LAKE FOREST TRAFFIC-RELATED PROJECTS AND PROGRAMS, submitted by Public Works staff.

RECOMMENDED ACTION: Receive a presentation from Public Works regarding the City's traffic-related efforts to date and discuss traffic-related projects and programs.

ADJOURNMENT:



In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this Meeting, including auxiliary aids or services, you should contact the City Clerk's Office at (949) 461-3400. Notification 48 hours prior to the Meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. The Ad-Hoc Citizen Traffic Advisory Group and agenda back-up materials can be obtained from the Office of the City Clerk on the Friday prior to the Ad-Hoc Citizen Traffic Advisory Group meeting. Copies of all Agendas, Staff Reports and Supporting Materials can also be found on the City's website – www.lakeforestca.gov/services/agendas. Agenda and agenda packets, if requested, will be made available in an appropriate alternative format to persons with a disability as required by the Americans With Disabilities Act. Copies of the agenda are provided at no cost and agenda back-up materials are available at the per page copy cost. If you wish to be added to the mailing list to receive a copy of the agenda, request must be provided to staff in writing.

The City of Lake Forest mailing address is 25550 Commercentre Drive, Lake Forest, California 92630.
Phone: (949) 461-3400. FAX (949) 461-3511.

CERTIFICATION: I, Stephanie D. Smith, City Clerk, of the City of Lake Forest, California, hereby certify that the foregoing agenda was posted for public review on August 20, 2015, at 5:00 p.m.

Stephanie D. Smith, MMC, City Clerk



Ad-Hoc Citizen Traffic Advisory Group Agenda Report

Meeting Date: August 25, 2015

Department: Public Works

SUBJECT:

PRESENTATION REGARDING THE RALPH M. BROWN ACT

RECOMMENDED ACTION(S):

Receive a presentation from the City Attorney's Office regarding the Ralph M. Brown Act.

EXECUTIVE SUMMARY:

The City Attorney's Office will provide a general overview to the Citizen Traffic Advisory Group ("CTAG") of the Ralph M. Brown Act. A summary of the Brown Act is provided for the CTAG's information.

ATTACHMENTS:

Ralph M. Brown Act Summary

Initiated By: Carlo Tomaino, Assistant to the City Manager
Reviewed By: David Rogers, P.E., T.E., Traffic Engineering Manager
Approved By: Thomas E. Wheeler, Director of Public Works/City Engineer

Attachment 1

||||| The Brown Act on One Page |||||

Entities Covered

Covered as "legislative bodies" (§54952) of "local agencies" (§54951) are local government bodies created by law, including the governing bodies of counties, cities, school and other public districts; the multi-member bodies they create to advise them or share their power; the bodies to which they provide funding and leadership; and corporate boards of firms operating district hospitals under lease after January 1, 1994.

Persons Legally Responsible

Elected or appointed members of legislative bodies — the former even before being sworn in (§54952.1) — can face personal misdemeanor liability for attending any meeting at which action is taken in violation of any provision of the Act, if they intended to deprive the public of information which they knew, or had reason to know, the public was entitled to (§54959).

Civil Enforcement

Any person, or a district attorney, may sue to get a court declaration that the Act is being violated, or to prevent future violations, or to challenge a policy that restricts speech rights of a legislative body member, or so seek a court's order that a body tape record its closed sessions based on having already illegally discussed or acted on a matter in closed session (§54960). Citizens or district attorneys may also sue to overturn an action taken illegally either in a closed or secret meeting or on a matter not properly listed on the meeting's agenda (§54960.1). A court may order that a prevailing challenger's court costs and attorney fees be paid by the offending agency, or that a prevailing agency's litigation expenses be paid by a frivolous challenger (§54960.5).

Occasions Covered

"Meetings" are gatherings of a majority of a body to hear, discuss or deliberate on agency business. Using chain or serial meetings, phones or other communications devices, or personal go-betweens to develop majority consensus

on such matters outside of meetings is prohibited. But a majority's attendance at professional conferences, community events, purely social occasions or even certain other government meetings is permitted so long as the events are open to the public and the attendance is not exploited privately to discuss agency business or issues (§54952).

Pre-Meeting Notices

For regular meetings, whose time and place must be fixed by rule and confined to the local area with some listed exceptions (§54954), the body must post an agenda, 72 hours in advance, in a publicly accessible place, with brief descriptions of all matters to be addressed in open or closed session. With few exceptions, no discussion or action is permitted on unlisted items (§54954.2). Specific information about closed session topics must be listed on the agenda (§54954.5). Special meetings require a posted notice 24 hours in advance; interested media must be provided with a copy equally early (§54956). Emergency meetings (threats to public health and safety) must be alerted to interested media at least an hour in advance, and cannot be closed (§54956.5). New or increased taxes or assessments must be given special hearings and notices (§54956.6).

The Fundamental Access Rule

All portions of all meetings must be open and public unless the Act permits otherwise (§54953), although certain phone or video conferencing arrangements are permitted, if allowing for full public participation at all sites. Exceptions to the open meeting mandate are found only in the Act or in specified sections of the codes applicable to public hospitals or school districts (§54962).

Principal Permitted Closed Sessions

Bodies may, but are not required to, hold closed sessions to consult:

- with their bargaining agents on price and payment issues in real property negotiations (§54956.8);
- with their attorney on the threat or status of a lawsuit, or the need to file

one, based on existing facts and circumstances (§54957);

- with their agents on issues that must be bargained with an employee union, or compensation matters being bargained with non-union employees; final action on the latter must be in open session (§54957.6);
- with law enforcement officials, when the security of public buildings or the public's access to public services or facilities is threatened (§54957);
- among themselves, on the status or behavior of one or more agency employees — not members of the body, elected officials or independent contractors; topics include employment, appointment, discipline, dismissal or performance. Employees have the right to insist on open discussion of complaints against them, and must be so advised in advance. Pay or benefit increases may not be discussed in such closed sessions (§54957).

Closed Session Action Disclosures

Final action taken in any closed session must be either immediately announced or, if contingent on some other specified event, disclosed even when the event occurs. Actual votes of each member are public, as are records documenting closed session actions (§54957.1).

Citizens' Rights

Members of the public may:

- subscribe to personally mailed agenda packets (§54954.1);
- get copies of the agenda packet when released to the body, at or before meetings, at cost (§54957.5);
- refuse to sign rosters or provide other information (§54953.3), or pay charges for attendance (§54956.6);
- use cameras or tape recorders to document meetings (§54953.5);
- address the body at a regular meeting on any matter under the agency's authority, and at special meetings on any listed agenda item (§54954.3).



Ad-Hoc Citizen Traffic Advisory Group Agenda Report

Meeting Date: August 25, 2015

Department: Public Works

SUBJECT:

AD-HOC CITIZEN TRAFFIC ADVISORY GROUP WORK PLAN

RECOMMENDED ACTION(S):

RECEIVE A PRESENTATION FROM THE PUBLIC WORKS DEPARTMENT REGARDING THE AD-HOC CITIZEN ADVISORY TRAFFIC GROUP WORK PLAN.

EXECUTIVE SUMMARY:

The City Council recently authorized the formation of the Citizen Traffic Advisory Group (“CTAG”) and appointed its seven members. The City Council directed that the CTAG hold its discussion in the areas of community input, traffic signal operation, coordination, and communication, and intersection and roadway improvement strategies. Based on the framework provided by the City Council’s prior direction, the CTAG will hold meetings to discuss various traffic and transportation-related items in those focus areas. One topic area will be discussed at each meeting and the CTAG will provide feedback to the City accordingly. To effectuate the City Council’s direction, staff prepared a Work Plan to frame the CTAG’s discussion over the course of the next several months. The Work Plan incorporates a total of eight meetings, including the initial meeting. Using this format, the CTAG’s effort will culminate in a series of findings and recommendations to the City Council. The Work Plan schedule coincides approximately around the time in which the City prepares its budget. In that fashion, recommendations with potential budgetary impacts may be considered by the City Council at an appropriate time.

BACKGROUND:

On April 7, 2015, the City Council voted to approve the CTAG. As approved, the group is temporary body tasked with reviewing various traffic and transportation issues and acting as an advisory body to the City Council. At the meeting, the City Council approved the following components of the CTAG:

- 1) **Duration of time:** Maximum of 1 year, but could be less depending on various factors.
- 2) **Number of Members:** A total of 7-12 members representing a broad spectrum of residents and the business community.
- 3) **Number of Meetings:** A minimum of 4 meetings with no more than 12 meetings (one per month on average), with a 2-hour time limit per meeting.
- 4) **Format:** An informal meeting setting whereby collaboration between professional traffic engineers and the group of volunteers around a common table may occur.
- 5) **Staffing:** City staff would provide primary staff support. Outside experts/consultants could be brought in to make presentations; provide information; and answer questions on specific topics, such as traffic modeling.
- 6) **Topic Specific Meetings:** Each covering one specific issue/sub-topic. For instance, under the broad topic of roadway improvements, one meeting would focus on traffic modeling and forecasting; another would focus on how staff determines what specific improvements to implement, etc.

In addition to the administrative and organizational efforts described above, the City Council also approved the CTAG mission statement below:

“To provide recommendations to the City Council regarding overall strategies and processes to improve long term traffic conditions throughout the City including how to provide future citizen participation without creating another permanent layer of bureaucracy.”

One of the core responsibilities of the CTAG is to provide traffic and transportation related findings and recommendations to the City Council. The parameters approved by the City Council serve as the basis for the CTAG’s formation, participation, and scope of work as defined.

DISCUSSION:

As noted, the CTAG will focus on providing recommendations related to the main components of traffic management, namely: community input, signal operations, signal coordination, intersection and roadway improvement strategies, and additional processes to build on the City’s efforts to date. In this way, the CTAG will concentrate its efforts on studying these issues further with assistance from the City’s traffic engineering staff. The City Council requested that the CTAG

offer initial findings and recommendations to the City Council:

Community Input: The CTAG will review and make recommendations regarding the process for long-term sustained community input on traffic related issues. This could include reviews of the Community Satisfaction Study, the traffic forums, as well as other methods that the City uses to communicate with its residents.

Traffic Signal Operation, Coordination and Communication: The CTAG will review how the City operates the traffic signal system, including coordination and communication. The CTAG, thereby, could identify potential areas of broad focus within the City's existing transportation network.

Intersection and Roadway Improvement Strategies: The CTAG will provide broad based input on how the City determines what types of traffic and transportation related capital improvement projects should be constructed and how to determine the timing of the improvements. This could include, for example, a review of traffic modeling and forecasting and the LFTM.

Based on the parameters authorized by the City Council, staff will assist the CTAG in preparing a Work Plan. Staff prepared the following schedule, covering the topics of discussing reflected as part of the City Council's prior direction:

Second Meeting – Traffic Signal Operations, Coordination, and Communication

The CTAG will review information on the basics of this topic and the status of the City's traffic management system. The CTAG will also discuss opportunities to further enhance the system and signal coordination.

Third Meeting – Traffic Modeling for Development and Transportation Planning

The CTAG will review information on local and regional transportation modeling and how this relates to traffic and transportation related capital projects.

Fourth Meeting – Capital Projects

The CTAG will review information on how traffic and transportation related capital projects are identified and prioritized with a specific discussion of the current 2 year Capital Improvement Program ("CIP") and 5 Year Strategic Plan.

Fifth Meeting – Traffic Engineering

The CTAG would review information on the day-to-day activities of the Traffic Engineering group and processes and procedures that the City employs to

improve safety on the City's transportation network.

Sixth Meeting – Community Input

The CTAG will discuss how the City currently communicates with the residents and business owners and look for ways to sustain and enhance communication with the community.

Seventh Meeting – Discussion and Finalization of CTAG Recommendations

The CTAG would review and discuss all the findings and recommendations that have come out of the previous meetings and decide on the prioritization of the recommendations. This meeting needs to be held on or before March 2016 so the CTAG priorities can be considered during the budget discussions for the Fiscal Year 2016/2017 Operating Budget and the mid-cycle update of the 2015-2017 Capital Improvements Projects Budget.

ATTACHMENTS:

None.

Initiated By: Carlo Tomaino, Assistant to the City Manager
Reviewed By: David Rogers, P.E., T.E., Traffic Engineering Manager
Approved By: Thomas E. Wheeler, Director of Public Works/City Engineer



Ad-Hoc Citizen Traffic Advisory Group Agenda Report

Meeting Date: August 25, 2015

Department: Public Works

SUBJECT:

PRESENTATION REGARDING CITY OF LAKE FOREST TRAFFIC-RELATED PROGRAMS AND PROJECTS

RECOMMENDED ACTION(S):

Receive a presentation from the Public Works Department.

EXECUTIVE SUMMARY:

One of the core responsibilities of the City is to provide traffic management services to provide a safe and efficient transportation network. At the local level, this can include a variety of traffic-related activities such as the management of peak hour traffic on major streets, improving the community's traffic network with capital improvement projects, mitigating development impacts, and responding to concerns of the community. Over the course of the past several years, the City has undertaken a variety of activities to maintain and improve the City's traffic infrastructure. To assist the Citizen Traffic Advisory Group ("CTAG") as a basis for its future discussions, Public Works Department will provide a general overview of the City's traffic and transportation-related efforts. The CTAG is encouraged to ask questions and provide feedback as desired.

ATTACHMENTS:

Traffic Presentation

Initiated By: Carlo Tomaino, Assistant to the City Manager
Reviewed By: David Rogers, P.E., T.E., Traffic Engineering Manager
Approved By: Thomas E. Wheeler, Director of Public Works/City Engineer

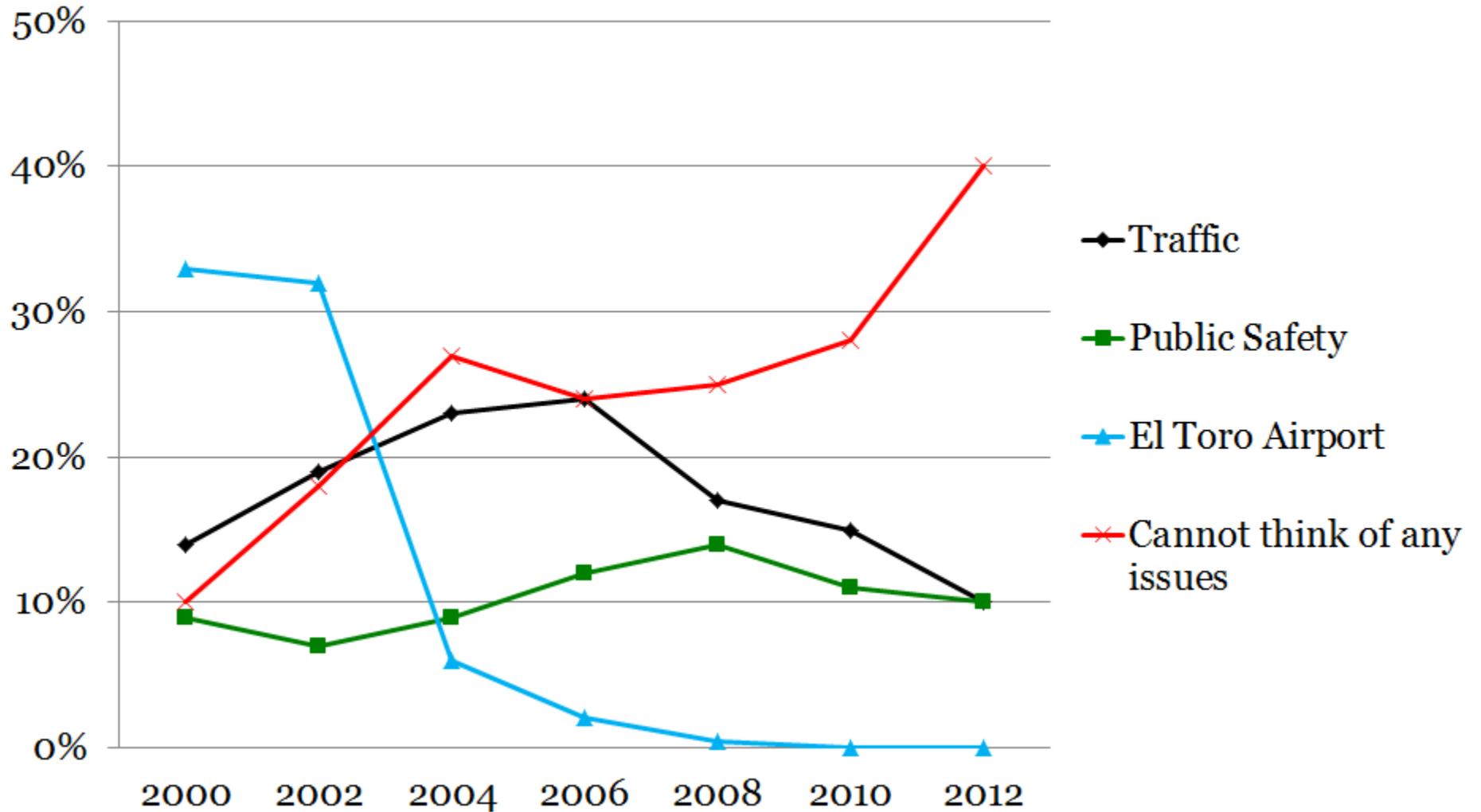


Citizen Traffic Advisory Group (CTAG)

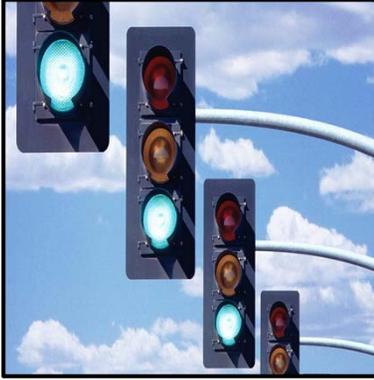
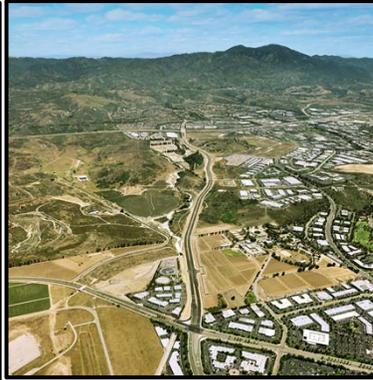


August 25, 2015

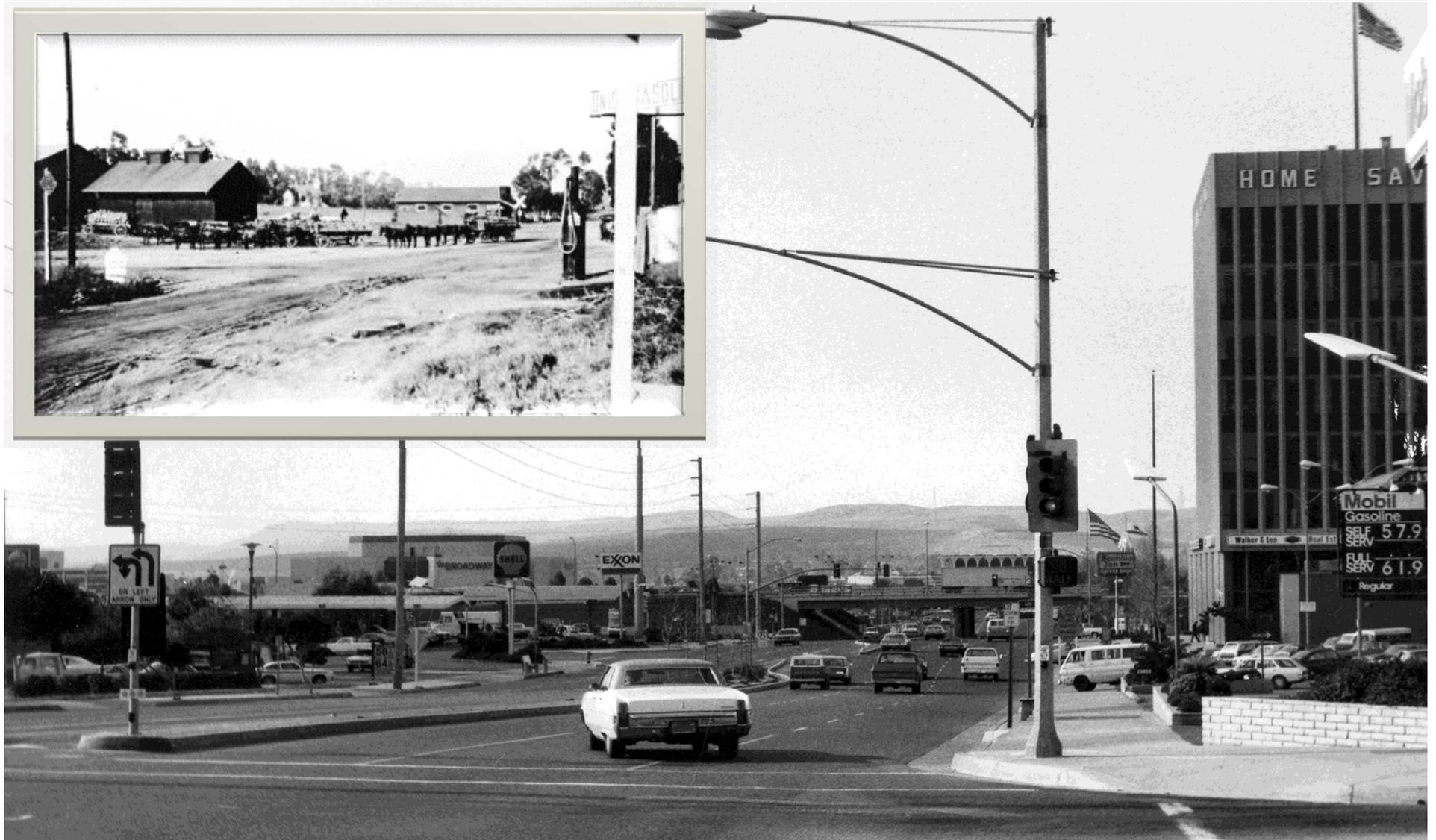
Survey Says: Most Important Issue



Transportation Milestones



Remember when? That was then...



This is now...



El Toro Road (1978)



El Toro Road (2014)

How we got there ...



Over the last 30 years there has been a significant investment in our local transportation infrastructure.

Transportation Milestones - Regional Partnerships & Infrastructure

- “Roads First”
 - Foothill Circulation Phasing Plan (FCPP)
 - Established by the County of Orange but now managed by the City
 - Funded by 11 major landowners
 - Major backbone infrastructure
 - Bake Parkway
 - Portola Parkway
 - Alton Parkway
 - Lake Forest Drive (extension)



Preparation for transportation needs has been part of the planning process from the very beginning.

Transportation Milestones – Regional Partnerships & Infrastructure

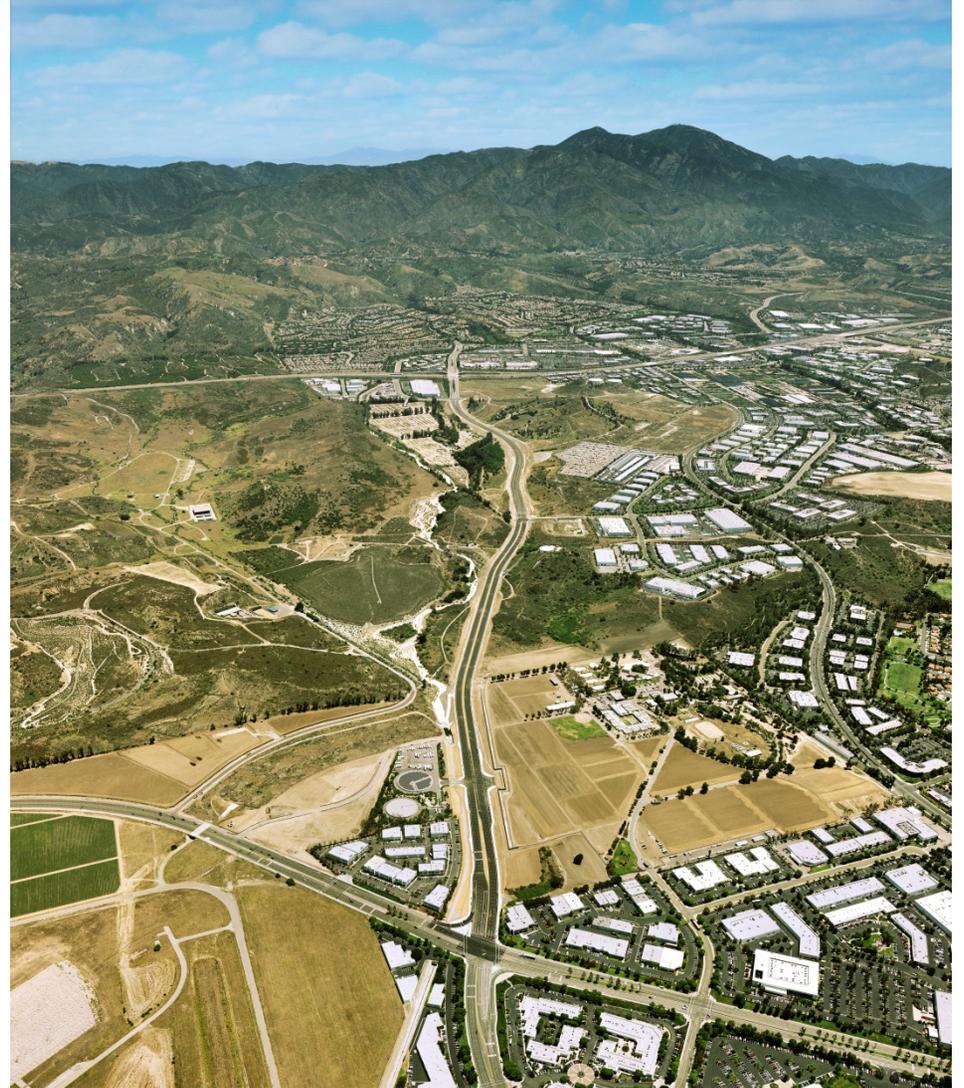
- Measure M1
 - 1991 – 2011
 - Half-cent sales tax
 - More than \$4 billion worth of transportation improvements for Orange County
- Major Projects
 - 5/405 El Toro Y
 - 26 lanes at its widest point
 - El Toro Road Traffic and Landscape Improvement Project
 - SR 241 – “Toll Road”



Lake Forest's Recent Signature Projects

- El Toro Road Traffic and Landscape Improvement Project
- Lake Forest Drive Landscaped Medians
- Alton Parkway Gap Closure
- Rancho Parkway Gap Closure
- Trabuco Road Improvement Project
- Jeronimo Road Streetscape Project
- Rockfield Boulevard Streetscape Project
- 17 intersection widening projects
- \$55 million in improvements

Our goal is to balance transportation needs while improving aesthetics.

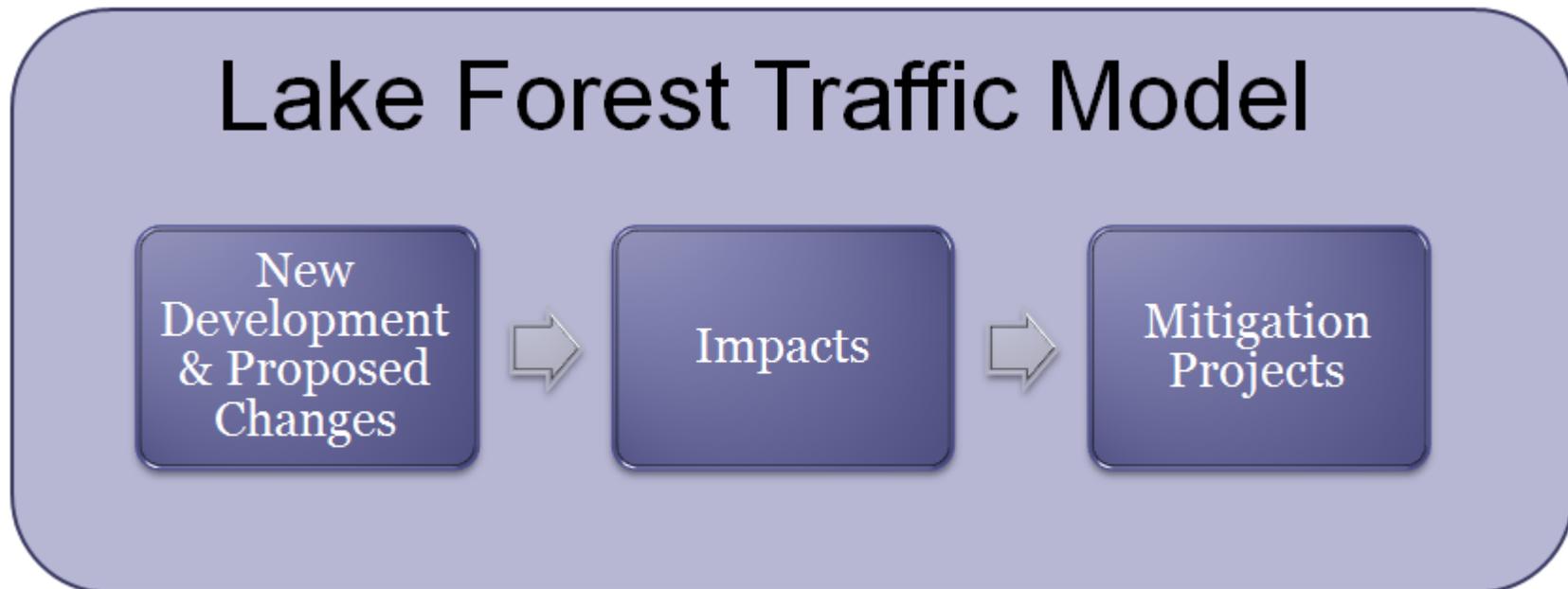


Remember the Past, Challenge the Future

- “Roads First” Perspective
 - Ahead of development
- Government – Regional Perspective
 - Measure M
 - Freeway & Toll Road Improvements
- City Perspective
 - Road Widening & Intersection Improvements
 - Restriping
 - Signal Technology
 - Synchronization
 - Balancing Aesthetics with Traffic Improvements

Lake Forest Traffic Model (LFTM)

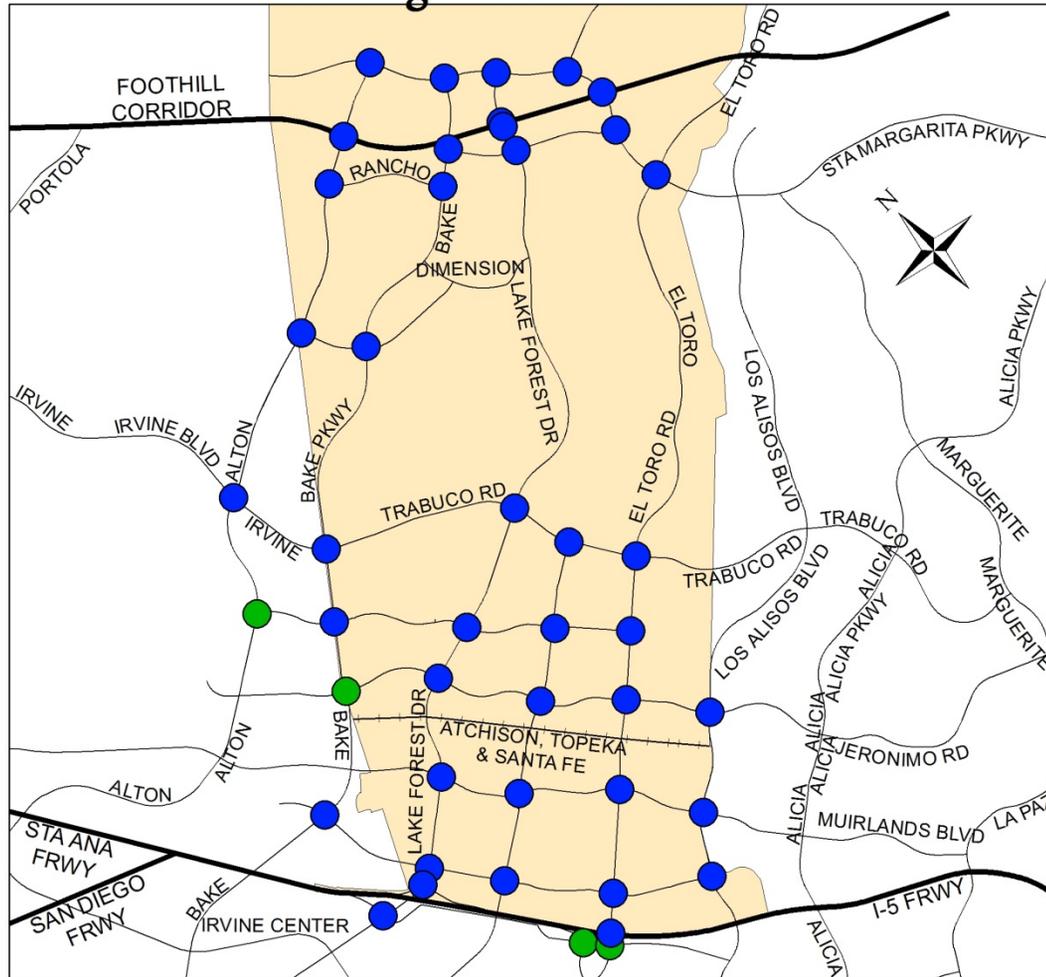
- OCTA Certified
- City consultant developed
- Analyze arterial intersections in City (actual counts)
- Levels of Service (LOS) are based on Intersection Capacity Utilization (ICU) calculations



We approach traffic engineering as a science.

Current Conditions

Existing Level of Service



0 0.5 1 2 3 4 Miles

Legend Level of Service

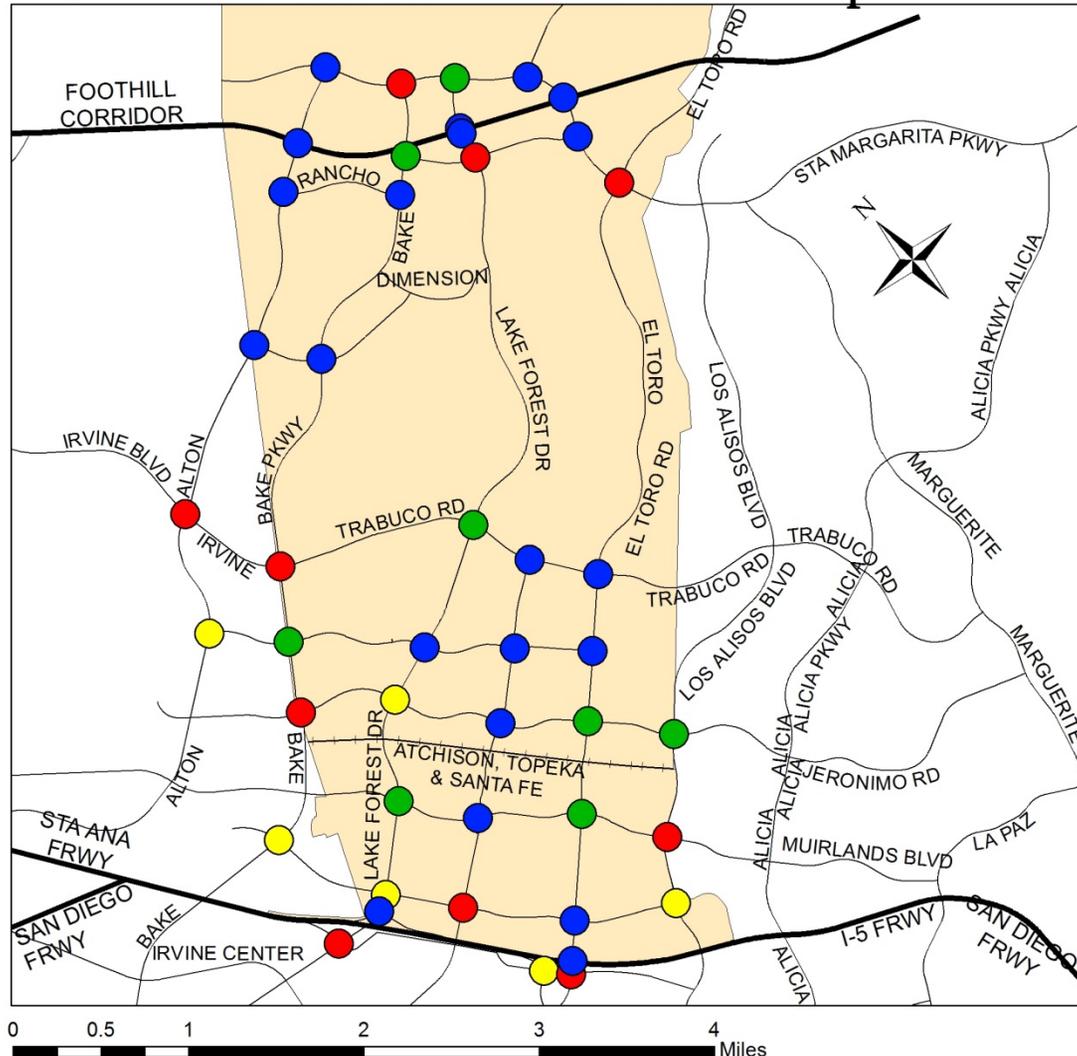
MAXIMUM CAPACITY

- 0- 80%
- 80- 90%
- 90- 100%
- >100

- Freeway
- Arterial
- Railroad
- City Limit

2030 Without Traffic Improvements

2030 Level of Service With No Traffic Improvements

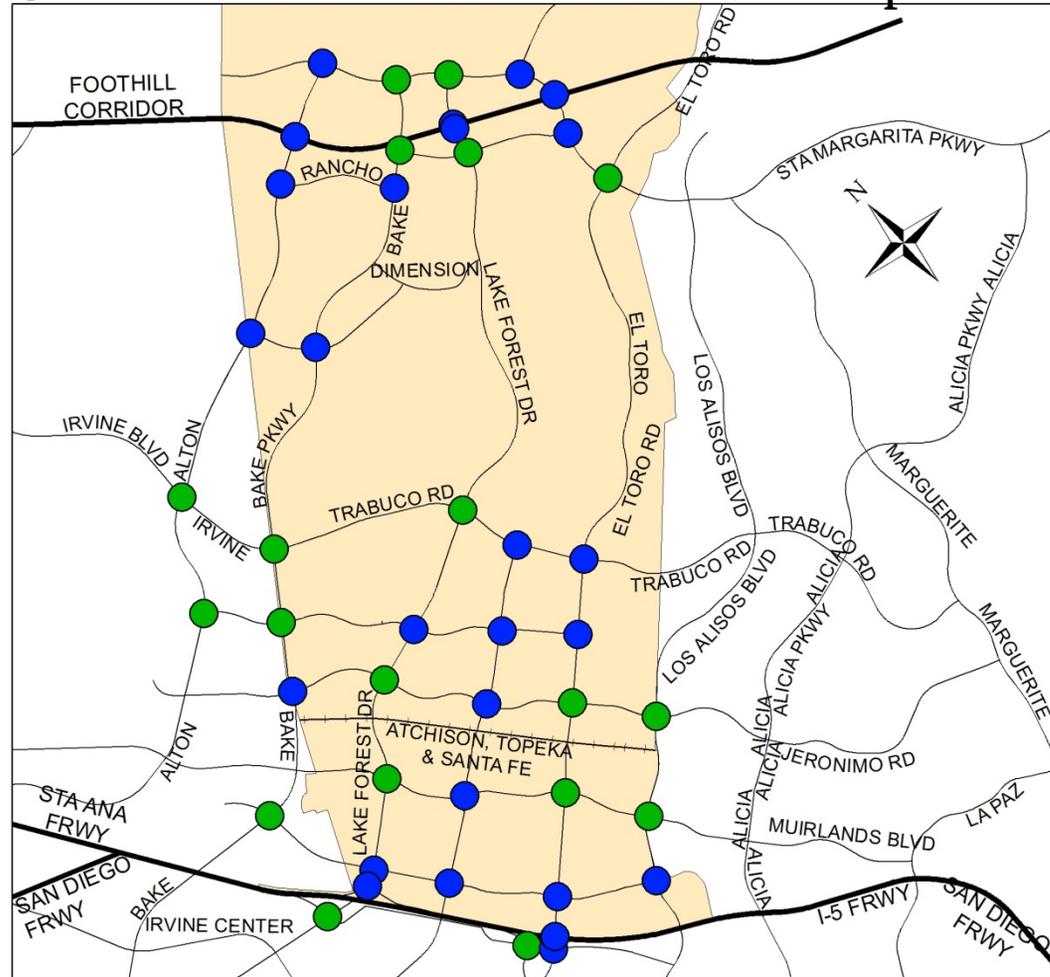


Legend Level of Service

- MAXIMUM CAPACITY**
- 0-80%
 - 80-90%
 - 90-100%
 - >100%
- Freeway
 - Arterial
 - ++ Railroad
 - City Limit

2030 With Traffic Improvements

2030 Level of Service With Planned Traffic Improvements



0 0.5 1 2 3 4 Miles

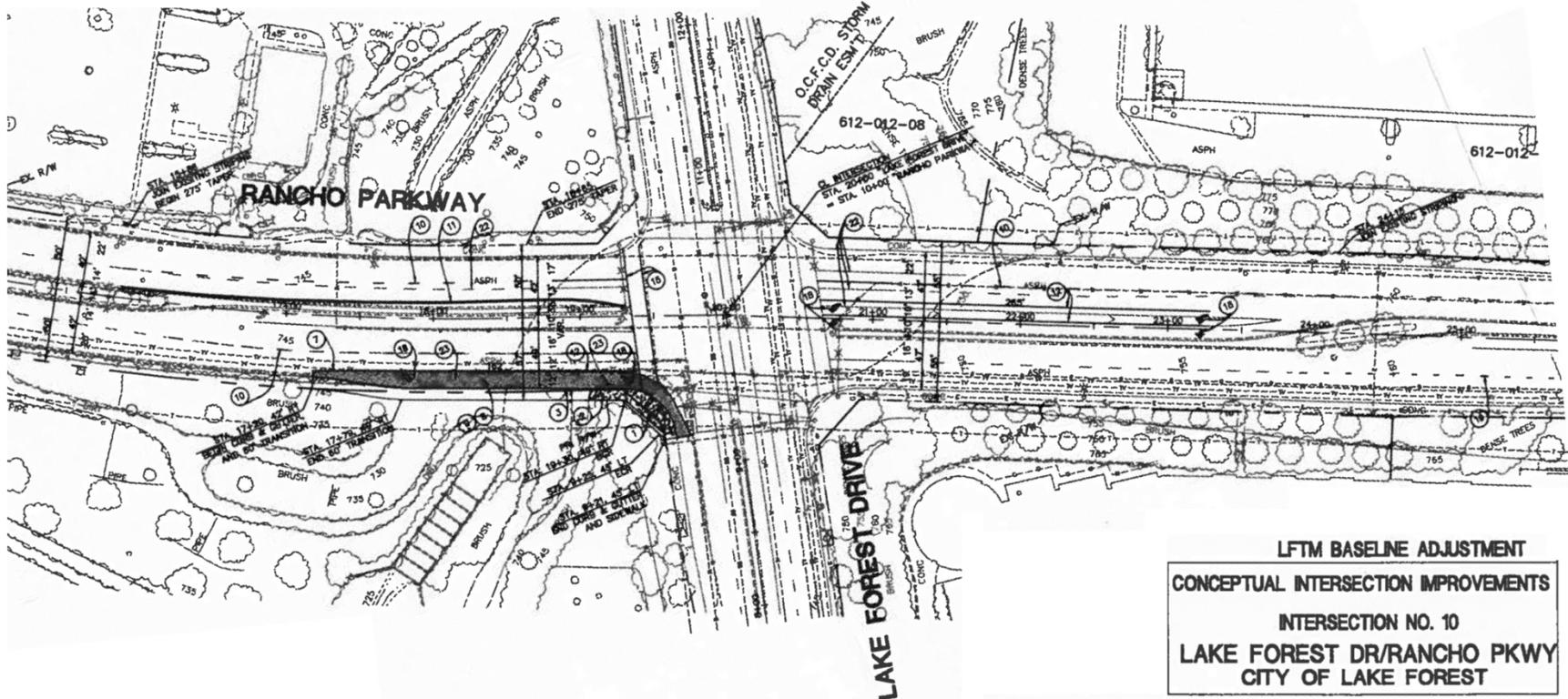
Legend Level of Service

MAXIMUM CAPACITY

- 0- 80%
- 80- 90%
- 90- 100%
- >100

- Freeway
- Arterial
- ++ Railroad
- CityLimit

Lake Forest Transportation Mitigation (LFTM) Example



Upcoming Projects

- 13 Remaining LFTM Intersection Projects (\$9 Million)
- 4 New Synchronization Projects - Rockfield, Portola, El Toro and Lake Forest over the next 2 years (\$2.1 Million)
- Los Alisos & Muirlands last FCPP Project (\$2.5 Million)
- Portola Parkway Widening Project (\$0.8 Million)
- Saddleback Ranch Road Traffic Enhancements (\$1.1 Million)
- Traffic Signal System Communications Enhancement Project (\$1.5 Million - \$150,000 per year for 10 years)

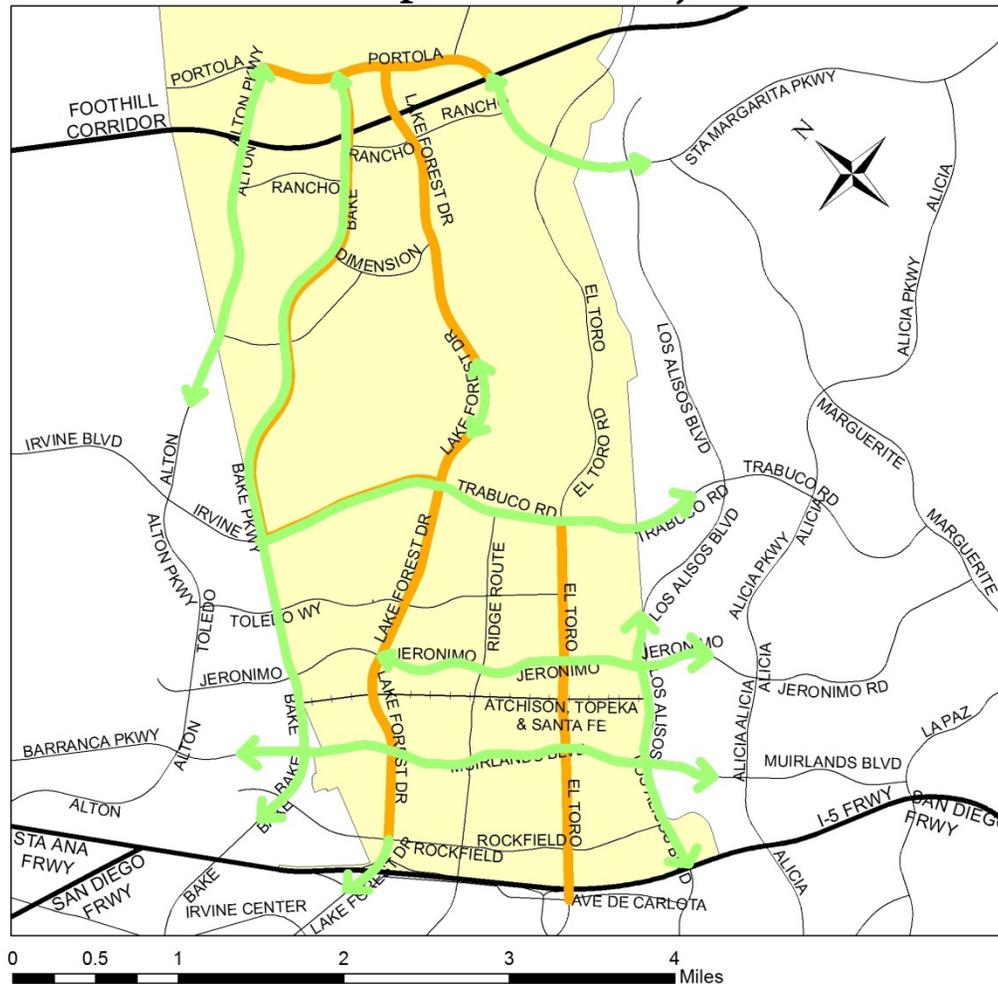
Traffic Signal Synchronization Projects

- Evolution of Synchronization Efforts
- Initial Traffic Signal Synchronization
 - Rockfield Boulevard
 - Jeronimo Road
 - El Toro Road
- 2009 Transportation Management Plan – Traffic Signal Synchronization
- OCTA Funded Signal Synchronization through Measure M



Current and Recently Completed Synchronization Projects

Traffic Improvement Projects



Legend

Synchronization Corridor

- Current Project
- Existing Corridor
- Freeway
- Arterial
- + + + Railroad
- City Limit

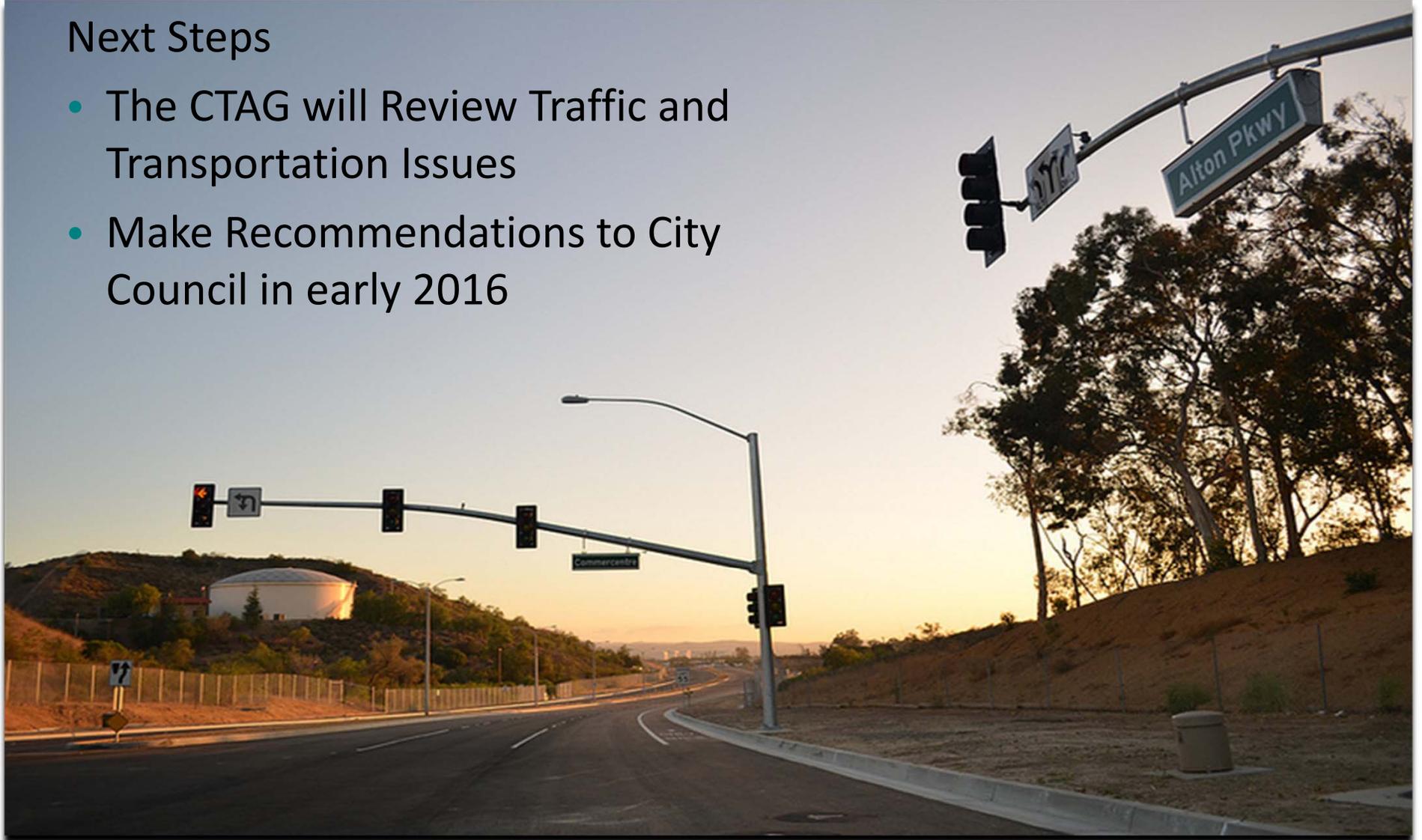
Traffic Engineering

- Signal Timing
 - Traffic Signal Management Consultant
 - Daily monitoring of traffic signals
 - Optimization of traffic signals (Trabuco, Chinook, Serrano on Lake Forest)
 - Localized Improvements (Raymond and El Toro)
- Neighborhood Enhancement Team (NET)
- Traffic Enforcement
- Permit Parking
- Stop Signs
- Crosswalks
- Crossing Guards
- Speeding
- Sight Distance

CTAG

Next Steps

- The CTAG will Review Traffic and Transportation Issues
- Make Recommendations to City Council in early 2016



Questions and Open Discussion

- If you have any questions, we would be happy to answer them.
- We would also like to hear from each of the CTAG Members on any specific issues or concerns that they have so we can be sure and address them as part of the discussions in our upcoming meetings.