

MEMORANDUM

TO: City Council
FROM: Interim City Manager
DATE: October 16, 2019
SUBJECT: Comments on Agenda Items, Meeting of October 22, 2019

ITEM 3.B. City Council will be meeting in closed session for an employee evaluation of the Interim Successor City Manager starting at 6:00 p.m.

ITEM 8.A. Staff will introduce City Council to this year's Duarte Promise Fellows: Daisy Perez (VIP Lead Fellow for Parks and Recreation), Alan Melgoza-Calderon (VIP Fellow for City of Hope), Elyssa Santano (VIP Fellow for Duarte Senior Center), and Jadey Hernandez (VIP Fellow for Foothill Unity Center).

ITEM 8.B. Bob Machuca with the Los Angeles Economic Development Corporation will be on hand to recognize the City of Duarte for being nominated/a finalist for the 2019 LAEDC "Most Business-Friendly City."

ITEM 8.C. As requested by City Council during the October 8th meeting, John Anderson from Cerrell will be giving a presentation on Duarte For All and an update on the firm's public education outreach.

ITEM 12. D. (Consent) City Council will need to designate two council members to participate in the upcoming Town Hall Meeting with Sheriff Alex Villanueva at Temple Station on Wednesday, October 30th from 5pm-6pm.

ITEM 14. Staff is recommending that City Council adopt Resolution 19-R-23, which outlines the City's Stop Sign Policy. Over the years, several of the stop sign locations that we have studied have not met certain criterion required in the CA MUTCD. To manage our vehicular traffic, it is necessary that a policy be created to identify a clear and concise process of criteria needed for the installation of a stop sign. The policy was developed based on the guidelines set forth in the CA MUTCD but adapted to meet the needs of Duarte. If approved, the City would continue to use the CA MUTCD for stop sign studies but also refer to the City of Duarte Stop Sign Policy for additional considerations when a stop sign is needed but does not meet CA MUTCD warrants.

ITEM 15.A. After conducting six meetings over the course of the last ten weeks, the Duarte Ad Hoc Finance Committee will present their final recommendations for revenue enhancements and/or cost containment ideas for City Council's consideration. Composed of 16 community stakeholders with various backgrounds and personal/professional experience, the committee has identified seven revenue enhancements and/or cost containment ideas including; a general sales tax revenue measure, parking permit increase, waste collection surcharges, a reduction in City special events, eliminating Sheriff day overlap shift, Transient Occupancy Tax (TOT) increase, and limiting future full time salary increases. This invaluable information will ultimately aid City Council with their decision as to whether or not to place a Sales Tax Revenue Measure on the ballot and overall, other actions needed to improve the City's long-term financial position.

ITEM 15.B. This item recommends awarding a contract to Commercial Waterproofing Systems, Inc. in the amount of \$199,831.00 and a budget amendment in the amount of \$199,831.00 from the General Fund for the Roof Replacement for the Senior Center Building Project. The existing Cal Shake roof is 25 years old and this past spring experienced significant leaking. The project consists of the removal and replacement of all three sections of the Center's roof-kitchen, dining hall, and second story, replacement of any damaged plywood, installation of new concrete tiles, which closely match the roofing of the remaining Civic Center buildings and provides a 20-year warranty.

ITEM 15.C. At Council's request, this item is back for consideration. This item is the approval of a contract and budget amendment in the amount of \$23,500 to the Professional Agreement with FM3 and Rutan & Tucker LLC to conduct a post education survey. The goal of this second survey is to sample approximately 250 registered Duarte voters likely to vote in the March 2020 Presidential primary. The margin of error for the survey will be approximately 6.2%. The information will be used by Cerrell to align or adjust the educational efforts.

ITEM 15.D. Staff is recommending that City Council approve KOA Corporation's traffic engineering recommendations for the installation of stop signs at four intersections throughout the City. The installation of the stop signs is based on the requirements set forth in the Stop Sign Policy. The designers of the policy will provide a presentation on the stop sign locations and answer any questions the City Council may have.

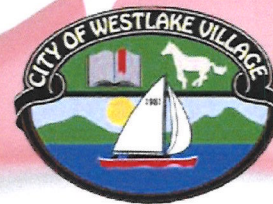
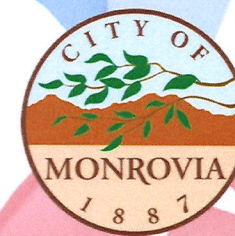
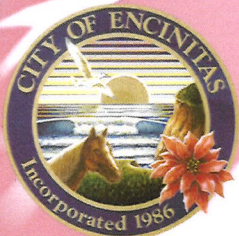
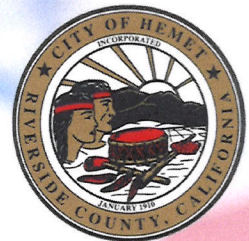
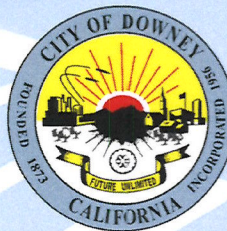
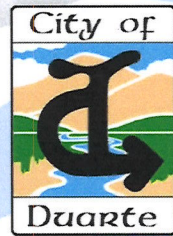
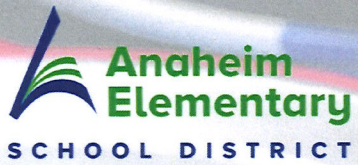
Respectfully submitted,



Manuel Enriquez
Interim City Manager

City of Duarte Engaging & Educating Your Community





The 6 C's of a Successful Program

- **COMPREHENSIVE**
- **COMPELLING**
- **CONSISTENT**
- **CREATIVE**
- **CULTURALLY-AUTHENTIC**
- **CORRECT (FACTUAL)**

THE PHASED APPROACH

**SURVEY
RESEARCH
ANALYSIS**

**PRE-
COUNCIL
VOTE**

**POST-
COUNCIL
VOTE**

PROGRAM TIMELINE

RESEARCH/DEVELOP

July

- Kickoff meeting
- Analyze survey research
- Framing/develop core messages
- Organization/event research

PRE-COUNCIL VOTE

August to November

- Collateral/brand development
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- Social media
- Direct mail

POST-COUNCIL VOTE

December to Election Day

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- Event attendance
- Direct mail
- Community town hall
- Educational GOTV

*Dec. 6: Deadline for Council resolution

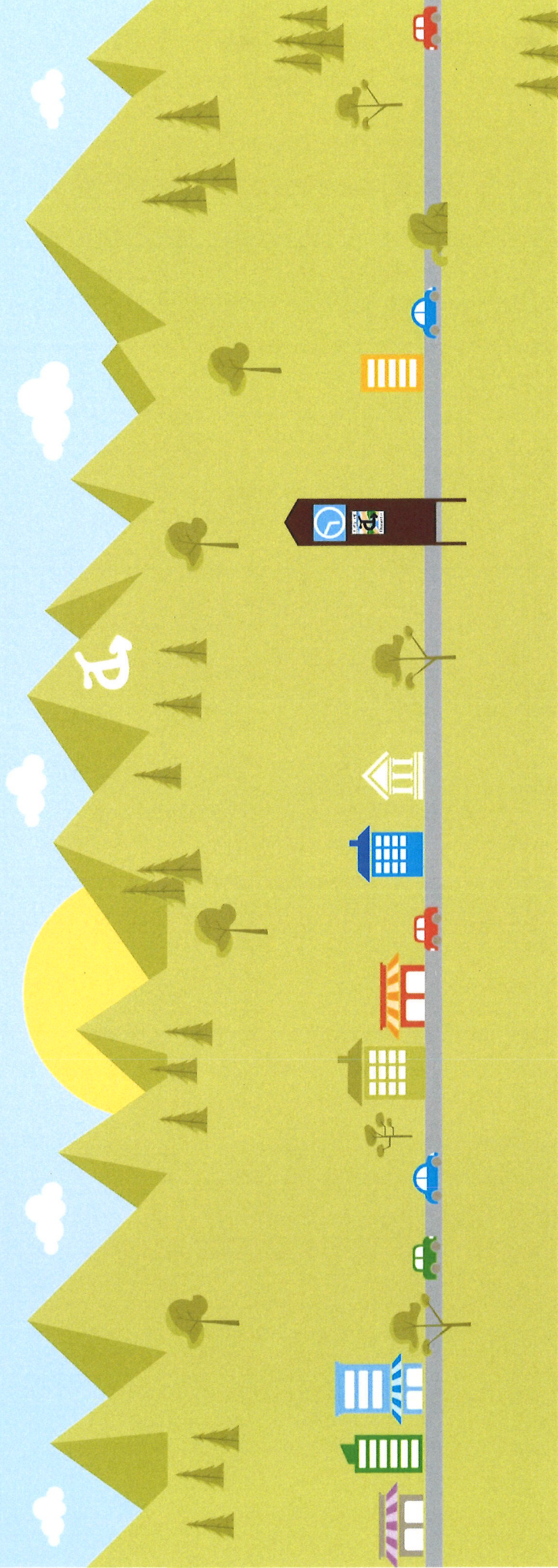
DUARTE FOR ALL

MATERIALS



QUARTE FOR ALL

a community conversation





DUARTE FOR ALL

a community conversation

City of Duarte
1600 Huntington Drive
Duarte, CA 91010
(626) 357-7931

PRESORTED
STANDARD
U.S. POSTAGE
PAID
ARCADIA, CA
PERMIT NO. 33
ECRWSS

Community Customer
DUARTE • CA 91010



The City is exploring
ways to keep tax dollars
in Duarte and protect
essential services.



Public
Safety



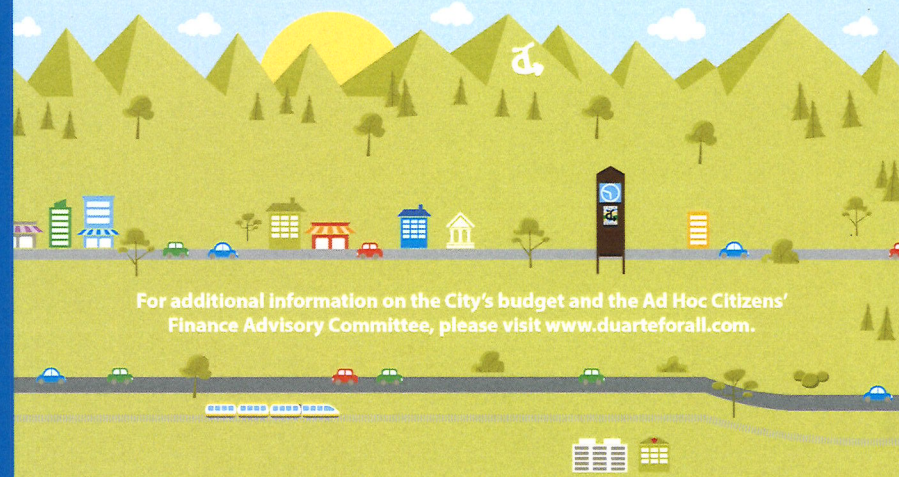
Street, Traffic &
Infrastructure
Improvements



Parks &
Recreation



Youth & Senior
Programs



For additional information on the City's budget and the Ad Hoc Citizens'
Finance Advisory Committee, please visit www.duarteforall.com.



The City is exploring ways to keep tax dollars in Duarte and protect critical services.

Public Safety



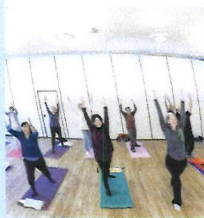
Streets & Sidewalks



Parks & Rec



Youth & Senior



The City continues to talk and listen to all community members on the current fiscal situation and potential solutions to secure Duarte's future. For additional information on the City's budget and the Ad Hoc Citizens' Finance Advisory Committee, please visit www.duarteforall.com.

The City of Duarte's mission is to provide unmatched community services to make the City a great place to live, work and do business. Duarte is the City of Health, and the health of our community depends greatly on our ability to continue providing high-quality community services that are essential to all of our daily lives.

But like many California cities, the City is at a critical juncture. Duarte's key sources of revenue such as sales and property taxes are not keeping pace with the rising costs of maintaining service levels that keep Duarte a vibrant community. The City currently faces a structural deficit of \$1.2 million — a gap between ongoing revenues and expenses — that is expected to grow in future years. While residents won't immediately see any difference in the day-to-day operation of the City and will continue to enjoy high-quality public safety and community services, long-term solutions are needed soon to keep tax dollars in Duarte.

The Steps We've Taken

Duarte's City Council has taken a number of steps to protect essential services while reducing costs. The Council has scaled back some services to find \$2 million in savings and deferred \$1.5 million in capital projects. Thanks to our City employees and their bargaining units, we renegotiated labor agreements that resulted in both short-term and long-term savings. But these critical actions have only slowed down the problem and not solved it.

If sustainable and sufficient revenue sources are not found to close this budget deficit, the City Council will need to cut close to 10% of its overall City budget by June 2020. This includes reductions in our public safety services, street and traffic improvements, infrastructure maintenance, parks and recreation programs, City department staffing hours and youth and senior activities. Local action is needed.

Moving Forward Together

Recognizing the need for quick and decisive action to secure a strong future for all of Duarte, the City Council created an Ad Hoc Citizens' Finance Advisory Committee to evaluate Duarte's financial future. The mission of the 16-person Committee — comprised of residents, representatives of City Commissions, the Youth and Family Committee, the Duarte Chamber of Commerce, the City of Hope (Duarte's largest employer) and the City employees' union — is to find solutions which can protect public safety resources and other critical City services from cuts.

The Committee is considering a number of options, including placing a measure before Duarte's voters in March 2020 to take the City's existing sales tax from the current rate of 9.5% to 10.25%. Residents in many of our neighboring cities — including Arcadia, El Monte, Glendora and Pasadena — have already voted to approve similar revenue measures to keep tax dollars local to protect vital public safety and community programs.

It is estimated this additional ¼-cent could generate approximately \$2.6 million per year in local revenue to both safeguard the City's long-term finances, as well as ensure that our residents and businesses continue to receive high-quality public safety services, streets and sidewalk repairs, parks and recreation programs and facilities, as well as youth and senior services. **All revenue raised by this potential measure would stay in Duarte to be spent locally on essential services, and it could not be taken by the State, County, regional agencies or special districts.**



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Frequently Asked Questions

The City Council declared a fiscal emergency in June 2019. What does this mean?

This year's budget included a structural deficit of \$1.2 million — a gap between ongoing revenues and ongoing costs — which is anticipated to grow in future years. The City will run out of reserves in four to five years and will have to cut close to 10% of the overall budget if the situation continues. To address our financial challenges and secure a strong future for Duarte, the City Council has declared a fiscal emergency to explore financial solutions that will protect public safety and other City services.

Will City services be impacted during the fiscal emergency?

Residents won't see any difference in the day-to-day operation of the City and will continue to enjoy high-quality public safety and community services.

How was this budget shortfall created?

The City's challenges started over a decade ago with the "Great Recession." Key revenue sources such as sales and property taxes are not keeping pace with the rising costs of maintaining City service levels. Our City is proactive when it comes to addressing issues. That's why we're engaging our community to learn what services are most important to you and evaluating options for additional funding to maintain these services.

What has the City done so far to reduce the budget deficit?

Since fiscal year 2008/2009, the Duarte City Council has taken several steps to reduce costs, including service cuts totaling approximately \$2 million and delaying \$1.5 million in capital projects (improvement and maintenance of city property). The City renegotiated labor agreements with its employees to reduce pension, retirement benefits and medical insurance costs, implemented a furlough (unpaid vacation) program and eliminated 12 staff positions.

Is the City exploring options to raise revenues?

Cuts to services alone won't solve the budget deficit. The City has created an Ad Hoc Citizens' Finance Advisory Committee to evaluate Duarte's long-term financial future. The Committee is considering several options, including a proposed three-quarters of a cent (3/4¢) sales tax measure, further cost-cutting options and other opportunities to increase City revenues. The 16-person Committee includes residents, representatives from City Commissions, Youth and Family Committee, Duarte Chamber of Commerce, City of Hope and the City employees' union. This Committee will report back to Council with its recommendations.

Would the revenue from a 3/4¢ sales tax increase be used outside of Duarte?

Absolutely not. Any local sales tax measure the Council puts on the ballot will ensure that all revenue raised will stay in Duarte to improve our local community and will not be taken by the State, County, regional agencies or special districts.



Why is local control of revenue important?

The City receives approximately one penny of the 9.5 cents in sales tax for every dollar spent on taxable purchases made in Duarte. The remaining 8.5 cents is divided up between the State and County for various services including regional public safety, transportation and homeless programs. This year, Duarte is expected to send \$11.75 million to the County in special sales taxes, but only receive \$1.28 million in return.

What happens if the County or another agency introduces a sales tax measure?

If a local sales tax measure isn't approved by Duarte voters, any future sales tax adopted by the County, regional agencies and special districts would be assessed on Duarte and we would lose the ability to use those funds to improve our local community.

What would a 3/4¢ sales tax increase provide for the City?

It is estimated an additional 3/4¢ could generate approximately \$2.6 million per year in local revenue to safeguard the City's finances and ensure that our residents and businesses continue to have access to high-quality public safety services, repairs to streets and sidewalks, parks and recreation programs and facilities, and youth and senior services.

If the budget deficit persists, what cuts can we expect the City to make?

If the budget deficit isn't closed by new revenue, the City Council will need to evaluate cuts to services. These could include services such as public safety, road paving, street and traffic improvements, infrastructure maintenance, landscaping, parks and recreation, City department staffing hours, and youth and senior services.



How does the current sales tax rate in Duarte compare to other cities in our area?

Duarte's current sales tax rate of 9.5% is among the lowest in the region. Several nearby cities including Arcadia, El Monte, Glendora, Monrovia and Pasadena already have additional local sales tax measures in place or their voters will consider adopting them in November.

Who would pay for this increase?

We estimate that 70% of the potential 3/4¢ sales tax will be paid for non-Duarte residents including visitors who shop at our local businesses and dine at our restaurants.

How can we be sure the funds are being used locally and as promised?

If the City Council decides to place a sales tax measure on the March 2020 ballot for Duarte voters to consider, the measure would include strict accountability requirements such as public disclosure of all spending and annual independent financial audits to ensure funds are used effectively and as promised, and only to benefit the Duarte community.

How can I learn more about the budget and our options going forward?

The City continues to engage all community members on its current fiscal situation and potential solutions to secure Duarte's future. For additional information on the City's budget and the Ad Hoc Citizens' Finance Advisory Committee, please visit www.duarteforall.com.



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SECURING DUARTE'S FUTURE



The City of Duarte provides unmatched community services which makes this a great place to live, work and do business. Duarte is the City of Health, and the health of our community depends greatly on our ability to continue providing high-quality community services essential to all of our daily lives.



Like many California cities, the City is at a critical juncture. Duarte's key sources of revenue, such as sales and property taxes, are not keeping pace with the rising costs of maintaining service levels that keep Duarte the vibrant community we all cherish.

The City is exploring long-term solutions that will protect the services that Duarte residents and businesses have come to expect. The City continues to engage all community members on potential solutions to secure Duarte's future.

For additional information, please visit: www.duarteforall.com.



ESTAMOS ASEGURANDO EL FUTURO DE DUARTE



La Ciudad de Duarte brinda servicios comunitarios incomparables, haciendo que la Ciudad sea un lugar excelente en donde vivir, trabajar, y hacer negocios. Duarte es la Ciudad de la Salud, y la salud de nuestra comunidad depende en gran parte de nuestra capacidad para seguir proporcionando los servicios comunitarios de alta calidad que son tan importantes en la vida cotidiana de todos nosotros.



Al igual que muchas otras ciudades en California, la Ciudad se encuentra en una coyuntura difícil. Las fuentes de ingresos importantes de Duarte, tales como los impuestos a las ventas y a las propiedades, no están yendo al mismo ritmo de los costos crecientes de mantener los niveles de servicio que hacen que Duarte siga siendo la comunidad dinámica a la que tanto queremos.

La Ciudad está investigando algunas soluciones de largo plazo para proteger los servicios comunitarios incomparables que los residentes y negocios en Duarte han venido a esperar.



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Para recibir información adicional, visite
www.duarteforall.com

The City of Health

DUARTE FOR ALL
a community conversation

Unmatched community services

62%

feel City is going in the right direction

66%

believe Duarte needs additional funding to protect services



The City's Budget



Annual structural deficit of \$1.2 million

Proactive cost saving measures already taken

\$2M
service cuts

\$1.5M
capital projects

12
staff positions

Renegotiated
labor agreements

May need to cut 10% of the overall budget by June 2020



NEXT STEPS

RESEARCH/DEVELOP

July

- Kickoff meeting
- Analyze survey research
- Framing/develop core messages
- Organization/event research

PRE-COUNCIL VOTE

August to November

- Collateral/brand development
- Rollout website landing page
- Begin outreach to residents/business
- Media relations
- Social media
- Direct mail

POST-COUNCIL VOTE

December to Election Day

- Update collateral/messages with ballot designation
- Event attendance
- Direct mail
- Community town hall
- Educational GOTV

*Dec. 6: Deadline for Council resolution

Thank You

I'd be happy to take any questions you have.

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john@cerrell.com

WEBSITE

cerrell.com



CERRELL

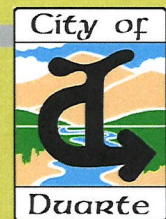


DUARTE FOR ALL

a community conversation



Duarteforall.com



The City of Health



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The City of Health



Crucial revenue sources not keeping pace

Revenue



Property Tax
Sales Tax

Costs



Services
Maintenance
Staff



The City's Budget



Annual structural deficit of \$1.2 million

Proactive cost saving measures already taken

\$2M
service cuts

\$1.5M
capital projects

12
staff positions

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May need to cut 10% of the overall budget by June 2020



Where are we now?



The City is exploring ways to keep tax dollars in Duarte and protect services.

Public Safety



Streets & Sidewalks



Parks & Rec



Youth & Senior



What Are Our Options?



Budget cuts to services alone are not enough

Ad Hoc Citizens' Finance Advisory Committee created

Several options include a three-quarters of a cent (3/4¢) sales tax measure



Local Funds to Secure Duarte's Future



**3/4¢ tax to increase the sales tax
from 9.5% to 10.25%**

\$2.6M

per year in
local revenue

70%

paid by
non-Duarte residents



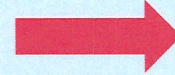
Currently...



Much of our tax dollars are leaving Duarte

\$11.75M

generated in special
sales tax for County
(2019 est.)



only

\$1.28M

given back to
Duarte



Local Control



All funds required to be used in Duarte

\$2.6M
per year in
local revenue

Sherriff's neighborhood & school patrols

9-1-1 emergency response times

Prepare for future wildfires/mud flows

Parks and recreation

Protect local drink water sources

Repair streets/potholes

Address homelessness

Youth & senior services





Local funds for Duarte



How Does a Sales Tax Work?

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a community conversation

only

75¢

for every \$100 spent
on taxable goods

DOES NOT apply to



unprocessed
groceries



prescription
medication



real estate
& rent



It's Not Just Duarte



Other cities with increased sales tax rates

- Arcadia: 10.25%
(Passed June 2019)
- Azusa: On March 2020 ballot
- Burbank: 10.25%
- Glendale: 10.25%
- Pasadena: 10.25%
- Monrovia: On November 2019 ballot
- El Monte: 10.0%
- South El Monte: 10.25%
- Glendora: 10.25%
- Covina 10.25%
- Pomona: 10.25%

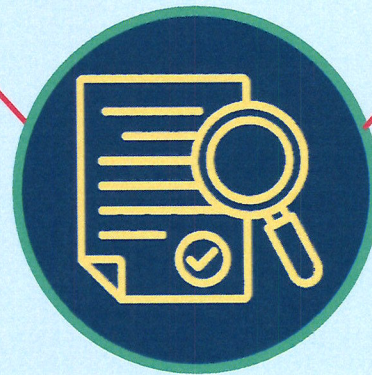


Strict Accountability

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a community conversation

Transparency

public disclosure
of all spending



Audits

annual
independent
financial audits





Thank you!

**For more information
visit Duarteforall.com**



MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – OCTOBER 8, 2019

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Pro Tem Kang called the meeting to order at 5:02 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay (arrived at 5:12 p.m.), Kang, Lewis, Reilly, Urias ABSENT: Paras-Caracci ADMINISTRATIVE STAFF PRESENT: Interim Successor City Manager Enriquez, City Attorney Cosgrove
ADOPTION OF AGENDA	Reilly moved, Fasana seconded to adopt the Agenda, and carried unanimously by those present.
CLOSED SESSIONS	City Attorney Cosgrove announced three Closed Sessions:
1) Public Employee Appointment Successor City Manager	1) Public Employee Appointment – Successor City Manager; per Government Code section 54957(b)(1) – Review Candidate Profile.
2) Existing Litigation Rate case – Cal Am Water	2) Existing Litigation: Per Government Code section 54956.9 (a) and (d)(1) regarding an existing rate case filed by California American Water company with the California Public Utilities Commission, Application No. 19-07-004 (Filed July 1, 2019).
3) Existing Litigation – State Water Resources Control Board	3) Existing Litigation: Per Government Code section 54956.9(a) and (d)(1) regarding <i>The Cities of Duarte and Huntington Park v. State Water Resources Control Board, et al, OCSC Case No. 30-2016-00833614-CU-WM-CJC</i> (Related Case No. 30-2016-00833722).
Public Input	Lois Gaston stated there are now two City Managers, inquired as to what citizens are paying for, she thought there was to be a transition, no one knows what is to be done next, all should be kept abreast of what is going on at the same time, there is a budget deficit, inquired as to who is in charge of the recruiting process, and stated we are paying for two City Managers and something is wrong. Steve Hernandez stated he was told it is a violation of the Brown Act for him to be told what happened with Mr. George, this is a betrayal of our trust, it is not the City Attorney's job, residents are the Council's boss, Manuel Enriquez was put in a compromising position as were residents, there is a fiscal emergency to bring more money into the City yet we are paying for two City Managers, if we have that much money, why is there a fiscal

emergency, and stated he does not like it and he is not happy.

Lino Paras stated he is here to help the City get through this, the proposed contract with the Interim City Manager has a lack of wording, asked what happens if the Mayor is not available within seven days to sign the contract, this should be reviewed with an employment contract attorney, we are not paying two full City Manager salaries, and stated the consultant will screen qualified candidates.

City Councilmembers went into Closed Session, and concluded at 6:53 p.m. City Council reconvened at 7:00 p.m., with six members present, and Paras-Caracci absent.

PUBLIC REPORT OF CLOSED SESSION ITEMS

City Attorney Cosgrove announced the three Closed Session items were discussed, as stated above, with no reportable action taken on any item.

PLEDGE TO THE FLAG

Dan Mabe led the Pledge of Allegiance to the Flag.

MOMENT OF REFLECTION

Finlay provided a moment of reflection.

FITNESS/MENTAL WARM-UP

Kang and Finlay provided the warm-up.

SPECIAL ITEMS

Mayor's Youth Council update

Faith Peoples and Samantha Martinez provided an update of recent Mayor's Youth Council activities and upcoming Teen Center events.

Red Ribbon Week proclamation

Mayor Pro Tem Kang read and presented the proclamation for Red Ribbon Week to Brian Villalobos, who provided information about events associated with the week of activities.

Presentation by AQMD Air Quality update

Michael Cacciotti, South Coast Air Quality Management District, presented an update about the SCAQMD including background, air monitoring, health standards/impacts, incentive programs, exchange and rebate programs, and clean air investments in the City of Duarte.

ANNOUNCEMENTS

Kristen Petersen introduced the City's new Financial Services Manager Angela Chiaromonte. City Councilmembers welcomed her to the City.

Joanna Gee, Duarte Library, announced upcoming programs, story times, events, and classes in October and November.

Adam Knight, Duarte Chamber, announced upcoming events, programs, and seminars in October.

Victoria Rocha announced upcoming community events, activities, and meetings in October and November.

Irene Bobadilla, Think Together, announced after school open house on October 24.

CONSENT CALENDAR

Urias moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously by those present.

Approve Items A, B, C, D.

BUSINESS ITEMS

Interim Successor City Manager Contract

Cosgrove presented the staff report about the Interim Successor City Manager contract, including additional temporary compensation and duties, and stated the overlap in compensation was fully contemplated.

Lino Paras stated he is concerned about the proposed contract, it is ambiguous and confusing about the timeline, there should be a backup if the Mayor is not available, and discussed a situation with Montebello School District.

Lois Gaston stated she is concerned about how we got to this point, she thought City Council would have a meeting to know the next steps, not all Councilmembers are aware of the plan, she is a concerned taxpayer, asked why isn't the transition now being worked on with the Interim and former City Manager, and she is concerned about any one Councilmember having more access to the City Manager, Interim City Manager, and City Attorney than all seven Councilmembers do.

Lillian Cabral, SEIU, stated she is concerned this has become personal, asked Councilmembers to take the SEIU employees' letter seriously, personal things should not get in the way of business, and stated the employees produce the product.

There was discussion about the Mayor's signature. Cosgrove stated the law allows the Mayor Pro Tem to sign documents if the Mayor is not available.

Fasana moved, Finlay seconded to approve the Interim Successor City Manager contract, and carried with Reilly voting no, and Paras-Caracci absent.

Recommendations for Mountain/ Euclid Avenue intersection

Amanda Hamilton, Public Works Manager, presented a staff report and PowerPoint about the recommendations from the Los Angeles County Public Works Traffic Engineering Department, answered questions from City Council, and introduced Victor Le from L.A. County, who provided additional details about the crosswalk location, red curb, and removal of speed limit sign.

Steve Hernandez stated the crosswalk was in the wrong spot, it will now have only one movement, the entrance to drop off at Maxwell is very short, and it is a safety factor that we need.

Lewis moved, Reilly seconded to approve the Los Angeles County Public Works Traffic Engineering recommendations for traffic safety improvements at the intersection of Mountain Avenue and Euclid Avenue, per staff recommendation, and carried with Finlay not on the dais, and Paras-Caracci absent.

2019 League Resolutions

Manuel Enriquez presented the staff report about the resolutions to be considered at the upcoming 2019 League of California Cities Conference, and stated Councilmember Lewis is the City's voting delegate.

There was discussion about being in support of the second resolution pertaining to international transboundary pollution flows, and receiving additional information at the conference about the first resolution pertaining to the California Public Utilities Commission amendment to its Rule 20A program.

Finlay suggested in the future, staff could keep a close eye on issues and bring them to the attention of City Council for possible inclusion in League of California Cities resolutions.

Urias moved, Finlay seconded to allow Councilmember Lewis to determine the City's vote on the first resolution after receiving additional information about it at the conference, and to support the second resolution, and carried unanimously by those present.

FM3 Research
Contract Amendment

Cosgrove presented the staff report about the amendment to the FM3 Research contract.

There was discussion about the follow-up survey, timing, new information, increase in education, value of receiving additional information, Ad Hoc Committee, cost, and services provided by Cerrell Associates.

Continued to 10/22/19

Finlay moved, Reilly seconded to continue this item to the next City Council meeting, and invite Cerrell Associates to make a presentation at the next Council Meeting prior to consideration of the amendment to the FM3 Research contract, and carried unanimously by those present.

RESOLUTIONS
Council Bill 19-R-21
Trench Repair Policy

Council Bill 19-R-21 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING THE GENERAL PERMIT CONDITIONS AND TRENCH REPAIR SPECIFICATION POLICY

Amanda Hamilton presented a staff report and PowerPoint about the proposed resolution, including policy goals, and answered questions from Councilmembers.

RESOLUTION NO. 19-21

Reilly moved, Finlay seconded to adopt Resolution No. 19-21, and carried unanimously by those present.

Council Bill 19-R-22
Supports H.R. 2215 (San Gabriel
National Recreation Area) and
Inclusion of Duarte in boundaries

Council Bill 19-R-22 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE SUPPORTING H.R. 2215 AND ITS ESTABLISHMENT OF THE SAN GABRIEL NATIONAL RECREATION AREA, AND EXPRESSING SUPPORT FOR THE INCLUSION OF THE CITY OF DUARTE WITHIN ITS PROPOSED BOUNDARIES

Manuel Enriquez presented the staff report about the proposed resolution.

There was discussion about boundary lines, whether or not to include the entire City in the National Recreation Area, pros and cons, funding and lack of funding, availability of accessing

potential Federal funds, additional regulations, and administrative Federal regulations.

RESOLUTION NO. 19-22

Urias moved, Fasana seconded to adopt Resolution No. 19-22, and carried by the following Roll Call vote:

AYES: Fasana, Urias, Finlay, Kang

NOES: Lewis, Reilly

ABSENT: Paras-Caracci

COMMISSIONS/COMMITTEES Dissolution of Youth and Family Committee

Manuel Enriquez presented the staff report about the Youth and Family Commission's recommendation pertaining to dissolution of the Committee.

Adam Knight, Committee President, stated it was an honor to be part of the Committee, discussed action steps and the good work that was done by great people, and stated some of the work began to be redundant as it was being accomplished by the Parks and Recreation Commission and other community groups.

Fasana moved, Finlay seconded to support the recommendation from the Youth and Family Committee and City staff, and to approve the dissolution of the Youth and Family Committee, and carried unanimously by those present.

Finlay requested that all who served on the Youth and Family Committee during the past decade, including former employees Donna Georgino and Cesar Monsalve, be recognized at a subsequent City Council meeting.

ORAL COMMUNICATIONS (Continued)

The following spoke on items not on the Agenda.

Lino Paras – Mr. Enriquez, update on his daughter's health.

REPORTS/COMMUNICATIONS FROM COUNCIL/MANAGER/ ATTORNEY

ENRIQUEZ: Thanked City Council for their support and confidence during the transition, and expressed his commitment to continue to make sure this City is thriving while the recruitment process is underway for a permanent City Manager.

FASANA: Stated the Route 66 Parade was fantastic, congratulated the NAACP on its 100th anniversary, and his thoughts and prayers are with Mayor Paras-Caracci for her recovery.

LEWIS: Thanked the Route 66 Committee and the owner and driver of his vehicle, thanked Baskin Robbins for the new business brought to Duarte, stated he will be leading the team on the field at Homecoming on Friday, October is Breast Cancer Awareness Month, he is praying for the Mayor to get better, and thanked Manuel for meeting with him.

FINLAY: Asked that Soyfoods of America be recognized for receiving the Sanitation District's award, inquired if we have safe routes for seniors, suggested it could be something for Parks and Recreation to look at, asked for a riverbed update and inquired about trucks with pallets parking on Buena Vista (Villa-

lobos responded), stated Orange Blossom Park is awesome, the parade and picnic were great, and welcomed Manuel aboard.

URIAS: Stated thoughts and prayers are with the Mayor for a speedy recovery, inquired about a traffic study on Buena Vista (Hensley responded), and inquired about laws or rules regarding bulky items left on streets (Villalobos responded).

REILLY: Stated Orange Blossom Park is wonderful, thanked volunteers and car owners for Route 66 Parade, asked when we can expect a transient occupancy tax agreement from the City of Hope pertaining to the hotel (Cosgrove responded), inquired about the other hotel (Hensley responded), she hopes Baskins Robbins will stay in Duarte, related an incident of a resident who is being evicted and inquired about the need to give cause (Cosgrove responded), asked if apartments across the street are TEFRA (Hensley responded), and stated she will say a prayer for the Mayor and hopes she gets better.

KANG: Thanked staff for their work on the hotel, he is glad we will have a City of Hope hotel also, the Route 66 Parade was awesome, thanked his friend for the flyover, the picnic was cool, stated he believes in righteousness and fairness, he respects everyone equally, there should be no personal agenda, and he will pray for the Mayor and hopes for the best.

MEETINGS AND EVENTS ATTENDED

In addition to the meetings/events reported on the Agenda, the following attendance events were announced:

Fasana – Mayor Garcetti’s Mayor’s meeting, Senator Rubio’s appointments seminar, Ruby McKnight Williams awards event, Rebuilding Together event, SGV Humane Society visit, Orange Blossom Park and Baskin Robbins events.

Lewis – Rebuilding Together event, MAD Council fireworks meeting.

Reilly – Jury duty.

ADJOURNMENT

The meeting was adjourned at 9:59 p.m.

Mayor Pro Tem Samuel Kang

ATTEST:

City Clerk



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7641	U.S. BANK	John Fasana Foothill Unity Gol	247		65.00
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY20 Q2 Dues	213679		110.00
100-1005-7648	U.S. BANK	Sam Kang 88 Cities Summit 9/	247		61.00
100-1010-7610	DUARTE ADMINISTRATION PE	Darrell George Board Meeting	213618		8.50
100-1010-7610	U.S. BANK	Darrell George Chamber Boar	247		12.00
100-1010-7610	U.S. BANK	Darrell George CC Mtg 8/27/1	247		82.50
100-1010-7610	U.S. BANK	Darrell George LA Cnty Board	247		41.14
100-1010-7610	U.S. BANK	Karen Herrera Chamber Board	247		12.00
100-1010-7610	U.S. BANK	Darrell George USC City Mgr F	247		14.00
100-1010-7610	U.S. BANK	Darrell George Mtg w/DUSD S	247		21.65
100-1010-7610	U.S. BANK	Darrell George USC City Mgr F	247		19.78
100-1010-7614	DUARTE ADMINISTRATION PE	City Tablecloth Dry Cleaning	213618		30.00
100-1010-7614	DUARTE ADMINISTRATION PE	Welcome/Farewell Employees	213618		27.00
100-1010-7614	LAUTZENHISER'S STATIONERY	Minute Book	213670		265.20
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	213687		244.86
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	213687		38.89
100-1010-7650	U.S. BANK	Darrell George FasTrak Pass R	247		40.00
100-1010-7670	SAN GABRIEL VALLEY NEWSPA	Legal Advertising 9/2019	213682		2,651.00
100-1010-7965	COLANTUONO, HIGHSMITH &	TUT Proposal Advice 9/2019	213654		3,955.00
100-1010-7965	SAN GABRIEL VALLEY COUNCI	Service Delivery Cost Compari	213680		4,500.00
100-1010-7980	SHAFFER AWARDS	Douglas Edwards Plaque	213684		22.34
100-1010-7980	U.S. BANK	Bryan Urias Flowers (hospitalg	247		77.60
100-1010-7980	U.S. BANK	Closed Session 9/24/19 (Mari	244		28.37
100-1010-7980	U.S. BANK	Closed Session 8/27/19 (Gran	244		232.14
100-1020-7712	U.S. BANK	Hootsuite 9/2/19 - 10/1/19	247		14.99
100-1020-7712	U.S. BANK	Spotify	247		9.99
100-1020-7716	DUARTE ADMINISTRATION PE	Senior Ctr Month Cake	213618		49.05
100-1020-7716	DUARTE ADMINISTRATION PE	Kathryn Barger Breakfast	213618		53.06
100-1020-7716	DUARTE ADMINISTRATION PE	DuartEbus Transit Party (Clea	213618	202016-Comm Event-Coalitio	59.50
100-1020-7716	SMART & FINAL	DuartEbus Transit Party 10/2/	245	202016-Comm Event-Coalitio	69.26
100-1020-7716	U.S. BANK	Clean Air Day Promo Item (Cu	244	202016-Comm Event-Coalitio	509.61
100-1020-7717	SHAFFER AWARDS	Route 66 Key to the City Plaqu	213684		190.42
100-1020-7722	GRANICUS INC	Civica Website Hosting 10/19/	213665		706.20
100-1020-7724	SOUTHERN CALIFORNIA EDIS	PO Parking Lot Lease 11/1/19	213686		2,048.41
100-1020-7726	U.S. BANK	Adobe Creative Cloud	244		34.99
100-1205-7610	LARRY BRECEDA	CACEO Conference Expenses	213633		641.07
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY20 Q2 Dues	213679		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY20 Q2 Dues	213679		240.00
100-1205-7636	TOM'S CLOTHING & UNIFOR	ACO Amanda Serrano Unifor	213627		255.05
100-1205-7636	U.S. BANK	Tony Hadloc Polo Shirts (Cond	243		81.59
100-1205-7650	ADVANTAGE FORD LINCOLN	Vehicle 34 Oil Change	213642		48.93
100-1205-7655	T-MOBILE	Emergency Asset Tracking 8/2	213626		12.75
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 9/2019	213689		5,089.50
100-1205-7762	CALE AMERICA	WTP Fees 9/2019	213647		272.80
100-1205-7779	U.S. BANK	Teen Trip 9/19/19 Dinner (In-	243		150.77
100-1205-7779	U.S. BANK	Youth Programs Amazon Web	243		12.00
100-1205-7779	U.S. BANK	Intern Snacks & Dinner (Targe	243		57.30
100-1205-7779	U.S. BANK	Youth A-Team Movie Trip 9/1	243		55.93
100-1205-7779	U.S. BANK	Youth A-Team Trip Snacks (Tar	243		18.07
100-1205-7779	U.S. BANK	Youth Trip-Dodger Game 9/7/	243	201914-Youth Programs-Cal V	624.85
100-1205-7779	U.S. BANK	Youth Dinner 8/26/19 (Subwa	243		39.67
100-1205-7779	U.S. BANK	Teen Trip 9/19/19 (Moonlight	243		231.00
100-1205-7779	U.S. BANK	Youth A-Team Movie Trip 9/1	243		126.00

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	Duarte Day LA Fair 9/12/19 (S	243		140.25
100-1205-7779	U.S. BANK	A-Team Movie Trip 9/17/19 Di	243		99.10
100-1205-7779	U.S. BANK	Duarte Day LA Fair 9/12/19 Fo	243		107.25
100-1205-7779	U.S. BANK	Duarte Day LA Fair 9/12/19 Fo	243		80.00
100-1205-7779	U.S. BANK	Duarte Day LA Fair 9/12/19 Fo	243		43.50
100-1205-7779	U.S. BANK	DART Event 9/16/19 Dinner (S	243		35.43
100-1205-7779	U.S. BANK	Traffic Training Lunch 9/21/19	243		99.98
100-1205-7779	U.S. BANK	Duarte Day LA Fair 9/12/19 (Y	243		116.00
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Srvcs 10/2019	213681		5,166.67
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 9/2	213658		316.80
100-1205-7781	LOS ANGELES COUNTY SHERIF	Firework Enforcement 7/1/19	213672		8,841.70
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Srvcs 9/8/19 -	213644		4,846.14
100-1205-7887	U.S. BANK	Keyboard (Best Buy)	243		87.59
100-1205-7980	U.S. BANK	Adobe Creative Cloud	243	201904-Other Exp-Tobacco Gr	39.99
100-1205-7980	U.S. BANK	Traffic Training Snacks (Target)	243		40.50
100-1205-7980	U.S. BANK	Traffic Training 9/21/19 Coffe	243		17.95
100-1205-7980	U.S. BANK	Public Safety Intern Interview	243		65.65
100-1405-7610	AMANDA HAMILTON	MSA Conference Shuttle Servi	213621		59.57
100-1405-7612	U.S. BANK	Adobe Creative Cloud	244		76.45
100-1405-7690	WALLACE WOLFF	Planning Commission Meetin	213695		50.00
100-1405-7690	TINA HEANY	Planning Commission Meetin	213666		50.00
100-1405-7690	PAULA WATSON-GARDNER	Planning Commission Meetin	213694		50.00
100-1405-7690	GEORGE K FARRA	Planning Commission Meetin	213663		50.00
100-1405-7690	SARA VASQUEZ	Planning Commission Meetin	213692		50.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Srvcs 9/201	213650		204,312.75
100-1405-7802	TERESA RENTERIA	NPDES Training-Stormwater C	213624		78.42
100-1405-7802	TERESA RENTERIA	Public Works Contract Compli	213624		148.48
100-1405-7802	SMART & FINAL	Stormwater Compliance Give	245		67.97
100-1405-7802	COUNTY OF LOS ANGELES DEP	NPDES Catch Basin Cleaning F	213656		574.01
100-1405-7965	BUCKNAM INFRASTRUCTURE	GIS Upgrade	213646		632.50
100-1405-7975	MOORE IACOFANO GOLTSMA	City of Duarte Web On-Going	213676		421.25
100-1410-7610	GERARD BATISTA	2019 MSA Conference Expens	213632		741.28
100-1410-7650	AUTOZONE	Truck 10 Battery	213645		297.63
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Traini	213688		100.00
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspe	213688		145.00
100-1410-7814	SUPERIOR PROPERTY SERVICE	Citywide Graffiti Removal 9/2	213690		1,929.45
100-1500	GEORGE DANG	Advance-Halloween Howl	213659		500.00
100-1605-7610	SOUTHERN CALIFORNIA MUN	2019 SCMAF Institute (3 Atten	213640		95.00
100-1605-7612	CALIFORNIA PARK & RECREATI	Kelly Barnes Membership 10/	213649		150.00
100-1605-7614	STAPLES ADVANTAGE	Staff 2020 Calendars	213687		30.65
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	213687		130.93
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	213687		15.82
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	213687		77.03
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	213687		79.77
100-1605-7614	U.S. BANK	Return-Office Depot	246		-19.69
100-1605-7614	U.S. BANK	iPhone Stylus Pens (Amazon)	246		18.65
100-1605-7614	U.S. BANK	Pens & Voicemail Log (Office	246		29.86
100-1605-7650	WALLACE SIGN COMPANY	Van 16 Decals	213693		27.55
100-1605-7650	ADVANTAGE FORD LINCOLN	Vehicle 31 Battery	213642		212.22
100-1605-7693	MAX'S MEXICAN CUISINE	TC MYC Dinner 9/21/19	213637		272.88
100-1605-7728	CMC LIVESCAN & NOTARY SER	Livescan Services 9/2019	213653	202009- Duarte's Promise - A	46.00
100-1605-7728	RELATION INSURANCE	AmeriCorps Health Insurance	213678	202009- Duarte's Promise - A	643.24
100-1605-7730	DUARTE RECREATION PETTY C	Orange Blossom Park Grand O	213661		116.03
100-1605-7730	SMART & FINAL	Orange Blossom Ribbon Cutti	245		91.29
100-1605-7730	U.S. BANK	Wire & Speakers (Amazon)	246		67.99
100-1605-7730	U.S. BANK	Halloween Headbands (Amaz	246		9.99
100-1605-7730	U.S. BANK	Halloween Special Event Supp	246		20.81
100-1605-7730	U.S. BANK	Halloween Howl/Floating Pu	246		39.75
100-1605-7730	U.S. BANK	Halloween Decoration Templa	246		4.45
100-1605-7732	SMART & FINAL	City Picnic Supplies	245		41.50

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7732	SMART & FINAL	City Picnic Supplies	245		51.19
100-1605-7732	SMART & FINAL	City Picnic Supplies	245		30.90
100-1605-7732	SMART & FINAL	City Picnic Supplies	245		37.19
100-1605-7732	SMART & FINAL	City Picnic Supplies	245		14.22
100-1605-7732	U.S. BANK	Posterboard-Picnic Booth Sign	246		39.77
100-1605-7732	U.S. BANK	City Picnic Sport Coolers (Wal	246		47.92
100-1605-7732	U.S. BANK	City Picnic Supplies (Amazon)	246		80.51
100-1605-7733	STAPLES ADVANTAGE	SC 2020 Calendars	213687		53.40
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	213687		163.27
100-1605-7733	STAPLES ADVANTAGE	SC Glue Sticks	213687		5.08
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	213687		50.33
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	213687		42.70
100-1605-7733	STAPLES ADVANTAGE	Credit for Invoice #342597223	213687		-111.01
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	245		393.70
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	245		11.60
100-1605-7733	SMART & FINAL	Clean Air Day Event 10/2/19	245	202016-Senior Ctr-Coalition f	126.43
100-1605-7733	U.S. BANK	SC Netflix	244		21.74
100-1605-7733	U.S. BANK	8-Channel Wireless Mircroph	246		394.19
100-1605-7733	U.S. BANK	SC Luau Hawaiian Cake (King's	246		259.90
100-1605-7733	U.S. BANK	Senior Ctr Supplies (Amazon)	246		60.72
100-1605-7733	U.S. BANK	SC Membership Fee (Nat'l Ins	246		145.00
100-1605-7733	PACIFIC HEALTH AND WELLNE	SC Stroke Screening 11/19/19	213638		612.50
100-1605-7735	SMART & FINAL	TC Kid Care Supplies	245		61.56
100-1605-7735	U.S. BANK	TC (4) Swivel Gaming Chairs (	246		558.56
100-1605-7735	U.S. BANK	Duarte Family Fued Fun Game	246		36.36
100-1605-7735	U.S. BANK	TC Game Room (2) Strip Light	246		36.98
100-1605-7735	U.S. BANK	Teen Ctr TV Stand (Walmart)	246		96.58
100-1605-7737	DUARTE RECREATION PETTY C	Adult Excursion Parking (Avoc	213661		20.00
100-1605-7738	U.S. BANK	Cancelled-Raging Waters Yout	246		-643.72
100-1605-7739	THE SAUCE CREATIVE SERVICE	Halloween Howl/Floating Pu	213683		663.00
100-1605-7741	ZEENI INC	Volleyball Jerseys	213696		1,380.36
100-1605-7741	ZEENI INC	Soccer Jerseys	213696		3,717.53
100-1605-7741	U.S. BANK	Volleyball Equipment (Amazo	246		423.98
100-1605-7741	U.S. BANK	Soccer Equipment (Sator Socc	246		912.22
100-1605-7744	SMART & FINAL	Teen Nutrition Council Suppli	245		52.14
100-1605-7745	CURO MANAGED PRINT PROD	TC Boxing Posters	213657		55.85
100-1605-7745	CURO MANAGED PRINT PROD	TC Boxing Poster	213657		18.62
100-1605-7745	U.S. BANK	Boxing Equipment (Pro Boxing	246		442.38
100-1605-7745	U.S. BANK	TC Boxing Program Healthom	246		109.50
100-1605-7980	SHAFFER AWARDS	Manuel Enriquez Name Plate	213684		18.56
100-1605-7980	U.S. BANK	Balloons for Orange Blossom	246		24.40
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	213619		496.31
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	213619		637.59
100-1610-7618	HERITAGE-CRYSTAL CLEAN LLC	Hazardous Materials Contain	213667		563.12
100-1610-7618	STAN'S OLD TOWN VACUUM	Public Safety Vacuum	213641		394.20
100-1610-7618	LA PLUMBING SUPPLY INC	SC Flush Valve	213669		148.64
100-1610-7618	SMART & FINAL	Council Supplies	245		11.99
100-1610-7618	KULLY SUPPLY INC	SC Drinking Fountain	213668		1,044.60
100-1610-7618	MAINTEX INC	Duplicate Payment	213673		-47.72
100-1610-7618	MAINTEX INC	Return	213673		-59.27
100-1610-7618	MAINTEX INC	Return	213673		-201.32
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		1,029.59
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		75.51
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		748.81
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		544.18
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		148.15
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		660.73
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		766.34
100-1610-7618	MAINTEX INC	Janitorial Supplies	213673		1,052.06
100-1610-7618	GRAINGER	Drinking Fountain Filters	213620		205.34

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	213652		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	213652		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	213652		35.00
100-1610-7650	AUTOZONE	Vehicle 20 Battery	213645		154.29
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 11/1	213677		43.26
100-1610-7652	CIMA FIRE PROTECTION CO	Field Srvc Fire Extinguisher Se	213651		157.50
100-1610-7652	CIMA FIRE PROTECTION CO	Public Safety Fire Extinguisher	213651		106.50
100-1610-7652	CIMA FIRE PROTECTION CO	Parks/TC Fire Extinguisher Ser	213651		142.50
100-1610-7652	CIMA FIRE PROTECTION CO	Town Center Fire Extinguisher	213651		251.00
100-1610-7652	JOE'S JANITORIAL SERVICE	Duarte Park Bldg Floor Wax	213622		250.00
100-1610-7652	A TO Z CARPETS, FLOOR & WI	SC Pool Room Window Shade	213616		600.00
100-1610-7652	AIR-TRO INC	Public Safety HVAC Service	213617		274.76
100-1610-7652	ALBERTOS PLUMBING	Duarte Pk Bldg Water Heater	213643		2,200.00
100-1610-7652	ALBERTOS PLUMBING	Encanto Pk RR Sink/Faucet	213643		295.00
100-1610-7652	ALBERTOS PLUMBING	Duarte Pk Bldg Mainline Stop	213643		120.00
100-1610-7652	ALBERTOS PLUMBING	FC Men's RR Shower Valve	213643		285.00
100-1610-7652	WESTERN EXTERMINATOR CO	CC Pest Control Srvc 8/2019	213629		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	CH Pest Control Srvc 8/2019	213629		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	FC/Pool Pest Control Srvc 8/2	213629		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	SC Pest Control Srvc 8/2019	213629		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	TC Pest Control Srvc 8/2019	213629		60.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/20	213662		135.00
100-1610-7652	JOSEPH A MARTINEZ	DPB Furnish/Install Vinyl Floor	213623		1,198.00
100-1610-8100	U.S. BANK	TC Dining Chairs (Wayfiar.com	246		123.72
100-1805-7610	CSMFO	Angela Chiaromonte 11/20/1	213635		40.00
100-1805-7610	U.S. BANK	Roxanne Breceda Training:Ath	244		75.00
100-1805-7610	U.S. BANK	Fin Svc Mgr Interview Panel L	244		163.78
100-1805-7612	U.S. BANK	Kristen Petersen ICMA Memb	244		1,400.00
100-1805-7980	U.S. BANK	Finance Ad Hoc Mtg 9/12/19 (	244		321.38
100-1805-7980	U.S. BANK	Microsoft 365 8/27/19 - 9/26/	244		12.00
100-1805-7980	U.S. BANK	Ad Hoc Finance Mtg 8/29/19 (	244		163.16
100-1810-7610	MICHELLE BROWN	NeoGove User Conference Ex	213634		645.36
100-1810-7660	CMC LIVESCAN & NOTARY SER	Livescan Services 9/2019	213653		138.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud	244		314.91
100-1815-7632	U.S. BANK	HR/Michelle-Adobe Acropro	244		14.99
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	244		20.15
100-1825-7626	TOTALFUNDS	Postage for Machine	213628		5,000.00
100-1825-7688	RESOURCES RECYCLING & REC	Unspent Funds Used Oil Grant	213625	201901-Used Oil Recycling Gr	3,389.55
100-2012	CALIFORNIA BUILDING STAND	Green Bldg Fees Q3 2019	213648		1,493.00
100-2013	DEPARTMENT OF CONSERVAT	Strong Motion (SMIP) Fee Q3	213660		10,014.50
100-2120	TIPPING DUARTE LLC	Const/Demo Diversion Deposi	213691		7,000.00
100-2120	ROSA GONZALEZ	CC Rent Deposit Refund	213636		500.00
100-2120	IVETTE WEYMAN	Pool Rent Deposit Refund	213630		200.00
100-2121	MOORE IACOFANO GOLTSMA	Duarte Station Specific Plan/E	213676	201915-Duarte Station Specifi	3,064.36
100-2121	CONSORTIUM HOLDINGS LLC	Refund-FX Hotel Project Traffi	213655	201720-Pass Through Expens	35,000.00
100-2126	ARUN MALIK	Const & Demo Deposit Refun	213674		1,660.00
100-4403	JOSEPH PETATE	Pool Rent Deposit Refund	213639		200.00
100-4406	ROBERT BARRIENTOS JR	Restroom Use Refund	213631		80.00
100-5004	TIPPING DUARTE LLC	Administrative Fee	213691		-125.00
100-5004	DEPARTMENT OF CONSERVAT	Local Agency Fee Q3 2019	213660		-500.73
100-5004	CALIFORNIA BUILDING STAND	Local Gov't Retainer Q3 2019	213648		-149.30
				Fund 100 - GENERAL FUND Total:	352,795.31

Council Warrant Register by Account**Payment Dates: 10/09/2019 - 10/22/2019**

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 220 - GAS TAX FUN					
220-2205-8060	MARTINEZ CONCRETE INC	Replace Sidewalk (924 Buena	213675		4,250.00
				Fund 220 - GAS TAX FUN Total:	4,250.00

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Citywide Repair-Encanto Park	213685		355.44
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Citywide Repair-Encanto Park	213685		71.26
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Citywide Repair-Encanto Park	213685		726.52
240-2410-7891	SITEONE LANDSCAPE SUPPLY	Huntington Dr Median Repair	213685		177.73
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					1,330.95

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	CDBG Admin-ADA Curb Ramp	213671	202010-ADA Curb Ramps & (C	900.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					900.00

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	AUTOZONE	Yard Supplies	213645		11.59
440-4405-8013	FOOTHILL TRANSIT	6th Installment of 3rd Bus 9/2	213664		3,887.05
Fund 440 - PROPOSITION A TRANSIT FUND Total:					3,898.64

Council Warrant Register by Account

Payment Dates: 10/09/2019 - 10/22/2019

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	6th Installment of 3rd Bus 9/2	213664		3,180.31
Fund 460 - PROPOSITION C TRANSIT FUND Total:					3,180.31
Grand Total:					366,355.21

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	352,795.31
220 - GAS TAX FUN	4,250.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	1,330.95
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	900.00
440 - PROPOSITION A TRANSIT FUND	3,898.64
460 - PROPOSITION C TRANSIT FUND	3,180.31
Grand Total:	366,355.21

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7641	Travel & Exp - Fasana	65.00
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7648	Travel & Exp - Kang	61.00
100-1010-7610	Travel, Mtgs & Conf	211.57
100-1010-7614	Office Supplies	605.95
100-1010-7650	Vehicle Maintenance	40.00
100-1010-7670	Legal Notices	2,651.00
100-1010-7965	Professional Services	8,455.00
100-1010-7980	Other Expenses	360.45
100-1020-7712	Community Information	24.98
100-1020-7716	Special Community Even	740.48
100-1020-7717	Route 66 Parade	190.42
100-1020-7722	City Web Site	706.20
100-1020-7724	Post Office Parking	2,048.41
100-1020-7726	Council Cablecasting	34.99
100-1205-7610	Travel, Mtgs & Conf	641.07
100-1205-7612	Publications and Dues	480.00
100-1205-7636	Uniforms	336.64
100-1205-7650	Vehicle Maintenance	48.93
100-1205-7655	Emergency Services	12.75
100-1205-7761	Parking Ticket Collect	5,089.50
100-1205-7762	Parking Pass Kiosk Costs	272.80
100-1205-7779	Youth Programs	2,037.10
100-1205-7780	Animal Control	5,483.47
100-1205-7781	Contract Law Enforceme	8,841.70
100-1205-7782	Crossing Guard Contract	4,846.14
100-1205-7887	Repairs & Replacements	87.59
100-1205-7980	Other Expenses	164.09
100-1405-7610	Travel, Mtgs & Conf	59.57
100-1405-7612	Publications and Dues	76.45
100-1405-7690	Planning Commission	250.00
100-1405-7800	Building Department Ser	204,312.75
100-1405-7802	NPDES Requirements	868.88
100-1405-7965	Professional Services	632.50
100-1405-7975	Economic Development	421.25
100-1410-7610	Travel, Mtgs & Conf	741.28
100-1410-7650	Vehicle Maintenance	297.63
100-1410-7656	Emergency Generator	245.00
100-1410-7814	Graffiti Removal	1,929.45
100-1500	Advances	500.00
100-1605-7610	Travel, Mtgs & Conf	95.00
100-1605-7612	Publications and Dues	150.00
100-1605-7614	Office Supplies	363.02
100-1605-7650	Vehicle Maintenance	239.77
100-1605-7693	Youth Council	272.88
100-1605-7728	Americorp's VIP Progra	689.24
100-1605-7730	Special Events	350.31

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7732	City Picnic	343.20
100-1605-7733	Senior Center	2,229.55
100-1605-7735	Teen Center	790.04
100-1605-7737	Adult Excursions	20.00
100-1605-7738	Teen Excursions	-643.72
100-1605-7739	Publicity	663.00
100-1605-7741	Sports/Playground Progr	6,434.09
100-1605-7744	Nutrition Program Costs	52.14
100-1605-7745	Boxing Program	626.35
100-1605-7980	Other Expenses	42.96
100-1610-7617	Pool Chemicals	1,133.90
100-1610-7618	Building Supplies	7,084.95
100-1610-7636	Uniforms	105.00
100-1610-7650	Vehicle Maintenance	154.29
100-1610-7652	Building Maint Services	6,358.52
100-1610-8100	Other Capital Improvem	123.72
100-1805-7610	Travel, Mtgs & Conf	278.78
100-1805-7612	Publications and Dues	1,400.00
100-1805-7980	Other Expenses	496.54
100-1810-7610	Travel, Mtgs & Conf	645.36
100-1810-7660	Other Services	138.00
100-1815-7632	Software Maintenance	329.90
100-1815-7830	Telephones	20.15
100-1825-7626	Postage	5,000.00
100-1825-7688	Oil Recycling Grant	3,389.55
100-2012	Green Building Fees Pay	1,493.00
100-2013	Strong Motions Fees Pay	10,014.50
100-2120	Refundable Deposits	7,700.00
100-2121	Pass Through Deposits	38,064.36
100-2126	Construction and Demol	1,660.00
100-4403	Swimming Pool Rentals	200.00
100-4406	Restroom & Gazebo Ren	80.00
100-5004	Other Revenue	-775.03
220-2205-8060	Sidewalk Improvements	4,250.00
240-2410-7888	Repairs-Citywide	1,153.22
240-2410-7891	Repairs-Medians	177.73
260-2605-8061	ADA Curb Ramps (Capita	900.00
440-4405-7650	Vehicle Maintenance	11.59
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-8013	Vehicles	3,180.31
Grand Total:		366,355.21

Project Account Summary

Project Account Key	Payment Amount
None	321,882.42
201720-Pass Through Expense-FX Hotel	35,000.00
201901-Used Oil Recycling Grant Expense	3,389.55
201904-Other Exp-Tobacco Grant	39.99
201914-Youth Programs-Cal VIP	624.85
201915-Duarte Station Specific Plan-Expense	3,064.36
202009- Duarte's Promise - America's Promise Exp	689.24
202010-ADA Curb Ramps & (Construction)	900.00
202016-Comm Event-Coalition for Clean Air Event	638.37
202016-Senior Ctr-Coalition for Clean Air Event	126.43
Grand Total:	366,355.21



City of Duarte

Council Warrant Register Over \$5000 By Payment Number

Payment Dates 100919 - 102219

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
213628	10/15/2019 100719	4616 Postage for Machine	TOTALFUNDS	100-1825-7626		5,000.00 5,000.00
213650	10/22/2019 60136	5120 Building & Safety Svcs 9/2019	CHARLES ABBOTT ASSOCIATES INC	100-1405-7800		204,312.75 204,312.75
213655	10/22/2019 R59190	T4068 Refund-FX Hotel Project Traffic Study	CONSORTIUM HOLDINGS LLC	100-2121	201720-Pass Through Expens	35,000.00 35,000.00
213660	10/22/2019 7/2019 - 9/2019 7/2019 - 9/2019	5132 Strong Motion (SMIP) Fee Q3 2019 Local Agency Fee Q3 2019	DEPARTMENT OF CONSERVATION	100-2013 100-5004		9,513.77 10,014.50 -500.73
213664	10/22/2019 F2802-092019 F2802-092019	3192 6th Installment of 3rd Bus 9/2019 6th Installment of 3rd Bus 9/2019	FOOTHILL TRANSIT	440-4405-8013 460-4605-8013		7,067.36 3,887.05 3,180.31
213672	10/22/2019 200296AL	0056 Firework Enforcement 7/1/19 - 7/4/1	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT	100-1205-7781		8,841.70 8,841.70
213681	10/22/2019 10-2019D	6088 Animal Shelter Svcs 10/2019	SAN GABRIEL VALLEY HUMANE SOCIETY	100-1205-7780		5,166.67 5,166.67
213689	10/22/2019 101019	3661 Citation Revenue Tax 9/2019	SUPERIOR CT OF CAL CO OF LOS ANGELES	100-1205-7761		5,089.50 5,089.50
213691	10/22/2019 66570 66570	T3881 Const/Demo Diversion Deposit Refun Administrative Fee	TIPPING DUARTE LLC	100-2120 100-5004		6,875.00 7,000.00 -125.00
213696	10/22/2019 28275 28276	5089 Volleyball Jerseys Soccer Jerseys	ZEENI INC	100-1605-7741 100-1605-7741		5,097.89 1,380.36 3,717.53
Payment Total:						291,964.64

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	284,897.28
440 - PROPOSITION A TRANSIT FUND	3,887.05
460 - PROPOSITION C TRANSIT FUND	3,180.31
Grand Total:	291,964.64

Account Summary

Account Number	Account Name	Payment Amount
100-1205-7761	Parking Ticket Collect	5,089.50
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	8,841.70
100-1405-7800	Building Department Ser	204,312.75
100-1605-7741	Sports/Playground Progr	5,097.89
100-1825-7626	Postage	5,000.00
100-2013	Strong Motions Fees Pay	10,014.50
100-2120	Refundable Deposits	7,000.00
100-2121	Pass Through Deposits	35,000.00
100-5004	Other Revenue	-625.73
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-8013	Vehicles	3,180.31
Grand Total:		291,964.64

Project Account Summary

Project Account Key	Payment Amount
None	256,964.64
201720-Pass Through Expense-FX Hotel	35,000.00
Grand Total:	291,964.64

----- Forwarded message -----

From: **Flores, David** <DFlores@lasd.org>

Date: Thu, Oct 10, 2019 at 3:34 PM

Subject: Sheriff's Department - Save the Date

Hello everyone,

I have been recently been informed that Sheriff Alex Villanueva will be visiting the Temple Station area on **Wednesday, October 30, 2019**. He would like to meet with city officials from each our station's contract cities and Town Council in a private meeting from 5pm-6pm, then he would like to meet with the public in an open forum meeting from 6pm-7pm. The purpose of the meeting is to meet/greet city leaders. The Sheriff has hosted 19 prior meetings of this sort in other areas of the county and has chosen to come to Temple Station's area this month. This is simply a time to get to know the Sheriff better and to build a stronger partnership. It is also a great opportunity to ask the Sheriff questions pertinent to public safety as it relates to your area of responsibility.

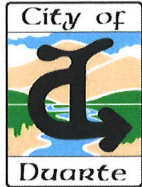
Given that the Sheriff will also be meeting with Temple Station personnel after his meeting with the public, the Live Oak Park Community Center in Temple City has been chosen to be the venue since it is centralized to our station's jurisdiction, and close to the station. Below is more important information:

1. The Live Oak Park Community Center is located at 10144 Bogue Street, Temple City, CA 91780: (626) 579-0461.
2. Because the Sheriff will have a private meeting with you, and to avoid any Brown Act violations, I suggest **representatives from each city be limited to the city manager, mayor (or designee) and mayor pro-tem (or designee)**.
3. All city officials are welcome to attend the public portion of the meeting from 6pm-7pm.

City managers, please let me know which city officials will be in attendance for this important meeting by Monday, October 21, 2019. If you have any questions, please call me anytime at (323) 573-6122.

Thank you,
Dave

Captain David Flores
Los Angeles County Sheriff's Department
Temple Sheriff's Station
8838 E. Las Tunas Drive
Temple City, CA 91780
Office (626) 292-3300
dflores@lasd.org



MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: October 22, 2019

Subject: Resolution 19-R-23 – Adoption of Resolution for the City of Duarte Stop Sign Policy

RECOMMENDED ACTION

Staff recommends that the City Council adopt Resolution No. 19-R-23, which adopts the City of Duarte Stop Sign Policy. The Policy describes the process, procedures, and criteria used when determining the installation of stop signs. It incorporates the guidance of the California Manual of Uniform Traffic Control Devices (CA MUTCD) and engineering judgement based on past traffic operations, knowledge of traffic operations, and road network characteristics.

BACKGROUND/ ANALYSIS

Stop signs help control traffic and assign right of way for vehicles, cyclists, and pedestrians. Public Works receives numerous requests each year for the installation of stop signs for safety reasons and to help assist in our traffic management. Over the years, several of the stop sign locations that we have studied have not met certain criterion required in the CA MUTCD. To manage our vehicular traffic, it is necessary that a policy be created to identify a clear and concise process of criteria needed for the installation of a stop sign. In addition, this policy was developed based on the guidelines set forth in the CA MUTCD but adapted to meet the needs of Duarte. Moving forward Duarte will continue to use the CA MUTCD for stop sign studies but also refer to the City of Duarte Stop Sign Policy for additional considerations when a stop sign is needed but does not meet CA MUTCD warrants.

It is the goal of this policy to clarify the process for the installation of a stop signs in the City of Duarte. Justifications for stop signs defined in the CA MUTCD including the volume of traffic, the volume of pedestrian and bicycle activity, high traffic speed, restricted sightlines, collision records and unusual site conditions will be considered in the evaluation of all stop sign requests. This policy will be applied to intersections without current stop control or intersections that have only partial control (T-intersections or two-way stop control).

Per this policy, stop or yield signs may be installed at uncontrolled intersections where the application of the normal right-of-way rule would not be expected to provide reasonable compliance. One or more of the criteria identified in the MUTCD should be met for staff to recommend the installation of a stop sign or yield sign. Public Work Staff must exercise good engineering judgement on a case-by case basis to determine the need for a stop or yield sign based on which criteria and considerations are satisfied.

Additional considerations for multi-way stops included in this policy are sight distance, a need to control vehicle/pedestrian conflicts in high pedestrian areas, unusual intersection geometrics, lack of stop control that is unexpected, T-intersection with higher traffic volumes, and intersections with similar street designs that will help improve traffic operational characteristics.

STAFF RECOMMENDATION

Staff recommends City Council motion to approve Resolution No. 19-R-23 (Exhibit A) adopting the City of Duarte Stop Sign Policy (Exhibit B)

ATTACHMENT:

Exhibit A: Resolution No. 19-R-23
Exhibit B: City of Duarte Stop Sign Policy

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, ADOPTING THE STOP SIGN POLICY**

WHEREAS, the term “Stop Sign Policy” describes the comprehensive process, procedures, and criteria used when determining the installation of a stop sign; and

WHEREAS, the policy considers warrants for stop signs defined in the California Manual of Uniform Traffic Control Devices (CA MUTCD) including the volume of traffic, the volume of pedestrian, bicycle activity, high traffic speed, restricted sightlines, collision records, and unusual site conditions in the evaluation of all stop sign requests; and

WHEREAS, the policy can be applied to intersections without current stop controls or intersections that have only partial control; and

WHEREAS, the policy and procedures include an engineering study, engineering recommendation justification, staff approval or denial of stop sign request, presentation to the Duarte Traffic Safety Commission, presentation and recommended action to the Duarte City Council approval; and

WHEREAS, the policy criteria for a stop sign or yield sign at an uncontrolled intersection in which Public Works staff exercises engineering judgement on a case-by case basis to determine the need for stop or yield sign based on which criteria and considerations are satisfied; and

WHEREAS, the Stop Sign Policy criteria apply to the installation of stop signs at all approaches to an intersection that include minimum traffic volumes and speed, additional consideration for multi-way stops; and

WHEREAS, the process and procedures established in the City of Duarte Stop Sign Policy shall be enforced by the Director of Community Development and his or her representative; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, RESOLVES AS FOLLOWS:**

SECTION 1. The City Council approves and adopts the “Stop Sign Policy” set forth in Attachment “A” to this Resolution, which describes the process, procedures, and criteria used when determining the installation of stop signs.

Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF DUARTE)

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 19-23 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 22nd day of October, 2019, by the following vote:

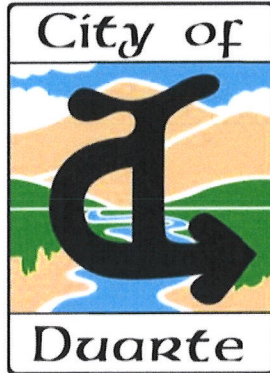
AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

**CITY OF DUARTE
PUBLIC WORKS DIVISION**



**STOP SIGN POLICY
OCTOBER 22, 2019**

I. PURPOSE

It is the goal of this policy to clarify the process for the installation of a stop sign. Warrants for stop signs defined in the California Manual of Uniform Traffic Control Devices (CA MUTCD) including the volume of traffic, the volume of pedestrian and bicycle activity, high traffic speed, restricted sightlines, collision records and unusual site conditions will be considered in the evaluation of all stop sign requests. This policy can be applied to intersections without current stop control or intersections that have only partial control (T-intersections or two-way stop control).

II. PROCEDURES

The following is the process that will be followed in the application and approval process for public requests for stop sign control.

- An engineering study may be conducted to ensure requirements within Duarte's Stop Sign Policy or CA MUTCD are met. The study will include the engineer's findings along with engineering recommendations for the intersection.
- If an engineering study is completed, and the engineering recommendations justify installation of stop sign control, they will be sent for review by the Duarte Traffic Safety Commission.
- If the Public Works Manager is unable to justify stop control based on the considerations in this Policy, the stop sign request shall be denied.
- After the Duarte Traffic Safety Commission reviews the engineering study, the City Council will be presented with

the engineer's findings and recommended actions. The Duarte City Council will finalize the process with their final motion.

III. STOP SIGN OR YIELD AT CURRENTLY UNCONTROLLED INTERSECTIONS

Stop or yield signs may be installed at uncontrolled intersections where application of the normal right-of-way rule¹ would not be expected to provide reasonable compliance with the law. One or more of the criteria, as identified in the Manual of Uniform Traffic Control Devices (MUTCD), should be met for staff to recommend the installation of a stop sign or yield sign to the Public Works Manager. Conditions that satisfy one or more of the criteria may not necessarily justify the installation of a stop or yield sign. Public Works staff exercises engineering judgment on a case-by-case basis to determine the need for stop or yield signs based on which criteria and considerations are satisfied. The following criteria apply to the installation of stop signs or yield signs at uncontrolled intersections on the minor street approach.

1. YIELD SIGNS ON STEM OF T-INTERSECTION

According to California Vehicle Code 21800 (b) (1), *"the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway."* At locations where there is evidence of motorist behavior not conforming to this statute, installation of a yield sign on the stem of the T-intersection may be considered, provided that adequate stopping sight distance is met.

2. MINOR STREET STOP

The thresholds for a stop sign on the minor approach to an uncontrolled intersection, as identified in the MUTCD (2B.06), would be with one or more of the following conditions:

- The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- Crash records indicate that three or more crashes that are susceptible to correction by the installation of a stop sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway. Yield or stop signs should not be used for speed control.

¹ CVC 21800 (a) *"The driver of a vehicle approaching an intersection shall yield the right-of-way to any vehicle which has entered the intersection from a different highway."* CVC 21800 (b) (1) *When two vehicles enter an intersection from different highways at the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on his or her immediate right, except that the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway."*

a. Sight Distance. Determination of whether a restricted view condition exists at an intersection with no stop control should be based on guidelines provided for intersection sight distance in the most current editions of the American Association of State Highway and Transportation Officials (AASHTO) publication "A Policy on Geometric Design of Highways and Streets". The Case A and Case C methodologies in AASHTO's guidelines should be used. Case A would be applicable for four-legged intersections with no controls on any approaches. Case C would be applicable for three-legged intersections with no control or yield control on the stem leg.

3. ADDITIONAL CONSIDERATIONS

When determining whether to install multi-way stop control, a number of additional engineering considerations may be considered for evaluation. These factors include:

a. In Vicinity of High-Pedestrian Generator – Installation of a stop sign on a minor street approach may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes. A pedestrian count should be conducted prior to the installation of a stop sign using this justification.

b. Unusual Intersection Geometrics – Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.

c. Where lack of stop control is unexpected- Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.

IV. MULTI-WAY STOP CONTROL

The following criteria apply to the installation of stop signs at all approaches to an intersection (multi-way stop control). Ordinarily these criteria would apply to streets where stop or yield signs are already in place on at least one of the approaches.

1. MINIMUM TRAFFIC VOLUMES AND SPEED

Per MUTCD 2B.07 Guidance Paragraph 03 the decision to install multi-way stop control should be based on an engineering study. MUTCD 2B.07 Paragraph 04 provides the following thresholds that apply to the installation of a stop sign on all approaches:

A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

C. Minimum volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

2. ADDITIONAL CONSIDERATIONS FOR MULTI-WAY STOPS

When determining whether to install multi-way stop control, there are a number of additional engineering considerations that may be considered for evaluation. These factors include:

a. Sight distance – A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C). Determination of whether a restricted view condition exists at an intersection with stop control on the minor street approaches should be based on guidelines provided for corner sight distance in the most current edition of the Caltrans Highway Design Manual (HDM), but modified as follows:

- The minimum value for corner sight distance should be equal to the stopping sight distance as given in the HDM.
- Setback for the driver of the vehicle on the minor road vehicle should be such that the vehicle's position, when located where the minor road driver can see a distance along the major road equal to the HDM stopping sight distance, allows major road vehicles to proceed without diversion from their normal path.

b. In Vicinity of High-Pedestrian Generator – Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.

c. Unusual Intersection Geometrics – Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.

d. Where the lack of stop control is unexpected- Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.

e. T-intersection with Higher Volume on Stem Approach –A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.

f. Intersection of Similar Neighborhood Streets – Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).

MEMORANDUM

TO: Manuel Enriquez, Interim City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: October 17, 2019

SUBJECT: Duarte Ad Hoc Finance Committee - Final Report

Background

On April 9th, the City Council approved the creation of an Ad Hoc Finance Committee. The mission of the Committee was to assess the City's long-term financial outlook and provide recommendations to the City Council for revenue enhancements and cost containments. Appointments of 16 individuals were made at the regular meeting of June 11th and the first meeting of the Duarte Ad Hoc Finance Committee was held on July 18th. A total of six meetings were held over the next 10 weeks, culminating with committee members turning in their final recommendations on or around October 10th.

The Committee voted Steve Hernandez as the Committee's Chair and voted Bob Cruz as the Vice Chair. The Committee spent the first three meetings talking about the short term and long term financial conditions of the City. Presentations and discussions were had about the detailed revenues and expenditures of the City's 2019/20 Budget, as well as a three-year historical review and a five-year projection. Over the next two meetings, the Committee received a presentation and discussed potential revenue enhancements, including a potential Sales Tax Revenue Measure and increases to Transient Occupancy taxes, Business License fees, Service and Use Fees, Parking permits and Waste Collection surcharges. The final meeting was utilized to discuss potential cost containment and expenditure reductions, including reductions to certain programs, services, special events, salary and staffing for full time, part time and contract staff. Ultimately, the Committee was asked to review the entire list of potential revenue enhancements and expenditure reductions that had been discussed and rank the top 10 most important options for Council to consider implementing in the near term. The Committee was also asked to include any comments that may be deemed helpful for the Council to understand the perspective of the individual committee members.

Summary

Of the 16 Ad Hoc Committee members, 14 attended the majority of the meetings and turned in information for this report. A summary table of the results is attached. The seven revenue enhancement and/or cost containment ideas that received the most top 10 votes by the committee members are listed below and are being recommended to the City Council for consideration and/or further research as needed. The entire list of ideas and each individual survey is also attached.

General Sales Tax Revenue Measure

The General Sales Tax Revenue Measure received the most votes as something that the Council should consider in the near future. 12 of the 14 committee members ranked it in their top 10

options, with 10 of 14 actually ranking it as number 1. Committee members who supported the revenue measure noted that the sales tax revenue measure would generate needed revenue for essential City services. Others explained this as an inevitable increase and expressed their preference for the City to benefit through a local measure, not the County or other organizations through a County-wide measure. One of the committee members who did not support a General Sales Tax Measure instead suggested that the revenue measure should be a Special Sales Tax Measure for business enhancements and Town Center Development. Another committee member preferred that expense reductions be implemented before any revenue enhancements.

Parking Permit Increase

One of the next most popular options that the Committee recommended to Council for consideration is an increase to the parking permit fees. Increases to both the annual and monthly permits were discussed. Most in support of this idea felt that the residents could afford to pay more for parking. Some even suggested that there be a requirement for citywide parking permits. However, others suggested that if the fees are increased there should be a program to provide discounts for low income families. Other committee comments pointed out that there are areas of the City where housing developments do not provide adequate on site parking and the cost of ongoing parking permits may be excessive.

Waste Collection Surcharges

Many committee members recommended that Council consider adding a new waste collection surcharge to the Burrtec waste collection bills for AB939 or pavement management. Committee members commented that this was a charge that would impact all residents and businesses, not just one sector of the community. It also was noted that the fee used as an example (\$2.50 per month) would be a \$30 increase to residents. In comparison to surrounding communities, the overall cost of waste services in Duarte with this proposed increase was very low.

Transient Occupancy Tax (TOT) Increase

9 of the 14 committee members felt that increasing the TOT to 11 or 12% is something that the Council should consider researching. It was noted that this would require voter approval and therefore would take time to implement. Currently the City's TOT rate is 10% and there are three small hotels located within the City. However, as we know, we currently have two hotels in various phases of the planning stages and surrounding communities such as Monrovia and San Dimas have increased their TOT to 12%. Having said that, the committee did note that a market study may help to decide whether an increase to 11% or 12% would be the best option, given the need to balance revenue generation with our Business Friendly goals and commitment.

Reduce Number of City Special Events

A very extensive discussion was had by committee members at the last meeting about Special Events throughout the City. Ultimately, committee members suggested that the City Council reevaluate and reduce the number of Special Events that take place in the community. Several committee members indicated that there were too many events taking place in the community at any one time and that the various organizations, including the City, who conduct these events, should work more closely together to reduce the number of events, so that there is not overlap and conflicts on the community calendar. It was suggested that community organizations such as the City, the School District, the Chamber, non profits and clubs are competing for the same attendees and in many cases it is impossible to attend them all, because they are taking place at

the same time. There was also a discussion that some services provided by the City are duplicating services already being provided by other community organizations. The City should work to “fill gaps” and not compete with other community organization’s services. The Independence Day event was cited as a valuable event and the Movie Nights were used as an example of an expendable event in the eyes of the committee.

Freeze or Limit Future Full Time Salary Increases

6 committee members suggested that Council should consider negotiating for a freeze to existing full time salaries in the near future. Another 5 felt that limiting any future salary increase to 1% or 2% should be considered in the near future. One committee member noted that significant raises had been given over the past few years and that further increases should be held back if we are asking for increases to revenue funding.

Eliminate Sheriff Day overlap shift

Half of the committee members ranked the elimination of the LA County Sheriff Day Overlap shift in their top 10 items for Council to consider. This position was added in 2016 and patrols from 10am to 6pm. The comments noted for this item, clearly pointed out that any reduction to safety personnel could decrease safety. However as an overlap position, there is adequate staff on duty at that time to provide service if this position were eliminated. Everyone noted this as a clear service reduction, which would impact response times for non-emergency calls.

Conclusion

While the summary table shows that the seven items listed above generated the most support from the entire committee, almost every item on the list received at least one top 10 vote. This speaks to the diversity of perspectives and opinions that were represented by the committee. There is valuable insight in the individual surveys. The committee represented a broad range of backgrounds and personal/professional experience and while there were some items that the group largely agreed upon, the individual perspectives brought to the group are reflected in the diversity of the other rankings and the comments included.

I would like to thank the committee members for their commitment to the process, their attendance at the meetings and the insight and collaboration that they brought to the table. The information gathered through this process will be invaluable to the City Council not only in deciding whether or not to place a Sales Tax Revenue Measure on the ballot, but also in the context of the bigger picture of implementing sound revenue enhancements and cost containment solutions that improve the City’s long-term financial outlook.

Recommendation

It is recommended that the City Council receive and file the Final Report of the Duarte Ad Hoc Finance Committee.

Total Votes	Committee Members													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
12	1	7	1	1	1	1	1	1	1	1	1	10		
7	4	3	7	2	7					3	7			
7	5	1	9		6						6	2	6	
5	6				9				9		9	5		
5	7			3	10						10	3		
5	8	5					8		8			4		
10	3	9	5		8	3	9		10		8	5	9	
10	2		3	4	2	2	2		3	2	2		8	
1												1		
2	10					5								
2				5	10									
2			6		9									
2		4										2		
6		10		6			6	3	6			1		
1												9		
2					5						5			
3		2		7		4								
1						7								
1														
3			10									10		
1							10							
1														
0														
8	9		8		4		3	2	2		4			
3				8		8			5					
1						7								
2		8												
5			4	9							8	7		
7				10	3	6			4		3	7	3	
4		6					4				6	4		
1														
1														
1														
4			2				5		5					

Please Rank each item with 1 as your top choice

REVENUE ENHANCEMENTS

General Sales Tax Revenue Measure	Increase by .75%
Transient Occupancy Tax Increase	increase to 11%
Transient Occupancy Tax Increase	increase to 12%
Business License Tax on Single Family Rental Property	Apts pay \$173/yr (1 st 4 units), \$37 per unit thereafter
TOT or Business License Tax on AirBNB/VRBO	Add same tax as TOT or set a Business Lic Tax
User Fee and Charge Study/Increase	Increase based only on increased costs since last update
Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month
Special Sales Tax Revenue Measure	for city beautification, business incentives & town ctr development

EXPENSE REDUCTIONS

Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
Reduce free supervised parks program	currently operating at 3 park sites
Reduce operating hours at Park & Rec Facilities	reduce service
Elimination of up to four full time positions	this is a 10% reduction to the workforce
Freeze existing full time salaries (no salary increase)	includes retirement contrib. savings
Provide 1% increase to existing full time salaries	includes retirement contrib. savings
Provide 2% increase to existing full time salaries	includes retirement contrib. savings
Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
Freeze existing City healthcare contributions	
10% reduction to Chamber, DCTV, Community Media Foothills, Community Newsletter	
Eliminate subsidy of outside Duarte sports organizations	retain financial hardship scholarships for City's sports programs
Reduce hard copies of publicity (flyers, banners, posters, etc.)	
Eliminate Nutrition Camp, Teen Nutrition Council	
Eliminate AmeriCorpos VIP program	outside agencies participate in this program as well
Reduce Number of City Special Events	(Concerts in Park, Movie Night, City Picnic, Dive in Movies)
Freeze further expansion of Huntington Drive Holiday Décor	
Reduce Senior Center, Teen Center, Boxing programming by \$5k each	
Reduce employee training budget	
Reduce recruiting and advertising budget (all in house recruitment)	
Eliminate LA County sheriff dayshift overlap position	patrols from 10am-6pm Tues-Sat (added in 2016)
Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
Reduce public works inspection contract (service level)	
Reduce hours of City Engineer contract (service level)	
Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitment
Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at BV/

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS

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	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here



Estimated
Annual Budget Savings

2,600,000	first rank is for special sales tax to be used for city beautification and incentives to attract good businesses and promote town center development; general sales tax is ranked 15.
10,000	no
20,000	yes
more research needed	no
more research needed	yes
est fees up by 9%+	yes
	free parking permit for Duarte residents, around Goldline station; no parking for non Duarte residents; \$2/day, \$10/week, \$25/month, \$200/year elsewhere where parking permit currently required; one free parking permit per residence address or families below poverty line.
60,000	can be revisited depending on court decision
246,000	
15,000	
10,000	
64,000	
284,000	
165,000	
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	
20,000	
34,000	coodinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	
229,000	
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice

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EXPENSE REDUCTIONS

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21	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
20	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here

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Estimated
Annual Budget Savings

2,600,000	This makes the most sense to me. It's inevitable.
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	
60,000	
246,000	
15,000	It would be nice to look into free or federally funded programs.
10,000	
64,000	
284,000	No- eliminating Full Time positions is NOT the answer.
165,000	No- eliminating these employee contributions is NOT the answer.
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	
20,000	
34,000	coodinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	
229,000	
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS

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Please put in any comments here



Estimated
Annual Budget Savings

2,600,000	
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	
60,000	
246,000	
15,000	
10,000	
64,000	
284,000	
165,000	
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	
20,000	
34,000	coordinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	
229,000	
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice



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Please put in any comments here



Estimated Annual Budget Savings	
2,600,000	No brainer. Keep the money here.
10,000	If we increase, bump it to the highest percentage rather than lower.
20,000	If we increase, bump it to the highest percentage rather than lower.
more research needed	They are businesses and should be taxed as such.
more research needed	They are businesses and should be taxed as such.
est fees up by 9%+	Cost recovery where you can.
60,000	Don't believe it will affect those using that much.
246,000	cost recovery where you can.
15,000	Eliminating positions is not desirable as they are hard to get back.
10,000	
64,000	
284,000	Eliminating positions is not desirable as they are hard to get back.
165,000	Hard for sure. Worker morale will be affected, but saving jobs is worth it. Pay may be below comp cities, but pay (including benefits) are well above general businesses.
110,000	
55,000	
370,000	Sure having that dollar amount saved would be huge, but been able to meet contributions is more important to me.
63,000	Hard for sure. Worker morale will be affected, but saving jobs and keeping current PERS healthcare is worth it.
28,500	Would not reduce Chamber contributions as it is an arm of econ development. Maybe take community newsletter info and combine with existing distribution of View as insert or additional four pages in the paper.
10,000	
10,000	Environmentally responsible and most people are going online anyway.
10,000	
20,000	
34,000	coordinate with other agencies and providers in City
11,000	While it looks pretty, it doesn't add anything to the city past warm and fuzzy for a month/6 weeks.
15,000	
4,000	
31,000	Do more in-house. Puts more work on employees, but will save decent amount.
229,000	
229,000	May loose revenue, but overlap could do some focus on this area to augment it.
10,000	Beef from businesses and residents is how long it takes when we didn't have them. (They still complain, but it is something you can't help.) Is far better than what it used to be and will definitely not help our perceived "business friendly" status.
10,000	Beef from businesses and residents is how long it takes when we didn't have them. (They still complain, but it is something you can't help.) Is far better than what it used to be and will definitely not help our perceived "business friendly" status.
40,000	Will repeat what I have said many times before. Use the Chamber more to aid in this arena. They are underutilized and a heck of a lot cheaper than city staff.
130,000	We have a lot of data already and plans that can be modified as solid developers are acquired. Possibly they can pay for these additional things if items need to be reviewed.

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS		
8	General Sales Tax Revenue Measure	Increase by .75%
3	Transiet Occupancy Tax Increase	increase to 11%
2	Transiet Occupancy Tax Increase	increase to 12%
6	Business License Tax on Single Family Rental Property	Apts pay \$173/yr (1 st 4 units), \$37 per unit thereafter
1	TOT or Business License Tax on AirBNB/VRBO	Add same tax as TOT or set a Business Lic Tax
5	User Fee and Charge Study/Increase	Increase based only on increased costs since last update
4	Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
7	Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month

EXPENSE REDUCTIONS

20	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
16	Reduce free supervised parks program	currently operating at 3 park sites
17	Reduce operating hours at Park & Rec Facilities	
23	Elimination of up to four full time positions	this is a 10% reduction to the workforce
19	Freeze existing full time salaries (no salary increase)	includes retirement contrib. savings
24	Provide 1% increase to existing full time salaries	includes retirement contrib. savings
21	Provide 2% increase to existing full time salaries	includes retirement contrib. savings
22	Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
18	Freeze existing City healthcare contributions	
3	10% reduction to Chamber, DCTV, Community Media Foothills, Community Newsletter	
4	Eliminate subsidy of outside Duarte sports organizations	retain financial hardship scholarships for City's sports programs
13	Reduce hard copies of publicity (flyers, banners, posters, etc.)	
1	Eliminate Nutrition Camp, Teen Nutrition Council	
12	Eliminate AmeriCorpos VIP program	outside agencies participate in this program as well
2	Reduce Number of City Special Events	(Concerts in Park, Movie Night, City Picnic, Dive in Movies)
11	Freeze further expansion of Huntington Drive Holiday Décor	
14	Reduce Senior Center, Teen Center, Boxing programming by \$5k each	
5	Reduce employee training budget	
6	Reduce recruiting and advertising budget (all in house recruitment)	
	Eliminate LA County sheriff dayshift overlap position	patrols from 10am-6pm Tues-Sat (added in 2016)
21	Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
10	Reduce public works inspection contract (service level)	
9	Reduce hours of City Engineer contract (service level)	
8	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
7	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here



Estimated Annual Budget Savings	
2,600,000	All enhancements should be considered only AFTER reduction to 1) Facilities and Events 2) Services 3) Physical Employee Positions
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	
60,000	
246,000	
	Reducing spending is the priority over increasing revenue enhancements
15,000	
10,000	Any reductions to facilities should be a priority
64,000	
284,000	
165,000	Freezing salaries is a priority over increases (or minimal increases)
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	Community partnerships should be implemented (DUSD, After school programs)
10,000	
10,000	
20,000	
34,000	coordinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	
229,000	Would rank higher but other cuts away from physical bodies should be made first
10,000	
10,000	
40,000	
130,000	

I do not feel that I have enough information to do a detailed ranking of the various proposals.

I have reached five conclusions from the meeting I attended

- 1 The sales tax increase is entirely appropriate given the current fiscal issues
- 2 There are many small projects that the city spends money on that need to be looked at in detail and the ones that are most beneficial for the city should be consolidated.
- 3 The city needs to receive a greater proportion of the property taxes. If this cannot be done directly then the county should pass more benefits onto the city.
- 4 GoMonrovia should be used as a potential model to improve transpiration around Duarte, especially to the Metro Station. The station is a great resource which is being underutilized because of parking issues, which will only gro worse in the future. I totally agree with your comment that building a larger structure is not consistent with environmentally responsible planning. I would like to know if the city is subsidizing the Foothill busses.
- 5 The city has given employees significant raises over the past few years. If view of this I would hold back on significant raises at the time you are asking for increases in funding.

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS

1	General Sales Tax Revenue Measure	Increase by .75%
4	Transiet Occupancy Tax Increase	increase to 11%
5	Transiet Occupancy Tax Increase	increase to 12%
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8	User Fee and Charge Study/Increase	Increase based only on increased costs since last update
3	Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
2	Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month

EXPENSE REDUCTIONS

10	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
17	Reduce free supervised parks program	currently operating at 3 park sites
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21	Elimination of up to four full time positions	this is a 10% reduction to the workforce
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19	Provide 2% increase to existing full time salaries	includes retirement contrib. savings
33	Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
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31	Reduce employee training budget	
15	Reduce recruiting and advertising budget (all in house recruitment)	
32	Eliminate LA County sheriff dayshift overlap position	patrols from 10am-6pm Tues-Sat (added in 2016)
16	Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
30	Reduce public works inspection contract (service level)	
29	Reduce hours of City Engineer contract (service level)	
28	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
27	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here



Estimated
Annual Budget Savings

2,600,000	
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	
60,000	
246,000	
15,000	
10,000	
64,000	
284,000	
165,000	
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	
20,000	
34,000	coordinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	
229,000	
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS		
4	General Sales Tax Revenue Measure	Increase by .75%
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1	Transient Occupancy Tax Increase	increase to 12%
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3	User Fee and Charge Study/Increase	Increase based only on increased costs since last update
5	Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
	Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month

EXPENSE REDUCTIONS

	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
	Reduce free supervised parks program	currently operating at 3 park sites
	Reduce operating hours at Park & Rec Facilities	
2	Elimination of up to four full time positions	this is a 10% reduction to the workforce
5	Freeze existing full time salaries (no salary increase)	includes retirement contrib. savings
	Provide 1% increase to existing full time salaries	includes retirement contrib. savings
	Provide 2% increase to existing full time salaries	includes retirement contrib. savings
1	Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
	Freeze existing City healthcare contributions	
6	10% reduction to Chamber, DCTV, Community Media Foothills, Community Newsletter	
	Eliminate subsidy of outside Duarte sports organizations	retain financial hardship scholarships for City's sports programs
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	Eliminate Nutrition Camp, Teen Nutrition Council	
	Eliminate AmeriCorpos VIP program	outside agencies participate in this program as well
	Reduce Number of City Special Events	(Concerts in Park, Movie Night, City Picnic, Dive in Movies)
	Freeze further expansion of Huntington Drive Holiday Décor	
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	Reduce recruiting and advertising budget (all in house recruitment)	
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3	Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
	Reduce public works inspection contract (service level)	
	Reduce hours of City Engineer contract (service level)	
	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
8	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here



Estimated Annual Budget Savings	
2,600,000	
10,000	
20,000	If it's possible not to deter transients, hoping they continue bring business to Duarte
more research needed	
more research needed	Generally I am adverse to policies that make living expenses higher for permanent Duarte residents & businesses
est fees up by 9%+	
60,000	
246,000	This is a big cost savings, but this could also encourage littering. Not a risk I want to take.
15,000	This is a good, low cost alternative to full time salaries. Also great learning opportunities for inexperienced interns. What is the process to acquire a federally funded intern?
10,000	I'm in favor of programs that enrich the community. The parks play a large role in quality of life for members.
64,000	
284,000	This is a huge cost savings. Which full-time positions will be impacted?
165,000	
110,000	
55,000	
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	
20,000	
34,000	coordinate with other agencies and providers in City
11,000	
15,000	
4,000	
31,000	
229,000	Is it possible to request shifts that do not result in overlap?
229,000	
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice

REVENUE ENHANCEMENTS	
1	General Sales Tax Revenue Measure
28	Transit Occupancy Tax Increase
29	Transit Occupancy Tax Increase
9	Business License Tax on Single Family Rental Property
11	TOT or Business License Tax on AirBNB/VRBO
8	User Fee and Charge Study/Increase
10	Parking Permit Increase (annual & daily)
3	Waste Collection Surcharge
EXPENSE REDUCTIONS	
13	Eliminate part time college intern position in HR/Finance
22	Reduce free supervised parks program
14	Reduce operating hours at Park & Rec Facilities
27	Elimination of up to four full time positions
6	Freeze existing full time salaries (no salary increase)
20	Provide 1% increase to existing full time salaries
31	Provide 2% increase to existing full time salaries
33	Defer Retiree Health Unfunded Liability contributions
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10	10% reduction to Chamber, DCTV, Community Newsletter
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25	Reduce hours of City Engineer contract (service level)
26	Reduce Economic Dev Expenses (service level)
5	Reduce Comm Dev Professional Svc (service level)
used for studies such as Civic Center Plaza redesign, Traffic light at	
economic analyses, advertising, promotion for business recruitment	
works traffic related issues only	
patrols from 10am-6pm Tues-Sat (added in 2016)	
Reduce recruiting and advertising budget (all in house recruitment)	
Eliminate LA County sheriff dayshift overlap position	
Eliminate LASD Motor Unit - Traffic enforcement	
Reduce public works inspection contract (service level)	
Reduce hours of City Engineer contract (service level)	
Reduce Economic Dev Expenses (service level)	
Reduce Comm Dev Professional Svc (service level)	

Annual Budget Savings	2,600,000
(CITY ALLOES THIS TO SUPPORT COMMUNITY	10,000
ASK FOR 1% LEVEL	20,000
more research needed	20,000
more research needed	20,000
est fees up by 9%+	246,000
60,000	60,000
246,000	246,000
15,000	15,000
10,000	10,000
64,000	64,000
284,000	284,000
includes retirement contrib. savings	165,000
includes retirement contrib. savings	110,000
includes retirement contrib. savings	55,000
allows UFL to grow	370,000
Freeze existing City healthcare contributions	63,000
10% reduction to Chamber, DCTV, Community Newsletter	28,500
Eliminate subsidy of outside Duarte sports organizations	10,000
Reduce hard copies of publicity (flyers, banners, posters, etc.)	10,000
Eliminate Nutrition Camp, Teen Nutrition Council	10,000
Eliminate AmeriCorpos VIP program	20,000
Reduce Number of City Special Events	34,000
Freeze further expansion of Huntington Drive Holiday Décor	11,000
Reduce Senior Center, Teen Center, Boxing programming by \$5k each	15,000
Reduce employee training budget	4,000
Reduce recruiting and advertising budget (all in house recruitment)	31,000
Eliminate LA County sheriff dayshift overlap position	229,000
Eliminate LASD Motor Unit - Traffic enforcement	229,000
Reduce public works inspection contract (service level)	10,000
Reduce hours of City Engineer contract (service level)	10,000
Reduce Economic Dev Expenses (service level)	40,000
Reduce Comm Dev Professional Svc (service level)	130,000
used for studies such as Civic Center Plaza redesign, Traffic light at	
economic analyses, advertising, promotion for business recruitment	
works traffic related issues only	
patrols from 10am-6pm Tues-Sat (added in 2016)	
Reduce recruiting and advertising budget (all in house recruitment)	
Eliminate LA County sheriff dayshift overlap position	
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Reduce public works inspection contract (service level)	
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Reduce Economic Dev Expenses (service level)	
Reduce Comm Dev Professional Svc (service level)	

Please put in any comments here

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS

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EXPENSE REDUCTIONS

	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
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Estimated
Annual Budget Savings

2,600,000
10,000
20,000
more research needed
more research needed
est fees up by 9%+
60,000
246,000
15,000
10,000
64,000
284,000
165,000
110,000
55,000
370,000
63,000
28,500
10,000
10,000
10,000
20,000
34,000
11,000
15,000
4,000
31,000
229,000
229,000
10,000
10,000
40,000
130,000

Please put in any comments here



need to pursue before other entity does
worth doing more research
impacts our youth
impacts our youth
not a good idea, we are actually in need of more staff
negotiated item
not a wise choice; debt does not go away
needs to be negotiated
TNC offers needed training and involvement to teens
National Days of Service will be affected, volunteers and residents will
coordinate with other agencies and providers in City keep in ret.
already on a limited budgets
may not always be feasible based on recruitment
Public safety is important to our residents,
this reduction would impact safety
is this the entire budget? Some reduction maybe but not all.

Most expense reduction recommendations will impact services and should be revisited if tax measure does not pass.

* A sales tax measure will ensure an annual revenue stream that will help stabilize the city's finances. The amount exceeds what it would cost to carry out all the expense reductions recommended, this measure can help avoid making cuts.

** A waste collection surcharge would impact all residents without discriminating against where their home is geographically. It appears that current costs are very low compared to neighboring cities.

Please Rank each item with 1 as your top choice

↓

REVENUE ENHANCEMENTS

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26	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here

↓

Estimated Annual Budget Savings

2,600,000	Inevitable increase either by city (Duarte gain) or other entity (Duarte loss)
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	minimal
60,000	
246,000	\$30 per year reasonable expectation for residents
15,000	keep unless it is confirmed free qualified longterm candidates are truly available
10,000	notify community it may be cancelled in low attendance parks
64,000	if most else fails, then this step
284,000	
165,000	
110,000	
55,000	indicates staff willing to "share" financial sacrifice for a year or two
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	how long has this been in existence/ is it effective?
20,000	only if necessary
34,000	coodinate with other agencies and providers in City
11,000	
15,000	
4,000	If conference attendance reduced \$\$ only if necessary
31,000	
229,000	
229,000	amount of city revenue from citations?
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice

↓

REVENUE ENHANCEMENTS

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13	Reduce hours of City Engineer contract (service level)	
14	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
15	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here

↓

Estimated
Annual Budget Savings

2,600,000
10,000
20,000
more research needed
more research needed
est fees up by 9%+
60,000
246,000

15,000
10,000
64,000
284,000
165,000
110,000
55,000
370,000
63,000
28,500
10,000
10,000
10,000
20,000
34,000
11,000
15,000
4,000
31,000
229,000
229,000
10,000
10,000
40,000
130,000

Please Rank each item with 1 as your top choice



REVENUE ENHANCEMENTS

10	General Sales Tax Revenue Measure	Increase by .75%
	Transiet Occupancy Tax Increase	increase to 11%
6	Transiet Occupancy Tax Increase	increase to 12%
5	Business License Tax on Single Family Rental Property	Apts pay \$173/yr (1 st 4 units), \$37 per unit thereafter
	TOT or Business License Tax on AirBNB/VRBO	Add same tax as TOT or set a Business Lic Tax
11	User Fee and Charge Study/Increase	Increase based only on increased costs since last update
9	Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
8	Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month

EXPENSE REDUCTIONS

	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
	Reduce free supervised parks program	currently operating at 3 park sites
	Reduce operating hours at Park & Rec Facilities	
2	Elimination of up to four full time positions	this is a 10% reduction to the workforce
1	Freeze existing full time salaries (no salary increase)	includes retirement contrib. savings
	Provide 1% increase to existing full time salaries	includes retirement contrib. savings
	Provide 2% increase to existing full time salaries	includes retirement contrib. savings
	Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
	Freeze existing City healthcare contributions	
12	10% reduction to Chamber, DCTV, Community Media Foothills, Community Newsletter	
	Eliminate subsidy of outside Duarte sports organizations	retain financial hardship scholarships for City's sports programs
13	Reduce hard copies of publicity (flyers, banners, posters, etc.)	
	Eliminate Nutrition Camp, Teen Nutrition Council	
	Eliminate AmeriCorpos VIP program	outside agencies participate in this program as well
	Reduce Number of City Special Events	(Concerts in Park, Movie Night, City Picnic, Dive in Movies)
	Freeze further expansion of Huntington Drive Holiday Décor	
	Reduce Senior Center, Teen Center, Boxing programming by \$5k each	
	Reduce employee training budget	
7	Reduce recruiting and advertising budget (all in house recruitment)	
3	Eliminate LA County sheriff dayshift overlap position	patrols from 10am-6pm Tues-Sat (added in 2016)
4	Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
	Reduce public works inspection contract (service level)	
	Reduce hours of City Engineer contract (service level)	
	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here



Estimated Annual Budget Savings

2,600,000	I put it at 10 if we only have top 10, sort of last resort. I personally don't like the idea of raising the tax for the reason "if we don't tax it, we lose it".
10,000	
20,000	Not much increase in revenue but it's fair to increase
more research needed	It's reasonable to tax on these business.
more research needed	
est fees up by 9%+	It's fair to spread the tax to all residetns in the City
60,000	In fact, I will advocate to issue city-wide parking permit
246,000	It's fair to spread the tax to all residetns in the City
15,000	
10,000	
64,000	
284,000	the second will be freeziong position
165,000	Unfortunately, the first thing to a deficit will be freezing salary increase. The raise can be make up when budget turns postitive. In my option, it's a finanically responsible move before we increase any fees.
110,000	
55,000	
370,000	
63,000	
28,500	Very minimal reduction
10,000	
10,000	Very minimal reduction
10,000	
20,000	
34,000	
11,000	
15,000	
4,000	
31,000	Can also consider recruitment on internet etc that can definitely save some money
229,000	That is another big expense that can potentially save some money
229,000	That is another big expense that can potentially save some money
10,000	
10,000	
40,000	
130,000	

Please Rank each item with 1 as your top choice

↓

REVENUE ENHANCEMENTS

1	General Sales Tax Revenue Measure	Increase by .75%
7	Transiet Occupancy Tax Increase	increase to 11%
6	Transiet Occupancy Tax Increase	increase to 12%
9	Business License Tax on Single Family Rental Property	Apts pay \$173/yr (1 st 4 units), \$37 per unit thereafter
10	TOT or Business License Tax on AirBNB/VRBO	Add same tax as TOT or set a Business Lic Tax
29	User Fee and Charge Study/Increase	Increase based only on increased costs since last update
8	Parking Permit Increase (annual & daily)	double daily to \$2 per day & annual to \$200 per year
2	Waste Collection Surcharge	\$2.50 per resident & \$2.50 per yard for coml per month

EXPENSE REDUCTIONS

13	Eliminate part time college intern position in HR/Finance	may be able to replace with free or Fed funded interns
12	Reduce free supervised parks program	currently operating at 3 park sites
14	Reduce operating hours at Park & Rec Facilities	Reduce operating hours at parks & rec facilities
28	Elimination of up to four full time positions	this is a 10% reduction to the workforce
30	Freeze existing full time salaries (no salary increase)	includes retirement contrib. savings
18	Provide 1% increase to existing full time salaries	includes retirement contrib. savings
5	Provide 2% increase to existing full time salaries	includes retirement contrib. savings
31	Defer Retiree Health Unfunded Liability contributions	allows UFL to grow
32	Freeze existing City healthcare contributions	
19	10% reduction to Chamber, DCTV, Community Media Foothills, Community Newsletter	
11	Eliminate subsidy of outside Duarte sports organizations	retain financial hardship scholarships for City's sports programs
20	Reduce hard copies of publicity (flyers, banners, posters, etc.)	
17	Eliminate Nutrition Camp, Teen Nutrition Council	
16	Eliminate AmeriCorpos VIP program	outside agencies participate in this program as well
4	Reduce Number of City Special Events	(Concerts in Park, Movie Night, City Picnic, Dive in Movies)
21	Freeze further expansion of Huntington Drive Holiday Décor	
22	Reduce Senior Center, Teen Center, Boxing programming by \$5k each	
15	Reduce employee training budget	
23	Reduce recruiting and advertising budget (all in house recruitment)	
3	Eliminate LA County sheriff dayshift overlap position	patrols from 10am-6pm Tues-Sat (added in 2016)
28	Eliminate LASD Motor Unit - traffic enforcement	works traffic related issues only
24	Reduce public works inspection contract (service level)	
25	Reduce hours of City Engineer contract (service level)	
27	Reduce Economic Dev Expenses (service level)	economic analyses, advertising, promotion for business recruitmer
26	Reduce Comm Dev Professional Svc (service level)	used for studies such as Civic Center Plaza redesign, Traffic light at

Please put in any comments here

↓

Estimated
Annual Budget Savings

2,600,000	Inevitable increase either by city (Duarte gain) or other entity (Duarte loss)
10,000	
20,000	
more research needed	
more research needed	
est fees up by 9%+	mnimal
60,000	
246,000	\$30 per year reasonable expectation for residents
15,000	keep unless it is confirmed free qualified longterm candidates are truly available
10,000	notify community it may be cancelled in low attendance parks
64,000	if most else fails
284,000	
165,000	
110,000	
55,000	indicates staff willing to "share" financial sacrifice for a year or two
370,000	
63,000	
28,500	
10,000	
10,000	
10,000	how long has this been in existence
20,000	only if necessary
34,000	coodinate with other agencies and providers in City
11,000	
15,000	
4,000	If conference attendance reduced only if necessary
31,000	
229,000	
229,000	amount of city revenue from citations?
10,000	
10,000	
40,000	
130,000	



MEMORANDUM

TO: Mayor and City Council
FROM: Manuel Enriquez, Interim City Manager
DATE: October 16, 2019
SUBJECT: Award of Contract – Roof Replacement for Senior Center Building Project – Project #20-5; Budget Amendment

RECOMMENDATION:

Staff recommends that the City Council award the construction contract for the Roof Replacement for the Senior Center Building Project to Commercial Waterproofing Systems, Inc., as the lowest responsive and responsible bidder in the amount of \$199,831.00 and a budget amendment in the amount of \$199,831.00 from the General Fund (100-1610-8100).

BACKGROUND

The Duarte Senior Center was built back in 1994. Its existing Cal Shake roof is original to the construction of the center and has served us well the last 25 years. However, the roof has surpassed its useful life and is in need of replacement. During the last heavy rainfall downpour, late February and March, the Senior Center roof revealed significant leak activity, most notably in the dining room portion of the center.

The Roof Replacement for the Senior Center Building is a project consists of the removal and replacement of all three sections of the center's roof-kitchen, dining hall, and second story, replacement of any damaged plywood, installation of new concrete tiles-which closely match the roofing of the remaining Civic Center buildings, and provides a 20-year warranty.

On September 21, 2019, the City published an invitation to bid on the Roof Replacement for Senior Center Building Project 20-5 in accordance with Duarte Municipal Code (DMC) Section 2.36.060. On October 14, 2019, the City received three (3) bids for the subject project. The bids were reviewed for responsiveness to the bid specification requirements.

The following results were determined to be in conformance with the bid documents and specifications therefore, staff recommends that the bid be awarded to the lowest responsive and responsible bidder.

Responsive and responsible bidder results:

1. Commercial Waterproofing Systems, Inc..... \$ 199,831.00
2. Western States Roofing, Inc..... \$ 222,494.50
3. Best Contracting Services, Inc..... \$ 258,811.00

Funding for the Roof Replacement Project will be funded through General Fund (100-1610-8100).

CONCLUSION

Staff recommends that the City Council motion to award the Roof Replacement for the Senior Center Building Project to Commercial Waterproofing Systems, Inc. as the lowest responsive and responsible bidder in the amount of \$199,831.00. Staff also recommends a budget amendment of \$199,831.00 from the General Fund (100-1610-8100) to cover the cost of the project.

Agenda Memo City Manager's Office

To: Mayor Paras-Caracci and Members of the Duarte City Council
From: Karen A. Herrera, Deputy City Manager
Date: 10/3/19
Re: **Approval of an Amendment to the FM3 Professional Service Agreement with Rutan & Tucker, LLC for Post Education Survey Services**

RECOMMENDATION: Per DMC 2.36.100, City staff is recommending that the City Council, by motion, approve both an amendment to the existing Professional Services Agreement with FM3 and Rutan & Tucker LLC for a post education survey in the amount of \$23,500 and, appropriate \$23,500 for the project from the unappropriated General Fund Reserve.

BACKGROUND: As part of the possible revenue measure exploration process, Rutan and Tucker, LLC, the Duarte's City Attorney contracted with FM3 in March of this year to conduct a community survey exploring budget and community priorities and a possible revenue measure. The survey instrument was administered by phone and online during the weeks of April 23rd – May 5 and the findings were presented at a City Council workshop on May 28th. During the workshop, the possibility of conducting a second survey later on in the post education process was discussed and is now presented in this amendment.

DISCUSSION: FM3 will utilize a dual mode voter survey utilizing a collection method of telephone interviews. Prospective participants will be contacted via both telephone calls and email invitations. The goal is to sample approximately 250 registered Duarte voters likely to vote in the March 2020 Presidential primary. The margin of error for the survey will be approximately 6.2% and interviews will be conducted in both English and Spanish with online interviews conducted in Spanish only.

In terms of deliverables, FM3 will provide a final questionnaire, and if applicable, verbatim responses to open ended questions, a presentation of survey results and a complete analysis prepared in PowerPoint. FM3 will also be available for ongoing consultation and any further analysis should the Council choose to move forward with the Revenue Measure. In terms of timing, the survey will be conducted during October and results provided in November at a future Council meeting.

FISCAL IMPACT: The amendment requires an appropriation from the General Fund Reserve to Account No. 1010-7075 in the not to exceed amount of \$23,500. FM3 bills by projects utilizing costs that are specific to the type of research performed.

ATTACHMENTS: Exhibit A: FM3 Amendment

**AMENDMENT NO. 1 TO AGREEMENT
BY AND BETWEEN
RUTAN AND TUCKER AND FM3 RESEARCH**

THIS AMENDMENT NO. 1 TO AGREEMENT ("**Amendment No. 1**") by and between the RUTAN and TUCKER, on behalf of the CITY OF DUARTE, a municipal corporation ("**City**"), and Fairbank, Maslin, Maullin, Metz & Associates (FM3 RESEARCH), ("**Consultant**"), is made and entered into as of October 22, 2019 ("**Effective Date**"). City and Consultant may sometimes herein be referred to individually as a "party" and collectively as the "parties."

RECITALS:

A. In or about March, 2019, the City and Consultant entered into a Professional Services Agreement for the survey services. The original Professional Services Agreement together with Amendment No. 1 is hereafter collectively referred to as the "**Existing Agreement**."

B. City and Consultant desire to enter into the Amendment No. 1 to the Existing Agreement as set forth below.

AMENDMENT:

NOW, THEREFORE, for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the City and Consultant agree as follows:

Section 1. Amendments to Existing Agreement. The Existing Agreement is amended as follows:

A. Replace Section 1. **TERM** in the Existing Agreement with the following:

This Agreement shall be extended from the Effective Date and shall remain and continue in effect until April 30, 2020.

B. In Section 2. titled "**SERVICES AND PERFORMANCE**," add the attached Exhibit A to section "A."

C. In Section 4, titled "**COMPENSATION**," add the attached Exhibit B to section A.

D. No Other Amendments. Except as set forth above, the Existing Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment No. 1 to be effective as of the Effective Date.

CONSULTANT

Date: _____

By: _____
Richard Bernard, Ph.d., Partner

CITY OF DUARTE

Date: _____

By: _____
Interim Successor City Manager

ATTEST:

Marla Akana, City Clerk

APPROVED AS TO FORM:

Dave Cosgrove, City Attorney

EXHIBIT A
SCOPE OF SERVICES

PROPOSED RESEARCH SPECIFICATIONS AND ESTIMATED COSTS

Research Methodology Dual-mode voter survey

Data Collection Mode Telephone interviews
Online interviews

Respondent Contact Method Telephone calls
Email invitations

Sample 250 voters registered in the City of Duarte likely to vote in March 2020

Margin of Sampling Error ± 6.2 percent in 95 out of 100 cases for a sample of 250 random interviews

Questionnaire 15 minutes

Language Telephone interviews will be conducted in English and Spanish; online interviews in English, only

Deliverables Following the completion of the survey, we will provide:

- A final questionnaire for easy reference
- Verbatim responses to any open-ended questions (if applicable)
- A complete analysis of survey results in PowerPoint
- A presentation of the survey results

FM3 will also be available for ongoing consultation and any further analysis of the research.

EXHIBIT B

PAYMENT RATE & TERMS

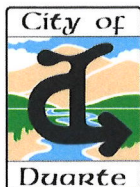
Cost

FM3 does not bill using hourly rates, but rather by project, utilizing costs that are informed by the specification of the research being conducted. For example, our costs for survey research are informed by factors that include the number of interviews completed, the average interview length, the interviewing methodology used. (dual mode, telephone, online, etc.) the type of sample being utilized such as all adult residents, all registered voters, likely March 2020 voters, etc.) and the language (s) in which interviews are conducted.

The below quote contains the total not-to-exceed costs for this research. This price is comprehensive, and include all costs for questionnaire design, sample acquisition and preparation, programming, email invitations, survey hosting, telephone interviewing, data entry and analysis, translation and reporting.

Figure 1: Estimated Survey Costs

Survey Length	250 Interviews
15 minutes	\$23,500



MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: October 22, 2019

Subject: Stop Sign Installation at the Intersections of Bloomdale Street & Bradbury Avenue, Brycedale Avenue & Maynard Drive, Greenbank Avenue & Deerlane Drive, and Oakhaven Drive & Random Lane

RECOMMENDED ACTION

Staff recommends that the City Council approve KOA Corporation's traffic engineering recommendations for the installation of stop signs for the intersections of Bloomdale Street & Bradbury Avenue, Brycedale Avenue & Maynard Drive, Greenbank Avenue & Deerlane Drive, and Oakhaven Drive & Random Lane.

BACKGROUND/ANALYSIS

Over the past few years we have had several requests for stop sign studies and installations. While we have studied the proposed intersections, we have not been successful in meeting the requirements set in the California Manual of Uniform Traffic Control Devices (CA MUTCD). With the newly adopted Duarte Stop Sign Policy the proposed four intersections meet criteria set in the Stop Sign Policy that justifies a need for the stop sign installations.

KOA Corporation is a local engineering company that has studied the intersections of Bloomdale Street & Bradbury Avenue, Brycedale Avenue & Maynard Drive, Greenbank Avenue & Deerlane Drive, and Oakhaven Drive & Random Lane. In addition, they are also the company that has developed the Stop Sign Policy for the City of Duarte. Working hand in hand these traffic engineering recommendations are as follows:

Bloomdale Street & Bradbury Avenue

The three-way intersection is currently stop-controlled on the northbound and westbound approaches, but not the southbound approach. All approaches have one lane in each direction and a speed limit of 25 MPH. Installation of a multi-way stop sign

is warranted at the intersection of Bloomdale Street & Bradbury Avenue. Traffic volumes are too low to merit a warrant based on vehicular volumes, and the lack of collision history fails to warrant a stop sign based on the collision criterion. However, a stop sign is justified under additional criterion (d) for multi-way stops as the existing stops located at the south and east legs of the intersection would cause motorists to expect a stop at the north approach to the intersection as well. The installation of a stop sign at this intersection may reduce confusion due to motorists inappropriately following existing regulations. Therefore, it is recommended that a multi-way stop control be implemented at this intersection.

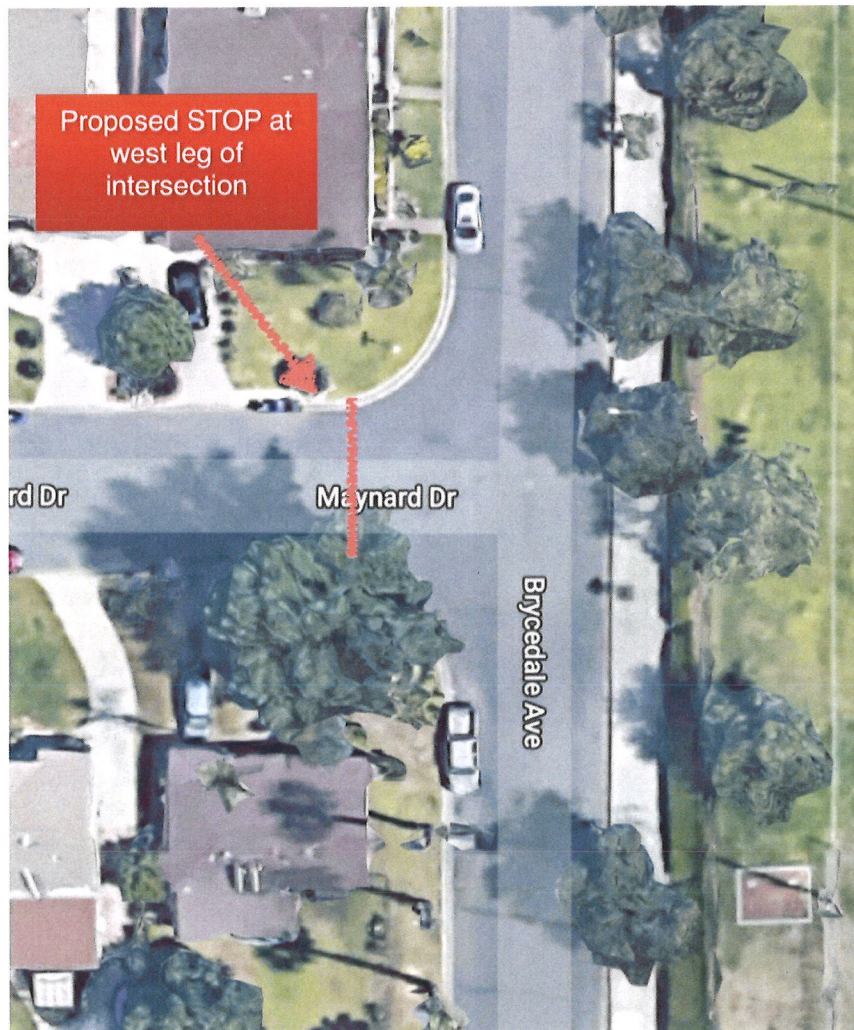
Proposed installation of a stop sign at the north leg of the intersection for multi-way stop control.



Brycedale Avenue & Maynard Drive

The intersection is currently an uncontrolled T-intersection. Both streets have a speed limit of 25 MPH and one lane in each direction. Installation of a minor street stop sign is warranted at the intersection of Brycedale Avenue & Maynard Drive due to sight distance for uncontrolled approaches being insufficient to meet AASHTO guidelines. Multi-way stop control is not justified for this intersection. Both stop-controlled corner sight distance and stopping sight distance are met. Other additional considerations such as being near a high-pedestrian generator are not sufficient for a recommendation to install stop sign on all approaches to the intersection. Therefore, it is recommended that only minor street stop control is implemented at the west leg of this intersection on Maynard Drive.

Proposed installation of a stop sign at the west leg of the intersection.



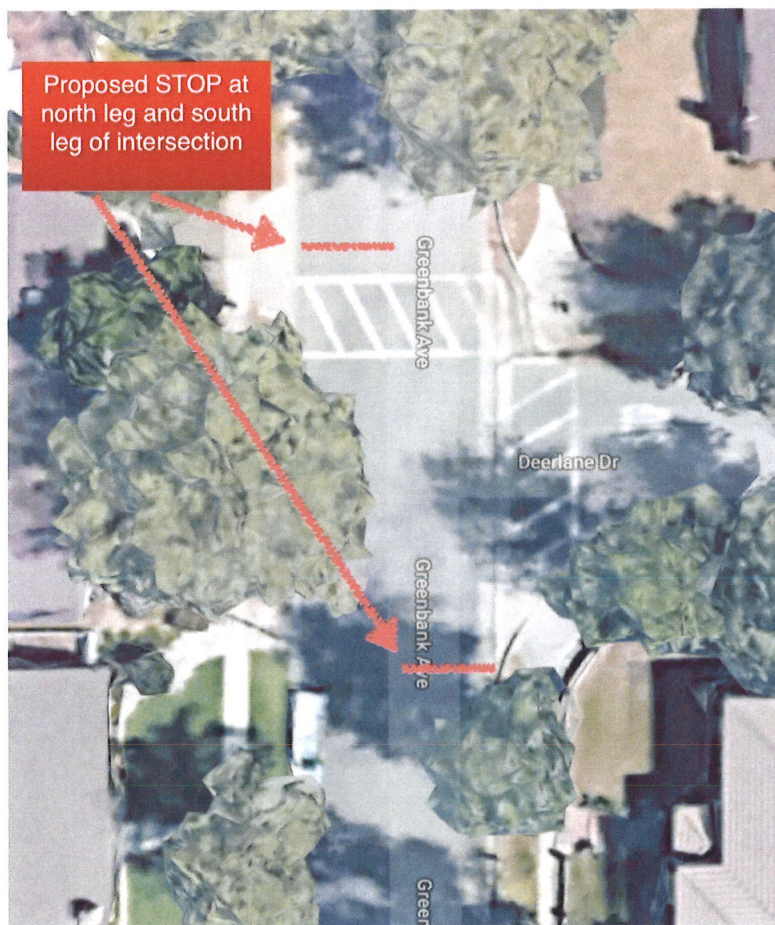
City Council Memo – Stop Sign Installation at the intersections of Bloomdale Street and Bradbury Avenue, Brycedale Avenue and Maynard Drive, Greenbank Avenue and Deerlane Drive, and Oakhaven Drive and Random Lane

October 22, 2019

Greenbank Avenue & Deerlane Drive

Currently, the intersection of Greenbank Avenue & Deerlane Drive is a T-intersection with the minor approach, Deerlane Drive, controlled by a stop sign. KOA recommends installation of a multi-way stop sign at the intersection of Greenbank Avenue & Deerlane Drive. Traffic volumes are too low to merit a warrant based on vehicular volumes and the lack of collision history fails to warrant a stop sign based on the collision criterion. However, a stop sign is justified under additional criterion (e) for multi-way stops as the volume of cars is higher during peak hours on Deerlane Drive. Multi-way stop control may improve the safety and/or operating characteristics of the intersection under this condition. It is recommended to add stop signs at the north and south legs of the intersection on Greenbank Avenue.

Proposed installation of a stop sign at the north leg and south leg of the intersection for multi-way stop control.



City Council Memo – Stop Sign Installation at the intersections of Bloomdale Street and Bradbury Avenue, Brycedale Avenue and Maynard Drive, Greenbank Avenue and Deerlane Drive, and Oakhaven Drive and Random Lane

October 22, 2019

Oakhaven Drive & Random Lane

The intersection is an uncontrolled four-leg intersection, with Oakhaven Drive being the minor street and Random Lane the through street. KOA reviewed the engineering criteria in accordance with the City's Stop Sign Policy. Installation of a two-way stop sign is warranted at the west and east leg of the intersection due to obstructions limiting the approach sight distance to below AASHTO's guidelines. However, multi-way stop control is not recommended for this intersection. Stop-controlled corner sight distance and stopping sight distance are met. None of the six additional considerations apply. Therefore, it is recommended that only minor street stop control is implemented at the west and east legs of the intersection on Oakhaven Drive.

Proposed installation of a stop sign at the east and west leg of the intersection.



STAFF RECOMMENDATION

Staff recommends the City Council to motion to approve the KOA Corporation traffic engineering recommendations for the installation of stop signs at the intersections of Bloomdale Street & Bradbury Avenue, Brycedale Avenue & Maynard Drive, Greenbank Avenue & Deerlane Drive, and Oakhaven Drive & Random Lane.

City Council Memo – Stop Sign Installation at the intersections of Bloomdale Street and Bradbury Avenue, Brycedale Avenue and Maynard Drive, Greenbank Avenue and Deerlane Drive, and Oakhaven Drive and Random Lane

October 22, 2019

ATTACHMENT:

- Exhibit A: KOA Corporation - Multi-Way Stop Sign Engineering Study for Bloomdale Street and Bradbury Avenue
- Exhibit B: KOA Corporation – Stop Sign Engineering Study for the intersection of Brycedale Avenue and Maynard Drive
- Exhibit C: KOA Corporation - Multi-Way Stop Sign Engineering Study for the intersection of Greenbank Avenue and Deerlane Drive
- Exhibit D: KOA Corporation – Stop Sign Engineering Study for the intersection of Oakhaven Drive and Random Lane
- Exhibit E: Stop Sign Policy



TECHNICAL MEMORANDUM

Date: October 15, 2019
To: Amanda Hamilton- City of Duarte
From: Walter Okitsu, P.E. - KOA Corporation
Subject: Multi-Way Stop Sign Engineering Study for Bloomdale Street and Bradbury Avenue

EXHIBIT A

This memorandum provides a summary of the multi-way stop control analysis conducted for the Bloomdale Street & Bradbury Avenue intersection. This three-way intersection is currently stop-controlled on the northbound and westbound approaches, but not the southbound approach. All approaches have one lane in each direction and a speed limit of 25 miles per hour. KOA reviewed engineering criteria in accordance with the City's draft Stop Sign Policy. KOA is recommending a multi-way stop sign installation at this location – adding a stop sign at the north leg of the intersection on Bradbury Avenue.

Data Collection

KOA compiled new traffic volume counts for the study intersection. Traffic volume counts over a 24-hour period were conducted on Wednesday, May 29th, 2019. The results are summarized in Appendix A1. Turning movement counts, including bicycle and pedestrian counts, were also conducted at the intersection during the time frame of 7:00 a.m.-9:00 a.m. and 4:00 p.m.-6:00 p.m. on Tuesday, June 4, 2019. The results are summarized in Appendix A2.

Five years of crash records from April 2013 to March 2018 were collected from the California Internet Statewide Integrated Traffic Records System (SWITRS), including collision, party, and victim data.

Analysis of Multi-way Stop Control

Per MUTCD 2B.07 Guidance Paragraphs 03 and 04, the warrant thresholds for a stop sign on all approaches are met when one or more of the following conditions are satisfied:

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

C. Minimum Volumes:

- The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and;*
- The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to the minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hours, but;*
- If the 85th-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volumes*

warrants are 70 percent of the values provided in Items 1 and 2.

A review of crash records show that no correctible collision happened within 150 feet of this intersection in the last five years. Therefore, Warrant B is not met.

According to the turning movement counts referenced above, the highest recorded vehicular volume of 269 from the total of both major street (Bradbury Avenue) approaches occurred from 4:30-5:30 pm. See Table 1. Since even the highest volume per hour does not meet the minimum threshold of 300 vehicles per hour required by the first criterion of Warrant C, the first criterion of Warrant C is not met.

According to 24-hour vehicle volumes, the average vehicular volume of the top eight hours on Bradbury Avenue is 196. This reinforces that Item 1 in Warrant C is not met.

According to the turning movement counts, the highest combined vehicular, pedestrian and bicycle volumes entering from the minor street is 9 and also occurred between 4:30 and 5:30 pm. See Table 1. Because this is far below the minimum required volume of 200 units per hour, the second criterion of Warrant C is not met.

Because the speed limits on both streets are below 40 mph, as shown in Table 2, Item 3 in Warrant C is not applicable. Hence Warrant C is not met.

Table 1 Peak Hour (4:30-5:30 pm) Volumes on Bradbury Avenue & Bloomdale Street

NB	SB	Pedestrians	Bradbury Avenue Total	WB	Pedestrians	Bloomdale Street Total
123	146	0	895	7	2	139

Table 1 85th Percentile Speed from Field Survey

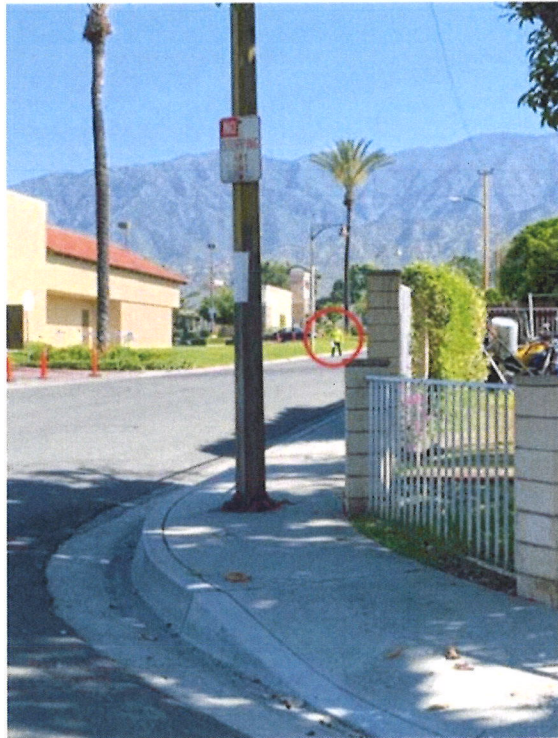
NB	SB	Bradbury Avenue Total	EB	WB	Bloomdale Street Total
19	28	24	16	10	15

Additional Considerations

a. Sight Distance- A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C).

The intersection meets the guidelines for stop-controlled corner sight distance. According to the City's draft stop sign policy, corner sight distance is equal to the stopping sight distance as listed by the Caltrans *Highway Design Manual (HDM)*. According to Table 201.1, "Sight Distance Standards" in the HDM (provided in Appendix B), the stopping sight distance for a street with a 25 mph design speed limit is 150 feet. Field observations confirmed that vehicles approaching from the left at this distance would be able to be seen on site (see photo below). This means

that in ordinary conditions sight distance is sufficient for drivers to safely navigate the intersection without the need for a multi-way stop.



Looking right (north) from Bloomdale Street

There are no gradients or curves preventing a car travelling on Bradbury Avenue from being able to notice a vehicle or pedestrian in the path of travel at a distance of 150 feet away, allowing the driver to safely stop in time. Installation of multi-way stop signs is therefore not necessary based on sight distance, as engineering judgment suggests that drivers can see conflicting cross traffic and can negotiate this intersection without the need for conflicting cross traffic to come to a stop

b. In Vicinity of High-Pedestrian Generator – Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.

This intersection is located near a shopping district. On Wednesday, May 29th, 2019, there were only 10 pedestrians crossing between common peak hours of 7-9a.m. and 4-6p.m. These numbers are too low to justify a stop sign based on this criterion.

c. Unusual Intersection Geometrics – Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign.

The intersection does not experience vertical or horizontal curvatures and the streets align well. Therefore, this criterion is not met.

d. Where the lack of stop control is unexpected - Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.

The roadway currently has stop control on the south and east legs of the intersection but not the north lane. Because the two-way stop at this intersection is not located on a single minor street, but on the terminating street and minor approach of the through street, some motorists were observed to slow down to a stop on the north approach to the street despite the lack of a stop sign. Therefore, a stop sign is justified using this criterion. A stop sign is justified to be added on the north leg of the intersection on Bradbury Avenue.

e. T-intersection with Higher Volume on Stem Approach –A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.

As shown in Table 1, the terminating street, Bloomdale Street, which is currently controlled by a stop sign, does not have a higher volume than the through street (Bradbury Avenue) during the peak hour. Additionally, at no point during the 24-hour counts does Bloomdale Street have a higher volume count than Bradbury Avenue. This criterion does not apply.

f. Intersection of Similar Neighborhood Streets – Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).

This criterion does not apply as Bloomdale Avenue is not a through street.

According to CA MUTCD Section 3B.19, striping 20 feet of red curb markings for the no parking zone is recommended at the north leg of the intersection where a stop sign is recommended to be installed.

Conclusions

Installation of a multi-way stop sign is warranted at the intersection of Bloomdale Street & Bradbury Avenue. Traffic volumes are too low to merit a warrant based on vehicular volumes, and the lack of collision history fails to warrant a stop sign based on the collision criterion. However, a stop sign is justified under additional criterion (d) for multi-way stops listed above, as the existing stops located at the south and east legs of the intersection would cause motorists to expect a stop at the north approach to the intersection as well. The installation of a stop sign at this intersection may reduce confusion due to motorists inappropriately following existing regulations. Therefore, it is recommended that multi-way stop control is implemented at this intersection – adding a stop sign at the north leg of the intersection on Bradbury Avenue.

APPENDIX A1

24-HOUR TRAFFIC VOLUME COUNTS

Daily Summary

5/29/2019

WestBound	Volume	13
EastBound	Volume	75
Total	Volume	88
WestBound	Average Speed	10
EastBound	Average Speed	16
Total	Average Speed	15
WestBound	85th Percentile Speed	12
EastBound	85th Percentile Speed	19
Total	85th Percentile Speed	18
WestBound	AM Peak Hour	07:00-07:59
EastBound	AM Peak Hour	11:00-11:59
Total	AM Peak Hour	11:00-11:59
WestBound	AM Peak Hourly Volume	3
EastBound	AM Peak Hourly Volume	7
Total	AM Peak Hourly Volume	10
WestBound	PM Peak Hour	18:00-18:59
EastBound	PM Peak Hour	17:00-17:59
Total	PM Peak Hour	17:00-17:59
WestBound	PM Peak Hourly Volume	2
EastBound	PM Peak Hourly Volume	9
Total	PM Peak Hourly Volume	11

Study Volume

Date	Hour	WestBound	EastBound	Total
5/29/2019	00:00-00:59	0	1	1
5/29/2019	01:00-01:59	0	0	0
5/29/2019	02:00-02:59	0	0	0
5/29/2019	03:00-03:59	0	0	0
5/29/2019	04:00-04:59	0	0	0
5/29/2019	05:00-05:59	1	0	1
5/29/2019	06:00-06:59	1	2	3
5/29/2019	07:00-07:59	3	4	7
5/29/2019	08:00-08:59	1	2	3
5/29/2019	09:00-09:59	0	3	3
5/29/2019	10:00-10:59	1	5	6
5/29/2019	11:00-11:59	0	7	7
5/29/2019	12:00-12:59	0	4	4
5/29/2019	13:00-13:59	1	8	9
5/29/2019	14:00-14:59	0	6	6
5/29/2019	15:00-15:59	0	5	5
5/29/2019	16:00-16:59	1	4	5
5/29/2019	17:00-17:59	1	9	10
5/29/2019	18:00-18:59	2	7	9
5/29/2019	19:00-19:59	0	1	1
5/29/2019	20:00-20:59	0	1	1
5/29/2019	21:00-21:59	0	3	3
5/29/2019	22:00-22:59	1	1	2
5/29/2019	23:00-23:59	0	2	2

Daily Summary

5/29/2019

NorthBound	Volume	1068
SouthBound	Volume	1563
Total	Volume	2631
NorthBound	Average Speed	19
SouthBound	Average Speed	28
Total	Average Speed	24
NorthBound	85th Percentile Speed	22
SouthBound	85th Percentile Speed	35
Total	85th Percentile Speed	33
NorthBound	AM Peak Hour	10
SouthBound	AM Peak Hour	11:00-11:59
Total	AM Peak Hour	11:00-11:59
NorthBound	AM Peak Hourly Volume	80
SouthBound	AM Peak Hourly Volume	94
Total	AM Peak Hourly Volume	174
NorthBound	PM Peak Hour	17:00-17:59
SouthBound	PM Peak Hour	17:00-17:59
Total	PM Peak Hour	17:00-17:59
NorthBound	PM Peak Hourly Volume	82
SouthBound	PM Peak Hourly Volume	169
Total	PM Peak Hourly Volume	251

Study Volume

Date	Hour	NorthBound	SouthBound	Total
5/29/2019	00:00-00:59	7	17	24
5/29/2019	01:00-01:59	5	8	13
5/29/2019	02:00-02:59	2	2	4
5/29/2019	03:00-03:59	0	6	6
5/29/2019	04:00-04:59	5	7	12
5/29/2019	05:00-05:59	1	12	13
5/29/2019	06:00-06:59	24	24	48
5/29/2019	07:00-07:59	44	33	77
5/29/2019	08:00-08:59	55	47	102
5/29/2019	09:00-09:59	71	60	131
5/29/2019	10:00-10:59	80	77	157
5/29/2019	11:00-11:59	75	94	169
5/29/2019	12:00-12:59	78	98	176
5/29/2019	13:00-13:59	63	131	194
5/29/2019	14:00-14:59	69	113	182
5/29/2019	15:00-15:59	76	110	186
5/29/2019	16:00-16:59	78	150	228
5/29/2019	17:00-17:59	82	169	251
5/29/2019	18:00-18:59	67	112	179
5/29/2019	19:00-19:59	72	80	152
5/29/2019	20:00-20:59	42	76	118
5/29/2019	21:00-21:59	30	62	92
5/29/2019	22:00-22:59	31	42	73
5/29/2019	23:00-23:59	11	33	44

APPENDIX A2

TURNING MOVEMENT COUNTS

For

CITY OF DUARTE

Location

Bradbury Ave & Bloomdale St

Task

Intersection Counts

PM

6/4/2019

Tuesday

Main/Minor Streets:		Bradbury Ave			Bradbury Ave						Bloomdale St			
		NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			
		NL	NT	NR	SL	ST	SR	EL	ET	ER	WL	WT	WR	TOTAL
LANES:		0	1	0	0	1	0	0	0	0	0	1	0	

4:00 PM			31	1	1	26					1		0	60
4:15 PM			36	3	0	31					0		1	71
4:30 PM			26	0	0	33					2		2	63
4:45 PM			24	2	0	34					1		0	61
5:00 PM			37	1	4	29					0		0	71
5:15 PM			31	2	2	44					1		1	81
5:30 PM			28	1	0	29					1		0	59
5:45 PM			20	1	3	28					1		0	53
		NL	NT	NR	SL	ST	SR	EL	ET	ER	WL	WT	WR	TOTAL
TOTAL VOLUMES		0	233	11	10	254	0	0	0	0	7	0	4	519

PM Peak Hr Begins at: 430 PM

PEAK HR START TIME	430	PM												TOTAL
PEAK HR VOL	0	118	5	6	140	0	0	0	0	4	0	3		276
PEAK HR FACTOR		0.809			0.793			0.000			0.438			0.852

APPENDIX B

STOPPING SIGHT DISTANCE TABLE (HDM)

CHAPTER 200 GEOMETRIC DESIGN AND STRUCTURE STANDARDS

Topic 201 - Sight Distance

Index 201.1 - General

Sight distance is the continuous length of highway ahead, visible to the highway user. Four types of sight distance are considered herein: passing, stopping, decision, and corner. Passing sight distance is used where use of an opposing lane can provide passing opportunities (see Index 201.2). Stopping sight distance is the minimum sight distance for a given design speed to be provided on multilane highways and on 2-lane roads when passing sight distance is not economically obtainable. Stopping sight distance also is to be provided for all users, including motorists and bicyclists, at all elements of interchanges and intersections at grade, including private road connections (see Topic 504, Index 405.1, & Figure 405.7). Decision sight distance is used at major decision points (see Indexes 201.7 and 504.2). Corner sight distance is used at intersections (see Index 405.1, Figure 405.7, and Figure 504.3I).

Table 201.1 shows the minimum standards for stopping sight distance related to design speed for motorists. Stopping sight distances given in the table are suitable for Class II and Class III bikeways. The stopping sight distances are also applicable to roundabout design on the approach roadway, within the circulatory roadway, and on the exits prior to the pedestrian crossings. Also shown in Table 201.1 are the values for use in providing passing sight distance.

See Chapter 1000 for Class I bikeway sight distance guidance.

Chapter 3 of "A Policy on Geometric Design of Highways and Streets," AASHTO, contains a thorough discussion of the derivation of stopping sight distance.

201.2 Passing Sight Distance

Passing sight distance is the minimum sight distance required for the driver of one vehicle to pass another vehicle safely and comfortably. Passing must be

accomplished assuming an oncoming vehicle comes into view and maintains the design speed, without reduction, after the overtaking maneuver is started.

**Table 201.1
Sight Distance Standards**

Design Speed ⁽¹⁾ (mph)	Stopping ⁽²⁾ (ft)	Passing (ft)
10	50	---
15	100	---
20	125	800
25	150	950
30	200	1,100
35	250	1,300
40	300	1,500
45	360	1,650
50	430	1,800
55	500	1,950
60	580	2,100
65	660	2,300
70	750	2,500
75	840	2,600
80	930	2,700

(1) See Topic 101 for selection of design speed.

(2) For sustained downgrades, refer to underlined standard in Index 201.3

The sight distance available for passing at any place is the longest distance at which a driver whose eyes are 3 ½ feet above the pavement surface can see the top of an object 4 ¼ feet high on the road. See Table 201.1 for the calculated values that are associated with various design speeds.

In general, 2-lane highways should be designed to provide for passing where possible, especially those routes with high volumes of trucks or recreational vehicles. Passing should be done on tangent horizontal alignments with constant grades or a slight sag vertical curve. Not only are drivers reluctant to pass on a long crest vertical curve, but it is impracticable to design crest vertical curves to provide for passing sight distance because of high cost where crest cuts are involved. Passing sight



TECHNICAL MEMORANDUM

EXHIBIT B

Date: October 15, 2019
To: Amanda Hamilton- City of Duarte
From: Walter Okitsu, P.E. - KOA Corporation
Subject: Stop Sign Engineering Study for the Intersection of Brycedale Avenue & Maynard Drive

This memorandum provides a summary of the stop control analysis conducted for the Brycedale Avenue & Maynard Drive intersection. This T- intersection is currently un-controlled; Maynard Drive is the stem of the T-intersection. Both streets have a speed limit of 25 miles per hour and one lane in each direction. KOA reviewed engineering criteria in accordance with the City's draft Stop Sign Policy. KOA is recommending a stop sign installation at the west leg of this intersection on Maynard Drive but not the multi-way stop control with stop signs on Brycedale Avenue.

Data Collection

KOA compiled new traffic volume counts for the study intersection. Traffic volume counts over a 24-hour period were conducted on Wednesday, May 29th, 2019. The results are summarized in Appendix A1. Turning movement counts, including bicycle and pedestrian counts, were also conducted at the intersection during the time frame of 7:00 a.m.-9:00 a.m. and 4:00 p.m.-6:00 p.m. on Tuesday, March 19, 2019. The results are summarized in Appendix A2.

Five years of crash records between April 2013 and March 2018 were collected from the California Internet Statewide Integrated Traffic Records System (SWITRS), including collision, party, and victim data.

Analysis of Minor Street Stop Control

The analysis of this 3-legged uncontrolled intersection will begin with determination of whether to install Stop or Yield sign control on Maynard Drive in this case. The warrant thresholds for a stop sign on the minor approach to an uncontrolled intersection, as identified in the MUTCD (2B.06) are met when one or more of the following conditions are satisfied:

- *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
- *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
- *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a stop sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway. Yield or Stop Signs should not be used for speed control.*

The traffic volume counts KOA collected show insufficient volume to meet the warrant. On Wednesday, May 29th, 2019 when the field survey was done, the 24-hour vehicular volume was 895 on Brycedale Avenue and 139 on Maynard Drive.

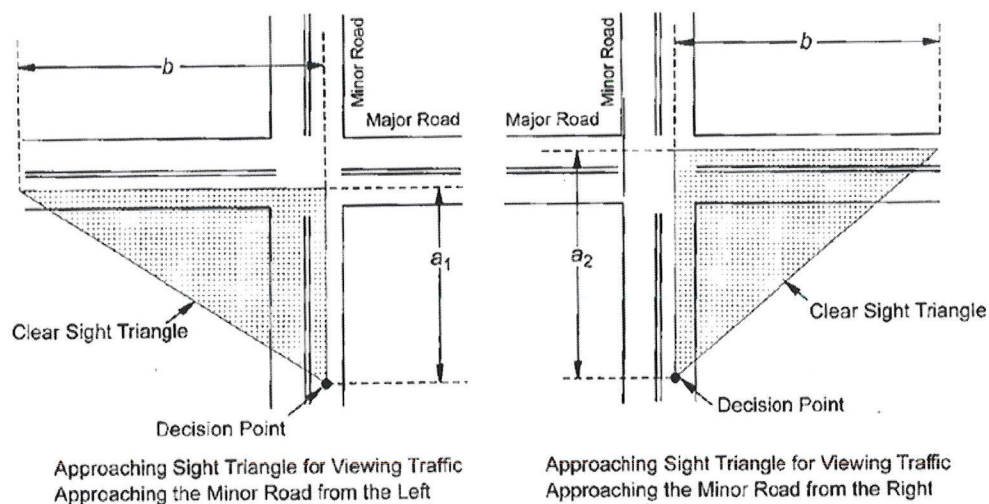
Table 1 24-Hour Volumes on Brycedale Avenue & Maynard Drive (May 29, 2019)

NB	SB	Brycedale Avenue Total	EB	Maynard Drive Total
365	530	895	139	139

A review of crash records show that no correctible collision happened within 150 feet of this intersection in the last five years. Therefore, the collision warrant is not met.

Determination of whether a restricted view condition exists is based on guidelines provided for intersection sight distance in the 2011 Edition of the American Association of State Highway and Transportation Officials (AASHTO) publication "A Policy on Geometric Design of Highways and Streets". AASHTO's Case C methodology, Intersections with Yield Control on the Minor Road, should be used. Maynard Drive has implied yield control in accordance with California Vehicle Code 21800 (b) (1), "the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway." Specifically, AASHTO's Case C2 for left- and right-turn maneuvers is applicable.

According to AASHTO, the length of the approach sight triangle along the minor road (distance a_1 in the figure below) should be 82 feet. Distance a_2 has the same Decision Point as a_1 , with a slighter longer length due to its conflict point being in the next lane of the major road.

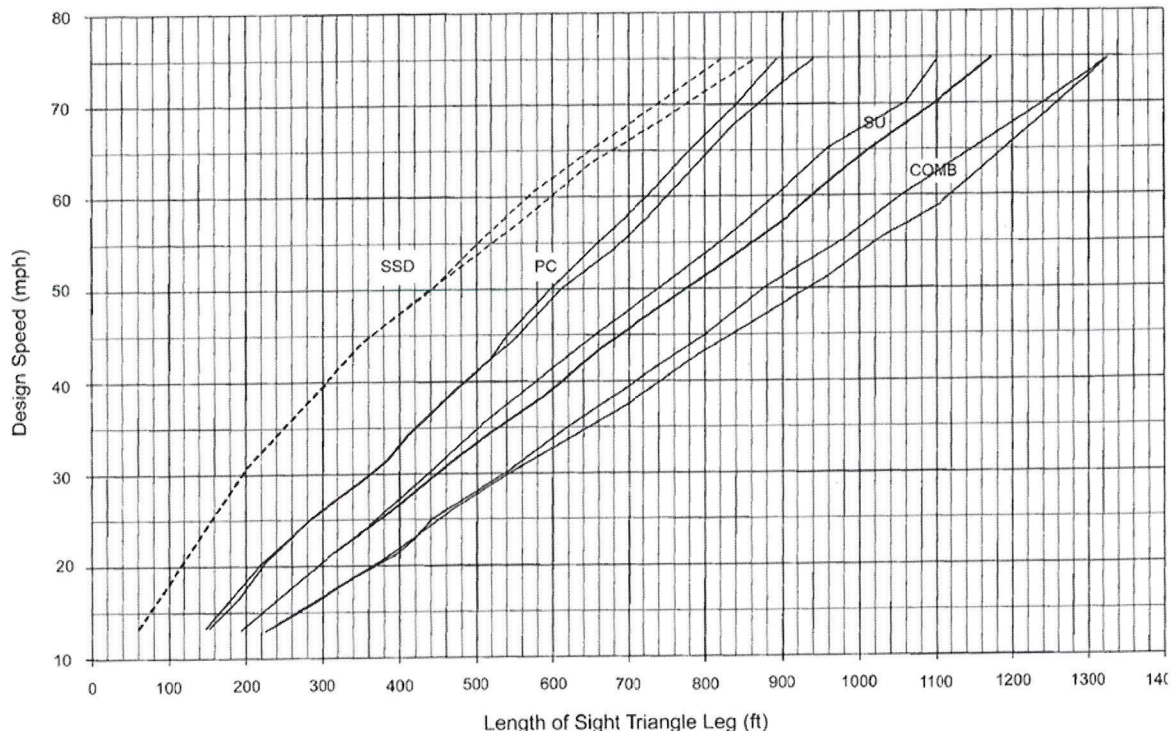


Approach Sight Triangles (Uncontrolled or Yield-Controlled)

– A –

Source: AASHTO

The length of the approach sight triangle on the major road, Brycedale Avenue, would be 295 feet for a 25 mph design speed according to AASHTO's nomograph shown below.



Residential buildings on the corners lie within the sight triangle so that a motorist on Maynard Avenue at the Critical Point 82 feet from the intersection would only see approaching traffic on Brycedale Avenue no more than 100 feet in advance of the intersection, well below the 295 feet suggested by AASHTO. As a result, a stop sign is recommended at the west leg of the intersection on Maynard Drive.

Analysis of Multi-Way Stop Control

The California MUTCD contains warrants on whether multi-way stop control should be applied, in this case, to the Brycedale Avenue approaches to the intersection. Multi-way stop control should be considered if vehicle volume entering the intersection from the major street approaches averages at least 300 vehicles per hour for any 8 hours of an average day, and the combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches averages at least 200 units per hour for the same 8 hours, with an average delay to the minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hours. The volumes that are shown in Appendices A1 and A2 fall well below these thresholds. Average delay to minor-street vehicular traffic, although not measured in the field, is likely to be well below 30 seconds per vehicle.

According to the California MUTCD, multi-way stop control may also be considered if five or more collisions occur in a 12-month period that are susceptible to correction by a multi-way stop installation, but as was noted in the minor street stop control analysis, the number of collisions were well below five.

The draft City of Duarte Stop Sign Policy provides additional considerations for multi-way stops, that are based on (a) sight distance, (b) proximity to a high-pedestrian generator, (c) unusual intersection geometrics, and (d) configurations where lack of stop control is unexpected. These additional considerations are addressed below.

Additional Considerations

a. Sight Distance- A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C).

Assuming that a Maynard Drive stop sign is installed because AASHTO's sight distance for uncontrolled approaches cannot be met, a different sight distance calculation will be used for motorists who have come to a complete stop on Maynard Drive. Corner sight distance applies for this situation. The corner sight distance is defined within Caltrans 2018 (Dec 14) Highway Design Manual 405.1(2). Corner sight distance is measured along the trajectory of the likely path of a motor vehicle on the currently uncontrolled approach to the point of conflict.

The intersection meets the guidelines for stop-controlled corner sight distance. According to the City's draft stop sign policy, corner sight distance is equal to the stopping sight distance as listed by the Caltrans *Highway Design Manual (HDM)*. According to Table 201.1, "Sight Distance Standards" in the HDM (provided in Appendix B), the stopping sight distance for a street with a 25 mph design speed limit is 150 feet. Field observations confirmed that vehicles approaching from both the left and right at this distance would be able to be seen on site (see photos below). This means that in ordinary conditions sight distance is sufficient for drivers to safely navigate the intersection without the need for a multi-way stop.



Looking right (south) from Maynard Drive



Looking left (north) from Maynard Drive

There are no obstructions or curves preventing a car travelling on Brycedale Avenue from being able to notice a vehicle or pedestrian in the path of travel at a distance of 150 feet away, allowing the driver to safely stop in time. Installation of multi-way stop signs is therefore not necessary based on sight distance, as engineering judgment suggests that drivers can see conflicting cross traffic and can negotiate this intersection without the need for conflicting cross traffic to come to a stop

b. In Vicinity of High-Pedestrian Generator – *Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.*

This intersection is located in proximity to Duarte High School as well as Duarte Sports Park. On Wednesday, May 29th, 2019, a total of 43 pedestrians and bicyclists were observed crossing this intersection during the 24-hour time period. Nearly all of this activity occurred in a short period and at a time of day with low volumes motor vehicle traffic on either street. This pedestrian activity is insufficient to merit installation of multi-way stop signs.

c. Unusual Intersection Geometrics – *Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.*

The intersection does not have unusual vertical or horizontal curvatures and the streets align well.

d. Where the lack of stop control is unexpected – *Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.*

Although Maynard Drive is currently uncontrolled, motorists on Brycedale Avenue should expect side street traffic to yield to through traffic. Slower speeds by motorists on the eastbound T-intersection approach comply with California Vehicle Code 21800 (b)(1), "the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway." Motorists have no reason to consider the control of the intersection unusual. Therefore, multi-way stop control is not necessary.

e. T-intersection with Higher Volume on Stem Approach – *A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.*

As shown in Table 1, the terminating street, Maynard Drive, does not have a higher volume than the through street (Brycedale Avenue) during 24-hour count period, including during peak hours (see Appendix A1 and Appendix A2). This criterion does not apply.

f. Intersection of Similar Neighborhood Streets – Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).

This criterion does not apply as Maynard Drive is not a through street.

According to CA MUTCD Section 3B.19, striping 20 feet of red curb markings for the no parking zone is recommended at the west leg of the intersection where a stop sign is recommended to be installed.

Conclusions

Installation of a minor street stop sign is warranted at the intersection of Brycedale Avenue & Maynard Drive due to sight distance for uncontrolled approaches being insufficient to meet AASHTO guidelines.

However, multi-way stop control is not justified for this intersection. Both stop-controlled corner sight distance and stopping sight distance are met. Other additional considerations such as being near a high-pedestrian generator are not sufficient for a recommendation to install stop signs on all approaches to the intersection. Therefore, it is recommended that only minor street stop control is implemented at the west leg of this intersection on Maynard Drive.

APPENDIX A1

24-HOUR TRAFFIC VOLUME COUNTS

CITY OF DUARTE

Maynard Drive & Brycedale Avenue

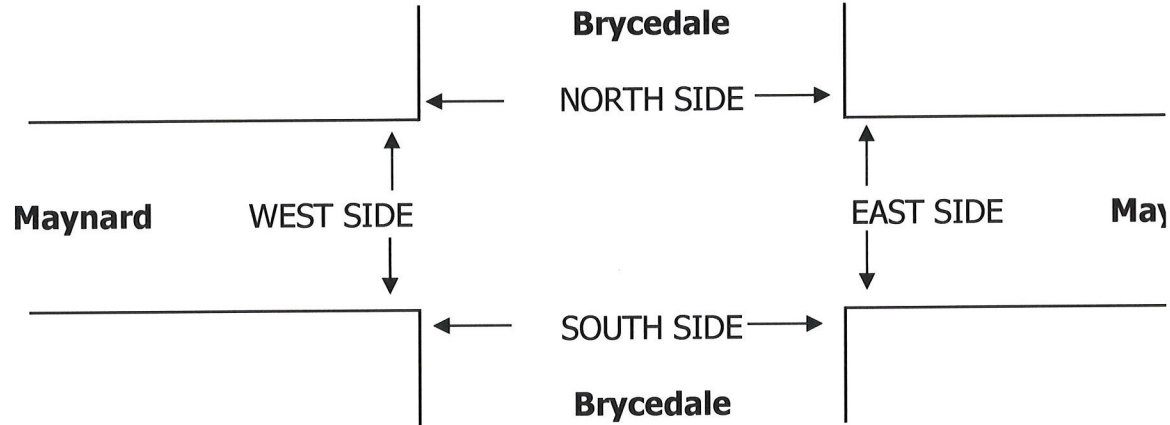
ADT 5/29/2019

Date	Hour	Vehicle North Leg			Vehicle West Leg			Pedestrian Crossing				Bicycle Crossing							
		SB IN	SB OUT	SB TOTAL	EB IN	EB OUT	EB TOTAL	EB	WB	EW Total	NB	SB	NS Total	EB	WB	EW Total	NB	SB	NS Total
	00:00-00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	01:00-01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	02:00-02:59	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	03:00-03:59	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	04:00-04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	05:00-05:59	11	2	13	2	3	5	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	06:00-06:59	13	10	23	7	2	9	0	1	1	0	0	0	0	0	0	0	0	0
5/29/2019	07:00-07:59	15	18	33	5	5	10	1	1	2	0	2	0	0	0	0	0	0	0
5/29/2019	08:00-08:59	24	19	43	9	9	18	0	0	0	0	0	0	0	0	0	0	1	1
5/29/2019	09:00-09:59	52	22	74	9	6	15	2	0	2	2	0	2	0	0	0	0	0	0
5/29/2019	10:00-10:59	72	17	89	8	16	24	1	0	1	0	0	0	0	0	0	0	0	0
5/29/2019	11:00-11:59	61	29	90	14	22	36	2	0	2	0	0	0	0	0	0	2	0	2
5/29/2019	12:00-12:59	31	14	45	7	12	19	0	1	1	0	0	0	0	0	0	0	0	0
5/29/2019	13:00-13:59	31	30	61	7	4	11	0	0	0	2	1	3	0	0	0	1	0	1
5/29/2019	14:00-14:59	24	22	46	5	3	8	10	6	16	0	1	1	0	0	0	0	0	0
5/29/2019	15:00-15:59	31	28	59	15	8	23	2	1	3	0	0	0	0	0	0	0	0	0
5/29/2019	16:00-16:59	34	30	64	13	12	25	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	17:00-17:59	38	22	60	10	8	18	0	0	0	0	0	1	0	0	0	0	0	0
5/29/2019	18:00-18:59	31	32	63	12	12	24	3	0	3	0	0	0	2	0	2	0	0	0
5/29/2019	19:00-19:59	21	44	65	6	10	16	0	1	1	1	0	1	0	0	0	0	0	0
5/29/2019	20:00-20:59	21	15	36	6	8	14	2	0	2	0	0	0	0	0	0	0	0	0
5/29/2019	21:00-21:59	15	7	22	3	3	6	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	22:00-22:59	0	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
5/29/2019	23:00-23:59	3	2	5	1	2	3	0	0	0	0	0	0	0	0	0	0	0	0
total		530	365	895	139	146	285	23	10	33	7	3	10	2	0	2	3	1	4

APPENDIX A2

TURNING MOVEMENT COUNTS

PM	3:30 PM	2	0	0	0	22	7	2	0	2
	3:45 PM	0	5	0	0	18	5	2	0	0
	VOLUMES	7	61	0	0	122	26	22	0	5
	APPROACH %	10%	88%	0%	0%	82%	17%	76%	0%	17
	APP/DEPART	69	/	84	149	/	128	29	/	0
	BEGIN PEAK HR	2:45 PM								
	VOLUMES	6	41	0	0	88	19	12	0	3
	APPROACH %	13%	87%	0%	0%	82%	18%	75%	0%	19
	PEAK HR FACTOR	0.904				0.836		0.800		
	APP/DEPART	47	/	53	107	/	91	16	/	0



AM	7:00 AM
	7:15 AM
	7:30 AM
	7:45 AM
	8:00 AM
	8:15 AM
	8:30 AM
	8:45 AM
	TOTAL
	AM BEGIN PEAK HR
PM	2:00 PM
	2:15 PM
	2:30 PM
	2:45 PM
	3:00 PM
	3:15 PM
	3:30 PM
	3:45 PM
	TOTAL
	PM BEGIN PEAK HR

PEDESTRIAN + BIKE CROSSINGS				
N SIDE	S SIDE	E SIDE	W SIDE	TOTAL
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	2	0	0	2
0	0	0	0	0
1	0	0	0	1
0	0	0	0	0
1	2	0	0	3
7:30 AM				
0	1	0	2	3
0	0	0	2	2
0	0	0	1	1
0	0	0	0	0
0	2	0	0	2
0	1	0	0	1
0	2	0	1	3
0	0	0	0	0
0	6	0	6	12
2:45 PM				

PED	
N SIDE	S SIDE
0	0
0	0
0	0
0	0
0	2
0	0
1	0
0	0
1	2
0	1
0	0
0	0
0	2
0	1
0	2
0	0
0	6
0	1

APPENDIX B

STOPPING SIGHT DISTANCE TABLE (HDM)

CHAPTER 200 GEOMETRIC DESIGN AND STRUCTURE STANDARDS

Topic 201 - Sight Distance

Index 201.1 - General

Sight distance is the continuous length of highway ahead, visible to the highway user. Four types of sight distance are considered herein: passing, stopping, decision, and corner. Passing sight distance is used where use of an opposing lane can provide passing opportunities (see Index 201.2). Stopping sight distance is the minimum sight distance for a given design speed to be provided on multilane highways and on 2-lane roads when passing sight distance is not economically obtainable. Stopping sight distance also is to be provided for all users, including motorists and bicyclists, at all elements of interchanges and intersections at grade, including private road connections (see Topic 504, Index 405.1, & Figure 405.7). Decision sight distance is used at major decision points (see Indexes 201.7 and 504.2). Corner sight distance is used at intersections (see Index 405.1, Figure 405.7, and Figure 504.3I).

Table 201.1 shows the minimum standards for stopping sight distance related to design speed for motorists. Stopping sight distances given in the table are suitable for Class II and Class III bikeways. The stopping sight distances are also applicable to roundabout design on the approach roadway, within the circulatory roadway, and on the exits prior to the pedestrian crossings. Also shown in Table 201.1 are the values for use in providing passing sight distance.

See Chapter 1000 for Class I bikeway sight distance guidance.

Chapter 3 of "A Policy on Geometric Design of Highways and Streets," AASHTO, contains a thorough discussion of the derivation of stopping sight distance.

201.2 Passing Sight Distance

Passing sight distance is the minimum sight distance required for the driver of one vehicle to pass another vehicle safely and comfortably. Passing must be

accomplished assuming an oncoming vehicle comes into view and maintains the design speed, without reduction, after the overtaking maneuver is started.

**Table 201.1
Sight Distance Standards**

Design Speed ⁽¹⁾ (mph)	Stopping ⁽²⁾ (ft)	Passing (ft)
10	50	---
15	100	---
20	125	800
25	150	950
30	200	1,100
35	250	1,300
40	300	1,500
45	360	1,650
50	430	1,800
55	500	1,950
60	580	2,100
65	660	2,300
70	750	2,500
75	840	2,600
80	930	2,700

(1) See Topic 101 for selection of design speed.

(2) For sustained downgrades, refer to underlined standard in Index 201.3

The sight distance available for passing at any place is the longest distance at which a driver whose eyes are 3 ½ feet above the pavement surface can see the top of an object 4 ¼ feet high on the road. See Table 201.1 for the calculated values that are associated with various design speeds.

In general, 2-lane highways should be designed to provide for passing where possible, especially those routes with high volumes of trucks or recreational vehicles. Passing should be done on tangent horizontal alignments with constant grades or a slight sag vertical curve. Not only are drivers reluctant to pass on a long crest vertical curve, but it is impracticable to design crest vertical curves to provide for passing sight distance because of high cost where crest cuts are involved. Passing sight



TECHNICAL MEMORANDUM

Date: October 15, 2019
To: Amanda Hamilton- City of Duarte
From: Walter Okitsu, P.E. - KOA Corporation
Subject: Multi-way Stop Sign Engineering Study for the Intersection of Greenbank Avenue and Deerlane Drive

EXHIBIT C

This memorandum provides a summary of the multi-way stop control analysis conducted for the Greenbank Avenue and Deerlane Drive intersection. Currently, the intersection of Greenbank Avenue and Deerlane Drive is a T-intersection with the minor approach, Deerlane Drive, controlled by a stop sign. KOA reviewed engineering criteria in accordance with the City's draft Stop Sign Policy. KOA is recommending a multi-way stop sign installation at this location – adding stop signs at the north and south legs of the intersection on Greenbank Avenue.

Data Collection

KOA compiled new traffic volume counts for the study intersection. Traffic volume counts over a 24-hour period were conducted on Wednesday, May 29th, 2019. The results are summarized in Appendix A1.

In addition, vehicular, pedestrian, and bicyclist intersection turning movement counts were collected on Tuesday, March 19th, 2019 during the time frame of 7:00 a.m. – 9:00 a.m. and 2:00 p.m. – 4:00 p.m. The count sheets are attached in Appendix A2.

Five years of crash records between April 2013 and March 2018 were collected from the California Internet Statewide Integrated Traffic Records System (SWITRS), including collision, party, and victim data.

Analysis of Multi-way Stop Control

Per MUTCD 2B.07 Guidance Paragraphs 03 and 04, the warrant thresholds for a stop sign on all approaches are met when one or more of the following conditions are satisfied:

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

C. Minimum Volumes:

- The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and;*
- The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to the*

- minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hours, but;
- If the 85th-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volumes warrants are 70 percent of the values provided in Items 1 and 2.

A review of collision records at the study intersection shows that no correctible crashes happened in the last five years within 150 feet of the intersection. Therefore, Warrant B is not met.

According to turning movement counts referenced above, the highest recorded vehicular volume of 44 from the total of both approaches occurs from 7:45-8:45 a.m. See Table 1. Therefore, Item 1 in Warrant C is not met.

According to 24-hour vehicle volumes, the average vehicular volume of the top eight hours on Greenbank Avenue is 40.5. This reinforces that Item 1 in Warrant C is not met.

According to the turning movement counts, the highest combined vehicular, pedestrian and bicycle volumes entering from the minor street is 104 and also occurred between 7:45 and 8:45 a.m. See Table 1. Because this is far below the minimum required volume of 200 units per hour, the second criterion of Warrant C is not met.

Because the speed limits on both streets are below 40 mph, as shown in Table 2, Item 3 in Warrant C is not applicable. Hence Warrant C is not met.

Table 1 Peak Hour (7:45-8:45 am) Volumes on Greenbank Avenue & Deerlane Drive

NB	SB	Pedestrians	Greenbank Avenue Total	WB	Pedestrians	Deerlane Drive Total
40	4	0	44	104	0	104

Table 1 85th Percentile Speed from Field Survey

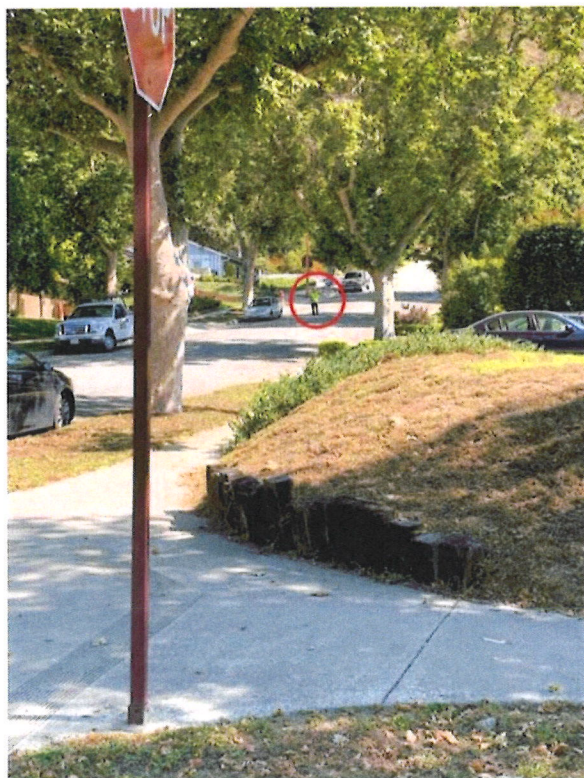
NB	SB	Greenbank Avenue Total	EB	WB	Deerlane Drive Total
27	20	24	20	17	18

Additional Considerations

a. Sight Distance- A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C).

The intersection meets the guidelines for stop-controlled corner sight distance. According to the City's draft stop sign policy, corner sight distance is equal to the stopping sight distance as listed by the Caltrans *Highway Design Manual (HDM)*. According to Table 201.1, "Sight Distance Standards" in the HDM (provided in Appendix B), the stopping sight distance for a street with a 25 mph design speed limit is 150 feet. Field observations confirmed that

vehicles approaching from both the left and right at this distance would be able to be seen on site (see photos below). This means that in ordinary conditions sight distance is sufficient for drivers to safely navigate the intersection without the need for a multi-way stop.



Looking right (north) from Deerland Drive



Looking left (south) from Deerland Drive

The gradient of the hill is not severe enough to prevent a car travelling on Greenbank Avenue from being able to notice a vehicle or pedestrian in the path of travel at a distance of 150 feet away, allowing the driver to safely stop in time. Installation of multi-way stop signs is not necessary based on sight distance, as engineering judgment suggests that drivers can see conflicting cross traffic and can negotiate this intersection without the need for conflicting cross traffic to come to a stop. The intersection also meets the guidelines for stopping sight distance.

b. In Vicinity of High-Pedestrian Generator – Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.

The intersection is 0.2 mile from Valley View Elementary School. However, the pedestrian count conducted on Tuesday, March 19th, 2019 did not show sufficient pedestrian volume to support the school as a high-pedestrian generator.

Time	Bicyclist and Pedestrian Volume
7 AM	0
8 AM	1
2 PM	3
3 PM	0

c. Unusual Intersection Geometrics – *Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.*

The intersection does not experience vertical or horizontal curvatures and the streets align well. Therefore, this criterion is not met.

d. Where the lack of stop control is unexpected - *Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.*

It is common for stop signs to be located only on the stem of T-intersections, meaning motorists have no reason to consider the control of the intersection unusual. This criterion does not apply.

e. T-intersection with Higher Volume on Stem Approach – *A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.*

As shown in Table 1, during the a.m. peak hour (also the daily peak hour), Deerlane Drive, the terminating street, has a higher volume of vehicles than Greenbank Avenue, the two-way street. According to the turning movement counts, the p.m. peak hour from 2:45 to 3:45 p.m. also has 27 vehicles from the total of both approaches on Greenbank Avenue but 77 vehicles on the one approach from Deerlane Drive. Because the volume on the terminating street is higher than the combined total of both approaches from the two-way street, the stop sign installation on the two legs on Greenbank Avenue is justified using this criterion.

f. Intersection of Similar Neighborhood Streets – *Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).*

This criterion does not apply as Deerlane Drive is not a through street.

According to CA MUTCD Section 3B.19, striping 20 feet of red curb markings for the no parking zone is recommended at the north and south legs of the intersection where stop signs are recommended to be installed.

Conclusions

KOA recommends installation of a multi-way stop sign at the intersection of Greenbank Avenue & Deerlane Avenue – adding stop signs at the north and south legs of the intersection on Greenbank Avenue. Traffic volumes are too low to merit a warrant based on vehicular volumes, and the lack of collision history fails to warrant a stop sign based on the collision criterion. However, a Stop Sign is justified under additional criterion (e) for multi-way stops listed above, as the volume of cars is higher during peak hours on Deerlane Drive, the terminating street, than Greenbank Avenue, the through street. Multi-way stop control may improve the safety and/or operating characteristics of the intersection under this condition.

APPENDIX A1

24-HOUR TRAFFIC VOLUME COUNTS

Daily Summary

5/29/2019

EastBound	Volume	81
WestBound	Volume	201
Total	Volume	282
EastBound	Average Speed	16
WestBound	Average Speed	15
Total	Average Speed	15
EastBound	85th Percentile Speed	20
WestBound	85th Percentile Speed	17
Total	85th Percentile Speed	18
EastBound	AM Peak Hour	08:00-08:59
WestBound	AM Peak Hour	08:00-08:59
Total	AM Peak Hour	08:00-08:59
EastBound	AM Peak Hourly Volume	12
WestBound	AM Peak Hourly Volume	52
Total	AM Peak Hourly Volume	64
EastBound	PM Peak Hour	13:00-13:59
WestBound	PM Peak Hour	13:00-13:59
Total	PM Peak Hour	13:00-13:59
EastBound	PM Peak Hourly Volume	11
WestBound	PM Peak Hourly Volume	51
Total	PM Peak Hourly Volume	62

Study Volume

Date	Hour	EastBound	WestBound	Total
5/29/2019	00:00-00:59	0	0	0
5/29/2019	01:00-01:59	0	0	0
5/29/2019	02:00-02:59	0	0	0
5/29/2019	03:00-03:59	1	2	3
5/29/2019	04:00-04:59	1	1	2
5/29/2019	05:00-05:59	1	2	3
5/29/2019	06:00-06:59	2	5	7
5/29/2019	07:00-07:59	7	18	25
5/29/2019	08:00-08:59	12	52	64
5/29/2019	09:00-09:59	4	8	12
5/29/2019	10:00-10:59	8	8	16
5/29/2019	11:00-11:59	4	14	18
5/29/2019	12:00-12:59	3	6	9
5/29/2019	13:00-13:59	11	51	62
5/29/2019	14:00-14:59	8	9	17
5/29/2019	15:00-15:59	4	9	13
5/29/2019	16:00-16:59	3	4	7
5/29/2019	17:00-17:59	4	2	6
5/29/2019	18:00-18:59	3	3	6
5/29/2019	19:00-19:59	2	2	4
5/29/2019	20:00-20:59	2	1	3
5/29/2019	21:00-21:59	1	2	3
5/29/2019	22:00-22:59	0	2	2
5/29/2019	23:00-23:59	0	0	0

Daily Summary

5/29/2019

NorthBound	Volume	212
SouthBound	Volume	243
Total	Volume	455
NorthBound	Average Speed	17
SouthBound	Average Speed	16
Total	Average Speed	16
NorthBound	85th Percentile Speed	27
SouthBound	85th Percentile Speed	20
Total	85th Percentile Speed	24
NorthBound	AM Peak Hour	08:00-08:59
SouthBound	AM Peak Hour	08:00-08:59
Total	AM Peak Hour	08:00-08:59
NorthBound	AM Peak Hourly Volume	26
SouthBound	AM Peak Hourly Volume	47
Total	AM Peak Hourly Volume	73
NorthBound	PM Peak Hour	13:00-13:59
SouthBound	PM Peak Hour	13:00-13:59
Total	PM Peak Hour	13:00-13:59
NorthBound	PM Peak Hourly Volume	37
SouthBound	PM Peak Hourly Volume	64
Total	PM Peak Hourly Volume	101

Study Volume

Date	Hour	NorthBound	SouthBound	Total
5/29/2019	00:00-00:59	2	1	3
5/29/2019	01:00-01:59	0	0	0
5/29/2019	02:00-02:59	0	0	0
5/29/2019	03:00-03:59	1	0	1
5/29/2019	04:00-04:59	1	4	5
5/29/2019	05:00-05:59	4	0	4
5/29/2019	06:00-06:59	7	8	15
5/29/2019	07:00-07:59	13	22	35
5/29/2019	08:00-08:59	26	47	73
5/29/2019	09:00-09:59	7	16	23
5/29/2019	10:00-10:59	9	14	23
5/29/2019	11:00-11:59	15	9	24
5/29/2019	12:00-12:59	8	6	14
5/29/2019	13:00-13:59	37	64	101
5/29/2019	14:00-14:59	14	10	24
5/29/2019	15:00-15:59	6	9	15
5/29/2019	16:00-16:59	9	7	16
5/29/2019	17:00-17:59	13	4	17
5/29/2019	18:00-18:59	12	9	21
5/29/2019	19:00-19:59	10	6	16
5/29/2019	20:00-20:59	5	3	8
5/29/2019	21:00-21:59	5	0	5
5/29/2019	22:00-22:59	7	4	11
5/29/2019	23:00-23:59	1	0	1

APPENDIX A2

TURNING MOVEMENT COUNTS

PEDIGREE	
N SIDE	S SIDE
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	(
0	0
0	0
0	0
1	0
0	0
0	0
0	0
0	0
1	0
1	(

APPENDIX B

STOPPING SIGHT DISTANCE TABLE (HDM)

CHAPTER 200 GEOMETRIC DESIGN AND STRUCTURE STANDARDS

Topic 201 - Sight Distance

Index 201.1 - General

Sight distance is the continuous length of highway ahead, visible to the highway user. Four types of sight distance are considered herein: passing, stopping, decision, and corner. Passing sight distance is used where use of an opposing lane can provide passing opportunities (see Index 201.2). Stopping sight distance is the minimum sight distance for a given design speed to be provided on multilane highways and on 2-lane roads when passing sight distance is not economically obtainable. Stopping sight distance also is to be provided for all users, including motorists and bicyclists, at all elements of interchanges and intersections at grade, including private road connections (see Topic 504, Index 405.1, & Figure 405.7). Decision sight distance is used at major decision points (see Indexes 201.7 and 504.2). Corner sight distance is used at intersections (see Index 405.1, Figure 405.7, and Figure 504.3I).

Table 201.1 shows the minimum standards for stopping sight distance related to design speed for motorists. Stopping sight distances given in the table are suitable for Class II and Class III bikeways. The stopping sight distances are also applicable to roundabout design on the approach roadway, within the circulatory roadway, and on the exits prior to the pedestrian crossings. Also shown in Table 201.1 are the values for use in providing passing sight distance.

See Chapter 1000 for Class I bikeway sight distance guidance.

Chapter 3 of "A Policy on Geometric Design of Highways and Streets," AASHTO, contains a thorough discussion of the derivation of stopping sight distance.

201.2 Passing Sight Distance

Passing sight distance is the minimum sight distance required for the driver of one vehicle to pass another vehicle safely and comfortably. Passing must be

accomplished assuming an oncoming vehicle comes into view and maintains the design speed, without reduction, after the overtaking maneuver is started.

**Table 201.1
Sight Distance Standards**

Design Speed ⁽¹⁾ (mph)	Stopping ⁽²⁾ (ft)	Passing (ft)
10	50	---
15	100	---
20	125	800
25	150	950
30	200	1,100
35	250	1,300
40	300	1,500
45	360	1,650
50	430	1,800
55	500	1,950
60	580	2,100
65	660	2,300
70	750	2,500
75	840	2,600
80	930	2,700

(1) See Topic 101 for selection of design speed.

(2) For sustained downgrades, refer to underlined standard in Index 201.3

The sight distance available for passing at any place is the longest distance at which a driver whose eyes are 3 ½ feet above the pavement surface can see the top of an object 4 ¼ feet high on the road. See Table 201.1 for the calculated values that are associated with various design speeds.

In general, 2-lane highways should be designed to provide for passing where possible, especially those routes with high volumes of trucks or recreational vehicles. Passing should be done on tangent horizontal alignments with constant grades or a slight sag vertical curve. Not only are drivers reluctant to pass on a long crest vertical curve, but it is impracticable to design crest vertical curves to provide for passing sight distance because of high cost where crest cuts are involved. Passing sight



TECHNICAL MEMORANDUM

EXHIBIT D

Date: October 15, 2019
To: Amanda Hamilton- City of Duarte
From: Walter Okitsu, P.E. - KOA Corporation
Subject: Stop Sign Engineering Study for the Intersection of Oakhaven Drive and Random Lane

This memorandum provides a summary of the stop sign engineering study for the intersection of Oakhaven Drive and Random Lane. Currently, the study intersection is an uncontrolled four-leg intersection, with Oakhaven Drive being the minor street and Random Lane the through street. KOA reviewed engineering criteria in accordance with the City's draft Stop Sign Policy. KOA is recommending a two-way stop sign installation on Oakhaven Drive at the west and east legs of the intersection but no multi-way stop control with stop signs on Random Lane.

Data Collection

KOA compiled new 24-hour traffic volume counts for the study intersection. Traffic volume counts over a 24-hour period were conducted on Wednesday, May 29th, 2019. The traffic counts are provided in Appendix A.

Five years of crash records between April 2013 and March 2018 were collected from the California Internet Statewide Integrated Traffic Records System (SWITRS), including collision, party, and victim data.

Analysis of Minor Street Stop Sign Control

The analysis of this intersection will begin with determination of whether to install stop sign control on Oakhaven Drive. The warrant thresholds for a stop sign on the minor approach to an uncontrolled intersection as identified in the MUTCD (2B.06) are met when one or more of the following conditions are satisfied:

- *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
- *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
- *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a stop sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway. Yield or Stop Signs should not be used for speed control.*

The traffic volume counts KOA collected show insufficient volume to meet the warrant. The 24-hour vehicular volume was 246 on Random Lane.

NB	SB	Random Lane Total	EB	WB	Oakhaven Drive Total
138	108	246	52	37	89

A review of crash records show that there was no correctible collision happened within 150 feet of this intersection in the past five years. Therefore, the collision warrant is not met.

Determination of whether a restricted view condition exists is based on guidelines provided for intersection sight distance in the 2011 Edition of the American Association of State Highway and Transportation Officials (AASHTO) publication "A Policy on Geometric Design of Highways and Streets". AASHTO's Case A methodology, Intersections with No Control, should be used. The intersection does not meet AASHTO's guidelines for uncontrolled intersection corner sight distance. The speed limit for Oakhaven Drive and Random Lane are both 25mph. According to AASHTO's Table 9-3, "Length of Sight Triangle Leg- Case A, No Traffic Control"(provided in Appendix B), vehicles approaching the intersection on adjacent approaches should be able to clearly see each other at a respective distance of 115 feet from the intersection. Foliage and fencing on private property create an obstruction that would prevent a motorist approaching the intersection from Oakhaven Drive on either the east or the west leg from seeing a motorist on heading north or south on Random Lane with enough time to slow down prior to making a turn at the aforementioned distance of 115 feet from the intersection. As a result, a stop sign is recommended on the minor street approaches to the intersection, in this case, Oakhaven Drive.

Analysis of Multi-Way Stop Control

This analysis assumes stop signs will be posted on Oakhaven Drive. The California MUTCD contains warrants on whether multi-way stop control should be applied, in this case, to the Random Lane approaches to the intersection. Multi-way stop control should be considered if the vehicle volume entering the intersection from the major street approaches averages at least 300 vehicles per hour for any 8 hours of an average day, and the combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches averages at least 200 units per hour for the same 8 hours, with an average delay to the minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hours. The volumes that are shown in Appendices A1 and A2 fall well below these thresholds. Average delay to minor-street vehicular traffic, although not measured in the field, is likely to be well below 30 seconds per vehicle.

According to the California MUTCD, multi-way stop control may also be considered if five or more collisions occur in a 12-month period that are susceptible to correction by a multi-way stop installation, but as was noted in the minor street stop control analysis, the number of collisions were well below five.

The draft City of Duarte Stop Sign Policy provides additional considerations for multi-way stops, that are based on (a) sight distance, (b) proximity to a high-pedestrian generator, (c) unusual intersection geometrics, and (d) configurations where stop control is expected. These additional considerations are addressed below.

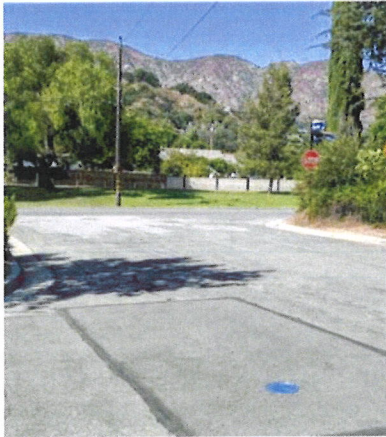
Additional Considerations

a. Sight Distance- *A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C).*

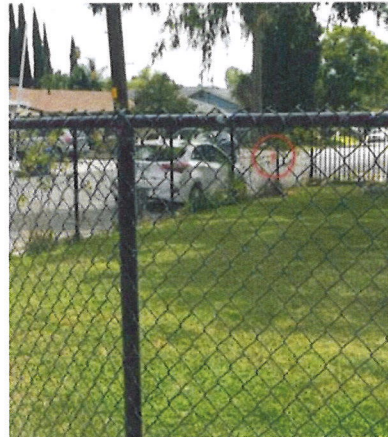


Assuming that an Oakhaven Drive stop sign is installed because AASHTO's sight distance for uncontrolled approaches cannot be met, a different sight distance calculation will be used for motorists who have come to a complete stop on Maynard Drive. Corner sight distance applies for this situation. The corner sight distance is defined within Caltrans 2018 (Dec 14) Highway Design Manual 405.1(2). Corner sight distance is measured along the trajectory of the likely path of a motor vehicle on the currently uncontrolled approach to the point of conflict.

The intersection meets the guidelines for stop-controlled corner sight distance. According to the City's draft stop sign policy, corner sight distance is equal to the stopping sight distance as listed by the Caltrans *Highway Design Manual (HDM)*. According to Table 201.1, "Sight Distance Standards" in the HDM (provided in Appendix C), the stopping sight distance for a street with a 25 mph design speed limit is 150 feet. While cars traveling north on Random Lane may be traveling at the speed limit, cars turning onto Random Lane from the north are assumed to be traveling at a slower speed, with a conservative estimate of 15 miles per hour. Table 201.1 gives the stopping sight distance for this speed as 100 feet. There is about 115 feet between the intersection to the north, Royal Oaks Drive & Random Lane, and the intersection of Oakhaven Drive & Random Lane, more than the required 100 feet in this direction. Field observations confirmed that vehicles approaching from both the north at a distance of at least 100 feet away and from the south at a distance of at least 150 feet away would be able to be seen by a motorist stopped on Oakhaven Drive (see photos below). In some cases the vehicle may need to proceed close to the edge of the curb or even into the roadway to see this distance, especially looking south from the east leg of Oakhaven Drive. However, when a minor road vehicle positions itself in this way, it will not require major road drivers to divert from their normal path of travel. This means that in ordinary conditions sight distance is sufficient for drivers to safely navigate the intersection without the need for a multi-way stop.



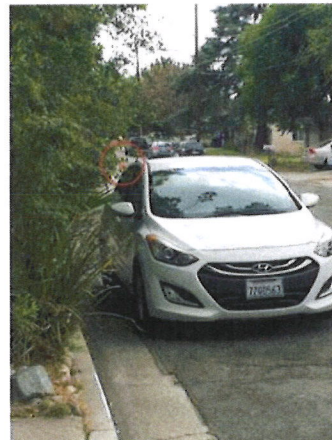
Looking left (north) from west approach to Random Lane & Oakhaven Drive



Looking right (south) from west approach to Random Lane & Oakhaven Drive



Looking right (north) from east approach to Random Lane & Oakhaven Drive



Looking left (south) from east approach to Random Lane & Oakhaven Drive

There are no obstructions or curves preventing a car travelling on Random Lane from being able to notice a vehicle or pedestrian in the path of travel at a distance of 150 feet away, allowing the driver to safely stop in time. Installation of multi-way stop signs is therefore not necessary based on sight distance, as engineering judgment suggests that drivers can see conflicting cross traffic and can negotiate this intersection without the need for conflicting cross traffic to come to a stop.

b. In Vicinity of High-Pedestrian Generator – *Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.*

The study intersection is 0.2 miles from Foothill Oaks Academy. However, no pedestrian count has been conducted

at this point, as the school is a private school and only a small number of children will likely walk to this school from this neighborhood.

c. Unusual Intersection Geometrics – *Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.*

The intersection does not have unusual vertical or horizontal curvatures and the streets align well.

d. Where the lack of stop control is unexpected - *Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.*

Although Oakhaven Drive is currently uncontrolled, motorists on Random Lane should expect side street traffic to yield to through traffic. Motorists have no reason to consider control of the intersection from the minor street but not the major street unusual. Therefore, multi-way stop control is not necessary.

e. T-intersection with Higher Volume on Stem Approach – *A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.*

Oakhaven Drive & Random Lane is not a T-intersection, so this criterion does not apply.

f. Intersection of Similar Neighborhood Streets- *Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).*

This criterion does not apply as neither street is considered a collector.

According to CA MUTCD Section 3B.19, striping 20 feet of red curb markings for the no parking zone is recommended at the west and east legs of the intersection where stop signs are recommended to be installed.

Conclusions

Installation of a two-way stop sign is warranted at the west and east legs at the intersection of Oakhaven Drive & Random Lane due to obstructions limiting the approach sight distance to below AASHTO's guidelines.

However, multi-way stop control is not recommended for this intersection. Stop-controlled corner sight distance and stopping sight distance are met. None of the six additional considerations apply. Therefore, it is recommended that only minor street stop control is implemented at the west and east legs of this intersection on Oakhaven Drive.



APPENDIX A

24-HOUR TRAFFIC VOLUME COUNTS

Study Name rannonnaven2 / 30
 Study ID 2414439282
 Device Serial Number DD:81:9D:DE:76:DD
 Location (Google Map) <http://maps.google.com/maps?z=12&t=m&q=loc:34.1431729416023+-117.95725696967>
 Dwell setting 77 milliseconds
 Tube spacing 36 inch
 Algorithm version 2.15
 Time Zone America/Los_Angeles - Pacific Daylight Time

Daily Summary

5/29/2019

NorthBound	Volume	138
SouthBound	Volume	108
Total	Volume	246
NorthBound	Average Speed	15
SouthBound	Average Speed	19
Total	Average Speed	17
NorthBound	85th Percentile Speed	18
SouthBound	85th Percentile Speed	23
Total	85th Percentile Speed	21
NorthBound	AM Peak Hour	10:00-10:59
SouthBound	AM Peak Hour	11:00-11:59
Total	AM Peak Hour	10:00-10:59
NorthBound	AM Peak Hourly Volume	15
SouthBound	AM Peak Hourly Volume	14
Total	AM Peak Hourly Volume	29
NorthBound	PM Peak Hour	13:00-13:59
SouthBound	PM Peak Hour	15:00-15:59
Total	PM Peak Hour	13:00-13:59
NorthBound	PM Peak Hourly Volume	13
SouthBound	PM Peak Hourly Volume	11
Total	PM Peak Hourly Volume	24

Study Volume

Date	Hour	NorthBound	SouthBound	Total
5/29/2019	00:00-00:59	0	1	1
5/29/2019	01:00-01:59	0	1	1
5/29/2019	02:00-02:59	0	1	1
5/29/2019	03:00-03:59	0	1	1
5/29/2019	04:00-04:59	0	0	0
5/29/2019	05:00-05:59	3	0	3
5/29/2019	06:00-06:59	5	3	8
5/29/2019	07:00-07:59	8	7	15
5/29/2019	08:00-08:59	13	6	19
5/29/2019	09:00-09:59	9	5	14
5/29/2019	10:00-10:59	15	11	26
5/29/2019	11:00-11:59	8	14	22
5/29/2019	12:00-12:59	5	1	6
5/29/2019	13:00-13:59	13	10	23
5/29/2019	14:00-14:59	9	6	15
5/29/2019	15:00-15:59	11	11	22
5/29/2019	16:00-16:59	11	3	14
5/29/2019	17:00-17:59	7	4	11

Study Name oakhavenrandom2/30
 Study ID 2585823686
 Device Serial Number EE:9C:DA:6B:B7:47
 Location (Google Map) <http://maps.google.com/maps?z=12&t=m&q=loc:34.1430984555116+-117.95731747630>
 Dwell setting 87 milliseconds
 Tube spacing 36 inch
 Algorithm version 2.15
 Time Zone America/Los_Angeles - Pacific Daylight Time

Daily Summary

5/29/2019

EastBound	Volume	52
WestBound	Volume	37
Total	Volume	89
EastBound	Average Speed	10
WestBound	Average Speed	12
Total	Average Speed	11
EastBound	85th Percentile Speed	13
WestBound	85th Percentile Speed	16
Total	85th Percentile Speed	15
EastBound	AM Peak Hour	09:00-09:59
WestBound	AM Peak Hour	10:00-10:59
Total	AM Peak Hour	10:00-10:59
EastBound	AM Peak Hourly Volume	4
WestBound	AM Peak Hourly Volume	6
Total	AM Peak Hourly Volume	10
EastBound	PM Peak Hour	18:00-18:59
WestBound	PM Peak Hour	14:00-14:59
Total	PM Peak Hour	18:00-18:59
EastBound	PM Peak Hourly Volume	8
WestBound	PM Peak Hourly Volume	3
Total	PM Peak Hourly Volume	11

Study Volume

Date	Hour	EastBound	WestBound	Total
5/29/2019	00:00-00:59	0	1	1
5/29/2019	01:00-01:59	0	0	0
5/29/2019	02:00-02:59	1	0	1
5/29/2019	03:00-03:59	0	0	0
5/29/2019	04:00-04:59	0	0	0
5/29/2019	05:00-05:59	0	0	0
5/29/2019	06:00-06:59	1	1	2
5/29/2019	07:00-07:59	2	4	6
5/29/2019	08:00-08:59	3	4	7
5/29/2019	09:00-09:59	4	2	6
5/29/2019	10:00-10:59	4	6	10
5/29/2019	11:00-11:59	1	5	6
5/29/2019	12:00-12:59	1	0	1
5/29/2019	13:00-13:59	7	2	9
5/29/2019	14:00-14:59	3	3	6
5/29/2019	15:00-15:59	3	1	4
5/29/2019	16:00-16:59	1	0	1
5/29/2019	17:00-17:59	6	1	7



APPENDIX B

UNCONTROLLED CORNER SIGHT DISTANCE (AASHTO)

sight distance, can begin up to 2.5 s after a vehicle on the intersecting approach comes into view. Thus, approaching vehicles may be traveling at less than their midblock running speed during all or part of the perception-reaction time and can, therefore, where needed, brake to a stop from a speed less than the midblock running speed.

Table 9-3 shows the distance traveled by an approaching vehicle during perception-reaction and braking time as a function of the design speed of the roadway on which the intersection approach is located. These distances should be used as the legs of the sight triangles shown in Figure 9-15A as dimensions a_1 and b . Distance a_2 is longer than distance a_1 , as defined in discussion of “Approach Sight Triangles” in Section 9.5.2. Referring to Figure 9-15A, highway A with an assumed design speed of 80 km/h [50 mph] and highway B with an assumed design speed of 50 km/h [30 mph] need a clear sight triangle with legs extending at least 75 m and 45 m [245 and 140 ft] along highways A and B, respectively. Figure 9-16 shows the length of the legs of the sight triangle from Table 9-3.

Table 9-3. Length of Sight Triangle Leg—Case A, No Traffic Control

Metric		U.S. Customary	
Design Speed (km/h)	Length of Leg (m)	Design Speed (mph)	Length of Leg (ft)
20	20	15	70
30	25	20	90
40	35	25	115
50	45	30	140
60	55	35	165
70	65	40	195
80	75	45	220
90	90	50	245
100	105	55	285
110	120	60	325
120	135	65	365
130	150	70	405
—	—	75	445
—	—	80	485

Note: For approach grades greater than 3%, multiply the sight distance values in this table by the appropriate adjustment factor from Table 9-4.

This clear triangular area will permit the vehicles on either road to stop, if needed, before reaching the intersection. If the design speed of any approach is not known, it can be estimated by using the 85th percentile of the midblock running speeds for that approach.



APPENDIX C

STOPPING SIGHT DISTANCE TABLE (HDM)

CHAPTER 200 GEOMETRIC DESIGN AND STRUCTURE STANDARDS

Topic 201 - Sight Distance

Index 201.1 - General

Sight distance is the continuous length of highway ahead, visible to the highway user. Four types of sight distance are considered herein: passing, stopping, decision, and corner. Passing sight distance is used where use of an opposing lane can provide passing opportunities (see Index 201.2). Stopping sight distance is the minimum sight distance for a given design speed to be provided on multilane highways and on 2-lane roads when passing sight distance is not economically obtainable. Stopping sight distance also is to be provided for all users, including motorists and bicyclists, at all elements of interchanges and intersections at grade, including private road connections (see Topic 504, Index 405.1, & Figure 405.7). Decision sight distance is used at major decision points (see Indexes 201.7 and 504.2). Corner sight distance is used at intersections (see Index 405.1, Figure 405.7, and Figure 504.3I).

Table 201.1 shows the minimum standards for stopping sight distance related to design speed for motorists. Stopping sight distances given in the table are suitable for Class II and Class III bikeways. The stopping sight distances are also applicable to roundabout design on the approach roadway, within the circulatory roadway, and on the exits prior to the pedestrian crossings. Also shown in Table 201.1 are the values for use in providing passing sight distance.

See Chapter 1000 for Class I bikeway sight distance guidance.

Chapter 3 of "A Policy on Geometric Design of Highways and Streets," AASHTO, contains a thorough discussion of the derivation of stopping sight distance.

201.2 Passing Sight Distance

Passing sight distance is the minimum sight distance required for the driver of one vehicle to pass another vehicle safely and comfortably. Passing must be

accomplished assuming an oncoming vehicle comes into view and maintains the design speed, without reduction, after the overtaking maneuver is started.

**Table 201.1
Sight Distance Standards**

Design Speed ⁽¹⁾ (mph)	Stopping ⁽²⁾ (ft)	Passing (ft)
10	50	---
15	100	---
20	125	800
25	150	950
30	200	1,100
35	250	1,300
40	300	1,500
45	360	1,650
50	430	1,800
55	500	1,950
60	580	2,100
65	660	2,300
70	750	2,500
75	840	2,600
80	930	2,700

(1) See Topic 101 for selection of design speed.

(2) For sustained downgrades, refer to underlined standard in Index 201.3

The sight distance available for passing at any place is the longest distance at which a driver whose eyes are 3 ½ feet above the pavement surface can see the top of an object 4 ¼ feet high on the road. See Table 201.1 for the calculated values that are associated with various design speeds.

In general, 2-lane highways should be designed to provide for passing where possible, especially those routes with high volumes of trucks or recreational vehicles. Passing should be done on tangent horizontal alignments with constant grades or a slight sag vertical curve. Not only are drivers reluctant to pass on a long crest vertical curve, but it is impracticable to design crest vertical curves to provide for passing sight distance because of high cost where crest cuts are involved. Passing sight

**CITY OF DUARTE
PUBLIC WORKS DIVISION**

EXHIBIT E



STOP SIGN POLICY

OCTOBER 22, 2019

I. PURPOSE

It is the goal of this policy to clarify the process for the installation of a stop sign. Warrants for stop signs defined in the California Manual of Uniform Traffic Control Devices (CA MUTCD) including the volume of traffic, the volume of pedestrian and bicycle activity, high traffic speed, restricted sightlines, collision records and unusual site conditions will be considered in the evaluation of all stop sign requests. This policy can be applied to intersections without current stop control or intersections that have only partial control (T-intersections or two-way stop control).

II. PROCEDURES

The following is the process that will be followed in the application and approval process for public requests for stop sign control.

- An engineering study may be conducted to ensure requirements within Duarte's Stop Sign Policy or CA MUTCD are met. The study will include the engineer's findings along with engineering recommendations for the intersection.
- If an engineering study is completed, and the engineering recommendations justify installation of stop sign control, they will be sent for review by the Duarte Traffic Safety Commission.
- If the Public Works Manager is unable to justify stop control based on the considerations in this Policy, the stop sign request shall be denied.
- After the Duarte Traffic Safety Commission reviews the engineering study, the City Council will be presented with

the engineer's findings and recommended actions. The Duarte City Council will finalize the process with their final motion.

III. STOP SIGN OR YIELD AT CURRENTLY UNCONTROLLED INTERSECTIONS

Stop or yield signs may be installed at uncontrolled intersections where application of the normal right-of-way rule¹ would not be expected to provide reasonable compliance with the law. One or more of the criteria, as identified in the Manual of Uniform Traffic Control Devices (MUTCD), should be met for staff to recommend the installation of a stop sign or yield sign to the Public Works Manager. Conditions that satisfy one or more of the criteria may not necessarily justify the installation of a stop or yield sign. Public Works staff exercises engineering judgment on a case-by-case basis to determine the need for stop or yield signs based on which criteria and considerations are satisfied. The following criteria apply to the installation of stop signs or yield signs at uncontrolled intersections on the minor street approach.

1. YIELD SIGNS ON STEM OF T-INTERSECTION

According to California Vehicle Code 21800 (b) (1), *"the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway."* At locations where there is evidence of motorist behavior not conforming to this statute, installation of a yield sign on the stem of the T-intersection may be considered, provided that adequate stopping sight distance is met.

2. MINOR STREET STOP

The thresholds for a stop sign on the minor approach to an uncontrolled intersection, as identified in the MUTCD (2B.06), would be with one or more of the following conditions:

- The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- Crash records indicate that three or more crashes that are susceptible to correction by the installation of a stop sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway. Yield or stop signs should not be used for speed control.

¹ CVC 21800 (a) *"The driver of a vehicle approaching an intersection shall yield the right-of-way to any vehicle which has entered the intersection from a different highway."* CVC 21800 (b) (1) *When two vehicles enter an intersection from different highways at the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on his or her immediate right, except that the driver of any vehicle on a terminating highway shall yield the right-of-way to any vehicle on the intersecting continuing highway."*

a. Sight Distance. Determination of whether a restricted view condition exists at an intersection with no stop control should be based on guidelines provided for intersection sight distance in the most current editions of the American Association of State Highway and Transportation Officials (AASHTO) publication "A Policy on Geometric Design of Highways and Streets". The Case A and Case C methodologies in AASHTO's guidelines should be used. Case A would be applicable for four-legged intersections with no controls on any approaches. Case C would be applicable for three-legged intersections with no control or yield control on the stem leg.

3. ADDITIONAL CONSIDERATIONS

When determining whether to install multi-way stop control, a number of additional engineering considerations may be considered for evaluation. These factors include:

- a. In Vicinity of High-Pedestrian Generator** – Installation of a stop sign on a minor street approach may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes. A pedestrian count should be conducted prior to the installation of a stop sign using this justification.
- b. Unusual Intersection Geometrics** – Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.
- c. Where lack of stop control is unexpected**- Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.

IV. MULTI-WAY STOP CONTROL

The following criteria apply to the installation of stop signs at all approaches to an intersection (multi-way stop control). Ordinarily these criteria would apply to streets where stop or yield signs are already in place on at least one of the approaches.

1. MINIMUM TRAFFIC VOLUMES AND SPEED

Per MUTCD 2B.07 Guidance Paragraph 03 the decision to install multi-way stop control should be based on an engineering study. MUTCD 2B.07 Paragraph 04 provides the following thresholds that apply to the installation of a stop sign on all approaches:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. Minimum volumes:*

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

2. ADDITIONAL CONSIDERATIONS FOR MULTI-WAY STOPS

When determining whether to install multi-way stop control, there are a number of additional engineering considerations that may be considered for evaluation. These factors include:

a. Sight distance – A multi-way stop may be justified at locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop (MUTCD 2B.07 Paragraph 05C). Determination of whether a restricted view condition exists at an intersection with stop control on the minor street approaches should be based on guidelines provided for corner sight distance in the most current edition of the Caltrans Highway Design Manual (HDM), but modified as follows:

- The minimum value for corner sight distance should be equal to the stopping sight distance as given in the HDM.
- Setback for the driver of the vehicle on the minor road vehicle should be such that the vehicle's position, when located where the minor road driver can see a distance along the major road equal to the HDM stopping sight distance, allows major road vehicles to proceed without diversion from their normal path.

b. In Vicinity of High-Pedestrian Generator – Installation of a multi-way stop sign may be justified if there is a need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes (MUTCD 2B.07 Paragraph 05.B). A pedestrian count should be conducted prior to the installation of a stop sign using this justification.

c. Unusual Intersection Geometrics – Installation of a stop sign may be justified where unusual intersection design or geometrics (horizontal and/or vertical curves, or intersection offsets) require the installation of a stop sign for orderly control of traffic movements.

d. Where the lack of stop control is unexpected- Installation of a stop sign may be justified where motorists on other approaches behave as if they expect stop sign control on the uncontrolled approach based on surrounding roadway patterns.

e. T-intersection with Higher Volume on Stem Approach –A multi-way stop may be installed if the volume of cars entering the intersection from the currently stop or yield sign-controlled terminating street is regularly higher than the combined total of cars entering the intersection from the two-leg road.

f. Intersection of Similar Neighborhood Streets – Multi-way stop signs may be installed at an intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection (MUTCD 2B.07 Paragraph 05.D).

Duarte City Councilmember Meeting Attendance Report

Per Government Code Section 53232.3 (d): Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

City Council Agenda dated October 22, 2019

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of October 16, 2019		
Sam Kang	None reported as of October 16, 2019		
John Fasana	None reported as of October 16, 2019		
Liz Reilly	San Gabriel Mountains Monument Collaborative Kiwanis Installation Monument Five Year Celebration Homeless Count Seminar	9/26/19 10/1/19 10/10/19 10/16/19	Mileage Dinner Mileage Mileage
Margaret Finlay	None reported as of October 16, 2019		
Bryan Urias	None reported as of October 16, 2019		
Toney Lewis	None reported as of October 16, 2019		

Meetings attended that did not require financial support from the City.

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of October 16, 2019		
Sam Kang	None reported as of October 16, 2019		
John Fasana	None reported as of October 16, 2019		
Liz Reilly	DCCC Meeting Duarte Veterans Auxiliary Meeting Arbor Day Tree Planting Chamber of Commerce Breakfast EENR Meeting CERT Training	9/30/19 10/8/19 10/12/19 10/15/19 10/16/19 10/9/19 & 10/16/19	
Margaret Finlay	None reported as of October 16, 2019		
Bryan Urias	None reported as of October 16, 2019		
Toney Lewis	None reported as of October 16, 2019		

AGENDA
DUARTE PUBLIC FINANCING AUTHORITY
REGULAR MEETING – TUESDAY, OCTOBER 22, 2019
7:00 P.M. COUNCIL CHAMBERS
1600 Huntington Drive, Duarte, California

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES
2. ADOPTION OF AGENDA
3. APPROVAL OF MINUTES – Meeting of October 23, 2018
4. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA
Anyone wishing to speak on an issue that is not on the Agenda, but that is within the subject matter jurisdiction of the Authority may do so at this time. The opportunity to speak is on a first-come first-served basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications. Under the Brown Act, members of the Authority Board and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.
5. ITEMS FROM BOARD MEMBERS
6. ADJOURNMENT

ADDRESSING THE FINANCING AUTHORITY:

If you wish to address the Financing Authority on any item on the Agenda, you should fill out a Speaker Card indicating which item or items on the Agenda you wish to speak about, and hand the card to the City Clerk. You will be called to the Podium when that item is heard by the Authority. If you wish to address the Authority on any item that is not on the Agenda, but that is within the subject matter jurisdiction of the Authority, you may do so under the “Oral Communications” portion of the Agenda. At the podium, before starting your remarks, please state your name and city of residence for the record.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager’s office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

The Duarte Public Financing Authority was created in 1988 through a joint powers agreement between the Duarte Redevelopment Agency of the City of Duarte and the City of Duarte. Authorization for the Authority was created by the State through the Marks-Roos Bond Act of 1985. The Successor Agency to the Dissolved Redevelopment Agency of the City of Duarte, a separate public entity, succeeded to the position of the Redevelopment Agency upon dissolution of the Redevelopment Agency on February 1, 2012. The Authority has the ability to purchase and remarket bonds and/or notes sold by the Agency and the City, thereby facilitating public improvements by helping secure lower rates of interest and otherwise reducing financing costs. Members of the Duarte City Council serve as the Authority’s Board. The Authority is required to hold a minimum of one meeting each year on the 4th Tuesday of October.

Note: Any documents distributed by the Financing Authority to a majority of the Board less than 72 hours prior to the Authority meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

MINUTES

DUARTE PUBLIC FINANCING AUTHORITY REGULAR MEETING – OCTOBER 23, 2018

CALL TO ORDER

The Duarte Public Financing Authority met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Chairperson Fasana called the meeting to order at 9:15 p.m.

RECORDATION OF ATTENDANCE

The following were in attendance:

PRESENT: Finlay, Kang, Paras-Caracci, Reilly, Fasana

ABSENT: None

ADMINISTRATIVE STAFF PRESENT:

Executive Director/Secretary George
Authority Attorney Cosgrove

ADOPTION OF AGENDA

Finlay moved, Paras-Caracci seconded to adopt the Agenda, and carried unanimously.

APPROVAL OF MINUTES October 24, 2017

Finlay moved, Paras-Caracci seconded to approve the Minutes of October 24, 2017, and carried unanimously.

ADJOURNMENT

Finlay moved, Reilly seconded to adjourn the meeting at 9:16 p.m., and carried unanimously.

Chairperson

ATTEST:

Secretary