

**CITY COUNCIL OF MONTEREY PARK
AND THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY OF THE
FORMER REDEVELOPMENT AGENCY**

AGENDA

REGULAR MEETING

**NOTE THAT THESE MEETINGS WILL BE CONDUCTED PURSUANT TO
SECTION 3 OF EXECUTIVE ORDER NO. N-29-20 ISSUED BY GOVERNOR NEWSOM ON MARCH
17, 2020.**

**ACCORDINGLY, COUNCILMEMBERS WILL BE PROVIDED WITH A MEETING LOGIN NUMBER
AND CONFERENCE CALL NUMBER; THEY WILL NOT BE PHYSICALLY PRESENT AT COUNCIL
CHAMBERS.**

**PURSUANT TO THE GOVERNOR'S ORDER, THE PUBLIC MAY PROVIDE PUBLIC COMMENT
UTILIZING THE METHODS SET FORTH BELOW.**

**NOTE THAT CITY HALL IS CURRENTLY CLOSED TO THE PUBLIC. YOU WILL NOT BE
ADMITTED TO CITY HALL.**

**Wednesday
May 6, 2020
7:00 p.m.**

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at <http://www.montereypark.ca.gov/AgendaCenter/City-Council-17> .

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Mayor and City Council may change the amount of time allowed for speakers.

This Agenda includes items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to mpclerk@montereypark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (888) 788-0099 or (877) 853-5247 and entering Zoom Meeting ID: 982 8503 3575 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Clerk’s office will be notified and you will be in the rotation to make a public comment.

The public may also watch the meeting live on the city’s cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city’s website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

CALL TO ORDER Mayor

FLAG SALUTE Mayor

ROLL CALL Peter Chan, Hans Liang, Henry Lo, Fred Sornoso, Yvonne Yiu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS. While all comments are welcome, the Brown Act does not allow the City Council to take action on any item not on the agenda. The Council may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the City Council's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATION – None.

[2.] OLD BUSINESS

2-A. MAYORAL ROTATION

It is recommended that the City Council consider:

- (1) Adopting a resolution establishing procedures for City Council reorganization and rotating mayoral responsibilities; and
- (2) Take such additional, related, action that may be desirable.

[3.] CONSENT CALENDAR ITEMS NOS. 3A-3I

3-A. MINUTES

It is recommended that the City Council and the City Council (acting on behalf of the Successor Agency):

- (1) Approve the minutes from the joint special and regular meeting of April 1, 2020 and the special meeting of April 7, 2020; and
- (2) Take such additional, related, action that may be desirable.

3-B. LEGAL SERVICES AGREEMENTS WITH THE LAW OFFICE OF C PATRICK HAMBLIN (WORKERS COMPENSATION)

It is recommended that the City Council:

- (1) Authorize the City Manager to execute standard legal retainers, in a form approved by the City Attorney, with the Law Offices of C Patrick Hamblin.
- (2) Take such additional, related, action that may be desirable.

3-C. AUDITING SERVICES AGREEMENT – AWARD OF CONTRACT EXTENSION

It is recommended that the City Council:

- (1) Awarding a two-year contract extension of the City's auditing services to the City's current audit service provider, White Nelson Diehl Evans LLP (WNDE), a certified public accounting and consulting firm;
- (2) Authorize the City Manager to execute an agreement amendment for the two-year extension, in a form approved by the City Attorney;
- (3) Take such additional, related, action that may be desirable.

3-D. FY 2020 ASSISTANCE TO FIREFIGHTERS GRANTS PROGRAM – COVID-19 SUPPLEMENTAL

It is recommended that the City Council consider:

- (1) Approving the proposed grant project to fund Personal Protective Equipment (PPE) in the amount of \$20,000 in Federal grant funds;
- (2) Authorizing the City Finance Department to allocate \$2,000 from the City budget to fund the applicant cost share if the grant is awarded;
- (3) Adopting a resolution authorizing the City Manager, or designee, to apply for, receive, and appropriate grant funds for the FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental; and
- (4) Taking such additional related action that may be desirable.

3-E. WAIVE SECOND READING AND ADOPT AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL TO REGULATE THE UNLAWFUL USE OF PUBLIC PROPERTY

It is recommended that the City Council:

- (1) Waive second reading and adopt the draft proposed ordinance; or
- (2) Taking such additional related action that may be desirable.

3-F. AUTHORIZE PURCHASE OF REPLACEMENT COMPUTER SOFTWARE

It is recommended that the City Council:

- (1) Authorize the upgrade to the current computer software required by Tyler Technology for the police computer aided dispatch (CAD) Enterprise upgrade.
- (2) Taking such additional related action that may be desirable.

3-G. APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

It is recommended that the City Council consider:

- (1) Whether to reappoint one incumbent Library Board Trustee for a second term;
- (2) Direct the City Clerk to begin soliciting applications for new candidates to be appointed to the Library Board of Trustees; and/or
- (3) Take such additional, related, action that may be desirable

3-H. APPROVAL OF AMENDMENT TO AGREEMENT WITH CONTROL AUTOMATION DESIGN

It is recommended that the City Council:

- (1) Authorize the City Manager to execute the First Amendment, in a form approved by the City Attorney, that would extend the term of the Maintenance Agreement with Control Automation Design, Inc., for two years at the same annual cost of \$50,000;
- (2) Taking such additional, related, action that may be desirable

3-I. SECOND AMENDMENT TO AGREEMENT NO. 1968-A WITH SOUTHERN COUNTIES OIL CO., DBA SC FUELS, FOR CITYWIDE FLEET FUEL PURCHASING

It is recommended that the City Council:

- (1) Authorize the City Manager to execute an amendment to Purchase Agreement No.1968-A with Southern Counties Oil Co., dba SC Fuels, in a form approved by the City Attorney, increasing the annual purchase amount to \$350,000; and
- (2) Taking such additional, related, action that may be desirable

[4.] PUBLIC HEARING

4-A. A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) FOR THE RECONSTRUCTION OF AN EXISTING SERVICE STATION (ARCO) AND CONSTRUCTION OF NEW 24-HOUR DRIVE-THROUGH COFFEE SHOP AT 2425 AND 2439 SOUTH GARFIELD AVENUE

It is recommended that the City Council consider:

- (1) Opening the continued public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Taking the following action:
 - a. Waiving first reading and introducing an Ordinance approving a Specific Plan Amendment (SPA-19-01) and Zone Change (ZC-19-01);
 - b. Adopting a Resolution approving a Conditional Use Permit (CU-19-04), subject to SPA-19-01 and ZC-19-01, along with conditions of approval; and
- (5) Taking such additional, related, action that may be desirable

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the Project consists of demolishing and reconstructing an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a site of no more than five acres substantially surrounded by urban uses. The Project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be demolished and reconstructed as part of the proposed Project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality in that the Project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

4-B. PUBLIC NUISANCE HEARING REGARDING 229 E. MARKLAND DRIVE, MONTEREY PARK, CA 91755

It is recommended that the City Council consider:

- (1) Opening the public hearing and receiving testimonial and documentary evidence (including this staff report);
- (2) After receiving such evidence, ratifying the City Manager's April 15, 2020 Order for Urgency Abatement of a public nuisance at 229 E. Markland Drive based upon substantial evidence; or
- (3) Alternatively, discussing and taking such additional, related, action that may be desirable.

[5.] NEW BUSINESS

5-A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN URGENCY ORDINANCE AUTHORIZING DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY DOCUMENTS. ADDITIONALLY, CONSIDERATION AND POSSIBLE ACTION TO INTRODUCE AND WAIVE FIRST READING OF AN ORDINANCE THAT WOULD TAKE THE SAME ACTION AS THE URGENCY ORDINANCE

It is recommended that the City Council consider:

- (1) Adopting an Urgency Ordinance upon 4/5ths vote authorizing digital and electronic signatures for all City documents;
- (2) Waiving first reading and introduce an Ordinance authorizing digital and electronic signatures for all City documents; and/or
- (3) Taking such additional, related, action that may be desirable

[6.] COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

[7.] CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)

ADJOURN



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Old Business
Agenda Item 2-A

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Mayoral Rotation

RECOMMENDATION:

It is recommended that the City Council

- (1) Adopt a resolution establishing procedures for City Council reorganization and rotating mayoral responsibilities; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

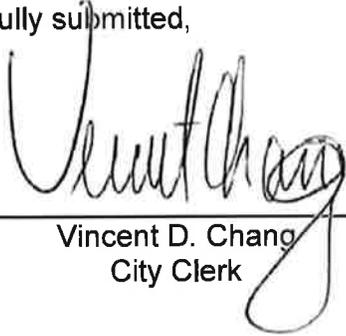
On April 15, 2020, the City Council provided feedback and took actions relating to the mayoral rotation. The City Council extended the mayoral term for Mayor Hans Liang and selected Council Member Peter Chan as Mayor Pro Tem to a time indefinite until a time sequence is in place. The second action established the Council ranking order in accordance with the existing system (by highest number of votes) in the following order: Council Members Fred Sornoso, Henry Lo and Yvonne Yiu. Lastly, the City Council directed City Clerk staff to prepare alternative mayoral schedules, with the input of Council Member Yiu, and bring back the schedules for consideration.

Before the City Council for consideration are the following:

- Schedule A – Original schedule from the April 15, 2020 council meeting;
- Schedule B – Revised Schedule with additional 15 weeks; or
- Schedule C – Revised Schedule with additional 10 weeks.

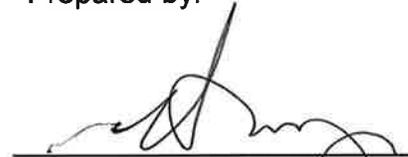
The schedule selected by the Council will be attached to the proposed resolution as Exhibit "A."

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

Attachments:

1. Mayor Rotation Schedules
2. Draft Resolution
3. April 15, 2020 City Council Staff Report

ATTACHMENT 1

Mayoral Rotation Schedules

SCHEDULE A

Original Mayoral Schedule

Previous mayor term ended **5/4/2020**

		Order					
Mayoral Duration	Beginning Date	Ending Date	Mayor	Mayor Pro Tem	Council Member	Council Member	Council Member
24.5 wks	5/5/2020	10/22/2020	Hans Liang	Peter Chan	District 3	District 4	District 2
24.5 wks	10/23/2020	4/12/2021	Peter Chan	District 3	District 4	District 2	Hans Liang
Election		3/8/2022	District 3	District 4	District 2	District 5	District 1
50.0 wks	4/13/2021	3/28/2022	District 3	District 4	District 2	District 5	District 1
50.0 wks	3/29/2022	3/13/2023	District 4	District 2	District 5	District 1	District 3
50.0 wks	3/14/2023	2/26/2024	District 2	District 5	District 1	District 3	District 4
Election		3/5/2024	District 5	District 1	District 2	District 3	District 4
41.0 wks	2/27/2024	12/9/2024	District 5	District 1	District 2	District 3	District 4
41.0 wks	12/10/2024	9/22/2025	District 1	District 2	District 3	District 4	District 5
Election		3/3/2026	District 2	District 3	District 4	District 1	District 5
41.0 wks	9/23/2025	7/6/2026	District 2	District 3	District 4	District 1	District 5
41.0 wks	7/7/2026	4/19/2027	District 3	District 4	District 1	District 5	District 2
41.0 wks	4/20/2027	1/31/2028	District 4	District 1	District 5	District 2	District 3
Election		3/7/2028	District 1	District 5	District 2	District 3	District 4
41.0 wks	2/1/2028	11/13/2028	District 1	District 5	District 2	District 3	District 4
41.0 wks	11/14/2028	8/27/2029	District 5	District 2	District 3	District 4	District 1
Election		3/5/2030	District 2	District 3	District 4	District 1	District 5
41.0 wks	8/28/2029	6/10/2030	District 2	District 3	District 4	District 1	District 5
41.0 wks	6/11/2030	3/24/2031	District 3	District 4	District 1	District 5	District 2
41.0 wks	3/25/2031	1/5/2032	District 4	District 1	District 5	District 2	District 3
Election		3/2/2032	District 1	District 5	District 2	District 3	District 4
41.0 wks	1/6/2032	10/18/2032	District 1	District 5	District 2	District 3	District 4
41.0 wks	10/19/2032	8/1/2033	District 5	District 2	District 3	District 4	District 1
Election		3/7/2034	District 2	District 3	District 4	District 1	District 5
41.0 wks	8/2/2033	5/15/2034	District 2	District 3	District 4	District 1	District 5
41.0 wks	5/16/2034	2/26/2035	District 3	District 4	District 1	District 5	District 2
41.0 wks	2/27/2035	12/10/2035	District 4	District 1	District 5	District 2	District 3
Election		3/4/2036	District 1	District 5	District 2	District 3	District 4
41.0 wks	12/11/2035	9/22/2036	District 1	District 5	District 2	District 3	District 4
41.0 wks	9/23/2036	7/6/2037	District 5	District 2	District 3	District 4	District 1
Election		3/2/2038	District 2	District 3	District 4	District 1	District 5
41.0 wks	7/7/2037	4/19/2038	District 2	District 3	District 4	District 1	District 5
41.0 wks	4/20/2038	1/31/2039	District 3	District 4	District 1	District 5	District 2
41.0 wks	2/1/2039	11/14/2039	District 4	District 1	District 5	District 2	District 3
Election		3/6/2040	District 1	District 5	District 2	District 3	District 4
41.0 wks	11/15/2039	8/27/2040	District 1	District 5	District 2	District 3	District 4
41.0 wks	8/28/2040	6/10/2041	District 5	District 2	District 3	District 4	District 1
Election		3/4/2042	District 2	District 3	District 4	District 1	District 5
41.0 wks	6/11/2041	3/24/2042	District 2	District 3	District 4	District 1	District 5
41.0 wks	3/25/2042	1/5/2043	District 3	District 4	District 1	District 5	District 2
41.0 wks	1/6/2043	10/19/2043	District 4	District 1	District 5	District 2	District 3
Election		3/8/2044	District 1	District 5	District 2	District 3	District 4
41.0 wks	10/20/2043	8/1/2044	District 1	District 5	District 2	District 3	District 4
41.0 wks	8/2/2044	5/15/2045	District 5	District 2	District 3	District 4	District 1

SCHEDULE C

10 Weeks Sequence

Previous mayor term ended **5/4/2020**

Order		Mayor	Mayor Pro Tem	Council Member	Council Member	Council Member
Mayoral Duration	Beginning Date	Ending Date	Mayor	Mayor Pro Tem	Council Member	Council Member
10.0 wks	5/5/2020	7/13/2020	Hans Liang	Peter Chan	District 3	District 2
10.0 wks	7/14/2020	9/21/2020	Peter Chan	District 3	District 4	District 2
51.0 wks	9/22/2020	9/13/2021	District 3	District 4	District 2	Hans Liang
Election	3/8/2022		District 4	District 2	District 1/5	District 3
51.0 wks	9/14/2021	9/5/2022	District 4	District 2	District 1/5	District 3
51.0 wks	9/6/2022	8/28/2023	District 2	District 1/5	District 1/5	District 4
Election	3/5/2024		District 1/5	District 1/5	District 2/3/4	District 2/3/4
51.0 wks	8/29/2023	8/19/2024	District 1/5	District 1/5	District 2/3/4	District 2/3/4
51.0 wks	8/20/2024	8/11/2025	District 1/5	District 2/3/4	District 2/3/4	District 1/5
Election	3/3/2026		District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	8/12/2025	5/25/2026	District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	5/26/2026	3/8/2027	District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	3/9/2027	12/20/2027	District 2/3/4	District 1/5	District 1/5	District 2/3/4
Election	3/7/2028		District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	12/21/2027	10/2/2028	District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	10/3/2028	7/16/2029	District 1/5	District 2/3/4	District 2/3/4	District 1/5
Election	3/5/2030		District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	7/17/2029	4/29/2030	District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	4/30/2030	2/10/2031	District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	2/11/2031	11/24/2031	District 2/3/4	District 1/5	District 1/5	District 2/3/4
Election	3/2/2032		District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	11/25/2031	9/6/2032	District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	9/7/2032	6/20/2033	District 1/5	District 2/3/4	District 2/3/4	District 1/5
Election	3/7/2034		District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	6/21/2033	4/3/2034	District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	4/4/2034	1/15/2035	District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	1/16/2035	10/29/2035	District 2/3/4	District 1/5	District 1/5	District 2/3/4
Election	3/4/2036		District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	10/30/2035	8/11/2036	District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	8/12/2036	5/25/2037	District 1/5	District 2/3/4	District 2/3/4	District 1/5
Election	3/2/2038		District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	5/26/2037	3/8/2038	District 2/3/4	District 2/3/4	District 1/5	District 1/5
41.0 wks	3/9/2038	12/20/2038	District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	12/21/2038	10/3/2039	District 2/3/4	District 1/5	District 1/5	District 2/3/4
Election	3/6/2040		District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	10/4/2039	7/16/2040	District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	7/17/2040	4/29/2041	District 1/5	District 2/3/4	District 2/3/4	District 1/5
41.0 wks	4/30/2041	2/10/2042	District 2/3/4	District 2/3/4	District 1/5	District 1/5
Election	3/4/2042		District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	2/11/2042	11/24/2042	District 2/3/4	District 2/3/4	District 1/5	District 2/3/4
41.0 wks	11/25/2042	9/7/2043	District 2/3/4	District 1/5	District 1/5	District 2/3/4
Election	3/8/2044		District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	9/8/2043	6/20/2044	District 1/5	District 1/5	District 2/3/4	District 2/3/4
41.0 wks	6/21/2044	4/3/2045	District 1/5	District 2/3/4	District 2/3/4	District 1/5

ATTACHMENT 2

Draft Resolution

RESOLUTION NO. __

A RESOLUTION ESTABLISHING PROCEDURES FOR CITY COUNCIL REORGANIZATION AND ROTATING MAYORAL RESPONSIBILITIES.

The Council of the City of Monterey Park does resolve as follows:

SECTION 1: Findings. The City Council finds as follows:

- A. In 1982, the City Council established a policy for mayoral rotation that gave each member of the City Council an opportunity to be Mayor at least once during their term. Resolution No. 8584 creates a nine month and two week mayoral term for each Councilmember.
- B. In 1994, the City Council adopted Resolution No. 9921 which temporarily established an 11 month and two week mayoral term until January 1999. This was implemented in order to accommodate the City's change in election dates caused by California law. After January 1999, the mayor rotation reverted to the nine month and two week term established by Resolution No. 8584.
- C. In 2012, the City Council adopted Resolution No. 11507. That Resolution established the current mayoral term which is 41 weeks. It further amended Resolution Nos. 8585 and 9921 to conform with Resolution No. 11507.
- D. Section 6 of Resolution No. 11507 provides that "[b]y affirmative vote of not less than four members of the Council, the provisions of this resolution may be suspended, and any member of the Council may be appointed to the position of Mayor or Mayor Pro Tempore for a fixed or indeterminate term or terms."
- E. On May 31, 2019, the City's former at-large election system for City Council switched to district elections. In accordance with Monterey Park Municipal Code ("MPMC") §§ 2.04.060 to 2.04.090, the City's first district-based election occurred on March 3, 2020 for Districts 2, 3, and 4.
- F. Three individuals were elected to the City Council on March 3, 2020. Based upon the policy of Resolution No. 8584, individuals with the highest number of votes would be ranked for the order of mayoral appointment, i.e., the person with the highest number of votes would be ranked first.
- G. The two incumbent Councilmembers elected under the at-large system will leave the City Council in 2022.
- H. This Resolution is intended to reconcile the City Council's long-standing

policy regarding mayoral rotation with the City's district-based election system that commenced in 2020.

- I. On March 11, 2020, the City declared an emergency related to the COVID-19 Pandemic (ratified by Resolution No. 12142, adopted March 18, 2020). As a result, most public meetings were cancelled in order to protect public health and safety. Any City Council meeting that is called is being held via electronic means in accordance with Executive Order No. N-29-20 issued on March 17, 2020. The current state of emergency makes it challenging for newly elected Councilmembers to immediately become Mayor or Mayor Pro Tempore.
- J. On April 15, 2020, the City Council – by minute order – reappointed Councilmember Hans Liang as Mayor and Councilmember Peter Chan as Mayor Pro Tempore. Their terms in those respective offices are determined by this Resolution.
- K. At the April 15th meeting, the City Council also determined that the ranking of Councilmembers for the mayoral rotation would be as follows:
 - 1. Councilmember Fred Sornoso (District 3);
 - 2. Councilmember Henry Lo (District 4); and
 - 3. Councilmember Yvonne Yiu (District 2).
- L. This Resolution confirms this mayoral rotation; establishes the future terms for mayor and mayor pro tempore; and confirms the mayoral rotation for District 1 and 5.

SECTION 2: General Policy.

- A. The City Council will reorganize by selecting one of its members as Mayor and another as Mayor Pro Tempore in accordance with attached Exhibit "A," which is incorporated by reference (the "Mayoral Schedule"). As may be seen, the Mayoral Schedule provides that councilmembers will serve as Mayor for approximately every 41 weeks commencing on March 6, 2024. No additional action by the City Council is required for a councilmember to become Mayor under the Mayoral Schedule.
- B. No person may be appointed Mayor unless he or she held the position of Mayor Pro Tempore immediately preceding such appointment.
- C. As persons leave the City Council, the order of appointment will be modified in accordance with the Mayoral Schedule.

- D. If a reorganization is required by California law, the persons then serving as Mayor and Mayor Pro Tempore, if eligible, will be reappointed for the balance of the time remaining, if any, in those positions.

SECTION 3: Current Organization.

- A. To help ensure stability and transition on the City Council, it is in the public interest to temporarily change the mayoral rotation time period established by Resolution No. 11507. Accordingly, the Mayoral Schedule will determine the temporary terms for Mayor Hans Liang and Mayor Pro Tempore Peter Chan including, without limitation, the term for Mayor Pro Tempore's service as Mayor. When the mayoral term for Mayor Hans Liang expires, Mayor Pro Tempore Peter Chan will be appointed Mayor and Councilmember Fred Sornoso will be appointed Mayor Pro Tempore. No further action from the City Council is necessary for such appointments; they will become effective in accordance with this Resolution.
- B. The Mayoral Schedule will determine the subsequent appointments of mayor and mayor pro tempore in this order:
 - 1. Councilmember Henry Lo (District 4);
 - 2. Councilmember Yvonne Yiu (District 2);
 - 3. District 5 Councilmember; and
 - 4. District 1 Councilmember.

SECTION 4: Duties of Mayor and Mayor Pro Tempore.

- A. In addition to any duties or obligations imposed by California law, the Monterey Park Municipal Code, or other policies adopted by the City Council, the City Council delegates the following responsibilities to the Mayor:
 - 1. Acting as the ceremonial head and spokesperson of all official, city-sponsored functions, events, and activities;
 - 2. Effectively oversee and run the City Council meetings and preserve the order of these meetings; and
 - 3. The Mayor is responsible for ensuring that the City Council's policies and procedures are followed.
- B. In the absence of the Mayor, the Mayor Pro Tempore/Vice Mayor acts as

the Presiding Officer for City Council meetings. In the event both the Mayor and Mayor Pro Tempore/Vice Mayor are absent, then the most senior Council Member present acts as the temporary Presiding Officer. However, upon the arrival of the Mayor or the Mayor Pro Tempore/Vice Mayor, the temporary Presiding Officer must immediately relinquish the chair upon the conclusion of the business immediately before the City Council.

SECTION 5: Effect of Reorganization. Any new procedures enacted by this Resolution supersede and replace any inconsistent terms, policies, or time period appearing in prior enacted resolutions, administrative regulations and written policies. Other than such supersession, all sections of Resolution Nos. 8584, 9921, and 11507 remain in full force and effect.

SECTION 6: If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 7: This Resolution will take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

ATTACHMENT 3

April 15, 2020 City Council Staff Report



City Council Staff Report

DATE: April 15, 2020

AGENDA ITEM NO: New Business
Agenda Item 5-D

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Mayoral rotation

RECOMMENDATION:

It is recommended that the City Council consider:

1. Give direction regarding the method by which the Mayor and Mayor pro tempore are selected;
2. If appropriate, select the Mayor pro tem and direct that a resolution memorializing the City Council's determination be placed on the consent calendar for the next regular meeting; and
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On April 1, 2020, the City Council deferred selection of a mayor pro tempore until its meeting of April 15, 2020. As noted at that time, Resolution No. 11507 determines the mayoral rotation for the City Council. That Resolution, however, anticipates that all City Council elections will be at-large; it has not been amended to reflect the district-based elections that are now in effect. Based upon that Resolution, Mayor Hans Liang's term will end May 4, 2020.

BACKGROUND:

Government Code § 36801 requires the new City Council to select the mayor and mayor pro tempore upon assuming office. Accordingly, the City Council confirmed that Mayor Hans Liang would continue as Mayor until, at the latest, May 4, 2020. The Council, however, deferred selection of the mayor pro tempore until it could discuss the matter during the April 14, 2020 regular meeting.

In 1982, the City Council established a policy for mayoral rotation that gave each member of the City Council an opportunity to be Mayor at least once during their term. Resolution No. 8584 creates a nine month and two week mayoral term for each Councilmember.

In 1994, the City Council adopted Resolution No. 9921 which temporarily established an 11 month and two week mayoral term until January 1999. This was implemented in order to accommodate the City's change in election dates caused by California law. After January 1999, the mayor rotation reverted to the nine month and two week term established by Resolution No. 8584.

In 2012, the City Council adopted Resolution No. 11507. That Resolution established the current mayoral term which is 41 weeks. It further amended Resolution Nos. 8585 and 9921 to conform with Resolution No. 11507. Section 6 of Resolution No. 11507 provides that "[b]y affirmative vote of not less than four members of the Council, the provisions of this resolution may be suspended, and any member of the Council may be appointed to the position of Mayor or Mayor Pro Tempore for a fixed or indeterminate term or terms."

On May 31, 2019, the City's former at-large election system for City Council switched to district elections. In accordance with Monterey Park Municipal Code ("MPMC") §§ 2.04.060 to 2.04.090. Councilmembers Yvonne Yiu, Henry Lo and Fred Sornoso were elected to the City Council on March 3, 2020. Based upon the policy of Resolution No. 8584, individuals with the highest number of votes would be ranked for the order of mayoral appointment, i.e., the person with the highest number of votes would be ranked first. Using Resolution No. 8584, Councilmember Sornoso would become mayor pro tempore and become Mayor on May 5, 2020.

These resolutions, however, were based upon the assumption that the City Council would be selected through an at-large election. With districts, each elected Councilmember received the highest number of votes for that district. And, since each district may have different numbers of registered voters who actually voted in a general municipal election, there may be a systemic disparity in the number of votes each successful candidate received. Accordingly, the assumptions made by Resolution No. 8584 might result in a skewed ranking for mayoral appointments and thus create an unintended inequity in the mayoral rotation.

There are additional facts for the City Council to consider when appointing the next mayor pro tempore. First, the two incumbent City Councilmembers were elected at-large and their terms will both expire in 2022. Because of term limits, they are ineligible to run for City Council in the 2022 election.

Second, the City has been in a declared state of emergency since March 11, 2020. As a result, most public meetings were cancelled in order to protect public health and safety. Any City Council meeting that is called is being held via electronic means in accordance with Executive Order No. N-29-20 issued on March 17, 2020. The current state of emergency may make it challenging for newly elected Councilmembers to immediately become Mayor or Mayor Pro Tempore.

Based upon all of the above, the City Council should consider what policy it wishes to implement short-term and long-term for the mayoral rotation. Several options are available (in no particular order):

- The Council utilizes the existing system and selects Councilmember Fred Sornoso to become mayor pro tempore. He would then become Mayor on May 5, 2020;
- The Council extends the term of Mayor Hans Liang and selects Councilmember Peter Chan to be mayor pro tem. Per the sample schedule, each succeeding Councilmember's term as mayor or mayor pro tempore would be extended for a period of time until 2024 at which time all mayoral rotations would again conform with the existing system; or
- The Council could abandon the existing system (as provided by Section 6 of Resolution No. 11507) and instead utilize a traditional method of selecting the mayor and mayor pro tempore via a nomination and vote for each position.

Whichever method the City Council chooses, it should implement that system on April 15th to select (at a minimum) the mayor pro tempore. Thereafter, a resolution memorializing the decision would be placed on the agenda for the next regular City Council meeting.

FISCAL IMPACT:

None identified.

Respectfully submitted by:



Vincent D. Chang,
City Clerk

ATTACHMENTS:

1. Sample mayoral rotation schedule

ATTACHMENT 1

Sample Schedule

Hans mayoral term ends

5/4/2020

		Order			
Mayoral Duration	Beginning Date	Ending Date	Mayor	Mayor Pro Tem	Council Member
24.5 wks	5/5/2020	10/22/2020	Hans Liang	Peter Chan	District 2
24.5 wks	10/23/2020	4/12/2021	Peter Chan	District 2	District 3
Election		3/8/2022	District 2	District 3	District 4
50.0 wks	4/13/2021	3/28/2022	District 2	District 3	District 4
50.0 wks	3/29/2022	3/13/2023	District 3	District 4	District 1
50.0 wks	3/14/2023	2/26/2024	District 4	District 1	District 5
Election		3/5/2024	District 1	District 5	District 2
41.0 wks	3/6/2024	12/9/2024	District 1	District 5	District 3
41.0 wks	12/10/2024	9/22/2025	District 5	District 2	District 4
Election		3/3/2026	District 2	District 3	District 4
41.0 wks	9/23/2025	7/6/2026	District 2	District 3	District 4
41.0 wks	7/7/2026	4/19/2027	District 3	District 4	District 1
41.0 wks	4/20/2027	1/31/2028	District 4	District 1	District 5
Election		3/7/2028	District 1	District 5	District 2
41.0 wks	2/1/2028	11/13/2028	District 1	District 5	District 3
41.0 wks	11/14/2028	8/27/2029	District 5	District 2	District 4
Election		3/5/2030	District 2	District 3	District 4
41.0 wks	8/28/2029	6/10/2030	District 2	District 3	District 4
41.0 wks	6/11/2030	3/24/2031	District 3	District 4	District 1
41.0 wks	3/25/2031	1/5/2032	District 4	District 1	District 5
Election		3/2/2032	District 1	District 5	District 2
41.0 wks	1/6/2032	10/18/2032	District 1	District 5	District 3
41.0 wks	10/19/2032	8/1/2033	District 5	District 2	District 4
Election		3/7/2034	District 2	District 3	District 4
41.0 wks	8/2/2033	5/15/2034	District 2	District 3	District 4
41.0 wks	5/16/2034	2/26/2035	District 3	District 4	District 1
41.0 wks	2/27/2035	12/10/2035	District 4	District 1	District 5
Election		3/4/2036	District 1	District 5	District 2
			District 1	District 5	District 3

41.0 wks	12/11/2035	9/22/2036	District 1	District 5	District 2	District 3	District 4
41.0 wks	9/23/2036	7/6/2037	District 5	District 2	District 3	District 4	District 1
Election		3/2/2038	District 2	District 3	District 4	District 1	District 5
41.0 wks	7/7/2037	4/19/2038	District 2	District 3	District 4	District 1	District 5
41.0 wks	4/20/2038	1/31/2039	District 3	District 4	District 1	District 5	District 2
41.0 wks	2/1/2039	11/14/2039	District 4	District 1	District 5	District 2	District 3
Election		3/6/2040	District 1	District 5	District 2	District 3	District 4
41.0 wks	11/15/2039	8/27/2040	District 1	District 5	District 2	District 3	District 4
41.0 wks	8/28/2040	6/10/2041	District 5	District 2	District 3	District 4	District 1
Election		3/4/2042	District 2	District 3	District 4	District 1	District 5
41.0 wks	6/11/2041	3/24/2042	District 2	District 3	District 4	District 1	District 5
41.0 wks	3/25/2042	1/5/2043	District 3	District 4	District 1	District 5	District 2
41.0 wks	1/6/2043	10/19/2043	District 4	District 1	District 5	District 2	District 3
Election		3/8/2044	District 1	District 5	District 2	District 3	District 4
41.0 wks	10/20/2043	8/1/2044	District 1	District 5	District 2	District 3	District 4
41.0 wks	8/2/2044	5/15/2045	District 5	District 2	District 3	District 4	District 1



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-A

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Minutes

RECOMMENDATION:

It is recommended that the City Council and the City Council (acting on behalf of the Successor Agency)

- (1) Approve the minutes from the joint special and regular meeting of April 1, 2020 and the special meeting of April 7, 2020; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

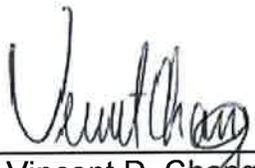
None.

FISCAL IMPACT:

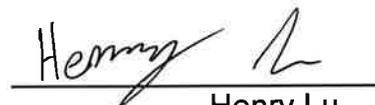
None.

Respectfully submitted,

Prepared by:



Vincent D. Chang
City Clerk



Henry Lu
Minutes Clerk

Approved By:



Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
JOINT SPECIAL AND REGULAR MEETING
APRIL 1, 2020**

The City Council of the City of Monterey Park held a Joint Special and Regular Meeting on Wednesday, April 1, 2020 at 6:00 p.m. and 7:00 p.m. respectively. The special and regular meetings were conducted pursuant to Section 3 of Executive Order No. N-29-20 issued on March 17, 2020. Accordingly, Council Members were provided a meeting login number and conference call number and were not physically present at Council Chambers.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation was allowed in the following ways:

Participants were encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment was accepted via email to mpclerk@montereypark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom Meeting ID: 127138238 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Clerk's office will be notified and you will be in the rotation to make a public comment.

The public may also watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

PUBLIC COMMUNICATIONS. Pursuant to Government Code Section 54954.3(a), the public may address the City Council only on matters listed on the Agenda. Those wishing to speak on an agenda item must utilize one of the methods listed above. No other public comment will be accepted. Attempts to provide comment at times not designated on the agenda may result in the City dropping you from the meeting.

CALL TO ORDER:

Mayor Liang called the meeting to order at 6:06 p.m.

ROLL CALL:

City Clerk Vincent Chang called the roll:

Council Members Present: Peter Chan, Mitchell Ing, Stephen Lam, Hans Liang,
Teresa Real Sebastian

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, Assistant City Attorney Karl Berger, Fire Chief Matt Hallock, Police Chief Kelly Gordon, Director of Public Works Mark McAvoy, Director of Management Services Martha Garcia, Director of Recreation & Community Services Inez Alvarez, Interim Director of Human Resources Danielle Tellez, Deputy City Clerk Cindy Trang, Assistant Deputy City Clerk Helena Cho

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Tammy Sam requested the Council to consider looking into who they appoint as their commissioner on the Planning Commission and Design Review Board.

1. PRESENTATION

1A. OUTGOING ADDRESS BY CITY COUNCIL MEMBERS

The outgoing Council Members thanked the Council and residents of Monterey Park and gave their outgoing farewell speech.

2. NEW BUSINESS

2A. ADOPTING A RESOLUTION CERTIFYING THE RESULTS OF THE MARCH 3, 2020 GENERAL MUNICIPAL ELECTION

The City held a General Municipal Election on March 3, 2020. Three individuals were elected to the City Council from Districts 2, 3, and 4 for a term of four years. Additionally, voters considered three ballot propositions: Measure GG, Measure HH, and Measure II. The election was consolidated with the Los Angeles County Primary Election.

Action Taken: The City Council adopted Resolution No. 12143 certifying the results of the March 3, 2020 General Municipal Election.

Motion: Moved by Council Member Chan and seconded by Council Member Lam motion carried by the following vote:

Ayes: Council Members: Chan, Lam, Real Sebastian, Ing, Liang
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Resolution No. 12143, entitled:
A RESOLUTION DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD MARCH 3, 2020

RECESSED AND RECONVENED

The City Council recessed at 7:08 p.m. and reconvened with all council members present at 7:27 p.m.

2B. THE OATH OF OFFICE TO BE ADMINISTERED TO THE NEWLY ELECTED OFFICIALS BY THE CITY CLERK

Action Taken: City Clerk Chang administered the Oath of Office to the newly elected official in accordance to election Code § 10265 to Council Member Yvonne Yiu, Council Member Fred Sornoso, and Council Member Henry Lo.

2C. INTRODUCTIONS AND COMMENTS BY NEWLY ELECTED OFFICIALS

Discussion: The newly elected officials made statements to the residents, individuals and associations expressing their appreciation to those who helped and participated in voting on Election Day. The elected officials all express their appreciation for the support and indicated their interest to serving the City of Monterey Park and working together to moving the city forward.

2D. CONFIRMATION OF MAYOR AND POSTPONEMENT OF APPOINTMENT OF MAYOR PRO TEM TO APRIL 15, 2020

Action Taken: The City Council confirmed Hans Liang as Mayor and postponed the appointment of Mayor Pro Tem to the April 15, 2020 City Council Meeting.

Motion: Moved by Council Member Lo and seconded by Council Member Sornoso motion carried by the following vote:

Ayes: Council Members: Chan, Lo, Sornoso, Yiu, Liang
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:56 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
APRIL 7, 2020**

The City Council of the City of Monterey Park held a Special Meeting on Tuesday, April 7, 2020 at 5:00 p.m. The special meeting was conducted pursuant Section 3 of Executive Order No. N-29-20 issued on March 17, 2020. Accordingly, Council Members were provided a meeting login number and conference call number and were not physically present at Council Chambers.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

PUBLIC PARTICIPATION

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to mpclerk@montereypark.ca.gov during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom Meeting ID: 626805377 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" then the Clerk's office will be notified and you will be in the rotation to make a public comment.

The public may also watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

Important Disclaimer – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

PUBLIC COMMUNICATIONS. Pursuant to Government Code Section 54954.3(a), the public may address the City Council only on matters listed on the Agenda. Those wishing to speak on an agenda item must utilize one of the methods listed above. No other public comment will be accepted. Attempts to provide comment at times not designated on the agenda may result in the City dropping you from the meeting.

CALL TO ORDER:

Mayor Liang called the meeting to order at 5:00 p.m.

ROLL CALL:

City Clerk Vincent Chang called the roll:

Council Members Present: Peter Chan, Hans Liang, Henry Lo, Fred Sornoso,
Yvonne Yiu

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, Assistant City Attorney Karl Berger, Fire Chief Matt Hallock, Interim Director of Human Resources & Risk Management Danielle Tellez, Director of Recreation & Community Services Inez Alvarez, City Librarian Diana Garcia, Community Communications Coordinator Randy Ishino, Deputy City Clerk Cindy Trang

1. NEW BUSINESS

1A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN URGENCY ORDINANCE TO AMEND THE CITY'S CALPERS CONTRACT CAUSING MEMBERS OF THE MONTEREY PARK POLICE OFFICERS' MID-MANAGEMENT ASSOCIATION, MONTEREY PARK POLICE CAPTAINS ASSOCIATION AND THE PROFESSIONAL CHIEF FIRE OFFICERS ASSOCIATION TO MAKE ADDITIONAL PAYMENTS TOWARD CALPERS COST AS FOLLOWS: AN ADDITIONAL 3% BY CLASSIC EMPLOYEES; AND 0.5% FOR PERPRA EMPLOYEES. ADDITIONALLY, CONSIDERATION AND POSSIBLE ACTION TO INTRODUCE AND WAIVE FIRST READING OF AN ORDINANCE THAT WOULD TAKE THE SAME ACTION AS THE URGENCY ORDINANCE

On December 18, 2019, the City Council adopted Resolution No. 12132 declaring its intent to approve an amendment to the City's contract with the California Public Employees' Retirement System. At the same meeting, the City Council waived first reading and introduced an Ordinance to implement that contract amendment in accordance with Government Code § 20471. That Government Code section required there to be an interval of at least 20 days between introduction and adoption of the ordinance. The City Council adopted the ordinance on January 15, 2020 (28 days after its introduction). Regrettably, however, the ordinance was not published in accordance with Government Code § 36933 and was thus rendered ineffective.

Since discovering this error, the City was confronted with several significant events: the departure of its former Human Resources Director; the seating of a new City Council; and the ongoing COVID-19 emergency. As to the latter, the City has been largely reacting to events in order to protect public health. Consequently, many of the other important government functions were placed on a “back burner” in order to address immediate threats.

Action Taken: The City Council (1) adopted Urgency Ordinance No. 2168 to amend the City’s CalPERS contract to increase contributions made by MPPOMMA, MPPCA and PCOA members to CalPERS retirement costs and (2) waived first reading and introduce an Ordinance that would amend the City’s CalPERS contract. Second reading and adoption scheduled for April 15, 2020.

Urgency Ordinance No. 2168, entitled:

AN URGENCY ORDINANCE AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

Ordinance 1st reading, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

ORAL AND WRITTEN COMMUNICATIONS

None.

CLOSED SESSION

The City Council adjourned to closed session at 5:10 p.m.

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - GOVERNMENT CODE § 54956.9(d). Number of Case(s): 5.

1. *Onelegacy v. City of Monterey Park* (filed May 3, 2019), LASC Case No. 19STCV15560.
2. *People ex rel. Mark D. Hensley, City Attorney v. Center International Investments, Inc.* (filed December 31, 2015), LASC Case No. BC605788.
3. *People ex rel. Mark D. Hensley, City Attorney v. Good Day, Inc.* (filed June 1, 2017), LASC Case. No. EC066790.
4. *Good Day, Inc. v. City of Monterey Park* (filed September 18, 2017), United States District Court, Central District of California, Case No. 2:17-cv-06749-CBM-JPR.

5. *City of Monterey Park v. Watanabe* (filed March 7, 2014), SSC Case No. 34-2014-80001777

RECONVENE & ADJOURNMENT

The City Council reconvened from closed session at 6:56 p.m. with all Council Members present. The meeting was adjourned at 6:58 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-B

TO: The Honorable Mayor and City Council
FROM: Danielle Tellez, Interim Director of Human Resources and Risk Management
SUBJECT: Legal Services Agreements with the Law Office of C Patrick Hamblin (workers compensation).

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute standard legal retainers with the Law Offices of C Patrick Hamblin.
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City utilizes the services of outside, specialized legal counsel for the legal defense of workers compensation claims.

The City had an active agreement in place with the firm of Falk and Hamblin (Agreement Number 2109-A). The City was recently notified that the firm has reorganized resulting in the separation of the firm's partnership. C. Patrick Hamblin has represented the litigated workers' compensation claims on behalf of the City of Monterey Park.

BACKGROUND:

In March, 2020 staff was notified of the reorganization and separation of Falk and Hamblin. C Patrick Hamblin has represented the City in workers compensation matters and has formed the new firm of The Law Office of C Patrick Hamblin. Mr. Hamblin has provided professional legal services in accordance with the memorandum of coverage of the Independent Cities Risk Management Authority, of which the City is a member. Mr. Hamblin has a long standing relationship with both ICRMA and the City; and his new firm is now an approved firm of the ICRMA pool of attorneys providing services to ICRMA members.

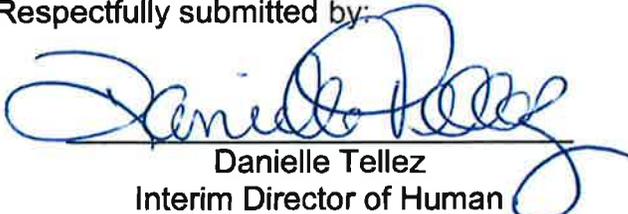
In an abundance of caution, the City Attorney's office recommended that the City have retainer agreements with law firms to confirm the attorney-client status between the attorney and the City. The Human Resources Department would continue to coordinate

legal services with this law firm via the ICRMA and the City Attorney's Office would continue to monitor the legal work. This contract provides that the firm provide legal services upon request.

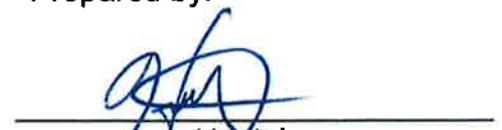
FISCAL IMPACT:

The hourly rates between the law firms vary between \$175 per hour to \$200 per hour. Funds are budgeted for such legal services.

Respectfully submitted by:


Danielle Tellez
Interim Director of Human
Resources and Risk
Management

Prepared by:


Hank Lu
Senior Management Analyst

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Legal Services Agreement: Law Office of C Patrick Hamblin
2. Legal Services Agreement: Falk & Hamblin

ATTACHMENT 1

Legal Services Agreement: Law Office of C Patrick Hamblin

**LEGAL SERVICES AGREEMENT
LEGAL SERVICES
BETWEEN
THE CITY OF MONTEREY PARK AND
LAW OFFICE OF C PATRICK HAMBLIN**

This AGREEMENT is entered into this 6 day of May, 2020 by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation (“City”) and LAW OFFICE OF C PATRICK HAMBLIN, a general partnership (“Law Firm”).

1. CONSIDERATION.

- A. City agrees to engage the services of Law Firm, and Law Firm agrees to perform services for City that are described below, all for the compensation and subject to the terms and conditions in this Agreement.
- B. *Legal Fees.* City will compensate Law Firm for the services to be provided by Law Firm to City pursuant to this Agreement as follows:
 - i. The current range of hourly rates for Law Firm time is set forth in attached Exhibit “A,” which is incorporated by reference. Law Firm reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Law Firm will provide City with written notification of any adjustment in the range of rates.
 - ii. All office, travel and meeting time will be billed at such rates in increments not exceeding one tenth (.1) of an hour.
- C. *Cost and Expense Reimbursement.* In addition to the foregoing compensation, City will reimburse Law Firm for actual and necessary ordinary out of pocket expenses reasonably incurred by Law Firm in performance of the service provided by Law Firm to City pursuant to this Agreement. Examples are as follows: deposition fees; postage; messenger/process service; faxes; and document reproduction.
- D. *Reimbursable Extraordinary Expenses.* With City’s prior approval, it will also reimburse Law Firm for extraordinary charges such as for consultants; expert witnesses; travel outside Los Angeles County; and investigative services.
- E. *Non-reimbursable Expenses.* City will not reimburse Law Firm for the following: staff time or overtime for performing secretarial, clerical, or word processing functions; charges for time spent to provide necessary information for City audits, billing or budget inquiries; and computer on line charges.
- F. *Billing.* Law Firm will bill City monthly for the services provided by Law Firm to City pursuant to this Agreement, as well as all reimbursable costs and expenses.

All bills for legal fees will set forth in detail the work performed during the billing period in line item format, so that each task is separately explained and has specific time recorded. Bills for reimbursable costs and expenses will set forth the cost for each category of such expenses incurred during the billing period in addition to the total cost of the expenses. If the amount charged in any one month for reproduction costs exceeds \$100.00, the billing statement will contain backup documentation. Reimbursement for expenses incurred by an outside vendor will include the vendor's invoice.

- G. *No Double Billing.* Law Firm will not charge City for more than one attorney's time for appearances at a court proceeding, deposition, or meeting with third parties, unless City's Representative has expressly authorized the use of more than one attorney for such appearances.
- H. *Payment.* City will pay Law Firm for all of Law Firm's services, costs and expenses provided or incurred pursuant to this Agreement following receipt and approval of a bill for such services, costs and expenses that complies with the provisions of this Agreement. City will make its best effort to process and pay such bill within 30 of the receipt of such bill. In the event City fails to process and pay a bill within such 30-day period, it will not be liable for any interest or finance charge arising out of such delinquency.
- I. *Taxpayer Information.* Law Firm agrees to attach a completed W-9 Form to this Agreement to facilitate tax reporting for payments made by City to Law Firm pursuant to this Agreement.
- J. *ICRMA Policies.* To the extent that City utilizes Law Firm for litigation addressed by the Independent Cities Risk Management Authority ("ICRMA") Workers Compensation Litigation Management Policies and Procedures (the "Litigation Policies"), Law Firm agrees to adhere to those Litigation Policies including, without limitation, the hourly rates established by the ICRMA. A copy of the Litigation Policies is attached as Exhibit "C" for reference.

2. **SCOPE OF SERVICES.** Law Firm will represent City in workers' compensation matters requested by the City Manager or City Attorney ("Services").

3. **LAW FIRM'S PERSONNEL.**

- A. *Lead Attorney.* All Services provided by Law Firm to City pursuant to this Agreement will be performed by or under the direction of the following attorney: C. Patrick Hamblin.
- B. *Assisting Attorneys.* Additional attorneys who will assist the lead attorney in performing the Services may change, but generally will be members of the Law Firm's Employment Law Practice.

C. *Attorney Changes.* Law Firm agrees that there will be no change in the attorneys performing or assisting in performance of the Services provided to City under this Agreement without City's prior written consent.

D. *Conflicts of Interest.*

- i. Law Firm represents that neither Law Firm nor any of the attorneys or other persons employed by Law Firm have any material financial interest, direct or indirect, in any contract or decision made by or on behalf of City that may be affected by the services to be provided to City pursuant to this Agreement, other than a financial interest that is similar, in all material respects, to the interests of the general public. Law Firm further agrees that no attorney or other person having any such interest will be employed by Law Firm while this Agreement remains in effect. If Law Firm or an attorney or other person employed by Law Firm acquires such an interest while this Agreement remains in effect, Law Firm will immediately disclose such interest to City's Representative, and the interested individual will not participate in or influence the performance of the services to be provided to City pursuant to this Agreement.
- ii. In addition to the requirements regarding conflicts of interest imposed on attorneys by the California Business and Professions Code, and by Rule 3-310 of the California Rules of Professional Conduct, Law Firm agrees that neither Law Firm nor any attorney employed by Law Firm will represent clients before any board, commission, committee or department of City, or represent a client adverse to City for a period of one year from the date of the completion of the services to be provided to City pursuant to this Agreement or the early termination of such services in the manner hereinafter provided by this Agreement. The provisions of this paragraph may be waived by the written consent of the City Manager.
- iii. Law Firm knows of no conflicts of interest that would preclude it from representing the City on any matter that may come before it. Nevertheless, Law Firm represents a wide variety of clients, including private individuals, businesses and other entities, and from time to time representing either the City or the other client or both. Law Firm is not permitted, nor would it consider, representing another client in any manner that is potentially adverse to the City without its specific written consent. It is possible however, that Law Firm may represent clients that have matters before the City on other matters that are not adverse to the City. For example, Law Firm might provide employment representation to a national retail business that at some time in the future may seek land use approvals in the City. In such a case, Law Firm's representation of that company would be disclosed to the City at the earliest opportunity and the City would then need to evaluate whether it views that representation as in conflict with our representation of the City. Should the City find our

representation of such a client objectionable, the City retains the ability to terminate Law Firm's services or refer any matters that may be at issue to another attorney or law firm.

4. EXPERT WITNESSES AND CONSULTANTS. Law Firm may retain expert witnesses and consultants in the performance of this Agreement only with City's prior consent. Upon retention of an expert witness or other consultant, City's Representative will determine whether the cost of such expert Law Firm will be paid by Law Firm or directly by City. In the event Law Firm pays the cost of such expert witness or consultant, such costs will be a reimbursable cost that may be billed by Law Firm to City.

5. LIMITATIONS ON REPRESENTATION. In the course of its representation of City in performing the Services, Law Firm will not take any of the following actions without City's prior consent:

- A. Disqualify any judge assigned to preside at any trial, hearing, status conference, settlement conference or other proceeding pertaining to the litigation;
- B. Agree to any mediation or arbitration on any matter at issue in litigation except where mediation or arbitration is required by a court rule or order;
- C. File an appeal from an adverse judgment entered by the court in the litigation, or file a writ seeking appellate review of any interlocutory order or ruling of the court.
- D. Propose or agree to any settlement of the litigation.

6. REPORTS. If the Services constitute litigation, then during the course of its representation of City, Law Firm will provide City's Representative with the following litigation reports:

- A. An initial evaluation report, unless otherwise waived by City Representative and an annual litigation status report during the month of July in each year that this Agreement remains in effect that contains the following information bearing on the litigation that is the subject of this Agreement:
 - i. The name and a very brief description of the litigation;
 - ii. The current procedural status of the litigation;
 - iii. If City appears as a plaintiff or cross complainant in the litigation, a concise statement of each claim for relief sought by Law Firm on behalf of City in the litigation, and an evaluation of City's ability to prevail on the claim or claims;

- iv. If City appears as a defendant or cross defendant in the litigation, a statement of the relief sought by the plaintiff or cross complainant, and an evaluation of City's liability with respect to the claim or claims;
 - v. An evaluation of the prospects for settlement as well as an estimate of the settlement value of the litigation;
- B. A written or oral report on any material change in Law Firm's evaluation of the litigation that is the subject of this Agreement, promptly following the date Law Firm becomes aware of law or facts that cause the change in Law Firm's evaluation of the litigation; and
 - C. Such other oral or written reports regarding the litigation as may be requested by City's Representative.

7. **FILES.** Law Firm agrees that all legal files maintained by Law Firm pertaining to the services provided to City pursuant to this Agreement are and will remain City's property. However, Law Firm will have the right to retain copies of such files upon completion of the Services provided for by this Agreement, or upon the earlier termination such services in the manner hereinafter provided in this Agreement. For purposes of this Agreement the term "files" will include electronic files and data, as well as paper files that are maintained by Law Firm in the performance of the Services.

8. **INSURANCE.** Law Firm agrees to provide insurance in accordance with the requirements set forth in attached Exhibit "B," which is incorporated herein. If Law Firm uses existing insurance policies to comply with such requirements, but such policies do not conform to the requirements in all material respects, Law Firm agrees to cause such policies to be amended or supplemented by endorsement or otherwise in a manner necessary to comply with the requirements.

9. **INDEMNIFICATION.**

- A. Except as otherwise provided in this Agreement, Law Firm agrees that it will save harmless and indemnify, including, without limitation, City's defense costs (including reasonable attorney's fees), from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by Law Firm or any of Law Firm's officers, agents, employees, or representatives, in the performance of this Agreement.
- B. For purposes of this section "City" includes City's officers, elected and appointed officials, and employees.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

10. **CITY'S REPRESENTATIVE.** The name, address and telephone number of City's Representative is as follows:

Mark D. Hensley, City Attorney
2600 West Olive Street, Ste. 500, Burbank, CA 91505
mhensley@hensleylawgroup.com
(818) 333-5120

With a copy to:

Karl H. Berger, Assistant City Attorney
kberger@hensleylawgroup.com
(818) 333-5120

11. **FIRM'S REPRESENTATIVE.** The name, address and telephone number of FIRM's Representative is as follows:

C. Patrick Hamblin
Law office of C Patrick Hamblin
12875 Michelle Drive Suite 140, Irvine, CA 92606
(714) 647-9444
phamblin@falkandhamblin.com

12. **TERMINATION OF SERVICES.** City may terminate this Agreement with or without cause at any time by serving Law Firm with notification of such termination by mail, by fax, or by City's Representative's oral notice of termination followed by written confirmation of same served on Law Firm by mail. Law Firm, on the other hand, may terminate this Agreement only with City's written consent, or in the event Law Firm is unable to continue to provide the services required by this Agreement for good cause or causes beyond Law Firm's control.

13. **PERFORMANCE STANDARDS.** While performing this Agreement, Law Firm will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. City will notify Law Firm of any deficiencies and Law Firm will have fifteen (15) days after such notification to cure any shortcomings to City's satisfaction. Costs associated with curing the deficiencies will be borne by Law Firm.

14. **PERMITS AND LICENSES.** Law Firm, at its sole expense, will obtain and maintain during the term of this Agreement, all permits, licenses, and certificates that may be required, as determined by Law Firm, in connection with the performance of services under this Agreement.

15. **WAIVER.** City's review or acceptance of, or payment for, work product prepared by Law Firm under this Agreement will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Law Firm's performance. A waiver by City of any breach of any term, covenant, or condition contained in this Agreement

will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

16. ASSIGNABILITY. This Agreement is for Law Firm's professional services. Law Firm's attempts to assign the benefits or burdens of this Agreement without City's written approval are prohibited and will be null and void.

17. INDEPENDENT CONTRACTOR. City and Law Firm agree that Law Firm will act as an independent contractor and will have control of all work and the manner in which is it performed. Law Firm will be free to contract for similar service to be performed for other employers while under contract with City. Law Firm is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this Agreement that may appear to give City the right to direct Law Firm as to the details of doing the work or to exercise a measure of control over the work means that Law Firm will follow the direction of the City as to end results of the work only.

18. AUDIT OF RECORDS. Law Firm will maintain full and accurate records with respect to all services and matters covered under this Agreement. City will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. Law Firm will retain such financial and program service records for at least four (4) years after termination or final payment under this Agreement.

19. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

20. ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

21. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

22. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

23. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. City's city manager, or designee, may execute any such amendment on behalf of City.

24. ELECTRONIC SIGNATURES. This Agreement may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date. In accordance with Government Code §16.5, the Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature.

25. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

LAW OFFICE OF C PATRICK HAMBLIN

Ron Bow,
City Manager

C Patrick Hamblin
Attorney

ATTEST:

Vincent D. Chang,
City Clerk

Taxpayer ID No. 02-0551062

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Karl H. Berger,
Assistant City Attorney

Exhibit A

PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Attorneys:	\$150.00 per hour
Paralegals:	\$100.00 per hour
Legal Assistants:	\$80.00 per hour

**EXHIBIT “B”
INSURANCE REQUIREMENTS**

A. **Types and Amounts of Insurance Coverage.** Law Firm will provide the following types of insurance designated in this section by a check mark that includes coverage limits complying, at a minimum, with the limits set forth herein

<u>Type of Insurance</u>	<u>Limits (comb. single)</u>
Errors and omission	\$2,000,000
Business auto liability	\$1,000,000
Workers comp.	Statutory requirement

B. **Insurance Policy Forms and Provisions.** The insurance policies provided by Law Firm in compliance with the requirements of this section will conform to all of the following requirements regarding policy forms and provisions

(1) Errors and Omissions Insurance will be provided covering liability for professional malpractice. Such coverage will be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis, Law Firm will continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated (hereinafter the “extended insurance”). Such extended insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover Law Firm for all claims made by City arising out of any errors or omissions of Law Firm, or the officers, employees or agents of Law Firm during the time this Agreement was in effect.

(2) Business Auto Coverage will be provided on ISO Business Auto Coverage Form No. CA 00 01 06 92 including symbol 1 (any auto). As in the case of general liability insurance requirement, City and all of City’s officers, employees, agents and volunteers will be named as additional insureds under such insurance coverage using ISO Form No. CG 20 10 11 85 (in no event with an edition date later than 1990). The insurance policy providing such coverage will be scheduled as underlying insurance to any umbrella policy required above meeting general liability insurance requirements.

(3) Workers’ Compensation/Employer’s Liability Coverage will provide workers’ compensation statutory benefits as required by law. Unless otherwise agreed, this policy will be endorsed to waive any right of subrogation as respects the City and City’s officers, employees, agents and volunteers. Employer’s liability coverage provided by such insurance will be scheduled under any primary or umbrella policy described above to meet general liability insurance requirements.

C. Additional Insurance Requirements. Law Firm agrees to comply with the following additional requirements with respect to the insurance provided pursuant to this section:

(1) Unless otherwise approved by City, Law Firm's insurance will be written by insurers authorized to do business in the State of California, and with a minimum "Best's" Insurance Guide rating of "A:VII." Self-insurance will not be considered to comply with these insurance specifications.

(2) Law Firm will provide evidence of the insurance required herein, satisfactory to City, consisting of certificate(s) of insurance evidencing all of the coverages required, copies of the insurance policies themselves or any portions thereof, and any required endorsements. Certificate(s) are to reflect that the insurer will provide 30 days notice of any cancellation of coverage. Law Firm will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

(3) Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. Coverage will not be limited to the specific location, individual or entity designated as the address of the project or services provided for by this Agreement.

(4) Law Firm will ensure that coverage provided to meet these requirements is applicable separately to each insured, and that there will be no cross liability exclusions that preclude coverage for suits between Law Firm and City, between Law Firm and any other named insureds or additional insureds under the insurance policy, or between City and any party associated with City or City's officers, employees, agents or volunteers.

(5) All general or auto liability insurance coverage provided pursuant to this Agreement, or any other agreements pertaining to the performance of this Agreement, will not prohibit Law Firm, and Law Firm's employees or agents, from waiving the right of subrogation before a loss. By these presents, Law Firm waives its right of subrogation against the City.

(6) Any failure on the part of City or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of City or any other additional insured in this or any other regard.

(7) In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right, but not the duty, to obtain the insurance it deems necessary to meet the requirements of this Agreement, and any premium paid by City for such insurance will be promptly reimbursed by Law Firm, or, if not promptly reimbursed, deducted from any compensation to be paid by City to Law Firm pursuant to this Agreement

(8) Law Firm will provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least 72 hours before expiration of coverage.

(9) Law Firm will require all subcontractors or other parties hired by Law Firm to perform any part of the services required by this Agreement to purchase and maintain all of the insurance specified above and all such commercial general liability insurance and business automobile insurance will name as additional insureds all parties to this Agreement. Law Firm will obtain certificates evidencing such coverage and make reasonable efforts to ensure that such coverage is provided as required herein. No contract used by any Law Firm, or contracts Law Firm enters into on behalf of City, will reserve the right to charge back to City the cost of insurance required by this Agreement. When requested, Law Firm will provide City with all agreements with subcontractors or others with whom Law Firm contracts with on behalf of City, and with all certificates of insurance obtained in compliance with this paragraph. Failure of City to request copies of such documents will not impose any liability on City, or its employees.

(10) Law Firm will provide immediate notice to City of any claim against Law Firm or any loss involving Law Firm that could result in City or any of City's officers, employees, agents or volunteers being named as a defendant in any litigation arising out of such claim or loss. City will not incur any obligation or liability by reason of the receipt of such notice. However, City will have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.

(11) In the event of any loss that is not insured due to the failure of Law Firm to comply with these requirements, Law Firm will be personally responsible for any and all losses, claims, suits, damages, defense obligations and liability of any kind attributed to City, or City's officers, employees, agents or volunteers as a result of such failure.

ATTACHMENT 2

Legal Services Agreement: Falk & Hamblin

**LEGAL SERVICES AGREEMENT
LEGAL SERVICES
BETWEEN
THE CITY OF MONTEREY PARK AND
FALK & HAMBLIN**

This AGREEMENT is entered into this 26 day of September, 2018 by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation ("City") and FALK & HAMBLIN, a general partnership ("Law Firm").

I. CONSIDERATION.

- A. City agrees to engage the services of Law Firm, and Law Firm agrees to perform services for City that are described below, all for the compensation and subject to the terms and conditions in this Agreement.
- B. *Legal Fees.* City will compensate Law Firm for the services to be provided by Law Firm to City pursuant to this Agreement as follows:
 - i. The current range of hourly rates for Law Firm time is set forth in attached Exhibit "A," which is incorporated by reference. Law Firm reviews its hourly rates on an annual basis and, if appropriate, adjusts them effective July 1. Law Firm will provide City with written notification of any adjustment in the range of rates.
 - ii. All office, travel and meeting time will be billed at such rates in increments not exceeding one tenth (.1) of an hour.
- C. *Cost and Expense Reimbursement.* In addition to the foregoing compensation, City will reimburse Law Firm for actual and necessary ordinary out of pocket expenses reasonably incurred by Law Firm in performance of the service provided by Law Firm to City pursuant to this Agreement. Examples are as follows: deposition fees; postage; messenger/process service; faxes; and document reproduction.
- D. *Reimbursable Extraordinary Expenses.* With City's prior approval, it will also reimburse Law Firm for extraordinary charges such as for consultants; expert witnesses; travel outside Los Angeles County; and investigative services.
- E. *Non-reimbursable Expenses.* City will not reimburse Law Firm for the following: staff time or overtime for performing secretarial, clerical, or word processing functions; charges for time spent to provide necessary information for City audits, billing or budget inquiries; and computer on line charges.
- F. *Billing.* Law Firm will bill City monthly for the services provided by Law Firm to City pursuant to this Agreement, as well as all reimbursable costs and expenses.

All bills for legal fees will set forth in detail the work performed during the billing period in line item format, so that each task is separately explained and has specific time recorded. Bills for reimbursable costs and expenses will set forth the cost for each category of such expenses incurred during the billing period in addition to the total cost of the expenses. If the amount charged in any one month for reproduction costs exceeds \$100.00, the billing statement will contain backup documentation. Reimbursement for expenses incurred by an outside vendor will include the vendor's invoice.

- G. *No Double Billing.* Law Firm will not charge City for more than one attorney's time for appearances at a court proceeding, deposition, or meeting with third parties, unless City's Representative has expressly authorized the use of more than one attorney for such appearances.
- H. *Payment.* City will pay Law Firm for all of Law Firm's services, costs and expenses provided or incurred pursuant to this Agreement following receipt and approval of a bill for such services, costs and expenses that complies with the provisions of this Agreement. City will make its best effort to process and pay such bill within 30 of the receipt of such bill. In the event City fails to process and pay a bill within such 30-day period, it will not be liable for any interest or finance charge arising out of such delinquency.
- I. *Taxpayer Information.* Law Firm agrees to attach a completed W-9 Form to this Agreement to facilitate tax reporting for payments made by City to Law Firm pursuant to this Agreement.
- J. *ICRMA Policies.* To the extent that City utilizes Law Firm for litigation addressed by the Independent Cities Risk Management Authority ("ICRMA") Workers Compensation Litigation Management Policies and Procedures (the "Litigation Policies"), Law Firm agrees to adhere to those Litigation Policies including, without limitation, the hourly rates established by the ICRMA. A copy of the Litigation Policies is attached as Exhibit "C" for reference.

2. SCOPE OF SERVICES. Law Firm will represent City in workers' compensation matters requested by the City Manager or City Attorney ("Services").

3. LAW FIRM'S PERSONNEL.

- A. *Lead Attorney.* All Services provided by Law Firm to City pursuant to this Agreement will be performed by or under the direction of the following attorney: C. Patrick Hamblin.
- B. *Assisting Attorneys.* Additional attorneys who will assist the lead attorney in performing the Services may change, but generally will be members of the Law Firm's Employment Law Practice.

- C. *Attorney Changes.* Law Firm agrees that there will be no change in the attorneys performing or assisting in performance of the Services provided to City under this Agreement without City's prior written consent.
- D. *Conflicts of Interest.*
- i. Law Firm represents that neither Law Firm nor any of the attorneys or other persons employed by Law Firm have any material financial interest, direct or indirect, in any contract or decision made by or on behalf of City that may be affected by the services to be provided to City pursuant to this Agreement, other than a financial interest that is similar, in all material respects, to the interests of the general public. Law Firm further agrees that no attorney or other person having any such interest will be employed by Law Firm while this Agreement remains in effect. If Law Firm or an attorney or other person employed by Law Firm acquires such an interest while this Agreement remains in effect, Law Firm will immediately disclose such interest to City's Representative, and the interested individual will not participate in or influence the performance of the services to be provided to City pursuant to this Agreement.
 - ii. In addition to the requirements regarding conflicts of interest imposed on attorneys by the California Business and Professions Code, and by Rule 3-310 of the California Rules of Professional Conduct, Law Firm agrees that neither Law Firm nor any attorney employed by Law Firm will represent clients before any board, commission, committee or department of City, or represent a client adverse to City for a period of one year from the date of the completion of the services to be provided to City pursuant to this Agreement or the early termination of such services in the manner hereinafter provided by this Agreement. The provisions of this paragraph may be waived by the written consent of the City Manager.
 - iii. Law Firm knows of no conflicts of interest that would preclude it from representing the City on any matter that may come before it. Nevertheless, Law Firm represents a wide variety of clients, including private individuals, businesses and other entities, and from time to time representing either the City or the other client or both. Law Firm is not permitted, nor would it consider, representing another client in any manner that is potentially adverse to the City without its specific written consent. It is possible however, that Law Firm may represent clients that have matters before the City on other matters that are not adverse to the City. For example, Law Firm might provide employment representation to a national retail business that at some time in the future may seek land use approvals in the City. In such a case, Law Firm's representation of that company would be disclosed to the City at the earliest opportunity and the City would then need to evaluate whether it views that representation as in conflict with our representation of the City. Should the City find our

representation of such a client objectionable, the City retains the ability to terminate Law Firm's services or refer any matters that may be at issue to another attorney or law firm.

4. EXPERT WITNESSES AND CONSULTANTS. Law Firm may retain expert witnesses and consultants in the performance of this Agreement only with City's prior consent. Upon retention of an expert witness or other consultant, City's Representative will determine whether the cost of such expert Law Firm will be paid by Law Firm or directly by City. In the event Law Firm pays the cost of such expert witness or consultant, such costs will be a reimbursable cost that may be billed by Law Firm to City.

5. LIMITATIONS ON REPRESENTATION. In the course of its representation of City in performing the Services, Law Firm will not take any of the following actions without City's prior consent:

- A. Disqualify any judge assigned to preside at any trial, hearing, status conference, settlement conference or other proceeding pertaining to the litigation;
- B. Agree to any mediation or arbitration on any matter at issue in litigation except where mediation or arbitration is required by a court rule or order;
- C. File an appeal from an adverse judgment entered by the court in the litigation, or file a writ seeking appellate review of any interlocutory order or ruling of the court.
- D. Propose or agree to any settlement of the litigation.

6. REPORTS. If the Services constitute litigation, then during the course of its representation of City, Law Firm will provide City's Representative with the following litigation reports:

- A. An initial evaluation report, unless otherwise waived by City Representative and an annual litigation status report during the month of July in each year that this Agreement remains in effect that contains the following information bearing on the litigation that is the subject of this Agreement:
 - i. The name and a very brief description of the litigation;
 - ii. The current procedural status of the litigation;
 - iii. If City appears as a plaintiff or cross complainant in the litigation, a concise statement of each claim for relief sought by Law Firm on behalf of City in the litigation, and an evaluation of City's ability to prevail on the claim or claims;

- iv. If City appears as a defendant or cross defendant in the litigation, a statement of the relief sought by the plaintiff or cross complainant, and an evaluation of City's liability with respect to the claim or claims;
 - v. An evaluation of the prospects for settlement as well as an estimate of the settlement value of the litigation;
- B. A written or oral report on any material change in Law Firm's evaluation of the litigation that is the subject of this Agreement, promptly following the date Law Firm becomes aware of law or facts that cause the change in Law Firm's evaluation of the litigation; and
 - C. Such other oral or written reports regarding the litigation as may be requested by City's Representative.

7. FILES. Law Firm agrees that all legal files maintained by Law Firm pertaining to the services provided to City pursuant to this Agreement are and will remain City's property. However, Law Firm will have the right to retain copies of such files upon completion of the Services provided for by this Agreement, or upon the earlier termination such services in the manner hereinafter provided in this Agreement. For purposes of this Agreement the term "files" will include electronic files and data, as well as paper files that are maintained by Law Firm in the performance of the Services.

8. INSURANCE. Law Firm agrees to provide insurance in accordance with the requirements set forth in attached Exhibit "B," which is incorporated herein. If Law Firm uses existing insurance policies to comply with such requirements, but such policies do not conform to the requirements in all material respects, Law Firm agrees to cause such policies to be amended or supplemented by endorsement or otherwise in a manner necessary to comply with the requirements.

9. INDEMNIFICATION.

- A. Except as otherwise provided in this Agreement, Law Firm agrees that it will save harmless and indemnify, including, without limitation, City's defense costs (including reasonable attorney's fees), from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by Law Firm or any of Law Firm's officers, agents, employees, or representatives, in the performance of this Agreement.
- B. For purposes of this section "City" includes City's officers, elected and appointed officials, and employees.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

10. CITY'S REPRESENTATIVE. The name, address and telephone number of City's Representative is as follows:

Mark D. Hensley, City Attorney
2600 West Olive Street, Ste. 500, Burbank, CA 91505
mhensley@hensleylawgroup.com
(818) 333-5120

With a copy to:

Karl H. Berger, Assistant City Attorney
kberger@hensleylawgroup.com
(818) 333-5120

11. FIRM'S REPRESENTATIVE. The name, address and telephone number of FIRM's Representative is as follows:

C. Patrick Hamblin
Falk & Hamblin
15991 Red Hill Ave., Suite 101, Tustin, CA 92780
(714) 647-9444
phamblin@falkandhamblin.com

12. TERMINATION OF SERVICES. City may terminate this Agreement with or without cause at any time by serving Law Firm with notification of such termination by mail, by fax, or by City's Representative's oral notice of termination followed by written confirmation of same served on Law Firm by mail. Law Firm, on the other hand, may terminate this Agreement only with City's written consent, or in the event Law Firm is unable to continue to provide the services required by this Agreement for good cause or causes beyond Law Firm's control.

13. PERFORMANCE STANDARDS. While performing this Agreement, Law Firm will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. City will notify Law Firm of any deficiencies and Law Firm will have fifteen (15) days after such notification to cure any shortcomings to City's satisfaction. Costs associated with curing the deficiencies will be borne by Law Firm.

14. PERMITS AND LICENSES. Law Firm, at its sole expense, will obtain and maintain during the term of this Agreement, all permits, licenses, and certificates that may be required, as determined by Law Firm, in connection with the performance of services under this Agreement.

15. WAIVER. City's review or acceptance of, or payment for, work product prepared by Law Firm under this Agreement will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Law Firm's performance. A waiver by City of any breach of any term, covenant, or condition contained in this Agreement

will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

16. ASSIGNABILITY. This Agreement is for Law Firm's professional services. Law Firm's attempts to assign the benefits or burdens of this Agreement without City's written approval are prohibited and will be null and void.

17. INDEPENDENT CONTRACTOR. City and Law Firm agree that Law Firm will act as an independent contractor and will have control of all work and the manner in which it is performed. Law Firm will be free to contract for similar service to be performed for other employers while under contract with City. Law Firm is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this Agreement that may appear to give City the right to direct Law Firm as to the details of doing the work or to exercise a measure of control over the work means that Law Firm will follow the direction of the City as to end results of the work only.

18. AUDIT OF RECORDS. Law Firm will maintain full and accurate records with respect to all services and matters covered under this Agreement. City will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. Law Firm will retain such financial and program service records for at least four (4) years after termination or final payment under this Agreement.

19. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

20. ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

21. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

22. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

23. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. City's city manager, or designee, may execute any such amendment on behalf of City.

24. **ELECTRONIC SIGNATURES.** This Agreement may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date. In accordance with Government Code §16.5, the Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature.

25. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

~~Paul Rabo~~

Ron Bow,
City Manager

FALK & HAMBLIN



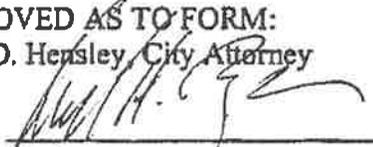
C. Patrick Hamblin,
Managing Partner

ATTEST:

Vincent D. Chang,
City Clerk

Taxpayer ID No. _____

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: 

Karl H. Berger,
Assistant City Attorney

Exhibit A

PUBLIC AGENCY FEE SCHEDULE

Hourly Rates (As of Agreement Effective Date)

Attorneys:	\$150.00 per hour
Paralegals:	\$100.00 per hour
Legal Assistants:	\$80.000 per hour

EXHIBIT "B"
INSURANCE REQUIREMENTS

A. Types and Amounts of Insurance Coverage. Law Firm will provide the following types of insurance designated in this section by a check mark that includes coverage limits complying, at a minimum, with the limits set forth herein

<u>Type of Insurance</u>	<u>Limits (comb. single)</u>
Errors and omission	\$2,000,000
Business auto liability	\$1,000,000
Workers comp.	Statutory requirement

B. Insurance Policy Forms and Provisions. The insurance policies provided by Law Firm in compliance with the requirements of this section will conform to all of the following requirements regarding policy forms and provisions

(1) Errors and Omissions Insurance will be provided covering liability for professional malpractice. Such coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis, Law Firm will continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated (hereinafter the "extended insurance"). Such extended insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover Law Firm for all claims made by City arising out of any errors or omissions of Law Firm, or the officers, employees or agents of Law Firm during the time this Agreement was in effect.

(2) Business Auto Coverage will be provided on ISO Business Auto Coverage Form No. CA 00 01 06 92 including symbol 1 (any auto). As in the case of general liability insurance requirement, City and all of City's officers, employees, agents and volunteers will be named as additional insureds under such insurance coverage using ISO Form No. CG 20 10 11 85 (in no event with an edition date later than 1990). The insurance policy providing such coverage will be scheduled as underlying insurance to any umbrella policy required above meeting general liability insurance requirements.

(3) Workers' Compensation/Employer's Liability Coverage will provide workers' compensation statutory benefits as required by law. Unless otherwise agreed, this policy will be endorsed to waive any right of subrogation as respects the City and City's officers, employees, agents and volunteers. Employer's liability coverage provided by such insurance will be scheduled under any primary or umbrella policy described above to meet general liability insurance requirements.

C. Additional Insurance Requirements. Law Firm agrees to comply with the following additional requirements with respect to the insurance provided pursuant to this section:

(1) Unless otherwise approved by City, Law Firm's insurance will be written by insurers authorized to do business in the State of California, and with a minimum "Best's" Insurance Guide rating of "A:VII." Self-insurance will not be considered to comply with these insurance specifications.

(2) Law Firm will provide evidence of the insurance required herein, satisfactory to City, consisting of certificate(s) of insurance evidencing all of the coverages required, copies of the insurance policies themselves or any portions thereof, and any required endorsements. Certificate(s) are to reflect that the insurer will provide 30 days notice of any cancellation of coverage. Law Firm will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

(3) Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. Coverage will not be limited to the specific location, individual or entity designated as the address of the project or services provided for by this Agreement.

(4) Law Firm will ensure that coverage provided to meet these requirements is applicable separately to each insured, and that there will be no cross liability exclusions that preclude coverage for suits between Law Firm and City, between Law Firm and any other named insureds or additional insureds under the insurance policy, or between City and any party associated with City or City's officers, employees, agents or volunteers.

(5) All general or auto liability insurance coverage provided pursuant to this Agreement, or any other agreements pertaining to the performance of this Agreement, will not prohibit Law Firm, and Law Firm's employees or agents, from waiving the right of subrogation before a loss. By these presents, Law Firm waives its right of subrogation against the City.

(6) Any failure on the part of City or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of City or any other additional insured in this or any other regard.

(7) In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right, but not the duty, to obtain the insurance it deems necessary to meet the requirements of this Agreement, and any premium paid by City for such insurance will be promptly reimbursed by Law Firm, or, if not promptly reimbursed, deducted from any compensation to be paid by City to Law Firm pursuant to this Agreement

(8) Law Firm will provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least 72 hours before expiration of coverage.

(9) Law Firm will require all subcontractors or other parties hired by Law Firm to perform any part of the services required by this Agreement to purchase and maintain all of the insurance specified above and all such commercial general liability insurance and business automobile insurance will name as additional insureds all parties to this Agreement. Law Firm will obtain certificates evidencing such coverage and make reasonable efforts to ensure that such coverage is provided as required herein. No contract used by any Law Firm, or contracts Law Firm enters into on behalf of City, will reserve the right to charge back to City the cost of insurance required by this Agreement. When requested, Law Firm will provide City with all agreements with subcontractors or others with whom Law Firm contracts with on behalf of City, and with all certificates of insurance obtained in compliance with this paragraph. Failure of City to request copies of such documents will not impose any liability on City, or its employees.

(10) Law Firm will provide immediate notice to City of any claim against Law Firm or any loss involving Law Firm that could result in City or any of City's officers, employees, agents or volunteers being named as a defendant in any litigation arising out of such claim or loss. City will not incur any obligation or liability by reason of the receipt of such notice. However, City will have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.

(11) In the event of any loss that is not insured due to the failure of Law Firm to comply with these requirements, Law Firm will be personally responsible for any and all losses, claims, suits, damages, defense obligations and liability of any kind attributed to City, or City's officers, employees, agents or volunteers as a result of such failure.



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-C

TO: The Honorable Mayor and City Council
FROM: Martha Garcia, Director of Management Services
SUBJECT: Auditing Services Agreement – Award of Contract Extension

RECOMMENDATION:

It is recommended that the City Council:

1. Awarding a two-year contract extension of the City's auditing services to the City's current audit service provider, White Nelson Diehl Evans LLP (WNDE), a certified public accounting and consulting firm;
2. Authorize the City Manager to execute an agreement amendment for the two-year extension, in a form approved by the City Attorney;
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City signed a five-year contract (three years plus two optional years) with public accounting firm WNDE on April 20, 2016 for audit services of fiscal years 2016 to 2020 (Attachment 1). The current contract will expire end of the current fiscal year, with fiscal year 2020's audit as their last year of service. WNDE is an audit firm with good reputation, and it has conducted the City's audits diligently for the past four years.

Due to the ongoing COVID-19 pandemic and the City's enterprise resource planning (ERP) system implementation, Staff deems keeping the same audit firm longer for the City would be cost effective and would promote stability and continuity. Hence, Staff has requested WNDE to submit a proposal to extend their audit services to the City for two additional years (Attachment 2). The proposed contract extension terms and prices are consistent to the original contract. Contract price increases 3% annually over the 2020 contract fee of \$49,955, so price for fiscal years 2021 and 2022 are \$51,455 and \$53,000, respectively.

BACKGROUND:

The City has always been committed to the transparency and reliability of its financial reports and obtained independent audits of its financial statements, which were performed by the City external auditors in accordance with the appropriate professional auditing standards. The City's current external auditor, WNDE, has been performing professional and satisfactory auditing services since fiscal year 2016.

The scope of auditing services encompasses financial audits of the City and Monterey Park Successor Agency; Single Audit; review of the accounting procedures and the systems of internal control; review of the GANN computation; preparation of the State Controllers' Annual Report; and advice and recommendations on accounting and financial issues. In the June 30, 2018 financial report, the City implemented the GASB Statement Nos. 74 and 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" and recognized the net other post-employment benefits (OPEB) on the face of the financial report. The next relevant accounting issue will be GASB Statement No. 87 "Leases." City Finance staff and WNDE auditors will work jointly to complete the financial statements, in accordance with GASB requirements.

The GFOA best practice for audit procurement recommends that governmental entities should enter into multiyear contracts at a minimum of five years in duration when obtaining the services of an independent auditor. Multiyear contracts can take a variety of different forms (e.g., a series of extended contracts). Such contracts allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear contracts can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year. If the two-year extension request is granted, the total contract term we will have with WNDE is seven years ending June 30, 2022.

FISCAL IMPACT:

The proposed contract extension fees represented 3% annual increases from the 2020 contract fee of \$49,955, which is consistent with the original approved contract. The contract fees for fiscal years 2021 and 2022 are \$51,455 and \$53,000, respectively. The fiscal year 2021 contract fee is broken down as: *City Audit \$42,190, Single Audit \$6,210, Successor Agency Audit \$2,530, and GANN Limit Review \$525.* The fiscal year 2021 fee will be included in the 2021 budget (accounts 0010-1403-31800, 0092-1403-31800 and 0169-1405-31800).

Respectfully submitted by:

Prepared by:



Martha Garcia
Director of Management Services



Harry Wong
Financial Services Manager

Approved by:



Row Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. City Agreement #1939-A; Audit Services Agreement with White Nelson Diehl Evans, LLP
2. White Nelson Diehl Evans, LLP's Two-Year Contract Extension Proposal

ATTACHMENT 1

City Agreement #1939-A; Audit Services Agreement with White Nelson Diehl Evans, LLP

**FIRST AMENDMENT TO
AGREEMENT NO. 1939 BETWEEN
THE CITY OF MONTEREY PARK AND
WHITE NELSON DIEHL EVANS, LLP**

THIS FIRST AMENDMENT ("Amendment") is made and entered into this 14th day of June 2019, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation existing under the laws of California ("CITY"), and WHITE NELSON DIEHL EVANS, LLP, a limited liability partnership licensed in California ("CONSULTANT").

1. **RETROACTIVITY.** CITY and CONSULTANT intend for this Agreement to be retroactively effective beginning July 1, 2018.

2. Pursuant to Section 35 of the Agreement, Section 1(C) of the Agreement is amended to read as follows:

"As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed \$98,455 as specified in the attached Exhibit A to the amendment."

3. Pursuant to Section 35 of the Agreement, Section 8 of the Agreement is amended to read as follows:

"The term of this Agreement will be from July 1, 2018 to June 30, 2020."

4. Pursuant to Section 35 of the Agreement, Section 26 (Notices) of the Agreement is amended to read as follows:

"NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:
White Nelson Diehl Evans LLP
2875 Michelle Drive, Suite 300
Irvine, CA 92606-5165
Attn: Robert J. Callanan, CPA
Engagement Partner

If to CITY:
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754
Attn: Ron Bow, City Manager

5. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

6. Except as modified by this Amendment, all other terms and conditions of Agreement No. 1939 remain the same.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

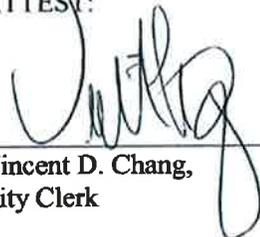
CITY OF MONTEREY PARK



Ron Bow
City Manager



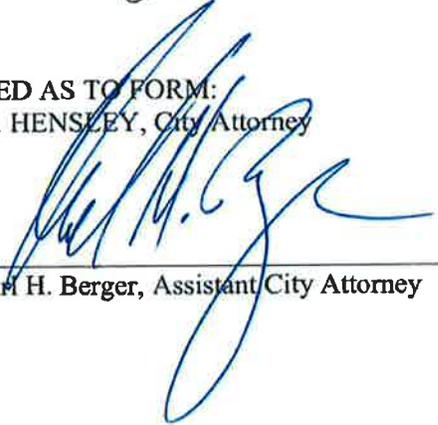
Robert J. Callanan, CPA
Engagement Partner

ATTEST:


Vincent D. Chang,
City Clerk

Taxpayer ID No. 95-6000747

APPROVED AS TO FORM:
MARK D. HENSELEY, City Attorney

By: 

Karl H. Berger, Assistant City Attorney



WNDE

White Nelson Diehl Evans LLP
CPA® | TAX | ADVISORY | AUDIT

Exhibit 'A'

May 17, 2019

Ms. Annie Yaung, Director of Management Services
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

Dear Ms. Yaung:

Enclosed is the annual engagement letter to provide audit services to the City of Monterey Park for the year ending June 30, 2019.

Please return one signed copy of the engagement letter for our files.

If you have questions, please call me.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP

Robert J. Callanan, CPA
Engagement Partner



May 17, 2019

City Council and Management
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

We are pleased to confirm our understanding of the services we are to provide the City of Monterey Park (City) for the two years ending June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the years ending June 30, 2019 and 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules - General and Major Special Revenue Funds.
- 3) Schedules of Changes in the Net Pension Liability and Related Ratios and Schedules of Plan Contributions for the CalPERS Miscellaneous and Safety Plans and the Mass Mutual Retirement Pension Plan.
- 4) Schedule of Changes in Net OPEB Liability and related ratios and Schedule of Contributions for the City's OPEB Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

- 1) Combining and individual fund financial statements and schedules.
- 2) Schedule of expenditures of federal awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

- 1) Introductory Section.
- 2) Statistical Section.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- 1) Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- 2) Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance.

Audit Objectives (Continued)

The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

Audit Procedures - General (Continued)

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, the schedule of expenditures of federal awards, and the related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness for that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. Because of the importance of oral and written management representations to the effective performance of our services, the City releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

Management Responsibilities (Continued)

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide as defined in the Other Services Section of this letter. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management Responsibilities (Continued)

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees and Other

Noted below is a listing of work required by City staff to assist in the audits.

1. Preparation of trial balances for all funds, after posting of all year-end journal entries.
2. Preparation of schedules supporting all major balance sheet accounts, and selected revenue and expenditure accounts.
3. Typing of all confirmation requests.
4. Pulling and refileing of all supporting documents required for audit verification.

Our maximum annual fees for the two years ending June 30, 2019 and 2020, are as follows:

	<u>2019</u>	<u>2020</u>
City of Monterey Park - Financial audit, management and audit committee letters	\$ 39,765	\$ 40,960
Single Audit of Federal Grants (1)	5,855	6,030
GANN Limit Agreed-Upon Procedures review	495	510
Successor Agency Fund audit and related reports	<u>2,385</u>	<u>2,455</u>
	<u>\$ 48,500</u>	<u>\$ 49,955</u>

(1) This fee contemplates auditing only two major programs. Additional major programs will be charged at \$2,000 per major program.

The maximum annual fees stipulated herein contemplate that conditions satisfactory to the normal progress and completion of the examination will be encountered and the City accounting personnel will furnish the agreed upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work; we shall report such conditions to the responsible City officials and provide the City with an estimate of the additional accounting fees involved.

Engagement Administration, Fees and Other (Continued)

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of White Nelson Diehl Evans LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White Nelson Diehl Evans LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In accordance with our firm's current record retention policy, all of your original records will be returned to you at the conclusion of this engagement. Our audit documentation files will be kept for a period of seven years after the issuance of the audit report. All other files will be kept for as long as you retain us as your auditors. However, upon termination of our service, all records will be destroyed after a period of seven years. Physical deterioration or catastrophic events may further shorten the life of these records. The audit documentation files of our firm are not a substitute for your original records.

We expect to begin our interim fieldwork in June 2019 and final fieldwork in September 2019. In addition, we expect to issue our reports no later than November 30, 2019. Mr. Robert J. Callanan, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

City Council and Management
City of Monterey Park
May 17, 2019
Page 10

Engagement Administration, Fees and Other (Continued)

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to the City of Monterey Park and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

White Nelson Diehl Evans LLP

WHITE NELSON DIEHL EVANS, LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Monterey Park.

By 

Print Name Annie Yaung, CPFO

Title Director of Management Services

Date June 13, 2019

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MONTEREY PARK AND
WHITE NELSON DIEHL EVANS LLP
FOR AUDITING SERVICES**

This AGREEMENT is entered into this 21st day of April, 2016, by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city ("CITY") and WHITE NELSON DIEHL EVANS LLP, a limited liability partnership licensed in California ("CONSULTANT").

1. CONSIDERATION.

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT as specified in the attached Exhibit "B," which is incorporated by reference. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum

2. SCOPE OF SERVICES.

- A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference.
- B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PERFORMANCE STANDARDS. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. **PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit regular invoices to CITY that provide a detailed description as to the work performed. Upon receiving such invoices, CITY will promptly, but not longer than 30 days after receiving an invoice, pay CONSULTANT all undisputed amounts.

5. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. **ADDITIONAL WORK.**

- A. CITY's city manager ("Manager") may determine, at the Manager's sole discretion, that CONSULTANT must perform additional work ("Additional Work") to complete the Scope of Work. If Additional Work is needed, the Manager will give written authorization to CONSULTANT to perform such Additional Work.
- B. If CONSULTANT believes Additional Work is needed to complete the Scope of Work, CONSULTANT will provide the Manager with written notification that contains a specific description of the proposed Additional Work, reasons for such Additional Work, and a detailed proposal regarding cost.
- C. Payments over \$5,000.00 for Additional Work must be approved by CITY's city council. All Additional Work will be subject to all other terms and provisions of this Agreement.

7. **FAMILIARITY WITH WORK.**

- A. By executing this Agreement, CONSULTANT agrees that it has:
 - i. Carefully investigated and considered the scope of services to be performed;
 - ii. Carefully considered how the services should be performed; and
 - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at

CONSULTANT's own risk until written instructions are received from CITY.

8. **TERM.** The term of this Agreement will be retroactively effective beginning April 21, 2016 to June 30, 2018 with the option to extend the contract for two (2) additional two-year periods, at the City's sole discretion. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Completion of the work specified in Exhibit "A";
- B. Termination as stated in Section 16.

9. **TIME FOR PERFORMANCE.**

- A. CONSULTANT will not perform any work under this Agreement until:
 - i. CONSULTANT furnishes proof of insurance as required under Section 23 of this Agreement; and
 - ii. CITY gives CONSULTANT a written notice to proceed.
- B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

10. **TIME EXTENSIONS.** Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight hours (48 hours), in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

11. **CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

- A. Exhibit A: Scope of Work;
- B. Exhibit B: Budget; and
- C. Exhibit C: Proposal for Services.

12. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing,

executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

13. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

14. PERMITS AND LICENSES. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

15. WAIVER. CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

16. TERMINATION.

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.
- B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.
- C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.
- D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).
- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

17. OWNERSHIP OF DOCUMENTS. All of the audit working papers prepared by the CONSULTANT under this Agreement are the CONSULTANT's property. Any financial statements including footnotes, required supplementary information and supplementary information prepared by the CONSULTANT under this Agreement are the property of the CITY.

18. PUBLICATION OF DOCUMENTS. Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

19. INDEMNIFICATION.

A. CONSULTANT agrees to the following:

- i. *Indemnification for Professional Services.* CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.
- ii. *Indemnification for other Damages.* CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.

B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.

C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

D. The requirements as to the types and limits of insurance coverage to be

maintained by CONSULTANT as required by Section 23, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

20. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

21. INDEPENDENT CONTRACTOR. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

22. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

23. INSURANCE.

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Professional Liability	\$2,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be

a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.

- C. Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 16.
- G. Self-Insured Retention/Deductibles. All policies required by this Agreement must allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and deductible of the policy in lieu of CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible is subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CITY's behalf upon the CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages

in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

24. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

25. INCIDENTAL TASKS. CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

26. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY

City of Monterey Park
320 W Newmark Ave
Monterey Park, CA 91754
Attn: Paul Talbot, City Manager

CONSULTANT

White Nelson Diehl Evans LLP
2875 Michelle Drive, Suite 300
Irvine, CA 92606-5165
Attn: Robert J. Callanan, CPA
Engagement Partner

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

27. CONFLICT OF INTEREST. CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY's conflict of interest regulations.

28. SOLICITATION. CONSULTANT warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

29. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

30. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

31. **COMPLIANCE WITH LAW.** CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

32. **ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There is one attachment (1) Attachments to this Agreement. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

33. **RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

34. **SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

35. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's executive manager, or designee, may execute any such amendment on behalf of CITY.

36. **ACCEPTANCE OF FACSIMILE SIGNATURES.** The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

37. **CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

38. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

39. **FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

40. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its

financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

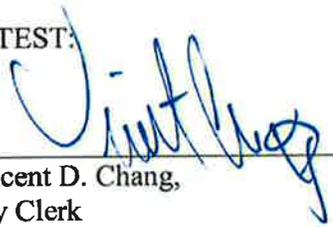


Paul Talbot,
City Manager



Robert J. Callanan, CPA
Engagement Partner

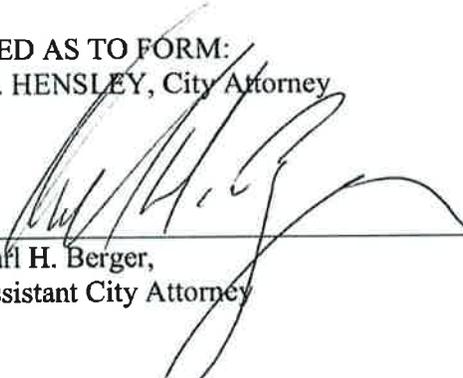
ATTEST:



Vincent D. Chang,
City Clerk

Taxpayer ID No. 33-0686301
Business License No. _____

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Karl H. Berger,
Assistant City Attorney

Insurance reviewed by: _____

Exhibits "A", "B", &"C"

**CITY OF MONTEREY PARK
PROFESSIONAL AUDITING
SERVICES PROPOSAL**

FOR THE THREE YEARS ENDING JUNE 30, 2018

**(WITH AN OPTION FOR TWO ADDITIONAL
TWO-YEAR PERIODS)**



Submitted By:

WNLDE
WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

TITLE PAGE

RFP Subject: Certified Audits on the City of Monterey Park
For the Three Years Ending June 30, 2018
(With an Option for Two additional
Two-Year Periods)

Name of Proposer: White Nelson Diehl Evans LLP
Certified Public Accountants and Consultants

Local Address: 2875 Michelle Drive, Suite 300
Irvine, CA 92606-5165

Telephone: (714) 978-1300

Fax: (714) 978-7893

Federal Identification Number: 33-0686301

California CPA License Number: PAR 6123

Website: www.wndecpa.com

Email: rcallanan@wndecpa.com

Contact Persons: Robert J. Callanan, CPA
Engagement Partner

Nitin P. Patel, CPA
Technical Review Partner

Date: March 14, 2016



CITY OF MONTEREY PARK

TABLE OF CONTENTS

March 14, 2016

	<u>Page Number</u>
Letter of Transmittal	1 - 2
Firm Profile and Qualifications:	
Firm Organization Chart	3
Licensing and Independence	4
Size and Location of Firm	4
Insurance	4
Range of Activities	5
Participation in "Quality Review" Programs	5
Education Programs	5
Participation in Professional Organizations	6
GFOA Award Program	7
Computer Auditing Capabilities	8
Auditor Rotation Requirement	8
Partner, Supervisory and Staff Qualifications and Experience:	
Audit Team	9
Commitment Related to Personnel	9
Nondiscrimination Policy	9
Resumes of Audit Team Personnel	10 - 13
Firm Experience with Governmental Entities:	
Similar Engagements with Other Municipal Entities	14
City Client References	14
Enterprise Fund Experience	15
Single Audit Experience	16
Experience with Preparation of State-Mandated Reports	16
Special Districts	17
Nonprofit Corporations and Joint Power Authorities	17
Scope of Work, Timing and Audit Approach:	
Entities to Be Included in Audit	18
Reports to Be Issued and Due Dates	18
Audit Timing	19
Commitment to Deliver Reports on a Timely Basis	19
Audits to Be in Accordance with GAAS and Other Requirements	19 - 20
Audit Approach	20 - 21
Audit Approach Redevelopment Agency/Successor Agency	22
Approach to Internal Control	22



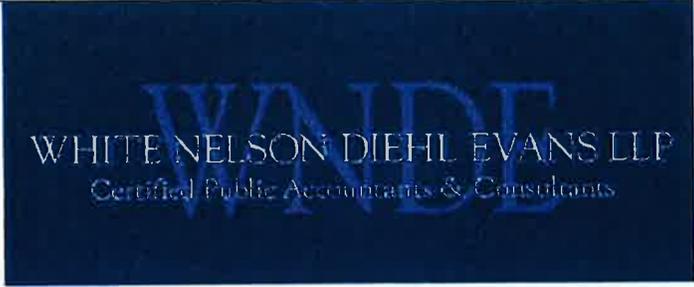
CITY OF MONTEREY PARK

TABLE OF CONTENTS
(CONTINUED)

March 14, 2016

	<u>Page Number</u>
Scope of Work, Timing and Audit Approach (Continued):	
Single Audit Approach	23
Determining Laws and Regulations Subject to Audit	23
Method of Sampling	23
Analytical Procedures	24
Management Letters	24
Potential Audit Problems	24
Retention of and Access to Audit Workpapers	24
Other Professional Services	24
Irregularities and Illegal Acts	25
Segmentation of the Audit Hours, By Partner and Staff Level	25
Segmentation of the Audit Hours, By Phases of the Audit	25
Discussion of Relevant Accounting Issues:	
GASB Statement No. 72	26
GASB Statement No. 73	26
GASB Statement No. 74	26
GASB Statement No. 75	26
GASB Statement No. 76	27
GASB Statement No. 77	27
GASB Statement No. 78	27
GASB Statement No. 79	27
Work Required by City Staff	28
Fees and Hourly Rates:	
Maximum Fees	29
Hourly Rates for Special Services	29
Consulting Services Department:	
Overview of Services Provided	30
Attachment I:	
Current City Client References	
Lists of City and Special District Engagements - Performed in the Last 3 Years	
Attachment II - Results of Outside Quality Review	





WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

March 24, 2016

Ms. Annie Young
Controller
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754-2896

Dear Ms. Young:

We are pleased to present our proposal to serve as independent auditors for the City of Monterey Park. We have prepared this information in accordance with the guidelines set forth in your request for proposal.

Who We Are

White Nelson Diehl Evans LLP is a California certified public accounting and consulting firm with offices in Irvine, Carlsbad and Escondido. Our firm has specialized in providing services to the governmental industry for over 80 years and has no intentions of discontinuing these services.

Why We Are The Best Qualified Firm

We consider ourselves to be the best qualified firm to perform auditing and accounting services for the City of Monterey Park. Please consider these qualifications:

- A significant part of our practice is devoted to providing professional services to the governmental industry and over the past year, the firm provided services to approximately 100 governmental organizations and on an annual basis our firm issues over 150 reports on audits of local governmental agencies including, Cities, the Successor Agency to Redevelopment Agencies, Special Districts and Joint Power Authorities.
- Our firm has devoted a substantial amount of time and resources in order to provide governmental agencies with quality audits. Our knowledge of the industry is best demonstrated by the fact that our clients who apply for the "Certificate of Achievement in Financial Reporting" issued by the Government Finance Officers Association (GFOA) consistently receive that award. A list of these clients is presented on page 7 of this proposal.
- We are in a professional alliance with BDO Seidman, a National Accounting Firm, and a network of accounting firms allowing us the ability to provide quality attestation services. The BDO Alliance provides us access to BDO's personnel and technical resources which allows White Nelson Diehl Evans LLP to deliver the range of services and capabilities of a large national firm, including the use of specialists to support the needs of our clients.
- We are a full service CPA firm. Our Consulting Services Department can provide the City with a variety of services, including investment policy compliance reviews, litigation support, dispute resolution services, and consulting on a wide array of governmental issues.
- Our audits include extensive use of information technology as described in detail on page 8 of this proposal.

1

2875 Michelle Drive, Suite 300, Irvine, CA 92606 • Tel: 714.978.1300 • Fax: 714.978.7893

Offices located in Orange and San Diego Counties

Why We Are The Best Qualified Firm (Continued)

- We understand that we provide a service to the City. We are committed to providing an effective and efficient audit that will meet the proposed timing of the project deliverables by assigning experienced governmental auditors. Understanding the size of the City of Monterey Park and the scope of work requested in the proposal, we are proposing an engagement team with extensive governmental audit experience. The staffing plan includes Robert Callanan, CPA, the engagement partner with 26 years of experience, Raquel Castro, CPA, with 8 years of experience who will manage the audit and be on-site supervising the audit fieldwork and Rebecca Hoang with 3 years of experience who will be on-site performing the fieldwork. We are confident that the proposed staffing plan with an engagement team experienced in governmental audits and who are familiar with municipal procedures will result in an effective and efficient audit that meets the project timing and deliverables requirements with minimum disruption to your staff.

The scope of our services for the three years ending June 30, 2018 would be as follows:

- A financial audit of the basic financial statements of the City of Monterey Park in accordance in with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States, to be included in the Comprehensive Annual Financial Report (CAFR).
- A Single Audit of Federal Grants to be performed to meet the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance).
- An agreed-upon procedures review of the calculation of the City's GANN Appropriations Limit (GANN), as required by Section 1.5 of Article XIII B of the California Constitution.
- A management letter containing any comments or recommendations resulting from our review of the systems of internal controls in connection with the financial audits.
- A report communicating information related to the audit to those in charge of governance at the conclusion of the audits.
- Preparation and filing the annual State Controller's Report.
- A financial audit of the basic financial statements of the Successor Agency.

We make a commitment to deliver all necessary reports based on the timetable presented herein on page 18. Also, a more detailed discussion of our understanding of the work to be performed is set forth on pages 18 through 25.

Our goal is to provide the City with the highest quality of service, including a CAFR which meets all required reporting standards. We are confident that our service and experience will be of benefit to the City and will provide added value over and above the performance of the audit itself. Throughout the year, you should feel comfortable in calling us for advice regarding accounting and auditing matters, as we are never too busy to meet the needs of our clients.

We thank the City for the opportunity to present our proposal. Please feel free to contact me, or Mr. Nitin Patel, CPA, at (714) 978-1300 if you have any questions. This proposal constitutes a firm and irrevocable offer for 180 days from the date of this letter. Mr. Patel and I are authorized to represent our firm, and bind the firm to a contract.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP

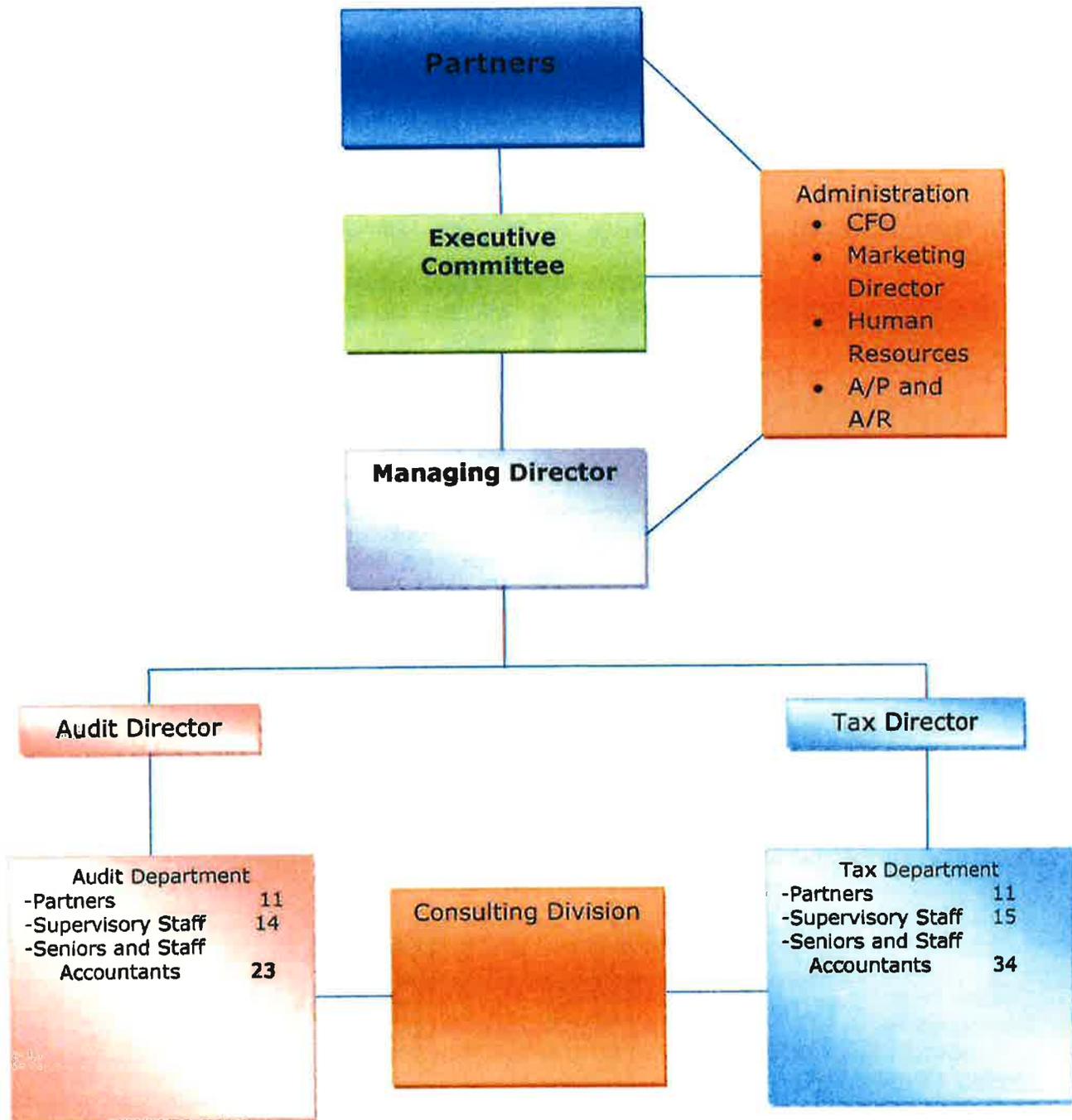


Robert J. Callanan, CPA
Engagement Partner



FIRM PROFILE AND QUALIFICATIONS

FIRM ORGANIZATION CHART



* The staffing levels described above have remained fairly constant for the past four years.



LICENSING AND INDEPENDENCE

Our firm, and all of our certified personnel, are properly licensed to practice public accounting in California.

Also, we meet the independence requirements of "Government Auditing Standards", as published by the U.S. General Accountability Office. We have no conflict of interest with the City and will provide written notice to the City of any professional relationships contemplated with the City during our term as auditors. We have not provided auditing or any other services to the City during the past five years.

SIZE AND LOCATION OF THE FIRM

White Nelson Diehl Evans LLP is a California accounting firm with offices in Irvine, Carlsbad and Escondido.



Our firm has approximately 140 employees, which includes 22 partners with separate assurance and tax departments. Your City would be served by the assurance department from our Irvine office, which has approximately 48 professional staff members, including 11 partners, and 14 managers and supervisors. The Irvine Office assurance department staff with governmental experience consists of four partners, four managers, seven supervisors, six seniors and twelve staff accountants.

White Nelson Diehl Evans LLP has extensive experience in providing auditing, accounting and consulting services in the governmental sector. Over twenty thousand hours per year are devoted to this area of our practice for over 100 governmental units including cities, successor agencies, special districts, nonprofit corporations and joint power authorities.

INSURANCE

The firm has the following insurance coverage:

<u>Insurance Type</u>	<u>Each Occurrence Limit</u>	<u>Aggregate Limit</u>	<u>Deductible</u>
Umbrella Policy	\$ 4,000,000	\$ 4,000,000	\$ 10,000
General Liability	1,000,000	2,000,000	-
Auto Liability - Hired & Nonowned	1,000,000	1,000,000	-
Workers' Compensation	1,000,000	1,000,000	-
Professional Liability	5,000,000	10,000,000	100,000



RANGE OF ACTIVITIES

White Nelson Diehl Evans LLP is a full service CPA firm. We offer a broad range of services, including:

Certified Audits	Tax Planning and Consulting
Compilations and Reviews	Income Tax Preparation and Representation
Agreed-Upon Procedure Reviews	Consulting Services
Financial Services	Litigation Support Services

Our specific services available to governmental agencies are more fully set forth in this proposal.

PARTICIPATION IN "QUALITY REVIEW" PROGRAMS

In July 2015, our firm underwent a quality review, by an independent CPA firm, under provisions of the AICPA Quality Review Program. This review is required every three years and covered our audits of governmental agencies. A final report dated July 22, 2015 with a pass rating on our systems and procedures was received. A copy of the independent CPA firm's report is included herein at Attachment II. Accordingly, we are confident that our current auditing standards and techniques meet all existing requirements.

No regulatory action has ever been taken against any office of our firm due to substandard work. We had no significant deficiencies noted in any federal or state desk reviews over the past three years.

EDUCATION PROGRAMS

White Nelson Diehl Evans LLP has a formal continuing education program. All firm auditors are required to obtain 80 hours of continuing education every two years in the accounting and auditing area as required by Government Auditing Standards, and at least 24 hours of government related continuing education courses. Our staff is continually expanding their knowledge of the governmental industry through our in-house training programs, programs offered by the AICPA, GFOA, the California Society of Certified Public Accountants and other professional organizations, and through on-the-job training.

Noted below is a description of certain in-house education courses taken by our partners and staff to meet the governmental continuing education requirements. All personnel involved with governmental auditing are required to attend these courses.

- Understanding the Risk Assessment Standards
- Understanding of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments
- Understanding, and Auditing, Deposits and Investments of California Governmental Units
- Reviews of Internal Controls in Accordance With Statements on Auditing Standards
- Assessing Audit Risk and Materiality in Conducting An Audit
- Consideration of Fraud in a Financial Statement Audit
- Computer Auditing in the Governmental Environment
- The Single Audit - New Provisions under Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance).
- Laws and Regulations in the Government Sector
- Understanding GASB Statement 54 related to Fund Balance Reporting and Governmental Fund Type Definitions
- Understanding GASB Statement 65 related to reporting of Deferred Outflows and Deferred Inflows of Resources
- Understanding the new GASB Pension Standards



PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

Our partners and staff are actively involved in professional organizations in the governmental accounting field. Noted below is a summary of our participation in various national and California governmental organizations.

AICPA

Our firm is a member of the AICPA Governmental Audit Quality Center. The Center is a firm-based voluntary membership Center whose primary purpose is to promote the importance of quality governmental audits to purchasers of governmental audit services. The Center provides members with an online forum tool for sharing best practices, as well as discussions on audit, accounting, and regulatory issues. As a member of the Center, the firm receives updates on changes in auditing and accounting standards that effect governmental audits. The quality control partner is required to attend an annual web cast to discuss auditing and reporting issues effecting governmental audits. Our firm uses the resources of the Center to maintain the quality of our governmental audits.

GFOA, GASB and FASB

Our firm is an associate member of the Government Finance Officers Association of the United States and Canada (GFOA).

Also, we have web based access to the latest pronouncements issued by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standard Board (FASB), including Interpretations, Technical Pronouncements and Newsletters. We regularly analyze these pronouncements and advise our governmental clients of changes in accounting rules.

CSMFO

Our Irvine office partners and our Director of Consulting Services are associate members of the California Society of Municipal Finance Officers (CSMFO). Our personnel regularly attend local CSMFO chapter meetings throughout Southern California, and the annual statewide conference. We often provide public speakers for these meetings.

CSCPA

Several partners and principals of the firm have been members of the Governmental Accounting and Auditing (GAA) Committee of the Orange County Chapter of the California Society of Certified Public Accountants (CSCPA). Mr. Patel, Mr. Ludin and Mr. Morgan have each served as chairman of this committee. Firm personnel have been involved over the years in preparing position papers issued for professional organizations on governmental accounting matters. Currently, Mr. Patel and Mr. Callanan are members of the State Governmental Accounting and Auditing Committee.



GFOA AWARD PROGRAM

The partner and manager will be involved in all phases of report preparation or review. Reporting checklists will be used to assure compliance with all reporting requirements. In addition, another member of the firm, not associated with the audit, and with extensive governmental auditing and accounting experience, will review each financial statement audited and related reports. Based on the high quality of our review process, we have been able to assist various clients in obtaining the GFOA "Certificate of Achievement for Excellence in Financial Reporting". The recent clients that have received the award are:

Cities:

Alhambra
Bellflower
Beverly Hills
Burbank
Camarillo
Campbell
Colton
Costa Mesa
Cypress
Del Mar
Downey
Fountain Valley
Gilroy
Goleta
Hawaiian Gardens
Highland
Lake Forest
Lakewood
Lancaster
Newport Beach

Cities (Continued):

Palm Desert
Pico Rivera
Rancho Santa Margarita
San Buenaventura
San Gabriel
Sanger
Signal Hill
Stanton
Tustin
West Covina
West Hollywood
Westminster

Special Districts:

Costa Mesa Sanitary District
Inland Empire Utilities Agency
Las Virgenes Municipal Water District
Olivenhain Municipal Water District
Otay Water District
Rancho California Water District
Santa Ana Watershed Project Authority
Yorba Linda Water District



COMPUTER AUDITING CAPABILITIES

White Nelson Diehl Evans LLP uses technology to make the audit process more effective. We utilize a paperless audit software, ProSystem fx Engagement, which allows us to manage our audit documentation electronically. Some of the benefits of paperless audit are:

- Receive the City's schedules in either hard copy or electronic format.
- Import and integrate trial balance data from virtually any accounting system. We avoid the time and expense of keying in account numbers, descriptions and account balances. We simply take your electronic trial balance and import it directly into our audit software.
- Create our own lead sheets, which can include prior year balances. This helps us to easily identify significant fluctuations between fiscal years.
- CAFR schedules are linked to trial balances. CAFR is updated automatically for any last minute journal entries, if any.

Our approach includes using IDEA (Interactive Data Extraction and Analysis) which is a data analysis software that can be used to analyze large amounts of information. It allows the firm to extract data from the City's accounting records to tailor specific audit tests based on risk assessments. Some audit procedures that IDEA can be utilized for are:

- Mechanical accuracy of worksheets or general ledgers.
- Exception and gap/completeness testing for missing check numbers.
- Cross checking different data bases for common information such as employee names.
- Duplicate testing of invoice numbers.
- Completeness of general ledger balances.

The firm also has document management software which allows our clients to access our web portal. We utilize the web portal to transfer data files that are confidential or too large to be sent by e-mail.

AUDITOR ROTATION REQUIREMENT

The California State Controller Office issued an advisory in October 2014 regarding the Assembly Bill 1345 that added section 12410.6(b) to the government code, commencing with the 2013-14 fiscal year. The Government Code section 12410.6(b) states:

"...a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year..."

This newly added requirement prohibits the local agency from engaging an audit firm if either the lead or concurring (i.e. quality control review) partner responsible for the audit have served the local agency during the past six consecutive years since fiscal year 2013-14.



PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

AUDIT TEAM

The audit team assembled consists of individuals who have extensive experience auditing governmental agencies and are familiar with municipal accounting. In addition, each team member's skill and experience developed working in other industries our firm serves can be applied to the individual requirements of the City of Monterey Park.

The personnel assigned to the engagement team are as follows:

The engagement partner will be Mr. Robert J. Callanan, CPA. Mr. Callanan has over 26 years of experience with audits of local governments. He will be involved with all phases of the audit including (a) the planning phase of the audit to assess risks related to the audit (b) a final review of all the work papers and financial reports, and (c) attending any meetings with City's management and City council at the conclusion of the audit. He will be responsible for assuring that all work for the City is performed in a complete and timely manner.

Mr. Nitin P. Patel, CPA, will be the Technical Review Partner and will perform a quality review of all reports issued in connection with the audit. Mr. Patel has over 30 years of experience with audits of local governments. He will also consult on the accounting treatment of unusual transactions or audit issues.

Ms. Raquel Castro, CPA, will serve as the audit manager. Ms. Castro has over 8 years of experience with audits of local governments. She will be the primary contact for the City and related audits. She will (a) be on-site supervising staff accountants, (b) perform the initial review of the work papers including a review of the work completed related to internal controls, (c) supervise the completion of the financial reports and management letter and (d) assist in the audit of any complex or unusual audit areas.

The audit senior will be Ms. Rebecca Hoang. Ms. Hoang has over 3 years of public accounting experience. She will be on-site performing the fieldwork including performing tests of internal controls, substantive tests of account balances, and analytical tests. She will also draft the financial statements and various reports required for this engagement.

Resumes for the above partners and personnel are included at pages 10 through 13.

COMMITMENT RELATED TO PERSONNEL

We make a commitment to retain the same personnel on the City from year to year, except where such personnel leave the firm, or where the change is approved by the City. If a staff member is replaced, we make a commitment to replace that person with staff of at least equal experience.

NONDISCRIMINATION POLICY

Our firm has a policy to provide equal employment opportunities to all qualified persons without regard to race, color, age, sex, religion, national origin or handicap.



ROBERT J. CALLANAN, CPA



Position

Engagement Partner

Education

Aquinas College, Grand Rapids, Michigan
Bachelor of Arts, Business Administration, 1988
Bachelor of Science, Accounting, 1988

Licensing

Certified Public Accountant in California since 1993

Professional Organizations

American Institute of Certified Public Accountants - Member
California Society of Certified Public Accountants - Member
California Society of Municipal Finance Officers (CSMFO) - Associate Member
California Governmental Accounting and Auditing Committee Member

Range of Experience

Twenty-six years with the firm specializing in governmental audit, accounting, and consulting services.

Two years of experience as Chief Financial Officer of a mortgage lending corporation.

Responsible for the firm's in-house governmental accounting and auditing training programs.

GFOA Report Reviewer for Award Program - Certificate of Achievement for Excellence in Financial Reporting.

Mr. Callanan was the engagement partner on the following local government audits in 2015:

Cities:

Camarillo
Campbell
Del Mar
Hawaiian Gardens
Norco
Pico Rivera
Rancho Santa Margarita
San Buenaventura

Special Districts:

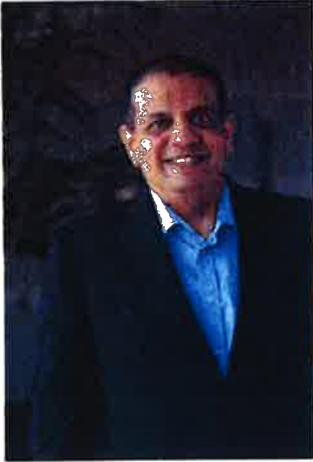
Laguna Beach County Water District
Pico Rivera Water Authority
Pomona-Walnut-Rowland Joint Water
Line Commission
Rowland Water District
Southeast Water Coalition
Sunset Beach Sanitary District
Surfside Colony Stormwater Protection District
Surfside Community Services District
Ventura Port District

Continuing Professional Education

Total hours were 209 in the last three years, of which 157 hours were for meeting the requirements of the Government Audit Standards.



NITIN P. PATEL, CPA



Position

Technical Review Partner

Education

University of California at Irvine, Bachelor of Arts in Economics
California State University at Long Beach Masters of Accounting Program

Licensing

Certified Public Accountant in California since 1988

Professional Organizations

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
California Society of Municipal Finance Officers (CSMFO) - Associate Member
Governmental Accounting and Auditing Committee of Orange County -
Committee Chairman (2001-2002)
California Governmental Accounting and Auditing Committee Member

Range of Experience

Has been with the firm since 1986 with emphasis in governmental accounting and financial reporting and is responsible for firm's in-house governmental accounting and auditing training programs.

Experience includes supervision of over one hundred audits of governmental agencies including cities, successor agencies/redevelopment agencies, non-profit corporations, joint powers authorities and special districts.

CSMFO Report Reviewer for Award Program.

GFOA Report Reviewer for Award Program - Certificate of Achievement for Excellence in Financial Reporting.

Other experience includes providing consulting services for governmental agencies including special internal control reviews, cost allocation plans, cable television rate reviews, reviews of City Treasurer operations and transient occupancy tax reviews of city hotels/motels.

Mr. Patel was the engagement partner on the following local government audits in 2015:

Cities:

Alhambra
Artesia
Belflower
Burbank
Colton
Costa Mesa
Cypress
Gilroy
Lake Forest
Laguna Hills
Laguna Woods
Newport Beach
Norwalk
Palm Desert
Rialto
San Gabriel

Cities (Continued):

Stanton
West Hollywood
Westminster

Special Districts:

Calleguas Municipal Water District
Chino Basin Desalter Authority
Costa Mesa Sanitary District
Cypress Recreation and Park District
Inland Empire Regional Composting Authority
Inland Empire Utilities Agency
La Habra Heights County Water District
La Puente Valley County Water District
Orchard Dale Water District
Rancho California Water District
Santa Ana Watershed Project Authority
Yorba Linda Water District

Continuing Professional Education

Total hours were 186 in the last three years, of which 144 hours were for meeting the requirements of the Government Audit Standards.



RAQUEL CASTRO, CPA



Position

Audit Manager

Education

Chapman University
Bachelors of Science in Accounting, 2008

Licensing

Certified Public Accountant in California since January 2013

Professional Organizations

California Society of Certified Public Accountants (CSCPA)
American Institute of Certified Public Accountants (AICPA)

Range of Experience

Raquel has been employed with the firm since September 2008. She has been the in-charge for audits in the following areas: manufacturing and distribution, retail, health care, retirement care, and more recently, local governments. As an audit manager, she is involved with planning the audit, supervising staff accountants, reviewing work performed in all areas of the audit, and preparation of financial statements. Raquel served as the audit manager and/or supervisor on the following local government audits during 2015:

City of Alhambra
City of Hawaiian Gardens

City of Lake Forest
City of Sanger

In recent years, Raquel has also been involved with the following governmental clients:

City of Lake Elsinore
City of Rancho Santa Margarita
City of Signal Hill

South Coast Water District

Raquel also served as the audit manager on the following business audits during 2015:

Active PDF, Inc.
California Expanded Metal
Products, Inc.
Casa Pacifica dba Freedom Village
Freedom Properties-Hemet, LLC dba
The Village
Ironman Parts and Services

Lyle Parks Jr. Construction
Paul's TV, LLC
R3 Construction Services, Inc.
Stoneridge Creek Pleasanton
CCRC, LLC
University Village Thousand Oaks
CCRC, LLC

Additionally, Raquel also served as the audit manager on the following non-profit audits during 2015:

Rowland Water District

Valencia Heights Water Company

In addition to the audit experience noted above, Raquel has extensive experience with various compilation and review engagements, as well as audits of numerous employee benefit plans.

Continuing Professional Education

Total hours were 232 in the last three years, of which 189 hours were for meeting the requirements of the Government Audit Standards.



REBECCA HOANG



Position
Audit Senior

Education
University of California, Irvine
Bachelors of Arts, 2010

Range of Experience

Ms. Hoang has been with White Nelson Diehl Evans LLP since October 2012. Ms. Hoang has performed all phases of audits including Non-profit Corporations, Cities, Single Audit of Federal Grants, Special Districts, Compliance Audits, Business Entities, and Agreed-Upon Procedure engagements. As an audit senior, she is involved with planning the audit, performing fieldwork for all aspects of the audit, supervising staff accountants and preparation of the financial statements. Ms. Hoang served as the Audit Senior on the following Non-profit and Governmental Clients:

Governmental:

City of Costa Mesa
City of Colton
City of Cypress
City of Fountain Valley
City of Palm Desert
Calleguas Municipal Water District
Laguna Beach County Water District

Non-Profit Corporations:

Boys and Girls Club of Garden Grove
Feeding America San Diego
Trinity Youth Services
Valencia Heights County
Water District

Business Entities:

Anabi Oil Corporation
California Expanded Metal Products
Mangan, Inc.
Pacific Business Capital Corporation
Pool Water Products
Roger Dunn, Inc. and Subsidiaries
Security Signal Devices, Inc.
Straub Distributing, Ltd.
Styles for Less, Inc.
Venus Textiles, Inc.
WorkCare, Inc.

Continuing Professional Education

Total hours were 148 in the last three years, of which 127 hours were for meeting the requirements of the Government Audit Standards.



FIRM EXPERIENCE WITH GOVERNMENTAL ENTITIES

SIMILAR ENGAGEMENTS WITH OTHER MUNICIPAL ENTITIES

Your request for proposal called for at least three similar engagements, ranked by total staff hours. These are set forth below:

<u>City</u>	<u>Engagement Partner</u>	<u>Total Staff Hours</u>	<u>Scope of Work</u>
San Buenaventura	Callanan	660	City, RDA Public Financing Authority and Single Audits; State Controller's Report
Alhambra	Munoz	390	City, RDA, Joint Powers Authority and Single Audits; State Controller's Report
Camarillo	Callanan	385	City, RDA and Single Audits

Certified audits were performed on the financial statements of all of these cities and their component units for the past year.

Client references for these cities are included below.

City of San Buenaventura
 Ms. Bridgette McInally
 Accounting Manager
 805-654-7892

City of Alhambra
 Mr. Paul Espinoza
 Finance Director
 656-570-5027

City of Camarillo
 Mr. Ronnie Campbell
 Finance Director
 805-388-5320

A complete list of similar engagements for the past three years is included in Attachment I of this proposal.

CITY CLIENT REFERENCES

One means of judging the high quality of our auditing and accounting services would be contact with some of our clients over the past year. We are including the names and phone numbers of the city clients as presented in Attachment I of this proposal. We encourage you to contact any of these individuals and verify our level of service.



ENTERPRISE FUND EXPERIENCE

Most cities audited by our firm have a water utility enterprise fund. Noted below is a partial listing of other enterprise funds audited by our firm in recent years:

<u>City</u>	<u>Enterprise</u>
Alhambra	Water, Sewer, Storm Drain, Sanitation, Golf Course
Artesia	Residential Refuse Service
Bellflower	Water
Beverly Hills	Water, Solidwaste, Wastewater, Stormwater
Burbank	Water Reclamation, Sewer, Golf, Electric Utility Water Utility, Refuse Collection and Disposal
Camarillo	Water, Sanitary, Solidwaste, Transit
Colton	Electric Utility, Water Utility, Wastewater Utility
Cypress	Sewer
Del Mar	Water, Wastewater, Cleanwater
Downey	Water, Sewer, Golf Course, Transit System
Fountain Valley	Water, Solidwaste
Gilroy	Water, Sewer
Hesperia	Water, Sewer
Laguna Hills	Property Leasing
Lakewood	Water
Lancaster	Power Authority
Newport Beach	Water, Sewer
Norco	Water, Sewer
Norwalk	Transit System, Water, Sewer, Golf Course
Palm Desert	Golf Course
Pico Rivera	Water, Sports Arena, Golf
Rialto	Airport, Cemetery, Recreation, Wastewater, Water
San Buenaventura	Water, Sewer
Sanger	Water, Sewer, Disposal, Ambulance
Signal Hill	Water
Stanton	Sewer
Tustin	Water
West Covina	Simulator, Computer
West Hollywood	Sewer District, Sewer Charge, Solid Waste, Landscape District and Street Maintenance
Westminster	Water



SINGLE AUDIT EXPERIENCE

We perform single audit services for most of our cities and special districts that receive federal funds as required by the Uniform Guidance. In recent years, Single Audits were performed for the following cities and special districts.

Cities:

City of Alhambra	City of Laguna Woods
City of Artesia	City of Lake Forest
City of Bellflower	City of Lakewood
City of Beverly Hills	City of Lancaster
City of Burbank	City of Newport Beach
City of Camarillo	City of Norco
City of Campbell	City of Norwalk
City of Colton	City of Palm Desert
City of Costa Mesa	City of Pico Rivera
City of Cypress	City of Rancho Santa Margarita
City of Del Mar	City of Rialto
City of Downey	City of San Buenaventura
City of Fountain Valley	City of San Gabriel
City of Gilroy	City of Sanger
City of Goleta	City of Signal Hill
City of Hawaiian Gardens	City of Stanton
City of Hesperia	City of Tustin
City of Highland	City of West Covina
City of La Habra Heights	City of West Hollywood
City of Laguna Hills	City of Westminster

Special Districts:

Inland Empire Utilities Agency
Las Virgenes Municipal Water District
Olivenhain Municipal Water District
Rancho California Water District
Valley Wide Recreation and Park District

EXPERIENCE WITH PREPARATION OF STATE-MANDATED REPORTS

We have experience with the preparation of various state-mandated reports, such as the State Controller's Report and the Annual Street Report. Specifically, with regard to cities, we have prepared the state mandated reports, in recent years, for the Cities of Alhambra, Bellflower, Colton, Del Mar, Goleta, La Habra Heights, Laguna Hills, Lancaster, Norco, Norwalk, Pico Rivera, San Buenaventura, Sanger, Tustin and West Hollywood.



SPECIAL DISTRICTS

Noted below is a listing of special districts audited by our firm in recent years:

Borrego Water District	Orange County Development Authority - Eco-Rapid Transit
Calleguas Municipal Water District	Orange County Vector Control District
Chino Basin Desalter Authority	Orchard Dale Water District
Chino Basin Regional Financing Authority	Otay Water District
Costa Mesa Sanitary District	Padre Dam Municipal Water District
Cypress Recreation and Park District	Pico Water District
Downey Cemetery District	Placentia Library District
El Toro Water District	Rancho California Water District
Grossmont Healthcare District	Rincon del Diablo Municipal Water District
Heber Public Utilities District	Rowland Water District
Inland Empire Regional Composting Authority	Santa Ana Watershed Project Authority
Inland Empire Utilities Agency	South Coast Water District
La Habra Heights County Water District	South County Regional Wastewater Authority
La Puente Valley County Water District	Sunset Beach Sanitary District
Laguna Beach County Water District	Surfside Colony Stormwater Drainage District
Lake Elsinore and San Jacinto Joint Powers Authority	Surfside Community Services District
Las Virgenes Municipal Water District	Vallecitos Water District
Leucadia Wastewater District	Valley Wide Recreation and Park District
Midway City Sanitary District	Ventura Port District
Monterey Peninsula Regional Park District	Yorba Linda Water District
Olivenhain Municipal Water District	

NONPROFIT CORPORATIONS AND JOINT POWER AUTHORITIES

Noted below is a partial listing of nonprofit corporations and joint power authorities audited by our firm over the past year. Some of these entities are "component units" which are combined into the basic financial statements of governmental organizations which exercise oversight responsibility.

American Family Housing	Pomona-Walnut-Rowland Joint Water Line Commission
Anaheim District of the Churches of the Nazarene	Public Cable Television Authority
Cal State L.A. Metrolink Authority	The RARE Project
California Transplant	Trinity Children's Foundation
Casa de las Campanas	Trinity Youth Services
Casa Romantica Cultural Center	United Cerebral Palsy Association
Child Abuse Prevention Center	Valencia Heights Water Company
Palm Desert Recreational Facilities Corporation	Westview Services, Inc.



SCOPE OF WORK, TIMING AND AUDIT APPROACH

ENTITIES TO BE INCLUDED IN AUDIT

City of Monterey Park
 Monterey Park Public Financing Authority
 Monterey Park Housing Authority

REPORTS TO BE ISSUED AND DUE DATES

	Draft Due Dates	Final Due Dates
City of Monterey Park:		
Comprehensive Annual Financial Report (1), (2)	October 20	November 20
Management Letter	October 18	November 20
Audit Committee Letter	October 18	November 20
Single Audit Reports (2):	October 18	November 20
<ul style="list-style-type: none"> • Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> • Independent Auditors’ Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance and on the Schedule of Expenditures of Federal Awards. 		
Report on Compliance with Article XIII B Appropriation Limit (GANN Limit Review)	October 18	November 20
City’s State Controller’s Report	December 31	January 31
Successor Agency - Annual Financial Statements (2)	October 18	November 20

- (1) Per Section V.E. of your RFP, we will provide the processing and binding of the CAFR, however, you will need to supply the cover, tabs, back and combs for the assembly.

- (2) Per Section V.E. of your RFP, we will provide the requested number of copies and format for the respective reports.



AUDIT TIMING

Assuming that the City's books are closed and ready for examination and that all necessary schedules and documents are available for our use by mid September each year, the suggested time schedule for the various phases of the audit would be approximately as follows:

	<u>Completed By</u>
Entrance conference with key City staff. Discussion of any prior audit concerns and the performance of interim work.	May 31
Detail audit plan, including list of schedules and other work required by City Staff	June 30
Interim audit fieldwork and management review	June 30
Final audit fieldwork and management review	October 6
Exit conference to summarize the results of the fieldwork and to review significant findings	October 20
Deliver draft copies of reports	See page 18
Deliver final reports	See page 18

COMMITMENT TO DELIVER REPORTS ON A TIMELY BASIS

If all books and records, schedules and documents are made available to us by mid September, we make a commitment to have audit team members available and to provide all reports by the due dates specified above.

AUDITS TO BE IN ACCORDANCE WITH GAAS AND OTHER REQUIREMENTS

We will audit the financial statements of the City and the component units noted on the preceding page. The financial statements of all entities where the City exercises oversight will be combined with the City's financial statements, in accordance with GASB requirements. Our audit will be in accordance with auditing standards generally accepted in the United States of America as set forth by the AICPA, and will include such auditing procedures as we consider necessary under the circumstances. We will apply certain limited procedures, which consist principally of inquiries of management regarding methods of measurement and presentation of required supplementary information. However, we do not audit such information and do not express an opinion on it. Any supplemental financial statements will be subjected to auditing procedures as we consider necessary in relation to the financial statements taken as a whole. The scope of our audit will not include any statistical information, and we will not express an opinion concerning it.



AUDITS TO BE IN ACCORDANCE WITH GAAS AND OTHER REQUIREMENTS (CONTINUED)

Our audits will conform with the guidelines set forth in the AICPA's Industry Audit Guide, *Audits of State and Local Governmental Units*. Also, each examination will comply with the standards for financial and compliance audits contained in the *Government Auditing Standards*, issued by the U.S. General Accounting Office, the provisions of the Single Audit Act and the provisions of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance).

Also, we will perform an agreed-upon procedures review of the City's Gann Spending Limitation Computation as required by Section 1.5 of Article XIII B of the California Constitution. Our review will be performed in conformance with the provision of the "League of California Cities Uniform Guidelines".

AUDIT APPROACH

- Our audit approach is tailored to meet the technical requirements while maintaining professional skepticism without forgetting that we provide a service. The following aspects of our audit approach will add additional value to the audit services and minimize the amount of time spent by the City's staff in dealing with the audit.
- We will assign experienced staff auditors including the in-charge field auditor having at least 3 years of experience. For first year engagements, all other staff will have at least 1 year of experience. You will not spend time training our auditors.
- Whenever possible, we will use same format for audit supporting schedules used in prior years for the current year audit. This will reduce time spent by the City staff in dealing with the audit when a different audit firm is chosen.
- Throughout the year we are available as a resource to our clients in researching technical questions, dealing with new pronouncements, reviewing complex financial entries and helping with any other issues as they arise.
- The work papers will be reviewed by the manager or partner as field work is being completed to minimize additional questions after the fieldwork is completed.

Our firm uses a governmental audit program which will be modified to the City of Monterey Park's operations to accommodate specific client circumstances. Our audit programs are organized by the financial statement approach and general procedures. The requirements by the Standards for assessing risk are utilized to modify the audit programs to focus on the higher risk areas of the financial statements.

1. Audit Planning Procedures:

- Pre-audit conference with the City to establish process of communication between the audit team and City staff.
- Discuss any new accounting pronouncements to be implemented in the current year.
- Establish scope of work and timing of fieldwork.



AUDIT APPROACH (CONTINUED)

2. Interim Fieldwork:

Gather information about the City and its environment, including internal control:

- Evaluate the design of internal controls that are relevant to the audit and determine whether the control, either individually or in combination is capable of effecting, preventing or detecting and correcting material misstatements.
- Determine that the controls have been implemented, that is, that the controls exist and that the City is using it.
- Specific areas to review include:
 - Accounts payable/cash disbursements
 - Accounts receivable/cash receipts
 - Payroll disbursements
 - Utility billing process
 - Investment compliance
 - Property and equipment
- Review of minutes of the City of Monterey Park.
- Review of important contracts and debt agreements.
- Interim exit conference with the City to review results of interim fieldwork, including any findings.

3. Final Audit Work:

During the final audit work, we will assess "risk" of material misstatement based on understanding of the City's audit environment, including its internal control, to identify account balances to audit that appear in the City's financial statements. Our audit programs will be specifically tailored to address any significant risks identified. The Prepared by Client (PBC) list will be provided at least one month in advance of fieldwork. Our work may include:

- Confirmation of cash and investments balances and testing of bank reconciliations.
- Confirm significant receivable balances or review subsequent cash receipts to verify receivable balance.
- Search for unrecorded liabilities.
- Testing of interfund balances and transfers.
- Test capital asset additions and depreciation expense.
- Confirm long-term debt balances and review the accounting treatment of debt issued or refunded.
- Test support for other significant assets or liabilities.
- Analytical procedures on balance sheet and revenue and expenditure accounts, to evaluate and explain unusual fluctuations from prior year balances or current year budgeted amounts.
- Review of attorney letters for significant legal matters affecting the City's financial position.
- An exit conference will be held to review any significant adjustments or findings.

The audit workpapers will be reviewed by our management team as the work is being performed in the field so that at the conclusion of the fieldwork we are able to report any adjustments or findings.



AUDIT APPROACH REDEVELOPMENT AGENCY/SUCCESSOR AGENCY

Recent legislation related to the dissolution of Redevelopment Agencies will impact our audit approach as detailed below.

Our procedures will include:

- Audit the balances reported for cash, investments, receivables, payables, capital assets and long term liabilities as of end of the year.
- Review the activity reported on ROPS.
- Review the activities of the Successor Agency to ensure compliance with AB 26, AB 1484 and other relevant legislation enacted.

APPROACH TO INTERNAL CONTROL

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Our understanding of the internal controls will be completed by completing narratives and checklists for various processes related to internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.



SINGLE AUDIT APPROACH

The single audit will be performed in accordance with all the requirements of the Single Audit Act, the Uniform Guidance and *Government Auditing Standards* issued by the GAO (the "Yellow Book") for cities that expend greater than \$750,000 in federal awards in fiscal year 2015-2016 and subsequent years.

- We will identify the Major and Nonmajor Federal Programs of the City through the risk-based approach required by the Uniform Guidance. This approach includes consideration of current and prior audit experience, oversight by Federal agencies and pass-through entities, and the inherent risk of the federal program.
- We will review all federal and industry-specific publications and guidance and inform the City of any recent changes.
- We will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with applicable compliance requirements. If weaknesses in the internal controls are noted, we will modify our audit program as needed.
- Our audit will include tests of transactions related to major federal award programs for compliance with applicable compliance requirements and certain provisions of laws, regulations, contracts and grant agreements.
- Our procedures will consist of the applicable procedures described in the Uniform Guidance for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.
- We will assist the City in completing and filing the Data Collection Form.

DETERMINING LAWS AND REGULATIONS SUBJECT TO AUDIT

Under provisions of AICPA Auditing Standards, management of the City is responsible for identifying to its outside auditors any laws and regulations which would have a significant effect on the audit. This would include federal laws (such as federal grant regulations), State laws (such as permitted investments under the California Government Code) and local laws (such as restrictions on special revenues levied by the City). After our selection as auditors, we will consult with City officials regarding these matters, to determine what laws and regulations need to be evaluated in connection with our audit. If a City is not able to identify specific laws and regulations that effect it, we have references (California Government Code and Health and Safety Code) to the more common laws, rules and regulations in our standard audit programs for the usual activities of a California City or Successor Agency to the Redevelopment Agency which will assist us in identifying laws and regulations to review in the audit.

METHOD OF SAMPLING

Our approach is to utilize random sampling based in our testing of the internal control systems related to cash receipts, cash disbursements, payroll and utility billings. Based on a statistical conclusion used by the firm our sample sizes can range from 25 to 60 transactions for each system. A random sample selection allows each item in the population of an equal chance of being selected. In addition, for disbursements, we may select a stratified sample of all transactions over a specified dollar amount for review.



ANALYTICAL PROCEDURES

Analytical procedures are used in the planning and final stages of the audit. In the planning phase, we use analytical procedures to identify unusual financial transactions and comparing relationships to expected results. We compare current year information to the prior years for balance sheet items, revenues and expenditures. In addition, revenues and expenditures are compared to budgets to identify unexpected results. In the final stages of the audit, the financial statements are reviewed to identify expected relationships such as comparing debt paid to expenditures recorded on governmental funds, transfers between funds, depreciation expense, etc. For all significant relationships identified, explanations are obtained as to why the situation occurred and additional audit procedures are applied to resolve any concerns.

MANAGEMENT LETTERS

In connection with each audit, a complete review of internal controls will be made of all significant accounting procedures. Our firm uses an internal control questionnaire, computer systems questionnaire and narration to gain an understanding of the internal control process as part of our audit. We will identify weaknesses and after discussion with the appropriate City staff, we will submit a management letter which will identify weaknesses observed during these reviews and throughout the audit. The management letter will also assess the effect of the management letter comments on the financial reporting process and recommend steps towards eliminating the weaknesses.

POTENTIAL AUDIT PROBLEMS

We do not anticipate any significant potential audit problems. If any potential audit problems are identified, we will immediately discuss them with the City's management. Our approach is to coordinate the resolution of any problems with the City's management. Considering our experience with auditing governmental entities and resources, we expect minimal disruption to the City's management in resolving any identified audit problems.

RETENTION OF AND ACCESS TO AUDIT WORKPAPERS

In accordance with provisions of the Uniform Guidance, GAO requirements, and the California Board of Accountancy, our audit workpapers will be maintained for at least seven years after the date of the report. These workpapers will be made available as necessary to your cognizant audit agency (or its designee), to GAO representatives, or to any other federal or state agency needing access to the workpapers. Also, our firm will respond to any reasonable inquiries of successor auditors and we will allow any successor auditors to review our workpapers.

OTHER PROFESSIONAL SERVICES

We will be available for any other professional assistance you require to research and answer accounting and reporting problems raised by the City, regardless of the time of year. Such assistance may include, but is not limited to, tax questions, the review of bond documents, cost allocation programs and employee benefit programs. We have provided several tax opinions to City audit clients for matters relating to deferred compensation, fringe benefits, stipends and allowances, and other issues. We also will keep the City informed of new developments affecting municipal finance and reporting, changes in grant rules and regulations, etc.



IRREGULARITIES AND ILLEGAL ACTS

We will make an immediate, written report of all irregularities, illegal acts or indications of illegal acts of which we become aware, to the following parties: the City Council and the City Manager.

SEGMENTATION OF THE AUDIT HOURS, BY PARTNER AND STAFF LEVEL

<u>Description of Services</u>	<u>Partners</u>	<u>Managers</u>	<u>Staff</u>	<u>Clerical</u>	<u>Total</u>
City of Monterey Park audit, including Management and Audit Committee Letters	10	20	257	15	302
Single Audit	2	4	37	2	45
GANN Limit Review	1	-	2	-	3
City's State Controller's Report	1	3	24	-	28
Successor Agency audit and related reports	1	2	14	3	20
Total Hours	15	29	334	20	398

SEGMENTATION OF THE AUDIT HOURS, BY PHASES OF THE AUDIT

	<u>Partners</u>	<u>Managers</u>	<u>Staff</u>	<u>Clerical</u>	<u>Total</u>
Planning	2	4	28	-	34
Interim Fieldwork	2	8	80	-	90
Final Fieldwork and Review	11	17	226	20	274
Total Hours	15	29	334	20	398



DISCUSSION OF RELEVANT ACCOUNTING ISSUES

GASB STATEMENT NO. 72

GASB Statement No. 72, *“Fair Value Measurement and Application”*, is effective for periods beginning after June 15, 2015. This Statement addresses accounting and financial reporting issues related to fair value measurement. The definition of *fair value* is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

GASB STATEMENT NO. 73

GASB Statement No. 73, *“Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68”*, is effective for periods beginning after June 15, 2015 - except for those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68, which are effective for periods beginning after June 15, 2016. The requirements of this Statement extend the approach to accounting and financial reporting established in Statement 68 to all pensions, with modifications as necessary to reflect that for accounting and financial reporting purposes, any assets accumulated for pensions that are provided through pension plans that are not administered through trusts that meet the criteria specified in Statement 68 should not be considered pension plan assets. It also requires that information similar to that required by Statement 68 be included in notes to financial statements and required supplementary information by all similarly situated employers.

GASB STATEMENT NO. 74

GASB Statement No. 74, *“Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans”*, is effective for periods beginning after June 15, 2016. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement also includes requirements to address financial reporting for assets accumulated for purposes of providing defined benefit OPEB through OPEB plans that are not administered through trusts that meet the specified criteria.

GASB STATEMENT NO. 75

GASB Statement No. 75, *“Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”*, is effective for periods beginning after June 15, 2017. The scope of this Statement addresses accounting and financial reporting for postemployment benefits other than pension (other postemployment benefits or OPEB) that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures for defined benefit and defined contribution plans.



GASB STATEMENT NO. 76

GASB Statement No. 76, *"The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments"*, is effective for periods beginning after June 15, 2015. The requirements of this Statement improve financial reporting by (1) raising the category of GASB Implementation Guides in the GAAP hierarchy, (2) emphasizing the importance of analogies to authoritative literature when the accounting treatment for an event is not specified in authoritative GAAP; (3) requiring the consideration of consistency with the GASB Concepts Statements when evaluating accounting treatments specified in nonauthoritative literature.

GASB STATEMENT NO. 77

GASB Statement No. 77, *"Tax Abatement Disclosures"*, is effective for periods beginning after December 15, 2015. This Statement requires governments that enter into tax abatement agreements to disclose the following information:

- Brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients.
- The gross dollar amount of taxes abated during the period.
- Commitments made by a government, other than to abate taxes, as part of a tax abatement agreement.

Governments should organize those disclosures by major tax abatement program and may disclose information for individual tax abatement agreements within those programs.

GASB STATEMENT NO. 78

GASB Statement No. 78, *"Pensions Provided Through Certain Multiple-Employer Defined Benefit Pension Plans"*, is effective for periods beginning after December 15, 2015. This Statement amends the scope and applicability of Statement 68 to **exclude** pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above.

GASB STATEMENT NO. 79

GASB Statement No. 79, *"Certain External Investment Pools and Pool Participants"*, is effective for periods beginning after June 15, 2015, except for certain provisions on portfolio quality, custodial credit risk, and shadow pricing, those provisions are effective for reporting periods beginning after December 15, 2015. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. It establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets certain applicable criteria established in this Statement. It establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investment at amortized cost for financial reporting purposes and for government that participate in those pools.



WORK REQUIRED BY CITY STAFF

Our fixed annual fees contemplate that conditions satisfactory to the normal progress and completion of the examination will be encountered and that City accounting personnel will furnish the agreed-upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work, we shall report such conditions to the responsible City officials and provide the City with an estimate of the additional accounting fees involved.

Noted below is a listing of work required by City staff to assist in the audit.

1. Technical assistance in familiarizing our staff with:
 - The flow of information through the various departments and accounting systems.
 - Reports generated by your accounting system.
 - The system of internal controls.
 - Controls established to monitor compliance with federal grants.
2. Preparation of trial balances for all funds, after posting of all year end journal entries.
3. Preparation of schedules supporting all major balance sheet accounts, and selected revenue and expenditure accounts.
4. Typing of all confirmation requests.
5. Pulling and refileing of all supporting documents required for audit verification.
6. Assistance with the preparation of the CAFR and footnotes, including:
 - a. Determination of major funds.
 - b. Determination of general and program revenues and allocation of program revenues to:
 1. charges for services,
 2. operating grants and contributions, and
 3. capital grants and contributions.
 - c. Determination of components of net position (net investment in capital assets, restricted and unrestricted net position).
 - d. Assistance in determining the amounts to be reported (1) the Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position and (2) in the Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.
 - e. Consolidation of internal service fund activity into governmental activities or business-type activities in the government-wide financial statements.
 - f. Preparation of the management's discussion and analysis, transmittal letter and all statistical tables for the CAFR.



FEES AND HOURLY RATES

MAXIMUM FEES

Our maximum fees for the three years ending June 30, 2018 will be as follows:

Description of Services	Fiscal Year		
	2015-16	2016-17	2017-18
City of Monterey Park audit, including Management and Audit Committee Letters	\$ 32,600	\$ 33,575	\$ 34,580
Single Audit (1)	5,020	5,170	5,325
GANN Limit Review	450	465	480
City's State Controller's Report	3,175	3,270	3,365
Successor Agency audit and related reports	2,180	2,245	2,315
Total Not to Exceed Fees	<u>\$ 43,425</u>	<u>\$ 44,725</u>	<u>\$ 46,065</u>

This fee contemplates auditing up to two major programs. Additional major programs will be audited for an additional cost of \$2,000 each.

If the contract is extended beyond three years, the fees will be increased by 3% each year.

HOURLY RATES FOR SPECIAL SERVICES

If the City wishes us to perform consulting or other services outside the scope of the services described herein, a separate written request from the City will be required. Our hourly rates for these services during each year under the basic contract will be as follows:

Position	Fiscal Year		
	2015-16	2016-17	2017-18
Partners	\$ 250	\$ 258	\$ 265
Managers	175	180	186
Supervisory Staff	140	144	149
Staff	100	103	106
Clerical	60	62	64



CONSULTING SERVICES DEPARTMENT

OVERVIEW OF SERVICES PROVIDED

White Nelson Diehl Evans LLP offers a wide range of consulting services to governmental agencies. This section of our proposal summarizes the primary types of services provided by the firm.

The firm's Director of Consulting Services is Mr. William S. Morgan, CPA. Mr. Morgan has over thirty years of experience in providing accounting, auditing and consulting services to California cities, counties, successor agencies/redevelopment agencies, water districts, special districts, joint power authorities and nonprofit corporations. Many of the firm's consulting projects are planned, supervised and reviewed by Mr. Morgan.

Our firm provides the following types of services:

- Governmental Tax Consulting
- Performance and Operational Studies
- Redevelopment Consulting Services
- Reviews of City Treasurer Operations
- Cable Television and Broadband Consulting Services
- Reviews of Solid Waste Haulers and Assistance With Trash Rate Negotiations
- Litigation Support and Dispute Resolution Services
- Fraud Investigations
- Hotel/Motel Transient Occupancy Tax Reviews
- Business License Operation Reviews

With regard to these engagements, we would intend to perform limited procedures reviews in connection with each assignment, in accordance with the AICPA's attestation standards. Under the provisions of the attestation standards, the City would designate what specific procedures it wishes to have performed. We would then perform those procedures and report on our findings. This type of engagement would not constitute a certified audit in accordance with auditing standards generally accepted in the United States of America. Such special services are not part of our standard fee arrangements and would be subject to a separate fee quotation.



ATTACHMENT I
CURRENT CITY CLIENT REFERENCES
AND
LISTS OF CITY AND SPECIAL DISTRICT ENGAGEMENTS
PERFORMED IN THE LAST 3 YEARS

CURRENT CITY CLIENT REFERENCES

One means of judging the high quality of our auditing and accounting services would be contact with some of our existing clients. We are including the names and phone numbers of our city clients over the past year. We encourage you to contact any of these individuals.

City of Alhambra

Mr. Paul Espinoza
Finance Director
(626) 570-5027

City of Artesia

Ms. Justine Menzel
Deputy City Manager
(562) 865-6249

City of Bellflower

Mr. Tae Rhee
Director of Finance
(562) 804-1424

City of Beverly Hills

Mr. Don Rhoads
Finance Director
(310) 285-2429

City of Burbank

Mr. Dino Balos
Accounting Manager
(818) 238-5518

City of Camarillo

Mr. Ronnie Campbell
Finance Director
(805) 388-5320

City of Campbell

Mr. Jesse Takahashi
Finance Director
(408) 866-2113

City of Colton

Ms. Anita Agramonte
Finance Director
(909) 370-5039

City of Costa Mesa

Ms. Colleen O'Donoghue
Assistant Finance Director
(714) 754-5421

City of Cypress

Mr. Matt Burton
Director of Finance & Administrative Services
(714) 229-6718

City of Del Mar

Ms. Teresa McBroome
Director of Finance/Treasurer
(858) 755-9354

City of Fountain Valley

Mr. David Cain
Finance Director/Treasurer
(714) 593-4501

City of Gilroy

Ms. Christina Turner
Finance Director
(408) 846-0750

City of Goleta

Ms. Genie Wilson
Finance Director
(805) 961-7527

City of Hawaiian Gardens

Ms. Linda Hollinsworth
Finance Director/Treasurer
(562) 420-2641 x236

City of Hesperia

Mr. Brian Johnson
Director of Administrative Services
(760) 947-1442

City of Highland

Mr. Chuck Dantuono
Director of Administrative Services
(909) 864-6861

City of Laguna Hills

Ms. Janice Mateo-Reyes
Finance Manager
(949) 707-2623

City of Laguna Woods

Ms. Margaret Cady
Administrative Services/
City Treasurer
(949) 639-0500

City of Lake Forest

Mr. Keith Neves
Director of Finance
(949) 461-3400

City of Lancaster

Ms. Pamela Statsmann
Assistant Finance Director
(661) 723-6038

City of Newport Beach

Mr. Dan Matusiewicz
Director of Finance
(949) 644-3126

City of Norco

Ms. Gina Schuchard
Finance Officer
(951) 270-5650

City of Norwalk

Ms. Jana Stuard
Director of Finance
(562) 929-5056

City of Palm Desert

Mr. Paul Gibson
Director of Finance
(760) 346-0611

City of Pico Rivera

Mr. Michael Solorza
Director of Finance
(562) 801-4391

City of Rancho Santa Margarita

Ms. Stefanie Turner
Finance Director
(949) 635-1812

City of Rialto

Mr. George Harris, II
Director of Administrative
and Community Services
(909) 421-7219

City of San Buenaventura

Ms. Bridgette McInally
Accounting Manager
(805) 654-7892

City of San Gabriel

Mr. Thomas Marston
Director of Finance
(626) 308-2812

City of Sanger

Ms. Patty Hartman
Interim Finance Director
(559) 876-6300

City of Stanton

Mr. Stephen Parker
Director of Administrative Services
(714) 890-4226

City of Tustin

Ms. Jenny Leisz
Finance Manager
(714) 573-3079

City of West Covina

Ms. Christa Buhagiar
Finance Director
(626) 939-8463

City of West Hollywood

Ms. Lorena Quijano
Accounting Services Manager
(323) 848-6513

City of Westminster

Ms. Sherry Johnson
Accounting Manager
(714) 898-3311

LIST OF CITY ENGAGEMENTS

We have listed below the cities which were under contract with us during the past three fiscal years.

City	Period of Service		Scope of Work
	From	To	
Alhambra	2005	Present	CA, RDA, SA, SCR
Artesia	2012	Present	CA, RDA, SA
Bellflower	2013	Present	CA, SA, SCR, Financing Authority, Public Facilities Corp.
Beverly Hills	2012	Present	CA, SA
Burbank	2013	Present	CA, AQMD, SA, Water & Utility Enterprise Fund
Camarillo	2012	Present	CA, RDA, SA
Campbell	2013	Present	CA, SA, T, Solid Waste Management Authority
Colton	2014	Present	CA, SA, SCR, Child Care Program
Costa Mesa	2012	Present	CA, RDA, PFA, SA, Housing Authority
Cypress	2012	Present	CA, RDA, RA, SA
Del Mar	2014	Present	CA, SA, SCR
Downey	1987	2013	CA, RDA, AQMD, PFA, SA, OCU
Fountain Valley	2013	Present	CA, SA, Housing Authority, Financing Authority
Gilroy	2013	Present	CA, SA
Goleta	2013	Present	CA, SA, SCR, SR
Hawaiian Gardens	2012	Present	CA, RDA, PFA, SA
Hesperia	1997	Present	CA, RDA, SA
Highland	2012	Present	CA, SA
La Habra Heights	2008	2013	CA, SA, SCR
Laguna Hills	2015	Present	CA, SA, SCR, SR
Laguna Woods	2015	Present	CA, SA
Lake Forest	2011	Present	CA, RDA, SA, Housing Authority
Lakewood	1974	2013	CA, RDA, SA
Lancaster	2013	Present	CA, SA, SCR - City, SCR - Power Authority
Newport Beach	2011	Present	CA, SA
Norco	2015	Present	CA, SA, SCR
Norwalk	2015	Present	CA, AQMD, PFA, SA, T, OCU, SCR - City & Transit
Palm Desert	2008	Present	CA, RDA, SA, Housing Authority
Pico Rivera	2012	Present	CA, PFA, SA, SCR, Water Authority
Rancho Santa Margarita	2012	Present	CA, SA
Rialto	2013	Present	CA, SA
San Buenaventura	2011	Present	CA, RDA, PFA, SA, SCR
San Gabriel	2013	Present	CA, SA
Sanger	2011	Present	CA, RDA, PFA, SA, SCR
Signal Hill	1962	2013	CA, RDA, SA
Stanton	2012	Present	CA, RDA, SA
Tustin	2011	Present	CA, RDA, SA, SCR
West Covina	2011	Present	CA, RDA, AQMD, SA
West Hollywood	2014	Present	CA, SA, SCR
Westminster	1997	Present	CA, RDA, AQMD, SA

Legend:

AQMD - Air Quality Management District Audit

CA - City Audit

OCU - Other Component Unit Audits

PFA - Public Financing Authority

PI - Public Improvement

PP - Pension Plans

RA - Recreation Authority

RDA - Former Redevelopment Agency Audit

SA - Single Audit

SCR - State Controllers' Reports

SR - Street Report

T - Transportation

Substantially all of the above engagements were performed through the firm's Irvine office.

LIST OF SPECIAL DISTRICT ENGAGEMENTS

We have listed below the special districts which were under contract with us during the past three fiscal years.

Client Name	Period of Service	
	From	To
Borrego Water District	2006	2013
Calleguas Municipal Water District	2015	Present
Chino Basin Desalter Authority	2011	Present
Chino Basin Regional Financing Authority	2015	Present
Costa Mesa Sanitary District	2005	2014
Cypress Recreation and Park District	2012	Present
Downey Cemetery District	1987	2013
El Toro Water District	2008	2013
Grossmont Healthcare District	2011	Present
Heber Public Utilities District	2014	Present
Inland Empire Regional Composting Authority	2011	Present
Inland Empire Utilities Agency	2011	Present
La Habra Heights County Water District	2002	Present
La Puente Valley County Water District	1986	Present
Laguna Beach County Water District	2002	Present
Lake Elsinore and San Jacinto Joint Powers Authority	2013	Present
Las Virgenes Municipal Water District	2007	2013
Leucadia Wastewater District	2010	Present
Midway City Sanitary District	2012	Present
Monterey Peninsula Regional Park District	2015	Present
Olivenhain Municipal Water District	2009	Present
Orange County Development Authority - Eco-Rapid Transit	2015	Present
Orange County Vector Control District	2013	Present
Orchard Dale Water District	2012	Present
Otay Water District	2009	2013
Padre Dam Municipal Water District	2009	Present
Pico Water District	2010	Present
Placentia Library District	2015	Present
Rancho California Water District	2012	Present
Rincon del Diablo Municipal Water District	2015	Present
Rowland Water District	2007	Present
Santa Ana Watershed Project Authority	2013	Present
South Coast Water District	2011	2014
South County Regional Wastewater Authority	2013	Present
Sunset Beach Sanitary District	1986	Present
Surfside Colony Stormwater Drainage District	2010	Present
Surfside Community Services District	2010	Present
Vallecitos Water District	2010	2015
Valley Wide Recreation and Park District	1986	Present
Ventura Port District	2011	Present
Yorba Linda Water District	2008	Present

Substantially all of the above engagements were performed through the firm's Irvine office.

ATTACHMENT II
RESULTS OF OUTSIDE QUALITY REVIEW

System Review Report

July 22, 2015

To the Owners of
White Nelson Diehl Evans LLP
and the Peer Review Committee of the CA Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. White Nelson Diehl Evans LLP has received a peer review rating of *pass*.

Heidenreich & Heidenreich CPAs PLLC

Heidenreich & Heidenreich, CPAs, PLLC

ATTACHMENT 2

White Nelson Diehl Evans, LLP's Two-Year Contract Extension Proposal



WNDE
White Nelson Diehl Evans LLP
CPA® | TAX | ADVISORY | AUDIT

March 23, 2020

Ms. Martha Garcia, Director of Management Services
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

Dear Ms. Garcia:

Enclosed is the engagement letter to provide audit services to the City of Monterey Park for the two years ending June 30, 2022.

Please return a signed copy of the engagement letter for our files.

If you have questions, please call me.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP

Robert J. Callanan, CPA
Engagement Partner



March 23, 2020

City Council and Management
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

We are pleased to confirm our understanding of the services we are to provide the City of Monterey Park (City) for the two years ending June 30, 2022. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the years ending June 30, 2021 and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules - General and Major Special Revenue Funds.
- 3) Schedules of Changes in the Net Pension Liability and Related Ratios and Schedules of Plan Contributions for the CalPERS Miscellaneous and Safety Plans and the Mass Mutual Retirement Pension Plan.
- 4) Schedule of Changes in Net OPEB Liability and related ratios and Schedule of Contributions for the City's OPEB Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

- 1) Combining and individual fund financial statements and schedules.
- 2) Schedule of expenditures of federal awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

- 1) Introductory Section.
- 2) Statistical Section.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- 1) Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- 2) Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance.

Audit Objectives (Continued)

The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

Audit Procedures - General (Continued)

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, the schedule of expenditures of federal awards, and the related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness for that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. Because of the importance of oral and written management representations to the effective performance of our services, the City releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

Management Responsibilities (Continued)

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide as defined in the Other Services Section of this letter. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management Responsibilities (Continued)

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees and Other

Noted below is a listing of work required by City staff to assist in the audits.

1. Preparation of trial balances for all funds, after posting of all year-end journal entries.
2. Preparation of schedules supporting all major balance sheet accounts, and selected revenue and expenditure accounts.
3. Typing of all confirmation requests.
4. Pulling and refileing of all supporting documents required for audit verification.

Our maximum annual fees for the two years ending June 30, 2021 and 2022, are as follows:

	<u>2021</u>	<u>2022</u>
City of Monterey Park - Financial audit, management and audit committee letters	\$ 42,190	\$ 43,455
Single Audit of Federal Grants (1)	6,210	6,400
GANN Limit Agreed-Upon Procedures review	525	540
Successor Agency Fund audit and related reports	<u>2,530</u>	<u>2,605</u>
	<u>\$ 51,455</u>	<u>\$ 53,000</u>

(1) This fee contemplates auditing only two major programs. Additional major programs will be charged at \$2,000 per major program.

The maximum annual fees stipulated herein contemplate that conditions satisfactory to the normal progress and completion of the examination will be encountered and the City accounting personnel will furnish the agreed upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work; we shall report such conditions to the responsible City officials and provide the City with an estimate of the additional accounting fees involved.

Engagement Administration, Fees and Other (Continued)

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of White Nelson Diehl Evans LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White Nelson Diehl Evans LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In accordance with our firm's current record retention policy, all of your original records will be returned to you at the conclusion of this engagement. Our audit documentation files will be kept for a period of seven years after the issuance of the audit report. All other files will be kept for as long as you retain us as your auditors. However, upon termination of our service, all records will be destroyed after a period of seven years. Physical deterioration or catastrophic events may further shorten the life of these records. The audit documentation files of our firm are not a substitute for your original records.

We expect to begin our interim fieldwork in June each year and final fieldwork in September. In addition, we expect to issue our reports no later than November 30 each year. Mr. Robert J. Callanan, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

City Council and Management
City of Monterey Park
March 23, 2020
Page 10

Engagement Administration, Fees and Other (Continued)

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to the City of Monterey Park and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

White Nelson Diehl Evans LLP

WHITE NELSON DIEHL EVANS, LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Monterey Park.

By _____

Print Name _____

Title _____

Date _____

Report on the Firm's System of Quality Control

August 15, 2018

To the Owners of
White Nelson Diehl Evans LLP
and the Peer Review Committee of the CA Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. White Nelson Diehl Evans LLP has received a peer review rating of *pass*.

Heidenreich & Heidenreich CPAs PLLC

Heidenreich & Heidenreich, CPAs, PLLC



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-D

TO: The Honorable Mayor and City Council
FROM: Matthew Hallock, Fire Chief
SUBJECT: FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental

RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the proposed grant project to fund Personal Protective Equipment (PPE) in the amount of \$20,000 in Federal grant funds;
2. Authorizing the City Finance Department to allocate \$2,000 from the City budget to fund the applicant cost share if the grant is awarded;
3. Adopting a resolution authorizing the City Manager, or designee, to apply for, receive, and appropriate grant funds for the FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental; and
4. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Department of Homeland Security Federal Emergency Management Agency (DHS FEMA) opened applications for the FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental (AFG-S). Monterey Park Fire Department requests to approve the application for the AFG-S Grant, specifically for personal protective equipment (PPE) for the fire department. If the City is offered the grant award, the total proposed budget for the AFG-S Grant is \$22,000, which includes a federal grant award application amount of \$20,000 (90%) and City non-federal funds cost share match application amount of \$2,000 (10%).

Staff seeks City Council consideration and approval of the AFG-S Grant application and authorization of funding the City applicant share match requirement if the City is awarded the grant. The anticipated funding selection and award date is June 5, 2020. The performance period would twelve months from the date of the award. When the grant award decision is made and if the grant award is received, staff will submit an updated staff report to City Council.

BACKGROUND:

Monterey Park Fire Department must keep pace with public safety needs associated with COVID-19. Staff seeks City Council approval of the AFG-S Grant application for Operations and Safety – PPE.

The matching funds requirement is 10% of the grant awarded. If the City is offered the AFG-S Grant award, the potential cost to the City would be a 10% matching funds requirement of \$2,000 while the potential award would be a 90% federal grant award amount of \$20,000. The anticipated funding selection and award date for the AFG-S Grant is June 5, 2020. When the grant award decision is made and if the grant award is received, staff will submit an updated staff report to City Council.

Monterey Park Fire Department has been committed to providing the community the highest level of standard care and emergency response. If the grant award is received, the purchase of PPE would meet the Operations and Safety activity criteria.

FISCAL IMPACT:

If the City is awarded is offered the grant award, then the total proposed budget for the AFG-S Grant is \$22,000, which includes a federal grant award application amount of \$20,000 (90%) and City non-federal funds cost share match application amount of \$2,000 (10%).

Approved by:



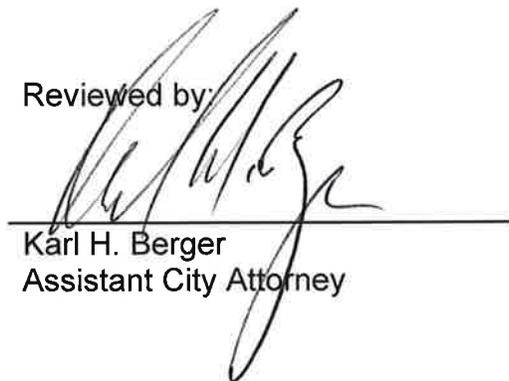
Ron Bow
City Manager

Respectfully submitted by:



Matthew Hallock
Fire Chief

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. AFG-S Grant – Estimated Cost for Operations and Safety – PPE
2. Resolution – FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental

ATTACHMENT 1
**AFG-S Grant – Estimated Cost for Operations
and Safety – PPE**

City of Monterey Park
Fire Department

Estimated Cost for Operations and Safety – PPE

Grant: FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental (AFG-S)

Description: COVID-19 Personal Protective Equipment

Anticipated Award Date: 6/5/2020

Performance Period: 12 months from date of award

Cost:	\$ 20,000	90% Federal Grant Award Application Amount
	\$ 2,000	10% City Non-Federal Funds Cost Share Match Application Amount
	\$ 22,000	Estimated Total Cost

ATTACHMENT 2
**Resolution – FY 2020 Assistance to Firefighters
Grants Program – COVID-19 Supplemental**

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE CITY MANAGER, OR
DESIGNEE, TO APPLY FOR, RECEIVE, AND APPROPRIATE
GRANT FUNDS FOR THE FY 2020 ASSISTANCE TO
FIREFIGHTERS GRANTS PROGRAM — COVID-19
SUPPLEMENTAL.**

The City Council does resolve as follows:

SECTION 1: The City Council finds as follows:

- A. The City plans to apply for the Assistance to Firefighters Grants Program — COVID-19 Supplemental (“AFG-S”) from the Department of Homeland Security Federal Emergency Management Agency (“DHS FEMA”). The City plans to apply funding for personal protective equipment (“PPE”) for the Monterey Park Fire Department;
- B. The primary goal of AFG is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards;
- C. The City plans to apply for AFG-S before the May 15, 2020 deadline for a federal award amount of \$20,000. If the grant is awarded, the City Council believes that it is in the public interest to accept these grant monies and match the grant with \$2,000 in City funds.

SECTION 2: The City Manager, or designee, is authorized to apply for a grant, with a City cost share match of \$2,000, from the City funds to be used for PPE.

SECTION 3: The City Manager, or designee, is authorized to execute any required documents to receive the grant for the purposes identified herein.

SECTION 4: The City Manager, or designee, is authorized to accept and spend the grant monies identified in this Resolution for the purposes set forth herein.

SECTION 5: The City Council amends or supplements the City’s Budget for fiscal year 2019-2020 to appropriate the monies identified by this Resolution to pay for the cost share match plan proposed by the City in support of its grant application. The City Manager, or designee, is authorized to implement the purpose of this section.

SECTION 6: Effectiveness. This Resolution will become effective immediately upon adoption.

SECTION 7: The City Clerk is directed to certify to the adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 6th day of May, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:

By:



Karl H. Berger, Assistant City Attorney

State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 6th day of May 2020, by the following vote:

Ayes: Council Members:
Nays: Council Members:
Absent: Council Members:
Abstain: Council Members:

Dated this 6th day of May, 2020.

Vincent D. Chang, City Clerk
Monterey Park, California



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-E

TO: The Honorable Mayor and City Council
FROM: Chief Kelly Gordon, Monterey Park Police Department
Chief Matthew Hallock, Monterey Park Police Department
SUBJECT: Consideration and introduction of an Ordinance amending the Monterey Park Municipal to regulate the unlawful use of public property.

RECOMMENDATION:

It is recommended that the City Council:

- 1. Waive second reading and adopt the draft proposed ordinance; or
- 2. Alternatively, take such additional related action that may be desirable.

EXECUTIVE SUMMARY:

The ordinance was introduced on April 15, 2020. At that meeting, the City Council conducted the first reading. The staff report from the April 15, 2020 meeting is attached for reference. Second reading and adoption of this ordinance is recommended; if adopted, the ordinance will take effect in 30 days.

Respectfully submitted by:



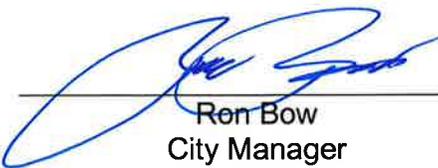
Chief Kelly Gordon
Monterey Park Police Department

Prepared by:



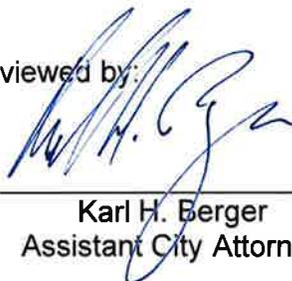
Chief Matt Hallock
Monterey Park Fire Department

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Attachment # 1 Draft Ordinance
2. Attachment # 2 April 15, 2020 City Council Staff Report

ATTACHMENT 1
Draft Ordinance

CITY OF MONTEREY PARK

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE TO REGULATE THE UNLAWFUL USE OF PUBLIC PROPERTY

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds and declares as follows:

- A. Enforcement anti-nuisance regulations (such as camping, loitering, and some trespassing) was largely suspended based upon the decision made by the Ninth Circuit Court of Appeals in *Martin v. City of Boise* (9th Cir. 2019) 920 F.3d 584 (amending and superseding on denial of rehearing *Martin et al., v. City of Boise* (9th Cir. 2018) 902 F.3d 1031) *cert. denied sub nom. City of Boise, Idaho v. Martin*, No. 19-247, 2019 WL 6833408 (U.S. Dec. 16, 2019);
- B. When adopting this Ordinance, the City considered the entire administrative record including, without limitation, information set forth in staff reports presented to the City Council; photographic evidence presented by staff during its presentation to the Council; public testimony; the City's count of its Homeless Population; and other evidence set forth in the record or commonly known to the community;
- C. Should any part of this Ordinance inadvertently regulate use of public property in a manner that does not conform with applicable laws, the Council intends that such regulation be interpreted and enforced in a manner that brings this Ordinance into conformance with such laws.

SECTION 2. A new Chapter 6.37 is added to the Monterey Park Municipal Code ("MPMC") to read as follows:

"CHAPTER 6.37

UNLAWFUL USE OF PUBLIC PROPERTY

6.37.010. Purpose.

This Chapter is adopted pursuant to the city's police powers as set forth in the California Constitution and Government Code § 37359 for the following purposes:

- A. To protect public health and safety by ensuring public property is used for its intended purpose by all members of the community. This includes, without limitation, protecting the personal constitutional rights of all individuals to access and use public property safely and freely in the manner for which it was intended.

- B. To maintain and improve the City's aesthetics to promote public welfare and economic development.
- C. To balance freedom of expression with reasonable time, place, and manner restrictions for protecting public health, safety, and welfare.
- D. To avoid creation of ~~public nuisances~~ health hazards when solid or liquid waste is intentionally or unintentionally discarded upon public property.
- E. To balance the needs of individuals with that of the general public when utilizing public property.
- F. Nothing in this chapter is intended to, nor does it, restrict recreational activities on public property at the times and places available for such use.

6.37.020. Administration.

The City Manager is authorized to promulgate administrative policies and procedures ("AP&P") that may be needed to implement this chapter.

6.37.030 Definitions.

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Chapter.

"City" means the City of Monterey Park and its agents including, without limitation, sworn law enforcement officials.

"Camper" means a structure designed to be mounted on a motor vehicle and to provide facilities for human habitation or camping purposes.

"Camp facilities" includes one or more of the following items: tents, huts, other unpermitted physical shelters, cots, beds, sleeping bags, hammocks, or bedrolls.

"City Manager" means the City Manager or designee.

"Encampment" means a location consisting of camp facilities, cooking facilities, and other evidence of human habitation.

"Entrance" means the entire area between the outer edge of an entrance to a building and the exterior door and includes the entry way, doorway or vestibule.

"Homeless person" has the same meaning as set forth in 42 U.S.C. § 11302.

"House car" means a motor vehicle originally designed, or permanently or temporarily altered and equipped, for human habitation, or to which a camper is permanently or temporarily attached.

"Human habitation" means the use of a vehicle for a dwelling. Evidence of human habitation includes activities such as sleeping, setting up housekeeping or

cooking, and/or any other activity where it reasonably appears, in light of all the circumstances, that one or more persons are using the vehicle as a living accommodation. The use of a vehicle for six or more consecutive hours for eating, resting, recreating and/or sleeping per se constitutes "human habitation" for purposes of this chapter.

"Overnight shelter" means a facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for homeless persons at no charge. A shelter is not available when the homeless person cannot occupy the space due to overcapacity, exhaustion of stay limitations, or when religious observance is required as a condition of gaining shelter. If a homeless person cannot utilize the overnight shelter space due to voluntary actions including, without limitation, intoxication, drug use, unruly behavior, or violation of shelter rules, the overnight shelter space is "available" for purposes of this chapter.

"Personal Effects" means personal property consisting of at least the following items:

- A. Medication, personal documents, identification, prescriptions, eyeglasses, or other medical devices;
- B. Sleeping bag or bed roll which is sanitary and non-verminous;
- C. Tents in usable and good condition;
- D. Clothes stored in a manner protecting them from the elements, which are not unsanitary, soiled, or verminous; and
- E. Personal property with an individual value of at least \$50.

"Public Right-of-Way" means any city street, sidewalk, pedestrian path, bike path or any other "public way," as defined by Streets & Highways Code § 18609.

"Restricted Area" means any public right-of-way and public property including, without limitation, parks, and parking lots, ~~and the "Trail" as defined by § 12.44.010 of this Code.~~

6.37.040. Prohibitions.

- A. Except by permit issued in accordance with this chapter, it is unlawful for persons to use, occupy, or allow the use or occupancy of any house car for human habitation within the city.
- B. Except as otherwise provided by this chapter or other applicable law, it is unlawful for any person to sleep, camp, or store personal property, including camp facilities and paraphernalia, in or on restricted public property.
- C. Except with a valid special events or park permit, it is unlawful for any person to be present upon restricted public property in manner that interferes with the ordinary flow of pedestrian or vehicle traffic.

6.37.050. Exceptions.

- A. The prohibitions in this Chapter may not be enforced against a homeless person when overnight shelters are not available to temporarily shelter the homeless person. This exception applies only during the time period when an overnight shelter is not available. This exception does not extend to other prohibitions within this code including, without limitation, prohibitions on improper waste disposal; public decency; or noise.
- B. This chapter does not apply to registered guests, campers, or residents at mobile home or recreational vehicle parks validly existing in accordance with this code. Further, sleeping in a parked vehicle for a limited time, not to exceed four hours, under bona fide conditions of emergency, or in the interest of public safety, does not constitute a violation of this chapter.
- C. This chapter does not apply to persons sleeping, camping, or storing personal property in areas designated for such purposes that are permitted by a governmental entity or in a caretaker's residence.

6.37.060. Permit Procedure for Use of Streets for Temporary Human Habitation.

- A. After first obtaining an overnight parking permit for recreational vehicles or campers pursuant to this Code, any resident or owner of land within the City also may obtain a second permit to use that recreational vehicle or camper as temporary human habitation; this use will only be permitted on a street within 300 feet of the permittee's residence or land, and only for a period not exceeding 72 consecutive hours at any one time.
- B. A resident or owner of land within the City may receive such permits for not more than a total of 10 days within any one calendar year.
- C. The applicant for such permit must provide such information as the City Manager determines is necessary to implement the provisions of this chapter including, without limitation, (1) the proposed location of the camper or recreational vehicle, (2) the requested time period for the permit, (3) the status of the applicant as a resident or owner of land within the City, (4) the license plate number of the recreational trailer or recreational vehicle, or such other information as is determined by the City Manager to be sufficient to identify the camper or recreational vehicle for which the permit will be issued.
- D. If the use requested by the resident or owner complies with the provisions of this chapter, then the permit may be issued without charge.
- E. In addition to displaying the overnight parking permit for recreational vehicles or recreational trailers, the temporary human habitation permit must be prominently displayed on the camper or recreational vehicle at all times when the recreational trailer or recreational vehicle is being used for temporary human habitation on a street.

6.37.070. Control of Location Reserved.

Notwithstanding any provision of this chapter to the contrary, the City Manager may prohibit or restrict a permit being issued to use a recreational vehicle or camper for temporary human habitation on any particular street or any portion thereof, or may designate a specific location for any particular permit which exceeds the 300-foot limit if he or she determines such prohibition, restriction, or designation is required for the public health, safety or welfare.

6.37.080. Utility Connections Prohibited Except with Encroachment Permit.

Except with a permit as provided elsewhere in this Code, it is unlawful for any person to place an electrical, water, gas, telephone, or other utility connection so as to encroach on a sidewalk or other public right-of-way.

6.37.090. Signs.

The City Manager is authorized to construct, maintain, and post such markings and signs as are determined necessary or desirable to give public notice of this chapter.

6.37.100. Camp facilities.

- A. Unless otherwise authorized in this chapter, any personal property stored or found in restricted public places or as part of an encampment, is deemed abandoned property.
- B. The City Manager is authorized to remove personal property on restricted public places or in encampments in accordance with this chapter.

6.37.110. Property Removal.

The City Manager may remove personal property from restricted public places or from an encampment as follows:

- A. The City Manager may remove any personal property, including personal effects, stored or remaining in restricted public places or from an encampment.
- B. Except for personal effects, the City Manager may dispose of such abandoned personal property, including personal effects, in any reasonable manner including, without limitation, destruction.

6.37.120. Personal Effects.

- A. The City Manager must conspicuously post and date a notice either at the exact location from which the personal effects were removed or at another nearby location giving the following information:
 - 1. A list of personal effects removed;
 - 2. A telephone number for information on retrieving personal effects;

and

3. The length of time during which the personal effects may be claimed.
- B. The City Manager must maintain an inventory identifying personal effects as follows:
1. The approximate location of the property; and
 2. The nature of items removed.
- C. Removed personal effects must be placed in containers labeled in a manner facilitating identification by the City Manager and owner and which reasonably protects such property from damage or theft;
- D. Removed personal effects must be stored in an area designated by the City Manager for a period of 90 days;
- E. If personal effects are claimed within 90 days from removal, unless the property is connected to a crime or is illegal to possess, the City Manager must release the stored property to the owner upon the person claiming ownership identifying the property and approximate location where the property was left.

6.37.130. Disposition of Property.

- A. Personal effects remaining unclaimed at the end of 90 days from removal may be dedicated public use and may be given for charitable use to a local nonprofit agency or placed for sale pursuant to this code.
- B. All other personal property is deemed intentionally abandoned and may be summarily abated and destroyed.”

SECTION 3. MPMC § 4.30.060(e)(3) is amended to read as follows:

“The vacant lot must be adequately secured at all times to prevent illegal dumping, criminal activity, vandalism, graffiti, ~~trespassing, on-site loitering~~ and any and all other attractive nuisances to the satisfaction of the community development director.”

SECTION 4. The section catch-line/title of MPMC § 9.51.020 is amended to read as follows:

“9.51.020 Loitering—Picketing.”

SECTION 5. MPMC § 9.90.050 is amended to read as follows:

“9.90.050 Possession prohibited in designated public places.

No person ~~shall have in his or her possession~~ can possess for other than a lawful purpose any graffiti implement while doing any activity in any public park, playground, swimming pool, recreational facility, or other public building owned and operated by the

city, or while being present loitering in or near an underpass, bridge abutment, storm drain, and other similar types of infrastructure not normally used by the public, except authorized employees of the city or an individual or authorized employee of an individual company under contract with the city which requires the use of such graffiti implements or except as graffiti implements may be used in planned, adult-supervised activities. ~~Any person arrested for violation of this section shall have the burden of proof that possession of the graffiti implement was for a lawful purpose.~~

SECTION 6. MPMC § 21.10.230(B)(2) is amended to read as follows:

“The proposed use will not present adverse secondary impacts, including, without limitation, unlawful use of public property loitering, obstruction of pedestrian traffic, vehicular traffic, parking, crime, interference with children on their way to school, interference with shoppers using streets, defacement and damage to structures.”

SECTION 7. MPMC § 12.04.070 is repealed.

SECTION 8. MPMC § 12.04.190 is amended to read as follows:

“12.04.190 Park closure.

~~No person shall~~ Except as otherwise provided by a valid permit issued in accordance with this code, it is unlawful for any person to enter, remain, or stay or loiter in any park or recreation center within the city at any time between the hours of ten-thirty p.m. and six a.m. of the following day; provided, however, that no person shall can enter, remain, or stay or loiter in Beth Ryan Langley Park at any time between the hours of seven p.m. and six a.m. of the following day. ~~No person shall be subject to this section if said person is participating in an activity which has been authorized, in writing, by the recreation and parks department director to be conducted during such hours.~~”

SECTION 9. *Construction.* This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 10. *Enforceability.* Repeal of any provision of the MPMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 11. *Validity of Previous Code Sections.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the MPMC or other city ordinance by this Ordinance will be rendered void and cause such previous MPMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 12. *Reliance on Record.* Each and every one of the findings and determinations in this Ordinance are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City

Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 13. *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 14. *Recording.* The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 15. *Effective Date.* This Ordinance becomes effective on the 30th day following its passage and adoption.

PASSED, APPROVED, AND ADOPTED April ____, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

Karl H. Berger, Assistant City Attorney

ATTACHMENT 2
April 15, 2020 City Council Staff Report



City Council Staff Report

DATE: April 15, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-H.

TO: The Honorable Mayor and City Council

FROM: Chief Kelly Gordon, Monterey Park Police Department
Chief Matthew Hallock, Monterey Park Fire Department

SUBJECT: Consideration and introduction of an Ordinance amending the Monterey Park Municipal to regulate the unlawful use of public property.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Introduce and waive first reading of ordinance amending the Monterey Park Municipal Code to regulate the unlawful use of public property; and/or
2. Taking such additional, related, action that may be desirable.

CEQA:

The proposed Ordinance is exempt from the requirements of the California Environmental Quality Act (Public Resources Code §§ 21000, et seq.; "CEQA") and CEQA Guidelines (California Code Regulations Title 14, §§ 15000, et seq.) because it does not constitute a "Project" under CEQA § 15378.

EXECUTIVE SUMMARY:

In 2018 and 2019 the Ninth Circuit Court of Appeals rendered a decision in *Martin v. City of Boise*. In sum, the Court found that the Eighth Amendment to the United States Constitution prevents public entities from enforcing regulations prohibiting homeless persons from sitting, sleeping or lying on sidewalks or other public places whenever the number of homeless individuals in the jurisdiction exceeds the number of available shelter beds. As a result, most public entities in the Ninth Circuit suspended enforcing such regulations. A review of the Monterey Park Municipal Code ("MPMC") shows that it is desirable to reconcile the City's existing regulations with the *Martin v. City of Boise* case.

BACKGROUND:

On September 4, 2018, the Ninth District Court of Appeals issued its decision in *Martin et al., v. City of Boise* (9th Cir. 2018) 902 F.3d 1031 stating that ordinances/statutes

which criminalize the status of being “homeless,” or criminalize the “unavoidable consequences” of that status – such as sitting, lying or sleeping on sidewalks and other public grounds – constitute cruel and unusual punishment, in violation of the Eighth Amendment. That case was subsequently superseded by the opinion in *Marin v. City of Boise* (9th Cir. 2019) 920 F.3d 584¹ which, substantively, came to the same conclusions.

For context, the City of Boise was sued by Robert Martin and other homeless plaintiffs – some of which were cited for violating a “camping ordinance” that prohibited dwelling on the streets, sidewalks, public parks or spaces (similar to many city and county ordinances in other jurisdictions); while others were cited for violating a “disorderly conduct” ordinance that prohibited “occupying or lodging” without permission (similar to Penal Code § 647(e)). Evidence showed that Boise had 867 homeless individuals and 446 shelter beds at the time of the citations (in other words, the plaintiffs had nowhere else to sleep/stay at the time the citations were issued). Accordingly, the Ninth Circuit ruled that, where there is greater number of homeless individuals than the number of available shelter beds, enforcement of “camping” or “disorderly conduct” ordinances violates the Eighth Amendment. The court did acknowledge (but without suggesting examples) that, there may be circumstances where regulations prohibiting sitting, lying or sleeping outside at particular times or in particular locations might well be constitutionally permissible. So, too, might regulations barring the obstruction of public rights-of-way or the erection of certain structures.

The draft ordinance contains recommended revisions to the MPMC to ensure that the City abides by applicable law.

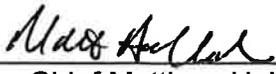
FISCAL IMPACT:

None.

Respectfully submitted and prepared by:



Chief Kelly Gordon
Monterey Park Police Department



Chief Matthew Hallock
Monterey Park Fire Department

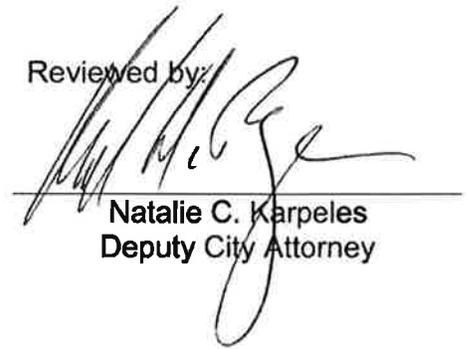
¹ Note that on December 16, 2019, the U.S. Supreme Court denied a petition by the city of Boise to review the decision in this case; meaning that the April 2019 ruling is binding on the Ninth Circuit, which includes California.

Approved by:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

Attachment(s)

1. Ordinance
2. *Martin v. City of Boise* (9th Cir. 2019) 920 F.3d 584



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-F

TO: The Honorable Mayor and City Council
FROM: Kelly Gordon, Chief of Police
SUBJECT: Authorize purchase of replacement computer software

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the upgrade to the current computer software required by Tyler Technology for the police computer aided dispatch (CAD) Enterprise upgrade.
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Police Department needs to routinely update computer hardware and software as current equipment becomes inefficient, obsolete, or no longer supported by the technology industry. The police department's computer software upgrade is necessary to improve functionality and efficiency in maintaining public records, statistics, crime and traffic trend information, and overall function of the CAD/RMS system. Staff recommends upgrading the current computer software and licensing to accommodate the CAD/RMS Enterprise upgrade.

BACKGROUND

On July 1, 2019 the Monterey Park Police Department amended the current contract with Tyler Technology in order to upgrade its current Computer Aided Dispatch (CAD) system (Enterprise). As part of the upgrade there were necessary software and licensing requirement that were the responsibility of the customer. The existing Microsoft software and licensing does not meet the minimum requirements needed for the police departments CAD system Enterprise upgrade. The police department needs to upgrade its software and licensing to maintain functionality as well as add future upgrades for the CAD/RMS system.

Staff asked for proposals from three firms that provide Microsoft Software and licensing to police agencies.

CDW, Vernon Hills, IL	\$36,857.22
Trusted Tech Team, Irvine, CA	\$49,319.76
GovConnection, Merrimack, NH	\$34,397.68

GovConnection provided the lowest bid. Staff recommends GovConnection be selected as the vendor to provide the necessary software and licensing upgrades.

FISCAL IMPACT:

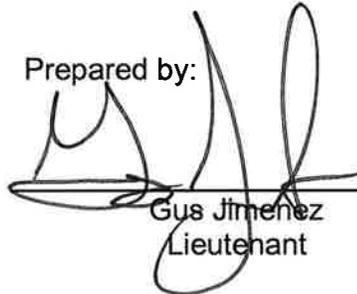
The purchase of the Microsoft software and licensing is part of the Department's CAD/RMS project upgrade, which was approved in the 2016/17 fiscal year budget. The project is already budgeted for and will be funded by 0010-801-5004-99067.

Respectfully submitted by:



Kelly Gordon
Chief of Police

Prepared by:



Gus Jimenez
Lieutenant

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Attachment # 1 CDW cost proposal
2. Attachment # 2 Trusted Tech cost proposal
3. Attachment # 3 GovConnection, cost proposal

ATTACHMENT 1 CDW Cost Proposal



QUOTE CONFIRMATION

DEAR JASON SAM,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LGKM225	2/20/2020	MICROSOFT	8102401	\$36,857.22

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Microsoft Office Standard 2019 - license - 1 PC</u> Mfg. Part#: 021-10626 UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	50	5300185	\$293.97	\$14,698.50
<u>Microsoft Windows Server 2019 Datacenter - license - 2 cores</u> Mfg. Part#: 9EA-01073 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	20	5300201	\$552.53	\$11,050.60
<u>Microsoft SQL Server 2019 Standard - license - 2 cores</u> Mfg. Part#: 7NQ-01588 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	4	5859357	\$2,777.03	\$11,108.12

PURCHASER BILLING INFO Billing Address: CITY OF MONTEREY PARK 320 WEST NEWMARK AVENUE PURCHASING DIVISION MONTEREY PARK, CA 91754 Phone: (626) 307-1363 Payment Terms: Net 30 Days-Govt State/Local	SUBTOTAL	\$36,857.22
	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$36,857.22
DELIVER TO Shipping Address: CITY OF MONTEREY PARK JASON SAM 320 W NEWMARK AVE MONTEREY PARK, CA 91754-2896 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	David Fiester (877) 898-4582	davife@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/dam/terms-conditions/product-sales.asp>
 For more information, contact a CDW account manager

© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

ATTACHMENT 2

Trusted Tech Cost Proposal

Product	Qty	Remove	Total
 <p>Microsoft Office Standard 2019</p>	<input type="text" value="50"/> update	✕	\$20500.00
 <p>Microsoft Windows Server 2019 Datacenter - 2 Core - Open License</p> <p>Edit Item</p>	<input type="text" value="20"/> update	✕	\$15419.80
 <p>SQL Server 2017 Standard - 2 Core</p>	<input type="text" value="4"/> update	✕	\$13399.96

Subtotal \$49,319.76

[Checkout](#)

PO Number:

Order Notes (Prior Authorization/Agreement, Special Instructions, etc.)

[Continue Shopping](#)

TRUSTEDTECHTEAM





Microsoft Partner

(855) 202-8140

[Contact Us](#)
[Privacy Policy](#)
[Shipping & Returns](#)
[Terms and Conditions](#)
[Frequently Asked Questions](#)

Quick Links

[About Us](#)
[Current Deals](#)
[Request a Quote](#)
[Microsoft Audit Support](#)
[Remote Support](#)

Tweets by [@TrustedTechTeam](#)


Trusted Tech Team
@TrustedTechTeam
 Why is #IT so important? Important Now? #BusinessNetwork.com View 15155

[Chat](#)

ATTACHMENT 3
GovConnection Cost Proposal

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: David Spence
Phone: (800) 800-0019 ext. 75046
Fax: 603-683-1133
Email: david.spence@connection.com

24960680.01-W1
PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 2/10/2020
Valid Through: 3/11/2020
Account #: 5509301

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Jason Sam
Email: jsam@montereypark.ca.gov

Phone: (626) 307-1208
Fax: (626) 307-2535

QUOTE PROVIDED TO: AB#: 927968 CITY OF MONTEREY PARK FINANCE DIVISION 320 W NEWMARK AVENUE MONTEREY PARK, CA 91754	SHIP TO: AB#: 7544925 CITY OF MONTEREY PARK- SUPPORT JASON SAM 320 W. NEWMARK AVENUE MONTEREY PARK, CA 91754 (626) 307-1208
--	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	20	36235565	9EA-01073	Corp. Select Plus Windows Server DataCenter 2 Core 2019 License Level D Microsoft Select Plus	Microsoft Select Plus	\$ 527.19	\$ 10,543.80
2	50	36217308	021-10626	Corp. Select Plus Office Standard 2019 License Level D Microsoft Select Plus	Microsoft Select Plus	\$ 280.70	\$ 14,035.00
3	4	37728828	7NQ-01588	Corp. Select Plus SQL Server Standard Core 2019 2C License D Microsoft Select Plus	Microsoft Select Plus	\$ 2,454.72	\$ 9,818.88
Subtotal							\$ 34,397.68
Fee							\$ 0.00
Shipping and Handling							\$ 0.00
Tax							Exempt!
Total							\$ 34,397.68

ORDERING INFORMATION
GovConnection, Inc. DBA Connection

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:
SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-G.

TO: The Honorable Mayor and City Council
FROM: Diana Garcia, City Librarian
SUBJECT: Appointment to the Library Board of Trustees

RECOMMENDATION:

It is recommended that the City Council consider:

1. Whether to reappoint one incumbent Library Board Trustee for a second term;
2. Direct the City Clerk to begin soliciting applications for new candidates to be appointed to the Library Board of Trustees; and/or
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Membership on the City's Public Library Board are by appointment of the City Council. Members appointed to the City's Public Library Board serve a term of three years; at the end of each term, the City Council may opt to either replace or reappoint members. Members cannot serve more than two consecutive terms.

Mr. Andrew Yam began his service on the Library Board of Trustees on September 11, 2017. Mr. Yam's first term will end on June 30, 2020. Mr. David Barron began his service on the Library Board of Trustees on July 7, 2014; he was reappointed to a second term on September 11, 2017. Mr. Barron's second consecutive term will end June 30, 2020.

It is recommended that the City Council consider whether to reappoint Mr. Yam for a second term (ending June 30, 2023) and to direct the City Clerk to begin soliciting applications for new candidates to the Library Board of Trustees in anticipation of the vacancy following the end of Mr. Barron's second term (on June 30, 2020).

BACKGROUND:

The Library Board of Trustees ("Library Board") is an administrative body established pursuant to the California Education Code and the Monterey Park Municipal Code ("MPMC"). The Library Board is responsible for administering the Monterey Park Bruggemeyer Library, in addition to administering all Library trust funds received by gift, bequest or devise.

Membership on the Library Board is by appointment of the City Council.¹ Members appointed to the Library Board serve a term of three years, and no person may serve more than two consecutive terms as a Board Member.²

Mr. Andrew Yam's first term will end on June 30, 2020; Mr. David Barron's second consecutive term will end June 30, 2020. It is recommended that the City Council consider whether to reappoint Mr. Yam for a second term (ending June 30, 2023) and to direct the City Clerk to begin soliciting applications for new candidates to the Library Board in anticipation of the vacancy following the end of Mr. Barron's second term (on June 30, 2020).

FISCAL IMPACT:

None.

Respectfully submitted by:



Diana Garcia
City Librarian

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

¹ MPMC § 2.80.020

² MPMC § 2.80.030



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-H.

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Approval of Amendment to Agreement with Control Automation Design

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute the First Amendment, in a form approved by the City Attorney, that would extend the term of the Maintenance Agreement with Control Automation Design, Inc., for two years at the same annual cost of \$50,000;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City Council awarded a agreement to Control Automation Design, Inc. on May 3, 2017 for service and maintenance of the City's Supervisory Control and Data Acquisition (SCADA) system. The term of the agreement was for three years with an option for renewal upon mutual consent of both parties. Staff is requesting that the City Council authorize the City Manager to execute an amendment, extending the term of the agreement by two years to June 30, 2022. The annual cost would remain not to exceed \$50,000 for as needed maintenance services to the SCADA system. Some costs are reimbursable by the Environmental Protection Agency (EPA).

BACKGROUND:

In April 2016, the City completed a bid for the service and maintenance of the Supervisory Control and Data Acquisition (SCADA) system. SCADA is a system of software and hardware components that staff relies upon to monitor and control valves, pumps and other motorized equipment to operate the City's water system. On May 3, 2017, City Council awarded a agreement to the lowest bidder, Control Automation Design, Inc., for an amount not to exceed \$50,000 annually for a term of three years.

Control Automation Design, Inc. has been the City's contractor for the last decade and has designed and managed the City's SCADA system since that time. It integrated the new advanced oxidation UV treatment system for the Centralized Groundwater Treatment System into the City's SCADA system, and is currently working to upgrade the SCADA radio communication system in accord with the latest technology.

The current agreement with Control Automation Design, Inc. expires this month. Staff is requesting City Council approval to extend the agreement for an additional two years to expire on June 30, 2022, at an amount not to exceed \$50,000 a year for as needed maintenance services. Control Automation Design, Inc. has agreed to adhere to its current hourly rates with no increase based on negotiations with staff.

FISCAL IMPACT:

The annual cost for this agreement is \$50,000, and is funded from Water Operation and Treatment funds: 0092-801-4222-23300, 0093-801-4226-23300, 0093-801-4227-23300, 0093-801-4229-23300 and 0093-801-4230-23300. Any costs that are treatment-related are eligible for reimbursement from EPA through the Water Quality Authority (WQA) per the South El Monte Operating Unit (SEMOU) agreement with the City.

Respectfully submitted by:



Mark A. McAvoy
Director of Public Works/City Engineer

Prepared by:



Richard González
Water Utility Manager

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. First Amendment to Control Automation Design, Inc. Agreement

May 6, 2020

ATTACHMENT 1
Control Automation Design Agreement
First Amendment

FIRST AMENDMENT TO
AGREEMENT NO. 1664-A BETWEEN
THE CITY OF MONTEREY PARK AND
CONTROL AUTOMATION DESIGN

THIS FIRST AMENDMENT ("Amendment") is made and entered into this 6TH day of May, 2020, by and between the CITY OF MONTEREYP PARK, a general law city and municipal corporation existing under the laws of California ("CITY"), and Control Automation Design, Inc., a California corporation ("CONTRACTOR").

1. Pursuant to Section 20 of the Agreement, Section 2 of the Agreement is amended to read as follows:

"**TERM.** The term of this Agreement will terminate on June 30, 2022. The Agreement may be renewed upon mutual consent of the parties by amending this Agreement."

2. The Parties intend that this Amendment be retroactively effective starting May 3, 2020.
3. This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
4. Except as modified by this Amendment, all other terms and conditions of Agreement No. 1664-A remain the same.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF MONTEREY PARK

CONTRACTOR

Ron Bow,
City Manager

ATTEST:

Vincent D. Chang,
City Clerk

Taxpayer ID No. 81-10629763

APPROVED AS TO FORM.

By:



Karl H. Berger
Assistant City Attorney



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-I.

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Second Amendment to Agreement No. 1968-A with Southern Counties Oil Co., dba SC Fuels, for Citywide Fleet Fuel Purchasing

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute an amendment to Purchase Agreement No.1968-A with Southern Counties Oil Co., dba SC Fuels, in a form approved by the City Attorney, increasing the annual purchase amount to \$350,000; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The City awarded an agreement to Southern Counties Oil Co., dba SC Fuels, on October 19, 2016. The agreement included purchase of gasoline and diesel fuel, for an annual amount up to \$280,000 and is set to expire in June 2021. The agreement was amended once in June 2018 for SC Fuels to additionally provide oil and lubricants, with no increase to the agreement annual cost. To complete required fuel and oil purchases for fiscal year 2019-20 and 2020-21, staff recommends a second amendment to the agreement, increasing the annual not-to-exceed amount to \$350,000.

BACKGROUND:

The City annually purchases between 125,000-175,000 gallons of gasoline and diesel fuel to operate the Citywide fleet of vehicles and equipment for Police, Fire, Public Works, and other departments. The City operates and maintains two fueling stations, one located at the City Corporate Yard and the other located at Fire Station 61.

The City completed the bidding process for Fleet Fuel Delivery in September 2016. On October 19, 2016, City Council authorized the City Manager to execute an agreement, in a form approved by the City Attorney, with SC Fuels, resulting in Purchase Agreement 1968-A, entered into on October 25, 2016. Agreement 1968-A was amended on June 1, 2018 for SC Fuels to additionally provide oil and lubricants, with no change to the annual agreement price.

Due to the fluidity of fuel prices, the Oil Price Information Service (OPIS) is utilized for the determination of the daily wholesale terminal price for gasoline and fuel. OPIS is the most widely used benchmark for fuel supply contracts. SC Fuels provides the City gasoline and fuel at the rate of the daily OPIS price + \$0.00. This amendment will continue the current pricing for the remainder of the agreement term. The agreement is set to expire on June 30, 2021.

FISCAL IMPACT:

The fiscal year 2019-20 budget includes \$400,000 for the purchase of gasoline, fuel, oil, and lubricants within account #0060-801-4211-22250. Sufficient funds are available for this amendment.

Respectfully submitted by:



Mark A. McAvoy, P.E.
Director of Public Works /
City Engineer

Prepared by:



Chris J. Reyes
Public Works Manager

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl Berger
Assistant City Attorney

ATTACHMENT

- 1. Second Amendment**

ATTACHMENT 1

Southern Counties Oil Co. dba SC Fuels Second Amendment

**SECOND AMENDMENT TO
AGREEMENT NO. 1968-A BETWEEN
THE CITY OF MONTEREY PARK AND
SOUTHERN COUNTIES OIL CO., A CALIFORNIA LIMITED PARTNERSHIP DBA S C
FUEL**

THIS SECOND AMENDMENT (“Amendment”) is made and entered into this [] day of April 2020, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation (“CITY”), and SOUTHERN COUNTIES OIL CO. dba S C FUELS (“Contractor”), a California Corporation. The Parties agree as follows:

1. Pursuant to Section 11 Changes, of Agreement No. 1968-A (“Agreement”), is amended to read as follows:

“The City may order changes in the services within the general scope of this agreement, consisting of additions to the contract sum. The City will increase FY 19-20 contract sum with an additional \$30,000.00 for the remainder of this fiscal year to continue payments for fuel purchases and annually thereafter \$350,000.00 dollars in reference to Section 11.

2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

3. Except as modified by this Amendment, all other terms and conditions of Agreement No.1968-A remain the same.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

Contractor

Ron Bow,
City Manager

Robert W. Bollard
Corporate Secretary

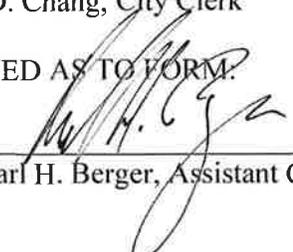
Edward A. Wondergem, CFO

ATTEST:

Vincent D. Chang, City Clerk

Taxpayer ID No. 33-0488996

APPROVED AS TO FORM:

By: 

Karl H. Berger, Assistant City Attorney



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Public Hearing
Agenda Item 4-A

TO: Honorable Mayor and Members of the City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer/City Planner
SUBJECT: A Public Hearing to consider an amendment to the Garfield Village Specific Plan (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) for the reconstruction of an existing service station (ARCO) and construction of new 24-hour drive-through coffee shop at 2425 and 2439 South Garfield Avenue.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Opening the continued public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Taking the following action:
 - a. Waiving first reading and introducing an Ordinance approving a Specific Plan Amendment (SPA-19-01) and Zone Change (ZC-19-01);
 - b. Adopting a Resolution approving a Conditional Use Permit (CU-19-04), subject to SPA-19-01 and ZC-19-01, along with conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the Project consists of demolishing and reconstructing an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a site of no more than five acres substantially surrounded by urban uses. The Project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be demolished and reconstructed as part of the proposed Project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality in that the Project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

EXECUTIVE SUMMARY:

The Applicant is requesting an amendment to the Garfield Village Specific Plan (“GVSP”), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to allow the demolishing and reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. On October 22, 2019, the Planning Commission adopted Resolution No. 20-19.¹

The Project was presented to the City Council at its December 18, 2020 regular meeting.² The City Council reiterated the concerns raised by the Planning Commission and, in order to sufficiently address these concerns, the item was set for the February 5, 2020 City Council meeting. Due to scheduling conflicts, the Applicant requested that the item be continued to a date uncertain. At the February 5, 2020 meeting, the City Council granted the Applicant’s request for a continuance, requested a copy of the focused traffic analysis³, and requested that the public notification radius be extended to 500 feet (rather than the 300 feet required by Government Code § 65090 and Monterey Park Municipal Code (MPMC) § 21.32.070.⁴

BACKGROUND AND ANALYSIS:

2425 and 2439 South Garfield Avenue are adjacent lots located in the South Garfield Village (“Project Site”). The applicant, Garfield Oil, LLC (“Applicant”), seeks an amendment to the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for the Project Site from GVN-S to GVC-S (Zone Change (ZC-19-01)). To allow for the demolition and reconstruction of a service station and a 24-hour drive-through coffee shop in the GVC-S zone, the Applicant also requests approval of a Conditional Use Permit (CU-19-04) (collectively, these requests are referred to as the “Project”). 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant is proposing to combine and develop both lots in a single phase as part of the Project. An in-depth analysis of the Project is set forth in the Planning Commission staff report dated October 22, 2019 (which is attached for reference).

At its October 22, 2019 meeting, the Planning Commission raised the following concerns:

- Traffic circulation within the alleyway and on-site;

¹ The staff report and draft minutes from the October 22, 2019 Planning Commission meeting are attached for reference.

² The minutes of the December 18, 2019 City Council meeting are attached for reference.

³ The focused traffic analysis was provided to the City Council on February 6, 2020 and is attached for reference.

⁴ The staff report and minutes from the February 5, 2020 City Council meeting are attached for reference.

- Security and lighting issues related to the operation of a 24-hour drive-through coffee shop; and
- Whether the proposed Project conforms with the intent of the GVSP.

While the alleyway is one alternative to access the property, the primary accessways will be two existing driveways on Garfield Avenue and one existing driveway on Pomona Boulevard. Further, the proposed drive-through aisle will exit directly onto a public right-of-way (*i.e.*, the alleyway to the rear of the Project Site). According to the GVSP, vacation of alleyways may be provided as a lot-consolidation incentive bonus. However, the City's Engineering Division determined that, for this Project, vacation of the alleyway would not be feasible because it would require the alley to be divided between the Project Site and a few other properties located to the west. To incentivize the consolidation and development of the Project Site, and in consideration of the fact that the alleyway by nature tends to carry less volume than streets and roadways, the drive-through aisle may exit directly onto a public right-of-way for this Project.

With regard to security, the Police Department was informed of the proposed 24-hour operation of the drive-through coffee shop and recommended conditions of approval, including installation of security cameras and an alarm system, among other things. New lighting must also be provided on the property to deter any unwanted activity.

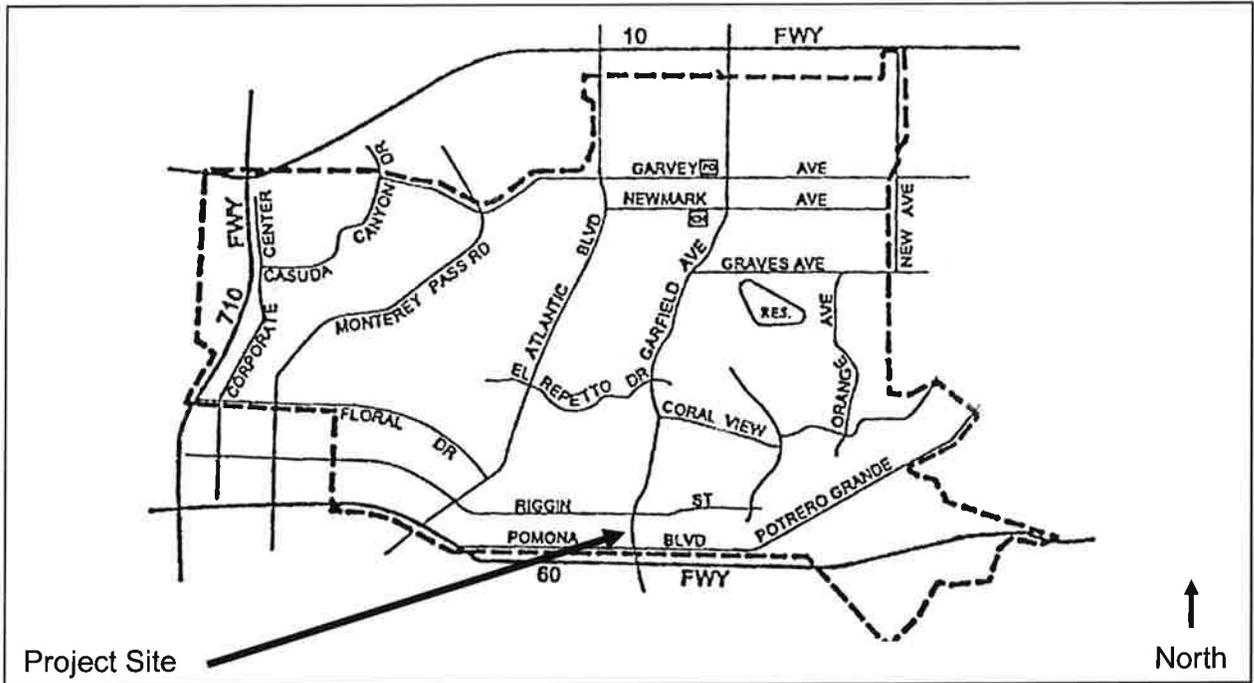
Finally, with regard to the South Garfield Village Specific Plan, four character-areas were identified as part of the Specific Plan – one area being the Primary Village Gateway, which is the general area around the corner of Pomona Boulevard and Garfield Avenue. According to GVSP § 2.4.2, this is a major gateway area for automobile traffic into Garfield Village, as well as for transit users and pedestrians (especially with the potential location of a future Gold Line station in proximity to this area). Additionally, parklets, outdoor dining and public gathering areas also help to emphasize the high-energy entryway into Garfield Village. The objectives of the GVSP also include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection and existing facades (GVSP § 2.3.2); and provide outdoor gathering/dining areas (GVSP § 2.3.3).

OTHER ITEMS:

Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **April 13, 2020** and published in the Wave on **April 13, 2020**, with affidavits of posting on file. The legal notice of this hearing was mailed to **75** property owners within a 500 foot radius and current tenants of the property concerned on **April 16, 2020**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

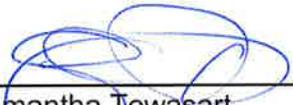
There will be an increase in property tax revenue, and an incidental increase in sales tax revenue by the introduction of additional housing along Potrero Grande Drive.

Respectfully Submitted by:

Prepared By:



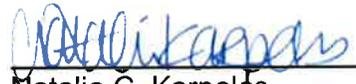
Mark A. McAvoy
Director of Public Works/City
Engineer/City Planner



Samantha Tewasart
Senior Planner



Ron Bow
City Manager



Natalie C. Karpeles
Deputy City Attorney

Attachments:

- Attachment 1: Draft Ordinance
- Attachment 2: Draft Resolution
- Attachment 3: Architectural Plans
- Attachment 4: Focused Traffic Impact Analysis
- Attachment 5: City Council Staff Report dated February 5, 2020
- Attachment 6: City Council Minutes dated February 5, 2020
- Attachment 7: City Council Staff Report dated December 18, 2019
- Attachment 8: City Council Minutes dated December 18, 2019
- Attachment 9: Planning Commission Staff Report dated October 22, 2019
- Attachment 10: Planning Commission Minutes dated October 22, 2019

ATTACHMENT 1

Draft Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING THE ZONING MAP (ZC-19-01) AND GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01) TO CHANGE THE ZONE AT 2425 AND 2439 SOUTH GARFIELD AVENUE FROM GVN-S TO GVC-S TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW 24-HOUR COFFEE SHOP WITH A DRIVE-THROUGH.

The City Council for the City of Monterey Park does ordain as follows:

SECTION 1: The City Council finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC (“Applicant”) submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop (collectively, the “Project”);
- B. The proposed Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”);
- D. The City Planner completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for October 22, 2019. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant’s representatives. The Planning Commission adopted Resolution No. 20-19 which recommended that the City Council adopt the Zone Change (ZC-19-01) and Specific Plan Amendment (SPA-19-01);
- F. The City Council reviewed the proposed Project and related environmental aspects of the proposal as required by the MPMC at its December 18, 2019, February 5, 2020, and May 6, 2020 meetings; and

G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearings of December 18, 2019, February 5, 2020, and May 6, 2020.

SECTION 2: Factual Findings and Conclusions. The City Council finds as follows:

- A. The Project is consistent with the goals, policies, and objectives of the General Plan. The proposed Specific Plan Amendment and Zone Change will allow for the revitalization of the existing property by providing the Applicant the opportunity to redevelop the Project Site.
- B. The Project will not adversely affect surrounding properties. The proposed Project is consistent with the type of the uses that are currently developed in that neighborhood. The Project would decrease the building square footages, which will help improve mobility on- and off-site, allow for connectivity between the Specific Plan area and the surrounding neighborhoods, and make efficient use of the Project Site. The proposed Project would also increase the use of an underutilized property (which occupies half a prominent street block and intersection) by complementing the existing businesses in the area and functioning as a retail draw.
- C. The proposed Specific Plan Amendment and Zone Change will allow the Applicant to: (1) rebuild the service station, upgrade the intersection and continue to utilize the existing alleyway as a secondary circulation network; (2) make improvements to the property and incorporate new uses which will be both automobile- and pedestrian-oriented; and (3) create more activity in the Specific Plan area and contribute to revitalizing the commercial area and neighborhood (GVSP § 2.4.4).
- D. The proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the MPMC. Without the proposed Specific Plan Amendment and Zone Change, the existing service station will be legal non-conforming use and the proposed coffeeshop with drive-through would be prohibited. Rezoning of the site to accommodate the project will be consistent with general welfare as it will allow the Applicant to improve the existing service station property and to promote increased economic activity in the Garfield Village Specific Plan.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the

proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

SECTION 4: Approvals. The zoning for the Project site is changed from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S) (Zone Change (ZC-19-01)). Accordingly, the Zoning Map is amended as set forth in attached Exhibit "B," and incorporated by reference.

SECTION 5: Reliance on Record. Each and every one of the findings and determinations in this Ordinance are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the Project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6: Limitations. The City Council's analysis and evaluation of the Project are based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the Project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 7: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 8: Repeal of any provision of the MPMC, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this

ORDINANCE NO.
MAY 6, 2020
PAGE 4 of 4

Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 10 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11: This Ordinance will take effect on the 30th day following its final passage and adoption.

PASSED, APPROVED, AND ADOPTED this May 6, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Natalie C. Karpeles, Deputy City Attorney

ATTACHMENT 2

Draft Resolution

RESOLUTION NO.

A RESOLUTION APPROVING CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW 24-HOUR COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

The City Council of the City of Monterey Park does resolve as follows:

SECTION 1: The City Council finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC (“Applicant”) submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow the demolition and reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop (collectively, the “Project”);
- B. The Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the Monterey Park Municipal Code (“MPMC”);
- C. In addition, the City reviewed the Project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”);
- D. The City Planner completed review and scheduled a public hearing regarding the Project before the Planning Commission for October 22, 2019. Notice of the public hearing was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff and public testimony, and the applicant’s representatives. The Planning Commission adopted Resolution No. 20-19 which recommended that the City Council approve Conditional Use Permit (CU-19-04);
- F. The City Council reviewed the proposed Project and related environmental aspects of the Project as required by the MPMC at the December 18, 2019, February 5, 2020 and May 6, 2020 meetings; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case presented at the public hearings of December 18, 2019, February 5, 2020, and May 6, 2020.

SECTION 2: *Factual findings and Conclusions.* The City Council finds that the following facts exist and makes the following conclusions:

- A. 2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village (“Project Site”); and are designated zone GVN-S in the South Garfield Village Specific Plan (“GVSC”) and Commercial in the General Plan. No changes are proposed to the Commercial designation of the properties. 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant proposes to combine and develop both lots in a single phase as part of the Project. The Project would demolish and reconfigure an existing service station and service-station canopy (currently, ARCO) at 2439 Garfield and demolish an existing one-story office building to construct a new detached coffee shop with a drive-through at 2425 Garfield. According to the GVSP, a service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at 2439 Garfield Avenue (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station). On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business to operate in conjunction with ARCO; and the ARCO station has remained continuously in operation.
- C. The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size, rectangularly shaped and relatively flat. All the existing structures located at-grade would be demolished (except for the existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign). The proposed total building area of the coffee shop and cashier kiosk would be 997 gross square feet; this is four percent of the lot area. All buildings and structures on the property would be one-story. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area would feature a covered patio, partially enclosed with trellis green screens. The proposed coffee shop would be designed to screen all service areas, restrooms and mechanical equipment; landscaping will be provided to screen the drive-through driveway aisle. The drive-through aisle and building will be setback 25 feet from the curb face. The menu board will be no more than 30 square feet and seven feet high and will face away from the street. The building design/architectural style, landscaping and new signage would be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale.

- D. The MPMC requires that the Project provide at least six parking spaces; the Project proposes seven spaces. The Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. The drive-through aisle will be a minimum of 12-feet wide on the curve and 11-feet wide on the straight sections; and will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The drive-through aisle will be made of concrete and will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.
- E. To the north of the Project Site are West Fernfield Drive (a local street that is 36-foot curb-to-curb within a 50-foot wide right-of-way) and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard (a principal arterial street); to the east are South Garfield Avenue (a principal arterial street that ranges in width from 84- to 100-foot curb-to-curb within a 100- to 120-foot wide right-of-way) and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.
- F. The proposed Project is forecast to result in no significant traffic impacts at the study intersections.
- G. The Project is located within a commercial area of the City that contains no environmentally sensitive habitat and/or species. There are no identified physical constraints such as soil and/or geologic conditions indicating substrate instability that would prohibit development of the proposed Project. The Project Site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is

consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

SECTION 4: Conditional Use Permit Findings. Based upon the findings in Section 2, the Planning Commission finds as follows pursuant to MPMC §§ 21.10.040(I), 21.10.250 and 21.32.020(B), the City Council finds as follows:

- A. The proposed use complies with all MPMC requirements for a conditional use permit. Accordingly, the City Council finds pursuant to MPMC § 21.32.020:
1. The project site is adequate in size, shape and topography for the proposed Project. The site is two parcels totaling 22,148 square feet (0.51 acres), rectangularly shaped, and relatively flat. The total building area of the coffee shop and cashier kiosk will be 997 gross square feet. The proposed total building area will be substantially less than the maximum floor area allowed.
 2. The site has sufficient access to streets and highways and is adequate in width and pavement type. The Project would include three existing driveway cuts and the existing alleyway along the western property line.
 3. The proposed use is consistent with the General Plan and the South Garfield Specific Plan. No changes are proposed to the Commercial designation of the property and the Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand. The objectives of the GVSP include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project involves reconstructing the existing service station and creating a coffee shop with a drive-through and adjacent outdoor seating area; these improvements would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection (GVSP § 2.3.2); and providing outdoor gathering/dining areas along with the appearance of the existing facades (GVSP § 2.3.3).
 4. The Project will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood. The Project's contribution to cumulative impacts to local and regional transportation facilities will not be considerable. The proposed Project would decrease the building square

footages (making efficient use of space at the Project Site) and increase the use of an underutilized property; which will help improve mobility on- and off-site, provide connectivity between the Specific Plan area and the surrounding neighborhoods, complement the existing businesses in the area, and function as a retail draw for the other existing businesses in the area.

5. The proposed Project will not have an adverse effect on the public health, safety and general welfare. The proposed Project will promote general welfare of the community by improving the aesthetics of an aging property and increasing the economic vitality of the surrounding neighborhood. The Project would not significantly impact any scenic vistas, scenic resources, or the visual character of the area and would not result in excessive light or glare. Based on the analysis of the Project's impacts, there is no indication that this project could result in substantial adverse effects on human beings.
 6. The use is properly one authorized by conditional use permit pursuant to the MPMC. A service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. The proposed drive-through complies with all requirements set forth for a conditional use permit pursuant to MPMC § 21.10.040(I):
1. The drive-through is an accessory to an established restaurant or commercial business, namely a coffee shop;
 2. The proposed location of the drive-through is designated commercial in the City's General Plan and is not located in any area designated as MU-I in the General Plan Land Use Map;
 3. The pedestrian walkways will have clear visibility and will be emphasized by striping;
 4. The drive-through aisle will be 12-foot width on curves and a minimum 11-foot width on straight sections;
 5. The drive-through aisle will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 6. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment will be screened from view;

7. The proposed landscaping will screen drive-through or drive-in aisles from the public right-of-way and will be used to minimize the visual impact of reader board signs and directional signs;
 8. The drive-through aisles will be constructed with concrete;
 9. The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
 10. The menu board will be no more than 30 square feet and seven feet high, and will face away from the street;
 11. The architectural style of the drive-through will be consistent with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things; and
 12. The drive-through aisle will exit into an alleyway, pursuant to a Lot-Consolidation-Incentive bonus (GVSP § 3.8.3).
- C. The proposed service station complies with all requirements for a conditional use permit pursuant to MPMC § 21.10.250(A):
1. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at the Project Site (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station);
 2. On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business in conjunction with the service station approved at the Project Site; and
 3. The preexisting service station has remained continuously in operation.

SECTION 5: Recommendations. Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the City Council approves Conditional Use Permit (CU-19-04).

SECTION 6: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: Limitations. The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 10: A copy of this Resolution will be mailed to the Applicant and to any other person requesting a copy.

SECTION 11: This Resolution will become effective immediately upon adoption.

ADOPTED AND APPROVED this ____ day of May 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Natalie C. Karpeles, Deputy City Attorney

RESOLUTION NO.

Exhibit A

CONDITIONS OF APPROVAL

2425-2439 SOUTH GARFIELD AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code (“MPMC”), Garfield Oil LLC agrees that it will comply with the following conditions for the City of Monterey Park’s approval of Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04) (“Project Conditions”).

PLANNING:

1. Garfield Oil LLC (“Applicant”) agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney’s fees), injuries, or liability, arising from the City’s approval of SPA-19-01, ZC-19-01, and CU-19-04 except for such loss or damage arising from the City’s sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of SPA-19-01, ZC-19-01, and CU-19-04, the Applicant agrees to defend the City (at the City’s request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section “the City” includes the City of Monterey Park’s elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the City Council and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Divisions. Any subsequent modification must be referred to the City Planner for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires 12 months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A single one-year extension may be granted by the Planning Commission upon finding of good cause.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.

**CTIY COUNCIL
RESOLUTION NO.**

6. The real property subject to SPA-19-01, ZC-19-01, and CU-19-04 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. With the exception of the MPMC prohibition against drive-through aisles exiting directly onto a public right of way (see MPMC § 21.10.040(I)(12)), the drive-through component of the Project must otherwise comply with MPMC § 21.10.040(I) and must be reviewed and approved by the Design Review Board, where applicable. Specifically:
 - a. Any pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
 - b. The drive-through aisles must have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
 - c. The drive-through aisles must provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 - d. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment must be screened from view;
 - e. Landscaping will screen the drive-thru or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
 - f. The drive-through aisles must be constructed with (PCC) concrete;
 - g. The parking areas and the drive-through aisle and structure must be set back from the ultimate curb face a minimum of 25 feet; and
 - h. Menu boards can be no more than 30 square feet, with a maximum height of seven feet, and must face away from the street.

ENGINEERING:

10. Under the Los Angeles County Municipal “National Pollutant Discharge Elimination System (NPDES) Permit,” which the City of Monterey Park is a permittee, this project involves the disturbance of soils by grading, clearing and/or excavation. Developer/owner is required to obtain a “General Construction Activity Storm Water” Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. This project will require the preparation of a Low Impact Development (LID) and a Storm Water Pollution Prevention Plan (SWPPP). Upon approval of the NPDES document by the

**CTIY COUNCIL
RESOLUTION NO.**

City, Developer/Owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading Permit (the electronic copy requirement pertains to projects greater than an acre).

11. The Applicant must pay all City development fees including, without limitation, wastewater deficiency fees, water meter fees and metered water service impact fees as required by MPMC.
12. All improvement plans, including grading and public improvement plans must be based upon City approved data. Benchmark references to be obtained from the Engineering Division.
13. A grading and drainage plan must be prepared for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer.
14. A hydrology and hydraulic study of the site must be submitted to and approved by the City Engineer.
15. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate, they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also to the satisfaction of the City Engineer before the approval of the grading and drainage plans.
16. Landscaping and irrigation plans must be prepared and/or incorporated into the public improvement plans; any proposed parkway tree types must be reviewed and approved by the City. The Applicant must provide landscaping and irrigation system for parkways.
17. All public works improvements must comply with the standards and specifications of the City to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the Public Works Director, or designee.
18. All on-site electric, telephone and cable TV utility services must be installed fully underground and to required City standards. All other utilities and service connections, including water, sewer and gas, must satisfy City and public utility standards. A utility plan must be prepared and submitted before the City approves grading and drainage plans, showing all existing and proposed utilities. The utilities may be shown on a separate plan.
19. Before the City issues a building permit, the Applicant must provide water system calculations that include domestic and fire system demand sizing. The cost of any water meter upgrades and any fire line installation required by the City must be submitted before the City issues a building permit.

**CTIY COUNCIL
RESOLUTION NO.**

20. The public works improvement plans, which include the location of the domestic water meter, water service laterals, fire service lines, all new sewer and water connections, and all existing utilities in the right of way, must be approved (or substantially complete) by the City Engineer before the City issues a grading permit.
21. The Applicant must replace the existing streetlight fronting Pomona Boulevard with Marbelite concrete streetlight.
22. The Applicant must install one new streetlight on Fernfield Drive at the alley as shown on the plans.
23. The Applicant must provide adequate lighting along the alley, whether from private or public lighting sources.
24. The Applicant must reconstruct or rehabilitate Fernfield Drive full street width from Garfield Avenue west to the alley behind the property.
25. The Applicant must reconstruct the adjacent alleyway (full depth pavement structural section) from Fernfield Drive to Pomona Boulevard to include a new concrete gutter or provide a recommended pavement section for repair as determined by an investigation approved by the City Engineer.
26. The Applicant must reconstruct alleyway approaches to include ADA compliant ramps.
27. The Applicant must remove old concrete bus pad along Pomona Boulevard and replace with asphalt pavement section and reconstruct the existing damaged sewer manhole fronting the alley on Pomona Boulevard and replace the sewer lid and ring, and reset to grade.
28. The Applicant must repair or reconstruct curb, gutter, sidewalk and driveway approaches along the entire frontage of Fernfield Drive, Garfield Avenue, and Pomona Boulevard as determined by a field investigation and the City Engineer.
29. All improvement plans, including grading and public improvement plans must incorporate all applicable site development information and include any and all necessary reports, attachments, and required materials to be considered a complete submittal or they will be rejected. Provide details and elevations for the new trash enclosures.

FIRE:

30. All conditional identified by the Monterey Park Fire Department are subject to the review and approval of the Fire Chief, or designee, for determination of applicability and extent to which any condition may be required.

**CTIY COUNCIL
RESOLUTION NO.**

31. A permit must be obtained from the Fire Department before engaging in activities, operations, practices or functions as required by California Fire Code (CFC) §§ 106.6 and 105.7, as adopted by MPMC Chapter 17.
32. Fire protection, including fire apparatus access roads and water supplies for fire hydrant must be installed and made serviceable before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 17.
33. All fire safeguards required by CFC Chapter 33, as adopted by MPMC Chapter 17, must be adhered to and maintained during the course of construction.
34. Provide an approved automatic fire sprinkler system and fire alarm as set forth by CFC §§ 903 and 907, as adopted by MPMC Chapter 17, for new structures. The Fire Sprinkler System or Fire Alarm requirements and/or modifications require a separate plan check submittal and approval. Work shall not commence until a permit is obtained.
35. Fuel dispensing station must comply with provisions of CFC Chapter 23, as adopted by MPMC Chapter 17.
36. Provide approved signs or other approved notices or markings that include the works NO PARKING – FIRE LANE. Signs must be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof, as required by the Fire Chief per CFC § 503.3, as adopted by MPMC Chapter 17.
37. Fire Department vehicular access must be installed and maintained in a serviceable manner before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 5.
38. The minimum fire flow required must be determined as specified by the current adopted edition of the CFC Appendix B with adopted amendments.
39. The required fire flow for the new structure is 1,000 gallons per minutes (gpm) as 20 pounds per square inch (psi) of 2 hours duration.
40. Before combustible construction on any parcel, a fire hydrant capable of providing 1,000 gallons per minute at 20 psi must be installed and in service along the access road/driveway at a location approved by the Fire Chief, or designee, but no further than 250 feet from the construction site. The owner of the combustible construction is responsible for the cost of this installation.
41. Per California Fire Code Appendix C, a minimum of one fire hydrant must be provided within 250 feet of the new structure.
42. A Knox box(es) must be provided at an approved location per CFC § 505.1.
43. Portable fire extinguishers must be installed per the CFC § 906.

**CTIY COUNCIL
RESOLUTION NO.**

44.If revised plans are required, additional fees will be due for the review of the drawings.

POLICE:

- 45.Exterior lighting must be in full operation at all times.
- 46.All major common areas of the locations, including all parking areas, must be covered by security video cameras. All security cameras must operate 24-hours a day, seven days a week. All cameras must record onto a recording medium and all recordings must be maintained in a secure and locked enclosure. Security video cameras must be installed at all the entrance/exits and must be positioned to capture the faces of people entering and existing. All recordings must be maintained for a minimum of 30 days. All recordings must be made readily available for any law enforcement official who requests the recording(s) for official purposes. If the Chief of Police determines that there is a necessity to have additional security cameras installed, the management must comply with the request within seven days. The Chief of Police can also require a change in the position of the video cameras if it is determined that the position of the camera does not meet security needs. The management must comply with the request within seven days.
- 47.The applicant/property owner must install an adequate alarm system at any fixed money handling areas. The alarm system will allow notification of the Police Department in the event of any such attempt. The type of alarm system installed must be connected with the alarm company, and the system must have the capability to distinguish if the need for the Police service is for a robbery or burglary. The business must obtain an alarm permit from the Police Department.
- 48.Access to the roof, if there is one, will be locked and secure. Access to the roof will be restricted to maintenance personnel, building management, or other authorized personnel.
- 49.The business is encouraged to join and participate in the Monterey Park Police Department’s Business Watch Program; a free service designed to educate businesses about minimizing criminal activity. The Community Services Bureau can be contacted at (626) 307-1215.
- 50.The shrubbery on the property must be installed and maintained in such condition as to not restrict visibility from the street or easily conceal persons.
- 51.The business must comply with federal, state, and local laws governing business licensing, and noise levels.

By signing this document, Garfield Oil LLC, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

**CTIY COUNCIL
RESOLUTION NO.**

Garfield Oil LLC, Applicant

ATTACHMENT 3

Architectural Plans

ATTACHMENT 4

Focused Traffic Impact Analysis

2425 & 2439 S GARFIELD AVENUE PROJECT FOCUSED TRAFFIC IMPACT ANALYSIS

City of Monterey Park

June 28, 2019



Traffic Engineering • Transportation Planning • Parking • Noise & Vibration
Air Quality • Global Climate Change • Health Risk Assessment

2425 & 2439 SOUTH GARFIELD AVENUE PROJECT TRAFFIC IMPACT ANALYSIS

City of Monterey Park

June 28, 2019

prepared by

Perrie Ilercil, P.E. (AZ)
Giancarlo Ganddini, PE, PTP



GANDDINI GROUP, INC.
550 Parkcenter Drive, Suite 202
Santa Ana, California 92705
714.795.3100 | www.ganddini.com

19-0104

TABLE OF CONTENTS

EXECUTIVE SUMMARY

1. INTRODUCTION.....	1
Purpose and Objectives	1
Project Description.....	1
Study Area.....	1
Analysis Scenarios	2
2. METHODOLOGY.....	5
Intersection Capacity Utilization Methodology.....	5
Intersection Delay Methodology.....	5
Performance Standards.....	6
Thresholds of Significance.....	6
3. EXISTING CONDITIONS.....	8
Existing Roadway System	8
Pedestrian Facilities.....	8
Transit Facilities	9
General Plan Context.....	9
Bicycle Routes.....	9
Truck Routes.....	9
Existing Roadway Volumes.....	9
Existing Intersection Level of Service	9
4. PROJECT TRIP FORECASTS	21
Trip Generation.....	21
Coffee Shop with Drive-Thru (No interior seating).....	21
Previous Land Use Credits.....	21
Trip Distribution & Assignment.....	22
Project Design Features.....	22
5. FUTURE VOLUME FORECASTS	29
Method of Projection.....	29
Regional Ambient Growth	29
Other Developments.....	29
Future Traffic Volumes.....	29
Existing Plus Project Forecast	29
Opening Year (2021) Without Project Forecast	29
Opening Year (2021) With Project.....	29
6. FUTURE OPERATIONAL ANALYSIS.....	40
Existing Plus Project.....	40
Intersection Levels of Service.....	40
Traffic Signal Warrant Analysis	40
Significant Impact Evaluation.....	40
Opening Year (2021) Without Project.....	40
Intersection Levels of Service.....	40
Opening Year (2021) With Project.....	41
Intersection Levels of Service.....	41
Traffic Signal Warrant Analysis	41
Significant Impact Evaluation.....	41

7. OTHER TRAFFIC CONSIDERATIONS	46
Site Access Queueing	46
Drive-thru Queueing Analysis	46
Drive-Thru Queueing Contingency Plan	47
Construction Traffic Volumes	47
8. CONCLUSIONS	52
Project Design Features	52
Mitigation Measures	52
General Recommendations	52

APPENDICES

- Appendix A Glossary
- Appendix B Scoping Agreement
- Appendix C Intersection Turning Movement Count Worksheets
- Appendix D Intersection Level of Service Worksheets
- Appendix E Trip Generation Count Worksheets
- Appendix F Traffic Signal Warrant Worksheets
- Appendix G Drive-Thru Queueing Analysis Worksheets

LIST OF TABLES

Table 1.	Existing Intersection Levels of Service	10
Table 2.	Project Trip Generation	23
Table 3.	Other Development Trip Generation	30
Table 4.	Existing Plus Project Intersection Levels of Service	42
Table 5.	Existing Plus Project Significant Impact Evaluation	43
Table 6.	Opening Year (2021) Intersection Levels of Service	44
Table 7.	Opening Year (2021) Significant Impact Evaluation.....	45
Table 8.	Project Driveway Queueing Analysis.....	49
Table 9.	Gate Stacking/ Minimum Queue Requirements	50

LIST OF FIGURES

Figure 1.	Project Location Map.....	3
Figure 2.	Site Plan.....	4
Figure 3.	Existing Lane Geometry and Intersection Traffic Controls.....	11
Figure 4.	Existing Pedestrian Facilities.....	12
Figure 5.	City of Monterey Park Transit Routes.....	13
Figure 6.	City of Monterey Park General Plan Circulation Element.....	14
Figure 7.	City of Monterey Park General Plan Roadway Cross-Sections.....	15
Figure 8.	City of Monterey Park General Plan Bike Routes.....	16
Figure 9.	City of Monterey Park General Plan Roadway Truck Routes.....	17
Figure 10.	Existing Average Daily Traffic Volumes.....	18
Figure 11.	Existing AM Peak Hour Intersection Turning Movement Volumes.....	19
Figure 12.	Existing PM Peak Hour Intersection Turning Movement Volumes.....	20
Figure 13.	Project Trip Distribution (Outbound).....	24
Figure 14.	Project Trip Distribution (Inbound).....	25
Figure 15.	Project Average Daily Traffic Volumes.....	26
Figure 16.	Project AM Peak Hour Intersection Turning Movement Volumes.....	27
Figure 17.	Project PM Peak Hour Intersection Turning Movement Volumes.....	28
Figure 18.	Other Development Location Map.....	31
Figure 19.	Other Development AM Peak Hour Intersection Turning Movement Volumes.....	32
Figure 20.	Other Development PM Peak Hour Intersection Turning Movement Volumes.....	33
Figure 21.	Existing Plus Project AM Peak Hour Intersection Turning Movement Volumes.....	34
Figure 22.	Existing Plus Project PM Peak Hour Intersection Turning Movement Volumes.....	35
Figure 23.	Opening Year (2021) Without Project AM Peak Hour Intersection Turning Movement Volumes.....	36
Figure 24.	Opening Year (2021) Without Project PM Peak Hour Intersection Turning Movement Volumes.....	37
Figure 25.	Opening Year (2021) With Project AM Peak Hour Intersection Turning Movement Volumes.....	38
Figure 26.	Opening Year (2021) With Project PM Peak Hour Intersection Turning Movement Volumes.....	39
Figure 27.	Project Trip Contribution.....	51
Figure 28.	Circulation Recommendations.....	54

EXECUTIVE SUMMARY

The purpose of this traffic impact analysis is to provide an assessment of traffic operations resulting from development of the proposed 2425 & 2439 South Garfield Avenue Project and to identify measures necessary to mitigate potentially significant traffic impacts. The traffic issues related to the proposed land use and development have been evaluated in the context of the California Environmental Quality Act (CEQA). The City of Monterey Park is the lead agency responsible for evaluation of potential environmental impacts associated with the proposed project. This report analyzes traffic impacts for the anticipated project opening year in 2021.

Although this is a technical report, effort has been made to write the report clearly and concisely. A glossary is provided in Appendix A to assist the reader with technical terms related to transportation engineering.

PROJECT DESCRIPTION

The approximately 0.51-acre project site is located at 2425 & 2439 S Garfield Avenue in the City of Monterey Park. The project site is currently developed with a 2,600 square foot music studio and a gasoline service station with 12 vehicle fueling positions and a 2,300 square foot building with 250 square feet of convenience market and two (2) automobile care service bays. The proposed project consists of redeveloping the project site to consist of a gasoline service station with twelve (12) vehicle fueling positions and an 880 square foot coffee shop with drive-thru window. The proposed project will maintain three existing driveway cuts, and the existing alleyway along the western property line also provides a full access at Fernfield Drive and a right-in/right-out only access at Pomona Boulevard. The proposed project is anticipated to be constructed and fully operational by Year 2021.

EXISTING CONDITIONS

The study intersections currently operate within acceptable Levels of Service (D or better) during the peak hours for Existing conditions, (see Table 1).

PROJECT TRIPS

The proposed project is forecast to generate a total of approximately 1,360 net daily trips, including 154 net trips during the AM peak hour and 86 net trips during the PM peak hour (see Table 2).

PROJECT DESIGN FEATURES

The proposed project will maintain three existing driveway cuts, and the existing alleyway along the western property line also provides a full access at Fernfield Drive and a right-in/right-out only access at Pomona Boulevard.

Right-in/right-out only access is provided by the Pomona Boulevard driveways because of the one-way traffic flow. Right-in/right-out only access is provided by the south Garfield Avenue driveway because of the raised median in the roadway.

FORECAST CONDITIONS

Existing Plus Project Conditions: The study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Existing Plus Project conditions, with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F (see Table 4):

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

The proposed project is forecast to result in no significant traffic impact at the study intersections for Existing Plus Project conditions without mitigation based on the established thresholds of significance (see Table 5). While the unsignalized project driveways on Pomona Boulevard are forecast continue to operate at Level of Service F, the driveways are forecast to not warrant a traffic signal, and therefore the project addition is considered not significant.

Opening Year (2021) Without Project: The study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Opening Year (2021) Without Project , with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F, (see Table 6):

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

Opening Year (2021) With Project: The study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Opening Year (2021) With Project conditions, with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F (see Table 6):

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

The proposed project is forecast to result in no significant traffic impact at the study intersections for Existing Plus Project conditions without mitigation based on the established thresholds of significance (see (see Table 7). While the unsignalized project driveways on Pomona Boulevard are forecast continue to operate at Level of Service F, the driveways are forecast to not warrant a traffic signal, and therefore the project addition is considered not significant.

MITIGATION MEASURES

Direct Impacts

The proposed project is forecast to result in no significant traffic impacts at the study intersections for Existing Plus Project and Opening Year (2021) conditions; therefore, no mitigation is required for direct project impacts.

Cumulative Impacts

As mitigation for potential cumulative impacts, the proposed project shall contribute towards the City's Development Impact Fee program was adopted in Year 2016 (Ord. 2134 § 2, 2016). The Development Impact Fee provides a funding mechanism for arterial streets, traffic signals, interchange improvements as well as emergency services. The purpose of such fees is to minimize, to the greatest extent practicable, the impact that new development has on the city's public services and public facilities. Toward that end, the city intends that applicants for such development projects pay their fair share of the costs of providing such public services and public facilities. Unless otherwise approved by the City, all development projects are required to pay the Development Impact Fee as a condition of development.

GENERAL RECOMMENDATIONS

Site-specific circulation and access recommendations are depicted on Figure 28.

The proposed project will maintain three existing driveway cuts and the existing alleyway along the western property line. No off-site roadway improvements and minimal site-adjacent improvements or repair is anticipated.

On-site and site-adjacent improvements including project driveways, roadway design, traffic signing and striping, and traffic control improvements relating to the proposed project should be constructed in accordance with applicable engineering standards and to the satisfaction of the City of Monterey Park Public Works Department.

Sight distance at project access points should comply with applicable City of Monterey Park/California Department of Transportation sight distance standards. The final grading, landscaping, and street improvement plans should demonstrate that sight distance standards are met.

Off-street parking should be provided to meet City of Monterey Park Municipal Code requirements.

As is the case for any roadway design, the City of Monterey Park should periodically review traffic operations in the vicinity of the project once the project is constructed to assure that the traffic operations are satisfactory.

1. INTRODUCTION

This section describes the purpose of this traffic impact analysis, project location, proposed development, and study area. Figure 1 shows the project location map and Figure 2 illustrates the project site plan.

PURPOSE AND OBJECTIVES

The purpose of this traffic impact analysis is to provide an assessment of traffic operations resulting from development of the proposed 2425 & 2439 South Garfield Avenue Project and to identify measures necessary to mitigate potentially significant traffic impacts. The traffic issues related to the proposed land use and development have been evaluated in the context of the California Environmental Quality Act (CEQA). The City of Monterey Park is the lead agency responsible for evaluation of potential environmental impacts associated with the proposed project. This report analyzes traffic impacts for the anticipated project opening year in 2021.

Although this is a technical report, effort has been made to write the report clearly and concisely. A glossary is provided in Appendix A to assist the reader with technical terms related to transportation engineering.

PROJECT DESCRIPTION

The approximately 0.51-acre project site is located at 2425 & 2439 S Garfield Avenue in the City of Monterey Park. The project site is currently developed with a 2,600 square foot music studio and a gasoline service station with 12 vehicle fueling positions and a 2,300 square foot building with 250 square feet of convenience market and two (2) automobile care service bays. The proposed project consists of redeveloping the project site to consist of a gasoline service station with twelve (12) vehicle fueling positions and an 880 square foot coffee shop with drive-thru window. The proposed project will maintain three existing driveway cuts, and the existing alleyway along the western property line also provides a full access at Fernfield Drive and a right-in/right-out only access at Pomona Boulevard. The proposed project is anticipated to be constructed and fully operational by Year 2021.

STUDY AREA

Based on the study intersections identified in the scoping agreement (Appendix B), the study area consists of the following study intersections and project driveways within the Cities of Monterey Park and Montebello:

Study Intersections	Jurisdiction
1. Garfield Avenue (NS) at Riggin Street (EW)	Monterey Park
2. Garfield Avenue (NS) at Pomona Boulevard (EW)	Monterey Park/Montebello
3. Garfield Avenue (NS) at Via Campo (EW)	Montebello
4. Wilcox Avenue (NS) at Pomona Boulevard (EW)	Monterey Park/Montebello
5. Garfield Avenue (NS) at Project North Driveway (EW)	Monterey Park
6. Garfield Avenue (NS) at Project South Driveway (EW)	Monterey Park
7. Project West Driveway (NS) at Pomona Boulevard (EW)	Monterey Park
8. SW Alley Driveway (NS) at Pomona Boulevard (EW)	Monterey Park
9. NW Alley Driveway (NS) at Fernfield Drive (EW)	Monterey Park

ANALYSIS SCENARIOS

The following scenarios are analyzed during typical weekday AM and PM peak hour conditions:

- Existing
- Existing Plus Project
- Opening Year (2021) Without Project
- Opening Year (2021) With Project

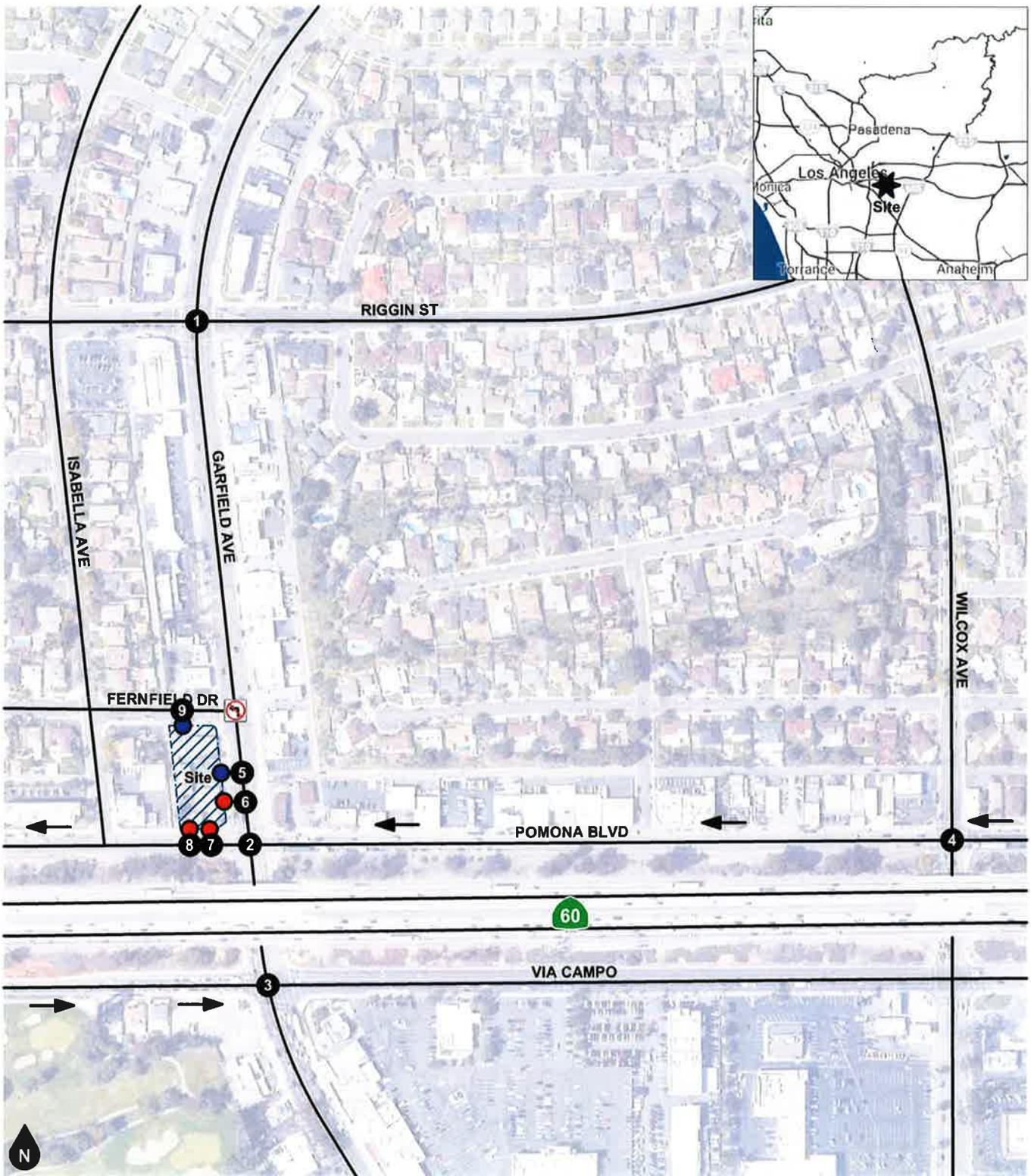


Figure 1
Project Location Map

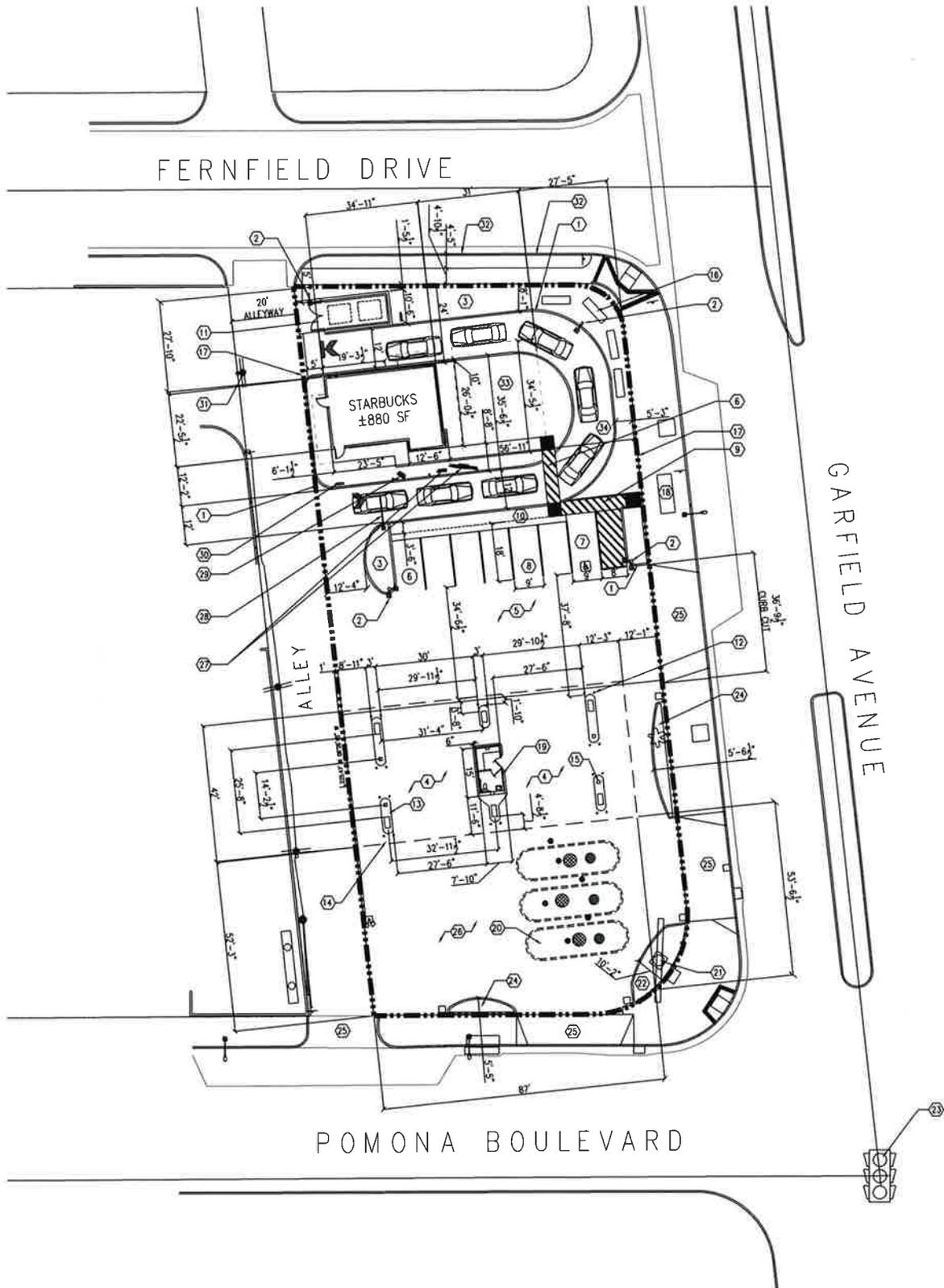


Figure 2
Site Plan

2. METHODOLOGY

This section describes the analysis methodologies used to assess transportation facility performance as adopted by the respective jurisdictional agencies.

INTERSECTION CAPACITY UTILIZATION METHODOLOGY

Analysis of signalized intersections within the Cities of Monterey Park and Montebello is based on the Intersection Capacity Utilization (ICU) methodology. The ICU methodology compares the volume of traffic using the intersection to the capacity of the intersection. The resulting volume-to-capacity (V/C) ratio represents that portion of the hour required to provide sufficient capacity to accommodate all intersection traffic if all approaches operate at capacity.

The volume-to-capacity ratio is then correlated to a performance measure known as Level of Service based on the following thresholds:

Level of Service	Volume/Capacity Ratio
A	≤ 0.600
B	0.601 to 0.700
C	0.701 to 0.800
D	0.801 to 0.900
E	0.901 to 1.000
F	> 1.000

Source: Transportation Research Board, [Interim Materials on Highway Capacity](#), Transportation Research Circular No. 212, January 1980.

Level of Service is used to qualitatively describe the performance of a roadway facility, ranging from Level of Service A (free-flow conditions) to Level of Service F (extreme congestion and system failure). ICU analysis was performed using the Vistro (Version 6.00-00) software.

Consistent with City of Monterey Park requirements, this analysis uses the following input parameters for the ICU analysis: 1,700 vehicles per hour per lane for through and right-turn lanes, 1,600 vehicles per hour for left-turn and shared lanes, and a total clearance time of 10 percent.

- Left Turn Lanes 1600 vehicles per hour
- Through Lanes 1700 vehicles per hour
- Right Turn Lanes 1700 vehicles per hour
- Shared Lanes 1600 vehicles per hour
- Yellow clearance/lost time 10 percent (0.10)

INTERSECTION DELAY METHODOLOGY

The technique used to assess the performance of unsignalized intersections and intersections within the California Department of Transportation jurisdiction is known as the intersection delay methodology based on the procedures contained in the [Highway Capacity Manual](#) (Transportation Research Board, 6th Edition). The methodology considers the traffic volume and distribution of movements, traffic composition, geometric characteristics, and signalization details to calculate the average control delay per vehicle and corresponding Level of Service. Control delay is defined as the portion of delay attributed to the intersection traffic control

(such as a traffic signal or stop sign) and includes initial deceleration, queue move-up time, stopped delay, and final acceleration delay. The intersection control delay is then correlated to Level of Service based on the following thresholds:

Level of Service	Intersection Control Delay (Seconds / Vehicle)	
	Signalized Intersection	Unsignalized Intersection
A	≤ 10.0	≤ 10.0
B	> 10.0 to ≤ 20.0	> 10.0 to ≤ 15.0
C	> 20.0 to ≤ 35.0	> 15.0 to ≤ 25.0
D	> 35.0 to ≤ 55.0	> 25.0 to ≤ 35.0
E	> 55.0 to ≤ 80.0	> 35.0 to ≤ 50.0
F	> 80.0	> 50.0

Source: Transportation Research Board, [Highway Capacity Manual](#) (6th Edition).

Level of Service is used to qualitatively describe the performance of a roadway facility, ranging from Level of Service A (free-flow conditions) to Level of Service F (extreme congestion and system failure). At intersections with traffic signal or all way stop control, Level of Service is determined by the average control delay for the overall intersection. At intersections with cross street stop control (i.e., one- or two-way stop control), Level of Service is determined by the average control delay for the worst individual movement (or movements sharing a single lane). Intersection delay analysis was performed using the Vistro (Version 6.00-00) software using default values recommended in the Highway Capacity Manual.

PERFORMANCE STANDARDS

City of Monterey Park. The City of Monterey Park General Plan does not identify a minimum acceptable Level of Service for intersections in the City of Monterey Park.

City of Montebello. The current City of Montebello General Plan does not identify a minimum acceptable Level of Service for intersections in the City of Montebello.

THRESHOLDS OF SIGNIFICANCE

City of Monterey Park. For signalized study intersections within City of Monterey Park jurisdiction, a project traffic impact is considered significant if the proposed project generated trips results in a significant impact, and thus requires mitigation:

<u>Existing ICU</u>	<u>Project-Related Increase in ICU</u>
0.00 – 0.69	0.06
0.70 – 0.79	0.04
0.80 – 0.89	0.02
0.90+	0.01

City of Montebello. For signalized study intersections within City of Montebello jurisdiction, thresholds of significance established by the County of Los Angeles (*Traffic Impact Analysis Report Guidelines*, Los Angeles County Department of Public Works, January 1997) to determine whether the addition of project-generated trips results in a significant impact, and thus requires mitigation:

<u>Level of Service</u>	<u>Pre-Project V/C</u>	<u>Project-Related V/C Increase</u>
C	0.71 – 0.80	0.04
D	0.81 – 0.90	0.02
E/F	0.91 or more	0.01

It should be noted that many jurisdictions, including the Cities of Monterey Park and Montebello, do not have established significant impact thresholds for unsignalized intersections. For this traffic impact analysis, a project impact at an unsignalized intersection is considered significant if the addition of project-generated trips is forecast to cause or worsen Level of Service E or F and installation of a traffic signal is warranted.

If a project is forecast to cause a significant impact, feasible mitigation measures that will reduce the impact to a less than significant level will be identified. Mitigation measures can be in many forms, including the addition of lanes, traffic control modification, or demand management measures. If no feasible mitigation measures can be identified for a significantly impacted facility, the impact will remain significant and unavoidable and a statement of overriding considerations will be required.

3. EXISTING CONDITIONS

EXISTING ROADWAY SYSTEM

Figure 3 identifies the lane geometry and intersection traffic controls for Existing conditions based on a field survey of the study area. Regional access to the project area is provided by the SR-60 freeway south of the project site. The key north-south roadways providing local circulation is Garfield Avenue and Wilcox Avenue. The key east-west roadway providing local circulation is Riggin Street, Pomona Boulevard, and Via Campo.

SR-60 Freeway is a ten-lane divided freeway classified as a State Highway on the City of Monterey Park General Plan Circulation Element. SR-60 Freeway access is provided via grade separated interchanges at west of Garfield Avenue and east of Vail Avenue. It currently carries approximately 232,000 to 250,000 vehicles per day in the project vicinity.

Garfield Avenue is a four-lane divided roadway in the study area. Garfield has two-way left turn lane with intermittent raised median north of Pomona Boulevard and a painted median south of Via Campo. Garfield Avenue classified as a Principal Arterial (6-8 lanes divided roadway without parking) in the City of Monterey Park General Plan. On-street parking is generally permitted in the project area. Dedicated on-street bicycle lanes are not provided in the study area. Sidewalks are generally provided on both sides of the roadway. The posted speed limit is 35 miles per hour.

Wilcox Avenue is a two-lane undivided north of Pomona Boulevard to four-lane divided roadway south of Via Campo. Wilcox Avenue classified as a Minor Arterial (4 lanes divided roadway with parking) in the City of Monterey Park General Plan. On-street parking is generally permitted north of Pomona Boulevard and prohibited south of Via Campo. Dedicated on-street bicycle lanes are not provided in the study area. Sidewalks are generally provided on both sides of the roadway. The posted speed limit is 35 miles per hour.

Riggin Street is a two-lane undivided to six-lane divided roadway. Riggin Street classified as a Minor Arterial (4 lanes divided roadway with parking) in the City of Monterey Park General Plan. On-street parking is generally permitted in the project area. Dedicated on-street bicycle lanes are not provided in the study area. Sidewalks are generally provided on both sides of the roadway. The posted speed limit is 30 miles per hour.

Pomona Boulevard is a three-lane westbound one-way roadway in the study area. Pomona Boulevard is classified as a Principal Arterial (6-8 lanes divided roadway without parking) in the City of Monterey Park General Plan. On-street parking is generally permitted on the north side of the road. Dedicated on-street bicycle lanes are not provided. Sidewalks are provided on north side of the road. The posted speed limit is 40 miles per hour.

Via Campo is a five-lane undivided roadway between Garfield Avenue and Wilcox Avenue and a 3 lane eastbound one-way roadway west of Garfield Avenue. Via Campo is classified as a Collector (60-70-foot roadway cross-section) in the City of Montebello General Plan. On-street parking is generally prohibited within the study area. Dedicated on-street bicycle lanes are not provided. Sidewalks are provided on south side of the road.

PEDESTRIAN FACILITIES

Existing pedestrian facilities in the project vicinity are shown on Figure 4. As shown on Figure 4, a pedestrian sidewalk is currently provided along the project site frontage.

TRANSIT FACILITIES

Figure 5 shows the existing transit routes available in the project vicinity. As shown in Figure 5, the study area is currently served by Route 68 along Garfield Avenue, Pomona Boulevard and Via Campo, as well as Route 2 and 5 along Riggini Street.

GENERAL PLAN CONTEXT

Figure 6 shows the City of Monterey Park General Plan Circulation Element roadway classifications map. This figure shows the nature and extent of arterial and collector highways that are needed to adequately serve the ultimate development depicted by the Land Use Element of the General Plan. The City of Monterey Park standard roadway cross-sections are illustrated on Figure 7.

BICYCLE ROUTES

There are currently no bicycle lanes provided in the study area. On-street bicycle lanes are proposed in the City of Monterey Park General Plan for Garfield Avenue, Riggini Street, Pomona Boulevard, and Wilson between Riggini Street and Pomona Boulevard. The City of Monterey Park General Plan Bike Routes is depicted on Figure 8.

TRUCK ROUTES

Figure 9 shows the designated truck routes as identified in the City of Monterey Park General Plan. Garfield Avenue and Pomona Boulevard are designated truck routes.

EXISTING ROADWAY VOLUMES

Figure 10 shows the Existing average daily traffic volumes. The Existing average daily traffic volumes have been obtained from the [2017 Traffic Volumes on California State Highways by the California Department of Transportation](#) and factored from peak hour intersection turning movement volumes using the following formula for each intersection leg:

$$\text{Evening Peak Hour (Approach Volume + Exit Volume)} \times 10 = \text{Leg Volume.}$$

Existing peak hour intersection turning movement volumes are based upon AM peak period and PM peak period intersection turning movement counts obtained in May 2019 during typical weekday conditions. The AM peak period was counted between 7:00 AM and 9:00 AM and the PM peak period was counted between 4:00 PM and 6:00 PM. The actual peak hour within the peak period is the four consecutive 15-minute periods with the highest total volume when all movements are added together. Thus, the weekday PM peak hour at one intersection may be 4:45 PM to 5:45 PM if those four consecutive 15-minute periods have the highest combined volume. Intersection turning movement count worksheets are provided in Appendix C.

Figure 11 and Figure 12 show the Existing AM peak hour and PM peak hour intersection turning movement volumes, respectively.

EXISTING INTERSECTION LEVEL OF SERVICE

The study intersection Levels of Service for Existing traffic conditions have been calculated and are shown in Table 1. Existing Level of Service worksheets are provided in Appendix D.

As shown in Table 1, the study intersections currently operate within acceptable Levels of Service (D or better) during the peak hours for Existing conditions.

Table 1
Existing Intersection Levels of Service

ID	Study Intersection	Traffic Control ¹	AM Peak Hour		PM Peak Hour	
			V/C or [Delay] ²	LOS ³	V/C or [Delay]	LOS
1.	Garfield Ave at Riggins St	TS	0.623	B	0.714	C
2.	Garfield Ave at Pomana Blvd	TS	0.752	C	0.694	B
3.	Garfield Ave at Via Campo	TS	0.830	D	0.777	C
4.	Wilcox Ave at Pomana Blvd	TS	0.551	A	0.601	B

Notes:

- (1) TS = Traffic Signal; CSS = Cross Street Stop; AWS = All Way Stop
- (2) Intersection Capacity Utilization (ICU) LOS shown in volume per capacity (V/C) for the signalized intersection. Delay is shown in [seconds] per vehicle. For intersections with traffic signal or all way stop control, overall average intersection delay and LOS are shown. For intersections with cross street stop control, LOS is based on average delay of the worst individual lane (or movements sharing a lane).
- (3) LOS = Level of Service

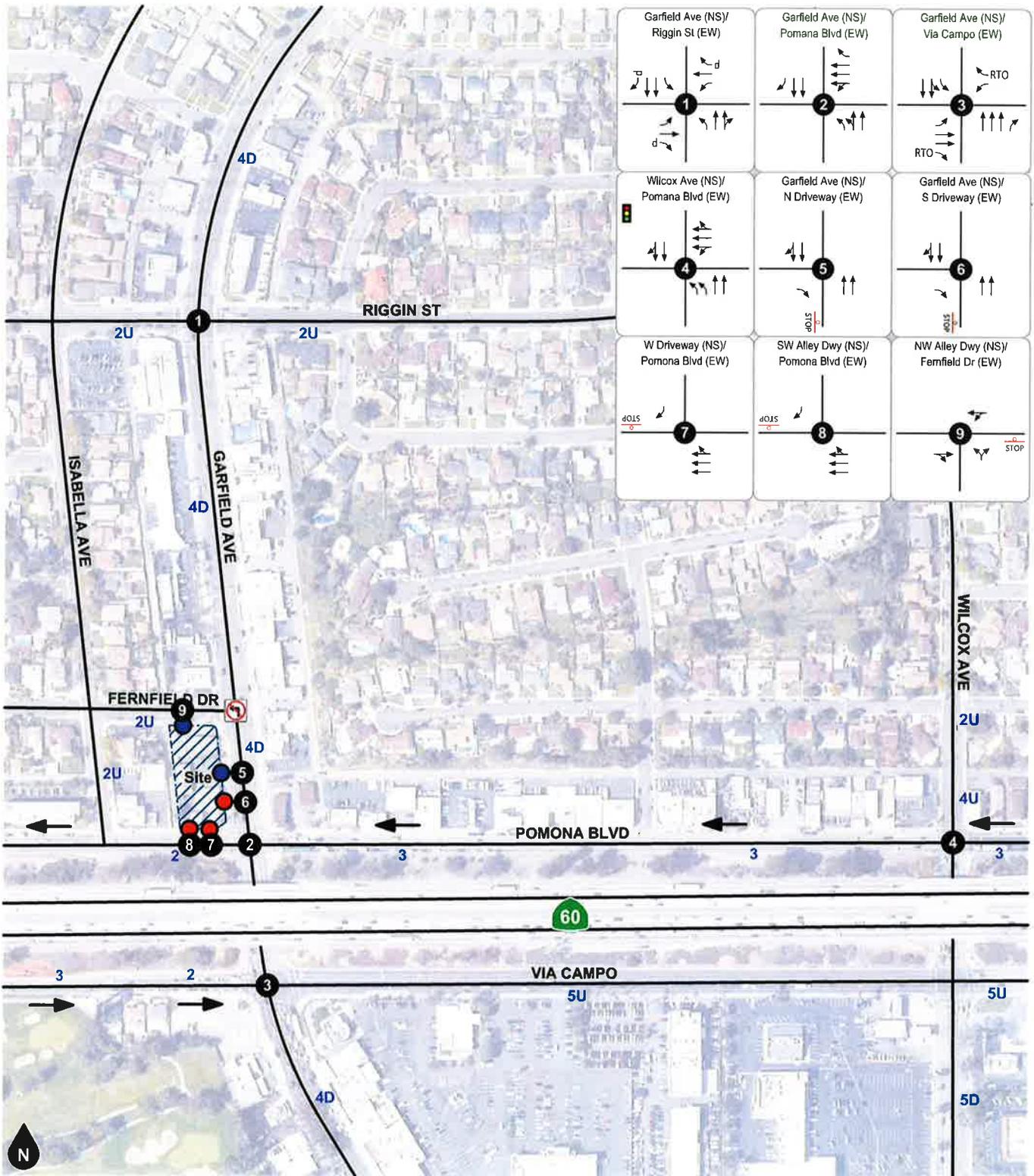
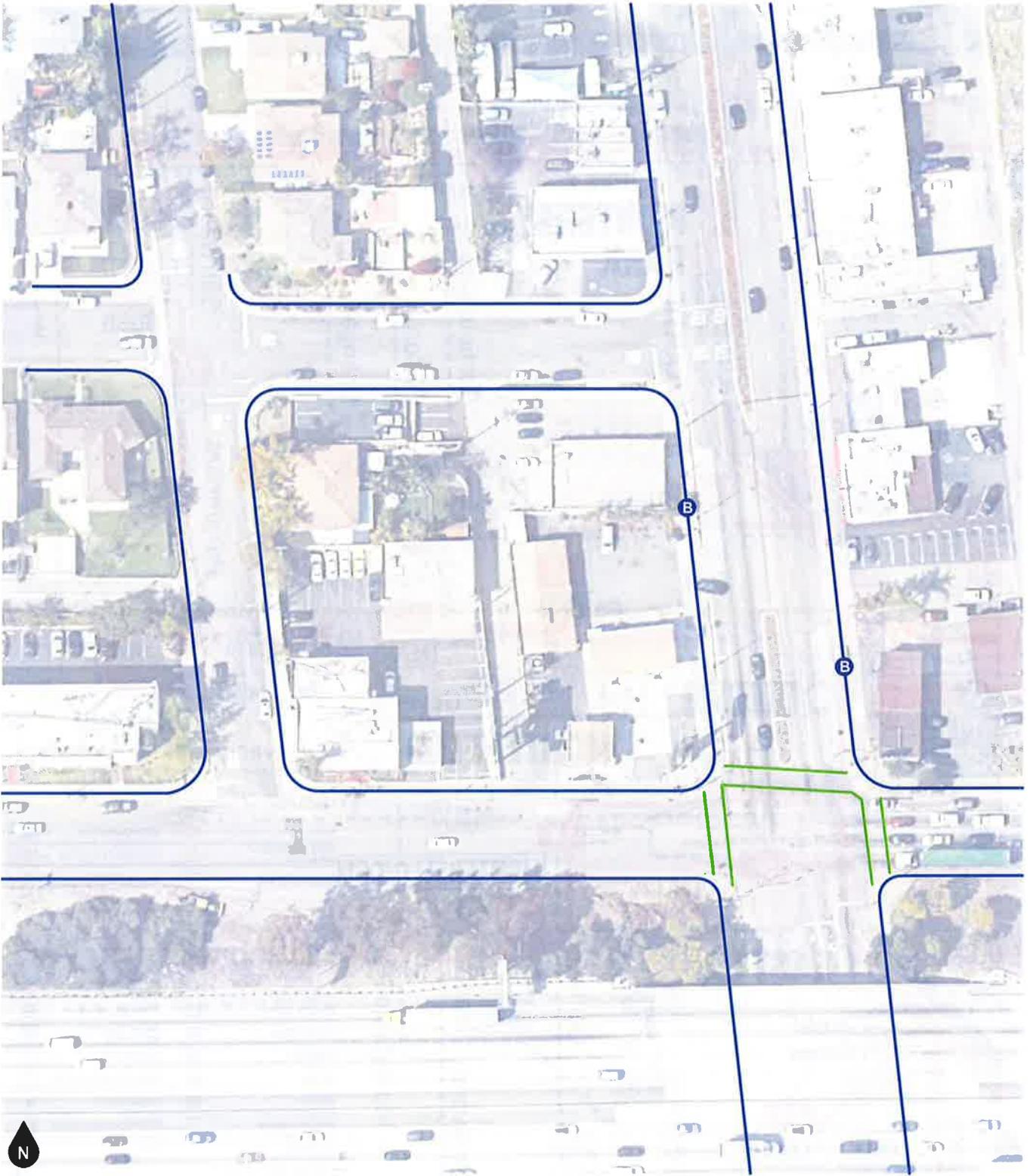


Figure 3
Existing Lane Geometry and Intersection Traffic Controls



- Legend**
- Sidewalk
 - Cross Walk
 - B Bus Stop

Figure 4
Existing Pedestrian Facilities

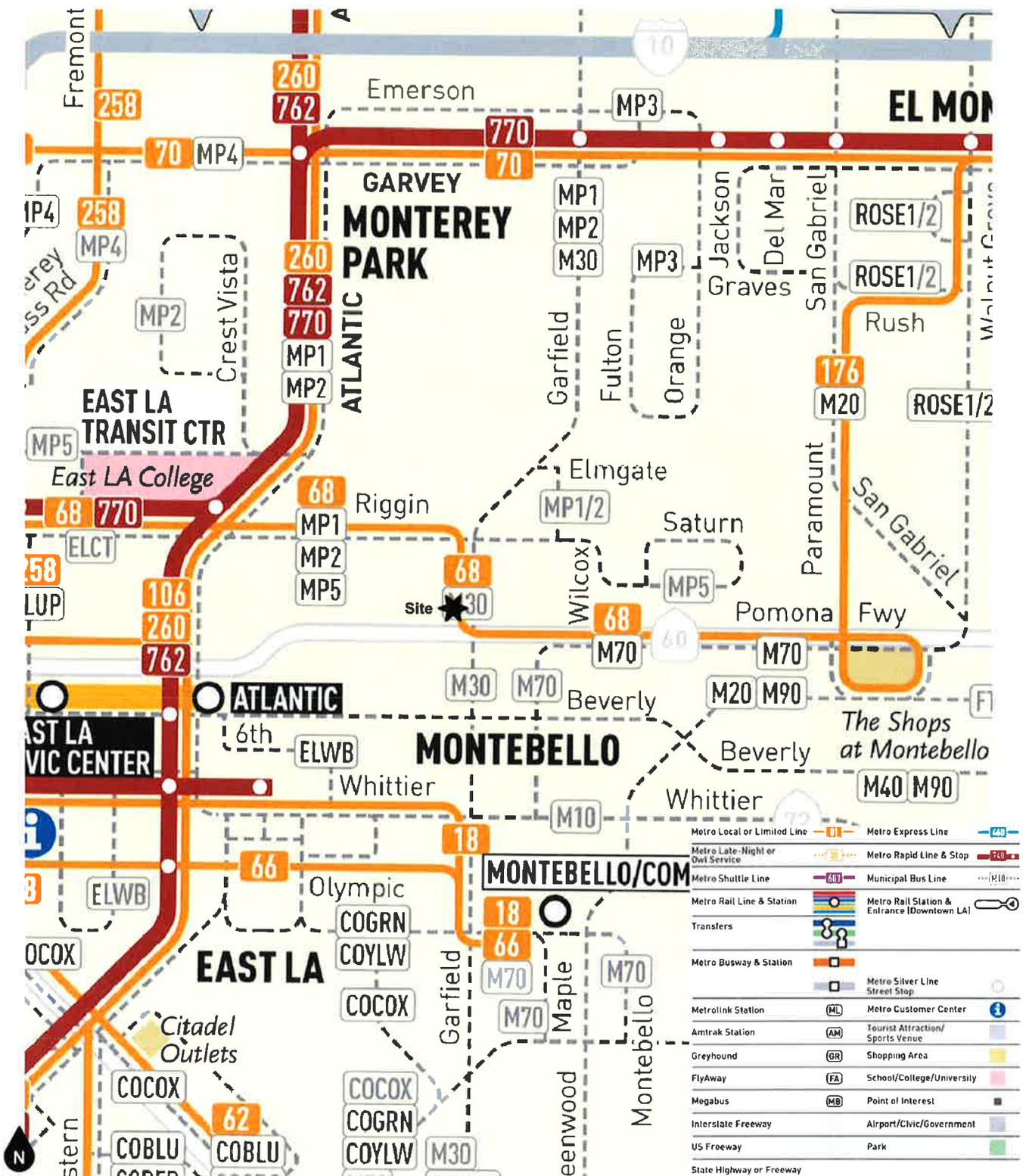
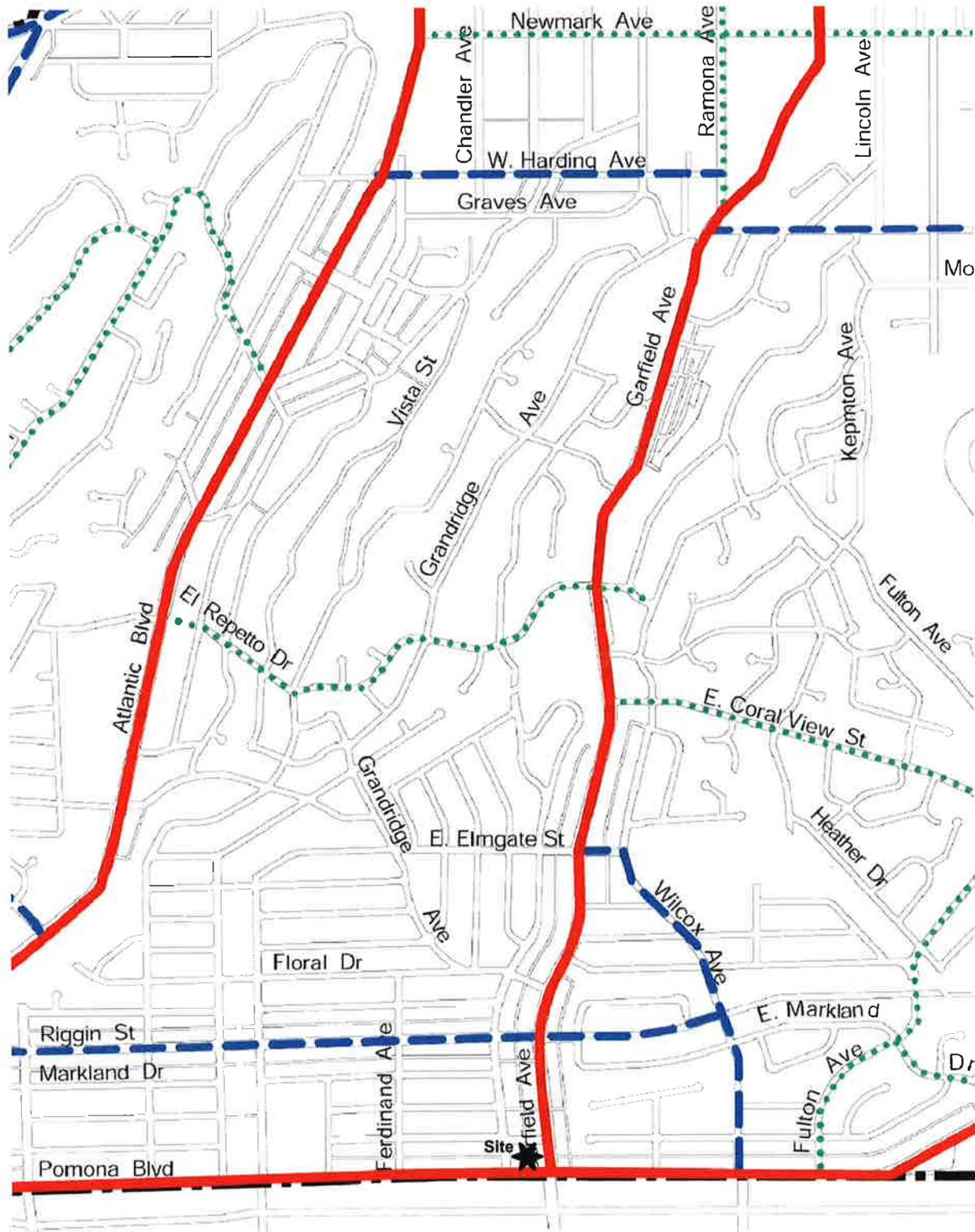


Figure 5
City of Monterey Park Transit Route Map

Source: LA Metro



2425 & 2439 South Garfield Avenue Project
 Traffic Impact Analysis
 19-0104



-  N
-  Principal Arterial
-  Minor Arterial
-  Collector
-  City Boundary
-  Sphere of Influence Boundary

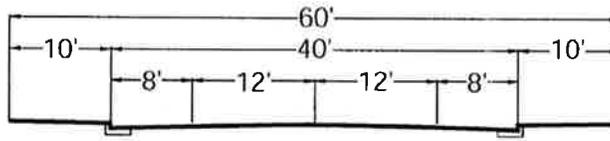
Source: City of Monterey Park



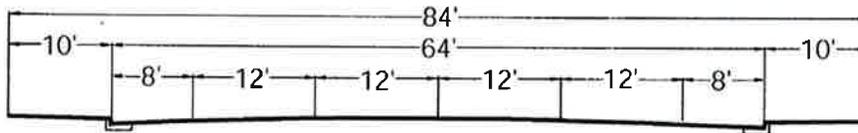
Figure 6
City of Monterey Park General Plan Circulation Element

2425 & 2439 South Garfield Avenue Project
 Traffic Impact Analysis
 19-0104

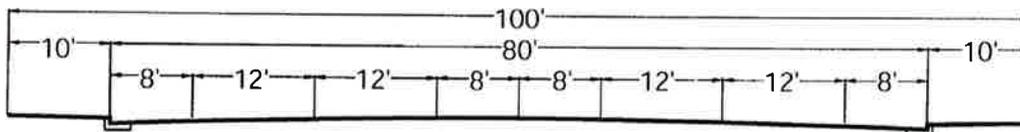
**LOCAL
(2 LANES, UNDIVIDED WITH PARKING)**



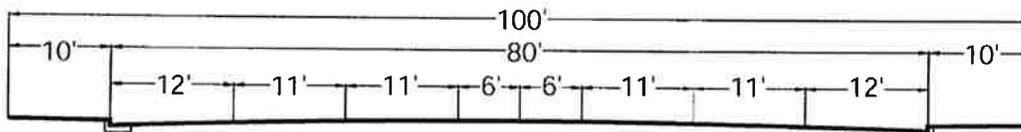
**COLLECTOR
(4 LANES, UNDIVIDED WITH PARKING)**



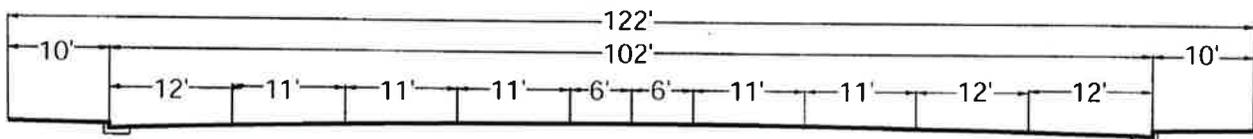
**MINOR ARTERIAL
(4 LANES, DIVIDED WITH PARKING)**



**PRINCIPAL ARTERIAL
(6 LANES, DIVIDED WITHOUT PARKING)**



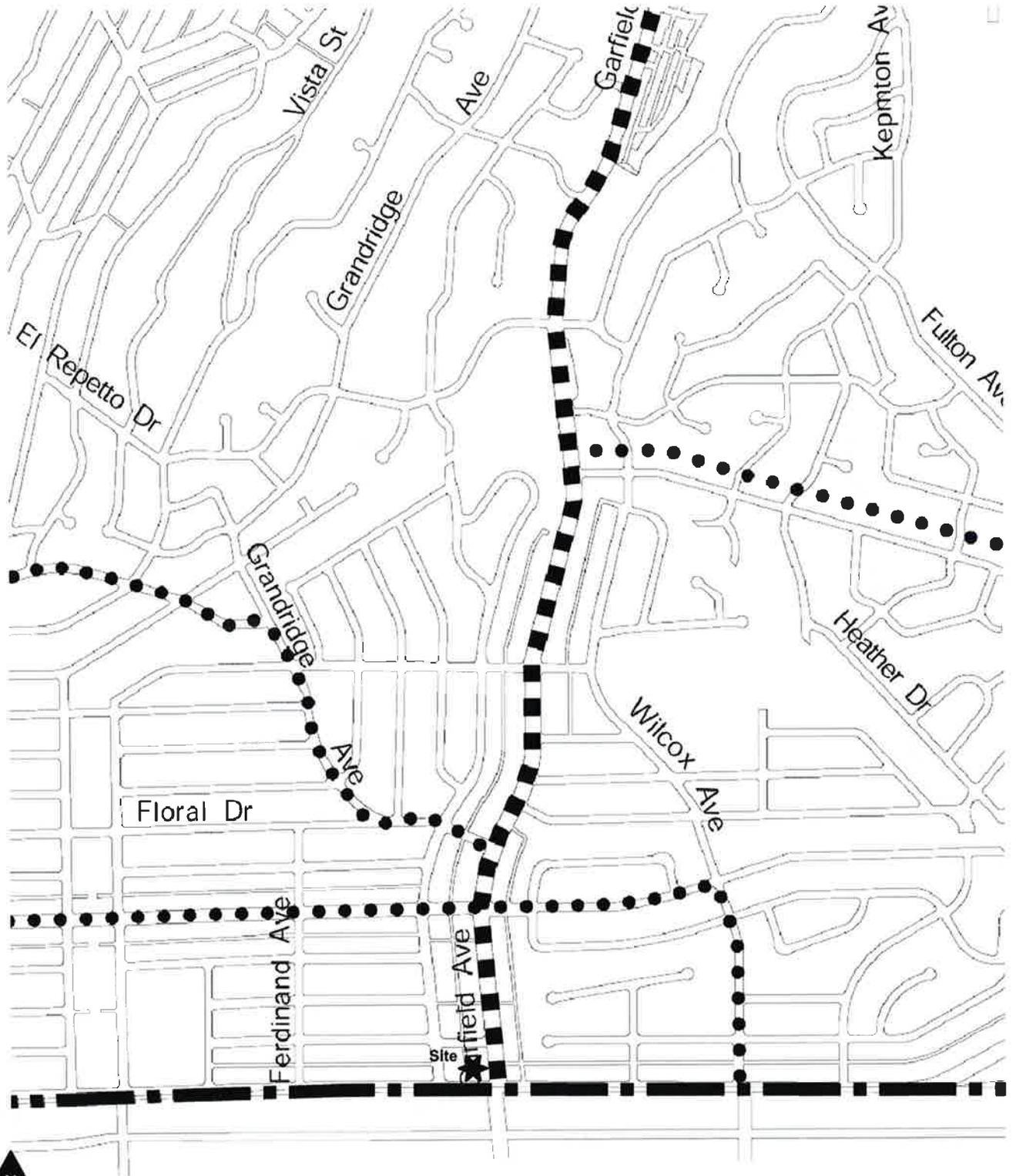
**PRINCIPAL ARTERIAL
(8 LANES, DIVIDED WITHOUT PARKING)**



**Figure 7
City of Monterey Park General Plan Cross-Sections**

Source: City of Monterey Park





 N
 MTA Class II Bicycle Route
 MTA Class III Bicycle Route
 City Bicycle Route
 City Boundary
 Sphere of Influence Boundary
 Source: City of Monterey Park

Figure 8
City of Monterey Park General Plan Bike Routes

2425 & 2439 South Garfield Avenue Project
 Traffic Impact Analysis
 19-0104

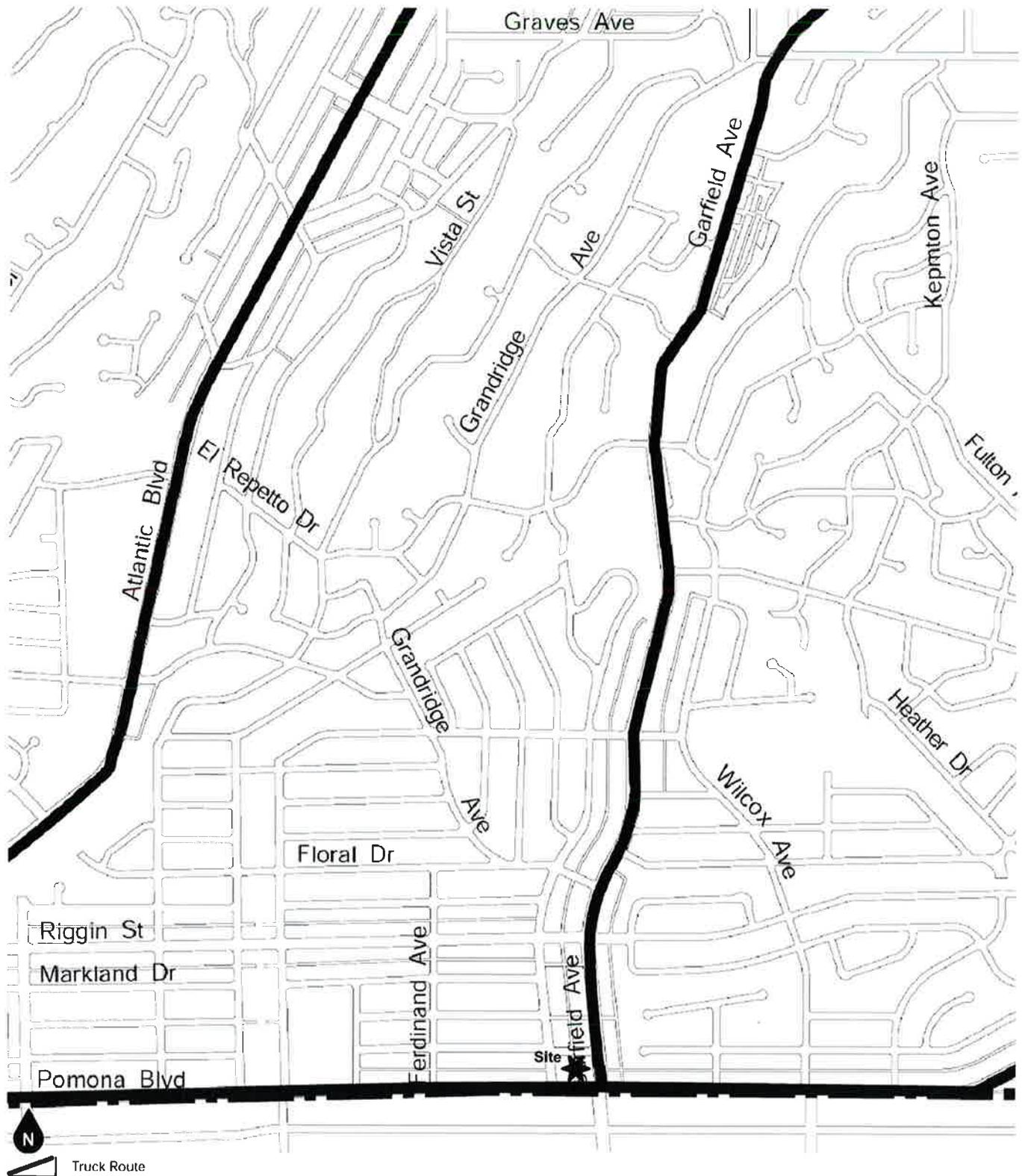
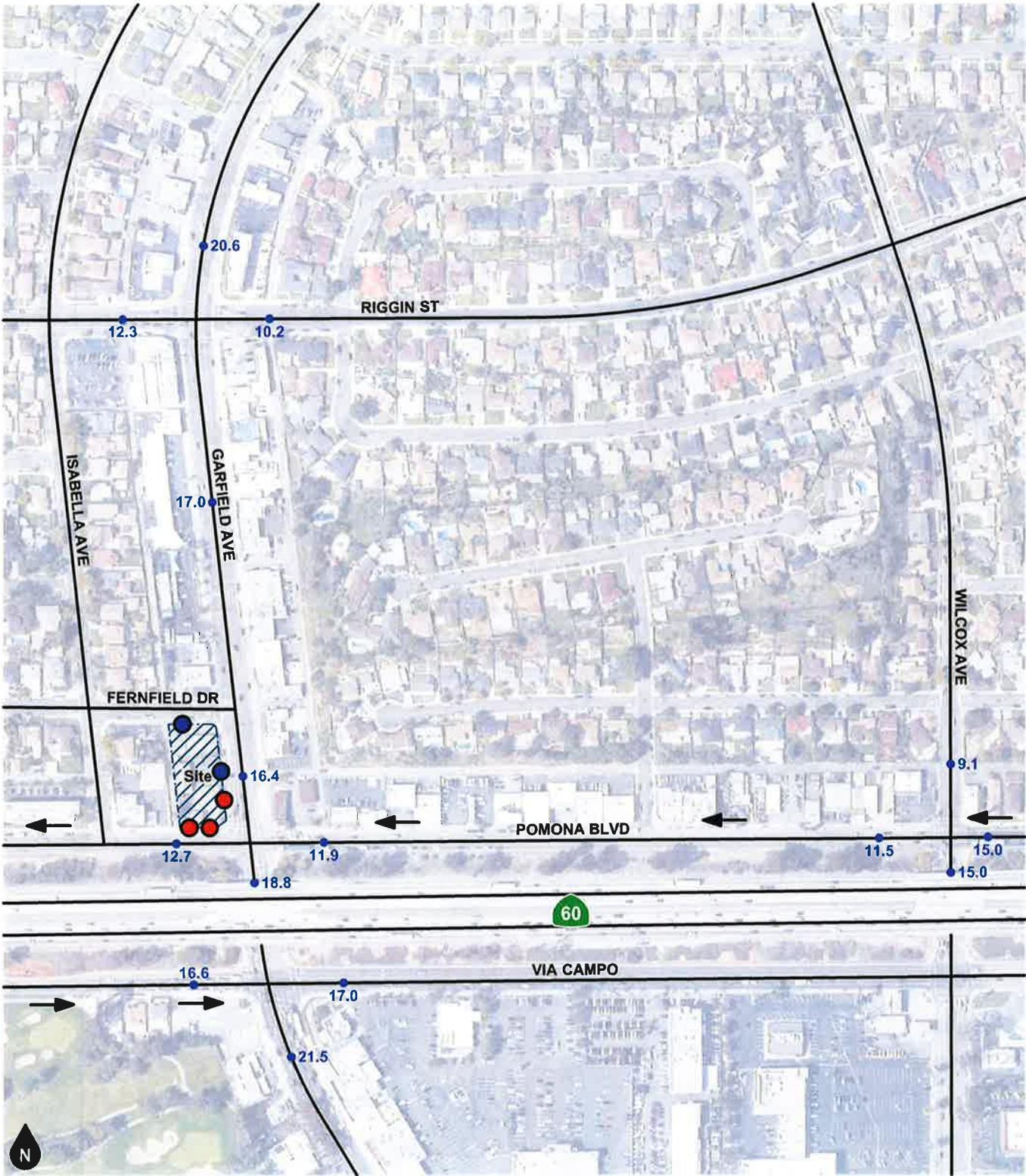


Figure 9
City of Monterey Park General Plan Roadway Truck Routes

Source: City of Monterey Park





Legend
 ●## Vehicles Per Day (1,000's)

Figure 10
Existing Average Daily Traffic Volumes

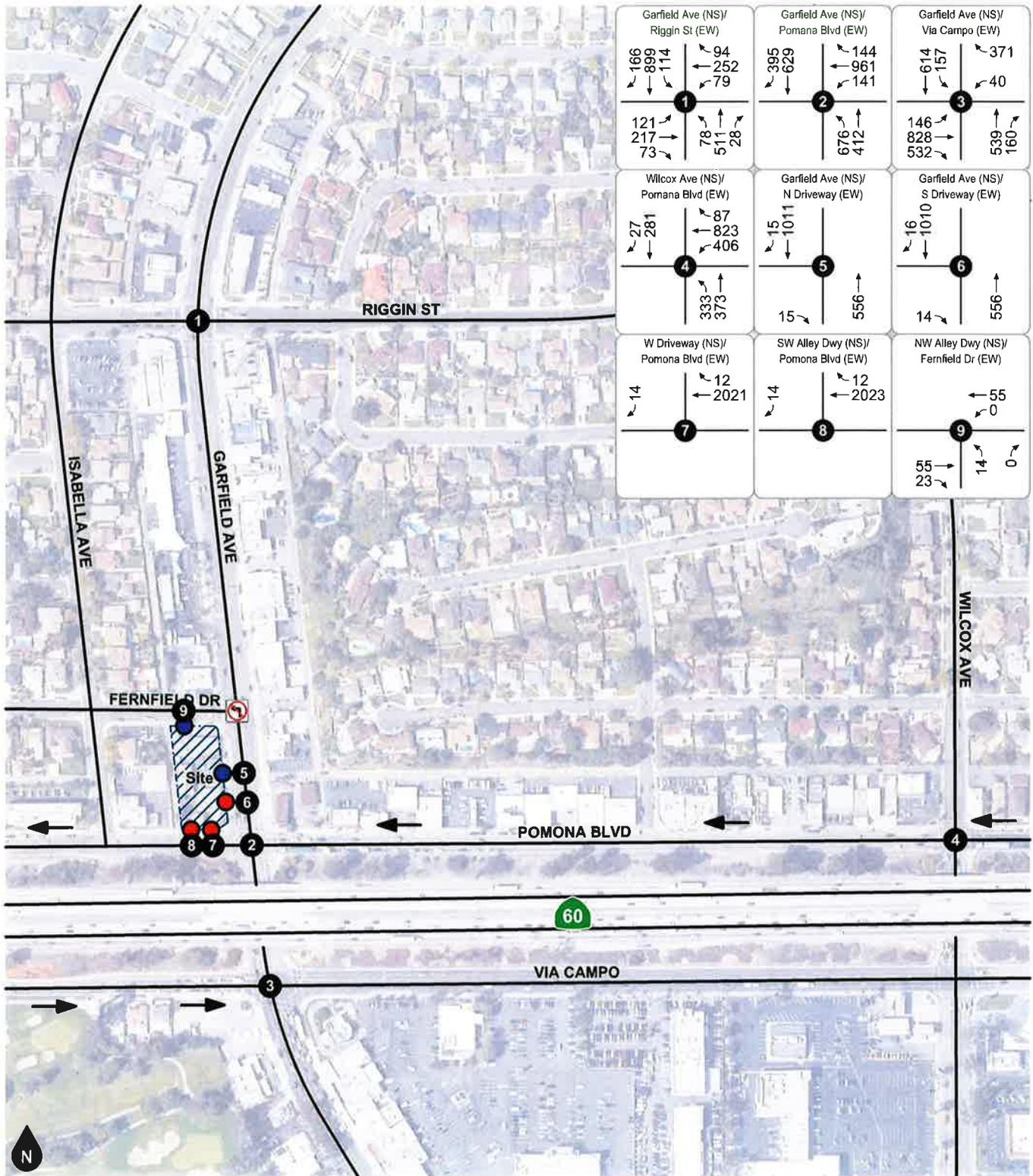


Figure 11
Existing AM Peak Hour Intersection Turning Movement Volumes

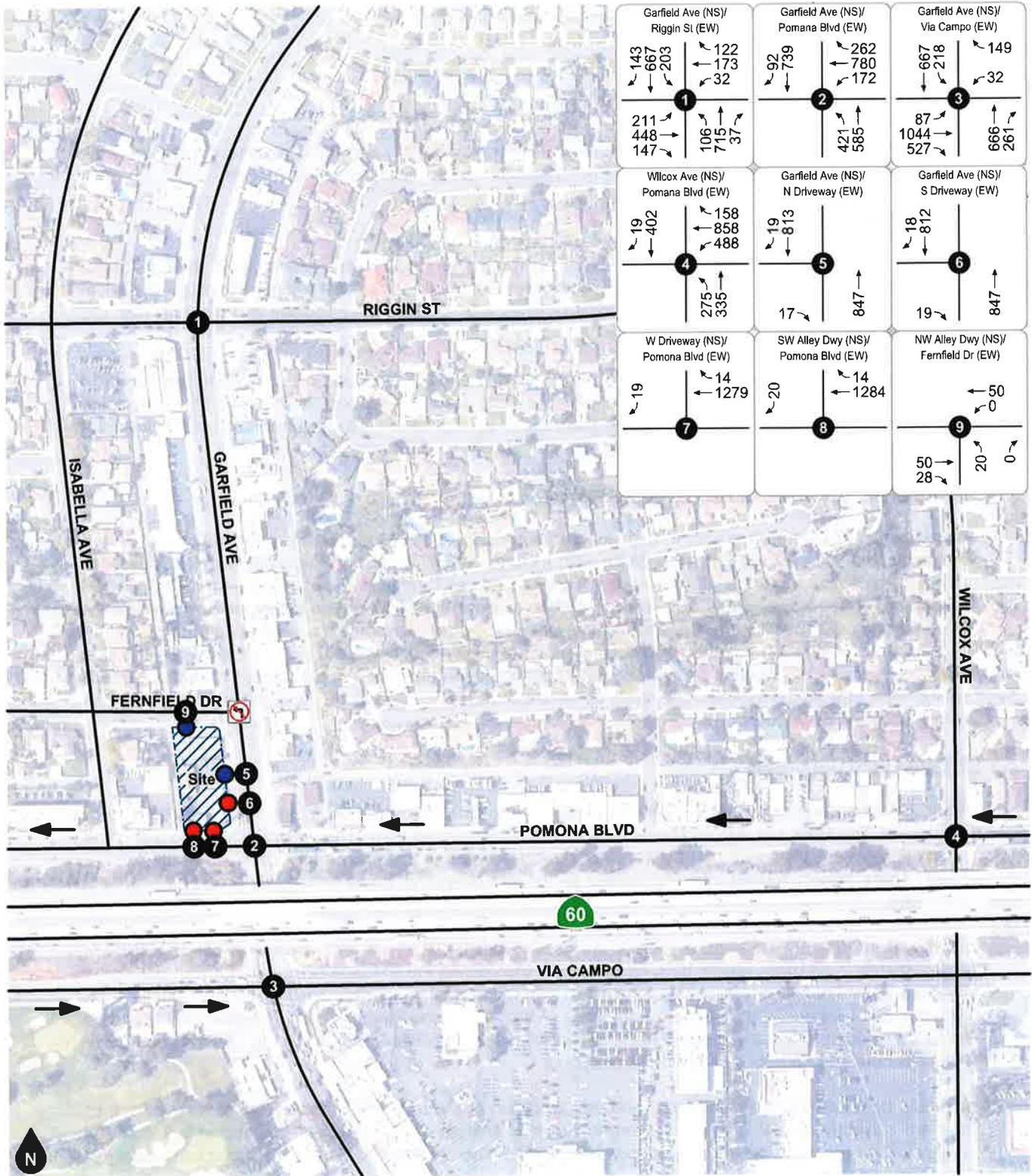


Figure 12
Existing PM Peak Hour Intersection Turning Movement Volumes

4. PROJECT TRIP FORECASTS

This section describes how project trip generation, trip distribution, and trip assignment forecasts were developed. The forecast project volumes are illustrated on figures contained in this section.

TRIP GENERATION

Table 2 shows the project trip generation based upon trip generation rates obtained from the Institute of Transportation Engineers, Trip Generation Manual, 10th Edition, 2017, and the trip generation for the drive-thru coffee-shop are based on counts for local facilities with similar square footage and previous land use credit (see Appendix E).

Trip generation rates were determined for daily trips, AM peak hour inbound and outbound trips, and PM peak hour inbound and outbound trips for the proposed land use. In accordance with the Institute of Transportation Engineers recommendations, the number of trips forecast to be generated by the proposed use are determined by multiplying the trip generation rates by the land use quantity.

Coffee Shop with Drive-Thru (No interior seating)

Actual trip counts were conducted at two local coffee shop locations which represent the project in size and proximity to a state highway. In accordance with Institute of Transportation Engineers methodology since local values deviate more than 15% from the ITE 938 land use code (which was developed from small 100 square foot coffee kiosks), count data was collected to determine the appropriate trip generation rates for the coffee shop in an urban area for this approximate size. The weighted average trip generation for the AM, PM and daily trip generation per thousand square foot was used to determine from trip counts for this use. Additionally drive-thru window counts were also conducted to determine the percentage of drive-thru trips versus total trips which includes park/walk up window trips. See Appendix E for additional details on the coffee-shop trip generation.

Previous Land Use Credits

A substantial portion of the project-generated retail trips come from the existing gas station which is to be remodeled. This does not add additional trips to the study intersections. The previous land use trip credit accounts for these trips such that they are not double counted in the study intersections from the existing count. These project related trips are applied to the site driveways to conservatively analyze the project driveways.

As shown in Table 2, the existing project site uses to be displaced are estimated to generate a total of approximately 2,320 daily vehicle trips, including 147 trips during the AM peak hour and 188 trips during the PM peak hour. The proposed uses are forecast to generate a total of approximately 3,680 daily vehicle trips, including 301 trips during the AM peak hour and 274 trips during the PM peak hour. Therefore, the proposed project is forecast to result in a net increase of approximately 1,360 daily trips, including 154 trips during the AM peak hour and 86 trips during the PM peak hour.

It should be noted that for commercial land use, a portion of the trips would come from pass-by trips, trips that are currently on the roadway system. In order to analyze a "conservative" scenario in terms of the assignment of project trips, the project trips from the commercial retail portion of the project site have not been reduced.

TRIP DISTRIBUTION & ASSIGNMENT

Figure 13 and Figure 14 show the forecast outbound and inbound directional distribution patterns for the project generated trips, respectively. The project trip distribution patterns were determined in consultation with City staff based on review of existing traffic data, surrounding land uses, and the local and regional roadway facilities in the project vicinity.

Based on the identified project trip generation and distributions, project average daily traffic volumes have been calculated and shown on Figure 15. The project AM and PM peak hour intersection turning movement volumes for project opening year (2021) conditions are depicted on Figure 16 and Figure 17, respectively.

PROJECT DESIGN FEATURES

This analysis assumes all improvements necessary for site access will be constructed in conjunction with the proposed project as Project Design Features.

The proposed project will maintain three existing driveway cuts, and the existing alleyway along the western property line also provides a full access at Fernfield Drive and a right-in/right-out only access at Pomona Boulevard.

Right-in/right-out only access is provided by the Pomona Boulevard driveways because of the one-way traffic flow. Right-in/right-out only access is provided by the south Garfield Avenue driveway because of the raised median in the roadway.

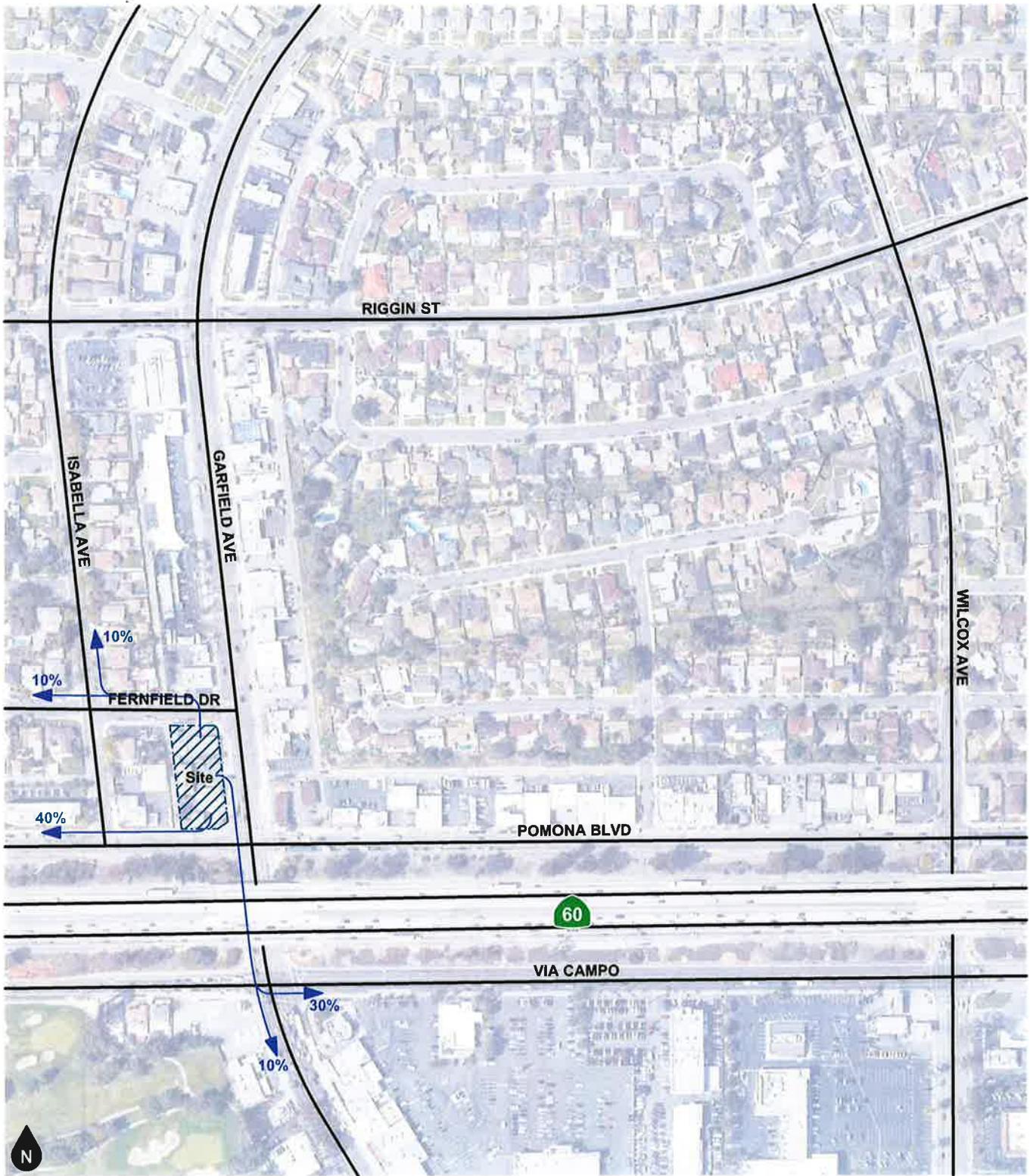
**Table 2
Project Trip Generation**

Trip Generation Rates									
Land Use	Source ¹	Units ²	AM Peak Hour			PM Peak Hour			Daily
			% In	% Out	Rate	% In	% Out	Rate	
Single Tenant Office Building	ITE 715	TSF	89%	11%	1.78	15%	85%	1.71	11.25
Convenience Market	ITE 851	TSF	50%	50%	62.54	51%	49%	49.11	762.28
Automobile Care Center ³	ITE 942	BAY	68%	32%	1.52	48%	52%	2.17	17.90
Gasoline/Service Station	ITE 944	VFP	50%	50%	10.28	50%	50%	14.03	172.01
Coffee/Donut Shop with Drive-Thru Only ⁴	Counts	TSF	103.90	97.99	201.89	60.80	59.63	120.43	1835.89

Trips Generated									
Land Use	Quantity	Units ²	AM Peak Hour			PM Peak Hour			Daily
			In	Out	Total	In	Out	Total	
<u>Existing Uses To Be Displayed</u>									
Single Tenant Office Building ⁵	-2,600	TSF	-4	-1	-5	-1	-3	-4	-29
Convenience Market ⁴	-0.250	TSF	-8	-8	-16	-6	-6	-12	-191
Automobile Care Center	-2	BAY	-2	-1	-3	-2	-2	-4	-36
Gasoline/Service Station	-12	VFP	-62	-61	-123	-84	-84	-168	-2,064
Subtotal - Existing Trips Generated			-76	-71	-147	-93	-95	-188	-2,320
<u>Proposed Uses</u>									
Gasoline/Service Station	12	VFP	62	61	123	84	84	168	2,064
Coffee/Donut Shop with Drive-Thru	0.880	TSF	91	87	178	54	52	106	1,616
Subtotal - Gross Trips Generated			153	148	301	138	136	274	3,680
NET PROJECT TRIPS GENERATED			77	77	154	45	41	86	1,360

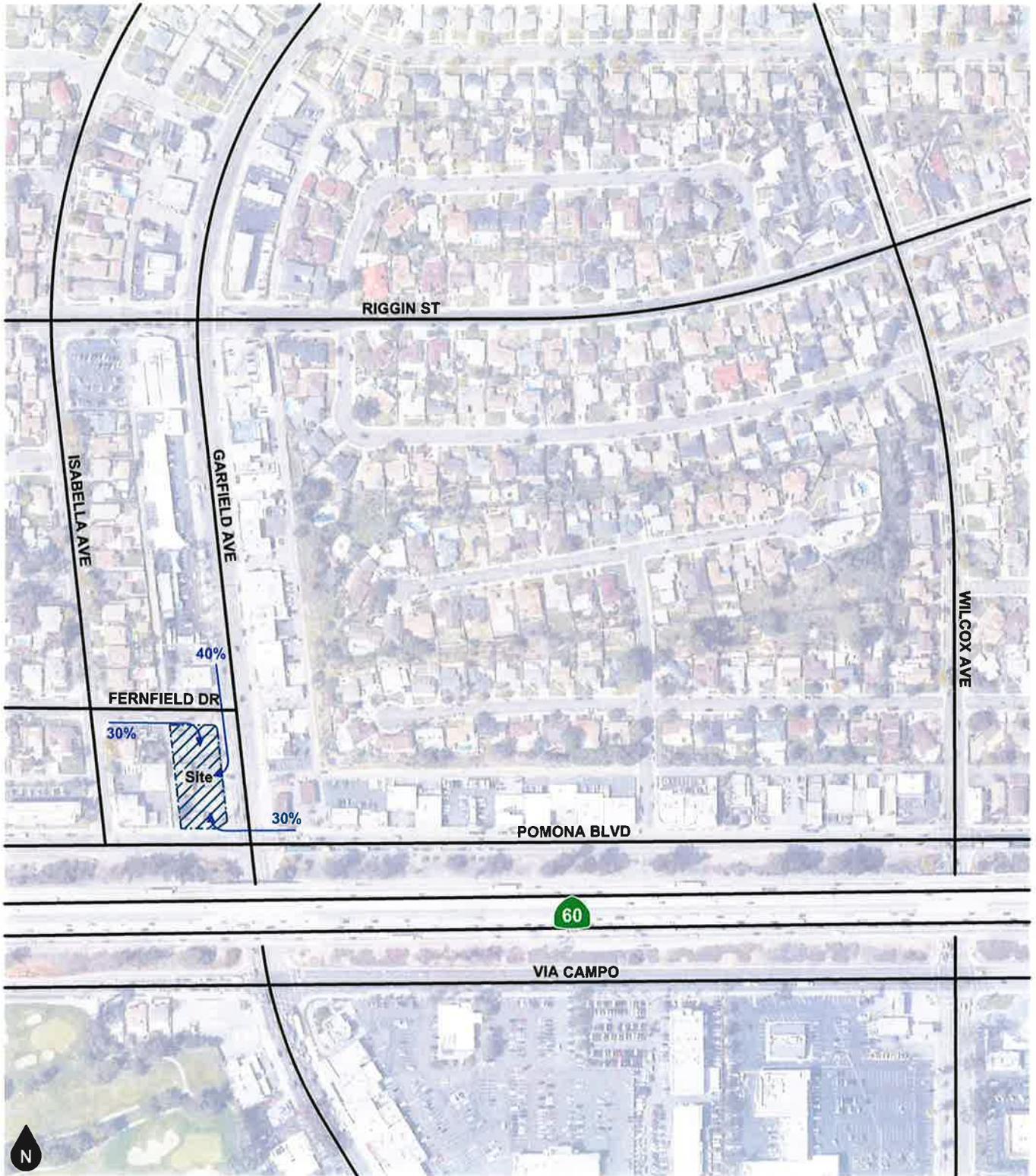
Notes:

- (1) ITE = Institute of Transportation Engineers, Trip Generation Manual 10th Edition, 2017; ### = Land Use Code(s).
- (2) TSF = Thousand Square Feet; VFP = Vehicle Fueling Positions
- (3) Automobile care center PM inbound and outbound rates based on ITE942(TSF), and daily rate based on proportion of ITE941(BAY) daily rate in comparison to PM rates.
- (4) Counts at local locations with similar square footage, layout and proximity to freeway system were conducted to determine trip generation for this facility type.
- (5) Existing music studio conservatively estimated at single tenant rate.



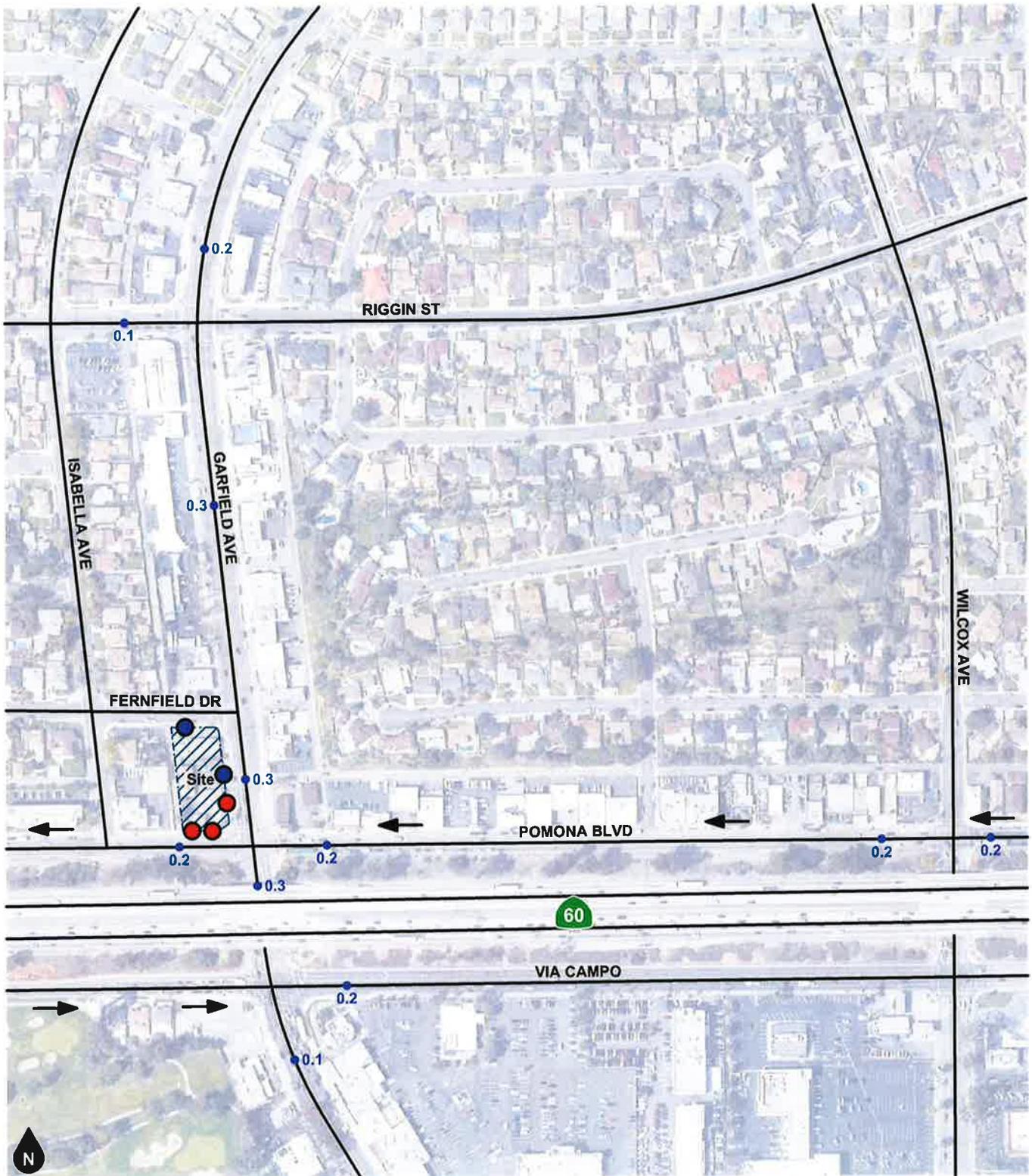
Legend
 ← 10% Percent From Project

Figure 13
Project Trip Distribution - Outbound



Legend
 ← 10% Percent To Project

Figure 14
Project Trip Distribution - Inbound



Legend

●## Vehicles Per Day (1,000's)

Figure 15
Project Average Daily Traffic Volumes

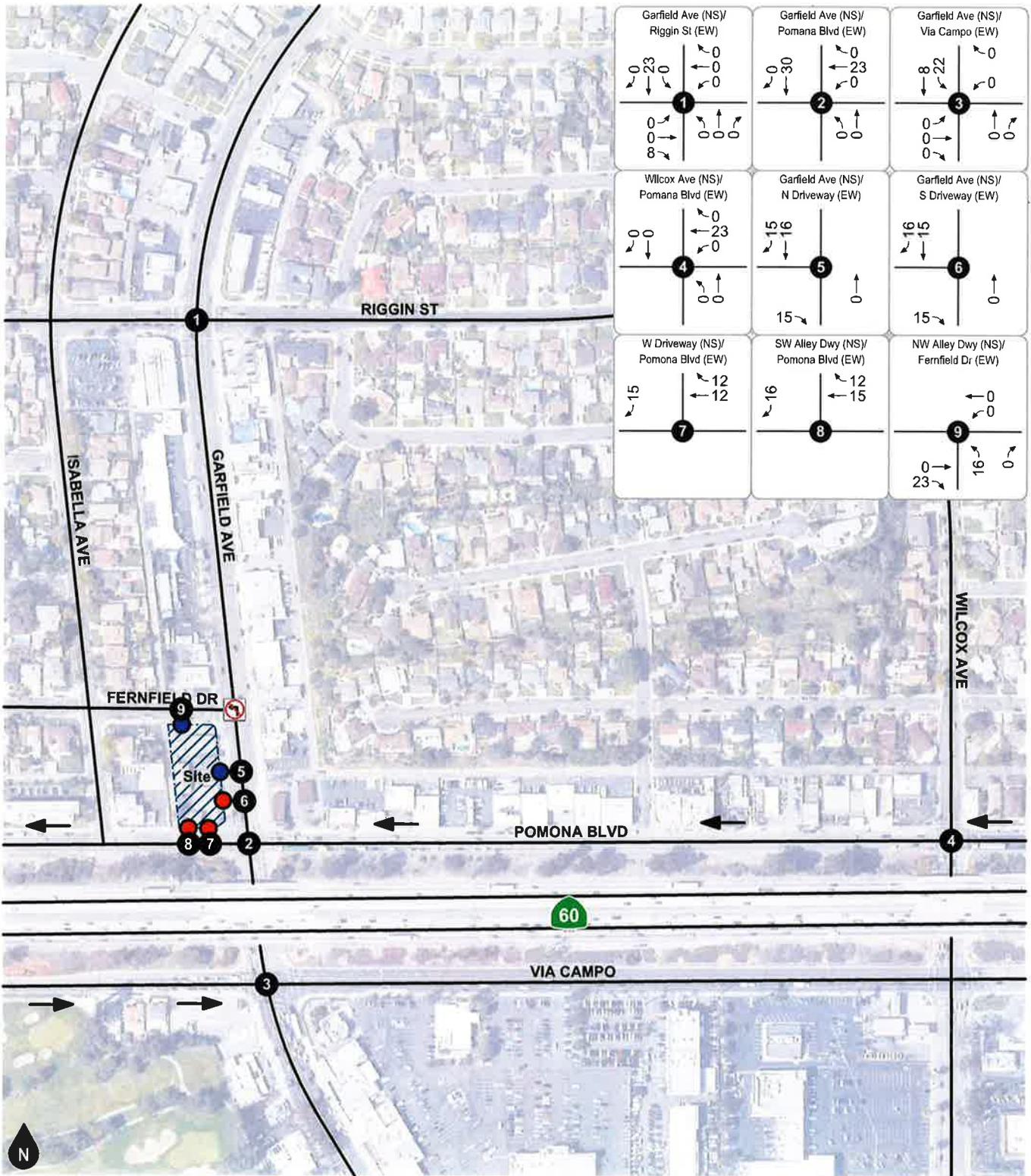


Figure 16
Project AM Peak Hour Intersection Turning Movement Volumes

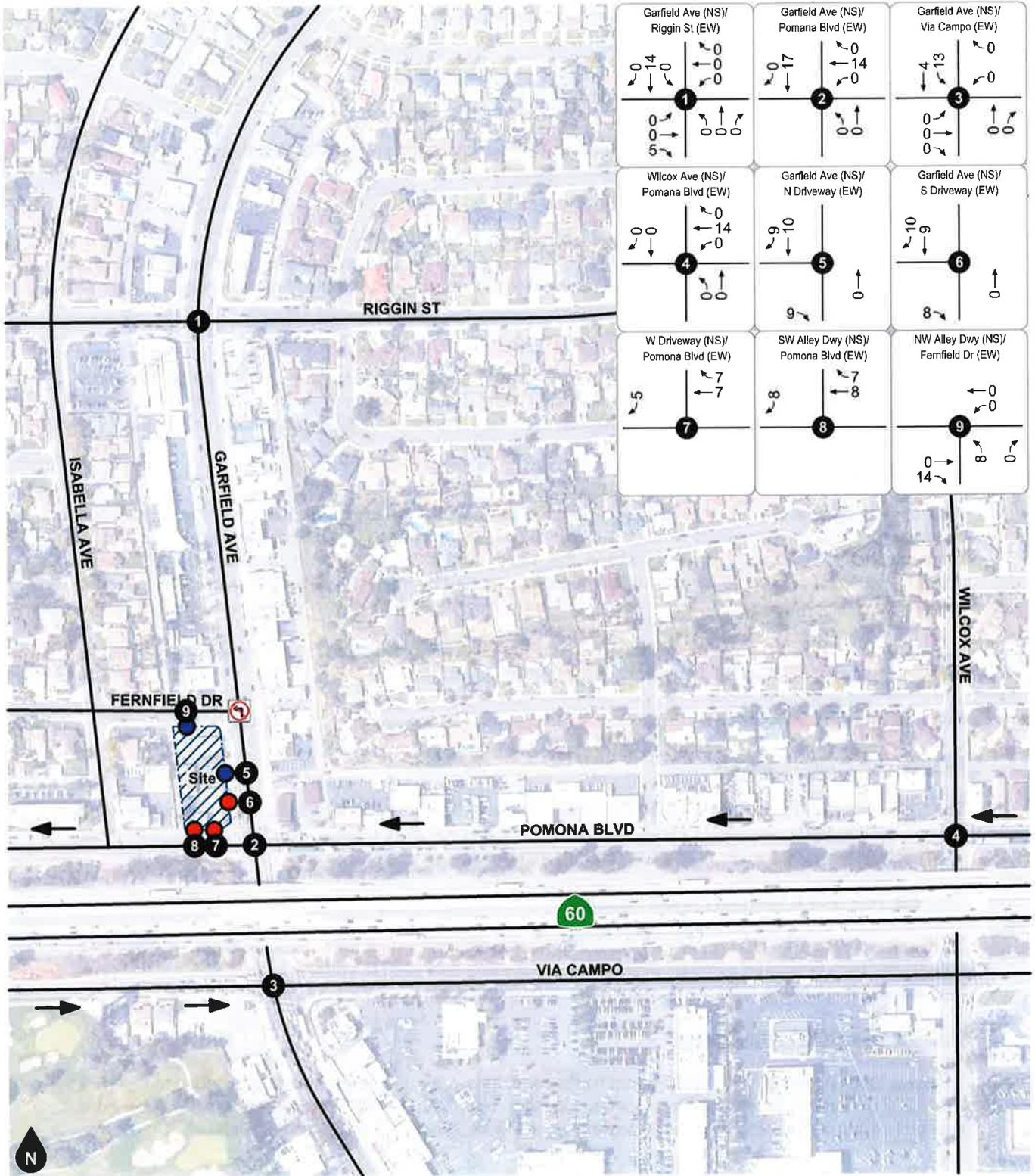


Figure 17
Project PM Peak Hour Intersection Turning Movement Volumes

5. FUTURE VOLUME FORECASTS

This section describes how future volume forecasts for each analysis scenario were developed. Forecast study area volumes are illustrated on figures contained in this section.

METHOD OF PROJECTION

To assess future conditions, existing roadway volumes is combined with project trips, ambient growth, and other development trips. The project completion year for analysis purposes in this report is 2021.

Regional Ambient Growth

To account for ambient growth on roadways, existing traffic volumes were increased by one percent (1%) per year over a two (2) year period based on consultation with City of Monterey Park staff. This is a conservative assumption since the ambient growth was applied to all movements at the study intersections.

Other Developments

A list of pending or approved other development projects was obtained from the Cities of Monterey Park and Montebello. Other developments within a 1.5-mile radius were identified and included in the trip generation summary shown in Table 3. Figure 18 shows the other development location map. The regional ambient growth is assumed to account for any additional trips generated by other developments outside the 1.5-mile radius.

Figure 19 and Figure 20 show the forecast AM and PM peak hour intersection turning movement volumes for trips generated by other developments, respectively.

FUTURE TRAFFIC VOLUMES

Existing Plus Project Forecast

The traffic volumes for existing plus project conditions have been derived by adding the project generated trips to existing traffic volumes. Existing plus project AM and PM peak hour intersection turning movement volumes are shown on Figure 21 and Figure 22, respectively.

Opening Year (2021) Without Project Forecast

To assess Opening Year (2021) Without Project traffic conditions, existing traffic was combined with ambient growth and trips generated by other developments. Opening Year (2021) Without Project AM and PM peak hour intersection turning movement volumes are shown on Figure 23 and Figure 24, respectively.

Opening Year (2021) With Project

To assess Opening Year (2021) With Project traffic conditions, project generated trips were added to Opening Year (2021) Without Project traffic volumes. Opening Year (2021) With Project AM and PM peak hour intersection turning movement volumes are shown on Figure 25 and Figure 26, respectively.

**Table 3
Cumulative Other Development Trip Generation**

City/ County	ID	Address/Name	Land Use	Source ¹	Quantity	Units ²	AM Peak Hour			PM Peak Hour			Daily	
							In	Out	Total	In	Out	Total		
Monterey Park	1	Atlantic Gateway Marriot ³ 633 N Atlantic Boulevard	Hotel	310	288	RM	45	28	73	17	15	32	916	
			Retail	820	6.2	TSF								
	2	420 N Atlantic Boulevard NE Atlantic Blvd/Emerson Ave ⁴	Mixed Use: Hotel, Multi-family Residential and Restaurant				TSF	69	70	139	54	39	93	1,589
	3	Double Tree Hotel 220 N Atlantic Boulevard	Motel	320	187	RM	76	55	131	75	67	142	1,090	
			High-Turnover Restaurant	934	3	TSF								
	4	Atlantic Garvey Hotel 808 W Garvey Avenue	Apartment	220	98	DU	60	75	135	113	80	193	2,419	
Hotel			310	148	RM									
Quality Restaurant Specialty Retail Center			931 826	5.421 6.2	TSF TSF									
5	Monterey Park Towne Centre 100 S Garfield Avenue	Apartment Commercial	220 820	114 72.92	DU TSF	58	72	130	171	133	304	3,571		
6	Monterey Park Market Place ⁵ 2550 Greenwood Avenue	Retail	820	500,000	TSF	383	301	684	674	680	1,354	19,719		
Montebello	7	Home 2Suite Hilton ⁶ 988 N Via San Clemente	Hotel	310	203	RM	69	45	114	60	54	114	1,660	
	8	Ford of Montebello Expansion 2747 Via Campo	Automobile Sales (New)	840	91,750	TSF	125	47	172	89	134	223	2,554	
	9	Housing on Whittier Blvd 2195 W Whittier Blvd	Multi-family Residential	220	64	DU	7	22	29	23	13	36	468	
	10	City Ventures Project 815 W Olympic Blvd	Multi-family Residential	220	35	DU	4	12	16	12	8	20	256	
	11	KU Mixed Use Project 510 W Whittier Blvd	Hotel	310	130	RM	36	25	61	40	38	78	1,087	
			Multi-family Residential	220	45	DU	5	16	21	16	9	25	329	
			Retail Quality Restaurant	841 931	4.250 4.250	TSF TSF	14 2	15 2	29 4	5 21	6 22	11 32	188 382	
	12	Best Western Inn 524 Washington Blvd	Hotel	310	52	RM	14	10	24	16	15	31	435	
	13	SEC Telegraph & Slauson Ave 8000 Slauson Ave	Fast Food / Drive-thru Window		6,000	TSF	123	118	241	102	94	196	2,826	
			Gas Station / Convenience Market		12	FP	76	74	150	86	82	168	2,464	
14	River Gate Townhomes 140 W Whittier Blvd	Multi-family Residential	220	80	DU	8	29	37	28	17	45	586		
15	Montebello Hills Residential ⁷ Montebello Blvd / Paramount Blvd	Single Family Detached Residential	210	433	DU	80	240	320	270	159	429	4,088		
		Multi-family Residential Park	220 411	767 5.5	DU AC	81 0	272 0	353 0	271 0	159 1	430 1	5,614 4		
TOTAL							1,335	1,528	2,863	2,143	1,814	3,957	52,245	

Notes:

- (1) Source: Institute of Transportation Engineers, [Trip Generation Manual](#), 10th Edition, 2017; ### = Land Use Code, unless otherwise noted.
- (2) DU = Dwelling Units; TSF = Thousand Square Feet; RM = Hotel Rooms, AC = Acres.
- (3) Source: [Traffic Impact Study for Proposed Atlantic Gateway Project](#), KOA Corporation, March 3, 2014
- (4) Source: 420 North Atlantic Boulevard Mixed-Use Project [Traffic Impact Analysis \(Revised\)](#), Kunzman Associates, Inc., February 10, 2017.
- (5) Source: [Traffic Impact Analysis Monterey Park Market Place](#), Arch Beach Consulting, March 11, 2011
- (6) Source: Montebello Hilton Home2Suites Project [Traffic Impact Analysis Report](#), Crown City Engineers, Inc., February 15, 2016.
- (7) Source: Montebello Hills Residential Project [Traffic Impact Analysis Report](#), KOA Corporation, March 20, 2009.



Map data ©2019 Google Terms of Use

- 5** Monterey Park Market Place
- 7** Home suite Hilton
- 11** KU Mixed Use Project
- 12** Best Western Inn



Figure 18
Other Development Location Map

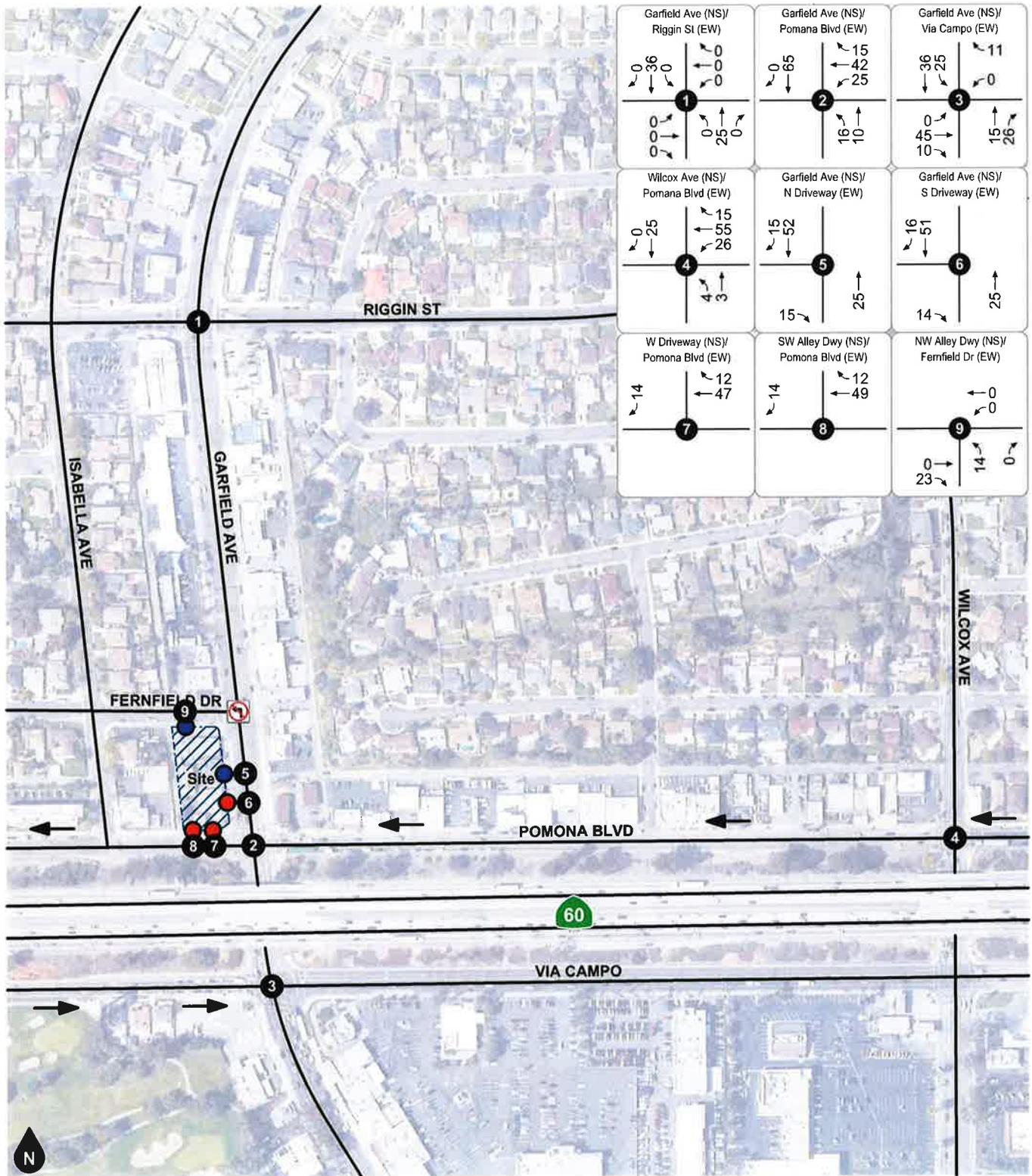


Figure 19
Other Development
AM Peak Hour Intersection Turning Movement Volumes

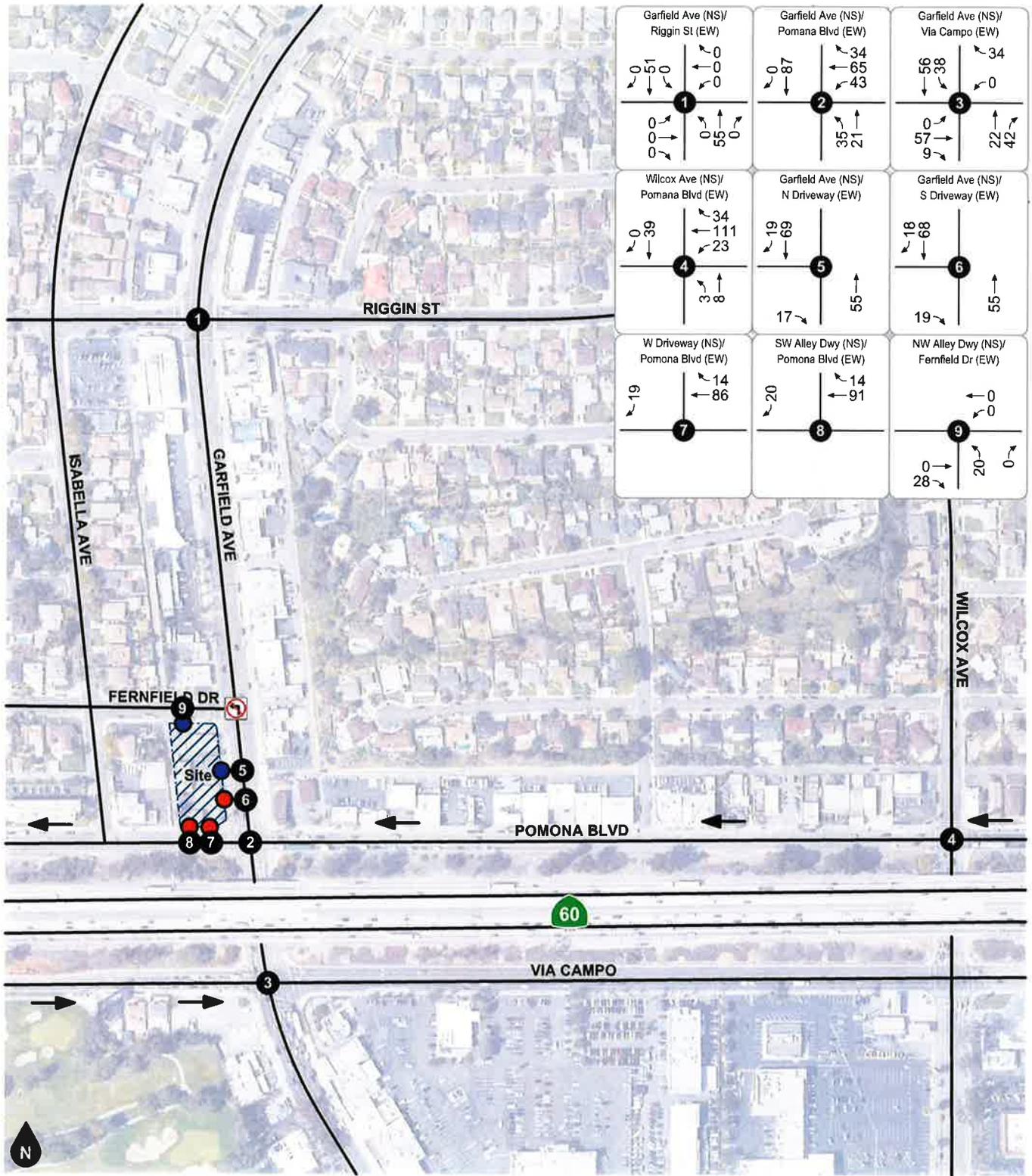


Figure 20
Other Development
PM Peak Hour Intersection Turning Movement Volumes

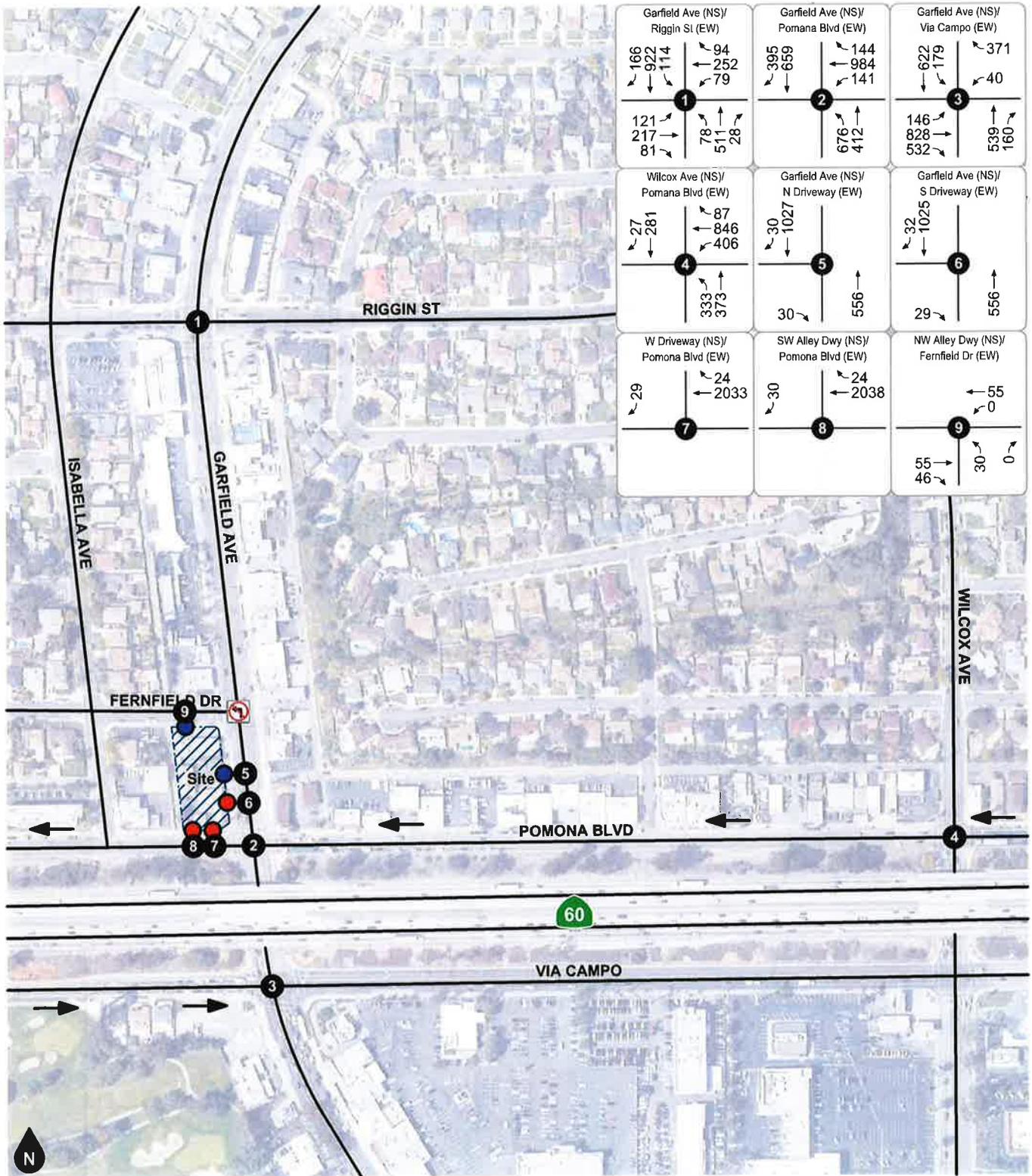


Figure 21
Existing Plus Project
AM Peak Hour Intersection Turning Movement Volumes

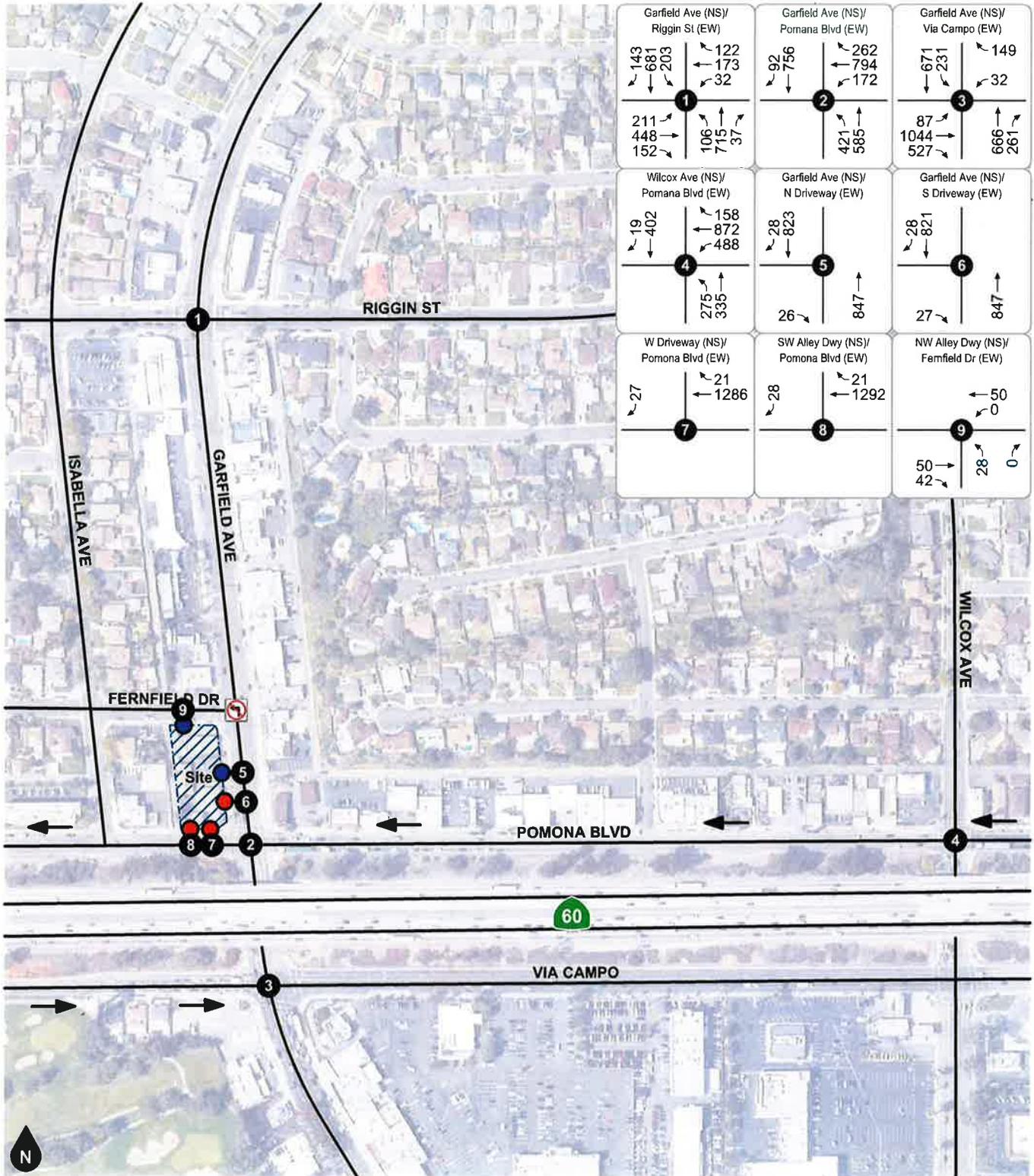


Figure 22
Existing Plus Project
PM Peak Hour Intersection Turning Movement Volumes

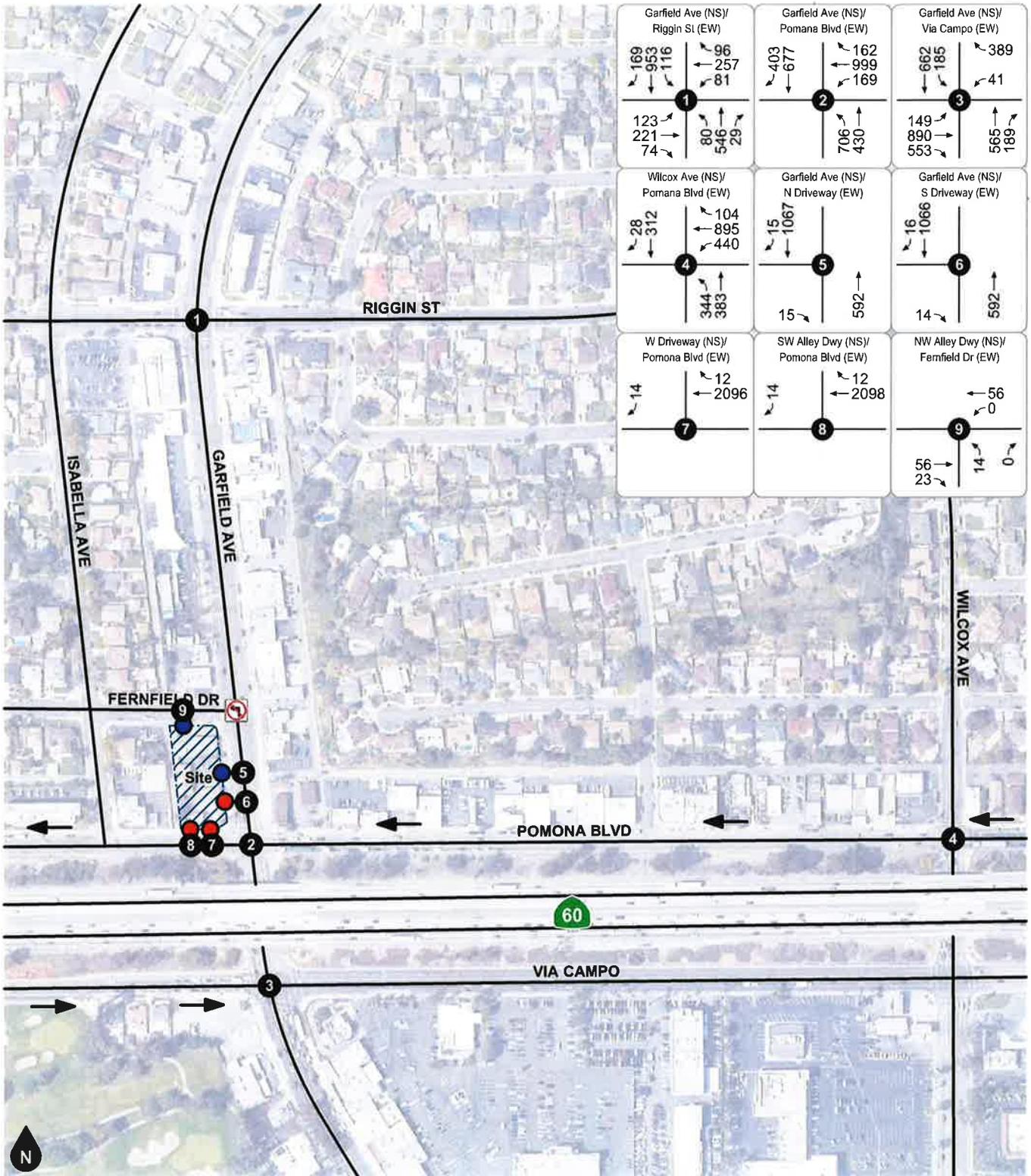


Figure 23
Opening Year (2021) Without Project
AM Peak Hour Intersection Turning Movement Volumes

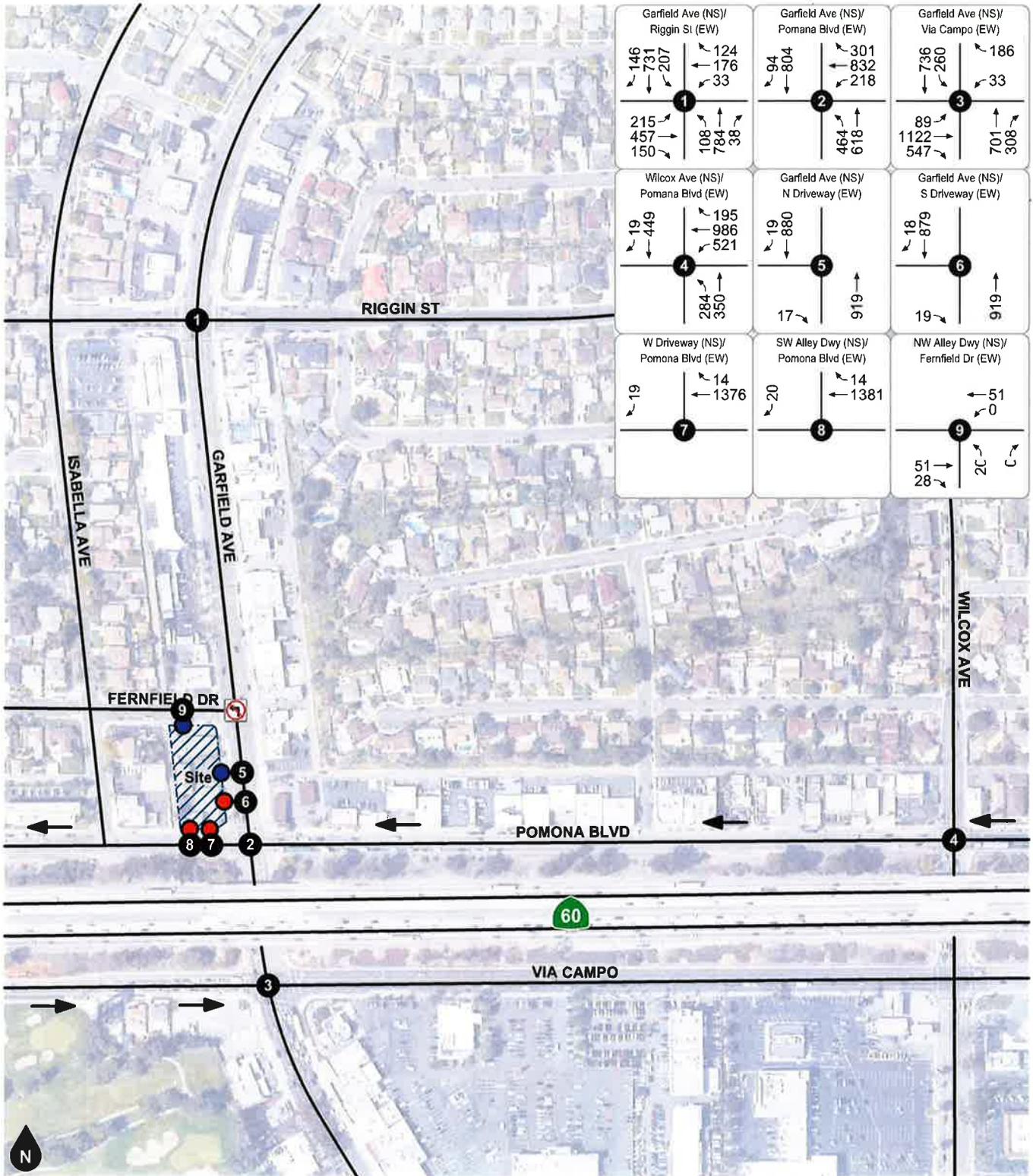


Figure 24
Opening Year (2021) Without Project
PM Peak Hour Intersection Turning Movement Volumes

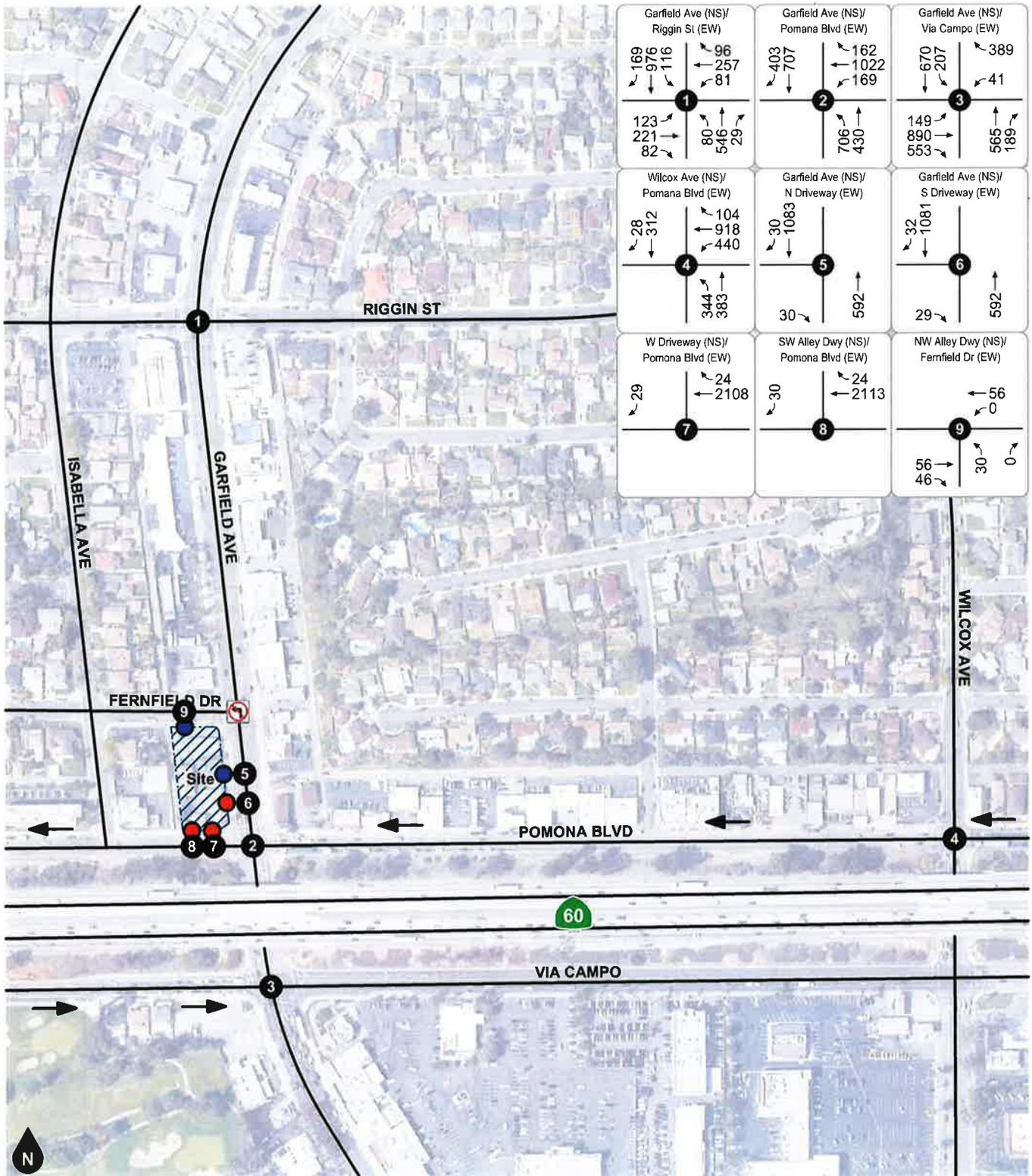


Figure 25
Opening Year (2021) With Project
AM Peak Hour Intersection Turning Movement Volumes

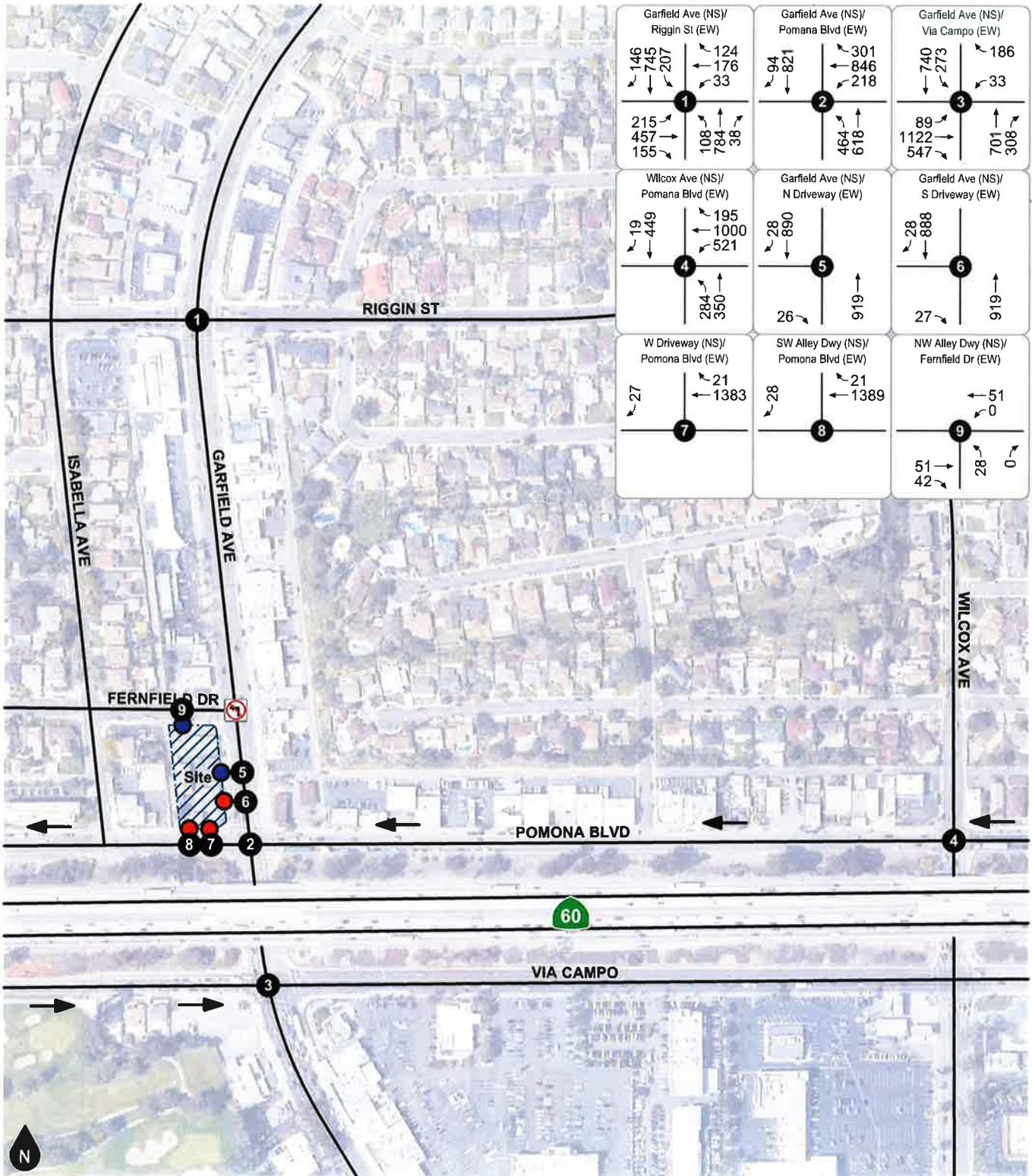


Figure 26
Opening Year (2021) With Project
PM Peak Hour Intersection Turning Movement Volumes

6. FUTURE OPERATIONAL ANALYSIS

Detailed intersection Level of Service calculation worksheets for each of the following analysis scenarios are provided in Appendix D.

EXISTING PLUS PROJECT

Intersection Levels of Service

The intersection Levels of Service for Existing Plus Project conditions, without and with mitigation, are shown in Table 4. As shown in Table 4, the study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Existing Plus Project conditions, with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F:

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

Traffic Signal Warrant Analysis

The potential need for installation of a traffic signal at unsignalized study intersections was evaluated based on the California Manual on Uniform Traffic Control Devices ("California MUTCD", November 2014), Section 4C-101, peak hour volume warrant (Warrant 3). The unsignalized study intersections are not forecast to satisfy the California MUTCD peak hour volume warrant (Warrant 3). Traffic signal warrant worksheets are provided in Appendix F.

Significant Impact Evaluation

Table 5 evaluates the project impact at the study intersections for Existing Plus Project conditions. As shown in Table 5, the proposed project is forecast to not result in a significant traffic impact at the study intersections for Existing Plus Project conditions without mitigation based on the established thresholds of significance.

While the unsignalized project driveways on Pomona Boulevard are forecast continue to operate at Level of Service F, the driveways are forecast to not warrant a traffic signal, and therefore the project addition is considered not significant.

OPENING YEAR (2021) WITHOUT PROJECT

Intersection Levels of Service

The intersection Levels of Service for Opening Year (2021) Without Project conditions are shown in Table 6. As shown in Table 6, the study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Opening Year (2021) Without Project conditions, with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F:

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

OPENING YEAR (2021) WITH PROJECT

Intersection Levels of Service

The intersection Levels of Service for Opening Year (2021) With Project conditions are shown in Table 6. As shown in Table 6, the study intersections are projected to operate within acceptable Levels of Service (D or better) during the peak hours for Opening Year (2021) With Project conditions, with the exception of the following study driveways that are forecast to continue to operate at Levels of Service F:

- Project West Driveway at Pomona Boulevard - #7 (AM peak hour)
- SW Alley Driveway at Pomona Boulevard - #8 (AM peak hour)

Traffic Signal Warrant Analysis

The potential need for installation of a traffic signal at unsignalized study intersections was evaluated based on the California Manual on Uniform Traffic Control Devices ("California MUTCD", November 2014), Section 4C-101, peak hour volume warrant (Warrant 3). The unsignalized study intersections are not forecast to satisfy the California MUTCD peak hour volume warrant (Warrant 3). Traffic signal warrant worksheets are provided in Appendix F.

Significant Impact Evaluation

Table 7 evaluates the project impact at the study intersections for Opening Year (2021) With Project conditions. As shown in Table 7, the proposed project is forecast to not result in a significant traffic impacts at the study intersections for Opening Year (2021) With Project traffic conditions without mitigation based on the established thresholds of significance.

While the unsignalized project driveways on Pomona Boulevard are forecast continue to operate at Level of Service F, the driveways are forecast to not warrant a traffic signal, and therefore the project addition is considered not significant.

**Table 4
Existing Plus Project Intersection Levels of Service**

ID	Study Intersection	Traffic Control ¹	Existing				Existing Plus Project			
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour	
			V/C or [Delay] ²	LOS ³	V/C or [Delay]	LOS	V/C or [Delay]	LOS	V/C or [Delay]	LOS
1.	Garfield Ave at Riggins St	TS	0.623	B	0.714	C	0.629	B	0.714	C
2.	Garfield Ave at Pomana Blvd	TS	0.752	C	0.694	B	0.757	C	0.702	C
3.	Garfield Ave at Via Campo	TS	0.830	D	0.777	C	0.832	D	0.779	C
4.	Wilcox Ave at Pomana Blvd	TS	0.551	A	0.601	B	0.556	A	0.604	B
5.	Garfield Ave at Project North Dwy	CSS	[12.3]	B	[11.3]	B	[12.7]	B	[11.5]	B
6.	Garfield Ave at Project South Dwy	CSS	[12.3]	B	[11.3]	B	[12.7]	B	[11.5]	B
7.	Project West Dwy at Pomana Blvd	CSS	[66.4]	F	[24.8]	C	[88.0]	F	[26.0]	D
8.	SW Alley Dwy at Pomana Blvd	CSS	[66.6]	F	[25.0]	C	[90.5]	F	[26.3]	D
9.	NW Alley Dwy at Fernfield Dr	CSS	[9.2]	A	[9.2]	A	[9.3]	A	[9.3]	A

Notes:

- (1) TS = Traffic Signal; CSS = Cross Street Stop; AWS = All Way Stop
- (2) Intersection Capacity Utilization (ICU) LOS shown in volume per capacity (V/C) for the signalized intersection. Delay is shown in [seconds] per vehicle. For intersections with traffic signal or all way stop control, overall average intersection delay and LOS are shown. For intersections with cross street stop control, LOS is based on average delay of the worst individual lane (or movements sharing a lane).
- (3) LOS = Level of Service

**Table 5
Significant Impact Evaluation - Existing Plus Project**

ID	Study Intersection	Existing				Existing Plus Project				AM Peak Hour		PM Peak Hour	
		AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour		Change ³	Significant Impact? ⁴	Change	Significant Impact? ⁴
		V/C or [Delay] ¹	LOS ²	V/C or [Delay]	LOS	V/C or [Delay]	LOS	V/C or [Delay]	LOS				
1.	Garfield Ave at Riggins St	0.623	B	0.714	C	0.629	B	0.714	C	+0.006	NO	-	NO
2.	Garfield Ave at Pomana Blvd	0.752	C	0.694	B	0.757	C	0.702	C	+0.005	NO	+0.008	NO
3.	Garfield Ave at Via Campo	0.830	D	0.777	C	0.832	D	0.779	C	+0.002	NO	+0.002	NO
4.	Wilcox Ave at Pomana Blvd	0.551	A	0.601	B	0.556	A	0.604	B	+0.005	NO	+0.003	NO
5.	Garfield Ave at Project North Dwy	[12.3]	B	[11.3]	B	[12.7]	B	[11.5]	B	-	NO	-	NO
6.	Garfield Ave at Project South Dwy	[12.3]	B	[11.3]	B	[12.7]	B	[11.5]	B	-	NO	-	NO
7.	Project West Dwy at Pomana Blvd	[66.4]	F	[24.8]	C	[88.0]	F	[26.0]	D	CTSW	NO	-	NO
8.	SW Alley Dwy at Pomana Blvd	[66.6]	F	[25.0]	C	[90.5]	F	[26.3]	D	CTSW	NO	-	NO
9.	NW Alley Dwy at Fernfield Dr	[9.2]	A	[9.2]	A	[9.3]	A	[9.3]	A	-	NO	-	NO

Notes:

- (1) Intersection Capacity Utilization (ICU) LOS shown in volume per capacity (V/C) for the signalized intersection. Delay is shown in [seconds] per vehicle. For intersections with traffic signal or all way stop control, overall average intersection delay and LOS are shown. For intersections with cross street stop control, LOS is based on average delay of the worst individual lane (or movements sharing a lane).
- (2) LOS = Level of Service
- (3) CTSW = Cross-street Traffic Signal Warrant is reviewed for unsignalized intersections with level of service E or F.
- (4) Signalized intersections are reviewed for change of volume to capacity ratio, and unsignalized intersections are reviewed for traffic signal warrant for intersections with levels of service F.

Table 6
Opening Year (2021) Intersection Levels of Service

ID	Study Intersection	Traffic Control ¹	Without Project				With Project			
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour	
			V/C or [Delay] ²	LOS ³	V/C or [Delay]	LOS	V/C or [Delay]	LOS	V/C or [Delay]	LOS
1.	Garfield Ave at Riggins St	TS	0.644	B	0.743	C	0.651	B	0.743	C
2.	Garfield Ave at Pomana Blvd	TS	0.779	C	0.746	C	0.783	C	0.754	C
3.	Garfield Ave at Via Campo	TS	0.858	D	0.846	D	0.859	D	0.847	D
4.	Wilcox Ave at Pomana Blvd	TS	0.587	A	0.655	B	0.592	A	0.658	B
5.	Garfield Ave at Project North Dwy	CSS	[12.6]	B	[11.7]	B	[13.1]	B	[11.9]	B
6.	Garfield Ave at Project South Dwy	CSS	[12.6]	B	[11.7]	B	[13.1]	B	[11.9]	B
7.	Project West Dwy at Pomana Blvd	CSS	[74.9]	F	[27.9]	D	[102.7]	F	[29.5]	D
8.	SW Alley Dwy at Pomana Blvd	CSS	[75.2]	F	[28.2]	D	[106.0]	F	[29.9]	D
9.	NW Alley Dwy at Fernfield Dr	CSS	[9.2]	A	[9.2]	A	[9.3]	A	[9.3]	A

Notes:

- (1) TS = Traffic Signal; CSS = Cross Street Stop; AWS = All Way Stop
- (2) Intersection Capacity Utilization (ICU) LOS shown in volume per capacity (V/C) for the signalized intersection, Delay is shown in [seconds] per vehicle. For intersections with traffic signal or all way stop control, overall average intersection delay and LOS are shown. For intersections with cross street stop control, LOS is based on average delay of the worst individual lane (or movements sharing a lane).
- (3) LOS = Level of Service

**Table 7
Significant Impact Evaluation - Opening Year (2021)**

ID	Study Intersection	Opening Year (2021) Without Project				Opening Year (2021) With Project				AM Peak Hour		PM Peak Hour	
		AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour		Change ³	Significant Impact? ⁴	Change	Significant Impact? ⁴
		V/C or [Delay] ¹	LOS ²	V/C or [Delay]	LOS	V/C or [Delay]	LOS	V/C or [Delay]	LOS				
1.	Garfield Ave at Riggins St	0.644	B	0.743	C	0.651	B	0.743	C	+0.007	NO	-	NO
2.	Garfield Ave at Pomana Blvd	0.779	C	0.746	C	0.783	C	0.754	C	+0.004	NO	+0.008	NO
3.	Garfield Ave at Via Campo	0.858	D	0.846	D	0.859	D	0.847	D	+0.001	NO	+0.001	NO
4.	Wilcox Ave at Pomana Blvd	0.587	A	0.655	B	0.592	A	0.658	B	+0.005	NO	+0.003	NO
5.	Garfield Ave at Project North Dwy	[12.6]	B	[11.7]	B	[13.1]	B	[11.9]	B	-	NO	-	NO
6.	Garfield Ave at Project South Dwy	[12.6]	B	[11.7]	B	[13.1]	B	[11.9]	B	-	NO	-	NO
7.	Project West Dwy at Pomana Blvd	[74.9]	F	[27.9]	D	[102.7]	F	[29.5]	D	CTSW	NO	-	NO
8.	SW Alley Dwy at Pomana Blvd	[75.2]	F	[28.2]	D	[106.0]	F	[29.9]	D	CTSW	NO	-	NO
9.	NW Alley Dwy at Fernfield Dr	[9.2]	A	[9.2]	A	[9.3]	A	[9.3]	A	-	NO	-	NO

Notes:

- (1) Intersection Capacity Utilization (ICU) LOS shown in volume per capacity (V/C) for the signalized intersection. Delay is shown in [seconds] per vehicle. For intersections with traffic signal or all way stop control, overall average intersection delay and LOS are shown. For intersections with cross street stop control, LOS is based on average delay of the worst individual lane (or movements sharing a lane).
- (2) LOS = Level of Service
- (3) CTSW = Cross-street Traffic Signal Warrant is reviewed for unsignalized intersections with level of service E or F.
- (4) Signalized intersections are reviewed for change of volume to capacity ratio, and unsignalized intersections are reviewed for traffic signal warrant for intersections with levels of service F.

7. OTHER TRAFFIC CONSIDERATIONS

Additional traffic concerns which may affect the operational characteristics of the study roadway facilities or which may require mitigation are discussed below.

SITE ACCESS QUEUEING

Table 8 summarizes the results of a queue analysis for left turn, right turn, or shared through/turn lanes at project driveways based on the forecast 95th-percentile queue lengths¹ shown in the delay calculation worksheets (see Appendix D). Additionally, the recommended storage length is provided for turn lanes that are forecast to exceed the existing storage.

Based on the queueing analysis, adequate storage length is forecast to be provided for the right-only turn lanes and the shared-turn lanes at the project driveways.

DRIVE-THRU QUEUEING ANALYSIS

The key to the successful operation of a drive-thru service is providing the appropriate vehicle stacking length. Vehicle stacking provides a dedicated place to wait for service without blocking traffic in the commercial drive aisle or overflowing into public right-of-way.

The following calculations are based upon the Institute of Transportation Engineers, Transportation and Land Development, 1988. The theory of queuing concerns the use of mathematical algorithms to describe the processes that result in the formation of queues, so that a detailed analysis of the effects of queues can be undertaken. A queue is formed when arrivals wait at a service area, speaker or drive-thru window.

The length of necessary stacking space is a function of the number of inbound vehicles, the number of service areas at a site, the number of service lanes per access, the utilization factor of the service lane, the service rate capacity of the site, and the confidence interval used for the analysis. The utilization factor is calculated by dividing peak hour trip volumes by the control point processing rate. The peak hour trip volumes of a drive-thru is determined by the trip generation rate for the drive-thru facilities. The trip generation for the coffee shop with drive-thru were also obtained from trip counts, and the drive-thru peak hour trips were determined based on the percentage of drive-thru trips to the total trips generated by the coffee shop.

The vehicle stacking area is measured from the service point (drive-thru window). The following assumptions were made in determining data input for the queuing analysis:

- AM and PM inbound trips were used for the calculations.
- The entry for coffee shop includes one lane.
- The analysis is based on an 95% confidence interval (i.e., 95% of the time, the queue will be equal to or less than the calculated maximum vehicle queue).
- The processing rate at the control point for coffee shop drive-thru window is assumed to be 80² vehicles per hour.

¹ For a more conservative analysis, the forecast 95th-percentile queue lengths shown in the delay calculation worksheets have been rounded up to nearest 5-foot increment.

² Source: Processing rate based on information and data supplied by franchise representative.

- The inbound trips were used to generate the queue length for the coffee shop land use are based on the AM and PM drive-thru window percentages.

The forecast queue of vehicles is increased by one vehicle to account for the service position vehicle and multiplied by standard vehicle length to determine the total required storage capacity. The amount of storage space needed at the drive-thru queue locations is summarized in Table 9. The queue analysis worksheet is in Appendix G.

The queue length has been calculated based on the trip generation/distribution for coffee shop square footage with the percent of inbound drive-thru vehicles allocated at the service point. These queue lengths assume the presence of one lane as shown on the plans. The available queue space shown on the proposed plan for the entry is approximately 205 feet. The vehicle stacking area is measured from the service point (drive-thru window) to the beginning of the drive-thru queue on-site. The calculated storage length for the coffee shop location is during the AM peak hour 11 vehicles (225 feet) and during the PM peak hour is 3 vehicles (65 feet).

The entry location does not meet the minimum requirements for service point (gate) stacking during the AM peak hour by one (1) car length. Ideally, the queue length should be expanded to include two more car lengths. However, since this is a high intensity use for the AM peak hour, an alternative solution would be to place pavement arrows in the parking lot which would indicate the direction of the queue for the AM peak hour which is anticipated to have demand higher than the rest of the day.

DRIVE-THRU QUEUEING CONTINGENCY PLAN

While every effort is made to provide the most accurate queueing calculations possible, there is the potential for the development to be more popular than initially anticipated. Vehicle stacking provides a dedicated place to wait for service without blocking traffic in the commercial drive aisle or overflowing into public right-of-way.

The location of the beginning of the queue lane for the coffee shop is 62 feet from the closest driveway. Because of their placement in the commercial center away from the access driveways, the likelihood of the drive-thru queues spilling out on to the City street is highly unlikely.

The combined proposed storage length (205 feet) and the distance to the nearest closest driveway (62 feet) can accommodate approximately 11 vehicles during the peak hour on-site and not potentially block access to the adjacent gas station.

The coffee shop's AM peak hour demand is slightly higher than the available queueing space. There is space within the location's parking lot to hold the occasional queue overflow. A drive-thru contingency plan consisting of drive-thru signing, pavement markings and/or traffic cones used to direct traffic in the desired direction during high peak usage should be established by the coffee shop establishment.

CONSTRUCTION TRAFFIC VOLUMES

Compared to the project trip generation, construction traffic for the proposed project is expected to generate significantly less trips. The traffic impacts of construction activity will be minor and temporary. To further lessen the impact of construction trips, the project will be required to comply with all standard conditions pertaining to construction including work hours, traffic control plan, haul route, access, oversized-vehicle transportation permit, site security, noise, vehicle emissions and dust control. All construction related trips should be restricted to off-peak hours, whenever possible.

A construction work site traffic control plan shall be submitted to the City for review and approval prior to the start of any construction work. The plans shall show the location of any roadway, sidewalk, bike route,

bus stop or driveway closures, traffic detours, haul routes, hours of operation, protective devices, warning signs and access to abutting properties. Temporary traffic controls used around the construction area should adhere to the standards set forth in the California Manual of Uniform Traffic Control Devices (2014) and construction activities should adhere to applicable local ordinances.

Site development would require the use of haul trucks during site clearing and excavation and the use of a variety of other construction vehicles throughout the construction work at the site. Transportation of heavy construction equipment and or materials, which requires the use of oversized vehicles, will require the appropriate transportation permit.

**Table 8
Project Driveway Queuing Analysis**

ID	Intersection	Approach	Lane	Storage Length (Feet) ¹	Peak Hour 95th-Percentile Queue Length (Feet) ²				Adequate Storage Provided	
					Existing Plus Project		Opening Year (2021) With Project		Existing	Year 2021
					AM	PM	AM	PM		
5.	Garfield Ave at Project North Dwy	Southbound	Thru-Right	85	<5	<5	<5	<5	YES	YES
		Eastbound	Right	24	10	5	10	5	YES	YES
6.	Garfield Ave at Project South Dwy	Southbound	Thru-Right	42	<5	<5	<5	<5	YES	YES
		Eastbound	Right	24	5	5	10	5	YES	YES
7.	Project West Dwy at Pomana Blvd	Southbound	Right	55	45	15	50	15	YES	YES
		Westbound	Thru-Right	24	<5	<5	<5	<5	YES	YES
8.	SW Alley Dwy at Pomana Blvd	Southbound	Right	55	45	30	50	35	YES	YES
		Westbound	Thru-Right	42	<5	<5	<5	<5	YES	YES
9.	NW Alley Dwy at Fernfield Dr	Northbound	Left-Right	15	5	5	5	5	YES	YES
		Eastbound	Thru-Right	114	<5	<5	<5	<5	YES	YES

Notes:

(1) Distance to the adjacent driveway (existing or proposed future development).

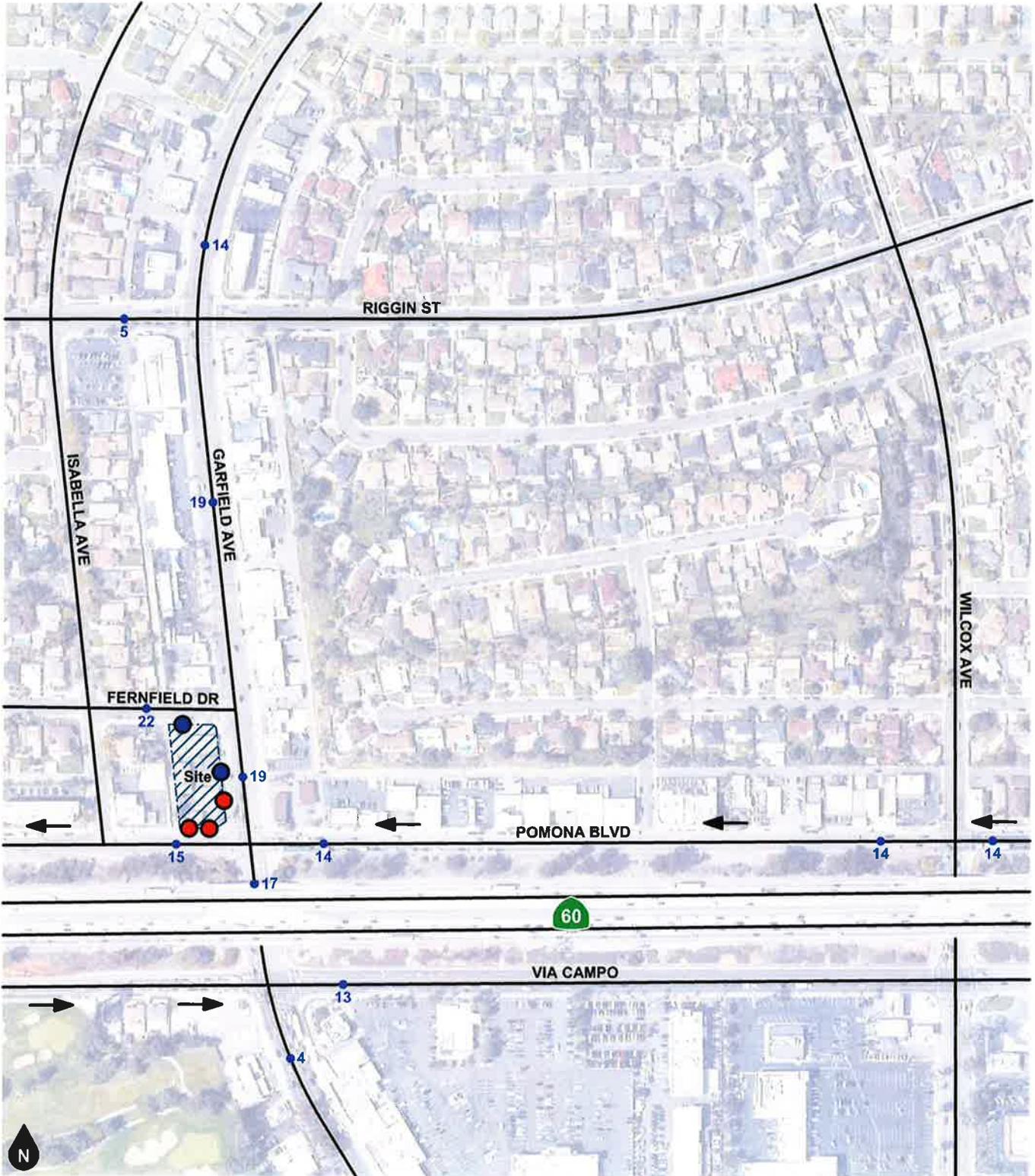
(2) Queuing length rounded up to the nearest 5 feet.

**Table 9
Gate Stacking/Drive-thru- Queue Requirements**

Peak Hour	Peak Hour			Service Rate Capacity Per Hour Per Lane	Utilization Factor ¹	Minimum Calculated Queue Length in Feet	Distance to nearest Site Driveway in Feet	Queue Length on Proposed Plan ²
	Inbound Trips	Drive-Thru Percentage	Drive-Thru Trips					
<u>Coffee-Shop Drive-Thru</u>								
AM Peak Hour	77	81%	62	80	0.78	225	60	205
PM Peak Hour	45	70%	32	80	0.40	65	60	205

Notes:

- (1) Source: Institute of Transportation Engineers, Transportation and Land Development, 1988 Applications of Queueing Analysis, page 231.
- (2) The physical drive-thru queue length is estimated to be short by one car length during the morning peak hour. The beginning of the queue is located a sufficient distance from the project driveways to provide on-site storage for this additional vehicle.



Legend
 ●## Vehicles Per Day

Figure 27
Project Trip Contribution

8. CONCLUSIONS

The recommendations in this section address on-site improvements, off-site improvements and the phasing of all necessary study area transportation improvements. The improvements were determined through the operations analysis of section 6 and other traffic considerations of section 7. Table 5 and Table 7 summarizes the operational analysis for analysis scenarios.

PROJECT DESIGN FEATURES

This analysis assumes the following improvements will be constructed by the project to provide project site access:

The proposed project will maintain three existing driveway cuts, and the existing alleyway along the western property line also provides a full access at Fernfield Drive and a right-in/right-out only access at Pomona Boulevard.

Right-in/right-out only access is provided by the Pomona Boulevard driveways because of the one-way traffic flow. Right-in/right-out only access is provided by the south Garfield Avenue driveway because of the raised median in the roadway.

MITIGATION MEASURES

Direct Impacts

The proposed project is forecast to result in no significant traffic impacts at the study intersections for Existing Plus Project and Opening Year (2021) conditions; therefore, no mitigation is required for direct project impacts.

Cumulative Impacts

As mitigation for potential cumulative impacts, the proposed project shall contribute towards the City's Development Impact Fee program was adopted in Year 2016 (Ord. 2134 § 2, 2016). The Development Impact Fee provides a funding mechanism for arterial streets, traffic signals, interchange improvements as well as emergency services. The purpose of such fees is to minimize, to the greatest extent practicable, the impact that new development has on the city's public services and public facilities. Toward that end, the city intends that applicants for such development projects pay their fair share of the costs of providing such public services and public facilities. Unless otherwise approved by the City, all development projects are required to pay the Development Impact Fee as a condition of development.

GENERAL RECOMMENDATIONS

Site-specific circulation and access recommendations are depicted on Figure 28.

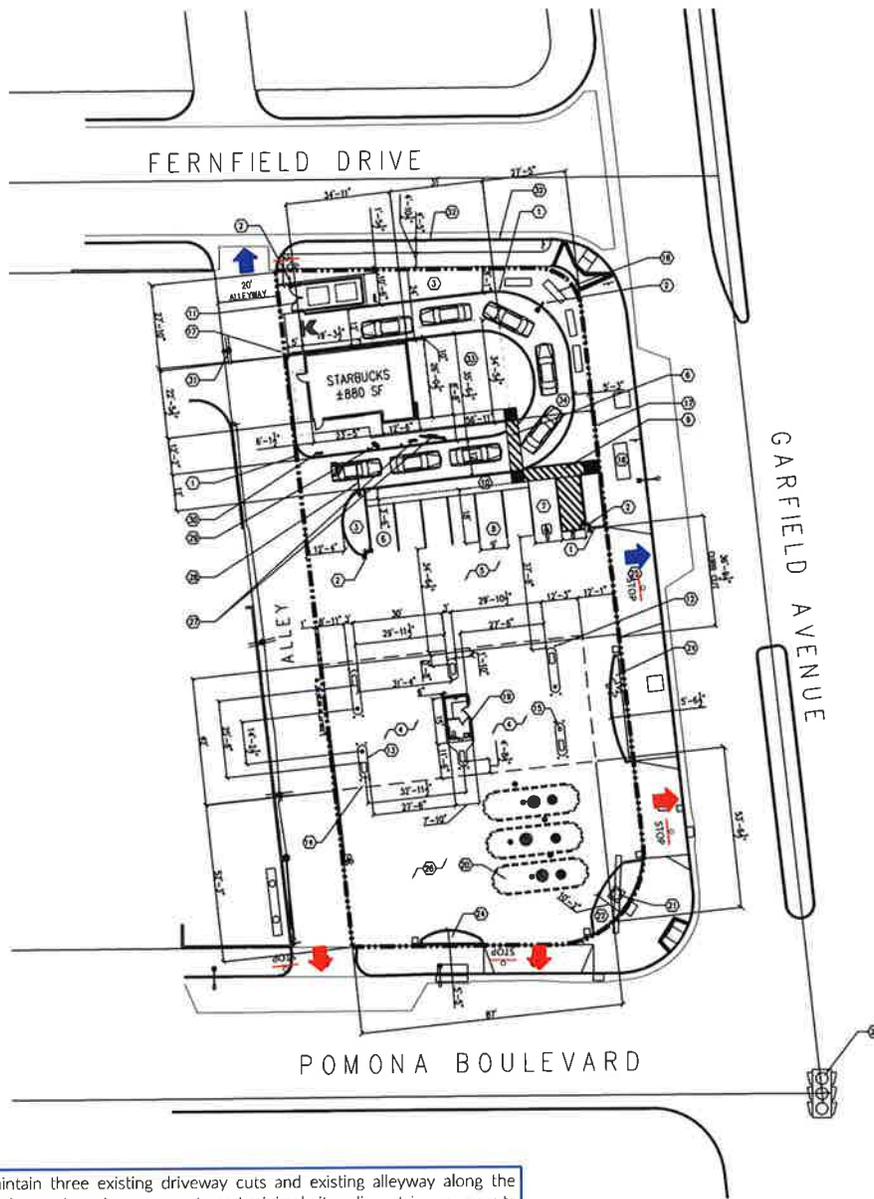
The proposed project will maintain three existing driveway cuts and the existing alleyway along the western property line. No off-site roadway improvements and minimal site-adjacent improvements or repair is anticipated.

On-site and site-adjacent improvements including project driveways, roadway design, traffic signing and striping, and traffic control improvements relating to the proposed project should be constructed in accordance with applicable engineering standards and to the satisfaction of the City of Monterey Park Public Works Department.

Sight distance at project access points should comply with applicable City of Monterey Park/California Department of Transportation sight distance standards. The final grading, landscaping, and street improvement plans should demonstrate that sight distance standards are met.

Off-street parking should be provided to meet City of Monterey Park Municipal Code requirements.

As is the case for any roadway design, the City of Monterey Park should periodically review traffic operations in the vicinity of the project once the project is constructed to assure that the traffic operations are satisfactory.



The proposed project will maintain three existing driveway cuts and existing alleyway along the western property line. No off-site roadway improvements and minimal site-adjacent improvements or repair is anticipated.

On-site and site-adjacent improvements including project driveways, roadway design, traffic signing and striping, and traffic control improvements relating to the proposed project should be constructed in accordance with applicable engineering standards and to the satisfaction of the City of Monterey Park Public Works Department.

Sight distance at project access points should comply with applicable City of Monterey Park/California Department of Transportation sight distance standards. The final grading, landscaping, and street improvement plans should demonstrate that sight distance standards are met.

Off-street parking should be provided to meet City of Monterey Park Municipal Code requirements.

As is the case for any roadway design, the City of Monterey Park should periodically review traffic operations in the vicinity of the project once the project is constructed to assure that the traffic operations are satisfactory.

Legend

-  Stop Sign
-  Full Access Driveway
-  Right Turns In/Out Only Access Driveway



Figure 28
Circulation Recommendations

APPENDICES

Appendix A Glossary

Appendix B Scoping Agreement

Appendix C Intersection Turning Movement Count Worksheets

Appendix D Intersection Level of Service Worksheets

Appendix E Trip Generation Count Worksheets

Appendix F Traffic Signal Warrant Worksheets

Appendix G Drive-Thru Queueing Analysis Worksheets

APPENDIX A

GLOSSARY

GLOSSARY OF TERMS

ACRONYMS

AC	Acres
ADT	Average Daily Traffic
Caltrans	California Department of Transportation
DU	Dwelling Unit
ICU	Intersection Capacity Utilization
LOS	Level of Service
TSF	Thousand Square Feet
V/C	Volume/Capacity
VMT	Vehicle Miles Traveled

TERMS

AVERAGE DAILY TRAFFIC: The average 24-hour volume for a stated period divided by the number of days in that period. For example, Annual Average Daily Traffic is the total volume during a year divided by 365 days.

BANDWIDTH: The number of seconds of green time available for through traffic in a signal progression.

BOTTLENECK: A point of constriction along a roadway that limits the amount of traffic that can proceed downstream from its location.

CAPACITY: The maximum number of vehicles that can be reasonably expected to pass over a given section of a lane or a roadway in a given time period.

CHANNELIZATION: The separation or regulation of conflicting traffic movements into definite paths of travel by the use of pavement markings, raised islands, or other suitable means to facilitate the safe and orderly movements of both vehicles and pedestrians.

CLEARANCE INTERVAL: Nearly same as yellow time. If there is an all red interval after the end of a yellow, then that is also added into the clearance interval.

CONTROL DELAY: The component of delay, typically expressed in seconds per vehicle, resulting from the type of traffic control at an intersection. Control delay is measured by comparison with the uncontrolled condition; it includes delay incurred by slowing down, stopping/waiting, and speeding up.

CORDON: An imaginary line around an area across which vehicles, persons, or other items are counted (in and out).

CORNER SIGHT DISTANCE: The minimum sight distance required by the driver of a vehicle to cross or enter the lanes of the major roadway without requiring approaching traffic travelling at a given speed to radically alter their speed or trajectory. Corner sight distance is measured from the driver's eye at 42 inches above the pavement to an object height of 36 inches above the pavement in the center of the nearest approach lane.

CYCLE LENGTH: The time period in seconds required for a traffic signal to complete one full cycle of indications.

CUL-DE-SAC: A local street open at one end only and with special provisions for turning around.

DAILY CAPACITY: A theoretical value representing the daily traffic volume that will typically result in a peak hour volume equal to the capacity of the roadway.

DELAY: The time consumed while traffic is impeded in its movement by some element over which it has no control, usually expressed in seconds per vehicle.

DEMAND RESPONSIVE SIGNAL: Same as traffic-actuated signal.

DENSITY: The number of vehicles occupying in a unit length of the through traffic lanes of a roadway at any given instant. Usually expressed in vehicles per mile.

DETECTOR: A device that responds to a physical stimulus and transmits a resulting impulse to the signal controller.

DESIGN SPEED: A speed selected for purposes of design. Features of a highway, such as curvature, superelevation, and sight distance (upon which the safe operation of vehicles is dependent) are correlated to design speed.

DIRECTIONAL SPLIT: The percent of traffic in the peak direction at any point in time.

DIVERSION: The rerouting of peak hour traffic to avoid congestion.

FORCED FLOW: Opposite of free flow.

FREE FLOW: Volumes are well below capacity. Vehicles can maneuver freely and travel is unimpeded by other traffic.

GAP: Time or distance between successive vehicles in a traffic stream, rear bumper to front bumper.

HEADWAY: Time or distance spacing between successive vehicles in a traffic stream, front bumper to front bumper.

INTERCONNECTED SIGNAL SYSTEM: A number of intersections that are connected to achieve signal progression.

LEVEL OF SERVICE: A qualitative measure of a number of factors, which include speed and travel time, traffic interruptions, freedom to maneuver, safety, driving comfort and convenience, and operating costs.

LOOP DETECTOR: A vehicle detector consisting of a loop of wire embedded in the roadway, energized by alternating current and producing an output circuit closure when passed over by a vehicle.

MINIMUM ACCEPTABLE GAP: Smallest time headway between successive vehicles in a traffic stream into which another vehicle is willing and able to cross or merge.

MULTI-MODAL: More than one mode; such as automobile, bus transit, rail rapid transit, and bicycle transportation modes.

OFFSET: The time interval in seconds between the beginning of green at one intersection and the beginning of green at an adjacent intersection.

PLATOON: A closely grouped component of traffic that is composed of several vehicles moving, or standing ready to move, with clear spaces ahead and behind.

PASSENGER CAR EQUIVALENT (PCE): A metric used to assess the impact of larger vehicles, such as trucks, recreational vehicles, and buses, by converting the traffic volume of larger vehicles to an equivalent number of passenger cars.

PEAK HOUR: The 60 consecutive minutes with the highest number of vehicles.

PRETIMED SIGNAL: A type of traffic signal that directs traffic to stop and go on a predetermined time schedule without regard to traffic conditions. Also, fixed time signal.

PROGRESSION: A term used to describe the progressive movement of traffic through several signalized intersections.

QUEUE: The number of vehicles waiting at a service area such as a traffic signal, stop sign, or access gate.

QUEUE LENGTH: The length of vehicle queue, typically expressed in feet, waiting at a service area such as a traffic signal, stop sign, or access gate.

SCREEN-LINE: An imaginary line or physical feature across which all trips are counted, normally to verify the validity of mathematical traffic models.

SHARED/RECIPROCAL PARKING AGREEMENT: A written binding document executed between property owners to provide a designated number of off-street parking stalls within a designated area to be available for specified businesses or land uses.

SIGHT DISTANCE: The continuous length of roadway visible to a driver or roadway user.

SIGNAL CYCLE: The time period in seconds required for one complete sequence of signal indications.

SIGNAL PHASE: The part of the signal cycle allocated to one or more traffic movements.

STACKING DISTANCE: The length of area available behind a service area, such as a traffic signal or gate, for vehicle queueing to occur.

STARTING DELAY: The delay experienced in initiating the movement of queued traffic from a stop to an average running speed through an intersection.

STOPPING SIGHT DISTANCE: The minimum distance required by the driver of a vehicle on the major roadway travelling at a given speed to bring the vehicle to a stop after an object on the road becomes visible. Stopping sight distance is measured from the driver's eye at 42 inches above the pavement to an object height of 6 inches above the pavement.

TRAFFIC-ACTUATED SIGNAL: A type of traffic signal that directs traffic to stop and go in accordance with the demands of traffic, as registered by the actuation of detectors.

TRIP: The movement of a person or vehicle from one location (origin) to another (destination). For example, from home to store to home is two trips, not one.

TRIP-END: One end of a trip at either the origin or destination (i.e., each trip has two trip-ends). A trip-end occurs when a person, object, or message is transferred to or from a vehicle.

TRIP GENERATION RATE: The quantity of trips produced and/or attracted by a specific land use stated in terms of units such as per dwelling, per acre, and per 1,000 square feet of floor space.

TRUCK: A vehicle having dual tires on one or more axles, or having more than two axles.

TURNING RADIUS: The circular arc formed by the smallest turning path radius of the front outside tire of a vehicle, such as that performed by a U-turn maneuver. This is based on the length and width of the wheel base as well as the steering mechanism of the vehicle.

UNBALANCED FLOW: Heavier traffic flow in one direction than the other. On a daily basis, most facilities have balanced flow. During the peak hours, flow is seldom balanced in an urban area.

VEHICLE MILES OF TRAVEL: A measure of the amount of usage of a section of highway, obtained by multiplying the average daily traffic by length of facility in miles.

APPENDIX B
SCOPING AGREEMENT

Perrie Ilercil

From: Lopez, Frank <FLopez@MontereyPark.ca.gov>
Sent: Monday, June 24, 2019 5:42 PM
To: Perrie Ilercil
Subject: RE: 2425 & 2439 South Garfield Avenue Project Traffic Scope Memo of Understanding.

Hi Perrie,

Your scoping agreement doesn't state it, but I want to make sure a queuing analysis is included, which I believe was in my first comments. Otherwise, we find the scope agreeable.

Best,

Frank A. Lopez, P.E. | Assistant City Engineer | P [626.307.1330](tel:626.307.1330)
Public Works Dept/Engineering Division | **City of Monterey Park**

From: Perrie Ilercil [mailto:perrie@ganddini.com]
Sent: Monday, June 24, 2019 12:26 PM
To: Lopez, Frank
Subject: RE: 2425 & 2439 South Garfield Avenue Project Traffic Scope Memo of Understanding.
Importance: High

Hi Frank,
I have gotten the Starbucks Thursday counts at the Glendora and the Bellflower locations we discussed previously.

See the attached revised Scoping agreement with the weighted average trip generation for these local drive-thru facilities with similar square footage and proximity to freeway systems.

The counts for the total trips as well as counts for the drive-thru were conducted to determine trip generation and drive-thru percentage for drive-thru queuing analysis.

Please review and return the scoping agreement. I need to get this report done by the end of the week.

Thank you for your time and attention to this project.

Sincerely,

Perrie Ilercil, PE (AZ)
Senior Engineer



GANDDINI GROUP, INC.
550 Parkcenter Drive, Suite 202
Santa Ana, CA 92705
c. 949 257-3126
e: perrie@ganddini.com

From: Lopez, Frank <FLopez@MontereyPark.ca.gov>
Sent: Wednesday, May 01, 2019 3:39 PM



MEMORANDUM OF UNDERSTANDING

TO: Frank A. Lopez, PE, Assistant City Engineer | CITY OF MONTEREY PARK

FROM: Perrie Ilercil, PE (AZ) | GANDDINI GROUP, INC.

DATE: June 24, 2019

SUBJECT: 2425 & 2439 South Garfield Avenue Project Traffic Study Assumptions
19-0104

INTRODUCTION

The purpose of this scoping document is to outline the proposed traffic analysis parameters and assumptions for the 2425 & 2439 South Garfield Avenue Project for review/concurrence by City of Monterey Park staff.

PROJECT DESCRIPTION

Figure 1 shows the project location map. The project site is located west of Garfield Avenue between Fernfield Drive and Pomona Boulevard in the City of Monterey Park. The project site is located within the City of Monterey South Garfield Village Specific Plan which is planned for neighborhood shopping and commercial land uses. The project site is currently developed with a 2,600 square foot music studio and a gasoline service station with 12 vehicle fueling positions and 2,300 square foot building with 250 square feet of convenience market and two (2) automobile care service bays.

The site plan is illustrated on Figure 2. The proposed project consists of redeveloping the project site to consist of a gasoline service station with twelve (12) vehicle fueling positions and an 880 square foot coffee shop with drive through window (no interior seating). Existing project site driveways are proposed to be maintained. The project site currently provides one full access driveway and one right-in/right-out only driveway at Garfield Avenue and one right-in/right-out only driveway at Pomona Boulevard. The existing alleyway along the western property line also provides full access for the project site at Fernfield Drive and right-in/right-out only access at Pomona Boulevard.

PROJECT TRIP GENERATION & DISTRIBUTION

Table 1 shows the project trip generation based upon rates obtained from the Institute of Transportation Engineers (ITE), [Trip Generation Manual](#), 10th Edition, 2017, and the weighted trip generation for the drive-thru coffee-shop are from counts for local facilities with similar square footage.

As shown in Table 1, the existing project site uses to be displaced are estimated to generate a total of approximately 2,320 daily vehicle trips, including 147 trips during the AM peak hour and 188 trips during the PM peak hour. The proposed uses are forecast to generate a total of approximately 3,824 daily vehicle trips, including 420 trips during the AM peak hour and 241 trips during the PM peak hour. Therefore, the proposed project is forecast to result in a net increase of approximately 1,360 daily trips, including 154 trips during the AM peak hour and 86 trips during the PM peak hour.

Figures 3 and 4 illustrate the forecast directional distribution patterns of project-generated trips.

STUDY AREA

As specified in the City of Monterey Park application review letter, the study area shall consist of the following study intersections within the Cities of Monterey Park and Montebello:

Study Intersections	Jurisdiction
1. Garfield Avenue (NS) at Riggin Street (EW)	Monterey Park
2. Garfield Avenue (NS) at Pomona Boulevard (EW)	Monterey Park/Montebello
3. Garfield Avenue (NS) at Via Campo (EW)	Montebello
4. Wilcox Avenue (NS) at Pomona Boulevard (EW)	Monterey Park/Montebello

TRAFFIC COUNTS

New intersection turning movement counts will be collected at the study intersections during the morning peak period (7:00 AM – 9:00 AM) and evening peak period (4:00 PM – 6:00 PM) on a typical weekday (Tuesday, Wednesday, or Thursday) while local schools are in session.

INTERSECTION ANALYSIS METHODOLOGY

The study intersections shall be analyzed using the Intersection Capacity Utilization (ICU) methodology in accordance with the parameters established by the City of Monterey Park [Traffic Impact Study Guidelines](#) (February 2006). The capacity of individual lane types to be used in the ICU calculations are as shown below:

- Left Turn Lanes 1600 vehicles per hour
- Through Lanes 1700 vehicles per hour
- Right Turn Lanes 1700 vehicles per hour
- Shared Lanes 1600 vehicles per hour

A yellow clearance/lost time 0.100 shall be applied. Intersection analysis shall be performed using the Vistro software (Version 6.00-00).

PERFORMANCE STANDARDS

The cities of Monterey Park and Montebello have not established a minimum acceptable Level of Service for peak hour intersection operations.

THRESHOLDS OF SIGNIFICANCE

City of Monterey Park

The City of Monterey Park has established the following thresholds of significance to determine whether the addition of project-generated trips results in a significant impact, and thus requires mitigation:

<u>Existing ICU</u>	<u>Project-Related Increase in ICU</u>
0.00 – 0.69	0.06
0.70 – 0.79	0.04
0.80 – 0.89	0.02
0.90+	0.01



City of Montebello

The City of Montebello utilizes the following thresholds of significance established by the County of Los Angeles (*Traffic Impact Analysis Report Guidelines*, Los Angeles County Department of Public Works, January 1997) to determine whether the addition of project-generated trips results in a significant impact, and thus requires mitigation:

<u>Level of Service</u>	<u>Pre-Project V/C</u>	<u>Project-Related V/C Increase</u>
C	0.71 - 0.80	0.04
D	0.81 - 0.90	0.02
E/F	0.91 or more	0.01

ANALYSIS SCENARIOS

The traffic study shall evaluate the following analysis scenarios for typical weekday AM and PM peak hour conditions:

- Existing
- Existing Plus Project
- Opening Year (2021) Without Project
- Opening Year (2021) With Project

OPENING YEAR (2021) FORECASTING METHODOLOGY

Regional Ambient Growth

To account for ambient growth, existing roadway volumes shall be increased by a growth rate of one percent (1%) per year over a two-year period for Opening Year (2021) conditions.

Other Development

In addition, a list of pending and approved other development projects shall be requested from the cities of Monterey Park and Montebello. Trip forecasts for other development projects within the project study area shall be calculated based on the Institute of Transportation Engineers (ITE), Trip Generation Manual, 10th Edition, 2017 and will be assigned to the study intersections as appropriate.

CONCLUSION

We appreciate the opportunity to provide this memorandum of understanding for your review. Should you have any questions or comments regarding the proposed scope, please contact me.

Sincerely,

Perrie Ilercil,
Senior Engineer
c. 949 257-3126

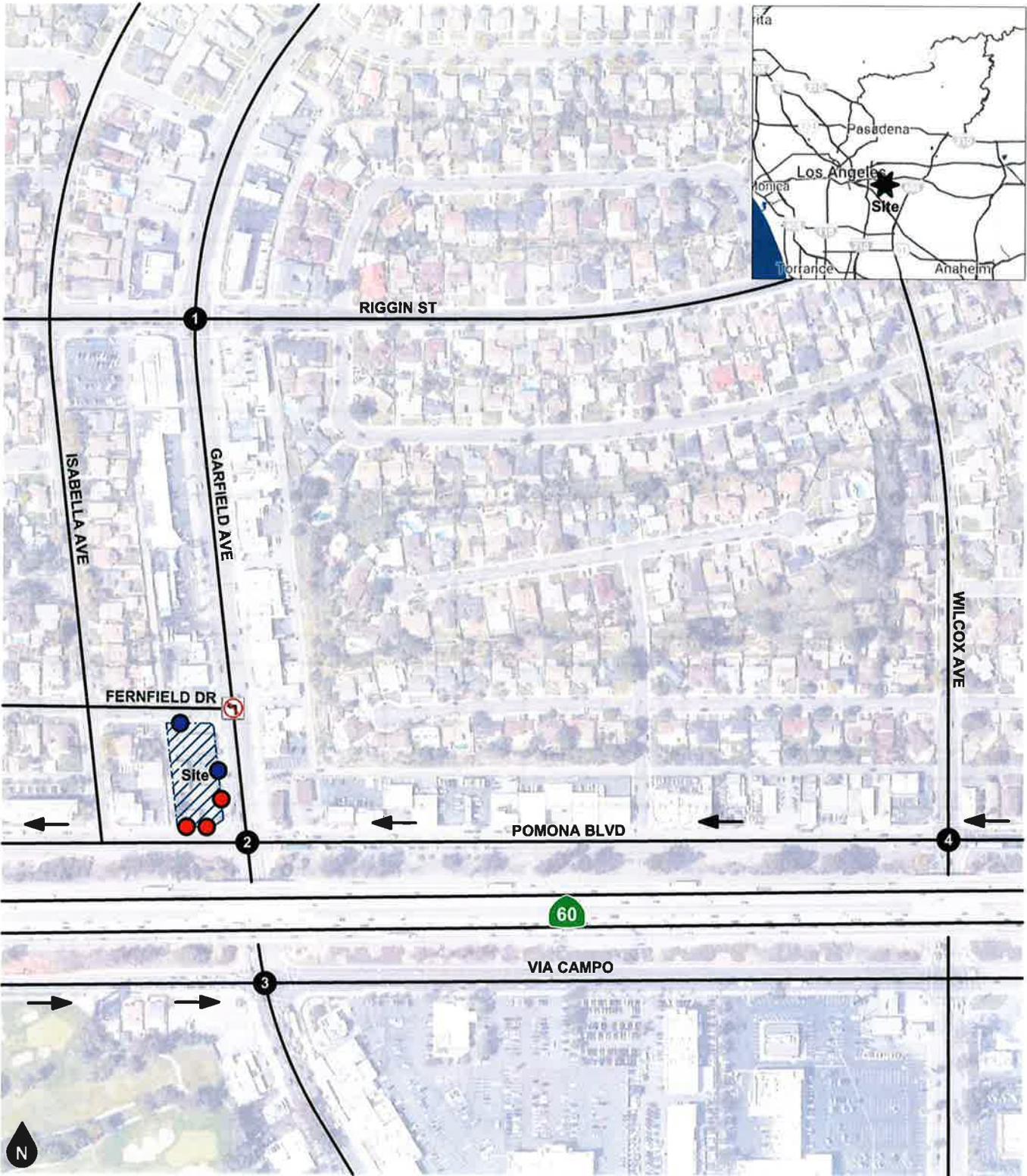
**Table 1
Project Trip Generation**

Trip Generation Rates									
Land Use	Source ¹	Units ²	AM Peak Hour			PM Peak Hour			Daily
			% In	% Out	Rate	% In	% Out	Rate	
Single Tenant Office Building	ITE 715	TSF	89%	11%	1.78	15%	85%	1.71	11.25
Convenience Market	ITE 851	TSF	50%	50%	62.54	51%	49%	49.11	762.28
Automobile Care Center ³	ITE 942	BAY	68%	32%	1.52	48%	52%	2.17	17.90
Gasoline/Service Station	ITE 944	VFP	50%	50%	10.28	50%	50%	14.03	172.01
Coffee/Donut Shop with Drive-Thru Only ⁴	Counts	TSF	103.90	97.99	201.89	60.80	59.63	120.43	1835.89

Trips Generated									
Land Use	Quantity	Units ²	AM Peak Hour			PM Peak Hour			Daily
			In	Out	Total	In	Out	Total	
Existing Uses To Be Displaced									
Single Tenant Office Building ⁵	-2,600	TSF	-4	-1	-5	-1	-3	-4	-29
Convenience Market ⁶	-0.250	TSF	-8	-8	-16	-6	-6	-12	-191
Automobile Care Center	-2	BAY	-2	-1	-3	-2	-2	-4	-36
Gasoline/Service Station	-12	VFP	-62	-61	-123	-84	-84	-168	-2,064
Subtotal - Existing Trips Generated			-76	-71	-147	-93	-95	-188	-2,320
Proposed Uses									
Gasoline/Service Station	12	VFP	62	61	123	84	84	168	2,064
Coffee/Donut Shop with Drive-Thru	0.880	TSF	91	87	178	54	52	106	1,616
Subtotal - Gross Trips Generated			153	148	301	138	136	274	3,680
NET PROJECT TRIPS GENERATED			77	77	154	45	41	86	1,360

Notes:

- (1) ITE = Institute of Transportation Engineers, [Trip Generation Manual](#), 10th Edition, 2017; ### = Land Use Code(s).
- (2) TSF = Thousand Square Feet; VFP = Vehicle Fueling Positions
- (3) Automobile care center PM inbound and outbound rates based on ITE942(TSF), and daily rate based on proportion of ITE941(BAY) daily rate in comparison to PM rates.
- (4) Counts at local locations with similar square footage, layout and proximity to freeway system were conducted to determine trip generation for this facility type.
- (5) Existing music studio conservatively estimated at single tenant rate.
- (6) Existing food mart conservatively estimated at convenience market rate.

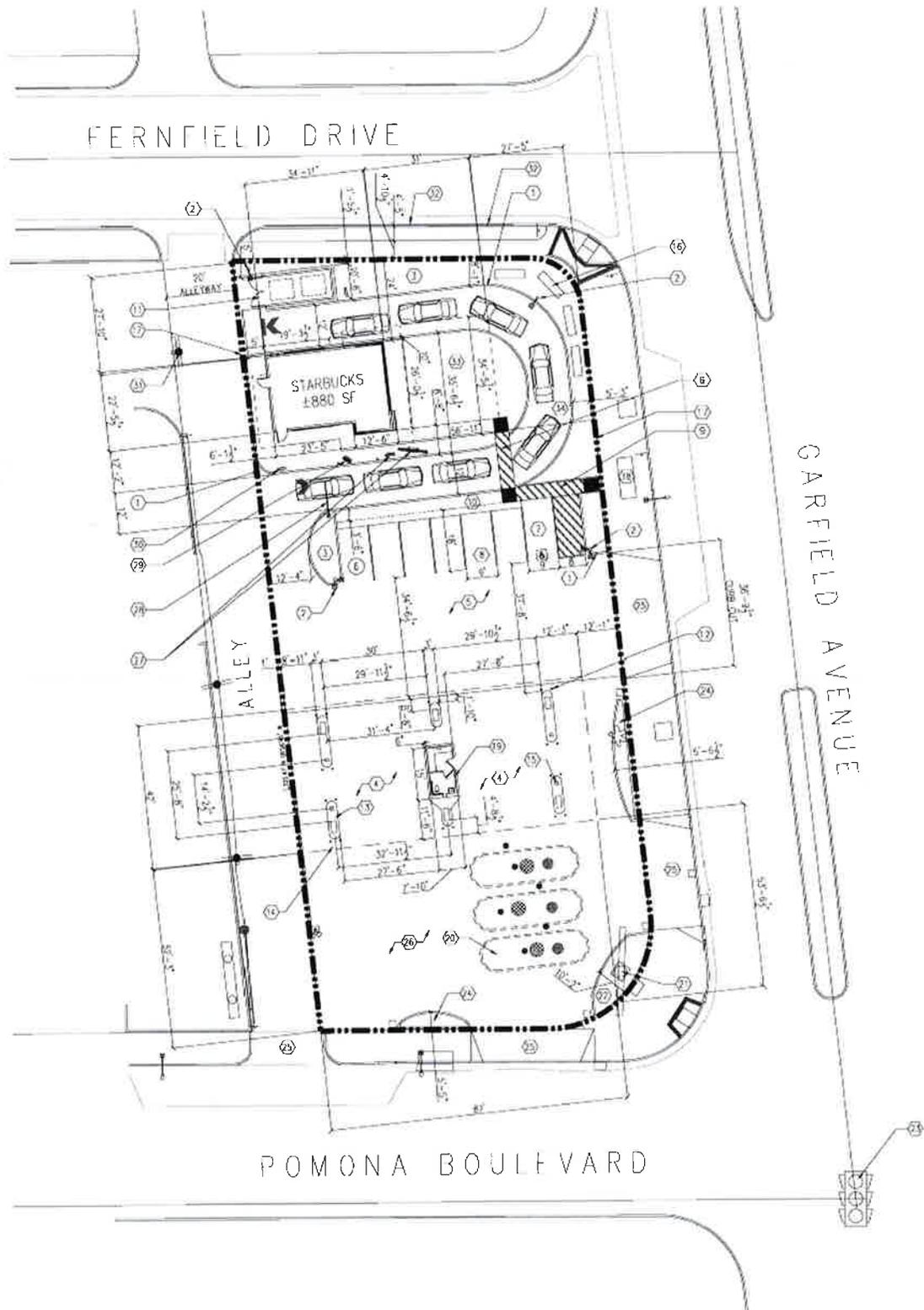


Legend

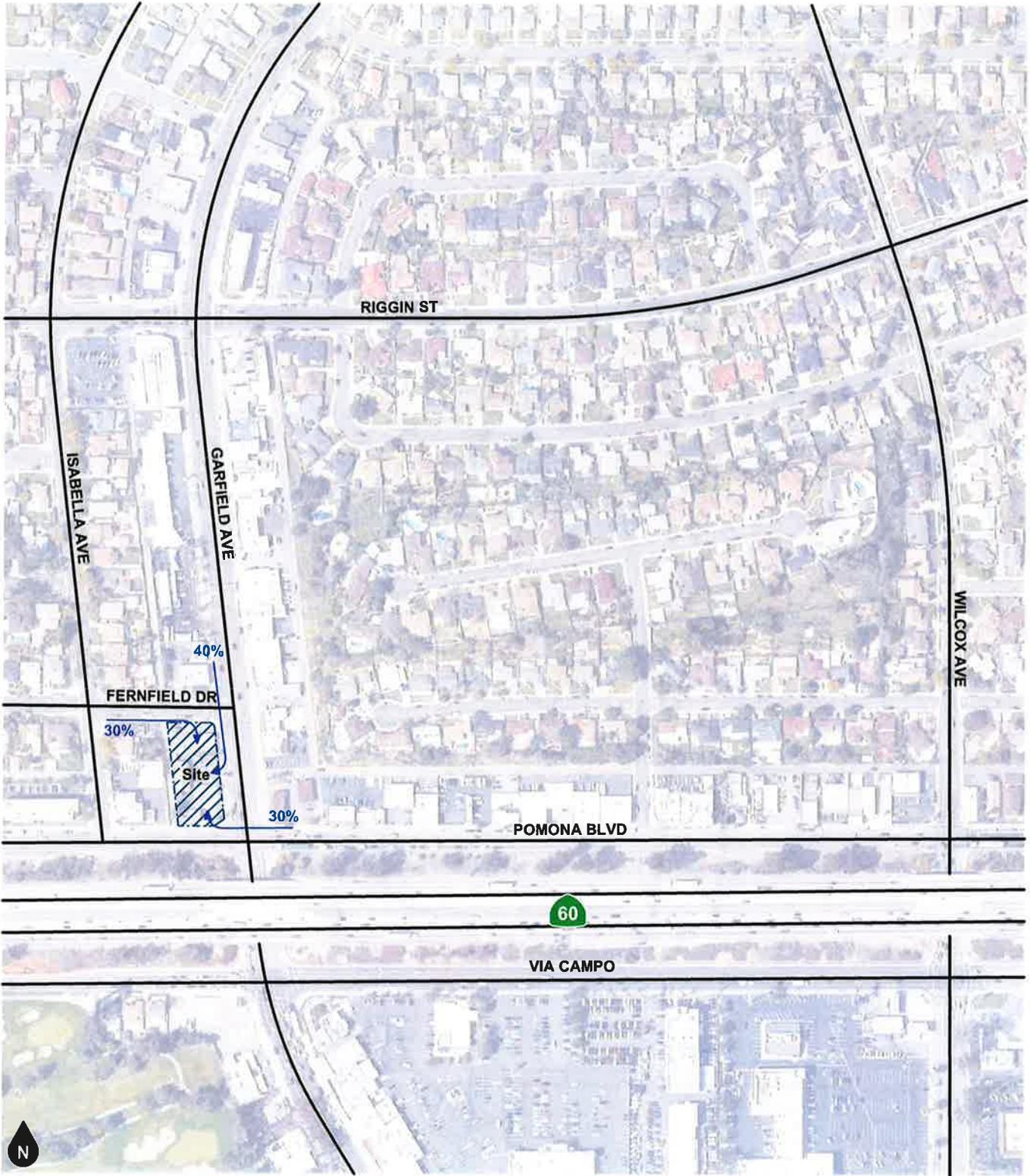
- # Study Intersection
- ◂ Existing Right Turn In - Out Driveway
- Existing Full Access Driveway
- ◂ One-Way
- ⊘ No Northbound or Eastbound Left Turn

Figure 1
Project Location Map



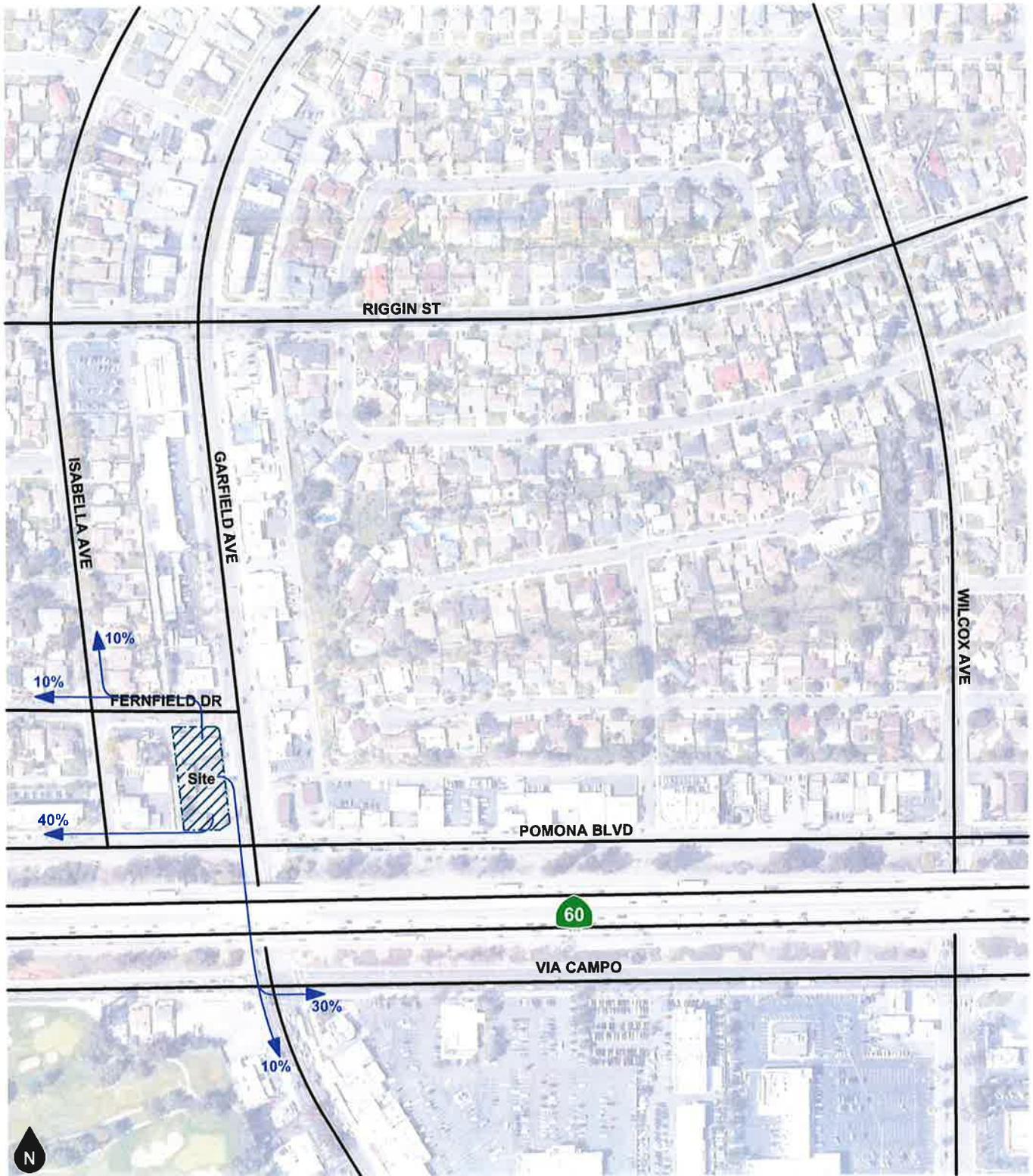


**Figure 2
Site Plan**



Legend
 ← 10% Percent To Project

Figure 4
Project Trip Distribution - Inbound



Legend
 ← 10% Percent From Project

Figure 3
Project Trip Distribution - Outbound

**Trip Generation for Coffee Shop with Drive-Thru Window
(No interior seating)**

Coffee Drive-Thru Information ¹		TRIP GENERATION (TSF)								
		AM				DTW % ²	PM			Daily
Location	SF	IN	OUT	Total	IN		OUT	Total	DTW %	
Glendora, CA 91740	890	89.89	79.77	169.66	90%	61.80	65.17	126.97	65%	1647.19
Bellflower, CA 90706	804	119.40	118.16	237.56	72%	59.70	53.48	113.18	75%	2044.78
Weighted Average		103.90	97.99	201.89	81%	60.80	59.63	120.43	70%	1835.89

Notes:

- (1) Counts conducted at locations with drive-thru window and walk-up window with no interior seating.
- (2) Separate counts conducted for total trips as well as drive-thru only trips to determine drive-thru window percentages.

3:00 PM	11	1	0	6	7	1	1	8	8	16	38	30	68			
3:15 PM	8	3	1	4	7	2	0	9	8	17						
3:30 PM	4	0	0	6	5	0	0	6	5	11						
3:45 PM	12	2	1	12	8	1	0	15	9	24						
4:00 PM	12	3	4	12	13	1	0	16	17	33	55	58	113	55	58	113
4:15 PM	6	2	4	7	10	0	1	9	15	24				53	47	100
4:30 PM	13	6	1	13	14	3	0	22	15	37				55	50	105
4:45 PM	5	3	2	3	9	2	0	8	11	19				41	42	83
5:00 PM	10	1	1	13	5	0	0	14	6	20	38	38	76	38	38	76
5:15 PM	10	3	0	8	17	0	1	11	18	29				32	39	71
5:30 PM	8	0	4	6	3	2	0	8	7	15				29	28	57
5:45 PM	5	1	0	4	7	0	0	5	7	12				26	29	55
6:00 PM	7	0	2	7	5	1	0	8	7	15	24	28	52			
6:15 PM	8	2	1	6	5	0	1	8	7	15						
6:30 PM	6	1	1	4	7	0	0	5	8	13						
6:45 PM	4	1	0	2	6	0	0	3	6	9						
7:00 PM	4	0	1	4	3	0	0	4	4	8	26	25	51			
7:15 PM	10	1	0	10	7	0	0	11	7	18						
7:30 PM	6	1	1	3	8	0	0	4	9	13						
7:45 PM	2	1	0	6	5	0	0	7	5	12						
8:00 PM	7	1	2	7	4	0	0	8	6	14	25	26	51			
8:15 PM	6	0	2	3	5	1	0	4	7	11						
8:30 PM	6	0	0	5	6	1	0	6	6	12						
8:45 PM	4	1	0	6	7	0	0	7	7	14						
9:00 PM	4	0	0	1	3	0	0	1	3	4	7	14	21			
9:15 PM	3	1	0	2	4	0	0	3	4	7						
9:30 PM	4	0	2	2	3	1	1	3	6	9						
9:45 PM	1	0	0	0	1	0	0	0	1	1						
10:00 PM	0	0	0	0	0	0	0	0	0	0	2	2	4			
10:15 PM	0	0	0	0	0	0	0	0	0	0						
10:30 PM	1	0	1	2	1	0	0	2	2	4						
10:45 PM	0	0	0	0	0	0	0	0	0	0						
11:00 PM	0	0	0	1	0	0	0	1	0	1	1	0	1			
11:15 PM	0	0	0	0	0	0	0	0	0	0						
11:30 PM	0	0	0	0	0	0	0	0	0	0						
11:45 PM	0	0	0	0	0	0	0	0	0	0						
TOTAL	667	87	73	609	647	38	12	734	732	1466	734	732	1466			

Prepared by AimTD LLC
cs@aimtd.com
 714.253.7888

COUNTS															
AM						PM						Daily			
AM	IN	OUT	Total	DTW	DTW %	PM	IN	OUT	Total	DTW	DTW %	Total	DTW	DTW %	
7:15	80	71	151	72	90%	16:00	55	58	113	36	65%	1466	667	91%	
	53%	47%					49%	51%							

TRIP GENERATION (TSF)								
		AM			PM			Daily
Location	SF	IN	OUT	Total	IN	OUT	Total	DTW %
Glendora	890	89.89	79.77	169.66	61.80	65.17	126.97	1647.19
		IN	OUT	DTW %	IN	OUT	DTW %	DTW %

APPENDIX C
INTERSECTION TURNING MOVEMENT COUNT WORKSHEETS

INTERSECTION TURNING MOVEMENT COUNTS

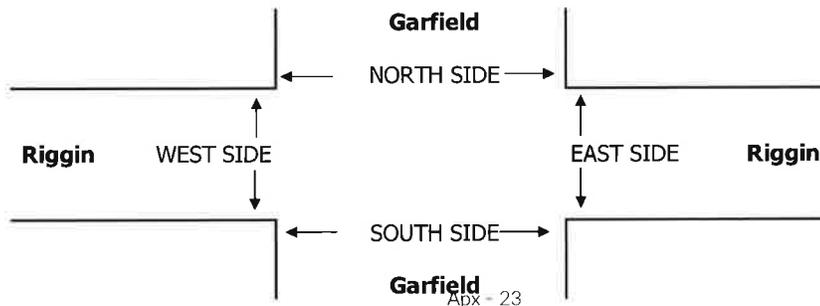
PREPARED BY: AimTD LLC. tel: 714 253 7888 cs@aimtd.com

DATE: Thu, May 9, 19	LOCATION: NORTH & SOUTH: EAST & WEST:	Monterey Park Garfield Riggin	PROJECT #: LOCATION #: CONTROL:	SC2196 1 SIGNAL
--------------------------------	--	-------------------------------------	--	-----------------------

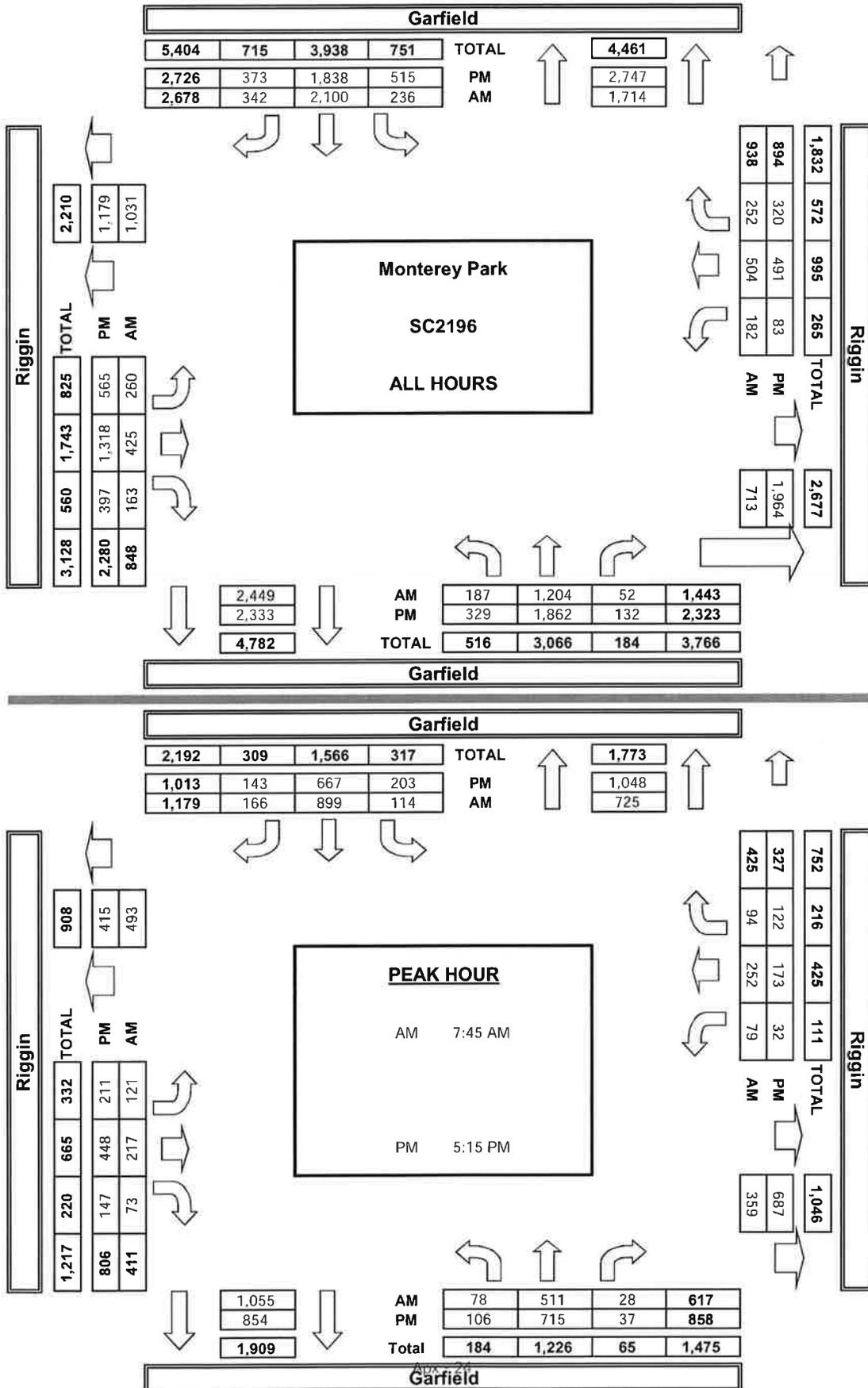
NOTES:	AP PM TMD OTHER SIGNALS	
---------------	-------------------------------------	--

LANES:	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			TOTAL
	Garfield			Garfield			Riggin			Riggin			
	NL	NT	NR	SL	ST	SR	EL	ET	ER	WL	WT	WR	
	1	2	0	1	2	0	1	1	0	1	1	0	

AM	6:00 AM	4	41	2	7	87	9	5	11	7	9	6	5	193
	6:15 AM	10	75	2	5	86	8	10	9	5	12	5	10	237
	6:30 AM	7	84	3	14	135	10	15	12	8	7	19	15	329
	6:45 AM	14	74	1	13	125	16	19	14	3	14	40	16	349
	7:00 AM	17	95	3	12	156	26	15	24	9	8	24	18	407
	7:15 AM	18	103	2	22	208	37	22	43	12	20	54	34	575
	7:30 AM	13	117	3	34	215	26	27	61	21	22	61	37	637
	7:45 AM	15	129	5	26	225	32	29	54	11	16	89	24	655
	8:00 AM	18	121	9	30	248	40	27	64	21	16	51	28	673
	8:15 AM	25	132	6	26	217	38	33	45	18	24	52	15	631
	8:30 AM	20	129	8	32	209	56	32	54	23	23	60	27	673
	8:45 AM	26	104	8	15	189	44	26	34	25	11	43	23	548
VOLUMES	187	1,204	52	236	2,100	342	260	425	163	182	504	252	5,907	
APPROACH %	13%	83%	4%	9%	78%	13%	31%	50%	19%	19%	54%	27%		
APP/DEPART	1,443	/	1,714	2,678	/	2,449	848	/	713	938	/	1,031	0	
BEGIN PEAK HR	7:45 AM													
VOLUMES	78	511	28	114	899	166	121	217	73	79	252	94	2,632	
APPROACH %	13%	83%	5%	10%	76%	14%	29%	53%	18%	19%	59%	22%		
PEAK HR FACTOR	0.946			0.927			0.917			0.824			0.978	
APP/DEPART	617	/	725	1,179	/	1,055	411	/	359	425	/	493	0	
PM	4:00 PM	26	123	10	45	133	26	31	107	22	4	35	22	584
	4:15 PM	31	118	6	39	177	23	33	113	32	9	39	22	642
	4:30 PM	36	128	17	49	158	27	43	109	38	7	46	20	678
	4:45 PM	28	137	13	40	151	20	54	109	33	5	44	22	656
	5:00 PM	29	144	10	36	151	32	43	115	28	8	46	37	679
	5:15 PM	22	167	6	41	173	35	63	120	25	8	42	43	745
	5:30 PM	29	180	13	54	180	31	42	119	37	8	46	32	771
	5:45 PM	28	170	8	64	150	39	58	110	45	5	49	26	752
	6:00 PM	27	198	10	44	164	38	48	99	40	11	36	21	736
	6:15 PM	19	174	12	33	133	44	32	110	31	4	49	35	676
	6:30 PM	30	173	13	30	140	39	54	108	26	8	28	18	667
	6:45 PM	24	150	14	40	128	19	64	99	40	6	31	22	637
VOLUMES	329	1,862	132	515	1,838	373	565	1,318	397	83	491	320	8,223	
APPROACH %	14%	80%	6%	19%	67%	14%	25%	58%	17%	9%	55%	36%		
APP/DEPART	2,323	/	2,747	2,726	/	2,333	2,280	/	1,964	894	/	1,179	0	
BEGIN PEAK HR	5:15 PM													
VOLUMES	106	715	37	203	667	143	211	448	147	32	173	122	3,004	
APPROACH %	12%	83%	4%	20%	66%	14%	26%	56%	18%	10%	53%	37%		
PEAK HR FACTOR	0.913			0.956			0.946			0.879			0.974	
APP/DEPART	858	/	1,048	1,013	/	854	806	/	687	327	/	415	0	



AimTD LLC
TURNING MOVEMENT COUNTS



INTERSECTION TURNING MOVEMENT COUNTS

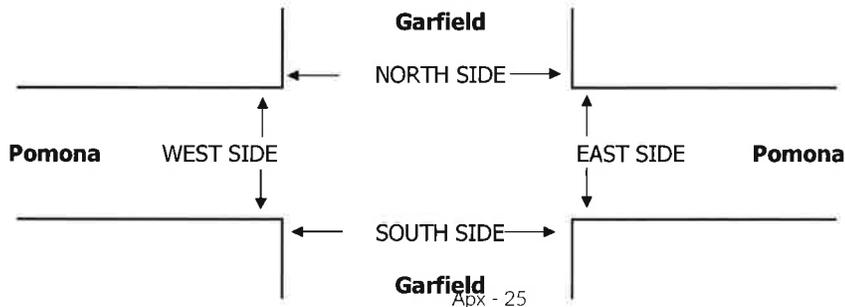
PREPARED BY: AimTD LLC. tel: 714 253 7888 cs@aimtd.com

DATE: Thu, May 9, 19	LOCATION: NORTH & SOUTH: EAST & WEST:	Monterey Park Garfield Pomona	PROJECT #: LOCATION #: CONTROL:	SC2196 2 SIGNAL
--------------------------------	--	--	--	--

NOTES: SB AM queue	▲ N ▼	◀ W ▶	▶ E ▶
----------------------------------	-------------	-------------	-------------

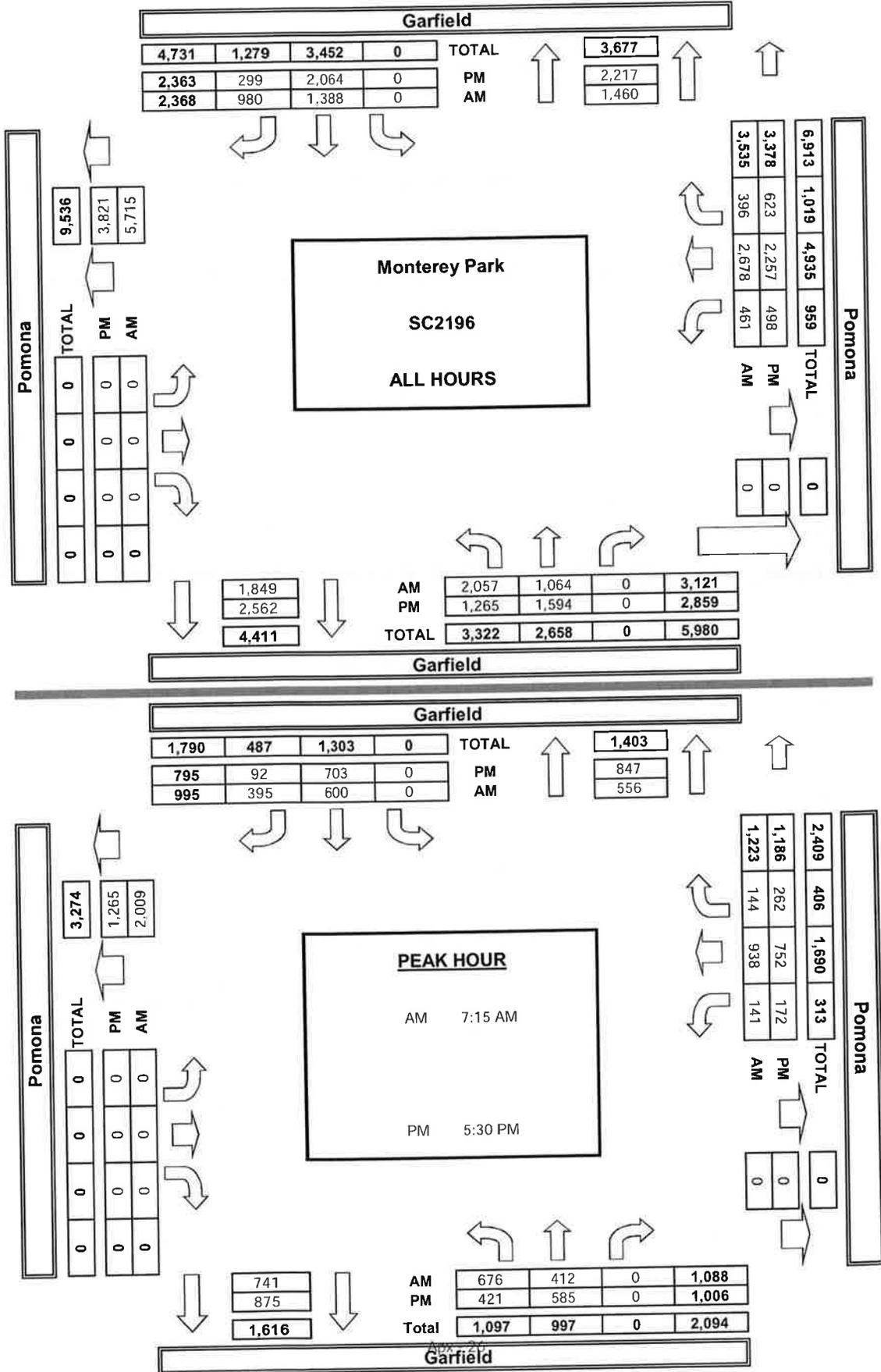
LANES:	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			TOTAL
	Garfield			Garfield			Pomona			Pomona			
	NL	NT	NR	SL	ST	SR	EL	ET	ER	WL	WT	WR	
	1.5	1.5	X	X	2	1	X	X	X	0	3	1	

AM	6:00 AM	180	37	0	0	34	60	0	0	0	41	198	16	566
	6:15 AM	203	64	0	0	42	62	0	0	0	34	200	16	621
	6:30 AM	215	87	0	0	68	82	0	0	0	31	229	23	735
	6:45 AM	194	58	0	0	66	71	0	0	0	62	249	26	726
	7:00 AM	202	85	0	0	93	85	0	0	0	48	237	32	782
	7:15 AM	190	87	0	0	123	106	0	0	0	40	286	34	866
	7:30 AM	161	98	0	0	163	104	0	0	0	31	217	41	815
	7:45 AM	161	103	0	0	152	96	0	0	0	36	248	38	834
	8:00 AM	164	124	0	0	162	89	0	0	0	34	187	31	791
	8:15 AM	127	118	0	0	167	83	0	0	0	26	231	41	793
	8:30 AM	145	114	0	0	159	70	0	0	0	34	194	50	766
	8:45 AM	115	89	0	0	159	72	0	0	0	44	202	48	729
	VOLUMES	2,057	1,064	0	0	1,388	980	0	0	0	461	2,678	396	9,024
APPROACH %	66%	34%	0%	0%	59%	41%	0%	0%	0%	13%	76%	11%		
APP/DEPART	3,121	/	1,460	2,368	/	1,849	0	/	0	3,535	/	5,715	0	
BEGIN PEAK HR	7:15 AM													
VOLUMES	676	412	0	0	600	395	0	0	0	141	938	144	3,306	
APPROACH %	62%	38%	0%	0%	60%	40%	0%	0%	0%	12%	77%	12%		
PEAK HR FACTOR	0.944			0.932										
APP/DEPART	1,088	/	556	995	/	741	0	/	0	1,223	/	2,009	0	
PM	4:00 PM	105	107	0	0	172	28	0	0	0	54	182	32	680
	4:15 PM	108	110	0	0	183	35	0	0	0	36	185	51	708
	4:30 PM	131	136	0	0	173	16	0	0	0	41	168	39	704
	4:45 PM	94	111	0	0	198	20	0	0	0	28	213	49	713
	5:00 PM	102	125	0	0	156	23	0	0	0	46	220	41	713
	5:15 PM	99	128	0	0	180	22	0	0	0	31	200	58	718
	5:30 PM	108	159	0	0	159	32	0	0	0	48	191	60	757
	5:45 PM	94	138	0	0	198	27	0	0	0	37	186	65	745
	6:00 PM	126	155	0	0	162	11	0	0	0	47	175	68	744
	6:15 PM	93	133	0	0	184	22	0	0	0	40	200	69	741
	6:30 PM	106	150	0	0	150	28	0	0	0	45	171	52	702
	6:45 PM	99	142	0	0	149	35	0	0	0	45	166	39	675
	VOLUMES	1,265	1,594	0	0	2,064	299	0	0	0	498	2,257	623	8,600
APPROACH %	44%	56%	0%	0%	87%	13%	0%	0%	0%	15%	67%	18%		
APP/DEPART	2,859	/	2,217	2,363	/	2,562	0	/	0	3,378	/	3,821	0	
BEGIN PEAK HR	5:30 PM													
VOLUMES	421	585	0	0	703	92	0	0	0	172	752	262	2,987	
APPROACH %	42%	58%	0%	0%	88%	12%	0%	0%	0%	15%	63%	22%		
PEAK HR FACTOR	0.895			0.883										
APP/DEPART	1,006	/	847	795	/	875	0	/	0	1,186	/	1,265	0	



ApX - 25

AimTD LLC
TURNING MOVEMENT COUNTS

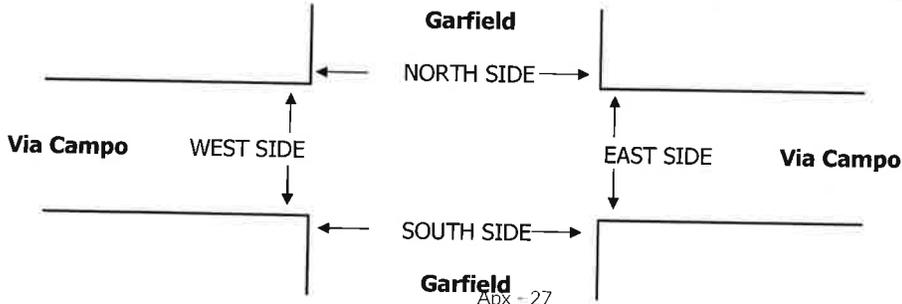


INTERSECTION TURNING MOVEMENT COUNTS

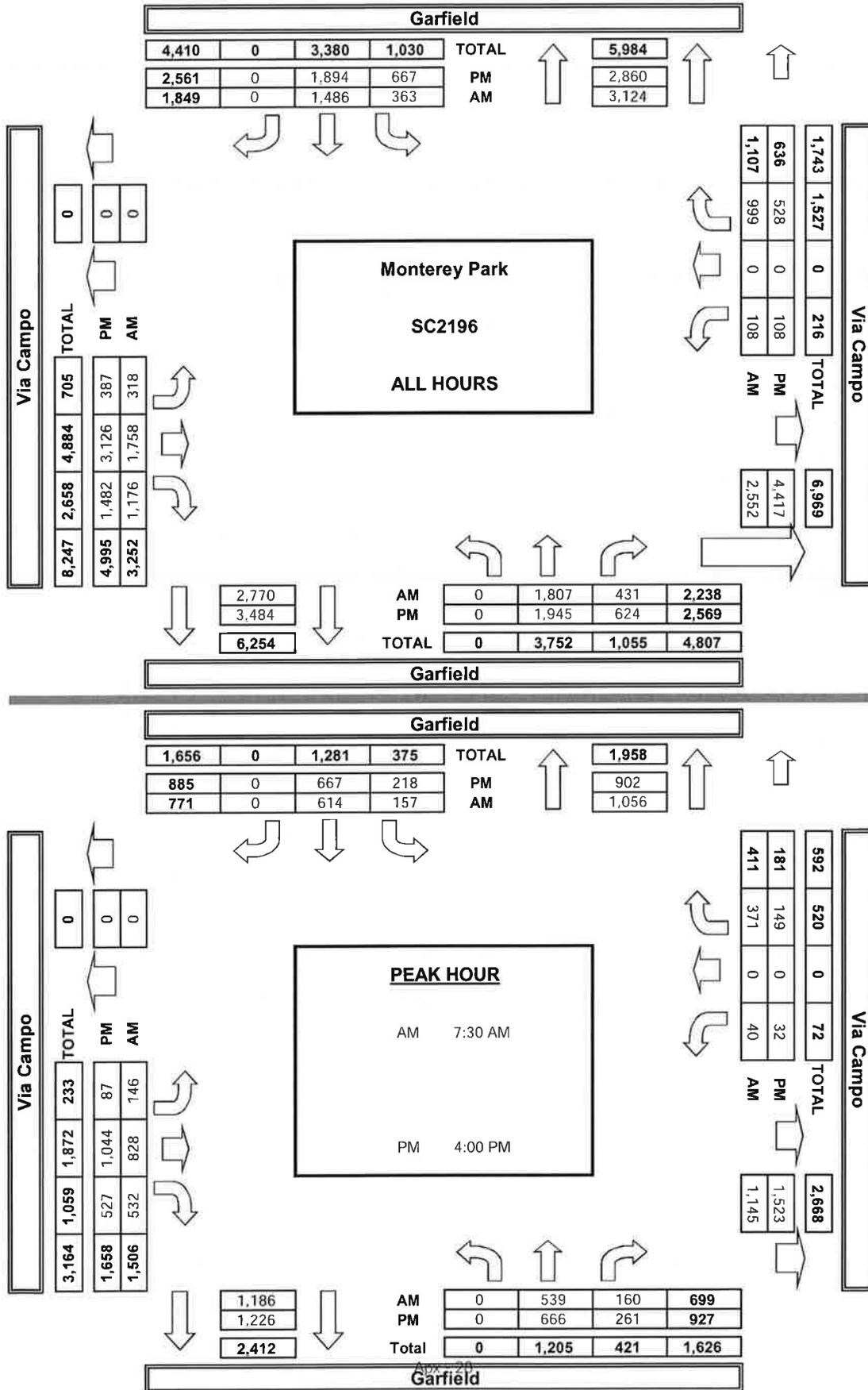
PREPARED BY: AimTD LLC. tel: 714 253 7888 cs@aimtd.com

DATE: Thu, May 9, 19	LOCATION: NORTH & SOUTH: Monterey Park EAST & WEST: Garfield Via Campo	PROJECT #: SC2196 LOCATION #: 3 CONTROL: SIGNAL	NOTES: AM/PM NB queue
--------------------------------	--	--	---------------------------------

	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			TOTAL	
	Garfield			Garfield			Via Campo			Via Campo				
	NL X	NT 3	NR 1	SL 1.5	ST 1.5	SR X	EL 1	ET 2	ER 1	WL 1	WT X	WR 1		
AM	6:00 AM	0	144	25	7	68	0	8	65	58	3	0	68	446
	6:15 AM	0	169	36	16	60	0	16	80	61	5	0	82	525
	6:30 AM	0	192	26	17	82	0	21	85	73	3	0	89	588
	6:45 AM	0	144	25	13	115	0	10	138	88	11	0	98	642
	7:00 AM	0	175	29	23	118	0	19	111	77	17	0	93	662
	7:15 AM	0	152	40	32	131	0	29	141	105	6	0	96	732
	7:30 AM	0	122	33	48	146	0	33	252	148	10	0	104	896
	7:45 AM	0	118	37	34	154	0	42	233	147	15	0	104	884
	8:00 AM	0	190	49	52	144	0	32	169	128	6	0	66	836
	8:15 AM	0	109	41	23	170	0	39	174	109	9	0	97	771
	8:30 AM	0	175	40	47	146	0	30	151	78	9	0	54	730
	8:45 AM	0	117	50	51	152	0	39	159	104	14	0	48	734
	VOLUMES	0	1,807	431	363	1,486	0	318	1,758	1,176	108	0	999	8,446
	APPROACH %	0%	81%	19%	20%	80%	0%	10%	54%	36%	10%	0%	90%	
	APP/DEPART	2,238	/	3,124	1,849	/	2,770	3,252	/	2,552	1,107	/	0	0
BEGIN PEAK HR	7:30 AM													
VOLUMES	0	539	160	157	614	0	146	828	532	40	0	371	3,387	
APPROACH %	0%	77%	23%	20%	80%	0%	10%	55%	35%	10%	0%	90%		
PEAK HR FACTOR	0.731			0.983			0.870			0.863			0.945	
APP/DEPART	699	/	1,056	771	/	1,186	1,506	/	1,145	411	/	0	0	
PM	4:00 PM	0	155	73	50	176	0	20	240	110	8	0	37	869
	4:15 PM	0	149	77	53	166	0	26	272	150	11	0	43	947
	4:30 PM	0	210	59	62	152	0	24	250	126	8	0	33	924
	4:45 PM	0	152	52	53	173	0	17	282	141	5	0	36	911
	5:00 PM	0	162	49	51	151	0	16	243	108	6	0	49	835
	5:15 PM	0	154	39	42	169	0	17	282	130	9	0	57	899
	5:30 PM	0	178	38	61	146	0	34	252	117	13	0	55	894
	5:45 PM	0	139	49	63	172	0	51	252	108	12	0	42	888
	6:00 PM	0	175	42	59	150	0	61	229	129	9	0	45	899
	6:15 PM	0	140	44	69	155	0	40	277	132	12	0	46	915
	6:30 PM	0	186	62	51	143	0	31	258	104	7	0	39	881
	6:45 PM	0	145	40	53	141	0	50	289	127	8	0	46	899
	VOLUMES	0	1,945	624	667	1,894	0	387	3,126	1,482	108	0	528	10,761
	APPROACH %	0%	76%	24%	26%	74%	0%	8%	63%	30%	17%	0%	83%	
	APP/DEPART	2,569	/	2,860	2,561	/	3,484	4,995	/	4,417	636	/	0	0
BEGIN PEAK HR	4:00 PM													
VOLUMES	0	666	261	218	667	0	87	1,044	527	32	0	149	3,651	
APPROACH %	0%	72%	28%	25%	75%	0%	5%	63%	32%	18%	0%	82%		
PEAK HR FACTOR	0.862			0.979			0.925			0.838			0.964	
APP/DEPART	927	/	902	885	/	1,226	1,658	/	1,523	181	/	0	0	



AimTD LLC
TURNING MOVEMENT COUNTS



INTERSECTION TURNING MOVEMENT COUNTS

PREPARED BY: AimTD LLC. tel: 714 253 7888 cs@aimtd.com

DATE: Thu, May 9, 19	LOCATION: NORTH & SOUTH: EAST & WEST:	Monterey Park Wilcox Pomona	PROJECT #: LOCATION #: CONTROL:	SC2196 4 SIGNAL
--------------------------------	--	-----------------------------------	--	-----------------------

NOTES: SB PM queue	<small>AT</small> <small>LRN</small> <small>IND</small> <small>OTHER</small>	▲ N ◀ W ▶ E S ▼
----------------------------------	---	----------------------------

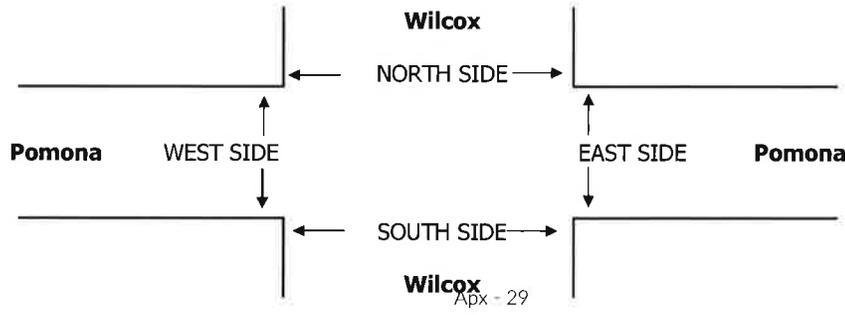
	NORTHBOUND			SOUTHBOUND			EASTBOUND			WESTBOUND			TOTAL
	Wilcox			Wilcox			Pomona			Pomona			
LANES:	NL	NT	NR	SL	ST	SR	EL	ET	ER	WL	WT	WR	

6:00 AM	58	11	0	0	17	11	0	0	0	40	162	5	304
6:15 AM	100	26	0	0	15	3	0	0	0	29	158	8	339
6:30 AM	88	36	0	0	25	7	0	0	0	56	218	6	436
6:45 AM	92	53	0	0	26	2	0	0	0	66	206	12	457
7:00 AM	89	46	0	0	27	5	0	0	0	63	239	12	481
7:15 AM	81	76	0	0	68	7	0	0	0	80	198	20	530
7:30 AM	106	95	0	0	70	5	0	0	0	90	215	15	596
7:45 AM	75	81	0	0	60	3	0	0	0	115	226	26	586
8:00 AM	74	105	0	0	84	7	0	0	0	103	185	24	582
8:15 AM	78	92	0	0	67	12	0	0	0	98	197	22	566
8:30 AM	75	82	0	0	80	7	0	0	0	114	211	23	592
8:45 AM	74	50	0	0	55	7	0	0	0	112	179	18	495

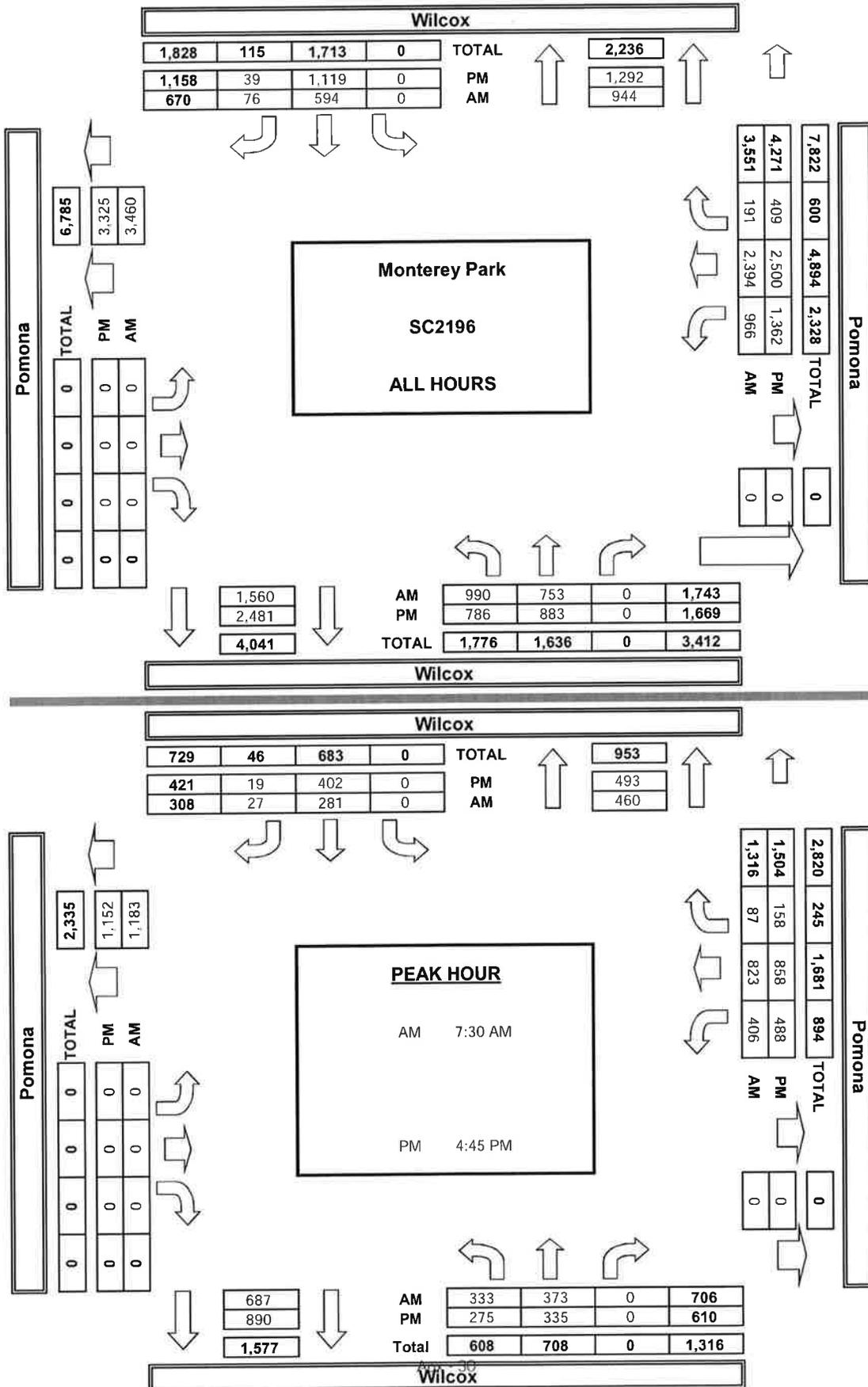
VOLUMES	990	753	0	0	594	76	0	0	0	966	2,394	191	5,964
APPROACH %	57%	43%	0%	0%	89%	11%	0%	0%	0%	27%	67%	5%	
APP/DEPART	1,743	/	944	670	/	1,560	0	/	0	3,551	/	3,460	0
BEGIN PEAK HR	7:30 AM												
VOLUMES	333	373	0	0	281	27	0	0	0	406	823	87	2,330
APPROACH %	47%	53%	0%	0%	91%	9%	0%	0%	0%	31%	63%	7%	
PEAK HR FACTOR	0.878			0.846			0.000			0.896			0.977
APP/DEPART	706	/	460	308	/	687	0	/	0	1,316	/	1,183	0

4:00 PM	46	72	0	0	82	2	0	0	0	118	235	24	579
4:15 PM	65	68	0	0	99	6	0	0	0	117	205	28	588
4:30 PM	68	68	0	0	111	2	0	0	0	101	218	27	595
4:45 PM	63	97	0	0	99	6	0	0	0	125	203	34	627
5:00 PM	69	56	0	0	118	2	0	0	0	116	226	43	630
5:15 PM	72	83	0	0	87	4	0	0	0	128	217	38	629
5:30 PM	71	99	0	0	98	7	0	0	0	119	212	43	649
5:45 PM	57	66	0	0	82	2	0	0	0	127	209	39	582
6:00 PM	76	77	0	0	90	3	0	0	0	116	220	23	605
6:15 PM	71	79	0	0	85	1	0	0	0	131	221	39	627
6:30 PM	65	61	0	0	80	1	0	0	0	91	196	32	526
6:45 PM	63	57	0	0	88	3	0	0	0	73	138	39	461

VOLUMES	786	883	0	0	1,119	39	0	0	0	1,362	2,500	409	7,098
APPROACH %	47%	53%	0%	0%	97%	3%	0%	0%	0%	32%	59%	10%	
APP/DEPART	1,669	/	1,292	1,158	/	2,481	0	/	0	4,271	/	3,325	0
BEGIN PEAK HR	4:45 PM												
VOLUMES	275	335	0	0	402	19	0	0	0	488	858	158	2,535
APPROACH %	45%	55%	0%	0%	95%	5%	0%	0%	0%	32%	57%	11%	
PEAK HR FACTOR	0.897			0.877			0.000			0.977			0.977
APP/DEPART	610	/	493	421	/	890	0	/	0	1,504	/	1,152	0



AimTD LLC
TURNING MOVEMENT COUNTS



APPENDIX D
INTERSECTION LEVEL OF SERVICE WORKSHEETS

EXISTING

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IAM.vistro
Report File: G:\...\AME.pdf

Scenario 1 Existing
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggins St (EW)	Signalized	ICU 1	SB Thru	0.623	-	B
2	Garfield Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	SB Right	0.752	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.830	-	D
4	Wilcox Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	WB Thru	0.551	-	A
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.030	12.3	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.028	12.3	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.194	66.4	F
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.194	66.6	F
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.016	9.2	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggin St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.623

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T T			T T T			T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	78	511	28	114	899	166	121	217	73	79	252	94
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	78	511	28	114	899	166	121	217	73	79	252	94
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	18	128	7	27	225	42	28	54	18	19	63	24
Total Analysis Volume [veh/h]	73	511	26	107	899	166	114	217	73	74	252	94
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.04	0.16	0.16	0.06	0.26	0.10	0.07	0.13	0.04	0.04	0.15	0.06
Intersection LOS	B											
Intersection V/C	0.623											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.752

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵			↵						↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	676	412	0	0	600	395	0	0	0	141	938	144
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	29	0	0	0	0	0	23	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	676	412	0	0	629	395	0	0	0	141	961	144
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.8400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	159	103	0	0	157	99	0	0	0	33	240	36
Total Analysis Volume [veh/h]	635	412	0	0	629	395	0	0	0	133	961	144
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.19	0.21	0.00	0.00	0.19	0.23	0.00	0.00	0.00	0.08	0.21	0.08
Intersection LOS	C											
Intersection V/C	0.752											

**Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)**

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.830

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	539	160	157	614	0	146	828	532	40	0	371
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	539	160	157	614	0	146	828	532	40	0	371
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	135	40	37	154	0	34	207	133	9	0	93
Total Analysis Volume [veh/h]	0	539	160	148	614	0	137	828	532	38	0	371
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.09	0.09	0.18	0.00	0.08	0.24	0.31	0.02	0.00	0.13
Intersection LOS	D											
Intersection V/C	0.830											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.551

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	333	373	0	0	281	27	0	0	0	406	823	87
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	333	373	0	0	281	27	0	0	0	406	823	87
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	78	93	0	0	70	6	0	0	0	95	206	20
Total Analysis Volume [veh/h]	313	373	0	0	281	25	0	0	0	382	823	82
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.09	0.11	0.00	0.00	0.09	0.09	0.00	0.00	0.00	0.22	0.25	0.25
Intersection LOS	A											
Intersection V/C	0.551											

Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.3
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.030

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	16	15	0	15
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	556	1011	15	0	15
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	139	253	4	0	4
Total Analysis Volume [veh/h]	0	556	1011	14	0	15
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.32
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.09
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.28
d_A, Approach Delay [s/veh]	0.00		0.00		12.32	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]				0.12		
Intersection LOS				B		

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.3
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.028

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	15	16	0	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	556	1010	16	0	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	139	253	4	0	4
Total Analysis Volume [veh/h]	0	556	1010	15	0	14
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.31
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.09
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.13
d_A, Approach Delay [s/veh]	0.00		0.00		12.31	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.11					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	66.4
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.194

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↗				↔	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	12	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	14	0	0	2021	12
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	4	0	0	505	3
Total Analysis Volume [veh/h]	0	14	0	0	2021	11
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.19	0.00	0.00	0.02	0.00
d_M, Delay for Movement [s/veh]	0.00	66.40	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.66	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	16.52	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	66.40		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	0.45					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	66.6
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.194

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↱				↱	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	14	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	14	0	0	2023	12
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	4	0	0	506	3
Total Analysis Volume [veh/h]	0	14	0	0	2023	11
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.19	0.00	0.00	0.02	0.00
d_M, Delay for Movement [s/veh]	0.00	66.61	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.66	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	16.57	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]		66.61		0.00		0.00
Approach LOS		F		A		A
d_I, Intersection Delay [s/veh]				0.46		
Intersection LOS				F		

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.2
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.016

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	T		T		T	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	55	0	0	55
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	14	0	0	23	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	14	0	55	23	0	55
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	4	0	14	6	0	14
Total Analysis Volume [veh/h]	14	0	55	23	0	55
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.19	8.66	0.00	0.00	7.37	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.05	0.05	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	1.22	1.22	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.19		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	0.87					
Intersection LOS	A					

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IPM.vistro
Report File: G:\...\IPME.pdf

Scenario 1 Existing
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggin St (EW)	Signalized	ICU 1	EB Thru	0.714	-	C
2	Garfield Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	SB Thru	0.694	-	B
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.777	-	C
4	Wilcox Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	WB Thru	0.601	-	B
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.029	11.3	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.032	11.3	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.095	24.8	C
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.100	25.0	D
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.023	9.2	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggins St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.714

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T T			T T T			T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	106	715	37	203	667	143	211	448	147	32	173	122
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	106	715	37	203	667	143	211	448	147	32	173	122
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	25	179	9	48	167	36	50	112	37	8	43	31
Total Analysis Volume [veh/h]	100	715	35	191	667	143	198	448	147	30	173	122
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.06	0.22	0.22	0.11	0.20	0.08	0.12	0.26	0.09	0.02	0.10	0.07
Intersection LOS	C											
Intersection V/C	0.714											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.694

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	TTL			TLR						TTL		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	421	585	0	0	703	92	0	0	0	172	752	262
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	36	0	0	0	0	0	28	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	421	585	0	0	739	92	0	0	0	172	780	262
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	99	146	0	0	185	23	0	0	0	40	195	66
Total Analysis Volume [veh/h]	396	585	0	0	739	92	0	0	0	162	780	262
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.12	0.19	0.00	0.00	0.22	0.05	0.00	0.00	0.00	0.10	0.18	0.15
Intersection LOS	B											
Intersection V/C	0.694											

Intersection Level Of Service Report

Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.777

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	666	261	218	667	0	87	1044	527	32	0	149
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	666	261	218	667	0	87	1044	527	32	0	149
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	167	65	51	167	0	20	261	132	8	0	37
Total Analysis Volume [veh/h]	0	666	261	205	667	0	82	1044	527	30	0	149
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.13	0.15	0.12	0.20	0.00	0.05	0.31	0.31	0.02	0.00	0.00
Intersection LOS	C											
Intersection V/C	0.777											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.601

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	↔↔↔			↔↔			↔↔↔			↔↔↔		
Lane Configuration	↔↔↔			↔↔			↔↔↔			↔↔↔		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	275	335	0	0	402	19	0	0	0	488	858	158
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	275	335	0	0	402	19	0	0	0	488	858	158
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	65	84	0	0	101	4	0	0	0	115	215	37
Total Analysis Volume [veh/h]	259	335	0	0	402	18	0	0	0	459	858	149
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss											
Signal group	5	2	0	0	6	0	0	0	0	0	0	4	0
Auxiliary Signal Groups													
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.08	0.10	0.00	0.00	0.12	0.12	0.00	0.00	0.00	0.27	0.29	0.29
Intersection LOS	B											
Intersection V/C	0.601											

Intersection Level Of Service Report

Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.3
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.029

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	1	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	18	19	0	17
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	847	813	19	0	17
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	212	203	4	0	4
Total Analysis Volume [veh/h]	0	847	813	18	0	17
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.33
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/lane]	0.00	0.00	0.00	0.00	0.00	0.09
95th-Percentile Queue Length [ft/lane]	0.00	0.00	0.00	0.00	0.00	2.24
d_A, Approach Delay [s/veh]	0.00		0.00		11.33	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]						0.11
Intersection LOS						B

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.3
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.032

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		└	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	17	18	0	19
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	847	812	18	0	19
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	212	203	4	0	5
Total Analysis Volume [veh/h]	0	847	812	17	0	19
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.34
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.10
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.51
d_A, Approach Delay [s/veh]	0.00		0.00		11.34	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]						0.13
Intersection LOS						B

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	24.8
Analysis Method:	HCM 6th Edition	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.095

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↱				↱	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	19	0	0	14	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	19	0	0	1279	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	5	0	0	320	3
Total Analysis Volume [veh/h]	0	19	0	0	1279	13
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.09	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	24.78	0.00	0.00	0.00	0.00
Movement LOS		C			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.31	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	7.73	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	24.78		0.00		0.00	
Approach LOS	C		A		A	
d_I, Intersection Delay [s/veh]	0.36					
Intersection LOS	C					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	25.0
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.100

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach	Southbound		Eastbound		Westbound	
Lane Configuration	↱				↵	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	20	0	0	19	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	20	0	0	1284	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	5	0	0	321	3
Total Analysis Volume [veh/h]	0	20	0	0	1284	13
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.10	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	25.04	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.33	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	8.23	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	25.04		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.38					
Intersection LOS	D					

**Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)**

Control Type:	Two-way stop	Delay (sec / veh):	9.2
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.023

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	← T		T →		← T	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	50	0	0	50
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	20	0	0	28	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	20	0	50	28	0	50
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	5	0	13	7	0	13
Total Analysis Volume [veh/h]	20	0	50	28	0	50
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.17	8.69	0.00	0.00	7.37	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.07	0.07	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	1.74	1.74	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.17		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.24					
Intersection LOS	A					

EXISTING PLUS PROJECT

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IAM.vistro
Report File: G:\...\AMEp.pdf

Scenario 2 Existing with Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggin St (EW)	Signalized	ICU 1	SB Thru	0.629	-	B
2	Garfield Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	SB Right	0.757	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.832	-	D
4	Wilcox Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	WB Thru	0.556	-	A
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.061	12.7	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.059	12.7	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.411	88.0	F
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.429	90.5	F
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.035	9.3	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggins St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.629

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	↔			↔			↔			↔		
Lane Configuration	↔			↔			↔			↔		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	78	511	28	114	899	166	121	217	73	79	252	94
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	23	0	0	0	8	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	78	511	28	114	922	166	121	217	81	79	252	94
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	18	128	7	27	231	42	28	54	20	19	63	24
Total Analysis Volume [veh/h]	73	511	26	107	922	166	114	217	81	74	252	94
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.04	0.16	0.16	0.06	0.27	0.10	0.07	0.13	0.05	0.04	0.15	0.06
Intersection LOS	B											
Intersection V/C	0.629											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.757

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			50.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	676	412	0	0	600	395	0	0	0	141	938	144
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	30	0	0	0	0	0	23	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	29	0	0	0	0	0	23	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	676	412	0	0	659	395	0	0	0	141	984	144
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	159	103	0	0	165	99	0	0	0	33	246	36
Total Analysis Volume [veh/h]	635	412	0	0	659	395	0	0	0	133	984	144
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	3	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.19	0.21	0.00	0.00	0.19	0.23	0.00	0.00	0.00	0.08	0.22	0.08
Intersection LOS	C											
Intersection V/C	0.757											

Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.832

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	539	160	157	614	0	146	828	532	40	0	371
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	22	8	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	539	160	179	622	0	146	828	532	40	0	371
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0500
Total 15-Minute Volume [veh/h]	0	135	40	42	156	0	34	207	133	9	0	97
Total Analysis Volume [veh/h]	0	539	160	168	622	0	137	828	532	38	0	390
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Version 6.00-00

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.09	0.10	0.18	0.00	0.08	0.24	0.31	0.02	0.00	0.13
Intersection LOS	D											
Intersection V/C	0.832											

**Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)**

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.556

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	↵↵↵			↵↵						↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	333	373	0	0	281	27	0	0	0	406	823	87
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	23	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	333	373	0	0	281	27	0	0	0	406	846	87
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	78	93	0	0	70	6	0	0	0	95	212	20
Total Analysis Volume [veh/h]	313	373	0	0	281	25	0	0	0	382	846	82
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss											
Signal group	5	2	0	0	6	0	0	0	0	0	0	4	0
Auxiliary Signal Groups													
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.09	0.11	0.00	0.00	0.09	0.09	0.00	0.00	0.00	0.22	0.26	0.26
Intersection LOS	A											
Intersection V/C	0.556											

Intersection Level Of Service Report

Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.7
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.061

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	16	15	0	15
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	16	15	0	15
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	556	1027	30	0	30
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	139	257	7	0	8
Total Analysis Volume [veh/h]	0	556	1027	28	0	30
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.06
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.74
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.19
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	4.82
d_A, Approach Delay [s/veh]	0.00		0.00		12.74	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.23					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.7
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.059

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		T	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	15	16	0	15
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	15	16	0	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	556	1025	32	0	29
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	139	256	8	0	7
Total Analysis Volume [veh/h]	0	556	1025	30	0	29
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.06
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.72
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.19
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	4.65
d_A, Approach Delay [s/veh]	0.00		0.00		12.72	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.22					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	88.0
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.411

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↗				↑↑↑↘	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	15	0	0	12	12
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	12	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	29	0	0	2033	24
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	508	6
Total Analysis Volume [veh/h]	0	29	0	0	2033	23
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.41	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	87.96	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	1.60	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	40.06	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	87.96		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	1.22					
Intersection LOS	F					

Intersection Level Of Service Report

Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	90.5
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.429

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↗				↔	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	16	0	0	15	12
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	14	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	30	0	0	2038	24
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	8	0	0	510	6
Total Analysis Volume [veh/h]	0	30	0	0	2038	23
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.43	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	90.52	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	1.68	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	42.09	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	90.52		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	1.30					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.3
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.035

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	↔		↗		↖	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	55	0	0	55
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	16	0	0	23	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	14	0	0	23	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	30	0	55	46	0	55
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	8	0	14	12	0	14
Total Analysis Volume [veh/h]	30	0	55	46	0	55
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.03	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.33	8.81	0.00	0.00	7.41	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.11	0.11	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	2.71	2.71	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.33		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.51					
Intersection LOS	A					

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IPM.vistro
Report File: G:\...\PMEp.pdf

Scenario 2 Existing with Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggin St (EW)	Signalized	ICU 1	EB Thru	0.714	-	C
2	Garfield Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	SB Thru	0.702	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.779	-	C
4	Wilcox Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	WB Thru	0.604	-	B
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.045	11.5	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.047	11.5	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.136	26.0	D
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.143	26.3	D
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.032	9.3	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggin St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.714

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T T			T T T			T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	106	715	37	203	667	143	211	448	147	32	173	122
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	14	0	0	0	5	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	106	715	37	203	681	143	211	448	152	32	173	122
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	25	179	9	48	170	36	50	112	38	8	43	31
Total Analysis Volume [veh/h]	100	715	35	191	681	143	198	448	152	30	173	122
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.06	0.22	0.22	0.11	0.20	0.08	0.12	0.26	0.09	0.02	0.10	0.07
Intersection LOS	C											
Intersection V/C	0.714											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type: Signalized Delay (sec / veh): -
Analysis Method: ICU 1 Level Of Service: C
Analysis Period: 15 minutes Volume to Capacity (v/c): 0.702

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵↵↵			↵↵↵						↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	421	585	0	0	703	92	0	0	0	172	752	262
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	17	0	0	0	0	0	14	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	36	0	0	0	0	0	28	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	421	585	0	0	756	92	0	0	0	172	794	262
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	99	146	0	0	189	23	0	0	0	40	199	66
Total Analysis Volume [veh/h]	396	585	0	0	756	92	0	0	0	162	794	262
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.12	0.19	0.00	0.00	0.22	0.05	0.00	0.00	0.00	0.10	0.19	0.15
Intersection LOS	C											
Intersection V/C	0.702											

Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.779

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	666	261	218	667	0	87	1044	527	32	0	149
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	13	4	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	666	261	231	671	0	87	1044	527	32	0	149
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	167	65	54	168	0	20	261	132	8	0	37
Total Analysis Volume [veh/h]	0	666	261	217	671	0	82	1044	527	30	0	149
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.13	0.15	0.13	0.20	0.00	0.05	0.31	0.31	0.02	0.00	0.00
Intersection LOS	C											
Intersection V/C	0.779											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.604

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵↵↵			↵↵						↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	275	335	0	0	402	19	0	0	0	488	858	158
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	14	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	275	335	0	0	402	19	0	0	0	488	872	158
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	65	84	0	0	101	4	0	0	0	115	218	37
Total Analysis Volume [veh/h]	259	335	0	0	402	18	0	0	0	459	872	149
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.08	0.10	0.00	0.00	0.12	0.12	0.00	0.00	0.00	0.27	0.29	0.29
Intersection LOS	B											
Intersection V/C	0.604											

**Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)**

Control Type:	Two-way stop	Delay (sec / veh):	11.5
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.045

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			←		↗	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	10	9	0	9
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	18	19	0	17
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	847	823	28	0	26
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	212	206	7	0	7
Total Analysis Volume [veh/h]	0	847	823	26	0	26
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.04
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.52
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.14
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	3.52
d_A, Approach Delay [s/veh]	0.00		0.00		11.52	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.17					
Intersection LOS	B					

Intersection Level Of Service Report

Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.5
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.047

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration	↑↑		↑↑↔		↗	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	9	10	0	8
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	17	18	0	19
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	847	821	28	0	27
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	212	205	7	0	7
Total Analysis Volume [veh/h]	0	847	821	26	0	27
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.05
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.52
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.15
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	3.66
d_A, Approach Delay [s/veh]	0.00		0.00		11.52	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.18					
Intersection LOS	B					

Intersection Level Of Service Report

Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	26.0
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.136

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↷	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	8	0	0	7	7
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	19	0	0	14	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	27	0	0	1286	21
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	322	5
Total Analysis Volume [veh/h]	0	27	0	0	1286	20
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.14	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	26.02	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.46	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	11.59	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	26.02		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.53					
Intersection LOS	D					

Intersection Level Of Service Report

Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	26.3
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.143

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↑↑↑	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	8	0	0	8	7
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	20	0	0	19	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	28	0	0	1292	21
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	323	5
Total Analysis Volume [veh/h]	0	28	0	0	1292	20
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.14	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	26.35	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.49	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	12.18	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	26.35		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.55					
Intersection LOS	D					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.3
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.032

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	←→		↑		←	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	50	0	0	50
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.00	1.00	1.00	1.00	1.00
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	8	0	0	14	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	20	0	0	28	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	28	0	50	42	0	50
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	7	0	13	11	0	13
Total Analysis Volume [veh/h]	28	0	50	42	0	50
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.03	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.25	8.77	0.00	0.00	7.40	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.10	0.10	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	2.48	2.48	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.25		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.52					
Intersection LOS	A					

OPENING YEAR (2021) WITHOUT PROJECT

2425 and 2439 S Garfield Ave

Vistro File: G:\...\AM.vistro
Report File: G:\...\AMOY.pdf

Scenario 3 Opening Year without Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggin St (EW)	Signalized	ICU 1	SB Thru	0.644	-	B
2	Garfield Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	SB Right	0.779	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.858	-	D
4	Wilcox Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	WB Thru	0.587	-	A
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.031	12.6	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.029	12.6	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.215	74.9	F
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.216	75.2	F
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.016	9.2	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggins St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.644

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	↵↵↵			↵↵↵			↵↵↵			↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	78	511	28	114	899	166	121	217	73	79	252	94
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	0	0	36	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	80	546	29	116	953	169	123	221	74	81	257	96
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	19	137	7	27	238	42	29	55	19	19	64	24
Total Analysis Volume [veh/h]	75	546	27	109	953	169	116	221	74	76	257	96
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.04	0.17	0.17	0.06	0.28	0.10	0.07	0.13	0.04	0.04	0.15	0.06
Intersection LOS	B											
Intersection V/C	0.644											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.779

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵↵↵			↵↵↵						↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	676	412	0	0	600	395	0	0	0	141	938	144
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	16	10	0	0	36	0	0	0	0	25	19	15
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	29	0	0	0	0	0	23	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	706	430	0	0	677	403	0	0	0	169	999	162
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	166	108	0	0	169	101	0	0	0	40	250	41
Total Analysis Volume [veh/h]	664	430	0	0	677	403	0	0	0	159	999	162
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.20	0.21	0.00	0.00	0.20	0.24	0.00	0.00	0.00	0.09	0.23	0.10
Intersection LOS	C											
Intersection V/C	0.779											

Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.858

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	↑↑↑			←←←			←←←			←←←		
Lane Configuration	↑↑↑			←←←			←←←			←←←		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	539	160	157	614	0	146	828	532	40	0	371
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.02	1.00	1.02	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	15	26	25	36	0	0	45	10	0	0	11
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	565	189	185	662	0	149	890	553	41	0	389
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	141	47	43	166	0	35	223	138	10	0	97
Total Analysis Volume [veh/h]	0	565	189	174	662	0	140	890	553	39	0	389
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.11	0.10	0.19	0.00	0.08	0.26	0.33	0.02	0.00	0.13
Intersection LOS	D											
Intersection V/C	0.858											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type: Signalized
Analysis Method: ICU 1
Analysis Period: 15 minutes
Delay (sec / veh): -
Level Of Service: A
Volume to Capacity (v/c): 0.587

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵↵↵			↵↵						↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	333	373	0	0	281	27	0	0	0	406	823	87
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	4	3	0	0	25	0	0	0	0	26	55	15
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	344	383	0	0	312	28	0	0	0	440	895	104
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	81	96	0	0	78	7	0	0	0	103	224	24
Total Analysis Volume [veh/h]	323	383	0	0	312	26	0	0	0	414	895	98
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.10	0.11	0.00	0.00	0.10	0.10	0.00	0.00	0.00	0.24	0.28	0.28
Intersection LOS	A											
Intersection V/C	0.587											

Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.6
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.031

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	36	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	16	15	0	15
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	592	1067	15	0	15
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	148	267	4	0	4
Total Analysis Volume [veh/h]	0	592	1067	14	0	15
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.65
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.10
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.39
d_A, Approach Delay [s/veh]	0.00		0.00		12.65	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.11					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	12.6
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.029

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		R	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	36	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	15	16	0	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	592	1066	16	0	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	148	267	4	0	4
Total Analysis Volume [veh/h]	0	592	1066	15	0	14
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	12.63
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.09
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.22
d_A, Approach Delay [s/veh]	0.00		0.00		12.63	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.10					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	74.9
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.215

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↶	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	35	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	12	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	14	0	0	2096	12
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	4	0	0	524	3
Total Analysis Volume [veh/h]	0	14	0	0	2096	11
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.22	0.00	0.00	0.02	0.00
d_M, Delay for Movement [s/veh]	0.00	74.92	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.74	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	18.44	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	74.92		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	0.49					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	75.2
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.216

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↶	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	35	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	14	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	14	0	0	2098	12
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	4	0	0	525	3
Total Analysis Volume [veh/h]	0	14	0	0	2098	11
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.22	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	75.16	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.74	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	18.49	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	75.16		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	0.50					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.2
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.016

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	←		↑		↵	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	55	0	0	55
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	14	0	0	23	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	14	0	56	23	0	56
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	4	0	14	6	0	14
Total Analysis Volume [veh/h]	14	0	56	23	0	56
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.20	8.68	0.00	0.00	7.37	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.05	0.05	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	1.22	1.22	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.20		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	0.86					
Intersection LOS	A					

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IPM.vistro
Report File: G:\...\IPMOY.pdf

Scenario 3 Opening Year without Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggins St (EW)	Signalized	ICU 1	EB Thru	0.743	-	C
2	Garfield Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	SB Thru	0.746	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Thru	0.846	-	D
4	Wilcox Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	WB Thru	0.655	-	B
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.031	11.7	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.034	11.7	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.108	27.9	D
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.114	28.2	D
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.023	9.2	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggins St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.743

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	T			T			T			T		
Lane Configuration	T			T			T			T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	106	715	37	203	667	143	211	448	147	32	173	122
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	0	0	51	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	108	784	38	207	731	146	215	457	150	33	176	124
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	25	196	9	49	183	37	51	114	38	8	44	31
Total Analysis Volume [veh/h]	102	784	36	195	731	146	202	457	150	31	176	124
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.06	0.24	0.24	0.11	0.22	0.09	0.12	0.27	0.09	0.02	0.10	0.07
Intersection LOS	C											
Intersection V/C	0.743											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.746

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	TTL			TLR						TTLR		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	421	585	0	0	703	92	0	0	0	172	752	262
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	35	21	0	0	51	0	0	0	0	43	37	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	36	0	0	0	0	0	28	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	464	618	0	0	804	94	0	0	0	218	832	301
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	109	155	0	0	201	24	0	0	0	51	208	75
Total Analysis Volume [veh/h]	436	618	0	0	804	94	0	0	0	205	832	301
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag												

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.13	0.21	0.00	0.00	0.24	0.06	0.00	0.00	0.00	0.12	0.20	0.18
Intersection LOS	C											
Intersection V/C	0.746											

Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.846

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	666	261	218	667	0	87	1044	527	32	0	149
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.02	1.00	1.02	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	22	42	38	56	0	0	57	9	0	0	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	701	308	260	736	0	89	1122	547	33	0	186
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.8400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	175	77	61	184	0	21	281	137	8	0	47
Total Analysis Volume [veh/h]	0	701	308	244	736	0	84	1122	547	31	0	186
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.14	0.18	0.14	0.22	0.00	0.05	0.33	0.32	0.02	0.00	0.00
Intersection LOS	D											
Intersection V/C	0.846											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.655

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	275	335	0	0	402	19	0	0	0	488	858	158
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	3	8	0	0	39	0	0	0	0	23	111	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	284	350	0	0	449	19	0	0	0	521	986	195
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	67	88	0	0	112	4	0	0	0	122	247	46
Total Analysis Volume [veh/h]	267	350	0	0	449	18	0	0	0	490	986	183
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.08	0.10	0.00	0.00	0.14	0.14	0.00	0.00	0.00	0.29	0.33	0.33
Intersection LOS	B											
Intersection V/C	0.655											

Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.7
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.031

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach			T		└	
Lane Configuration			T		└	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	51	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	18	19	0	17
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	919	880	19	0	17
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	230	220	4	0	4
Total Analysis Volume [veh/h]	0	919	880	18	0	17
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.66
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.09
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.36
d_A, Approach Delay [s/veh]	0.00		0.00		11.66	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]						0.11
Intersection LOS						B

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.7
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.034

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		R	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	51	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	17	18	0	19
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	919	879	18	0	19
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	230	220	4	0	5
Total Analysis Volume [veh/h]	0	919	879	17	0	19
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.03
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.68
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.11
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	2.64
d_A, Approach Delay [s/veh]	0.00		0.00		11.68	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]				0.12		
Intersection LOS				B		

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	27.9
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.108

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↱				↠	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	72	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	19	0	0	14	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	19	0	0	1376	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	5	0	0	344	3
Total Analysis Volume [veh/h]	0	19	0	0	1376	13
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	27.90	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.36	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	8.91	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	27.90		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.38					
Intersection LOS	D					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	28.2
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.114

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↗				↔	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	72	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	20	0	0	19	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	20	0	0	1381	14
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	5	0	0	345	3
Total Analysis Volume [veh/h]	0	20	0	0	1381	13
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	28.22	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/lane]	0.00	0.38	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/lane]	0.00	9.50	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	28.22		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.40					
Intersection LOS	D					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.2
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.023

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	↔		↔		↔	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	50	0	0	50
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	20	0	0	28	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	20	0	51	28	0	51
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	5	0	13	7	0	13
Total Analysis Volume [veh/h]	20	0	51	28	0	51
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.02	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.19	8.70	0.00	0.00	7.37	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.07	0.07	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	1.74	1.74	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.19		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.22					
Intersection LOS	A					

OPENING YEAR (2021) WITH PROJECT

2425 and 2439 S Garfield Ave

Vistro File: G:\...IAM.vistro
Report File: G:\...IAMOYp.pdf

Scenario 4 Opening Year with Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggins St (EW)	Signalized	ICU 1	SB Thru	0.651	-	B
2	Garfield Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	SB Right	0.783	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Right	0.859	-	D
4	Wilcox Ave (NS) at Pomona Blvd (EW)	Signalized	ICU 1	WB Thru	0.592	-	A
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.063	13.1	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.061	13.1	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.457	102.7	F
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.476	106.0	F
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.035	9.3	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggin St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.651

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T T			T T T			T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	78	511	28	114	899	166	121	217	73	79	252	94
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	0	0	59	0	0	0	8	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	80	546	29	116	976	169	123	221	82	81	257	96
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	19	137	7	27	244	42	29	55	21	19	64	24
Total Analysis Volume [veh/h]	75	546	27	109	976	169	116	221	82	76	257	96
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.04	0.17	0.17	0.06	0.29	0.10	0.07	0.13	0.05	0.04	0.15	0.06
Intersection LOS	B											
Intersection V/C	0.651											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.783

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	676	412	0	0	600	395	0	0	0	141	938	144
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	16	10	0	0	66	0	0	0	0	25	42	15
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	29	0	0	0	0	0	23	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	706	430	0	0	707	403	0	0	0	169	1022	162
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	166	108	0	0	177	101	0	0	0	40	256	41
Total Analysis Volume [veh/h]	664	430	0	0	707	403	0	0	0	159	1022	162
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.20	0.21	0.00	0.00	0.21	0.24	0.00	0.00	0.09	0.09	0.09	0.23	0.10
Intersection LOS	C												
Intersection V/C	0.783												

Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.859

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	539	160	157	614	0	146	828	532	40	0	371
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.02	1.00	1.02	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	15	26	47	44	0	0	45	10	0	0	11
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	565	189	207	670	0	149	890	553	41	0	389
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0500
Total 15-Minute Volume [veh/h]	0	141	47	49	168	0	35	223	138	10	0	102
Total Analysis Volume [veh/h]	0	565	189	195	670	0	140	890	553	39	0	408
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.11	0.11	0.11	0.20	0.00	0.08	0.26	0.33	0.02	0.00	0.13
Intersection LOS	D											
Intersection V/C	0.859											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.592

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	333	373	0	0	281	27	0	0	0	406	823	87
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	4	3	0	0	25	0	0	0	0	26	78	15
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	344	383	0	0	312	28	0	0	0	440	918	104
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	81	96	0	0	78	7	0	0	0	103	230	24
Total Analysis Volume [veh/h]	323	383	0	0	312	26	0	0	0	414	918	98
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.10	0.11	0.00	0.00	0.10	0.10	0.00	0.00	0.00	0.24	0.28	0.28
Intersection LOS	A											
Intersection V/C	0.592											

Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	13.1
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.063

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration			t		r	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	52	15	0	15
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	16	15	0	15
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	592	1083	30	0	30
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	148	271	7	0	8
Total Analysis Volume [veh/h]	0	592	1083	28	0	30
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.06
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	13.09
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.20
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	5.04
d_A, Approach Delay [s/veh]	0.00		0.00		13.09	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]						0.23
Intersection LOS						B

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	13.1
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.061

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration					└	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	556	995	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	25	51	16	0	15
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	15	16	0	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	592	1081	32	0	29
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	148	270	8	0	7
Total Analysis Volume [veh/h]	0	592	1081	30	0	29
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.05	0.00	0.00
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00
Movement LOS		A	A	A	B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	0.00		0.00		13.07
Approach LOS	A		A		B
d_I, Intersection Delay [s/veh]	0.22				
Intersection LOS	B				

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	102.7
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.457

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↱				↵	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	15	0	0	47	12
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	12	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	29	0	0	2108	24
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	527	6
Total Analysis Volume [veh/h]	0	29	0	0	2108	23
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.46	0.00	0.00	0.02	0.00
d_M, Delay for Movement [s/veh]	0.00	102.72	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	1.79	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	44.65	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	102.72		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	1.38					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	106.0
Analysis Method:	HCM 6th Edition	Level Of Service:	F
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.476

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↱				↵	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	2009	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	16	0	0	50	12
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	14	0	0	14	12
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	30	0	0	2113	24
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	8	0	0	528	6
Total Analysis Volume [veh/h]	0	30	0	0	2113	23
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.48	0.00	0.00	0.02	0.00
d_M, Delay for Movement [s/veh]	0.00	106.01	0.00	0.00	0.00	0.00
Movement LOS		F			A	A
95th-Percentile Queue Length [veh/ln]	0.00	1.88	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	46.89	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	106.01		0.00		0.00	
Approach LOS	F		A		A	
d_I, Intersection Delay [s/veh]	1.47					
Intersection LOS	F					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.3
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.035

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	↔		↗		↖	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	55	0	0	55
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	16	0	0	23	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	14	0	0	23	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	30	0	56	46	0	56
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	8	0	14	12	0	14
Total Analysis Volume [veh/h]	30	0	56	46	0	56
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.03	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.34	8.82	0.00	0.00	7.42	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.11	0.11	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	2.71	2.71	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.34		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.49					
Intersection LOS	A					

2425 and 2439 S Garfield Ave

Vistro File: G:\...\IPM.vistro
Report File: G:\...\IPMOyp.pdf

Scenario 4 Opening Year with Project
6/26/2019

Intersection Analysis Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	Garfield Ave (NS) at Riggin St (EW)	Signalized	ICU 1	EB Thru	0.743	-	C
2	Garfield Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	SB Thru	0.754	-	C
3	Garfield Ave (NS) at Via Campo (EW)	Signalized	ICU 1	EB Thru	0.847	-	D
4	Wilcox Ave (NS) at Pomana Blvd (EW)	Signalized	ICU 1	WB Right	0.658	-	B
5	Garfield Ave (NS) and N Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.047	11.9	B
6	Garfield Ave (NS) and S Driveway (EW)	Two-way stop	HCM 6th Edition	EB Right	0.049	11.9	B
7	W Driveway (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.156	29.5	D
8	SW Alley Dwy (NS) and Pomona Blvd (EW)	Two-way stop	HCM 6th Edition	SB Right	0.163	29.9	D
9	NW Alley Dwy (NS) and Fernfield Dr (EW)	Two-way stop	HCM 6th Edition	NB Left	0.032	9.3	A

V/C, Delay, LOS: For two-way stop, these values are taken from the movement with the worst (highest) delay value. For all other control types, they are taken for the whole intersection.

Intersection Level Of Service Report
Intersection 1: Garfield Ave (NS) at Riggin St (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.743

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵↵↵			↵↵↵			↵↵↵			↵↵↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	1	0	0	1	0	0	1	0	0
Pocket Length [ft]	100.00	100.00	100.00	175.00	100.00	100.00	75.00	100.00	100.00	70.00	100.00	100.00
Speed [mph]	35.00			40.00			30.00			30.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	106	715	37	203	667	143	211	448	147	32	173	122
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	0	0	65	0	0	0	5	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	108	784	38	207	745	146	215	457	155	33	176	124
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	25	196	9	49	186	37	51	114	39	8	44	31
Total Analysis Volume [veh/h]	102	784	36	195	745	146	202	457	155	31	176	124
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss											
Signal group	0	2	0		6	0	0	8			4	0
Auxiliary Signal Groups												
Lead / Lag												

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.06	0.24	0.24	0.11	0.22	0.09	0.12	0.27	0.09	0.02	0.10	0.07
Intersection LOS	C											
Intersection V/C	0.743											

Intersection Level Of Service Report
Intersection 2: Garfield Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	C
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.754

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration	↵			↵						↵ ↵		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	1	0	0	0	0	1	0	0	0	0	0	1
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	35.00			35.00			30.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	421	585	0	0	703	92	0	0	0	172	752	262
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	35	21	0	0	68	0	0	0	0	43	51	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	36	0	0	0	0	0	28	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	464	618	0	0	821	94	0	0	0	218	846	301
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	109	155	0	0	205	24	0	0	0	51	212	75
Total Analysis Volume [veh/h]	436	618	0	0	821	94	0	0	0	205	846	301
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Split	Split	Permiss	Permiss	Split	Split	Permiss	Permiss	Permiss	Permiss	Permiss	Permiss
Signal group	0	2	0	0	6	0	0	8	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	-	-	-	-	-	-	-	-	-	-	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.13	0.21	0.00	0.00	0.24	0.06	0.00	0.00	0.00	0.12	0.21	0.18
Intersection LOS	C											
Intersection V/C	0.754											

**Intersection Level Of Service Report
Intersection 3: Garfield Ave (NS) at Via Campo (EW)**

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.847

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach												
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	1	1	0	0	1	0	1	0	0	1
Pocket Length [ft]	100.00	100.00	125.00	195.00	100.00	100.00	300.00	100.00	300.00	100.00	100.00	300.00
Speed [mph]	35.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	Yes			No			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	0	666	261	218	667	0	87	1044	527	32	0	149
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.02	1.00	1.02	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	22	42	51	60	0	0	57	9	0	0	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	701	308	273	740	0	89	1122	547	33	0	186
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	175	77	64	185	0	21	281	137	8	0	47
Total Analysis Volume [veh/h]	0	701	308	257	740	0	84	1122	547	31	0	186
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Permiss	Split	Split	Split	Split	Permiss	Permiss	Permiss	Overlap	Permiss	Permiss	Overlap
Signal group	0	2	0	0	6	0	0	8	2	7	0	6
Auxiliary Signal Groups									2,8			6,7
Lead / Lag	-	-	-	-	-	-	-	-	-	Lead	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.14	0.18	0.15	0.22	0.00	0.05	0.33	0.32	0.02	0.00	0.00
Intersection LOS	D											
Intersection V/C	0.847											

Intersection Level Of Service Report
Intersection 4: Wilcox Ave (NS) at Pomana Blvd (EW)

Control Type:	Signalized	Delay (sec / veh):	-
Analysis Method:	ICU 1	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.658

Intersection Setup

Name	Northbound			Southbound			Eastbound			Westbound		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration	T T T			T T						T T T		
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	2	0	0	0	0	0	0	0	0	0	0	0
Pocket Length [ft]	200.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00			35.00			40.00			40.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			Yes			Yes		

Volumes

Name	Northbound			Southbound			Eastbound			Westbound		
Base Volume Input [veh/h]	275	335	0	0	402	19	0	0	0	488	858	158
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.00	1.00	1.02	1.02	1.00	1.00	1.00	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	3	8	0	0	39	0	0	0	0	23	125	34
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	284	350	0	0	449	19	0	0	0	521	1000	195
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400	0.9400	1.0000	1.0000	0.9400	1.0000	0.9400
Total 15-Minute Volume [veh/h]	67	88	0	0	112	4	0	0	0	122	250	46
Total Analysis Volume [veh/h]	267	350	0	0	449	18	0	0	0	490	1000	183
Pedestrian Volume [ped/h]	0			0			0			0		
Bicycle Volume [bicycles/h]	0			0			0			0		

Intersection Settings

Cycle Length [s]	100
Lost time [s]	10.00

Phasing & Timing

Control Type	Protecte	Permiss										
Signal group	5	2	0	0	6	0	0	0	0	0	4	0
Auxiliary Signal Groups												
Lead / Lag	Lead	-	-	+	-	+	-	-	+	+	-	-

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.08	0.10	0.00	0.00	0.14	0.14	0.00	0.00	0.00	0.29	0.33	0.33
Intersection LOS	B											
Intersection V/C	0.658											

Intersection Level Of Service Report
Intersection 5: Garfield Ave (NS) and N Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.9
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.047

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach	Northbound		Southbound		Eastbound	
Lane Configuration			T		RT	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	61	9	0	9
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	18	19	0	17
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	919	890	28	0	26
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	230	223	7	0	7
Total Analysis Volume [veh/h]	0	919	890	26	0	26
Pedestrian Volume [ped/h]	0	0	0	0	0	0

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.05
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.87
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.15
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	3.71
d_A, Approach Delay [s/veh]	0.00		0.00		11.87	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.17					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 6: Garfield Ave (NS) and S Driveway (EW)

Control Type:	Two-way stop	Delay (sec / veh):	11.9
Analysis Method:	HCM 6th Edition	Level Of Service:	B
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.049

Intersection Setup

Name	Northbound		Southbound		Eastbound	
Approach						
Lane Configuration			T		R	
Turning Movement	Left	Thru	Thru	Right	Left	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	30.00		30.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	No		No		Yes	

Volumes

Name	Northbound		Southbound		Eastbound	
Base Volume Input [veh/h]	0	847	795	0	0	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.02	1.02	1.00	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	55	60	10	0	8
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	17	18	0	19
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	919	888	28	0	27
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	0.9400	1.0000	1.0000
Total 15-Minute Volume [veh/h]	0	230	222	7	0	7
Total Analysis Volume [veh/h]	0	919	888	26	0	27
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Free	Free	Stop
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance			No
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.01	0.01	0.00	0.00	0.05
d_M, Delay for Movement [s/veh]	0.00	0.00	0.00	0.00	0.00	11.87
Movement LOS		A	A	A		B
95th-Percentile Queue Length [veh/ln]	0.00	0.00	0.00	0.00	0.00	0.15
95th-Percentile Queue Length [ft/ln]	0.00	0.00	0.00	0.00	0.00	3.86
d_A, Approach Delay [s/veh]	0.00		0.00		11.87	
Approach LOS	A		A		B	
d_I, Intersection Delay [s/veh]	0.17					
Intersection LOS	B					

Intersection Level Of Service Report
Intersection 7: W Driveway (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	29.5
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.156

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↶	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	8	0	0	79	7
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	19	0	0	14	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	27	0	0	1383	21
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	346	5
Total Analysis Volume [veh/h]	0	27	0	0	1383	20
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.16	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	29.52	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.54	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	13.42	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	29.52		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.56					
Intersection LOS	D					

Intersection Level Of Service Report
Intersection 8: SW Alley Dwy (NS) and Pomona Blvd (EW)

Control Type:	Two-way stop	Delay (sec / veh):	29.9
Analysis Method:	HCM 6th Edition	Level Of Service:	D
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.163

Intersection Setup

Name	Southbound		Eastbound		Westbound	
Approach						
Lane Configuration	↶				↶	
Turning Movement	Left	Right	Left	Thru	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		30.00		40.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Southbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	0	0	1265	0
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.00	1.02	1.00	1.00	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	8	0	0	80	7
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	20	0	0	19	14
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	28	0	0	1389	21
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	0.9400
Total 15-Minute Volume [veh/h]	0	7	0	0	347	5
Total Analysis Volume [veh/h]	0	28	0	0	1389	20
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane			
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.00	0.16	0.00	0.00	0.01	0.00
d_M, Delay for Movement [s/veh]	0.00	29.93	0.00	0.00	0.00	0.00
Movement LOS		D			A	A
95th-Percentile Queue Length [veh/ln]	0.00	0.56	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	0.00	14.12	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	29.93		0.00		0.00	
Approach LOS	D		A		A	
d_I, Intersection Delay [s/veh]	0.58					
Intersection LOS	D					

Intersection Level Of Service Report
Intersection 9: NW Alley Dwy (NS) and Fernfield Dr (EW)

Control Type:	Two-way stop	Delay (sec / veh):	9.3
Analysis Method:	HCM 6th Edition	Level Of Service:	A
Analysis Period:	15 minutes	Volume to Capacity (v/c):	0.032

Intersection Setup

Name	Northbound		Eastbound		Westbound	
Approach						
Lane Configuration	T		T		T	
Turning Movement	Left	Right	Thru	Right	Left	Thru
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Pocket	0	0	0	0	0	0
Pocket Length [ft]	100.00	100.00	100.00	100.00	100.00	100.00
Speed [mph]	25.00		25.00		30.00	
Grade [%]	0.00		0.00		0.00	
Crosswalk	Yes		No		No	

Volumes

Name	Northbound		Eastbound		Westbound	
Base Volume Input [veh/h]	0	0	50	0	0	50
Base Volume Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00
Growth Rate	1.02	1.02	1.02	1.02	1.02	1.02
In-Process Volume [veh/h]	0	0	0	0	0	0
Site-Generated Trips [veh/h]	8	0	0	14	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0
Pass-by Trips [veh/h]	20	0	0	28	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0
Total Hourly Volume [veh/h]	28	0	51	42	0	51
Peak Hour Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Other Adjustment Factor	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Total 15-Minute Volume [veh/h]	7	0	13	11	0	13
Total Analysis Volume [veh/h]	28	0	51	42	0	51
Pedestrian Volume [ped/h]	0		0		0	

Intersection Settings

Priority Scheme	Stop	Free	Free
Flared Lane	No		
Storage Area [veh]	0	0	0
Two-Stage Gap Acceptance	No		
Number of Storage Spaces in Median	0	0	0

Movement, Approach, & Intersection Results

V/C, Movement V/C Ratio	0.03	0.00	0.00	0.00	0.00	0.00
d_M, Delay for Movement [s/veh]	9.26	8.77	0.00	0.00	7.40	0.00
Movement LOS	A	A	A	A	A	A
95th-Percentile Queue Length [veh/ln]	0.10	0.10	0.00	0.00	0.00	0.00
95th-Percentile Queue Length [ft/ln]	2.49	2.49	0.00	0.00	0.00	0.00
d_A, Approach Delay [s/veh]	9.26		0.00		0.00	
Approach LOS	A		A		A	
d_I, Intersection Delay [s/veh]	1.51					
Intersection LOS	A					

APPENDIX E
TRIP GENERATION COUNT WORKSHEETS

**Trip Generation for Coffee Shop with Drive-Thru Window
(No interior seating)**

Coffee Drive-Thru Information ¹		TRIP GENERATION (TSF)								
		AM				DTW % ²	PM			Daily
Location	SF	IN	OUT	Total	IN		OUT	Total	DTW %	
Glendora, CA 91740	890	89.89	79.77	169.66	90%	61.80	65.17	126.97	65%	1647.19
Bellflower, CA 90706	804	119.40	118.16	237.56	72%	59.70	53.48	113.18	75%	2044.78
Weighted Average		103.90	97.99	201.89	81%	60.80	59.63	120.43	70%	1835.89

Notes:

(1) Counts conducted at locations with drive-thru window and walk-up window with no interior seating.

(2) Separate counts conducted for total trips as well as drive-thru only trips to determine drive-thru window percentages.

Starbucks
 17254 Lakewood Blvd
 Bellflower, CA 90706

6/6/2019

Time	DRIVE-THRU
12:00 AM	0
12:15 AM	0
12:30 AM	0
12:45 AM	0
1:00 AM	0
1:15 AM	0
1:30 AM	0
1:45 AM	0
2:00 AM	0
2:15 AM	0
2:30 AM	0
2:45 AM	0
3:00 AM	0
3:15 AM	0
3:30 AM	0
3:45 AM	0
4:00 AM	0
4:15 AM	0
4:30 AM	12
4:45 AM	2
5:00 AM	8
5:15 AM	6
5:30 AM	10
5:45 AM	10
6:00 AM	13
6:15 AM	13
6:30 AM	11
6:45 AM	16
7:00 AM	13
7:15 AM	20
7:30 AM	17
7:45 AM	17
8:00 AM	15
8:15 AM	16
8:30 AM	14
8:45 AM	14
9:00 AM	15
9:15 AM	13
9:30 AM	11
9:45 AM	12
10:00 AM	12
10:15 AM	12
10:30 AM	7
10:45 AM	12
11:00 AM	12
11:15 AM	8
11:30 AM	11
11:45 AM	11
12:00 PM	10
12:15 PM	10
12:30 PM	5
12:45 PM	7
1:00 PM	8
1:15 PM	8

Lakewood & Driveway		Artesia & Driveway		IN BOUND	OUT BOUND	TOTAL	HOURLY COUNT			15MIN PEAK HOUR		
IN	OUT	IN	OUT				IN	OUT	Total	IN	OUT	Total
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	0	0	0				
0	0	0	0	0	0	0	0	0				
0	0	0	1	0	1	1	1	1	1	2	3	
0	0	0	0	0	0	0	0	0				
1	0	0	1	1	1	2						
0	0	0	0	0	0	0						
0	0	0	0	0	0	0	1	0	1			
0	0	0	0	0	0	0						
0	0	0	0	0	0	0						
0	0	1	0	1	0	1						
0	0	0	0	0	0	0	0	1	1			
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	0	0	0	15	16	31			
0	0	0	0	0	0	0						
1	9	12	1	13	10	23						
0	4	2	2	2	6	8						
1	3	10	1	11	4	15	45	41	86			
4	14	4	1	8	15	23						
4	10	10	0	14	10	24						
2	11	10	1	12	12	24						
4	18	15	2	19	20	39	74	71	145			
3	18	12	1	15	19	34						
2	16	17	3	19	19	38						
6	12	15	1	21	13	34						
5	21	18	5	23	26	49	94	97	191	94	97	191
8	21	18	3	26	24	50				96	95	191
6	22	17	4	23	26	49				87	91	178
2	14	20	7	22	21	43				82	82	164
5	24	20	0	25	24	49	81	82	163	81	82	163
2	17	15	3	17	20	37				74	75	149
5	16	13	1	18	17	35				77	75	152
5	17	16	4	21	21	42				72	72	144
7	13	11	4	18	17	35	69	66	135			
5	16	15	4	20	20	40						
1	13	12	1	13	14	27						
3	11	15	4	18	15	33						
5	12	10	2	15	14	29	50	51	101			
2	11	12	1	14	12	26						
3	11	5	4	8	15	23						
4	8	9	2	13	10	23						
3	13	11	2	14	15	29	52	52	104			
3	12	7	0	10	12	22						
3	10	9	1	12	11	23						
4	10	12	4	16	14	30						
1	8	12	1	13	9	22	40	44	84			
3	12	9	2	12	14	26						
3	8	4	3	7	11	18						
4	7	4	3	8	10	18						
2	6	5	0	7	6	13	39	35	74			
1	7	9	1	10	8	18						

1:30 PM	8	2	8	8	2	10	10	20											
1:45 PM	3	7	11	5	0	12	11	23											
2:00 PM	9	0	9	9	1	9	10	19	39	44	83								
2:15 PM	12	2	11	9	2	11	13	24											
2:30 PM	10	2	11	11	2	13	13	26											
2:45 PM	8	0	5	6	3	6	8	14											
3:00 PM	7	2	5	8	1	10	6	16	26	25	51								
3:15 PM	5	0	3	4	2	4	5	9											
3:30 PM	3	0	5	4	0	4	5	9											
3:45 PM	3	5	8	3	1	8	9	17											
4:00 PM	6	4	6	5	0	9	6	15	32	34	66	32	34	66					
4:15 PM	3	1	9	2	0	3	9	12							40	40	80		
4:30 PM	7	5	9	7	1	12	10	22							48	43	91		
4:45 PM	8	1	9	7	0	8	9	17							41	38	79		
5:00 PM	12	7	10	10	2	17	12	29	40	38	78	40	38	78					
5:15 PM	9	1	12	10	0	11	12	23							26	31	57		
5:30 PM	5	1	5	4	0	5	5	10							29	23	52		
5:45 PM	4	0	7	7	2	7	9	16							31	26	57		
6:00 PM	3	1	2	2	3	3	5	8	30	26	56								
6:15 PM	6	1	3	13	1	14	4	18											
6:30 PM	7	3	7	4	1	7	8	15											
6:45 PM	4	2	7	4	2	6	9	15											
7:00 PM	8	5	8	7	2	12	10	22	28	30	58								
7:15 PM	6	1	5	4	4	5	9	14											
7:30 PM	8	5	4	4	1	9	5	14											
7:45 PM	6	0	6	2	0	2	6	8											
8:00 PM	5	1	5	3	2	4	7	11	30	29	59								
8:15 PM	8	7	8	6	0	13	8	21											
8:30 PM	5	1	7	5	4	6	11	17											
8:45 PM	4	0	3	7	0	7	3	10											
9:00 PM	3	0	5	3	3	3	8	11	27	29	56								
9:15 PM	5	1	5	6	2	7	7	14											
9:30 PM	10	5	5	5	0	10	5	15											
9:45 PM	7	1	8	6	1	7	9	16											
10:00 PM	2	0	3	1	0	1	3	4	6	8	14								
10:15 PM	0	0	0	0	0	0	0	0											
10:30 PM	3	1	2	2	1	3	3	6											
10:45 PM	1	1	1	1	1	2	2	4											
11:00 PM	0	0	0	1	0	1	0	1	2	2	4								
11:15 PM	0	0	0	0	0	0	0	0											
11:30 PM	0	0	2	1	0	1	2	3											
11:45 PM	0	0	0	0	0	0	0	0											
TOTAL	634	199	694	622	129	821	823	1644	821	823	1644								

Prepared by AimTD LLC

cs@aimtd.com

714.253.7888

COUNTS														
AM						PM						Daily		
AM	IN	OUT	Total	DTW	DTW %	PM	IN	OUT	Total	DTW	DTW %	Total	DTW	DTW %
7:15	96	95	191	69	72%	16:30	48	43	91	36	75%	1644	634	77%
	50%	50%					53%	47%						

TRIP GENERATION (TSF)								
		AM			PM			Daily
Location	SF	IN	OUT	Total	IN	OUT	Total	
Bellflower	804	119.40	118.16	237.56	59.70	53.48	113.18	2044.78
		IN	OUT	DTW %	IN	OUT	DTW %	DTW %
		50%	50%	72%	53%	47%	75%	77%

3:00 PM	11	1	0	6	7	1	1	8	8	16	38	30	68			
3:15 PM	8	3	1	4	7	2	0	9	8	17						
3:30 PM	4	0	0	6	5	0	0	6	5	11						
3:45 PM	12	2	1	12	8	1	0	15	9	24						
4:00 PM	12	3	4	12	13	1	0	16	17	33	55	58	113	55	58	113
4:15 PM	6	2	4	7	10	0	1	9	15	24				53	47	100
4:30 PM	13	6	1	13	14	3	0	22	15	37				55	50	105
4:45 PM	5	3	2	3	9	2	0	8	11	19				41	42	83
5:00 PM	10	1	1	13	5	0	0	14	6	20	38	38	76	38	38	76
5:15 PM	10	3	0	8	17	0	1	11	18	29				32	39	71
5:30 PM	8	0	4	6	3	2	0	8	7	15				29	28	57
5:45 PM	5	1	0	4	7	0	0	5	7	12				26	29	55
6:00 PM	7	0	2	7	5	1	0	8	7	15	24	28	52			
6:15 PM	8	2	1	6	5	0	1	8	7	15						
6:30 PM	6	1	1	4	7	0	0	5	8	13						
6:45 PM	4	1	0	2	6	0	0	3	6	9						
7:00 PM	4	0	1	4	3	0	0	4	4	8	26	25	51			
7:15 PM	10	1	0	10	7	0	0	11	7	18						
7:30 PM	6	1	1	3	8	0	0	4	9	13						
7:45 PM	2	1	0	6	5	0	0	7	5	12						
8:00 PM	7	1	2	7	4	0	0	8	6	14	25	26	51			
8:15 PM	6	0	2	3	5	1	0	4	7	11						
8:30 PM	6	0	0	5	6	1	0	6	6	12						
8:45 PM	4	1	0	6	7	0	0	7	7	14						
9:00 PM	4	0	0	1	3	0	0	1	3	4	7	14	21			
9:15 PM	3	1	0	2	4	0	0	3	4	7						
9:30 PM	4	0	2	2	3	1	1	3	6	9						
9:45 PM	1	0	0	0	1	0	0	0	1	1						
10:00 PM	0	0	0	0	0	0	0	0	0	0	2	2	4			
10:15 PM	0	0	0	0	0	0	0	0	0	0						
10:30 PM	1	0	1	2	1	0	0	2	2	4						
10:45 PM	0	0	0	0	0	0	0	0	0	0						
11:00 PM	0	0	0	1	0	0	0	1	0	1	1	0	1			
11:15 PM	0	0	0	0	0	0	0	0	0	0						
11:30 PM	0	0	0	0	0	0	0	0	0	0						
11:45 PM	0	0	0	0	0	0	0	0	0	0						
TOTAL	667	87	73	609	647	38	12	734	732	1466	734	732	1466			

Prepared by AimTD LLC
cs@aimtd.com
714.253.7888

COUNTS														
AM						PM						Daily		
AM	IN	OUT	Total	DTW	DTW %	PM	IN	OUT	Total	DTW	DTW %	Total	DTW	DTW %
7:15	80	71	151	72	90%	16:00	55	58	113	36	65%	1466	667	91%
	53%	47%					49%	51%						

TRIP GENERATION (TSF)								
Location	SF	AM			PM			Daily
		IN	OUT	Total	IN	OUT	Total	
Glendora	890	89.89	79.77	169.66	61.80	65.17	126.97	1647.19
		IN	OUT	DTW %	IN	OUT	DTW %	DTW %

APPENDIX F
TRAFFIC SIGNAL WARRANT WORKSHEETS

PEAK HOUR VOLUME WARRANT (Rural Areas)

Existing Plus Project

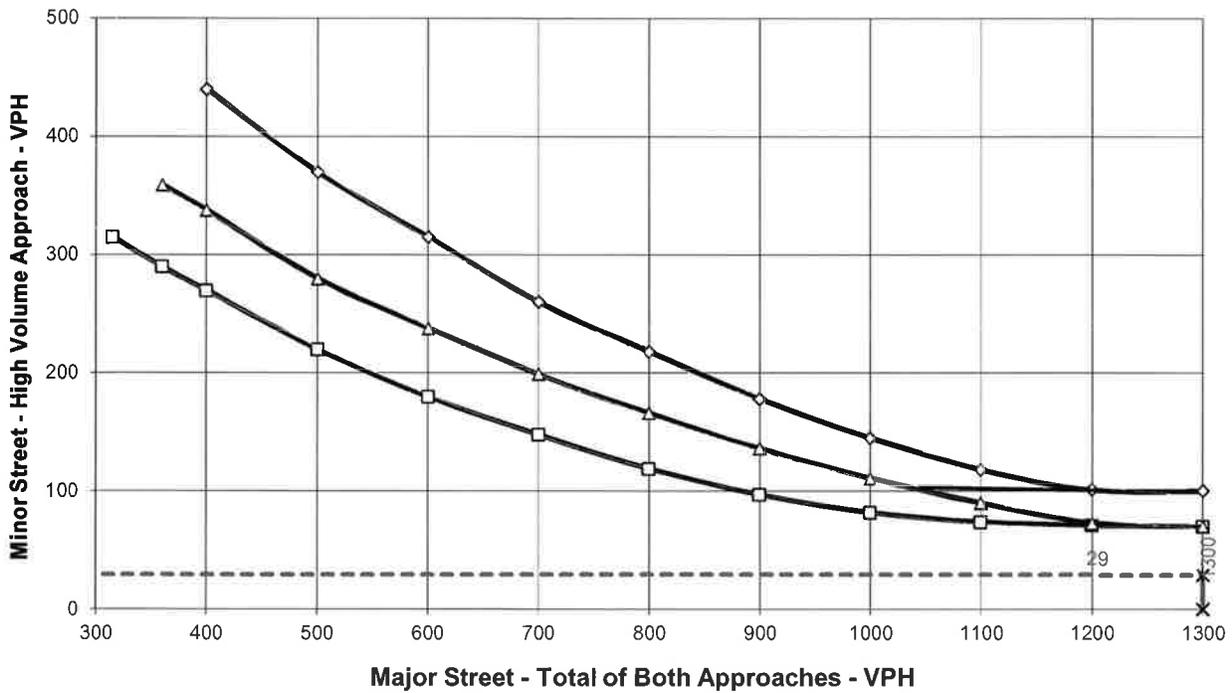
Major Street Name = **Pomona Blvd**

Total of Both Approaches (VPH) = **2057**
Number of Approach Lanes Major Street = **2**

Minor Street Name = **Project West DWY**

High Volume Approach (VPH) = **29**
Number of Approach Lanes Minor Street = **1**

SIGNAL WARRANT NOT SATISFIED



- 1 Lane (Major) & 1 Lane (Minor)
- △— 2+ Lanes (Major) & 1 Lane (Minor) OR 1 Lane (Major) & 2+ Lanes (Minor)
- ◇— 2+ Lanes (Major) & 2+ Lanes (Minor)
- x— Major Street Approaches
- *— Minor Street Approaches

**** NOTE:**

100 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACH WITH TWO OR MORE LANES AND 75 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACHING WITH ONE LANE.

PEAK HOUR VOLUME WARRANT (Rural Areas)

Opening Year (2021) With Project

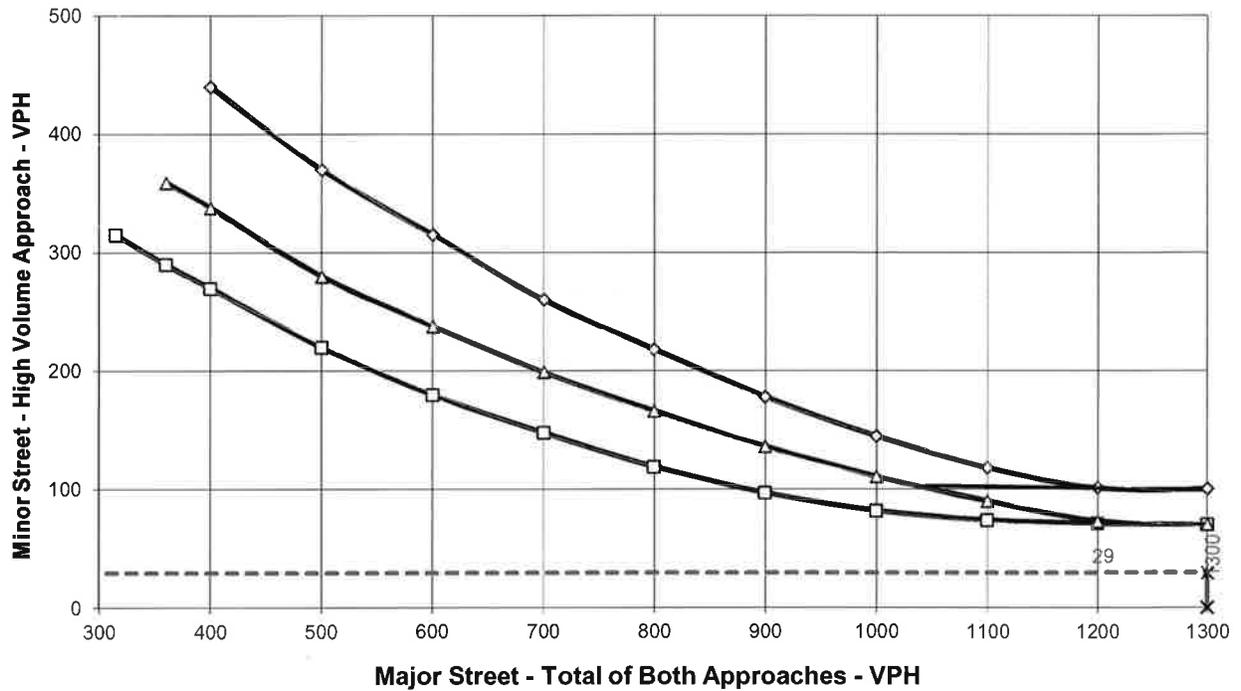
Major Street Name = **Pomona Blvd**

Total of Both Approaches (VPH) = **2173**
Number of Approach Lanes Major Street = **2**

Minor Street Name = **Project West DWY**

High Volume Approach (VPH) = **29**
Number of Approach Lanes Minor Street = **1**

SIGNAL WARRANT NOT SATISFIED



- 1 Lane (Major) & 1 Lane (Minor)
- △— 2+ Lanes (Major) & 1 Lane (Minor) OR 1 Lane (Major) & 2+ Lanes (Minor)
- ◇— 2+ Lanes (Major) & 2+ Lanes (Minor)
- *— Major Street Approaches
- *- Minor Street Approaches

**** NOTE:**

100 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACH WITH TWO OR MORE LANES AND 75 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACHING WITH ONE LANE.

APPENDIX G
DRIVE-THRU QUEUEING ANALYSIS WORKSHEETS

**APPENDIX G
GATE STACKING QUEUE ANALYSIS¹**

PROJECT:	2425 S Garfield	DATE:	2019.06.24
LOCATION:	NWC Garfield and Pomona	JN:	19-0104
GATE	COMMERCIAL		
PEAK HOUR	AM	PM	
DEMAND RATE (q) (Vehicles/ hour)	62	32	
SERVICE RATE (Q) per channel	80	80	
Seconds per vehicle	45	45	
NO. OF SERVICE POSITIONS (N)	1	1	
NO. OF STORAGE LANES (N1)	1	1	
PROBABILITY OF NOT EXCEEDING (P) ²	0.05	0.05	
	P'=95%	P'=95%	
UTILIZATION FACTOR (q/(N*Q))	0.78	0.40	
LENGTH OF VEHICLE (L) FEET ³	20	20	
25 to 20 feet car			
UTILIZATION FACTOR Q(M) VALUE ⁴	0.78	0.40	
NO. OF VEHICLES BEING SERVED (N)	1.00	1.00	
NO. OF VEHICLES IN QUEUE (M)	9.75	1.27	
$M = ((LN(P) - LN(Q(M)))/LN(p)) - 1$			
TOTAL NUMBER OF VEHICLES (N+M)	10.75	2.27	
	~11	~3	
NO. OF VEHICLES IN EACH LANE	10.75	2.27	
PER LANE ((N+M)/N1) ⁵	11	3	
LENGTH OF QUEUE (L) FEET	225	65	

Notes:

- (1) Source: Institute of Transportation Engineers, Transportation and Land Development, 1988 Applications of Queueing Analysis p 231
- (2) P' = confidence interval, (ie. 95% of the time the queue will be equal to or less than the maximum vehicle que.)
- (3) Standard passenger car vehicle design limits range from 25 to 20 feet. The normal 20 feet length is used for 2 or more cars and the conservative 25 is used for the first car in the queue to determine the length of the queue.
- (4) Q(m) = utilization factor, values based upon number of service channels (n) and utilization factor (q/nq) as shown on table 8-11, pg.231, Transportation And Land Development, Institute Of Transportation Engineers (ITE), 1988.
- (5) The number of vehicles in each lane is rounded up and used to determine queue length.



GANDDINI GROUP, INC.
550 Parkcenter Drive, Suite 202, Santa Ana, CA 92705
714.795.3100 | www.ganddini.com

ATTACHMENT 5

City Council Staff Report dated February 5, 2020



City Council Staff Report

DATE: February 5, 2020

AGENDA ITEM NO: Public Hearing
Agenda Item 4-A

TO: Honorable Mayor and Members of the City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer/City Planner
SUBJECT: A Public Hearing to consider an amendment to the Garfield Village Specific Plan (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) for the reconstruction of an existing service station (ARCO) and construction of new 24-hour drive-through coffee shop at 2425 and 2439 South Garfield Avenue.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Continuing the application to a date uncertain; and
- (2) Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On December 18, 2019, the City Council reviewed the requested Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04). Collectively, these actions would allow for the reconstruction of an existing service station and construction of a new drive-through. At the meeting, the City Council requested to see the traffic analysis conducted for the project and continued the application to the February 5, 2020 meeting.

At this time, the Applicant is requesting a continuance of the application to a date uncertain due to scheduling conflicts. When the Applicant and application are ready to come back to the City Council the requested analysis and notice of the hearing date will be provided per MPMC § 21.32.070.

Respectfully Submitted by:

Mark A. McAvoy
Director of Public Works/City
Engineer /City Planner

Prepared By:

Samantha Tewasart
Senior Planner

Approved by:

Ron Bow
City Manager

Reviewed by:

Natalie C. Karpeles
Deputy City Attorney

ATTACHMENT 6

City Council Minutes dated February 5, 2020

MOTION BY: REAL SEBASTIAN				
SECONDED BY: CHAN				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN	X			
ING	X			
LIANG	X			

APPROVED RECOMMENDATION
RESOLUTION NO. 12137 ADOPTED

3-D. APPROVAL OF AMENDMENT TO AGREEMENT WITH GENERAL PUMP COMPANY

It is recommended that the City Council:

- (1) Authorize the City Manager to execute the First Amendment, in a form approved by the City Attorney, that would extend the term of the Maintenance Agreement with General Pump Company for two years;
- (2) Take such additional, related, action that may be desirable.

MOTION BY: REAL SEBASTIAN				
SECONDED BY: ING				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN	X			
ING	X			
LIANG	X			

APPROVED RECOMMENDATION

3-E. ANNUAL WEED ABATEMENT DECLARATION LIST

It is recommended that the City Council consider:

- (1) Approving the Weed Abatement Declaration List;
- (2) Adopting the attached Resolution; and
- (3) Taking such additional, related, action that may be desirable.

MOTION BY: CHAN				
SECONDED BY: LIANG				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN		X		
ING				X
LIANG	X			

MAYOR PRO TEM ING RECUSED HIMSELF FROM DISCUSSION DUE TO A POTENTIAL CONFLICT OF INTEREST

APPROVED RECOMMENDATIONS
RESOLUTION NO. 12138 ADOPTED

[4.] PUBLIC HEARING

4-A. A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) FOR THE RECONSTRUCTION OF AN EXISTING SERVICE STATION (ARCO) AND CONSTRUCTION OF NEW 24-HOUR DRIVE-THROUGH COFFEE SHOP AT 2425 AND 2439 SOUTH GARFIELD AVENUE

It is recommended that the City Council consider:

- (1) Opening the public hearing and continuing it to a date uncertain; and
- (2) Taking such additional, related, action that may be desirable.

THIS ITEM WAS HEARD AFTER ITEM NO. 4B

MOTION BY: REAL SEBASTIAN				
SECONDED BY: ING				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN	X			
ING	X			
LIANG		X		

PUBLIC HEARING HELD

MOTION TO INCREASE THE NOTICING REQUIREMENT TO 500 FT

MOTION APPROVED

MOTION BY: LIANG				
SECONDED BY: CHAN				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN		X		
ING		X		
LIANG	X			

MOTION TO CONTINUE PUBLIC HEARING TO A DATE UNCERTAIN

MOTION FAILED

ASSISTANT CITY ATTORNEY BERGER ADVISED THAT BECAUSE OF THE ABSENCE OF COUNCIL MEMBER LAM DUE TO ILLNESS, THE MATTER WILL CARRY OVER TO THE NEXT AGENDA FOR CONSIDERATION

4-B. CONSIDERATION OF A ZONE CHANGE (ZC-18-01) TO ALLOW FOR THE CREATION OF A SENIOR-CITIZEN-HOUSING (S-C-H) OVERLAY ZONE, AND CONDITIONAL USE PERMIT (CU-18-01) AND TENTATIVE MAP NO. 73741 (TM-18-01) FOR THE CONSTRUCTION OF A 40-UNIT SENIOR-CITIZEN HOUSING CONDOMINIUM PROJECT – 130-206 SOUTH CHANDLER AVENUE

It is recommended that the City Council consider:

- (1) Opening the continued public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Taking the following action:
 - a. Waive first reading and introduce an Ordinance approving a Zone Change (ZC-18-01);
 - b. Adopt a Resolution approving a Tentative Map No. 73741 (TM-18-01) subject to ZC-18-01 along with conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

THIS ITEM WAS HEARD AFTER ITEM NO.1B

MOTION BY: LIANG				
SECONDED BY: REAL SEBASTIAN				
COUNCIL MEMBERS	AYE	NO	ABSTAIN	ABSENT
CHAN	X			
LAM				X
REAL SEBASTIAN	X			
ING	X			
LIANG	X			

PUBLIC HEARING HELD

RESOLUTION NO. 12135 ADOPTED

ORDINANCE – FIRST READING

[5.] NEW BUSINESS - None

[6.] COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

[7.] CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)

ADJOURNED – 10:35 P.M.

ATTACHMENT 7

City Council Staff Report dated December 18, 2019



City Council Staff Report

DATE: December 18, 2019

AGENDA ITEM NO: Public Hearing
Agenda Item 4-A

TO: Honorable Mayor and Members of the City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer/City Planner
SUBJECT: A Public Hearing to consider an amendment to the Garfield Village Specific Plan (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) for the reconstruction of an existing service station (ARCO) and construction of new 24-hour drive-through coffee shop at 2425 and 2439 South Garfield Avenue.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Taking the following action:
 - a. Waiving first reading and introducing an Ordinance approving a Specific Plan Amendment (SPA-19-01) and Zone Change (ZC-19-01);
 - b. Adopting a Resolution approving a Conditional Use Permit (CU-19-04), subject to SPA-19-01 and ZC-19-01, along with conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the Project consists of demolishing and reconstructing an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a site of no more than five acres substantially surrounded by urban uses. The Project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be demolished and reconstructed as part of the proposed Project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality in that the Project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

EXECUTIVE SUMMARY:

The Applicant is requesting an amendment to the Garfield Village Specific Plan (“GVSP”), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to allow the demolishing and reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. On October 22, 2019, the Planning Commission adopted Resolution No. 20-19. The staff report and draft minutes from the October 22, 2019 Planning Commission meeting are attached for reference.

TYPE OF ACTION (LEGISLATIVE; QUASI-JUDICIAL; OR ADVISORY)

Legislative: The recommended action includes an amendment to the zoning regulations in the MPMC via an Ordinance. In considering such actions, the City Council acts in its discretionary legislative capacity (formulating rules that apply to all future cases). For the proposed zone change, the City Council must make these findings (MPMC § 21.38.050):

- That the proposed zone change is consistent with the goals, policies, and objectives of the General Plan;
- That the proposed zone change will not adversely affect surrounding properties; and
- That the proposed zone change promotes public health, safety, and general welfare and serves the goals and purposes of the MPMC’s zoning regulations.

These findings are included in the draft Ordinance; the facts upon which these findings rely are also included with the draft documents.

Quasi-judicial: The recommended action also includes adopting a Resolution approving an amendment to the GVSP, a Zone Change and conditional use permit (“CUP”). In considering such actions, the City Council acts in a quasi-judicial role. When doing so, the City Council acts like a court: it applies facts gathered during a public hearing to existing law. Just like a court, the City Council can only consider facts that are relevant to the case. A party appearing before the legislative body is entitled to

- Notice of the proposed action;
- Reasons for the action;
- A copy of the evidence on which the action is based; and
- The right to respond before a reasonably impartial, noninvolved reviewer.

The City Council must base its decisions upon substantial evidence within the record. “Substantial evidence” generally means enough relevant information and reasonable

inferences from information gathered during a public hearing that a fair argument can be made to support a conclusion, even though other conclusions might also be reached. Argument, speculation, unsubstantiated opinion or narrative, evidence which is clearly erroneous or inaccurate, or evidence of social or economic impacts does not constitute substantial evidence. Substantial evidence includes facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts. If the City Council asks irrelevant questions and bases its decision-making on such questions, a court may overturn the City Council's decision and potentially hold the City liable for violating the applicant's constitutionally protected due process rights.

Per MPMC § 21.38.020(A), amendments to the zoning regulations may be initiated by any owner of real property located within the City.¹ At the public hearing for consideration of a zone change, the City Council must review the application and proposal and receive evidence as to how or why the proposed zone text amendment is consistent with the objectives of the MPMC, the General Plan, and the City's development policies (see MPMC § 21.38.030(B)). "A proposed amendment to the Garfield Village Neighborhood Shopping District (GVN-S) zone that is inconsistent with the General Plan cannot be recommended or adopted until the General Plan is amended to eliminate such inconsistency" (MPMC § 21.38.030(E)). However, a proposal to amend the General Plan, and any development proposal relying on such an amendment, may be considered concurrently. Following the public hearing, the City Council makes a decision regarding the proposed zone change, via resolution, and in consideration of the following findings:

- That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
- That the proposed amendment will not adversely affect surrounding properties; and
- That the proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the zoning (MPMC § 21.38.050).

To approve the CUP (per MPMC §§ 21.32.020 and 21.10.040(I)), the City Council must find that:

- The site is adequate in size, shape and topography for the proposed use including without limitation, any required yards, walls, fences, parking and loading facilities, landscaping, setbacks, and other development standards prescribed in the MPMC;
- The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;

¹ Note that voter approval does not apply to zone changes which do not exceed one acre of land; because the Project site is 0.51 acres (22,148 square feet), approval is not required for the proposed zone change (see MPMC § 21.42.020).

- The proposed use is consistent with the General Plan and any applicable specific plan;
- The proposed use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City;
- The proposed use will not have an adverse effect on the public health, safety and general welfare;
- The use applied for at the location set forth in the application is properly one authorized by conditional use permit pursuant to the MPMC;
- The proposed drive-through is an accessory to an established commercial business;
- The drive-through is not located in an area designated as MU-I in the General Plan Land Use Map;
- The pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
- The drive-through aisles have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
- The drive-through aisles provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
- All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment are screened from view;
- Landscaping will screen the drive-through or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
- The drive-through aisles will be constructed with concrete;
- The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
- Menu boards will be a maximum of 30 square feet, with a maximum height of seven feet, and face away from the street; and

- The drive-through aisles do not exit directly onto a public right-of-way.²

These findings are included in the draft Resolution; the facts upon which these findings rely are also included with the draft documents based upon substantial evidence gathered during the public hearing in October.

BACKGROUND AND ANALYSIS:

2425 and 2439 South Garfield Avenue are adjacent lots located in the South Garfield Village ("Project Site"). The applicant, Garfield Oil, LLC ("Applicant"), seeks an amendment to the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for the Project Site from GVN-S to GVC-S (Zone Change (ZC-19-01)). To allow for the demolition and reconstruction of a service station and a 24-hour drive-through coffee shop in the GVC-S zone, the Applicant also requests approval of a Conditional Use Permit (CU-19-04) (collectively, these requests are referred to as the "Project"). 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant is proposing to combine and develop both lots in a single phase as part of the Project. An in-depth analysis of the Project is set forth in the Planning Commission staff report dated October 22, 2019 (which is attached for reference).

At its October 22, 2019 meeting, the Planning Commission raised the following concerns:

- Traffic circulation within the alleyway and on-site;
- Security and lighting issues related to the operation of a 24-hour drive-through coffee shop; and
- Whether the proposed Project conforms with the intent of the GVSP.

While the alleyway is one alternative to access the property, the primary accessways will be two existing driveways on Garfield Avenue and one existing driveway on Pomona Boulevard. Further, the proposed drive-through aisle will exit directly onto a public right-of-way (*i.e.*, the alleyway to the rear of the Project Site). According to the GVSP, vacation of alleyways may be provided as a lot-consolidation incentive bonus. However, the City's Engineering Division determined that, for this Project, vacation of the alleyway would not be feasible because it would require the alley to be divided between the Project Site and a few other properties located to the west. To incentivize the consolidation and development of the Project Site, and in consideration of the fact that the alleyway by nature tends to carry less volume than streets and roadways, the drive-through aisle may exit directly onto a public right-of-way for this Project.

With regard to security, the Police Department was informed of the proposed 24-hour operation of the drive-through coffee shop and recommended conditions of approval,

² See further discussion regarding this finding, below.

including installation of security cameras and an alarm system, among other things. New lighting must also be provided on the property to deter any unwanted activity.

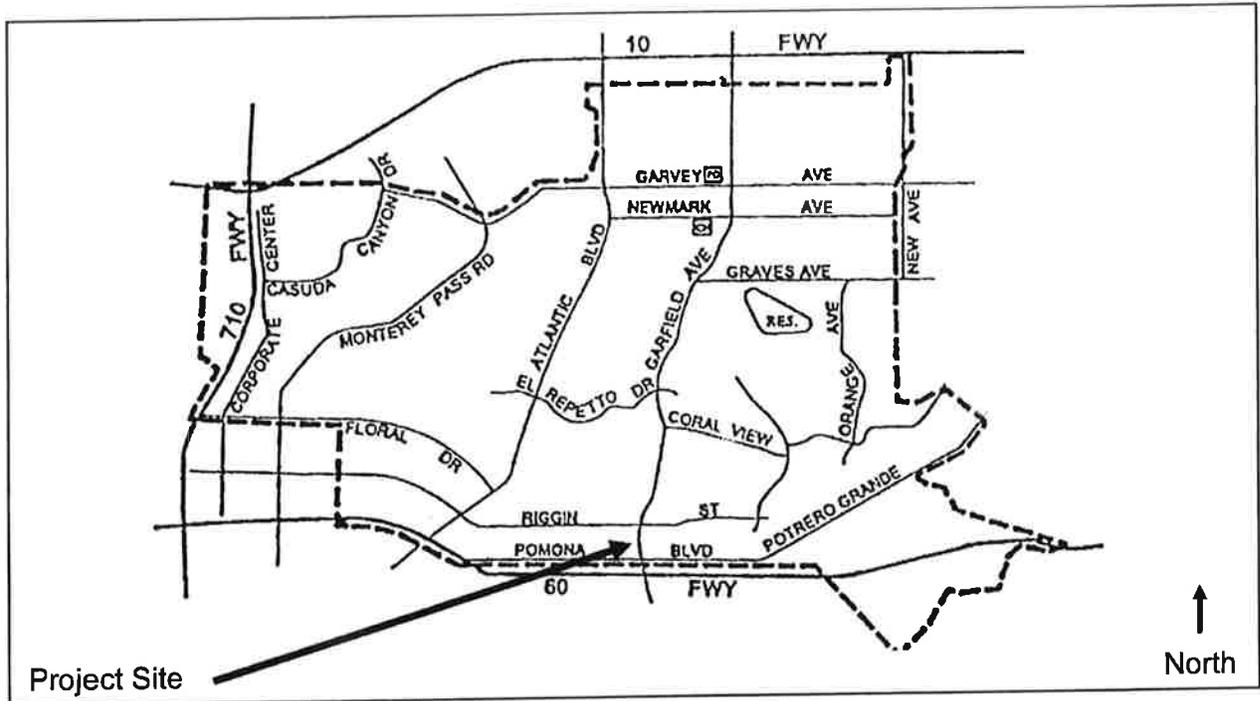
Finally, with regard to the South Garfield Village Specific Plan, four character-areas were identified as part of the Specific Plan – one area being the Primary Village Gateway, which is the general area around the corner of Pomona Boulevard and Garfield Avenue. According to GVSP § 2.4.2, this is a major gateway area for automobile traffic into Garfield Village, as well as for transit users and pedestrians (especially with the potential location of a future Gold Line station in proximity to this area). Additionally, parklets, outdoor dining and public gathering areas also help to emphasize the high-energy entryway into Garfield Village. The objectives of the GVSP also include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection and existing facades (GVSP § 2.3.2); and provide outdoor gathering/dining areas (GVSP § 2.3.3).

OTHER ITEMS:

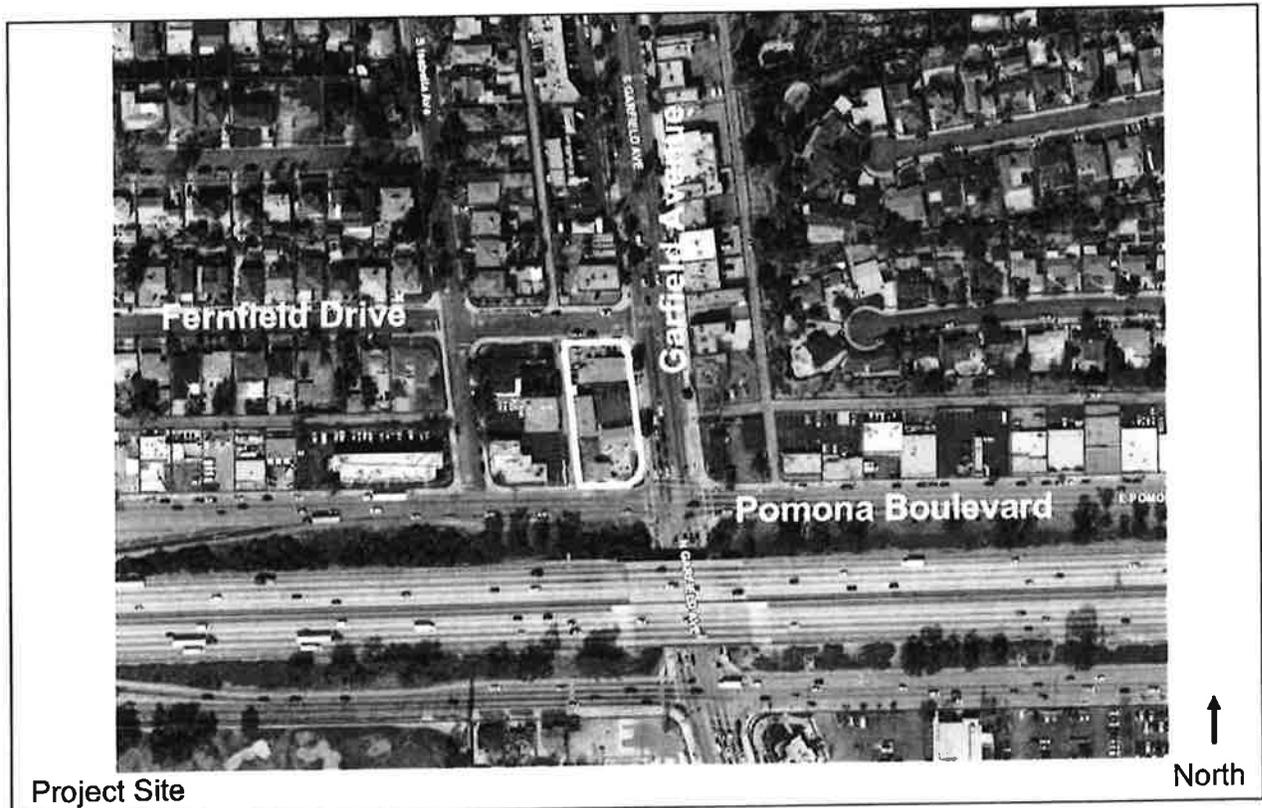
Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **November 27, 2019** and published in the Wave on **December 2, 2019**, with affidavits of posting on file. The legal notice of this hearing was mailed to **33** property owners within a 300 feet radius and current tenants of the property concerned on **November 27, 2019**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

There will be an increase in property tax revenue, and an incidental increase in sales tax revenue by the introduction of additional housing along Potrero Grande Drive.

Respectfully Submitted by:

Prepared By:



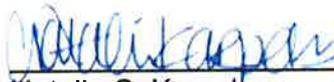
for Mark A. McAvoy
Director of Public Works/City
Engineer/City Planner



Samantha Tewasart
Senior Planner



Ron Bow
City Manager



Natalie C. Karpeles
Deputy City Attorney

Attachments:

- Attachment 1: Draft Ordinance
- Attachment 2: Draft Resolution
- Attachment 3: Architectural Plans
- Attachment 4: Planning Commission Staff Report dated October 22, 2019
- Attachment 5: Planning Commission Minutes dated October 22, 2019

ATTACHMENT 1

Draft Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING THE ZONING MAP (ZC-19-01) AND GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01) TO CHANGE THE ZONE AT 2425 AND 2439 SOUTH GARFIELD AVENUE FROM GVN-S TO GVC-S TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW 24-HOUR COFFEE SHOP WITH A DRIVE-THROUGH.

The City Council for the City of Monterey Park does ordain as follows:

SECTION 1: The City Council finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC ("Applicant") submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop (collectively, the "Project");
- B. The proposed Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The City Planner completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for October 22, 2019. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives. The Planning Commission adopted Resolution No. 20-19 which recommended that the City Council adopt the Zone Change (ZC-19-01) and Specific Plan Amendment (SPA-19-01);
- F. The City Council reviewed the proposed Project and related environmental aspects of the proposal as required by the MPMC at its December 18, 2019 meeting; and

- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearing of December 18, 2019.

SECTION 2: Factual Findings and Conclusions. The City Council finds as follows:

- A. The Project is consistent with the goals, policies, and objectives of the General Plan. The proposed Specific Plan Amendment and Zone Change will allow for the revitalization of the existing property by providing the Applicant the opportunity to redevelop the Project Site.
- B. The Project will not adversely affect surrounding properties. The proposed Project is consistent with the type of the uses that are currently developed in that neighborhood. The Project would decrease the building square footages, which will help improve mobility on- and off-site, allow for connectivity between the Specific Plan area and the surrounding neighborhoods, and make efficient use of the Project Site. The proposed Project would also increase the use of an underutilized property (which occupies half a prominent street block and intersection) by complementing the existing businesses in the area and functioning as a retail draw.
- C. The proposed Specific Plan Amendment and Zone Change will allow the Applicant to: (1) rebuild the service station, upgrade the intersection and continue to utilize the existing alleyway as a secondary circulation network; (2) make improvements to the property and incorporate new uses which will be both automobile- and pedestrian-oriented; and (3) create more activity in the Specific Plan area and contribute to revitalizing the commercial area and neighborhood (GVSP § 2.4.4).
- D. The proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the MPMC. Without the proposed Specific Plan Amendment and Zone Change, the existing service station will be legal non-conforming use and the proposed coffee with drive-through would be prohibited. Rezoning of the site to accommodate the project will be consistent with general welfare as it will allow the Applicant to improve the existing service station property and to promote increased economic activity in the Garfield Village Specific Plan.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the

**ORDINANCE NO.
DECEMBER 18, 2019
PAGE 3 of 4**

proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

SECTION 4: Approvals. The zoning for the Project site is changed from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S) (Zone Change (ZC-19-01)). Accordingly, the Zoning Map is amended as set forth in attached Exhibit "B," and incorporated by reference.

SECTION 5: Reliance on Record. Each and every one of the findings and determinations in this Ordinance are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the Project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6: Limitations. The City Council's analysis and evaluation of the Project are based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the Project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 7: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 8: Repeal of any provision of the MPMC, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this

**ORDINANCE NO.
DECEMBER 18, 2019
PAGE 4 of 4**

Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within ten (10) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11: This Ordinance will take effect on the 30th day following its final passage and adoption.

PASSED, APPROVED, AND ADOPTED this December 18, 2019.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Natalie C. Karpeles, Deputy City Attorney

ATTACHMENT 2

Draft Resolution

RESOLUTION NO.

A RESOLUTION APPROVING CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW 24-HOUR COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

The City Council of the City of Monterey Park does resolve as follows:

SECTION 1: The City Council finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC ("Applicant") submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow the demolition and reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop (collectively, the "Project");
- B. The Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the Monterey Park Municipal Code ("MPMC");
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The City Planner completed review and scheduled a public hearing regarding the Project before the Planning Commission for October 22, 2019. Notice of the public hearing was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff and public testimony, and the applicant's representatives. The Planning Commission adopted Resolution No. 20-19 which recommended that the City Council approve Conditional Use Permit (CU-19-04);
- F. The City Council reviewed the proposed Project and related environmental aspects of the Project as required by the MPMC at the December 18, 2019 meeting; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case presented at the public hearing of December 18, 2019.

SECTION 2: *Factual findings and Conclusions.* The City Council finds that the following facts exist and makes the following conclusions:

- A. 2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village ("Project Site"); and are designated zone GVN-S in the South Garfield Village Specific Plan ("GVSC") and Commercial in the General Plan. No changes are proposed to the Commercial designation of the properties. 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant proposes to combine and develop both lots in a single phase as part of the Project. The Project would demolish and reconfigure an existing service station and service-station canopy (currently, ARCO) at 2439 Garfield and demolish an existing one-story office building to construct a new detached coffee shop with a drive-through at 2425 Garfield. According to the GVSP, a service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at 2439 Garfield Avenue (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station). On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business to operate in conjunction with ARCO; and the ARCO station has remained continuously in operation.
- C. The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size, rectangularly shaped and relatively flat. All the existing structures located at-grade would be demolished (except for the existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign). The proposed total building area of the coffee shop and cashier kiosk would be 997 gross square feet; this is four percent of the lot area. All buildings and structures on the property would be one-story. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area would feature a covered patio, partially enclosed with trellis green screens. The proposed coffee shop would be designed to screen all service areas, restrooms and mechanical equipment; landscaping will be provided to screen the drive-through driveway aisle. The drive-through aisle and building will be setback 25 feet from the curb face. The menu board will be no more than 30 square feet and seven feet high and will face away from the street. The building design/architectural style, landscaping and new signage would be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale.

- D. The MPMC requires that the Project provide at least six parking spaces; the Project proposes seven spaces. The Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. The drive-through aisle will be a minimum of 12-feet wide on the curve and 11-feet wide on the straight sections; and will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The drive-through aisle will be made of concrete and will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.
- E. To the north of the Project Site are West Fernfield Drive (a local street that is 36-foot curb-to-curb within a 50-foot wide right-of-way) and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard (a principal arterial street); to the east are South Garfield Avenue (a principal arterial street that ranges in width from 84- to 100-foot curb-to-curb within a 100- to 120-foot wide right-of-way) and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.
- F. The proposed Project is forecast to result in no significant traffic impacts at the study intersections.
- G. The Project is located within a commercial area of the City that contains no environmentally sensitive habitat and/or species. There are no identified physical constraints such as soil and/or geologic conditions indicating substrate instability that would prohibit development of the proposed Project. The Project Site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

SECTION 3: *Environmental Assessment.* Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is

consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

SECTION 4: *Conditional Use Permit Findings.* Based upon the findings in Section 2, the Planning Commission finds as follows pursuant to MPMC §§ 21.10.040(I), 21.10.250 and 21.32.020(B), the City Council finds as follows:

- A. The proposed use complies with all MPMC requirements for a conditional use permit. Accordingly, the City Council finds pursuant to MPMC § 21.32.020:
1. The project site is adequate in size, shape and topography for the proposed Project. The site is two parcels totaling 22,148 square feet (0.51 acres), rectangularly shaped, and relatively flat. The total building area of the coffee shop and cashier kiosk will be 997 gross square feet. The proposed total building area will be substantially less than the maximum floor area allowed.
 2. The site has sufficient access to streets and highways and is adequate in width and pavement type. The Project would include three existing driveway cuts and the existing alleyway along the western property line.
 3. The proposed use is consistent with the General Plan and the South Garfield Specific Plan. No changes are proposed to the Commercial designation of the property and the Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand. The objectives of the GVSP include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project involves reconstructing the existing service station and creating a coffee shop with a drive-through and adjacent outdoor seating area; these improvements would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection (GVSP § 2.3.2); and providing outdoor gathering/dining areas along with the appearance of the existing facades (GVSP § 2.3.3).
 4. The Project will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood. The Project's contribution to cumulative impacts to local and regional transportation facilities will not be considerable. The proposed Project would decrease the building square

footages (making efficient use of space at the Project Site) and increase the use of an underutilized property; which will help improve mobility on- and off-site, provide connectivity between the Specific Plan area and the surrounding neighborhoods, complement the existing businesses in the area, and function as a retail draw for the other existing businesses in the area.

5. The proposed Project will not have an adverse effect on the public health, safety and general welfare. The proposed Project will promote general welfare of the community by improving the aesthetics of an aging property and increasing the economic vitality of the surrounding neighborhood. The Project would not significantly impact any scenic vistas, scenic resources, or the visual character of the area and would not result in excessive light or glare. Based on the analysis of the Project's impacts, there is no indication that this project could result in substantial adverse effects on human beings.
 6. The use is properly one authorized by conditional use permit pursuant to the MPMC. A service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. The proposed drive-through complies with all requirements set forth for a conditional use permit pursuant to MPMC § 21.10.040(I):
1. The drive-through is an accessory to an established restaurant or commercial business, namely a coffee shop;
 2. The proposed location of the drive-through is designated commercial in the City's General Plan and is not located in any area designated as MU-I in the General Plan Land Use Map;
 3. The pedestrian walkways will have clear visibility and will be emphasized by striping;
 4. The drive-through aisle will be 12-foot width on curves and a minimum 11-foot width on straight sections;
 5. The drive-through aisle will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 6. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment will be screened from view;

7. The proposed landscaping will screen drive-through or drive-in aisles from the public right-of-way and will be used to minimize the visual impact of reader board signs and directional signs;
 8. The drive-through aisles will be constructed with concrete;
 9. The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
 10. The menu board will be no more than 30 square feet and seven feet high, and will face away from the street;
 11. The architectural style of the drive-through will be consistent with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things; and
 12. The drive-through aisle will exit into an alleyway, pursuant to a Lot-Consolidation-Incentive bonus (GVSP § 3.8.3).
- C. The proposed service station complies with all requirements for a conditional use permit pursuant to MPMC § 21.10.250(A):
1. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at the Project Site (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station);
 2. On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business in conjunction with the service station approved at the Project Site; and
 3. The preexisting service station has remained continuously in operation.

SECTION 5: Recommendations. Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the City Council approves Conditional Use Permit (CU-19-04).

SECTION 6: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

**PLANNING COMMISSION
DECEMBER 18, 2019
PAGE 7 OF 7**

SECTION 7: Limitations. The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 10: A copy of this Resolution will be mailed to the Applicant and to any other person requesting a copy.

SECTION 11: This Resolution will become effective immediately upon adoption.

ADOPTED AND APPROVED this ____ day of December 2019.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Natalie C. Karpeles, Deputy City Attorney

RESOLUTION NO.

Exhibit A

CONDITIONS OF APPROVAL

2425-2439 SOUTH GARFIELD AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Garfield Oil LLC agrees that it will comply with the following conditions for the City of Monterey Park's approval of Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04) ("Project Conditions").

PLANNING:

1. Garfield Oil LLC ("Applicant") agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of SPA-19-01, ZC-19-01, and CU-19-04 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of SPA-19-01, ZC-19-01, and CU-19-04, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the City Council and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Divisions. Any subsequent modification must be referred to the City Planner for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires 12 months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A single one-year extension may be granted by the Planning Commission upon finding of good cause.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.

**CTIY COUNCIL
RESOLUTION NO.**

6. The real property subject to SPA-19-01, ZC-19-01, and CU-19-04 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. With the exception of the MPMC prohibition against drive-through aisles exiting directly onto a public right of way (see MPMC § 21.10.040(I)(12)), the drive-through component of the Project must otherwise comply with MPMC § 21.10.040(I) and must be reviewed and approved by the Design Review Board, where applicable. Specifically:
 - a. Any pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
 - b. The drive-through aisles must have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
 - c. The drive-through aisles must provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 - d. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment must be screened from view;
 - e. Landscaping will screen the drive-thru or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
 - f. The drive-through aisles must be constructed with (PCC) concrete;
 - g. The parking areas and the drive-through aisle and structure must be set back from the ultimate curb face a minimum of 25 feet; and
 - h. Menu boards can be no more than 30 square feet, with a maximum height of seven feet, and must face away from the street.

ENGINEERING:

10. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee, this project involves the disturbance of soils by grading, clearing and/or excavation. Developer/owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. This project will require the preparation of a Low Impact Development (LID) and a Storm Water Pollution Prevention Plan (SWPPP). Upon approval of the NPDES document by the

**CTIY COUNCIL
RESOLUTION NO.**

- City, Developer/Owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading Permit (the electronic copy requirement pertains to projects greater than an acre).
11. The Applicant must pay all City development fees including, without limitation, wastewater deficiency fees, water meter fees and metered water service impact fees as required by MPMC.
 12. All improvement plans, including grading and public improvement plans must be based upon City approved data. Benchmark references to be obtained from the Engineering Division.
 13. A grading and drainage plan must be prepared for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer.
 14. A hydrology and hydraulic study of the site must be submitted to and approved by the City Engineer.
 15. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate, they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also to the satisfaction of the City Engineer before the approval of the grading and drainage plans.
 16. Landscaping and irrigation plans must be prepared and/or incorporated into the public improvement plans; any proposed parkway tree types must be reviewed and approved by the City. The Applicant must provide landscaping and irrigation system for parkways.
 17. All public works improvements must comply with the standards and specifications of the City to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the Public Works Director, or designee.
 18. All on-site electric, telephone and cable TV utility services must be installed fully underground and to required City standards. All other utilities and service connections, including water, sewer and gas, must satisfy City and public utility standards. A utility plan must be prepared and submitted before the City approves grading and drainage plans, showing all existing and proposed utilities. The utilities may be shown on a separate plan.
 19. Before the City issues a building permit, the Applicant must provide water system calculations that include domestic and fire system demand sizing. The cost of any water meter upgrades and any fire line installation required by the City must be submitted before the City issues a building permit.

**CTIY COUNCIL
RESOLUTION NO.**

20. The public works improvement plans, which include the location of the domestic water meter, water service laterals, fire service lines, all new sewer and water connections, and all existing utilities in the right of way, must be approved (or substantially complete) by the City Engineer before the City issues a grading permit.
21. The Applicant must replace the existing streetlight fronting Pomona Boulevard with Marbelite concrete streetlight.
22. The Applicant must install one new streetlight on Fernfield Drive at the alley as shown on the plans.
23. The Applicant must provide adequate lighting along the alley, whether from private or public lighting sources.
24. The Applicant must reconstruct or rehabilitate Fernfield Drive full street width from Garfield Avenue west to the alley behind the property.
25. The Applicant must reconstruct the adjacent alleyway (full depth pavement structural section) from Fernfield Drive to Pomona Boulevard to include a new concrete gutter or provide a recommended pavement section for repair as determined by an investigation approved by the City Engineer.
26. The Applicant must reconstruct alleyway approaches to include ADA compliant ramps.
27. The Applicant must remove old concrete bus pad along Pomona Boulevard and replace with asphalt pavement section and reconstruct the existing damaged sewer manhole fronting the alley on Pomona Boulevard and replace the sewer lid and ring, and reset to grade.
28. The Applicant must repair or reconstruct curb, gutter, sidewalk and driveway approaches along the entire frontage of Fernfield Drive, Garfield Avenue, and Pomona Boulevard as determined by a field investigation and the City Engineer.
29. All improvement plans, including grading and public improvement plans must incorporate all applicable site development information and include any and all necessary reports, attachments, and required materials to be considered a complete submittal or they will be rejected. Provide details and elevations for the new trash enclosures.

FIRE:

30. All conditional identified by the Monterey Park Fire Department are subject to the review and approval of the Fire Chief, or designee, for determination of applicability and extent to which any condition may be required.

**CTIY COUNCIL
RESOLUTION NO.**

31. A permit must be obtained from the Fire Department before engaging in activities, operations, practices or functions as required by California Fire Code (CFC) §§ 106.6 and 105.7, as adopted by MPMC Chapter 17.
32. Fire protection, including fire apparatus access roads and water supplies for fire hydrant must be installed and made serviceable before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 17.
33. All fire safeguards required by CFC Chapter 33, as adopted by MPMC Chapter 17, must be adhered to and maintained during the course of construction.
34. Provide an approved automatic fire sprinkler system and fire alarm as set forth by CFC §§ 903 and 907, as adopted by MPMC Chapter 17, for new structures. The Fire Sprinkler System or Fire Alarm requirements and/or modifications require a separate plan check submittal and approval. Work shall not commence until a permit is obtained.
35. Fuel dispensing station must comply with provisions of CFC Chapter 23, as adopted by MPMC Chapter 17.
36. Provide approved signs or other approved notices or markings that include the works NO PARKING – FIRE LANE. Signs must be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof, as required by the Fire Chief per CFC § 503.3, as adopted by MPMC Chapter 17.
37. Fire Department vehicular access must be installed and maintained in a serviceable manner before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 5.
38. The minimum fire flow required must be determined as specified by the current adopted edition of the CFC Appendix B with adopted amendments.
39. The required fire flow for the new structure is 1,000 gallons per minutes (gpm) as 20 pounds per square inch (psi) of 2 hours duration.
40. Before combustible construction on any parcel, a fire hydrant capable of providing 1,000 gallons per minute at 20 psi must be installed and in service along the access road/driveway at a location approved by the Fire Chief, or designee, but no further than 250 feet from the construction site. The owner of the combustible construction is responsible for the cost of this installation.
41. Per California Fire Code Appendix C, a minimum of one fire hydrant must be provided within 250 feet of the new structure.
42. A Knox box(es) must be provided at an approved location per CFC § 505.1.
43. Portable fire extinguishers must be installed per the CFC § 906.

**CTIY COUNCIL
RESOLUTION NO.**

44. If revised plans are required, additional fees will be due for the review of the drawings.

POLICE:

45. Exterior lighting must be in full operation at all times.

46. All major common areas of the locations, including all parking areas, must be covered by security video cameras. All security cameras must operate 24-hours a day, seven days a week. All cameras must record onto a recording medium and all recordings must be maintained in a secure and locked enclosure. Security video cameras must be installed at all the entrance/exits and must be positioned to capture the faces of people entering and existing. All recordings must be maintained for a minimum of 30 days. All recordings must be made readily available for any law enforcement official who requests the recording(s) for official purposes. If the Chief of Police determines that there is a necessity to have additional security cameras installed, the management must comply with the request within seven days. The Chief of Police can also require a change in the position of the video cameras if it is determined that the position of the camera does not meet security needs. The management must comply with the request within seven days.

47. The applicant/property owner must install an adequate alarm system at any fixed money handling areas. The alarm system will allow notification of the Police Department in the event of any such attempt. The type of alarm system installed must be connected with the alarm company, and the system must have the capability to distinguish if the need for the Police service is for a robbery or burglary. The business must obtain an alarm permit from the Police Department.

48. Access to the roof, if there is one, will be locked and secure. Access to the roof will be restricted to maintenance personnel, building management, or other authorized personnel.

49. The business is encouraged to join and participate in the Monterey Park Police Department's Business Watch Program; a free service designed to educate businesses about minimizing criminal activity. The Community Services Bureau can be contacted at (626) 307-1215.

50. The shrubbery on the property must be installed and maintained in such condition as to not restrict visibility from the street or easily conceal persons.

51. The business must comply with federal, state, and local laws governing business licensing, and noise levels.

By signing this document, Garfield Oil LLC, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

**CTIY COUNCIL
RESOLUTION NO.**

Garfield Oil LLC, Applicant

ATTACHMENT 3

Architectural Plans

Available for inspection in the City Clerk's office
during normal business hours of
Mondays – Thursdays 8:00 a.m. – 5:00 p.m. and
Fridays 8:00 a.m. – 4:00 p.m.

Council Members were provided a copy.

ATTACHMENT 4

Planning Commission Staff Report dated October 22, 2019



Planning Commission Staff Report

DATE: October 22, 2019

AGENDA ITEM NO: 3-B

TO: The Planning Commission
FROM: Mark A. McAvoy, Director of Public Works/City Engineer/City Planner
SUBJECT: A Public Hearing to consider an amendment to the Garfield Village Specific Plan (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) for the reconstruction of an existing service station (ARCO) and construction of new drive-through coffee shop at 2425 and 2439 South Garfield Avenue.

RECOMMENDATION:

It is recommended that the Planning Commission consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Adopting the Resolution recommending that the City Council approve Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04), subject to conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the project consists of the reconstruction of an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a project site of no more than five acres substantially surrounded by urban uses. The project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be reconstructed as part of the proposed project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality in that the project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

EXECUTIVE SUMMARY:

The Applicant is requesting an amendment to the Garfield Village Specific Plan ("GVSP"), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to

allow reconstruction of an existing service station and construction of a new drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. Based upon the application, it appears that the proposed Specific-Plan amendment, zone change and use permit are consistent with the Monterey Park Municipal Code ("MPMC") and the General Plan.

TYPE OF ACTION (QUASI-JUDICIAL)

The recommended action is to adopt a Resolution recommending an amendment to the GVSP, a Zone Change and a CUP to the City Council. In considering such actions, the Planning Commission acts in a quasi-judicial role. When doing so, the Planning Commission acts like a court: it applies facts gathered during a public hearing to existing law. Just like a court, the Planning Commission can only consider facts that are relevant to the case. A party appearing before the legislative body is entitled to

- Notice of the proposed action;
- Reasons for the action;
- A copy of the evidence on which the action is based; and
- The right to respond before a reasonably impartial, noninvolved reviewer.

The Planning Commission must base its decisions upon substantial evidence within the record. "Substantial evidence" generally means enough relevant information and reasonable inferences from information gathered during a public hearing that a fair argument can be made to support a conclusion, even though other conclusions might also be reached. Argument, speculation, unsubstantiated opinion or narrative, evidence which is clearly erroneous or inaccurate, or evidence of social or economic impacts does not constitute substantial evidence. Substantial evidence includes facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts. If the Planning Commission asks irrelevant questions and bases its decision-making on such questions, a court may overturn the Planning Commission's decision and potentially hold the City liable for violating the applicant's constitutionally protected due process rights.

Per MPMC § 21.38.020(A), amendments to the zoning regulations in the MPMC may be initiated by any owner of real property located within the City.¹ At the public hearing for consideration of a zone change, the Planning Commission must review the application and proposal and receive evidence as to how or why the proposed zone text amendment is consistent with the objectives of the MPMC, the General Plan, and the City's development policies. (See MPMC § 21.38.030(B).) "A proposed amendment to the Garfield Village Neighborhood Shopping District (GVN-S) zone that is inconsistent with the General Plan cannot be recommended or adopted until the General Plan is amended to eliminate such inconsistency." (MPMC § 21.38.030(E).) However, a proposal to amend the General Plan, and any development proposal relying on such an amendment, may be considered concurrently. (*Ibid.*) Following the public hearing, the Planning Commission

¹ Note that, according to MPMC § 21.42.020, voter approval does not apply to zone changes which do not exceed one acre of land.

makes a recommendation to the City Council regarding the proposed zone change, via resolution, and in consideration of the following findings:

- That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
- That the proposed amendment will not adversely affect surrounding properties; and
- That the proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the zoning (MPMC § 21.38.050).

To approve the CUP (per MPMC §§ 21.32.020 and 21.10.040(I)), the Planning Commission must find that:

- The site is adequate in size, shape and topography for the proposed use including without limitation, any required yards, walls, fences, parking and loading facilities, landscaping, setbacks, and other development standards prescribed in the MPMC;
- The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;
- The proposed use is consistent with the General Plan and any applicable specific plan;
- The proposed use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City;
- The proposed use will not have an adverse effect on the public health, safety and general welfare; and
- The use applied for at the location set forth in the application is properly one authorized by conditional use permit pursuant to the MPMC;
- The proposed drive-through is an accessory to an established commercial business;
- The drive-through is not located in an area designated as MU-I in the General Plan Land Use Map;
- The pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
- The drive-through aisles have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;

- The drive-through aisles provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
- All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment are screened from view;
- Landscaping will screen the drive-through or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
- The drive-through aisles will be constructed with concrete;
- The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
- Menu boards will be a maximum of 30 square feet, with a maximum height of seven feet, and face away from the street; and
- The drive-through aisles do not exit directly onto a public right-of-way.

These findings are included in the draft Resolution.

BACKGROUND AND DISCUSSION:

2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village ("Project Site"). They are designated as GVN-S zoning in the South Garfield Village Specific Plan ("GVSC") and Commercial land use designation in the General Plan. Garfield Oil, LLC ("Applicant") requests an amendment to the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for the Project Site from GVN-S to GVC-S (Zone Change (ZC-19-01)). To allow for the reconstruction of a service station and a drive-through coffee shop in the GVC-S zone, the Applicant also requests approval of a Conditional Use Permit (CU-19-04) (collectively, these requests are referred to as the "Project"). 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant is proposing to combine and develop both lots in a single phase as part of the Project.

The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size. The Project Site is currently developed with four detached structures including a one-story, 1,629-square-foot, two-tenant commercial building (occupied by an auto repair/smog-check service business² (ARCO) and a food mart), two fueling canopies and a one-story 2,400-square-foot commercial building (currently occupied by a music studio). To the north of the Project Site are West Fernfield Drive and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard;

² On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station (ARCO) at 2439 Garfield Avenue; and on September 24, 1998, it adopted Resolution No. 23-98 approving a CUP to allow a smog-testing business to operate in conjunction with ARCO (CU-98-13). The ARCO station has remained in continuous operation.

to the east are South Garfield Avenue and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.

The proposed Project proposes demolishing and reconfiguring an existing service station and service-station canopy at 2439 Garfield Avenue. It also proposes demolishing an existing one-story office building and constructing a new detached coffee shop with a drive-through at 2425 Garfield Ave. The existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign will remain. In total, the proposed improvements will be 3,654 square feet in area – less than the existing square footage. Specifically, the service station canopy will be 87 feet long, 42 feet wide, and 18 feet tall; the cashier kiosk for the service station will be 117 square feet in size and 11 feet tall; and the retail coffee shop will be 880 square feet in size and 21 feet tall.

All buildings and structures on the property will be one-story. The building exteriors will be a combination of ¾-inch thick reclaimed wood siding and corrugated metal with a flat roof. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area will feature a covered patio, partially enclosed with trellis green screens. The draft CUP requires that the proposed coffee shop be designed to screen all service areas, restrooms and mechanical equipment; and provide landscaping to screen the drive-through driveway aisle. Additionally, the drive-through aisle and building must be setback 25 feet from the curb face, and the menu board can be no more than 30 square feet and seven feet high and must face away from the street – pursuant to the CUP. The building design/architectural style, landscaping and new signage will be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things.

The MPMC requires that the proposed Project provide at least six parking spaces; the Project provides seven spaces. The proposed Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. Pursuant to the GVSP, the City's Engineering Division considered lot-consolidation-incentive bonuses through the development process and determined that, for this Project, vacation of the alleyway would not be feasible because it would require the alley to be divided between the Project Site and a few other properties located to the west. The drive-through aisle must be a minimum of 12-feet wide on the curve and 11-feet wide on the straight sections; it will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The draft CUP also requires that the drive-through aisle be made of concrete, and provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.

In June of 2019, a Focused Traffic Impact Analysis was prepared. That analysis concluded that the Project would result in no significant traffic impacts at the study

intersections. Nevertheless, on-site and site-adjacent improvements (including Project driveways, roadway design, traffic signing and striping) and traffic control improvements relating to the proposed Project must be constructed in accordance with applicable engineering standards to the satisfaction of the City's Public Works Department.

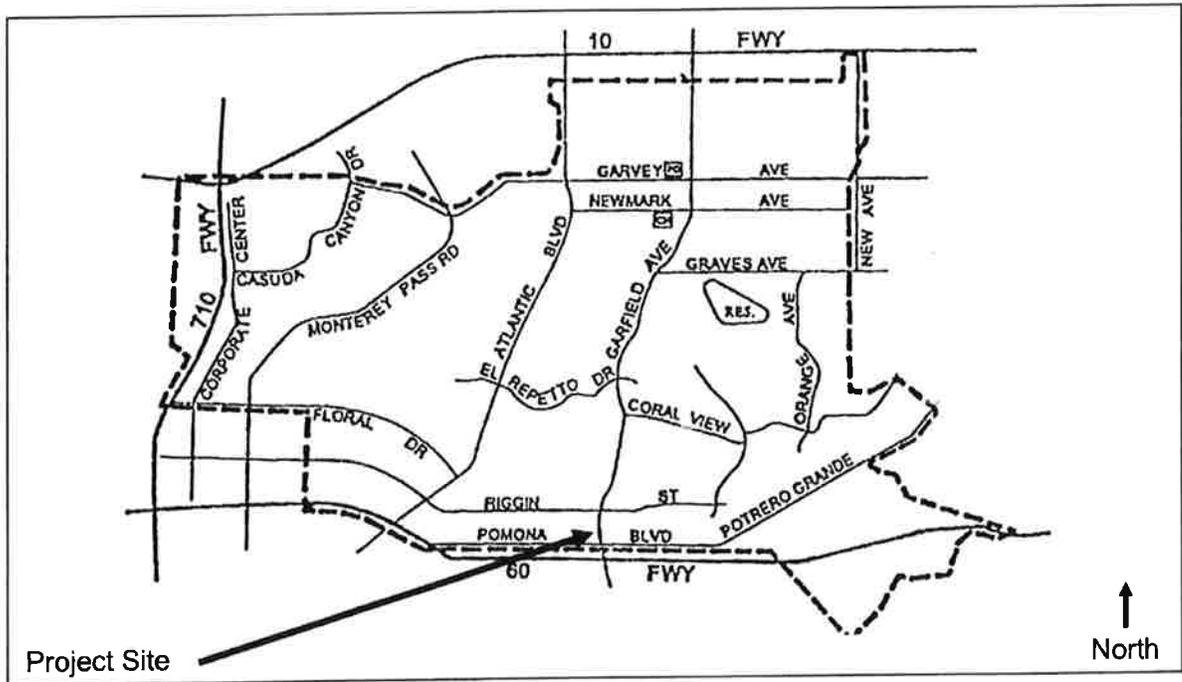
The Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand.

OTHER ITEMS:

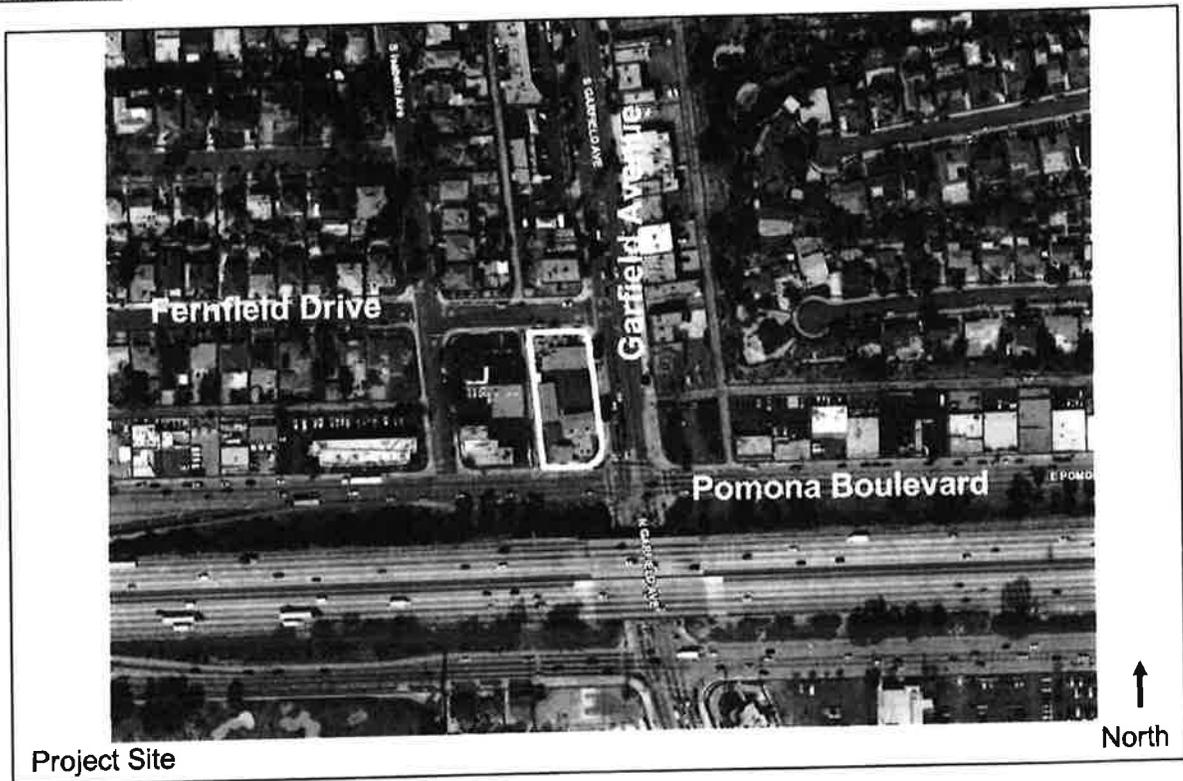
Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **October 10, 2019** and published in the Wave on **October 10, 2019**, with affidavits of posting on file. The legal notice of this hearing was mailed to **56** property owners within a 300 foot radius and current tenants of the property concerned on **October 10, 2019**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None

FISCAL IMPACT:

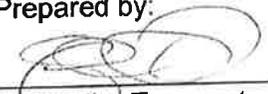
There may be an increase in sales tax revenue and business license tax revenue. Calculations of the exact amount would be speculative.

Respectfully submitted,



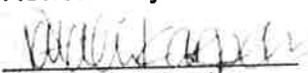
Mark A. McAvoy
Director of Public Works/
City Engineer/City Planner

Prepared by:



Samantha Tewart
Senior Planner

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

Staff Report
Page 8

Attachments:

- Attachment 1: Draft Resolution
- Attachment 2: Site, floor, elevation plans

ATTACHMENT 1

Draft Resolution

RESOLUTION NO. 20-19

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

The Planning Commission of the City of Monterey Park does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC (“Applicant”) submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow reconstruction of an existing service station and construction of a new drive-through coffee shop (collectively, the “Project”);
- B. The Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the Monterey Park Municipal Code (“MPMC”);
- C. In addition, the City reviewed the Project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”);
- D. The City Planner completed review and scheduled a public hearing regarding the Project before the Planning Commission for October 22, 2019. Notice of the public hearing was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission opened the public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff and public testimony, and representatives of the Applicant; and
- F. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its October 22, 2019 public hearing including, without limitation, the staff report submitted by the City Planner.

SECTION 2: *Factual findings and Conclusions.* The Planning Commission finds that the following facts exist and makes the following conclusions:

- A. 2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village (“Project Site”); and are designated zone GVN-S in the South Garfield Village Specific Plan (“GVSC”) and Commercial in the General Plan. No changes are proposed to the Commercial designation of the properties. 2439 Garfield and 2425 Garfield were both purchased by the same property owner and

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 2 OF 8**

together these addresses take up two lots on the same block. The Applicant proposes to combine and develop both lots in a single phase as part of the Project. The Project would demolish and reconfigure an existing service station and service-station canopy (currently, ARCO) at 2439 Garfield and demolish an existing one-story office building to construct a new detached coffee shop with a drive-through at 2425 Garfield. According to the GVSP, a service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).

- B. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at 2439 Garfield Avenue (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station). On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business to operate in conjunction with ARCO; and the ARCO station has remained continuously in operation.
- C. The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size, rectangularly shaped and relatively flat. All the existing structures located at-grade would be demolished (except for the existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign). The proposed total building area of the coffee shop and cashier kiosk would be 997 gross square feet; this is four percent of the lot area. All buildings and structures on the property would be one-story. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area would feature a covered patio, partially enclosed with trellis green screens. The proposed coffee shop would be designed to screen all service areas, restrooms and mechanical equipment; landscaping will be provided to screen the drive-through driveway aisle. The drive-through aisle and building will be setback 25 feet from the curb face. The menu board will be no more than 30 square feet and seven feet high and will face away from the street. The building design/architectural style, landscaping and new signage would be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale.
- D. The MPMC requires that the Project provide at least six parking spaces; the Project proposes seven spaces. The Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. The drive-through aisle will be a minimum of 12-feet wide on the curve and 11-feet wide on the straight

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 3 OF 8**

sections; and will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The drive-through aisle will be made of concrete and will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.

- E. To the north of the Project Site are West Fernfield Drive (a local street that is 36-foot curb-to-curb within a 50-foot wide right-of-way) and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard (a principal arterial street); to the east are South Garfield Avenue (a principal arterial street that ranges in width from 84- to 100-foot curb-to-curb within a 100- to 120-foot wide right-of-way) and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.
- F. The proposed Project is forecast to result in no significant traffic impacts at the study intersections.
- G. The Project is located within a commercial area of the City that contains no environmentally sensitive habitat and/or species. There are no identified physical constraints such as soil and/or geologic conditions indicating substrate instability that would prohibit development of the proposed Project. The Project Site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 4 OF 8**

SECTION 4: Conditional Use Permit Findings. Based upon the findings in Section 2, the Planning Commission finds as follows pursuant to MPMC §§ 21.10.040(I), 21.10.250 and 21.32.020(B), the Planning Commission finds as follows:

- A. The proposed use complies with all MPMC requirements for a conditional use permit. Accordingly, the Planning Commission finds pursuant to MPMC § 21.32.020:
1. The project site is adequate in size, shape and topography for the proposed Project. The site is two parcels totaling 22,148 square feet (0.51 acres), rectangularly shaped, and relatively flat. The total building area of the coffee shop and cashier kiosk will be 997 gross square feet. The proposed total building area will be substantially less than the maximum floor area allowed.
 2. The site has sufficient access to streets and highways and is adequate in width and pavement type. The Project would include three existing driveway cuts and the existing alleyway along the western property line.
 3. The proposed use is consistent with the General Plan and the South Garfield Specific Plan. No changes are proposed to the Commercial designation of the property and the Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand. The objectives of the GVSP include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project involves reconstructing the existing service station and creating a coffee shop with a drive-through and adjacent outdoor seating area; these improvements would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection (GVSP § 2.3.2); and providing outdoor gathering/dining areas along with the appearance of the existing facades (GVSP § 2.3.3).
 4. The Project will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood. The Project's contribution to cumulative impacts to local and regional transportation facilities will not be considerable. The proposed Project would decrease the building square footages (making efficient use of space at the Project Site) and increase the use of an underutilized property; which will help improve mobility on- and off-site, provide connectivity between the Specific Plan area and the surrounding neighborhoods, complement the existing businesses in the area, and function as a retail draw for the other existing businesses in the area.

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 5 OF 8**

5. The proposed Project will not have an adverse effect on the public health, safety and general welfare. The proposed Project will promote general welfare of the community by improving the aesthetics of an aging property and increasing the economic vitality of the surrounding neighborhood. The Project would not significantly impact any scenic vistas, scenic resources, or the visual character of the area and would not result in excessive light or glare. Based on the analysis of the Project's impacts, there is no indication that this project could result in substantial adverse effects on human beings.
 6. The use is properly one authorized by conditional use permit pursuant to the MPMC. A service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. The proposed drive-through complies with all requirements set forth for a conditional use permit pursuant to MPMC § 21.10.040(I):
1. The drive-through is an accessory to an established restaurant or commercial business, namely a coffee shop;
 2. The proposed location of the drive-through is designated commercial in the City's General Plan and is not located in any area designated as MU-I in the General Plan Land Use Map;
 3. The pedestrian walkways will have clear visibility and will be emphasized by striping;
 4. The drive-through aisle will be 12-foot width on curves and a minimum 11-foot width on straight sections;
 5. The drive-through aisle will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 6. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment will be screened from view;
 7. The proposed landscaping will screen drive-through or drive-in aisles from the public right-of-way and will be used to minimize the visual impact of reader board signs and directional signs;
 8. The drive-through aisles will be constructed with concrete;

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 6 OF 8**

9. The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
 10. The menu board will be no more than 30 square feet and seven feet high, and will face away from the street;
 11. The architectural style of the drive-through will be consistent with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things; and
 12. The drive-through aisle will exit into an alleyway, pursuant to a Lot-Consolidation-Incentive bonus (GVSP § 3.8.3).
- C. The proposed service station complies with all requirements for a conditional use permit pursuant to MPMC § 21.10.250(A):
1. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at the Project Site (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station);
 2. On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business in conjunction with the service station approved at the Project Site; and
 3. The preexisting service station has remained continuously in operation.

SECTION 5: Zone Change and Specific Plan Amendment Findings. Based on the Findings in Sections 2 and 4, and pursuant to MPMC § 21.38.050, the Planning Commission finds as follows:

- A. The Project is consistent with the goals, policies, and objectives of the General Plan. The proposed Specific Plan Amendment and Zone Change will allow for the revitalization of the existing property by providing the Applicant the opportunity to redevelop the Project Site.
- B. The Project will not adversely affect surrounding properties. The proposed Project is consistent with the type of the uses that are currently developed in that neighborhood. The Project would decrease the building square footages, which will help improve mobility on- and off-site, allow for connectivity between the Specific Plan area and the surrounding neighborhoods, and make efficient use of the Project Site. The proposed Project would also increase the use of an underutilized property

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 7 OF 8**

(which occupies half a prominent street block and intersection) by complementing the existing businesses in the area and functioning as a retail draw.

- C. The proposed Specific Plan Amendment and Zone Change will allow the Applicant to: (1) rebuild the service station, upgrade the intersection and continue to utilize the existing alleyway as a secondary circulation network; (2) make improvements to the property and incorporate new uses which will be both automobile- and pedestrian-oriented; and (3) create more activity in the Specific Plan area and contribute to revitalizing the commercial area and neighborhood (GVSP § 2.4.4).
- D. The proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the MPMC. Without the proposed Specific Plan Amendment and Zone Change, the existing service station will be legal non-conforming use and the proposed coffee with drive-through would be prohibited. Rezoning of the site to accommodate the project will be consistent with general welfare as it will allow the Applicant to improve the existing service station property and to promote increased economic activity in the Garfield Village Specific Plan area.

SECTION 6: Recommendations. Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the Planning Commission recommends that the City Council approve Conditional Use Permit (CU-19-04); and adopt an ordinance implementing the proposed Zone Change (ZC-19-01) and Specific Plan Amendment (SPA-19-01).

SECTION 7: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 8: Limitations. The Planning Commission's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the Planning Commission's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 9: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 8 OF 8**

any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 10: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 11: A copy of this Resolution will be mailed to the Applicant and to any other person requesting a copy.

SECTION 12: This Resolution may be appealed within ten (10) calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

SECTION 13: Except as provided in Section 13, this Resolution is the Planning Commission's final decision and will become effective immediately upon adoption.

ADOPTED AND APPROVED this 22nd day of October 2019.

Chairperson Eric Brossy de Dios

I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 22nd day of October 2019, by the following vote of the Planning Commission:

AYES: Commissioners Choi, Amador, Salazar, and Robinson
NOES: Commissioner Brossy de Dios
ABSTAIN: None
ABSENT: None

Mark A. McAvoy, Secretary

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Natalie C. Karpeles,
Deputy City Attorney

RESOLUTION NO. 20-19

Exhibit A

CONDITIONS OF APPROVAL

2425-2439 SOUTH GARFIELD AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Garfield Oil LLC agrees that it will comply with the following conditions for the City of Monterey Park's approval of Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04) ("Project Conditions").

PLANNING:

1. Garfield Oil LLC ("Applicant") agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of SPA-19-01, ZC-19-01, and CU-19-04 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of SPA-19-01, ZC-19-01, and CU-19-04, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Divisions. Any subsequent modification must be referred to the City Planner for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires 12 months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A single one-year extension may be granted by the Planning Commission upon finding of good cause.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

6. The real property subject to SPA-19-01, ZC-19-01, and CU-19-04 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. With the exception of the MPMC prohibition against drive-through aisles exiting directly onto a public right of way (see MPMC § 21.10.040(I)(12)), the drive-through component of the Project must otherwise comply with MPMC § 21.10.040(I) and must be reviewed and approved by the Design Review Board, where applicable. Specifically:
 - a. Any pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
 - b. The drive-through aisles must have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
 - c. The drive-through aisles must provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 - d. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment must be screened from view;
 - e. Landscaping will screen the drive-thru or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
 - f. The drive-through aisles must be constructed with (PCC) concrete;
 - g. The parking areas and the drive-through aisle and structure must be set back from the ultimate curb face a minimum of 25 feet; and
 - h. Menu boards can be no more than 30 square feet, with a maximum height of seven feet, and must face away from the street.

ENGINEERING:

10. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee, this project involves the disturbance of soils by grading, clearing and/or excavation. Developer/owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. This project will require the preparation of a Low Impact Development (LID) and a Storm Water Pollution Prevention Plan (SWPPP). Upon approval of the NPDES document by the

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

City, Developer/Owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading Permit (the electronic copy requirement pertains to projects greater than an acre).

11. The Applicant must pay all City development fees including, without limitation, wastewater deficiency fees, water meter fees and metered water service impact fees as required by MPMC.
12. All improvement plans, including grading and public improvement plans must be based upon City approved data. Benchmark references to be obtained from the Engineering Division.
13. A grading and drainage plan must be prepared for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer.
14. A hydrology and hydraulic study of the site must be submitted to and approved by the City Engineer.
15. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate, they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also to the satisfaction of the City Engineer before the approval of the grading and drainage plans.
16. Landscaping and irrigation plans must be prepared and/or incorporated into the public improvement plans; any proposed parkway tree types must be reviewed and approved by the City. The Applicant must provide landscaping and irrigation system for parkways.
17. All public works improvements must comply with the standards and specifications of the City to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the Public Works Director, or designee.
18. All on-site electric, telephone and cable TV utility services must be installed fully underground and to required City standards. Satisfactory provisions for all other utilities and service connections, including water, sewer and gas, shall be made to City and public utility standards. A utility plan must be prepared and submitted before the City approves grading and drainage plans, showing all existing and proposed utilities. The utilities may be shown on a separate plan.
19. Before the City issues a building permit, the Applicant must provide water system calculations that include domestic and fire system demand sizing. The cost of any water meter upgrades and any fire line installation required by the City must be submitted before the City issues a building permit.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

20. The public works improvement plans, which include the location of the domestic water meter, water service laterals, fire service lines, all new sewer and water connections, and all existing utilities in the right of way, must be approved (or substantially complete) by the City Engineer before the City issues a grading permit.
21. The Applicant must replace the existing streetlight fronting Pomona Boulevard with Marbelite concrete streetlight.
22. The Applicant must install one new streetlight on Fernfield Drive at the alley as shown on the plans.
23. The Applicant must provide adequate lighting along the alley, whether from private or public lighting sources.
24. The Applicant must reconstruct or rehabilitate Fernfield Drive full street width from Garfield Avenue west to the alley behind the property.
25. The Applicant must reconstruct the adjacent alleyway (full depth pavement structural section) from Fernfield Drive to Pomona Boulevard to include a new concrete gutter or provide a recommended pavement section for repair as determined by an investigation approved by the City Engineer.
26. The Applicant must reconstruct alleyway approaches to include ADA compliant ramps.
27. The Applicant must remove old concrete bus pad along Pomona Boulevard and replace with asphalt pavement section and reconstruct the existing damaged sewer manhole fronting the alley on Pomona Boulevard and replace the sewer lid and ring, and reset to grade.
28. The Applicant must repair or reconstruct curb, gutter, sidewalk and driveway approaches along the entire frontage of Fernfield Drive, Garfield Avenue, and Pomona Boulevard as determined by a field investigation and the City Engineer.
29. All improvement plans, including grading and public improvement plans must incorporate all applicable site development information and include any and all necessary reports, attachments, and required materials to be considered a complete submittal or they will be rejected. Provide details and elevations for the new trash enclosures.

FIRE:

30. All conditional identified by the Monterey Park Fire Department are subject to the review and approval of the Fire Chief, or designee, for determination of applicability and extent to which any condition may be required.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

31. A permit must be obtained from the Fire Department before engaging in activities, operations, practices or functions as required by California Fire Code (CFC) §§ 106.6 and 105.7, as adopted by MPMC Chapter 17.
32. Fire protection, including fire apparatus access roads and water supplies for fire hydrant must be installed and made serviceable before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 17.
33. All fire safeguards required by CFC Chapter 33, as adopted by MPMC Chapter 17, must be adhered to and maintained during the course of construction.
34. Provide an approved automatic fire sprinkler system and fire alarm as set forth by CFC §§ 903 and 907, as adopted by MPMC Chapter 17, for new structures. The Fire Sprinkler System or Fire Alarm requirements and/or modifications require a separate plan check submittal and approval. Work shall not commence until a permit is obtained.
35. Fuel dispensing station must comply with provisions of CFC Chapter 23, as adopted by MPMC Chapter 17.
36. Provide approved signs or other approved notices or markings that include the works NO PARKING – FIRE LANE. Signs must be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof, as required by the Fire Chief per CFC § 503.3, as adopted by MPMC Chapter 17.
37. Fire Department vehicular access must be installed and maintained in a serviceable manner before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 5.
38. The minimum fire flow required must be determined as specified by the current adopted edition of the CFC Appendix B with adopted amendments.
39. The required fire flow for the new structure is 1,000 gallons per minutes (gpm) as 20 pounds per square inch (psi) of 2 hours duration.
40. Before combustible construction on any parcel, a fire hydrant capable of providing 1,000 gallons per minute at 20 psi must be installed and in service along the access road/driveway at a location approved by the Fire Chief, or designee, but no further than 250 feet from the construction site. The owner of the combustible construction is responsible for the cost of this installation.
41. Per California Fire Code Appendix C, a minimum of one fire hydrant must be provided within 250 feet of the new structure.
42. A Knox box(es) must be provided at an approved location per CFC § 505.1.
43. Portable fire extinguishers must be installed per the CFC § 906.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

44. If revised plans are required, additional fees will be due for the review of the drawings.

POLICE:

45. Exterior lighting must be in full operation at all times.

46. All major common areas of the locations, including all parking areas, must be covered by security video cameras. All security cameras must operate 24-hours a day, seven days a week. All cameras must record onto a recording medium and all recordings must be maintained in a secure and locked enclosure. Security video cameras must be installed at all the entrance/exits and must be positioned to capture the faces of people entering and existing. All recordings must be maintained for a minimum of 30 days. All recordings must be made readily available for any law enforcement official who requests the recording(s) for official purposes. If the Chief of Police determines that there is a necessity to have additional security cameras installed, the management must comply with the request within seven days. The Chief of Police can also require a change in the position of the video cameras if it is determined that the position of the camera does not meet security needs. The management must comply with the request within seven days.

47. The applicant/property owner must install an adequate alarm system at any fixed money handling areas. The alarm system will allow notification of the Police Department in the event of any such attempt. The type of alarm system installed must be connected with the alarm company, and the system must have the capability to distinguish if the need for the Police service is for a robbery or burglary. The business must obtain an alarm permit from the Police Department.

48. Access to the roof, if there is one, will be locked and secure. Access to the roof will be restricted to maintenance personnel, building management, or other authorized personnel.

49. The business is encouraged to join and participate in the Monterey Park Police Department's Business Watch Program; a free service designed to educate businesses about minimizing criminal activity. The Community Services Bureau can be contacted at (626) 307-1215.

50. The shrubbery on the property must be installed and maintained in such condition as to not restrict visibility from the street or easily conceal persons.

51. The business must comply with federal, state, and local laws governing business licensing, and noise levels.

MISCELLANEOUS:

52. The coffee shop business hours of operation will be Monday through Sunday, 24-hours.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

By signing this document, Garfield Oil LLC, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Garfield Oil LLC, Applicant

ATTACHMENT 2

Site, floor, elevation plans

ATTACHMENT 5

Planning Commission Minutes dated October 22, 2019

**UNOFFICIAL MINUTES
MONTEREY PARK PLANNING COMMISSION
REGULAR MEETING
OCTOBER 22, 2019**

The Planning Commission of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, October 22, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Eric Brossy de Dios called the Planning Commission meeting to order at 7:00 p.m.

ROLL CALL:

Planner Tewasart called the roll:

Board Members Present: Eric Brossy De Dios, Ricky Choi, Theresa Amador, Antonio Salazar, and Delario Robinson,

Board Members Absent: None

ALSO PRESENT: Natalie C. Karpeles, Deputy City Attorney, Mark A. McAvoy, Public Works Director/City Engineer/City Planner, and Samantha Tewasart, Senior Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS:

[1.] **PRESENTATIONS:** None

[2.] **CONSENT CALENDAR:** None

[3.] **PUBLIC HEARING:**

3-A. TENTATIVE MAP NO. 80304 (TM-19-04) TO ALLOW THE SUBDIVISION OF AIR-RIGHTS TO ESTABLISH AND MAINTAIN A TWO-UNIT CONDOMINIUM CONVERSION PROJECT IN THE R-2 (MEDIUM DENSITY RESIDENTIAL) ZONE – 128 GLADYS AVENUE

Planner Tewasart provided a brief summary of the staff report.

Chairperson Brossy de Dios opened the public hearing.

Applicant, Alex Liu, 1455 Monterey Pass Road, #206, Monterey Park, CA 91754, was present for questions.

Chairperson Brossy de Dios closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 19-19** approving Tentative Map No. 80304

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

(TM-19-04) to subdivide air-rights for a two-unit residential (3 bedrooms) condominium conversion development in the R-2 (Medium Density Residential) Zone.

Resolution No. 19-19

A RESOLUTION APPROVING TENTATIVE MAP NO. 80304 (TM-19-04) TO SUBDIVIDE AIR RIGHTS FOR A TWO-UNIT RESIDENTIAL CONDOMINIUM CONVERSION DEVELOPMENT AT 128 GLADYS AVENUE.

Motion: Moved, by Commissioner Salazar and seconded by Commissioner Choi, motion carried by the following vote:

Ayes: Commissioners: Brossy de Dios, Choi, Amador, Salazar, and Robinson
Noes: Commissioners: None
Absent: Commissioners: None
Abstain: Commissioners: None

3-B. SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH – 2425-2439 SOUTH GARFIELD AVENUE

Planner Tewasart provided a brief summary of the staff report.

Commissioner Brossy de Dios inquired about the difference in intent of the two zones. Planner Tewasart replied that the Garfield/Pomona intersection is identified as the gateway entrance and the specific plan discusses landscaping, street furniture, outdoor seating, etc.

Commissioner Brossy de Dios stated that there is an existing use on the lot, the use and lot are being expanded, there is a zone change on the lot on which the gas station currently sits, and even though it is an existing gas station, the entire gas station is being torn down and rebuilt as new, so under the auspices of the specific plan and the process of approving a zone change and conditional use permit, should this application be considered a new project. Commissioner Brossy de Dios inquired if the request is considered a continuation of the existing use or a new application. Planner Tewasart replied that it would be a continuation and modification of an existing use. Attorney Karpeles replied that the use of the property as a service station is a continued use and the service station use has not been abandoned. A conditional use permit is needed to have the drive-through in the GVC-S zone and the service station. Once the zone is changed, the zone change would apply to the property in perpetuity and the conditional use permit will run with the land for as long as that use is continued, meaning the drive-through and the service station. Attorney Karpeles pointed out section B on page 5 of 8 which addresses findings for the conditional use permit.

Chairperson Brossy de Dios opened the public hearing.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Applicant, Arian Talehakimi, 4316 Marina City Drive #731, Marina del Rey, CA 90292 provided a brief presentation of the proposed project.

Representative Indira Ibrahimbegovic of Greenberg Farrow, 30 Executive Park, Suite 100, Irvine, CA 92614, stated that they are the architect of record. The menu board is placed at the seventh car from the pick-up point. This is the optimal location for Starbucks Corporation and will allow for adequate stacking contained on-site. Commissioner Brossy de Dios inquired if there is a specified traffic flow and if access is off the alley. Representative Ibrahimbegovic replied that it could be off the alley. There is an arrow at the beginning of the drive-through lane. A right can be made if coming north from Garfield.

Commissioner Choi inquired about northbound access. Representative Ibrahimbegovic replied that it would a left onto Pomona. Commissioner Choi inquired if there is a Starbucks representative because Starbucks is very active in the selection of their sites. They have a store development team and a real estate team. They are very meticulous with regards to selection of a site and a sticking point is access. Applicant Talehakimi stated that they have a fully executed lease that is conditional to the outcome of the Planning Commission and City Council. Ahmad Ghaderi of A & S Engineering, Inc., 28405 Sand Canyon Road, Suite B, Canyon Country, CA 91387, stated that on Pomona and Garfield there is driveway access and the alley.

Commissioner Salazar inquired if there are any barriers between Starbucks and the alley. Applicant Talehakimi replied no.

Commissioner Robinson stated that he is happy to see an international chain come into the area.

Commissioner Amador inquired about the number of service bays currently at the property. Applicant Talehakimi replied that there are three service bays. Half of one of the service bays was taken to expand the footprint of a small store. The service bays are currently not in operation. They had a smog test facility in there until about eighteen months ago and they suspended the use of the service bays pending the proposed development plans.

Commissioner Amador inquired about the number of fueling stations. Applicant Talehakimi replied that the number of fueling stations will stay the same. There are currently twelve and they will retain twelve, which are six stations with pumps on both sides. There will be three rows of two.

Commissioner Salazar inquired about the 24-hour service. Applicant Talehakimi replied that the service station is currently 24-hours. There is no interior access for the customers to the building, so they only walk-up to an outside service window. There would still be a degree of separation between any potential assailants and the employees inside. Commissioner Salazar stated that since the coffee shop will only be a drive-through there will be less opportunity for robberies.

Opponent Dan Morales, 2424 South Isabella Avenue stated the existing traffic flow particularly in the morning coming from southbound Garfield coming from Pomona, there

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

are many trying to make a right on Riggin to get over to Isabella to make a left or they come down to Fernfield, which is the north street of this project, make a right and either make a left into the alley or drive up to Isabella and make a left there. The concern is that there is no divider that is going to keep the traffic controlled to come in through certain exits. Meaning there is two on Garfield, one on Pomona, and the alley particularly during peak hours when traffic is coming down south on Garfield. There is nothing on the plans that will keep cars from not crossing the alley where there can be potential stacking during peak hours. It is not that they are against the project; it is about what type of project it is going to be.

Speaker Flo Uwasa, 2412 South Isabella Avenue stated that the entryway from Garfield going north a left cannot be made on Garfield. The specific plan had mentioned making the alleyway and Fernfield one-way. There is a homeless situation in the area and they will be in outside area. She questioned the security and lighting.

Opponent Elena Helen Holguin, 206 West Fernfield Drive stated that she has lived in Monterey Park since 1959 and has seen a lot of changes in Monterey Park. There is terrible traffic going down Garfield and it is difficult to go down to ARCO gas station. They have problems with parking from the employees at the car wash.

Applicant Talehakimi stated that he apologizes for not connecting with the property owners, but he has tried on more than one occasion. He will provide the property owners with his connect information to bring any concerns that they may have with the project and to open the lines of communication. With respects to security, since they have owned the property, they have never been robbed or vandalized. Unfortunately, the recording studio with its dim lighting in the areas that are blocked from view it is easy for the homeless to go to those areas. They are hoping that this project will address those issues. With respects to lighting there will be more than adequate lighting. There will not be a security guard, but there will always be a person on-site to contact the police if needed. There will be greater visibility across the project. There will also be cameras throughout the property, which is a condition of the approval.

Mr. Ghaderi stated that the building is situated so as to not block the driveway. The majority of the traffic will be westbound Pomona and southbound Garfield, and going northbound on Garfield will be left on Pomona and then right onto the site. The traffic pattern is to have stacking towards the south side of the property. There is no potential blockage of the driveway. The building is intentionally designed so that the path there exiting off the driveway is accessible at all times.

Chairperson Brossy de Dios closed the public hearing.

Commissioner Robinson stated that the traffic on Garfield and Pomona is stressful. Most of the traffic comes from the 8-wheelers trying to make a left-turn going onto Garfield, but this project is on the north side and traffic is coming from the north onto Garfield. The Starbucks can be accessed from the west side and exit, which is not as much traffic. There is going to be homeless, but with the new lighting there will be a vast improvement.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Commissioner Salazar stated that he believes that the clarification on the drive-through entrance has been addressed and there are no concerns. The new lighting will help to facilitate the discouragement of people hanging out in the existing northern part of the property. It will be an improvement for the property. He understands the concerns from the neighbors and hopes that this project can benefit everyone and not just the passer-bys.

Commissioner Amador inquired about clearance in the alleyway. Assistant City Engineering Frank Lopez replied that Starbucks is situated so that the entry is south of Mr. Morales's driveway and the exit is just north of it and cars exiting will likely turn right not through the alley to go onto Pomona. The entrance to the drive-through will likely be from Garfield. There is an aisle space outside of the alley for the drive-through, so they don't have to be in the alleyway. A couple of things to understand is that alleyways, while they are not streets, they are access to driveways both for residences and businesses. There will be some numbers that will come from Pomona, but most of the morning trips will be coming from the north going southbound, so the easiest entrance will be the driveway at the front of the property along Garfield. Commissioner Amador stated that she just wants to make that Mr. Morales's home was taken into consideration. It is a great project and may be it will give impetus to other businesses to come to this area. We see the changes, but we also need to address the concerns of the residents.

Commissioner Brossy de Dios stated that he does have concerns with this application. The gas station has been a fixture at that location for many years. There is a concern that the application made for the zone change flies in the face of what the intent of the specific plan was about. His understanding is that the corner is to be considered a primary gateway the Garfield Village and continuation to the pedestrian areas and by changing the land development zone for that parcel that we would be changing the ultimate intent of the specific plan. This project would be a great addition to a shopping center, but as the gateway there is a concern.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 20-19** recommending that the City Council approve Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) to allow the reconstruction of an existing service station and construction of a new coffee shop with a drive-through at 2425 and 2439 South Garfield Avenue, with an added condition.

Resolution No. 20-19

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

Motion: Moved, by Commissioner Robinson and seconded by Commissioner Amador, motion carried by the following vote:

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Ayes: Commissioners: Choi, Amador, Salazar, and Robinson
Noes: Commissioners: Brossy de Dios
Absent: Commissioners: None
Abstain: Commissioners: None

[4.] OLD BUSINESS: None

[5.] NEW BUSINESS: None

[6.] COMMISSION COMMUNICATIONS AND MATTERS: None

[7.] STAFF COMMUNICATIONS AND MATTERS: None

ADJOURNMENT:

There being no further business for consideration, the Planning Commission meeting was adjourned at 8:38 p.m.

Next regular scheduled meeting on November 12, 2019 at 7:00 p.m. in the Council Chambers.

Mark A. McAvoy
Director of Public Works/City Engineer/City Planner

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

ATTACHMENT 8

City Council Minutes dated December 18, 2019

Resolution No. 12131, entitled:

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, RECEIVE AND APPROVE GRANT FUNDS FOR THE PLANNING GRANTS PRGORAM

3I. EXTENSION TO MEMORANDA OF UNDERSTANDING WITH THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA FOR EL NIÑO PREPAREDNESS PROJECTS AT GARVEY RESERVOIR

On June 19, 2019, City Council authorized the City Manager to enter into three Memoranda of Understanding (MOU) with the Metropolitan Water District of Southern California (MWD) for El Niño Preparedness projects at three areas near Garvey Reservoir. The agreements allow the City and MWD to work together to implement improvements that would remediate impacts from El Niño storm events.

The executed MOUs will expire on December 31, 2019 and extensions are necessary to complete the projects.

Action Taken: The City Council authorized the City Manager to execute Extensions to three Memoranda of Understanding between the City of Monterey Park and the Metropolitan water District of Southern California for El Niño Preparedness projects at three areas near Garvey Reservoir, in a form approved by the City Attorney. Council Member Chan recused himself and left the dias due to a conflict of interest as he resides within 500 feet of the subject site.

Motion: Moved by Council Member Lam and seconded by Mayor Liang motion carried by the following vote:

- Ayes: Council Members: Chan, Lam, Real Sebastian, Ing, Liang
- Noes: Council Members: None
- Absent: Council Members: Chan
- Abstain: Council Members: None

4. PUBLIC HEARING

4A. A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) FOR THE RECONSTRUCTION OF AN EXISTING SERVICE STATION (ARCO) AND CONSTRUCTION OF NEW 24-HOUR DRIVE-THROUGH COFFEE SHOP AT 2425 AND 2439 SOUTH GARFIELD AVENUE

The Applicant is requesting an amendment to the Garfield Village Specific Plan (“GVSP”), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to allow the demolishing and reconstruction of an existing

service station and construction of a new 24-hour drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. On October 22, 2019, the Planning Commission adopted Resolution No. 20-19. The staff report and draft minutes from the October 22, 2019 Planning Commission meeting are attached to the staff report for reference.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the Project consists of demolishing and reconstructing an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a site of no more than five acres substantially surrounded by urban uses. The Project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be demolished and reconstructed as part of the proposed Project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality in that the Project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

This item was heard after Agenda Item 3B.

Public Speakers:

- Eric Brossy De Dios spoke in opposition of the agenda item and encouraged the city council to vote no.
- Dave Barron requested that the Council consider adding two conditions of approval: an electric pump for electric vehicles and a soil test to check for contamination prior to construction.
- Arian Talehakimi, applicant, provided information regarding the project and was available for questions.

Action Taken: The City Council (1) opened the public hearing at 7:59 p.m.; (2) received documentary and testimonial evidence; and (3) directed staff to provide the City Council with all items that were provided by applicant relative to the traffic study and any other information related to the project and moved to continued the agenda item to February 5, 2020 City Council Regular Meeting.

Motion: Moved by Council Member Real Sebastian and seconded by Mayor Pro Tem Ing motion carried by the following vote:

Ayes: Council Members: Real Sebastian, Ing, Liang, Lam
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: Chan

4B. A PUBLIC HEARING TO CONSIDER A ZONE CHANGE (ZC-18-01) TO CREATE A SENIOR-CITIZEN-HOUSING (S-C-H) OVERLAY ZONE, CONDITIONAL USE PERMIT (CU-18-01) FOR AN AFFORDABLE SENIOR HOUSING DEVELOPMENT, AND TENTATIVE MAP NO. 73741 (TM-18-01) TO SUBDIVIDE AIR RIGHTS FOR THE CONSTRUCTION OF A 54-UNIT SENIOR CITIZEN HOUSING CONDOMINIUM PROJECT – 130-206 SOUTH CHANDLER AVENUE

On April 17, 2019, May 15, 2019, and June 5, 2019, the City Council reviewed the requested Zone Change (ZC-18-01), Conditional Use Permit (CU-18-01), and Tentative Map No. 73741 (TM-18-01). Collectively, these actions would allow construction of a 54-unit senior citizen housing project. At the meeting, City Council requested that the Applicant consider lowering the height of the project to three stories and eliminating the affordable-housing component of the Project. To allow the Applicant sufficient time to evaluate these requests, the Project was continued until these amendments could be incorporated and considered. Staff is requesting additional time to work with the Applicant to address the comments.

Action Taken: The City Council continued the application to the meeting of January 15, 2019 as amended to postpone the agenda item to regular City Council meeting of February 5, 2020 and directed staff to notice the affected residents regarding the revised meeting date.

Motion: Moved by Council Member Chan and seconded by Council Member Real Sebastian motion carried by the following vote:

Ayes: Council Members: Chan, Lam, Real Sebastian, Ing, Liang
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

ATTACHMENT 9

Planning Commission Staff Report dated October 22, 2019



Planning Commission Staff Report

DATE: October 22, 2019

AGENDA ITEM NO: 3-B

TO: The Planning Commission
FROM: Mark A. McAvoy, Director of Public Works/City Engineer/City Planner
SUBJECT: A Public Hearing to consider an amendment to the Garfield Village Specific Plan (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) for the reconstruction of an existing service station (ARCO) and construction of new drive-through coffee shop at 2425 and 2439 South Garfield Avenue.

RECOMMENDATION:

It is recommended that the Planning Commission consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Adopting the Resolution recommending that the City Council approve Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04), subject to conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the project consists of the reconstruction of an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a project site of no more than five acres substantially surrounded by urban uses. The project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be reconstructed as part of the proposed project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality in that the project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

EXECUTIVE SUMMARY:

The Applicant is requesting an amendment to the Garfield Village Specific Plan ("GVSP"), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to

allow reconstruction of an existing service station and construction of a new drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. Based upon the application, it appears that the proposed Specific-Plan amendment, zone change and use permit are consistent with the Monterey Park Municipal Code ("MPMC") and the General Plan.

TYPE OF ACTION (QUASI-JUDICIAL)

The recommended action is to adopt a Resolution recommending an amendment to the GVSP, a Zone Change and a CUP to the City Council. In considering such actions, the Planning Commission acts in a quasi-judicial role. When doing so, the Planning Commission acts like a court: it applies facts gathered during a public hearing to existing law. Just like a court, the Planning Commission can only consider facts that are relevant to the case. A party appearing before the legislative body is entitled to

- Notice of the proposed action;
- Reasons for the action;
- A copy of the evidence on which the action is based; and
- The right to respond before a reasonably impartial, noninvolved reviewer.

The Planning Commission must base its decisions upon substantial evidence within the record. "Substantial evidence" generally means enough relevant information and reasonable inferences from information gathered during a public hearing that a fair argument can be made to support a conclusion, even though other conclusions might also be reached. Argument, speculation, unsubstantiated opinion or narrative, evidence which is clearly erroneous or inaccurate, or evidence of social or economic impacts does not constitute substantial evidence. Substantial evidence includes facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts. If the Planning Commission asks irrelevant questions and bases its decision-making on such questions, a court may overturn the Planning Commission's decision and potentially hold the City liable for violating the applicant's constitutionally protected due process rights.

Per MPMC § 21.38.020(A), amendments to the zoning regulations in the MPMC may be initiated by any owner of real property located within the City.¹ At the public hearing for consideration of a zone change, the Planning Commission must review the application and proposal and receive evidence as to how or why the proposed zone text amendment is consistent with the objectives of the MPMC, the General Plan, and the City's development policies. (See MPMC § 21.38.030(B).) "A proposed amendment to the Garfield Village Neighborhood Shopping District (GVN-S) zone that is inconsistent with the General Plan cannot be recommended or adopted until the General Plan is amended to eliminate such inconsistency." (MPMC § 21.38.030(E).) However, a proposal to amend the General Plan, and any development proposal relying on such an amendment, may be considered concurrently. (*Ibid.*) Following the public hearing, the Planning Commission

¹ Note that, according to MPMC § 21.42.020, voter approval does not apply to zone changes which do not exceed one acre of land.

makes a recommendation to the City Council regarding the proposed zone change, via resolution, and in consideration of the following findings:

- That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
- That the proposed amendment will not adversely affect surrounding properties; and
- That the proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the zoning (MPMC § 21.38.050).

To approve the CUP (per MPMC §§ 21.32.020 and 21.10.040(l)), the Planning Commission must find that:

- The site is adequate in size, shape and topography for the proposed use including without limitation, any required yards, walls, fences, parking and loading facilities, landscaping, setbacks, and other development standards prescribed in the MPMC;
- The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;
- The proposed use is consistent with the General Plan and any applicable specific plan;
- The proposed use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City;
- The proposed use will not have an adverse effect on the public health, safety and general welfare; and
- The use applied for at the location set forth in the application is properly one authorized by conditional use permit pursuant to the MPMC;
- The proposed drive-through is an accessory to an established commercial business;
- The drive-through is not located in an area designated as MU-I in the General Plan Land Use Map;
- The pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
- The drive-through aisles have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;

- The drive-through aisles provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
- All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment are screened from view;
- Landscaping will screen the drive-through or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
- The drive-through aisles will be constructed with concrete;
- The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
- Menu boards will be a maximum of 30 square feet, with a maximum height of seven feet, and face away from the street; and
- The drive-through aisles do not exit directly onto a public right-of-way.

These findings are included in the draft Resolution.

BACKGROUND AND DISCUSSION:

2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village ("Project Site"). They are designated as GVN-S zoning in the South Garfield Village Specific Plan ("GVSC") and Commercial land use designation in the General Plan. Garfield Oil, LLC ("Applicant") requests an amendment to the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for the Project Site from GVN-S to GVC-S (Zone Change (ZC-19-01)). To allow for the reconstruction of a service station and a drive-through coffee shop in the GVC-S zone, the Applicant also requests approval of a Conditional Use Permit (CU-19-04) (collectively, these requests are referred to as the "Project"). 2439 Garfield and 2425 Garfield were both purchased by the same property owner and together these addresses take up two lots on the same block. The Applicant is proposing to combine and develop both lots in a single phase as part of the Project.

The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size. The Project Site is currently developed with four detached structures including a one-story, 1,629-square-foot, two-tenant commercial building (occupied by an auto repair/smog-check service business² (ARCO) and a food mart), two fueling canopies and a one-story 2,400-square-foot commercial building (currently occupied by a music studio). To the north of the Project Site are West Fernfield Drive and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard;

² On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station (ARCO) at 2439 Garfield Avenue; and on September 24, 1998, it adopted Resolution No. 23-98 approving a CUP to allow a smog-testing business to operate in conjunction with ARCO (CU-98-13). The ARCO station has remained in continuous operation.

to the east are South Garfield Avenue and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.

The proposed Project proposes demolishing and reconfiguring an existing service station and service-station canopy at 2439 Garfield Avenue. It also proposes demolishing an existing one-story office building and constructing a new detached coffee shop with a drive-through at 2425 Garfield Ave. The existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign will remain. In total, the proposed improvements will be 3,654 square feet in area – less than the existing square footage. Specifically, the service station canopy will be 87 feet long, 42 feet wide, and 18 feet tall; the cashier kiosk for the service station will be 117 square feet in size and 11 feet tall; and the retail coffee shop will be 880 square feet in size and 21 feet tall.

All buildings and structures on the property will be one-story. The building exteriors will be a combination of ¾-inch thick reclaimed wood siding and corrugated metal with a flat roof. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area will feature a covered patio, partially enclosed with trellis green screens. The draft CUP requires that the proposed coffee shop be designed to screen all service areas, restrooms and mechanical equipment; and provide landscaping to screen the drive-through driveway aisle. Additionally, the drive-through aisle and building must be setback 25 feet from the curb face, and the menu board can be no more than 30 square feet and seven feet high and must face away from the street – pursuant to the CUP. The building design/architectural style, landscaping and new signage will be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things.

The MPMC requires that the proposed Project provide at least six parking spaces; the Project provides seven spaces. The proposed Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. Pursuant to the GVSP, the City's Engineering Division considered lot-consolidation-incentive bonuses through the development process and determined that, for this Project, vacation of the alleyway would not be feasible because it would require the alley to be divided between the Project Site and a few other properties located to the west. The drive-through aisle must be a minimum of 12-feet wide on the curve and 11-feet wide on the straight sections; it will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The draft CUP also requires that the drive-through aisle be made of concrete, and provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.

In June of 2019, a Focused Traffic Impact Analysis was prepared. That analysis concluded that the Project would result in no significant traffic impacts at the study

intersections. Nevertheless, on-site and site-adjacent improvements (including Project driveways, roadway design, traffic signing and striping) and traffic control improvements relating to the proposed Project must be constructed in accordance with applicable engineering standards to the satisfaction of the City's Public Works Department.

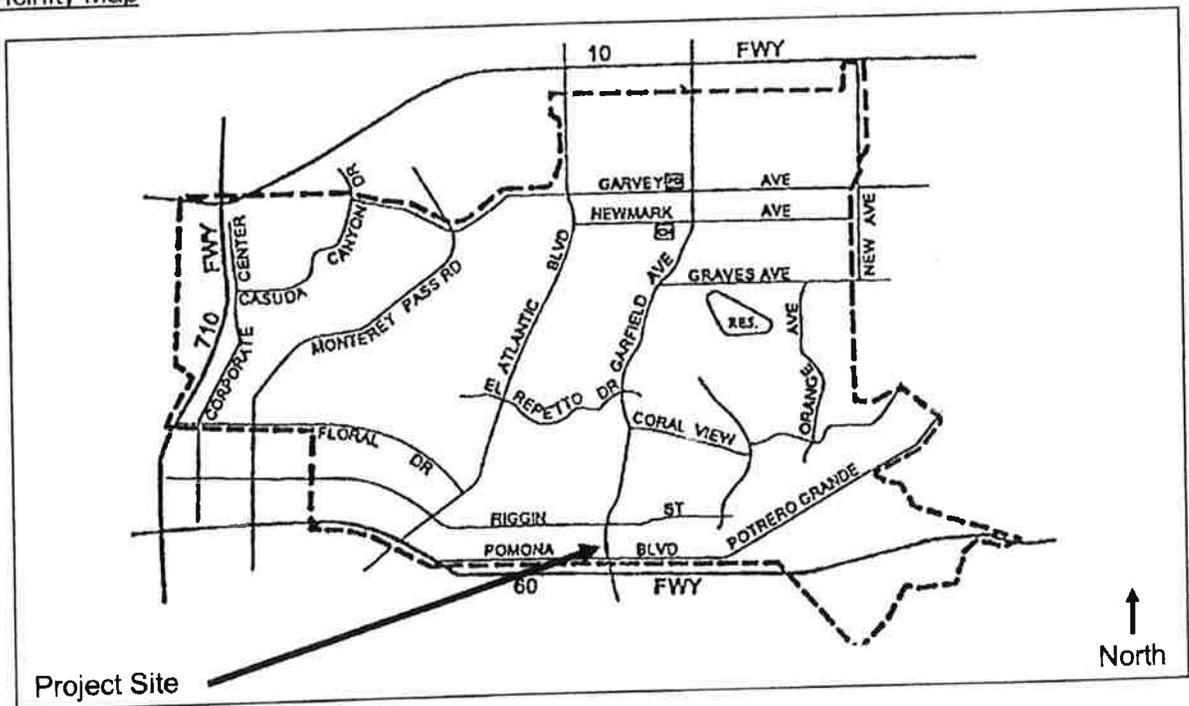
The Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand.

OTHER ITEMS:

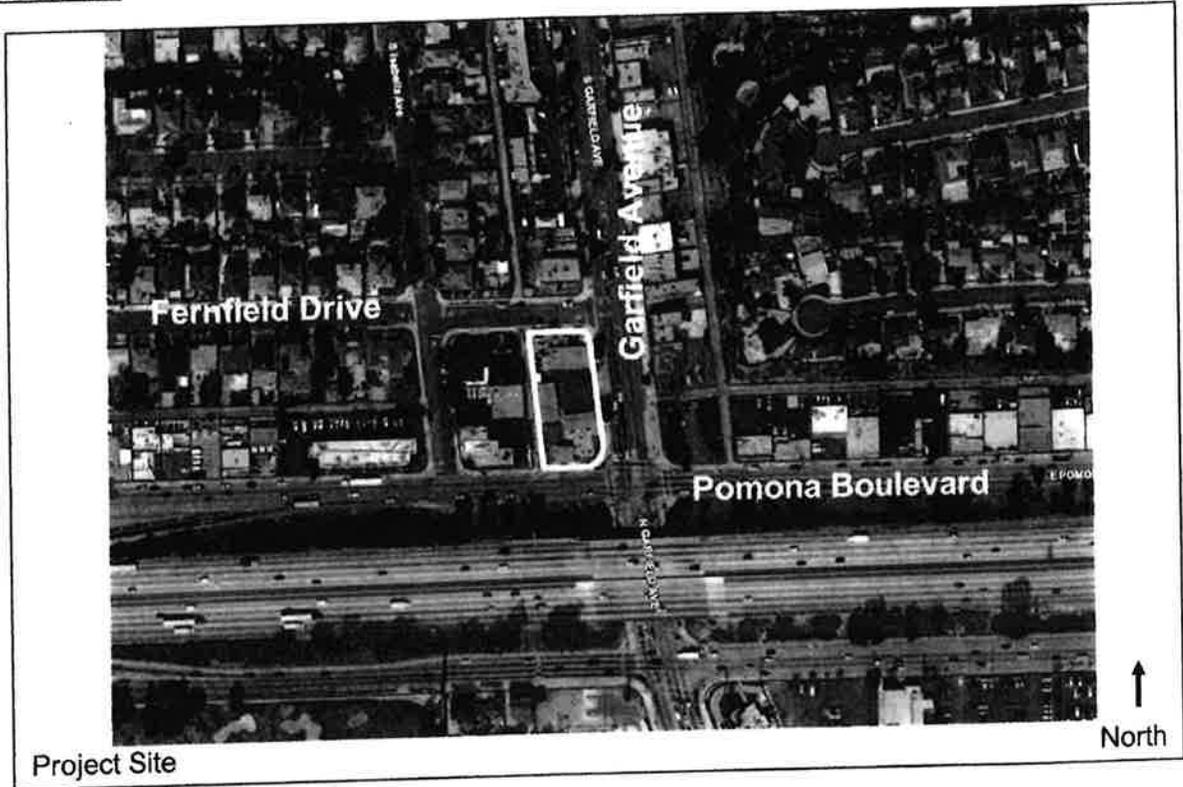
Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **October 10, 2019** and published in the Wave on **October 10, 2019**, with affidavits of posting on file. The legal notice of this hearing was mailed to **56** property owners within a 300 feet radius and current tenants of the property concerned on **October 10, 2019**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None

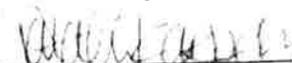
FISCAL IMPACT:

There may be an increase in sales tax revenue and business license tax revenue. Calculations of the exact amount would be speculative.

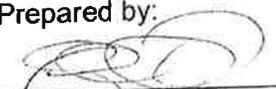
Respectfully submitted,


Mark A. McAyoy
Director of Public Works/
City Engineer/City Planner

Reviewed by:


Natalie C. Karpeles
Deputy City Attorney

Prepared by:


Samantha Tewasart
Senior Planner

Staff Report
Page 8

Attachments:

- Attachment 1: Draft Resolution
- Attachment 2: Site, floor, elevation plans

ATTACHMENT 1

Draft Resolution

RESOLUTION NO. 20-19

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

The Planning Commission of the City of Monterey Park does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

- A. On February 26, 2019, Garfield Oil, LLC (“Applicant”) submitted an application to amend the Garfield Village Specific Plan (SPA-19-01) to change the zoning designation for 2425 and 2439 South Garfield Avenue from Garfield Village Neighborhood Shopping (GVN-S) to Garfield Village Commercial Services (GVC-S)(Zone Change (ZC-19-01)) and requesting approval of a Conditional Use Permit (CU-19-04) to allow reconstruction of an existing service station and construction of a new drive-through coffee shop (collectively, the “Project”);
- B. The Project was reviewed by the City Planner for, in part, consistency with the General Plan and conformity with the Monterey Park Municipal Code (“MPMC”);
- C. In addition, the City reviewed the Project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”);
- D. The City Planner completed review and scheduled a public hearing regarding the Project before the Planning Commission for October 22, 2019. Notice of the public hearing was posted and mailed as required by the MPMC;
- E. On October 22, 2019, the Planning Commission opened the public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff and public testimony, and representatives of the Applicant; and
- F. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its October 22, 2019 public hearing including, without limitation, the staff report submitted by the City Planner.

SECTION 2: *Factual findings and Conclusions.* The Planning Commission finds that the following facts exist and makes the following conclusions:

- A. 2425 and 2439 South Garfield Avenue are adjacent lots currently located in the South Garfield Village (“Project Site”); and are designated zone GVN-S in the South Garfield Village Specific Plan (“GVSC”) and Commercial in the General Plan. No changes are proposed to the Commercial designation of the properties. 2439 Garfield and 2425 Garfield were both purchased by the same property owner and

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 2 OF 8**

together these addresses take up two lots on the same block. The Applicant proposes to combine and develop both lots in a single phase as part of the Project. The Project would demolish and reconfigure an existing service station and service-station canopy (currently, ARCO) at 2439 Garfield and demolish an existing one-story office building to construct a new detached coffee shop with a drive-through at 2425 Garfield. According to the GVSP, a service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).

- B. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at 2439 Garfield Avenue (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station). On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business to operate in conjunction with ARCO; and the ARCO station has remained continuously in operation.
- C. The Project Site is located at the northwest corner of South Garfield Avenue and Pomona Boulevard. It is comprised of two consolidated parcels totaling 22,148 square feet (0.51 acres) in size, rectangularly shaped and relatively flat. All the existing structures located at-grade would be demolished (except for the existing underground fuel storage tanks, landscape planter areas and freestanding pylon sign). The proposed total building area of the coffee shop and cashier kiosk would be 997 gross square feet; this is four percent of the lot area. All buildings and structures on the property would be one-story. The proposed coffee shop will have a walk-up window, no indoor seating, a drive-through aisle, and an outdoor seating area. The outdoor seating area would feature a covered patio, partially enclosed with trellis green screens. The proposed coffee shop would be designed to screen all service areas, restrooms and mechanical equipment; landscaping will be provided to screen the drive-through driveway aisle. The drive-through aisle and building will be setback 25 feet from the curb face. The menu board will be no more than 30 square feet and seven feet high and will face away from the street. The building design/architectural style, landscaping and new signage would be subject to the review and approval of the Design Review Board to maintain consistency with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale.
- D. The MPMC requires that the Project provide at least six parking spaces; the Project proposes seven spaces. The Project will maintain three existing driveway cuts and the existing alleyway along the western property line. The drive-through will be accessible from a two-way driveway on South Garfield Avenue, a two-way driveway on Pomona Boulevard and an alleyway west of the lot. The drive-through aisle will be a minimum of 12-feet wide on the curve and 11-feet wide on the straight

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 3 OF 8**

sections; and will be intersected by a clearly-visible pedestrian walkway. The Project does not include any off-site roadway improvements and minimal site-adjacent improvements or repairs are anticipated. The drive-through aisle will be made of concrete and will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars.

- E. To the north of the Project Site are West Fernfield Drive (a local street that is 36-foot curb-to-curb within a 50-foot wide right-of-way) and one-story commercial buildings; directly to the south is the Pomona Freeway (SR-60) and Pomona Boulevard (a principal arterial street); to the east are South Garfield Avenue (a principal arterial street that ranges in width from 84- to 100-foot curb-to-curb within a 100- to 120-foot wide right-of-way) and a one-story auto service building; and to the west is a two-story office building occupied by a California Driving School. Those properties located to the north and east of the subject property are zoned GVN-S and those to the west are zoned GVC-S.
- F. The proposed Project is forecast to result in no significant traffic impacts at the study intersections.
- G. The Project is located within a commercial area of the City that contains no environmentally sensitive habitat and/or species. There are no identified physical constraints such as soil and/or geologic conditions indicating substrate instability that would prohibit development of the proposed Project. The Project Site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services.

SECTION 3: *Environmental Assessment.* Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) because the Project site is located in an urban area already developed with an existing service station which will be reconstructed as part of the proposed in-fill Project and the construction of the proposed drive-through coffee shop will take place entirely upon the existing, developed lot. The Project is proposed within city limits on a site of no more than five acres substantially surrounded by urban uses; the site has no value as habitat for endangered, rare or threatened species; the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. The Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. It can be seen with certainty that no special circumstances exist that would create a reasonable possibility that the proposed Project will have a significant adverse effect on the environment.

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 4 OF 8**

SECTION 4: Conditional Use Permit Findings. Based upon the findings in Section 2, the Planning Commission finds as follows pursuant to MPMC §§ 21.10.040(l), 21.10.250 and 21.32.020(B), the Planning Commission finds as follows:

- A. The proposed use complies with all MPMC requirements for a conditional use permit. Accordingly, the Planning Commission finds pursuant to MPMC § 21.32.020:
1. The project site is adequate in size, shape and topography for the proposed Project. The site is two parcels totaling 22,148 square feet (0.51 acres), rectangularly shaped, and relatively flat. The total building area of the coffee shop and cashier kiosk will be 997 gross square feet. The proposed total building area will be substantially less than the maximum floor area allowed.
 2. The site has sufficient access to streets and highways and is adequate in width and pavement type. The Project would include three existing driveway cuts and the existing alleyway along the western property line.
 3. The proposed use is consistent with the General Plan and the South Garfield Specific Plan. No changes are proposed to the Commercial designation of the property and the Commercial land use category of the City's General Plan allows for a broad range of retail and service commercial and professional office uses intended to meet the needs of Monterey Park residents and businesses, as well as regional shopping demand. The objectives of the GVSP include improving mobility in the area and encouraging revitalization of the neighborhood commercial business area and connectivity to the surrounding neighborhoods (GVSP § 1.2.2). The proposed Project involves reconstructing the existing service station and creating a coffee shop with a drive-through and adjacent outdoor seating area; these improvements would: increase the use of a currently underutilized property and complement the surrounding neighborhood by taking advantage of nearby retail draws (GVSP § 2.3.1); upgrading the appearance of the Garfield/Pomona intersection (GVSP § 2.3.2); and providing outdoor gathering/dining areas along with the appearance of the existing facades (GVSP § 2.3.3).
 4. The Project will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood. The Project's contribution to cumulative impacts to local and regional transportation facilities will not be considerable. The proposed Project would decrease the building square footages (making efficient use of space at the Project Site) and increase the use of an underutilized property; which will help improve mobility on- and off-site, provide connectivity between the Specific Plan area and the surrounding neighborhoods, complement the existing businesses in the area, and function as a retail draw for the other existing businesses in the area.

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 5 OF 8**

5. The proposed Project will not have an adverse effect on the public health, safety and general welfare. The proposed Project will promote general welfare of the community by improving the aesthetics of an aging property and increasing the economic vitality of the surrounding neighborhood. The Project would not significantly impact any scenic vistas, scenic resources, or the visual character of the area and would not result in excessive light or glare. Based on the analysis of the Project's impacts, there is no indication that this project could result in substantial adverse effects on human beings.
 6. The use is properly one authorized by conditional use permit pursuant to the MPMC. A service station is permitted in the GVC-S zone subject to a conditional use permit (as set forth in MPMC §§ 21.10.250 and 21.32.020(B)) and a drive-through business is permitted subject to the limitations or special standards described in MPMC § 21.10.040(I).
- B. The proposed drive-through complies with all requirements set forth for a conditional use permit pursuant to MPMC § 21.10.040(I):
1. The drive-through is an accessory to an established restaurant or commercial business, namely a coffee shop;
 2. The proposed location of the drive-through is designated commercial in the City's General Plan and is not located in any area designated as MU-I in the General Plan Land Use Map;
 3. The pedestrian walkways will have clear visibility and will be emphasized by striping;
 4. The drive-through aisle will be 12-foot width on curves and a minimum 11-foot width on straight sections;
 5. The drive-through aisle will provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 6. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment will be screened from view;
 7. The proposed landscaping will screen drive-through or drive-in aisles from the public right-of-way and will be used to minimize the visual impact of reader board signs and directional signs;
 8. The drive-through aisles will be constructed with concrete;

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 6 OF 8**

9. The parking areas and the drive-through aisle and structure will be set back from the ultimate curb face a minimum of 25 feet;
 10. The menu board will be no more than 30 square feet and seven feet high, and will face away from the street;
 11. The architectural style of the drive-through will be consistent with the theme established in the center and provide compatibility with surrounding uses in form, materials, colors and scale, among other things; and
 12. The drive-through aisle will exit into an alleyway, pursuant to a Lot-Consolidation-Incentive bonus (GVSP § 3.8.3).
- C. The proposed service station complies with all requirements for a conditional use permit pursuant to MPMC § 21.10.250(A):
1. On August 21, 1969, the Planning Commission adopted Resolution No. 30-69 approving a variance to construct a service station at the Project Site (an intersection where more than one-half the number of corners of a street intersection within the City limits area occupied by a service station);
 2. On September 24, 1998, the Planning Commission adopted Resolution No. 23-98 approving Conditional Use Permit (CU-98-13) to allow a smog testing business in conjunction with the service station approved at the Project Site; and
 3. The preexisting service station has remained continuously in operation.

SECTION 5: *Zone Change and Specific Plan Amendment Findings.* Based on the Findings in Sections 2 and 4, and pursuant to MPMC § 21.38.050, the Planning Commission finds as follows:

- A. The Project is consistent with the goals, policies, and objectives of the General Plan. The proposed Specific Plan Amendment and Zone Change will allow for the revitalization of the existing property by providing the Applicant the opportunity to redevelop the Project Site.
- B. The Project will not adversely affect surrounding properties. The proposed Project is consistent with the type of the uses that are currently developed in that neighborhood. The Project would decrease the building square footages, which will help improve mobility on- and off-site, allow for connectivity between the Specific Plan area and the surrounding neighborhoods, and make efficient use of the Project Site. The proposed Project would also increase the use of an underutilized property

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 7 OF 8**

(which occupies half a prominent street block and intersection) by complementing the existing businesses in the area and functioning as a retail draw.

- C. The proposed Specific Plan Amendment and Zone Change will allow the Applicant to: (1) rebuild the service station, upgrade the intersection and continue to utilize the existing alleyway as a secondary circulation network; (2) make improvements to the property and incorporate new uses which will be both automobile- and pedestrian-oriented; and (3) create more activity in the Specific Plan area and contribute to revitalizing the commercial area and neighborhood (GVSP § 2.4.4).
- D. The proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the MPMC. Without the proposed Specific Plan Amendment and Zone Change, the existing service station will be legal non-conforming use and the proposed coffee with drive-through would be prohibited. Rezoning of the site to accommodate the project will be consistent with general welfare as it will allow the Applicant to improve the existing service station property and to promote increased economic activity in the Garfield Village Specific Plan area.

SECTION 6: Recommendations. Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the Planning Commission recommends that the City Council approve Conditional Use Permit (CU-19-04); and adopt an ordinance implementing the proposed Zone Change (ZC-19-01) and Specific Plan Amendment (SPA-19-01).

SECTION 7: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 8: Limitations. The Planning Commission's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the Planning Commission's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 9: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of

**PLANNING COMMISSION
RESOLUTION NO. 20-19
PAGE 8 OF 8**

any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 10: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 11: A copy of this Resolution will be mailed to the Applicant and to any other person requesting a copy.

SECTION 12: This Resolution may be appealed within ten (10) calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

SECTION 13: Except as provided in Section 13, this Resolution is the Planning Commission's final decision and will become effective immediately upon adoption.

ADOPTED AND APPROVED this 22nd day of October 2019.

Chairperson Eric Brossy de Dios

I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 22nd day of October 2019, by the following vote of the Planning Commission:

AYES: Commissioners Choi, Amador, Salazar, and Robinson
NOES: Commissioner Brossy de Dios
ABSTAIN: None
ABSENT: None

Mark A. McAvoy, Secretary

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Natalie C. Karpeles,
Deputy City Attorney

RESOLUTION NO. 20-19

Exhibit A

CONDITIONS OF APPROVAL

2425-2439 SOUTH GARFIELD AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Garfield Oil LLC agrees that it will comply with the following conditions for the City of Monterey Park's approval of Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04) ("Project Conditions").

PLANNING:

1. Garfield Oil LLC ("Applicant") agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of SPA-19-01, ZC-19-01, and CU-19-04 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of SPA-19-01, ZC-19-01, and CU-19-04, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Divisions. Any subsequent modification must be referred to the City Planner for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires 12 months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A single one-year extension may be granted by the Planning Commission upon finding of good cause.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.
6. The real property subject to SPA-19-01, ZC-19-01, and CU-19-04 must remain well-maintained and free of graffiti.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. With the exception of the MPMC prohibition against drive-through aisles exiting directly onto a public right of way (see MPMC § 21.10.040(I)(12)), the drive-through component of the Project must otherwise comply with MPMC § 21.10.040(I) and must be reviewed and approved by the Design Review Board, where applicable. Specifically:
 - a. Any pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
 - b. The drive-through aisles must have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
 - c. The drive-through aisles must provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 - d. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment must be screened from view;
 - e. Landscaping will screen the drive-thru or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
 - f. The drive-through aisles must be constructed with (PCC) concrete;
 - g. The parking areas and the drive-through aisle and structure must be set back from the ultimate curb face a minimum of 25 feet; and
 - h. Menu boards can be no more than 30 square feet, with a maximum height of seven feet, and must face away from the street.

ENGINEERING:

10. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee, this project involves the disturbance of soils by grading, clearing and/or excavation. Developer/owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. This project will require the preparation of a Low Impact Development (LID) and a Storm Water Pollution Prevention Plan (SWPPP). Upon approval of the NPDES document by the City, Developer/Owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading Permit (the electronic copy requirement pertains to projects greater than an acre).

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

11. The Applicant must pay all City development fees including, without limitation, wastewater deficiency fees, water meter fees and metered water service impact fees as required by MPMC.
12. All improvement plans, including grading and public improvement plans must be based upon City approved data. Benchmark references to be obtained from the Engineering Division.
13. A grading and drainage plan must be prepared for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer.
14. A hydrology and hydraulic study of the site must be submitted to and approved by the City Engineer.
15. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate, they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also to the satisfaction of the City Engineer before the approval of the grading and drainage plans.
16. Landscaping and irrigation plans must be prepared and/or incorporated into the public improvement plans; any proposed parkway tree types must be reviewed and approved by the City. The Applicant must provide landscaping and irrigation system for parkways.
17. All public works improvements must comply with the standards and specifications of the City to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the Public Works Director, or designee.
18. All on-site electric, telephone and cable TV utility services must be installed fully underground and to required City standards. Satisfactory provisions for all other utilities and service connections, including water, sewer and gas, shall be made to City and public utility standards. A utility plan must be prepared and submitted before the City approves grading and drainage plans, showing all existing and proposed utilities. The utilities may be shown on a separate plan.
19. Before the City issues a building permit, the Applicant must provide water system calculations that include domestic and fire system demand sizing. The cost of any water meter upgrades and any fire line installation required by the City must be submitted before the City issues a building permit.
20. The public works improvement plans, which include the location of the domestic water meter, water service laterals, fire service lines, all new sewer and water connections, and all existing utilities in the right of way, must be approved (or substantially complete) by the City Engineer before the City issues a grading permit.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

21. The Applicant must replace the existing streetlight fronting Pomona Boulevard with Marbelite concrete streetlight.
22. The Applicant must install one new streetlight on Fernfield Drive at the alley as shown on the plans.
23. The Applicant must provide adequate lighting along the alley, whether from private or public lighting sources.
24. The Applicant must reconstruct or rehabilitate Fernfield Drive full street width from Garfield Avenue west to the alley behind the property.
25. The Applicant must reconstruct the adjacent alleyway (full depth pavement structural section) from Fernfield Drive to Pomona Boulevard to include a new concrete gutter or provide a recommended pavement section for repair as determined by an investigation approved by the City Engineer.
26. The Applicant must reconstruct alleyway approaches to include ADA compliant ramps.
27. The Applicant must remove old concrete bus pad along Pomona Boulevard and replace with asphalt pavement section and reconstruct the existing damaged sewer manhole fronting the alley on Pomona Boulevard and replace the sewer lid and ring, and reset to grade.
28. The Applicant must repair or reconstruct curb, gutter, sidewalk and driveway approaches along the entire frontage of Fernfield Drive, Garfield Avenue, and Pomona Boulevard as determined by a field investigation and the City Engineer.
29. All improvement plans, including grading and public improvement plans must incorporate all applicable site development information and include any and all necessary reports, attachments, and required materials to be considered a complete submittal or they will be rejected. Provide details and elevations for the new trash enclosures.

FIRE:

30. All conditional identified by the Monterey Park Fire Department are subject to the review and approval of the Fire Chief, or designee, for determination of applicability and extent to which any condition may be required.
31. A permit must be obtained from the Fire Department before engaging in activities, operations, practices or functions as required by California Fire Code (CFC) §§ 106.6 and 105.7, as adopted by MPMC Chapter 17.
32. Fire protection, including fire apparatus access roads and water supplies for fire hydrant must be installed and made serviceable before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 17.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

33. All fire safeguards required by CFC Chapter 33, as adopted by MPMC Chapter 17, must be adhered to and maintained during the course of construction.
34. Provide an approved automatic fire sprinkler system and fire alarm as set forth by CFC §§ 903 and 907, as adopted by MPMC Chapter 17, for new structures. The Fire Sprinkler System or Fire Alarm requirements and/or modifications require a separate plan check submittal and approval. Work shall not commence until a permit is obtained.
35. Fuel dispensing station must comply with provisions of CFC Chapter 23, as adopted by MPMC Chapter 17.
36. Provide approved signs or other approved notices or markings that include the works NO PARKING – FIRE LANE. Signs must be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof, as required by the Fire Chief per CFC § 503.3, as adopted by MPMC Chapter 17.
37. Fire Department vehicular access must be installed and maintained in a serviceable manner before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 5.
38. The minimum fire flow required must be determined as specified by the current adopted edition of the CFC Appendix B with adopted amendments.
39. The required fire flow for the new structure is 1,000 gallons per minutes (gpm) as 20 pounds per square inch (psi) of 2 hours duration.
40. Before combustible construction on any parcel, a fire hydrant capable of providing 1,000 gallons per minute at 20 psi must be installed and in service along the access road/driveway at a location approved by the Fire Chief, or designee, but no further than 250 feet from the construction site. The owner of the combustible construction is responsible for the cost of this installation.
41. Per California Fire Code Appendix C, a minimum of one fire hydrant must be provided within 250 feet of the new structure.
42. A Knox box(es) must be provided at an approved location per CFC § 505.1.
43. Portable fire extinguishers must be installed per the CFC § 906.
44. If revised plans are required, additional fees will be due for the review of the drawings.

POLICE:

45. Exterior lighting must be in full operation at all times.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

46. All major common areas of the locations, including all parking areas, must be covered by security video cameras. All security cameras must operate 24-hours a day, seven days a week. All cameras must record onto a recording medium and all recordings must be maintained in a secure and locked enclosure. Security video cameras must be installed at all the entrance/exits and must be positioned to capture the faces of people entering and existing. All recordings must be maintained for a minimum of 30 days. All recordings must be made readily available for any law enforcement official who requests the recording(s) for official purposes. If the Chief of Police determines that there is a necessity to have additional security cameras installed, the management must comply with the request within seven days. The Chief of Police can also require a change in the position of the video cameras if it is determined that the position of the camera does not meet security needs. The management must comply with the request within seven days.
47. The applicant/property owner must install an adequate alarm system at any fixed money handling areas. The alarm system will allow notification of the Police Department in the event of any such attempt. The type of alarm system installed must be connected with the alarm company, and the system must have the capability to distinguish if the need for the Police service is for a robbery or burglary. The business must obtain an alarm permit from the Police Department.
48. Access to the roof, if there is one, will be locked and secure. Access to the roof will be restricted to maintenance personnel, building management, or other authorized personnel.
49. The business is encouraged to join and participate in the Monterey Park Police Department's Business Watch Program; a free service designed to educate businesses about minimizing criminal activity. The Community Services Bureau can be contacted at (626) 307-1215.
50. The shrubbery on the property must be installed and maintained in such condition as to not restrict visibility from the street or easily conceal persons.
51. The business must comply with federal, state, and local laws governing business licensing, and noise levels.

By signing this document, Garfield Oil LLC, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Garfield Oil LLC, Applicant

RESOLUTION NO. 20-19

Exhibit A

CONDITIONS OF APPROVAL

2425-2439 SOUTH GARFIELD AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Garfield Oil LLC agrees that it will comply with the following conditions for the City of Monterey Park's approval of Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01), and Conditional Use Permit (CU-19-04) ("Project Conditions").

PLANNING:

1. Garfield Oil LLC ("Applicant") agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of SPA-19-01, ZC-19-01, and CU-19-04 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of SPA-19-01, ZC-19-01, and CU-19-04, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Divisions. Any subsequent modification must be referred to the City Planner for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires 12 months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A single one-year extension may be granted by the Planning Commission upon finding of good cause.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

6. The real property subject to SPA-19-01, ZC-19-01, and CU-19-04 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. With the exception of the MPMC prohibition against drive-through aisles exiting directly onto a public right of way (see MPMC § 21.10.040(I)(12)), the drive-through component of the Project must otherwise comply with MPMC § 21.10.040(I) and must be reviewed and approved by the Design Review Board, where applicable. Specifically:
 - a. Any pedestrian walkways either will not intersect the drive-through drive aisles or, if they do, will have clear visibility and will be emphasized by enriched paving or striping;
 - b. The drive-through aisles must have a minimum 12-foot width on curves and a minimum 11-foot width on straight sections;
 - c. The drive-through aisles must provide sufficient stacking area behind the menu board to accommodate a minimum of six cars;
 - d. All service areas, restrooms and ground-mounted and roof-mounted mechanical equipment must be screened from view;
 - e. Landscaping will screen the drive-thru or drive-in aisles from the public right-of-way and minimize the visual impact of reader board signs and directional signs;
 - f. The drive-through aisles must be constructed with (PCC) concrete;
 - g. The parking areas and the drive-through aisle and structure must be set back from the ultimate curb face a minimum of 25 feet; and
 - h. Menu boards can be no more than 30 square feet, with a maximum height of seven feet, and must face away from the street.

ENGINEERING:

10. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee, this project involves the disturbance of soils by grading, clearing and/or excavation. Developer/owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. This project will require the preparation of a Low Impact Development (LID) and a Storm Water Pollution Prevention Plan (SWPPP). Upon approval of the NPDES document by the

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

City, Developer/Owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading Permit (the electronic copy requirement pertains to projects greater than an acre).

11. The Applicant must pay all City development fees including, without limitation, wastewater deficiency fees, water meter fees and metered water service impact fees as required by MPMC.
12. All improvement plans, including grading and public improvement plans must be based upon City approved data. Benchmark references to be obtained from the Engineering Division.
13. A grading and drainage plan must be prepared for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer.
14. A hydrology and hydraulic study of the site must be submitted to and approved by the City Engineer.
15. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate, they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also to the satisfaction of the City Engineer before the approval of the grading and drainage plans.
16. Landscaping and irrigation plans must be prepared and/or incorporated into the public improvement plans; any proposed parkway tree types must be reviewed and approved by the City. The Applicant must provide landscaping and irrigation system for parkways.
17. All public works improvements must comply with the standards and specifications of the City to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the Public Works Director, or designee.
18. All on-site electric, telephone and cable TV utility services must be installed fully underground and to required City standards. Satisfactory provisions for all other utilities and service connections, including water, sewer and gas, shall be made to City and public utility standards. A utility plan must be prepared and submitted before the City approves grading and drainage plans, showing all existing and proposed utilities. The utilities may be shown on a separate plan.
19. Before the City issues a building permit, the Applicant must provide water system calculations that include domestic and fire system demand sizing. The cost of any water meter upgrades and any fire line installation required by the City must be submitted before the City issues a building permit.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

20. The public works improvement plans, which include the location of the domestic water meter, water service laterals, fire service lines, all new sewer and water connections, and all existing utilities in the right of way, must be approved (or substantially complete) by the City Engineer before the City issues a grading permit.
21. The Applicant must replace the existing streetlight fronting Pomona Boulevard with Marbelite concrete streetlight.
22. The Applicant must install one new streetlight on Fernfield Drive at the alley as shown on the plans.
23. The Applicant must provide adequate lighting along the alley, whether from private or public lighting sources.
24. The Applicant must reconstruct or rehabilitate Fernfield Drive full street width from Garfield Avenue west to the alley behind the property.
25. The Applicant must reconstruct the adjacent alleyway (full depth pavement structural section) from Fernfield Drive to Pomona Boulevard to include a new concrete gutter or provide a recommended pavement section for repair as determined by an investigation approved by the City Engineer.
26. The Applicant must reconstruct alleyway approaches to include ADA compliant ramps.
27. The Applicant must remove old concrete bus pad along Pomona Boulevard and replace with asphalt pavement section and reconstruct the existing damaged sewer manhole fronting the alley on Pomona Boulevard and replace the sewer lid and ring, and reset to grade.
28. The Applicant must repair or reconstruct curb, gutter, sidewalk and driveway approaches along the entire frontage of Fernfield Drive, Garfield Avenue, and Pomona Boulevard as determined by a field investigation and the City Engineer.
29. All improvement plans, including grading and public improvement plans must incorporate all applicable site development information and include any and all necessary reports, attachments, and required materials to be considered a complete submittal or they will be rejected. Provide details and elevations for the new trash enclosures.

FIRE:

30. All conditional identified by the Monterey Park Fire Department are subject to the review and approval of the Fire Chief, or designee, for determination of applicability and extent to which any condition may be required.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

31. A permit must be obtained from the Fire Department before engaging in activities, operations, practices or functions as required by California Fire Code (CFC) §§ 106.6 and 105.7, as adopted by MPMC Chapter 17.
32. Fire protection, including fire apparatus access roads and water supplies for fire hydrant must be installed and made serviceable before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 17.
33. All fire safeguards required by CFC Chapter 33, as adopted by MPMC Chapter 17, must be adhered to and maintained during the course of construction.
34. Provide an approved automatic fire sprinkler system and fire alarm as set forth by CFC §§ 903 and 907, as adopted by MPMC Chapter 17, for new structures. The Fire Sprinkler System or Fire Alarm requirements and/or modifications require a separate plan check submittal and approval. Work shall not commence until a permit is obtained.
35. Fuel dispensing station must comply with provisions of CFC Chapter 23, as adopted by MPMC Chapter 17.
36. Provide approved signs or other approved notices or markings that include the works NO PARKING – FIRE LANE. Signs must be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof, as required by the Fire Chief per CFC § 503.3, as adopted by MPMC Chapter 17.
37. Fire Department vehicular access must be installed and maintained in a serviceable manner before and during the time of construction per CFC § 501.4, as adopted by MPMC Chapter 5.
38. The minimum fire flow required must be determined as specified by the current adopted edition of the CFC Appendix B with adopted amendments.
39. The required fire flow for the new structure is 1,000 gallons per minutes (gpm) as 20 pounds per square inch (psi) of 2 hours duration.
40. Before combustible construction on any parcel, a fire hydrant capable of providing 1,000 gallons per minute at 20 psi must be installed and in service along the access road/driveway at a location approved by the Fire Chief, or designee, but no further than 250 feet from the construction site. The owner of the combustible construction is responsible for the cost of this installation.
41. Per California Fire Code Appendix C, a minimum of one fire hydrant must be provided within 250 feet of the new structure.
42. A Knox box(es) must be provided at an approved location per CFC § 505.1.
43. Portable fire extinguishers must be installed per the CFC § 906.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

44.If revised plans are required, additional fees will be due for the review of the drawings.

POLICE:

45.Exterior lighting must be in full operation at all times.

46.All major common areas of the locations, including all parking areas, must be covered by security video cameras. All security cameras must operate 24-hours a day, seven days a week. All cameras must record onto a recording medium and all recordings must be maintained in a secure and locked enclosure. Security video cameras must be installed at all the entrance/exits and must be positioned to capture the faces of people entering and existing. All recordings must be maintained for a minimum of 30 days. All recordings must be made readily available for any law enforcement official who requests the recording(s) for official purposes. If the Chief of Police determines that there is a necessity to have additional security cameras installed, the management must comply with the request within seven days. The Chief of Police can also require a change in the position of the video cameras if it is determined that the position of the camera does not meet security needs. The management must comply with the request within seven days.

47.The applicant/property owner must install an adequate alarm system at any fixed money handling areas. The alarm system will allow notification of the Police Department in the event of any such attempt. The type of alarm system installed must be connected with the alarm company, and the system must have the capability to distinguish if the need for the Police service is for a robbery or burglary. The business must obtain an alarm permit from the Police Department.

48.Access to the roof, if there is one, will be locked and secure. Access to the roof will be restricted to maintenance personnel, building management, or other authorized personnel.

49.The business is encouraged to join and participate in the Monterey Park Police Department's Business Watch Program; a free service designed to educate businesses about minimizing criminal activity. The Community Services Bureau can be contacted at (626) 307-1215.

50.The shrubbery on the property must be installed and maintained in such condition as to not restrict visibility from the street or easily conceal persons.

51.The business must comply with federal, state, and local laws governing business licensing, and noise levels.

MISCELLANEOUS:

52.The coffee shop business hours of operation will be Monday through Sunday, 24-hours.

**PLANNING COMMISSION
RESOLUTION NO. 20-19**

By signing this document, Garfield Oil LLC, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Garfield Oil LLC, Applicant

ATTACHMENT 2

Site, floor, elevation plans

ATTACHMENT 10

Planning Commission Minutes dated October 22, 2019

**UNOFFICIAL MINUTES
MONTEREY PARK PLANNING COMMISSION
REGULAR MEETING
OCTOBER 22, 2019**

The Planning Commission of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, October 22, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Eric Brossy de Dios called the Planning Commission meeting to order at 7:00 p.m.

ROLL CALL:

Planner Tewasart called the roll:

Board Members Present: Eric Brossy De Dios, Ricky Choi, Theresa Amador, Antonio Salazar, and Delario Robinson,

Board Members Absent: None

ALSO PRESENT: Natalie C. Karpeles, Deputy City Attorney, Mark A. McAvoy, Public Works Director/City Engineer/City Planner, and Samantha Tewasart, Senior Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS:

[1.] **PRESENTATIONS:** None

[2.] **CONSENT CALENDAR:** None

[3.] **PUBLIC HEARING:**

3-A. TENTATIVE MAP NO. 80304 (TM-19-04) TO ALLOW THE SUBDIVISION OF AIR-RIGHTS TO ESTABLISH AND MAINTAIN A TWO-UNIT CONDOMINIUM CONVERSION PROJECT IN THE R-2 (MEDIUM DENSITY RESIDENTIAL) ZONE – 128 GLADYS AVENUE

Planner Tewasart provided a brief summary of the staff report.

Chairperson Brossy de Dios opened the public hearing.

Applicant, Alex Liu, 1455 Monterey Pass Road, #206, Monterey Park, CA 91754, was present for questions.

Chairperson Brossy de Dios closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 19-19** approving Tentative Map No. 80304

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

(TM-19-04) to subdivide air-rights for a two-unit residential (3 bedrooms) condominium conversion development in the R-2 (Medium Density Residential) Zone.

Resolution No. 19-19

A RESOLUTION APPROVING TENTATIVE MAP NO. 80304 (TM-19-04) TO SUBDIVIDE AIR RIGHTS FOR A TWO-UNIT RESIDENTIAL CONDOMINIUM CONVERSION DEVELOPMENT AT 128 GLADYS AVENUE.

Motion: Moved, by Commissioner Salazar and seconded by Commissioner Choi, motion carried by the following vote:

Ayes: Commissioners: Brossy de Dios, Choi, Amador, Salazar, and Robinson
Noes: Commissioners: None
Absent: Commissioners: None
Abstain: Commissioners: None

3-B. SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH – 2425-2439 SOUTH GARFIELD AVENUE

Planner Tewart provided a brief summary of the staff report.

Commissioner Brossy de Dios inquired about the difference in intent of the two zones. Planner Tewart replied that the Garfield/Pomona intersection is identified as the gateway entrance and the specific plan discusses landscaping, street furniture, outdoor seating, etc.

Commissioner Brossy de Dios stated that there is an existing use on the lot, the use and lot are being expanded, there is a zone change on the lot on which the gas station currently sits, and even though it is an existing gas station, the entire gas station is being torn down and rebuilt as new, so under the auspices of the specific plan and the process of approving a zone change and conditional use permit, should this application be considered a new project. Commissioner Brossy de Dios inquired if the request is considered a continuation of the existing use or a new application. Planner Tewart replied that it would be a continuation and modification of an existing use. Attorney Karpeles replied that the use of the property as a service station is a continued use and the service station use has not been abandoned. A conditional use permit is needed to have the drive-through in the GVC-S zone and the service station. Once the zone is changed, the zone change would apply to the property in perpetuity and the conditional use permit will run with the land for as long as that use is continued, meaning the drive-through and the service station. Attorney Karpeles pointed out section B on page 5 of 8 which addresses findings for the conditional use permit.

Chairperson Brossy de Dios opened the public hearing.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Applicant, Arian Talehakimi, 4316 Marina City Drive #731, Marina del Rey, CA 90292 provided a brief presentation of the proposed project.

Representative Indira Ibrahimbegovic of Greenberg Farrow, 30 Executive Park, Suite 100, Irvine, CA 92614, stated that they are the architect of record. The menu board is placed at the seventh car from the pick-up point. This is the optimal location for Starbucks Corporation and will allow for adequate stacking contained on-site. Commissioner Brossy de Dios inquired if there is a specified traffic flow and if access is off the alley. Representative Ibrahimbegovic replied that it could be off the alley. There is an arrow at the beginning of the drive-through lane. A right can be made if coming north from Garfield.

Commissioner Choi inquired about northbound access. Representative Ibrahimbegovic replied that it would be a left onto Pomona. Commissioner Choi inquired if there is a Starbucks representative because Starbucks is very active in the selection of their sites. They have a store development team and a real estate team. They are very meticulous with regards to selection of a site and a sticking point is access. Applicant Talehakimi stated that they have a fully executed lease that is conditional to the outcome of the Planning Commission and City Council. Ahmad Ghaderi of A & S Engineering, Inc., 28405 Sand Canyon Road, Suite B, Canyon Country, CA 91387, stated that on Pomona and Garfield there is driveway access and the alley.

Commissioner Salazar inquired if there are any barriers between Starbucks and the alley. Applicant Talehakimi replied no.

Commissioner Robinson stated that he is happy to see an international chain come into the area.

Commissioner Amador inquired about the number of service bays currently at the property. Applicant Talehakimi replied that there are three service bays. Half of one of the service bays was taken to expand the footprint of a small store. The service bays are currently not in operation. They had a smog test facility in there until about eighteen months ago and they suspended the use of the service bays pending the proposed development plans.

Commissioner Amador inquired about the number of fueling stations. Applicant Talehakimi replied that the number of fueling stations will stay the same. There are currently twelve and they will retain twelve, which are six stations with pumps on both sides. There will be three rows of two.

Commissioner Salazar inquired about the 24-hour service. Applicant Talehakimi replied that the service station is currently 24-hours. There is no interior access for the customers to the building, so they only walk-up to an outside service window. There would still be a degree of separation between any potential assailants and the employees inside. Commissioner Salazar stated that since the coffee shop will only be a drive-through there will be less opportunity for robberies.

Opponent Dan Morales, 2424 South Isabella Avenue stated the existing traffic flow particularly in the morning coming from southbound Garfield coming from Pomona, there

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

are many trying to make a right on Riggin to get over to Isabella to make a left or they come down to Fernfield, which is the north street of this project, make a right and either make a left into the alley or drive up to Isabella and make a left there. The concern is that there is no divider that is going to keep the traffic controlled to come in through certain exits. Meaning there is two on Garfield, one on Pomona, and the alley particularly during peak hours when traffic is coming down south on Garfield. There is nothing on the plans that will keep cars from not crossing the alley where there can be potential stacking during peak hours. It is not that they are against the project; it is about what type of project it is going to be.

Speaker Flo Uwasa, 2412 South Isabella Avenue stated that the entryway from Garfield going north a left cannot be made on Garfield. The specific plan had mentioned making the alleyway and Fernfield one-way. There is a homeless situation in the area and they will be in outside area. She questioned the security and lighting.

Opponent Elena Helen Holguin, 206 West Fernfield Drive stated that she has lived in Monterey Park since 1959 and has seen a lot of changes in Monterey Park. There is terrible traffic going down Garfield and it is difficult to go down to ARCO gas station. They have problems with parking from the employees at the car wash.

Applicant Talehakimi stated that he apologizes for not connecting with the property owners, but he has tried on more than one occasion. He will provide the property owners with his connect information to bring any concerns that they may have with the project and to open the lines of communication. With respects to security, since they have owned the property, they have never been robbed or vandalized. Unfortunately, the recording studio with its dim lighting in the areas that are blocked from view it is easy for the homeless to go to those areas. They are hoping that this project will address those issues. With respects to lighting there will be more than adequate lighting. There will not be a security guard, but there will always be a person on-site to contact the police if needed. There will be greater visibility across the project. There will also be cameras throughout the property, which is a condition of the approval.

Mr. Ghaderi stated that the building is situated so as to not block the driveway. The majority of the traffic will be westbound Pomona and southbound Garfield, and going northbound on Garfield will be left on Pomona and then right onto the site. The traffic pattern is to have stacking towards the south side of the property. There is no potential blockage of the driveway. The building is intentionally designed so that the path there exiting off the driveway is accessible at all times.

Chairperson Brossy de Dios closed the public hearing.

Commissioner Robinson stated that the traffic on Garfield and Pomona is stressful. Most of the traffic comes from the 8-wheelers trying to make a left-turn going onto Garfield, but this project is on the north side and traffic is coming from the north onto Garfield. The Starbucks can be accessed from the west side and exit, which is not as much traffic. There is going to be homeless, but with the new lighting there will be a vast improvement.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Commissioner Salazar stated that he believes that the clarification on the drive-through entrance has been addressed and there are no concerns. The new lighting will help to facilitate the discouragement of people hanging out in the existing northern part of the property. It will be an improvement for the property. He understands the concerns from the neighbors and hopes that this project can benefit everyone and not just the passer-bys.

Commissioner Amador inquired about clearance in the alleyway. Assistant City Engineering Frank Lopez replied that Starbucks is situated so that the entry is south of Mr. Morales's driveway and the exit is just north of it and cars exiting will likely turn right not through the alley to go onto Pomona. The entrance to the drive-through will likely be from Garfield. There is an aisle space outside of the alley for the drive-through, so they don't have to be in the alleyway. A couple of things to understand is that alleyways, while they are not streets, they are access to driveways both for residences and businesses. There will be some numbers that will come from Pomona, but most of the morning trips will be coming from the north going southbound, so the easiest entrance will be the driveway at the front of the property along Garfield. Commissioner Amador stated that she just wants to make that Mr. Morales's home was taken into consideration. It is a great project and may be it will give impetus to other businesses to come to this area. We see the changes, but we also need to address the concerns of the residents.

Commissioner Brossy de Dios stated that he does have concerns with this application. The gas station has been a fixture at that location for many years. There is a concern that the application made for the zone change flies in the face of what the intent of the specific plan was about. His understanding is that the corner is to be considered a primary gateway the Garfield Village and continuation to the pedestrian areas and by changing the land development zone for that parcel that we would be changing the ultimate intent of the specific plan. This project would be a great addition to a shopping center, but as the gateway there is a concern.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 20-19** recommending that the City Council approve Specific Plan Amendment (SPA-19-01), Zone Change (ZC-19-01) and Conditional Use Permit (CU-19-04) to allow the reconstruction of an existing service station and construction of a new coffee shop with a drive-through at 2425 and 2439 South Garfield Avenue, with an added condition.

Resolution No. 20-19

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE SPECIFIC PLAN AMENDMENT (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE.

Motion: Moved, by Commissioner Robinson and seconded by Commissioner Amador, motion carried by the following vote:

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

Ayes: Commissioners: Choi, Amador, Salazar, and Robinson
Noes: Commissioners: Brossy de Dios
Absent: Commissioners: None
Abstain: Commissioners: None

[4.] **OLD BUSINESS:** None

[5.] **NEW BUSINESS:** None

[6.] **COMMISSION COMMUNICATIONS AND MATTERS:** None

[7.] **STAFF COMMUNICATIONS AND MATTERS:** None

ADJOURNMENT:

There being no further business for consideration, the Planning Commission meeting was adjourned at 8:38 p.m.

Next regular scheduled meeting on November 12, 2019 at 7:00 p.m. in the Council Chambers.

Mark A. McAvoy
Director of Public Works/City Engineer/City Planner

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO: Public Hearing
Agenda Item 4-B

TO: Honorable Mayor and Members of the City Council
FROM: Matt Hallock, Fire Chief
SUBJECT: Public Nuisance Hearing regarding 229 E. Markland Drive, Monterey Park, CA 91755

RECOMMENDATION:

It is recommended that the City Council consider:

1. Opening the public hearing and receiving testimonial and documentary evidence (including this staff report);
2. After receiving such evidence, ratifying the City Manager's April 15, 2020 Order for Urgency Abatement of a public nuisance at 229 E. Markland Drive based upon substantial evidence; or
3. Alternatively, discussing and taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The single-family dwelling located at 229 E. Markland Drive, Monterey Park, CA 91755 was "red tagged" by the City's Building Official on December 11, 2018; the "red tag" remains in place to date. On April 11, 2020, the Monterey Park Police (MPPD) and Fire Departments (MPFD) were called to the property. Upon arrival, MPPD observed evidence that persons were squatting within both the detached garage and dwelling; and MPFD was required to put out a fire that had been lit within the dwelling. At the scene, MPPD also found evidence that the fuse box on the property had been rewired and that wires have been connected directly to the powerlines servicing the dwelling.

On April 15, 2020, the City Manager signed an Order for Urgency Abatement at the property. An urgency order was needed to immediately abate the public nuisance on the property because the threat to public health and safety was significantly heightened because of the "safer at home" orders issued by the Governor, the Los Angeles County Department of Health, and the City of Monterey Park. The public nuisances are numerous and include the hoarding conditions within the dwelling;; the front and rear yard landscaping is severely overgrown; and the condition of the rear yard currently constitutes an immediate fire hazard (see attached Order for Urgency Abatement). The property was secured by the City on April 17, 2020 and both MPPD and Code Enforcement have been conducting routine checks of the premises.

It is recommended that the City Council consider ratifying the City Manager's Urgency Order.¹

DISCUSSION:

Following an interior inspection of the single-family dwelling located at 229 E. Markland Drive, Monterey Park, CA 91755 in 2018, the Code Enforcement officers observed hoarding conditions within the interior and exterior of the property. On or about December 19, 2018, the dwelling was "red tagged" by the City's Building Department due to lack of running water. The dwelling has been vacant and unmaintained since that time.

On April 11, 2020, MPPD and MPFD were called to the property. Upon arrival, MPPD found evidence that persons were squatting within both the detached garage and dwelling²; and MPFD was required to put out a fire that had been lit within the dwelling.³ At the scene, MPPD also found evidence that the fuse box on the property had been rewired and that wires have been connected directly to the powerlines servicing the dwelling.⁴ The hoarding conditions within the dwelling have not been abated; the front and rear yard landscaping is severely overgrown; and the condition of the rear yard constitutes an immediate fire hazard.⁵

On April 15, 2020, the City Manager signed an Order for Urgency Abatement at the property due to the fact that the hoarding conditions within the dwelling have not been abated; the front and rear yard landscaping is severely overgrown; and the condition of the rear yard currently constitutes a fire hazard (see attached Order for Urgency Abatement).

The emergency nuisance conditions on the Property were abated on or about April 17, 2020, by:

1. Ensuring that the structures on the Property were vacant;
2. Putting out the fire within the dwelling on the Property;
3. Securing the vacant/abandoned dwelling and accessory structure against criminal activity, vandalism, on-site loitering and any other attractive nuisances by enclosing the perimeter of the Property with a padlocked chain-link fence; and

¹ See MPMC § 4.30.180(a), "Notwithstanding any other provision of this code, whenever the city manager, or designee, determines that a public nuisance exists and that such public nuisance constitutes an immediate threat or hazard or danger to persons or property, the city manager, without observing procedures set forth in this chapter with reference to public nuisance abatement, will forthwith immediately cause the abatement of such public nuisance in such manner as the city manager, or designee, determines is reasonably required."

² Persons remaining in or entering a structure or building "red tagged" by the Building Official is a violation of MPMC §§ 16.01.040-114.3; 4.30.050(d); and 4.30.060(e)(3)

³ Persons impermissibly burning brush, trash, rubbish, stubble or other flammable or combustible material is a violation of MPMC § 17.02.080-307.1

⁴ Faulty/hazardous wiring is a violation of MPMC § 17.01.010-604.1

⁵ Overgrown vegetation/weeds which constitute a fire hazard are a violation of MPMC § 4.30.050(j)(6)

4. Clearing the Property of overgrown vegetation that constituted a fire hazard.⁶

It is recommended that the City Council consider ratifying the City Manager's actions. Following ratification, all previous code enforcement efforts concerning the emergency nuisance conditions of the Property may constitute a special assessment and Nuisance Abatement Lien upon it, until paid.

FISCAL IMPACT:

None.

LEGAL NOTICE:

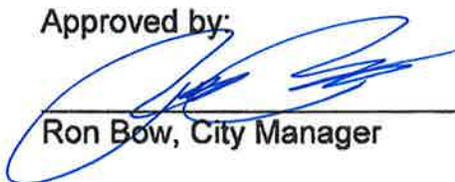
Written notice of this Public Nuisance Hearing was mailed and conspicuously posted at the property, in accordance with MPMC § 4.30.100.

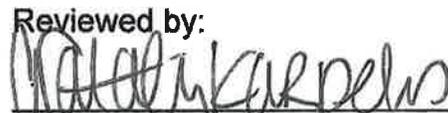
ATTACHMENTS:

1. Order for Urgency Abatement
2. Before-and-after photographs of Property regarding Urgency Abatement
3. Notice of Public Nuisance Hearing and Photograph of posted property

Respectfully submitted:

By: 
Matt Hallock,
Fire Chief

Approved by:

Ron Bow, City Manager

Reviewed by:

Natalie C. Karpeles, Deputy City
Attorney

⁶ Please note that any vegetation encroaching upon the public right-of-way was also cleared.

ATTACHMENT 1

Order for Urgency Abatement



CITY OF MONTEREY PARK

City Manager's Office

ORDER FOR URGENCY ABATEMENT AT 229 E. MARKLAND DRIVE, MONTEREY PARK, CA 91755

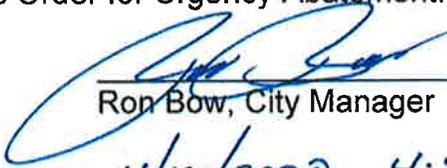
The City Manager finds:

Following an interior inspection of the single-family dwelling located at 229 E. Markland Drive, Monterey Park, CA 91755 in 2018, the City's Code Enforcement observed hoarding conditions within the interior and exterior of the property. On or about December 19, 2018, the dwelling was "red tagged" by the City's Building Department due to lack of running water. The dwelling has been vacant and unmaintained since that time.

On April 11, 2020, the Monterey Park Police (MPPD) and Fire Departments (MPFD) were called to the property. Upon arrival, MPPD observed evidence that persons were squatting within both the detached garage and dwelling; and MPFD was required to put out a fire that had been lit within the dwelling. At the scene, MPPD also found evidence that the fuse box on the property had been rewired and that wires have been connected directly to the powerlines servicing the dwelling. The hoarding conditions within the dwelling have not been abated; the front and rear yard landscaping is severely overgrown; and the condition of the rear yard currently constitutes a fire hazard.

For the foregoing reasons, the dwelling constitutes a public nuisance which immediately threatens or endangers surrounding homes and residents who are required to stay at home pursuant to Executive Order No. N-33-20 and the revised Los Angeles County Health Order issued April 10, 2020.

Pursuant to Monterey Park Municipal Code § 2.52.060(a)(1), a local emergency was proclaimed to exist within the City of Monterey Park on March 11, 2020 which was confirmed by City Council Resolution No. 12142. Pursuant to Monterey Park Municipal Code § 4.30.180, the property is to be immediately abated in any manner reasonably necessary to alleviate the hazards or dangers identified thereon; the Police Chief and Fire Chief are directed to take all action necessary under this Order for Urgency Abatement.



Ron Bow, City Manager

4/15/2020, 4:25 PM
Date/Time

ATTACHMENT 2
Before-and-after photographs of Property
regarding Urgency Abatement

Landscape (Before)



Landscape (After)



Fencing 1



Fencing 2



ATTACHMENT 3
Notice of Public Nuisance Hearing and
Photograph of posted property



Notice of Public Nuisance Hearing

On **May 6, 2020 at the hour of 7:00 pm**, the City Council for the City of Monterey Park will hold a public hearing at City Hall, 320 W. Newmark Ave., Monterey Park, to confirm the City Manager's April 15, 2020, determination that the property known and designated as **229 E Markland Drive, Monterey Park, CA 91755** posed an immediate threat to public health, safety and welfare and Order that the property be immediately abated in any manner reasonably necessary to alleviate the hazards identified thereon.

The emergency conditions consisted of:

1. Persons remaining in or entering the vacant dwelling and detached accessory structure at the Property in violation of the "red tag" issued by the Building Official (Monterey Park Municipal Code ("MPMC") §§ 16.01.040-114.3; 4.30.050(d); 4.30.060(e)(3));
2. Persons burning brush, trash, rubbish, stubble or other flammable or combustible material within the vacant dwelling (MPMC § 17.02.080-307.1);
3. The fuse box on the property had been rewired and the wires connected directly to the powerlines servicing the dwelling (MPMC § 17.01.010-604.1); and
4. Overgrown vegetation, weeds or debris which constituted a fire hazard (MPMC § 4.30.050(j)(6)).

Methods of abatement included:

1. Ensuring that the structures on the property had been vacated;
2. Putting out the fire inside the dwelling on the property;
3. Securing the vacant/abandoned dwelling and accessory structure against criminal activity, vandalism, on-site loitering and any other attractive nuisances by enclosing the perimeter of the property with a padlocked chain-link fence; and
4. Clearing the property of overgrown vegetation that constituted a fire hazard.

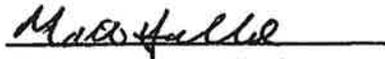
If the City Council determines that an urgency abatement was authorized on April 15, 2020, all previous code enforcement efforts concerning these conditions of the property, and the cleaning, clearing, rehabilitation, repair, or demolition by the City will constitute a special assessment and

April 22, 2020

Page 2

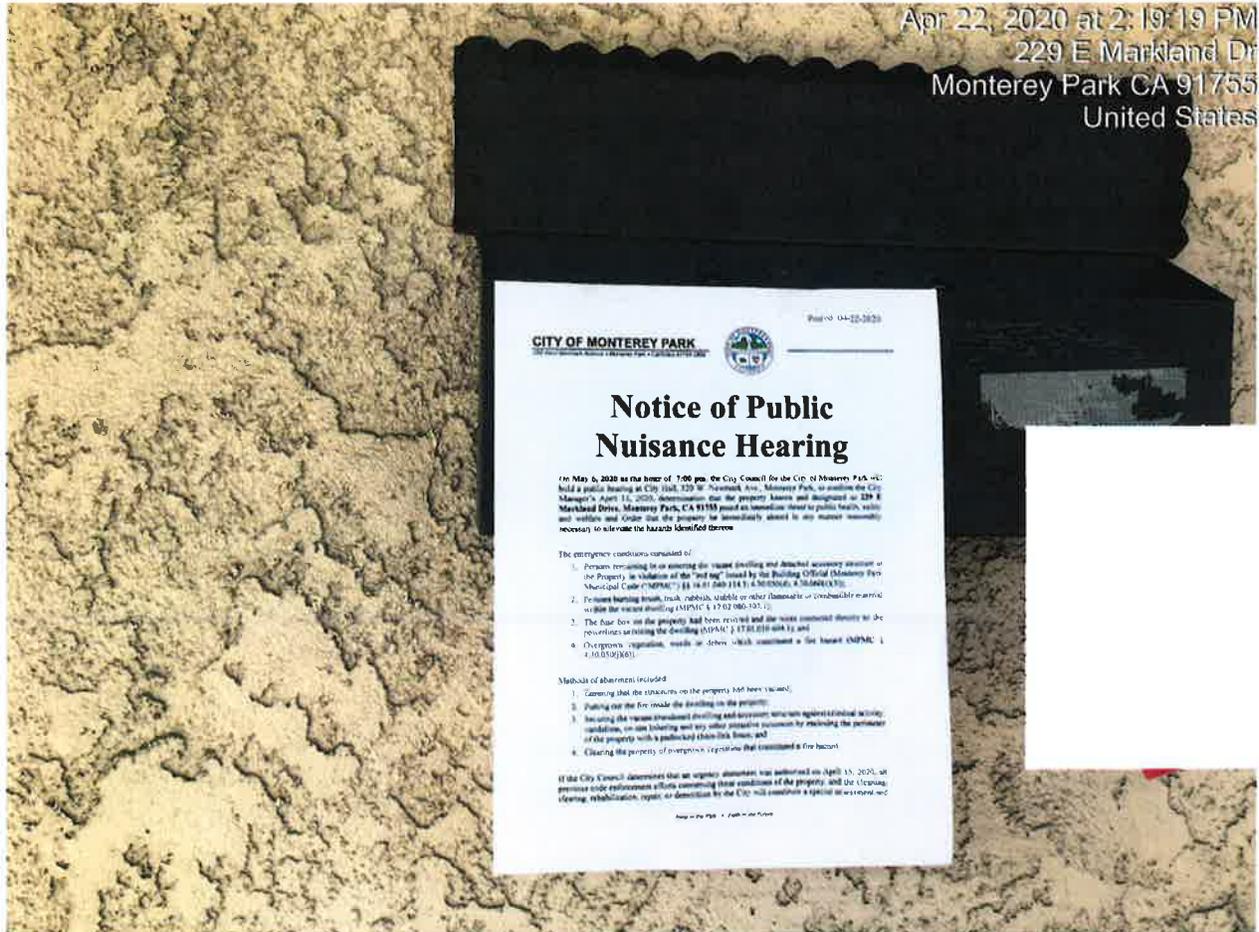
a Nuisance Abatement Lien upon such land until paid. The City may foreclose on any such lien in order to reimburse the City for these costs. **All persons having any objection to, or interest in, the matters addressed in this notice should attend the hearing where their testimony and evidence will be heard and given due consideration.**

Dated: 04/22/20



Chief Matthew Hallock
Monterey Park Fire Department

Apr 22, 2020 at 2:19:19 PM
229 E Markland Dr
Monterey Park CA 91755
United States



CITY OF MONTEREY PARK
1000 GARDEN AVENUE, MONTEREY PARK, CA 91755-1000



Page 04-22-2020

Notice of Public Nuisance Hearing

On May 6, 2020 at the hour of 7:00 pm, the City Council for the City of Monterey Park will hold a public hearing at City Hall, 122 W. Palmdale Ave., Monterey Park, to address the City Manager's April 15, 2020, determination that the property located and designated as 229 E Markland Drive, Monterey Park, CA 91755 poses an immediate threat to public health, safety and welfare and Order that the property be immediately abated in any manner reasonably necessary to alleviate the hazards identified therein.

The emergency conditions consisted of:

1. Persons remaining in or entering the vacant dwelling and attached accessory structure of the Property in violation of the "red tag" issued by the Building Official (Monterey Park Municipal Code (MPMC) §§ 16.01.010 (14) & 16.01.010 (15), and 16.01.010 (16));
2. Persons leaving trash, trash, rubbish, debris or other detriments or combustible materials within the vacant dwelling (MPMC § 17.02.060 (3) (1));
3. The fact that the property had been received and the water connected thereby to the sewer lines in violation of the Ordinance (MPMC § 17.02.010 (4) (1) and
4. Overgrown vegetation, weeds or debris which constituted a fire hazard (MPMC § 17.02.010 (6)).

Methods of abatement included:

1. Ensuring that the structures on the property are being vacated;
2. Putting out the fire inside the dwelling on the property;
3. Issuing the vacant dwelling dwelling and accessory structure against electrical activity, conditions, or any other situation necessary for reducing the potential of the property with a public safety hazard; and
4. Clearing the property of overgrown vegetation that constituted a fire hazard.

If the City Council determines that an urgent abatement was authorized on April 15, 2020, all previous order enforcement efforts concerning these conditions of the property, and all cleanup, clearing, rehabilitation, repair, or demolition by the City will constitute a public nuisance and

Page 04-22-2020



City Council Staff Report

DATE: May 6, 2020

AGENDA ITEM NO:

**New Business
Agenda Item 5-A**

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Consideration and possible action to adopt an Urgency Ordinance authorizing digital and electronic signatures for official city documents. Additionally, consideration and possible action to introduce and waive first reading of an ordinance that would take the same action as the urgency ordinance.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting an Urgency Ordinance upon 4/5th vote authorizing digital and electronic signatures for all City documents;
2. Waiving first reading and introduce an Ordinance authorizing digital and electronic signatures for all City documents; and/or
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On March 11, 2020, the City declared a state of local emergency due to the COVID-19 Pandemic (the "Emergency"). That Emergency was ratified by Resolution No. 12142, adopted March 18, 2020 and extended on April 15, 2020 by Resolution No. 12151. In response to the requirements related to physical distancing issued by the Governor and the Los Angeles County Department of Public Health, the City ordered the closure of all public facilities; cancelled in-person public meetings; and is taking numerous additional steps to help ensure that the likelihood of being exposed to COVID-19 is significantly reduced.

Since the start of the Emergency, it became apparent that the City must improve its protocols in order to facilitate the timely processing of documents while also adhering to State and County requirements of physical distancing. The attached urgency and regular ordinances would authorize digital and electronic signatures for all City documents (e.g., ordinances, resolutions and contracts) by providing specific standards for the City Clerk to utilize when processing such documents. Following the termination of the Emergency, the City Manager and City Clerk may recommend changes to these protocols, including codification within the Monterey Park Municipal Code.

BACKGROUND:

The City may execute documents either by electronic or digital signature(s). The general legal framework for the use of electronic signatures on electronic records has been in place for more than twenty years. In 1999, California adopted a version of the Uniform Electronic Transactions Act (UETA), guaranteeing that electronic signatures would have the same legal effect as a “wet” or manual signature.¹ In addition, in 1995, five years before the UETA was adopted, the California Legislature passed a statute authorizing public entities to accept “digital signatures” if and only if they comply with stringent verification procedures established by the Secretary of State.² The Secretary of State adopted regulations in 1998 approving the use of digital signatures in certain circumstances.³

The attached ordinances would authorize the use of electronic signatures on City documents while allowing the City to strike a balance between flexibility and the need for signature security and integrity. Specifically, the ordinances would: (1) establish that digital signatures will be effective on electronic documents, so long as certain guidelines regarding the security and integrity of digital signatures are met; (2) authorize the City Clerk to determine the particular technologies or vendors that presumptively satisfy these guidelines; and (3) authorize the use of an electronic signature for certain documents (e.g., electronic transactions that comply with Civil Code §§ 1633.1, *et seq.*).

In order for the City to improve its protocols to facilitate the timely processing of documents, while also adhering to State and County requirements of physical distancing, one of the recommendations is for the City Council to adopt an urgency ordinance that would take effect immediately. Additionally, the City Council would introduce a regular ordinance; adoption would be scheduled for the regular May 20th City Council meeting. Both ordinances would accomplish the same goal: authorizing digital and electronic signatures for official city documents.

FISCAL IMPACT:

Adoption of the ordinance would not result in any fiscal impact. There may, however, be costs associated with the selection and implementation of electronic and/or digital signature platforms. In the event the City Council adopts either or both ordinance(s), the City should likely select a software system for digital signatures which has been approved by the Secretary of State based on specific criteria and acceptable technology that ensures security, authentication, and confidentiality.

¹ Civil Code §§ 1633.1-1633.17

² Government Code § 16.5

³ 2 C.C.R. § 22003

Respectfully submitted by:



Vincent D. Chang
City Clerk

Approved by:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

ATTACHMENTS:

1. Urgency Ordinance
2. Regular Ordinance

ATTACHMENT 1

Urgency Ordinance

CITY OF MONTEREY PARK

ORDINANCE NO. U-_____

**AN UNCODIFIED URGENCY ORDINANCE AUTHORIZING
DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY
DOCUMENTS**

THE COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1. *Findings.* The City Council finds, determines and declares as follows:

- A. On March 11, 2020, at 7:00 p.m., the City declared a state of local emergency due to the COVID-19 Pandemic (the "Emergency"). That Emergency was ratified by Resolution No. 12142, adopted March 18, 2020 and extended on April 15, 2020 by Resolution No. 12151;
- B. Among other things, the Emergency is a significant threat to public welfare and the well-being of the City's employees. As a result, the Governor and the Los Angeles County Department of Public Health implemented requirements as to physical distancing. Accordingly, the City ordered the closure of all public facilities; cancelled in-person public meetings; and is taking numerous additional steps to help ensure that the likelihood of being exposed to COVID-19 is significantly reduced;
- C. Since the start of the Emergency, it became apparent that the City must improve its protocols in order to facilitate the timely processing of documents while also adhering to State and County requirements of physical distancing;
- D. California Government Code § 16.5 expressly authorizes municipalities to use digital signatures with appropriate security standards in place of traditional ink signatures ("wet signatures") for all official documents;
- E. Civil Code §§ 1633.1, *et seq.*, the Uniform Electronic Transactions Act, provides standards that govern electronic records and electronic signatures relating to the conduct of business, commercial, or governmental affairs; and
- F. The Council finds that it is in the best interest of the public safety, welfare and convenience of the City to implement the use of electronic and digital signatures during, at least, the Emergency. The City Manager and City Clerk may

recommend changes to this Ordinance – including codification within the Monterey Park Municipal Code – when it is practicable after termination of the Emergency.

- G. Because of the findings set forth above, the City Council finds that this Ordinance should be adopted on an urgency basis to preserve the public health, safety, and welfare in accordance with Government Code §§ 36934 and 36937(b).

SECTION 2. The City Clerk may utilize the following standards when processing all City documents including, without limitation, ordinances, resolutions, and contracts:

“DIGITAL AND ELECTRONIC SIGNATURES

I. Definitions.

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in these standards:

- A. “Acceptable technology” means technology, acceptable for use in the State of California, capable of creating signatures and which conforms to the requirements in both Government Code § 16.5 and 2 California Code of Regulations § 22003.
- B. “Digitally signed communication” means a message that is processed by acceptable technology in such a manner that ties the message to the signer.
- C. “Electronic document” means all records retained by the City in its regular course of business that are specifically designated by the City Council, City Manager, City Clerk, or City Attorney as being eligible for execution via an electronic signature. Such designation must be set forth in the body of a record and substantially read as follows: “This Document may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.”
- D. “Electronic signature” means an electronic symbol or process attached to or logically associated with an electronic document and executed or adopted by a person with the intent to sign the electronic document. For purposes of these standards, a “digital signature” as defined in Government Code § 16.5 is a type of electronic signature.
- E. “Message” means a digital representation of information intended to serve as a written communication provided to the city by a public entity or private entity.

- F. "Person" means a human being or any organization capable of signing a document, either legally or as a matter of fact.
- G. "Public entity" has the same meaning as Government Code § 811.2.
- H. "Signer" means the person who signs a digitally signed communication with the use of an acceptable technology to uniquely link the message with the person sending it.
- I. "Technology" means the computer hardware and/or software-based method or process used to create digital signatures.

II. Digital signatures.

- A. Digital signatures may be used for electronic documents. Only digital signatures created by an acceptable technology will be deemed valid.
- B. Before accepting a digital signature, the City Clerk, or designee will determine acceptable technologies and vendors to provide the means for employing digital signatures under these standards, consistent with industry best practices, to ensure the security and integrity of the data and the signature; including, ensuring that:
 - 1. The level of security used to identify the signer of a document and transmit the signature is sufficient for the transaction being conducted; and
 - 2. The certificate format used by the signer is sufficient for the security and interoperability needs of the public entity.
- C. The use of a digital signature compliant with this section will have the same force and effect as the use of a manual signature using ink applied to paper (aka "wet signature").

III. Electronic signatures.

For any electronic document consisting of an agreement with the City, in which a signature is required or used, the City may authorize the use of an electronic signature by any party, so long as the electronic transaction complies with the requirements of Civil Code §§ 1633.1, *et seq.*"

SECTION 3. This Ordinance was reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines"). Based upon that review, this Ordinance is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public and private property is necessary to maintain service

essential to the public, health and welfare.¹ Additionally, this Ordinance is exempt pursuant to CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 4. Declaration of Urgency. Based on the findings set forth in Section 1, this is an Urgency Ordinance adopted for the immediate preservation of the public peace, health, safety and welfare.

SECTION 5. Electronic Signatures. This Ordinance may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6. Effective Date. This Ordinance will become effective immediately upon adoption pursuant to Government Code §§ 36934 and 36937 for the immediate preservation of the public peace, health, safety, and welfare. Pursuant to those statutes this Ordinance is adopted by fourth-fifths vote of the City Council.

URGENCY ORDINANCE NO. _____ WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AT ITS REGULAR MEETING OF May 6, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

**APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY**



Natalie C. Karpeles, Deputy City Attorney

¹ CEQA findings regarding an anticipated imminent emergency are valid (see *CalBeach Advocates v. City of Solana Beach* (2002) 103 Cal.App.4th 529).

ATTACHMENT 2

Regular Ordinance

CITY OF MONTEREY PARK

ORDINANCE NO. _____

AN UNCODIFIED ORDINANCE AUTHORIZING DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY DOCUMENTS

THE COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1. *Findings.* The City Council finds, determines and declares as follows:

- A. On March 11, 2020, at 7:00 p.m., the City declared a state of local emergency due to the COVID-19 Pandemic (the “Emergency”). That Emergency was ratified by Resolution No. 12142, adopted March 18, 2020 and extended on April 15, 2020 by Resolution No. 12151;
- B. Among other things, the Emergency is a significant threat to public welfare and the well-being of the City’s employees. As a result, the Governor and the Los Angeles County Department of Public Health implemented requirements as to physical distancing. Accordingly, the City ordered the closure of all public facilities; cancelled in-person public meetings; and is taking numerous additional steps to help ensure that the likelihood of being exposed to COVID-19 is significantly reduced;
- C. Since the start of the Emergency, it became apparent that the City must improve its protocols in order to facilitate the timely processing of documents while also adhering to State and County requirements of physical distancing;
- D. California Government Code § 16.5 expressly authorizes municipalities to use digital signatures with appropriate security standards in place of traditional ink signatures (“wet signatures”) for all official documents;
- E. Civil Code §§ 1633.1, *et seq.*, the Uniform Electronic Transactions Act, provides standards that govern electronic records and electronic signatures relating to the conduct of business, commercial, or governmental affairs; and
- F. The Council finds that it is in the best interest of the public safety, welfare and convenience of the City to implement the use of electronic and digital signatures during, at least, the Emergency. The City Manager and City Clerk may recommend changes to this Ordinance – including

codification within the Monterey Park Municipal Code – when it is practicable after termination of the Emergency.

SECTION 2. The City Clerk may utilize the following standards when processing all City documents including, without limitation, ordinances, resolutions, and contracts:

“DIGITAL AND ELECTRONIC SIGNATURES

I. Definitions.

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in these standards:

- A. “Acceptable technology” means technology, acceptable for use in the State of California, capable of creating signatures and which conforms to the requirements in both Government Code § 16.5 and 2 California Code of Regulations § 22003.
- B. “Digitally signed communication” means a message that is processed by acceptable technology in such a manner that ties the message to the signer.
- C. “Electronic document” means all records retained by the City in its regular course of business that are specifically designated by the City Council, City Manager, City Clerk, or City Attorney as being eligible for execution via an electronic signature. Such designation must be set forth in the body of a record and substantially read as follows: “This Document may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.”
- D. “Electronic signature” means an electronic symbol or process attached to or logically associated with an electronic document and executed or adopted by a person with the intent to sign the electronic document. For purposes of these standards, a “digital signature” as defined in Government Code § 16.5 is a type of electronic signature.
- E. “Message” means a digital representation of information intended to serve as a written communication provided to the city by a public entity or private entity.
- F. “Person” means a human being or any organization capable of signing a document, either legally or as a matter of fact.
- G. “Public entity” has the same meaning as Government Code § 811.2.
- H. “Signer” means the person who signs a digitally signed

communication with the use of an acceptable technology to uniquely link the message with the person sending it.

- I. "Technology" means the computer hardware and/or software-based method or process used to create digital signatures.

II. Digital signatures.

- A. Digital signatures may be used for electronic documents. Only digital signatures created by an acceptable technology will be deemed valid.
- B. Before accepting a digital signature, the City Clerk, or designee will determine acceptable technologies and vendors to provide the means for employing digital signatures under these standards, consistent with industry best practices, to ensure the security and integrity of the data and the signature; including, ensuring that:
 1. The level of security used to identify the signer of a document and transmit the signature is sufficient for the transaction being conducted; and
 2. The certificate format used by the signer is sufficient for the security and interoperability needs of the public entity.
- C. The use of a digital signature compliant with this section will have the same force and effect as the use of a manual signature using ink applied to paper (aka "wet signature").

III. Electronic signatures.

For any electronic document consisting of an agreement with the City, in which a signature is required or used, the City may authorize the use of an electronic signature by any party, so long as the electronic transaction complies with the requirements of Civil Code §§ 1633.1, *et seq.*"

SECTION 3. This Ordinance was reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines"). Based upon that review, this Ordinance is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public and private property is necessary to maintain service essential to the public, health and welfare.¹ Additionally, this Ordinance is exempt pursuant to CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 4. *Electronic Signatures.* This Ordinance may be executed with

¹ CEQA findings regarding an anticipated imminent emergency are valid (see *CalBeach Advocates v. City of Solana Beach* (2002) 103 Cal.App.4th 529).

electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 5. Construction. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 6. Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 7. Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8. The City Clerk, or his duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, and cause it to be published or posted in accordance with California law.

SECTION 9. This Ordinance will take effect on the 30th day following its final passage and adoption.

ORDINANCE NO. _____ WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AT ITS REGULAR MEETING OF May 6, 2020.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

**APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY**



Natalie C. Karpelès, Deputy City Attorney