

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** OCTOBER 10, 2005

**FROM:** CITY MANAGER

**SUBJECT:** AGREEMENT BETWEEN THE CITY OF PASADENA AND THE PASADENA UNIFIED SCHOOL DISTRICT FOR THE IMPLEMENTATION OF A STUDENT PICK-UP AND DROP-OFF PLAN AT PASADENA HIGH SCHOOL

**RECOMMENDATION:**

It is recommended that the City Council approve an agreement with the Pasadena Unified School District for the implementation of a student pick-up and drop-off plan at Pasadena High School.

**BACKGROUND:**

City staff has met with the residents of the neighborhood located to the northwest of the Pasadena High School to discuss concerns about the traffic conditions occurring when parents pick up and drop off students along Cooley Place and Rose Avenue. The sale and development of school property on Rose Avenue with additional residential units are expected to increase traffic in this area.

The Pasadena Unified School District (District) retained a consultant to develop a plan to reduce traffic congestion near the Cooley Place/Rose Avenue intersection. The basis of the plan is to reduce student pick-ups and drop-offs at this intersection by directing them to the school's Cooley Place parking lot, the Victory Park parking lot on Sierra Madre Boulevard or the school's faculty parking lot on Washington Boulevard.

There is not sufficient funding to implement every aspect of the plan. Therefore, the plan has been modified to divide the work into two phases. The first phase will delete from its scope major parking lot improvements at the District's Cooley and the City's Victory Park parking lots, consisting of resurfacing, median island improvements and landscaping, which will be performed as part of a second phase of work as funding becomes available. The improvements being proposed to implement Phase 1 of the plan consist of the following:

- Slurry sealing and restriping the Victory Park, Cooley and school's faculty parking lots for pick-up and drop-off areas.

- Neighborhood signing prohibiting certain turning movements.
- Closure of the existing vehicle and pedestrian gates at the Cooley Place/Rose Avenue intersection and at the east end of the tennis courts during the morning drop-off and afternoon pick-up time periods.
- Construction of a left turn lane in the median island of Sierra Madre Boulevard for northbound traffic to enter the Victory Park parking lot.
- Installation of a traffic signal, including modification of the driveway and drainage facilities on Sierra Madre Boulevard at the entrance to the Victory Park parking lot.
- Installation of a traffic signal, including modification of the driveway and drainage facilities on Washington Boulevard at the entrance to the school's faculty parking lot.

The cost of these improvements is to be shared equally between the City and the District. Therefore, it is necessary to enter into an agreement with the District for these improvements.

The major terms of the agreement are summarized as follows:

- The estimated cost of the Phase 1 improvements is \$700,000.
- Upon execution of the contract by both parties, the City will prepare all necessary plans and specifications and advertise the project for bids. The City will bill the District at the completion of design for their one-half share of the design costs. Upon award of the construction contract, the City will notify the District of their share of the construction cost. The City will submit to the District for reimbursement of one-half of the construction costs as progress payments are made by the City to the contractor.
- Upon completion of construction, all improvements in the public right-of-way will be owned and maintained by the City and all improvements on District property will be owned and maintained by the District.
- Both parties will agree to operate and maintain their portions of the completed project in compliance with the modified Pasadena High School Pick-Up and Drop-Off Plan (copy attached) unless a modification of the plan is mutually agreed to by the City and District.
- If either party fails to comply with the operational and maintenance provisions of the modified Plan, that party shall reimburse the other for their full cost of the improvements.

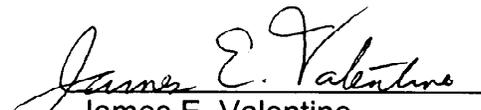
**FISCAL IMPACT:**

The City's funding for Phase 1 of this project was approved by the City Council on September 12, 2005. Receipt of the executed agreement with the District, along with the City's funds in Budget Account No. 75504, Pasadena High School Pick Up and Drop Off Plan, will provide the necessary commitment for this project.

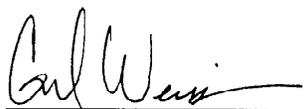
Respectfully submitted,

  
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# PASADENA HIGH SCHOOL

## MODIFIED PICK-UP AND DROP-OFF PLAN

October 6, 2005

PASADENA HIGH SCHOOL  
PICK-UP AND DROP OFF IMPROVEMENTS

AREA A – COOLEY PLACE GATES – PHASE 1

1. Close the existing automobile and pedestrian gates at the Cooley/Rose intersection and at the east end of the tennis courts during morning (7-9 a.m.) drop off and afternoon (2-4 p.m.) pick-up time periods. (PUSD)
2. Shift pedestrian access to campus to a new gate to be served from the parking lot on Cooley Place. (PUSD)
3. Work with the Pasadena Police Department and the Pasadena Fire Department to develop plans for emergency access through the Cooley gates. (PUSD)
4. Open the Cooley gate to vehicles on an as-needed basis during non-peak student times in order to serve construction vehicles and deliveries. (PUSD)
5. Open the pedestrian gate at the east end of the tennis courts and at the southwest corner of the soccer field after school hours and on weekends to allow public access to the fields. (PUSD)
6. Install turn restriction signs to prohibit southbound left turns along Altadena at Woodlyn and at Whitefield, eastbound right turns along Washington at Switzer and Del Rey, and the northbound left turn at Washington/Woodlyn from 7-9 a.m. and 2-4 p.m. (City)

AREA A – COOLEY PLACE GATES – PHASE 2

None

#### AREA B – COOLEY PLACE PARKING LOT- PHASE 1

1. Move the southbound bus stop at Altadena/Cooley to a far side stop (i.e., move the southbound bus stop to the south side of the intersection). (City)
2. Slurry seal and restripe the parking lot on the south side of Cooley Place between Del Rey Avenue and Bella Vista. Stripe the parking to provide one-way eastbound traffic flow with angle parking on both sides of the aisle. (City)
3. Place a STOP sign at the exit from the parking lot. Sign the exit for “LEFT TURN ONLY – 7-9 a.m. and 2-4 p.m. – SCHOOL DAYS”. This should reduce the school traffic's impact on the adjacent neighborhood. (City)
4. Sign the parking along the south side of the lot for “NO PARKING – 7-9 a.m. – SCHOOL DAYS”. This would keep the south curb open for easier drop off of students. (City)
5. Utilize the existing walkway from the southeast corner of the parking lot to the existing sidewalk running south of the tennis courts. (PUSD)
6. Utilize the existing sidewalk along the south side of the parking lot, or stripe the parking lot so as to be able to use the existing southerly 10 feet for pedestrian access to the new stairway. (City)

#### AREA B – COOLEY PLACE PARKING LOT- PHASE 2

1. Resurface and restripe the parking lot on the south side of Cooley Place between Del Rey Avenue and Bella Vista. Stripe the parking to provide one-way eastbound traffic flow with angle parking on both sides of the aisle. (City)
2. Repair the existing sidewalk along the south side of the parking lot on the south side of Cooley Place between Del Rey Avenue and Bella Vista. (City)

#### AREA C – SIERRA MADRE BOULEVARD – PHASE 1

1. Remove the four ADA accessible parking spaces from the curb face in front of the school along the north curb of Sierra Madre Boulevard. (City)
2. Replace the four accessible spaces with new accessible spaces within the parking lot in front of the school. (City)
3. Open the pedestrian gate toward the west end of the campus (at the Auditorium) for the morning drop off. (PUSD)
4. Close the pedestrian gate adjacent to the school administration offices (near the east end of campus) during the morning drop off. (PUSD)
5. Open both gates exiting the parking lot in front of the school. (PUSD)
6. Sign and stripe the easterly driveway to the parking lot as inbound only. (City)
7. Stripe the aisle inside the parking lot adjacent to the sidewalk as a one-way westbound only aisle. (City)
8. Paint the curbs red along the south side of the westbound drop off aisles and install passenger loading signs and white curb along the north side of the aisle. (City)
9. Install pedestrian crosswalk and install wheelchair ramp to connect the parking lot to the sidewalk on the north side of the drop off lanes. (City)
10. Slurry and restripe the lot to modify the parking aisles to reflect the new drop off lanes. (City)
11. Restripe westbound Sierra Madre Boulevard to provide a right turn lane into the parking lot. (City)
12. Open all pedestrian gates from the campus during the afternoon dismissal. (PUSD)
13. Modify the Sierra Madre Boulevard median opening in front of the school to provide direct access into the school parking lot. Provide a single left turn lane into the parking lot and install a half-signal controlling westbound traffic. (City)
14. Remove the existing two-way median crossover in front of the school. (City)

#### AREA C – SIERRA MADRE BOULEVARD – PHASE 2

1. Install a second drop off lane inside the parking lot adjacent to the curb land to double the amount of drop off area inside the lot. Install a 4-5 foot wide island separating the two drop off lanes. (City)
2. Install a second island along the north side of the parking lot to separate the maneuvers within the parking lot from the drop off activities. (City)
3. Install fences along the islands to restrict pedestrian crossings to the painted crosswalk locations. (City)
4. Paint the curbs red along the south side of the westbound drop off aisles and install signs to prohibit parking along the south side of the aisle. (City)
5. Paint pedestrian crosswalks at two locations in the parking lot connecting the school sidewalk to the Sierra Madre Boulevard sidewalk. (City)
6. Resurface and restripe the lot to modify the parking aisles to reflect the double drop off lanes. Change the parking aisle orientation to alternate northbound and southbound travel. (City)

#### AREA D – WASHINGTON – PHASE 1

1. Install a traffic signal at the school driveway north of Sierra Madre. This signal will allow vehicles to enter/leave the faculty/staff parking lot safely. (City)
2. Interconnect the new traffic signal with the existing signal at Washington/Sierra Madre. (City)
3. Restripe Washington to provide a northbound left turn lane into the school driveway. (City)
4. Install a standard “Signal Ahead” warning sign with flashers facing southbound Washington traffic. (City)
5. Slurry seal and restripe the small staff parking lot between the street and iron gate to create a student drop off location. (City)
6. Open gate from student drop off location into campus during morning drop off and afternoon pick up time periods. (PUSD)

#### AREA D – WASHINGTON – PHASE 2

None