



AGENDA
**REGULAR JOINT MEETING OF THE CITY
COUNCIL OF THE CITY OF DUARTE, THE
DUARTE HOUSING AUTHORITY, AND THE
DUARTE COMMUNITY FACILITIES
FINANCING AUTHORITY**

TUESDAY, APRIL 25, 2023
7:00 PM

6:00 PM - CLOSED SESSION
CITY COUNCIL CHAMBERS,
1600 HUNTINGTON DRIVE,
DUARTE, CALIFORNIA 91010

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future

JODY SCHULZ, MAYOR
VINH TRUONG, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
CESAR GARCIA, COUNCILMEMBER
TERA MARTIN DEL CAMPO, COUNCILMEMBER

City/Agency/Authority Staff:
Daniel Jordan, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Community Development Director
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Thai Viet Phan, City Attorney
Annette Juarez, City Clerk

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

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

Notice: Duarte City Council meetings are videotaped for later broadcast on DCTV. Attendance at the

meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may listen/view the City Council meeting broadcast on the City's website following each meeting. To access the meeting, log onto www.accessduarte.com then on the homepage, click on the Agendas/View Meetings icon under the LATEST NEWS/QUICK LINKS banner, then on the Agendas & Minutes page, click on the City Council Meeting link. City Council meetings are also broadcast following each meeting through Spectrum Cable, Channel 3, daily at 12:00 p.m. and 7:00 p.m.

Public comments can be submitted by emailing duarteinfo@accessduarte.com, prior to 6:00 p.m. on the day of the meeting and will be distributed to the City Council and made available for public review. PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Public comments are a matter of public record, including content that include emails and addresses, so consider content and remove private information as you deem appropriate.

6:00 PM CLOSED SESSION - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS - Any person wishing to speak on the Closed Session item may do so at this time. The opportunity to speak is on a first come, first served basis. Each person may speak for 3 minutes.
3. CLOSED SESSION:
 - A. *Public Employee Performance Evaluation - Pursuant to Government Code Section 54957;
Title: City Attorney*

7:00 PM OPEN SESSION - REGULAR MEETING - COUNCIL CHAMBERS

4. CALL TO ORDER AND ROLL CALL
5. ADOPTION OF THE AGENDA
6. PLEDGE TO THE FLAG
7. CITY ATTORNEY CLOSED SESSION REPORT
8. SPECIAL ITEMS
 - A. Mayor's Youth Council Update
 - B. Public Safety Department Update
9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS
10. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

11. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)
- B. Approve absence(s) of City Councilmember(s) from the City Council meeting
- C. Approval of Minutes - April 11, 2023 Regular Meeting (CC/HA/FA)
- D. Approval of Warrants - April 25, 2023 (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report
- F. Receive and file the Monthly Financial Update Report
- G. Consideration of a Service Agreement with Foothill Family Service for Teen Pregnancy Prevention Program

Recommendation: Authorize the City Manager to execute the agreement between the City of Duarte and Foothill Family Service to provide teen participants with the *Love Notes 3.0* curriculum workshop at the Teen Center, with parental consent.

- H. Adoption of Resolution No. 23-07 Proclaiming the Termination of a Local Emergency

Recommendation: Adopt Resolution No. 23-07 proclaiming the termination of a local emergency.

- I. Adoption of Resolution No. 23-08 Authorizing the City to Participate in and Approve an Amended and Restated Agreement with the Fire Risk Management Services Joint Powers Authority

Recommendation: Adopt Resolution No. 23-08, authorizing the Mayor to execute the agreement under which the City would become a member of the amended and restated JPA, enabling continued access to the group rates for certain health and welfare benefits.

- J. Second Reading and Adoption of Ordinance No. 916 to approve a Municipal Code Amendment (MCA) 23-01 – a City-initiated request to amend the Duarte Development Code in response to State Law in the Areas of Affordable Housing, Assisted Housing, and Accessory Dwelling Units

Recommendation: Approve the second reading and adopt Ordinance No. 916, replacing Section 19.10.020 in its entirety; deleting Chapter 19.52; replacing Section 19.60.160.D, Section 19.60.160.F, Chapter 19.64, Section 19.120.160.5 and Section 19.160.190 in their entirety; all of which are within the Duarte Development Code and thereby establishing definitions and regulations regarding housing to implement recently enacted law.

- K. Second Reading and Adoption of Ordinance No. 917 to approve a Specific Plan Amendment (SPA) 23-01 – a City-initiated Amendment to the Duarte Town Center Specific Plan for Consistency with Approved Housing Element

Recommendation: Approve second reading and adopt Ordinance No. 917, amending Section

3.5.2 and adding Section 3.5.3 to the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element.

L. Approval of City Council Conference Attendance

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

13. PUBLIC HEARINGS - None

14. BUSINESS ITEMS - None

15. CONTINUATION OF ORAL COMMUNICATIONS

16. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING
AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE
DIRECTOR

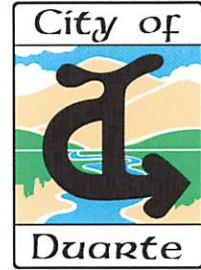
17. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.accessduarte.com) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 20th day of April, 2023.

Annette Juarez, MMC
City Clerk



MEMORANDUM

TO: City Council
FROM: City Manager
DATE: April 20, 2023
SUBJECT: Comments on Agenda Items, Meeting of April 25, 2023

ITEM 8.A. (Special Items). The Mayor's Youth Council will provide an update to the City Council.

ITEM 8.B. (Special Items). Staff will present the monthly Public Safety Department update.

ITEM 11.G. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute an agreement with Foothill Family Service for a Teen Pregnancy Prevention Program to provide teen participants with the *Love Notes 3.0* curriculum workshop at the Teen Center, with parental consent.

ITEM 11.H. (Consent Calendar). Staff is recommending that the City Council adopt Resolution No. 23-07 proclaiming the termination of a local emergency.

ITEM 11.I. (Consent Calendar). Staff is recommending that the City Council adopt Resolution No. 23-08 authorizing the City to participate in the Fire Risk Management Services Joint Powers Authority enabling continued access to the group rates for certain health and welfare benefits and authorizing the Mayor to execute an Amended and Restated Agreement.

ITEM 11.J. (Consent Calendar). Staff is recommending that the City Council approve the second reading and adopt Ordinance No. 916 replacing Section 19.10.020 in its entirety; deleting Chapter 19.52; replacing Section 19.60.160.D, Section 19.60.160.F, Chapter 19.64, Section 19.120.160.5 and Section 19.160.190 in their entirety; all of which are within the Duarte Development Code and thereby establishing definitions and regulations regarding housing to implement recently enacted law.

ITEM 11.K. (Consent Calendar). Staff is recommending that the City Council approve the second reading and adopt Ordinance No. 917 amending Section 3.5.2 and adding Section 3.5.3 to the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element.

ITEM 11.L. (Consent Calendar). Staff is recommending that the City Council approve conference attendance for Councilmember Samuel Kang and Councilmember Margaret Finlay.

Respectfully submitted,

Dr. Daniel Jordan
City Manager

CITY OF DUARTE

**MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL,
THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY
FACILITIES FINANCING AUTHORITY**

TUESDAY, APRIL 11, 2023

5:30 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Schulz called the meeting to order at 5:35 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz

Councilmembers Absent: None

Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of
Administrative Services
Craig Hensley, Director of Community Development

2. ADOPTION OF THE AGENDA

*Agenda was adopted during open session.

Moved by Councilmember Finlay, seconded by Mayor Pro-Tem Truong, and carried by the following vote of the Council to adopt the agenda.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO,
SCHULZ

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

None.

4. CLOSED SESSION

The City Council recessed into closed session at 5:35 p.m. to discuss the following items:

A. CONFERENCE WITH LABOR NEGOTIATOR - The Closed Session is authorized by the Government Code Sec. 54957.6.

Agency Negotiator: Kristen Petersen, Assistant City Manager/ Administrative Services Director

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code Section 54956.8 Property: Approximately 4.412 acres located near the northern terminus of Mel Canyon Road and north of its intersection with Brookridge Road (APN: 8602-002-012)

Agency Negotiator: City Manager, Daniel Jordan; Community Development Director, Craig Hensley; City Attorney, Thai Phan; Special Counsel, Joseph Larsen Negotiating Parties: J&Q Land Development Construction, Inc. Under Negotiations: Price and Terms

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code Section 54956.8 Property: Approximately .362 acres located near the southeast corner of Mel Canyon Road and Brookridge Road (APN: 8602-018-005)

Agency Negotiator: City Manager, Daniel Jordan; Community Development Director, Craig Hensley; City Attorney, Thai Phan; Special Counsel, Joseph Larsen Negotiating Parties: Mai Thon Ly Under Negotiations: Price and Terms

D. Public Employee Performance Evaluation - Pursuant to Government Code Section 54957; Title: City Attorney

7:00 PM – REGULAR SESSION

5. CALL TO ORDER - 7:18pm

Mayor Schulz called the open session to order at 7:18 p.m.

ROLL CALL:

Councilmembers Present: Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz

Councilmembers Absent: None

Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager / Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager
Salina Bautista, Permit Technician
Christine Soo, Deputy City Clerk/ Administrative Secretary

The City Council voted unanimously to adopt the agenda.

6. PLEDGE TO THE FLAG

The flag salute was led by Doris Andrews.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken.

8. SPECIAL ITEMS

A. Community Development Department Update

Community Development Director Hensley provided a department update. He reported on potential plans for the Route 66 Carwash and ongoing street pavement improvements.

B. Parks and Recreation Department Update

Parks and Recreation Director Enriquez provided a department update. He reported on upcoming events. He thanked community members, Recreation Coordinator Kelly Barnes, and Parks and Recreation Staff for putting together the Easter festivities that took place over the weekend.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, from Duarte Library, announced upcoming library events.

Assistant to the City Manager Rocha announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

John Fasana spoke on the importance of inviting community organizations to the July 3rd event so they can participate and have an opportunity to engage with the community.

11. CONSENT CALENDAR

A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/FA)

B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.

- C. Approval of Minutes – March 28, 2023 Special Meeting and March 28, 2023 Regular Meeting. (CC/HA/FA)
- D. Approval of Warrants – April 11, 2023. (CC/HA/FA)
- E. Receive and file the Community Development Department Status Report for April 2023.
- F. Receive and file the Parks and Recreation Department Status Report for April 2023.
- G. Approval of a Production Agreement with Pyro Spectaculars, Inc. for 2023 Independence Day Celebration Fireworks Show and Adoption of Resolution No. 23-06 to authorize a sole source procurement process.
- H. Approval for the 2022 Housing Element Annual Progress Report for filing with the California Department of Housing and Community Development.
- I. Approval of Award of Contract to JJJJ Floor Covering, Inc. for the Senior Center Floor Replacement in the amount of \$95,909.50 in addition to a ten percent contingency for a total project budget of \$105,500.50.
- J. Removed from the consent calendar for discussion.

Moved by Councilmember Finlay, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Items 11A-11I of the Consent Calendar.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
 NOES: NONE
 ABSTAIN: NONE
 ABSENT: NONE

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

- J. Approval of Fiscal Intermediary Agreement Between the City of Duarte and the California Department of Technology to Conduct a Broadband Access and Connectivity Infrastructure Assessment

Councilmember Truong spoke on the importance of the technological initiative and thanked Assistant to the City Manager Rocha for her efforts to obtain the \$200,000 grant.

Moved by Councilmember Finlay, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Item 11J of the Consent Calendar.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
 NOES: NONE
 ABSTAIN: NONE
 ABSENT: NONE

13. PUBLIC HEARINGS

- A. Municipal Code Amendment (MCA) 23-01 – a City-initiated request to amend the Duarte Development Code in response to State Law in the Areas of Affordable Housing, Assisted Housing, and Accessory Dwelling Units
- B. Specific Plan Amendment (SPA) 23-01 – a City-initiated amendment to the Duarte Town Center Specific Plan for Consistency with Approved Housing Element

City Attorney Phan announced that both public hearing items could be heard at the same time.

Associate Planner Baldwin provided a staff report on both public hearing items. He addressed the impacts of the amendments and the benefits it could bring to the community.

Mayor Schulz opened the Public Hearing at 7:41 p.m.

Deputy City Clerk Soo reported that no public testimony was received.

Mayor Schulz closed the Public Hearing at 7:42 p.m.

Moved by Councilmember Finlay, seconded by Mayor Pro-Tem Truong, and carried by the following vote of the Council to introduce Ordinance No. 916, Municipal Code Amendment (MCA) 23-01 – City-initiated request to amend the Duarte Development Code in response to State Law in the Areas of Affordable Housing, Assisted Housing, and Accessory Dwelling Units, and Ordinance No. 917, Specific Plan Amendment (SPA) 23-01 – a City-initiated amendment to the Duarte Town Center Specific Plan for Consistency with the Approved Housing Element.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO,
SCHULZ

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

14. BUSINESS ITEMS

None.

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

16. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR

Mayor Schulz asked all Staff, Councilmembers, and meeting attendees to state one thing they were grateful for.

Councilmember Kang gave kudos to Parks and Recreation Director Enriquez for putting together great events for the community.

17. ADJOURNMENT

At 7:56 p.m. the City Council adjourned the meeting.

Jody Schulz, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Yard 5/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Yard 6/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Yard 7/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Yard 8/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Yard 9/2022	3173		145.00
100-1605-7733	DUARTE PETTY CASH/BINGO PR...	SC Bingo Prize Money	218483		140.00
100-1605-7733	RODOLFO CARDENAS	SC Entertainment DJ	218476		175.00
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 12/2022	218478		2,966.59
100-1610-8100	MARCUS LEON BANKS SR	Balance-Electrical Upgrades for LED Message Board	218470		517.04
100-1020-7719	DAVE THORNBURY	SC Volunteer Dinner Entertainment 4/28/2023	218506		500.00
100-1820-7771	COUNTY OF LOS ANGELES DEP...	Traffic Signal Repair-Crestfield/Hunt Dr	218479	DMGE073Traffic Sig PoleDown-...	5,081.51
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 2/2023	218478		2,079.26
100-1605-7758	PYRO SPECTACULARS INC	Deposit- Independence Day Fireworks 7/3/2023	218495		13,000.00
100-1610-7618	GRAINGER	Sports Park Light Lamps	3145		376.66
100-1610-7652	DARRELL RAY CARROLL	CC Door Repair	218477		240.00
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	3166		100.97
100-1020-7713	AIR-TRO INC	Museum HVAC Routine Call	218467		186.00
100-1410-7656	DUTHIE ELECTRIC SERVICE COR...	Emergency Generator Annual Service	3144		745.13
100-1010-7610	VICTORIA ROCHA	SCAG Regional Conference Registration 5/2023	3157		300.00
100-1825-7631	CANON SOLUTIONS AMERICA I...	Admin Svcs Mgr Printer Maint 2/23/23 - 3/22/23	218475		27.95
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD Printer Maint 2/27/23 - 3/26/23	218475		39.55
100-1825-7630	QUADIENT LEASING USA INC	PS Postage Machine Lease 5/1/2023 - 7/31/2023	218497		664.60
100-1610-7652	SUNBELT RENTALS INC	Lift Rental-Field Light Repairs	3167		2,523.84
100-1205-7761	DATA TICKET INC	Admin Citation Processing 2/2023	3143		571.55
100-1610-7652	PRONTO GYM SERVICES INC	FC Stairmaster Service	218494		207.50
100-1610-7652	LAWRENCE E MARINO SEPERAT...	Weekly Pool Service Contract 3/2023	3149		1,950.00
100-1610-7617	LAWRENCE E MARINO SEPERAT...	Pool Chemical and Supplies	3149		247.84
100-1410-7636	HENDERSON'S UNIFORMS	Field Services Uniforms (Kenny Otero)	3146		377.00
100-1605-7735	TROPHY CENTER US	TC Georgino Room Plaque	218507		200.39
100-1205-7650	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		24.00
100-1205-7781	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		18.00
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 3/2023	3165		1,611.16
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 3/2023	218498		60.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Sump Alarm Service	3168		310.80
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 3/2023	3142		24.30
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 3/2023	3142		1,841.23
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 3/2023	3142		832.50
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Prosecution Services 3/2023	3142		6,000.00

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1815-7830	THE TECHNOLOGY DEPOT INC	Cloud Connect SIP & E911 Bundle 5/2023	3169		316.25
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 5/2023	3169		653.29
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 5/2023	3169		464.20
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 5/2023	3169		652.74
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 5/2023	3169		608.30
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Servicess 4/2023	3160		5,166.67
100-1610-7652	AIR-TRO INC	ROP Bldg HVAC Routine Call/Repair	218467		512.00
100-1610-7652	AIR-TRO INC	Yard HVAC Routine Call	218467		136.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		161.58
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		2,009.15
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138	250016-Oper of Acq Prop-1229 ...	58.55
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 3/1/2023 - 3/31/2023	3170		187.49
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvc 4/2023	3147		1,723.28
100-1020-7713	JOSEPH A MARTINEZ	New Flooring at the Duarte Historical Museum	3152		22,245.00
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 3/2023	3156	202219-CalRecycle SB1383-Was...	2,102.50
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 5/1/23 - 5/31/23	3155		173.84
100-1205-7761	DATA TICKET INC	Parking Citation Processing 2/2023	3143		3,464.02
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 2/2023	218492		565.47
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 2/2023	218492		416.06
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 2/2023	218492		140.33
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 2/2023	218492		938.33
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 2/2023	218492		5,407.70
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 2/2023	218492		84.41
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	3141		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3141		8.64
100-1205-7650	AUTOZONE	Vehicle #27 Light Bulbs	218469		9.25
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 3/1/23 - 3/31/23	BD23-1301		1,172.39
100-1810-7980	CALIFORNIA STATE DEPARTME...	Fingerprint Apps 3/2023	3140		128.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvc 3/19/2023 - 4/1/2023	3137		6,071.76
100-1405-7965	KAREN WARNER ASSOCIATES I...	Housing Element Consulting	218490	202028-Prof.Svc-Housing Elem...	3,515.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	3162		3,685.34
100-1805-7653	SECTAN SECURITY INC	April 2023 Courier Pick-up	3161		313.63
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Lunch Meetin w/Mayor	218482		43.00
100-1805-7980	DUARTE PETTY CASH	Office Halloween Items	218482		40.79
100-1810-7671	DUARTE PETTY CASH	Interview Panel Food	218482		26.25
100-1810-7671	DUARTE PETTY CASH	Interview Panel Coffee	218482		20.00
100-2026	JOEL ALANIS	Equipment Deposit Refund	218468		25.00
100-1605-7730	SMART & FINAL	Eggfest 2023 Staff Water	3163		18.72
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee- Skateboarding S2	3154		504.00
100-1410-7887	BROCKS SAW & MOWER	Power Trimmer Repair	218472		115.64
100-1205-7779	AIDA TORRES	DART/A-Team Expense Reimbursement	3171		176.29
100-4302	JESUS RIVERA	Citation Overpayment	218500		120.10

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 3/2023	218505		3,553.15
100-1015-7682	BURKE, WILLIAMS & SORENSEN...	Labor Legal 3/2023	3139		2,190.00
100-1020-7712	CURO MANAGED PRINT PRODU...	State of the City and Schools Flyers	218480		31.97
100-1610-7618	SMART & FINAL	CH/Council Coffee Supplies	3163		149.31
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151		195,872.27
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151	202205/1205-7781-ARPA-Coro...	212,019.83
100-1610-7652	CINTAS CORPORATION #693	Facility Maint Uniforms	3141		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3141		8.64
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	Juan Oseguera Animal Control Workshop	218474		15.00
100-1825-7626	QUADIENT FINANCE USA INC	Postage for PS Meter	218496		2,000.00
100-1410-7630	SIMON EQUIPMENT RENTALS	Equipment Rental	218502		211.52
100-1605-7735	ISELA ESTRADA	Youthworks Internship Program	218485		100.00
100-1605-7735	DAYANNA LEYVA	Youthworks Internship Program	218491		100.00
100-1605-7735	CESAR FRANCO	Youthworks Internship Program	218487		100.00
100-1605-7735	ABIGAIL GARABEDIAN	Youthworks Internship Program	218488		100.00
100-1605-7735	MICHAEL DANDURAND	Youthworks Internship Program	218481		100.00
100-1605-7735	ANNA PEREZ	Youthworks Internship Program	218493		100.00
100-1605-7735	DEARION HYSAW	Youthworks Internship Program	218489		100.00
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS...	Citation Revenue Tax 3/2023	218504		5,670.00
100-1605-7730	DUARTE RECREATION PETTY CA...	Eggfest 2023 Prizes/Snacks	218484		96.87
100-1610-7618	CURO MANAGED PRINT PRODU...	Tennis Court Rule Sign	218480		28.67
100-1405-7975	SAN GABRIEL VALLEY ECONOMI...	Craig Hensley ICSC Participation 5/2023	218501		750.00
100-4302	RETAIL MARKETING SERVICES I...	Citation Overpayment	218499		110.00
100-4302	RETAIL MARKETING SERVICES I...	Citation Overpayment	218499		110.00
100-1820-7771	BEN CASTRO MASONRY INC	City Property Damage Repair	218471	DMGE078-Damaged Concrete ...	7,000.00
100-1020-7719	FRANCISCO BURCIAGA	SC Volunteer Dinner Food	218473		2,357.81
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 5/1/2023 - 7/31/2023	3164		2,305.50
Fund 100 - GENERAL FUND Total:					544,384.60
Fund: 220 - GAS TAX FUN					
220-2210-7813	JCL TRAFFIC SERVICES	New Traffic Signs/Regulatory Signs	3148		126.24
Fund 220 - GAS TAX FUN Total:					126.24
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 12/2022	218478		353.87
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Maintenance 12/2022	218478		2,627.64
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New Traffic Signal Circle Rd/Duarte Rd 2/2023	218478		28.39
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Maintenance 2/2023	218478		3,907.31
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Northview Park	3158		130.00
240-2410-7906	WEST COAST ARBORISTS INC	Emergency Tree Removal	3172		2,858.40
240-2410-7662	SITEONE LANDSCAPE SUPPLY H...	Annual Weed Abatement	218503		1,922.41
240-2410-7906	WEST COAST ARBORISTS INC	Emergency Stump Removal	3172		439.00
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		10,537.29
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		6,807.23
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		681.41
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		484.95

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,826.50
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		675.21
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,264.50
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		772.75
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		562.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		252.90
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		885.61
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,124.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,173.18
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		744.65
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		498.78
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		702.50
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,260.48
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 3/2023	3150	202102-CDBG ADA Improv Proj...	3,021.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					3,021.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151		11,650.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,650.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		6.00
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 2/2023	218492		174.50
440-4405-7610	ERWIN MENDEZ	EV Charging Summit Expenses Reimbursement	3153		852.35
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.69
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,134.54
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	AUTOZONE	Yard Supplies	218469		24.68
Fund 460 - PROPOSITION C TRANSIT FUND Total:					24.68
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-2127	RUIZ CONCRETE AND PAVING I...	Retention	3159	202307-Retention- 470-2127/ F...	-3,751.33
470-4705-8060	RUIZ CONCRETE AND PAVING I...	FY23 Citywide Concrete Repair Project	3159	202307/4705-8060-Citywide Co...	75,026.60
Fund 470 - MEASURE R LR TRANSIT FUND Total:					71,275.27
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Cleaning	218479		8,038.85
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Cleaning	218479		1,285.27
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Admin/Maint Fee	218479		149.35
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					9,473.47
Grand Total:					682,350.28

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	544,384.60
220 - GAS TAX FUN	126.24
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,260.48
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	3,021.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,650.00
440 - PROPOSITION A TRANSIT FUND	1,134.54
460 - PROPOSITION C TRANSIT FUND	24.68
470 - MEASURE R LR TRANSIT FUND	71,275.27
490 - MEASURE W (WATER/STORMWATER)	9,473.47
Grand Total:	682,350.28

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7610	Travel, Mtgs & Conf	300.00
100-1010-7614	Office Supplies	100.97
100-1010-7670	Legal Notices	1,611.16
100-1015-7682	Labor Counsel Legal	2,190.00
100-1015-7684	Code Enforcement Legal	8,698.03
100-1020-7712	Community Information (...)	31.97
100-1020-7713	Historical Museum Bldg ...	22,431.00
100-1020-7719	Volunteer Recognition	2,857.81
100-1020-7724	Post Office Parking	2,467.08
100-1205-7650	Vehicle Maintenance	971.58
100-1205-7655	Emergency Services	187.49
100-1205-7761	Parking Ticket Collect	9,705.57
100-1205-7779	Youth Programs	176.29
100-1205-7780	Animal Control	5,181.67
100-1205-7781	Contract Law Enforcement	413,317.80
100-1205-7782	Crossing Guard Contract ...	6,071.76
100-1205-7980	Other Expenses	101.67
100-1405-7650	Vehicle Maintenance	84.41
100-1405-7801	Industrial Waste Inspecti...	5,045.85
100-1405-7965	Professional Services	3,515.00
100-1405-7975	Economic Development E...	750.00
100-1410-7630	Equipment Rentals	211.52
100-1410-7636	Uniforms	377.00
100-1410-7650	Vehicle Maintenance	416.06
100-1410-7656	Emergency Generator	1,055.93
100-1410-7814	Graffiti Removal	3,553.15
100-1410-7887	Repairs & Replacements	115.64
100-1410-7980	Other Expenses	101.67
100-1415-7916	Landscape-Sport Park	2,009.15
100-1605-7650	Vehicle Maintenance	140.33
100-1605-7730	Special Events	115.59
100-1605-7733	Senior Center	315.00
100-1605-7735	Teen Center	900.39
100-1605-7736	Youth & Adult Recreation...	504.00
100-1605-7758	Independence Day Celebr...	13,000.00
100-1610-7617	Pool Chemicals	247.84
100-1610-7618	Building Supplies	4,341.65
100-1610-7636	Uniforms	26.36
100-1610-7650	Vehicle Maintenance	565.47
100-1610-7652	Building Maint Services	8,235.10
100-1610-8100	Other Capital Improveme...	517.04
100-1805-7610	Travel, Mtgs & Conf	43.00
100-1805-7653	Bank Charges	313.63
100-1805-7980	Other Expenses	40.79

Account Summary

Account Number	Account Name	Payment Amount
100-1810-7671	Recruiting Advertisements	46.25
100-1810-7980	Other Expenses	128.00
100-1815-7632	Software	1,172.39
100-1815-7821	Network & Internet Servi...	608.30
100-1815-7830	Telephone Services	2,086.48
100-1820-7771	Repair Of City Property	12,081.51
100-1825-7626	Postage	2,000.00
100-1825-7630	Equipment Lease	664.60
100-1825-7631	Equipment Maintenance	67.50
100-1825-7687	Waste Mgmt Services	2,102.50
100-1825-7945	Operation Of Acq Prop	58.55
100-2026	EE Equipment Deposit	25.00
100-2125	Metro Pass Through (TAP)	60.00
100-4302	Parking Citations	340.10
220-2210-7813	Regulatory Signs	126.24
240-2405-7890	Repairs-Traffic Signal	6,917.21
240-2410-7662	Other Serv-Citywide	2,052.41
240-2410-7906	Tree Trim-Citywide	3,297.40
240-2410-7915	Landscape-Citywide	10,537.29
240-2410-7917	Landscape-Medians	7,488.64
240-2420-7914	Landscape Maintenance	484.95
240-2421-7914	Landscape Maintenance	1,826.50
240-2422-7914	Landscape Maintenance	675.21
240-2423-7914	Landscape Maintenance	1,264.50
240-2424-7914	Landscape Maintenance	772.75
240-2425-7914	Landscape Maintenance	562.00
240-2426-7914	Landscape Maintenance	252.90
240-2427-7914	Landscape Maintenance	885.61
240-2431-7914	Landscape Maintenance	1,124.00
240-2432-7914	Landscape Maintenance	1,173.18
240-2433-7914	Landscape Maintenance	744.65
240-2434-7914	Landscape Maintenance	498.78
240-2435-7914	Landscape Maintenance	702.50
260-2605-8061	ADA Curb Ramps (Capital)	3,021.00
290-2905-7781	Contract Law Enforcement	11,650.00
440-4405-7610	Travel, Mtgs & Conf	852.35
440-4405-7650	Vehicle Maintenance	180.50
440-4405-7980	Other Expenses	101.69
460-4605-7650	Vehicle Maintenance	24.68
470-2127	Retention Payable	-3,751.33
470-4705-8060	Sidewalk/Concrete Repair ..	75,026.60
490-4905-7980	Other Expenses	9,473.47
Grand Total:		682,350.28

Project Account Summary

Project Account Key	Payment Amount
None	378,276.62
202028-Prof.Svc-Housing Element - Karen Werner	3,515.00
202102-CDBG ADA Improv Project	3,021.00
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202219-CalRecycle SB1383-Waste Mgmt Svcs-FY24	2,102.50
202307/4705-8060-Citywide Concrete FY22-23	75,026.60
202307-Retention- 470-2127/ FY23 Citywide Concrete	-3,751.33
250016-Oper of Acq Prop-1229 Pops Road	58.55
DMGE073Traffic Sig PoleDown-Corner Hunt/Crestfield	5,081.51
DMGE078-Damaged Concrete Wall 2400 Huntingt	7,000.00
Grand Total:	682,350.28



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Yard 5/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Yard 6/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Yard 7/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Yard 8/2022	3173		145.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Yard 9/2022	3173		145.00
100-1605-7733	DUARTE PETTY CASH/BINGO PR...	SC Bingo Prize Money	218483		140.00
100-1605-7733	RODOLFO CARDENAS	SC Entertainment DJ	218476		175.00
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 12/2022	218478		2,966.59
100-1610-8100	MARCUS LEON BANKS SR	Balance-Electrical Upgrades for LED Message Board	218470		517.04
100-1020-7719	DAVE THORNBURY	SC Volunteer Dinner Entertainment 4/28/2023	218506		500.00
100-1820-7771	COUNTY OF LOS ANGELES DEP...	Traffic Signal Repair-Crestfield/Hunt Dr	218479	DMGE073Traffic Sig PoleDown-...	5,081.51
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 2/2023	218478		2,079.26
100-1605-7758	PYRO SPECTACULARS INC	Deposit- Independence Day Fireworks 7/3/2023	218495		13,000.00
100-1610-7618	GRAINGER	Sports Park Light Lamps	3145		376.66
100-1610-7652	DARRELL RAY CARROLL	CC Door Repair	218477		240.00
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	3166		100.97
100-1020-7713	AIR-TRO INC	Museum HVAC Routine Call	218467		186.00
100-1410-7656	DUTHIE ELECTRIC SERVICE COR...	Emergency Generator Annual Service	3144		745.13
100-1010-7610	VICTORIA ROCHA	SCAG Regional Conference Registration 5/2023	3157		300.00
100-1825-7631	CANON SOLUTIONS AMERICA I...	Admin Srvcs Mgr Printer Maint 2/23/23 - 3/22/23	218475		27.95
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD Printer Maint 2/27/23 - 3/26/23	218475		39.55
100-1825-7630	QUADIENT LEASING USA INC	PS Postage Machine Lease 5/1/2023 - 7/31/2023	218497		664.60
100-1610-7652	SUNBELT RENTALS INC	Lift Rental-Field Light Repairs	3167		2,523.84
100-1205-7761	DATA TICKET INC	Admin Citation Processing 2/2023	3143		571.55
100-1610-7652	PRONTO GYM SERVICES INC	FC Stairmaster Service	218494		207.50
100-1610-7652	LAWRENCE E MARINO SEPERAT...	Weekly Pool Service Contract 3/2023	3149		1,950.00
100-1610-7617	LAWRENCE E MARINO SEPERAT...	Pool Chemical and Supplies	3149		247.84
100-1410-7636	HENDERSON'S UNIFORMS	Field Services Uniforms (Kenny Otero)	3146		377.00
100-1605-7735	TROPHY CENTER US	TC Georgino Room Plaque	218507		200.39
100-1205-7650	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		24.00
100-1205-7781	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		18.00
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 3/2023	3165		1,611.16
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 3/2023	218498		60.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Sump Alarm Service	3168		310.80
100-1015-7684	CIVICA LAW GROUP, APC	1001 Las Lomas Legal 3/2023	3142		24.30
100-1015-7684	CIVICA LAW GROUP, APC	1307 Bloomdale Legal 3/2023	3142		1,841.23
100-1015-7684	CIVICA LAW GROUP, APC	General Code Enforcement Legal 3/2023	3142		832.50
100-1015-7684	CIVICA LAW GROUP, APC	LASD Citation Prosecution Services 3/2023	3142		6,000.00

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1815-7830	THE TECHNOLOGY DEPOT INC	Cloud Connect SIP & E911 Bundle 5/2023	3169		316.25
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 5/2023	3169		653.29
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 5/2023	3169		464.20
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 5/2023	3169		652.74
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Management 5/2023	3169		608.30
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Servicess 4/2023	3160		5,166.67
100-1610-7652	AIR-TRO INC	ROP Bldg HVAC Routine Call/Repair	218467		512.00
100-1610-7652	AIR-TRO INC	Yard HVAC Routine Call	218467		136.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		161.58
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		2,009.15
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138	250016-Oper of Acq Prop-1229 ...	58.55
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 3/1/2023 - 3/31/2023	3170		187.49
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvc 4/2023	3147		1,723.28
100-1020-7713	JOSEPH A MARTINEZ	New Flooring at the Duarte Historical Museum	3152		22,245.00
100-1825-7687	R3 CONSULTING GROUP	SB1383 Implementation Consulting 3/2023	3156	202219-CalRecycle SB1383-Was...	2,102.50
100-1610-7652	POST ALARM SYSTEMS	CH/Yard Alarm/Camera Monitoring 5/1/23 - 5/31/23	3155		173.84
100-1205-7761	DATA TICKET INC	Parking Citation Processing 2/2023	3143		3,464.02
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 2/2023	218492		565.47
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 2/2023	218492		416.06
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 2/2023	218492		140.33
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 2/2023	218492		938.33
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 2/2023	218492		5,407.70
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 2/2023	218492		84.41
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	3141		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3141		8.64
100-1205-7650	AUTOZONE	Vehicle #27 Light Bulbs	218469		9.25
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 3/1/23 - 3/31/23	BD23-1301		1,172.39
100-1810-7980	CALIFORNIA STATE DEPARTME...	Fingerprint Apps 3/2023	3140		128.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvc 3/19/2023 - 4/1/2023	3137		6,071.76
100-1405-7965	KAREN WARNER ASSOCIATES I...	Housing Element Consulting	218490	202028-Prof.Svc-Housing Elem...	3,515.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	3162		3,685.34
100-1805-7653	SECTAN SECURITY INC	April 2023 Courier Pick-up	3161		313.63
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Lunch Meetin w/Mayor	218482		43.00
100-1805-7980	DUARTE PETTY CASH	Office Halloween Items	218482		40.79
100-1810-7671	DUARTE PETTY CASH	Interview Panel Food	218482		26.25
100-1810-7671	DUARTE PETTY CASH	Interview Panel Coffee	218482		20.00
100-2026	JOEL ALANIS	Equipment Deposit Refund	218468		25.00
100-1605-7730	SMART & FINAL	Eggfest 2023 Staff Water	3163		18.72
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Instructor Fee- Skateboarding S2	3154		504.00
100-1410-7887	BROCKS SAW & MOWER	Power Trimmer Repair	218472		115.64
100-1205-7779	AIDA TORRES	DART/A-Team Expense Reimbursement	3171		176.29
100-4302	JESUS RIVERA	Citation Overpayment	218500		120.10

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 3/2023	218505		3,553.15
100-1015-7682	BURKE, WILLIAMS & SORENSEN...	Labor Legal 3/2023	3139		2,190.00
100-1020-7712	CURO MANAGED PRINT PRODU...	State of the City and Schools Flyers	218480		31.97
100-1610-7618	SMART & FINAL	CH/Council Coffee Supplies	3163		149.31
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151		195,872.27
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151	202205/1205-7781-ARPA-Coro...	212,019.83
100-1610-7652	CINTAS CORPORATION #693	Facility Maint Uniforms	3141		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	3141		8.64
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	3163		101.67
100-1205-7780	CALIFORNIA ANIMAL WELFARE ...	Juan Oseguera Animal Control Workshop	218474		15.00
100-1825-7626	QUADIENT FINANCE USA INC	Postage for PS Meter	218496		2,000.00
100-1410-7630	SIMON EQUIPMENT RENTALS	Equipment Rental	218502		211.52
100-1605-7735	ISELA ESTRADA	Youthworks Internship Program	218485		100.00
100-1605-7735	DAYANNA LEYVA	Youthworks Internship Program	218491		100.00
100-1605-7735	CESAR FRANCO	Youthworks Internship Program	218487		100.00
100-1605-7735	ABIGAIL GARABEDIAN	Youthworks Internship Program	218488		100.00
100-1605-7735	MICHAEL DANDURAND	Youthworks Internship Program	218481		100.00
100-1605-7735	ANNA PEREZ	Youthworks Internship Program	218493		100.00
100-1605-7735	DEARION HYSAW	Youthworks Internship Program	218489		100.00
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS...	Citation Revenue Tax 3/2023	218504		5,670.00
100-1605-7730	DUARTE RECREATION PETTY CA...	Eggfest 2023 Prizes/Snacks	218484		96.87
100-1610-7618	CURO MANAGED PRINT PRODU...	Tennis Court Rule Sign	218480		28.67
100-1405-7975	SAN GABRIEL VALLEY ECONOMI...	Craig Hensley ICSC Participation 5/2023	218501		750.00
100-4302	RETAIL MARKETING SERVICES I...	Citation Overpayment	218499		110.00
100-4302	RETAIL MARKETING SERVICES I...	Citation Overpayment	218499		110.00
100-1820-7771	BEN CASTRO MASONRY INC	City Property Damage Repair	218471	DMGE078-Damaged Concrete ...	7,000.00
100-1020-7719	FRANCISCO BURCIAGA	SC Volunteer Dinner Food	218473		2,357.81
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 5/1/2023 - 7/31/2023	3164		2,305.50
Fund 100 - GENERAL FUND Total:					544,384.60
Fund: 220 - GAS TAX FUN					
220-2210-7813	JCL TRAFFIC SERVICES	New Traffic Signs/Regulatory Signs	3148		126.24
Fund 220 - GAS TAX FUN Total:					126.24
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 12/2022	218478		353.87
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Maintenance 12/2022	218478		2,627.64
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New Traffic Signal Circle Rd/Duarte Rd 2/2023	218478		28.39
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Maintenance 2/2023	218478		3,907.31
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Northview Park	3158		130.00
240-2410-7906	WEST COAST ARBORISTS INC	Emergency Tree Removal	3172		2,858.40
240-2410-7662	SITEONE LANDSCAPE SUPPLY H...	Annual Weed Abatement	218503		1,922.41
240-2410-7906	WEST COAST ARBORISTS INC	Emergency Stump Removal	3172		439.00
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		10,537.29
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		6,807.23
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		681.41
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		484.95

Council Warrant Register By Account

Payment Dates: 4/13/2023 - 4/26/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,826.50
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		675.21
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,264.50
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		772.75
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		562.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		252.90
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		885.61
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,124.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		1,173.18
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		744.65
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		498.78
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVI...	Landscape Maintenance 4/2023	3138		702.50
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					41,260.48
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 3/2023	3150	202102-CDBG ADA Improv Proj...	3,021.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					3,021.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 3/2023	3151		11,650.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,650.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	Citywide Vehicle Cleaning 3/2023	218486		6.00
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 2/2023	218492		174.50
440-4405-7610	ERWIN MENDEZ	EV Charging Summit Expenses Reimbursement	3153		852.35
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	3163		101.69
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,134.54
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	AUTOZONE	Yard Supplies	218469		24.68
Fund 460 - PROPOSITION C TRANSIT FUND Total:					24.68
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-2127	RUIZ CONCRETE AND PAVING I...	Retention	3159	202307-Retention- 470-2127/ F...	-3,751.33
470-4705-8060	RUIZ CONCRETE AND PAVING I...	FY23 Citywide Concrete Repair Project	3159	202307/4705-8060-Citywide Co...	75,026.60
Fund 470 - MEASURE R LR TRANSIT FUND Total:					71,275.27
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Cleaning	218479		8,038.85
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Cleaning	218479		1,285.27
490-4905-7980	COUNTY OF LOS ANGELES DEP...	FY22 Catch Basin Admin/Maint Fee	218479		149.35
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					9,473.47
Grand Total:					682,350.28

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	544,384.60
220 - GAS TAX FUN	126.24
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	41,260.48
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	3,021.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,650.00
440 - PROPOSITION A TRANSIT FUND	1,134.54
460 - PROPOSITION C TRANSIT FUND	24.68
470 - MEASURE R LR TRANSIT FUND	71,275.27
490 - MEASURE W (WATER/STORMWATER)	9,473.47
Grand Total:	682,350.28

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7610	Travel, Mtgs & Conf	300.00
100-1010-7614	Office Supplies	100.97
100-1010-7670	Legal Notices	1,611.16
100-1015-7682	Labor Counsel Legal	2,190.00
100-1015-7684	Code Enforcement Legal	8,698.03
100-1020-7712	Community Information (...)	31.97
100-1020-7713	Historical Museum Bldg ...	22,431.00
100-1020-7719	Volunteer Recognition	2,857.81
100-1020-7724	Post Office Parking	2,467.08
100-1205-7650	Vehicle Maintenance	971.58
100-1205-7655	Emergency Services	187.49
100-1205-7761	Parking Ticket Collect	9,705.57
100-1205-7779	Youth Programs	176.29
100-1205-7780	Animal Control	5,181.67
100-1205-7781	Contract Law Enforcement	413,317.80
100-1205-7782	Crossing Guard Contract ...	6,071.76
100-1205-7980	Other Expenses	101.67
100-1405-7650	Vehicle Maintenance	84.41
100-1405-7801	Industrial Waste Inspecti...	5,045.85
100-1405-7965	Professional Services	3,515.00
100-1405-7975	Economic Development E...	750.00
100-1410-7630	Equipment Rentals	211.52
100-1410-7636	Uniforms	377.00
100-1410-7650	Vehicle Maintenance	416.06
100-1410-7656	Emergency Generator	1,055.93
100-1410-7814	Graffiti Removal	3,553.15
100-1410-7887	Repairs & Replacements	115.64
100-1410-7980	Other Expenses	101.67
100-1415-7916	Landscape-Sport Park	2,009.15
100-1605-7650	Vehicle Maintenance	140.33
100-1605-7730	Special Events	115.59
100-1605-7733	Senior Center	315.00
100-1605-7735	Teen Center	900.39
100-1605-7736	Youth & Adult Recreation...	504.00
100-1605-7758	Independence Day Celebr...	13,000.00
100-1610-7617	Pool Chemicals	247.84
100-1610-7618	Building Supplies	4,341.65
100-1610-7636	Uniforms	26.36
100-1610-7650	Vehicle Maintenance	565.47
100-1610-7652	Building Maint Services	8,235.10
100-1610-8100	Other Capital Improveme...	517.04
100-1805-7610	Travel, Mtgs & Conf	43.00
100-1805-7653	Bank Charges	313.63
100-1805-7980	Other Expenses	40.79

Account Summary

Account Number	Account Name	Payment Amount
100-1810-7671	Recruiting Advertisements	46.25
100-1810-7980	Other Expenses	128.00
100-1815-7632	Software	1,172.39
100-1815-7821	Network & Internet Servi...	608.30
100-1815-7830	Telephone Services	2,086.48
100-1820-7771	Repair Of City Property	12,081.51
100-1825-7626	Postage	2,000.00
100-1825-7630	Equipment Lease	664.60
100-1825-7631	Equipment Maintenance	67.50
100-1825-7687	Waste Mgmt Services	2,102.50
100-1825-7945	Operation Of Acq Prop	58.55
100-2026	EE Equipment Deposit	25.00
100-2125	Metro Pass Through (TAP)	60.00
100-4302	Parking Citations	340.10
220-2210-7813	Regulatory Signs	126.24
240-2405-7890	Repairs-Traffic Signal	6,917.21
240-2410-7662	Other Serv-Citywide	2,052.41
240-2410-7906	Tree Trim-Citywide	3,297.40
240-2410-7915	Landscape-Citywide	10,537.29
240-2410-7917	Landscape-Medians	7,488.64
240-2420-7914	Landscape Maintenance	484.95
240-2421-7914	Landscape Maintenance	1,826.50
240-2422-7914	Landscape Maintenance	675.21
240-2423-7914	Landscape Maintenance	1,264.50
240-2424-7914	Landscape Maintenance	772.75
240-2425-7914	Landscape Maintenance	562.00
240-2426-7914	Landscape Maintenance	252.90
240-2427-7914	Landscape Maintenance	885.61
240-2431-7914	Landscape Maintenance	1,124.00
240-2432-7914	Landscape Maintenance	1,173.18
240-2433-7914	Landscape Maintenance	744.65
240-2434-7914	Landscape Maintenance	498.78
240-2435-7914	Landscape Maintenance	702.50
260-2605-8061	ADA Curb Ramps (Capital)	3,021.00
290-2905-7781	Contract Law Enforcement	11,650.00
440-4405-7610	Travel, Mtgs & Conf	852.35
440-4405-7650	Vehicle Maintenance	180.50
440-4405-7980	Other Expenses	101.69
460-4605-7650	Vehicle Maintenance	24.68
470-2127	Retention Payable	-3,751.33
470-4705-8060	Sidewalk/Concrete Repair ..	75,026.60
490-4905-7980	Other Expenses	9,473.47
Grand Total:		682,350.28

Project Account Summary

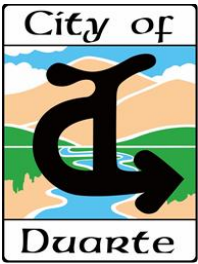
Project Account Key	Payment Amount
None	378,276.62
202028-Prof.Svc-Housing Element - Karen Werner	3,515.00
202102-CDBG ADA Improv Project	3,021.00
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202219-CalRecycle SB1383-Waste Mgmt Svcs-FY24	2,102.50
202307/4705-8060-Citywide Concrete FY22-23	75,026.60
202307-Retention- 470-2127/ FY23 Citywide Concrete	-3,751.33
250016-Oper of Acq Prop-1229 Pops Road	58.55
DMGE073Traffic Sig PoleDown-Corner Hunt/Crestfield	5,081.51
DMGE078-Damaged Concrete Wall 2400 Huntingt	7,000.00
Grand Total:	682,350.28



PUBLIC SAFETY STATUS REPORT April 2023



PROJECT/PROGRAM STATUS	
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>	
1. Part 1 Crimes	We are currently down 24.26% in Part 1 crimes. That equates to 33 less Part 1 crimes.
2. Special Assignment Team	The Special Assignment Team has continued following up with robbery and vandalism crimes and have made arrests related to these crimes. They have also been focusing their attention on the nuisances related to the vacant spaces in the Big Lots shopping center.
<u>MEASURE H and OUTREACH COORDINATION</u>	
1. Outreach Coordinator	Outreach Coordinator Tony Hadloc has been assigned to this position since August, 2018. Tony's unofficial homeless count for the month is 20. Code Enforcement Officer Emily Lepone began her assignment on October 3, 2022. She has been enforcing shopping cart, property in the public right of way violations and nuisances within the Big Lots Shopping Center.
2. L.A. CADA	The L.A. CADA high acuity team (homeless for longer than one year) started working every Tuesday in the City of Duarte on August 2, 2022. The L.A. CADA supplemental program (recently homeless or at risk of being homeless) began working in the City on Thursday, September 22, 2022. Both teams combined have housed 8 individuals since they began working in the City.
3. 2022 LAHSA Official Homeless Count	Duarte – 11 (25 in 2020) Monrovia – 76 (77 in 2020) Arcadia – 174 (106 in 2020) Irwindale – 213 (7 in 2020) Azusa – 220 (243 in 2020) *awaiting results of 2023 count
<u>EMERGENCY PREPAREDNESS</u>	
1. Emergency Operations Center	The Emergency Operations Center has been operating remotely while monitoring COVID – 19 operations. As of now, there is still no end date for COVID – 19 operations or the declared emergency. We are working with Area D, surrounding cities, and staff to determine the City of Duarte's possible end date.



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended March 31, 2022
(75.0% of FY 2022-23 Completed)**

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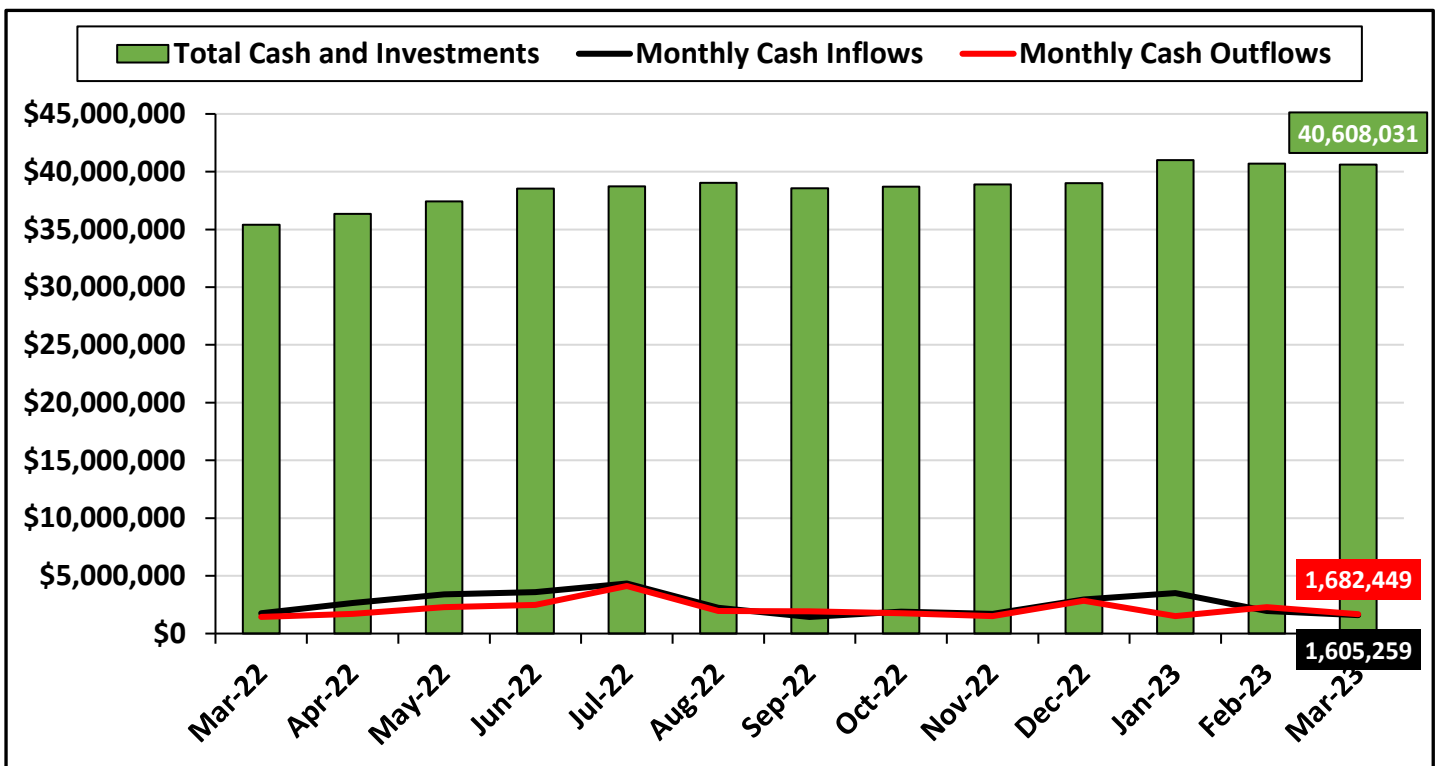
General Fund Expenditure Dashboard 7-11

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CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended March 31, 2022

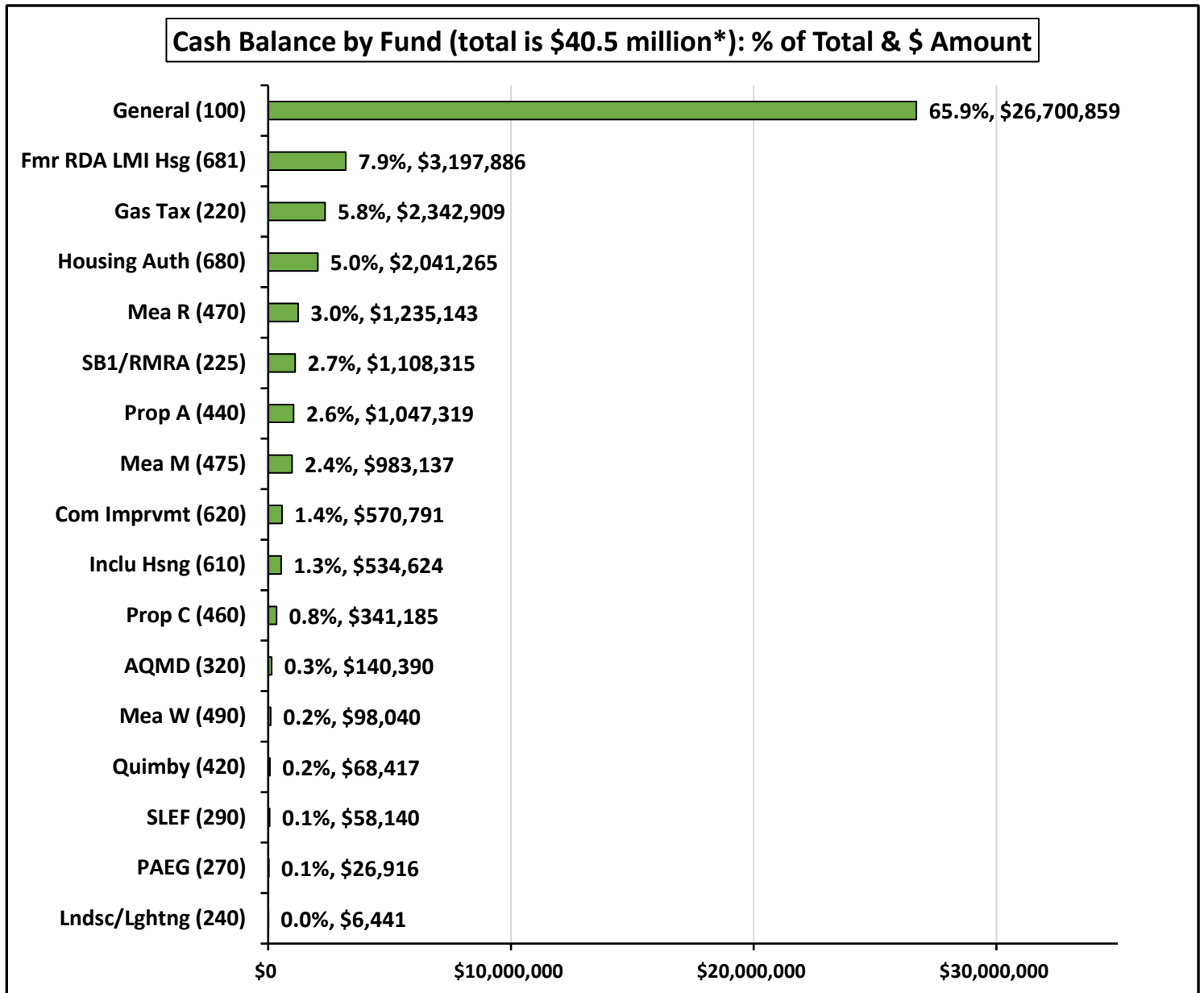
MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (3/01/2023)	\$9,935,781	\$30,749,440	\$40,685,222
Cash Inflows			
Receipts	\$1,605,259	\$0	\$1,605,259
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,605,259	\$0	\$1,605,259
Cash Outflows			
Disbursements	\$1,682,449	\$0	\$1,682,449
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$1,682,449	\$0	\$1,682,449
Net Activity	(\$77,190)	\$0	(\$77,190)
Ending Balance (3/31/2023)	\$9,858,591	\$30,749,440	\$40,608,031



*The "Bank" balance refers to the balance in the City's primary checking account. The "LAIF" balance refers to the City's investment balance with the Local Agency Investment Fund, which is part of the State of California's Pooled Money Investment Account and administered by the California State Treasurer.

CITY OF DUARTE

Treasury Report - Cash Balance by Fund Month Ended March 31, 2022



*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger is not equal to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to the City's bank account, the combined "Bank" and "LAIF" balances will rarely equal precisely the City's general ledger cash balance. The City performs a monthly "bank reconciliation" to reconcile these balances.

**Funds with zero or negative cash balances are not shown above. Those with negative balances are offset against the General Fund cash balance.

CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through March versus Prior Year



CITY OF DUARTE

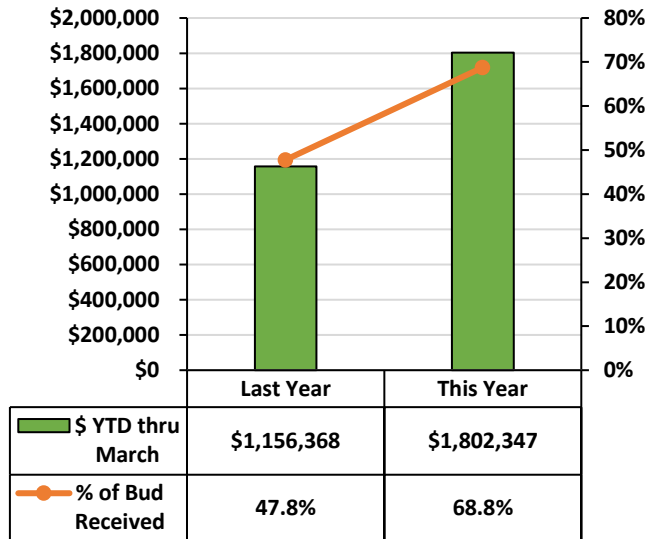
General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through March versus Prior Year



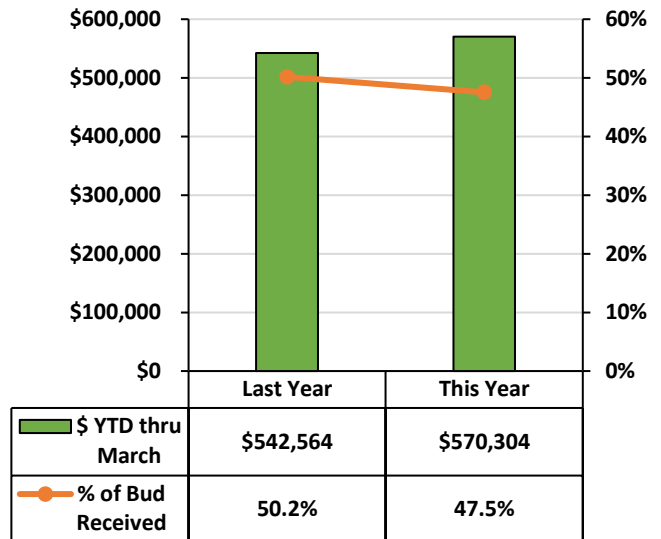
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2022-23 Year-to-Date Through March versus Prior Year

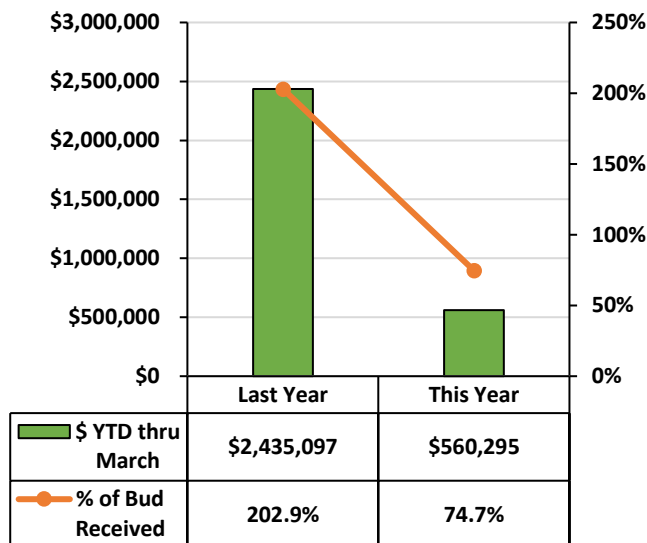
Property Tax



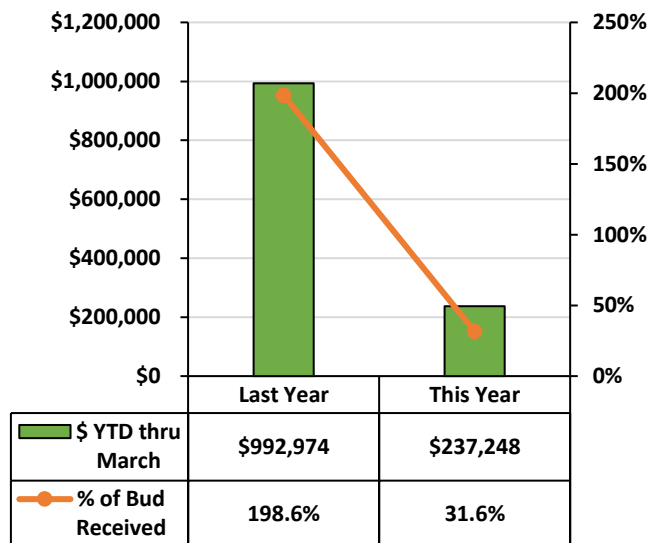
Franchise Tax



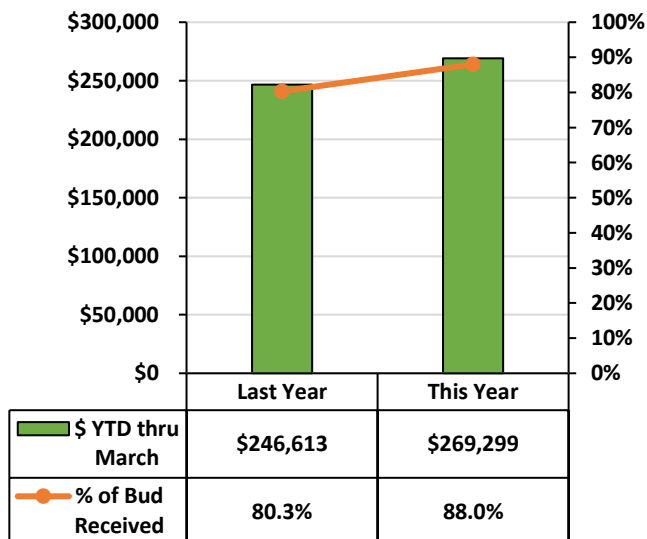
Building Permits



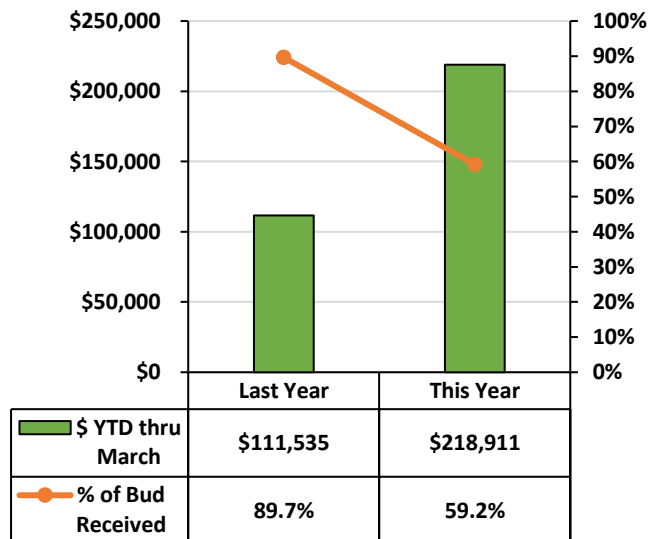
Plan Check Fees



Business License

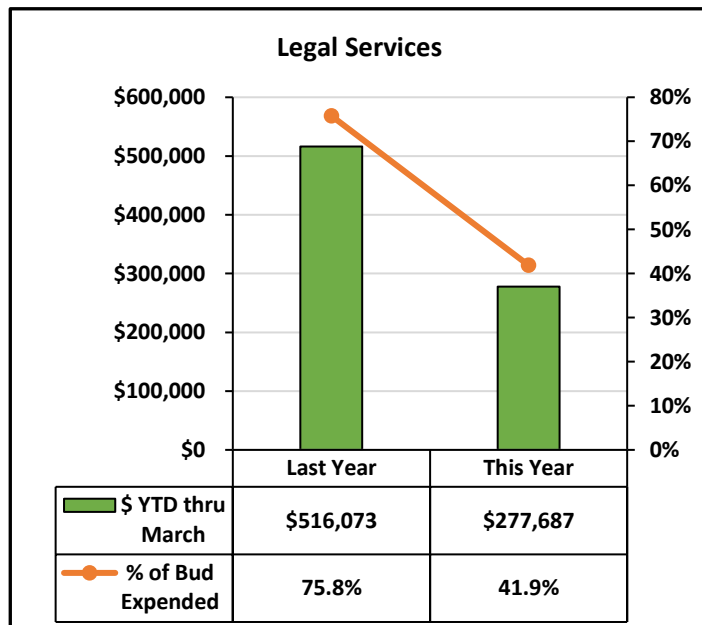
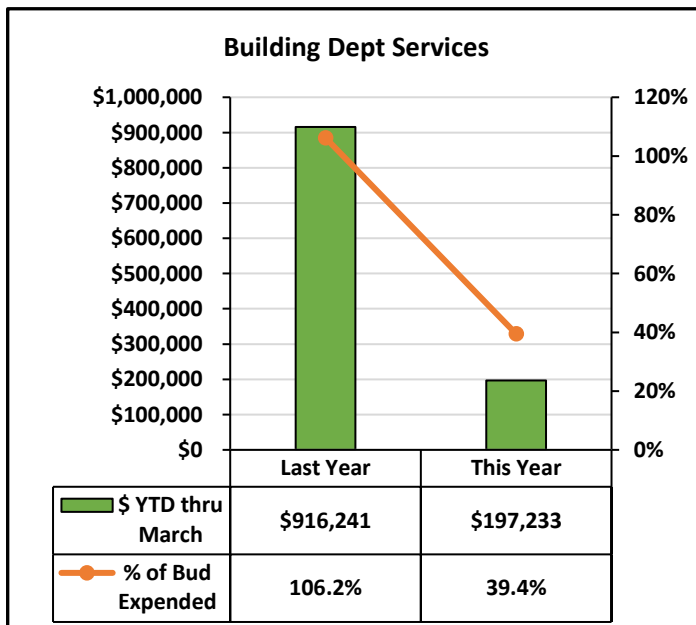
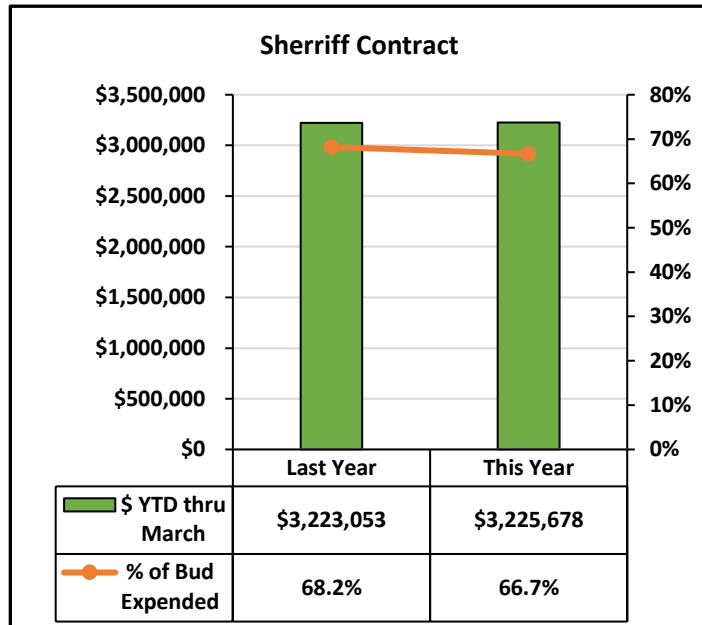
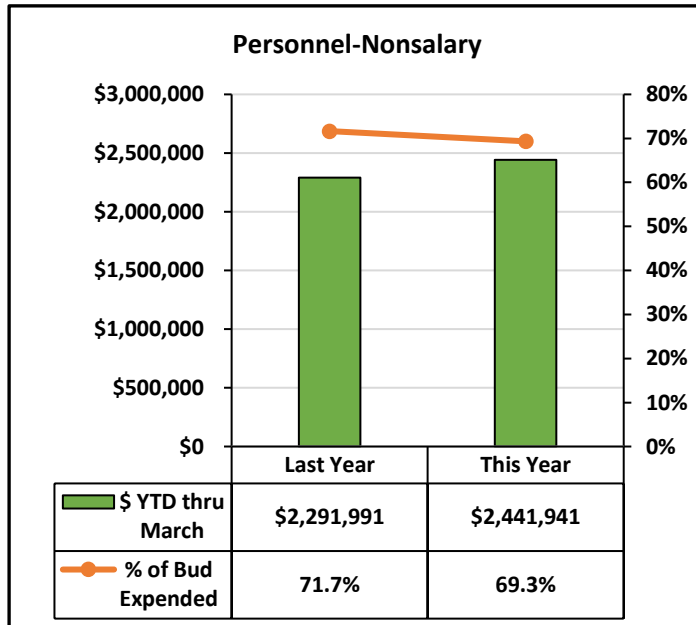
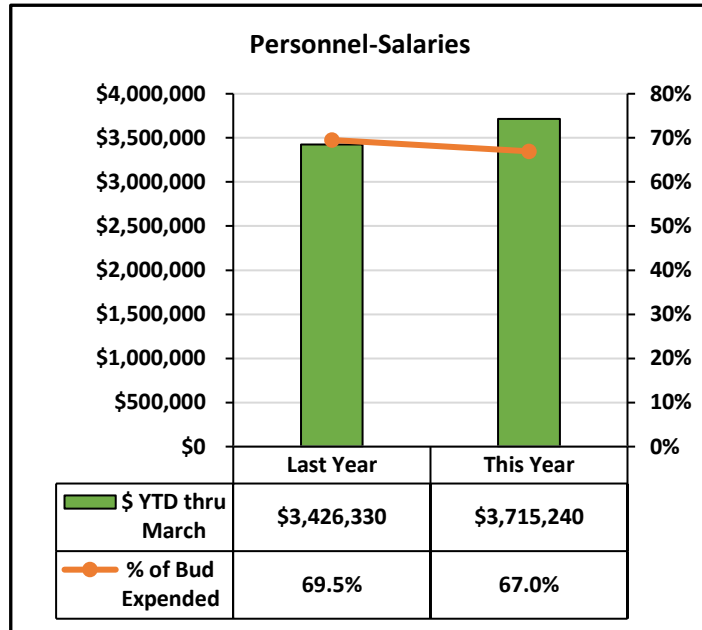
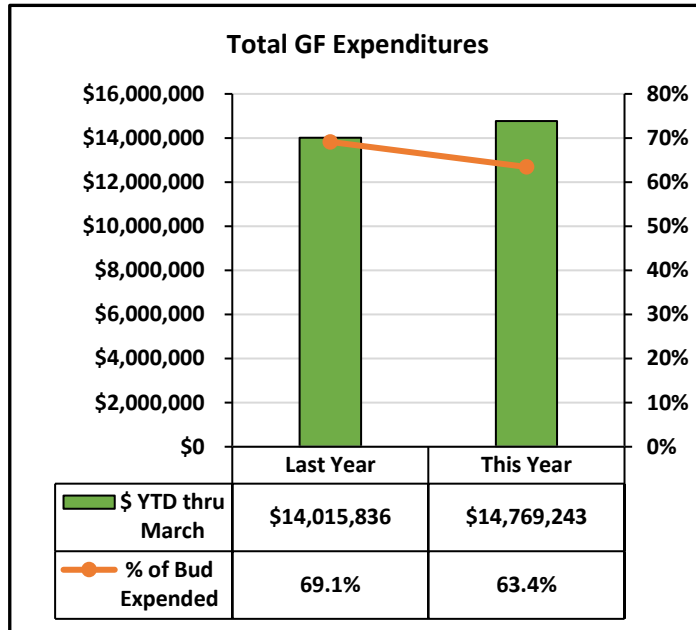


Transient Occupancy Tax



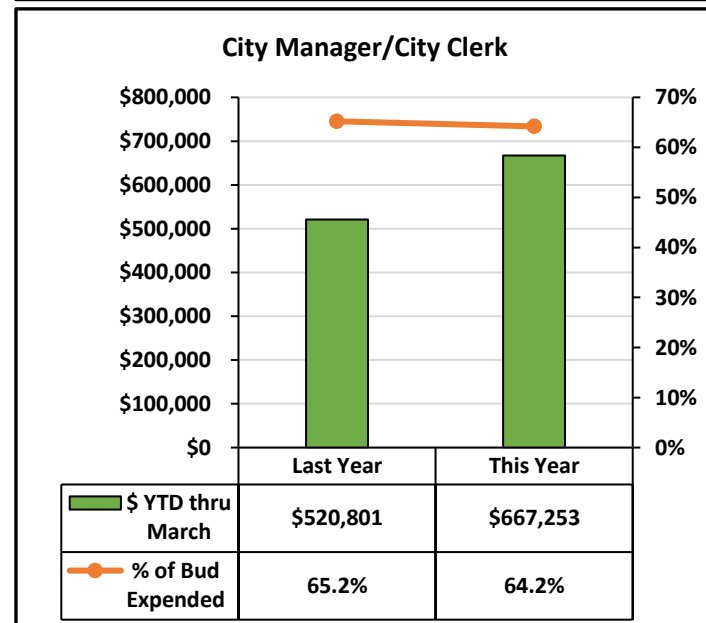
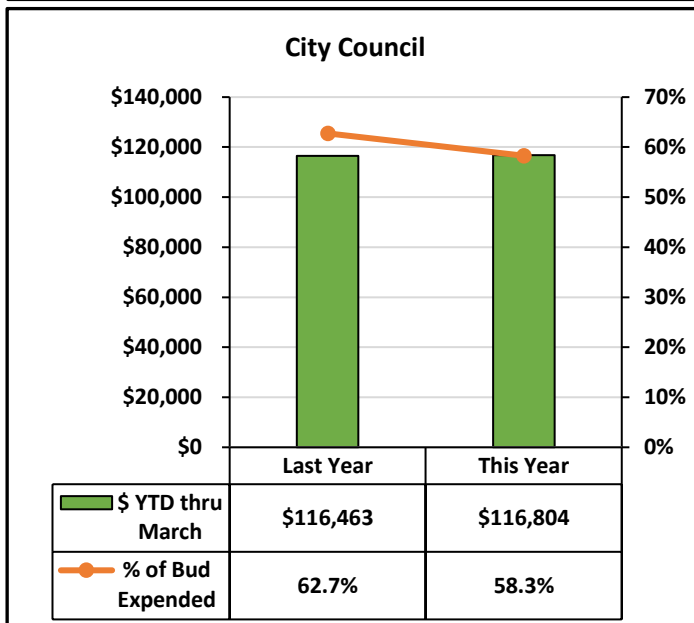
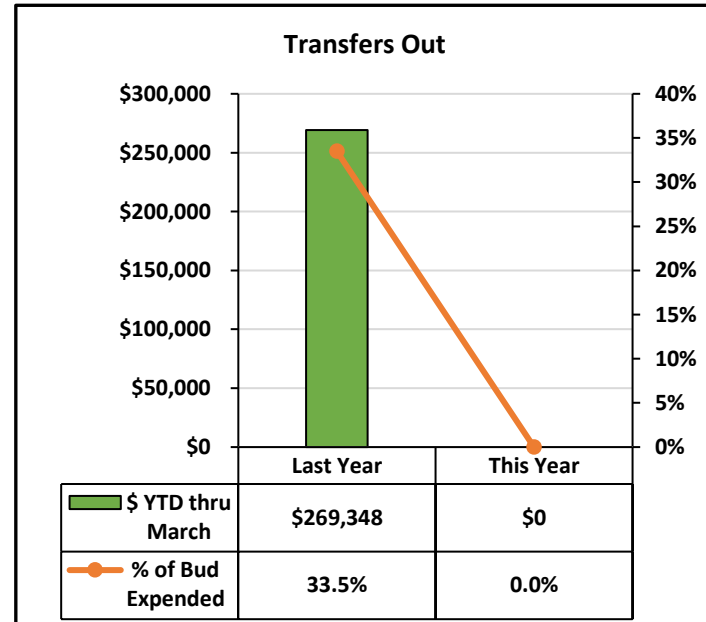
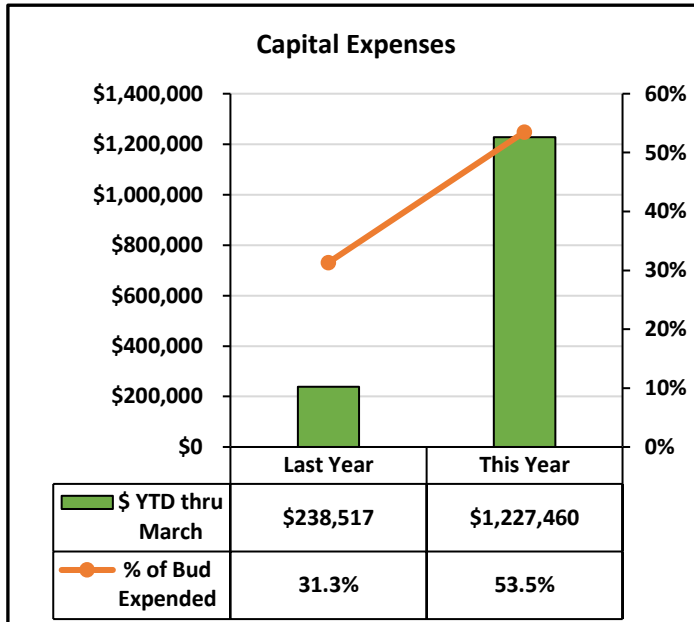
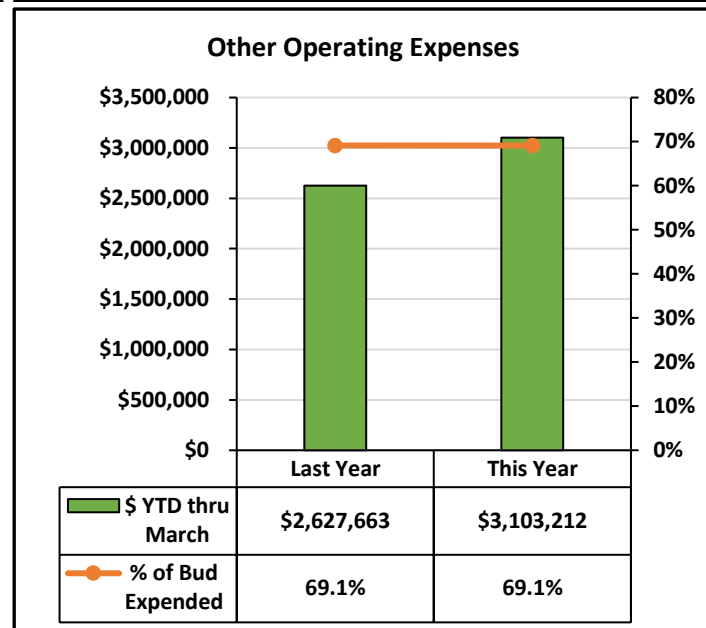
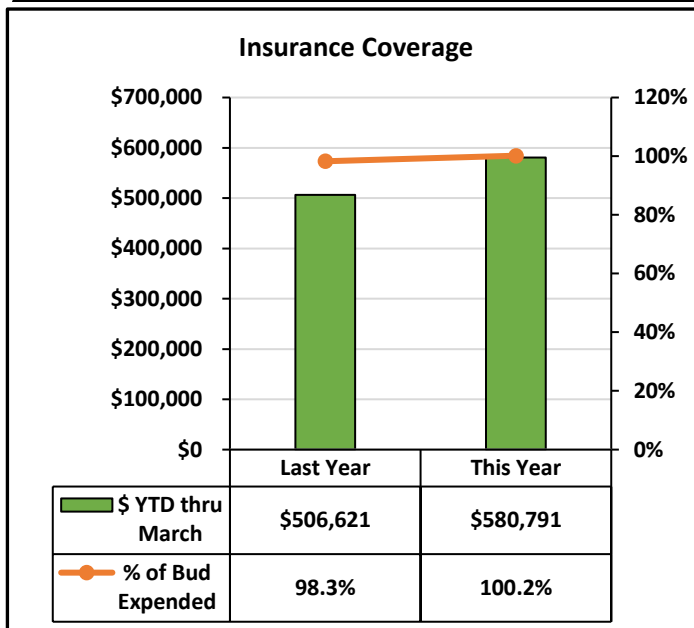
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through March versus Prior Year



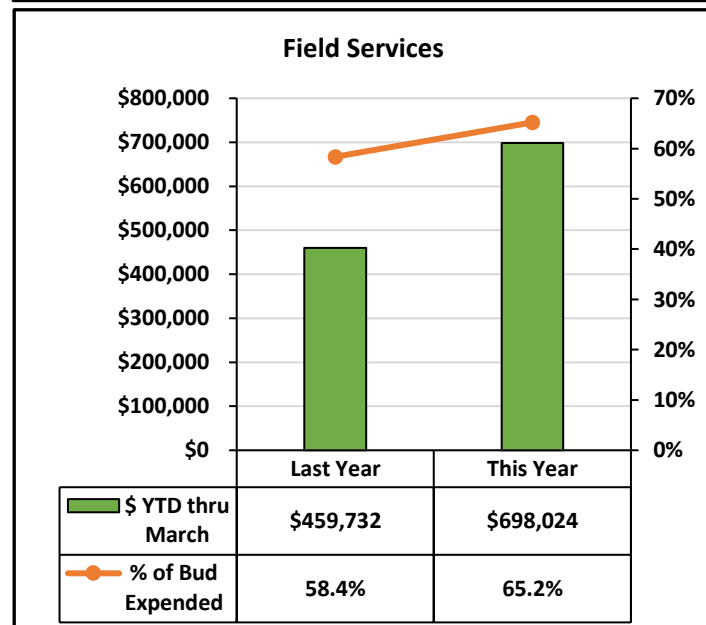
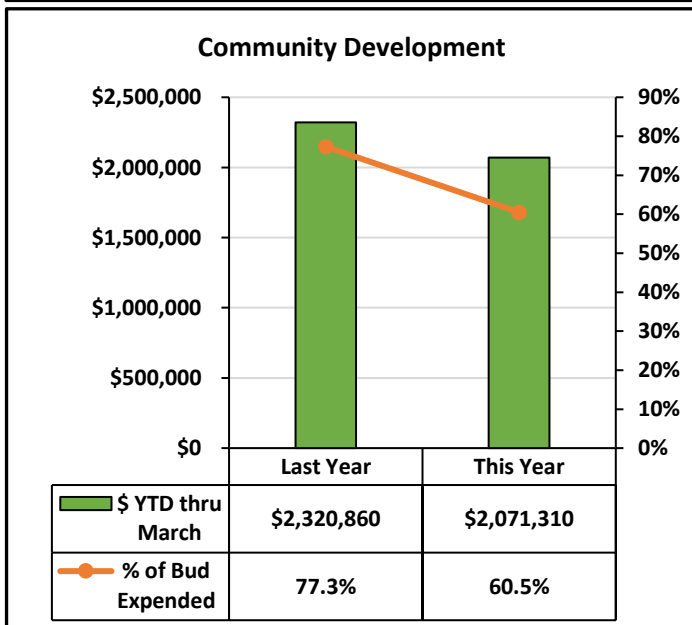
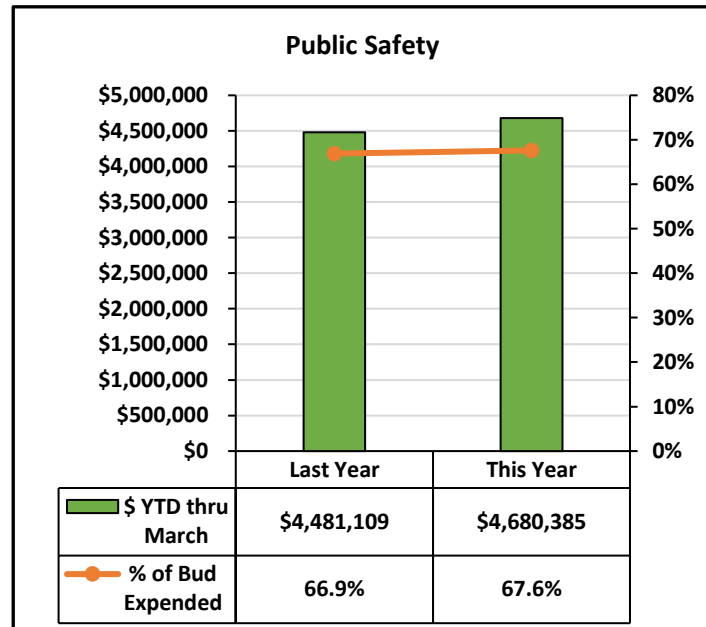
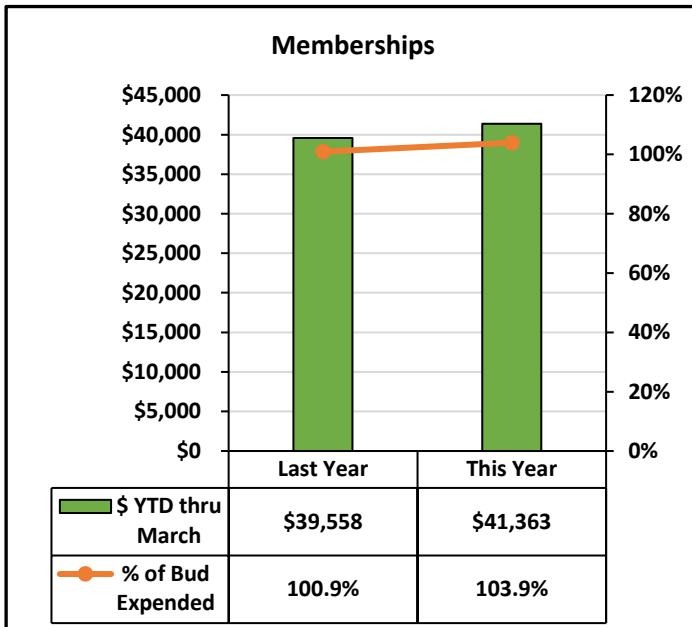
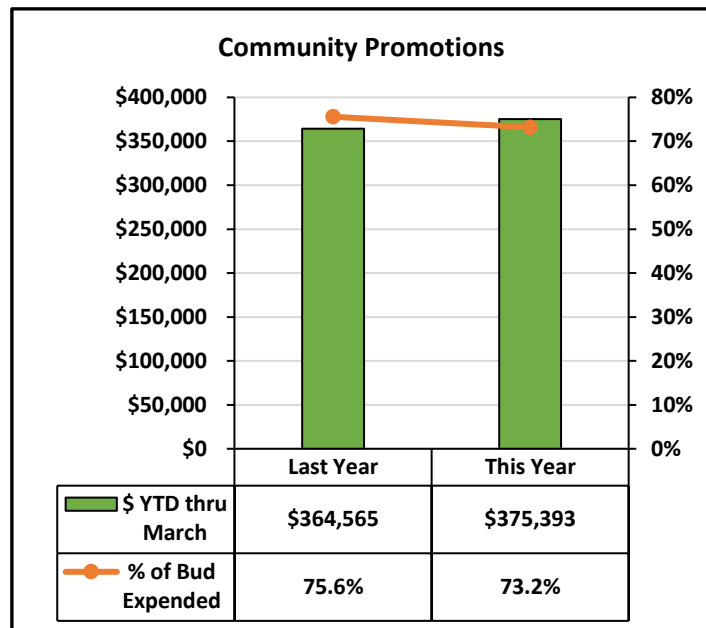
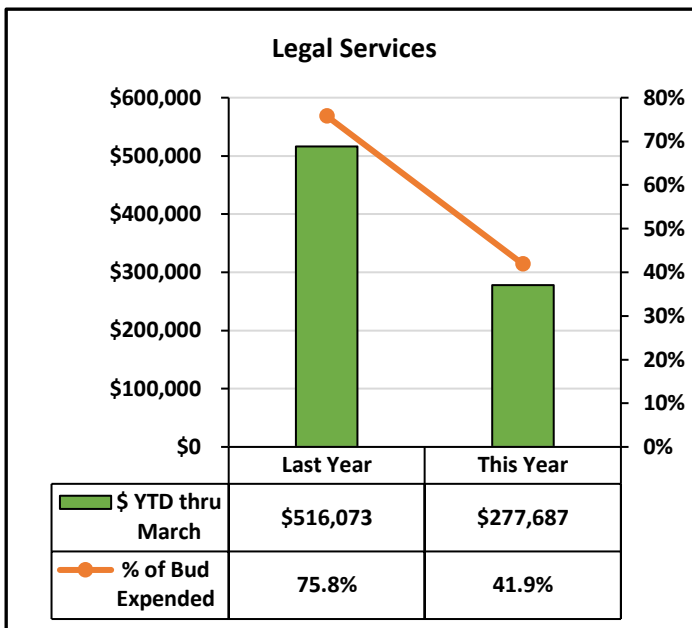
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through March versus Prior Year



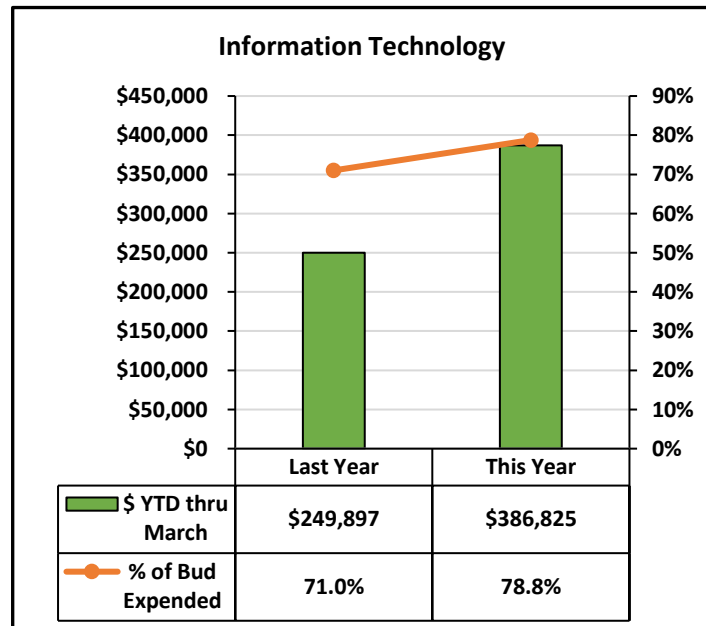
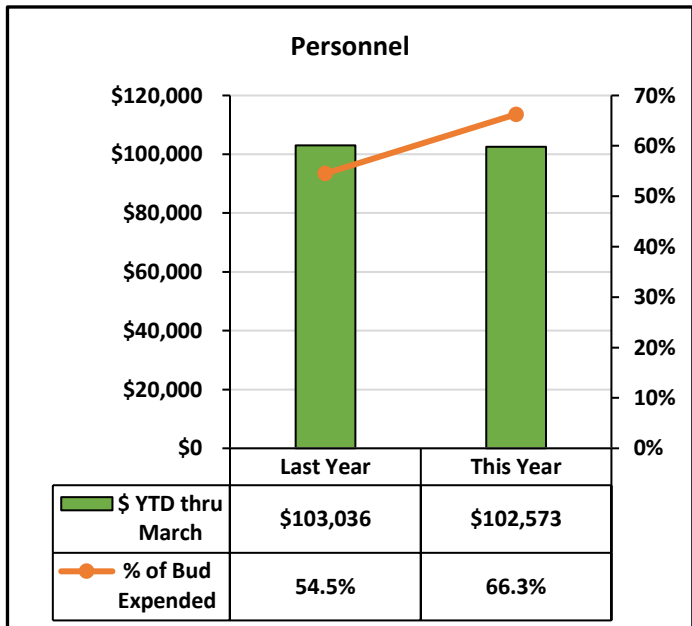
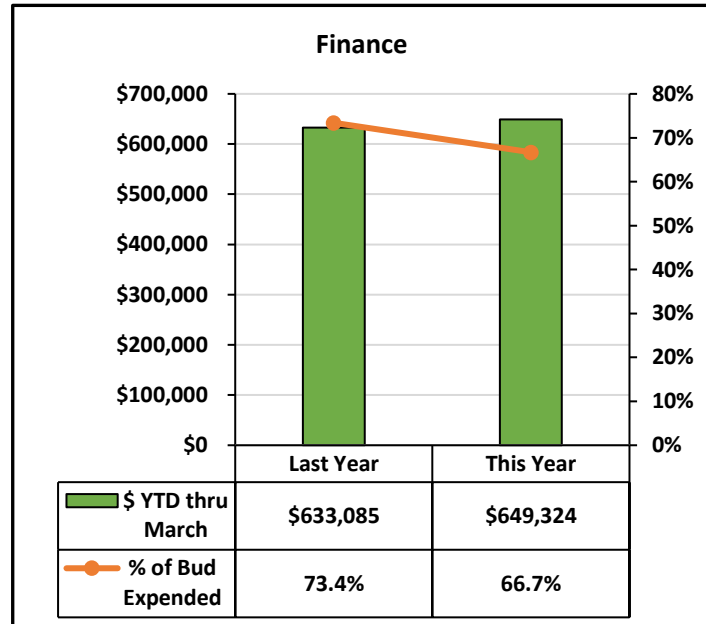
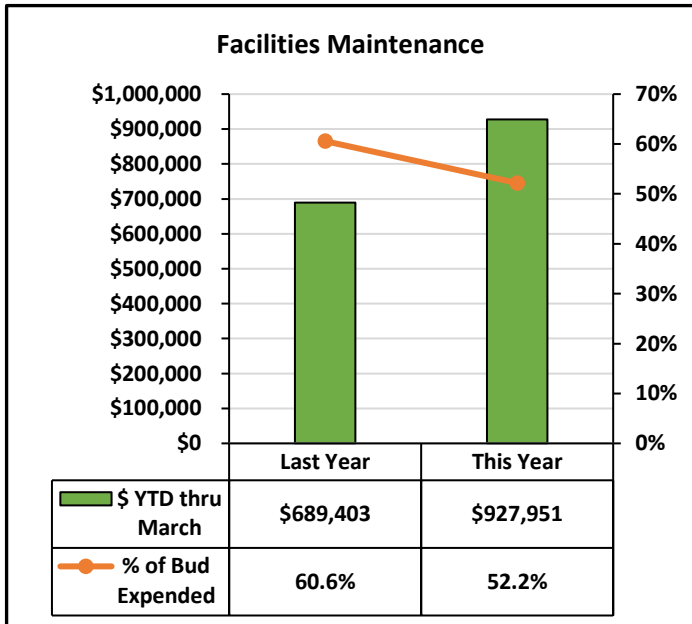
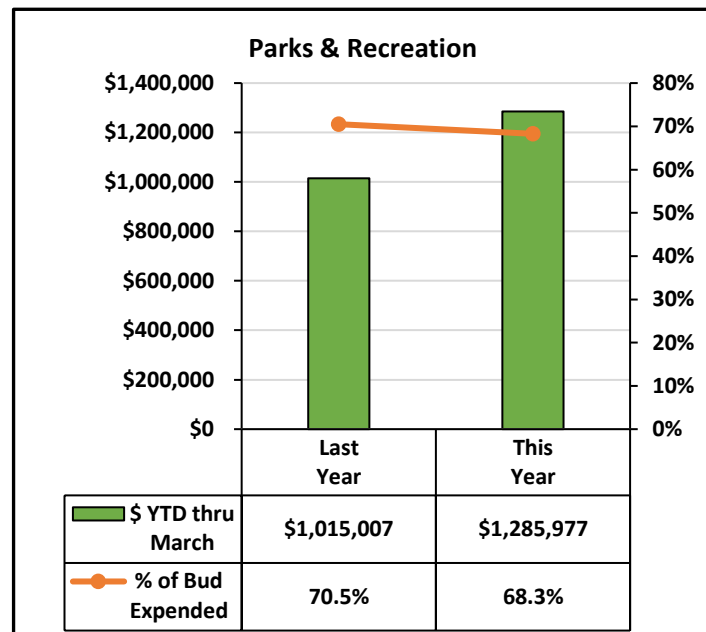
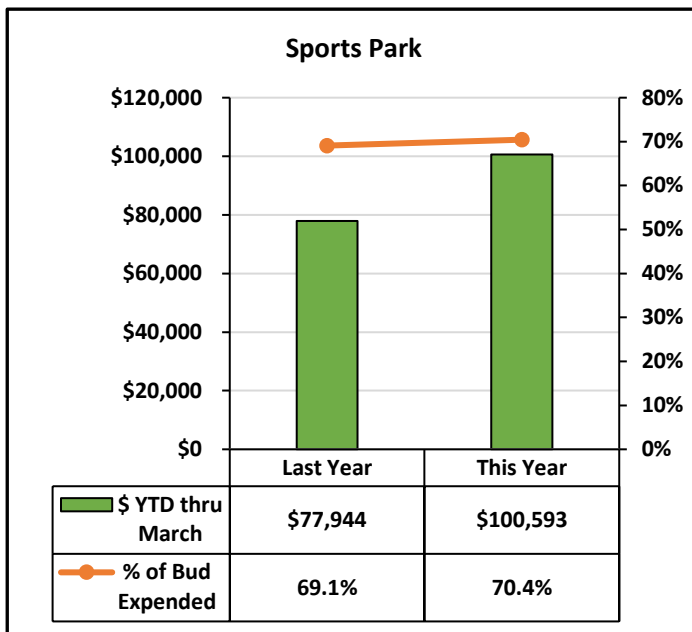
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through March versus Prior Year



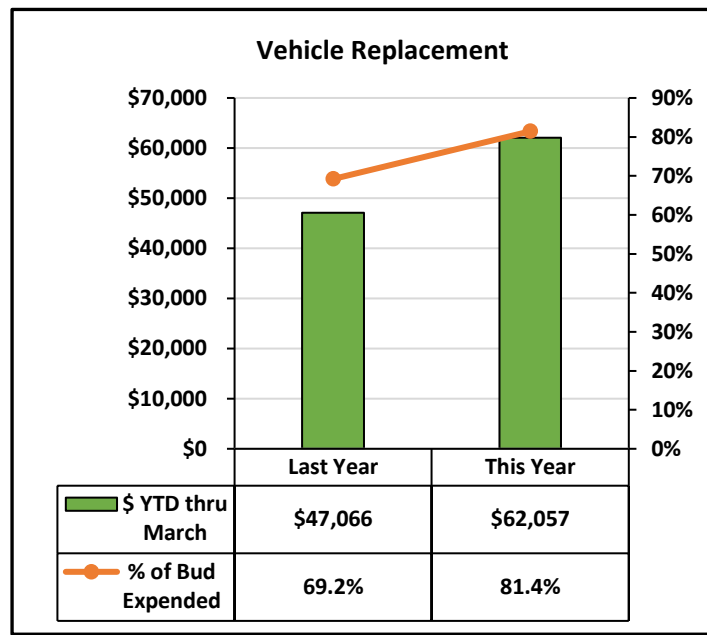
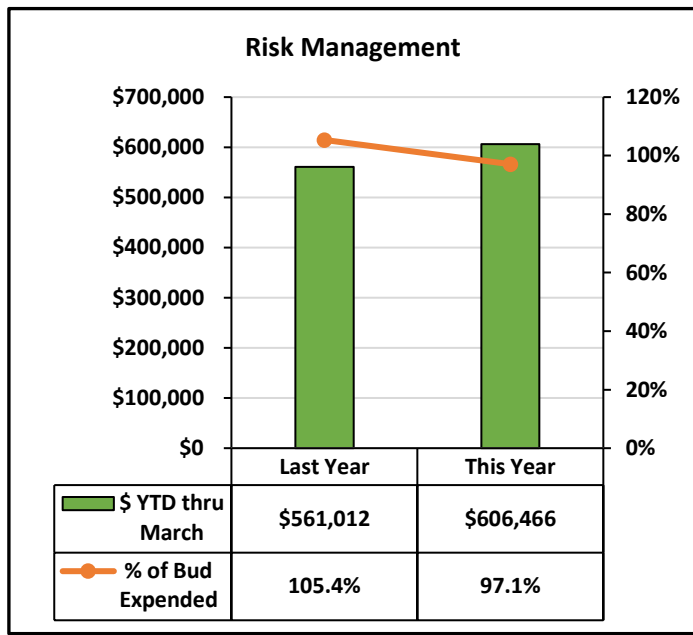
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through March versus Prior Year



CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2022-23 Year-to-Date Through March versus Prior Year



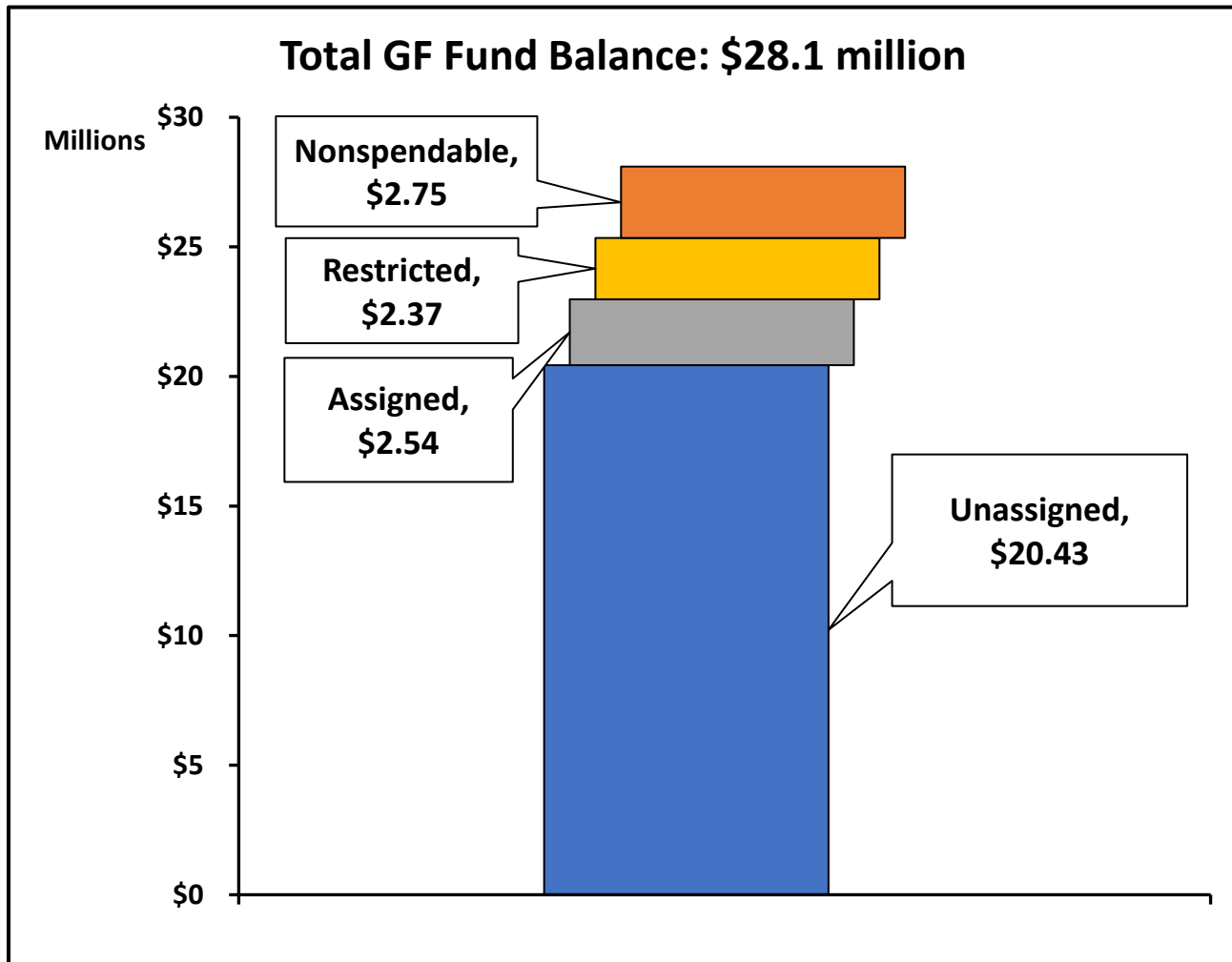
CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2022-23 Year-to-Date Through March

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	28,094,578	15,433,890	0	14,769,243	0	664,647	28,759,225
220	Gas Tax	2,226,873	408,616	0	365,851	0	42,765	2,269,638
225	SB1/RMRA	842,601	290,266	0	24,500	53	265,713	1,108,314
240	Lghtng & Lndscpng	102,576	610,059	0	754,975	0	(144,917)	(42,341)
260	CDBG	(1,763)	397,095	0	604,410	0	(207,315)	(209,078)
270	PAEG	49,130	16,908	0	39,122	0	(22,214)	26,916
290	Supp Law Enfrcmnt	0	165,851	0	119,361	0	46,490	46,490
300	Bike & Ped Safety	(53)	0	53	0	0	53	0
320	Air Quality (AQMD)	132,540	22,336	0	14,486	0	7,850	140,390
400	Park Development	0	5,148	0	24,436	0	(19,288)	(19,288)
420	Quimby	67,648	770	0	0	0	770	68,418
440	Prop A	908,410	458,157	0	348,864	0	109,293	1,017,703
460	Prop C	227,250	373,941	0	284,194	0	89,747	316,997
470	Mea R	984,740	282,785	0	32,382	0	250,403	1,235,143
475	Mea M	667,984	315,153	0	0	0	315,153	983,137
490	Mea W	190,757	1,628	0	94,345	0	(92,717)	98,040
520	Town Cntr Debt Serv	109,632	71	0	75,515	0	(75,444)	34,188
521	Infra Mod Debt Srv	0	0	0	220,837	0	(220,837)	(220,837)
610	Inclusionary Hsng	528,609	6,015	0	0	0	6,015	534,624
620	Community Impr	330,180	145,919	0	114,000	0	31,918	362,098
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	2,000,389	62,003	0	21,128	0	40,876	2,041,265
681	Fmr RDA L/M Hsg	4,051,832	35,998	0	8,495	0	27,503	4,079,335
Total - All Funds		41,513,913	19,032,607	53	17,916,143	53	1,116,464	42,630,377

CITY OF DUARTE

Components of Fund Balance in the General Fund as of 7/1/2022



"Nonspendable" Fund Balance: \$2.74 million: Consists of assets that are inherently unspendable in their current form. Nearly all of Duarte's \$2.75 million in nonspendable assets consist of the book value of land held for resale.

"Restricted" Fund Balance: \$2.37 million: Consists of amounts with externally enforceable legal restrictions on the use of the funds. Of the City's restricted funds, the largest portion - over \$2.1 million - may only be used to enhance economic development within the Town Center Specific Plan area.

"Assigned" Fund Balance: \$2.54 million: Comprises amounts intended to be used for specific purposes, as determined by the City Council or by an official delegated by the City Council to make such an assignment. These funds consist of General Fund monies made available by ARPA, and will be used on a range of council-designated special projects.

"Unassigned" Fund Balance: \$20.43 million: This category of fund balance is generally synonymous with the City's discretionary General Fund reserves. These funds may be used for any legitimate governmental expense.



AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Agreement for Services with Foothill Family Service for Teen Pregnancy Prevention Program

RECOMMENDATION: Staff recommends City Council authorize the City Manager to execute the agreement between the City of Duarte and Foothill Family Service to provide teen participants with the *Love Notes 3.0* curriculum workshops at the Teen Center, with parental consent.

FISCAL IMPACT: None, workshops are funded through Family and Youth Services Bureau (FYSB) Adolescent Pregnancy Prevention (APP) Program, awarded to Foothill Family Service.

BACKGROUND

For many years, Foothill Family has provided high-quality programming to improve the lives of young children, youth, and their families in our community. More specifically, their longstanding goal of collaborating with youth, caregivers, and community organizations to improve sexual and reproductive health outcomes and promote positive youth development by replicating evidence based teen pregnancy prevention practices across various community settings, recently earned them funding under the Family and Youth Services Bureau (FYSB) Adolescent Pregnancy Prevention (APP) Program.

DISCUSSION/ANALYSIS

Foothill Family is requesting the City's support in its efforts to carry out its program funding goals and implement sexual risk avoidance education, *Love Notes 3.0* curriculum, that teaches participants how to voluntarily refrain from non-marital sexual activity and teach them the benefits associated with self-regulation, success sequencing for poverty prevention, healthy relationships, goal setting, and resisting sexual coercion, dating violence, and prevent youth risk behaviors. The program would run for seven weeks out of the Duarte Teen Center, implemented by Foothill Family curriculum trained staff, and only to participants that have submitted a completed parent/guardian consent waiver.

RECOMMENDATION

Staff recommends City Council authorize the City Manager to execute the agreement between the City of Duarte and Foothill Family Service to provide teen participants with the *Love Notes 3.0* curriculum workshops at the Teen Center, with parental consent.

FISCAL IMPACT

None, workshops are funded through Family and Youth Services Bureau (FYSB) Adolescent Pregnancy Prevention (APP) Program, awarded to Foothill Family Service.

ATTACHMENTS

Agreement for Services with Foothill Family Service

AGREEMENT FOR SERVICES

By and Between City of Duarte and Foothill Family Service

This Agreement for Services is made this the 1st day of April 2023 by City of Duarte, a general law city with a council member/manager form of government, in the State of California, and Foothill Family Service (Foothill Family), a 501(c)3 non-profit corporation of the State of California.

RECITALS

WHEREAS Foothill Family will provide services to City of Duarte Teen Center participants at no cost. Services are funded by the federal Department of Health and Human Services under the Administration for Children and Families (ACF). Support is for 3 years: 9/30/2021 – 9/29/24; and

WHEREAS Foothill Family and City of Duarte Teen Center desire to collaborate with each other to provide teen participants with the *Love Notes 3.0* curriculum workshops. This curriculum is an evidence-based program that builds skills and knowledge about healthy relationships, utilizing sexual risk and risky behaviors avoidance prevention strategies. Workshops will be provided at the City of Duarte Teen Center facility; and

WHEREAS both parties desire to memorialize the terms and conditions associated with the provision of youth services under this program.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, City of Duarte Teen Center and Foothill Family agree as follows:

Section 1. Deliverable Services

- a. Foothill Family shall provide workshops at no cost.
- b. Workshops will be provided on an agreed upon online and in person platform and can be provided in English or Spanish at the request of the City of Duarte.
- c. It is the responsibility of the City of Duarte to advertise for the workshop; a flyer to promote the workshop can be provided by Foothill Family upon request.
- d. If the workshops are requested to be conducted in person, the Center for Disease Control and the L.A. County Department of Public Health guidelines must be adhered to and cost for travel time must be considered and agreed upon as part of this contract.

Section 2. Staffing

- a. Foothill Family shall provide all personnel to staff the workshops.
- b. All personnel shall be employees of Foothill Family, and Foothill Family shall be responsible for verifying that all personnel are properly certified or otherwise qualified to participate in

providing the services. Supervision of Foothill Family staff shall be provided by Foothill Family. Foothill Family shall provide worker's compensation insurance coverage for its staff designated. Foothill Family shall provide City of Duarte with a certificate of insurance in a form satisfactory to the City of Duarte.

Section 3. Fingerprinting of Foothill Family Employees

- a. Foothill Family shall comply with the provisions of Education Code section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. Foothill Family shall not permit any employee to have any contact with City of Duarte participants until such time as Foothill Family has verified in writing to the governing board of the City of Duarte, that such employee has not been convicted of a felony, as defined in Education Code section 45125.1.

Section 4. Term and Termination

- a. The term of this Agreement shall commence on its date of execution and shall remain in effect for the duration of the project period. Amendments to this agreement may be enacted on the mutual agreement of the parties.
- b. This Agreement may be terminated by either party, without cause, upon the giving of thirty (30) days written notice to the non-terminating party. This Agreement may also be terminated immediately, without notice, upon a breach of the Agreement or upon any violation by either party of any law, rule, regulation, or ordinance, including City of Duarte Teen Center regulations.

Section 5. Liability Insurance

- a. Foothill Family has in force, and during the term of this Agreement shall maintain in force, a combined, single-limit liability insurance policy in the amount of not less than one million dollars (\$1,000,000), with City of Duarte, its employees, and agents at the expense of Foothill Family, named as additional insureds under such policies.
- b. Foothill Family agrees to provide City of Duarte a certificate of insurance in a form satisfactory to City of Duarte. Such policy shall require thirty (30) days' notice to City of Duarte of any cancellation or reduction of such insurance.

Section 6. Indemnification

- a. Foothill Family shall indemnify, defend and hold harmless City of Duarte Teen Center against and from any and all claims or suits for damages or injury arising from Foothill Family's performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by Foothill Family in conjunction with the performance of this Agreement, and shall further indemnify, defend, and hold harmless City of Duarte against and from all claims or suits arising from any breach or default of any performance of any obligation of City of Duarte hereunder, and against and from all costs, attorneys' fees, expenses, and liabilities related to any claim or any action or proceeding brought within the scope of this indemnification, except where such claims or suits arise out of the willful misconduct or negligent acts or omissions of City of Duarte.

- b. City of Duarte shall indemnify, defend and hold harmless Foothill Family against and from any and all claims or suits for damages or injury arising from City of Duarte's performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by City of Duarte in conjunction with the performance of this Agreement, and shall further indemnify, defend, and hold harmless Foothill Family against and from all claims or suits arising from any breach or default of any performance of any obligation of Foothill Family hereunder, and against and from all costs, attorneys' fees, expenses, and liabilities related to any claim or any action or proceeding brought within the scope of this indemnification, except where such claims or suits arise out of the willful misconduct or negligent acts or omissions of Foothill Family.

Section 7. Independent Capacity

- a. Each party shall act in an independent capacity and not as an officer, employee, or agent of the other.

Section 8. Confidentiality

- a. Foothill Family shall maintain the confidentiality of participant records and information as required by applicable law, including protection of names and other identifying information from unauthorized disclosure, except for statistical information which shall not identify any participant or minor sibling, and which shall be used only for carrying out the obligations of Foothill Family under this Agreement.

Section 9. Laws and Regulations

- a. Foothill Family shall comply with all federal, state, and local laws and regulations, including City of Duarte policies, in its provision of Services.

Section 10. Non-Discrimination

- a. There shall be no discrimination based on race, color, national origin, religion, creed, sex, marital status, parental status, age, veteran status, or handicap in either the selection of students for participation in the program, or as to any aspect of the services provided.

Section 11. Entire Agreement

- a. This Agreement contains the entire understanding of the parties with respect to the subject hereof and supersede all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

Section 12. Severability

- a. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

Section 17. Notice

- a. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and personally delivered or either deposited in the United States mail, registered, or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service or facsimile transmission, addressed as follows:

City of Duarte - Teen Center
c/o Director of Parks & Recreation
1400 Buena Vista Street
Duarte, CA 91010

Foothill Family Service
2500 East Foothill Blvd., Suite 300
Pasadena, CA 91107

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date indicated below.

City of Duarte

By: _____

Title: _____

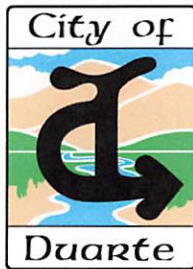
Date: _____

Foothill Family Service

By: _____

Title: _____

Date: _____



AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, Director of Public Safety

SUBJECT: A Resolution of the City Council of the City of Duarte Proclaiming the Termination of a Local Emergency

RECOMMENDATION: That the City Council adopt Resolution No. 23-07 proclaiming the termination of a local emergency

FISCAL IMPACT: None.

BACKGROUND

On January 9th and 10th, 2023, heavy rainfall caused mud and debris to flow onto Mel Canyon Road, necessitating the closure of the road and the activation of the Emergency Operations Center. The City of Duarte's Field Services Department estimated approximately one hundred (100) cubic yards of mud and debris flowed onto Mel Canyon Road and they executed a contract with Sully Miller to clean up and remove the debris.

In response to the rain and mudflow event, the City Council adopted Resolution No. 23-01 on January 10, 2023, proclaiming the existence of a local emergency within the City of Duarte.

DISCUSSION/ANALYSIS

The situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Duarte. Resolution No. 23-01 can now be terminated as all cleanup efforts and mitigation measures have been completed as they relate to the severe winter storm that occurred on June 9 and 10, 2023.

RECOMMENDATION

That the City Council adopt Resolution No. 23-07 proclaiming the termination of a local emergency.

FISCAL IMPACT

None.

ATTACHMENTS

Resolution No. 23-07

RESOLUTION NO. 23-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, PROCLAIMING
THE TERMINATION OF A LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the City of Duarte in accordance with Resolution No. 23-01 thereof proclaimed by the City Council on the 10th day of January, 2023, as a result of conditions of extreme peril to the safety of persons and property caused by a severe winter storm which occurred on January 9th and 10th, 2023; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Duarte.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Duarte, County of Los Angeles, State of California, does hereby proclaim the termination of said local emergency.

PASSED, APPROVED, AND ADOPTED this 25th day of April, 2023.

Jody Schulz
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 23-07 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 25th day of April 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Kristen Petersen, Assistant City Manager/Director of Administrative Services

SUBJECT: Resolution No. 23-08, Authorizing the City to Participate in and Approve an Amended and Restated Agreement with the Fire Risk Management Services Joint Powers Authority

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 23-08, authorizing the Mayor to execute the agreement under which the City would become a member of the amended and restated JPA, enabling continued access to the group rates for certain health and welfare benefits.

FISCAL IMPACT: No fiscal impact

BACKGROUND

In 2021 staff reassessed the City of Duarte's health benefits and recommended that the City join the Fire Districts Association of California Employment Benefits Association (FDAC EBA) for dental insurance. Council approved the recommendation in May of 2021 and the City was able to participate in the FDAC EBA and take advantage of the economies of scale savings offered for our dental insurance program.

DISCUSSION/ANALYSIS

The City of Duarte has participated in dental insurance benefits as a member of FDAC EBA for the past three years. The benefits have been very good and the rates have been very competitive. The Board of Directors of FDAC EBA has decided to merge with the Fire Agencies Self Insurance System (FASIS) effective July 1, 2023 to improve their organization and continue to provide comprehensive and cost-effective coverage programs. The amended and restated Joint Powers Agreement merges the two groups under the name Fire Risk Management Services (FRMS). The amended and restated agreement allows FRMS to operate the programs and admit members that are in FDAC EBA. Staff believes that it is in the best interest of the City to continue participating in coverage and risk management services now handled by FRMS.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 23-08, authorizing the Mayor to execute the agreement under which the City would become a member of the amended and restated JPA, enabling continued access to the group rates for certain health and welfare benefits.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

Resolution No. 23-08

RESOLUTION NO. 23-08

RESOLUTION OF THE CITY OF DUARTE AUTHORIZING PARTICIPATION IN AND APPROVING THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT OF THE FIRE RISK MANAGEMENT SERVICES JOINT POWERS AUTHORITY

WHEREAS, the Fire Agencies Self Insurance System (FASIS) was formed in 1984 for the purpose of jointly funding losses and providing risk management services to reduce such losses by and among California fire protection and community services districts; and

WHEREAS, the FDAC Employment Benefits Authority (FDAC EBA) was formed in 2005 to establish, operate, manage, and administer health and welfare benefit programs for the benefit of the existing and retired officers, employees and members of the legislative body of the California public agencies who are members of FDAC EBA; and

WHEREAS, following the exploration and in-depth analysis of a strategic partnership, the Board of Directors of FASIS and FDAC EBA directed the merger of the two programs, effective July 1, 2023, to provide comprehensive and cost-effective coverage programs through a responsive risk pool for fire service agencies; and

WHEREAS, FASIS and FDAC EBA have agreed that FASIS will change its name to Fire Risk Management Services (FRMS) and adopt an amended and restated joint exercise of powers agreement, and that FDAC EBA will assign its rights and liabilities to FRMS and adopt the same agreement as its own; and

WHEREAS, the amended and restated agreement allows FRMS to operate the programs previously operated by both FDAC EBA and FASIS, and admit members that would have been eligible to join either FDAC EBA or FASIS in the past; and

WHEREAS, the City of Duarte is currently a member of FDAC EBA, and the City Council of the City of Duarte finds it in the best interest of the City of Duarte to continue participating in and obtaining coverage and risk management services from FRMS; and

WHEREAS, FRMS requires the City of Duarte to pass a resolution expressing the desire and commitment of the City of Duarte to approve the amended and restated joint exercise of powers agreement of FRMS and continue participation in FRMS, which requires a new three-year minimum participation period.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Duarte approves the Amended and Restated Joint Exercise of Powers Agreement for FRMS, as presented; and

BE IT FURTHER RESOLVED that City Council of the City of Duarte authorizes the Mayor to sign the Amended and Restated Joint Exercise of Powers Agreement that shall enable the City of

Duarte to continue participating in the joint self-insurance and risk management programs provided by FRMS.

PASSED, APPROVED, AND ADOPTED this 25th day of April, 2023.

Jody Schulz
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 23-08 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 25th day of April 2023, by the following vote:

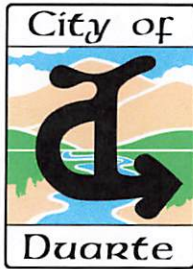
AYES:

NOES:

ABSTAIN:

ABSENT:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Nick Baldwin, Associate Planner

SUBJECT: Municipal Code Amendment (MCA) 23-01 - a City-initiated request to amend the Duarte Development Code in response to State Law in the Areas of Affordable Housing, Assisted Housing, and Accessory Dwelling Units

RECOMMENDATION: Second Reading and Adoption of Ordinance No. 916, replacing Section 19.10.020 in its entirety; deleting Chapter 19.52; replacing Section 19.60.160.D, Section 19.60.160.F, Chapter 19.64, Section 19.120.160.5 and Section 19.160.190 in their entirety; all of which are within the Duarte Development Code and thereby establishing definitions and regulations regarding housing to implement recently enacted law

FISCAL IMPACT: There are no direct costs associated with the adoption of Ordinance No. 916.

EXECUTIVE SUMMARY

Numerous housing laws have been passed by the State in the past few years and the Duarte Development Code must be amended to maintain consistency, as required by law. Some of these new laws were identified in the recently approved Housing Element. Amendments to the City's Municipal Code are required to implement the Housing Element and fulfill the pledges made to the State. Other recent housing laws passed by the State pertain to ADUs and necessitate the update of the City's regulations on that topic to remain in compliance. This Municipal Code Amendment will also clarify and streamline various sections of the Code pertaining to housing for more effective implementation by City Staff and the general public.

BACKGROUND

The Duarte Development Code has the function of regulating and guiding development within the City. When new laws pass at the State level that conflict with the City's regulations, it is necessary for the Code to be updated to maintain compliance with State laws. Regarding housing, the Development Code has most recently been updated with regulations pertaining to urban lot splits and additional units afforded by Senate Bill 9, as well as the update of City regulations in 2021 pertaining to accessory dwelling units. Several housing laws have passed at the State level in

recent months, and it is time again to update City regulations to maintain compliance.

As required by State law, the Housing Element of the General Plan must be updated every eight years. The City of Duarte submitted the 2021-2029 Housing Element to the State and in January 2022 was one of the earliest cities to receive approval. The City Council adopted the new Housing Element on January 11, 2022. The Housing Element included a 22-step implementation plan and several of the implementation tasks pledged to make amendments to the Duarte Development Code in ways that facilitate and promote the construction and allowance of affordable and assisted housing. Compliance with recent changes in State law was the driving factor for most of the recommended changes to the Development Code in this Municipal Code Amendment, but a couple recommended changes came from review of the Draft Housing Element document by the State's Housing and Community Development Department (HCD) staff.

The proposed Municipal Code Amendment is intended to update the City's housing regulations to comply with State law and the recently approved Housing Element. On March 20, 2023, the proposed amendments to the Development Code were unanimously recommended for approval by the Planning and Economic Development Commission.

At its April 11, 2023, meeting, the City Council conducted a public hearing and approved Ordinance No. 916 for first reading; it is now before the City Council for second reading and adoption.

DISCUSSION/ANALYSIS

To comply with changes in State law, proposed code amendments will be accomplished by a combination of adding and/or deleting text, expanding and reorganizing one section of the Code, while removing another one. More specifically, Chapter 19.64 will be expanded to accommodate all new state mandated laws pertaining to affordable and assisted housing; existing regulations regarding reasonable accommodations will be amended; existing regulations regarding Residential Care Facilities will be amended; and Chapter 19.52 Pertaining to Sustainable Development Practices will be deleted.

Expansion and Reorganization of Chapter 19.64

The State of California is passing laws that specify how housing must be regulated at the local level at an unprecedented rate. To easily incorporate the laws that have recently passed and to accommodate the upcoming housing laws that are expected, Chapter 19.64 of the Development Code, which is currently dedicated to the State mandated density bonus for affordable housing, will be expanded and reorganized to accommodate new State mandated laws pertaining to affordable and assisted housing. Three new sections will be added to Chapter 19.64 and they pertain to retention of existing affordable housing, supportive and small employee housing, and parking exemptions for affordable housing. The table below illustrates how the chapter will be expanded and reorganized.

Current Organization	Proposed Organization
19.64 Density bonus for affordable housing	19.64 Affordable and Assisted Housing

19.64.010 Purpose	19.64.010 Purpose
19.64.020 Eligibility for density bonus and incentives	19.64.020 Density Bonus for affordable housing
19.64.030 Design and distribution of affordable units	19.64.030 Retention of Existing Affordable Housing
19.64.040 Density bonus application agreement	19.64.040 Supportive and Small Employee Housing
N/A	19.64.050 Parking Exemption for Affordable Housing

- **Retention of Existing Affordable Housing:** The new laws of Assembly Bill 1482 (limitations on evictions), Senate Bill 330 (Replacement requirement for affordable units), Assembly Bill 1397 (Replacement requirement for affordable units) recently passed, and all have the common goal of retaining the existing affordable housing stock within the State. These bills have been codified into Government Code 65583.2(g)(3), which states that demolished units must be replaced with units affordable to the same or lower income level as a condition of development on a nonvacant site, consistent with those requirements set forth in Density Bonus Law. Replacement requirements shall be required for sites that currently have residential uses, or within the last five years have had residential uses that have been vacated or demolished, and were either rent or price restricted, or were occupied by low or very low-income residents. The intent of this regulation is to ensure that new residential development does not result in the loss of existing affordable residential units.
- **Supportive and Small Employee Housing:** In recent years the State has created regulations that protect disadvantaged groups (e.g. such as the mentally disabled and persons recovering from substance abuse) from housing discrimination. The State has employed a two-pronged approach by which housing for one set of disadvantaged groups is permitted directly by the State and are allowed by right in residential zones, and other types of housing for disadvantaged groups is allowed to be regulated by the City and approved through typical use permitting processes for placement in residential zones. Recent review of the City's regulations by HCD for the Housing Element resulted in identification of areas within the Duarte Development Code that need to be updated to be compliant with current State law. One change that needs to occur is the refinement of the City's definition of "Residential Care Facility" to clarify how small and large residential care facilities are regulated differently than small residential care facilities, generally permitted directly through the State, and larger ones generally regulated through the City. Also, the definition of Residential Care Facility will be clarified to explain that it is inclusive of persons with disabilities, which is separately distinguished by the State under the term "Community Care Facilities". Housing that is owned by the employer for six or fewer employees is also protected from discrimination from the State. This use group called Small Employee Housing is permitted in residential zones by right per the criteria established by the State.
- **Parking Exemption for Supportive Housing:** Assembly Bill 2162 was approved in 2018 by the State of California. One of the provisions of this law specifies that supportive housing uses that are part of 100% affordable projects are exempt from minimum parking

requirements when they are located within ½ mile of a transit stop. In the City of Duarte, “supportive housing” would fall within the category of small and large residential care facilities, which are defined in Draft Ordinance 916.

Amendment of Reasonable Accommodations Requirements

Review of the City’s zoning criteria by HCD identified one requirement that could serve as a barrier to accommodating persons with disabilities. This Code section, DMC 19.120.060.5, lists “Potential impact on surrounding uses” as one of the findings for approval. In accordance with the guidance from the State, this finding will be deleted and the six other findings will remain to determine the appropriateness of the use for the site.

Amendment of Use Table and Definitions Related to Residential Care Facilities

The Residential Care Facilities use is currently listed in the use table at DMC 19.10.020 as permitted with a Conditional Use Permit (CUP) within the R-3 and R-4 multiple family residential zones. Review of City regulations by HCD for the Housing Element identified that there was no approval option for Residential Care Facilities in the R-1 and R-2 zones. The State deemed that would be a barrier to development for facilities with over 6 persons within these areas within the City. Accordingly, the use table will be amended to allow Residential Care facilities in R-1 and R-2 zones with a CUP to be consistent with the R-3 and R-4 multiple family residential zones.

The definitions section of the Duarte Development Code currently provides one definition for Residential Care Facilities. This definition is being replaced with two definitions for Residential Care Facilities—one Small and one Large—due to changes in state law that require different processing of this use type based on its size.

Deletion of Chapter 19.52 Pertaining to Sustainable Development Practices

The Sustainable Development chapter was adopted in 2010 with the intent to require energy efficiency and resource conservation into development projects and to comply with State law regarding this topic. This chapter covers the topics of construction and demolition waste, onsite recycling, solar energy, energy efficient lighting, water efficient landscaping and alternative transportation. Since this set of regulations has been in place, this chapter has positively spurred many development projects within the City to incorporate efficiency measures that would have not otherwise been included with the project. In 2008, the Green Building Code was adopted which required the use of building materials and construction practices that are very efficient and largely supersede the requirements found in the Sustainable Development Practices chapter. The Building Code has been updated three times since the adoption of the original Green Building Code and each version sets a higher standard than the previous version. Since the Building Code is already requiring energy efficiency in excess of the standards within the Sustainable Development chapter, the chapter is redundant and is recommended for deletion for the Duarte Development Code.

ACCESSORY DWELLING UNITS

The City Ordinance for Accessory Dwelling Units was approved by the City Council on July 27, 2021. Since that time the state has passed laws that refine, clarify, and expand the requirements of the regulations that cities can have for accessory dwelling units. Senate Bill 897 and Assembly

Bill 2221 were approved and go into effect on January 1, 2023. These bills covered a range of topics that the City of Duarte's ordinance already implements including objective development standards, the allowance of ADUs to be built in detached garages, the placement of ADUs in the R occupancy group under the Building Code, fire sprinkler requirements, JADU denial criteria, garage replacement requirements, development within the front setback, parking requirements, required modification of existing permitted structures, prohibition of ADU denial due to unpermitted structures on the property, and prohibition of denial of unpermitted ADUs constructed prior to 2018. However, these new laws do require changes to the text of the ordinance that pertain to building height which are specified below (note: new language in italics and deleted language in strikethrough).

SB 897, AB 2221: Revisions to minimum height limits for ADUs.

19.60.160.F.4 “ A detached ADU shall be limited to a maximum height of 16 18 feet and one story in height. Two story detached ADUs that include heights above 16 18 feet are allowed for existing or proposed detached garages where the first floor garage is maintained as off-street parking for two or more vehicles, and the second floor ADU is equal or less than the footprint of the first floor garage itself.

19.60.160.F.3 “An attached ADU shall not exceed the height and/or number of stories of the existing primary dwelling unit, *except for an attached single-story ADU which can be built to a height of 25 feet.*

Assembly Bill 345 became law in 2021 and pertains to conveyance of the ADU separately from the primary dwelling. The law allows ADUs to be sold separately from the primary dwelling if certain criteria that are specified by the State of California are met, such as ownership by a qualified non-profit. This bill has been codified as Government Code 65852.26. The new law necessitates an amendment of the City's existing accessory dwelling unit regulations since they do not permit an ADU from being conveyed separately from the primary dwelling. The Duarte Development Code would be amended as follows:

19.60.160.D.2.b “The ADU/JADU cannot be sold separately from the primary residence” *except as permitted by GC 65852.26.*

ENVIRONMENTAL

The proposed Municipal Code amendments are exempt from the environmental review for the following separate reasons:

1. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022 and associated Negative Declaration therefor. The proposed project is consistent with the General Plan and the Housing Element and does not present any new unanalyzed potentially significant environmental impacts.
2. Pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the

common sense exemption that applies to projects where it can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the Municipal Code amendments propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment.

RECOMMENDATION

It is recommended that the City Council: Conduct a second reading and adopt Ordinance No. 916, replacing Section 19.10.020 in its entirety; deleting Chapter 19.52; replacing Section 19.60.160.D, Section 19.60.160.F, Chapter 19.64, Section 19.120.160.5 and Section 19.160.190 in their entirety; all of which are within the Duarte Development Code and thereby establishing definitions and regulations regarding housing to implement recently enacted law.

FISCAL IMPACT

There are no direct costs associated with the adoption of Ordinance No. 916.

ATTACHMENTS

A. Proposed Ordinance No. 916

EXHIBIT A

ORDINANCE NO. 916

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 23-01 REPLACING SECTION 19.10.020 IN ITS ENTIRETY; DELETING CHAPTER 19.52; REPLACING SECTION 19.60.160.D, SECTION 19.60.160.F, CHAPTER 19.64, SECTION 19.120.160.5, AND SECTION 19.160.190 IN THEIR ENTIRETY; ALL OF WHICH ARE WITHIN THE DUARTE DEVELOPMENT CODE AND THEREBY ESTABLISHING DEFINITIONS AND REGULATIONS REGARDING HOUSING TO IMPLEMENT RECENTLY ENACTED LAW

WHEREAS, numerous laws regarding the regulation and use of housing were passed by the State in the past few years to facilitate the construction and placement of affordable and assisted housing; and

WHEREAS, on January 11, 2022, the 2021-2029 Housing Element of the General Plan, and associated Negative Declaration, were adopted by the City Council and subsequently approved by the State of California; and

WHEREAS, the 2021-2029 Housing Element required amendments to the Duarte Development Code to be made to incentivize the development of affordable housing, assisted housing, and accessory dwelling units; and

WHEREAS, changes to text of the Duarte Development Code have been drafted that incentivize the development of affordable housing, assisted housing, and accessory dwelling units in the manner described in the 2021-2029 Housing Element; and

WHEREAS, Chapter 19.142 of the Duarte Development Code requires Planning Commission and City Council consideration of Development Code Amendments subject to certain findings; and

WHEREAS, on March 20, 2023, the Planning Commission held a duly noticed public hearing to consider adopting a resolution to recommend that the City Council adopt Municipal Code Amendment 23-01 replacing Section 19.10.020 (Residential Zones), deleting Chapter 19.52 (Sustainable Development Practices), replacing Section 19.60.160.D (Accessory Dwelling Units), Section 19.60.160.F (Accessory Dwelling Units), Chapter 19.64 (Density Bonus for Affordable Housing), replacing Section 19.120.060.5 (Reasonable Accommodations), and replacing 19.160.190 (Definitions); and within the Duarte Development Code establishing definitions and regulations regarding housing to implement recently enacted state law; and

WHEREAS, Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022, and associated Negative Declaration therefor. The proposed project is consistent with the General Plan and the Housing Element and does not present any new unanalyzed potentially significant environmental impacts. Also, pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the common sense exemption that applies to projects where it

can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the Municipal Code amendments propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment; and

WHEREAS, after consideration of the information presented, the Planning Commission adopted a resolution recommending that the Duarte City Council adopt the proposed Ordinance replacing modifying 19.10.120 (Residential Zones), deleting Chapter 19.52 (Sustainable Development Practices), replacing 19.60.160.D (Accessory Dwelling Units), replacing 19.60.160.F (Accessory Dwelling Units), replacing 19.64 (Density Bonus for Affordable Housing), replacing section 19.120.060.5 (Reasonable Accommodations), and replacing 19.160.190 (Definitions); and within the Duarte Development Code establishing definitions and regulations regarding housing to implement recently enacted state law; and

WHEREAS, notice of a City Council public hearing on the proposed amendment was given in accordance with applicable law; and

WHEREAS, the Duarte City Council has considered the staff report and all the information, evidence, and testimony received at the public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Based upon substantial evidence presented to the Duarte City Council during the public hearing, including written staff reports and verbal testimony, the Duarte City Council hereby makes the following findings in accordance with the required findings for Development Code Amendments, as set forth in Duarte Development Code Section 19.142.060:

- a. The proposed amendment is consistent with the General Plan and any applicable specific plan.

The proposed amendment includes replacing Section 19.10.020 (Residential Zones) in its entirety, deleting Chapter 19.52 (Sustainable Development Practices), replacing Section 19.60.160 (Accessory Dwelling Units), replacing Chapter 19.64 (Density Bonus for Affordable Housing), replacing Section 19.120.060.5 (Reasonable Accommodations), and replacing 19.160.190 (Definitions) within the Duarte Development Code establishing definitions and regulations regarding housing to implement recently enacted state law.

- b. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

The proposed amendments revise the Duarte Development Code to be consistent with the Housing Element and to comply with recently approved housing laws at the State level. Taken as a whole, the amendments make it easier to construct affordable housing, construct accessory dwelling units, qualify for a reasonable accommodation, site a residential care facility, and comprehend the City's development regulations. These amendments are in the public interest and are consistent the goals of the City. Some of the revisions to the Duarte

Development Code make it easier to construct housing at the expense of parking, but the State has determined that housing is the priority.

- c. The proposed amendment is internally consistent with applicable provisions of this Development Code.

The proposed changes in this Municipal Code Amendment affect the City's regulations pertaining to affordable housing, residential care facilities accessory dwelling units, and reasonable accommodations. Changes were made in the respective sections, but also within the land use tables and definition section to ensure that the changes were consistent across Code sections. The code amendment has been written to be internally consistent with the Duarte Development Code. Chapter 19.52 regarding Sustainable Practices is proposed to be deleted because this section has been made obsolete by the Green Building Code, and while this change makes regulations consistent across codes rather than within it, it shares the same intent to promote consistency across development regulations.

SECTION 3. Chapter 19.10 (“Residential zones”), Section 19.10.020 (“Land use and permit requirements”), is replaced in its entirety and reads as follows:

- A. *General.* New residential land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Tables 2-3 and 2-4. Standards for accessory structures are set forth in Chapter 19.34 (Accessory Structures).
- B. *Residential structures near freeway and railroad rights-of-way.* No habitable residential structure shall be erected within 40 feet of any railroad or freeway right-of-way, as measured from the closest right-of-way line. Multi-family residential projects that are part of a transit-oriented development may be located up to 20 feet of a railroad right-of-way (adjacent or above), provided measures to lessen noise and vibration impacts are addressed through development regulations in a specific plan to that development.
- C. *Prohibition of structures in front setback area.* No portion of any habitable structure and/or accessory structure shall occupy any portion of a required front setback area (see Figure 2-1), except as provided in 19.32.020 (Permitted Projections into the Required Setback Areas).
- D. *Exceptions to maximum lot coverage.* Maximum lot coverage for development in the R-1, R-1A and R-1F zone are subject to maximum lot coverage standards that may vary based on the lot size and/or building height (i.e., 1 or 2 stories). In the R-1 and R-1A zones, the base maximum lot coverage for one- or two- story units is 35%, except that units limited to one story in height on lots 8,000 square feet or less in size may occupy up to 40% of the lot area. When an existing unit on an R-1 or R-1A lot exceeds 35% lot coverage, new second story (or expansion of existing second story) construction shall not be permitted, regardless of lot size, unless the overall building footprint is reduced to 35%. In the R-1F zone, the base maximum lot coverage for one-story units is 12.5%. However, two-story units are limited to a maximum 10% lot coverage. When an existing unit on an R-1F lot exceeds 10% lot coverage, a new second story (or expansion of an existing second story) shall not be permitted unless the building footprint is reduced to 10%.

TABLE 2-1 ALLOWED USES AND PERMIT REQUIREMENTS	Single-Family and Two-Family Residential Zone Permit Requirements							
	P = Permitted By Right A = Permitted as Accessory Use MUP = Minor Use Permit CUP = Conditional Use Permit — = Not Allowed							
Land Use	R-1	R-1A	R-1B	R-1D	R-1E	R-1F	R-2	Specific Regulations Use
Residential Uses								
Single-Family Dwellings	P	P	P	P	P	P	P	See Table 7-2 (Article 7) for Site Plan Review Requirements. See 19.10.050 for R-1D zone special requirements. See 19.10.080 (Manufactured Homes)
Multi-Family Dwellings	—	—	—	—	—	—	—	
Two-Family Dwellings (Duplex)	P	P	P	P	P	P	P	See 19.10.035 (Duplex Developments in Single-Family Residential Zones)
Mobile Housing Unit	—	—	—	—	—	—	—	
Accessory Dwelling Unit	A	A	A	A	A	A	—	See 19.60.160 (Accessory Dwelling Units)
Care Uses								
Child Care Home - Large Family	A	A	A	A	A	A	A	See 19.60.100 (Large and Small Family Child Day Care Facilities)
Child Care Home - Small Family	A	A	A	A	A	A	A	
Day Care General - 15 or more children	—	—	—	—	—	—	—	
Residential Care Facility- Small	P	P	P	P	P	P	P	
Residential Care Facility- Large	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Agriculture and Animal-Related								

Animal Keeping	A	A	A	A	A	A	A	As regulated by Title 8 (Animals) of the Municipal Code
Horse Keeping	—	—	—	MUP	A	A	—	See 19.60.080 (Horse Keeping)
Horticulture - Private	A	A	A	A	A	A	A	
Other Uses								
Accessory Structures and Uses	A	A	A	A	A	A	A	See 19.60.020 (Accessory Uses)
Educational Institution - Private	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Golf Course, Country Club	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Home Occupations	A	A	A	A	A	A	A	See 19.60.070 (Home Occupations)
Places of Religious Assembly	CUP	CUP	CUP	CUP	CUP	CUP	CUP	See 19.60.140 (Places of Religious Assembly)
Recreational Vehicle Parking (Open/outdoor parking)	A	A	A	A	A	A	A	See 19.38.160 (Recreational Vehicle Parking in Residential Zones)
Temporary Uses	See Chapter 19.124 (Temporary Use Permits)							
Utilities	CUP	CUP	CUP	CUP	CUP	CUP	CUP	

TABLE 2-2 ALLOWED USES AND PERMIT REQUIREMENTS FOR MULTI- FAMILY RESIDENTIAL ZONES				P = Permitted By Right A = Permitted as Accessory Use MUP = Minor Use Permit CUP = Conditional Use Permit — = Not Allowed				
Land Use				R-3	R-4	R-MH	Specific Regulations	Use
Residential Uses								
Single-Family Dwellings				P	P	—	See 19.10.080 for Manufactured Housing.	
Multi-Family Dwellings				P	P	—		
Two-Family Dwellings (Duplex)				P	P	—		

Mobile Homes	—	—	P	Applies to Establishment of a Single mobile home In an existing Mobile home park
Mobile Home Parks			CUP	Applies to establishment Of a new mobile home Park
Care Uses				
Child Care Home – Large Family	—	—	—	See 19.60.100 (Large and Small Family Child Day Care Facilities)
Child Care Home – Small Family	A	A	A	
Day Care Facility – 15 or more	CUP	CUP	—	
Residential Care Facility- Small	P	P	P	
Residential Care Facility – Large	CUP	CUP	CUP	

SECTION 4. Chapter 19.52 (“Sustainable development practices”) of the Duarte Development Code is deleted in its entirety.

SECTION 5. Chapter 19.60 (“Standards for specific land uses and activities”), Section 19.60.160 (“Accessory dwelling units”) of the Duarte Development Code is modified to read as follows:

A. Subsection D (“ADU/JADA restrictions”) of Section 19.60.160 (“Accessory dwelling units”) of Chapter 19.60 (“Standards for specific land uses and activities”) of the Duarte Development Code is replaced in its entirety and reads as follows:

1. The development and use of the ADU/JADUs shall only be valid and permitted based on the terms established in this Section.
2. A deed restriction shall be required for all ADUs/JADUs. Prior to obtaining a building permit for an ADU/JADU, a deed restriction shall be approved by the Community Development Director or his/her designee and the City Attorney, which shall include the restrictions and limitations identified in this Paragraph, along with specific information about the subject property and the project. Prior to the issuance of the certificate of occupancy or granting final inspection for the construction of the project, the applicant shall record the deed restriction with the County Recorder’s Office and provide a copy of the final recorded deed restriction with the Community Development Department, stating that, among others:

- a. An ADU/JADU deed restriction shall run with the land and shall be binding upon any successor in ownership of the property.
- b. The ADU/JADU shall not be sold separately from the primary residence, except as permitted by Government Code 65852.26, or as the section may be amended from time to time.
- c. If the ADU/JADU is rented, it shall not be rented for a period of less than 30 consecutive days.
- d. Owner-occupancy is required for parcels with a JADU, consistent with Paragraph G of this Section.
- e. Owner-occupancy for all ADU/JADUs shall be required after January 1, 2025.
- f. The ADU/JADU shall be restricted to the total floor area approved at the time of building permit issuance. Any owner wishing to incorporate the total floor area of the ADU/JADU back into the primary Dwelling Unit must request termination of the ADU/JADU use under this Section, satisfying all zoning and development standards such as setbacks, floor area, lot coverage, and parking.
- g. A second unit may not have utility services separate from those of the main residential structure on the same property.
- h. The Owner and all successors in interest in the subject property shall maintain the ADU/JADU in accordance with all applicable regulations established in this Section and any approval granted by the City. Violations and lack of compliance with any provisions of this Section, may result in legal action against the property owner, including revocation of any right to maintain an ADU/JADU on the property.

B. Subsection F (“ADU development standards”) of Section 19.60.160 (“Accessory dwelling units”) of Chapter 19.60 (“Standards for specific land uses and activities”) of the Duarte Development Code is replaced in its entirety and reads as follows:

- 1. Studio and one bedroom ADUs shall not exceed 850 square feet of total floor area. ADUs with more than one bedroom shall not exceed 1,000 square feet of total floor area. In no case shall the ADU be less than 150 square feet.
- 2. An attached ADU shall not exceed 50% of the total floor area of the existing primary dwelling on the subject lot, however this requirement shall not reduce the maximum allowable size to less than 800 square feet of total floor area.
- 3. An attached ADU shall not exceed the height and/or number of stories of the existing primary dwelling unit, except for an attached single-story ADU which can be built to a height of 25 feet.

4. A detached ADU shall be limited to a maximum height of 18 feet and one story in height. Two story detached ADUs that include heights above 18 feet are allowed for existing or proposed detached garages where the first floor garage is maintained as off-street parking for two or more vehicles, and the second floor ADU is equal to or less than the footprint of the first floor garage itself.
5. The maximum lot coverage for the underlying zone may be exceeded to accommodate the construction of ADUs equal to or less than 800 square feet in total floor area. For ADUs greater than 800 square feet in total floor area, the Duarte Development Code requirements related to lot coverage, minimum landscape area, maximum hardscape area, and all other local development standards.
6. An ADU shall be similar in the building materials, color, style, massing, and form of the primary residence. Architectural details including, but limited to, wall modulation, windows, roof pitch and lines, eaves, fascia boards, and trim shall match the primary residence on the property, provided that no ADU shall include any second story balcony or similar open space on the second story.
7. Exterior lighting shall be shielded or directed so that it does not glare off-site or illuminate the primary residence or any adjacent property, where feasible.
8. An ADU shall have a separate exterior access. The exterior access shall be a standard exterior door and shall be located in a manner that will preserve, to the greatest extent feasible, the privacy of the primary residence and any adjoining residences and, to the greatest extent feasible, shall not be visible from the street. Access from the exterior access point of the ADU to the street are encouraged to be provided on a decorative paved pathway.
9. Any common wall separating an attached ADU from the primary dwelling unit and/or main building shall be soundproofed. Details of the proposed means of soundproofing shall be submitted with plans for construction.
10. When an ADU is attached to or converted within a primary dwelling that is required to have fire sprinklers, then the ADU shall also install fire sprinklers.
11. New detached ADUs shall install rooftop solar panels as required by the Building Code.
12. In addition to the off-street parking space(s) required for the primary residence, one off-street parking space shall be provided for each ADU, except when:
 - a. The ADU is located within one-half mile walking distance of Public Transit. For purposes of this chapter, “public transit” has the same meaning as in Government Code section 65852.2(j)(10).
 - b. The ADU is entirely or partially within a proposed or existing primary dwelling or other existing structure.
 - c. The ADU is located within a historic district.

- d. On-street parking permits are required but not offered to the occupant of the ADU.
- e. There is a City-approved and dedicated parking space for a car share vehicle located within one block of the ADU.

- 13. When the ADU is created by converting or demolishing a garage, carport or covered parking structure, replacement of covered parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU. If the ADU is removed from use, the single-family or multifamily dwelling unit shall be required to comply with parking standards established in Chapter 19.38 of the Duarte Development Code as well as all other development standards applicable to the zoning district.
- 14. Required parking space(s) shall be a minimum of 20 feet in length. The required parking spaces for the ADU may be uncovered. For single-family residential properties, the only allowable driveways leading to required parking spaces shall be paved in Portland cement concrete.

SECTION 6. Chapter 19.64 (“Density bonus for affordable housing”) of the Duarte Development Code is replaced in its entirety to read as follows:

Section 19.64.010 - Purpose. The purpose of this Chapter is to provide standard and processes that incentivize the use the creation of affordable housing and assisted housing as mandated by the State of California.

Section 19.64.20 – Density bonus for affordable housing

- A. *Purpose.* The purpose of this Chapter is to provide a means for granting density bonuses and incentives in compliance with Government Code Sections 65915 through 65918. This Chapter provides density bonuses and incentives for the development of housing that is affordable to lower-, low-, and moderate-income households and senior citizens. Where regulations are not specifically addressed in this Chapter or where there are conflicts between these provisions and the provisions of Government Code Sections 65915 through 65918, the provisions of the Government Code, as they may be amended over time, shall apply.
- B. *Eligibility for density bonus and incentives.*
 - 1. In order to be eligible for a density bonus and other incentives as provided by this Chapter, a proposed housing development shall comply with the eligibility requirements specified in Government Code Sections 65915 through 65918.
 - 2. For housing projects that are restricted specifically to senior citizens, and where all units provided are for low and very low-income households, the City Council may grant an additional discretionary density bonus beyond the density bonus provided for in Government Code Sections 65915 through 65918. This additional bonus may be up to two times the density provided for in the General Plan (e.g. Where 40 units are allowed based on general plan density, and additional 40 may be permitted with this

provision) the final amount subject to the approval of the City Council based on a case-by-case analysis of the proposed housing development by considering the following factors: the square footage of the individual units (typically, senior units are smaller than comparable unrestricted units), the allowable density for adjacent and neighboring parcels, the compatibility of the additional discretionary density bonus with existing and potential uses of adjacent and neighboring parcels, the necessity of the additional discretionary density bonus to make the proposed housing development economically feasible, the quality and design of the proposed housing development, and the fulfillment of the City's housing needs as established in the Housing Element of the General Plan.

- C. *Design and distribution of affordable units.* Affordable units shall be designed and distributed within the residential development as follows:
1. *Number of bedrooms.* Affordable units shall reflect the range of numbers of bedrooms provided in the residential development project as a whole.
 2. *Comparable quality and facilities.* Affordable units shall be comparable in the facilities provided (e.g., laundry, recreation) and in the quality of construction and exterior design to the market-rate units.
 3. *Size.* Affordable units may be smaller and have different interior finishes and features than the market-rate units.
 4. *Location.* Affordable units shall be dispersed throughout the residential development.
- D. *Density bonus application and agreement.* Affordable units shall be designed and distributed within the residential development as follows.
1. Housing developments that seek to include a density bonus and/or incentives or concessions under the provisions of this Chapter shall submit a density bonus application along with Site Plan and Design Review, in addition to any other applications for permits or approvals that may be required, pursuant to the Development Code. The density bonus application shall include at a minimum the following: the total number of dwelling units for the proposed housing development, the number of base units and number of density bonus units proposed, requested incentives or concessions (if any), the proposed length of the affordability restrictions for any low-, moderate-, and very low-income units, and requested financial assistance (if any) to be provided from the City or any of its agencies or commissions. Nothing in this Chapter shall be deemed to require the City or any of its agencies or commissions to provide, as an incentive or concession or otherwise, any financial assistance.
 2. A density bonus housing agreement (and any necessary implementing documents, such as an equity sharing agreement, for the approved housing development) shall be signed by the owner of the property seeking the density bonus pursuant to this Chapter. Such agreement shall be approved by the Director and City Attorney, shall be recorded with the Los Angeles County Recorder, and shall continue to be valid upon change of ownership.

3. Affordable units may be smaller and have different interior finishes and features than the market-rate units. No demolition, grading, building, or other ministerial permit shall be issued for all or any portion of a housing development subject to this Chapter unless the Director has approved the density bonus application and density bonus agreement.
4. Affordable units shall be dispersed throughout the residential development. No certificate of occupancy shall be issued for all or any portion of a housing development subject to this Chapter unless the approved density bonus application and approved density bonus agreement has been fully implemented.

Section 19.64.030 - Retention of existing affordable housing

- A. *Purpose.* The purpose of this section is to ensure that new residential development does not result in the loss of existing affordable residential units in accordance with Government Code 65583.2(g)(3).
- B. *Applicability.* All existing, affordable or potentially affordable units, proposed for demolition, must be replaced with units affordable to the same or lower income level as a condition of development on a nonvacant site consistent with those requirements set forth in Density Bonus Law. Replacement requirements shall be required for sites that currently have residential uses, or within the last five years have had residential uses that have been vacated or demolished, and were either rent or price restricted, or were occupied by low or very low income residents.

Section 19.64.040 – Supportive and small employee housing

- A. *Purpose.* The purpose of this section is to acknowledge the State mandated regulations meant to protect disadvantaged groups that seek to reside in group housing from housing discrimination and recognize the regulations of the State on these matters. This section also pertains to employer-owned group homes intended for employees.
- B. *Definition.*
 1. “Small employee housing” means housing owned by the employer for use by six or fewer employees.
 2. “Low barrier to navigation center” shall be as defined as a low barrier, temporary, service-enriched shelter that helps homeless individuals and families to quickly obtain permanent housing and more specifically described by State law at Government Code 65660.
- C. *Applicability.*
 1. Residential care facilities (small) and Small employee housing shall be permitted by right in all residential zones.

2. Residential care facilities (large) shall be permitted in all residential zones with approval of a Conditional Use Permit.
3. Low barrier to navigation centers shall be permitted as mandated by the State at Government Code 65660 – 65666.

Section 19.64.050 – Parking exemption for supportive housing

- A. *Purpose.* The purpose of this section is to acknowledge the State mandated regulation prohibiting local jurisdictions from establishing minimum parking regulations for supportive housing that meets certain criteria.
- B. *Applicability.*
 1. Residential care facilities of any size shall not have parking requirements if they are located within ½ mile of a transit stop.

SECTION 7. Chapter 19.120 (“Reasonable accommodations”), Section 19.120.060 (“Findings and decision”) of the Duarte Development Code is replaced in its entirety and reads as follows:

- A. *Findings.* The written decision to approve or deny a request for Reasonable Accommodation that will be consistent with the Acts shall be based on consideration of all of the following factors:
 1. Whether the housing, which is the subject of the request, will be used by an individual defined as a disabled under the Acts;
 2. Whether the request for Reasonable Accommodation is necessary to make specific housing available to an individual with disability under the Acts;
 3. Whether the requested Reasonable Accommodation would impose an undue financial or administrative burden on the City;
 4. Whether the requested Reasonable Accommodation would require a fundamental alteration in the nature of a City program or law, including but not limited to land use zoning;
 5. Physical attributes of the property and structures; and
 6. Other Reasonable Accommodations that may provide an equivalent level of benefit.

SECTION 8. The following Sections of the Duarte Development Code are replaced in their entirety and read as follows:

- A. Chapter 19.160 (“Definitions”), Section 19.160.190 (“‘R’ definitions”) of the Duarte Development Code is replaced in their entirety and reads as follows:

19.160.190 - “R” definitions.

Radio/TV Broadcast Studios/Recording Studios, Film TV Studios. Commercial and public communication facilities including radio and television broadcasting and receiving stations and studios, with facilities contained entirely within structures. Does not include transmission and receiving apparatuses including antennas and towers.

Rain Garden. A slightly depressed garden that receives surface runoff. Compost and mulch help hold stormwater, slowing peak flows, while microorganisms and bacteria remove pollutants. Plants hold some rain on their leaves and also bring water up from the soil to evaporate.

Recharging Station. A point that supplies electricity for the recharging of electric vehicles (including plug-in hybrids).

Recreational Vehicles (RV). A motor home, travel trailer, truck camper, camping trailer, pop-up campers, or boat or other water sport vehicle, with or without motive power, designed for recreational purposes. The definition includes any empty trailer on which an RV may be transported or stored. In no cases shall a RV be classified as a mobile home or dwelling unit.

Recycling Facilities. This land use type includes a variety of facilities involved with the collection of recyclable materials. A “certified” recycling or processing facility is certified by the California Department of Conservation as meeting the requirements of the California Beverage Container Recycling and Litter Reduction Act of 1986. Recyclable material includes reusable domestic containers and other materials that can be reconstituted, remanufactured, or reused in an altered form, including glass, metals, paper, and plastic. Recyclable material does not include refuse or hazardous materials. This land use does not include storage containers located on a residentially, commercially, or industrially designated site used solely for the recycling of material generated on the site.

- Collection facility (small). A facility that occupies an area of 350 square feet or less where the public may donate, redeem, or sell recyclable materials and may include:
 1. A mobile unit.
 2. Bulk reverse vending machines or a grouping of reverse vending machines occupying more than 50 square feet. A bulk reverse vending machine is a reverse vending machine that is larger than 50 square feet, is designed to accept more than one container at a time and issues a cash refund or redeemable credit slip based on total weight instead of by a container.
 3. Kiosk-type units that may include permanent structures.
- Collection facility (large). A facility that occupies an area of more than 350 square feet and/or includes permanent structures where the public may donate, redeem, or sell recyclable materials.
- Reverse vending machine. An automated mechanical device which accepts at least one or more types of empty beverage containers and issues a cash refund or a redeemable credit slip with a value not less than the container’s redemption value, as

determined by State law. These vending machines may accept aluminum cans, glass and plastic bottles, and other containers. The vending machines typically occupy an area of less than 50 square feet.

- **Processing Facility.** A structure or enclosed space used for the collection and processing of recyclable materials. Processing means the preparation of material for efficient shipment, or to an end-user's specifications, by such means as bailing, briquetting, compacting, flattening, grinding, crushing, mechanical sorting, shredding, cleaning and remanufacturing. Processing facilities are not allowed in the City of Duarte.

Redevelopment Agreement. An owner participation agreement, disposition and development agreement or other agreement entered into between the redevelopment agency of the city of Duarte and an owner, developer, or similar party.

Religious Assembly, Place(s) of. See "Places of Religious Assembly."

Research and Development. Establishments engaged in industrial or scientific research, including product testing. Includes electronic research firms or pharmaceutical research laboratories. Excludes manufacturing, except of prototypes, or medical testing and analysis.

Residential Care Facility - Small. Any facility, place or building for six or less people which is maintained and operated to provide 24-hour care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual. May include ancillary medical services for facility residents.

Residential Care Facility - Large. Any facility, place or building for seven or more people which is maintained and operated to provide 24-hour care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual. May include ancillary medical services for facility residents.

Residential Development. The new construction of projects for which a discretionary or ministerial development approval is required or substantial rehabilitation of projects, consisting of: (1) four or more single-family ownership units, including condominiums, or (2) multifamily rental projects of ten or more dwelling units.

Residential Use. The occupation of a structure that provides permanent housing for one or more households.

Restaurants. See "Eating and Drinking Establishments."

Retail Store. An establishment which offer goods (such as books, gifts and clothing) to the general public. Does not include swap meet, pawn shop, or thrift sales.

Runoff. Water which is not absorbed by the soil or landscape to which it is applied and flows from the area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or where there is a severe slope.

SECTION 9. The Duarte City Council finds and determines that the amendments to Duarte Development Code replacing section 19.10.020 (Residential Zones) in its entirety; deleting Chapter 19.52 (Sustainable Development Practices); replacing Section 19.60.160.D (Accessory Dwelling Units), Section 19.60.160.F (Accessory Dwelling Units), Chapter 19.64 (Density Bonus for Affordable Housing), Section 19.120.160.5 (Reasonable Accommodations), and Section 19.160.190 (Definitions) in their entirety; all of which are within the Duarte Development Code and thereby establishing definitions and regulations regarding housing.

SECTION 10. The Duarte City Council finds and determines that the amendments to the Municipal Code are exempt from the environmental review for the following separate reasons:

1. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022, and associated Negative Declaration and does not present any new unanalyzed potentially significant environmental impacts. The proposed project is consistent with the General Plan and the Housing Element thereof.
2. Pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the common sense exemption that applies to projects where it can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the Municipal Code amendments propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment.

SECTION 11. Based upon the substantial evidence and testimony received at a public hearing and the findings and conclusions set forth herein, the Duarte City Council hereby approves Ordinance No. 916, approving Municipal Code Amendment 23-01 based on the finding listed in Section 2.

SECTION 12. Severability. The City Council declares that, should any provision, section, paragraph, sentence, or word of this ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, or words of this ordinance as hereby adopted shall remain in full force and effect.

SECTION 13. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c) by publishing the following:

SUMMARY OF ORDINANCE NO. 916

NOTICE IS HEREBY GIVEN that the Duarte City Council, at its regular meeting of April 11, 2023, introduced for first reading, Ordinance No. 916 which will adopt Municipal Code Amendment 23-01 modifying Chapter 19.10 (Residential Zones), deleting Chapter 19.52 (Sustainable Development Practices), modifying Chapters 19.60 (Standards for Specific Land Uses and Activities), 19.64 (Density Bonus for Affordable Housing), 19.120 (Reasonable Accommodations), and 19.160 (Definitions); and within the Duarte Development Code thereby establishing definitions and regulations regarding housing to implement recently enacted state law.

A certified copy of the Ordinance is available for review in the City Clerk's Office at City Hall, located at 1600 Huntington Drive, Duarte, California 91010. The Ordinance is scheduled to be considered and potentially adopted at the regularly scheduled City Council meeting of April 25, 2023. The Ordinance will take effect 30 days after second reading and adoption.

After second reading/adoption of this Ordinance, if adopted:

SUMMARY OF ADOPTED ORDINANCE NO. 916

NOTICE IS HEREBY GIVEN that on April 25, 2023, the City Council adopted Ordinance No. 916.

ORDINANCE NO. 916

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 23-01 REPLACING SECTION 19.10.020 IN ITS ENTIRETY; DELETING CHAPTER 19.52; REPLACING SECTION 19.60.160.D, REPLACING SECTION 19.60.160.F, CHAPTER 19.64, SECTION 19.120.160.5, AND SECTION 19.160.190 IN THEIR ENTIRETY WITHIN THE DUARTE DEVELOPMENT CODE THEREBY ESTABLISHING DEFINITIONS AND REGULATIONS REGARDING HOUSING TO IMPLEMENT RECENTLY ENACTING LAW

I, ANNETTE JUAREZ, City Clerk of the City of Duarte, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 916 was duly passed and adopted at a regular meeting of the City Council held on _____, 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the ____ day of _____ 2023.

Jody Schulz
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

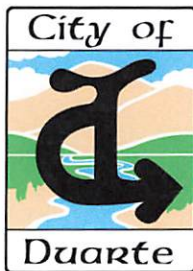
Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 916 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the _____ day of _____ 2023, by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSTAIN:	Councilmembers:
ABSENT:	Councilmembers:

Annette Juarez
City Clerk



AGENDA REPORT

MEETING DATE: April 25, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Nick Baldwin, Associate Planner

SUBJECT: Specific Plan Amendment (SPA) 23-01 - City-initiated Amendment to the Duarte Town Center Specific Plan for Consistency with Approved Housing Element

RECOMMENDATION: Second Reading and Adoption of Ordinance No. 917, amending Section 3.5.2 and adding Section 3.5.3 to the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element

FISCAL IMPACT: Minor printing costs associated with the adoption of Ordinance No. 917.

EXECUTIVE SUMMARY

The Duarte Town Center Specific Plan (TCSP) must be amended to be consistent with the recently approved Housing Element of the City's General Plan. The Housing Element identified the need to amend the Land Use and Zoning Chapter of the Specific Plan to allow affordable housing to qualify as a community benefit and to allow density transfers between properties in certain situations each to facilitate the construction of adequate housing.

BACKGROUND

As required by State law, the Housing Element of the General Plan must be updated every eight years. The City of Duarte submitted the 2021-2029 Housing Element to the State and in January 2022 was one of the earliest cities to receive approval. The City Council adopted the new Housing Element on January 11, 2022. The Housing Element included a 22-step implementation plan and several of the implementation tasks pledged to make amendments to the Duarte Development Code in ways that facilitate and promote the construction and allowance of affordable and assisted housing. One of these steps involved making changes to the TCSP that incentivize the construction of affordable housing.

The TCSP was approved by the City Council in 2016 and contains the vision, goals, and development standards that guide development in the central core of the City. The Specific Plan has not been updated since adoption.

The proposed Specific Plan Amendment is intended to update the Specific Plan to be consistent with the current Housing Element of the General Plan. On March 20, 2023, the proposed amendment to the TCSP received a unanimous recommendation of approval from the Planning and Economic Development Commission.

At its April 11, 2023, meeting, the City Council conducted a public hearing and approved Ordinance No. 917 for first reading; it is now before the City Council for second reading and adoption.

DISCUSSION/ANALYSIS

To be consistent with the recently approved Housing Element, the proposed amendments will be accomplished by adding text within the Land Use and Zoning chapter of the Specific Plan. These changes include adding “Affordable Housing Development” to the list of “Community Benefits” that are set forth in Chapter 3.5 (Tier 3) and adding density transfers between properties in certain situations. The following paragraphs will address the proposed changes in more detail.

Affordable Housing Development as a Community Benefit

The Town Center Specific Plan was developed to promote development through incentive zoning. Chapter 3.5 sets forth certain bonuses that are intended to be development incentives. All projects are required to meet base level development standards but the bonuses allow additional development intensity (e.g. height, floor area and residential density).

Currently, these “Community Benefits” include: a monetary contribution to the Community Benefits Fund, Public Open Space, Restaurant Row, Public Art, Event Programing, Mid-block Pedestrian Passageway, High-quality Entertainment Use, Enhanced Transportation Demand Management, as more thoroughly described on pages 3-30 to 3-32 in the Specific Plan.

Affordable Housing is a worthy addition to the benefit list. Since the TCSP has been adopted, no affordable units have been constructed within the Specific Plan area. Rising construction costs, among other factors, make it difficult for developers to incorporate affordable units into developments.

The proposed change to Chapter 3.5.2, Menu of Tier 3 Community Benefits, would occur after “Enhanced Transportation Demand Management” (currently Page 3-32). The proposed text for Density Rights Transfer will be placed in a new section (3.5.3) which will be the end of Chapter 3.5.

Affordable Housing Development

To qualify for the Affordable Housing Development Tier 3 Community Benefit bonus, a housing or residential/commercial mixed-use project must meet the following criteria:

Provisions:

- For rental projects, at least 20% of the units must be restricted as affordable to lower-

income (< 80% AMI) households or lower for a minimum 55-year period.

- For ownership projects, at least 30% of the units must be restricted as affordable to moderate-income (< 120% AMI) households or lower for a minimum 45-year period.

Qualifying Affordable Housing Development projects provide three (3) community benefits, thus automatically qualifying these projects for the Tier 3 bonus height, density and/or intensity incentives (see Table 3-2). Projects located within Lot Consolidation Overlay Areas must however still meet Tier 2 requirements to be eligible for Tier 3 bonuses. Pursuant to direction provided by the State Department of Housing and Community Development (HCD), eligible projects may layer State Density Bonuses on top of the densities provided for under the Tier 3 bonus.

Density Rights Transfer (TCSP Sec. 3.5.3)

To encourage quality new development, affordable housing, and the improvement and renovation of existing properties, multiple properties may be included in a development plan and allowable residential densities may be transferred between properties. Both sending and receiving properties of a density transfer must be located within the Town Center Specific Plan area and are not required to be contiguous. This provision may be used to increase the base density and to increase the density for affordable development but is not solely limited to affordable development. This provision may also be used to develop a single property or group of contiguous properties with two development styles.

The purpose of this program is to allow the transfer of all, or a part of, allowable densities from a property or properties to another in order to achieve property upgrades to meet the City's design standards on the sending property and to create increased development potential on the receiving property.

A transfer of density rights shall meet the following standards:

Developments shall be completed by the same developer or as part of a development partnership, and the development arrangement shall be specifically described in a development agreement or other agreement to be determined by the City.

Sending Sites:

- Developed at a lower density with remaining available density transferred to receiving site.
- Existing buildings shall be fully redeveloped to meet all design and building standards in place at the time of transfer; or shall be reconstructed into a commercial or office or mixed use within a new building.
- May be converted into public open space.

Receiving Sites:

- Residential at market rate; or
- Affordable housing (the density transfer sets a new base density and may be increased by State mandated density bonus); or
- Residential/commercial mixed use with market rate or affordable housing.

The transfer of density rights process is subject to approval of a conditional use permit and a deed restriction on the sending property. The City may also require a development agreement or other agreement to be determined by the City.

Example: Density Transfer models

Example 1

Lot	Property Size	Maximum Allowed Density	Maximum Allowed Units
A	28,000 s.f.	40	25
B	30,500 s.f.	40	28
C	11,000 s.f.	40	10

Property A.

Removes old commercial building. Builds 12 new townhouses. Gives remaining 13 units allowed to Property B.

Property C.

Fully renovates existing office building, including interior upgrades, completes exterior façade enhancement and landscape upgrades to meet the specific plan requirements and receives City design review approval. Gives 10 units of allowable density to Property B.

Property B.

Removes existing commercial building. Builds a 51-unit residential building (28 allowable units plus 23 units received from Properties A and C.

Example 2

Pre-transfer Situation

Lots	Property Size	Maximum Allowed Density	Maximum Allowed Units
Contiguous	2.4 acres	35	84

Lot is split into two development areas.

Property A.

Option 1. Developed with a 1.2 acre, 24 unit, townhouse development. Transfers 18 units of allowable density to Property B.

Option 2. Developed with a 1.2 acre mixed use development with a small restaurant that shares parking with the guest spaces for the 24 unit townhouse development. Transfers 18 units of allowable density to Property B.

Property B.

Developed as an 60 unit apartment development. This includes 42 units allowed under zoning

plus 18 units transferred by Property A.

ENVIRONMENTAL

The proposed updates to the Duarte Town Center Specific Plan are exempt from the environmental review for the following separate reasons:

1. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022 and associated Negative Declaration therefor. The proposed project is consistent with the General Plan and the Housing Element and does not present any new unanalyzed potentially significant environmental impacts.
2. Pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the common sense exemption that applies to projects where it can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the updates to the Duarte Town Center Specific Plan propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment.

RECOMMENDATION

It is recommended that the City Council: Conduct a second reading and adopt Ordinance No. 917, amending Section 3.5.2 and adding Section 3.5.3 to the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element.

FISCAL IMPACT

There will only be minor printing costs associated with the adoption of Ordinance No. 917.

ATTACHMENTS

- A. Proposed Ordinance No. 917

EXHIBIT A

ORDINANCE NO. 917

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING SPECIFIC PLAN AMENDMENT 23-01 AMENDING SECTION 3.5.2 AND ADDING SECTION 3.5.3 TO THE DUARTE TOWN CENTER SPECIFIC PLAN THEREBY ESTABLISHING REGULATIONS REGARDING HOUSING TO IMPLEMENT THE RECENTLY ADOPTED HOUSING ELEMENT

WHEREAS, numerous laws regarding the regulation and use of housing were passed by the State in the past few years to facilitate the construction and placement of affordable and assisted housing; and

WHEREAS, on January 11, 2022, the 2021-2029 Housing Element of the General Plan, and associated Negative Declaration, were adopted by the City Council and subsequently approved by the State of California; and

WHEREAS, in accordance with Section 19.150.050 of the Duarte Development Code, Specific Plan Amendment 23-01 replaces Table 3-2 of Chapter 3, Table 3-3 of Chapter 3, and Section 3.5 in their entirety within the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element; and

WHEREAS, on March 20, 2023, the Planning Commission held a duly noticed public hearing to consider adopting a resolution to recommend that the City Council adopt Specific Plan Amendment 23-01 replacing Table 3-2 of Chapter 3, Table 3-3 of Chapter 3, and Section 3.5 in their entirety within the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element; and

WHEREAS, Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022, and associated Negative Declaration therefor. The proposed project is consistent with the General Plan and the Housing Element and does not present any new unanalyzed potentially significant environmental impacts. Also, pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the common sense exemption that applies to projects where it can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the Municipal Code amendments propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment; and

WHEREAS, after consideration of the information presented, the Planning Commission adopted PC Resolution 23-02 recommending that the Duarte City Council adopt the proposed Ordinance replacing Table 3-2 of Chapter 3, Table 3-3 of Chapter 3, and Section 3.5 in their entirety within the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element; and

WHEREAS, notice of a City Council public hearing on the proposed amendment was given in accordance with applicable law; and

WHEREAS, the Duarte City Council has considered the staff report and all the information, evidence, and testimony received at the public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Based upon substantial evidence presented to the Duarte City Council during the public hearing, including written staff reports and verbal testimony, the Duarte City Council hereby makes the following findings in accordance with the required finding for Specific Plan Amendments, as set forth in Duarte Development Code Section 19.150.080.B:

1. The proposed use is consistent with the General Plan.

The proposed amendments to the Duarte Town Center Specific Plan include the allowance of affordable housing as a Tier 3 Community Benefit and the ability to transfer development rights as a Tier 3 Community Benefit Bonus. These changes effectuate the construction of affordable housing by incentivizing developers to incorporate affordable housing into a project and by providing added flexibility in the variety of community benefits available to choose from. All other elements of the Specific Plan will remain unchanged by this amendment. Therefore, the Town Center Specific Plan that was found to be consistent with the General Plan at the time of its adoption in 2016 will remain consistent.

SECTION 3. Section 3.5.2 of the Duarte Town Center Specific Plan is amended to include the following at the end of the section:

Affordable Housing

A Town Center that promotes housing for residents of all income categories supports the goal of providing equal access to the desirable amenities found within the Specific Plan area.

Provisions:

- A minimum of 25% of the percent of the units of a project that shall be affordable, as rounded up to the next highest number.
- A mix of affordability levels is encouraged, but affordable units shall be provided at least at the moderate level.
- Market-rate units shall not receive building occupancy prior to the affordable units.

SECTION 4. The following text is added to the Duarte Town Center Specific Plan and reads as follows:

3.5.3 TRANSFER OF DEVELOPMENT RIGHTS

The transfer of development rights to another property is a supplemental option for a Tier 3 bonus that can be awarded. Rights can only be transferred from properties under common ownership and within the Duarte Town Center Specific Plan area. Developments shall be completed by the

same developer or as part of a development partnership, and the development arrangement shall be specifically described in a development agreement or other agreement to be determined by the City. Tier 3 projects are required to contribute to the community benefits program at Tier 3 levels.

Provisions:

Sending Sites

- Developed at a lower density with remaining available density transferred to receiving site.
- Existing buildings shall be fully redeveloped to meet all design and building standards in place at the time of transfer; or shall be reconstructed into a commercial or office or mixed use within a new building.
- May be converted into public open space.

Receiving Sites

- Residential at market rate; or
- Affordable housing (the density transfer sets a new base density and may be increased by State mandated density bonus); or
- Residential/commercial mixed use with market rate or affordable housing.

The transfer of density rights process is subject to approval of a conditional use permit and a deed restriction on the sending property. The City may also require a development agreement or other agreement to be determined by the City.

SECTION 5. The Duarte City Council finds and determines that the amendments to the Specific Plan are exempt from the environmental review for the following separate reasons:

1. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183, the project is consistent with General Plan policies encompassed in the Environmental Impact Report prepared for the General Plan, and applicable to the City Council's adoption of the 2021-2029 Housing Element on January 11, 2022, and associated Negative Declaration and does not present any new unanalyzed potentially significant environmental impacts. The proposed project is consistent with the General Plan and the Housing Element thereof.
2. Pursuant to CEQA Guidelines Section 15061 (b)(3) the project is exempt under the common sense exemption that applies to projects where it can be seen with certainty that there is no possibility that the activity may have a significant impact on the environment. It can be seen with certainty that the Municipal Code amendments propose no activity that may have a significant effect on the environment, or a reasonably foreseeable indirect physical change in the environment.

SECTION 6. Based upon the substantial evidence and testimony received at a public hearing and the findings and conclusions set forth herein, the Duarte City Council hereby approves Ordinance No. 917, approving Specific Plan Amendment 23-01 based on the finding listed in this Ordinance.

SECTION 7. Severability. The City Council declares that, should any provision, section, paragraph, sentence, or word of this ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions,

sections, paragraphs, sentences, or words of this ordinance as hereby adopted shall remain in full force and effect.

SECTION 8. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c) by publishing the following:

SUMMARY OF ORDINANCE NO. 917

NOTICE IS HEREBY GIVEN that the Duarte City Council, at its regular meeting of April 11, 2023, introduced for first reading, Ordinance No. 917 which will adopt Specific Plan Amendment 23-01 replacing Table 3-2 of Chapter 3, Table 3-3 of Chapter 3, and Section 3.5 in their entirety within the Duarte Town Center Specific Plan thereby establishing regulations regarding housing to implement the recently adopted Housing Element.

A certified copy of the Ordinance is available for review in the City Clerk's Office at City Hall, located at 1600 Huntington Drive, Duarte, California 91010. The Ordinance is scheduled to be considered and potentially adopted at the regularly scheduled City Council meeting of April 25, 2023. The Ordinance will take effect 30 days after second reading and adoption.

After second reading/adoption of this Ordinance, if adopted:

SUMMARY OF ADOPTED ORDINANCE NO. 917

NOTICE IS HEREBY GIVEN that on _____, 2023, the City Council adopted Ordinance No. 917.

ORDINANCE NO. 917

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING SPECIFIC PLAN AMENDMENT 23-01 REPLACING TABLE 3-2 OF CHAPTER 3, TABLE 3-3 OF CHAPTER 3, AND SECTION 3.5 IN THEIR ENTIRETY WITHIN THE DUARTE TOWN CENTER SPECIFIC PLAN THEREBY ESTABLISHING REGULATIONS REGARDING HOUSING TO IMPLEMENT THE RECENTLY ADOPTED HOUSING ELEMENT

I, ANNETTE JUAREZ, City Clerk of the City of Duarte, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 917 was duly passed and adopted at a regular meeting of the City Council held on _____, 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the ____ day of _____ 2023.

Jody Schulz
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 917 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ____ day of _____ 2023, by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSTAIN	Councilmembers:
ABSENT:	Councilmembers:

Annette Juarez
City Clerk



MEMORANDUM

TO: Mayor and Councilmembers
FROM: Annette Juarez, City Clerk
DATE: April 20, 2023
SUBJECT: **APPROVAL OF CITY COUNCIL CONFERENCE ATTENDANCE**

1. Councilmember Samuel Kang
California Contract Cities Association Annual Municipal Seminar
May 19-21, 2023

Registration:	\$825.00
<u>Accommodations:</u>	<u>\$538.86</u>
Total:	\$1,363.86

2. Councilmember Margaret Finlay
California Contract Cities Association Annual Municipal Seminar
May 19-21, 2023

<u>Accommodations:</u>	<u>\$269.43</u>
Total:	\$269.43