

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: March 19, 2020
SUBJECT: Comments on Agenda Items, Meeting of March 24, 2020

ITEM 3. (Special Items). Brian Villalobos, Director of Public Safety, will provide a Public Safety update.

ITEM 7.D. (Consent Calendar). This item is a second reading of a proposed Ordinance amending the Municipal Code to adopt the most recent California Building Codes. The City Council unanimously approved the first reading of the Ordinance at its meeting of March 10, 2020, and staff is recommending adoption of the Ordinance on second reading. If approved, the Ordinance will become effective in 30 days.

ITEM 9.A. (Council Bills). At its meeting of March 10, 2020, the City Council approved a Conditional Use Permit ("CUP") for ReStore, upholding the appeal of the Planning Commission denial of the CUP, and directed Staff to bring back a Resolution. The City Council also requested that an additional condition be added to the CUP (Condition No. 6) to require an upgrade to the entire shopping center within 2 1/2 years.

ITEM 9.B. (Council Bills). In response to the novel corona virus ("COVID-19"), the City Manager, acting in his capacity as the City's Director of Emergency Services, proclaimed a local emergency on March 17, 2020. Staff is recommending that, consistent with the provisions of State law, the City Council confirm the existence of a local emergency and ratify the emergency proclamation by adopting Resolution 20-R-07.

ITEM 9.C. (Council Bills). Staff is recommending that the City Council consider an Urgency Ordinance to temporarily prohibit the eviction of residential tenants who suffer either a substantial loss of income or a substantial increase in expense related to COVID-19. As an Urgency Ordinance, it will become effective immediately upon its adoption.

ITEM 10. (Business Items). Staff is recommending that the City Council authorize the City Manager to execute an agreement with RKA Consulting in the amount of \$36,035 to provide plans and a cost estimate for redesign of Civic Center Courtyard. The courtyard area does not currently meet all ADA requirements and improvements are required. These plans will not only address the ADA deficiencies but will also include landscape and hardscape upgrades. The proposal includes a Council workshop with a Landscape Architect on what those landscape and hardscape upgrades will look like. A portion of the future construction project is eligible for CDBG funds but project design needs to be City funded, and was included in the FY 2019-20 Budget.

Respectfully submitted,

Dan Jordan
City Manager

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – MARCH 10, 2020

RECEPTION	At 6:00 p.m., a reception was held to welcome Duarte City Manager Daniel Jordan.
CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Kang called the meeting to order at 7:06 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay, Lewis, Paras-Caracci (left at 10:38 p.m.), Reilly, Urias (left at 11:12 p.m.), Kang ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager Jordan, City Attorney Cosgrove
ADOPTION OF AGENDA	Reilly moved, Paras-Caracci seconded to adopt the Agenda, as amended to adjourn in memory of Dona Christensen and Herb Piken, and carried unanimously by those present, with Finlay not on the dais.
PLEDGE TO THE FLAG	Commander Jacob led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Reilly provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Lewis and Finlay provided the warm-up.
SPECIAL ITEMS	Samantha Martinez, Mayor's Youth Council, presented an update of recent activities and upcoming Teen Center events.
Mayor's Youth Council update	
Recognition – Deputy MacLean	Brian Villalobos, Commander Corrone Jacob, and Captain David Flores expressed appreciation to Deputy Rob MacLean for his service to the residents of Duarte, and for serving as Duarte's School Resource Deputy for the past 14 years as part of his Los Angeles County Sheriff Department career of 25 years. Mayor Kang presented Deputy MacLean with a City plaque. Steve Hernandez thanked Deputy MacLean for having a positive impact on youth and for being a great member of the community.
ANNOUNCEMENTS	Jadey Hernandez, Foothill Unity Center, announced Health and Resource Fair on March 21. Tony Hadloc announced blood drive on May 27 from 9:30 a.m.

03/10/20

to 3:30 p.m. sponsored by the City of Hope, CERT, Rotary, and the City of Duarte.

Finlay stated she would like some type of incentive to encourage employees to make blood donations.

Denise Walton, Duarte Chamber of Commerce, announced upcoming Chamber events in March and April.

Joanna Gee, Duarte Library, announced events, workshops, programs, and story times in March and April.

Victoria Rocha announced upcoming community events, programs, and activities in March and April.

Yesenia Paez provided Duarte 2020 census information.

Dr. Dawn Terashita, L.A. County Public Health, presented an update about COVID-19, including guidelines, susceptibility, cases, precautions, suggestions, and recommendations.

Paras-Caracci stated she would like to have another format in the near future for a discussion about the virus for our residents and businesses.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Brooke Richards – Opportunities for Learning School.

Nance Parry – Loophole in AB 1482.

Charles – Pasadena Tenants Union, statements from Huntington Oaks Village residents.

Jane Panangaden – Tenant evictions, building permits.

There was discussion about the landlord-tenant item. Cosgrove stated staff can look into it, and come back with a report if there is a problem.

CONSENT CALENDAR

Paras-Caracci moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously.

Approve Items A, B, C, D, H.

Receive and File Item E, F, G.

Item D – RESOLUTION 20-05
Local Agency Investment Fund

Council Bill 20-R-05 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

PUBLIC HEARINGS
Council Bill 20-O-01
Building Laws (First Reading)

Mayor Kang announced this was the time and place set for a Public Hearing to consider this item.

Notice of the hearing was given, the affidavit is on file, and no written communications were received concerning the item.

Yesenia Paez, Community Development Technician, presented the staff report about the proposed ordinance, and answered questions from City Council. Mark Abbott discussed the recom-

mended amendments, and Craig Hensley discussed the Type K copper requirement.

Mayor Kang asked if anyone in the audience wished to speak on the item.

George Farra stated he is a soils engineer, stated the soil in this area is coarse and less susceptible to corrosion, and copper piping is expensive.

Steve Hernandez stated pin holes were developing in the original copper at Hearthstone and Amberwood, and that is when Type K came in.

Mayor Kang closed the Public Hearing.

Cosgrove read by title Council Bill 20-O-01:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 16.04, "BUILDING LAWS," OF TITLE 16, "BUILDINGS AND CONSTRUCTION," OF THE DUARTE MUNICIPAL CODE (First Reading)

Kang moved, Reilly seconded to introduce Council Bill 20-O-01 for first reading, and carried unanimously.

APPEAL–Planning Commission
Deny CUP 19-07
2215 Huntington Drive

Mayor Kang announced this was the time and place set for a Public Hearing to consider this item.

Notice of the hearing was given, the affidavit is on file, and in addition to the letter from the applicant included in the Agenda packet, written communications were received from Paula Watson-Gardner, Mary Dodds, Danielle Riley, and Goldenrock Investment, Inc., of which City Council and the public were provided copies.

Nick Baldwin, Associate Planner, presented the staff report about the appeal of the Planning Commission decision to deny CUP 19-07 (a request to operate a retail secondhand use within an existing tenant suite located at 2215 Huntington Drive), clarified that the appeal was submitted on February 25, 2020, noted an incorrect version of the Planning Commission resolution was included in the Agenda packet, and provided corrected copies of the Planning Commission resolution to the City Council and the public, stated City Council action would be to either grant or deny the appeal, and a resolution of that action will be brought to the next Council Meeting for adoption.

Cosgrove recited the applicable findings for consideration.

Mayor Kang asked if anyone in the audience wished to speak on the item.

Tina Heany stated she supports Re-Store, it is a highly regarded

store, she voted in favor of it at the Planning Commission meeting, it will allow homeowners and businesses access to reasonably priced items, and it will add to our sales tax revenue.

Adam Knight stated he is a business owner across the street from the proposed project, he supports it, it is challenging to open brick and mortar locations, the business plan is in a market that is growing, it is similar to ELS Outlet, it could bring people to our community, their business plan does not say thrift store, and asked that judgment be based on what is being presented.

Eric Gomez, Anytime Fitness, stated he is in favor of Re-Store, it will be a great addition to the plaza and the City, he would welcome it to the City, he believes in Duarte, and hopes this will bring another great resource to the City.

Sheryl Lefmann stated as a Chamber representative and a resident, she offers her support for this project, they have complied with the City's requests, they are willing to make enhancements, they have presented a solid plan, the City can use the sales tax, local businesses support Re-Store, encouraged City Council to look at the facts, and it is a very clean and clear donation process.

Tina Carey, Chamber representative and Economic Development Commissioner, stated she is supportive of the Re-Store project, Fresh and Easy has been gone for four years, it has been hard to find a tenant, there is a potential to bring in a great business, it is a wonderful opportunity, and asked that we look at what is being presented, not an assumption.

David McKecnhie, applicant, stated he is proposing the project for Habitat for Humanity, discussed dispelling pre-conceived notions, the items are not sub-par, approximately 25% are used, they accept high caliber items, the 75% new items are received from corporate donors, the company has one billion dollars in sales nationally per year, it will be a welcome addition to Duarte, the Habitat brand ranks number 33 of 100 brands in America, and Duarte can anticipate receiving sales tax from this business.

Sara Vasquez stated as a Planning Commissioner, she voted no on the proposed plan, it was not because of the type of business, she does not think this is an appropriate location for it, she believes it would be better near Walmart, the merchandise will be left at the location until employees open the store, the owner of the property needs to be held accountable and fix it up, and the City needs to impose penalties on the owner.

Steve Hernandez stated they sell new donations but because the box has been opened, they are considered used, Ross and

Marshalls are on that same model, people have moved out of the center as there was nothing to attract customers, if this goes in there, people will be attracted, all markets have left here because they are not sustainable, this is a great opportunity, and it is far from being a thrift store.

Manoj Patel, Rebuilding Together SGV Foothills, stated he is excited and in support of Habitat, this will produce extra sales tax, it will serve the community, thanked past and present Council and staff, he has served on committees about the Huntington Drive corridor, there was always a professional consultant to guide, inform, educate, and assist, stated there are challenges for businesses coming in, four years have gone by, this is a name brand that wants to locate in our community, and it is a great opportunity.

Ann Dallavalle stated she is looking forward to almost anything there, this is a great store to bring in, and the results remain to be seen.

Michael Lewis discussed Habitat's new format, they sell manufacturer overruns, last year's fashion, and things removed from boxes for photos, it is not like a thrift store, some items come out of remodels, there are many new items, a large percentage of goods will be new, it will revitalize the center, new tenants are few and far between, currently the center is 50% occupied, a number of cosmetic improvements have been made, and the plan is to refresh the façade.

John Yang stated he is the owner of the shopping center, he is here to answer any questions, he has upgraded and repaired what the City required, and he will cooperate with the City to upgrade for this project.

Lino Paras stated some like secondhand shops, the City claims to be business friendly, landlord-tenant contracts are to be implemented, business creates jobs, and stated let the landlord and tenant do their thing, and let the perception go away.

Paula Watson-Gardner stated at the Planning Commission, she voted in favor of Re-Store coming into the City, the shopping center will be revitalized, it is a benefit to the City to have it here, the plan submitted is very thoughtful, she loves what Habitat stands for, it is a positive thing for our City, there is a lot of good coming from it, and stated these are her personal feelings as a resident.

George Farra stated at the Planning Commission, he voted to deny this, he is speaking now as a private resident, 75% of the merchandise is new, they sell construction supplies and furniture that 25% is considered used, suggested they exclude

used merchandise, the landlord left the space in a despicable condition, more businesses would have been attracted if the landlord kept it clean, and he is against the proposed use.

Stephanie Kovach stated she wants to see Duarte move forward, that requires compromise, asked City Council to approve Re-Store, there is more homelessness now, and accepting Re-Store in our community sends a message.

Mark Montgomery asked that Council please uphold the denial, Lewis Business Center has an area that can be used, he would rather have a Dollar General move in there, and asked that Council deny the permit.

Danielle Riley stated she supports Re-Store, it is a great organization, there are a number of empty stores and lots in the area, Habitat helps put people in homes, it is a great organization for the City to have in our space, Re-Store is a great asset for Duarte, and urged City Council to approve this.

Fasana moved, Paras-Caracci seconded to close the Public Hearing, and carried unanimously.

There was discussion by City Councilmembers about Habitat's profits, sales, and length of lease if the CUP were approved, the Planning Commission's concerns, holding the property owner responsible, benefits to the City's demographics, City Council visits to other Re-Store locations, requiring a new façade, need for improvements to the location, need to remove dead wood and replace bricks, need for landlord or tenant to make repairs, possibility of requiring the applicant to upgrade the façade and including that in the amended conditions outlined in the resolution, the quality of Habitat merchandise is good, suggested ideas of what could be out front of the store, lights, suggestion that the location possibly be in another area of the City, previous tenants leaving the center because rents were raised, other cities' centers, and need for quality shops.

Fasana moved, Paras-Caracci seconded to grant the appeal and reverse the Planning Commission decision, with the condition that the façade be improved within three years, to allow for design and building.

Finlay moved, Paras-Caracci seconded a friendly amendment to grant the appeal and reverse the Planning Commission decision, with the condition that the façade be improved within two and one-half years, with Fasana agreeing to the amendment, and carried by the following Roll Call vote:

AYES: Fasana, Paras-Caracci, Lewis, Finlay, Urias, Reilly

NOES: Kang

BUSINESS ITEMS

Sister City/Friendship City update
(Continued from 2/25/10)

Victoria Rocha presented the staff report about a possible Sister City or Friendship City program, provided a PowerPoint, and answered questions from City Councilmembers about cost, staff time, and establishing a community-based Duarte Sister or Friendship City Association or Committee.

There was discussion about Duarte being one of the most diverse cities, need for strong resident support, need for a committee to help decide the next steps, determination if there is enough interest in the community becoming involved, the need for this to be community-driven, and the suggestion that the CEO of Sister Cities be contacted to help guide this, with the intent that a community-based Committee would be formed to further pursue a Sister or Friendship City.

Mayor Kang stated he will contact the CEO of Sister Cities International to speak with staff and the City Council to provide guidance.

2019/20 Mid-Year Budget and
Approval of amendments

Lino Paras stated he thinks instead of receive and file, because of the latest election results, Council should look into fixing the roads.

Kristen Petersen presented highlights of the mid-year budget report, including General Fund revenues and expenditures, and other City funds, and answered questions from Councilmembers.

Fasana moved, Finlay seconded to receive and file the 2019/20 mid-year budget report, and to approve the budget amendments as outlined in Attachment 2 of the staff report, and carried unanimously by those present, with Paras-Caracci not present.

Petersen presented a status report on Measure D. Fasana discussed recent news items pertaining to paid sick leave, rollback in payroll taxes, and social security.

City Manager Jordan presented a PowerPoint about the context for preparation of the FY 2020/21 budget, including guiding philosophy, fiscal crosscurrents, Measure D, general fund's level of structural balance, cost pressures, status quo, program/service enhancements, revenue enhancements, and/or cost reductions.

ORAL COMMUNICATIONS
(Continued)

The following spoke on items not on the Agenda.
Steve Hernandez – Measure D, voters' right to choose.
Lino Paras – Welcomed Mr. Jordan.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

PARAS-CARACCI (Prior to leaving the meeting earlier): Welcomed Dan, acknowledged Herb Piken, she is thankful to the voters for supporting Measure D, and stated over time we will still need to look what to trim.

JORDAN: Thanked all for a great and fantastic first five days at the City.

REILLY: Inquired about a warrant for repair of gates at the South Yard (Petersen responded), discussed recent incident where a car went through the front window of a business, inquired if there is anything that can be done to prevent that, asked that we look into it, and welcomed Dan.

FINLAY: Thanked the people of Duarte for putting trust in the Council with Measure D, and thanked employees for the work they did.

LEWIS: Thanked the citizens of Duarte for passing Measure D, and welcomed Dan.

FASANA: Stated L.A. Metro is trying to keep the trains clean, the Gold Line will be going to Whittier, and the \$635 million of Measure R funds were kept in the San Gabriel Valley.

KANG: Inquired about Community Choice Aggregation, and asked for a status report on green energy.

ADJOURNMENT

Mayor Kang adjourned the meeting at 11:40 p.m. in memory of Dona Christensen, Larry McCulloch, Joe Coulombe, and Herb Piken.

Mayor Samuel Kang

City Clerk



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	CC Kitchen Sink Drain (3) Replacement	681293		1,100.00
100-1610-7618	ALBERTOS PLUMBING	CC Kitchen Sink Parts	681294		855.20
100-1610-7652	ALBERTOS PLUMBING	Otis Gordon Valve Replacement	681299		1,100.00
100-1610-7652	ALBERTOS PLUMBING	SC Valve Replacement	681300		550.00
Vendor 5561 - ALBERTOS PLUMBING Total:					3,605.20
Vendor: 5846 - AMANDA HAMILTON					
100-1405-7610	AMANDA HAMILTON	Upper San Gabriel WASC Meetings	2/2020		27.26
Vendor 5846 - AMANDA HAMILTON Total:					27.26
Vendor: 3417 - AMERICAN PLANNING ASSOCIATION					
100-1405-7612	AMERICAN PLANNING ASSOCI	Nicholas Baldwin Membership 4/1/20 - 3/31/2	216739-11720		672.00
Vendor 3417 - AMERICAN PLANNING ASSOCIATION Total:					672.00
Vendor: 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT					
100-1025-7701	AREA D CIVIL DEFENSE/DISAS	FY20 Area D Dues	1908		1,101.65
Vendor 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT Total:					1,101.65
Vendor: 1491 - AUTOZONE					
100-1205-7650	AUTOZONE	Vehicle # 22 Light Bulbs	2814923262		13.14
100-1205-7650	AUTOZONE	Vehicle #22 Wiper Blades	2814925231		35.54
Vendor 1491 - AUTOZONE Total:					48.68
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvcs 2/2020	6685367		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvcs 2/2020	6685367		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvcs 2/2020	6685367	250016-Oper of Acq Prop-122	41.67
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422	250016-Oper of Acq Prop-122	41.67
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					3,173.34
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTME	Fingerprint Apps 2/2020	436971		288.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					288.00
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7614	CANON SOLUTIONS AMERICA	Copier Staples	146847338		217.10
100-1825-7614	CANON SOLUTIONS AMERICA	Copier Staples	146849578		217.10
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					434.20
Vendor: 4050 - CECILIA CONTRERAS					
100-1405-7076	CECILIA CONTRERAS	Tuition Reimbursement	2272020		299.46
Vendor 4050 - CECILIA CONTRERAS Total:					299.46
Vendor: 5046 - CERRELL ASSOCIATES INC					
100-1010-7965	CERRELL ASSOCIATES INC	Measure D Education Outreac	18269		11,554.43
Vendor 5046 - CERRELL ASSOCIATES INC Total:					11,554.43
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Srvcs 2/202	60739		18,414.55
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					18,414.55

Council Warrant Register By Vendor

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniform	4042967335		99.35
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Unifroms	4043643184		35.00
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4043643184		20.54
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniform	4044321131		35.00
Vendor 5140 - CINTAS CORPORATION #693 Total:					189.89
Vendor: 6123 - CLIMATEC LLC					
100-1610-8100	CLIMATEC LLC	Infrastructure Modernization Project	5	202017-Infrastructure Moder	176,500.00
100-2127	CLIMATEC LLC	Retention	5		-8,825.00
Vendor 6123 - CLIMATEC LLC Total:					167,675.00
Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVESCAN & NOTARY SER	Livescan Services 2/2020	CMC-2310		276.00
Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:					276.00
Vendor: 1722 - D & D SERVICES INC					
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 2/2020	100623		316.80
Vendor 1722 - D & D SERVICES INC Total:					316.80
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 1/2020	109528		749.18
100-1205-7761	DATA TICKET INC	DUI Processing 2/2020	109539		3.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 1/2020	110174		2,363.44
Vendor 5501 - DATA TICKET INC Total:					3,115.62
Vendor: 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC					
100-1815-7630	DE LAGE LANDEN FINANCIAL	iMac Lease Pymt 7	66893597		1,015.63
Vendor 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC Total:					1,015.63
Vendor: 0278 - DUARTE ADMINISTRATION PETTY CASH					
100-1010-7980	DUARTE ADMINISTRATION PE	Closed Session Meeting Supplies	03112020		25.00
100-1010-7980	DUARTE ADMINISTRATION PE	City Manager Welcome Reception	03112020		33.27
100-1010-7980	DUARTE ADMINISTRATION PE	Pumpkin Carving Supplies	03112020		69.78
100-1010-7980	DUARTE ADMINISTRATION PE	Halloween Party	03112020		78.11
100-1010-7980	DUARTE ADMINISTRATION PE	City Tablecloth Dry Cleaning	03112020		20.00
Vendor 0278 - DUARTE ADMINISTRATION PETTY CASH Total:					226.16
Vendor: 0046 - DUARTE PETTY CASH					
100-1010-7980	DUARTE PETTY CASH	Council Closed Session Paper Goods	3172020		12.48
100-1010-7980	DUARTE PETTY CASH	City Manager Welcome Reception	3172020		49.99
100-1020-7711	DUARTE PETTY CASH	Employee Recognition Raffle Gifts	3172020		8.76
100-1405-7610	DUARTE PETTY CASH	Amanda Hamilton Measure W Meeting 12/9/19	3172020		13.75
100-1405-7980	DUARTE PETTY CASH	Employee Breakfast Supplies	3172020		25.56
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Meeting w/Councilmember	3172020		40.00
100-1805-7610	DUARTE PETTY CASH	Admin Srvc Staff Meeting 2/13/20	3172020		24.13
Vendor 0046 - DUARTE PETTY CASH Total:					174.67
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DIS	Nextel Lease 3/2020	84259	250004 - Property Rent - Next	1,710.90
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,710.90
Vendor: 5873 - ELIE FARAH INC					
100-1405-7967	ELIE FARAH INC	Public Works Inspection-Mesa Project 2/2020	3-DUA19-28		6,930.00
Vendor 5873 - ELIE FARAH INC Total:					6,930.00

Council Warrant Register By Vendor

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4121 - ENGINEERING ASSOCIATES LLC					
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt # 6-0025	R1040		1,000.00
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt #6-0027	R2390		2,000.00
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt #6-0028	R80132		1,500.00
Vendor T4121 - ENGINEERING ASSOCIATES LLC Total:					4,500.00
Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO					
100-1610-7652	FAITH FIRE EXTINGUISHER & S	CC Kitchen Fire System Servic	3867		155.34
Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total:					155.34
Vendor: T2403 - FILM PERMITS UNLIMITED					
100-2120	FILM PERMITS UNLIMITED	Film Permit Deposit Refund 2/28/20-1131 Central	R84170		500.00
Vendor T2403 - FILM PERMITS UNLIMITED Total:					500.00
Vendor: 4039 - FSP DESIGNS					
100-1605-7735	FSP DESIGNS	Duarte Teen Center Polo	6798		48.18
100-1205-7636	FSP DESIGNS	Uniform Badge Digitizing	6844		50.00
100-1205-7779	FSP DESIGNS	Youth Uniforms (3on3 Tournament)	6868	201914-Youth Programs-Cal V	723.06
Vendor 4039 - FSP DESIGNS Total:					821.24
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemcials	140846		523.36
Vendor 4690 - FULLER ENGINEERING INC Total:					523.36
Vendor: 1092 - GRAINGER					
100-1610-7618	GRAINGER	Faucet Repair Kit	9457400654		88.92
Vendor 1092 - GRAINGER Total:					88.92
Vendor: 5347 - GRANICUS INC					
100-1020-7722	GRANICUS INC	Civica Website Hosting 3/19/20 - 4/18/20	124293		706.20
Vendor 5347 - GRANICUS INC Total:					706.20
Vendor: 4936 - HOLIDAY GOO INC					
100-1605-7730	HOLIDAY GOO INC	Eggfest 2020 Eggs	18324		984.87
Vendor 4936 - HOLIDAY GOO INC Total:					984.87
Vendor: 5408 - HUNTINGTON & DUARTE INC					
100-1205-7980	HUNTINGTON & DUARTE INC	Fuel-Tobacco Grant Van 1/18/20	451521/2383	201904-Other Exp-Tobacco Gr	29.96
100-1205-7980	HUNTINGTON & DUARTE INC	Fuel-Tobacco Grant Van 1/29/20	451529/7736	201904-Other Exp-Tobacco Gr	56.97
100-1205-7650	HUNTINGTON & DUARTE INC	Fuel-PS Vehicle #27 2/18/20	451541/7710		65.73
100-1205-7650	HUNTINGTON & DUARTE INC	Fuel-PS Van # 29 2/19/20	451542/8128		48.76
Vendor 5408 - HUNTINGTON & DUARTE INC Total:					201.42
Vendor: 4265 - IPMA-HR					
100-1810-7612	IPMA-HR	Michelle Brown Membership 4/1/20 - 3/31/21	INV52352-H9S1Q7		156.00
Vendor 4265 - IPMA-HR Total:					156.00
Vendor: 5212 - IRWINDALE INDUSTRIAL CLINIC					
100-1810-7673	IRWINDALE INDUSTRIAL CLINI	DOT Physicals 2/2020	132424-954642		100.00
Vendor 5212 - IRWINDALE INDUSTRIAL CLINIC Total:					100.00
Vendor: 6171 - JOHN L HUNTER					
100-1405-7802	JOHN L HUNTER	SB 205 Meeting/Forms	DUANP1219		465.00
Vendor 6171 - JOHN L HUNTER Total:					465.00
Vendor: 1592 - KRISTEN PETERSEN					
100-1805-7610	KRISTEN PETERSEN	Misc Meetings	3112020		122.76
100-1810-7610	KRISTEN PETERSEN	CalPERS Training	3112020		13.00
Vendor 1592 - KRISTEN PETERSEN Total:					135.76

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 2661 - LA PLUMBING SUPPLY INC					
100-1610-7618	LA PLUMBING SUPPLY INC	Faucet Stems	232984		33.09
Vendor 2661 - LA PLUMBING SUPPLY INC Total:					33.09
Vendor: T3100 - LATOYA KINCERLOW					
100-2120	LATOYA KINCERLOW	TC Rent Deposit Refund	R84190		300.00
Vendor T3100 - LATOYA KINCERLOW Total:					300.00
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 3/1/20 - 4/1/20	55767		267.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 3/1/20 - 4/1/20	55768		247.00
Vendor 5761 - LIFE STORAGE #530 Total:					514.00
Vendor: T2196 - LIZ REILLY					
100-1005-7647	LIZ REILLY	Conference/Meeting Expense Reimb	1/2020		158.28
Vendor T2196 - LIZ REILLY Total:					158.28
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF	Tobacco Enforcement 12/8/19 - 12/18/19	202275AL	201904-Contract Law-Tobacco	1,507.71
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					1,507.71
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	764747-01		75.85
100-1610-7618	MAINTEX INC	Janitorial Supplies	766594-00		579.35
100-1610-7618	MAINTEX INC	Janitorial Supplies	767696-00		394.95
100-1610-7618	MAINTEX INC	Janitorial Supplies	768020-00		698.26
Vendor 5868 - MAINTEX INC Total:					1,748.41
Vendor: T2563 - MARISSA MARQUEZ					
100-2120	MARISSA MARQUEZ	CC Rent Deposit Refund	R84232		500.00
Vendor T2563 - MARISSA MARQUEZ Total:					500.00
Vendor: 4607 - NAVIA BENEFIT SOLUTIONS					
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 1/2020 (Balance)	10236213		33.05
Vendor 4607 - NAVIA BENEFIT SOLUTIONS Total:					33.05
Vendor: 5851 - OLGALIVIER GARCIA					
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend 3/2020	3102020		100.00
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend 2/2020	3102020		100.00
Vendor 5851 - OLGALIVIER GARCIA Total:					200.00
Vendor: T4122 - PENA CONSTRUCTION					
100-2126	PENA CONSTRUCTION	Construction/Demo Deposit Refund (Pmt #2019-492)	R82272		8,292.86
100-5004	PENA CONSTRUCTION	Administrative Fee (Pmt #2019-492)	R82272		-125.00
Vendor T4122 - PENA CONSTRUCTION Total:					8,167.86
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	City Hall/Yard Alarm Monitoring 4/1/20 - 4/30/20	1249025		87.56
Vendor 2466 - POST ALARM SYSTEMS Total:					87.56
Vendor: 6170 - R66 MEMBERS CAR WASH LLC					
100-1010-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	510793		62.00
100-1205-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	510793		446.00
100-1205-7781	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	510793		588.00
100-1405-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	510793		14.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	510793		434.00
Vendor 6170 - R66 MEMBERS CAR WASH LLC Total:					1,544.00
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT	TAP Reload Sales 2/2020	6012494		136.50
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					136.50
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 1/2020	29712		280.00
100-1405-7969	RKA CONSULTING GROUP	Contact City Engineer 1/2020	29713		3,520.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 1/202	29714		1,760.00
100-1405-7969	RKA CONSULTING GROUP	Engineering-Duarte Ped Acces/Bike Safety 1/2020	29744		7,407.50
Vendor 0904 - RKA CONSULTING GROUP Total:					12,967.50
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 1/2020	860350		10,932.88
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater Litigation (NPDES) 1/2020	860354		23,833.49
100-1015-7686	RUTAN & TUCKER LLP	Duarte Logo (D & Design) Legal 1/2020	860360		37.50
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 1/2020	861698		10,207.89
Vendor 0196 - RUTAN & TUCKER LLP Total:					45,011.76
Vendor: 0209 - SMART & FINAL					
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	44775		219.18
100-1610-7618	SMART & FINAL	SC Coffee Supplies	46877		150.11
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	46878		32.87
100-1605-7730	SMART & FINAL	Eggfest 2020 Supplies	46879		232.68
100-1610-7618	SMART & FINAL	SC Coffee Supplies	46913-3022020		164.24
100-1010-7980	SMART & FINAL	New City Manager Welcome Reception	62537		52.67
100-1605-7730	SMART & FINAL	Return-Eggfest 2020 Supplies	63419		-93.81
100-1605-7733	SMART & FINAL	SC St Patricks Day Supplies	48339		26.07
100-1610-7618	SMART & FINAL	SC Coffee Supplies	48339		17.98
Vendor 0209 - SMART & FINAL Total:					801.99
Vendor: 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION					
100-1605-7741	SOUTHERN CALIFORNIA MUN	Basketball Training	19/20 CERT-3		24.00
Vendor 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION Total:					24.00
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEW	Legal Advertising 2/2020	473502		416.00
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					416.00
Vendor: 5650 - SOUTHLAND SPORTS OFFICIALS					
100-1605-7010	SOUTHLAND SPORTS OFFICIA	Basketball Officiating	2292020		150.00
Vendor 5650 - SOUTHLAND SPORTS OFFICIALS Total:					150.00
Vendor: 0218 - STAMP-OUT INC					
100-1010-7614	STAMP-OUT INC	Signature Stamp	171242		40.94
Vendor 0218 - STAMP-OUT INC Total:					40.94
Vendor: 2688 - STAPLES ADVANTAGE					
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3439579031		46.12
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3439873947		216.74
100-1605-7614	STAPLES ADVANTAGE	Office White-out	3439873948		21.53
100-1605-7733	STAPLES ADVANTAGE	SC Receipt Books	3439873948		51.24
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3440376256		85.89
100-1825-7613	STAPLES ADVANTAGE	Color Copier Paper	3441254453		38.37
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	3441254454		26.99
100-1825-7613	STAPLES ADVANTAGE	Color Copier Paper	3441254455		57.47
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3441254456		59.20
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	3441395168		55.49

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100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3441502186		48.65
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	3441502186		23.04
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3441591452		9.41
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3441874958		37.36
Vendor 2688 - STAPLES ADVANTAGE Total:					777.50
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 2/6/20	200120-096		145.00
Vendor 1610 - SUNWEST ENGINEERING Total:					145.00
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Tax Revenue 2/2020	3122020		8,127.50
Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:					8,127.50
Vendor: 5221 - THE CONVERSE PROFESSIONAL GROUP					
100-1405-7802	THE CONVERSE PROFESSIONA	Percolation Test-Drywell @ Royal Oaks Park	18-31224-02-01		9,650.00
Vendor 5221 - THE CONVERSE PROFESSIONAL GROUP Total:					9,650.00
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1010-7980	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	4111		1,050.00
100-1205-7613	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	4111		1,050.00
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	4111		2,100.00
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring Camp Flyers	4135		323.55
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					4,523.55
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Programming	12921		60.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					60.00
Vendor: 4674 - TYLER TECHNOLOGIES INC					
100-1815-7820	TYLER TECHNOLOGIES INC	Output Director Subscription Fee 7/1/18 - 9/30/18	03022020		404.50
Vendor 4674 - TYLER TECHNOLOGIES INC Total:					404.50
Vendor: 5597 - USA SHADE AND FABRIC STRUCTURES					
100-1610-8100	USA SHADE AND FABRIC STRU	3% Sourcewell Discount	72337-01		-165.66
100-1610-8100	USA SHADE AND FABRIC STRU	Freight	72337-01		1,054.77
100-1610-8100	USA SHADE AND FABRIC STRU	Engieneering	72337-01		2,000.00
100-1610-8100	USA SHADE AND FABRIC STRU	14 ft x 22 2-Post Hip Shade Structures	72337-01		5,522.00
100-1610-8100	USA SHADE AND FABRIC STRU	Installation	72337-01		15,394.98
100-1610-8100	USA SHADE AND FABRIC STRU	Tax	72337-01		679.36
Vendor 5597 - USA SHADE AND FABRIC STRUCTURES Total:					24,485.45
Vendor: 5168 - VERIZONWIRELESS					
100-1020-7713	VERIZONWIRELESS	VW-Museum Phone 2/19/20 - 3/18/20	9848611987		23.91
100-1020-7713	VERIZONWIRELESS	VW-Museum Internet 2/19/20 - 3/18/20	9848611987		37.31
100-1205-7655	VERIZONWIRELESS	VW-Jeff Risley 2/19/20 - 3/18/20	9848611987		36.93
100-1605-7980	VERIZONWIRELESS	VW-George Dang 2/19/20 - 3/18/20	9848611987		36.93
100-1605-7980	VERIZONWIRELESS	VW-AmeriCorps (SC) 2/19/20 - 3/18/20	9848611987		36.93
100-1605-7980	VERIZONWIRELESS	VW-Kelly Barnes 2/19/20 - 3/18/20	9848611987		36.93
100-1805-7980	VERIZONWIRELESS	VW-KP 1/19/20 - 2/18/20	9848611988		53.76
100-1005-7980	VERIZONWIRELESS	VW-Urias Phone 1/19/20 - 2/18/20	9848611989		41.66
100-1005-7980	VERIZONWIRELESS	VW-Lewis iPad 1/19/20 - 2/18/20	9848611989		30.07

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1005-7980	VERIZONWIRELESS	VW-Urias iPad 1/19/20 - 2/18/20	9848611989		30.08
100-1010-7980	VERIZONWIRELESS	VW-Pascua Phone 1/19/20 - 2/18/20	9848611989		41.66
100-1010-7980	VERIZONWIRELESS	VW-Herrera Phone 1/19/20 - 2/18/20	9848611989		41.66
100-1010-7980	VERIZONWIRELESS	VW-Rocha Phone 1/19/20 - 2/18/20	9848611989		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Tablet 1/19/20 - 2/18/20	9848611989		30.07
100-1410-7980	VERIZONWIRELESS	VW-FS Josh 1/19/20 - 2/18/20	9848611990		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Lamberto 1/19/20 - 2/18/20	9848611990		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Manny 1/19/20 - 2/18/20	9848611990		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Gerard 1/19/20 - 2/18/20	9848611990		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Mike 1/19/20 - 2/18/20	9848611990		41.65
100-1005-7980	VERIZONWIRELESS	VW-Tzeitel Phone 2/19/20 - 3/18/20	9848611984		39.15
100-1005-7980	VERIZONWIRELESS	VW-Reilly Phone 2/19/20 - 3/18/20	9848611984		446.54
100-1005-7980	VERIZONWIRELESS	VW-TL 2/19/20 - 3/18/20	9848611984		60.29
100-1405-7980	VERIZONWIRELESS	VW-CH Phone 2/19/20 - 3/18/20	9848611984		39.15
100-1605-7980	VERIZONWIRELESS	VW-ME Phone 2/19/20 - 3/18/20	9848611984		39.15
100-1815-7980	VERIZONWIRELESS	VW-City Hall 2/19/20 - 3/18/20	9848611984		39.15
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radios 1/19/20 - 2/18/20	9848611985		789.43
100-1005-7980	VERIZONWIRELESS	Reilly-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1005-7980	VERIZONWIRELESS	Paras-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	KH-Social Media iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	Admin-Social Media iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	KP-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	City Mgr-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	CH-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	ME-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1010-7980	VERIZONWIRELESS	BV-Granicus iPad 2/19/20 - 3/18/20	9848611986		18.60
100-1605-7980	VERIZONWIRELESS	SC ActiveNet 2/19/20 - 3/18/20	9848611986		18.60

Vendor 5168 - VERIZONWIRELESS Total: 2,366.70

Vendor: 0237 - WAXIE SANITARY SUPPLY

100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	78913080
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Vendor 0237 - WAXIE SANITARY SUPPLY Total: 364.76

Vendor: 5089 - ZEENI INC

100-1605-7741	ZEENI INC	LAS Jerseys	28683
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Vendor 5089 - ZEENI INC Total: 1,714.99

Fund 100 - GENERAL FUND Total: 357,550.15

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 220 - GAS TAX FUN					
Vendor: 3957 - JCL TRAFFIC SERVICES					
220-2210-7813	JCL TRAFFIC SERVICES	Street Name Sign (Hideaway Ln)	103882		189.51
Vendor 3957 - JCL TRAFFIC SERVICES Total:					189.51
Vendor: 5093 - NEXTECH SYSTEMS INC					
220-2205-8100	NEXTECH SYSTEMS INC	Mountain Ave Street Signs	NEX20-037		10,175.29
Vendor 5093 - NEXTECH SYSTEMS INC Total:					10,175.29
Vendor: 4917 - SUPERIOR PAVEMENT MARKINGS INC					
220-2210-8070	SUPERIOR PAVEMENT MARKI	Red Traffic Paint Installation	12409		2,106.30
Vendor 4917 - SUPERIOR PAVEMENT MARKINGS INC Total:					2,106.30
Vendor: 5168 - VERIZONWIRELESS					
220-2220-7980	VERIZONWIRELESS	VW-Amanda 1/19/20 - 2/18/2	9848611990		41.66
220-2220-7980	VERIZONWIRELESS	VW-Teresa 1/19/20 - 2/18/20	9848611990		41.66
Vendor 5168 - VERIZONWIRELESS Total:					83.32
Fund 220 - GAS TAX FUN Total:					12,554.42
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 5210 - ACOSTA GROWERS INC					
240-2410-7662	ACOSTA GROWERS INC	Bike Trail Landscape Supplies	45971		134.14
Vendor 5210 - ACOSTA GROWERS INC Total:					134.14
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	6685367		500.00
240-2410-7663	BRIGHTVIEW LANDSCAPE SER	Backflow Replacement (Mtn Ave Medians)	6740399		1,104.95
240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		485.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		4,845.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		480.58

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240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	6730422		500.00
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					42,377.09
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2410-7891	SITEONE LANDSCAPE SUPPLY	Irrigation Repairs-Hunt Dr Medians	97323344-001		11.61
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Citywide Irrigation Repairs-Duarte Park	97375523-001		206.48
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Citywide Weed Abatement	97622711-001		528.22
Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:					746.31
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					43,257.54
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	2814916748		57.55
Vendor 1491 - AUTOZONE Total:					57.55
Vendor: 5212 - IRWINDALE INDUSTRIAL CLINIC					
440-4405-7673	IRWINDALE INDUSTRIAL CLINI	DOT Physicals 2/2020	132424-954642		50.00
Vendor 5212 - IRWINDALE INDUSTRIAL CLINIC Total:					50.00
Vendor: 4371 - JAN'S TOWING INC					
440-4405-7887	JAN'S TOWING INC	Vehicle #33 Flat Tire Repair	563395		45.00
Vendor 4371 - JAN'S TOWING INC Total:					45.00
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
440-4405-7980	REGIONAL TAP SERVICE CENT	TAP Card Purchase	6012613		100.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					100.00
Vendor: 5168 - VERIZONWIRELESS					
440-4405-7821	VERIZONWIRELESS	VW-Transit Internet 2/19/20 - 3/18/20	9848611984		55.14
Vendor 5168 - VERIZONWIRELESS Total:					55.14
Vendor: 6113 - WARDS SERVICE					
440-4405-7887	WARDS SERVICE	Vehicle #28 Brake Inspection & Fluid	79314		280.11
Vendor 6113 - WARDS SERVICE Total:					280.11
Fund 440 - PROPOSITION A TRANSIT FUND Total:					587.80
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
460-4605-7650	AUTOZONE	Yard Supplies/Tools	2814924080		240.89
Vendor 1491 - AUTOZONE Total:					240.89
Fund 460 - PROPOSITION C TRANSIT FUND Total:					240.89
Fund: 475 - Transit - Measure M					
Vendor: 6097 - SAFETY NETWORK TRAFFIC SIGNS					
475-4750-8100	SAFETY NETWORK TRAFFIC SI	Citywide Street Name Sign Project	TS-11392		12,500.00
Vendor 6097 - SAFETY NETWORK TRAFFIC SIGNS Total:					12,500.00
Fund 475 - Transit - Measure M Total:					12,500.00
Grand Total:					426,690.80

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	357,550.15
220 - GAS TAX FUN	12,554.42
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	43,257.54
440 - PROPOSITION A TRANSIT FUND	587.80
460 - PROPOSITION C TRANSIT FUND	240.89
475 - Transit - Measure M	12,500.00
Grand Total:	426,690.80

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7647	Travel & Exp - Reilly	158.28
100-1005-7980	Other Expenses	684.99
100-1010-7614	Office Supplies	40.94
100-1010-7650	Vehicle Maintenance	62.00
100-1010-7670	Legal Notices	416.00
100-1010-7965	Professional Services	11,554.43
100-1010-7980	Other Expenses	1,646.48
100-1015-7680	City Attorney Legal	10,932.88
100-1015-7686	Other Legal Services	34,078.88
100-1020-7711	Employee Recognition C	8.76
100-1020-7713	Historical Museum Bldg	61.22
100-1020-7722	City Web Site	706.20
100-1020-7724	Post Office Parking	230.00
100-1025-7701	Area D Civil Defense	1,101.65
100-1205-7613	Duplications And Photos	1,050.00
100-1205-7636	Uniforms	50.00
100-1205-7650	Vehicle Maintenance	609.17
100-1205-7655	Emergency Services	826.36
100-1205-7761	Parking Ticket Collect	11,243.12
100-1205-7779	Youth Programs	923.06
100-1205-7780	Animal Control	316.80
100-1205-7781	Contract Law Enforceme	2,095.71
100-1205-7980	Other Expenses	86.93
100-1405-7076	Tuition Reimbursement	299.46
100-1405-7610	Travel, Mtgs & Conf	41.01
100-1405-7612	Publications and Dues	672.00
100-1405-7614	Office Supplies	237.98
100-1405-7650	Vehicle Maintenance	14.00
100-1405-7800	Building Department Ser	18,928.55
100-1405-7802	NPDES Requirements	10,115.00
100-1405-7967	Public Works Inspection	7,210.00
100-1405-7969	City Engineer	12,687.50
100-1405-7980	Other Expenses	64.71
100-1410-7656	Emergency Generator	145.00
100-1410-7980	Other Expenses	238.35
100-1415-7916	Landscape-Sport Park	2,860.00
100-1605-7010	Playgrd Superv Salaries	150.00
100-1605-7614	Office Supplies	70.18
100-1605-7650	Vehicle Maintenance	434.00
100-1605-7730	Special Events	1,123.74
100-1605-7733	Senior Center	133.22
100-1605-7735	Teen Center	267.36
100-1605-7739	Publicity	2,423.55
100-1605-7741	Sports/Playground Progr	1,738.99
100-1605-7980	Other Expenses	168.54
100-1610-7617	Pool Chemicals	523.36
100-1610-7618	Building Supplies	3,422.71

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7636	Uniforms	169.35
100-1610-7652	Building Maint Services	3,013.44
100-1610-8100	Other Capital Improvem	200,985.45
100-1805-7610	Travel, Mtgs & Conf	186.89
100-1805-7614	Office Supplies	82.48
100-1805-7980	Other Expenses	53.76
100-1810-7610	Travel, Mtgs & Conf	13.00
100-1810-7612	Publications and Dues	156.00
100-1810-7660	Other Services	564.00
100-1810-7673	Physical Exams	100.00
100-1810-7980	Other Expenses	33.05
100-1815-7630	Equipment Lease	1,015.63
100-1815-7820	Finance System Support	404.50
100-1815-7830	Telephones	60.00
100-1815-7980	Other Expenses	39.15
100-1825-7613	Duplications And Photos	312.58
100-1825-7614	Office Supplies	434.20
100-1825-7945	Operation Of Acq Prop	83.34
100-2120	Refundable Deposits	5,800.00
100-2125	Metro Pass Through (TA	136.50
100-2126	Construction and Demol	8,292.86
100-2127	Retention Payable	-8,825.00
100-4408	Property Rental	1,710.90
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem	10,175.29
220-2210-7813	Regulatory Signs	189.51
220-2210-8070	Street Improvements (C	2,106.30
220-2220-7980	Other Expenses	83.32
240-2410-7662	Other Serv-Citywide	662.36
240-2410-7663	Other Serv-Medians	1,104.95
240-2410-7888	Repairs-Citywide	206.48
240-2410-7891	Repairs-Medians	11.61
240-2410-7915	Landscape-Citywide	15,000.00
240-2410-7917	Landscape-Medians	10,660.00
240-2420-7914	Landscape Maintenance	690.32
240-2421-7914	Landscape Maintenance	2,600.00
240-2422-7914	Landscape Maintenance	961.16
240-2423-7914	Landscape Maintenance	1,800.00
240-2424-7914	Landscape Maintenance	1,100.00
240-2425-7914	Landscape Maintenance	800.00
240-2426-7914	Landscape Maintenance	360.00
240-2427-7914	Landscape Maintenance	1,260.66
240-2431-7914	Landscape Maintenance	1,600.00
240-2432-7914	Landscape Maintenance	1,670.00
240-2433-7914	Landscape Maintenance	1,060.00
240-2434-7914	Landscape Maintenance	710.00
240-2435-7914	Landscape Maintenance	1,000.00
440-4405-7650	Vehicle Maintenance	57.55
440-4405-7673	Physical Exams	50.00
440-4405-7821	Person'I Computr Suppo	55.14
440-4405-7887	Repairs & Replacements	325.11
440-4405-7980	Other Expenses	100.00
460-4605-7650	Vehicle Maintenance	240.89
475-4750-8100	Other Capital Improvem	12,500.00
	Grand Total:	426,690.80

Project Account Summary

Project Account Key	Payment Amount
None	246,078.86
201904-Contract Law-Tobacco Grant	1,507.71
201904-Other Exp-Tobacco Grant	86.93
201914-Youth Programs-Cal VIP	723.06
202017-Infrastructure Modernization Program	176,500.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,710.90
250016-Oper of Acq Prop-1229 Pops Road	83.34
Grand Total:	426,690.80



City of Duarte

Council Warrant Register By Account

By Fund

Payment Dates 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1810-7612	IPMA-HR	Michelle Brown Membership 4/1/20 - 3/31/21	214549		156.00
100-1405-7612	AMERICAN PLANNING ASSOCI	Nicholas Baldwin Membership 4/1/20 - 3/31/2	214523		672.00
100-1205-7980	HUNTINGTON & DUARTE INC	Fuel-Tobacco Grant Van 1/18/20	214559	201904-Other Exp-Tobacco Gr	29.96
100-1205-7781	LOS ANGELES COUNTY SHERIF	Tobacco Enforcement 12/8/19 - 12/18/19	214555	201904-Contract Law-Tobacco	1,507.71
100-1205-7980	HUNTINGTON & DUARTE INC	Fuel-Tobacco Grant Van 1/29/20	214559	201904-Other Exp-Tobacco Gr	56.97
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 1/2020 (Balance)	214557		33.05
100-1605-7741	SOUTHERN CALIFORNIA MUN	Basketball Training	214568		24.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvc 2/2020	214526		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvc 2/2020	214526		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Srvc 2/2020	214526	250016-Oper of Acq Prop-122	41.67
100-1605-7741	ZEENI INC	LAS Jerseys	214575		1,714.99
100-1610-7652	FAITH FIRE EXTINGUISHER & S	CC Kitchen Fire System Servic	214540		155.34
100-1610-8100	USA SHADE AND FABRIC STRU	3% Sourcewell Discount	214573		-165.66
100-1610-8100	USA SHADE AND FABRIC STRU	Engieneering	214573		2,000.00
100-1610-8100	USA SHADE AND FABRIC STRU	14 ft x 22 2-Post Hip Shade Structures	214573		5,522.00
100-1610-8100	USA SHADE AND FABRIC STRU	Installation	214573		15,394.98
100-1610-8100	USA SHADE AND FABRIC STRU	Tax	214573		679.36
100-1610-8100	USA SHADE AND FABRIC STRU	Freight	214573		1,054.77
100-1610-7618	MAINTEX INC	Janitorial Supplies	366		75.85
100-1610-7652	ALBERTOS PLUMBING	CC Kitchen Sink Drain (3) Replacement	214522		1,100.00
100-1610-7618	ALBERTOS PLUMBING	CC Kitchen Sink Parts	214522		855.20
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	372		46.12
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniform	214530		99.35
100-1205-7650	HUNTINGTON & DUARTE INC	Fuel-PS Vehicle #27 2/18/20	214559		65.73
100-1205-7650	HUNTINGTON & DUARTE INC	Fuel-PS Van # 29 2/19/20	214559		48.76
100-1610-7618	MAINTEX INC	Janitorial Supplies	366		579.35
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	214574		364.76
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 1/2020	368		10,932.88
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater Litigation (NPDES) 1/2020	368		23,833.49
100-1015-7686	RUTAN & TUCKER LLP	Duarte Logo (D & Design) Legal 1/2020	368		37.50
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	372		216.74
100-1605-7614	STAPLES ADVANTAGE	Office White-out	372		21.53
100-1605-7733	STAPLES ADVANTAGE	SC Receipt Books	372		51.24
100-1605-7735	FSP DESIGNS	Duarte Teen Center Polo	365		48.18
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 1/2020	214565		280.00
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	370		219.18
100-1010-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	214562		62.00
100-1205-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	214562		446.00

Council Warrant Register By Account

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7781	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	214562		588.00
100-1405-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	214562		14.00
100-1605-7650	R66 MEMBERS CAR WASH LLC	Vehicle Cleaning 1/3/2019 - 2/24/2020	214562		434.00
100-1610-7652	ALBERTOS PLUMBING	Otis Gordon Valve Replacement	214522		1,100.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemcials	214542		523.36
100-1610-7618	LA PLUMBING SUPPLY INC	Faucet Stems	214554		33.09
100-1405-7969	RKA CONSULTING GROUP	Contact City Engineer 1/2020	214565		3,520.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 1/202	214565		1,760.00
100-1405-7969	RKA CONSULTING GROUP	Engineering-Duarte Ped Acces/Bike Safety 1/2020	214565		7,407.50
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Unifroms	214530		35.00
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	214530		20.54
100-1610-7652	ALBERTOS PLUMBING	SC Valve Replacement	214522		550.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	366		394.95
100-1605-7730	HOLIDAY GOO INC	Eggfest 2020 Eggs	214547		984.87
100-1405-7610	AMANDA HAMILTON	Upper San Gabriel WASC Meetings	214546		27.26
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 2/6/20	373		145.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	366		698.26
100-1610-7618	GRAINGER	Faucet Repair Kit	214544		88.92
100-1825-7614	CANON SOLUTIONS AMERICA	Copier Staples	214528		217.10
100-1405-7076	CECILIA CONTRERAS	Tuition Reimbursement	214532		299.46
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	372		85.89
100-1010-7980	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	369		1,050.00
100-1205-7613	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	369		1,050.00
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring 2020 Newsletter Design & Layout	369		2,100.00
100-1825-7614	CANON SOLUTIONS AMERICA	Copier Staples	214528		217.10
100-1405-7967	ELIE FARAH INC	Public Works Inspection-Mesa Project 2/2020	364		6,930.00
100-2125	REGIONAL TAP SERVICE CENT	TAP Reload Sales 2/2020	214563		136.50
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 2/2020	214534		316.80
100-1205-7761	DATA TICKET INC	Admin Citation Processing 1/2020	214535		749.18
100-1205-7761	DATA TICKET INC	DUI Processing 2/2020	214535		3.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 1/2020	214535		2,363.44
100-1810-7673	IRWINDALE INDUSTRIAL CLINI	DOT Physicals 2/2020	214550		100.00
100-1010-7965	CERRELL ASSOCIATES INC	Measure D Education Outreac	214529		11,554.43
100-1605-7010	SOUTHLAND SPORTS OFFICIA	Basketball Officiating	371		150.00
100-1010-7670	SOUTHERN CALIFORNIA NEW	Legal Advertising 2/2020	214569		416.00
100-1610-8100	CLIMATEC LLC	Infrastructure Modernization Project	214531	202017-Infrastructure Moder	176,500.00
100-2127	CLIMATEC LLC	Retention	214531		-8,825.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Srvcs 2/202	362		18,414.55
100-1810-7660	CMC LIVSCAN & NOTARY SER	Livescan Services 2/2020	363		276.00
100-1025-7701	AREA D CIVIL DEFENSE/DISAS	FY20 Area D Dues	214524		1,101.65
100-1825-7613	STAPLES ADVANTAGE	Color Copier Paper	372		38.37
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	372		26.99
100-1825-7613	STAPLES ADVANTAGE	Color Copier Paper	372		57.47
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	372		59.20
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526	250016-Oper of Acq Prop-122	41.67

Council Warrant Register By Account

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1815-7820	TYLER TECHNOLOGIES INC	Output Director Subscription Fee 7/1/18 - 9/30/18	214572		404.50
100-1610-7618	SMART & FINAL	SC Coffee Supplies	370		150.11
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	370		32.87
100-1605-7730	SMART & FINAL	Eggfest 2020 Supplies	370		232.68
100-1610-7618	SMART & FINAL	SC Coffee Supplies	370		164.24
100-1010-7980	SMART & FINAL	New City Manager Welcome Reception	370		52.67
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniform	214530		35.00
100-1810-7660	CALIFORNIA STATE DEPARTME	Fingerprint Apps 2/2020	361		288.00
100-1205-7636	FSP DESIGNS	Uniform Badge Digitizing	365		50.00
100-4408	DUARTE UNIFIED SCHOOL DIS	Nextel Lease 3/2020	214538	250004 - Property Rent - Next	1,710.90
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	372		55.49
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 1/2020	368		10,207.89
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt # 6- 0025	214539		1,000.00
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt #6- 0027	214539		2,000.00
100-2120	ENGINEERING ASSOCIATES LL	Cash Bond Refund Pmt #6- 0028	214539		1,500.00
100-1610-7652	POST ALARM SYSTEMS	City Hall/Yard Alarm Monitoring 4/1/20 - 4/30/20	367		87.56
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	372		48.65
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	372		23.04
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring Camp Flyers	369		323.55
100-1605-7730	SMART & FINAL	Return-Eggfest 2020 Supplies	370		-93.81
100-1010-7614	STAMP-OUT INC	Signature Stamp	214570		40.94
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	372		9.41
100-1605-7733	SMART & FINAL	SC St Patricks Day Supplies	370		26.07
100-1610-7618	SMART & FINAL	SC Coffee Supplies	370		17.98
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	372		37.36
100-1005-7647	LIZ REILLY	Conference/Meeting Expense Reimb	214564		158.28
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Programming	375		60.00
100-1405-7802	THE CONVERSE PROFESSIONA	Percolarion Test-Drywell @ Royal Oaks Park	214533		9,650.00
100-1205-7650	AUTOZONE	Vehicle # 22 Light Bulbs	214525		13.14
100-1205-7779	FSP DESIGNS	Youth Uniforms (3on3 Tournament)	365	201914-Youth Programs-Cal V	723.06
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend 3/2020	214543		100.00
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend 2/2020	214543		100.00
100-1405-7802	JOHN L HUNTER	SB 205 Meeting/Forms	214548		465.00
100-2120	LATOYA KINCHERLOW	TC Rent Deposit Refund	214553		300.00
100-2120	MARISSA MARQUEZ	CC Rent Deposit Refund	214556		500.00
100-1010-7980	DUARTE ADMINISTRATION PE	City Manager Welcome Reception	214536		33.27
100-1010-7980	DUARTE ADMINISTRATION PE	Closed Session Meeting Supplies	214536		25.00
100-1010-7980	DUARTE ADMINISTRATION PE	Halloween Party	214536		78.11
100-1010-7980	DUARTE ADMINISTRATION PE	Pumpkin Carving Supplies	214536		69.78
100-1010-7980	DUARTE ADMINISTRATION PE	City Tablecloth Dry Cleaning	214536		20.00
100-1205-7650	AUTOZONE	Vehicle #22 Wiper Blades	214525		35.54
100-1805-7610	KRISTEN PETERSEN	Misc Meetings	214561		122.76
100-1810-7610	KRISTEN PETERSEN	CalPERS Training	214561		13.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 3/1/20 - 4/1/20	EFT09387		267.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 3/1/20 - 4/1/20	EFT09388		247.00
100-1815-7630	DE LAGE LANDEN FINANCIAL	iMac Lease Pymt 7	EFT09389		1,015.63
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Tax Revenue 2/2020	214571		8,127.50
100-2126	PENA CONSTRUCTION	Construction/Demo Deposit Refund (Pmt #2019-492)	214560		8,292.86

Council Warrant Register By Account

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-5004	PENA CONSTRUCTION	Administrative Fee (Pmt #2019-492)	214560		-125.00
100-1010-7980	DUARTE PETTY CASH	Council Closed Session Paper Goods	214537		12.48
100-1010-7980	DUARTE PETTY CASH	City Manager Welcome Reception	214537		49.99
100-1020-7711	DUARTE PETTY CASH	Employee Recognition Raffle Gifts	214537		8.76
100-1405-7610	DUARTE PETTY CASH	Amanda Hamilton Measure W Meeting 12/9/19	214537		13.75
100-1405-7980	DUARTE PETTY CASH	Employee Breakfast Supplies	214537		25.56
100-1805-7610	DUARTE PETTY CASH	Admin Srvcs Staff Meeting 2/13/20	214537		24.13
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Meeting w/Councilmember	214537		40.00
100-1020-7713	VERIZONWIRELESS	VW-Museum Phone 2/19/20 - 3/18/20	EFT09390		23.91
100-1020-7713	VERIZONWIRELESS	VW-Museum Internet 2/19/20 - 3/18/20	EFT09390		37.31
100-1205-7655	VERIZONWIRELESS	VW-Jeff Risley 2/19/20 - 3/18/20	EFT09390		36.93
100-1605-7980	VERIZONWIRELESS	VW-George Dang 2/19/20 - 3/18/20	EFT09390		36.93
100-1605-7980	VERIZONWIRELESS	VW-Kelly Barnes 2/19/20 - 3/18/20	EFT09390		36.93
100-1605-7980	VERIZONWIRELESS	VW-AmeriCorps (SC) 2/19/20 - 3/18/20	EFT09390		36.93
100-1805-7980	VERIZONWIRELESS	VW-KP 1/19/20 - 2/18/20	EFT09391		53.76
100-1005-7980	VERIZONWIRELESS	VW-Lewis iPad 1/19/20 - 2/18/20	EFT09393		30.07
100-1005-7980	VERIZONWIRELESS	VW-Urias Phone 1/19/20 - 2/18/20	EFT09393		41.66
100-1005-7980	VERIZONWIRELESS	VW-Urias iPad 1/19/20 - 2/18/20	EFT09393		30.08
100-1010-7980	VERIZONWIRELESS	VW-Pascua Phone 1/19/20 - 2/18/20	EFT09393		41.66
100-1010-7980	VERIZONWIRELESS	VW-Herrera Phone 1/19/20 - 2/18/20	EFT09393		41.66
100-1010-7980	VERIZONWIRELESS	VW-Rocha Phone 1/19/20 - 2/18/20	EFT09393		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Tablet 1/19/20 - 2/18/20	EFT09393		30.07
100-1410-7980	VERIZONWIRELESS	VW-FS Josh 1/19/20 - 2/18/20	EFT09392		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Lamberto 1/19/20 - 2/18/20	EFT09392		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Manny 1/19/20 - 2/18/20	EFT09392		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Gerard 1/19/20 - 2/18/20	EFT09392		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Mike 1/19/20 - 2/18/20	EFT09392		41.65
100-2120	FILM PERMITS UNLIMITED	Film Permit Deposit Refund 2/28/20-1131 Central	214541		500.00
100-1020-7722	GRANICUS INC	Civica Website Hosting 3/19/20 - 4/18/20	214545		706.20
100-1005-7980	VERIZONWIRELESS	VW-Reilly Phone 2/19/20 - 3/18/20	EFT09394		446.54
100-1005-7980	VERIZONWIRELESS	VW-TL 2/19/20 - 3/18/20	EFT09394		60.29
100-1005-7980	VERIZONWIRELESS	VW-Tzeitel Phone 2/19/20 - 3/18/20	EFT09394		39.15
100-1405-7980	VERIZONWIRELESS	VW-CH Phone 2/19/20 - 3/18/20	EFT09394		39.15
100-1605-7980	VERIZONWIRELESS	VW-ME Phone 2/19/20 - 3/18/20	EFT09394		39.15
100-1815-7980	VERIZONWIRELESS	VW-City Hall 2/19/20 - 3/18/20	EFT09394		39.15

Council Warrant Register By Account

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radios 1/19/20 - 2/18/20	EFT09395		789.43
100-1005-7980	VERIZONWIRELESS	Paras-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1005-7980	VERIZONWIRELESS	Reilly-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	KH-Social Media iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	Admin-Social Media iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	City Mgr-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	KP-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	CH-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	ME-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1010-7980	VERIZONWIRELESS	BV-Granicus iPad 2/19/20 - 3/18/20	EFT09396		18.60
100-1605-7980	VERIZONWIRELESS	SC ActiveNet 2/19/20 - 3/18/20	EFT09396		18.60
Fund 100 - GENERAL FUND Total:					357,550.15
Fund: 220 - GAS TAX FUN					
220-2210-8070	SUPERIOR PAVEMENT MARKI	Red Traffic Paint Installation	374		2,106.30
220-2205-8100	NEXTECH SYSTEMS INC	Mountain Ave Street Signs	214558		10,175.29
220-2210-7813	JCL TRAFFIC SERVICES	Street Name Sign (Hideaway Ln)	214552		189.51
220-2220-7980	VERIZONWIRELESS	VW-Amanda 1/19/20 - 2/18/20	EFT09392		41.66
220-2220-7980	VERIZONWIRELESS	VW-Teresa 1/19/20 - 2/18/20	EFT09392		41.66
Fund 220 - GAS TAX FUN Total:					12,554.42
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		355.00

Council Warrant Register By Account

Payment Dates: 03/11/2020 - 3/25/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance Svcs 2/2020	214526		500.00
240-2410-7891	SITEONE LANDSCAPE SUPPLY	Irrigation Repairs-Hunt Dr Medians	214567		11.61
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Citywide Irrigation Repairs-Duarte Park	214567		206.48
240-2410-7662	ACOSTA GROWERS INC	Bike Trail Landscape Supplies	214521		134.14
240-2410-7663	BRIGHTVIEW LANDSCAPE SER	Backflow Replacement (Mtn Ave Medians)	214526		1,104.95
240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		485.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		4,845.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Services 3/2020	214526		500.00
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Citywide Weed Abatement	214567		528.22
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					43,257.54
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7887	JAN'S TOWING INC	Vehicle #33 Flat Tire Repair	214551		45.00
440-4405-7980	REGIONAL TAP SERVICE CENT	TAP Card Purchase	214563		100.00
440-4405-7673	IRWINDALE INDUSTRIAL CLINI	DOT Physicals 2/2020	214550		50.00
440-4405-7650	AUTOZONE	Yard Supplies	214525		57.55
440-4405-7887	WARDS SERVICE	Vehicle #28 Brake Inspection & Fluid	376		280.11
440-4405-7821	VERIZONWIRELESS	VW-Transit Internet 2/19/20 - 3/18/20	EFT09394		55.14
Fund 440 - PROPOSITION A TRANSIT FUND Total:					587.80
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	AUTOZONE	Yard Supplies/Tools	214525		240.89
Fund 460 - PROPOSITION C TRANSIT FUND Total:					240.89
Fund: 475 - Transit - Measure M					
475-4750-8100	SAFETY NETWORK TRAFFIC SI	Citywide Street Name Sign Project	214566		12,500.00
Fund 475 - Transit - Measure M Total:					12,500.00
Grand Total:					426,690.80

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	357,550.15
220 - GAS TAX FUN	12,554.42
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	43,257.54
440 - PROPOSITION A TRANSIT FUND	587.80
460 - PROPOSITION C TRANSIT FUND	240.89
475 - Transit - Measure M	12,500.00
Grand Total:	426,690.80

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7647	Travel & Exp - Reilly	158.28
100-1005-7980	Other Expenses	684.99
100-1010-7614	Office Supplies	40.94
100-1010-7650	Vehicle Maintenance	62.00
100-1010-7670	Legal Notices	416.00
100-1010-7965	Professional Services	11,554.43
100-1010-7980	Other Expenses	1,646.48
100-1015-7680	City Attorney Legal	10,932.88
100-1015-7686	Other Legal Services	34,078.88
100-1020-7711	Employee Recognition C	8.76
100-1020-7713	Historical Museum Bldg	61.22
100-1020-7722	City Web Site	706.20
100-1020-7724	Post Office Parking	230.00
100-1025-7701	Area D Civil Defense	1,101.65
100-1205-7613	Duplications And Photos	1,050.00
100-1205-7636	Uniforms	50.00
100-1205-7650	Vehicle Maintenance	609.17
100-1205-7655	Emergency Services	826.36
100-1205-7761	Parking Ticket Collect	11,243.12
100-1205-7779	Youth Programs	923.06
100-1205-7780	Animal Control	316.80
100-1205-7781	Contract Law Enforceme	2,095.71
100-1205-7980	Other Expenses	86.93
100-1405-7076	Tuition Reimbursement	299.46
100-1405-7610	Travel, Mtgs & Conf	41.01
100-1405-7612	Publications and Dues	672.00
100-1405-7614	Office Supplies	237.98
100-1405-7650	Vehicle Maintenance	14.00
100-1405-7800	Building Department Ser	18,928.55
100-1405-7802	NPDES Requirements	10,115.00
100-1405-7967	Public Works Inspection	7,210.00
100-1405-7969	City Engineer	12,687.50
100-1405-7980	Other Expenses	64.71
100-1410-7656	Emergency Generator	145.00
100-1410-7980	Other Expenses	238.35
100-1415-7916	Landscape-Sport Park	2,860.00
100-1605-7010	Playgrd Superv Salaries	150.00
100-1605-7614	Office Supplies	70.18
100-1605-7650	Vehicle Maintenance	434.00
100-1605-7730	Special Events	1,123.74
100-1605-7733	Senior Center	133.22
100-1605-7735	Teen Center	267.36
100-1605-7739	Publicity	2,423.55
100-1605-7741	Sports/Playground Progr	1,738.99
100-1605-7980	Other Expenses	168.54
100-1610-7617	Pool Chemicals	523.36
100-1610-7618	Building Supplies	3,422.71

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7636	Uniforms	169.35
100-1610-7652	Building Maint Services	3,013.44
100-1610-8100	Other Capital Improvem	200,985.45
100-1805-7610	Travel, Mtgs & Conf	186.89
100-1805-7614	Office Supplies	82.48
100-1805-7980	Other Expenses	53.76
100-1810-7610	Travel, Mtgs & Conf	13.00
100-1810-7612	Publications and Dues	156.00
100-1810-7660	Other Services	564.00
100-1810-7673	Physical Exams	100.00
100-1810-7980	Other Expenses	33.05
100-1815-7630	Equipment Lease	1,015.63
100-1815-7820	Finance System Support	404.50
100-1815-7830	Telephones	60.00
100-1815-7980	Other Expenses	39.15
100-1825-7613	Duplications And Photos	312.58
100-1825-7614	Office Supplies	434.20
100-1825-7945	Operation Of Acq Prop	83.34
100-2120	Refundable Deposits	5,800.00
100-2125	Metro Pass Through (TA	136.50
100-2126	Construction and Demol	8,292.86
100-2127	Retention Payable	-8,825.00
100-4408	Property Rental	1,710.90
100-5004	Other Revenue	-125.00
220-2205-8100	Other Capital Improvem	10,175.29
220-2210-7813	Regulatory Signs	189.51
220-2210-8070	Street Improvements (C	2,106.30
220-2220-7980	Other Expenses	83.32
240-2410-7662	Other Serv-Citywide	662.36
240-2410-7663	Other Serv-Medians	1,104.95
240-2410-7888	Repairs-Citywide	206.48
240-2410-7891	Repairs-Medians	11.61
240-2410-7915	Landscape-Citywide	15,000.00
240-2410-7917	Landscape-Medians	10,660.00
240-2420-7914	Landscape Maintenance	690.32
240-2421-7914	Landscape Maintenance	2,600.00
240-2422-7914	Landscape Maintenance	961.16
240-2423-7914	Landscape Maintenance	1,800.00
240-2424-7914	Landscape Maintenance	1,100.00
240-2425-7914	Landscape Maintenance	800.00
240-2426-7914	Landscape Maintenance	360.00
240-2427-7914	Landscape Maintenance	1,260.66
240-2431-7914	Landscape Maintenance	1,600.00
240-2432-7914	Landscape Maintenance	1,670.00
240-2433-7914	Landscape Maintenance	1,060.00
240-2434-7914	Landscape Maintenance	710.00
240-2435-7914	Landscape Maintenance	1,000.00
440-4405-7650	Vehicle Maintenance	57.55
440-4405-7673	Physical Exams	50.00
440-4405-7821	Person'l Computr Suppo	55.14
440-4405-7887	Repairs & Replacements	325.11
440-4405-7980	Other Expenses	100.00
460-4605-7650	Vehicle Maintenance	240.89
475-4750-8100	Other Capital Improvem	12,500.00
	Grand Total:	426,690.80

Project Account Summary

Project Account Key	Payment Amount
None	246,078.86
201904-Contract Law-Tobacco Grant	1,507.71
201904-Other Exp-Tobacco Grant	86.93
201914-Youth Programs-Cal VIP	723.06
202017-Infrastructure Modernization Program	176,500.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,710.90
250016-Oper of Acq Prop-1229 Pops Road	83.34
Grand Total:	426,690.80



MEMORANDUM

To: Mayor and City Council

From: Craig Hensley, Community Development Director
Yesenia Paez, Community Development Technician

Date: March 24, 2020

Subject: Adoption of Ordinance 20-O-01 (Second Reading) – Municipal Code Amendment 20-01; Amending Chapter 16.04 of the Duarte Municipal Code

RECOMMENDED ACTION

At its March 10, 2020 meeting, the City Council considered Municipal Code Amendment 20-01 at a notified public hearing and introduced Ordinance 20-O-01 to amend the Duarte Municipal Code (DMC) amending Chapter 16.04, to adopt the updated 2019 California Building Codes. The Council voted unanimously to approve the first reading of Ordinance 20-O-01.

Staff recommends adoption of the attached Ordinance for second reading. If adopted, Ordinance 20-O-01 will become effective 30 days from the date of adoption.

ORDINANCE NO.**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 16.04, "BUILDING LAWS," OF TITLE 16, "BUILDINGS AND CONSTRUCTION," OF THE DUARTE MUNICIPAL CODE**

THE CITY COUNCIL OF THE CITY OF DUARTE ORDAINS AS FOLLOWS:

SECTION 1. Chapter 16.04, "Building Laws," of the Title 16, "Buildings and Construction," of the Duarte Municipal Code, is amended as follows:

A. Section 16.04.010 is amended in its entirety as follows:

- (a) The city adopts by reference, except as otherwise provided in this chapter, the following codes:
 - (1) The 2019 edition of the California Building Code Volume 1 and 2 with Appendices F, G, H, I, J, N, and Chapter 1 Division II.
 - (2) The 2019 edition of the California Electrical Code.
 - (3) The 2019 edition of the California Plumbing Code with Appendix H.
 - (4) The 2019 edition of the California Mechanical Code.
 - (5) The 2019 edition of the California Residential Code with Appendices.
 - (6) The 2019 edition of the California Green Building Standards Code.
 - (7) The 2019 edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading.
 - (8) The 2019 edition of the California Energy Code.
 - (9) The 2019 edition of the California Reference Standard Code.
 - (10) The 2019 edition of the California Administrative Code.
 - (11) The 2019 edition of the California Existing Building Code.
 - (12) The 2019 edition of the International Property Maintenance Code with Appendix H.
 - (13) The 2019 edition of the Uniform Code for Solar Energy Installations with Appendices.
 - (14) The 2019 edition of the California Historical Building Code.
- (b) The foregoing laws are hereinafter, for convenience, referred to collectively as the "California Building Code" and shall, except as hereafter provided, be and become the building, plumbing, electrical and mechanical, and residential codes of the city.

B. Section 16.04.055 is added as follows:

16.04.055 Section 104.8 California Building Code Amended – Liability

- (a) The Building Official or his or her authorized representative as employees or acting under contract as agents of this jurisdiction, charged with the enforcement of this code and the technical codes, acting in good faith and without malice in the discharge of his duties, shall not thereby be rendered personally liable for damage that may occur to persons or property as a result of an act or omission in the discharge of the assigned duties. A suit brought against the Building Official, employee or his/her authorized agent acting under contract of this jurisdiction, because of such act or omission performed by the Building Official, employee or his/her authorized agent acting under contract of this jurisdiction in the enforcement of the provisions of such codes or other pertinent laws or ordinances implemented through the enforcement of this Code or enforced by the code enforcement agency shall be defended by this jurisdiction until final termination of such proceedings, and any judgment resulting there from shall be assumed by this jurisdiction.
- (b) This Code shall not be construed to relieve from or lessen the responsibility of any such person owning, operating or controlling a building, structure or building service equipment therein for damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming such liability by reason of the inspections authorized by this code or permits or certificates issued under this Code.

C. Section 16.04.065 is added as follows:

16.04.065 Section 111 California Building Code Amended – Certificate of Occupancy.

- (a) In addition to the requirements of Section 111, the following minimum requirements shall be completed prior to any occupancy or utilities connected:
 - (1) Written clearance from the fire and public works departments and planning and business license divisions.
 - (2) The following when applicable:
 - (A) Electronic copy of plans received.
 - (B) Verification of school fees paid.
 - (C) Grading certificate received.
 - (D) All plan review fees paid.
 - (E) Sewer assessment fees paid.
 - (F) Hazard materials statements received.
 - (G) Subcontractor's list received.

D. Section 16.04.080 is amended and added as follows:

16.04.080 Section 105.2 California Building Code Amended – Work Exempt From Permit

Section 105.2 of the California Building Code shall be amended by amending exemptions 2 and 9 to read as follows:

2. Fences not over 6 feet (2134 mm) high.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 18 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.

E. Section 16.04.090 (b)(1) is amended as follows:

- (1) "Electronic submittal" means the utilization of one or more of the following: e-mail; the internet

F. Section 16.04.090 (d)(1) is amended as follows:

- (1) Duarte Municipal Code Sections 16.04.090 govern expedited, streamlined permitting process for small residential rooftop solar energy systems.

G. Section 16.04.090 (e)(2) is amended as follows:

- (2) The City of Duarte Building Division shall implement an administrative, non-discretionary review process to expedite approval of small residential rooftop solar energy systems. The building division shall issue a permit(s) after receipt of a complete application that meets the requirements of the checklist and the payment of applicable permit fees, either through mail, phone or in-person. The city cannot currently process electronic (online) payments. Upon receipt of an incomplete application, the building division shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

H. Section 16.04.100 (b)(1) is amended as follows:

- (1) "Electronic submittal" means e-mail

I. Section 16.04.100 (d)(1) is amended as follows:

- (1) Duarte Municipal Code sections 16.04.100 govern expedited,

streamlined permitting process for electric vehicle charging stations.

J. Section 16.04.100 (d)(3) is amended as follows:

- (3) An applicant's electronic signature shall be accepted on all forms, applications and other documents, in-lieu of a wet signature. However, because the city's ability to accept electronic signatures on forms, applications and other permit documents is still under development, the city can only accept electronic signatures that are sent via e-mail.

K. Section 16.04.100 (e)(2) is amended as follows:

- (2) The City of Duarte Building Division shall implement an administrative, non-discretionary review process to expedite approval of electric vehicle charging stations. The building division shall issue a permit(s) after receipt of a complete application that meets the requirements of the checklist and the payment of applicable permit fees, either through mail, phone or in-person. The city cannot currently process electronic (online) payments. Upon receipt of an incomplete application, the building division shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

L. Section 16.04.110 is added as follows:

16.04.110 Section 105.5 California Building Code Amended - Permit Expiration

Every residential permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 365 days after its issuance, or if work has been suspended or abandoned for a period of 180 days between each required inspection. Every commercial permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if work has been suspended or abandoned for a period of 180 days between each required inspection. The building official is authorized to grant, in writing, only one extension of time for a period of 180 days. The extension shall be requested in writing and justifiable cause demonstrated.

M. Section 16.04.120 is added as follows:

16.04.050.120 Section 109.8 California Building Code Amended – Reinspection Fees of the Duarte Municipal Code, is amended as follows:

Section 109.8 Reinspection fees -Section 109.8 of Chapter 1, Division II is added to the CBC to read as follows:

109.8 Reinspection Fees. A reinspection fee may be imposed for each inspection or reinspection, when such portion of work for which inspection is called is not complete or when required corrections are not made. This section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as a method of controlling the practice of calling inspections before the job is ready for such inspection or reinspection. Reinspection fees may be imposed when the approved plans are not readily available to the inspector; for failure to provide access on the date for which the inspection is requested; or for deviating from plans requiring the approval of the Building Official. To obtain a reinspection, the applicant must file an application in writing upon a city-approved form and pay the applicable reinspection fee. In instances where reinspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid.

N. Section 16.04.130 is added as follows:

16.04.130 Section 202 California Building Code Amended – Swimming Pool and Spa Definitions

- (a) CBC Sections 202, Barrier, Spa, Non-self-Contained; Spa, Self-Contained is added to the CBC; and amending the definition of Swimming Pool by revising these definitions to read as follows:
 - (1) “Barrier” means fence, wall, building wall, or any combination of these that completely surrounds the swimming pool and obstructs access to the swimming pool.
 - (2) “Spa, non-self-contained” means a hydro-massage pool or tub for recreational or therapeutic use, not located in health-care facilities, designed for immersion of users and usually having a filter, heater and motor driven blower. It may be installed indoors or outdoors, on the ground or on a supporting structure, or in the ground or in a supporting structure. A non-self-contained spa is intended for recreational bathing and contains water over 18 inches deep.
 - (3) “Spa, self- contained” means a continuous-duty appliance in which all control, water-heating and water-circulating equipment is an integral part of the product, located entirely under the spa skirt. A self-contained spa is intended for recreational bathing and contains water over 18 inches deep.
 - (4) “Swimming Pools” means any body of water created by artificial means which is designed, intended for use, or used for swimming or

immersion purposes, which has a water depth exceeding 18 inches. The term, "pool," includes swimming pools, spas, hot tubs, above- and below- ground, and vinyl-lined pools; pool does not include plumbing fixtures such as bathtubs nor does it apply to man-made lakes, reservoirs, farm ponds, or ponds used primarily for public park purposes, water conservation purposes, irrigation purposes or for the watering of livestock.

O. Section 16.04.140 is added as follows:

16.04.140 Section 1505.1 California Building Code Amended – Roof Assembly Requirements

The roof assembly on any structure regulated by this code shall be as specified in Table 1505.1 except that only fire retardant roof coverings meeting Class A roofing assemblies are permitted in the high Fire Hazard Severity Zones. Roof coverings required to be listed by this section shall be tested in accordance with ASTM E 108 or UL 790. The roofing assembly includes the roof deck, underlayment, interlayment, insulation and covering, which is assigned a roof classification.

Exception: Skylights and sloped glazing that comply with Chapter 24 or Section 2610.

P. Section 16.04.150 is added as follows:

16.04.150 Section 2406.4.3.1 California Building Code Amended – Glazing in Windows In High Fire Hazard Severity Zones

Section 2406.4.3.1 Glazing in Windows in High Fire Hazard Severity Zones- Section 2406.3.1 of the California Building Code is hereby amended by adding:

5. Glazing in High fire Hazard Severity Zones Shall be Tempered Glazing

Q. Section 16.04.160 is added as follows:

16.04.160 Section 3109.1 through 3109.4 California Building Code Amended - Swimming Pool Barrier Requirements

- (a) The following provisions is hereby added to Volume 2, Chapter 31 of the California Building Code ("Special Construction") as follows:
 - (1) 3109.1 General. The design and construction of swimming pools, spas and hot tubs shall comply with this code.
 - (2) 3109.3 Residential swimming pools. Residential swimming pools shall be completely enclosed by a barrier complying with Sections 3109.3.1 through 3109.3.3.

- (3) 3109.3.1.1 Barrier Height and Clearances. The top of the barrier must be at least 60 inches above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier must be two inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier must be four inches.
- (4) 3109.3.1.1 Openings. Openings in the barrier must not allow passage of a 4-inch-diameter sphere.
- (5) 3109.3.1.2 Solid barrier surfaces. Solid barrier surfaces which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
- (6) 3109.3.1.3 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not be greater than $1\frac{3}{4}$ inches in width. Where there are decorative cutouts within vertical members, spacing with the cutouts shall not be greater than $1\frac{3}{4}$ inches in width.
- (7) 3109.3.1.4 Widely spaced horizontal members. Where the barrier is composed of horizontal members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members must not be greater than 4 inches. Where there are decorative cutouts within vertical members, spacing must not be greater than $1\frac{3}{4}$ inches in width.
- (8) 3109.3.1.5 Chain link dimensions. Mesh size for chain link fences must not be greater than $1\frac{3}{4}$ inches in width, unless the fence is provided with slats fastened at the top or bottom that reduce the openings to not more than $1\frac{3}{4}$ in width. 3109.3.1.6 Diagonal members. Where the barrier is composed of diagonal members shall not be greater than $1\frac{3}{4}$ inches.
- (9) 3109.3.1.7 Gates. Access gates must comply with the requirements of Sections 3109.3.1 through 3109.3.1.6 and must be equipped to accommodate a locking device. Pedestrian access gates must open outward away from the pool and must be self-closing and have a self-latching device. Doors or gates other than pedestrian access

gates must have a self-latching device and must be equipped with lockable hardware or padlocks and must remain locked at all times when not in use. Release mechanisms must comply with Sections 1010.1.9 and 1109.13. Where release mechanisms of the self-latching device are located less than 60 inches above grade measured on the side of the barrier that faces away from the swimming pool, the release mechanism must be located on the pool side of the gate at least three inches below the top of the gate and the gate barrier may have no opening greater than one-half inch within 18 inches of the release mechanism.

- (10) 3109.3.1.8 Dwelling wall as a barrier. Where a wall of a dwelling serves as part of the barrier, two safety devices must be provided in accordance with Section 115922 of the California Health and Safety Code.
- (11) 3109.3.1.9 Pool structure as barrier. Where an above-ground pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier that meets the requirements of Sections 3109.3.1.1 through 3109.3.1.8. Where the ladder or steps are secured, locked or removed, any opening shall not allow the passage of a 4-inch-diameter sphere.
- (12) 3109.3.2 Indoor swimming pools. Wall surrounding indoor swimming pools shall not be required to comply with Section 3109.3.1.8. through 3109.3.3
- (13) 3109.3.3 Prohibited Locations. Barriers shall be located as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers. There shall be a clear zone of not less than 36" between the exterior of the enclosure and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the enclosure.
- (14) 3109.4 Residential Swimming Pools - Withholding approval. Plaster inspection or approval to fill a pool or spa with water shall be withheld by the Building Official, until there has been compliance with all fencing and other requirements of this Section.
- (15) Appendices deleted. Appendices A, B, C, D, E, and K are deleted.

R. Section 16.04.170 is added as follows:

16.04.170 Appendix J as amended by Los Angeles County related to Grading
Amended – Grading Designation

Section J104.2.1 Grading Designation. Section J104.2.1 is added to the CBC to read as follows:

All grading exceeding 1,000 cubic yards must be performed in accordance with the approved grading plan prepared by a civil engineer, and will be designated as engineered grading. Grading involving less than 1,000 cubic yards will be designated regular grading, unless City Engineer determines that special conditions or unusual hazards exist, in which case the grading must conform to the requirements for engineered grading.

S. Section 16.04.180 is added as follows:

16.04.180 California Plumbing Code

- (a) Adoption of the California Plumbing Code, 2019 Edition. The 2019 Edition of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), based on the 2018 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the plumbing code as adopted is on file in the office of community development and is open to public inspection.

- (b) Section 604 of the 2019 Edition of the California Plumbing Code is hereby amended to read as follows:

Copper tube for water piping shall be Type K when copper pipe is used. Other plumbing materials shall be subject to the requirements of the Plumbing Code.

- (c) 16.04.150.1, of the Plumbing Code, of the Duarte Municipal Code, is amended as follows:

Section 604.2 is renumbered as Section 604.3

T. Section 16.04.190 is added as follows:

16.04.190 California Residential Code

- (a) Adoption of the California Residential Code, 2019 Edition. The 2019 Edition of the California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations) is hereby adopted by reference. A copy of the residential code as adopted is on file in the office of community development and is open for public inspection.

(b) Section R403 Footings Section R403.1.2, R 403.1.3, R403.1.4, R403.1.5 and R403.1.61 of the CRC are amended to read as follows:

- (1) R403.1.2 Continuous Footings in Seismic Design Categories D0, D1, D2, and E. Exterior walls of buildings located in Seismic Design Categories D0, D1, D2, and E, must be supported by continuous solid or fully grouted masonry or concrete footings. Other footing materials or systems must be designed in accordance with accepted engineering practice. The braced wall panels at exterior walls of buildings located in Seismic Design Categories D0, D1, D2 and E must be supported by continuous footings. All required interior braced wall panels in buildings must be supported by continuous footings.
- (2) The exception is deleted in its entirety.
- (3) Section R403.1.3 Footing and Stem wall reinforcing in Seismic Design Categories D0, D1, D2 and E. Concrete footings located in Seismic Design Categories D0, D1, D2, and E, as established in Table R301.2(1), must have minimum reinforcement in accordance with this section and Figure R403.1.3. Reinforcement must be installed with support and cover in accordance with Section R403.1.3.5.
- (4) Section R403.1.3.1 Concrete stem walls with concrete footings. In Seismic Design Categories D0, D1, D2, and E, where a construction joint is created between a concrete footing and a concrete stem wall, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must support and cover as specified in Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed within 12 inches of the top of the stem wall and one No. 4 horizontal bar must be located 3 to 4 inches from the bottom of the footing.
- (5) Section R403.1.3.2 Masonry stem walls with concrete footings. In Seismic Design Categories D0, D1, D2, and E, where a masonry stem wall is supported on a concrete footing, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must have support and cover as specified in Section R403.1.3.5.3 and extend a minimum of 14 inches into the stem wall. Standard hooks must comply with Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed within 12 inches of the top of the wall and one No. 4

horizontal bar must be located 3 to 4 inches from the bottom of the footing. Masonry stem walls must be solid grouted.

- (6) Section R403.1.3.3 Slabs-on-ground with turned-down footings. In Seismic Design Categories D0, D1, D2, and E, slabs on ground cast monolithically with turned-down footings must have a minimum of one No. 4 bar at the top and the bottom of the footing or one No. 5 bar or two No. 4 bars in the middle third of the footing depth. Where the slab is cast monolithically with the footing, No. 3 or larger vertical dowels with standard hooks on each end must be installed at not more than 4 feet on center in accordance with Figure R403.1.3, Detail 2. Standard hooks must comply with Section R608.5.4.5.
- (7) Section R403.1.3.4 Interior bearing and braced wall footings in Seismic Design Categories D0, D1, D2, and E. In Seismic Design Categories D0, D1, D2, and E, interior footings supporting bearing walls or braced wall panels, and cast monolithically with a slab on grade, must extend to a depth of not less than 12 inches below grade.
- (c) Section R403.1.3.6 is deleted in its entirety.
- (d) Section R403.1.6.1 Foundation anchorage in Seismic Design Categories C, D0, D1, D2, and E. In addition to the requirements of Section R403.1.6, the following requirements apply to wood light-frame structures in Seismic Design Categories D0, D1, D2, and E and wood light- framed townhouses in Seismic Design Category C.

U. Section 16.04.200 is added as follows:

16.04.190 California Electrical Code

Adoption of the California Electrical Code, 2019 Edition. The 2019 Edition of the California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), based on the 2017 National Electrical Code as published by the National Fire Protection Association, is hereby adopted by reference. A copy of the electrical code as adopted is on file in the office of community development and is open for public inspection.”

V. Section 16.04.210 is added as follows:

16.04.210 California Mechanical Code

Adoption of the California Mechanical Code, 2019 Edition. The 2019 Edition of the California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), based on the 2018 Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the mechanical code as adopted is on file in the office of community development and is open for public inspection.

W. Section 16.04.220 is added as follows:

16.04.220 International Property Maintenance Code

Adoption of the International Property Maintenance Code, 2018 Edition. The 2018 Edition of the International Property Maintenance Code is hereby adopted by reference. A copy of the international property maintenance code as adopted is on file in the office of community development and is open for public inspection.

X. Section 16.04.230 is added as follows:

16.04.230 California Energy Code

Adoption of the California Energy Code, 2019 Edition. The 2019 Edition of the California Energy Code (Part 6 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the energy code as adopted is on file in the office of community development and is open to public inspection.

Y. Section 16.04.240 is added as follows:

16.04.240 California Historical Building Code

Adoption of the California Historical Building Code, 2019 Edition. The 2019 Edition of the California Historical Building Code (Part 8 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the historical building code as adopted is on file in the office of community development and is open to public inspection.

Z. Section 16.04.250 is added as follows:

16.04.250 California Historical Building Code

Adoption of the California Historical Building Code, 2019 Edition. The 2019 Edition of the California Historical Building Code (Part 8 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the historical building code as adopted is on file in the office of community development and is open to public inspection.

AA. Section 16.04.260 is added as follows:

16.04.260 California Existing Building Code

Adoption of the California Existing Building Code, 2019 Edition. The 2019 Edition of the California Existing Building Code (Part 10 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the existing building code as adopted is on file in the office of community development and is open to public inspection.

SECTION 2. CEQA DETERMINATION

In adopting this Resolution, the City Council finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following exemptions and each of them independently: Section 15306, relating to "Information Collection", as the collection of data, resource evaluation and research which do not result in serious or major disturbance to an environmental resource; and Section 15309, relating to "Inspections", as to check for performance of an operation, or quality, health, or safety of a project, is categorically exempt from CEQA. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

SECTION 3. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end the provisions of this Ordinance are declared to be severable.

SECTION 4. POSTING OF ORDINANCE.

The City Clerk shall certify as to the adoption of this Ordinance and shall cause this Ordinance to be posted in the manner provided for in the Duarte Municipal Code.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days following its second reading.

PASSED, APPROVED, AND ADOPTED after second reading at a regular meeting of the City Council of the City of Duarte this ____ day of _____, 2020.

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. ____ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ____ day of _____, 2020, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

TO: Mayor and City Council
FROM: Craig Hensley, Community Development Director
DATE: March 24, 2020
SUBJECT: Conditional Use Permit 2019-07 – Resolution 20-R-04 Approving the Appeal of Planning Commission Decision and Approving Conditional Use Permit

Attached Resolution 20-R-04 is provided based on the City Council Action at its March 10 meeting upholding the appeal of the Planning Commission denial of CUP 2019-07. This action will approve the CUP for ReStore at 2215 Huntington Drive.

At the meeting, the City Council requested that an additional condition be added to require an upgrade to the entire shopping center within 2 and one half years. That condition (#6) has been added and reads:

1. As agreed to by the property owner and applicant at the hearing on appeal of this CUP, the property owner or the applicant shall as a condition of CUP issuance complete a comprehensive shopping center renovation. Renovation shall include, but not be limited to: improvement, renovation, upgrade, and modernization of: (i) the façade of the entire building including the addition of focal elements to provide the center with an updated appearance; (ii) storefront upgrades; (iii) repair and replacement of all worn and damaged exterior building material; (iv) accent building lighting; (v) security lighting; (vi) parking lot lighting; (vii) new signs, including a new monument sign, if determined necessary by the Director of Community Development; (viii) new landscaping and irrigation; and (ix) other items deemed necessary by the Director of Community Development to give the shopping center a like new appearance. The upgrade and modernization project shall be based on the following timeline:
 - the City will provide the property owner a proposed concept plan for property renovation on or before September 10, 2020. The property owner shall hire an Architect who will prepare detailed architectural drawings consistent with the concept plan, and who will work with City Staff to clarify design questions;
 - the property owner shall submit construction plans for the City's Site and Development Plan Review process no later than March 10, 2021;
 - the property owner shall submit plans for building plan check no later than June 10, 2021;

- construction shall begin no later than September 10, 2021; and
- project completion shall occur no later than September 10, 2022.

This condition is quite detailed, to make the requirements of the approval clear to both the property owner and the City.

RESOLUTION NO. 20-R-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING AN APPEAL FILED BY DAVE MCKECHNIE ON BEHALF OF RESTORE/HABITAT FOR HUMANITY OVERTURNING THE PLANNING COMMISSION DENIAL AND APPROVING CONDITIONAL USE PERMIT 2019-07, FOR THE USE AND OPERATION OF A SECONDHAND STORE, LOCATED AT 2215 HUNTINGTON DRIVE

WHEREAS, the applicant is requesting approval of a conditional use permit to operate a retail secondhand business, named ReStore, at 2215 Huntington Drive; and

WHEREAS, a retail secondhand business located in the Commercial-General (C-G) zone is a conditionally permitted use pursuant to Duarte Development Code Section 19.12.020.A(1); and

WHEREAS, notice of a public hearing on the Conditional Use Permit 2019-07 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 2019-07 and all of the information, evidence and public testimony received at the public meeting held on January 21, 2020 at 7:00 p.m. in the City Council Chambers; and

WHEREAS, the Planning Commission, during its January 21, 2020 meeting, approved a motion to continue the public hearing to the next Planning Commission meeting on February 18, 2020; and

WHEREAS, the Planning Commission considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 2019-07 and all of the information, evidence and public testimony received at the public meeting held on February 18, 2020 at 7:00 p.m. in the City Council Chambers.

WHEREAS, the Planning Commission, during its February 18, 2020 meeting, approved a motion to deny the project and adopted PC Resolution 20-01, denying Conditional Use Permit 19-07; and

WHEREAS, Chapter 19.144 of the Duarte Development Code provides procedures for the appeal of decisions rendered by the Planning Commission; and

WHEREAS, on February 25, 2020, Dave McKechnie, on behalf of ReStore/Habitat for Humanity, filed an appeal of the Planning Commission decision to deny Conditional Use Permit 19-07 with the Duarte City Clerk in compliance with Chapter 19.144 of the Duarte Development Code; and

WHEREAS, on March 10, 2020, the City Council of the City of Duarte held a duly noticed public hearing to receive oral and written testimony related to the appeal of Conditional Use Permit 19-07; and

WHEREAS, the City Council has considered the analysis and recommendation provided in the staff report for the appeal of Conditional Use Permit 19-07 and all of the information, evidence, and public testimony received at the public hearing held on March 10, 2020 at 7:00 p.m. in the City Council Chambers.

NOW THEREFORE, the City Council of the City of Duarte resolves as follows:

SECTION 1.

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2.

The City Council finds and determines as follows, findings for Conditional Use Permits, as set forth in DDC Section 19.114.050(B), as:

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

The retail secondhand store use is consistent with Land Use Goal 1 of the General Plan by maintaining a balanced community consisting of various commercial activities and industrial developments. Also, the proposed business is consistent with Land Use Policy 2.1.3, which calls for the clustering of services for community members to provide one-stop shopping. The use is also consistent with the General Commercial land use designation by providing uses that will meet the needs of the entire community.

2. The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code;

A retail and secondhand use is permitted with a Conditional Use Permit within the Commercial-General (C-G) zone. The use is consistent with the C-G zoning designation as it provides and added retail options and convenience for the community. The use is in compliance with all regulations of the Duarte Development Code and Municipal Code, and conditions of approval have been included to ensure such compliance.

3. The design, location, size and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity;

The retail secondhand store will occupy one of 11 tenant spaces within an existing shopping center. The facility's space is approximately 15,036 square feet, which is sufficient for accommodating the retail and secondhand uses and for the processing of donated products. The proposed store will be compatible with the project site and

other uses in the vicinity provided the conditions of approval are followed. There should be no negative parking impacts to the other nearby uses since the proposed business is the same use type as the previous business occupying this unit. The operation of this business complements the existing businesses since it is likely to bring in new customers that may wish to also patronize other businesses within the shopping center before leaving the property.

4. Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

The proposed secondhand retail business is allowed with a conditional use permit in the C-G zone. The operation of the business is designed to prevent adverse impacts, such as scavenging and illegal dumping, that would be detrimental to the City. Conditions of approval have also been imposed to help avoid adverse and detrimental impacts on the City and surrounding community. If this business results in repeated impacts that are detrimental to the health and harmony of the City, then the conditional use permit may be called by the Planning Commission for review and or revocation, per conditions of approval number 19.

5. The subject site is:

- a. Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities; and
- b. Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.

The site is developed with a shopping center, located in the C-G zone. The center is accessible from Huntington Drive and Mount Olive Drive and is located at the terminus of the 605 Freeway. Onsite circulation will not be altered and is suitable for the existing uses, the proposed retail secondhand business, and emergency vehicle access. The multi-tenant building in the shopping center is divided into 11 tenant spaces and one kiosk located in the parking lot. With the proposed business, there will be 11 occupied tenant spaces plus the kiosk. The proposed retail and secondhand business will occupy a 15,036 square-foot tenant space.

SECTION 3.

In recommending adoption of this Resolution 20-R-04 for the proposed use and operation of a retail secondhand store, the City Council finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15301.

SECTION 4.

The City Council approves Resolution 20-R-04 based on the findings listed in Section 2, and the conditions listed in "Exhibit A", and approves CUP 19-07 for the use and operation of a retail secondhand business at 2215 Huntington Drive.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2020.

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution 20-R-04 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of March, 2020, by the following vote:

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

City Clerk Marla Akana
City of Duarte, California

EXHIBIT A

Conditions of Approval

Conditional Use Permit 2019-07

2215 Huntington Drive (Retail and Secondhand Store – ReStore)

-
1. This approval is for the establishment of a retail secondhand business at 2215 Huntington Drive as stated in the staff report and described in the applicant's business project operational statement, on file with the Planning Division. The goods sold by this business include new and used cabinets, doors, windows, rugs, tile, flooring, artwork, paint, appliances, tools, furniture, lighting, lumber, building materials, and related home improvement items and housewares. Goods sold at this business shall be limited to these listed items and similar items subject to the approval of the Community Development Department Director.
 2. Over 50% of products sold at the store at any given time shall be new.
 3. Donations shall not be received at the store. All donated materials shall be delivered to the store via the applicant's delivery vehicles.
 4. The business shall remove any products or materials dumped or inadvertently donated at the project location. The business shall properly dispose/recycle of said products or materials immediately, but no later than two-hours after being informed by any City of Duarte or law enforcement official.
 5. Forklifts and pallet jacks may not be used outside except for delivery offload.
 6. As agreed to by the property owner and applicant at the hearing on appeal of this CUP, the property owner or the applicant shall as a condition of CUP issuance complete a comprehensive shopping center renovation. Renovation shall include, but not be limited to: improvement, renovation, upgrade, and modernization of: (i) the façade of the entire building including the addition of focal elements to provide the center with an updated appearance; (ii) storefront upgrades; (iii) repair and replacement of all worn and damaged exterior building material; (iv) accent building lighting; (v) security lighting; (vi) parking lot lighting; (vii) new signs, including a new monument sign, if determined necessary by the Director of Community Development; (viii) new landscaping and irrigation; and (ix) other items deemed necessary by the Director of Community Development to give the shopping center a like new appearance. The upgrade and modernization project shall be based on the following timeline:
 - the City will provide the property owner a proposed concept plan for property renovation on or before September 10, 2020. The property owner shall hire an Architect who will prepare detailed architectural drawings consistent with the concept plan, and who presented the plans and will work with City Staff to clarify design questions;

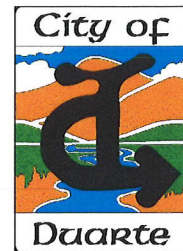
- the property owner shall submit construction plans for the City's Site and Development Plan Review process no later than March 10, 2021;
 - the property owner shall submit plans for building plan check no later than June 10, 2021;
 - construction shall begin no later than September 10, 2021; and
 - project completion shall occur no later than September 10, 2022.
7. Signs shall be installed on the building and in the parking lot advertising that onsite donations are not accepted and illegal dumping is prohibited. A telephone number for a person/company affiliated with the subject business, responsible for addressing illegally dumped materials or products, shall be provided on any signage required to display that information, as directed by the City. The number of signs, their location, and content shall be prepared by the applicant and subject to the approval of the Community Development Director.
 8. The applicant shall install signs within the parking lot area that prohibits loitering on the property. The wording of the sign and the location of each sign shall be to the satisfaction of the Community Development Department Director or designee. The applicant shall submit a Letter of Agency to the City of Duarte Public Safety Department to make the posted prohibition enforceable by local police and Public Safety officers.
 9. The applicant shall develop an On-Site Waste Management program to ensure that the areas outside their store on the property are kept clean. This shall include but is not limited to a procedure for cleaning spilled paint, cleaning trash left or dumped, and providing trash receptacles for customers to deposit their own trash. This program shall be prepared by the applicant and shall be completed to the satisfaction of the Community Development Department Director, prior to business license issuance.
 10. A shopping cart retention system shall be implemented to prevent shopping carts from being taken from the property, prior to business license issuance. The design of the system shall be prepared by the applicant and is subject to the approval of the Community Development Department Director. This system shall be utilized and maintained for as long as shopping carts are in use.
 11. Existing shopping cart corrals, located near the building behind the decorative brick wall and within the parking lot, shall be preserved and perpetually maintained. Any proposed modification to a corral(s) shall be first approved by the Community Development Director.
 12. Security cameras shall be utilized at the locations shown on plans and video from these cameras shall be recorded by a digital video recorder. The business owner shall provide a security plan to the Community Development Department for review. The security plan shall include details on a closed-circuit television system consisting of interior and exterior surveillance cameras and a digital video recorder (DVR) for recording surveillance camera footage. The security system hard drive

shall save footage/data for a minimum of 30 days. The hard drive shall be locked and secured and accessible only to the business owner and/or designees. All saved data shall be made available to the Public Safety Department and City personnel upon reasonable request. All components of the security plan shall be operational prior to implementing any new services allowed by this CUP and shall remain fully operational at all times. Any changes to the security system shall require review from the Community Development Department and Public Safety Department prior to implementing.

13. Used goods to be sold at the store shall be clean and in good condition.
14. If items delivered to the store do require cleaning, they shall be cleaned indoors and with the doors closed.
15. The following improvements to the shopping center shall be made prior to the issuance of a business license to the applicant:
 - a) The parking lot areas to the south and east of the shopping center building shall be resurfaced or replaced as needed and these areas shall be restriped. A paving plan shall be prepared by a paving professional and provided to the City by the applicant, subject to the approval of the Community Development Department Director. The resurfacing of the parking lot is a remediation measure intended to address the issue for the near term only and as such, the quality of the paving within this area shall be reviewed every five (5) years from the date of this hearing by the property owner and the City and repairs determined to be necessary by the Community Development Department shall be made.
 - b) All rotted wood on the building façade and covered walkway shall be removed and replaced.
 - c) The building shall be painted a minimum of three colors. The color palette shall be subject to the approval of the Community Development Department Director. The rear trash enclosure shall also be painted to the satisfaction of the Community Development Department Director.
 - d) Any missing brick veneer from the front elevation shall be patched to the satisfaction of the Community Development Department Director.
 - e) Handicap signs shall be placed in front of any handicap parking stalls that don't already have a sign.
 - f) Any existing posts for special parking designation signs that have been abandoned shall be removed.
 - g) Parking lot landscaping shall be supplemented and/or replaced to the satisfaction of the Community Development Department Director.

16. The applicant shall propose a program to prevent scavenging that shall include but is not limited to locking the trash bins and coordinating with the trash hauler so that recyclable materials are quickly picked up after being brought out of the building. The program shall be designed by the applicant and is subject to the approval of the Community Development Department Director.
17. The store shall not operate between the hours of 9 p.m. and 7 a.m.
18. Outdoor storage and display is prohibited.
19. Adequate management staff shall be present during all business hours and shall be responsible for ensuring compliance with all conditions of this conditional use permit.
20. New lighting may be required to be installed, used, and maintained along the exterior perimeter of the parking lot, on the building and in any other areas that require illumination for safety and security purposes. All exterior lighting, including freestanding and wall-mounted, shall require final approval from the Planning Division prior to issuance of building permits. Lighting fixtures shall be of high quality and decorative form and shall be designed to prevent offsite glare. The lighting system shall incorporate the use of a time clock or photocells to address lighting when not being used during business hours. A lighting plan with a photometric analysis prepared by licensed engineer or approved equivalent shall be provided to the Planning Division for review and approval prior to permit issuance. The lighting plan shall include cut-section drawings, manufacture brochure, illumination levels/lighting distribution, and any additional information as needed. Installation of any new lighting shall be completed prior to implementing any new services allowed by this CUP.
21. A new or modified conditional use permit will be required at the time of change of business owner when the subsequent business owner/operator proposes changes to the area, configuration or manner in which the original conditional use permit was approved.
22. The project shall comply with all regulations of the Commercial-General C-G Zone, including the intent and purpose, permitted uses, development standards, and any other applicable sections of the Duarte Development or Municipal Code.
23. Any expansion or modification to the approved use as part of this conditional use permit, including but not limited to: any substantial changes to the business operation, or floor plan that may affect or intensify the use, shall be reviewed by the Planning Division and may require an application for a new conditional use permit.
24. Any signage associated with the business is not included as part of this approval; a separate review and approval process will be required for all proposed signage. All signage shall comply with the Sign Guidelines of the Duarte Development Code.

25. Any required plans and plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits.
26. Any required building permits for this project must be issued within one-year from the date of approval from the Planning Commission or the application and approval shall expire.
27. Any and all correction notice(s) generated through the plan check and/or inspection process is/are hereby incorporated by reference as conditions of approval and shall be fully complied with by the owner, applicant, and all agents thereof.
28. This CUP may be called for review or revocation at any time by City Staff, City Council, or Planning Commission if a violation of the approved conditions is alleged, or if it is alleged that the retail and secondhand business, or its patrons, are creating a public nuisance, as substantiated by the LA County Sheriff's Department, Public Safety Department, or any other City Department. The applicant and successors shall operate the subject premises in a safe and sanitary manner at all times. Such review of the CUP may include any remedy available to the City that will prevent negative impacts on the property and surrounding developments. Problems or continued/repeated violations of any Municipal Code, conditions of approval or any other governmental regulations may be grounds for initiation of proceedings for the revocation of this CUP before the Planning Commission pursuant to Section 19.152.030 of the Duarte Development Code.
29. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
30. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division for more information.
31. The decision of the Planning Commission may be appealed to the City Council within 15 days of the Planning Commission's decision. Said appeal must be in writing and filed with fees paid to the City Clerk's Office. The written appeal shall include reasons for the appeal.
32. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of this conditional use permit which may be brought within the time period provided for such actions or challenges under applicable law.



AGENDA MEMO

TO: Mayor and City Council
FROM: Brian Villalobos, Director of Public Safety
DATE: March 24, 2020
SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY REGARDING NOVEL CORONAVIRUS (COVID – 19) AND RATIFYING RESOLUTION NO. 20-06

BACKGROUND

1. On March 4, 2020, the Health Officer of Los Angeles County declared a local health emergency (Attachment "B") regarding COVID-19 and the Los Angeles County Board of Supervisors concurrently proclaimed the existence of a local emergency (Attachment "C") for the County of Los Angeles.
2. On March 4, 2020, Governor Newsom of the State of California declared a State of Emergency (Attachment "D") in response to the COVID-19 (Corona Virus Disease 19).
3. On March 11, 2020, the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic.
4. On March 12, 2020, Governor Newsom of the State of California issued Executive Order N-25-20 (Attachment "E") in a further effort to confront and contain COVID- 19 that among other things suspended certain provisions of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing.
5. On March 12, 2020, the City of Duarte activated its Emergency Operations Center (EOC) to support State and County actions to preserve public health
6. On March 13, 2020, the President of the United States declared a national state of emergency regarding COVID-19.
7. On March 17, 2020, the City Manager, acting under his authority as Director of Emergency Services, proclaimed a local emergency.

ANALYSIS

COVID-19, a new communicable disease was first detected in Wuhan City, Hubei Province, China in December 2019. COVID-19, at the time this staff report is being written, has since spread globally to over 117 countries, infecting more than 126,000 persons and killing more than 4,600 individuals. To slow the spread of COVID-19, the Los Angeles County Health Officer declared a local health emergency. The declaration allows the Health Officer to take preventative measures that may be necessary to protect the public and preserve public health from any public health hazard during an emergency. Concurrent with the declaration of a local health emergency, the Los Angeles County Board of Supervisors (Board) proclaimed the existence of a local emergency.

When conditions of disaster or of extreme peril to the safety of persons and property arise and when these conditions are likely to be beyond the control of services, personnel, equipment, and facilities of a local jurisdiction, the existence of a local emergency may be proclaimed. A proclamation of a local emergency by the Board, allows the County of Los Angeles (County) to:

- Mobilize local resources;
- Coordinate interagency response;
- Accelerate procurement of vital supplies;
- Use mutual aid; and
- Seek reimbursement from State and Federal governments.

A proclamation of a local emergency by the City Council would allow the City to take the same actions as the County and State. It will also allow the Director of Emergency Services (i.e., City Manager) to:

- Make or issue rules and regulations reasonably related to the protection of life and property; and
- Require emergency services of any city employee.

FISCAL IMPACT

This item does not have an impact on the Fiscal Year (FY) 2019-20 City Budget. However, it is a necessary item should the City be able to submit for reimbursement of expenses related to COVID – 19 from FEMA.

RECOMMENDATION

The City Council is requested to adopt Resolution No. 20-07 (Attachment "A"), confirming the existence of a local emergency and ratifying Resolution No. 20-06 regarding Novel Coronavirus (COVID – 19).

ATTACHMENTS

- A. Resolution No. 20-07
- B. Declaration of a Local Health Emergency Regarding Novel Coronavirus (COVID-19)
- C. Los Angeles County Proclamation of Existence of a Local Emergency
- D. State of California Proclamation of a State of Emergency
- E. State of California Executive Order N-25-20

RESOLUTION NO. 20-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY REGARDING NOVEL CORONAVIRUS (COVID-19) AND RATIFYING RESOLUTION NO. 20-06

WHEREAS, California Government Code 8630, et seq., and Chapter 2 of Title 2 of the Duarte Municipal Code provide that the Duarte City Council may proclaim the existence of a local emergency when the City of Duarte is affected or likely to be affected by public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services to proclaim the existence of a local emergency therein; and

WHEREAS, Ordinance No. 287 of the City of Duarte empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Duarte did proclaim the existence of a local emergency within the City of Duarte on the 17th day of March 2020; and

WHEREAS, pursuant to Section 2.32.060 of the Duarte Municipal Code, the City Council must ratify this proclamation within seven days, or after such seven-day period, the proclamation shall have no further force or effect; and

WHEREAS, the Duarte City Council does hereby find that the below described conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency in the City of Duarte;

WHEREAS, COVID-19 has spread globally to over 117 countries, infecting more than 126,000 persons and killing more than 4,600 individuals worldwide. As of March 12, 2020, there were 32 cases, including four by community transmission, in Los Angeles County and one death related to COVID-19. Due to the expanding list of countries with widespread transmission of COVID-19, increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the Centers for Disease Control and Prevention ("CDC"), the escalation of United States domestic cases of and deaths from COVID-19, and the identification of COVID-19 cases in California, including Los Angeles County, COVID-19 has created conditions that are likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat; and

WHEREAS, on February 26, 2020, the CDC confirmed the first possible case of community transmission of COVID-19 in the United States. On March 4, 2020, the Health Officer of Los Angeles County determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County and declared a Local Health Emergency and the Los Angeles County Board of Supervisors concurrently proclaimed the existence of a local emergency for the County of Los Angeles; and

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease19); and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20 in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 12, 2020, the City of Duarte activated its Emergency Operations Center (EOC) in support of State and County actions to preserve public health; and

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous other public and private organizations have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, the City's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by the State and Federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, the City Council does hereby find the following:

1. That the above recitals are true and correct and based thereon, hereby finds that the spread and potential further spread of COVID-19 constitutes a situation that severely impairs the public health and safety within the City of Duarte and constitutes conditions of extreme peril to the safety of persons and property within the City of Duarte;
2. That these conditions are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Duarte;
3. That the conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;
4. At the time of this Proclamation, the City Council is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Duarte.

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the threatened existence and actual existence of the local emergency, the powers, functions and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by state law, by ordinances and resolutions of the City and approved by the City Council.

IT IS FURTHER PROCLAIMED AND ORDERED that, as authorized in Government Code Sections 8630 and 54956.5 and Chapter 2 of Title 2 of the Duarte Municipal Code and based on the foregoing, an "emergency" as defined in Government Code section 54956.5(a) and Duarte Municipal Code section 2.32.020 and a "local emergency" as defined in Government Code section 8558(c) hereby exists within the territorial jurisdiction of the City of Duarte and is deemed to continue to exist, and shall be reviewed at least once every 30 days, until its termination is proclaimed by the City Council of the City of Duarte.

IT IS FURTHER PROCLAIMED AND ORDERED to ensure that City vendors are paid in a timely manner, the City Manager and the Finance Director are authorized and directed to approve the claims and demands, make payments thereon, and finally to bring those claims and demands to the City Council at future meetings for ratification of the payments made.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its council meetings via teleconferencing and other electronic means to permit councilmembers and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of the City's business, in compliance with California Executive Order N-25-20.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Duarte, State of California.

PASSED, APPROVED, AND ADOPTED this 24th day of March, 2020.

Mayor Samuel Kang

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 20-07 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of March, 2020, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

RESOLUTION NO. 20-06

A RESOLUTION BY THE DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF DUARTE, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Ordinance No. 287 of the City of Duarte empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, COVID-19 has spread globally to over 117 countries, infecting more than 126,000 persons and killing more than 4,600 individuals worldwide. As of March 12, 2020, there were 32 cases, including four by community transmission, in Los Angeles County, and one death related to COVID-19. Due to the expanding list of countries with widespread transmission of COVID-19, increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the Centers for Disease Control and Prevention ("CDC"), the escalation of United States domestic cases of and deaths from COVID-19, and the identification of COVID-19 cases in California, including Los Angeles County, COVID-19 has created conditions that are likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat; and

WHEREAS, on February 26, 2020, the CDC confirmed the first possible case of community transmission of COVID-19 in the United States. On March 4, 2020, the Health Officer of Los Angeles County determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County, and declared a Local Health Emergency, and the Los Angeles County Board of Supervisors concurrently proclaimed the existence of a local emergency for the County of Los Angeles; and

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease19); and

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and

WHEREAS, on March 12, 2020, Governor Newsom of the State of California, issued Executive Order N-25-20 in a further effort to confront and contain COVID-19 that among other things suspended certain provisions of the Ralph M. Brown Act, providing local agencies with greater flexibility to hold meetings via teleconferencing; and

WHEREAS, on March 12, 2020, the City of Duarte activated its Emergency Operations Center (EOC) to support State and County actions to preserve public health; and

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continued spread and the effects of COVID-19; and

WHEREAS, the State of California and numerous other public and private organizations have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and

WHEREAS, the City's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by the State and Federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, The Director of Emergency Services does hereby find the following:

1. That the above recitals are true and correct and based thereon, hereby finds that the spread and potential further spread of COVID-19 constitutes a situation that severely impairs the public health and safety of the City of Duarte, and constitutes conditions of extreme peril to the safety of persons and property within the City of Duarte.
2. That these conditions are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Duarte.
3. That the conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.
4. At the time of this Proclamation, the City Council is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Duarte; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the threatened existence and actual existence of the local emergency, the powers, functions and duties of the Director of Emergency Services and the emergency organization of the City shall be those prescribed by State law, by ordinances, and by resolutions of the City and approved by the City Council.

IT IS FURTHER PROCLAIMED AND ORDERED that this proclamation shall remain in effect for the next seven (7) days, and hereafter by ratification of the City Council.

IT IS FURTHER PROCLAIMED AND ORDERED to ensure that City vendors are paid in a timely manner, the City Manager and the Finance Director are authorized and directed to approve the claims and demands, make payments thereon, and finally to bring those claims and demands to the City Council at future meetings for ratification of the payments made.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Council Meetings via teleconferencing and other electronic means to permit Councilmembers and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of the City's business, in compliance with California Executive Order N-25-20.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Duarte, State of California.

DATED: March 17, 2020

/s/ Daniel Jordan
Daniel Jordan
Director of Emergency Services
City of Duarte

ATTEST:

/s/ Marla Akana
City Clerk Marla Akana

**DECLARATION OF A LOCAL HEALTH EMERGENCY
REGARDING NOVEL CORONAVIRUS (COVID-19)**

WHEREAS, California Health and Safety Code section 101080 authorizes a local health officer to declare a local health emergency within the health officer's jurisdiction, whenever the local health officer reasonably determines that there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent; and

WHEREAS, California Health and Safety Code section 101040 authorizes the local health officer to take any preventive measure that may be necessary to protect the public and preserve public health from any public health hazard during an emergency; and

WHEREAS, the Health Officer of the County of Los Angeles makes the following findings:

Novel coronavirus (COVID-19), a new communicable disease, was first detected in Wuhan City, Hubei Province, China in December 2019. COVID-19 has since spread globally to over 68 countries, infecting more than 90,000 persons and killing more than 3,000 individuals. Symptoms of the virus include fever, cough, and shortness of breath, and infected individuals have experienced a range of outcomes, from mild sickness to severe illness and death. On January 30, 2020, the World Health Organization declared the COVID-19 outbreak a Public Health Emergency of International Concern. On January 31, 2020, the United States Secretary of Health and Human Services, Alex M. Azar II, declared a Public Health Emergency to aid the nation in responding to COVID-19. On February 2, 2020, the federal government began restricting the entry of foreign nationals traveling to the U.S. from affected countries, and enhanced the screening of U.S. citizens, residents and family members returning to the U.S. from impacted countries, performing risk assessments and requiring monitoring, federal quarantine, or medical isolation and care based on assessed risk.

To combat the spread of COVID-19, the counties of Orange, Santa Clara, San Diego, Sonoma, and the city and county of San Francisco have each declared local health emergencies and proclaimed local emergencies.

Although coronaviruses are a group of viruses that are known to the medical community, this is a new type of human coronavirus. As cases are identified and investigated and their contacts monitored, we are confirming our understanding about the modes and duration of transmission, period of infectivity, spectrum of disease, case fatality, persons most at risk of serious illness, and optimal therapy in the absence of specific treatments. Currently, there is no vaccine to prevent or specific antiviral treatment for COVID-19.

In Los Angeles County, there have now been seven confirmed cases of COVID-19, with additional test results pending. All five cases are linked to known exposures. This will likely increase in the future, based on the following:

There was a significant escalation of United States domestic cases of and deaths from COVID-19 over the past week. As of March 3, 2020, there were 60 US cases, including 6 deaths from COVID-19.

In California, as of March 2, 2020 there are 43 COVID-19 cases: 24 are from repatriation flights. The other 19 confirmed cases include ten that are travel related and two due to person-to-person exposure from family contact, three due to person-to-person exposure in a health care facility and four from unknown sources. The County Department of Public Health continues to monitor 600 to 1000 returning travelers who are deemed to be at medium risk of exposure to COVID-19, based on the current screening procedures at Los Angeles International Airport (LAX), and who could develop the disease up to 14 days after their last exposure to the virus.

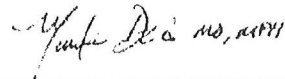
The above facts raise the likelihood of widespread community transmission occurring among the general public in the United States and the need for the County of Los Angeles and public to work cooperatively and proactively to slow the spread of COVID-19 and address any challenges that may arise due to this disease in Los Angeles County.

WHEREAS, the Health Officer of the County of Los Angeles does hereby find that there is an imminent and proximate threat to public health from the introduction of COVID-19 in Los Angeles County.

NOW, THEREFORE, the Los Angeles County Health Officer hereby declares that a local health emergency now exists in the County of Los Angeles.

This declaration shall remain in effect for no longer than seven days unless ratified by the Los Angeles County Board of Supervisors and continued for up to an additional 30 days.

Date: March 4, 2020



Muntu Davis, M.D., M.P.H.
County Health Officer
County of Los Angeles

Time: 8:00AM

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY BY THE CHAIR OF THE LOS ANGELES COUNTY BOARD OF SUPERVISORS AND REQUEST FOR A STATE PROCLAMATION

WHEREAS, Chapter 2.68 of the Los Angeles County Code provides that the Chair of the Los Angeles County Board of Supervisors (Board) may proclaim the existence of a local emergency when the County of Los Angeles (County) is affected or likely to be affected by a public calamity and the Board is not in session; and

WHEREAS, the Chair of the Board finds that, beginning on March 4, 2020, conditions of disaster or of extreme peril to the safety of persons and property arose as a result of the introduction of the novel coronavirus ("COVID-19"), a novel communicable disease, which was first detected in Wuhan City, Hubei Province, China in December 2019. COVID-19 has since spread globally to over 68 countries, infecting more than 90,000 persons and killing more than 3,000 individuals worldwide. As of March 3, 2020, there were 60 COVID-19 cases identified in the United States, including 43 cases in California. In Los Angeles County, there have been five confirmed cases of COVID-19, with additional test results pending. Due to the expanding list of countries with widespread transmission of COVID-19, increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the federal Centers for Disease Control and Prevention ("CDC"), the escalation of United States domestic cases of and deaths from COVID-19, and the identification of COVID-19 cases in California, including Los Angeles County, COVID-19 has created conditions that are or likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat; and

WHEREAS, on February 26, 2020, the CDC confirmed the first possible case of community spread of COVID-19 in the United States. Over the past week, there has been a significant escalation of United States domestic cases of and deaths from COVID-19. The Health Officer of Los Angeles County has determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County, and has concurrently declared a Local Health Emergency; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to COVID-19; and

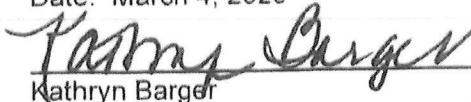
WHEREAS, these conditions warrant and necessitate that the County proclaim the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Chair of the Board that a local emergency exists in Los Angeles County, and the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the Board; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of the County shall be those prescribed by state law, by ordinances, and resolutions of the County; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

Date: March 4, 2020



Kathryn Barger
Chair, Los Angeles County Board of Supervisors
HOA.102809985.1

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

PROCLAMATION OF A STATE OF EMERGENCY

WHEREAS in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

WHEREAS the State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019 to monitor and plan for the potential spread of COVID-19 to the United States; and

WHEREAS on January 23, 2020, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS the California Department of Public Health has been in regular communication with hospitals, clinics and other health providers and has provided guidance to health facilities and providers regarding COVID-19; and

WHEREAS as of March 4, 2020, across the globe, there are more than 94,000 confirmed cases of COVID-19, tragically resulting in more than 3,000 deaths worldwide; and

WHEREAS as of March 4, 2020, there are 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties are in home monitoring based on possible travel-based exposure to the virus, and officials expect the number of cases in California, the United States, and worldwide to increase; and

WHEREAS for more than a decade California has had a robust pandemic influenza plan, supported local governments in the development of local plans, and required that state and local plans be regularly updated and exercised; and

WHEREAS California has a strong federal, state and local public health and health care delivery system that has effectively responded to prior events including the H1N1 influenza virus in 2009, and most recently Ebola; and

WHEREAS experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS it is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care and hospitalization; and

WHEREAS if COVID-19 spreads in California at a rate comparable to the rate of spread in other countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of California, and limits the spread of infection in our communities and within the healthcare delivery system; and

WHEREAS personal protective equipment (PPE) is not necessary for use by the general population but appropriate PPE is one of the most effective ways to preserve and protect California's healthcare workforce at this critical time and to prevent the spread of COVID-19 broadly; and

WHEREAS state and local health departments must use all available preventative measures to combat the spread of COVID-19, which will require access to services, personnel, equipment, facilities, and other resources, potentially including resources beyond those currently available, to prepare for and respond to any potential cases and the spread of the virus; and

WHEREAS I find that conditions of Government Code section 8558(b), relating to the declaration of a State of Emergency, have been met; and

WHEREAS I find that the conditions caused by COVID-19 are likely to require the combined forces of a mutual aid region or regions to appropriately respond; and

WHEREAS under the provisions of Government Code section 8625(c), I find that local authority is inadequate to cope with the threat posed by COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code section 8625, **HEREBY PROCLAIM A STATE OF EMERGENCY** to exist in California.

IT IS HEREBY ORDERED THAT:

1. In preparing for and responding to COVID-19, all agencies of the state government use and employ state personnel, equipment, and facilities or perform any and all activities consistent with the direction of the Office of Emergency Services and the State Emergency Plan, as well as the California Department of Public Health and the Emergency Medical Services Authority. Also, all residents are to heed the advice of emergency officials with regard to this emergency in order to protect their safety.
2. As necessary to assist local governments and for the protection of public health, state agencies shall enter into contracts to arrange for the procurement of materials, goods, and services needed to assist in preparing for, containing, responding to, mitigating the effects of, and recovering from the spread of COVID-19. Applicable provisions of the Government Code and the Public Contract Code, including but not limited to travel, advertising, and competitive bidding requirements, are suspended to the extent necessary to address the effects of COVID-19.
3. Any out-of-state personnel, including, but not limited to, medical personnel, entering California to assist in preparing for, responding to, mitigating the effects of, and recovering from COVID-19 shall be permitted to provide services in the same manner as prescribed in Government Code section 179.5, with respect to licensing and certification. Permission for any such individual rendering service is subject to the approval of the Director of the Emergency Medical Services Authority for medical personnel and the Director of the Office of Emergency Services for non-medical personnel and shall be in effect for a period of time not to exceed the duration of this emergency.
4. The time limitation set forth in Penal Code section 396, subdivision (b), prohibiting price gouging in time of emergency is hereby waived as it relates to emergency supplies and medical supplies. These price gouging protections shall be in effect through September 4, 2020.
5. Any state-owned properties that the Office of Emergency Services determines are suitable for use to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services for this purpose, notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.
6. Any fairgrounds that the Office of Emergency Services determines are suitable to assist in preparing for, responding to, mitigating the effects of, or recovering from COVID-19 shall be made available to the Office of Emergency Services pursuant to the Emergency Services Act, Government Code section 8589. The Office of Emergency Services shall notify the fairgrounds of the intended use and can immediately use the fairgrounds without the fairground board of directors' approval, and

notwithstanding any state or local law that would restrict, delay, or otherwise inhibit such use.

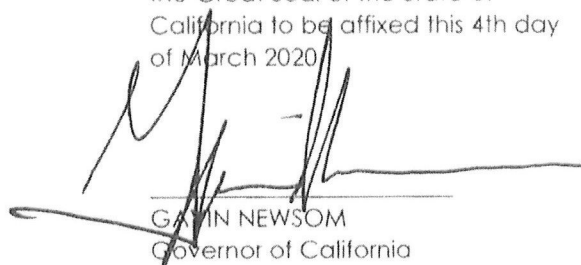
7. The 30-day time period in Health and Safety Code section 101080, within which a local governing authority must renew a local health emergency, is hereby waived for the duration of this statewide emergency. Any such local health emergency will remain in effect until each local governing authority terminates its respective local health emergency.
8. The 60-day time period in Government Code section 8630, within which local government authorities must renew a local emergency, is hereby waived for the duration of this statewide emergency. Any local emergency proclaimed will remain in effect until each local governing authority terminates its respective local emergency.
9. The Office of Emergency Services shall provide assistance to local governments that have demonstrated extraordinary or disproportionate impacts from COVID-19, if appropriate and necessary, under the authority of the California Disaster Assistance Act, Government Code section 8680 et seq., and California Code of Regulations, Title 19, section 2900 et seq.
10. To ensure hospitals and other health facilities are able to adequately treat patients legally isolated as a result of COVID-19, the Director of the California Department of Public Health may waive any of the licensing requirements of Chapter 2 of Division 2 of the Health and Safety Code and accompanying regulations with respect to any hospital or health facility identified in Health and Safety Code section 1250. Any waiver shall include alternative measures that, under the circumstances, will allow the facilities to treat legally isolated patients while protecting public health and safety. Any facilities being granted a waiver shall be established and operated in accordance with the facility's required disaster and mass casualty plan. Any waivers granted pursuant to this paragraph shall be posted on the Department's website.
11. To support consistent practices across California, state departments, in coordination with the Office of Emergency Services, shall provide updated and specific guidance relating to preventing and mitigating COVID-19 to schools, employers, employees, first responders and community care facilities by no later than March 10, 2020.
12. To promptly respond for the protection of public health, state entities are, notwithstanding any other state or local law, authorized to share relevant medical information, limited to the patient's underlying health conditions, age, current condition, date of exposure, and possible contact tracing, as necessary to address the effect of the COVID-19 outbreak with state, local, federal, and nongovernmental partners, with such information to be used for the limited purposes of monitoring, investigation and control, and treatment and coordination of care. The

notification requirement of Civil Code section 1798.24, subdivision (i), is suspended.

13. Notwithstanding Health and Safety Code sections 1797.52 and 1797.218, during the course of this emergency, any EMT-P licensees shall have the authority to transport patients to medical facilities other than acute care hospitals when approved by the California EMS Authority. In order to carry out this order, to the extent that the provisions of Health and Safety Code sections 1797.52 and 1797.218 may prohibit EMT-P licensees from transporting patients to facilities other than acute care hospitals, those statutes are hereby suspended until the termination of this State of Emergency.
14. The Department of Social Services may, to the extent the Department deems necessary to respond to the threat of COVID-19, waive any provisions of the Health and Safety Code or Welfare and Institutions Code, and accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department's jurisdiction set forth in the California Community Care Facilities Act (Health and Safety Code section 1500 et seq.), the California Child Day Care Facilities Act (Health and Safety Code section 1596.70 et seq.), and the California Residential Care Facilities for the Elderly Act (Health and Safety Code section 1569 et seq.). Any waivers granted pursuant to this paragraph shall be posted on the Department's website.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this proclamation.

IN WITNESS WHEREOF I have
hereunto set my hand and caused
the Great Seal of the State of
California to be affixed this 4th day
of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

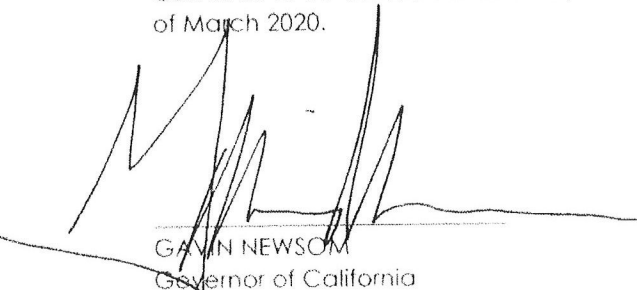
- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

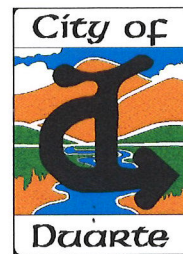
IN WITNESS WHEREOF I have
hereunto set my hand and caused
the Great Seal of the State of
California to be affixed this 12th day
of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



AGENDA MEMO

TO: Mayor and City Council
FROM: Dave Cosgrove, City Attorney
DATE: March 24, 2020
SUBJECT: AN URGENCY ORDINANCE OF THE CITY OF DUARTE, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 8634, 36934, AND 36937, TEMPORARILY PROHIBITING THE EVICTION OF ANY RESIDENTIAL TENANT WHO SUFFERS SUBSTANTIAL LOSS OF INCOME OR SUBSTANTIAL INCREASE IN EXPENSE RELATED TO COVID-19

RECOMMENDATION

Staff is recommending that the City Council consider an urgency Ordinance to temporarily prohibit the eviction of residential tenants who suffer either a substantial loss of income or a substantial increase in expense related to COVID-19.

This item was added to the agenda too late to provide a written staff report. The City Attorney will instead present the staff report orally.

ATTACHMENTS

A. Ordinance 20-O-02 (Urgency)

ORDINANCE NO.

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTIONS 8634, 36934, AND 36937, TEMPORARILY PROHIBITING THE EVICTION OF ANY RESIDENTIAL TENANT WHO SUFFERS A SUBSTANTIAL LOSS OF INCOME OR SUBSTANTIAL INCREASE IN EXPENSE RELATED TO COVID-19

WHEREAS, COVID-19 (Coronavirus Disease 19) has spread globally to over 117 countries, infecting more than 179,000 persons and killing more than 7,000 individuals worldwide; and shows every indication of spreading further before it is controlled,

WHEREAS, on March 4, 2020, the Health Officer of Los Angeles County determined that there is an imminent and proximate threat to the public health from the introduction of COVID-19 in Los Angeles County and declared a Local Health Emergency, and the Los Angeles County Board of Supervisors concurrently proclaimed the existence of a local emergency for the County of Los Angeles; and,

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency in response to the COVID-19; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, as of March 14, 2020, there were 54 cases, including a number by community transmission, in Los Angeles County and deaths related to COVID-19 have been widely reported; and,

WHEREAS, on March 12, 2020, the Governor of the State of California issued Executive Order N-25-20 in a further effort to confront and contain COVID-19 that, among other things, recognized that individuals exposed to COVID-19 may be temporarily unable to work due to illness caused by COVID-19 or quarantines related to COVID-19 and, as a result, may be unable to pay for housing; and,

WHEREAS, Executive Order N-25-20 also ordered residents to heed any orders and guidance by local public health officials, including but not limited to social distancing measures; and,

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the continuing spread and the effects of COVID-19; and on March 16, 2020, announced guidelines advising people to avoid gatherings of ten (10) or more persons for a period of fifteen (15) days; and

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-20, which indicated local jurisdictions take additional measures to promote housing stability and security in the face of the COVID-19 threat; and

WHEREAS, on March 15, 2020, the Governor of the State of California announced via press conference that he was: (1) calling for home isolation for adults over the age of sixty-five and individuals with chronic conditions; (2) directing the closure of bars, brewpubs, wineries, and nightclubs; and (3) calling for restaurants to limit occupancy to half their current allowance and practice social distancing; and,

WHEREAS, effective March 13, 2020 through at least April 6, 2020, all schools in the Duarte Unified School District are closed to prevent the spread of COVID-19; and,

WHEREAS, on March 17, 2020, the Director of Emergency Services for the City of Duarte proclaimed the existence of a local emergency due to the spread and potential further spread of COVID-19, which the City Council for the City of Duarte will be asked to ratify at its regular meeting on March 24, 2020; and

WHEREAS, Executive Order N-28-20 suspends limitations on municipal regulation of residential evictions under such provisions of State law as Civil Code sections 1940 et seq., sections 1954.25 et seq., and Code of Civil Procedure sections 725a and 1161 et seq. relating to evictions arising out of nonpayment of rent or foreclosure arising out of substantial decrease in household income, including by reason of layoff or substantial decrease in the number of available working hours or substantial out-of-pocket medical expenses documented to be caused by the COVID-19 pandemic, or by any federal, state, or local government response to the COVID-19 pandemic; and

WHEREAS, the COVID-19-related social distancing measures imposed by federal, state, and municipal agencies (such as school and childcare closures, home isolation, quarantines, and the closure of many workplaces) have resulted and will continue to result in a substantial loss of income for many residents; and,

WHEREAS, independent of COVID-19, many cities in Los Angeles County, including the City of Duarte, are experiencing a humanitarian crisis of homelessness that would be exacerbated by the displacement of renters; and,

WHEREAS, the potential displacement of renters during the COVID-19 pandemic is particularly problematic, as it eliminates the option of home isolation for the displaced renters and could contribute to the spread of the disease, particularly if the displaced renter was quarantined; and,

WHEREAS, pursuant to Government Code Section 8634, during a local emergency, the City Council may promulgate orders and regulations necessary to provide for the protection of life and property; and

WHEREAS, pursuant to Government Code Sections 36934 and 36937, a city may adopt an urgency ordinance for the immediate preservation of the public peace, health, or safety; and

WHEREAS, as set forth in more detail in the declaration of the facts constituting the urgency in Section 3 below, the threatened displacement of renters during the COVID-19 pandemic poses numerous threats to the public peace, health, or safety; and,

WHEREAS, the moratorium on COVID-19-related residential evictions would help renters stay stable if they lose income because they get sick, a family member gets sick, or their job is impacted by the economic damage COVID-19 is causing.

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

SECTION 1. Recitals

The above recitals are true and correct and are incorporated herein.

SECTION 2. Environmental Review

The City Council finds and determines that the adoption of this Urgency Ordinance is exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15060(c)(2), in that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment, and is further and independently exempt from the California Environmental Quality Act under State CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty there is no possibility the adoption of this Ordinance will have a significant effect on the environment.

SECTION 3. Declaration of Facts Constituting Urgency

The adoption of this Urgency Ordinance is necessary to provide for the protection of life and property (as those terms are used in Government Code Section 8634) and necessary for the immediate preservation of the public peace, health, or safety (as those terms are used in Government Code Section 36937(b)) in at least the following respects:

- A. Independent of COVID-19, the City of Duarte is experiencing a housing affordability crisis, which is driving homelessness and displacement of residents to an unprecedented scale.
- B. When a household spends more than 30 percent of its income on housing costs (i.e., is “rent burdened”), it has less disposable income for other necessities such as health care. In the event of unexpected circumstances, such as loss of income or health problems, households with a burdensome housing cost are more likely to become homeless. 62% of renter-households in Duarte use more than 30% of their incomes to cover housing costs. Approximately 33% of renter-households spend more than 50 percent of their income on housing costs.
- C. As the cost of housing in Southern California continues to rise, homelessness has become more prevalent. In the 2019 Greater Los Angeles Homeless Street Count, 29 homeless individuals were counted in Duarte.
- D. The Greater Los Angeles Homeless Street Counts do not include individuals who live with relatives or friends, in nearby hotels, or in other transitional housing, so the actual number of homeless persons in the community may well be higher. During the 2019 - 2020 school year, the Duarte Unified School District reported there were 130 (as of March 2020) children that fit in the latter category.
- E. One of the most effective ways to address the homeless crisis is to prevent individuals and families from becoming homeless in the first place. To that end, the City has programs to assist families and individuals threatened with homelessness. For example, the City employs a Homeless Outreach Coordinator to assist with connecting the homeless population to L.A. County’s Coordinated Entry System. The Homeless Outreach

Coordinator conducts outreach both on the street level and through office hours at the City's Public Safety Department location. If an individual or family is currently experiencing homelessness or is about to become homeless, this staff member can connect them to the proper channels for assistance. The City of Duarte also recently entered into a regional agreement with Union Station Homeless Services for additional homeless outreach supports and shelter space. Lastly, the City is working with the San Gabriel Valley Council of Governments to creating opportunities to provide landlord education/outreach and incentive programs, and potential master leasing programs to expand temporary emergency bed spaces.

F. For all of the reasons set forth in the recitals, COVID-19 has become a National, State, and local emergency that will result in a substantial loss of income or expense for many renters, including without limitation:

- a. Renters who are infected with COVID-19;
- b. Renters who are caregivers for someone infected with COVID-19;
- c. Renters who are quarantined due to contact with or suspected contact with an individual infected with COVID-19;
- d. Renters who are over the age of 65 and/or who have a chronic condition and are following the Governor's guidance to stay at home until the threat of exposure to COVID-19 has subsided;
- e. Renters who are without childcare as a result of school (or other childcare) closures; and
- f. Renters whose workplaces have closed or reduced staffing in accordance with Federal and State orders and guidance to promote social distancing.

G. Evicting renters who are temporarily unable to pay rent due to a COVID-19-related loss of income or expense poses an immediate threat to life, property, and the public peace, health, or safety, in that, it would displace some of Duarte's most vulnerable residents, and likely increase homelessness and/or the risk of COVID-19 transmission. Therefore, it is imperative that the City implement temporary strategies to keep people housed.

SECTION 4. Temporary Prohibition of Residential Evictions Caused By Financial Impacts of COVID-19.

- a) Prohibition. During the term of this moratorium, a residential tenant shall not be evicted for nonpayment of rent when the tenant can demonstrate that he, she, or they have suffered one or more financial impacts related to COVID-19.
- b) Definitions. As used herein, "financial impacts" means a substantial loss of household income due to workplace closure, loss of compensable hours of work or wages, layoffs, or extraordinary out-of-pocket medical expenses. A financial impact is "related to COVID-19" if it was caused by the COVID-19 pandemic, the President

of the United States' Declaration of National Emergency, the Governor of the State of California's Declaration of State Emergency, the City of Duarte's Proclamation of Local Emergency, or compliance with public health orders related to COVID-19 from local, state, or federal authorities, including compliance with employer dictates or policies regarding shutdowns, limitations on gatherings or operations of businesses or groups, social distancing, self-isolation or self-quarantine, or like measures.

- c) Notice to Landlord. Tenants who wish to avail themselves of the protections afforded by this moratorium must first notify their landlords that they cannot pay rent due to a COVID-19-related financial impact. Within one week of providing this notice, tenants must provide documentation to their landlord(s) corroborating that they have suffered a COVID-19-related financial impact. A statement signed under penalty of perjury outlining the specific details of the COVID-19-related financial impact the tenant has suffered shall constitute sufficient corroborating documentation.
- d) Repayment of Unpaid Rent. This Urgency Ordinance imposes a moratorium on evictions — but is not, and should not be interpreted as a moratorium on the payment of rent, or any forgiveness of same. Tenants who avail themselves of the protections afforded by this moratorium shall remain responsible for ultimate payment of rent. Unless a landlord agrees to a longer repayment term, tenants shall have up to six months after the City of Duarte proclaims the termination of the Local Emergency to repay any unpaid rent.

SECTION 5. Enforcement & Penalties.

A landlord's failure to comply with this Urgency Ordinance shall render any notice of termination of tenancy issued during the term of this moratorium void. For notices of termination issued during the term of this moratorium, this Urgency Ordinance may be asserted as an affirmative defense in an unlawful detainer action. A landlord's failure to comply with this Urgency Ordinance does not constitute a criminal offense. All penalties that are set forth in State Law and the Duarte Municipal Code (including, without limitation, Chapters 1.12 and 1.14) shall apply to violations of the provisions of this Urgency Ordinance.

SECTION 6. Effective Date.

This Ordinance is declared to be an Urgency Ordinance by authority conferred on the City Council of the City of Duarte by Government Code Sections 8634, 36934, and 36937, and shall be in full force and effect immediately upon its adoption by a four-fifths vote of the City Council.

SECTION 7. Initial Term of Urgency Ordinance; Termination

The moratorium created by this Urgency Ordinance shall be in effect for an initial term of thirty (30) days (April 23, 2020) unless extended by action of the City Council, which may occur at a meeting complying with the interim orders regarding the Brown Act in the Governor's Executive Order No. N-25-20, as amended by Executive Order N-29-20.

If a term of the moratorium is not extended, then it shall automatically expire at 11:59 p.m. on its last day without further action of the City Council.

If during the effective period of this ordinance, a moratorium on evictions is enacted by either the federal government, the State of California, or the County of Los Angeles, and such moratorium is effective as to the City of Duarte, this ordinance shall automatically expire upon the date such statute, ordinance or law becomes effective as to the City of Duarte.

If the City Council proclaims the termination of the Local Emergency based on COVID-19, the moratorium shall automatically cease to be in effect without further action of the City Council.

SECTION 8. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Urgency Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Urgency Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Urgency Ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Urgency Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end, the provisions of this Urgency Ordinance are declared to be severable.

SECTION 9. Posting of Ordinance.

The Mayor shall sign this Urgency Ordinance and the City Clerk shall attest and certify to its passage and adoption. The City Clerk shall cause this Urgency Ordinance to be published or posted as required by law. In accordance with Government Code Section 8634, this ordinance and any amendments, extensions, and rescissions thereof shall be given “widespread publicity and notice,” including but not limited to providing notice of, and a copy of, the ordinance on the City’s website, issuance of a press release to local media, and offering notice of same via local public access television.

PASSED, APPROVED AND ADOPTED this 24th day of March , 2020.

Mayor Samuel Kang

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

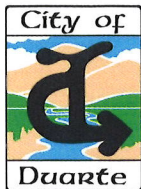
I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Urgency Ordinance No. ____ was adopted by the City Council of the City of Duarte at a regular meeting of said Council held on the 24th day of March, 2020, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

TO: Mayor and City Council

FROM: Craig Hensley, Community Development Director
Amanda Hamilton, Public Works Manager

DATE: March 24, 2020

SUBJECT: Authorization for the City Manager to execute a Professional Services Agreement with RKA Consulting Group to provide professional engineering and architectural services to redesign the Duarte Civic Center Courtyard

RECOMMENDED ACTION

Staff recommends that the City Council authorize the City Manager to execute a Professional Services Agreement with RKA Consulting Group to provide professional engineering and architectural services for site analysis, conceptual design, and cost estimates for the City of Duarte's Civic Center Courtyard in the amount of \$36,035. This item was included in the FY 2019-20 Budget.

BACKGROUND

The redesign of the Duarte Civic Center courtyard will focus on updating ADA accessibility at all entrances of the Civic Center including; Huntington Drive, Fitness Center, the parking lot and potential sidewalk upgrades adjacent to the pool area. The intent of this project is to address accessibility issues in the Civic Center area and to create a uniform design because significant changes are necessary. These include the rebuilding of ramps and stairways (including railings) the redesign of some planters and grade changes. All changes will meet ADA standards.

The Civic Center landscaping would also be upgraded to with new water efficient landscape with low volume automatic irrigation systems, and attractive, colorful drought tolerant plant materials that meet the State of California's Model Water Efficient Landscape Ordinance.

RKA Consulting Group will work with Michael Gibbens, a Certified Access Specialist to provide much needed design elements that will improve ADA accessibility, and with Architerra Design Group who will prepare the landscape plans. Because the courtyard

is such a visible resource at the Civic Center complex, the proposal includes a workshop with the City Council and Staff to develop a landscape/hardscape plan. Prior to the workshop, the consultant will develop concept plans with options for the final design. The City Council will chose the preferred design, after which the final plan will be developed.

Staff received two proposals for the conceptual design of the Duarte Civic Center Improvement Project. RKA Consulting provided the most comprehensive proposal that identified both the scope of services and fees associated with each task. The construction of this project will be partially funded with CDBG funds; however, since only a portion of the improvements are required for specific ADA access, the City will need to augment with General Fund monies.

RKA proposes to provide these services on a time and materials, not to exceed basis as detailed below:

Topographic Survey: \$ 4,370
CASp ADA Field Survey and Report: \$ 2,875
RKA Design Fees: \$12,000
Architerra Design Group Fees: \$16,790
Grand Total: \$36,035

Attachment: RKA Consulting Group's proposal with summary of services.



January 22, 2020

Craig Hensley
Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

RE: DUARTE CIVIC CENTER ADA RETROFIT CONCEPTUAL DESIGN

Dear Mr. Hensley:

RKA Consulting Group is pleased to submit to you this proposal to provide professional engineering and architectural services for site analysis, conceptual design, and cost estimates for a redesign of the City of Duarte's Civic Center central plaza as well as access routes to the plaza from Huntington Drive and the parking areas to the west and south of the plaza area. RKA has teamed with Architerra Design Group to provide architectural and landscaping services and Kelsoe and Associates to provide topographic surveying.

The redesign will focus on the following goals:

1. Update handicap accessibility within the plaza area, as well as the routes to the plaza and the surrounding building entries, to meet current ADA accessibility requirements. Funding for this work will be supplied by a CDBG grant.
2. While updating accessibility, also redesign the central plaza and southern "drop-off" plaza to increase useable space for Civic Center users by eliminating planter areas and hardscape grade changes, while also enhancing and updating the overall aesthetics through new paving materials, new lighting, focal elements such as fountains, shade trellises and site furniture.
3. Remove water inefficient landscape plant materials and irrigation systems surrounding the redesigned plaza areas and ADA access routes and replace them with efficient low volume automatic irrigation systems and attractive, colorful drought tolerant plant materials that meet the requirements of the State of California's Model Water Efficient Landscape Ordinance.

Scope of Services

A. Conceptual Design Phase

1. Project Kick-Off meeting with City Staff.
2. Topographic Survey.
3. Site Visit/Field Inventory of existing conditions, identifying potential design opportunities and constraints.

4. Field survey by Michael Gibbens, Certified Access Specialist (CAsp) to identify existing architectural and communication barriers within the plaza, walkway, and parking areas.
5. Preparation of graphic Site Analysis exhibit that details ADA accessibility deficiencies, as well as other project design opportunities and constraints.
6. Meet with City Staff to review Site Analysis findings and design program/design development direction.
7. Based on direction from City Staff, prepare two color rendered informal tissue design sketches: one with the basic ADA accessibility improvements as well as the new proposed xeriscape planting design, and a second design which would include the basic ADA accessibility improvements as well as upgraded hardscape design and planting.
8. Prepare photo image boards for each design alternative illustrating proposed design elements and plant materials.
9. Attend City design progress review meeting for design input on completed design alternatives, photo image boards and cost estimates.
10. Revise design alternatives as required by any City design review comments.
11. Present Design Alternatives to City Council to determine a "preferred" design and gain additional design feedback.
12. Prepare a final formal Conceptual Master Plan for the project area incorporating the City Council's "referred" design solution and meeting feedback.
13. Prepare a final photo image board reflecting the elements for the completed formal Conceptual Landscape Master Plan.
14. Update "preferred design" Estimate of Probably construction Cost to reflect final plan.
15. Present final Conceptual Master Plan, Photo boards and cost estimate to the City Council for approval.

Conceptual Design Fee

RKA proposes to provide these services on a time and materials, not to exceed basis as detailed below:

Topographic Survey:	\$ 4,370
CAsp ADA Field Survey and Report:	\$ 2,875
RKA Design Fees:	\$12,000
Architerra Design Group Fees:	\$16,790
Grand Total:	\$36,035

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you should have any questions, please do not hesitate to call me at (909) 594-9702.

Sincerely,



Kurt Pedersen
Project Manager/Sr. Engineer

Duarte City Councilmember Meeting Attendance Report

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

City Council Agenda dated March 24, 2020

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Sam Kang	None reported as of March 18, 2020		
Bryan Urias	None reported as of March 18, 2020		
Tzeitel Paras-Caracci	None reported as of March 18, 2020		
John Fasana	None reported as of March 18, 2020		
Liz Reilly	Homeless Conference Duarte Woman's Club – Woman of the Year	3/6/2020 3/6/2020	Mileage Dinner
Margaret Finlay	None reported as of March 18, 2020		
Toney Lewis	None reported as of March 18, 2020		

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

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Sam Kang	None reported as of March 18, 2020		
Bryan Urias	None reported as of March 18, 2020		
Tzeitel Paras-Caracci	None reported as of March 18, 2020		
John Fasana	None reported as of March 18, 2020		
Liz Reilly	What's Happening in Duarte – Senior Center Friends of the Duarte Library Meeting Parks & Recreation Commission Meeting Duarte Unified School District Roadshow – Duarte High School	3/9/2020 3/9/2020 3/9/2020 3/11/2020	
Margaret Finlay	None reported as of March 18, 2020		
Toney Lewis	None reported as of March 18, 2020		