

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: March 4, 2020
SUBJECT: Comments on Agenda Items, Meeting of March 10, 2020

ITEM 6.A. (Special Items). The Mayor's Youth Council will provide City Council with an update.

ITEM 6.B. (Special Items). City Council will recognize Rob MacLean, who has served as Duarte's School Resource Deputy residents for the past 14 years as part of his Los Angeles County Sheriff Department career of 25 years.

ITEM 10.D. (Consent Calendar). This is an update to the City's existing resolution authorizing the investment of City monies in the State Treasury's Local Agency Investment Fund (LAIF). The resolution is being revised to reflect a change in the title – from "Deputy Finance Director" to "Financial Services Manager" - of one of the City officers authorized to withdrawal or deposit monies in LAIF.

ITEM 12.A. (Public Hearings). This item is a Municipal Code update to adopt the most recent California Building Codes (CBC). The 2019 CBC went into effect on January 1, 2020, and the necessary changes are included in the proposed Ordinance 20-O-01. In addition to the new Code sections, some additional changes are proposed based on the recommendation of Charles Abbott & Associates, the City's building services consultant. Those changes are outlined in the Staff Report. Staff recommends that City Council introduce and hold a first reading of proposed Ordinance.

ITEM 12.B. (Public Hearings). Conditional Use Permit 19-07 is a request by Restore-Habitat for Humanity to operate a retail store that sells new and used products at 2215 Huntington Drive. This is a 15,036 square foot existing tenant space that was formerly occupied by Fresh and Easy. Retail uses are allowed by right in the Commercial General (CG) zone, but in this case a conditional use permit is required because a portion of the sales at this site will be used products. The CG zone requires a use permit for second-hand sales.

The CUP was denied by Planning Commission on a 3-2 vote. The applicant appealed that decision and that is why the item is before the City Council. Staff recommends that City Council consider the appeal, collect public testimony, and direct the Staff to bring a Resolution for action to the next meeting. Two possible decisions are: 1) to grant the appeal, approving CUP 19-07; or 2) to deny the appeal and uphold the Planning Commission denial of CUP 19-07.

ITEM 13.A. (Business Items). The City Council is requested to hold a discussion regarding a possible Sister City or Friendship City program and provide staff with further direction as Council deems appropriate, including considering the establishment of a community-based Duarte Sister or Friendship City Association or Committee.

Previously, on May 14, 2013, the Community Development Department made a presentation on establishing a Friendship City Policy. At the request of the City Council, the Economic Development Commission reviewed and unanimously approved the policy, prior to it coming before Council. At that time, the City Council elected to receive and file the Friendship City Policy

by a 3-2 vote, opting to forgo adopting the policy until having a greater understanding of the costs, staff time, and process for country selection before determining the scope of the program.

ITEM 13.B. (Business Items). The City Council is requested to receive and file the FY 2019-20 Mid-Year Budget Report, and to consider certain budget amendments. The report is projecting a year-end General Fund deficit of \$1.1 million, which is slightly less than the \$1.2 million deficit projected when the FY 2019-20 budget was adopted.

General Fund revenues are projected to be \$18.8 million, which is \$1.8 million higher than the adopted budget amount. Of that \$1.8 million in projected higher revenue, \$1.1 million relates to loan proceeds to offset the costs associated with Phase 1 of the Climatec infrastructure modernization program. These loan proceeds are offset by an equal amount on the expense side. Total General Fund expenditures are projected to be \$19.95 million, an increase of \$1.7 million compared to the adopted budget. The previously mentioned Climatec infrastructure program, together with higher costs for NPDES-related legal services, Senior Center roof repairs, and certain professional services, account for most of the projected increase in expenditures. Staff is requesting budget amendments for these additional expense items.

Outside the General Fund, staff is requesting amendments in the State Gas Tax Fund, the Landscaping and Lighting Fund, and the Measure M Fund.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Jordan', with a stylized flourish extending to the right.

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 – FEBRUARY 25, 2020

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 (arrived at 7:11 p.m.), Finlay, Lewis, Reilly, Kang ABSENT: Paras-Caracci, Urias ADMINISTRATIVE STAFF PRESENT: Interim Successor City Manager Enriquez, City Attorney Cosgrove Finlay moved, Kang seconded to excuse the absences, and carried unanimously by those present, with Fasana not present.
ADOPTION OF AGENDA	Reilly moved, Finlay seconded to adopt the Agenda, and carried unanimously by those present, with Fasana not present.
PLEDGE TO THE FLAG	Dr. William Wallace led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Reilly provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Sheryl Lefmann and Finlay provided the warm-up.
SPECIAL ITEMS	Marilyn Mays, Teen Center Recreation Supervisor, described the Student Intern and Teen Nutrition Council programs, and introduced the Student Interns and members of the Teen Nutrition Council.
Introduction–Student Interns and Teen Nutrition Council	
Introduction – Byron Hurst Monrovia Duarte Black Alumni Association	Byron Hurst, President of the Monrovia Duarte Black Alumni Association, introduced himself, and stated the goal of the organization is to partner and become a network for helping others pursue education.
Presentation/Recognition Chamber Quarterly Report Recognition – Diana Burckhard	Sheryl Lefmann, Duarte Chamber of Commerce, presented the quarterly report for October–December 2019. Mayor Kang presented a congratulatory certificate to Diana Burckhard for her 20 years of service to the Chamber.
ANNOUNCEMENTS	William Wallace, Duarte Chamber, announced upcoming Chamber events in February and March, and Taste of Duarte on May 6. Joanna Gee, Duarte Library, announced events, workshops, programs, and story times in February and March.

	Victoria Rocha announced upcoming community events, programs, and activities in February and March.
ORAL COMMUNICATIONS	The following spoke on items not on the Agenda. Nance Parry – Renoviction. Unnamed resident – Huntington Oaks rent.
CONSENT CALENDAR	Finlay moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously by those present. Approve Items A, B, C, E, F. Receive and File Item D.
RESOLUTION Council Bill 20-R-03 SGV Regional Housing Trust	Council Bill 20-R-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGV-RHT) JOINT POWERS AGREEMENT BETWEEN THE CITY AND LOS ANGELES COUNTY Hensley introduced Caitlin Sims, San Gabriel Valley Council of Governments, who showed a PowerPoint about the San Gabriel Valley Regional Housing Trust Fund JPA, including background, opportunities, Board of Directors, participation, annual administrative fee, capital funding, funding opportunities, progress to date, joint powers agreement, stakeholder engagement, anticipated participating cities, and upcoming activities.
RESOLUTION NO. 20-03	Reilly moved, Fasana seconded to adopt Resolution No. 20-03, and carried unanimously by those present.
BUSINESS ITEMS Vehicle Replacement/Mtce Enterprise Fleet Management	City Attorney Cosgrove stated that Councilmember Lewis is currently employed by a fleet company that might be in competition with Enterprise, identified the FPPC regulation regarding a potential conflict of interest, and asked Councilmember Lewis to recuse himself during consideration of this item. Lewis left the dais and the room. Kristen Petersen presented a staff report and PowerPoint about the City's current fleet of vehicles, maintenance, and replacement, and the proposed priorities and goals for the fleet program under consideration, including cash flow management, replacement plan, administration support, and fleet planning analysis. Fasana moved, Finlay seconded to approve the Vehicle Replacement and Maintenance Program, to authorize Enterprise Fleet Management to sell designated surplus vehicles on behalf of the City of Duarte, and to authorize the City Manager to execute a Master Equity Lease Agreement and Vehicle Maintenance Agreement with Enterprise Fleet Management, and carried unanimously by those present. Lewis returned to the room and dais.
Sister City/Friendship City update (Continued)	The Sister City/Friendship City update was continued to a future City Council meeting.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

ENRIQUEZ: Stated this is his last meeting as Interim Successor City Manager, and thanked City Council, Department heads, and staff members for their support.

FASANA: Stated he received an email about Congressman Napolitano's water resources meeting, announced YMCA fundraising event, discussed an article about a new law to clear homeless persons from the levees, and thanked Manuel for stepping in and doing a great job.

LEWIS: Thanked Manuel for a job well done.

FINLAY: Stated she was in Sacramento lobbying for SCAG regarding housing, they also looked at CEQA and redevelopment, thanked Manuel for a fabulous job as Interim City Manager, and responded to a question from Reilly about RHNA numbers.

REILLY: Attended the Black History presentation at the Duarte Historical Society, and provided information from the event.

KANG: Stated he was at Supervisor Barger's office with other Mayors where the coronavirus was discussed, and provided statistics and information about symptoms and precautions.

ADJOURNMENT

Mayor Kang adjourned the meeting at 9:03 p.m.

Mayor Samuel Kang

City Clerk



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES	Las Brisas Sweeping 2/2020	192523		61.00
100-1410-7810	A1 MAINTENANCE SERVICES	Las Posadas Sweeping 2/2020	192524		61.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					122.00
Vendor: 4645 - AGI ACADEMY					
100-1605-7736	AGI ACADEMY	Instructor Fee-Adult Intro to Computers	2272020		91.00
100-1605-7736	AGI ACADEMY	Instructor Fee-Winter Math Workshop	2272020		184.80
Vendor 4645 - AGI ACADEMY Total:					275.80
Vendor: 4728 - ALEJANDRO FUENTES					
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Winter Circus Gym (2nd Haf)	2272020		425.25
Vendor 4728 - ALEJANDRO FUENTES Total:					425.25
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Services 1/26/20 - 2/8/20	66807		4,908.27
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Srvc 2/9/20 - 2/22/20	67068		3,914.19
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					8,822.46
Vendor: 6131 - ANGELA CHIAROMONTE					
100-1805-7610	ANGELA CHIAROMONTE	2020 LAEDC Annual Economic Forcast	2/19/2020		30.50
Vendor 6131 - ANGELA CHIAROMONTE Total:					30.50
Vendor: 1491 - AUTOZONE					
100-1610-7650	AUTOZONE	Two-Way Responder Battery	2814895522		149.74
100-1205-7650	AUTOZONE	Vehicle 25 Remote Battery	2814895738		6.46
Vendor 1491 - AUTOZONE Total:					156.20
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Burgulary Monitor 3/1/20 - 6/1/20	17058973		189.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 3/1/20 - 6/1/20	17061417		181.92
Vendor 5805 - BAY ALARM COMPANY Total:					370.92
Vendor: 4813 - BEN RUSHING					
100-1605-7733	BEN RUSHING	SC Music Entertainment DJ 3/20/20	216		125.00
Vendor 4813 - BEN RUSHING Total:					125.00
Vendor: 5155 - BOYS & GIRLS CLUBS OF THE FOOTHILLS					
100-1205-7980	BOYS & GIRLS CLUBS OF THE F	Cal VIP CBO Srvc 1/1/20 - 1/31/20	1182020	201914-Other Expenses-Cal V	9,154.28
Vendor 5155 - BOYS & GIRLS CLUBS OF THE FOOTHILLS Total:					9,154.28
Vendor: 6006 - BRYAN URIAS					
100-1005-7649	BRYAN URIAS	Council Vehicle Allowance	3/2020		75.00
Vendor 6006 - BRYAN URIAS Total:					75.00
Vendor: 0243 - BSN SPORTS LLC					
100-1605-7741	BSN SPORTS LLC	Little All Stars Equipment	908224003		376.95
100-1605-7741	BSN SPORTS LLC	Basketball Equipment	908281114		1,304.10
Vendor 0243 - BSN SPORTS LLC Total:					1,681.05

Council Warrant Register By Vendor

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE	GIS Upgrade	352-03.05	201935-Prof Svcs-GIS Upgrad	497.50
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					497.50
Vendor: 6166 - CALIBER - DUARTE					
100-1610-7650	CALIBER - DUARTE	Truck # 6 Repair	RO #1160000956		773.86
Vendor 6166 - CALIBER - DUARTE Total:					773.86
Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE					
100-1610-7616	CALIBER COMMERCIAL POOL	Pool Motor Impeller Replacement	20260201		3,516.40
Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:					3,516.40
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 2/1/20 - 2/29/20	21084583		399.67
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 1/1/20 - 1/31/20	21084583		194.96
100-1825-7630	CANON FINANCIAL SERVICES I	CH/SC/TC Copier Lease 2/1/20 - 2/29/20	21113316		869.55
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					1,464.18
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA	CH (2) Copier Maint 1/16/20 - 2/15/20	4031939051		803.34
100-1825-7631	CANON SOLUTIONS AMERICA	SC Copier Maintenance 1/16/20 - 2/15/20	4031939052		217.40
100-1825-7631	CANON SOLUTIONS AMERICA	TC Copier Maintenance 1/16/20 - 2/15/20	4031939053		72.30
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					1,093.04
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	3/2020		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 5792 - CHALLENGER TEAMWEAR					
100-1605-7741	CHALLENGER TEAMWEAR	LAS Trophies	1069702-IN		246.37
Vendor 5792 - CHALLENGER TEAMWEAR Total:					246.37
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Svcs 1/202	60630		13,866.23
100-1405-7967	CHARLES ABBOTT ASSOCIATES	Public Works Inspections 1/2020	60646		485.00
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					14,351.23
Vendor: 2025 - CHARLIE'S FENCE CO					
100-1820-7771	CHARLIE'S FENCE CO	South Yard Entry Gates Repair (Hit & Run Accident)	05671024	DMGE047-City Yard Front Gat	2,475.00
Vendor 2025 - CHARLIE'S FENCE CO Total:					2,475.00
Vendor: 0903 - CITY OF MONROVIA					
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 1/2020	2001566		1,064.58
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 1/2020	2001566		130.80
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 1/2020	2001567		177.63
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 1/2020	2001568		1,088.21
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Develop 1/2020	2001569		53.02
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 1/2020	2001570		4,857.47
Vendor 0903 - CITY OF MONROVIA Total:					7,371.71
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP	Industrial Waste Inspections 1/2020	REPW-20021003733		1,092.30
100-2121	COUNTY OF LOS ANGELES DEP	Connected Corridors Prjct (CalTrans to Reimburse)	REPW-20021003780	202015-Caltrans Reimb/Conn	294.32
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,386.62

Council Warrant Register By Vendor

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4171 - CSMFO					
100-1805-7610	CSMFO	Angela Chiaramonte Fundamentals of Tax Revenue	200007726		150.00
Vendor 4171 - CSMFO Total:					150.00
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7739	CURO MANAGED PRINT PROD	Spring Aquatics Schedule	3822		421.58
100-1020-7712	CURO MANAGED PRINT PROD	Census Bus Banners	3864	202019 - Census 2020- Comm	131.40
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					552.98
Vendor: 6167 - DANNY JACOBSON					
100-1605-7733	DANNY JACOBSON	SC St Patricks Day Performanc	CDSC-031720		300.00
Vendor 6167 - DANNY JACOBSON Total:					300.00
Vendor: 6145 - DISPLAY SALES					
100-1410-7980	DISPLAY SALES	US Flag Complete Avenue Set	INV-022655		6,252.68
100-1410-7980	DISPLAY SALES	4'x6' Nylon United States Flag	INV-022655		373.23
100-1410-7980	DISPLAY SALES	9'x1.25" 2pc Oak Finish Hardwood Pole	INV-022655		579.15
100-1410-7980	DISPLAY SALES	Shiny Gold Economy Floor Stand	INV-022655		270.27
100-1410-7980	DISPLAY SALES	3'x5' Nylon Self Sleeve United States Flag	INV-022655		1,828.37
Vendor 6145 - DISPLAY SALES Total:					9,303.70
Vendor: 5535 - DR BRICE HARRIS JR					
100-1605-7733	DR BRICE HARRIS JR	SC Great Decisions-India and Pakistan	3/10/2020		50.00
Vendor 5535 - DR BRICE HARRIS JR Total:					50.00
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE					
100-1605-7733	DUARTE PETTY CASH/BINGO	SC Bingo Prize Money	3/2020		125.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE Total:					125.00
Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH					
100-1205-7610	DUARTE PUBLIC SAFETY PETT	Award Breakfast for SRO	2202020		50.00
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Field Trip 1/21/20 (Smart & Final)	2202020		50.74
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Field Trip 1/14/20 (LA Parking)	2202020		20.00
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Lunch (Subway)	2202020		16.18
100-1205-7779	DUARTE PUBLIC SAFETY PETT	Intern Lunch (El Pollo Loco)	2202020		6.77
Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total:					143.69
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps Regional Retreat/Training	2132020	202009- Duarte's Promise - A	61.88
100-1605-7730	DUARTE RECREATION PETTY C	Bunny Suit Cleaning	2132020		55.00
100-1605-7733	DUARTE RECREATION PETTY C	SC St Patrick's Day Dinner Favors	2132020		9.38
100-1605-7735	DUARTE RECREATION PETTY C	Teen Ctr Girls Night Out Pizza 2/26/20	2132020		39.03
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					165.29
Vendor: 4919 - DUARTE UNIFIED SCHOOL DISTRICT					
100-1205-7760	DUARTE UNIFIED SCHOOL DIS	Homeless Count 1/21/2020 Box Lunches	2527	201826-Homelss Outreach	330.00
Vendor 4919 - DUARTE UNIFIED SCHOOL DISTRICT Total:					330.00
Vendor: T4120 - EDWARD TABIN					
100-2120	EDWARD TABIN	Driveway Cash Bond Refund	R83992		500.00
Vendor T4120 - EDWARD TABIN Total:					500.00
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	3/2020		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00

Council Warrant Register By Vendor

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6140 - ERC ROOFING & WATERPROOFING					
100-1610-8100	ERC ROOFING & WATERPROO	Retention-Senior Ctr Roof	2 Retention		11,271.55
Vendor 6140 - ERC ROOFING & WATERPROOFING Total:					11,271.55
Vendor: T4118 - ERIKA GALLEGOS					
100-2120	ERIKA GALLEGOS	CC Rent Deposit Refund	R84068		500.00
Vendor T4118 - ERIKA GALLEGOS Total:					500.00
Vendor: 4039 - FSP DESIGNS					
100-1605-7735	FSP DESIGNS	TC Duarte Dance Beanies	6786		266.50
100-1205-7980	FSP DESIGNS	Public Safety Dept Hats	6811		1,913.95
100-1205-7779	FSP DESIGNS	Mentor Uniforms (Cal VIP)	6816	201914-Youth Programs-Cal V	286.63
Vendor 4039 - FSP DESIGNS Total:					2,467.08
Vendor: 6169 - FYREBRINGER STUDIOS INC					
100-1410-7980	FYREBRINGER STUDIOS INC	Deposit-Cleaning/Restoration of Duarte Statue	1062		3,350.00
Vendor 6169 - FYREBRINGER STUDIOS INC Total:					3,350.00
Vendor: 2614 - GEORGE DANG					
100-1500	GEORGE DANG	Advance-Knott's Berry Farm Parking/Misc	3/20/2020		160.00
Vendor 2614 - GEORGE DANG Total:					160.00
Vendor: 5517 - GEORGE K FARRA					
100-1405-7690	GEORGE K FARRA	Planning Commisison Mtg	2/18/2020		50.00
Vendor 5517 - GEORGE K FARRA Total:					50.00
Vendor: 1694 - GERARD BATISTA					
100-1410-7612	GERARD BATISTA	ISA 2020 Membership	969089		185.00
Vendor 1694 - GERARD BATISTA Total:					185.00
Vendor: 0124 - GINNY JOYCE BELBA					
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	3/2020		218.00
Vendor 0124 - GINNY JOYCE BELBA Total:					218.00
Vendor: 5347 - GRANICUS INC					
100-1020-7722	GRANICUS INC	Civica Website Hosting 2/19/20 - 3/18/20	123239		706.20
Vendor 5347 - GRANICUS INC Total:					706.20
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVIC	CC Recycle Bins	9445496		83.22
100-1610-7618	HOME DEPOT CREDIT SERVIC	FC/SC Lights	1750102		61.93
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	9014812		58.80
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	8615088		63.37
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	4156635		84.09
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	3156840		475.90
100-1410-7980	HOME DEPOT CREDIT SERVIC	Duarte Plaza Fountain Supplie	0303781		28.40
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	0520058		24.70
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	4152967		140.30
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	7522014		69.62
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	7741325		19.51
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	5154438		23.53
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,133.37
Vendor: 0594 - J & J SPORTS & TROPHIES					
100-1605-7741	J & J SPORTS & TROPHIES	Ice Packs	27144		96.36
100-1605-7733	J & J SPORTS & TROPHIES	SC Pickleballs	27189		157.68
Vendor 0594 - J & J SPORTS & TROPHIES Total:					254.04

Council Warrant Register By Vendor

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	3/2020		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	3/2020		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: T4119 - KATIE PINA					
100-2120	KATIE PINA	TC Rent Deposit Refund	R83836		300.00
Vendor T4119 - KATIE PINA Total:					300.00
Vendor: 3643 - KELLY BARNES					
100-2023	KELLY BARNES	City Kitty Family Loss	3022020		75.00
Vendor 3643 - KELLY BARNES Total:					75.00
Vendor: 1490 - KELLY PAPER					
100-1605-7733	KELLY PAPER	SC March Newsletter Paper	10154998		63.68
Vendor 1490 - KELLY PAPER Total:					63.68
Vendor: 1090 - KNOTT'S BERRY FARM					
100-1605-7736	KNOTT'S BERRY FARM	Spring Day Camp Trip	3/20/2020		945.00
Vendor 1090 - KNOTT'S BERRY FARM Total:					945.00
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	3/2020		435.00
Vendor 5060 - LINDA HENDERSON Total:					435.00
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	202039AL		336,094.42
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	202039AL	201914-Sheriff Contract-Cal VI	17,381.12
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					353,475.54
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE	Chamber Lease 3/2020	1735-huntplaz-0320		1,600.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,600.00
Vendor: 0026 - MARGARET DIAMOND					
100-2023	MARGARET DIAMOND	City Kitty Family Loss	3022020		75.00
Vendor 0026 - MARGARET DIAMOND Total:					75.00
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	3/2020		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 2/2020	13452		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 2/2020	13452		200.00
Vendor 4286 - MAXTREME INC Total:					8,900.00
Vendor: 5025 - MONROVIA LOCK SHOP					
100-1205-7980	MONROVIA LOCK SHOP	PS Office Keys	23590		268.28
Vendor 5025 - MONROVIA LOCK SHOP Total:					268.28
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-1405-7975	MOORE IACOFANO GOLTSMA	Duarte Station Web On-Going 12/1/19 - 5/31/21	0062983		663.75
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					663.75
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	3/2020		12,142.00
Vendor 2461 - MVP, LLC Total:					12,142.00
Vendor: 4607 - NAVIA BENEFIT SOLUTIONS					
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 2/2020	10241256		100.00
Vendor 4607 - NAVIA BENEFIT SOLUTIONS Total:					100.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5845 - NEC FINANCIAL SERVICES LLC					
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 26	21920-26		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	3/2020		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 5498 - PAULA WATSON-GARDNER					
100-1405-7690	PAULA WATSON-GARDNER	Planning Commisison Mtg	2/18/2020		50.00
Vendor 5498 - PAULA WATSON-GARDNER Total:					50.00
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
100-1610-7617	POOL & ELECTRICAL PRODUC	Pool Chemicals	21096511		269.50
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					269.50
Vendor: 4616 - QUADIENT FINANCE USA INC					
100-1825-7626	QUADIENT FINANCE USA INC	Postage for Machine	3022020		5,000.00
Vendor 4616 - QUADIENT FINANCE USA INC Total:					5,000.00
Vendor: 0768 - RALPHS GROCERY COMPANY					
100-1605-7733	RALPHS GROCERY COMPANY	SC St Patricks Day Gift Card	169818		40.00
Vendor 0768 - RALPHS GROCERY COMPANY Total:					40.00
Vendor: T3700 - RAY ABERNATHY					
100-1205-7779	RAY ABERNATHY	Sweatshirts for A-Team Youth	022520		176.90
Vendor T3700 - RAY ABERNATHY Total:					176.90
Vendor: T4117 - RICHELLE DOMINGUEZ					
100-2120	RICHELLE DOMINGUEZ	ROP Bldg Rent Deposit Refun	R83563		150.00
Vendor T4117 - RICHELLE DOMINGUEZ Total:					150.00
Vendor: 4998 - RICOH USA INC					
100-1405-7613	RICOH USA INC	Lg Format Copier Maint 2/1/20 - 4/30/20	5058724734		77.14
Vendor 4998 - RICOH USA INC Total:					77.14
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	ATP Duarte Ped/Bicycle Access 12/2019	29632		6,362.50
100-1405-7802	RKA CONSULTING GROUP	Catch Basin CPS Retrofit Project 12/2019	29633		6,883.75
Vendor 0904 - RKA CONSULTING GROUP Total:					13,246.25
Vendor: 5762 - RUBEN FLORES					
100-1605-7733	RUBEN FLORES	SC St Patricks Day Dinner 3/17/20	01862		612.99
Vendor 5762 - RUBEN FLORES Total:					612.99
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 12/2019	860067		6,953.00
Vendor 0196 - RUTAN & TUCKER LLP Total:					6,953.00
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	3/2020		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Srvc 3/2020	3-2020D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					5,166.67
Vendor: 5497 - SARA VASQUEZ					
100-1405-7690	SARA VASQUEZ	Planning Commisison Mtg	2/18/2020		50.00
Vendor 5497 - SARA VASQUEZ Total:					50.00
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	Plaque Engraving (2)	5524		52.03
Vendor 0202 - SHAFFER AWARDS Total:					52.03

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6168 - SHAW HR CONSULTING					
100-1810-7965	SHAW HR CONSULTING	Fitness for Duty Request	14954		4,000.00
Vendor 6168 - SHAW HR CONSULTING Total:					4,000.00
Vendor: 5441 - SILVER & WRIGHT LLP					
100-1015-7684	SILVER & WRIGHT LLP	1939 Wardell Legal 1/2020	26305		156.80
100-1015-7684	SILVER & WRIGHT LLP	Arberry v. City of Duarte 1/2020	26305		1,670.20
100-1015-7684	SILVER & WRIGHT LLP	2163 Huntington Dr Legal 1/2020	26305		4,393.18
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 1/2020	26305		9,361.41
Vendor 5441 - SILVER & WRIGHT LLP Total:					15,581.59
Vendor: 0209 - SMART & FINAL					
100-1605-7737	SMART & FINAL	Adult Trip Meeting Supplies	41085		60.31
100-1605-7733	SMART & FINAL	SC Valentine's Day Brunch Supplies	51789		15.16
100-1810-7671	SMART & FINAL	Field Srvc Technician Interviews	67114		5.25
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	55270		17.80
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	55271-2192020		85.82
100-1605-7733	SMART & FINAL	SC St Patricks Day Candy Favo	56182		30.53
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	34569		119.95
Vendor 0209 - SMART & FINAL Total:					334.82
Vendor: 5650 - SOUTHLAND SPORTS OFFICIALS					
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating	2152020		90.00
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating	2222020		150.00
Vendor 5650 - SOUTHLAND SPORTS OFFICIALS Total:					240.00
Vendor: 2688 - STAPLES ADVANTAGE					
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3439164857		35.97
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3439164858		21.89
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	3439719150		193.90
Vendor 2688 - STAPLES ADVANTAGE Total:					251.76
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	3/2020		218.00
Vendor 0083 - STEVE ESBENSHADE Total:					218.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE	Citywide Graffiti Removal 1/2020	16180		1,349.65
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,349.65
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1605-7739	THE SAUCE CREATIVE SERVICE	Youth Sports Flyers	4089		761.55
100-1605-7735	THE SAUCE CREATIVE SERVICE	TC Duarte Dance T-Shirts	4090		480.15
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring 2020 Class Flyers	4103		534.90
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					1,776.60
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Coud Srvc 3/2020	12713		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 3/2020	12714		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VeloCloud Connect 3/2020	12715		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 3/2020	12716		553.00
100-1815-7631	THE TECHNOLOGY DEPOT INC	Activate DNS Services	12792		120.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					2,226.60
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC "Young Frankenstein" Screening/Presentation	3/19/2020		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00

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Vendor: 5938 - TINA HEANY					
100-1405-7690	TINA HEANY	Planning Commisison Mtg	2/18/2020		50.00
				Vendor 5938 - TINA HEANY Total:	50.00
Vendor: 5866 - T-MOBILE					
100-1205-7655	T-MOBILE	Emergency Asset Tracking 1/21/20 - 2/20/20	2212020		12.75
				Vendor 5866 - T-MOBILE Total:	12.75
Vendor: 4751 - TOM'S CLOTHING & UNIFORMS INC					
100-1205-7636	TOM'S CLOTHING & UNIFOR	ACO Jake Robles Uniform Jacket	16015		137.97
				Vendor 4751 - TOM'S CLOTHING & UNIFORMS INC Total:	137.97
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	3/2020		75.00
				Vendor 6100 - TONEY LEWIS Total:	75.00
Vendor: 0567 - TZEITEL PARAS-CARACCI					
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	3/2020		75.00
				Vendor 0567 - TZEITEL PARAS-CARACCI Total:	75.00
Vendor: 4484 - U.S. BANK					
100-1010-7980	U.S. BANK	Voters Education Workshop 2/5/20 (Smart & Final)	22252020KP		139.69
100-1010-7980	U.S. BANK	Closed Session (Sweet Nothings)	22252020KP		24.00
100-1010-7980	U.S. BANK	Closed Session (Grano)	22252020KP		303.32
100-1020-7712	U.S. BANK	Hootsuite 2/2/20 - 3/1/20	22252020KP		14.99
100-1020-7712	U.S. BANK	Facebook Ads	22252020KP		60.00
100-1020-7726	U.S. BANK	Adobe Creative Cloud	22252020KP		34.99
100-1205-7980	U.S. BANK	Facebook Ads (Tobacco Free Tuesdays)	22252020KP	201904-Other Exp-Tobacco Gr	20.00
100-1405-7612	U.S. BANK	Adobe Creative Cloud	22252020KP		76.45
100-1605-7733	U.S. BANK	SC Netflix	22252020KP		8.75
100-1605-7735	U.S. BANK	TC Netflix	22252020KP		12.99
100-1805-7610	U.S. BANK	Angela Chiaromonte LAEDC Economic Forcast 2/19/20	22252020KP		105.00
100-1805-7980	U.S. BANK	Microsoft 365 1/27/20 - 2/26/20	22252020KP		12.00
100-1815-7632	U.S. BANK	accessduarte.info Renewal 1 yr (Network Solutions)	22252020KP		71.97
100-1815-7632	U.S. BANK	Adobe Creative Cloud	22252020KP		330.20
100-1815-7632	U.S. BANK	HR/Michelle-Adobe AcroPro	22252020KP		14.99
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	22252020KP		20.08
100-1825-7626	U.S. BANK	Amazon Business Prime 1 Yea	22252020KP		546.41
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/5/20 (Little Caesars)	2252020BV		59.03
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/10/20 (Little Caesars)	2252020BV		59.03
100-1205-7779	U.S. BANK	A Team Lunch 2/10/20 (The Habit Burger)	2252020BV		63.04
100-1205-7779	U.S. BANK	A Team Event Craft Supplies (Oriental Trading Co)	2252020BV		65.67
100-1205-7779	U.S. BANK	A Team Trip 2/5/20 (Kids Empire Monrovia)	2252020BV		410.00
100-1205-7779	U.S. BANK	A Team Trip 2/10/20 (Kids Empire Monrovia)	2252020BV		320.00
100-1205-7779	U.S. BANK	DART Event Tickets 3/13/20 (El Capitan Theater)	2252020BV		140.00
100-1205-7779	U.S. BANK	DART Team Event Lunch 2/22/20 (New York Pizzeria)	2252020BV		142.90
100-1205-7779	U.S. BANK	A Team Trip 2/12/20 (Kids Empire Monrovia)	2252020BV		160.00
100-1205-7779	U.S. BANK	DART Team Event 2/22/20 (Skate Express)	2252020BV		160.00

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100-1205-7779	U.S. BANK	DART Trip Tickets 2/17/20 (Nat'l History Museum)	2252020BV		114.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 3/15/20-3/17/20 (Airbnb)	2252020BV		1,719.03
100-1205-7779	U.S. BANK	A Team Lunch 2/19/20 (The Habit Burger)	2252020BV		45.21
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/12/20 (Little Caesars)	2252020BV		52.47
100-1205-7779	U.S. BANK	A Team Lunch 2/5/20 (The Habit Burger)	2252020BV		47.03
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 (5x\$9) (Metro Goldline)	2252020BV		45.00
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 (6x\$7) (Metro Goldline)	2252020BV		42.00
100-1205-7779	U.S. BANK	A Team Water (Target)	2252020BV		41.90
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/19/20 (Little Caesars)	2252020BV		39.35
100-1205-7779	U.S. BANK	A Team Lunch 2/12/20 (The Habit Burger)	2252020BV		39.17
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 Lunch (Won Kok Rest)	2252020BV		190.83
100-1205-7779	U.S. BANK	DART Mentor Luncd 1/28/20 (The Habit Burger)	2252020BV		23.70
100-1205-7779	U.S. BANK	DART Team Event Supplies 2/22/20 (Vons)	2252020BV		19.48
100-1205-7779	U.S. BANK	Paperwork Mailing-DOJ (The UPS Store)	2252020BV		18.12
100-1205-7779	U.S. BANK	DART Mentor Lunch 1/29/20 (Tacos Ensenada)	2252020BV		52.96
100-1205-7779	U.S. BANK	A Team Trip 2/19/20 (Kids Empire Monrovia)	2252020BV		200.00
100-1205-7980	U.S. BANK	Adobe Creative Cloud (Tobacco Education)	2252020BV	201904-Other Exp-Tobacco Gr	52.99
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	2252020BV		116.57
100-1205-7980	U.S. BANK	PS Staff Meeting 2/12/20 (Umebana)	2252020BV		54.48
100-1205-7980	U.S. BANK	PS Intern Lunch 2/24/20 (Tacos Ensenada)	2252020BV		25.52
100-1205-7980	U.S. BANK	CSO Interviews 1/30/20 (Mezzaterranean)	2252020BV		48.00
100-1205-7980	U.S. BANK	CERT Instructor Shirts (FSP Designs)	2252020BV	202013-CERT-Other Exp #EP4	123.60
100-1405-7610	U.S. BANK	Interview Panel Food 2/18/20 (Smart & Final)	2252020CH		13.48
100-1405-7610	U.S. BANK	Interview Panel Coffee 2/18/20 (Starbucks)	2252020CH		17.95
100-1405-7610	U.S. BANK	Interview Panel Lunch 2/18/20 (Grano)	2252020CH		141.17
100-1405-7613	U.S. BANK	Lg File Data Transfer (Hightail)	2252020CH		15.99
100-1405-7614	U.S. BANK	Office Supplies (Amazon)	2252020CH		125.03
100-1405-7980	U.S. BANK	Street Sign Sales (Shopify)	2252020CH	202018 Other Exp.Street Nam	191.19
100-1005-7647	U.S. BANK	Liz Reilly LA Cnty Advocacy Day 3/26/20	2252020ME		35.00
100-1005-7647	U.S. BANK	Liz Reilly SGVEP Legislative Luncheon 2/7/20	2252020ME		50.00
100-1005-7650	U.S. BANK	Toney Lewis Regional Housing Trust Forum 2/13/20	2252020ME		22.85
100-1010-7980	U.S. BANK	Return-Unused Employee Awards Supplies (Michaels)	2252020ME		-12.39
100-1010-7980	U.S. BANK	Dan Jordan Welcome Reception (Oriental Trading)	2252020ME		90.66
100-1010-7980	U.S. BANK	Closed Session Food 1/27/20 (5 Stars Hue Duarte)	2252020ME		87.60
100-1020-7712	U.S. BANK	Spotify	2252020ME		9.99

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100-1205-7615	U.S. BANK	(17) CPR/FA/AED Training (American Red Cross)	2252020ME		510.00
100-1605-7012	U.S. BANK	(2) Lifeguard Instructor Training 3/26/2020	2252020ME		287.50
100-1605-7610	U.S. BANK	Jeff Risley CPRS Conf Playground Course 3/10/20	2252020ME		790.00
100-1605-7610	U.S. BANK	George Dang CPRS D13 Power Breakfast 1/30/20	2252020ME		25.00
100-1605-7610	U.S. BANK	Manuel Enriquez CPRS D13 Power Breakfast 1/30/20	2252020ME		25.00
100-1605-7614	U.S. BANK	Stapler/Calculator (Amazon)	2252020ME		56.04
100-1605-7691	U.S. BANK	Barbie Houghton 2020 CPRS Conf 3/2020	2252020ME		725.00
100-1605-7728	U.S. BANK	Job Shadow Day Lunch (JNY Creations)	2252020ME	202009- Duarte's Promise - A	825.00
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Prize Gift Cards (The Habit)	2252020ME	202009- Duarte's Promise - A	30.00
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Gift Cards (Jamba Juice)	2252020ME	202009- Duarte's Promise - A	30.00
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Gift Cards (Starbucks)	2252020ME	202009- Duarte's Promise - A	40.00
100-1605-7728	U.S. BANK	Job Shadow Day Speaker Gift Card/Supplies (S & F)	2252020ME	202009- Duarte's Promise - A	68.41
100-1605-7730	U.S. BANK	Trail Renaming Supplies (Nothing Bundt Cakes)	2252020ME		66.00
100-1605-7730	U.S. BANK	Face Painting Kit (Amazon)	2252020ME		65.52
100-1605-7730	U.S. BANK	Easter Crafts/Decorations (Oriental Trading)	2252020ME		510.66
100-1605-7730	U.S. BANK	Trail Renaming Ceremony Supplies (Smart & Final)	2252020ME		16.44
100-1605-7733	U.S. BANK	Pencil Sharpener/1st Aid Kit (Amazon)	2252020ME		36.91
100-1605-7733	U.S. BANK	Phone Cable (Amazon)	2252020ME		17.50
100-1605-7735	U.S. BANK	TC Pool Cue Sticks/Misc Equip (Ace Billiards)	2252020ME		200.00
100-1605-7737	U.S. BANK	(45) Pageant of the Masters 7/22/20	2252020ME		2,091.00
100-1605-7741	U.S. BANK	Swivel Casters (Amazon)	2252020ME		36.12
100-1605-7745	U.S. BANK	Duarte Boxing Club 2020 USA Boxing Membership	2252020ME		205.00
100-1605-7745	U.S. BANK	Boxing Tournament Hotel 1/29/20-2/1/20	2252020ME		914.64
100-1605-7980	U.S. BANK	Laptop/Monitor HiRise Pro (Twelve South)	2252020ME		246.65
100-1605-7980	U.S. BANK	Staff Recognition (Coffee Bean & Tea Leaf)	2252020ME		15.00
100-1605-7980	U.S. BANK	Balloon Supplies (Mayflower Distribution)	2252020ME		14.88
100-1610-7652	U.S. BANK	Balance-Trail Signage (B & H Signs)	2252020ME		1,889.00
Vendor 4484 - U.S. BANK Total:					17,012.70
Vendor: 5907 - ULINE					
100-1610-7616	ULINE	Pool Deck Chairs & Benches	117274735		881.12
Vendor 5907 - ULINE Total:					881.12
Vendor: 6055 - VICTORIA ROCHA					
100-1010-7610	VICTORIA ROCHA	Burrtec Tour of the West Valley MRF	2/18/2020		37.72
Vendor 6055 - VICTORIA ROCHA Total:					37.72
Vendor: 1974 - VISION COMMUNICATIONS CO					
100-1205-7615	VISION COMMUNICATIONS C	Relocate Repeater System	0745449-IN		1,430.43
Vendor 1974 - VISION COMMUNICATIONS CO Total:					1,430.43

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5835 - WALLACE WOLFF					
100-1405-7690	WALLACE WOLFF	Planning Commisison Mtg	2/18/2020		50.00
Vendor 5835 - WALLACE WOLFF Total:					50.00
Vendor: 5483 - WALMART COMMUNITY/SYNCB					
100-1605-7733	WALMART COMMUNITY/SYN	Senior Ctr Supplies	04361		10.37
100-1605-7741	WALMART COMMUNITY/SYN	Youth Sports Supplies	01938		8.69
100-1605-7741	WALMART COMMUNITY/SYN	Youth Sports Supplies	04009		11.21
100-1605-7733	WALMART COMMUNITY/SYN	Senior Ctr Supplies	09563		51.53
100-1610-7618	WALMART COMMUNITY/SYN	Space Heaters	06237		151.11
100-1605-7733	WALMART COMMUNITY/SYN	SC Valentine's Day Brunch Supplies	06280		12.26
Vendor 5483 - WALMART COMMUNITY/SYNCB Total:					245.17
Vendor: 6113 - WARDS SERVICE					
100-1205-7650	WARDS SERVICE	Vehicle #29 PM Service	79175		227.39
Vendor 6113 - WARDS SERVICE Total:					227.39
Vendor: 4797 - WEX BANK					
100-1405-7650	WEX BANK	Fuel-CMD 1/1/20 - 1/31/20	63632413		44.14
100-1410-7650	WEX BANK	Fuel-CNG 1/1/20 - 1/31/20	63632413		40.37
100-1410-7650	WEX BANK	Fuel-Field Srvc 1/1/20 - 1/31/20	63632413		79.78
100-1605-7650	WEX BANK	Fuel-Parks & Recs 1/1/20 - 1/31/20	63632413		348.11
Vendor 4797 - WEX BANK Total:					512.40
Vendor: 4413 - YOUNG REMBRANDTS					
100-1605-7736	YOUNG REMBRANDTS	Instructor Fee-Cartoon Drawing	2272020		215.60
Vendor 4413 - YOUNG REMBRANDTS Total:					215.60
Vendor: 1892 - YOUNG'S GOURMET					
100-1605-7693	YOUNG'S GOURMET	TC/MYC Dinner Meeting 2/3/20	004301		149.75
Vendor 1892 - YOUNG'S GOURMET Total:					149.75
Fund 100 - GENERAL FUND Total:					547,681.04
Fund: 220 - GAS TAX FUN					
Vendor: 4597 - SOUTH COAST LIGHTING & DESIGN INC					
220-2225-8100	SOUTH COAST LIGHTING & DE	Mission Bell Shields	1008356		1,204.50
Vendor 4597 - SOUTH COAST LIGHTING & DESIGN INC Total:					1,204.50
Vendor: 4917 - SUPERIOR PAVEMENT MARKINGS INC					
220-2205-8070	SUPERIOR PAVEMENT MARKI	Fernley Drive Striping	12325		3,448.00
Vendor 4917 - SUPERIOR PAVEMENT MARKINGS INC Total:					3,448.00
Vendor: 6163 - TRAFFIC PARTS INC					
220-2220-7980	TRAFFIC PARTS INC	Traffic Signal Parts	490640		630.65
Vendor 6163 - TRAFFIC PARTS INC Total:					630.65
Fund 220 - GAS TAX FUN Total:					5,283.15
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES	Grocery Outlet Sweeping 2/2020	192522		784.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					784.00
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
240-2410-7662	BRIGHTVIEW LANDSCAPE SER	Bike Trail Sod Installation	6708699		2,179.17
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					2,179.17
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 1/2020	REPW-20021003775		2,264.96
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 1/2020	REPW-20021003781		129.50

Council Warrant Register By Vendor

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 1/2020	REPW-20021004045		6,642.21
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					9,036.67
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2410-7888	HOME DEPOT CREDIT SERVIC	Bike Trail Landscape	7010619		73.58
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					73.58
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					12,073.42
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 4684 - GENTRY BROTHERS INC					
260-2605-8061	GENTRY BROTHERS INC	Retention-ADA Ramp Remova	RETENTION12-12-19		2,232.55
Vendor 4684 - GENTRY BROTHERS INC Total:					2,232.55
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	FY19/20 ADA Curb Ramp Admin 1/2020	6524	202010-ADA Curb Ramps & (C	1,150.00
Vendor 5438 - LDM ASSOCIATES INC Total:					1,150.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					3,382.55
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	202039AL		10,000.00
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					10,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					10,000.00
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	2814895523		16.27
440-4405-7650	AUTOZONE	Yard Supplies	2814907820		111.41
Vendor 1491 - AUTOZONE Total:					127.68
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7619	CITY OF MONROVIA	Fuel-Transportation Dept 1/2020	2001571		99.84
Vendor 0903 - CITY OF MONROVIA Total:					99.84
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	11th Installment of 3rd Bus 2/2020	F2802-0220		4,523.11
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2020	SI007338		23,482.35
Vendor 3192 - FOOTHILL TRANSIT Total:					28,005.46
Vendor: 4371 - JAN'S TOWING INC					
440-4405-7887	JAN'S TOWING INC	Vehicle #30 Towing	559941		55.00
Vendor 4371 - JAN'S TOWING INC Total:					55.00
Vendor: 0156 - MOUNTAIN VIEW TIRE & SERVICE INC					
440-4405-7887	MOUNTAIN VIEW TIRE & SER	Vehicle #30 Tires	233323		266.19
440-4405-7887	MOUNTAIN VIEW TIRE & SER	Vehicle #33 Flat Tire Repair	233324		25.95
Vendor 0156 - MOUNTAIN VIEW TIRE & SERVICE INC Total:					292.14
Fund 440 - PROPOSITION A TRANSIT FUND Total:					28,580.12
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	11th Installment of 3rd Bus 2/2020	F2802-0220		2,544.25
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2020	SI007338		19,212.84
Vendor 3192 - FOOTHILL TRANSIT Total:					21,757.09
Fund 460 - PROPOSITION C TRANSIT FUND Total:					21,757.09
Grand Total:					628,757.37

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	547,681.04
220 - GAS TAX FUN	5,283.15
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	12,073.42
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	3,382.55
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	10,000.00
440 - PROPOSITION A TRANSIT FUND	28,580.12
460 - PROPOSITION C TRANSIT FUND	21,757.09
Grand Total:	628,757.37

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7647	Travel & Exp - Reilly	85.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7649	Travel & Exp - Urias	75.00
100-1005-7650	Travel & Exp - Lewis	97.85
100-1010-7610	Travel, Mtgs & Conf	37.72
100-1010-7614	Office Supplies	193.90
100-1010-7980	Other Expenses	684.91
100-1015-7680	City Attorney Legal	6,953.00
100-1015-7684	Code Enforcement Legal	15,581.59
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information	216.38
100-1020-7713	Historical Museum Bldg	370.92
100-1020-7722	City Web Site	706.20
100-1020-7726	Council Cablecasting	34.99
100-1205-7610	Travel, Mtgs & Conf	50.00
100-1205-7614	Office Supplies	57.86
100-1205-7615	Emergency Supplies	1,940.43
100-1205-7636	Uniforms	137.97
100-1205-7650	Vehicle Maintenance	1,322.06
100-1205-7655	Emergency Services	12.75
100-1205-7760	Homeless Outreach Prog	330.00
100-1205-7779	Youth Programs	4,827.14
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	358,333.01
100-1205-7782	Crossing Guard Contract	8,822.46
100-1205-7787	Public Safety Cntr Lease	12,142.00
100-1205-7980	Other Expenses	11,777.67
100-1405-7610	Travel, Mtgs & Conf	172.60
100-1405-7612	Publications and Dues	76.45
100-1405-7613	Duplications And Photos	93.13
100-1405-7614	Office Supplies	125.03
100-1405-7650	Vehicle Maintenance	97.16
100-1405-7690	Planning Commission	250.00
100-1405-7800	Building Department Ser	13,866.23
100-1405-7801	Industrial Waste Inspecti	1,092.30
100-1405-7802	NPDES Requirements	6,883.75
100-1405-7965	Professional Services	497.50
100-1405-7967	Public Works Inspection	485.00
100-1405-7969	City Engineer	6,362.50
100-1405-7975	Economic Development	663.75
100-1405-7980	Other Expenses	191.19
100-1410-7612	Publications and Dues	185.00
100-1410-7650	Vehicle Maintenance	1,184.73
100-1410-7810	Street Sweeping	122.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7814	Graffiti Removal	1,349.65
100-1410-7980	Other Expenses	12,682.10
100-1500	Advances	160.00
100-1605-7002	Regular Salaries	76.92
100-1605-7010	Playgrd Superv Salaries	240.00
100-1605-7012	Aquatics Salaries	287.50
100-1605-7610	Travel, Mtgs & Conf	840.00
100-1605-7614	Office Supplies	56.04
100-1605-7650	Vehicle Maintenance	525.74
100-1605-7691	Parks & Rec Commission	725.00
100-1605-7693	Youth Council	149.75
100-1605-7728	Americorp's VIP Progra	1,055.29
100-1605-7730	Special Events	713.62
100-1605-7733	Senior Center	1,954.49
100-1605-7735	Teen Center	998.67
100-1605-7736	Recreation Classes	1,861.65
100-1605-7737	Adult Excursions	2,151.31
100-1605-7739	Publicity	1,718.03
100-1605-7741	Sports/Playground Progr	2,079.80
100-1605-7745	Boxing Program	1,119.64
100-1605-7980	Other Expenses	276.53
100-1610-7616	Pool Supplies	4,397.52
100-1610-7617	Pool Chemicals	269.50
100-1610-7618	Building Supplies	1,341.90
100-1610-7650	Vehicle Maintenance	1,054.40
100-1610-7652	Building Maint Services	1,889.00
100-1610-8100	Other Capital Improvem	11,271.55
100-1805-7610	Travel, Mtgs & Conf	285.50
100-1805-7980	Other Expenses	12.00
100-1810-7671	Recruiting Advertisemen	5.25
100-1810-7965	Professional Services	4,000.00
100-1810-7980	Other Expenses	100.00
100-1815-7631	Equipment Maintenance	120.00
100-1815-7632	Software Maintenance	417.16
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	2,913.78
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	2,475.00
100-1825-7626	Postage	5,546.41
100-1825-7630	Equipment Lease	1,269.22
100-1825-7631	Equipment Maintenance	1,288.00
100-1825-7674	Retiree Health Insurance	2,525.00
100-2023	EE City Kitty Contributio	150.00
100-2120	Refundable Deposits	1,450.00
100-2121	Pass Through Deposits	294.32
220-2205-8070	Street Improvements (C	3,448.00
220-2220-7980	Other Expenses	630.65
220-2225-8100	Other Capital Improvem	1,204.50
240-2405-7890	Repairs-Traffic Signal	9,036.67
240-2410-7662	Other Serv-Citywide	2,179.17
240-2410-7888	Repairs-Citywide	73.58
240-2426-7810	Street Sweeping	784.00
260-2605-8061	ADA Curb Ramps (Capita	3,382.55
290-2905-7781	Contract Law Enforceme	10,000.00
440-4405-7619	Fuel And Oil	99.84
440-4405-7650	Vehicle Maintenance	127.68
440-4405-7887	Repairs & Replacements	347.14

Account Summary

Account Number	Account Name	Payment Amount
440-4405-7960	Foothill Transit Operatio	23,482.35
440-4405-8013	Vehicles (Capital)	4,523.11
460-4605-7960	Foothill Tranist Operatio	19,212.84
460-4605-8013	Vehicles	2,544.25
	Grand Total:	628,757.37

Project Account Summary

Project Account Key	Payment Amount
None	595,614.05
201826-Homelss Outreach	330.00
201904-Other Exp-Tobacco Grant	72.99
201914-Other Expenses-Cal VIP	9,154.28
201914-Sheriff Contract-Cal VIP	17,381.12
201914-Youth Programs-Cal VIP	286.63
201935-Prof Svcs-GIS Upgrade	497.50
202009- Duarte's Promise - America's Promise Exp	1,055.29
202010-ADA Curb Ramps & (Construction)	1,150.00
202013-CERT-Other Exp #EP4051 OPR	123.60
202015-Caltrans Reimb/Connected Corridors Project	294.32
202018 Other Exp.Street Name Sign Sale	191.19
202019 - Census 2020- Community Information	131.40
DMGE047-City Yard Front Gate/Highland & Duarte Rd.	2,475.00
Grand Total:	628,757.37



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7618	HOME DEPOT CREDIT SERVIC	CC Recycle Bins	EFT09251		83.22
100-1610-7618	HOME DEPOT CREDIT SERVIC	FC/SC Lights	EFT09251		61.93
100-1605-7733	THEODORE SIEGEL	SC "Young Frankenstein" Screening/Presentation	214507		150.00
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	EFT09251		58.80
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	214487	201914-Sheriff Contract-Cal VI	336,094.42
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	214487		17,381.12
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	EFT09251		63.37
100-1605-7733	WALMART COMMUNITY/SYN	Senior Ctr Supplies	214516		10.37
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	EFT09251		84.09
100-1610-8100	ERC ROOFING & WATERPROO	Retention-Senior Ctr Roof	214466		11,271.55
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	EFT09251		475.90
100-1205-7980	BOYS & GIRLS CLUBS OF THE F	Cal VIP CBO Srvc 1/1/20 - 1/31/20	214443	201914-Other Expenses-Cal V	9,154.28
100-1605-7733	DR BRICE HARRIS JR	SC Great Decisions-India and Pakistan	214477		50.00
100-1605-7741	WALMART COMMUNITY/SYN	Youth Sports Supplies	214516		8.69
100-1605-7741	WALMART COMMUNITY/SYN	Youth Sports Supplies	214516		11.21
100-1605-7733	RUBEN FLORES	SC St Patricks Day Dinner 3/17/20	214469		612.99
100-1410-7980	HOME DEPOT CREDIT SERVIC	Duarte Plaza Fountain Supplie	EFT09251		28.40
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplie	EFT09251		24.70
100-1605-7733	WALMART COMMUNITY/SYN	Senior Ctr Supplies	214516		51.53
100-1405-7969	RKA CONSULTING GROUP	ATP Duarte Ped/Bicycle Access 12/2019	214500		6,362.50
100-1405-7802	RKA CONSULTING GROUP	Catch Basin CPS Retrofit Project 12/2019	214500		6,883.75
100-1605-7733	DUARTE PETTY CASH/BINGO	SC Bingo Prize Money	214462		125.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Srvc 1/202	336		13,866.23
100-1405-7967	CHARLES ABBOTT ASSOCIATES	Public Works Inspections 1/2020	336		485.00
100-1015-7684	SILVER & WRIGHT LLP	Arberry v. City of Duarte 1/2020	346		1,670.20
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 1/2020	346		9,361.41
100-1015-7684	SILVER & WRIGHT LLP	1939 Wardell Legal 1/2020	346		156.80
100-1015-7684	SILVER & WRIGHT LLP	2163 Huntington Dr Legal 1/2020	346		4,393.18
100-1405-7613	RICOH USA INC	Lg Format Copier Maint 2/1/20 - 4/30/20	214499		77.14
100-1605-7693	YOUNG'S GOURMET	TC/MYC Dinner Meeting 2/3/20	214520		149.75
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Coud Srvc 3/2020	351		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 3/2020	351		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VeloCloud Connect 3/2020	351		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 3/2020	351		553.00
100-1605-7736	KNOTT'S BERRY FARM	Spring Day Camp Trip	214485		945.00
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	EFT09251		140.30
100-1410-7980	DISPLAY SALES	4'x6' Nylon United States Flag	214460		373.23
100-1410-7980	DISPLAY SALES	9'x1.25" 2pc Oak Finish Hardwood Pole	214460		579.15
100-1410-7980	DISPLAY SALES	US Flag Complete Avenue Set	214460		6,252.68
100-1410-7980	DISPLAY SALES	Shiny Gold Economy Floor Stand	214460		270.27

Council Warrant Register By Account

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7980	DISPLAY SALES	3'x5' Nylon Self Sleeve United States Flag	214460		1,828.37
100-1610-7618	WALMART COMMUNITY/SYN	Space Heaters	214516		151.11
100-1605-7733	WALMART COMMUNITY/SYN	SC Valentine's Day Brunch Supplies	214516		12.26
100-1410-7814	SUPERIOR PROPERTY SERVICE	Citywide Graffiti Removal 1/2020	214509		1,349.65
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 1/2020	214490		1,064.58
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 1/2020	214490		130.80
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 1/2020	214490		177.63
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 1/2020	214490		1,088.21
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Develop 1/2020	214490		53.02
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 1/2020	214490		4,857.47
100-1605-7733	BEN RUSHING	SC Music Entertainment DJ 3/20/20	214503		125.00
100-1605-7741	J & J SPORTS & TROPHIES	Ice Packs	214479		96.36
100-1610-7650	AUTOZONE	Two-Way Responder Battery	214439		149.74
100-1205-7650	AUTOZONE	Vehicle 25 Remote Battery	214439		6.46
100-1405-7965	BUCKNAM INFRASTRUCTURE	GIS Upgrade	214447	201935-Prof Svcs-GIS Upgrad	497.50
100-1205-7760	DUARTE UNIFIED SCHOOL DIS	Homeless Count 1/21/2020	214465	201826-Homelss Outreach	330.00
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 2/1/20 - 2/29/20	214451		399.67
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 1/1/20 - 1/31/20	214451		194.96
100-1610-7617	POOL & ELECTRICAL PRODUC	Pool Chemicals	214496		269.50
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	EFT09251		69.62
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	EFT09251		19.51
100-1605-7741	BSN SPORTS LLC	Little All Stars Equipment	214446		376.95
100-1405-7801	COUNTY OF LOS ANGELES DEP	Industrial Waste Inspections 1/2020	214455		1,092.30
100-2121	COUNTY OF LOS ANGELES DEP	Connected Corridors Prjct (CalTrans to Reimburse)	214455	202015-Caltrans Reimb/Conn	294.32
100-1825-7630	CANON FINANCIAL SERVICES I	CH/SC/TC Copier Lease 2/1/20 - 2/29/20	214451		869.55
100-1605-7002	PAMELA ROMERO	CPR Stipend	214502		76.92
100-1605-7737	SMART & FINAL	Adult Trip Meeting Supplies	347		60.31
100-1205-7615	VISION COMMUNICATIONS C	Relocate Repeater System	359		1,430.43
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	349		35.97
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	349		21.89
100-1605-7739	CURO MANAGED PRINT PROD	Spring Aquatics Schedule	214457		421.58
100-1610-7618	HOME DEPOT CREDIT SERVIC	Building Maintenance Supplies/Repairs	EFT09251		23.53
100-1605-7733	SMART & FINAL	SC Valentine's Day Brunch Supplies	347		15.16
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Services 1/26/20 - 2/8/20	334		4,908.27
100-1810-7671	SMART & FINAL	Field Svcs Technician Interviews	347		5.25
100-1815-7631	THE TECHNOLOGY DEPOT INC	Activate DNS Services	351		120.00
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps Regional Retreat/Training	214464	202009- Duarte's Promise - A	61.88
100-1605-7730	DUARTE RECREATION PETTY C	Bunny Suit Cleaning	214464		55.00
100-1605-7733	DUARTE RECREATION PETTY C	SC St Patrick's Day Dinner Favors	214464		9.38
100-1605-7735	DUARTE RECREATION PETTY C	Teen Ctr Girls Night Out Pizza 2/26/20	214464		39.03
100-1610-7616	CALIBER COMMERCIAL POOL	Pool Motor Impeller Replacement	214450		3,516.40
100-1010-7980	SHAFFER AWARDS	Plaque Engraving (2)	214505		52.03

Council Warrant Register By Account

Payment Dates: 022620 - 031020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7741	BSN SPORTS LLC	Basketball Equipment	214446		1,304.10
100-1410-7810	A1 MAINTENANCE SERVICES	Las Brisas Sweeping 2/2020	214436		61.00
100-1410-7810	A1 MAINTENANCE SERVICES	Las Posadas Sweeping 2/2020	214436		61.00
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating	348		90.00
100-1825-7631	CANON SOLUTIONS AMERICA	CH (2) Copier Maint 1/16/20 - 2/15/20	214452		803.34
100-1825-7631	CANON SOLUTIONS AMERICA	SC Copier Maintenance 1/16/20 - 2/15/20	214452		217.40
100-1825-7631	CANON SOLUTIONS AMERICA	TC Copier Maintenance 1/16/20 - 2/15/20	214452		72.30
100-1815-7965	MAXTREME INC	IT Helpdesk 2/2020	342		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 2/2020	342		200.00
100-1405-7975	MOORE IACOFANO GOLTSMA	Duarte Station Web On-Going 12/1/19 - 5/31/21	214491		663.75
100-1820-7771	CHARLIE'S FENCE CO	South Yard Entry Gates Repair (Hit & Run Accident)	214454	DMGE047-City Yard Front Gat	2,475.00
100-1410-7980	FYREBRINGER STUDIOS INC	Deposit-Cleaning/Restoration of Duarte Statue	214473		3,350.00
100-1020-7710	LUDECKE PROPERTY MANAGEMENT	Chamber Lease 3/2020	214488		1,600.00
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 12/2019	344		6,953.00
100-1020-7722	GRANICUS INC	Civica Website Hosting 2/19/20 - 3/18/20	214476		706.20
100-1205-7636	TOM'S CLOTHING & UNIFORMS	ACO Jake Robles Uniform Jacket	352		137.97
100-1405-7690	SARA VASQUEZ	Planning Commisison Mtg	214515		50.00
100-1405-7690	TINA HEANY	Planning Commisison Mtg	214478		50.00
100-1405-7690	WALLACE WOLFF	Planning Commisison Mtg	214518		50.00
100-1405-7690	PAULA WATSON-GARDNER	Planning Commisison Mtg	214517		50.00
100-1405-7690	GEORGE K FARRA	Planning Commisison Mtg	214467		50.00
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	349		193.90
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	347		17.80
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	347		85.82
100-1605-7735	FSP DESIGNS	TC Duarte Dance Beanies	339		266.50
100-1205-7650	WARDS SERVICE	Vehicle #29 PM Service	360		227.39
100-1410-7612	GERARD BATISTA	ISA 2020 Membership	214441		185.00
100-1605-7733	DANNY JACOBSON	SC St Patricks Day Performanc	214480		300.00
100-1805-7610	ANGELA CHIAROMONTE	2020 LAEDC Annual Economic Forecast	337		30.50
100-1205-7610	DUARTE PUBLIC SAFETY PETT	Award Breakfast for SRO	214463		50.00
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Lunch (Subway)	214463		16.18
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Field Trip 1/14/20 (LA Parking)	214463		20.00
100-1205-7779	DUARTE PUBLIC SAFETY PETT	DART Field Trip 1/21/20 (Smart & Final)	214463		50.74
100-1205-7779	DUARTE PUBLIC SAFETY PETT	Intern Lunch (El Pollo Loco)	214463		6.77
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating	348		150.00
100-1205-7787	MVP, LLC	Public Safety Lease	343		12,142.00
100-1020-7712	CURO MANAGED PRINT PROD	Census Bus Banners	214457	202019 - Census 2020- Comm	131.40
100-1605-7739	THE SAUCE CREATIVE SERVICE	Youth Sports Flyers	345		761.55
100-1605-7735	THE SAUCE CREATIVE SERVICE	TC Duarte Dance T-Shirts	345		480.15
100-1610-7616	ULINE	Pool Deck Chairs & Benches	214513		881.12
100-1205-7655	T-MOBILE	Emergency Asset Tracking 1/21/20 - 2/20/20	214511		12.75
100-1605-7733	SMART & FINAL	SC St Patricks Day Candy Favo	347		30.53
100-1605-7739	THE SAUCE CREATIVE SERVICE	Spring 2020 Class Flyers	345		534.90
100-1205-7980	FSP DESIGNS	Public Safety Dept Hats	339		1,913.95
100-1205-7779	RAY ABERNATHY	Sweatshirts for A-Team Youth	214437		176.90
100-1605-7741	CHALLENGER TEAMWEAR	LAS Trophies	214453		246.37
100-1010-7980	U.S. BANK	Closed Session (Sweet Nothings)	353		24.00
100-1010-7980	U.S. BANK	Closed Session (Grano)	353		303.32

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1010-7980	U.S. BANK	Voters Education Workshop 2/5/20 (Smart & Final)	353		139.69
100-1020-7712	U.S. BANK	Hootsuite 2/2/20 - 3/1/20	353		14.99
100-1020-7712	U.S. BANK	Facebook Ads	353		60.00
100-1020-7726	U.S. BANK	Adobe Creative Cloud	353		34.99
100-1205-7980	U.S. BANK	Facebook Ads (Tobacco Free Tuesdays)	353	201904-Other Exp-Tobacco Gr	20.00
100-1405-7612	U.S. BANK	Adobe Creative Cloud	353		76.45
100-1605-7733	U.S. BANK	SC Netflix	353		8.75
100-1605-7735	U.S. BANK	TC Netflix	353		12.99
100-1805-7610	U.S. BANK	Angela Chiaromonte LAEDC Economic Forcast 2/19/20	353		105.00
100-1805-7980	U.S. BANK	Microsoft 365 1/27/20 - 2/26/20	353		12.00
100-1815-7632	U.S. BANK	HR/Michelle-Adobe AcroPro	353		14.99
100-1815-7632	U.S. BANK	Adobe Creative Cloud	353		330.20
100-1815-7632	U.S. BANK	accessduarte.info Renewal 1 yr (Network Solutions)	353		71.97
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	353		20.08
100-1825-7626	U.S. BANK	Amazon Business Prime 1 Yea	353		546.41
100-1205-7779	U.S. BANK	A Team Lunch 2/12/20 (The Habit Burger)	357		39.17
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/5/20 (Little Caesars)	357		59.03
100-1205-7779	U.S. BANK	DART Mentor Lunch 1/29/20 (Tacos Ensenada)	357		52.96
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/12/20 (Little Caesars)	357		52.47
100-1205-7779	U.S. BANK	A Team Lunch 2/5/20 (The Habit Burger)	357		47.03
100-1205-7779	U.S. BANK	A Team Lunch 2/19/20 (The Habit Burger)	357		45.21
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 (5x\$9) (Metro Goldline)	357		45.00
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 (6x\$7) (Metro Goldline)	357		42.00
100-1205-7779	U.S. BANK	DART Trip Tickets 2/17/20 (Nat'l History Museum)	357		114.00
100-1205-7779	U.S. BANK	A Team Event Craft Supplies (Oriental Trading Co)	357		65.67
100-1205-7779	U.S. BANK	A Team Water (Target)	357		41.90
100-1205-7779	U.S. BANK	DART Team Event Supplies 2/22/20 (Vons)	357		19.48
100-1205-7779	U.S. BANK	DART Mentor Luncd 1/28/20 (The Habit Burger)	357		23.70
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/19/20 (Little Caesars)	357		39.35
100-1205-7779	U.S. BANK	Paperwork Mailing-DOJ (The UPS Store)	357		18.12
100-1205-7779	U.S. BANK	A Team Trip 2/10/20 (Kids Empire Monrovia)	357		320.00
100-1205-7779	U.S. BANK	A Team Lunch 2/10/20 (The Habit Burger)	357		63.04
100-1205-7779	U.S. BANK	DART Event Tickets 3/13/20 (El Capitan Theater)	357		140.00
100-1205-7779	U.S. BANK	DART Team Event Lunch 2/22/20 (New York Pizzeria)	357		142.90
100-1205-7779	U.S. BANK	A Team Trip 2/12/20 (Kids Empire Monrovia)	357		160.00
100-1205-7779	U.S. BANK	DART Team Event 2/22/20 (Skate Express)	357		160.00
100-1205-7779	U.S. BANK	DART Museum Trip 2/17/20 Lunch (Won Kok Rest)	357		190.83

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	A Team Trip 2/19/20 (Kids Empire Monrovia)	357		200.00
100-1205-7779	U.S. BANK	A Team Trip 2/5/20 (Kids Empire Monrovia)	357		410.00
100-1205-7779	U.S. BANK	DART Spring Break Trip 3/15/20-3/17/20 (Airbnb)	357		1,719.03
100-1205-7779	U.S. BANK	A Team Trip Lunch 2/10/20 (Little Caesars)	357		59.03
100-1205-7980	U.S. BANK	PS Staff Meeting 2/12/20 (Umebana)	357		54.48
100-1205-7980	U.S. BANK	Adobe Creative Cloud (Tobacco Education)	357	201904-Other Exp-Tobacco Gr	52.99
100-1205-7980	U.S. BANK	CSO Interviews 1/30/20 (Mezzaterranean)	357		48.00
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	357		116.57
100-1205-7980	U.S. BANK	PS Intern Lunch 2/24/20 (Tacos Ensenada)	357		25.52
100-1205-7980	U.S. BANK	CERT Instructor Shirts (FSP Designs)	357	202013-CERT-Other Exp #EP4	123.60
100-1405-7610	U.S. BANK	Interview Panel Lunch 2/18/20 (Grano)	354		141.17
100-1405-7610	U.S. BANK	Interview Panel Food 2/18/20 (Smart & Final)	354		13.48
100-1405-7610	U.S. BANK	Interview Panel Coffee 2/18/20 (Starbucks)	354		17.95
100-1405-7613	U.S. BANK	Lg File Data Transfer (Hightail)	354		15.99
100-1405-7614	U.S. BANK	Office Supplies (Amazon)	354		125.03
100-1405-7980	U.S. BANK	Street Sign Sales (Shopify)	354	202018 Other Exp.Street Nam	191.19
100-1005-7647	U.S. BANK	Liz Reilly LA Cnty Advocacy Day 3/26/20	355		35.00
100-1005-7647	U.S. BANK	Liz Reilly SGVEP Legislative Luncheon 2/7/20	355		50.00
100-1005-7650	U.S. BANK	Toney Lewis Regional Housing Trust Forum 2/13/20	355		22.85
100-1010-7980	U.S. BANK	Closed Session Food 1/27/20 (5 Stars Hue Duarte)	355		87.60
100-1010-7980	U.S. BANK	Dan Jordan Welcome Reception (Oriental Trading)	355		90.66
100-1010-7980	U.S. BANK	Return-Unused Employee Awards Supplies (Michaels)	355		-12.39
100-1020-7712	U.S. BANK	Spotify	355		9.99
100-1205-7615	U.S. BANK	(17) CPR/FA/AED Training (American Red Cross)	355		510.00
100-1605-7012	U.S. BANK	(2) Lifeguard Instructor Training 3/26/2020	355		287.50
100-1605-7610	U.S. BANK	Manuel Enriquez CPRS D13 Power Breakfast 1/30/20	355		25.00
100-1605-7610	U.S. BANK	Jeff Risley CPRS Conf Playground Course 3/10/20	355		790.00
100-1605-7610	U.S. BANK	George Dang CPRS D13 Power Breakfast 1/30/20	355		25.00
100-1605-7614	U.S. BANK	Stapler/Calculator (Amazon)	355		56.04
100-1605-7691	U.S. BANK	Barbie Houghton 2020 CPRS Conf 3/2020	355		725.00
100-1605-7728	U.S. BANK	Job Shadow Day Lunch (JNY Creations)	355	202009- Duarte's Promise - A	825.00
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Prize Gift Cards (The Habit)	355	202009- Duarte's Promise - A	30.00
100-1605-7728	U.S. BANK	Job Shadow Day Speaker Gift Card/Supplies (S & F)	355	202009- Duarte's Promise - A	68.41
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Gift Cards (Jamba Juice)	355	202009- Duarte's Promise - A	30.00
100-1605-7728	U.S. BANK	Job Shadow Day Raffle Gift Cards (Starbucks)	355	202009- Duarte's Promise - A	40.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7730	U.S. BANK	Face Painting Kit (Amazon)	355		65.52
100-1605-7730	U.S. BANK	Trail Renaming Supplies (Nothing Bundt Cakes)	355		66.00
100-1605-7730	U.S. BANK	Easter Crafts/Decorations (Oriental Trading)	355		510.66
100-1605-7730	U.S. BANK	Trail Renaming Ceremony Supplies (Smart & Final)	355		16.44
100-1605-7733	U.S. BANK	Phone Cable (Amazon)	355		17.50
100-1605-7733	U.S. BANK	Pencil Sharpener/1st Aid Kit (Amazon)	355		36.91
100-1605-7735	U.S. BANK	TC Pool Cue Sticks/Misc Equip (Ace Billiards)	355		200.00
100-1605-7737	U.S. BANK	(45) Pageant of the Masters 7/22/20	355		2,091.00
100-1605-7741	U.S. BANK	Swivel Casters (Amazon)	355		36.12
100-1605-7745	U.S. BANK	Duarte Boxing Club 2020 USA Boxing Membership	355		205.00
100-1605-7745	U.S. BANK	Boxing Tournament Hotel 1/29/20-2/1/20	355		914.64
100-1605-7980	U.S. BANK	Laptop/Monitor HiRise Pro (Twelve South)	355		246.65
100-1605-7980	U.S. BANK	Staff Recognition (Coffee Bean & Tea Leaf)	355		15.00
100-1605-7980	U.S. BANK	Balloon Supplies (Mayflower Distribution)	355		14.88
100-1610-7652	U.S. BANK	Balance-Trail Signage (B & H Signs)	355		1,889.00
100-1605-7733	J & J SPORTS & TROPHIES	SC Pickleballs	214479		157.68
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	347		119.95
100-1205-7779	FSP DESIGNS	Mentor Uniforms (Cal VIP)	339	201914-Youth Programs-Cal V	286.63
100-1605-7733	KELLY PAPER	SC March Newsletter Paper	214483		63.68
100-1810-7965	SHAW HR CONSULTING	Fitness for Duty Request	214506		4,000.00
100-1605-7733	RALPHS GROCERY COMPANY	SC St Patricks Day Gift Card	214498		40.00
100-1020-7713	BAY ALARM COMPANY	Museum Burglary Monitor 3/1/20 - 6/1/20	EFT09249		189.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 3/1/20 - 6/1/20	EFT09248		181.92
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 26	EFT09247		1,340.10
100-1205-7980	MONROVIA LOCK SHOP	PS Office Keys	214489		268.28
100-1405-7650	WEX BANK	Fuel-CMD 1/1/20 - 1/31/20	EFT09250		44.14
100-1410-7650	WEX BANK	Fuel-Field Srvc 1/1/20 - 1/31/20	EFT09250		79.78
100-1410-7650	WEX BANK	Fuel-CNG 1/1/20 - 1/31/20	EFT09250		40.37
100-1605-7650	WEX BANK	Fuel-Parks & Recs 1/1/20 - 1/31/20	EFT09250		348.11
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Srvc 2/9/20 - 2/22/20	334		3,914.19
100-1010-7610	VICTORIA ROCHA	Burrtec Tour of the West Valley MRF	214501		37.72
100-1805-7610	CSMFO	Angela Chiaromonte Fundamentals of Tax Revenue	214456		150.00
100-1605-7736	YOUNG REMBRANDTS	Instructor Fee-Cartoon Drawing	214519		215.60
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Winter Circus Gym (2nd Haf)	214472		425.25
100-1605-7736	AGI ACADEMY	Instructor Fee-Adult Intro to Computers	214438		91.00
100-1605-7736	AGI ACADEMY	Instructor Fee-Winter Math Workshop	214438		184.80
100-1500	GEORGE DANG	Advance-Knott's Berry Farm Parking/Misc	214458		160.00
100-2120	RICHELLE DOMINGUEZ	ROP Bldg Rent Deposit Refun	214461		150.00
100-2120	KATIE PINA	TC Rent Deposit Refund	214495		300.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-2120	ERIKA GALLEGOS	CC Rent Deposit Refund	214474		500.00
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 2/2020	214493		100.00
100-1610-7650	CALIBER - DUARTE	Truck # 6 Repair	214449		773.86
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Srvcs 3/2020	214504		5,166.67
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	214468		75.00
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	214494		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	214482		75.00
100-1005-7649	BRYAN URIAS	Council Vehicle Allowance	214514		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	214486		75.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	338		218.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	335		566.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	340		435.00
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	214442		218.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	214448		218.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	214444		435.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	214484		435.00
100-1825-7626	QUADIENT FINANCE USA INC	Postage for Machine	214497		5,000.00
100-2023	MARGARET DIAMOND	City Kitty Family Loss	214459		75.00
100-2023	KELLY BARNES	City Kitty Family Loss	214440		75.00
100-2120	EDWARD TABIN	Driveway Cash Bond Refund	214510		500.00
Fund 100 - GENERAL FUND Total:					547,681.04

Fund: 220 - GAS TAX FUN

220-2220-7980	TRAFFIC PARTS INC	Traffic Signal Parts	214512		630.65
220-2225-8100	SOUTH COAST LIGHTING & DE	Mission Bell Shields	214508		1,204.50
220-2205-8070	SUPERIOR PAVEMENT MARKI	Fernley Drive Striping	350		3,448.00
Fund 220 - GAS TAX FUN Total:					5,283.15

Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND

240-2410-7888	HOME DEPOT CREDIT SERVIC	Bike Trail Landscape	EFT09251		73.58
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 1/2020	214455		2,264.96
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 1/2020	214455		129.50
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 1/2020	214455		6,642.21
240-2410-7662	BRIGHTVIEW LANDSCAPE SER	Bike Trail Sod Installation	214445		2,179.17
240-2426-7810	A1 MAINTENANCE SERVICES	Grocery Outlet Sweeping 2/2020	214436		784.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					12,073.42

Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

260-2605-8061	LDM ASSOCIATES INC	FY19/20 ADA Curb Ramp Admin 1/2020	341	202010-ADA Curb Ramps & (C	1,150.00
260-2605-8061	GENTRY BROTHERS INC	Retention-ADA Ramp Remova	214475		2,232.55
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					3,382.55

Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND

290-2905-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 12/2019	214487		10,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					10,000.00

Fund: 440 - PROPOSITION A TRANSIT FUND

440-4405-8013	FOOTHILL TRANSIT	11th Installment of 3rd Bus 2/2020	214470		4,523.11
440-4405-7619	CITY OF MONROVIA	Fuel-Transportation Dept 1/2020	214490		99.84
440-4405-7650	AUTOZONE	Yard Supplies	214439		16.27
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2020	214471		23,482.35
440-4405-7887	JAN'S TOWING INC	Vehicle #30 Towing	214481		55.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
440-4405-7650	AUTOZONE	Yard Supplies	214439		111.41
440-4405-7887	MOUNTAIN VIEW TIRE & SER	Vehicle #30 Tires	214492		266.19
440-4405-7887	MOUNTAIN VIEW TIRE & SER	Vehicle #33 Flat Tire Repair	214492		25.95
Fund 440 - PROPOSITION A TRANSIT FUND Total:					28,580.12
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	11th Installment of 3rd Bus 2/2020	214470		2,544.25
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2020	214471		19,212.84
Fund 460 - PROPOSITION C TRANSIT FUND Total:					21,757.09
Grand Total:					628,757.37

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	547,681.04
220 - GAS TAX FUN	5,283.15
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	12,073.42
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	3,382.55
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	10,000.00
440 - PROPOSITION A TRANSIT FUND	28,580.12
460 - PROPOSITION C TRANSIT FUND	21,757.09
Grand Total:	628,757.37

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7647	Travel & Exp - Reilly	85.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7649	Travel & Exp - Urias	75.00
100-1005-7650	Travel & Exp - Lewis	97.85
100-1010-7610	Travel, Mtgs & Conf	37.72
100-1010-7614	Office Supplies	193.90
100-1010-7980	Other Expenses	684.91
100-1015-7680	City Attorney Legal	6,953.00
100-1015-7684	Code Enforcement Legal	15,581.59
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information	216.38
100-1020-7713	Historical Museum Bldg	370.92
100-1020-7722	City Web Site	706.20
100-1020-7726	Council Cablecasting	34.99
100-1205-7610	Travel, Mtgs & Conf	50.00
100-1205-7614	Office Supplies	57.86
100-1205-7615	Emergency Supplies	1,940.43
100-1205-7636	Uniforms	137.97
100-1205-7650	Vehicle Maintenance	1,322.06
100-1205-7655	Emergency Services	12.75
100-1205-7760	Homeless Outreach Prog	330.00
100-1205-7779	Youth Programs	4,827.14
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	358,333.01
100-1205-7782	Crossing Guard Contract	8,822.46
100-1205-7787	Public Safety Cntr Lease	12,142.00
100-1205-7980	Other Expenses	11,777.67
100-1405-7610	Travel, Mtgs & Conf	172.60
100-1405-7612	Publications and Dues	76.45
100-1405-7613	Duplications And Photos	93.13
100-1405-7614	Office Supplies	125.03
100-1405-7650	Vehicle Maintenance	97.16
100-1405-7690	Planning Commission	250.00
100-1405-7800	Building Department Ser	13,866.23
100-1405-7801	Industrial Waste Inspecti	1,092.30
100-1405-7802	NPDES Requirements	6,883.75
100-1405-7965	Professional Services	497.50
100-1405-7967	Public Works Inspection	485.00
100-1405-7969	City Engineer	6,362.50
100-1405-7975	Economic Development	663.75
100-1405-7980	Other Expenses	191.19
100-1410-7612	Publications and Dues	185.00
100-1410-7650	Vehicle Maintenance	1,184.73
100-1410-7810	Street Sweeping	122.00

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7814	Graffiti Removal	1,349.65
100-1410-7980	Other Expenses	12,682.10
100-1500	Advances	160.00
100-1605-7002	Regular Salaries	76.92
100-1605-7010	Playgrd Superv Salaries	240.00
100-1605-7012	Aquatics Salaries	287.50
100-1605-7610	Travel, Mtgs & Conf	840.00
100-1605-7614	Office Supplies	56.04
100-1605-7650	Vehicle Maintenance	525.74
100-1605-7691	Parks & Rec Commission	725.00
100-1605-7693	Youth Council	149.75
100-1605-7728	Americorp's VIP Progra	1,055.29
100-1605-7730	Special Events	713.62
100-1605-7733	Senior Center	1,954.49
100-1605-7735	Teen Center	998.67
100-1605-7736	Recreation Classes	1,861.65
100-1605-7737	Adult Excursions	2,151.31
100-1605-7739	Publicity	1,718.03
100-1605-7741	Sports/Playground Progr	2,079.80
100-1605-7745	Boxing Program	1,119.64
100-1605-7980	Other Expenses	276.53
100-1610-7616	Pool Supplies	4,397.52
100-1610-7617	Pool Chemicals	269.50
100-1610-7618	Building Supplies	1,341.90
100-1610-7650	Vehicle Maintenance	1,054.40
100-1610-7652	Building Maint Services	1,889.00
100-1610-8100	Other Capital Improvem	11,271.55
100-1805-7610	Travel, Mtgs & Conf	285.50
100-1805-7980	Other Expenses	12.00
100-1810-7671	Recruiting Advertisemen	5.25
100-1810-7965	Professional Services	4,000.00
100-1810-7980	Other Expenses	100.00
100-1815-7631	Equipment Maintenance	120.00
100-1815-7632	Software Maintenance	417.16
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	2,913.78
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7771	Repair Of City Property	2,475.00
100-1825-7626	Postage	5,546.41
100-1825-7630	Equipment Lease	1,269.22
100-1825-7631	Equipment Maintenance	1,288.00
100-1825-7674	Retiree Health Insurance	2,525.00
100-2023	EE City Kitty Contributio	150.00
100-2120	Refundable Deposits	1,450.00
100-2121	Pass Through Deposits	294.32
220-2205-8070	Street Improvements (C	3,448.00
220-2220-7980	Other Expenses	630.65
220-2225-8100	Other Capital Improvem	1,204.50
240-2405-7890	Repairs-Traffic Signal	9,036.67
240-2410-7662	Other Serv-Citywide	2,179.17
240-2410-7888	Repairs-Citywide	73.58
240-2426-7810	Street Sweeping	784.00
260-2605-8061	ADA Curb Ramps (Capita	3,382.55
290-2905-7781	Contract Law Enforceme	10,000.00
440-4405-7619	Fuel And Oil	99.84
440-4405-7650	Vehicle Maintenance	127.68
440-4405-7887	Repairs & Replacements	347.14

Account Summary

Account Number	Account Name	Payment Amount
440-4405-7960	Foothill Transit Operatio	23,482.35
440-4405-8013	Vehicles (Capital)	4,523.11
460-4605-7960	Foothill Tranist Operatio	19,212.84
460-4605-8013	Vehicles	2,544.25
Grand Total:		628,757.37

Project Account Summary

Project Account Key	Payment Amount
None	595,614.05
201826-Homelss Outreach	330.00
201904-Other Exp-Tobacco Grant	72.99
201914-Other Expenses-Cal VIP	9,154.28
201914-Sheriff Contract-Cal VIP	17,381.12
201914-Youth Programs-Cal VIP	286.63
201935-Prof Svcs-GIS Upgrade	497.50
202009- Duarte's Promise - America's Promise Exp	1,055.29
202010-ADA Curb Ramps & (Construction)	1,150.00
202013-CERT-Other Exp #EP4051 OPR	123.60
202015-Caltrans Reimb/Connected Corridors Project	294.32
202018 Other Exp.Street Name Sign Sale	191.19
202019 - Census 2020- Community Information	131.40
DMGE047-City Yard Front Gate/Highland & Duarte Rd.	2,475.00
Grand Total:	628,757.37

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, AUTHORIZING INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the City of Duarte;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Duarte, California, hereby authorizes the deposit and withdrawal of City monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard; and

BE IT FURTHER RESOLVED that the following City officers, or their successors in office, shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Daniel Jordan
(Name)

Kristen Petersen
(Name)

Angela Chiaromonte
(Name)

City Manager
(Title)

Assistant City Manager
(Title)

Financial Services Manager
(Title)

(Signature)

(Signature)

(Signature)

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Duarte this 10th 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. 20-05 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 10th day of March, 2020, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

MEMORANDUM

TO: City Council

FROM: Public Safety Commission

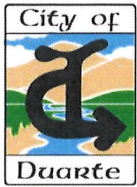
DATE: February 26, 2020

SUBJECT: Commission Organization



At the regular meeting of the Public Safety Commission held on Tuesday, February 18, 2020 the Commission organized as follows:

Chairperson – Chris Frye
Vice Chairperson – Ken Bell



AGENDA MEMO

TO: Mayor & Members of the Duarte City Council
FROM: Public Services Commission
CC: Victoria Rocha, Management Analyst
SUBJECT: Commission Reorganization
DATE: March 10, 2020

At the regular meeting of the Public Services Commission held on Wednesday, January 8, 2020, the Commission organized as follows:

- Chairperson – Pattie Dalessandro
- Vice-Chairperson – David Rodriguez



MEMORANDUM

TO: CITY COUNCIL
FROM: COMMISSIONER Christine Frye
SUBJECT: NOTICE OF ABSENCE FROM Public Safety COMMISSION MEETING
DATE: 1-21-2020

REASON FOR ABSENCE

☐ ACCIDENT

☐ VACATION

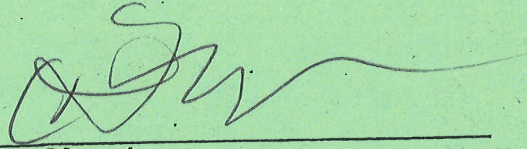
☒ SICKNESS

☐ OTHER *

☐ DEATH IN FAMILY

DATE OF MEETING ABSENCE 1-21-2020

* EXPLANATION OF ABSENCE illness


Signature

* * * * *

Absence noted by City Council

Date

MEMORANDUM

TO: Mayor and Councilmembers

FROM: Dan Jordan, City Manager

DATE: March 4, 2020

SUBJECT: Conference Attendance – City Council Meeting of March 10, 2020

California Contract Cities Association
Annual Municipal Seminar
May 15-17, 2020
Indian Wells, California

Registration: \$625
Hotel: \$214/night

61st Annual Municipal Seminar

LEADING WITH A LOCAL VOICE

May 15 - 17

2 0 2 0

Renaissance Esmeralda Resort & Spa Indian Wells
44400 Indian Wells Ln, CA 92210



61st Annual Municipal Seminar

Registration is now open! Join us as the California Contract Cities Association celebrates its 63rd year of collaborative governance from May 15-17, 2020 at the Renaissance Indian Wells Resort and Spa.

Golf Tournament

Stay tuned for registration information regarding our Golf Tournament on Thursday, May 14th.

Sponsorship Opportunities

All Associate Members are welcome to participate as a sponsor at various levels. Information will be sent separately. Please keep a lookout for these emails so you don't miss your opportunity!

Educational Sessions. Collaboration. Advocacy.

Every year, CCCA invites department experts to serve on panels focused around issues and legislation that affect our cities. Topics and program details to follow.

Hotel Accommodation

After registration is complete, you will receive a link to arrange hotel accommodations. Room reservations must be done only through that link or by contacting CCCA staff at (562) 622-5533 or info@contractcities.org. The group rate is only available to guests registered for the conference, room rate capacity is on a first come first serve basis. Anyone booking directly with the hotel and not registered for the conference will be removed from our group list.

Registration Cost Per Person

\$625

Hotel: \$214/night

Cancellation Policy: Cancellations will be subject to a \$50 processing fee, if received prior to May 3, 2020. Refunds for cancellations received after May 3 will be subject to approval by the Contract Cities Executive Board. Please submit cancellation requests to info@contractcities.org.

Duarte and Duarte Dispatch

Affiliated with SGV Newspaper Group
605 E. Huntington Dr., Suite 100
Monrovia, CA 91016
626-962-8811 ext. 40891

5007700

CITY OF DUARTE
1600 E. HUNTINGTON DRIVE
DUARTE, CA 91010

FILE NO. 2020-01

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of DUARTEAN and DUARTEAN DISPATCH, a newspaper of general circulation printed and published weekly in the City of Duarte, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of July 6, 1948, Case Number POMO C986. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/29/2020

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, LA Co. California
On this 2nd day of March, 2020.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011366814**

CITY COUNCIL NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that pursuant to State Law, the City Council of the City of Duarte will hold a Public Hearing at 7:00 p.m., on Tuesday, March 10, 2020 in the Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 2020-01: A City-initiated request to amend Chapter 16.04 of the Duarte Municipal Code relating to building laws. The proposed amendment is to adopt the 2019 California Building, Electrical, Plumbing, Mechanical, Residential, Green Standards, Energy, Reference Standard, Administrative, Existing Building, International Property Maintenance, Uniform Code for Solar Energy Installations and the Historical Building Code; the amended Los Angeles County Grading Code; and to make other general amendments related to building laws.

This proposed municipal code amendment is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000 et al), pursuant to State CEQA Guidelines Regulation 15306, which exempts information collection, and 15309, which exempts activities limited entirely to inspections; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

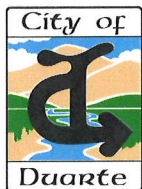
Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public Hearing. Written correspondence may be sent to Duarte City Hall, City Clerk's Office, at 1600 Huntington Drive, Duarte, CA 91010.

For further information regarding this application, please contact Yesenia Paez, Community Development Technician in the Community Development Department, 1600 Huntington Drive, Duarte, CA., 91010, Monday through Thursday at (626) 357-7931, ext. 262, between the hours of 7:30 a.m. and 6:00 p.m.

Marla Akana
City Clerk

PUBLISH: Duartean - Saturday, February 29, 2020
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte
Library - Thursday, February 13, 2020

Para información en Español, favor de llamar a City Hall de Duarte,
(626) 357-7931.
Pub: Feb. 29, 2020 **Duarten Highlander** Ad#11366814



MEMORANDUM

Date: March 10, 2020

To: Mayor and City Council

From: Yesenia Paez, Community Development Technician

Subject: **Municipal Code Amendment 2020-01** - Proposed Ordinance to Adopt 2019 California Building Codes by Amending Chapter 16.04 of the Duarte Municipal Code

Every three years, the California Building Standards Commission publishes an update of the California Building Codes (CBC). In November 2016, the City Council adopted Ordinance 870, which included a comprehensive revision to Chapter 16.04 (Building Laws). The 2019 CBC went into effect on January 1, 2020 and should be adopted by the City. Proposed Ordinance 20-O-01 is attached and provides for the adoption of the new Codes.

For this proposed Code update, changes include: adopting reference to the 2019, rather than 2016 Codes; additionally, referencing the Energy, Reference Standard, Administrative, Existing Building, International Property Maintenance, Solar Energy Installations, and the Historical Building Code to the chapter. Some of the changes included in this code amendment are added sections such as: Liability, Work Exempt From a Permit, Permit Expiration, Reinspection Fees, Residential Swimming Pools, Roof Assembly Requirements, and Glazing in Windows in High Fire Hazard Severity Zones. Amendments to Roof Assembly Requirements, and Glazing are included to address particular situations relative to Duarte, such as the location of Very High Fire Severity zones and earthquake faults. Revisions related to: Liability, Work Exempt from a Permit, Permit Expiration, Reinspection Fees and Residential Swimming Pools are administrative items that reflect recommendations from Charles Abbott & Associates, our building plan checking and inspection provider, and formalization of processes that have been standard practice for many years.

To clarify proposed changes, Staff has provided both a clean and a bold/strikeout version of the proposed amendments.

Staff recommends that the City Council introduce and hold a first reading of proposed Ordinance 20-O-01 (Exhibit A); amending Chapter 16.04 of the Duarte Municipal Code

Exhibits:

- A. Ordinance 20-O-01
- B. Proposed Changes in Bold/Strikeout

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

EXHIBIT B

Deleted Text =

~~Deleted Text~~

Added Text = Added Text

Chapter 16.04 - BUILDING LAWS*

Sections:

16.04.010 - Adoption of county codes by reference.

- (a) The city adopts by reference, except as otherwise provided in this chapter, the following codes:

- (1) The ~~2016~~ 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 ~~2016~~ 2019 edition of the California Electrical Code.
- (3) The ~~2016~~ 2019 edition of the California Plumbing Code with Appendix H.
- (4) The ~~2016~~ 2019 edition of the California Mechanical Code.
- (5) The ~~2016~~ 2019 edition of the California Residential Code with Appendices.
- (6) The ~~2016~~ 2019 edition of the California Green Building Standards Code.
- (7) The ~~2016~~ 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.

(Ord. 797 § 1, 2007; Ord. 766 § 1, 2003; Ord. 743, 1999; Ord. 722 § 1, 1995; Ord. 696 § 1, 1993; Ord. 692 § 1 (part), 1992; Ord. 680 § 1, 1991; Ord. 649 § 1, 1988; Ord. 616 § 1, 1986; Ord. 603 § 1, 1985; Ord. 576 § 1, 1983; Ord. 558 § 1, 1982; Ord. 475 § 1, 1979; Ord. 439 § 1 (part), 1978)

(Ord. No. 824, § 1, 12-14-2010; Ord. No. 842, § 1, 10-22-2013)

16.04.015 - Reserved.

Editor's note— Ord. No. 842, § 1, adopted Oct. 22, 2013, repealed § 16.04.015 which pertained to adoption of the California Green Building Standards Code and derived from Ord. No. 824, § 2, adopted Dec. 14, 2010.

16.04.020 - Copies on file.

One copy each of the California Building Code and one copy of the California Green Building Standards Code shall be deposited in the office of the city clerk and shall be at all times maintained by the clerk for use and examination by the public.

(Ord. 797 § 2, 2007; Ord. 649 § 2, 1988; Ord. 603 § 2, 1985; Ord. 439 § 1 (part), 1978)

(Ord. No. 824, § 3, 12-14-2010; Ord. No. 842, § 1, 10-22-2013)

16.04.030 - Words and phrases amended.

- (a) Whenever any of the following names or terms are used in the California Building Code or in this chapter, each such name or terms shall be deemed and construed to have the meaning ascribed to it in this section, as follows:
 - (1) "Authority having jurisdiction," "chief plumbing inspector" or "plumbing inspector," as used in the Plumbing Code, means the building official.
 - (2) "Board of appeals," or "appeals board" as used in the Building Code, means the planning commission of the city of Duarte.
 - (3) "Building official." Unless otherwise expressly indicated, "building official" shall mean the community development director of the city of Duarte or designee.
 - (4) "City" means the city of Duarte.
 - (5) "Fire Code" or "Los Angeles County Fire Code" means Chapter 15.04 of this code.
 - (6) "General fund" means the city treasury.
 - (7) "Ordinance No. 7583, an ordinance adopting a health code" or "health code" means Section 6.04.010 of this code.
 - (8) "Special inspector" means a person holding a valid certificate of registration as special inspector and approved by the city.
 - (9) When referencing grading, "Community Development Director" or "Building Official" shall be substituted for "City Engineer"
- (b) The building official is authorized and directed to enforce all of the provisions of this code, including the Housing Code, the Electrical Code, the Plumbing Code, and the Mechanical Code, and to make all inspections pursuant to the provisions of each such code, except for those specific sections and chapters

where the city engineer is the designated building official. For such purposes, he or she shall have the powers of a police officer.

(Ord. 797 § 3, 2007: Ord. 475 § 2, 1979; Ord. 439 § 1 (part), 1978)

(Ord. No. 824, § 4, 12-14-2010; Ord. No. 842, § 1, 10-22-2013)

16.04.040 - Building code fees.

The fees collectible by the city for the issuance of building, plumbing, electrical, mechanical, sewer, grading, and similar permits as well as plan checking fees for building and structures shall be established at two times the prevailing Los Angeles County fee, as periodically amended.

(Ord. 797 § 5, 2007: Ord. 674 § 1, 1990: Ord. 558 § 3, 1982: Ord. 439 § 1 (part), 1978)

(Ord. No. 842, § 1, 10-22-2013)

Editor's note— Ord. No. 842, § 1, adopted Oct. 22, 2013, renumbered the former § 16.04.050 as § 16.04.040 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

16.04.050 - Penalty.

(a) GENERAL.

- (1) No person shall construct, alter, repair, demolish, remove, move, use, occupy or maintain, within the city, any building or structure or any portion thereof, except as provided by this code.
- (2) No person shall grade, excavate or fill any land except as provided by this code.
- (3) The permissive provisions of this code shall not be presumed to waive any limitations imposed by other statutes or ordinances of the state or city.
- (4) All of the provisions of this code shall be limitations for safeguarding life, limb, health, property and public welfare.

(b) VIOLATION OF A BUILDING OR GRADING PERMIT. Every person who knowingly and willfully procures a building and/or grading permit without the consent of the owner of record of the property for which the permit is issued, or such person's agent, is guilty of a misdemeanor or infraction.

(c) VIOLATION OF AN ORDER. No person shall fail to comply with any valid order issued pursuant to any provision or requirement of this code.

(d) MAKING FALSE STATEMENTS TO THE DEPARTMENT. It is unlawful for any person, authorized by the department to perform inspections, to make a

false or misleading statement, or misrepresentation in any writing submitted to the department.

- (e) VIOLATION IS MISDEMEANOR. Every violation of this section or regulation related or referenced herein is punishable as a misdemeanor.
- (f) ALL AVAILABLE REMEDIES. The remedies available to the city pursuant to the provisions of this chapter shall not limit the right of the city to seek any other remedy that may be available by law, including, but not limited, to the nuisance remedies.

(Ord. 797 § 6, 2007; Ord. 766 § 3, 2003)

(Ord. No. 824, § 5, 12-14-2010; Ord. No. 842, § 1, 10-22-2013)

Editor's note— Ord. No. 842, § 1, adopted Oct. 22, 2013, renumbered the former § 16.04.051 as § 16.04.050 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

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 or her 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 within the scope of his or her duties 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.

16.04.060 - Section 109.4 California Building Code amended—Work commencing before building permit issuance.

Section 109.04 of the California Building Code shall be amended to add the following:

The additional fee established for work commencing before issuance of building permits shall be determined by the building official and shall be no less than the established investigation fee and no greater than two times the established permit fee.

([Ord. No. 842, § 1, 10-22-2013](#))

16.04.065 - Section 111 California Building Code amended — Utility Release 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.

([Ord. No. 842, § 1, 10-22-2013](#))

16.04.070 - Utilities.

New construction or rehabilitation or remodeling in excess of fifty percent of the valuation of the existing structure requires that all utilities on the site for direct service to the area therein shall be installed underground except as otherwise approved by the city council. The owner or developer is responsible for complying with the requirements of this section and shall make the necessary arrangements as required by the serving utilities for the installation of such facilities. For the purpose of this section, appurtenances and associated equipment, such as, but not limited to, surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, and concealed ducts in an underground system may be terminated aboveground.

(Ord. 460 § 1, 1979)

([Ord. No. 842, § 1, 10-22-2013](#))

Editor's note— Ord. No. 842, § 1, adopted Oct. 22, 2013, repealed the former §§ 16.04.070—16.04.086 and § 16.04.100 which pertained to building code amendments, residential and commercial roofs, and driveways and parking aprons, and satellite receiving antennas, and derived from Ord. No. 439 § 1 (part), 1978; Ord. No. 516 § 2, 1981; Ord. No. 517 § 2, 1981; Ord. No. 518 § 2, 1981; Ord. No. 559 §§ 1, 2, 1982; Ord. No. 577 § 1, 1983; Ord. No. 597, § 2, 1984; Ord. No. 603 §§ 3—5, 1985; Ord. No. 797 §§ 7—10, 2007; and Ord. No. 824, §§ 6—9, adopted Dec. 14, 2010. Said ordinance further renumbered §§ 16.04.092 and 16.04.095 as §§ 16.04.070 and 16.04.080 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

~~16.04.080—Section 604.2 of Plumbing Code amended—Water pipe materials.~~

~~Section 604.3 of the Plumbing Code is amended to read:~~

~~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.~~

~~(Ord. 797 § 11, 2007; Ord. 603 § 6, 1985)~~

~~(Ord. No. 828, § 1, 3-22-2011; Ord. No. 842, § 1, 10-22-2013)~~

Note— See the editor's note to § 16.04.070.

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.

16.04.090 - Small residential rooftop solar energy systems.

- (a) **APPLICABILITY.** This section applies to the permitting of all small residential rooftop solar energy systems, as defined herein, in the city.
- (b) **DEFINITIONS.** The following words and phrases as used in this section are defined as follows:
 - (1) "Electronic submittal" means the utilization of one or more of the following: e-mail; the internet; ~~and/or facsimile~~.
 - (2) "Small residential rooftop solar energy system" means all of the following:
 - (A) A solar energy system that is no larger than ten kilowatts alternating current nameplate rating or thirty kilowatts thermal.

- (B) A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city and paragraph (iii) of subdivision (c) of Section 714 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesigned from time to time.
- (C) A solar energy system that is installed on a single or duplex family dwelling.
- (D) A solar panel or module array that does not exceed the maximum legal building height as defined by the authority having jurisdiction.
- (3) "Solar energy system" has the same meaning set forth in paragraphs 1 and 2 of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

(c) SOLAR ENERGY SYSTEM REQUIREMENTS.

- (1) All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state of California and of the Los Angeles County Fire Department.
- (2) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
- (3) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

(d) DUTIES OF THE BUILDING DIVISION AND BUILDING OFFICIAL.

- (1) Duarte Municipal Code sections 16.04.090 govern ~~On or before September 30, 2015, the building official shall adopt an ordinance that creates an~~ expedited, streamlined permitting process for small residential rooftop solar energy systems.
- (2) All documents required for the submission of an expedited small residential rooftop solar energy system shall be made available to the public on the city of Duarte website.
- (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 email or fax.

- (4) A checklist shall be prepared by the building official of all requirements with which a small residential rooftop solar energy system shall comply to be eligible for expedited review.
 - (5) The small residential rooftop solar energy system permit process and checklist shall substantially conform to recommendations for expedited permitting, including the checklist, contained in the most current version of the California Solar Permitting Guidebook. The city may modify the checklist and standards found in the California Solar Permitting Guidebook due to unique climactic, geological, seismological, or topographical conditions.
 - (6) The fees prescribed for the permitting of small residential rooftop solar energy systems shall be established from time to time by resolution of the city council and shall be in compliance with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.
- (e) PERMIT REVIEW AND INSPECTION REQUIREMENTS.
- (1) The applicant may submit the permit application and associated documentation to the city's building division by person, mail, or electronic submittal together with any required permit process and inspection fees.
 - (2) The eCity 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.
 - (3) An approval of the application and/or issuance of the permit(s) does not authorize an applicant to connect the small residential rooftop energy system to the local utility provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.
 - (4) Prior to submitting an application, the applicant shall:
 - (A) Verify to the applicant's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and
 - (B) At the applicant's cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the

existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.

- (5) For a small residential rooftop solar energy system eligible for expedited review, only one inspection shall be required, which shall be done in a timely manner and may include a consolidated inspection by the building official and fire chief. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however the subsequent inspection need not conform to the requirements of this subsection.
- (6) The building official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the planning commission. If a use permit is required, the building official may deny an application for the use permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the planning commission.
- (7) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- (8) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit. The city shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

(Ord. No. 860, § 1, 10-13-2015)

16.04.100 - Electric vehicle charging stations.

- (a) **APPLICABILITY.** This chapter applies to the permitting of all electric vehicle charging stations, as defined herein, in the city.
- (b) **DEFINITIONS.** The following words and phrases as used in this section are defined as follows:

- (1) "Electronic submittal" means ~~the utilization of one or more of the following: e-mail and/or facsimile.~~
- (2) "Electric vehicle charging stations" means an electric vehicle supply equipment station, of any level, that delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle and is designed and built in compliance with 24 California Code of Regulations sections 625.1, et seq., as it reads on the effective date of this chapter, or as it may be amended.

(c) ELECTRIC VEHICLE CHARGING STATION REQUIREMENTS.

- (1) All electric vehicle charging stations shall meet applicable health and safety standards and requirements imposed by the state of California and of the Los Angeles County Fire Department.
- (2) Electric vehicle charging stations shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

(d) DUTIES OF THE BUILDING DIVISION AND BUILDING OFFICIAL.

- (1) Duarte Municipal Code sections 16.04.100 govern ~~On or before September 30, 2017, the building official shall implement an ordinance that creates an expedited, streamlined permitting process for electric vehicle charging stations.~~
- (2) All documents required for the submission of an expedited electric vehicle charging station(s) shall be made available to the public on the city of Duarte website.
- (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 ~~or fax~~.
- (4) A checklist shall be prepared by the building official of all requirements with which an electric vehicle charging station shall comply to be eligible for expedited review.
- (5) The electric vehicle charging station permit process and checklist shall substantially conform to recommendations for expedited permitting, including the checklist, contained in the most current version of the Plug-in Electric Vehicle Infrastructure Permitting Checklist and the Zero-Emissions Vehicles in California: Community Readiness Guidebook published by the Governor's Office of Planning and Research.

- (6) The fees prescribed for the permitting of electric vehicle charging stations shall be established by resolution of the city council and shall comply with State Health and Safety Code Section 17951.

(e) PERMIT REVIEW AND INSPECTION REQUIREMENTS.

- (1) The applicant may submit the permit application and associated documentation to the city's building division by person, mail, or electronic submittal together with any required permit process and inspection fees.
- (2) The eCity 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.
- (3) Prior to submitting an application, the applicant shall, at his or her cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system is adequately sized, based on the existing electrical system's current use, to carry electrical loads associated with an electric vehicle charging station and is in compliance with the development standards for electric vehicle charging stations identified in the Duarte Development Code, section DDC 19.38.190(c).
- (4) The building official may require an applicant to apply for a conditional use permit if the official finds, based on substantial evidence, that the electric vehicle charging station could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the planning commission. If a conditional use permit is required, the building official may deny an application for the conditional use permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the planning commission.
- (5) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- (6) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated

application in a prior successful application for a permit. The city shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

(Ord. No. 875, § 1, 9-26-2017)

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.

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.

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.

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.

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

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 ³/₄ inches in width. Where there are decorative cutouts within vertical members, spacing with the cutouts shall not be greater than 1 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 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 ¾ 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 ¾ in width. 3109.3.1.6 Diagonal members. Where the barrier is composed of diagonal members shall not be greater than 1 ¾ 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.

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.

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

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.

16.04.200 - 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."

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.

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.

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.

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.

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.

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.

Duarte and Duarte Dispatch

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CITY OF DUARTE
1600 E. HUNTINGTON DRIVE
DUARTE, CA 91010

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of DUARTEAN and DUARTEAN DISPATCH, a newspaper of general circulation printed and published weekly in the City of Duarte, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, on the date of July 6, 1948, Case Number POMO C986. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/29/2020

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, LA Co. California
On this 2nd day of March, 2020.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011367650**

CITY COUNCIL NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that pursuant to State Law, the City Council of the City of Duarte will hold a Public Hearing at 7:00 p.m., on Tuesday, March 10, 2020 in Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Appeal of Planning Commission decision to deny Conditional Use Permit 19-07. The project proposal is for the operation of a retail sales use that includes new and used goods in a 15,036 square foot tenant space (formerly Fresh and Easy) at 2215 Huntington Drive. No donation of used goods would be accepted at this location. On February 18, 2020, the Planning Commission held a public hearing and denied the proposal by approving Resolution 20-01 for the denial of the project.

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to exemption in Section 15301, Class 1 of Title 14 of the California Code of Regulations. Therefore, no further environmental review is necessary in accordance with CEQA Guidelines. A Notice of Exemption has been prepared for this project.

Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public Hearing. Written correspondence may be sent to Duarte City Hall, City Clerk's Office, at 1600 Huntington Drive, Duarte, CA 91010.

For further information regarding this application, please contact Nick Baldwin, Associate Planner in the Community Development Department, 1600 Huntington Drive, Duarte, CA., 91010, Monday through Thursday at (626) 357-7931, ext. 238, between the hours of 7:30 a.m. and 6:00 p.m.

Marla Akana
City Clerk

PUBLISH: Duartean - Saturday, February 29, 2020
POSTED/MAILED: Duarte City Hall, Duarte Public Safety
Office, Duarte Library, February 27, 2020

Para información en Español, favor de llamar a City Hall de Duarte,
(626) 357-7931.
Ad#11367650

MEMORANDUM



TO: Honorable Mayor and City Council

FROM: Nick Baldwin, Associate Planner

DATE: March 10, 2020

SUBJECT: Appeal of Planning Commission Decision on Conditional Use Permit 19-07

Conditional Use Permit 19-07 is a request by Restore-Habitat for Humanity to operate a retail store that sells new and used products. Retail uses are allowed by right in the Commercial General (CG) zone, but in this case a conditional use permit is required because a portion of the sales at this site will be used products. The CG zone requires a use permit for second hand sales.

On February 18, 2020, Dave McKechnie filed an appeal on behalf of Restore-Habitat for Humanity. The appeal challenges the Planning Commission decision to adopt PC Resolution 2020-01 denying Conditional Use Permit (CUP) 2019-07.

This case was initially heard by Planning Commission at its regularly scheduled meeting on January 21, 2020. The Commission considered public testimony and staff analysis and voted to continue the meeting to the next regularly scheduled Planning Commission meeting after a motion to approve the proposal failed with a 2-2 vote, with one commissioner absent.

Upon taking public testimony at the February 18, 2020 meeting, the Commission denied CUP 2019-07 by a 3-2 vote disallowing the operation of a retail sales use that includes new and used goods.

The business is proposing to locate at 2215 Huntington Drive, within a 15,036 s.f. existing tenant space that was formerly occupied by Fresh and Easy. The business will sell new and used housewares, building materials and appliances. Both new and used materials will be brought to the store via truck similar to other retail uses in the City. Unlike other ReStore businesses in the area, this location will not accept donations to be dropped off at the store. Typical store hours are from 9 a.m. to 6 p.m. Tuesday through Saturday and the location will receive all product shipments during business hours. Conditions of approval recommended for this business include stringent requirements for parking lot cleaning, loitering, material drop-off, dumping, and scavenging.

The complete Planning Commission Staff Report is attached, and contains detailed information and analysis for CUP 19-07. The appeal letter, Planning Commission minutes, and other reference materials are attached to the package.

Staff recommends that City Council consider the appeal, collect public testimony, and direct the Staff to bring a Resolution for action to the next meeting. Two possible decisions are: 1) to grant the appeal, approving CUP 19-07; or 2) to deny the appeal and uphold the Planning Commission denial of CUP 19-07.

Attachments:

1. Appeal Letter from Dave McKechnie, on behalf of Habitat for Humanity
2. Draft Planning Commission Minutes – 2/18/20
3. Planning Commission Staff Report with Exhibits:
 - a. Project Operation Statement
 - b. Project Plans/Photos
 - c. 2015 Shopping Center Study
 - d. PC Resolution 2020-01



City of Duarte, California
Planning Department
1600 Huntington Drive
Duarte, CA. 91010

Re: Conditional Use Permit 2019-07 (Habitat for Humanity ReStore)

To the Duarte City Council:

Please consider this letter as a filing request for an appeal hearing before the full City Council of the City of Duarte, California. Pursuant to the decision and ruling of the City of Duarte Planning Commission as noted in Resolution No. PC 2020-01

We are requesting the process of an appeal hearing in accordance with the instructions we received from the City Planning Department noting Section 19.144.030 of the Municipal Code.

Our reasoning for requesting the appeal hearing are as follows:

- Section 2. Of Resolution No. PC 2020-01
 1. The resolution states that the Habitat for Humanity ReStore's "retail component is permitted in the City of Duarte." The resolution further states "however, the sale of goods that are used, damaged, and/or repurposed starkly contrasts with the established economic character of the businesses in this part of the City that offer goods and services that are first-quality and market-rate."

Habitat for Humanity ReStore does in fact sell some used items. These items typically make up 25%-30% of our product mix. We have an exhaustive process for selecting items that we will accept as donations. We have no desire to accept "damaged" items, and we work diligently to assure that the items we do accept are of high caliber and have intrinsic value to our customers. The vast majority of our products, by far, are "new". We purchase items for resale and we receive many "new" items from corporate donors. To imply that our items for sale are not "first-rate" or "market-rate" is a gross misstatement of fact. We offer "first-rate" items at exceptionally good values, typically *below* "market rates" which has propelled the ReStore brand nationally to attain almost a billion dollars of sales annually.

In regards to the reference that the sale of "used" items is not in line with the City's Economic Development Policy in this corridor. We would respectfully submit there are several businesses along this corridor that sell used items as part of their business model. Literally across the street from our proposed site, is a firearms dealer that has a portion of their business dedicated to selling "used" firearms. Duarte Tire & Auto Services, a highly praised business here in the City, sells both new and "used" tires. Both of these businesses are located on Huntington Drive, the latter being virtually across the street from City Hall.

Building

San Gabriel Valley
 **Habitat for Humanity®**

The Resolution further states that our intended business “*is not consistent with Economic Development Policy No. 3.1.2 which states that permitted uses along Huntington Drive should accurately reflect economic market conditions and incompatible uses and activities should be eliminated.*”

We would propose that the City’s “economic market conditions” are very well reflected in our business. The City of Duarte has a diverse mix of individuals living in the city and a broad economic base. With almost 1/3rd of Duarte’s population living in rental properties. We can offer exceptional products and values to individuals and families that may not have a large amount of disposable income to spend on improving their residence. All consumers nationwide are consistently looking for high value at reduced costs. As we look along Huntington Drive we see many similar businesses such as “Grocery Outlet, Big Lots and TJ-Maxx...just to name a few. These businesses have come into existence to meet the demands of consumers, *higher value and lower price*. Our ReStore shares this exact same philosophy.

- Section 2. Of Resolution No. PC 2020-01

3. The resolution states, “The proposed secondhand retail store will sell many goods including those typically found at a contractor supply store, such as paint, hardware, windows, and flooring. Stores that sell this type of goods are associated with impacts in the parking lot, like the accumulation of discarded packaging, spilled paint, and loitering laborers”

Habitat for Humanity ReStores are not a contractor supply based business. We are much more of a Home Décor boutique. We do sell some items that could be considered “building materials”, but these constitute a very small portion of our business. We are not a Home Depot or Lowes Home Improvement Store by any stretch of the imagination.

Having worked for Lowes as a manager, I know firsthand that a typical Lowes constitutes a building footprint that is over 112,000 sq. ft. and a parking lot that is roughly 2+ acres. Our proposed facility is 15,000 square feet total or 86.6% smaller.

The national average for sales in a Lowes store in 2018 was 37.2 million dollars annually. Our Restore financial projections for sales in our first year are 1.9 million dollars annually or 5.1% of Lowes stores annual sales. We clearly do not have anywhere near the scale of business that a typical “Contractor Supply” business has. We do not have any, nor would we tolerate, issues of discarded packaging, spilled paint or day laborers loitering as stated in the resolution.

- Section 2. Of Resolution No. PC 2020-01

4. The resolution states, "Operation of the use at the location proposed could 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."

Habitat for Humanity ReStores have proven themselves, across the nation, to be a valuable addition to business in virtually every major city in America.

In 2018 the independent research firm Cone/Porter Novelli conducted a "Purpose Study" to identify and quantify business rankings in America and worldwide.

That study reveals some amazing statistics regarding Habitat for Humanity:

- The Habitat "brand" value is ranked number 33 out of the top 100 brands in America.
- Habitat for Humanity has a brand value of 15.6 billion dollars
- Habitat for Humanity has helped more than 13.2 million people worldwide
- Habitat for Humanity is rated #5 in the world value index
- In 2018 the Equitrend Harris poll rated us the #2 brand in the U.S. for Social Services
- In the same Equitrend Harris poll we rank #1 as the "Most trusted and loved non-profit in America"

Habitat for Humanity brings a great deal to the table for the City of Duarte. This is not just a "ReStore" that we are proposing. We are bringing our brand value with us. We bring a long history of service to our communities and offering those around us "A hand up, not a hand out." We bring 30 years of service here in the San Gabriel Valley, with 16 Habitat homes built right here in Duarte.

The ReStore is a large funding component of our overarching goal of providing affordable housing on a global scale. We have received a *perfect* "4 Star Charity Navigator" rating for the past 12 years. A large percentage of this rating is grounded in our prudent use of funding. Because of the existence of the ReStore, and the income it generates, we are able to offset almost all of our internal operational costs. This allows us to put virtually every penny of a donated dollar directly to work on a Habitat home

In no way, shape or form could our business be considered as "Detrimental to the harmonious and orderly growth of the City." We will bring a great deal of "good" to this area.

In our due diligence research of this property, we discovered that there was an on-going homeless encampment issue at the facility, in both the front and rear of the building. After inspecting the property on several different occasions, prior to coming to a lease agreement, I personally discovered multiple defecations on the property and an abundance of used hypodermic needles, indicated illegal drug use. These things constitute "a hazard to public health and safety" in the city of Duarte. The installation of our business into this building would have an overall "positive effect" on the surrounding neighborhood. It would end a five-year vacancy of the property and curb the suburban blight that is beginning to take hold in this neighborhood.

In conclusion,

As we stated during the original Planning Commission hearings, our intent is to create a new model of Restore. As I stressed to the Planning Commission during the initial hearings, I was brought on to the Habitat San Gabriel Valley team to specifically find a new location and implement the innovative program we had developed during my 16 years with the neighboring Habitat for Humanity affiliate in Los Angeles.

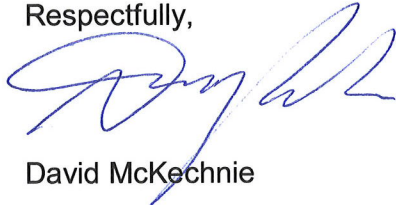
In my career with that Habitat affiliate, we opened three new stores, employed 75 full time employees with full benefits and sold over 8 million dollars, in taxable revenue per year.

I welcome the Conditional Use Permit process and the rules and expectations that it requires. These expectations will make us a better organization and will ultimately help us to grow our business and flourish in the Duarte community.

These stores are very successful for several reasons. They provide excellent value, a wide variety of products and an excellent customer service experience....but it does not just stop there.

These stores are successful because our *customers & staff* know they are supporting a chance for someone else to have a better life, and a home they can call their own.

Respectfully,



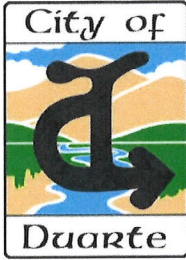
David McKechnie

Director of Retail Operations

Habitat for Humanity San Gabriel Valley

724 E. Huntington Drive Monrovia, CA 91016

(626) 418-2443



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
February 18, 2020**

**Planning Commission
Commissioners**
Paula Watson-Gardner, Chair
Sara Vasquez, Vice-Chair
George K. Farra
Tina Heany
Wally Wolff

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:

Chairperson Watson-Gardner called the meeting to order at 7:01 p.m. The following were in attendance:

PRESENT: Watson-Gardner, Vasquez, Heany, Farra and Wolff
ABSENT: None
STAFF: Hensley, Golding, Galeazzi, Baldwin, Hernandez
CITY ATTORNEY: Thai Phan

2. PLEDGE OF ALLEGIANCE:

Wolff led the Pledge of Allegiance.

3. APPROVAL OF MINUTES: January 21, 2020

Heany moved to approve the minutes of January 21, 2020. Seconded by Farra. The motion was approved 5-0-0-0.

4. ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA:

Chairperson Watson-Gardner opened Oral Communications for items not on the Agenda. Seeing none the item was closed.

5. PUBLIC HEARINGS:

- A. Conditional Use Permit No. 2019-05: (Continued from January 21, 2020). A request for the review and approval to operate a new massage establishment within an existing tenant suite located at 2241 Huntington Drive.**

Attachments: Staff Report CUP 2019-05 and PC Resolution 2020-02

Ivan Galeazzi, Associate Planner presented a staff report on the continued item from January 21, 2020 meeting, addressing previous concerns from the Commission and Conditions modification.

Chairperson Watson-Gardner opened the Public Hearing.

Mr. Yongfeng Du, the applicant brought his friend Ms. Jing Gu for representation and translation assistance. She spoke regarding the location, research done for the business and commercial leasing.

Chairperson Watson-Gardner closed the Public Hearing.

Hensley reiterated the added conditions that were discussed at the February meeting and presented by Staff.

Heany commented on the posting of the inspections at the establishment.

Vasquez reiterated her concern on the proximity of similar establishments.

Heany asked if an ordinance is in place for a distance requirement between massage establishments.

Vasquez commented on other cities' issues related to massage establishments.

Farra reiterated his concern from the previous meeting regarding the location of the proposed business.

Chairperson Watson-Gardner called for a motion on the approval of item. Heany moved to approve, seconded by Watson-Gardner. Chairperson Watson-Gardner roll called the motion. The motion did not pass 2-3-0-0. (Yes: Watson-Gardner, Heany; No: Vasquez, Farra, Wolff; Abstain: None; Absent: None).

Thai Phan, Deputy City Attorney stated the facts of the continuation of the Conditional Use Permit denial for next month's meeting.

Chairperson Watson-Gardner reopened the item to continue for the next month's meeting, and direct staff to bring back a resolution of denial listing the findings discussed by the Planning Commission.

B. Conditional Use Permit 2019-07: (Continued from January 21, 2020). A request to operate a retail secondhand use within an existing tenant suite located at 2215 Huntington Drive.

Attachments: Staff Report CUP 2019-07 and PC Resolution 2020-01

Nick Baldwin, Associate Planner presented a staff report addressing concerns from the continued Januarys meeting. And he indicated that letters of support and

applicant's presentation were placed in the dais for their review and answered Commissioners' questions.

Vasquez asked Baldwin if there were any letters received against the project and commented on the received letters of support. Baldwin responded that no letters were received opposing the project and discussed letters of support.

Chairperson Watson-Gardner opened the Public Hearing.

The following people spoke in support of the project:

Steve Hernandez, Duarte Resident; Alejandra Reyes, Habitat Homeowner from San Gabriel Valley and Pasadena; Gilberto Reyes, Pasadena Resident and Stacy Bowman, Azusa Resident and Store Volunteer.

David McKechnie, Director of Operations Habitat for Humanity in the San Gabriel Valley, provided a Power-Point presentation, discussed background history of the store, model vision for Duarte store, items selling at the store, intake donations, and addressed Commissioners' comments and concerns from the previous meeting.

Farra asked for clarification about the Conditional Use Permit versus the Permit as a matter of right. Baldwin responded explaining the criteria for the CUP and nature of the proposed business.

Farra asked McKechnie for clarification on the rebuttal of his presentation from the Staff's determination for a secondhand store. McKechnie explained his initial application request to be a by-right retail store, however due to the percentage of donated items that are not new and stipulations in the municipal code the store had to be categorized as a secondhand store.

Vasquez asked McKechnie for confirmation on the percentage of items being used. McKechnie confirmed that a small percentage of items donated may not be new.

Farra asked if consideration was given for no secondhand used materials to be accepted and to accept cash donations instead to avoid the Conditional Use Permit. McKechnie explained the process for being selective when accepting used donated items and how that helps them provide more net profit to the affiliate. Therefore, the business will not consider discontinuing donated used materials. He also explained the receipt of cash donations from corporations and the good quality materials that are sold in the store.

Chairperson Watson-Gardner and Vasquez asked for clarification on the interpretation of used items. McKechnie explained what is interpreted by the

letter of the law on used sell items and provided categories of the intake donations from organizations and households.

Heany commented on her niece's donation of new appliances when she bought a house because she wanted updated appliances. She also asked for confirmation if sales taxes would be paid to the city. McKechnie confirmed that full tax sales would be paid to the city accordingly.

Chairperson Watson-Gardner closed the Public Comments.

Hensley addressed a concern brought out from the previous meeting and asked for confirmation on the condition of the shopping center parking lot. Baldwin confirmed that the Shopping Center Property Owners completed the work regarding the restriping of parking stalls.

Chairperson Watson-Gardner opened Commissioners' discussion.

Farra indicated he has not heard anything that has change his mind. He acknowledged that the Habitat offers a lot of good things to people and that it is a regional asset; however, it may not be the best fit for the Duarte residents and development along Huntington Drive even when considering the slide presentation. He went on to say that the materials sold at the store are not common to be purchased by the residents on a weekly/monthly basis and therefore may not be beneficial to the residents. He also indicated that with small minor adjustments, perhaps this permit could be by-right versus having to be presented to the commission.

Heany congratulated McKechnie on the Four-Star Charity Navigator rating that is not that common these days. She commented on Duarte residents shop at the Azusa ReStore store, that antique stores don't sell new things, that new things are not what people are always looking for, and the attention needed for that shopping center which has had a vacancy for many years.

Chairperson Watson-Gardner stated she loves Habitat for Humanity and Restore, she commented that the business is there for people that need help and have hardships on buying a house and furnishing it. There is positive impact for the homeless. There are various pros and cons comments received from uninformed people. She noted the proposed upgrade of new model store and the proposed good neighboring practices. She also noted the sales tax benefits.

Vasquez stated she has not heard anything that has changed her mind from the last meeting. She commented on Habitat is a wonderful organization, but also how the city is a small town and needs to develop accordingly. Remodel upgrades are needed for the shopping center. There is a suitable location for the type of business.

Wolff stated he volunteered for Habitat for Humanity and helped build homes and that it is a noble cause. He commented on the prominence of the location which demands a higher quality of use. He supports of a different and more suitable location within the City for the Habitat.

Chairperson Watson-Gardner roll called to approve or denied the CUP 2019-07. Heany moved to approve and seconded by Chairperson Watson-Gardner. The motion did not pass. 2-3-0-0 (Vote: Yes: Watson-Gardner, Heany; No: Farra, Vasquez, Wolff; Abstain: None; Absent: None)

Henley explained the different denial resolution from the previous item and read the findings for the record. Thai Phan, City Attorney clarified what is necessary to approve denial resolution and the findings to present to the Council. Copies of the denial resolutions were given to the commissioners for review.

Farra called for a short break to review the findings of the denial resolution. Hensley stated a short break is appropriate.

Vasquez asked if the resolution was pre-draft including comments from the previous meeting. Hensley stated if needed, comments can be added and that there was no new information necessary to add from the previous meeting. Phan reiterated the early preparedness of the draft was done to reflect the previous hearing and if needed new comments, findings, additional evidence can be made to add to the final denial resolution.

Chairperson Watson-Gardner called for a short break at 8:13 p.m. and reconvened the meeting at 8:22 p.m.

Hensley read the comments on the proposed resolution for denial as follow: 1)Page section 2; finding #4, at the end of paragraph insert "Although the proposed use may meet regional needs, it does not meet the needs of the community of Duarte" 2) Page #3; section 3 and 4 CUP 2019-05 should be corrected to 2019-07.

Chairperson Watson-Gardner called for a motion to adopt the changes submitted to Director Hensley.

Phan and Chairperson Watson-Gardner reinstated the Resolution of the Planning Commission of the City of Duarte denial CUP 2019-07 for the use and operation of a secondhand store located at 2215 Huntington Drive including the changes submitted orally. Chairperson Watson-Gardner called for a motion to approve the denial. Farra moved to approve the denial with the changes and seconded by Wolff. The denial motion passed with changes 3-2-0-0. (Vote: Yes: Farra, Vasquez, Wolff; No: Watson-Gardner, Heany; Abstain: None; Absent: None)

Hensley explained the process regarding the appealable decision to the City Council for the Applicant and interested parties reiterating that all Commissions' decisions are appealable to the City Council.

Phan clarified for the commission the denial resolution for the previous item. Vasquez asked about the immediate draft resolution for the secondhand store versus the first item. Hensley responded that it was a specific request from the applicant and due to timing constraints to continue with the process.

6. ITEMS FROM DIRECTOR:

There were no items from the Director Hensley.

7. ITEMS FROM COMMISSIONERS:

There were no items from the Commissioners.

8. ADJOURNMENT: Monday, March 16, 2020

Chairperson Watson-Gardner adjourned the meeting at 8:28 p.m. The next meeting is scheduled for March 16, 2020

Craig Hensley, Secretary



PLANNING COMMISSION STAFF REPORT

Date: January 21, 2020

Project: Conditional Use Permit 2019-07
New Retail and Secondhand Store (ReStore)

Location: 2215 Huntington Drive (Formerly Fresh and Easy)

Applicant: ReStore

SUMMARY

The applicant, ReStore, is requesting approval to operate a retail store that sells new and used goods at 2215 Huntington Drive. The business is proposing to locate within an existing unit within a shopping center that was formerly occupied by Fresh and Easy. The business will sell new and used construction materials and appliances. Both new and used materials will be brought to the store via delivery truck, and unlike other ReStore businesses in the area, this location will not accept donations to be dropped off at the store. The store will be open from 9 a.m. to 6 p.m. Tuesday through Saturday and will receive all product shipments during business hours.

Retail is a permitted use within the Commercial-General (C-G) zone, but since sale of used goods are proposed (Secondhand store), the proposed business requires approval of Conditional Use Permit by the Planning Commission.

PROJECT DESCRIPTION

The project site is located within the shopping center that was formerly anchored by Fresh and Easy supermarket. The property is zoned Commercial-General (C-G) and is developed with a retail building with 11 units. The proposed ReStore business will occupy the vacant 15,036 square foot unit that was formerly a supermarket and adjacent to Anytime Fitness. The proposed use will occupy one of the two vacancies in the shopping center (Exhibit B).

ReStore is an arm of Habitat for Humanity, which is a non-profit organization. The mission of the organization is to assist low income families occupy new houses or rehabilitate their current homes. This organization is best known for constructing new homes for low income persons using volunteer labor and donated construction materials. A component of this organization is the operation of retail stores to sell purchased and donated materials, appliances, and home furnishings at a discount of approximately 50% of standard retail price. Donations to the store primarily come from materials companies, but members of the community may also donate materials as well. Materials donated by community members will be picked up at their home or office by a Habitat for Humanity truck by appointment only. This location of ReStore will not accept donated items at the store, which is the practice at their other nearby ReStore locations in Azusa and Atwater Village.

The proposal is to operate a retail store that sells construction-related and home furnishing materials that are either new or used in good condition. Per the applicant's operational statement, approximately 70% of the items for sale will be new products received from manufacturers and distributors and 30% will be used items received from community members (Exhibit A). The items

for sale in the store include: windows, doors, paint, kitchen fixtures, furniture, rugs, molding, lumber, appliances, tile, flooring, lighting, hardware, and textiles. The Floor Plan included in Exhibit B shows the distribution of materials within the store and illustrates that the business will operate like a hardware store. No structural interior remodeling is required to renovate the unit to make it suitable for the retail sales proposed. All deliveries will be received during business hours and trucks will offload at the existing loading dock located along the west side of the building. Trash will be deposited into a trash enclosure that is accessed via a driveway along the rear of property.

The store will be operated by eight full time staff members and several support staff members. Initially the store will be open from 9 a.m. to 6 p.m., Tuesday through Saturday. However, the goal for the store is to be open seven days a week within one year from opening.

ANALYSIS

The proposed retail business is consistent with the established commercial environment within the shopping center that is made up of a variety of uses ranging from take-out restaurants to health and fitness facilities. The unit that ReStore will be moving into was previously occupied by Fresh and Easy, which was also conducting retail sales, so the use type will remain similar even though the products will be different. However, the ReStore proposal differs from the previous retail use in the areas of potential donation deliveries and outdoor product placement, associated with other secondhand stores and adjacent ReStore locations. When evaluating the compatibility of the proposed use with the existing businesses in the shopping center, the topics of donation processing, property maintenance, parking lot impacts, scavenging, security, noise, and parking were examined since those are the main areas where impact could occur.

Receipt of Donated Goods

The ReStore businesses are well known for allowing community members to donate construction materials at the store and then selling those goods, which is the practice of the other ReStore businesses in the area. There is a concern that donations brought to the store may not be dropped off in an orderly manner, may be off-loaded and sorted in the parking lot or other locations visible to the public, or may be illegally dumped. The business plan indicates that the organization is moving away from the business model where goods are donated at the store and this store will be the first in the area demonstrating the new model where donated goods are picked up via delivery truck at the home/business of the donor, rather than by in-store donation. Also, materials that community members propose to donate are thoroughly screened via an internet screening process to ensure that all goods accepted are either new or gently used (clean, undamaged, and operational). Once the donor completes the online screening form, an appointment is made for a ReStore truck to pick up the donated item from the house or business and then the item is then brought to a ReStore location via the delivery truck. Once at the store, the truck will offload goods at the loading dock and then they will be brought into the store through the rear door. This new process should result in far fewer adverse impacts associated with donating than ReStore's previous process. Signs will be installed at this location to inform customers of this policy and security cameras will be installed on the store exterior to record illegal dumpers so that their information can be provided to the police for enforcement. A condition of approval has been added to this staff report requiring the type and placement of signage to be subject to City review. Also, a condition has been included to ensure that donations cannot be accepted at this location in the future. With the new donation process and the conditions of approval mentioned above, illegal dumping at the site should be curbed, but there is likely to be more than the previous use since: 1) uses that accept donations are associated with

dumping and 2) existing customers are not accustomed to the new process, which may lead to dumping in the short term until the new process becomes familiar.

Property Maintenance and Proposed Improvements

The proposed shopping center has lacked proper property maintenance for some time. These items include but are not exclusive to dry-rot and termite damage and damaged parking lot paving. As part of this approval, and to address aesthetics of the primary anchor tenant, the applicant and property owner have agreed to a comprehensive upgrade to the tenant space and shopping center. As such, conditions of approval have been added to address the degradation of the parking lot paving, repair wood rot damage on the façade and covered walkway for the shopping center, repaint the shopping center and trash enclosure, refresh the parking lot landscaping, and make minor repairs to the front elevations of the shopping center where necessary.

Impacts Associated with Material Supply Stores/Outdoor Storage & Display

Building supply stores are often associated with higher impacts to the parking areas than typical commercial tenants due to the goods that they sell. For example, stores that sell paint often have paint stains on the pavement of the parking lot caused by dropped paint. Also, packaging materials are often left discarded in the parking lot by customers. The business operations plan incorporates measures to address these concerns, which includes a requirement to keep a paint spill kit present in the store so that employees can promptly clean spills if they occur. Also, the operations plan requires a ReStore employee to walk the parking lot each hour that they are open to clean up any discarded materials (Exhibit A). These practices have been drafted as conditions of approval included with this staff report. To further address this issue, staff has added another condition that requires the placement of trash cans accessible to the parking area and the design, placement, and servicing of these trash cans shall be to City standards. A second additional condition of approval has been included that requires the resurfacing of the parking lot in front of the store if the paving quality degrades from paint spills or other damage. With the proposed conditions of approval, the impacts described above should be adequately addressed.

Outdoor storage and sales displays are also practices associated with buildings supply stores that could have a negative impact on a commercial center and are a concern with this project. This shopping center does not have the room necessary for outdoor displays and outdoor storage is aesthetically unattractive, so use of these practices at this location would have a detrimental effect on the other businesses in the immediate vicinity and the community as a whole. Per ReStore's operation plan, ReStore will not participate in these practices and will have all materials kept inside the store. This commitment from the applicant has been made a condition of approval.

Scavenging

Building supply stores are often targets for scavenging because of the perception that they may be discarding damaged products that still may have value. This perception is intensified for this use since used goods are received and none of the goods can be returned to the manufacturer. The business operations plan includes three security measures that address this matter. The first is the coordination of the pick up of recyclable materials with the trash hauler so that recyclable materials are placed outside for pick up shortly before the recycle truck arrives. Prior to this time, materials are kept inside the locked building. The second measure proposed is the use of security cameras and the posting of no dumping signs outside the building. The third measure proposed to be used is the use of locking devices on the trash bins. Staff has added these proposed security measures as

conditions of approval, in addition to a coordination meeting between the applicant and Burrtec Waste. If all the proposed security measures can be consistently put into practice, then there should be no significant scavenging issues associated with this business.

Noise

The subject property is bordered by mobile home housing to the west, single-family residential to the north, and multiple-family residential to the northeast. For these reasons, careful consideration must be taken to ensure that the proposed use is compatible with the neighborhood. The proposed ReStore business is a retail use that is typical for shopping centers and is consistent with the previous use within this unit, which was for retail food sales. When comparing the operations of Fresh and Easy and ReStore, the noise generated by Fresh and Easy is likely to be more significant because the supermarket was open later hours than the proposed ReStore business—6 a.m. to 12 a.m. for Fresh and Easy compared to 9 a.m. to 6 p.m. for ReStore. Also, grocery stores receive deliveries after hours whereas ReStore will not be receiving deliveries outside their operating hours. A condition of approval has been added that requires forklifts and pallet jacks to only be used outdoors when offloading deliveries. Also, a condition has been added that requires the cleaning of any donated materials—a process that could produce noise—be only performed indoors and when the doors are closed. With these conditions of approval, the proposed use will have less of a noise impact on the neighborhood than the previous use and will be subject to the same City noise limitations specified in the Duarte Municipal Code.

Parking and Circulation

The proposed ReStore business is proposed on a property developed with a 34,853-square foot shopping center property and 133 parking spaces. Parking for this shopping center is required to be provided at the shopping center parking rate of one (1) parking space per 250 square feet of gross floor area. When parking is calculated at this rate, the result is that the property is deficient by six (6) parking spaces. Because of this deficiency, a parking study was prepared in 2015 by Anytime Fitness as part of their conditional use permit process (Exhibit C). At that time, there were three (3) vacancies within the shopping center. The study concluded that there would be surplus parking with the gym use at that time and that the center would still have a parking surplus of 12-23 parking spaces during the midweek and weekend parking peaks if the center were to be fully occupied in the future. The shopping center currently has two (2) vacancies, but if this proposed use and the massage use that is also being considered for approval tonight are approved, the shopping center will be fully occupied. Per the 2015 parking study, there will continue to be a parking surplus even if the ReStore and massage use are approved and Staff does not anticipate a parking problem at the subject property.

Conclusion

The operations of the proposed retail and secondhand store is appropriate for this location provided that the proposed conditions of approval are adopted since the conditions are largely aimed at avoiding and minimizing negative impacts associated with secondhand stores. With the incorporation of the conditions of approval, the business will operate like a typical retail store, which is common and appropriate for a commercial shopping center. For the other areas of concern including parking lot impacts, outdoor storage and display, scavenging, noise, and parking, the operations proposed and the conditions of approval drafted by Staff should be satisfactory to avoid impacts within these categories.

RECOMMENDATION

Based on the information provided in the Staff report, Staff recommends that Planning Commission review the information and carefully evaluate the potential impacts of the proposed use. If the Planning Commission determines that this use is appropriate, then they should adopt PC Resolution 2020-01 approving Conditional Use Permit 2019-07 to allow the operation of a retail/Secondhand store, subject to conditions of approval.

Respectfully Submitted

Nick Baldwin, AICP
Associate Planner

ATTACHMENTS

Exhibit A: Project Operational Statement
Exhibit B: Project Plans/Photos
Exhibit C: 2015 Shopping Center Parking Study
Exhibit D: PC Resolution 2020-01

Project description:

Habitat for Humanity ReStore proposal for 2215 E. Huntington Drive Duarte, CA.

Purpose:

Habitat for Humanity "ReStores" are a wholly owned enterprise of Habitat for Humanity. The ReStores have been in existence in the United States since 1983 with the first ReStore opening in Austin Texas. Since 1983, the ReStores have grown into a business that has over 900 branches nationwide and generates nearly a billion dollars a year in sales. The ReStores are a "funding extension" of the overall fund raising efforts of Habitat for Humanity San Gabriel Valley (SGV). Our estimated fiscal impact for FY 2020 anticipates that the proposed ReStore in Duarte, could potentially generate between \$1.8 to \$2.4 million dollars in revenue in just its first year of operation.

The ReStores primary function is as a discount home improvement style retailer. We purchase, and are donated, an enormous amount of new and discontinued merchandise that we offer to the public. Typically, the products we sell are priced 50%-70% lower than their suggested retail pricing. Products come from a large group of suppliers. Purchased product for resale are items such as Kitchen cabinets, Doors, Windows, Rugs, Tile, Flooring, Artwork and Paint. Donated products include New Appliances, New Tools, New Furniture, New Light Fixtures & New Wood products. In addition, we regularly receive donated items via our donation pickup service. These items may be excess building materials, discontinued merchandise, or high quality home furnishings and appliances from individuals that would like to donate to our program.

For individual donations, we have an extremely thorough qualifying process via our "donations coordinators" and our on-line donation pick-up service portal.

We will not be accepting "drop off donations" at this facility. If a drop off is requested, we will offer up our pick up service to retrieve the items.

When an individual wishes to make a donation they can simply call, our donation hotline number (626-387-6900) and they are offered several options. If they wish to proceed with a donation they may do so by speaking with a donations coordinator directly, or they may book their donation pick up online through our donations portal (sgvrestore.org). We have an extensive qualification process for the materials we accept and/or reject. Our website and portal (sgvrestore.org) also list the materials we "do accept" and materials we "do not accept". I have attached a copy of our qualified and unqualified donation items.

As a secondary line of approval or denial, we give our drivers full authority to accept or deny any item that is being offered as a donation. This helps us to maintain a quality control of the supply of resellable materials. The truck teams are constantly trained on what to look for with items that are donated and what to avoid. The pick-up service is free of charge and the donation is frequently tax deductible. The items are delivered to the ReStore for a quick cleaning, retail price assessment and placement on the sales floor. If any item ends up in the receiving area of the store that does not meet our sales criteria, it is disposed of and/or recycled.

If the item is new and can be used in the construction or rehabilitation of an existing Habitat for Humanity project, that item is set aside for delivery to our construction warehouse or site project. All other items are sold through the ReStore and all net profit proceeds are returned to the affiliate for use in our construction and rehabilitation programs.

All products that are sold through our ReStores are "taxable", and we do possess a Board of Equalization "Sellers" permit for each location. Taxable sales through our ReStore's for the past fiscal year were 2.5 million dollars. In FY 2018-2019 SGV Habitat for Humanity ReStores collected \$375,600 in sales tax.

Hours of Operation:

SGV Habitat for Humanity ReStores are currently open Tuesday through Saturday from 9:00 am to 6:00 pm. With growth expected in our first year of operation we anticipate our operational hours will change to meet demand and we will be open daily, (7) days a week, with business hours from 8:30am to 7:30pm

Total employees on site will be (7) full time employees.

- Store Manager
- Assistant Store Manager
- Cashier
- (2) Warehouse/Sales Associates
- Driver
- Drivers Assistant

In addition, we regularly engage 2-4 volunteers on a daily basis.

Security Plan:

- We will have extensive signage on the property indicating "No dumping of any kind" / "24 hour video surveillance" / "We prosecute offenders" / Municipal Code XXX, maximum fine \$XXXX
- A multi-point security camera system will be installed and utilized at this location. This system will include cameras on both the interior and exterior of the building. Exterior cameras on the outside rear of the facility will be "high resolution/low light" cameras. We will report dumping infractions to the local authorities with vehicle license plate numbers where possible, in the hopes that citations will curb this activity.
- The building will also have motion detectors and glass breakage sensors as part of our alarm system. Our system is monitored offsite during non-business hours.
- All fire systems will be inspected and brought up to L.A. County Fire operational standards & codes including servicing all fire extinguishers on site.
- Upon discovery, we will immediately remove and dispose of any materials that are discarded or dumped on our property.

Operational addendums:

- All ReStore Operations and Sales will be within the confines of the building with the exception of loading and unloading of inventory items.
- We will not be accepting individual donation "drop-offs" at this facility. We offer a free pick up service for donations. All items coming into inventory in the store will be delivered by our company trucks.
- We will not be displaying any item for sale anywhere outside, in front of the store on either the side walk or parking lot
- In regards to the practice of good housekeeping of the facility, we will police our (assigned) parking lot on an hourly basis while in operation to assure that it is free of any and all debris, either left by a customer or anyone from the general public. We will simultaneously collect all of our shopping carts and return them to the shopping cart corral located directly adjacent to the facility. This store will also have a "paint spill kit" located at the front counter, should a customer accidentally spill any paint products. Our foremost desire is to create a safe, pleasant and welcoming environment for our customers, our neighbors and our staff.
- We will not store any items outside of the actual building, in either the front or rear parking lot, or rear-covered area of the facility.
- All inventory and moving equipment will be moved into the building at the end of every business day.
- We will not be incorporating any portable "containers" in any of our spaces, inside or outside of the building.
- We have contacted and have received a quote from Systec POS technology in regards to a shopping cart "retention system" that immobilizes carts should anyone attempt to remove carts from our parking lot.
- We will collect our shopping carts from the parking lot and place them in the shopping cart "corral" located at the front of the building, on a regular basis throughout the day. Shopping carts will be secured (locked) at night in the corral or brought inside the facility.
- Where applicable and practical, we recycle all incoming metals, cardboard and wood that we are able to capture for recycling. These recycling dumpsters will be kept inside the facility. Those dumpsters will only be outside the rear of the facility when our assigned disposal company is dumping them.
- The disposal enclosure space that currently exists on the property is adequate for our current (trash) disposal needs.

EXHIBIT A

- All staff parking will be in the rear parking lot. Additionally (1) of our 18', Box trucks will be parked overnight in the rear parking lot or dock high position.
- We will be utilizing only (1) electric forklift on site. No propane powered equipment.
- We do not recycle electronics
- We do not accept liquids of any kind, with the exception of new paint from our supplier.
- The only tenant improvements that we will undertake is painting the interior and placing a counter for customer service. Floor fixtures will be double-sided 5-foot tall gondola, 7'-11" open sided pallet racking (for doors and windows) with no "top stocking" capabilities and 4-foot tall pallet racking as a rug display. (Please see attached floor plan and examples).
- We will not be making any structural changes to the building.
- Emergency evacuation maps will be placed appropriately within the facility.
- We do not accept any item that may be considered as a "hazardous material" or "hazardous waste"
- Habitat for Humanity or its contracted vendors will submit demolition plans where they may be applicable and secure all necessary permits associated with that scope of work.
- Our scope of work as outlined is relatively small
 1. Remove all refrigerated coolers, freezers and refrigerated cases and associated equipment. (outside vendor)
 2. Install steel studs, install 5/8" fire rated drywall, tape, finish and paint any area that is left exposed by the removal of the afore mentioned refrigerated equipment. (Habitat for Humanity Construction Crew)
 3. Painting of the entire inside of the facility. (Habitat for Humanity Construction Crew)
 4. Installation of store fixtures as indicated (ReStore Staff)

EXHIBIT B1

KEYNOTES

- 1 PROPOSED SGV HPH RESTORE SHOWN IN COLOR
- 2 EXISTING RETAIL | NOT PART OF PROPOSED PROJECT
- 3 EXISTING ACCESSIBLE PARKING | NO WORK
- 4 EXISTING PARKING AREA | NO WORK
- 5 EXISTING SITE VEHICULAR ENTRANCE | NO WORK
- 6 EXISTING METAL CANOPIES OVER LOADING DOCK | NO WORK
- 7 EXISTING 6' HIGH CMU WALL | NO WORK
- 8 EXISTING TRASH ENCLOSURE | NO WORK
- 9 EXISTING HANDRAIL | NO WORK
- 10 EXISTING WALKWAY | NO WORK
- 11 EXISTING ELECTRICAL SWITCH GEAR | NO WORK
- 12 EXISTING ELECTRICAL TRANSFORMER | NO WORK
- 13 NEW EXTERNAL CAMERAS SHOWN IN COLOR ● | TOTAL 7
- 14 EXISTING CART CORRAL IN PARKING AREA | NO WORK



SAN GABRIEL VALLEY | HABITAT FOR HUMANITY

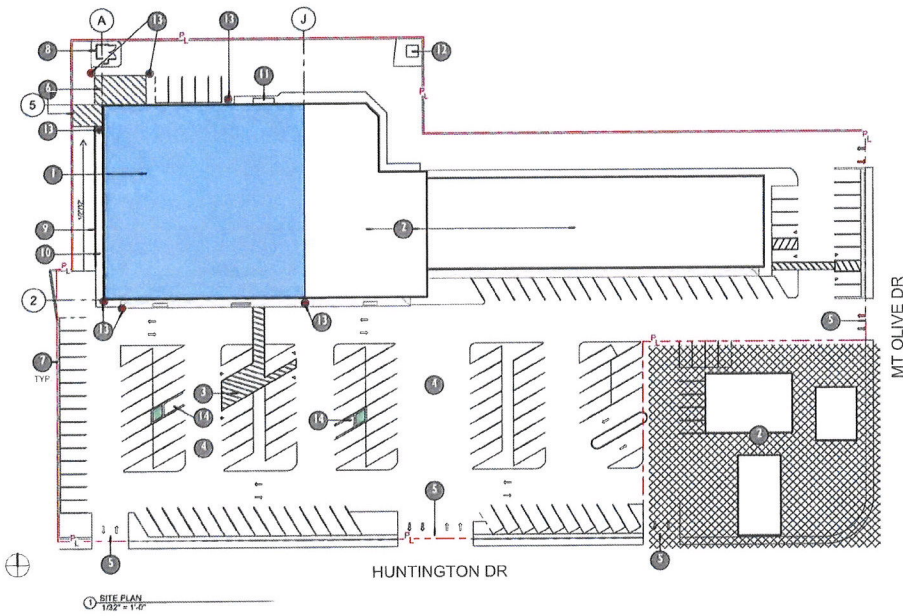
SGV HABITAT FOR HUMANITY RESTORE
13+15 HUNTING QV DR DURANTE, CA 91010

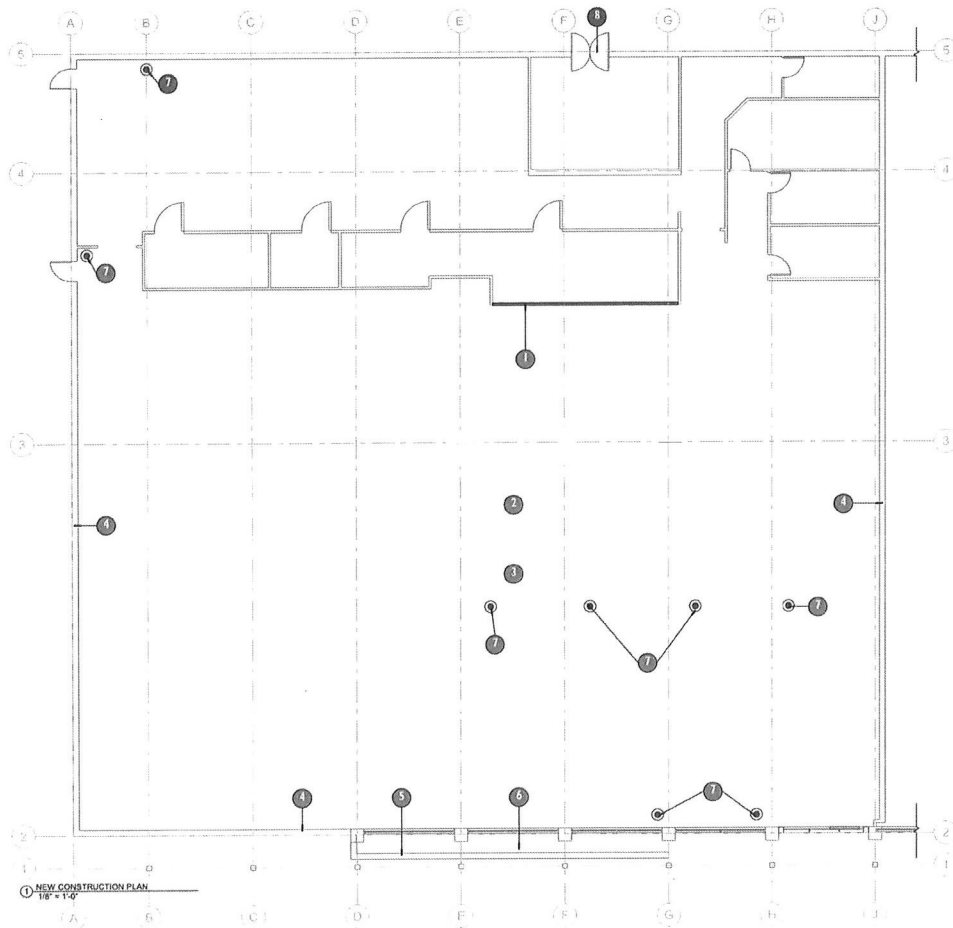
SITE PLAN

A100

P19065

RisaGm





1 NEW CONSTRUCTION PLAN
1/8" = 1'-0"

© ONYX ARCHITECTS, INC. | PASADENA, CALIFORNIA

NEW CONSTRUCTION LEGENDS

NEW STEEL STUD + GYPSUM BOARD WALL

KEYNOTES

1. INSTALL NEW STEEL STUD + GYPSUM BOARD WALL / PAINT
2. EXISTING LINEAR LIGHT FIXTURES TO REMAIN AT EXISTING LOCATION - INSTALL LED LAMPS
3. EXISTING FLOOR TO REMAIN | NO WORK
4. EXISTING INTERIOR SIDE OF EXTERIOR WALL TO BE PAINTED
5. EXISTING LOW WALL FOR CARS TO REMAIN | NO WORK
6. EXISTING COVERED WALKWAY LIGHTING TO REMAIN | NO WORK
7. NEW INTERNAL CAMERAS SHOWN IN COLOR (●) TOTAL 8
8. EXISTING DOUBLE DOOR SHALL BE SECURED INTERNALLY WITH A MANAGERS ONLY KEY ACCESS.



SAN GABRIEL VALLEY | HABITAT
FOR HUMANITY

SGV HABITAT FOR HUMANITY
RESTORE
1111 N. HUNTINGTON DR. DUARTE, CA
91010

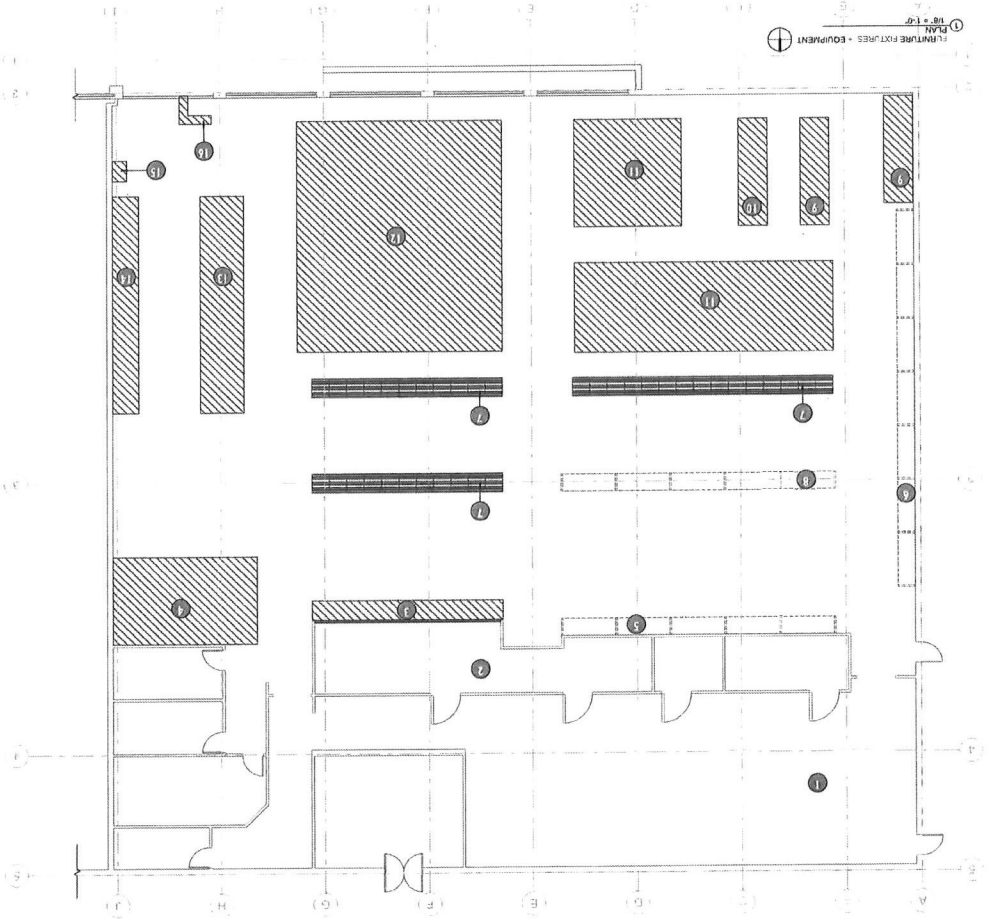
RENOVATION / NEW
CONSTRUCTION PLAN +
LIGHTING PLAN

A102

P10105

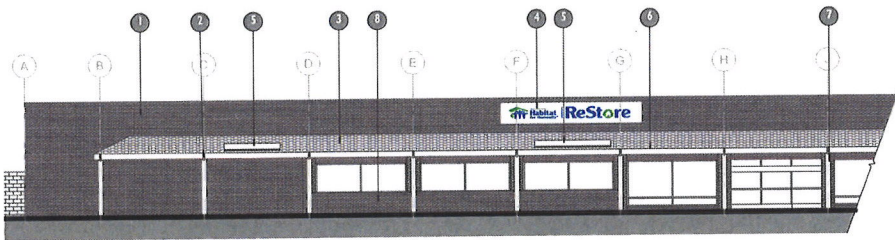
Max Day

FURNITURE FIXTURES + EQUIPMENT



- KEYNOTES
- 1. RECEIVING AREA
 - 2. SOLID ITEMS STORAGE
 - 3. APPLIANCES
 - 4. KITCHEN CABINET DISPLAY
 - 5. OPEN RACKING FOR WINDOWS
 - 6. OPEN RACKING FOR DOORS, LUMBER + MOLDING
 - 7. GONDOLA RACKINGS
 - 8. TALL PARAFFET RACKING FOR LIGHTING AREA
 - 9. MUGS
 - 10. TEXTILES
 - 11. OPEN FLOOR SPACE FURNITURE
 - 12. OPEN FLOOR FOR FURNITURE
 - 13. TILE + FLOORING
 - 14. PAINT DISPLAY
 - 15. HOME OWNER INFO + BOOTH AREA
 - 16. SALES COUNTER





① SOUTH ELEVATION
1/8" = 1'-0"

KEYNOTES

- ① EXISTING FACADE TO REMAIN | NO WORK
- ② REPAIR EXISTING WOOD BEAMS + JOISTS + REPAINT
- ③ EXISTING TILE ROOF TO REMAIN | NO WORK
- ④ EXISTING SIGN TO BE MODIFIED. MODIFICATIONS PROPOSED SIGNAGE SHALL BE PROVIDED UNDER A SEPARATE PERMIT
- ⑤ EXISTING OPEN ROOF AREA. REPAIR WOOD FRAMING + REPAINT
- ⑥ PREPARE + PAINT EXISTING FASCIA TO MATCH EXISTING
- ⑦ PREPARE + PAINT EXISTING COLUMNS TO MATCH EXISTING
- ⑧ LOW WALL AT CARTS STORAGE AREA TO REMAIN | NO WORK



PROPOSED EXTERIOR SIGNAGE | FOR REFERENCE ONLY

SAN GABRIEL VALLEY | HABITAT FOR HUMANITY

SGV HABITAT FOR HUMANITY RESTORE

1.1 HUNTINGTON DR. QUARTE, CA 91101

ELEVATION

A104

P19955

08/24/2021







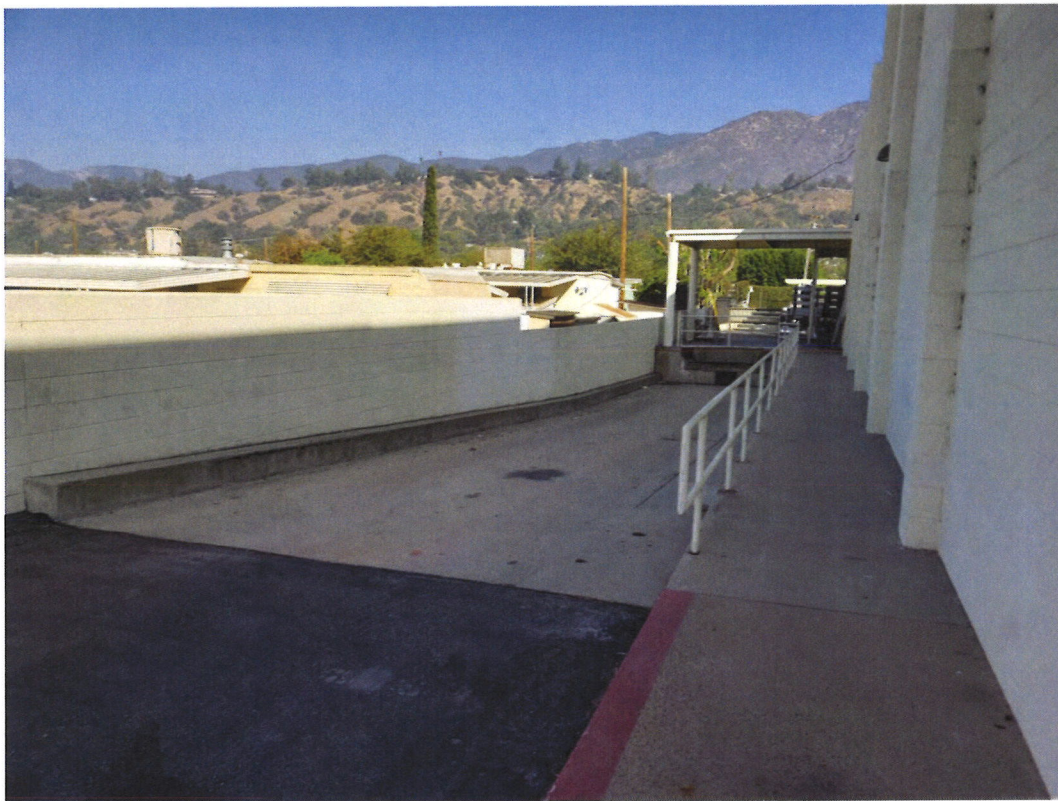




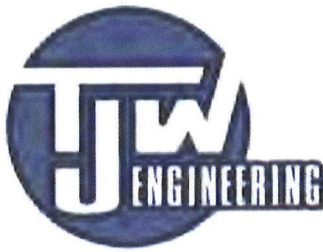












February 26, 2015

Ms. Annie Collins
Anytime Fitness
1010 S. 5th Avenue
Arcadia, CA 91006

**REPORT: Parking Study for Anytime Fitness
 2217 Huntington Drive, City of Duarte**

Dear Ms. Collins:

TJW ENGINEERING, INC. (TJW) is pleased to submit this parking study for the proposed Anytime Fitness in the City of Duarte. Anytime Fitness is planning to move into 5,977 square feet of vacant space at the 2215-2245 Huntington Drive shopping center, located at the northwest corner of the Mt Olive Drive/Huntington Drive intersection in the City of Duarte.

The City of Duarte has requested that a parking study be prepared to demonstrate that parking at the shopping center is adequate assuming full occupancy at the shopping center, including the proposed Anytime Fitness.

Figure 1 shows an aerial view of the project site and immediate surroundings.

The 2215-2245 Huntington Drive shopping center ("Center") was constructed in 1968 and consists of 34,853 square feet of retail space anchored by a Fresh & Easy supermarket. Other existing tenants are a Subway restaurant, the Duarte Pizza Co. restaurant, a hair salon, a dental office, a liquor market, a dry cleaners and a donut shop for a total of 23,776 occupied square feet. There are currently 3 vacant suites in the shopping center and a total of 11,077 vacant square feet. The three vacant suites are 5,977 square feet, 3,600 square feet and 1,500 square feet respectively. Anytime Fitness is planning to occupy the vacant 5,977 square foot suite. There are 133 parking spaces at the shopping center. **Table 1** shows the hours of operation of the existing businesses as well as the proposed Anytime Fitness.

Figure 1: Project Site

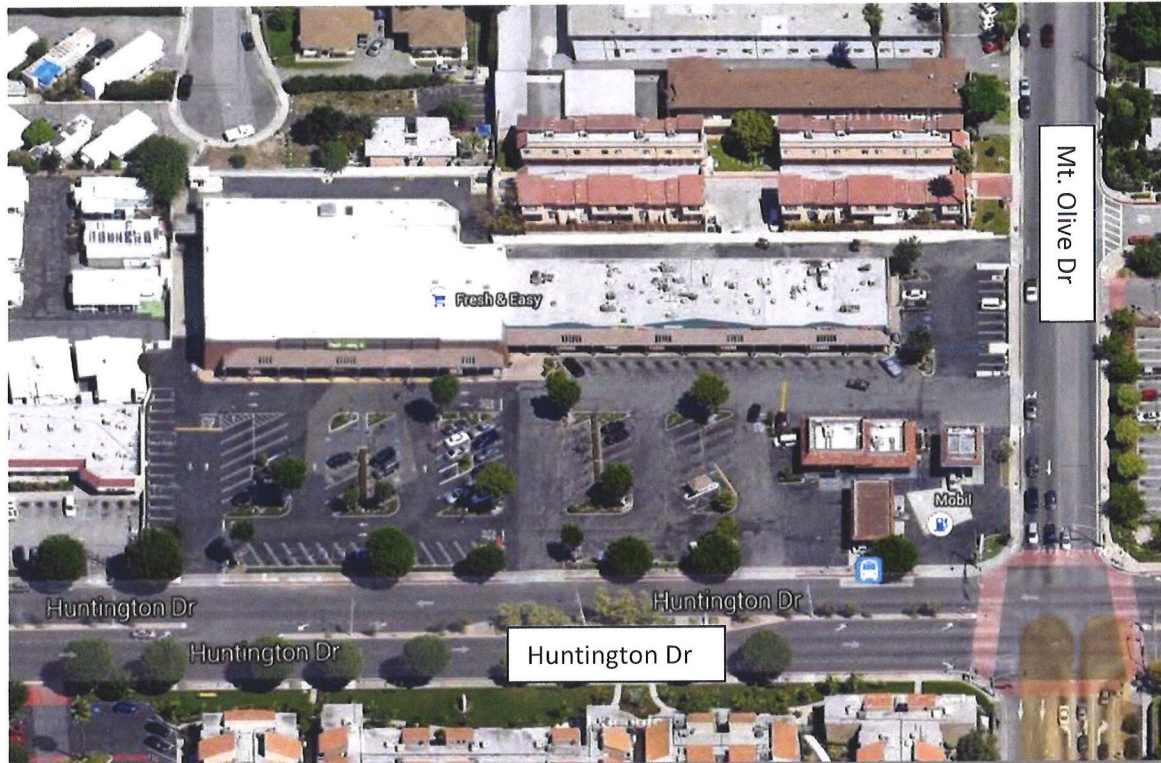


Table 1
Hours of Operation

Suite	Tenant	Hours of Operation
2215	Fresh & Easy	Mo - Su 6:00 AM - 12:00 AM
2217	Anytime Fitness	24-hour
2221	<i>Vacant</i>	-
2223	The Happy Key Locksmith	Mo - Su 9:00 AM - 7:00 PM
2225	Subway Restaurants	Mo - Su 7:00 AM - 10:00 PM
2227	KNS Hair & Nails Salon	M - Sa 9:00 AM - 6:00 PM
2229	Duarte Pizza Co.	Mo - Su 10:30 AM - 4:00 PM
2233	Bright Smile Family Dentistry	M - F 9:00 AM - 5:00 PM
2237	Cig Mart	M - Sa 8:00 AM - 7:30 PM
2239	Westway Cleaners	M - F 7:00 PM - 6:00 PM
2241	<i>Vacant</i>	-
2245	Home Made Donuts	M - Sa 4:30 AM - 6:00 PM

Municipal Code Requirements

The City of Duarte's off-street parking requirements are codified in the Duarte Development Code (DDC), which was updated in December, 2010. The center currently provides 133 parking spaces, which was likely approved and grandfathered under the previous DDC. It should be noted that there are 9 additional parking spaces serving the Mobil Gas station in the southeast corner of the site. However, for entitlement purposes the Mobil station is not considered part of the shopping center.

The current DDC minimum parking requirement for shopping centers is 1 parking space per 250 square feet of gross floor area. Based on the current DDC parking requirement for shopping centers the 34,853 square foot Center would be required to provide 139 parking spaces.

Weekday and Weekend Parking Survey

A parking survey was conducted during typical weekday conditions on Friday February 6th and Wednesday February 11th, 2015 from 3:00 PM to 7:00 PM and during typical weekend conditions on Saturday, February 14th, 2015 from 11:00 AM to 3:00 PM. The times were picked to coincide with peak periods of gym activity, which are typically during the early evening (5:00-7:00 PM) on weekdays and midday on weekends. The other peak period of gym activity, weekday mornings between 6:00-8:00 AM, occurs when the majority of the Center's other businesses are closed. Currently the site has 128 parking spaces in the front of the center and 5 spaces behind the center for a total of 133 parking spaces, and there are an additional 9 parking spaces at the Mobil on the southeast corner of the site. Parking Zones 1 through 4 are shown and identified on **Figure 2**. The four zones provide a total of 142 parking spaces. The survey was conducted at thirty-minute intervals to identify peak parking demand within the site. The results of the parking survey were tabulated and are shown in **Table 2** and **Table 3**.

Figure 2: Parking Zones and Inventory



Table 2 shows the existing weekday peak parking demand for the Center occurred at 3:00 PM on both the Friday and the Wednesday surveyed, with peak parking demand of 66 and 58 occupied spaces respectively. Based on the total parking inventory of the Center and the Mobil station, peak observed utilization was 46% on the Friday surveyed and 40% on the Wednesday surveyed. Based on just the 133 spaces associated with the Center, peak observed utilization was 49% on the Friday surveyed and 43% on the Wednesday surveyed. This is a conservative estimate since it includes the observed parking demand at the Mobil station but not the 9 spaces associated with it.

Table 3 shows the existing weekend midday peak parking demand for the Center occurred at 11:30 AM on the Saturday surveyed, at 62 occupied spaces. Based on the total parking inventory of the Center and the Mobil station, observed peak utilization was 44%. Based on just the 133 spaces associated with the Center, observed peak utilization was 47%. This is a conservative estimate since it includes the observed parking demand at the Mobil station but not the 9 spaces associated with it.

Table 2
Weekday Parking Demand Counts

	Friday February 6, 2015					Wednesday February 11, 2015				
	Zone 1	Zone 2	Zone 3	Zone 4	Total	Zone 1	Zone 2	Zone 3	Zone 4	Total
<i>Inventory</i>	64	39	34	5	142	64	39	34	5	142
3:00 PM	22	26	18	0	66	20	21	17	0	58
3:30 PM	18	24	22	0	64	20	19	11	0	50
4:00 PM	18	18	14	0	50	15	21	15	0	51
4:30 PM	16	21	16	0	53	19	18	13	0	50
5:00 PM	18	18	15	0	51	22	22	13	0	57
5:30 PM	14	11	15	0	40	26	18	9	0	53
6:00 PM	21	12	14	0	47	16	19	14	0	49
6:30 PM	20	11	12	0	43	21	15	10	0	46
7:00 PM	12	12	16	0	40	23	14	12	0	49

Table 3
Weekend Parking Demand Counts

	Saturday February 14, 2015				
	Zone 1	Zone 2	Zone 3	Zone 4	Total
<i>Inventory</i>	64	39	34	5	142
11:00 AM	17	20	21	0	58
11:30 AM	21	19	22	0	62
12:00 PM	20	20	18	0	58
12:30 PM	21	16	19	0	56
1:00 PM	19	17	14	0	50
1:30 PM	12	18	10	0	40
2:00 PM	20	19	12	0	51
2:30 PM	16	17	12	0	45
3:00 PM	13	14	12	0	39

Conservatively assuming just the 133 parking space inventory of the Center proper, based upon the parking survey for all four parking zones combined, there is currently an excess of 67 parking spaces available during the peak weekday PM parking demand and 71 parking spaces during the peak Saturday midday parking demand.

It should be noted that there are 3 existing vacancies in the Center, totaling 11,077 square feet of retail space. These vacancies are the Suite 2217 (5,977 square feet), which Anytime Fitness is proposing to occupy, Suite 2221 (3,600 square feet) immediately to the right of Suite 2217, and Suite 2241 (1,500 square feet) between the Donut Shop and the Cleaners.

It is possible that the vacant space could be re-occupied in the near future and parking demand in the Center could increase. The shopping center minimum parking requirement for the City of

Duarte is one parking space per 250 square feet. 11,077 square feet of unoccupied space equates to 44 parking spaces associated with the re-occupation of this vacant space by retail tenants. Since there are approximately 67 excess parking spaces during peak weekday parking demand, there is adequate parking to accommodate future tenants at full occupancy of the shopping center.

The DDC minimum parking requirement for health clubs and for single tenant (free-standing) retail uses are one parking space per 200 square feet. To project a worst case scenario, 11,077 square feet of unoccupied space would require 55 parking spaces associated with the re-occupation of the vacant space based on the higher parking requirement. In this scenario, there is still adequate parking to accommodate future tenant at full occupancy on the shopping center. Additionally, at one parking space per 200 square feet, the proposed 5,977 square foot Anytime Fitness would be required to provide 30 parking spaces as a free standing business; an internal corporate study conducted by Anytime Fitness concluded that peak hour parking demand at a typical location, such as the one proposed for the Center, is under 20 parking spaces.

Findings

1. The proposed Anytime Fitness at the 2215-2245 Huntington Drive shopping center consists of the occupation of a currently vacant 5,977 square foot suite by Anytime Fitness.
2. Based on the current Duarte Development Code, the Center would be required to provide 139 parking spaces. The Center, which was constructed in 1968, is likely grandfathered in under the previous DDC requirements, or Conditional Use Permit.
3. The parking survey was conducted during typical weekday conditions on Friday February 6th and Wednesday February 11th, 2015 from 3:00 PM to 7:00 PM and during typical weekend conditions on Saturday, February 14th, 2015 from 11:00 AM to 3:00 PM at thirty-minute intervals to establish peak parking demand at the site.
4. Based upon the parking survey, the weekday PM peak parking demand the center occurred at 3:00 PM on the observed Friday when a total of 66 spaces were occupied within the site. The Saturday midday peak parking demand occurred at 11:30 AM, when a total of 62 spaces were occupied. The overall parking capacity is 133 spaces. Therefore the site had peak occupancies of 49 and 47 percent, respectively, during the PM and Saturday peak hours. Conservatively, the parking counts included the observed parking demand in the 9 parking spaces belonging to the Mobil on the southeast corner of the Center, but those 9 spaces are not included in the parking capacity number.

5. The existing site currently has 67 excess parking spaces based on observed existing parking demand. Assuming the entire center is occupied, and that the new uses generate parking demand at 4-5 spaces per thousand square feet, parking supply is still forecast to exceed the anticipated parking demand by approximately 12-23 parking spaces.

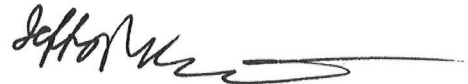
Thank you for the opportunity to provide this parking review for Anytime Fitness. If you have any questions regarding this analysis, please feel free to contact us at (949) 878-3509, or at Thomas@tjwengineering.com.

Sincerely,

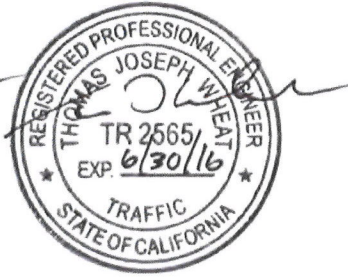


Thomas Wheat, PE, TE
Principal
TJW Engineering, Inc.

Registered Civil Engineer #69467
Registered Traffic Engineer #2565



Jeffrey Weckstein
Transportation Planner
TJW Engineering, Inc.



RESOLUTION NO. PC 2020-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DUARTE 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 has 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 their 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 has 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.

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

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

SECTION 2. FINDINGS FOR CONDITIONAL USE PERMITS

The Planning Commission 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 condition 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. **CEQA DETERMINATION**

In recommending adoption of this PC Resolution 2020-01 for the proposed use and operation of a retail secondhand store, the Planning Commission 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. **RECOMMENDATION**

The Planning Commission approves PC Resolution 2020-01 based on the findings listed in Section 2, and the conditions listed in "Exhibit D-1", for the use and operation of a retail secondhand business at 2215 Huntington Drive.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 18th day of February 2020.

Paula Watson-Gardner, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

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

I, Craig Hensley, Secretary of the Planning Commission of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Duarte held on February 18, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT D-1
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. 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.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.
12. Used goods to be sold at the store shall be clean and in good condition.
13. If items delivered to the store do require cleaning, they shall be cleaned indoors and with the doors closed.
14. 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.
- 15. 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.
 - 16. The store shall not operate between the hours of 9 p.m. and 7 a.m.
 - 17. Outdoor storage and display is prohibited.
 - 18. 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.
 - 19. 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.
 - 20. 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.
 - 21. 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.
 - 22. 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.

23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
29. 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.
30. 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.
31. 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.
- 32.



AGENDA MEMO

TO: Mayor & Members of the Duarte City Council
FROM: Victoria Rocha, Management Analyst
SUBJECT: Sister/Friendship Cities
DATE: February 25, 2020

RECOMMENDATION: The City Council is requested to hold a discussion regarding a possible Sister City or Friendship City program and provide staff with further direction as Council deems appropriate, including considering the establishment of a community-based Duarte Sister or Friendship City Association or Committee.

BACKGROUND: On May 14, 2013, the Community Development Department made a presentation on establishing a Friendship City Policy. At the request of Council, the Economic Development Commission had reviewed and unanimously approved the policy, prior to it coming before Council. At that time, Council elected to receive and file the Friendship City Policy by a 3-2 vote. Council opted to forgo adopting the policy until having a greater understanding of the costs, staff time, and process for country selection before determining the scope of the program.

At the December 10, 2020, City Council meeting, Councilmember Urias requested information about the possibility of creating a Sister City Committee and to include costs.

DISCUSSION: A sister city is a broad-based, long-term partnership between two communities in different countries. A relationship is officially recognized after the highest elected or appointed officials from both communities sign an agreement to become sister cities. A city may have any number of sister cities and select to engage in activities that are important to the community including economic development, educational, and cultural exchanges and projects. Typically, formal sister cities relationships hold membership with Sister Cities International (SCI), a 501(c)(3) established in 1956 to assist in fostering sister city programs by providing tools, staff, networking, and best practices. The 2020 membership cost for a city with a population of 10,000-25,000 is \$440 annually.

Friendship cities also seek to foster international ties between two communities with a less formal arrangement and without membership with Sister Cities International.

Both programs necessitate establishing a structure and process for developing a sister or friendship city, which should take into consideration scope of the relationship, community roles, monetary commitments, and staffing costs.

In reviewing local sister city models at Pasadena, Temple City, and La Cañada Flintridge, the first step was identifying engaged and interested community individuals and organizations that could comprise a governing board of a Sister City Association or Committee. City representatives were voting members, but not necessarily the long-term organizer. Pat Fallin, the Southern California representative for SCI, stated that community

leadership in establishing these programs was important to define scope, select the country, promote the program, and assist in securing funding for long-term sustainability of the desired programmatic activities that are reflective of the community's values.

Of the three neighboring cities researched, the scope of their programs focus on educational and cultural development through youth exchange but incorporate specific partners particular to the city. For example, in La Cañada Flintridge, NASA's Jet Propulsion Laboratory and La Cañada High School partner with SEK International School in Sister City Villanueva de la Cañada, Spain, and the European Space Astronomy Centre to provide real-life international business experiences for students. Students from both schools communicate weekly to jointly build a model spacecraft and launcher, start a company, and participate in a simulated stock market. Students of the program may then apply to visit Spain and the European Space Astronomy Centre through the sister city program.

In addition to sitting on the Association or Committee Board, each of the three cities also allocate funding to support the program. In Temple City, the City Council dedicates about \$7,000 to use specifically for the travel of Temple City exchange students. In La Cañada Flintridge, the City grants about \$5,000 to be used on student leadership development, the Reception and Annual Meeting Dinner for delegates visiting from Villanueva de la Cañada, and to support the educational activities with the NASA Jet Propulsion Lab. In 2019, \$5,000 was about 18 percent of the program's overall budget. The rest of the program costs and administrative expenses were covered through the Association's fundraising.

Although the emphasis is cultural and educational youth exchange in the neighboring cities researched, attached is the Sister Cities International Guide on "How-to Build a Sister Cities Program," (Attachment B) which details other types of economic, technical, professional, and art exchanges.

FISCAL IMPACT: There is no fiscal impact at this time. Becoming a member of Sister Cities International would cost \$440 for the year. Additional costs would be at the discretion of the City Council based on program design.

ATTACHMENTS:

Attachment A – Staff report and minutes from May 14, 2013 City Council meeting
Attachment B – Sister Cities International Guide on "How-to Build a Sister Cities Program"

Friendship City Policy

Irma Hernandez, Senior Planner, presented a staff report about friendship city programs, including the Economic Development Commission's study and review of a possible program for Duarte, proposed friendship city policy recommended by the Commission, criteria for selection of a friendship city, and monitoring of costs.

Reilly stated she would like the policy to include "provide cultural and education exchanges" and "promote global understanding at a community level."

There was discussion about costs to move forward, other priorities identified by the Commission, staff time and travel, fiscal impact, other California cities with a policy, a more public driven process, choice of cities by City Councilmembers, and where this is on the list of priorities.

Steve Hernandez stated cities of similar size and revenue should be added, the purpose is to have things in common and things you can achieve together, trips could be made by those other than Council, and inquired about cities visited by two Councilmembers.

Lino Paras stated there is a difference between sister and friendship cities, there are rules, there has to be some sort of commonality, and the vote should be 2/3.

Allen Field stated we are going through budget talks, asked who needs this, we are spending money we do not have, and he does not believe this is a good idea.

There was further discussion about population, amendments to proposed policy, economic growth, budget, number of City employees, use of staff time, driven by Council, choices available, setting a precedent, friendship, trust, and investment.

Reyes moved, Reilly seconded to adopt the policy with some changes, adding "Mayor, Mayor Pro Tem, or designee" as the City's representative, adding "cultural, educational, and global understanding" where appropriate, not requiring a unanimous vote, rather a simple majority, and adding "businesses" to Procedures Item 2.b.

Fasana moved, Paras-Caracci seconded a substitute motion to receive and file the Friendship City Policy, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Fasana, Finlay

NOES: Reyes, Reilly



MEMORANDUM

To: Mayor and City Council

From: Craig Hensley, Community Development Director 

Date: May 14, 2013

Subject: Adoption of Friendship City Policy

The City Council requested that the Economic Development Commission (EDC) review the idea of establishing a Friendship City program. EDC discussed the item at its April and May meetings and on May 1 voted unanimously to recommend approval of the attached Friendship City Policy.

The City Council, as it sees fit, may take action to approve, amend or take some other action to address the recommended policy.

The Friendship City Policy is the first step in establishing an official friendship relationship with another city or cities in the world. If the policy is adopted, the next steps would be: the City Council or Councilperson would recommend a possible friendship city; contact would be made with the political leaders of the potential friendship city and a draft Friendship City Agreement would be developed that met the criteria in the Friendship City Policy; the EDC would review the proposed Friendship City Agreement and make a recommendation to City Council; the City Council would take unanimous action; and the Mayor would sign the final agreement. When an initial friendship city relationship is made, the City Manager would also draft an administrative policy to address issues such as designating an official City representative and developing a process for setting meetings and monitoring costs.

What is a Friendship Cities Program?

A Friendship Cities Program (FCP) is a way for a city to initiate relationships on a municipal government to municipal government basis with international cities on a less formal basis than through a sister city relationship. Friendship city engagement with foreign municipalities are said to foster increased global cooperation and communication at the municipal level for the benefit of participating cities. A FCP allows a city to form flexible ties with international cities without having to apply the more formal process proscribed under the guidelines of Sister Cities International. While funding limitations may preclude travel or more formal program activities, a FCP can provide the opportunity to initiate information exchanges and the ability to generate community interest and support.

A primary goal of a friendship city relationship is to open lines of communication between the home city (i.e. City of Duarte) and the friendship (international) city. Friendship City programs are generally designed to establish an informal relationship

between the home city and a participating international city or cities, creating an atmosphere of goodwill.

How is a Friendship City Different from a Sister City Program?

Although the terms Sister City and Friendship City are often used interchangeably, a Friendship City relationship generally means a partnership has a less formal arrangement. Sister Cities International (SCI) certifies both types of relationships, although forming a Sister or Friendship relationship does not require SCI membership.

How Does a City Initiate a Friendship City Program?

Many cities that operate FCPs have adopted formal policies and guidelines for forming a Friendship City partnership. Friendship City Program guidelines address topics such as: administration and coordination of the program; program mission and goals; level of community involvement; criteria for selecting a friendship city; tool that will be used to formalize the friendship; and program needs and funding. In some cases, a citizens ad hoc committee has been formed for the purpose of recommending the structure and organization of a Friendship Cities Program and to develop the program guidelines. For Duarte, the EDC provided this input in its review of the issue and development of a policy.

What does the Friendship City Policy Address?

The Friendship City Policy sets forth a process for developing a Friendship City. It also establishes a set of issues to consider when selecting a Friendship City. The policy is an important starting point in developing a Friendship City program. It is important to set controls for this process since there may be monetary and staffing costs associated with establishing an official friendship city relationship. So in a sense, if the City were to choose a Friendship City, it would be important for Duarte to give that City preference over other cities.

In addition to the Draft Friendship City Policy, Staff has also attached a matrix of other cities with friendship and sister city relationships.

Attachments:

Draft Friendship City Policy
Example Friendship City partnerships

City of Duarte Friendship City Policy

Purpose

To promote greater understanding, respect, and mutual exchange of information between the City of Duarte and an international city or cities.

Goals of a Friendship Cities Program

The Friendship City program will promote goals set forth in the City of Duarte's Economic Development Strategy. The program will promote the City of Duarte as a City of global significance, through the exchange of information that focus on: preparing an educated workforce, creating a business friendly environment, enhancing Duarte's Quality of Life, Smart Land Use, and Building 21st Century Infrastructure. In addition, the relationship shall provide knowledge sharing and cultural enrichment experiences.

Friendship Cities Agreement

A Friendship City relationship shall only occur on a municipal government to municipal government level. A "Friendship City Agreement" must be unanimously approved by Resolution by the Duarte City Council and signed by the Mayors of both cities in order to be valid. The proposed Friendship City Agreement shall include the following provisions:

- Language focusing on each city's commitment to foster understanding, cooperation, and mutual benefit to the precise, with particular areas of interest, specific activities, or more concrete goals related to anything from number of exchanges to economic development.
- Identify specific tasks or programs between friendship cities, which shall be attached to the Friendship City Agreement as an Exhibit.
- Language that states that both cities will strive to learn from one another through information sharing opportunities to promote the goals of the Friendship Cities Program.
- Language stating that the Friendship City Agreement may be terminated, in whole or in part, when such action is deemed to be in the City's interest.

Procedures

1. The Friendship Cities Program is coordinated and managed through the City Manager's Office.
2. Selection and adoption of friendship cities shall be based upon, but not limited to the following:
 - a. Careful consideration of Duarte's current and prospective ties to the country; relevant political, cultural and economic issues; human rights issues; and an appraisal of the benefits that would accrue from the friendship relationship (*Discussion: human rights, language, time zone*).
 - b. Support from individuals, groups, or organizations in the Duarte community with a demonstrated interest in the friendship relationship.

- c. Strong consideration will be given to cities comparable to Duarte in areas such as population, demographics, time zone, official language, business industries, culture, and economic development goals.

3. Requests for Friendship City Relationships

- a. A friendship city proposal will require sponsorship and recommendation by a member of the City Council or potential friendship city.
 - b. All proposals shall be submitted in writing and shall provide evidence the potential friendship city will meet the selection criteria and that the friendship city agreement will meet the goals of the friendship city program.
 - c. All friendship city proposals shall be processed through the City Manager's Office.
4. Proposed friendship city agreements shall be reviewed by the Economic Development Commission which shall make a recommendation to the City Council. City Council shall take unanimous approval of a friendship city agreement prior to enactment and signature by the Mayor. A friendship city agreement shall be deemed approved when approved by the Duarte City Council and signed by the Mayor and when signed by the participating friendship city.
5. A translation of the agreement (if not in English) shall be provided to the City Council.
6. City of Duarte funding for the Friendship Cities Program shall be limited to the following:
- a. Visitors' gifts, City staff time to coordinate meetings for visiting dignitaries with City Council and City staff, and securing appropriate City facilities for such meetings.
 - b. Any additional cost beyond that referenced above, including costs for travel by City representatives to friendship cities, shall require separate and formal City Council approval.
 - c. Funding limitations may preclude travel or more formal program activities such as visitation by delegations to each other's home country. However, should funding become available, the City Council may choose to fund a delegation visit or activities that provide an opportunity to exchange information consistent with the goals of the friendship city program.
7. Delegates (to represent the City of Duarte), shall be selected by the City Council, and shall include at least one Council Member, and other delegates may include but are not limited to other government officials, San Gabriel Valley Economic Partnership, Duarte Chamber of Commerce representative(s), Los Angeles Economic Development Corporation, Duarte Unified School District, doctors, nurses, students, etc.
8. The City Manager shall have authority to develop and implement administrative policies and practices deemed necessary to support City Council approved friendship city agreements.



How to Build a Sister Cities Program In Your Community

What is a sister city?

When a community of any size or character joins with a community in another nation to learn more about each other and to develop friendly and meaningful exchanges, the two may propose a formal affiliation leading to official designation as “sister cities.” The ideal affiliation involves a large number of citizens and organizations in both communities who are engaged in continuing projects of mutual interest.

This interchange helps to further international understanding at all levels of the community on a continuing long-term basis. Within the program, cities and their citizens exchange people, ideas, and culture in a variety of educational, municipal, professional, technical, and youth projects.

The sister city program was launched at a White House conference in 1956 when President Dwight D. Eisenhower called for massive exchanges between Americans and the peoples of other lands.

Hundreds of American cities responded to that call, and are continuing to carry out meaningful exchanges with their partners in 136 nations around the world.

Why have a sister city?

A sister city program enables the citizens of both communities become directly involved in international relations in unique and rewarding exchanges that benefit everyone. It enables all who participate to: exchange ideas and develop friendships with their counterparts in another culture on a direct personal basis; establish an identity as members of the global family involved in the constructive process of building world peace; develop a way for the many and diverse elements of each community to come together to enjoy and profit from a cooperative program; open new dialogues with the people of another culture to find unique solutions to improving the quality of life of all citizens; participate in a program with a real partner in another country so all members of the community can feel they are contributing to international understanding in a direct, personal way; and better understand their own community by interpreting their way of life to the people of another culture.

What to do first?

Hundreds of communities of all sizes around the world have discovered the rewards of participating in an international program in which each member can realize deep personal satisfaction and benefits. Your community can join this growing movement, but you should first develop support for the idea in your own community.

This can be easy and fun. You will have a lot of help from Sister Cities International, the national membership association for sister city programs in the United States, as well as from hundreds of volunteer leaders across the country who are available to share their experiences in the program.



The sister city concept, like all good programs, must have broad support if it is to succeed. If your community understands the program, it can succeed and the rewards will be well worth the effort. Once you've secured community-wide support for a sister cities program, begin your search for a partner. Nearly every member of your community, young or old, belongs to some kind of organization or another. Nearly everyone works in a business or industry, has a hobby, goes to school, belongs to a service or professional society, or volunteers his or her time in any number of local organizations that can be linked to counterparts in another country. Thus, the linking of skills, crafts, and interests of people and organizations in both cities can enrich your newly formed sister city committee, open new avenues for program adventure, and secure the initial contacts you'll need to find an appropriate partner community.

No catalog could possibly list all the ways in which sister cities operate because the varieties of exchanges are only limited by the imagination and resources of the two communities.

There are two principal objectives to keep in mind when planning your activities. You don't establish and maintain friendships by a single effort. It requires continuing activity. You do establish such continuity by a broad base of activity in which many people and organizations participate.

Everyone Can Participate

The concept is simple once two communities have taken the initial step of actually affiliating as sister cities. A catalog of organizations should be developed that will give you an idea of the potential areas of exchange possible. Don't forget to include your schools, hobby groups, business and professional organizations, scouting groups, service clubs, and so on. This list can then be sent to your partner to determine which organizations they have in their community to match yours. In some cases, a similar organization won't exist. Perhaps you can start one.

Sister city programs must always strive to ensure that each project undertaken by its members reflects the diversity of its network. Specifically, you should promote the inclusion of ethnic and racial minorities, people with disabilities, youth, women, and people of diverse socio-economic status in all sister city activities.

Each project should be planned with the knowledge that each person will be able to individually become a part of a person-to-person, organization-to-organization, city-to-city approach to citizen diplomacy.

Above all, remember that the uniqueness of the sister city program is that it is two-way. The give and take is shared by both communities through planned and continuous contact.

Projects You Can Do

Sister City programs and projects are developed out of mutual desires and interest. There is no cut-and-dry pattern. Through visits and exchange of correspondence, cities discuss the types of projects they would like to carry out. When one or more projects are agreed upon, the program is developed and can take place.

As you start out, send promotional materials (e.g., photographs, brochures, videos) to offer a comprehensive introduction to your community. Remember, language barriers can be overcome very easily through simple visual



presentations. Your new partner city may want to publish these in their local newspaper. You should ask for photos and news of the city as well so your local newspaper can acquaint your own citizens with your sister city.

Here are some of the types of projects that have been carried out successfully by other communities. The projects you choose may be more comprehensive, depending upon your resources and ingenuity.

- Exchanges of visitors, officials, prominent citizens, musicians, students, teachers, professionals, media, radio and TV, labor, etc.
- Organized tours, including hospitality and ceremonies for visiting groups.
- Club affiliations, such as the development of relationships between such groups as Rotary, Lions, Boy and Girl Scouts, women's clubs, hobby clubs, and more with their counterparts in the sister city.
- School affiliations can be a stimulating activity if organized within your educational system. They can be a strong adjunct to your school's language, history, cultural, and other programs. There is no end to the fascinating projects young people can engage in to enlarge their horizons of learning.
- Technical and professional exchanges can have benefits both communities far in excess of the limited costs involved. Many communities have exchanged experts in transportation, housing, health care, the environment, public safety, and more.
- Radio contacts between sister cities can be made by amateur radio operators. Special broadcasts on records or tape can be made for use abroad.
- Art exhibits. Both school children and members of local art clubs exchange art work with their overseas counterparts. The material is often exhibited in public buildings and merchants' windows in both communities.
- Photo exhibits. Camera clubs exchange stills, slides, and documentary motion pictures.
- Sending of mementos, not on a charitable basis, but of mutual interest and respect. Gifts are generally modest.
- Exchange of music, recordings, and plays.
- Publications and preparation of food recipes from the foreign country.

MEMORANDUM

TO: Daniel Jordan, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: March 3, 2020

SUBJECT: MID-YEAR BUDGET REPORT – FISCAL YEAR 2019/20

Background

Staff has completed the mid-year budget projections for the 2019-20 fiscal year. The results of this process are presented in Attachment 1 to this report. The information in the attachment is organized by fund, and compares amounts budgeted to projected year-end revenues, expenditures and fund balances. This report also discusses certain budget amendments, which are summarized in Attachment 2.

General Fund

For 2019-20, the City adopted a General Fund budget that included a deficit of \$1.2 million. At mid-year, staff is estimating that the General Fund will reflect a deficit of \$1.1 million. This will leave the General Fund reserves to \$8.3 million or 42% of the General Fund expenditures. There were a handful of changes in revenue and expenditures that offset one another to result in this small net change. Many of the factors contributing to the projected increases in revenues and expenses are described in further detail in the narrative below.

Revenues:

At year-end, total General Fund revenues are projected to be \$18.8 million. This amount represents an increase of \$1.8 million as compared to the adopted budget. However, \$1.1 million of this was the loan proceeds that will offset the costs associated with phase 1 of the Climatec infrastructure modernization program and are offset by an equal amount on the expense side. Once these loan proceeds are taken out of the revenue analysis, the increase from the adopted budget is an increase of \$700,000. This increase was the result of several changes in revenue both positive and negative as discussed below.

Building Permit Revenue – Due to development activity at City of Hope that has taken place more quickly than projected last year, we are estimating an increase in building permit revenues. Specifically projects such as the Huntington, Oliva and City of Hope have already generated \$778,000, \$86,000 and \$66,000, respectively.

Plan Check Revenue – Plan check fees are also tracking higher than the original budget estimate by \$400,000, largely based on quickly moving City of Hope projects.

Measure M reimbursements– The Citywide Street Name Sign project was originally budgeted in fiscal year 2018/19, but carried over to fiscal year 2019/20. The total capital project costs are projected at \$291,000 and a budget amendment to expenses is described below. However, because of increased expenses, an administrative reimbursement of \$58,200 will increase in General Fund revenues.

Expenditures:

At year-end, total General Fund expenditures are projected to be \$20 million. This amount represents an increase of \$1.7 million, as compared to the adopted budget. Again, as mentioned above, the Climatec infrastructure modernization program represents \$1.1 million of the increased expenses, but is directly offset by the loan proceeds for the project. The remainder of \$600,000 is largely a result of legal expenses and projects that have been approved by City Council since the budget was originally adopted in June 2019. A discussion of these General Fund expenditure highlights is provided below.

Legal Expenses – When the budget was adopted in June 2019, Rutan & Tucker had said that the NPDES litigation would be completed by the end of fiscal year 2018/19. However, work continues and year to date expenses are \$162,000. Rutan & Tucker has suggested that we budget an additional \$50,000 for additional NPDES litigation expenses through the end of the fiscal year. In addition, Silver and Wight continues to work on 1001 Las Lomas and other code enforcement cases that we anticipate will continue through the end of this fiscal year. Code enforcement legal expenses have been increased by \$40,000 for these cases. However, please note that on the 1001 Las Lomas case the City can be awarded the reimbursement of legal expenses.

Senior Center Roof Repair – The City Council approved the repair of the Senior Center Roof in October 2019. In January 2020, the final project was completed and the total amount of \$226,000 was approved by City Council and has been included in General Fund expenses.

Professional Services – City Council approved an agreement with Cerrell Associates in the amount of \$56,000 in July 2019 and an agreement in the amount of \$23,500 was approved in October 2019 with FM3 for a post education survey. Both of these amounts have been included in the expenses.

Other City Funds

In addition to the General Fund, the City maintains 18 other capital, debt service, and special revenue funds.

Gas Tax Funds – The City began a project in 2018/19 that included the installation of battery backup systems at traffic signals. A portion of the project was delayed until 2019/20 and as a result, 2019/20 expenses were increased by \$67,000 to complete the project.

Citywide Lighting and Landscape – Based on current year to date expenses, we have increased the Traffic Signal Maintenance and Repair budget by \$50,000. We have had more repairs than usual and while we have no guarantee, we are hopeful that a portion of these expenses will be reimbursed by CalTrans due to their role in the wiring complications.

Measure M – The City began a street sign program in 2018/19, which carried over to 2019/20. As a result, \$291,000 for street sign costs and \$58,200 for the administrative costs to the City have been included in the new budget.

For the most part, it is projected at mid-year that the rest of the Other City Funds will reflect conditions at year-end that are not significantly different than those planned for when the budget was adopted.

Recommendation

It is recommended that the City Council receive and file the mid-year budget report, and approve the corresponding budget amendments as delineated in Attachment 2.

Attachment 1
BUDGET 2019-20

	FY 2019-20 Budget	Proposed Amendments	FY 2019-20 Amended Budget	FY 2019-20 Estimated Actual
GENERAL FUND				
Revenues:				
Property tax	1,900,000		1,900,000	1,900,000
Sales tax	5,511,000		5,511,000	5,537,000
Franchise tax	1,046,000		1,046,000	1,046,000
Business license tax	330,000		330,000	320,000
Other taxes	195,000		195,000	220,000
Building permits	1,050,000		1,050,000	1,300,000
Other licenses & permits	373,000		373,000	332,000
Interest	150,000		150,000	150,000
Other uses of money & property	233,300		233,300	246,500
Motor vehicle in lieu fees	2,336,000		2,336,000	2,370,000
Other intergovernmental	670,900		670,900	606,300
Recreation fees	375,600		375,600	369,400
Other service charges	429,300		429,300	850,000
Fines & forfeitures	480,000		480,000	520,000
Miscellaneous revenues	1,019,000		1,019,000	1,018,200
Reimbursements from other funds	890,900	1,100,000	1,990,900	2,017,400
Transfers in from other funds	-		-	-
Total Revenues	16,990,000	1,100,000	18,090,000	18,802,800
Expenditures:				
City council	152,300	10,000	162,300	164,500
City manager	1,195,100	79,000	1,274,100	1,277,900
Legal services	300,000	252,000	552,000	574,000
Com. Promotions & memberships	375,100		375,100	368,500
Public safety	6,317,200		6,317,200	6,323,900
Community development	2,444,300		2,444,300	2,400,800
Field services	915,300		915,300	900,800
Parks and recreation	2,154,000		2,154,000	2,156,300
Facilities maintenance	981,300	1,326,000	2,307,300	2,337,000
Administrative services	2,785,000		2,785,000	2,791,700
Transfers out to other funds	605,700	50,000	655,700	657,100
Total Expenditures	18,225,300	1,717,000	19,942,300	19,952,500
Revenues Over (Under) Expenditures	(1,235,300)	(617,000)	(1,852,300)	(1,149,700)
Beginning Fund Balance	9,476,000			9,476,000
Estimated Ending Fund Balance	8,240,700			8,326,300

OTHER FUNDS

STATE GASOLINE TAX

Revenues:				
Interest	30,000		30,000	30,000
Gasoline tax	578,400		578,400	558,500
Total Revenues	608,400		608,400	588,500
Expenditures:				
Miscellaneous projects	242,000	67,200	309,200	309,200
Reimbursement to General Fund	60,500	1,300	61,800	61,800
Total Expenditures	302,500	68,500	371,000	371,000
Revenues Over (Under) Expenditures	305,900		237,400	217,500
Beginning Fund Balance	1,864,730			1,864,730
Ending Fund Balance	2,170,630			2,082,230

SB1/RMRA

Revenues:				
Interest	2,000		2,000	2,000
RMRA	361,800		361,800	404,400
Total Revenues	363,800		363,800	406,400
Expenditures:				
Street Improvements	-		-	-
Other Capital Improvements	300,000		300,000	300,000
Reimbursement to General Fund	75,000		75,000	60,000
Total Expenditures	375,000		375,000	360,000
Revenues Over (Under) Expenditures	(11,200)		(11,200)	46,400
Beginning Fund Balance	391,038			391,038
Ending Fund Balance	379,838			437,438

LIGHTING AND LANDSCAPE

Revenues:				
Transfers in - general fund	465,000		465,000	516,300
Assessments & other	982,100		982,100	975,400
Total Revenues	1,447,100		1,447,100	1,491,700
Expenditures:				
City-wide lighting	340,900	50,000	390,900	390,900
City-wide landscape	810,900		810,900	811,100
Landscape zones	335,500		335,500	333,000
Total Expenditures	1,487,300	50,000	1,537,300	1,535,000

Revenues Over (Under) Expenditures	(40,200)	(90,200)	(43,300)
Beginning Fund Balance	144,967		144,967
Ending Fund Balance	104,767		101,667

COMMUNITY DEVELOPMENT BLOCK GRANT

Revenues:			
Entitlement	151,700	151,700	47,000
Total Revenues	151,700	151,700	47,000
Expenditures:			
Street Improvements	-	-	-
ADA Improvements	50,000	50,000	47,000
Other	-	-	-
Total Expenditures	50,000	50,000	47,000
Revenues Over (Under) Expenditures	101,700	101,700	-
Beginning Fund Balance	-		-
Ending Fund Balance	101,700		-

PAEG FEES

Revenues:			
Interest Earnings	-	-	-
Fees	31,938	31,938	31,900
Total Revenues	31,938	31,938	31,900
Expenditures:			
Other Expenses	-	-	-
Total Expenditures	-	-	-
Revenues Over (Under) Expenditures	31,938	31,938	31,900
Beginning Fund Balance	(28,899)		(28,899)
Ending Fund Balance	3,039		3,001

SUPPLEMENTAL LAW ENFORCEMENT

Revenues:			
Interest	1,000	1,000	1,000
Entitlement	150,000	150,000	150,000
Total Revenues	151,000	151,000	151,000
Expenditures:			
Special events patrol	20,000	20,000	20,000
Contract law enforcement	131,000	131,000	131,000

Total Expenditures	151,000	151,000	151,000
Revenues Over (Under) Expenditures	-	-	-
Beginning Fund Balance	-	-	-
Ending Fund Balance	-	-	-

BICYCLE & PEDESTRIAN SAFETY

Revenues:			
Interest	-	-	-
Entitlement	15,900	15,900	15,900
Total Revenues	15,900	15,900	15,900
Expenditures:			
Sidewalk improvements	15,900	15,900	15,900
Total Expenditures	15,900	15,900	15,900
Revenues Over (Under) Expenditures	-	-	-
Beginning Fund Balance	-	-	-
Ending Fund Balance	-	-	-

AIR QUALITY MANAGEMENT

Revenues:			
Interest	700	700	700
Entitlement & Other	30,100	30,100	140,100
Total Revenues	30,800	30,800	140,800
Expenditures:			
Vehicles	25,000	25,000	25,000
Other	-	-	-
Reimbursement to General Fund	6,300	6,300	5,000
Total Expenditures	31,300	31,300	30,000
Revenues Over (Under) Expenditures	(500)	(500)	110,800
Beginning Fund Balance	71,671	71,671	71,671
Ending Fund Balance	71,171	71,171	182,471

QUIMBY ACT

Revenues:			
Interest	1,000	1,000	1,000
Assessments	-	-	20,000
Total Revenues	1,000	1,000	21,000

Expenditures:

Park improvements	-	-	-
Transfers out - cash flow	-	-	-
Total Expenditures	-	-	-
Revenues Over (Under) Expenditures	1,000	1,000	21,000
Beginning Fund Balance	52,571		52,571
Ending Fund Balance	53,571		73,571

TRANSPORTATION - PROPOSITION A

Revenues:			
Interest	15,000	15,000	15,000
Entitlement	445,800	445,800	445,800
Purchased Entitlements	-	-	-
NTD Entitlement	28,500	28,500	62,000
Reimbursements	-	-	-
Total Revenues	489,300	489,300	522,800
Expenditures:			
Reimbursement - General Fund	37,600	37,600	37,600
Transit services	450,600	450,600	466,900
Total Expenditures	488,200	488,200	504,500
Revenues Over (Under) Expenditures	1,100	1,100	18,300
Beginning Fund Balance	710,727		710,727
Ending Fund Balance	711,827		729,027

TRANSPORTATION - PROPOSITION C

Revenues:			
Interest	5,000	5,000	5,000
Entitlement	369,800	369,800	369,800
Total Revenues	374,800	374,800	374,800
Expenditures:			
Reimbursement - General Fund	30,800	30,800	30,800
Transit services	369,000	369,000	370,900
Total Expenditures	399,800	399,800	401,700
Revenues Over (Under) Expenditures	(25,000)	(25,000)	(26,900)
Beginning Fund Balance	232,329		232,329
Ending Fund Balance	207,329		205,429

MEASURE R LOCAL RETURN

Revenues:			
Interest	10,000	10,000	10,000
Entitlement	277,400	277,400	277,400
Total Revenues	287,400	287,400	287,400
Expenditures:			
Reimbursements	87,500	87,500	70,800
Capital Improvements	350,000	350,000	354,000
Total Expenditures	437,500	437,500	424,800
Revenues Over (Under) Expenditures	(150,100)	(150,100)	(137,400)
Beginning Fund Balance	1,108,141		1,108,141
Ending Fund Balance	958,041		970,741

MEASURE M LOCAL RETURN

Revenues:			
Interest	3,000	3,000	3,000
Entitlement	314,300	314,300	314,300
Total Revenues	317,300	317,300	317,300
Expenditures:			
Reimbursements	- 58,200	58,200	58,200
Capital Improvements	- 291,000	291,000	291,000
Total Expenditures	- 349,200	349,200	349,200
Revenues Over (Under) Expenditures	317,300	(31,900)	(31,900)
Beginning Fund Balance	386,634		386,634
Ending Fund Balance	703,934		354,734

TOWN CENTER DEBT SERVICE

Revenues:			
Interest	10,000	10,000	10,000
Transfers in	-	-	-
Total Revenues	10,000	10,000	10,000
Expenditures:			
Interest expense	9,500	9,500	9,500
Principal payment	141,500	141,500	141,500
Other	1,700	1,700	1,700
Total Expenditures	152,700	152,700	152,700
Revenues Over (Under) Expenditures	(142,700)	(142,700)	(142,700)
Beginning Fund Balance	559,339		559,339

Ending Fund Balance	416,639	416,639
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COMMUNITY IMPROVEMENT

Revenues:			
Interest	3,000	3,000	3,000
Circulation Impact Fee	-	-	-
Other	-	-	-
Total Revenues	3,000	3,000	3,000
Expenditures:			
Other Capital Improvements	100,000	100,000	-
Transfers Out - General Fund	-	-	-
Total Expenditures	100,000	100,000	-
Revenues Over (Under) Expenditures	(97,000)	(97,000)	3,000
Beginning Fund Balance	450,168		450,168
Ending Fund Balance	353,168		453,168

INCLUSIONARY HOUSING

Revenues:			
Interest	7,000	7,000	7,000
Assesments	-	-	-
Total Revenues	7,000	7,000	7,000
Expenditures:			
Other expenses	-	-	-
Total Expenditures	-	-	-
Revenues Over (Under) Expenditures	7,000	7,000	7,000
Beginning Fund Balance	517,766		517,766
Ending Fund Balance	524,766		524,766

HOUSING AUTHORITY

Revenues:			
Interest	27,500	27,500	27,500
Transfer In Affordable Housing	140,800	140,800	140,800
Gain on Sale of Land	-	-	-
Cash Value of Land Sold	-	-	-
Other Revenue	-	-	100
Total Revenues	168,300	168,300	168,400
Expenditures:			
Meeting Stipends	5,000	5,000	5,000
Professional Services	-	-	-

Legal Counsel	-	-	-
Other	-	-	-
Total Expenditures	5,000	5,000	5,000
Revenues Over (Under) Expenditures	1,269,082	163,300	163,400
Beginning Fund Balance	1,242,444		1,242,444
Ending Fund Balance	2,511,526		1,405,844

Attachment 2

PROPOSED MID-YEAR BUDGET AMENDMENTS

FISCAL YEAR 2019 - 2020

	<u>Account Number</u>	<u>Change in Revenues</u>	<u>Change in Expenditures</u>
GENERAL FUND			
Other Revenue			
Increase due to Loan Proceeds for Climatec project	100-5110	1,100,000	
City Council			
Increase to Healthcare costs due to enrollee changes	1005-7071		10,000
City Manager			
Increase for Cerrell Associates Contract	1010-7965		56,000
Increase for FM3 Survey	1010-7965		23,000
Legal Services			
Increase for Code Enforcement litigation	1015-7684		40,000
Increase for NPDES litigation	1015-7686		212,000
Facilities Maintenance			
Increase for Senior Center Roof Repair	1610-8100		226,000
Increase for Climatec Phase 1	1610-8100		1,100,000
Transfers Out			
Increase for increased costs in Citywide L&L District	1905-9020		50,000
		<u>1,100,000</u>	<u>1,717,000</u>
GENERAL FUND NET CHANGE	(617,000)		
GAS TAX FUND			
Increase for administrative reimbursement	2215-8610		1,300
Increase for battery backup delayed project completion	2225-8100		67,200
		<u>-</u>	<u>68,500</u>
Gas Tax Fund Net Change	(68,500)		
LIGHTING & LANDSCAPE FUND			
Increase for higher traffic signal repair expenses	2427-7890		50,000
		<u>-</u>	<u>50,000</u>
Lighting & Landscape Fund Net Change	(50,000)		
MEASURE M FUND			
Increase for street sign program delayed project completion	4750-8100		291,000
Increase for administrative reimbursement	4750-8610		58,200
		<u>-</u>	<u>349,200</u>
Measure M Fund Net Change	(349,200)		

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 10, 2020

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Sam Kang	None reported as of March 4, 2020		
Bryan Urias	None reported as of March 4, 2020		
Tzeitel Paras-Caracci	None reported as of March 4, 2020		
John Fasana	None reported as of March 4, 2020		
Liz Reilly	Senior Center Dinner LAC Library Commission CCCA Executive Board Meeting	2/26/20 3/2/20 3/4/20	Dinner Mileage Mileage
Margaret Finlay	None reported as of March 4, 2020		
Toney Lewis	None reported as of March 4, 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 4, 2020		
Bryan Urias	None reported as of March 4, 2020		
Tzeitel Paras-Caracci	None reported as of March 4, 2020		
John Fasana	None reported as of March 4, 2020		
Liz Reilly	YMCA Challenge Kick Off Multi-Chamber Mixer Duarte Library Event Mayor's Youth Council Economic Forecast Summit	2/26/20 2/27/20 2/29/20 3/2/20 3/4/20	
Margaret Finlay	None reported as of March 4, 2020		
Toney Lewis	None reported as of March 4, 2020		