

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: March 03, 2022
SUBJECT: Comments on Agenda Items, Meeting of March 08, 2022

ITEM 4.A. (Special Items). Staff will provide the Parks and Recreation Department Status Update.

ITEM 4.B. (Special Items). Staff will provide the Community Development Department Status Update.

ITEM 5.A. (Public Hearing). Staff is recommending that the City Council open the public hearing to receive input from the community regarding the redrawing of election district boundaries, discuss the draft district maps, and provide direction to staff on potential revisions and on the scheduling of the next public hearing. This is the fifth public hearing that will be conducted as part of the City's redistricting process.

ITEM 6.A. (Special Items). Representatives from the Southern California Gas Company will recognize the City of Duarte for its energy efficiency efforts, including the City reaching "Platinum Tier" of the San Gabriel Valley Energywise Partnership Energy Champion program.

ITEM 6.B. (Special Items). The City Council will recognize Robert (Bob) Cruz of the Southern California Gas Company for his years of service to the Duarte community.

ITEM 9.G. (Consent Calendar). Staff is recommending that the City Council adopt Resolution No 22-10, authorizing teleconferenced public meetings pursuant to Assembly Bill 361.

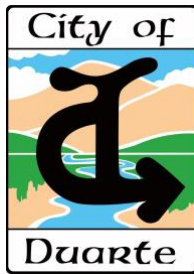
ITEM 9.H. (Public Hearings). Staff is recommending that the City Council adopt Ordinance 907, which would amend the Duarte Development Code by establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement the recently enacted State law known as Senate Bill 9 (SB 9). This is the second reading of the Ordinance.

ITEM 9.I. (Consent Calendar). Staff is recommending that the City Council award the contract for City Attorney services to Rutan & Tucker.

ITEM 12.A. (Business Items). Staff is recommending that the City Council consider and approve an agreement to be a co-sponsor of the "KID-FIT Family Fun Run 5K." This event is scheduled to take place on May 21, 2022, along the Donald and Bernice Watson Recreation Trail. The co-sponsorship would consist of waiving \$325 in City fees that KID-FIT would otherwise have to pay the City. This recommended sponsorship is at the same level offered historically to the Hayden 5K Run and Family Walk and Roll event conducted in previous years.

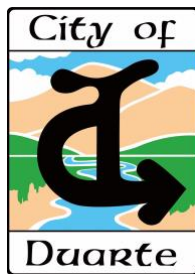
Respectfully submitted,

Dr. Daniel Jordan
City Manager



**PARKS AND RECREATION
STATUS REPORT
March 2022**

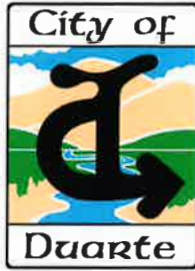
PROJECT/PROGRAM		STATUS
<u>PARKS & TRAILS</u>		
Community Meeting – Future Dog Park	The Department will be hosting a Community Meeting on Saturday, March 19 at 10 AM in the Community Center – 1600 Huntington Dr., to discuss the possibility of adding a Dog Park in Duarte. We invite residents to join us and provide their feedback related to this potential new City project.	
<u>YOUTH AND SENIOR PROGRAMS</u>		
Spring Recreation Registration	Registration for the Department’s spring recreational classes begins Monday, March 14. To view the full list of this upcoming season’s offerings or register for a class, visit ACCESSDUARTE.COM and then click on the “Register for Recreation Programs” icon at the bottom of the webpage.	
Duarte 66ers Opening Day	Come root on our very own senior softball team, the Duarte 66ers, at their first game of the season! Opening Day will take place on March 17 at Otis Gordon Sports Park – 2340 Central Ave., with ceremonial festivities starting at 9:15 AM, and official game time set for 9:45 AM.	
<u>SPECIAL EVENTS</u>		
César Chávez Day of Service 2022	Join us as we commemorate the life and legacy of civil-rights leader César Chávez through a day of service. On this day, participants will devote their morning by volunteering in a community project located on the 32-acre campus of Westminster Gardens. To volunteer, register at ACCESSDUARTE.COM, and click on “Register for Recreation Programs” to complete your participant registration today (limited to the first 50 volunteers). Note, all volunteers must show proof of full vaccination, including their booster, or a negative PCR test within 48 hours.	
EGGFEST 2022	The Department invites residents to hop on over to Duarte EGGFEST 2022. This free, springtime annual event will happen this year at Encanto Park on Saturday, April 16 at 10 AM. The event will include an egg hunt with thousands of eggs, promptly at 10 AM, for youth ages 3 – 10. Following the hunt, families can participate in arts & crafts, games, and photos with the Easter Bunny.	



COMMUNITY DEVELOPMENT STATUS REPORT March 2022

PROJECT/PROGRAM		STATUS
<u>IN PROCESS</u>		
2021 Street Rehab Project	Construction to begin soon. Melcanyon Rd. along with Brookridge Rd., Opal Canyon Rd., Deerlane Dr., and Bettyhill Ave.	
Huntington/ Highland Signal Upgrade	Construction to begin soon. This improvement will add left turn signal north and south bound, extend the westbound Huntington Drive turn pocket and remove unused westbound turn pocket.	
Sidewalk Repair Project	Bid Awarded December 14, work continues through March.	
Housing Element	HCD has certified the document. Duarte is one of two San Gabriel Valley cities with an element certified by HCD. The next steps are implementing measures.	
Duarte Road Pedestrian Improvements	Sidewalk and pedestrian lights on south side of Duarte Road between Cinco Robles and Circle Road. Construction began July 1. Several light poles are on backorder. Near completion, Lights have been powered up.	
<u>DEVELOPMENT</u>		
New Hope Village	New 147 room hotel. The building is almost complete but the City of Hope facing supply chain issues with the delivery of furnishings. The opening has been delayed until Spring 2022.	
Esperanza at Duarte Station 1700 Business Center Dr.	MBK is building a 344 unit luxury apartment building. Permits were issued and the first visible work will be the parking structure. Esperanza chosen by MBK as project name.	
The Residences at Duarte Station 1750 Business Center Dr.	MBK, developer of Building A has been purchased this property. The 292 unit building will be a second phase scheduled for 2022. The development is be called Solana. Has been submitted for plan check.	
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. Building received final C of O in late January. Completing finish work. Commercial space Tis expected soon.	
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces); Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. Generator providing temporary power has allowed Village Rd. signal to begin operation. Assisting City of Hope with SCE and Metro to gain cooperation to install permanent power.	

PROJECT/PROGRAM	STATUS
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	The project was approved. It is a two phase project with a total of 178 rooms with 72 in the first phase. Staff recently had a progress meeting with developer and architect. The estimated date for plan check submittal is now no later than March 23.
New Commercial Building 2137 Huntington	This will be a commercial building, Bright Smile Dental and retail space. Recently completed.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed use building and to expand the current Life Plan Community by at least 300 units.
Town Center North Liquor Store Corner	Staff has put the existing deal with Arbor Capital Group on hold for a variety of reasons, including the developer's inability to get agreement with other property owners on required parking lot upgrades and because the Rita Aid property is for sale and a more comprehensive approach is needed. Staff hired Kosmont Associates to assist in developing a plan to coordinate development of the city property with a complete parking lot and façade upgrade of the center. A new property owner has purchased the Rite Aid building and is currently looking for tenants. Staff is working the new owner to encourage a comprehensive property upgrade. This may be a first step in a full center façade upgrade.
New Townhouse Development 1401 Santo Domingo Avenue	Proposal is to remove eight existing apartments and replace with a new, 20 unit, townhouse development. Developer recently met with neighbors in adjacent HOA. Planning Commission approved, City Council hearing in March.
<u>PUBLIC WORKS</u>	
City Hall Courtyard Design	Only one responsive bid and it was far above engineer's estimate. Plan to reject all bids and rebid project. Arranged with LACDA to get additional CDBG funding. Now looking for options to reduce overall cost. Plans to rebid in Summer 2022.
Huntington Drive Pedestrian Lighting	New sidewalk and pedestrian lighting from The Huntington to Buena Vista. Bid opening was scheduled for February, but project was held off until next year hoping that the new Rite Aid owner will help to spur major improvements to the center and parking lot.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to located structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design is over estimate so a redesign may be needed.



Agenda Item:	5A
CM Review:	
Fiscal Review:	

AGENDA REPORT

MEETING DATE: March 8, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: Public Hearing to Discuss and Revise Draft Redistricting Maps and Identify Focus Maps

RECOMMENDATION: 1) Conduct the fifth public hearing, receive public input, discuss and revise draft maps, and identify focus maps; 2) Provide direction to staff regarding which map(s) should be considered for inclusion in the Ordinance to adopt new district boundaries for the Duarte City Council; and 3) Provide direction to staff regarding the scheduling of the next public hearing.

FISCAL IMPACT: None.

BACKGROUND

As required by the California Elections Code, cities with by-district election systems must use new census data to review and, if needed, redraw district lines to reflect how local populations have changed every ten years. This process, called redistricting, ensures all districts have nearly equal population. The redistricting process for the City of Duarte must be completed by April 17, 2022. The first four public hearings were held on September 28, 2021, January 11, 2022, February 8, 2022, and February 28, 2022.

DISCUSSION/ANALYSIS

The public was invited to submit input regarding district boundaries using either a paper map or on online redistricting tool which was provided by the City's demographer NDC. The deadline for map submission was Thursday, January 27, 2022. Draft maps are being presented to the City Council for consideration at this public hearing.

To be considered a viable map, draft maps must be evaluated based on Federal and California redistricting criteria such as equal population, no racial gerrymandering, contiguous geography, easily identifiable boundaries, and not favoring or discriminating against a political party. Other traditional redistricting principals such as respect of voter choices, future population growth, minimizing voter election year disruptions and preserving the core of existing districts may also be considered in the evaluation of draft maps. Districting consultant NDC will provide the City with draft maps that meet eligibility requirements, for the City Council's consideration.

Language Requirements for Redistricting

Per Elections Code § 21608, the City must provide language services in applicable languages, as provided by the Secretary of State. Pursuant to Elections Code § 21608(h) applicable language requirements for city redistricting purposes include any language that is spoken by a group of city residents with limited English proficiency who constitute 3 percent or more of the city's total population over four years of age for whom language can be determined.

On June 11, 2021, the Secretary of State released guidance for cities regarding these language requirements. In addition to English, the City of Duarte is required to provide qualifying materials and "live translation" (interpretation) services in Spanish and Chinese (Mandarin/Cantonese) upon a request made by the Thursday prior to a hearing or workshop.

Publication and Noticing Requirements for Redistricting Public Hearings

Per Elections Code §§ 21608(c) and 21608(g)(3), the City is required to "publish" the hearing date, time, and location 5 days in advance on the internet and a website calendar satisfies the publishing requirement. On March 3, 2022, the public hearing information was published on the City's website and posted at Duarte City Hall, Duarte Public Safety Office, and Duarte Library.

RECOMMENDATION

1) Conduct the fifth public hearing, receive public input, discuss and revise draft maps, and identify focus maps; 2) Provide direction to staff regarding which map(s) should be considered for inclusion in the Ordinance to adopt new district boundaries for the Duarte City Council; and 3) Provide direction to staff regarding the scheduling of the next public hearing.

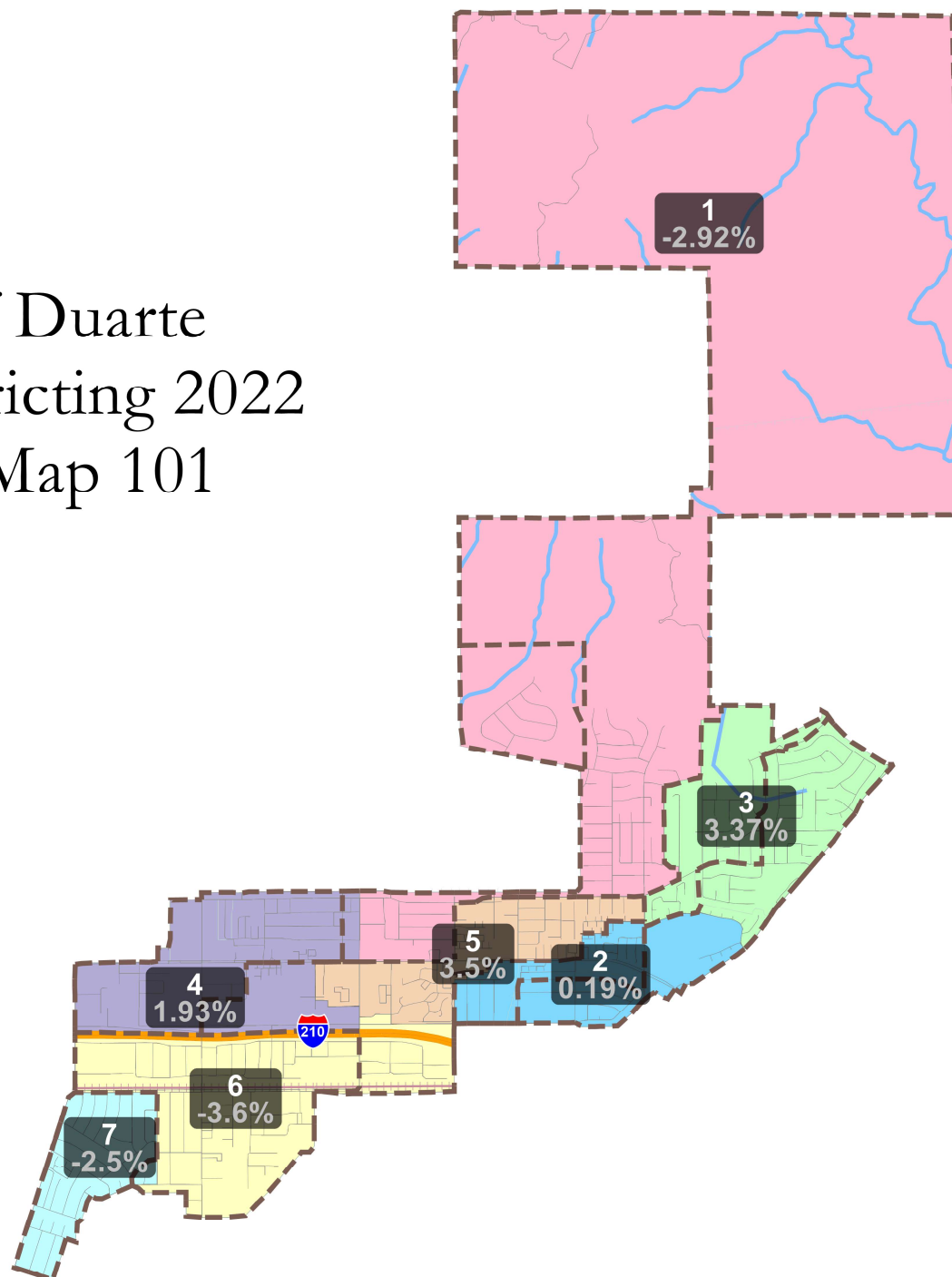
FISCAL IMPACT

None.

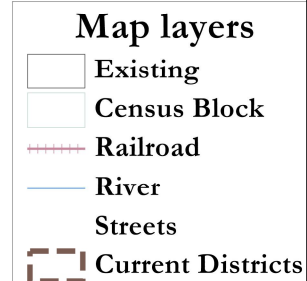
ATTACHMENTS

- A. Draft Map 101
- B. Draft Map 102
- C. Draft Map 103
- D. Draft Map 104
- E. Draft Map 105
- F. Draft Map 106
- G. Draft Map 107
- H. Draft Map 108

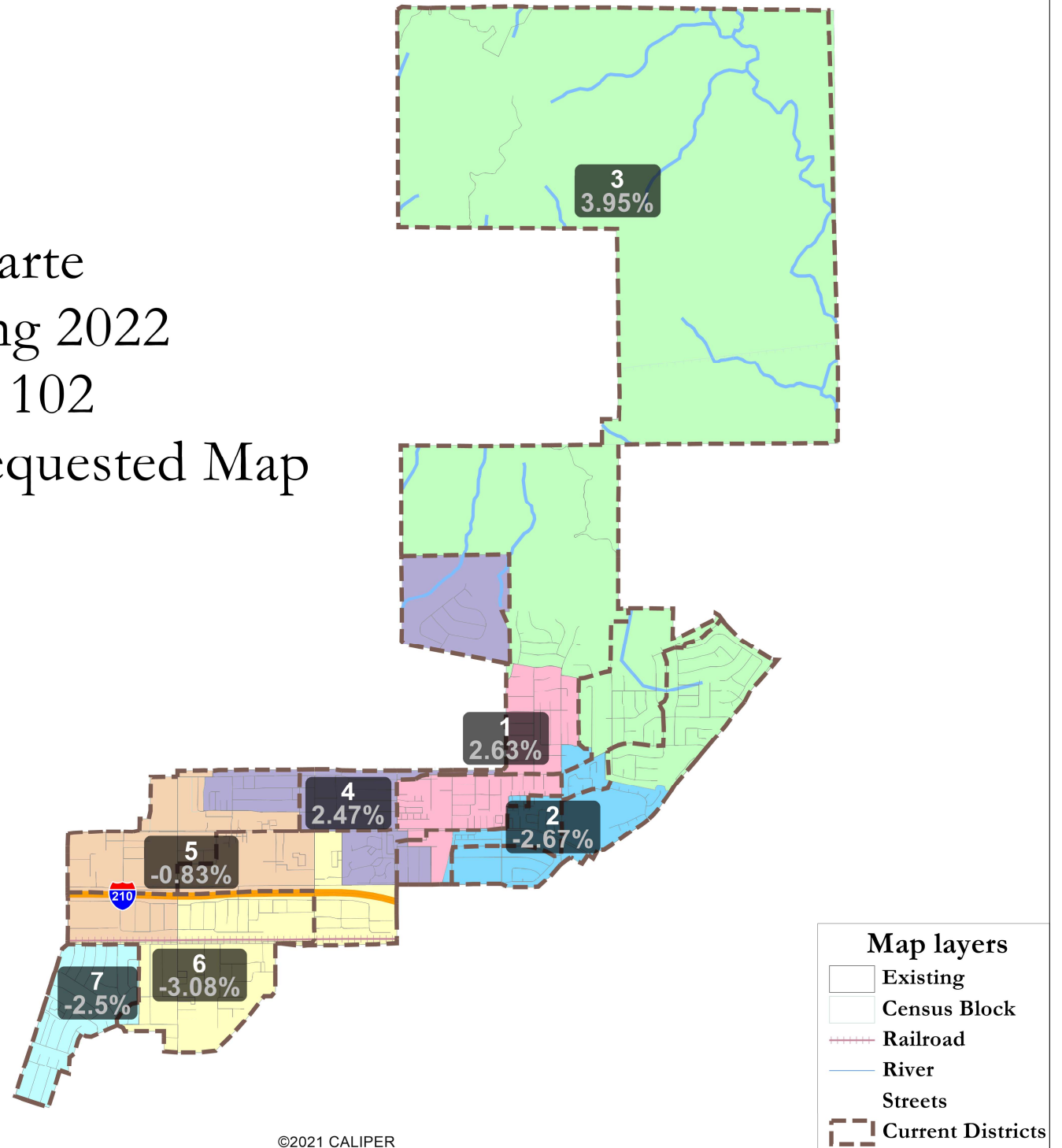
City of Duarte Redistricting 2022 Draft Map 101



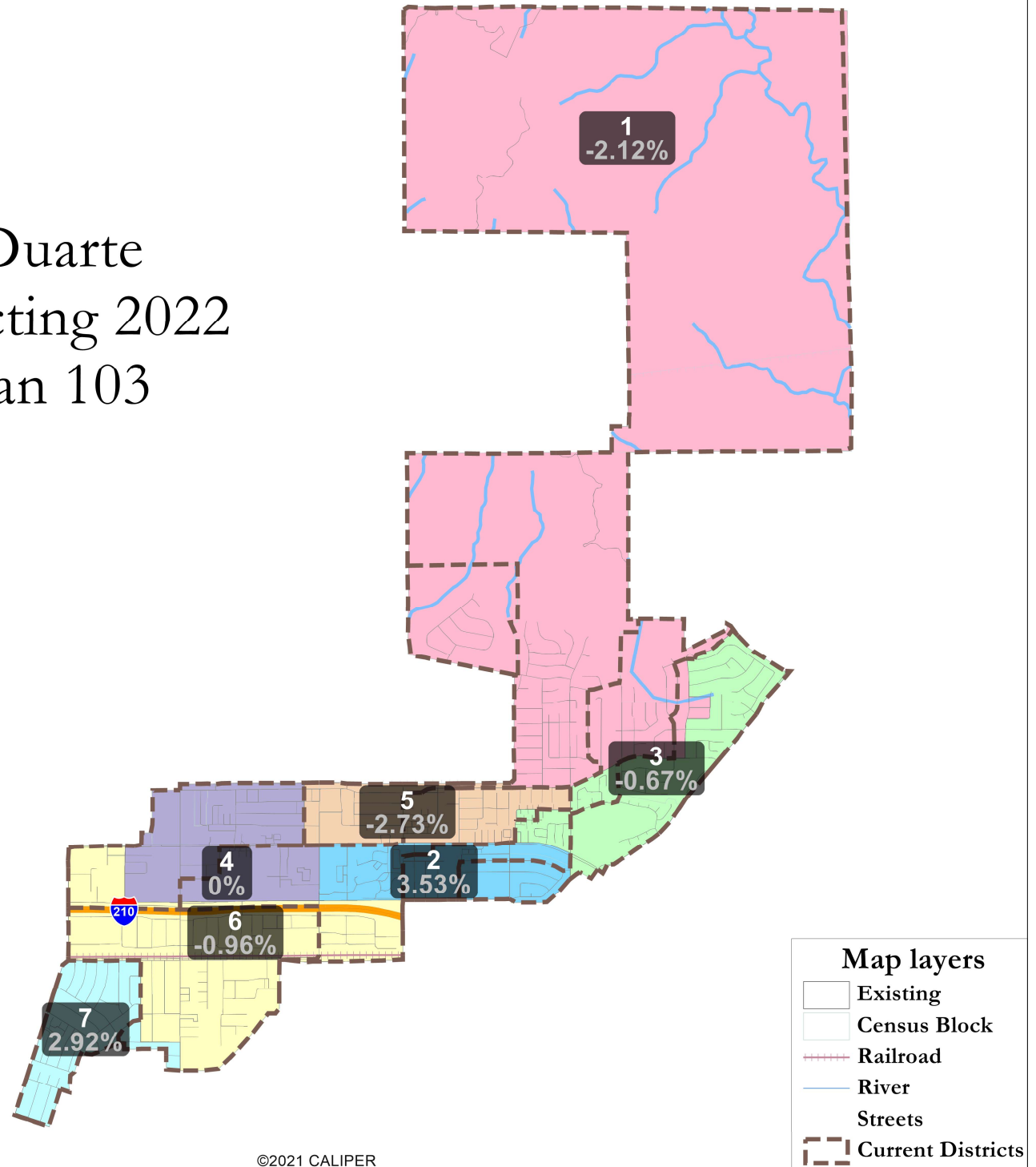
National Demographics Corporation
February 1, 2022



City of Duarte Redistricting 2022 Draft Map 102 Council Requested Map

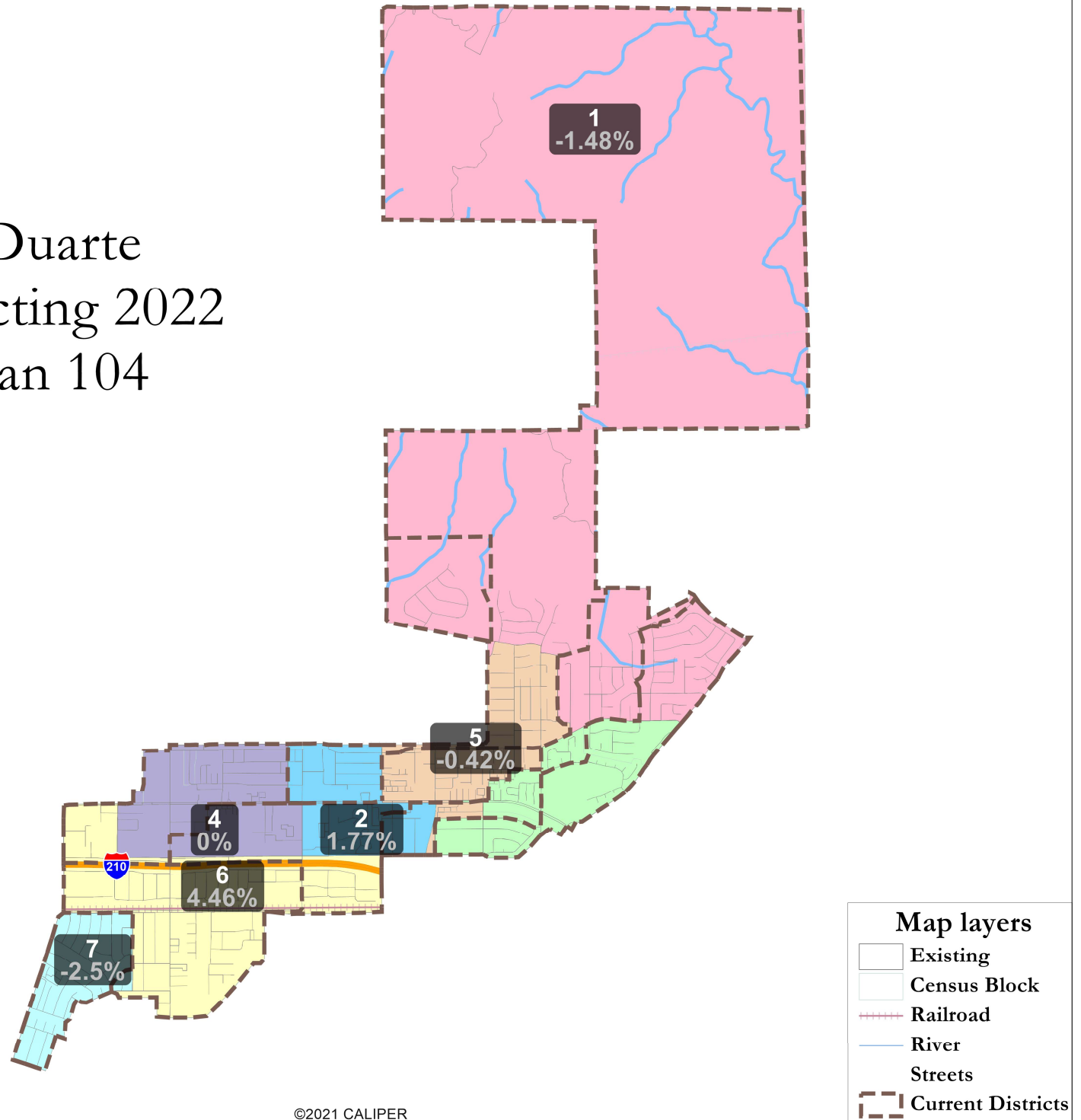


City of Duarte Redistricting 2022 Draft Plan 103



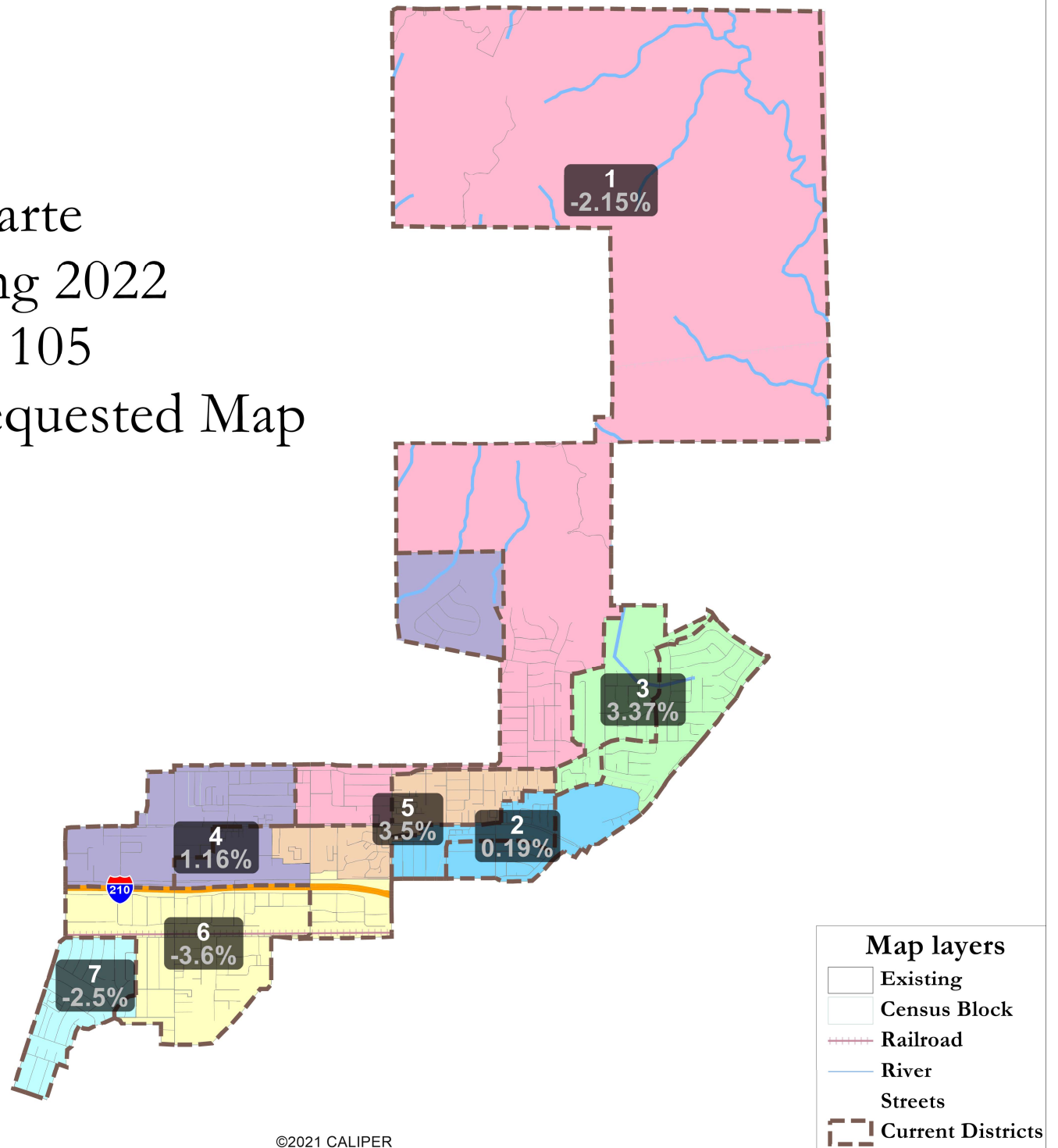
National Demographics Corporation
February 1, 2022

City of Duarte Redistricting 2022 Draft Plan 104



National Demographics Corporation
February 1, 2022

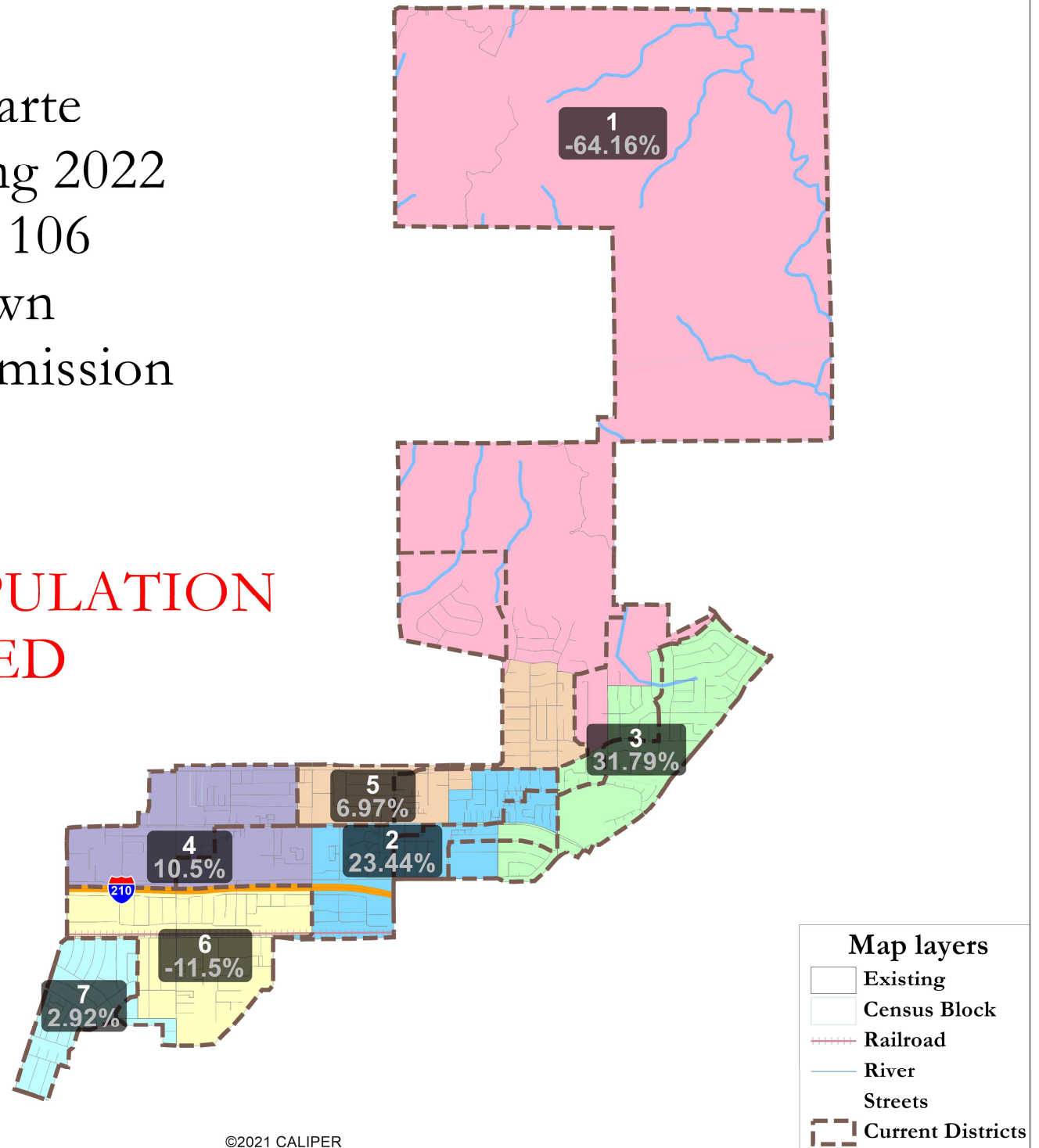
City of Duarte Redistricting 2022 Draft Map 105 Council Requested Map



National Demographics Corporation
February 1, 2022

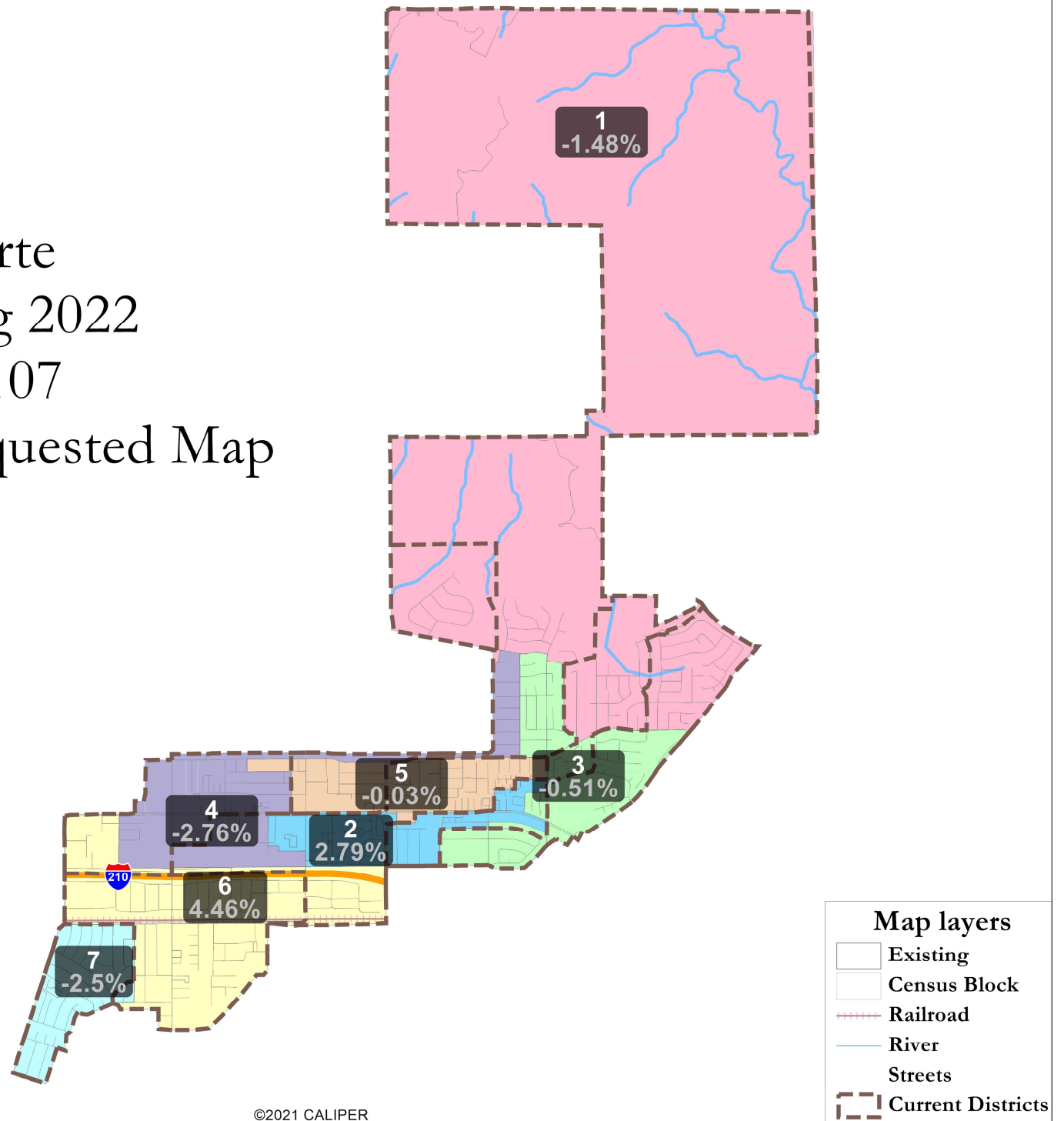
City of Duarte
Redistricting 2022
Draft Map 106
Hand-Drawn
Public Submission

NOT POPULATION
BALANCED



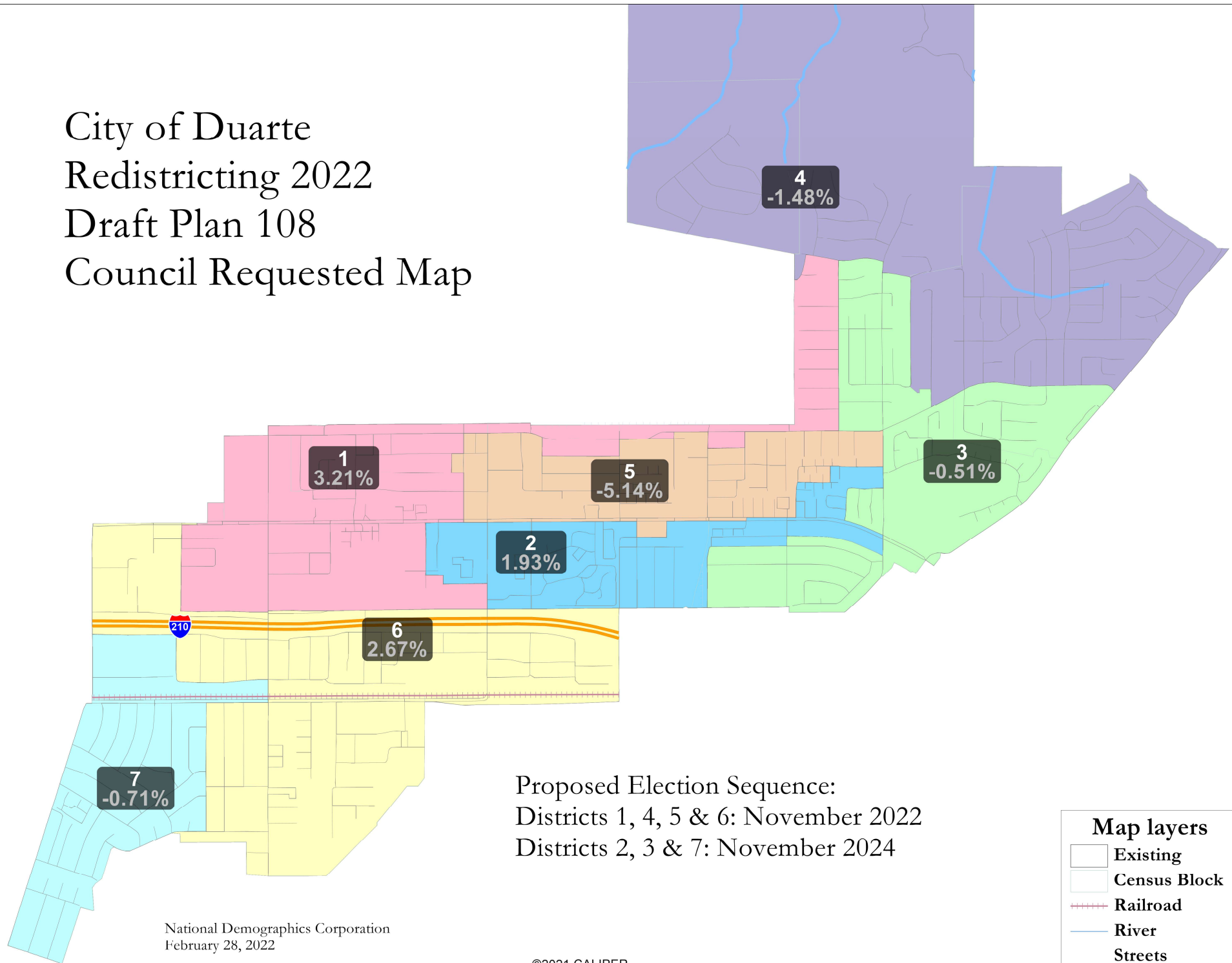
National Demographics Corporation
February 1, 2022

City of Duarte Redistricting 2022 Draft Plan 107 Council Requested Map



National Demographics Corporation
February 1, 2022

City of Duarte
Redistricting 2022
Draft Plan 108
Council Requested Map



National Demographics Corporation
February 28, 2022

©2021 CALIPER



January 25, 2022

555 W. Fifth Street
Los Angeles, CA 90013

City of Duarte,

Congratulations City of Duarte on your wonderful achievement for reaching Platinum Tier for our San Gabriel Valley Energywise Partnership Energy Champion program.

SoCalGas recognizes the City's tremendous efforts to keep Energy Efficiency as part of your continuous goals.

We appreciate the City of Duarte's notable accomplishments in 2020 and 2021.

Thank you and Look forward to continue working with the City of Duarte to build an extraordinary and promising future for the San Gabriel Valley,

Sincerely,

Jeannie Kong
SGVEWP Program Manager

CITY OF DUARTE

**MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL,
SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY OF THE
CITY OF DUARTE, THE DUARTE HOUSING AUTHORITY, AND THE DUARTE
COMMUNITY FACILITIES FINANCING AUTHORITY**

TUESDAY, FEBRUARY 22, 2022 – 7:00 P.M.

REGULAR MEETING

1. CALL TO ORDER

The Regular Session was called to order by Mayor Pro-Tem Paras-Caracci at 7:03 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
Councilmembers Absent: Finlay
Staff Present: Daniel Jordan, City Manager
Kristen Peterson, Assistant City Manager / Director of
Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety
Victoria Rocha, Assistant to the City Manager
Amanda Hamilton, Public Works Manager
Jason Golding, Planning Division Manager
Annette Juarez, City Clerk
Thai Viet Phan, Assistant City Attorney

2. PLEDGE TO THE FLAG

The flag salute was led by Public Works Manager Amanda Hamilton.

3. ADOPTION OF THE AGENDA

City Manager Jordan announced that Special Item 4A. *Mayor's Youth Council Update* will be removed from the agenda.

Moved by Councilmember Schulz, seconded by Councilmember Kang and carried by the following vote of the Council to approve the adoption of the agenda as amended.

AYES: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
NOES: None
ABSTAIN: None
ABSENT: Finlay

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

Removed from the agenda.

B. Public Safety Update

Director of Public Safety Villalobos provided an update on Part 1 Crime rates; announced a Coffee with a Deputy event on March 16; discussed a case study of an individual with recurring arrests; District Attorney Gascon directives; and homelessness.

C. City Net Homeless Census Presentation

Assistant to the City Manager Rocha introduced Matt Bates of City Net and provided a brief overview of the homeless census.

Matt Bates, City Net Vice President, discussed the Homeless Census and presented the Duarte 2021 Homeless Census Report.

He responded to questions posed by the Council regarding the data provided in the Census Report and censuses being conducted in neighboring cities.

At the request of the Council, City Net will provide cross-referenced data regarding the sleeping situations of those interested in shelters, and duration of homelessness and drug addiction/mental health.

5. **ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

Joanna Gee, Duarte Library, announced upcoming library programs and events.

Director of Community Development Hensley announced the upcoming departure of Public Works Manager Hamilton; and the City Council gave their sentiments regarding her departure and wished her well.

Director of Parks and Recreation Enriquez introduced newly hired Recreation Supervisor Alberto Castaneda Salazar; and Recreation Supervisor Salazar introduced himself to the City Council.

Assistant to the City Manager Rocha announced upcoming City events.

6. **ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA**

None.

7. **CONSENT CALENDAR**

- A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/SA/FA)
- B. Approval of absence(s) of City Council member(s) from the City Council meeting.
- C. Approval of minutes – February 8, 2022, Regular Meeting. (CC/HA/SA/FA)
- D. Approval of warrants – February 22, 2022. (CC/HA/SA/FA)
- E. Receive and File the Public Safety Status Report for February 2022.
- F. Receive and File the Monthly Financial Report for February 2022.
- G. Removed from Consent Calendar for discussion.
- H. Award of Contract for the Fiscal Year 2021-22 Street Rehabilitation Project No. 22-6 to Sequel Contractors, Inc.
- I. Award of Contract to PALP dba Excel Paving for the Traffic & Street Improvement Project – Huntington Drive and Highland Avenue, Project No. 22-2.
- J. Authorization for the City Manager to execute a Pool Use Agreement between the City of Duarte and Duarte Unified School District for use of the City-Owned Fitness Center Pool for the 2022 Swim Team Season.
- K. Letter of Support for Foothill Gold Line Budget Request

L. Adoption of Resolution No. 22-09 to Approve Fiscal Year 2022-23 SB1 Funding: The Road Repair and Accountability Act of 2017 Project List.

Moved by Councilmember Schulz, seconded by Councilmember Truong, and carried by the following vote to approve Items A-F and H-L of the Consent Calendar.

AYES: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
NOES: None
ABSTAIN: None
ABSENT: Finlay

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

Adoption of Resolution No. 22-08 Accepting the Irrevocable Offer of Dedication of Six Parcels Totaling 8,453 Square Feet on Cinco Robles Drive; and Authorization for the City Engineer and City Clerk to Finalize the Documents with the County Clerk

Public Works Manager Hamilton responded to questions posed by the Council regarding light poles on the east side of Cinco Robles Drive; and the reason for the offer of dedication.

Moved by Mayor Councilmember Kang, seconded by Councilmember Schulz, and carried by the following vote to adopt Resolution No. 22-08 accepting the irrevocable offer of dedication of six parcels totaling 8,453 square feet on Cinco Robles Drive; and authorize the City Engineer and City Clerk to finalize the documents with the County Clerk.

AYES: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
NOES: None
ABSTAIN: None
ABSENT: Finlay

9. PUBLIC HEARINGS

Municipal Code Amendment 2022-01 to Establish and Amend Definitions and Regulations for Urban Lot Splits and Duplex Developments in Single-Family Residential Zones to Implement recently Enacted Senate Bill 9; and Introduction of Ordinance No. 907

Planning Division Manager Golding presented the staff report and provided an overview of Municipal Code Amendment 2022-01 and Senate Bill 9.

He responded to questions posed by the Council regarding potential property developments, parking regulations, and guides for residents.

Mayor Pro-Tem Paras-Caracci opened the public hearing.

City Clerk Juarez announced that no written public comment was received.

Public Comment

None.

Mayor Pro-Tem Paras-Caracci closed the public hearing.

Moved by Councilmember Kang, seconded by Councilmember Schulz, and carried by the following vote to introduce Ordinance No. 907 establishing and amending definitions and regulations for urban lot splits and duplex development sin single-family residential zones to implement recently enacted state law (Senate Bill 9).

AYES: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
NOES: None
ABSTAIN: None
ABSENT: Finlay

10. BUSINESS ITEMS

Fiscal Year 2021/22 Mid-Year Budget Report and Approval of Corresponding Budget Amendments

Assistant City Manager/Director of Administrative Services Petersen presented the Fiscal Year 2021/22 mid-year budget report which included a projected surplus of \$3,396,300 and discussed projected General Fund revenues and expenses, projected special funds, and fiscal risks.

Moved by Councilmember Schulz, seconded by Councilmember Truong, and carried by the following vote to receive and file the Mid-Year Budget Report and approve the recommended budget amendments.

AYES: Kang, Lewis, Schulz, Truong, Garcia, Paras-Caracci
NOES: None
ABSTAIN: None
ABSENT: Finlay

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Councilmember Lewis thanked the Duarte Unified School District for the groundbreaking ceremony for the new sports complex; and thanked Director of Parks and Recreation Director Enriquez for his assistance with clarifying a misunderstanding.

Councilmember Garcia expressed his excitement for the City of Duarte's upcoming season.

Councilmember Truong thanked Assistant City Manager/Director of Administrative Services Petersen for her work on the budget; and echoed the sentiments of Councilmember Lewis regarding the new Duarte Unified School District sports complex.

Councilmember Schulz thanked Staff for their work; and welcomed Recreation Supervisor Salazar.

Mayor Pro-Tem Paras-Caracci congratulated the Los Angeles Rams, the City of Inglewood, and Inglewood Mayor Butts; inquired about the methods for a resident to organize a Neighborhood Watch meeting; and shared memories about Daniel Directo Karganilla and Nenita Ladera Karganilla.

13. ADJOURNMENT

At 9:29 p.m. the City Council adjourned the meeting in memory of Daniel Directo Karganilla and Nenita Ladera Karganilla.

Margaret Finlay, Mayor

Annette Juarez, City Clerk

CITY OF DUARTE

**MINUTES OF THE SPECIAL MEETING OF THE OF THE
CITY COUNCIL OF THE CITY OF DUARTE**

TUESDAY, FEBRUARY 28, 2022 – 6:00 P.M.

1. CALL TO ORDER

The Special Meeting was called to order by Mayor Finlay at 7:03 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Schulz, Truong, Paras-Caracci, Finlay
* Mayor Pro-Tem Paras-Caracci arrived at 7:05 p.m.

Councilmembers Absent: Garcia

Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, Assistant City Attorney
Annette Juarez, City Clerk

2. ORAL COMMUNICATIONS – ITEMS LISTED ON THIS AGENDA

None.

3. PUBLIC HEARING TO RECEIVE PUBLIC INPUT, DISCUSS DRAFT REDISTRICTING MAPS, AND IDENTIFY FOCUS MAPS FOR INCLUSION IN THE ORDINANCE TO ADOPT NEW DISTRICT BOUNDARIES FOR THE DUARTE CITY COUNCIL

Jeff Simonetti of National Demographics Corporation discussed the draft maps and requested that the City Council provide direction regarding any revisions they would like to make to maps and which map they would like to move forward.

Discussion ensued regarding the district boundaries presented in draft map 107. The Council and Mr. Simonetti made revisions to draft map 107.

Mayor Finlay opened the public hearing.

City Clerk Juarez announced that no written public comments were received.

Public Comment

None.

Mayor Finlay closed the public hearing.

There was further discussion regarding census blocks, representation, and districts.

The City Council directed Staff to name the draft map as Map 108; and Mr. Simonetti was directed to provide census data and post draft Map 108 on the City's redistricting website.

4. ADJOURNMENT

At 7:58 p.m. the City Council adjourned the meeting.

Margaret Finlay, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1410-7650	PRECISION AERIAL SERVICES INC	Vehicle # 2 Inspection	217161		860.68
100-1610-7652	DARRELL RAY CARROLL	Fitness Ctr Lock Repair	217139		155.00
100-1405-7612	AMERICAN PLANNING ASSOCIA...	Nicholas Baldwin Membership 4/1/2022 - 3/31/2023	217133		672.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	(2) Propane Tanks	BD22-0570		141.08
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 12/1/2021 - 12/31/2021	217137		2,255.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	(4) Senior Ctr Patio Heaters	BD22-0570		745.29
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-City Yard 1/2022	1896		145.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Services 1/9/22 - 1/22/22	1853		3,554.46
100-1605-7733	TAMORA SCHOOD OF IRISH DA...	SC St Patricks Day Event	217173		350.00
100-1810-7673	LIFEWORCS (US) ITD	Drug and/or Alcohol Testing 10/2021 - 12/2021	1877		55.00
100-1405-7975	KOSMONT COMPANIES	Economic Development Analysis 1/1/22 - 1/31/22	1874		338.00
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA PS&E 12/2021	217164	202102-Cap Improv-CH CDBG ...	6,439.44
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 1/2022	1889		3,656.00
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 1/2022	217163		80.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Srvcs 1/2022	1860		30,369.26
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Temporary Permit Technician 1/2022	1860		5,907.00
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools/Parts/Supplies	BD22-0570		521.99
100-1205-7980	HOME DEPOT CREDIT SERVICES	Tool Bag & Hammer	BD22-0570		35.11
100-2120	STACEY TYNES	CC Rent Deposit Refund	217175		500.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 2/2022	217166		5,166.67
100-1015-7684	SILVER & WRIGHT LLP	Bardakjians v. Adams Legal 1/2022	1886		3,390.30
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 1/2022	1886		5,563.69
100-1015-7684	SILVER & WRIGHT LLP	2308 Mountain Ave Legal 1/2022	1886		1,073.30
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 1/2022	1886		4,771.40
100-1015-7684	SILVER & WRIGHT LLP	2043 Citrus View Legal 1/2022	1886		3,345.12
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 1/1/2022 - 1/31/2022	1892		175.22
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 12/2021	217157		716.92
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2021	217157		857.98
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recs 12/2021	217157		248.60
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2021	217157		944.25
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2021	217157		5,199.19
100-1610-7618	MAINTEX INC	Janitorial Supplies	1878		31.42
100-1610-7652	STAR-BRITE CARPET CARE	Fitness Ctr Carpet Cleaning	217171		250.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-1413/141 Hunt Dr 1/2022	1855		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Infrastructure Realign 1/2022	1855		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Esperanza Apts 1/2022	1855		6,615.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd N St Improvements 1/2022	1855		4,860.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH On Site Utilities 1/2022	1855		5,130.00

Council Warrant Register By Account

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7967	ARDURRA GROUP INC	PW Inspection-LA Dist Water Main(Bus Ctr) 1/2022	1855		2,835.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Traffic Signals 1/2022	1855		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-2137 Hunt Dr 1/2022	1855		810.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd Traffic Signal 1/2022	1855		1,485.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G 1/2022	1855		405.00
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 1/2022	217172		1,723.60
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 1/2022	217140		2,449.84
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 PS&E Engineering 12/2021	217164	202118-ATP Cycle 4-Professiona..	2,112.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 12/2021	217164		1,280.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering 12/2021	217164		240.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2021	217164		2,720.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	1883		76.92
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	217148		574.33
100-1810-7673	OCCUPATIONAL HEALTH CENTE...	Random Drug and/or Alcohol Testing 2/2022	217158		241.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Services 1/23/22 - 2/5/22	1853		4,642.56
100-1405-7965	KOA CORPORATION	Las Lomas Maynard Stop Sign Study 1/2022	1873		284.28
100-1605-7636	JAG ENDEAVORS LLC	Parks & Rec Staff Polo Shirts	217151		50.17
100-1610-7652	DARRELL RAY CARROLL	Fitness Ctr Re-Key Lock	217139		151.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Facility Repairs/Supplies	BD22-0570		202.02
100-1825-7747	ALBERTOS PLUMBING	Encanto Park Drinking Fountain/Drain Install	217132	202104-Exp-Bev Recycle 2019-...	2,900.00
100-1805-7653	SECTRAN SECURITY INC	February 2022 Couier Pick-up	1885		302.38
100-1610-7652	ALBERTOS PLUMBING	Royal Oaks Park (2) Flush Valve Replacements	217132		1,100.00
100-1610-7652	ALBERTOS PLUMBING	Public Safety Valve/Wax Ring Replacement	217132		660.00
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Valve Repair	217132		250.00
100-1605-7735	FSP DESIGNS	TC Wildstylez Dance Event	1868		1,043.52
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	1880	202115-Outreach-Homeless Ser...	878.78
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	217168		134.28
100-1610-7652	DARRELL RAY CARROLL	Public Safety (2) New Levers/Locks	217139		701.02
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 1/1/2022 - 1/31/2022	217137		1,457.50
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 1/2022	1875		200.00
100-1605-7735	FSP DESIGNS	TC 3 on 3 Basketball Shirts	1868		278.43
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 2/2022	1893		8,355.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 2/2022	1893		1,300.00
100-2126	KREATION FINEST CORP	Const/Demo Deposit Refund (Pmt #2021-019)	217154		500.00
100-5004	KREATION FINEST CORP	Administrative Fee (Pmt #2021-019)	217154		-125.00
100-4904	DIANA SAHAKYAN	Minor Use Permit Appl 21-02 Partial Refund	217165		400.00
100-1410-7630	SIMON EQUIPMENT RENTALS	Compactor Rental-Royal Oaks Trail	217168		109.32
100-1020-7713	BAY ALARM COMPANY	Museum Burglary Monitor 3/1/2022 - 6/1/2022	BD22-0543		189.00

Council Warrant Register By Account

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 3/1/2022 - 6/1/2022	BD22-0542		202.47
100-1005-7642	RANCHO DUARTE FLORIST	Sarah Marie Young Flowers	217162		82.63
100-1205-7980	CURO MANAGED PRINT PRODU...	Starbucks w/Sheriff's Yard Signs	217142		39.69
100-1205-7761	DATA TICKET INC	Admin Citation Processing 1/2022	1862		128.41
100-1205-7610	DUARTE PUBLIC SAFETY PETTY ...	Meeting w/Captai Reyes	217143		50.18
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Office Water	217143		8.75
100-1825-7626	DUARTE PUBLIC SAFETY PETTY ...	Code Enforcement Overnight Letter Postage	217143		70.10
100-1605-7733	THEODORE SIEGEL	"Rebecca" Movie Screening/Presentation	217167		150.00
100-1405-7614	SMART & FINAL	Meeting Supplies	1887		138.36
100-1405-7965	KAREN WARNER ASSOCIATES L...	Housing Element Consulting 1/2022	217152	202028-Prof.Svc-Housing Elem...	912.50
100-1605-7736	BREAKTHROUGH SPORTS LLC	Little Hoopers/Kickers Instructor Payment	1857		1,046.50
100-2120	HANYU BAO	Field Rent Deposit Refund (Film Pmt #2022-03)	217134		100.00
100-1610-7652	ALBERTOS PLUMBING	Encanto Park Plumbing Repair	217132		120.00
100-1610-7652	ALBERTOS PLUMBING	Community Ctr Plumbing Repairs	217132		395.00
100-1410-7656	CUMMINS SALES AND SERVICE	Emergency Generator Repair	217141		936.87
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	1880	202115-Outreach-Homeless Ser...	878.78
100-1815-7965	MAXTREME INC	IT Helpdesk 2/2022	1879		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 2/2022	1879		200.00
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-(CH/PS/SC/TC) 3/1/2022 - 3/31/2022	217138		1,704.07
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maintenance 1/1/2022 - 1/31/2022	217138		408.77
100-1020-7712	TOWN SQUARE PUBLICATIONS ...	Chamber Business Resource Guide Ad	217174		2,450.00
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 50 of 60	BD22-0544		1,340.10
100-1605-7736	JAVIER DJEU TENNIS	Winter 2022 Tennis Instructor Payment	1871		1,197.00
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Skateboard Coach Payment 1/16/22 - 2/6/22	1881		840.00
100-1825-7614	STAMP-OUT INC	(2) A/P Approval Stamps	1890		174.13
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		558.71
100-1805-7610	ANGELA CHIAROMONTE	2022 CSMFO Conference Expense Reimbursement	1861		236.76

Council Warrant Register By Account

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1805-7614	ANGELA CHIAROMONTE	Admin Secretary Welcome Package	1861		24.24
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	1869		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	1866		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	1894		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	1884		75.00
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	1882		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	1872		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	1876		75.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	1864		435.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	1865		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	1859		566.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	1891		566.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	1870		435.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	217153		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	1858		218.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	217136		435.00
100-2120	HANYU BAO	Film Depoit Refund (#2022-03) 2/10/2022	217134		500.00
100-4204	MIKE OLSON	Dog License Overpayment	217159		12.50
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 3/2022	217155		1,600.00
100-1205-7980	FOOTHILL LOCK AND KEY	1307 Bloomdale St Warrant Locksmith	217147		160.00
100-1205-7887	FOOTHILL LOCK AND KEY	PS Rear Door Lock Repair	217147		95.00
100-2124	ALICIA ESTEBAN	Gazebo Rental Cancellation	217146		50.00
100-4406	ALICIA ESTEBAN	Gazebo Rental Cancellation	217146		50.00
100-2124	ANGELA PAO-JOHNSON	Gazebo Rental Cancellation	217160		50.00
100-4406	ANGELA PAO-JOHNSON	Gazebo Rental Cancellation	217160		75.00
100-1020-7716	DUARTE RECREATION PETTY CA...	Serving Platter	217144		11.01
100-1605-7614	DUARTE RECREATION PETTY CA...	Office Supplies	217144		40.26
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Aux Cable	217144		14.30
100-1410-7650	WEX BANK	Fuel-Field Srvcs CNG 1/1/22 - 1/31/22	BD22-0546		43.99
100-2120	MARIA TERESA HERNANDEZ	CC Rent Deposit Refund	217150		500.00
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 3/2022	217145	250004 - Property Rent - Nextel...	1,850.51
100-1205-7761	DATA TICKET INC	Parking Citation Processing 1/2022	1862		1,654.78
100-1825-7626	MERARI AQUINO	1307 Bloomdale Overnight Postage Reimbursement	1854		70.10
100-2023	AMANDA HAMILTON	City Kitty Separation Gift	217149		50.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount	BD22-0570		-3.66
100-2120	MELISSA MENDOZA	CC Rent Deposit Refund	217156		500.00
Fund 100 - GENERAL FUND Total:					187,347.18
Fund: 220 - GAS TAX FUN					
220-2225-7980	SOUTHERN CALIFORNIA EDISON	1212 Hunt Dr St Light Pedestal Installation	1888		5,124.73
220-2225-7980	ELIE FARAH INC	1220 Hunt Electric Srvs Cabinet 1/27/22 - 2/1/22	1863		600.00
220-2225-8070	BC TRAFFIC SPECIALIST	Las Posadas Improvements	217135		1,844.85
Fund 220 - GAS TAX FUN Total:					7,569.58
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7909	WEST COAST ARBORISTS INC	Emergency Tree Removals	1895		3,569.40
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITs Monitoring 1/2022	217140		609.08

Council Warrant Register By Account

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Brycedale/Hunt Dr 1/2022	217140		1,581.70
240-2410-7888	SITEONE LANDSCAPE SUPPLY H...	Royal Oaks Trail Planter Repairs	217169		102.57
240-2410-7891	SITEONE LANDSCAPE SUPPLY H...	Duarte Rd Median Irrigation Repairs	217169		152.11
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Repairs	217170		259.64
240-2410-7888	SITEONE LANDSCAPE SUPPLY H...	Citywide Irrigation Repairs	217169		286.41
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Monument Installation	217170		147.35
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Soil Material	217170		112.12
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					6,820.38
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 1/2022	1875	202102-CDBG ADA Improv	100.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					100.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		768.86
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 2/1/2022 - 2/28/2022	BD22-0545		527.38
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,763.37
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	BD22-0570		41.37
440-4405-8013	FOOTHILL TRANSIT	35th Installment of 3rd Bus 2/2022	1867		3,887.05
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2021	217157		403.02
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2022	1867		26,853.19
Fund 440 - PROPOSITION A TRANSIT FUND Total:					31,184.63
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	35th Installment of 3rd Bus 2/2022	1867		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2022	1867		21,970.79
Fund 460 - PROPOSITION C TRANSIT FUND Total:					25,151.10
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	BEST BEST & KRIEGER LLP	NPDES Federal Lobbying Srvc 1/2022	1856		1,161.54
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					1,161.54
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6220-7965	URBAN ARENA INC	ATP Cycle 4 -PAED Phase 12/31/2021	217176	202118-ATP Cycle 4-Professiona..	7,100.00
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					7,100.00
Grand Total:					268,197.78

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	187,347.18
220 - GAS TAX FUN	7,569.58
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	6,820.38
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	100.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,763.37
440 - PROPOSITION A TRANSIT FUND	31,184.63
460 - PROPOSITION C TRANSIT FUND	25,151.10
490 - MEASURE W (WATER/STORMWATER)	1,161.54
620 - COMMUNITY IMPROVEMENT FUND	7,100.00
Grand Total:	268,197.78

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7642	Travel & Exp - Finlay	157.63
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7670	Legal Notices	3,656.00
100-1015-7684	Code Enforcement Legal	18,143.81
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information (...)	10,805.00
100-1020-7713	Historical Museum Bldg ...	391.47
100-1020-7716	Special Community Events	11.01
100-1020-7718	City Newsletter	1,300.00
100-1205-7610	Travel, Mtgs & Conf	50.18
100-1205-7650	Vehicle Maintenance	944.25
100-1205-7655	Emergency Services	175.22
100-1205-7760	Homeless Outreach Progr...	1,757.56
100-1205-7761	Parking Ticket Collect	1,783.19
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforcement	5,199.19
100-1205-7782	Crossing Guard Contract ...	8,197.02
100-1205-7887	Repairs & Replacements	95.00
100-1205-7980	Other Expenses	243.55
100-1405-7612	Publications and Dues	672.00
100-1405-7614	Office Supplies	138.36
100-1405-7800	Building Department Serv...	36,276.26
100-1405-7801	Industrial Waste Inspecti...	2,449.84
100-1405-7965	Professional Services	7,221.78
100-1405-7967	Public Works Inspections	22,545.00
100-1405-7969	City Engineer	4,240.00
100-1405-7975	Economic Development E...	338.00
100-1405-8100	Other Capital Improvemnts	6,439.44
100-1410-7630	Equipment Rentals	243.60
100-1410-7650	Vehicle Maintenance	1,762.65
100-1410-7656	Emergency Generator	936.87
100-1410-7814	Graffiti Removal	1,723.60
100-1410-7980	Other Expenses	521.99
100-1605-7002	Regular Salaries	76.92
100-1605-7614	Office Supplies	40.26
100-1605-7636	Uniforms	50.17
100-1605-7650	Vehicle Maintenance	248.60
100-1605-7733	Senior Center	500.00
100-1605-7735	Teen Center	1,336.25

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7736	Youth & Adult Recreation...	3,083.50
100-1610-7617	Pool Chemicals	574.33
100-1610-7618	Building Supplies	1,116.15
100-1610-7650	Vehicle Maintenance	716.92
100-1610-7652	Building Maint Services	3,927.02
100-1805-7610	Travel, Mtgs & Conf	236.76
100-1805-7614	Office Supplies	24.24
100-1805-7653	Bank Charges	302.38
100-1810-7673	Physical Exams	296.00
100-1815-7830	Telephones	1,340.10
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1825-7614	Office Supplies	174.13
100-1825-7626	Postage	140.20
100-1825-7630	Equipment Lease	1,704.07
100-1825-7631	Equipment Maintenance	408.77
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7747	Beverage Cont Recycling	2,900.00
100-1830-8100	Vehicle Replacement (Cap...	4,996.26
100-2023	EE City Kitty Contributions	50.00
100-2120	Refundable Deposits	2,100.00
100-2124	Gazebo Refundable Depos...	100.00
100-2125	Metro Pass Through (TAP)	80.00
100-2126	Construction and Demolit...	500.00
100-4204	Animal Licenses	12.50
100-4406	Restroom & Gazebo Renta..	125.00
100-4408	Property Rental	1,850.51
100-4904	Zoning Fees	400.00
100-5004	Other Revenue	-125.00
220-2225-7980	Other Expenses	5,724.73
220-2225-8070	Street Improvements (Cap...	1,844.85
240-2405-7890	Repairs-Traffic Signal	2,190.78
240-2410-7888	Repairs-Citywide	908.09
240-2410-7891	Repairs-Medians	152.11
240-2410-7909	Tree Trim-Residential	3,569.40
260-2605-8061	ADA Curb Ramps (Capital)	100.00
320-3205-8013	Vehicles (Capital)	1,763.37
440-4405-7650	Vehicle Maintenance	444.39
440-4405-7960	Foothill Transit Operations	26,853.19
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-7960	Foothill Tranist Operations	21,970.79
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	1,161.54
620-6220-7965	Professional Services	7,100.00
Grand Total:		268,197.78

Project Account Summary

Project Account Key	Payment Amount
None	245,025.27
202028-Prof.Svc-Housing Element - Karen Werner	912.50
202102-Cap Improv-CH CDBG ADA Improvement	6,439.44
202102-CDBG ADA Improv	100.00
202104-Exp-Bev Recycle 2019-20 PROG FY22	2,900.00
202115-Outreach-Homeless Services Grant-(SGVCOG)	1,757.56
202118-ATP Cycle 4-Professional Services	7,100.00
202118-ATP Cycle 4-Professional Svcs	2,112.50

Project Account Summary**Project Account Key**

250004 - Property Rent - Nextel Rent (Otis Gordon)

Grand Total:**Payment Amount**1,850.51**268,197.78**



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5561 - ALBERTOS PLUMBING					
100-1825-7747	ALBERTOS PLUMBING	Encanto Park Drinking Fountain/Drain Install	681602	202104-Exp-Bev Recycle 2019-...	2,900.00
100-1610-7652	ALBERTOS PLUMBING	Royal Oaks Park (2) Flush Valve Replacements	681603		1,100.00
100-1610-7652	ALBERTOS PLUMBING	Public Safety Valve/Wax Ring Replacement	681604		660.00
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Valve Repair	681605		250.00
100-1610-7652	ALBERTOS PLUMBING	Encanto Park Plumbing Repair	681608		120.00
100-1610-7652	ALBERTOS PLUMBING	Community Ctr Plumbing Repairs	681609		395.00
Vendor 5561 - ALBERTOS PLUMBING Total:					5,425.00
Vendor: T0201 - ALICIA ESTEBAN					
100-2124	ALICIA ESTEBAN	Gazebo Rental Cancellation	2001098.002		50.00
100-4406	ALICIA ESTEBAN	Gazebo Rental Cancellation	2001098.002		50.00
Vendor T0201 - ALICIA ESTEBAN Total:					100.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Services 1/9/22 - 74950 1/22/22			3,554.46
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Services 1/23/22 - 2/5/22	75162		4,642.56
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					8,197.02
Vendor: 5846 - AMANDA HAMILTON					
100-2023	AMANDA HAMILTON	City Kitty Separation Gift	2242022		50.00
Vendor 5846 - AMANDA HAMILTON Total:					50.00
Vendor: 3417 - AMERICAN PLANNING ASSOCIATION					
100-1405-7612	AMERICAN PLANNING ASSOCIA...	Nicholas Baldwin Membership 4/1/2022 - 3/31/2023	216739-2212		672.00
Vendor 3417 - AMERICAN PLANNING ASSOCIATION Total:					672.00
Vendor: 6131 - ANGELA CHIAROMONTE					
100-1805-7610	ANGELA CHIAROMONTE	2022 CSMFO Conference Expense Reimbursement	2/2022		236.76
100-1805-7614	ANGELA CHIAROMONTE	Admin Secretary Welcome Package	2/2022		24.24
Vendor 6131 - ANGELA CHIAROMONTE Total:					261.00
Vendor: T4465 - ANGELA PAO-JOHNSON					
100-2124	ANGELA PAO-JOHNSON	Gazebo Rental Cancellation	2001099.002		50.00
100-4406	ANGELA PAO-JOHNSON	Gazebo Rental Cancellation	2001099.002		75.00
Vendor T4465 - ANGELA PAO-JOHNSON Total:					125.00
Vendor: 6212 - ARDURRA GROUP INC					
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G 1/2022	119940		405.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Infrastructure Realign 1/2022	119940		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-2137 Hunt Dr 1/2022	119940		810.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd Traffic Signal 1/2022	119940		1,485.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-LA Dist Water Main(Bus Ctr) 1/2022	119940		2,835.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd N St Improvements 1/2022	119940		4,860.00

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH On Site Utilities 1/2022	119940		5,130.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Esperanza Apts 1/2022	119940		6,615.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-1413/141 Hunt Dr 1/2022	119940		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Traffic Signals 1/2022	119940		135.00
Vendor 6212 - ARDURRA GROUP INC Total:					22,545.00
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Burgulary Monitor 3/1/2022 - 6/1/2022	19349098		189.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 3/1/2022 - 6/1/2022	19349605		202.47
Vendor 5805 - BAY ALARM COMPANY Total:					391.47
Vendor: 6004 - BREAKTHROUGH SPORTS LLC					
100-1605-7736	BREAKTHROUGH SPORTS LLC	Little Hoopers/Kickers Instructor Payment	INV-0291		1,046.50
Vendor 6004 - BREAKTHROUGH SPORTS LLC Total:					1,046.50
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 12/1/2021 - 12/31/2021	352-05.06		2,255.00
100-1405-7965	BUCKNAM INFRASTRUCTURE G...	GIS Services 1/1/2022 - 1/31/2022	352-05.07		1,457.50
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					3,712.50
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-(CH/PS/SC/TC) 3/1/2022 - 3/31/2022	28157473		1,704.07
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maintenance 1/1/2022 - 1/31/2022	28157473		408.77
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,112.84
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	3/2022		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	3/2022		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Srvc 1/2022	63668		30,369.26
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Temporary Permit Technician 1/2022	63675		5,907.00
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					36,276.26
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 12/2021	2201343		716.92
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2021	2201344		857.98
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recs 12/2021	2201345		248.60
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2021	2201346		944.25
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2021	2201347		5,199.19
Vendor 0903 - CITY OF MONROVIA Total:					7,966.94
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 1/2022	22020704457		2,449.84
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					2,449.84
Vendor: 1411 - CUMMINS SALES AND SERVICE					
100-1410-7656	CUMMINS SALES AND SERVICE	Emergency Generator Repair	X9-18193		936.87
Vendor 1411 - CUMMINS SALES AND SERVICE Total:					936.87

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1205-7980	CURO MANAGED PRINT PRODU...	Starbucks w/Sheriff's Yard Signs	5353		39.69
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					39.69
Vendor: 5025 - DARRELL RAY CARROLL					
100-1610-7652	DARRELL RAY CARROLL	Fitness Ctr Lock Repair	24271		155.00
100-1610-7652	DARRELL RAY CARROLL	Fitness Ctr Re-Key Lock	24328		151.00
100-1610-7652	DARRELL RAY CARROLL	Public Safety (2) New Levers/Locks	24333		701.02
Vendor 5025 - DARRELL RAY CARROLL Total:					1,007.02
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 1/2022	135038		128.41
100-1205-7761	DATA TICKET INC	Parking Citation Processing 1/2022	134893		1,654.78
Vendor 5501 - DATA TICKET INC Total:					1,783.19
Vendor: T4461 - DIANA SAHAKYAN					
100-4904	DIANA SAHAKYAN	Minor Use Permit Appl 21-02 Partial Refund	R92343		400.00
Vendor T4461 - DIANA SAHAKYAN Total:					400.00
Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH					
100-1205-7610	DUARTE PUBLIC SAFETY PETTY ...	Meeting w/Captai Reyes	2172022		50.18
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Office Water	2172022		8.75
100-1825-7626	DUARTE PUBLIC SAFETY PETTY ...	Code Enforcement Overnight Letter Postage	2172022		70.10
Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total:					129.03
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1020-7716	DUARTE RECREATION PETTY CA...	Serving Platter	2242022		11.01
100-1605-7614	DUARTE RECREATION PETTY CA...	Office Supplies	2242022		40.26
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Aux Cable	2242022		14.30
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					65.57
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 3/2022	R93091	250004 - Property Rent - Nextel...	1,850.51
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,850.51
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	3/2022		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		558.71
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		555.00

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		431.65
Vendor 6189 - ENTERPRISE FM TRUST Total:					4,996.26
Vendor: 5795 - Foothill Lock and Key					
100-1205-7980	FOOTHILL LOCK AND KEY	1307 Bloomdale St Warrant Locksmith	17806		160.00
100-1205-7887	FOOTHILL LOCK AND KEY	PS Rear Door Lock Repair	17807		95.00
Vendor 5795 - Foothill Lock and Key Total:					255.00
Vendor: 4039 - FSP DESIGNS					
100-1605-7735	FSP DESIGNS	TC Wildstylez Dance Event	9038		1,043.52
100-1605-7735	FSP DESIGNS	TC 3 on 3 Basketball Shirts	9045		278.43
Vendor 4039 - FSP DESIGNS Total:					1,321.95
Vendor: 4690 - Fuller Engineering Inc					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	145703		574.33
Vendor 4690 - FULLER ENGINEERING INC Total:					574.33
Vendor: T4462 - HANYU BAO					
100-2120	HANYU BAO	Field Rent Deposit Refund (Film Pmt #2022-03)	R92960		100.00
100-2120	HANYU BAO	Film Depoit Refund (#2022-03) 2/10/2022	R92933		500.00
Vendor T4462 - HANYU BAO Total:					600.00
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	(2) Propane Tanks	4300019		141.08
100-1610-7618	HOME DEPOT CREDIT SERVICES	(4) Senior Ctr Patio Heaters	8731684		745.29
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Tools/Parts/Supplies	6524938		521.99
100-1205-7980	HOME DEPOT CREDIT SERVICES	Tool Bag & Hammer	6525052		35.11
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Facility Repairs/Supplies	6513044		202.02
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount	415396		-3.66
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,641.83
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	3/2022		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1605-7636	JAG ENDEAVORS LLC	Parks & Rec Staff Polo Shirts	1107		50.17
Vendor 6031 - JAG ENDEAVORS LLC Total:					50.17
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Winter 2022 Tennis Instructor Payment	2222022		1,197.00
Vendor 6271 - JAVIER DJEU TENNIS Total:					1,197.00
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	3/2022		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	3/2022		75.00
Vendor 6204 - JODY ERRANDI SCHULZ Total:					75.00
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	3/2022		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: 4777 - KAREN WARNER ASSOCIATES INC					
100-1405-7965	KAREN WARNER ASSOCIATES I...	Housing Element Consulting 1/2022	851	202028-Prof.Svc-Housing Elem...	912.50
Vendor 4777 - KAREN WARNER ASSOCIATES INC Total:					912.50

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6009 - KOA CORPORATION					
100-1405-7965	KOA CORPORATION	Las Lomas Maynard Stop Sign Study 1/2022	JC11187 - 2		284.28
Vendor 6009 - KOA CORPORATION Total:					284.28
Vendor: 5256 - KOSMONT COMPANIES					
100-1405-7975	KOSMONT COMPANIES	Economic Development Analysis 1/1/22 - 1/31/22	2108.9-004		338.00
Vendor 5256 - KOSMONT COMPANIES Total:					338.00
Vendor: T4463 - KREATION FINEST CORP					
100-2126	KREATION FINEST CORP	Const/Demo Deposit Refund (Pmt #2021-019)	R88136		500.00
100-5004	KREATION FINEST CORP	Administrative Fee (Pmt #2021-019)	R88136		-125.00
Vendor T4463 - KREATION FINEST CORP Total:					375.00
Vendor: 5438 - LDM ASSOCIATES INC					
100-1405-7965	LDM ASSOCIATES INC	FY 21/22 Federal Grant Administration 1/2022	7384		200.00
Vendor 5438 - LDM ASSOCIATES INC Total:					200.00
Vendor: 6129 - LIFEWORKS (US) ITD					
100-1810-7673	LIFEWORKS (US) ITD	Drug and/or Alcohol Testing 10/2021 - 12/2021	1639082		55.00
Vendor 6129 - LIFEWORKS (US) ITD Total:					55.00
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	3/2022		435.00
Vendor 5060 - LINDA HENDERSON Total:					435.00
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 3/2022	1735-huntplaz-0322		1,600.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,600.00
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	882865-01		31.42
Vendor 5868 - MAINTEX INC Total:					31.42
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	3/2022		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: T4466 - MARIA TERESA HERNANDEZ					
100-2120	MARIA TERESA HERNANDEZ	CC Rent Deposit Refund	R92917		500.00
Vendor T4466 - MARIA TERESA HERNANDEZ Total:					500.00
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 2/2022	13593		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 2/2022	13593		200.00
Vendor 4286 - MAXTREME INC Total:					8,900.00
Vendor: T4467 - MELISSA MENDOZA					
100-2120	MELISSA MENDOZA	CC Rent Deposit Refund	R92947		500.00
Vendor T4467 - MELISSA MENDOZA Total:					500.00
Vendor: T2469 - MERARI AQUINO					
100-1825-7626	MERARI AQUINO	1307 Bloomdale Overnight Postage Reimbursement	2152022		70.10
Vendor T2469 - MERARI AQUINO Total:					70.10
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	3/2022		566.00
Vendor 1042 - MICHAEL TARR Total:					566.00
Vendor: T4464 - MIKE OLSON					
100-4204	MIKE OLSON	Dog License Overpayment	022-2202		12.50
Vendor T4464 - MIKE OLSON Total:					12.50

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

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 50 of 60	21922-50		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: 6308 - OAK PARK MOTEL SERVICES INC					
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	101-1	202115-Outreach-Homeless Ser...	878.78
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	101-2	202115-Outreach-Homeless Ser...	878.78
Vendor 6308 - OAK PARK MOTEL SERVICES INC Total:					1,757.56
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP					
100-1810-7673	OCCUPATIONAL HEALTH CENTE...	Random Drug and/or Alcohol Testing 2/2022	74337006		241.00
Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP Total:					241.00
Vendor: 6355 - PACIFIC SKATE SCHOOL LLC					
100-1605-7736	PACIFIC SKATE SCHOOL LLC	Skateboard Coach Payment 1/16/22 - 2/6/22	2222022		840.00
Vendor 6355 - PACIFIC SKATE SCHOOL LLC Total:					840.00
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	3/2022		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6112 - PRECISION AERIAL SERVICES INC					
100-1410-7650	PRECISION AERIAL SERVICES INC	Vehicle # 2 Inspection	W 22630		860.68
Vendor 6112 - PRECISION AERIAL SERVICES INC Total:					860.68
Vendor: 0186 - RANCHO DUARTE FLORIST					
100-1005-7642	RANCHO DUARTE FLORIST	Sarah Marie Young Flowers	2429		82.63
Vendor 0186 - RANCHO DUARTE FLORIST Total:					82.63
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 1/2022	6015522		80.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					80.00
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA PS&E 12/2021	31966	202102-Cap Improv-CH CDBG ...	6,439.44
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 PS&E Engineering 12/2021	31984	202118-ATP Cycle 4-Professiona..	2,112.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 12/2021	31985		1,280.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering 12/2021	31986		240.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2021	31987		2,720.00
Vendor 0904 - RKA CONSULTING GROUP Total:					12,791.94
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	3/2022		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 2/2022	2-2022D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					5,166.67
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	February 2022 Couier Pick-up	22020550		302.38
Vendor 6277 - SECTRAN SECURITY INC Total:					302.38
Vendor: 5441 - SILVER & WRIGHT LLP					
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 1/2022	29025		4,771.40
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 1/2022	29025		5,563.69
100-1015-7684	SILVER & WRIGHT LLP	2043 Citrus View Legal 1/2022	29025		3,345.12
100-1015-7684	SILVER & WRIGHT LLP	2308 Mountain Ave Legal 1/2022	29025		1,073.30

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1015-7684	SILVER & WRIGHT LLP	Bardakjians v. Adams Legal 1/2022	29025		3,390.30
Vendor 5441 - SILVER & WRIGHT LLP Total:					18,143.81
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental	136512		134.28
100-1410-7630	SIMON EQUIPMENT RENTALS	Compactor Rental-Royal Oaks Trail	136584		109.32
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					243.60
Vendor: 0209 - SMART & FINAL					
100-1405-7614	SMART & FINAL	Meeting Supplies	691988		138.36
Vendor 0209 - SMART & FINAL Total:					138.36
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS ...	Legal Advertising 1/2022	533835		3,656.00
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					3,656.00
Vendor: T4452 - STACEY TYNES					
100-2120	STACEY TYNES	CC Rent Deposit Refund	R92691		500.00
Vendor T4452 - STACEY TYNES Total:					500.00
Vendor: 0218 - STAMP-OUT INC					
100-1825-7614	STAMP-OUT INC	(2) A/P Approval Stamps	313495-1		174.13
Vendor 0218 - STAMP-OUT INC Total:					174.13
Vendor: 0439 - STAR-BRITE CARPET CARE					
100-1610-7652	STAR-BRITE CARPET CARE	Fitness Ctr Carpet Cleaning	15204		250.00
Vendor 0439 - STAR-BRITE CARPET CARE Total:					250.00
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	3/2022		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 1/2022	17244		1,723.60
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,723.60
Vendor: 5686 - TAMORA SCHOOD OF IRISH DANCE					
100-1605-7733	TAMORA SCHOOD OF IRISH DA...	SC St Patricks Day Event	0000002		350.00
Vendor 5686 - TAMORA SCHOOD OF IRISH DANCE Total:					350.00
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	"Rebecca" Movie Screening/Presentation	3/17/2022		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 1/1/2022 - 1/31/2022	845793116		175.22
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					175.22
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	3/2022		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5984 - TOWN SQUARE PUBLICATIONS LLC					
100-1020-7712	TOWN SQUARE PUBLICATIONS ...	Chamber Business Resource Guide Ad	2/22/2022		2,450.00
Vendor 5984 - TOWN SQUARE PUBLICATIONS LLC Total:					2,450.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 2/2022	7556		8,355.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 2/2022	7556		1,300.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					9,655.00
Vendor: 0567 - TZEITEL PARAS-CARACCI					
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	3/2022		75.00
Vendor 0567 - TZEITEL PARAS-CARACCI Total:					75.00

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	3/2022		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-City Yard 1/2022	13335486		145.00
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					145.00
Vendor: 4797 - WEX BANK					
100-1410-7650	WEX BANK	Fuel-Field Srvcs CNG 1/1/22 - 1/31/22	78064968		43.99
Vendor 4797 - WEX BANK Total:					43.99
Fund 100 - GENERAL FUND Total:					187,347.18
Fund: 220 - GAS TAX FUN					
Vendor: 5190 - BC TRAFFIC SPECIALIST					
220-2225-8070	BC TRAFFIC SPECIALIST	Las Posadas Improvements	514878		1,844.85
Vendor 5190 - BC TRAFFIC SPECIALIST Total:					1,844.85
Vendor: 5873 - ELIE FARAH INC					
220-2225-7980	ELIE FARAH INC	1220 Hunt Electric Srvs Cabinet 1/27/22 - 2/1/22	DUA21-26/2		600.00
Vendor 5873 - ELIE FARAH INC Total:					600.00
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
220-2225-7980	SOUTHERN CALIFORNIA EDISON	1212 Hunt Dr St Light Pedestal Installation	7590404549		5,124.73
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					5,124.73
Fund 220 - GAS TAX FUN Total:					7,569.58
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITs Monitoring 1/2022	22020704511		609.08
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal Brycedale/Hunt Dr 1/2022	22020704549		1,581.70
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					2,190.78
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2410-7888	SITEONE LANDSCAPE SUPPLY H...	Royal Oaks Trail Planter Repairs	116235689-001		102.57
240-2410-7891	SITEONE LANDSCAPE SUPPLY H...	Duarte Rd Median Irrigation Repairs	116238178-001		152.11
240-2410-7888	SITEONE LANDSCAPE SUPPLY H...	Citywide Irrigation Repairs	116265281-001		286.41
Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:					541.09
Vendor: 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC					
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Repairs	2202-061585		259.64
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Monument Installation	2202-062404		147.35
240-2410-7888	SOUTHEAST CONSTRUCTION P...	Royal Oaks Trail Soil Material	2202-065252		112.12
Vendor 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC Total:					519.11
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7909	WEST COAST ARBORISTS INC	Emergency Tree Removals	182078		3,569.40
Vendor 1521 - WEST COAST ARBORISTS INC Total:					3,569.40
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					6,820.38
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 1/2022	7385	202102-CDBG ADA Improv	100.00
Vendor 5438 - LDM ASSOCIATES INC Total:					100.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					100.00

Council Warrant Register By Vendor

Payment Dates: 2/24/2022 - 3/9/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		527.38
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 2/1/2022 - 2/28/2022	FBN4405528		768.86
Vendor 6189 - ENTERPRISE FM TRUST Total:					1,763.37
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,763.37
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2021	2201348		403.02
Vendor 0903 - CITY OF MONROVIA Total:					403.02
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	35th Installment of 3rd Bus 2/2022	F2802-0222		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2022	SI008608		26,853.19
Vendor 3192 - FOOTHILL TRANSIT Total:					30,740.24
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	6534296		41.37
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					41.37
Fund 440 - PROPOSITION A TRANSIT FUND Total:					31,184.63
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	35th Installment of 3rd Bus 2/2022	F2802-0222		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 1/2022	SI008608		21,970.79
Vendor 3192 - FOOTHILL TRANSIT Total:					25,151.10
Fund 460 - PROPOSITION C TRANSIT FUND Total:					25,151.10
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 6184 - BEST BEST & KRIEGER LLP					
490-4905-7980	BEST BEST & KRIEGER LLP	NPDES Federal Lobbying Srvc 1/2022	927123		1,161.54
Vendor 6184 - BEST BEST & KRIEGER LLP Total:					1,161.54
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					1,161.54
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
Vendor: 6315 - URBAN ARENA INC					
620-6220-7965	URBAN ARENA INC	ATP Cycle 4 -PAED Phase 12/31/2021	23479	202118-ATP Cycle 4-Professiona..	7,100.00
Vendor 6315 - URBAN ARENA INC Total:					7,100.00
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					7,100.00
Grand Total:					268,197.78

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	187,347.18
220 - GAS TAX FUN	7,569.58
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	6,820.38
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	100.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,763.37
440 - PROPOSITION A TRANSIT FUND	31,184.63
460 - PROPOSITION C TRANSIT FUND	25,151.10
490 - MEASURE W (WATER/STORMWATER)	1,161.54
620 - COMMUNITY IMPROVEMENT FUND	7,100.00
Grand Total:	268,197.78

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7642	Travel & Exp - Finlay	157.63
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7670	Legal Notices	3,656.00
100-1015-7684	Code Enforcement Legal	18,143.81
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information (...)	10,805.00
100-1020-7713	Historical Museum Bldg ...	391.47
100-1020-7716	Special Community Events	11.01
100-1020-7718	City Newsletter	1,300.00
100-1205-7610	Travel, Mtgs & Conf	50.18
100-1205-7650	Vehicle Maintenance	944.25
100-1205-7655	Emergency Services	175.22
100-1205-7760	Homeless Outreach Progr...	1,757.56
100-1205-7761	Parking Ticket Collect	1,783.19
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforcement	5,199.19
100-1205-7782	Crossing Guard Contract ...	8,197.02
100-1205-7887	Repairs & Replacements	95.00
100-1205-7980	Other Expenses	243.55
100-1405-7612	Publications and Dues	672.00
100-1405-7614	Office Supplies	138.36
100-1405-7800	Building Department Serv...	36,276.26
100-1405-7801	Industrial Waste Inspecti...	2,449.84
100-1405-7965	Professional Services	7,221.78
100-1405-7967	Public Works Inspections	22,545.00
100-1405-7969	City Engineer	4,240.00
100-1405-7975	Economic Development E...	338.00
100-1405-8100	Other Capital Improvemnts	6,439.44
100-1410-7630	Equipment Rentals	243.60
100-1410-7650	Vehicle Maintenance	1,762.65
100-1410-7656	Emergency Generator	936.87
100-1410-7814	Graffiti Removal	1,723.60
100-1410-7980	Other Expenses	521.99
100-1605-7002	Regular Salaries	76.92
100-1605-7614	Office Supplies	40.26
100-1605-7636	Uniforms	50.17
100-1605-7650	Vehicle Maintenance	248.60
100-1605-7733	Senior Center	500.00
100-1605-7735	Teen Center	1,336.25

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7736	Youth & Adult Recreation...	3,083.50
100-1610-7617	Pool Chemicals	574.33
100-1610-7618	Building Supplies	1,116.15
100-1610-7650	Vehicle Maintenance	716.92
100-1610-7652	Building Maint Services	3,927.02
100-1805-7610	Travel, Mtgs & Conf	236.76
100-1805-7614	Office Supplies	24.24
100-1805-7653	Bank Charges	302.38
100-1810-7673	Physical Exams	296.00
100-1815-7830	Telephones	1,340.10
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1825-7614	Office Supplies	174.13
100-1825-7626	Postage	140.20
100-1825-7630	Equipment Lease	1,704.07
100-1825-7631	Equipment Maintenance	408.77
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7747	Beverage Cont Recycling	2,900.00
100-1830-8100	Vehicle Replacement (Cap...	4,996.26
100-2023	EE City Kitty Contributions	50.00
100-2120	Refundable Deposits	2,100.00
100-2124	Gazebo Refundable Depos...	100.00
100-2125	Metro Pass Through (TAP)	80.00
100-2126	Construction and Demolit...	500.00
100-4204	Animal Licenses	12.50
100-4406	Restroom & Gazebo Renta..	125.00
100-4408	Property Rental	1,850.51
100-4904	Zoning Fees	400.00
100-5004	Other Revenue	-125.00
220-2225-7980	Other Expenses	5,724.73
220-2225-8070	Street Improvements (Cap...	1,844.85
240-2405-7890	Repairs-Traffic Signal	2,190.78
240-2410-7888	Repairs-Citywide	908.09
240-2410-7891	Repairs-Medians	152.11
240-2410-7909	Tree Trim-Residential	3,569.40
260-2605-8061	ADA Curb Ramps (Capital)	100.00
320-3205-8013	Vehicles (Capital)	1,763.37
440-4405-7650	Vehicle Maintenance	444.39
440-4405-7960	Foothill Transit Operations	26,853.19
440-4405-8013	Vehicles (Capital)	3,887.05
460-4605-7960	Foothill Tranist Operations	21,970.79
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	1,161.54
620-6220-7965	Professional Services	7,100.00
Grand Total:		268,197.78

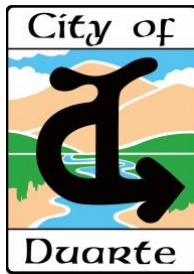
Project Account Summary

Project Account Key	Payment Amount
None	245,025.27
202028-Prof.Svc-Housing Element - Karen Werner	912.50
202102-Cap Improv-CH CDBG ADA Improvement	6,439.44
202102-CDBG ADA Improv	100.00
202104-Exp-Bev Recycle 2019-20 PROG FY22	2,900.00
202115-Outreach-Homeless Services Grant-(SGVCOG)	1,757.56
202118-ATP Cycle 4-Professional Services	7,100.00
202118-ATP Cycle 4-Professional Svcs	2,112.50

Project Account Summary**Project Account Key**

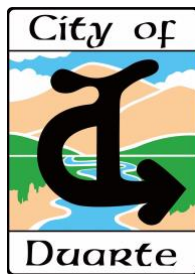
250004 - Property Rent - Nextel Rent (Otis Gordon)

Grand Total:**Payment Amount**1,850.51**268,197.78**



**PARKS AND RECREATION
STATUS REPORT
March 2022**

PROJECT/PROGRAM		STATUS
<u>PARKS & TRAILS</u>		
Community Meeting – Future Dog Park	The Department will be hosting a Community Meeting on Saturday, March 19 at 10 AM in the Community Center – 1600 Huntington Dr., to discuss the possibility of adding a Dog Park in Duarte. We invite residents to join us and provide their feedback related to this potential new City project.	
<u>YOUTH AND SENIOR PROGRAMS</u>		
Spring Recreation Registration	Registration for the Department’s spring recreational classes begins Monday, March 14. To view the full list of this upcoming season’s offerings or register for a class, visit ACCESSDUARTE.COM and then click on the “Register for Recreation Programs” icon at the bottom of the webpage.	
Duarte 66ers Opening Day	Come root on our very own senior softball team, the Duarte 66ers, at their first game of the season! Opening Day will take place on March 17 at Otis Gordon Sports Park – 2340 Central Ave., with ceremonial festivities starting at 9:15 AM, and official game time set for 9:45 AM.	
<u>SPECIAL EVENTS</u>		
César Chávez Day of Service 2022	Join us as we commemorate the life and legacy of civil-rights leader César Chávez through a day of service. On this day, participants will devote their morning by volunteering in a community project located on the 32-acre campus of Westminster Gardens. To volunteer, register at ACCESSDUARTE.COM, and click on “Register for Recreation Programs” to complete your participant registration today (limited to the first 50 volunteers). Note, all volunteers must show proof of full vaccination, including their booster, or a negative PCR test within 48 hours.	
EGGFEST 2022	The Department invites residents to hop on over to Duarte EGGFEST 2022. This free, springtime annual event will happen this year at Encanto Park on Saturday, April 16 at 10 AM. The event will include an egg hunt with thousands of eggs, promptly at 10 AM, for youth ages 3 – 10. Following the hunt, families can participate in arts & crafts, games, and photos with the Easter Bunny.	



COMMUNITY DEVELOPMENT STATUS REPORT March 2022

PROJECT/PROGRAM		STATUS
<u>IN PROCESS</u>		
2021 Street Rehab Project	Construction to begin soon. Melcanyon Rd. along with Brookridge Rd., Opal Canyon Rd., Deerlane Dr., and Bettyhill Ave.	
Huntington/ Highland Signal Upgrade	Construction to begin soon. This improvement will add left turn signal north and south bound, extend the westbound Huntington Drive turn pocket and remove unused westbound turn pocket.	
Sidewalk Repair Project	Bid Awarded December 14, work continues through March.	
Housing Element	HCD has certified the document. Duarte is one of two San Gabriel Valley cities with an element certified by HCD. The next steps are implementing measures.	
Duarte Road Pedestrian Improvements	Sidewalk and pedestrian lights on south side of Duarte Road between Cinco Robles and Circle Road. Construction began July 1. Several light poles are on backorder. Near completion, Lights have been powered up.	
<u>DEVELOPMENT</u>		
New Hope Village	New 147 room hotel. The building is almost complete but the City of Hope facing supply chain issues with the delivery of furnishings. The opening has been delayed until Spring 2022.	
Esperanza at Duarte Station 1700 Business Center Dr.	MBK is building a 344 unit luxury apartment building. Permits were issued and the first visible work will be the parking structure. Esperanza chosen by MBK as project name.	
The Residences at Duarte Station 1750 Business Center Dr.	MBK, developer of Building A has been purchased this property. The 292 unit building will be a second phase scheduled for 2022. The development is be called Solana. Has been submitted for plan check.	
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. Building received final C of O in late January. Completing finish work. Commercial space Tis expected soon.	
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces); Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. Generator providing temporary power has allowed Village Rd. signal to begin operation. Assisting City of Hope with SCE and Metro to gain cooperation to install permanent power.	

PROJECT/PROGRAM	STATUS
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	The project was approved. It is a two phase project with a total of 178 rooms with 72 in the first phase. Staff recently had a progress meeting with developer and architect. The estimated date for plan check submittal is now no later than March 23.
New Commercial Building 2137 Huntington	This will be a commercial building, Bright Smile Dental and retail space. Recently completed.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed use building and to expand the current Life Plan Community by at least 300 units.
Town Center North Liquor Store Corner	Staff has put the existing deal with Arbor Capital Group on hold for a variety of reasons, including the developer's inability to get agreement with other property owners on required parking lot upgrades and because the Rita Aid property is for sale and a more comprehensive approach is needed. Staff hired Kosmont Associates to assist in developing a plan to coordinate development of the city property with a complete parking lot and façade upgrade of the center. A new property owner has purchased the Rite Aid building and is currently looking for tenants. Staff is working the new owner to encourage a comprehensive property upgrade. This may be a first step in a full center façade upgrade.
New Townhouse Development 1401 Santo Domingo Avenue	Proposal is to remove eight existing apartments and replace with a new, 20 unit, townhouse development. Developer recently met with neighbors in adjacent HOA. Planning Commission approved, City Council hearing in March.
<u>PUBLIC WORKS</u>	
City Hall Courtyard Design	Only one responsive bid and it was far above engineer's estimate. Plan to reject all bids and rebid project. Arranged with LACDA to get additional CDBG funding. Now looking for options to reduce overall cost. Plans to rebid in Summer 2022.
Huntington Drive Pedestrian Lighting	New sidewalk and pedestrian lighting from The Huntington to Buena Vista. Bid opening was scheduled for February, but project was held off until next year hoping that the new Rite Aid owner will help to spur major improvements to the center and parking lot.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to located structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design is over estimate so a redesign may be needed.



Agenda Item: 9G

CM Review: 

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: March 8, 2022

TO: Mayor and Members of the City Council

FROM: Dan Jordan, City Manager

BY: Annette Juarez, City Clerk

SUBJECT: Adoption of Resolution No. 22-10 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361

RECOMMENDATION: Adopt Resolution No. 22-10 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361

FISCAL IMPACT: There is no fiscal impact.

BACKGROUND

On September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361 (AB361) which allows remote meetings to continue during proclaimed states of emergency through January 1, 2024. AB361 modifies the teleconferencing requirements of the Ralph M. Brown Act to allow a legislative body to meet without granting public access to the locations where members of the body are teleconferencing, such as their private residences.

At its October 12, 2021 meeting, the City Council adopted Resolution No. 21-22 authorizing teleconferenced meetings. AB361 requires that the City Council make these findings by a majority vote every 30 days, should the State of Emergency remain active, in order to continue invoking the Brown Act exemption to teleconferencing rules. As such, the City Council adopted Resolutions reauthorizing teleconferenced meetings at its November 9, 2021, December 14, 2021, January 11, 2022, and February 8, 2022 meetings.

DISCUSSION/ANALYSIS

To continue meeting remotely under the provisions of AB361 and continue invoking the Brown Act exemption to teleconferencing rules, the City Council must adopt subsequent resolutions each month reauthorizing teleconferenced meetings.

Additionally, the following circumstances must exist:

1. There is a proclaimed State of Emergency; and

2. The City of Duarte or State of California continue to recommend measures to promote social distancing, or, due to the State of Emergency, the City Council determines that meeting in person would present imminent risks to the health or safety of attendees.

In addition to giving notice of the meeting and posting agendas as required under the Brown Act, AB361 requires that local agencies do the following:

- Provide notice of the means in which members of the public may access the meeting and offer public comment;
- In the event of a service disruption which prevents members of the public from offering public comment, the legislative body may not take any action on agenda items until service is restored;
- Provide an opportunity for the public to comment in real time; and
- Provide a reasonable amount of time for the public to offer comment.

RECOMMENDATION

Adopt Resolution No. 22-10 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

Resolution No. 22-10

RESOLUTION NO. 22-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, REAUTHORIZING TELECONFERENCED PUBLIC MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, in response to COVID-19, California Governor Gavin Newsom issued a Proclamation of a State of Emergency on March 4, 2020; and

WHEREAS, Governor Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Ralph M. Brown Act on March 17, 2020, to allow legislative bodies the opportunity to hold public meetings via teleconference; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021; and

WHEREAS, Assembly Bill 361 modifies the teleconferencing requirements of the Ralph M. Brown Act to allow a legislative body to meet without granting members of the public access to the locations where members of the body are teleconferencing; and

WHEREAS, Assembly Bill 361 requires that there is a Proclaimed State of Emergency; and one of the following exist: the City of Duarte or State of California continue to recommend measures to promote social distancing or, due to the State of Emergency, the City Council determines that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, at its October 12, 2021 meeting, the City Council adopted Resolution No. 21-22 authorizing teleconferenced meetings and recommending measures to promote social distancing; and

WHEREAS, at its November 9, 2021, December 14, 2021, January 11, 2022, and February 8, 2022 meetings, the City Council adopted Resolution No. 21-25, Resolution No. 21-28, Resolution No. 22-01, and Resolution No. 22-07 reauthorizing teleconferenced meetings and recommending measures to promote social distancing; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HERBY RESOLVE AS FOLLOWS:

SECTION 1: As required by Assembly Bill 361, the City Council has considered the circumstances of the State of Emergency and has found that the Proclaimed State of Emergency still exists.

SECTION 2: As required by Assembly Bill 361, the City Council continues to recommend measures to promote social distancing.

SECTION 3: This Resolution shall take effect immediately upon its adoption and shall be effective for not less than 30 days after its adoption.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 8th day of March 2022.

Margaret Finlay
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
Assistant City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 22-10 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 8th day of March 2022, by the following vote:

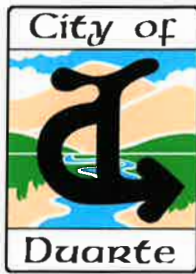
AYES:

NOES:

ABSTAIN:

ABSENT:

Annette Juarez
City Clerk



Agenda Item: 9H

CM Review: 

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: March 8, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Jason Golding, Planning Division Manager

SUBJECT: Second Reading - Municipal Code Amendment (MCA) 2022-01 - a City-initiated request to establish and amend definitions and regulations for Urban Lot Splits and Duplex Developments in Single-Family Residential Zones to implement recently enacted state law (Senate Bill 9)

RECOMMENDATION: Adopt by second reading Ordinance No. 907, establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law.

FISCAL IMPACT: There are no direct costs associated with the adoption of Ordinance No. 907.

EXECUTIVE SUMMARY

On September 16, 2021, the Governor signed into law Senate Bill No. 9 (SB 9). This bill, which took effect January 1, 2022, requires the ministerial approval of two dwelling units per parcel in single-family residential zones, where previously only one primary dwelling unit would have been permitted. This is in addition to permitting accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in some cases. Additionally, SB 9 requires ministerial approval of lot splits in single-family residential zones and allows two units to be built on each resulting parcel. SB 9 allows jurisdictions to adopt local ordinances to establish regulations that do not conflict with the bill, including regulations that prohibit ADUs in conjunction with projects that propose lot splits with duplexes on each lot.

Municipal Code Amendment 2022-01 proposes to modify Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions); and to add Chapter 19.88 (Urban Lot Splits) in Article 5 (Subdivisions) within the Duarte Development Code. These changes would affect all properties located in Single-Family Residential Zones.

SB 9 took effect on January 1, 2022 (Attachment A), and State development provisions will remain in effect until a city has adopted their own regulations. This situation therefore compels the City to establish interim standards regarding duplex developments and lot splits to regulate

SB 9 projects. If adopted, these regulations will allow the City to exercise as much local control as allowed by State law, while providing time for Staff to consider creating a companion illustrative design supplement for added clarity related to architectural and site design standards. For this reason, Staff has developed a proposed ordinance (Attachment B) in compliance with SB 9, which is summarized below.

BACKGROUND

Introduced by Senator Toni Atkins on December 7, 2020, and approved by Governor Gavin Newsom on September 16, 2021, this bill will require (as of January 1, 2022) local agencies to ministerially approve up to two residential units on properties currently zoned for single-family residential uses, and/or the subdivision of a parcel zoned for single-family residential use into two parcels of approximately equal size, each of which may contain two residential units. ADUs and JADUs would additionally be permitted under SB 9, resulting in the potential for up to eight total units occupying space currently zoned for one single-family residence. However, SB 9 allows local agencies to pass ordinances with objective development standards, if such standards do not physically preclude the ability of a property owner to develop two residential units of at least 800 square feet in size on each lot. Furthermore, cities may prohibit ADUs/JADUs in conjunction with an Urban Lot Split that proposes duplex development on each lot.

On January 18, 2022, the Planning Commission held a duly noticed public hearing and unanimously approved PC Resolution 22-01, recommending City Council approval of Municipal Code Amendment 2022-01 modifying Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions); and adding Chapter 19.88 (Urban Lot Splits) in Article 5 (Subdivisions) within the Duarte Development Code establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law.

At the February 22, 2022 City Council meeting, the City Council discussed these potential revisions to the Duarte Development Code, and was presented with the ordinance for first reading. The City Council unanimously approved the ordinance for first reading. If adopted by the City Council this evening, Ordinance No. 907 will go into effect in 30 days.

DISCUSSION/ANALYSIS

SB 9 requires ministerial approval by the City of: 1) two-lot subdivisions of single-family residential lots, 2) development projects for up to two units per lot in single-family zones, and 3) a project that includes both 1 and 2 above. State law outlines requirements for the ministerial approval of a two-lot subdivision and/or two-unit (duplex) development, the core requirements being:

- Each new lot must be at least 1,200 square feet;
- Each new lot must be relatively equal in lot area and no lot can be less than 40% of the original lot size;
- Lots previously subdivided via SB 9 cannot be subdivided again; and
- The City cannot establish regulations that prohibit units of at least 800 square feet in size.

Pursuant to SB 9, local agencies may impose objective zoning, subdivision, and design review standards as long as such standards do not physically preclude the ability of a property owner to develop two residential units of at least 800 square feet in size. Examples of standards that may be imposed include height limits and setbacks (no more than four feet for side and rear setbacks), so long as those standards do not reduce the amount of permitted development to less than that currently permitted. Agencies cannot require new setbacks for an existing structure, or a structure built in the same location and same dimensions as an existing structure. Agencies may require owner-occupancy of a site that is subdivided. If a lot split is proposed, an owner-occupancy affidavit is required stating that the applicant intends to live in one of the units for three years from the date of approval. Units created through SB 9 provisions may not be used for short-term rentals of less than 30 days.

Additionally, agencies may prohibit the construction of ADUs and JADUs in conjunction with the provisions of SB 9 if the proposal includes both an Urban Lot Split and a duplex development. Urban Lot Split projects will generally yield a total of four (4) units on all resulting lots. Duplex developments not involving an Urban Lot Split are allowed to construct or otherwise maintain ADUs, pursuant to the City's Accessory Dwelling Unit Ordinance and State law. This type of development typically would allow for a total of four (4) dwelling units, a duplex and two ADU's, on the property.

Local agencies may require a maximum of one parking space per unit, unless units are within one half-mile walking distance of a transit stop, high-quality transit corridor, or if there is a car share vehicle located within one block of the parcel. Staff has included a provision requiring the new units build their required parking within a garage. The City has also included a requirement that existing garages need to be maintained unless it precludes development of a minimum 800 square foot unit. Furthermore, the use of garages is incentivized throughout the proposed ordinance by allowing second story duplexes on top of a minimum two-car garage, and by discounting the floor area used for garages.

SB 9 allows local Building Officials to deny a duplex project or Urban Lot Split only by making a written finding, based on a preponderance of evidence, that the project would have a specific adverse impact on public health and safety or the physical environment, and that there is no feasible method to mitigate or avoid such an impact. A "specific adverse impact" must be significant, quantifiable, and direct, based on an objective written public health or safety standard that existed at the time the project application was deemed complete. Inconsistency with a city's General Plan or zoning ordinance does not constitute a specific adverse impact. Staff will be reviewing these projects on a case-by-case basis to determine whether a specific adverse impact finding can be made.

Section 19.010.035 - Duplex Developments in Single-Family Residential Zones

This proposed new section would create applicability, processes, objective development standards, and other requirements for two-unit (duplex) developments in all single-family residential zoned properties. Other residential zones that currently allow two or more units are not subject to SB 9 regulations. The highlights of the recommended development standards for duplex developments include:

- A requirement to limit the size of new units to 800 square feet, not including provided garage space;
- A one-story height limitation for projects; however, two-story SB 9 projects may be constructed over a minimum two car garage;
- The provisions for setbacks, lot coverage and other R-1 Single Family zoning standards allowed pursuant to SB 9;
- A requirement of one parking space per new unit, and the requirement to maintain existing garages, to the extent allowed by State law;
- Landscaping requirements to ensure sufficient green space;
- Objective design standards required to comply with Chapter 19.44 – Architectural and Design Standards; and
- A prohibition on short-term rental of duplex units developed under the provisions of SB 9.

Section 19.088 – Urban Lot Splits

The proposed ordinance provides requirements for Urban Lot Splits within a new Chapter 19.88, located in the Subdivision section of the Development Code. These regulations were crafted to retain, to the extent allowed, the existing open space character and quality of the single-family areas of the City. Urban Lot Split projects, in addition to incorporating a majority of the regulations applicable to Duplex Developments, are proposing the following objective standards in R-1 zoning districts:

- Neither resulting parcel shall be smaller than 40% of the lot area of the original parcel proposed for subdivision, with any resulting parcel being no less than 1,200 square feet;
- No more than two units are permitted on any parcel created by an Urban Lot Split;
- A prohibition on ADUs and JADUs in conjunction with projects seeking to incorporate both an Urban Lot Split and development of duplexes;
- No flag lots shall be created as a result of an Urban Lot Split if the subject property is adjacent to an alley, located on a corner lot, or on a through lot;
- No right-of-way dedications shall be imposed upon Urban Lot Split projects; and
- Requirement for an owner-occupancy affidavit for lot split applications, consistent with SB 9.

The objective standards created would generally create a “front” lot (adjacent to the street) and a “rear” lot (generally the back half of a lot, adjacent to the alley, if there is one) if an Urban Lot Split is completed. Flag lot standards have been included within this Chapter to ensure there is fire access and a minimum lot frontage accessible to a street. Additional flag lot standards require the use of block walls and landscaping within the pole portion of the flag lot.

Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions)

The modifications to the above chapters would alter existing language within the Development Code in a variety of ways to react to the changes required under SB9. These include the addition/modification of definitions, references to the new Section 19.10.035 and new Chapter 19.88, changes to the allowed uses table, changes to the Site Plan and Design Review process and noticing for all single-family residential projects, and various added footnotes.

One of the more significant changes alters the procedural and noticing requirements related to the Site Plan and Design Review (SPDR) process. SB 9 now mandates ministerial project approval with no required hearing. The Code currently requires many single-family residential projects to receive approval from either the Architectural Review Board or Planning Commission, through a hearing process. Furthermore, the Duarte Development Code now requires notification to abutting property owners for many second-story development projects. Staff is suggesting this change to create a consistent and equitable SPDR process (Staff or Director level approvals) for all single-family residential projects and eliminate hearings and notifications that would otherwise be prohibited under SB 9.

Future Considerations

Due to the quick timeframe between the Governor's signing of the law and the effective date, in addition to the uncertainties in the language of the law, many cities have yet to craft regulations for SB 9 projects. Many Planning Departments are waiting on guidance and handbooks from the State Department of Housing and Community Development, and the outcome of challenges to the law.

Based upon these circumstances, Staff is proposing an ordinance, that while designed to provide interim standards for SB 9 projects, is drafted to be applicable in the long-term. Based upon how the courts and the State interpret SB 9, Staff will begin exploring the creation of an architectural and site design standards guidebook for residents and developers. The conceptual intent of this document will be to provide illustrative-based standards for the design of single-family residential lots and buildings.

ENVIRONMENTAL

Pursuant to Government Code Sections 65852.21(j) and 66411.7(n), the proposed code amendments related to the implementation of Senate Bill 9 are not considered a "project" for purposes of the California Environmental Quality Act (CEQA), and therefore do not require any environmental review under CEQA.

RECOMMENDATION

It is recommended that the City Council adopt by second reading Ordinance No. 907, establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law.

FISCAL IMPACT

There are no direct costs associated with the adoption of Ordinance No. 907.

ATTACHMENTS

- A. Senate Bill 9
- B. Proposed Ordinance No. 907

Senate Bill No. 9
CHAPTER 162

An act to amend Section 66452.6 of, and to add Sections 65852.21 and 66411.7 to, the Government Code, relating to land use.

[Approved by Governor September 16, 2021. Filed with Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

SB 9, Atkins. Housing development: approvals.

The Planning and Zoning Law provides for the creation of accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions.

This bill, among other things, would require a proposed housing development containing no more than 2 residential units within a single-family residential zone to be considered ministerially, without discretionary review or hearing, if the proposed housing development meets certain requirements, including, but not limited to, that the proposed housing development would not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income, that the proposed housing development does not allow for the demolition of more than 25% of the existing exterior structural walls, except as provided, and that the development is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.

The bill would set forth what a local agency can and cannot require in approving the construction of 2 residential units, including, but not limited to, authorizing a local agency to impose objective zoning standards, objective subdivision standards, and objective design standards, as defined, unless those standards would have the effect of physically precluding the construction of up to 2 units or physically precluding either of the 2 units from being at least 800 square feet in floor area, prohibiting the imposition of setback requirements under certain circumstances, and setting maximum setback requirements under all other circumstances.

The Subdivision Map Act vests the authority to regulate and control the design and improvement of subdivisions in the legislative body of a local agency and sets forth procedures governing the local agency's processing, approval, conditional approval or disapproval, and filing of tentative, final, and parcel maps, and the modification of those maps. Under the Subdivision Map Act, an approved or conditionally approved tentative map expires 24 months after its approval or conditional approval or after any additional period of time as prescribed by local ordinance, not to exceed an additional 12 months, except as provided.

This bill, among other things, would require a local agency to ministerially approve a parcel map for an urban lot split that meets certain requirements, including, but not limited to, that the urban lot split would not require the demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income, that the parcel is located within a single-family residential zone, and that the parcel is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.

The bill would set forth what a local agency can and cannot require in approving an urban lot split, including, but not limited to, authorizing a local agency to impose objective zoning standards, objective

subdivision standards, and objective design standards, as defined, unless those standards would have the effect of physically precluding the construction of 2 units, as defined, on either of the resulting parcels or physically precluding either of the 2 units from being at least 800 square feet in floor area, prohibiting the imposition of setback requirements under certain circumstances, and setting maximum setback requirements under all other circumstances. The bill would require an applicant to sign an affidavit stating that they intend to occupy one of the housing units as their principal residence for a minimum of 3 years from the date of the approval of the urban lot split, unless the applicant is a community land trust or a qualified nonprofit corporation, as specified. The bill would prohibit a local agency from imposing any additional owner occupancy standards on applicants. By requiring applicants to sign affidavits, thereby expanding the crime of perjury, the bill would impose a state-mandated local program.

The bill would also extend the limit on the additional period that may be provided by ordinance, as described above, from 12 months to 24 months and would make other conforming or nonsubstantive changes.

The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment. CEQA does not apply to the approval of ministerial projects.

This bill, by establishing the ministerial review processes described above, would thereby exempt the approval of projects subject to those processes from CEQA.

The California Coastal Act of 1976 provides for the planning and regulation of development, under a coastal development permit process, within the coastal zone, as defined, that shall be based on various coastal resources planning and management policies set forth in the act.

This bill would exempt a local agency from being required to hold public hearings for coastal development permit applications for housing developments and urban lot splits pursuant to the above provisions.

By increasing the duties of local agencies with respect to land use regulations, the bill would impose a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for specified reasons.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: YES

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 65852.21 is added to the Government Code, to read:

65852.21.

(a) A proposed housing development containing no more than two residential units within a single-family residential zone shall be considered ministerially, without discretionary review or a hearing, if the proposed housing development meets all of the following requirements:

(1) The parcel subject to the proposed housing development is located within a city, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.

(2) The parcel satisfies the requirements specified in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4.

(3) Notwithstanding any provision of this section or any local law, the proposed housing development would not require demolition or alteration of any of the following types of housing:

(A) Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

(B) Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.

(C) Housing that has been occupied by a tenant in the last three years.

(4) The parcel subject to the proposed housing development is not a parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.

(5) The proposed housing development does not allow the demolition of more than 25 percent of the existing exterior structural walls, unless the housing development meets at least one of the following conditions:

(A) If a local ordinance so allows.

(B) The site has not been occupied by a tenant in the last three years.

(6) The development is not located within a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance.

(b)

(1) Notwithstanding any local law and except as provided in paragraph (2), a local agency may impose objective zoning standards, objective subdivision standards, and objective design review standards that do not conflict with this section.

(2)

(A) The local agency shall not impose objective zoning standards, objective subdivision standards, and objective design standards that would have the effect of physically precluding the construction of up to two units or that would physically preclude either of the two units from being at least 800 square feet in floor area.

(B)

(i) Notwithstanding subparagraph (A), no setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.

(ii) Notwithstanding subparagraph (A), in all other circumstances not described in clause (i), a local agency may require a setback of up to four feet from the side and rear lot lines.

(c) In addition to any conditions established in accordance with subdivision (b), a local agency may require any of the following conditions when considering an application for two residential units as provided for in this section:

(1) Off-street parking of up to one space per unit, except that a local agency shall not impose parking requirements in either of the following instances:

(A) The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.

(B) There is a car share vehicle located within one block of the parcel.

(2) For residential units connected to an onsite wastewater treatment system, a percolation test completed within the last 5 years, or, if the percolation test has been recertified, within the last 10 years.

(d) Notwithstanding subdivision (a), a local agency may deny a proposed housing development project if the building official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

(e) A local agency shall require that a rental of any unit created pursuant to this section be for a term longer than 30 days.

(f) Notwithstanding Section 65852.2 or 65852.22, a local agency shall not be required to permit an accessory dwelling unit or a junior accessory dwelling unit on parcels that use both the authority contained within this section and the authority contained in Section 66411.7.

(g) Notwithstanding subparagraph (B) of paragraph (2) of subdivision (b), an application shall not be rejected solely because it proposes adjacent or connected structures provided that the structures meet building code safety standards and are sufficient to allow separate conveyance.

(h) Local agencies shall include units constructed pursuant to this section in the annual housing element report as required by subparagraph (I) of paragraph (2) of subdivision (a) of Section 65400.

(i) For purposes of this section, all of the following apply:

(1) A housing development contains two residential units if the development proposes no more than two new units or if it proposes to add one new unit to one existing unit.

(2) The terms “objective zoning standards,” “objective subdivision standards,” and “objective design review standards” mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal. These standards may be embodied in alternative objective land use specifications adopted by a local agency, and may include, but are not limited to, housing overlay zones, specific plans, inclusionary zoning ordinances, and density bonus ordinances.

(3) “Local agency” means a city, county, or city and county, whether general law or chartered.

(j) A local agency may adopt an ordinance to implement the provisions of this section. An ordinance adopted to implement this section shall not be considered a project under Division 13 (commencing with Section 21000) of the Public Resources Code.

(k) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local agency shall not be required to hold public hearings for coastal development permit applications for a housing development pursuant to this section.

SECTION 2.

Section 66411.7 is added to the Government Code, to read:

66411.7.

(a) Notwithstanding any other provision of this division and any local law, a local agency shall ministerially approve, as set forth in this section, a parcel map for an urban lot split only if the local agency determines that the parcel map for the urban lot split meets all the following requirements:

(1) The parcel map subdivides an existing parcel to create no more than two new parcels of approximately equal lot area provided that one parcel shall not be smaller than 40 percent of the lot area of the original parcel proposed for subdivision.

(2)

(A) Except as provided in subparagraph (B), both newly created parcels are no smaller than 1,200 square feet.

(B) A local agency may by ordinance adopt a smaller minimum lot size subject to ministerial approval under this subdivision.

(3) The parcel being subdivided meets all the following requirements:

(A) The parcel is located within a single-family residential zone.

(B) The parcel subject to the proposed urban lot split is located within a city, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.

(C) The parcel satisfies the requirements specified in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4.

(D) The proposed urban lot split would not require demolition or alteration of any of the following types of housing:

(i) Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.

(ii) Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.

(iii) A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.

(iv) Housing that has been occupied by a tenant in the last three years.

(E) The parcel is not located within a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance.

(F) The parcel has not been established through prior exercise of an urban lot split as provided for in this section.

(G) Neither the owner of the parcel being subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split as provided for in this section.

(b) An application for a parcel map for an urban lot split shall be approved in accordance with the following requirements:

(1) A local agency shall approve or deny an application for a parcel map for an urban lot split ministerially without discretionary review.

(2) A local agency shall approve an urban lot split only if it conforms to all applicable objective requirements of the Subdivision Map Act (Division 2 (commencing with Section 66410)), except as otherwise expressly provided in this section.

(3) Notwithstanding Section 66411.1, a local agency shall not impose regulations that require dedications of rights-of-way or the construction of offsite improvements for the parcels being created as a condition of issuing a parcel map for an urban lot split pursuant to this section.

(c)

(1) Except as provided in paragraph (2), notwithstanding any local law, a local agency may impose objective zoning standards, objective subdivision standards, and objective design review standards applicable to a parcel created by an urban lot split that do not conflict with this section.

(2) A local agency shall not impose objective zoning standards, objective subdivision standards, and objective design review standards that would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than 800 square feet.

(3)

(A) Notwithstanding paragraph (2), no setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.

(B) Notwithstanding paragraph (2), in all other circumstances not described in subparagraph (A), a local agency may require a setback of up to four feet from the side and rear lot lines.

(d) Notwithstanding subdivision (a), a local agency may deny an urban lot split if the building official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

(e) In addition to any conditions established in accordance with this section, a local agency may require any of the following conditions when considering an application for a parcel map for an urban lot split:

(1) Easements required for the provision of public services and facilities.

(2) A requirement that the parcels have access to, provide access to, or adjoin the public right-of-way.

(3) Off-street parking of up to one space per unit, except that a local agency shall not impose parking requirements in either of the following instances:

(A) The parcel is located within one-half mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop as defined in Section 21064.3 of the Public Resources Code.

(B) There is a car share vehicle located within one block of the parcel.

(f) A local agency shall require that the uses allowed on a lot created by this section be limited to residential uses.

(g)

(1) A local agency shall require an applicant for an urban lot split to sign an affidavit stating that the applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split.

(2) This subdivision shall not apply to an applicant that is a "community land trust," as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code, or is a "qualified nonprofit corporation" as described in Section 214.15 of the Revenue and Taxation Code.

(3) A local agency shall not impose additional owner occupancy standards, other than provided for in this subdivision, on an urban lot split pursuant to this section.

(h) A local agency shall require that a rental of any unit created pursuant to this section be for a term longer than 30 days.

(i) A local agency shall not require, as a condition for ministerial approval of a parcel map application for the creation of an urban lot split, the correction of nonconforming zoning conditions.

(j)

(1) Notwithstanding any provision of Section 65852.2, 65852.21, 65852.22, 65915, or this section, a local agency shall not be required to permit more than two units on a parcel created through the exercise of the authority contained within this section.

(2) For the purposes of this section, "unit" means any dwelling unit, including, but not limited to, a unit or units created pursuant to Section 65852.21, a primary dwelling, an accessory dwelling unit as defined in Section 65852.2, or a junior accessory dwelling unit as defined in Section 65852.22.

(k) Notwithstanding paragraph (3) of subdivision (c), an application shall not be rejected solely because it proposes adjacent or connected structures provided that the structures meet building code safety standards and are sufficient to allow separate conveyance.

(l) Local agencies shall include the number of applications for parcel maps for urban lot splits pursuant to this section in the annual housing element report as required by subparagraph (l) of paragraph (2) of subdivision (a) of Section 65400.

(m) For purposes of this section, both of the following shall apply:

(1) "Objective zoning standards," "objective subdivision standards," and "objective design review standards" mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal. These standards may be embodied in alternative objective land use specifications adopted by a local agency, and may include, but are not limited to, housing overlay zones, specific plans, inclusionary zoning ordinances, and density bonus ordinances.

(2) "Local agency" means a city, county, or city and county, whether general law or chartered.

(n) A local agency may adopt an ordinance to implement the provisions of this section. An ordinance adopted to implement this section shall not be considered a project under Division 13 (commencing with Section 21000) of the Public Resources Code.

(o) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local agency shall not be required to hold public hearings for coastal development permit applications for urban lot splits pursuant to this section.

SECTION 3.

Section 66452.6 of the Government Code is amended to read:

66452.6.

(a)

(1) An approved or conditionally approved tentative map shall expire 24 months after its approval or conditional approval, or after any additional period of time as may be prescribed by local ordinance, not to exceed an additional 24 months. However, if the subdivider is required to expend two hundred thirty-six thousand seven hundred ninety dollars (\$236,790) or more to construct, improve, or finance the construction or improvement of public improvements outside the property boundaries of the tentative map, excluding improvements of public rights-of-way that abut the boundary of the property to be subdivided and that are reasonably related to the development of that property, each filing of a final map authorized by Section 66456.1 shall extend the expiration of the approved or conditionally approved tentative map by 48 months from the date of its expiration, as provided in this section, or the date of the previously filed final map, whichever is later. The extensions shall not extend the tentative map more than 10 years from its approval or conditional approval. However, a tentative map on property subject to a development agreement authorized by Article 2.5 (commencing with Section 65864) of Chapter 4 of Division 1 may be extended for the period of time provided for in the agreement, but not beyond the duration of the agreement. The number of phased final maps that may be filed shall be determined by the advisory agency at the time of the approval or conditional approval of the tentative map.

(2) Commencing January 1, 2012, and each calendar year thereafter, the amount of two hundred thirty-six thousand seven hundred ninety dollars (\$236,790) shall be annually increased by operation of law according to the adjustment for inflation set forth in the statewide cost index for class B construction, as determined by the State Allocation Board at its January meeting. The effective date of each annual adjustment shall be March 1. The adjusted amount shall apply to tentative and vesting tentative maps whose applications were received after the effective date of the adjustment.

(3) "Public improvements," as used in this subdivision, include traffic controls, streets, roads, highways, freeways, bridges, overcrossings, street interchanges, flood control or storm drain facilities, sewer facilities, water facilities, and lighting facilities.

(b)

(1) The period of time specified in subdivision (a), including any extension thereof granted pursuant to subdivision (e), shall not include any period of time during which a development moratorium, imposed after approval of the tentative map, is in existence. However, the length of the moratorium shall not exceed five years.

(2) The length of time specified in paragraph (1) shall be extended for up to three years, but in no event beyond January 1, 1992, during the pendency of any lawsuit in which the subdivider asserts, and the local agency that approved or conditionally approved the tentative map denies, the existence or application of a development moratorium to the tentative map.

(3) Once a development moratorium is terminated, the map shall be valid for the same period of time as was left to run on the map at the time that the moratorium was imposed. However, if the

remaining time is less than 120 days, the map shall be valid for 120 days following the termination of the moratorium.

(c) The period of time specified in subdivision (a), including any extension thereof granted pursuant to subdivision (e), shall not include the period of time during which a lawsuit involving the approval or conditional approval of the tentative map is or was pending in a court of competent jurisdiction, if the stay of the time period is approved by the local agency pursuant to this section. After service of the initial petition or complaint in the lawsuit upon the local agency, the subdivider may apply to the local agency for a stay pursuant to the local agency's adopted procedures. Within 40 days after receiving the application, the local agency shall either stay the time period for up to five years or deny the requested stay. The local agency may, by ordinance, establish procedures for reviewing the requests, including, but not limited to, notice and hearing requirements, appeal procedures, and other administrative requirements.

(d) The expiration of the approved or conditionally approved tentative map shall terminate all proceedings and no final map or parcel map of all or any portion of the real property included within the tentative map shall be filed with the legislative body without first processing a new tentative map. Once a timely filing is made, subsequent actions of the local agency, including, but not limited to, processing, approving, and recording, may lawfully occur after the date of expiration of the tentative map. Delivery to the county surveyor or city engineer shall be deemed a timely filing for purposes of this section.

(e) Upon application of the subdivider filed before the expiration of the approved or conditionally approved tentative map, the time at which the map expires pursuant to subdivision (a) may be extended by the legislative body or by an advisory agency authorized to approve or conditionally approve tentative maps for a period or periods not exceeding a total of six years. The period of extension specified in this subdivision shall be in addition to the period of time provided by subdivision (a). Before the expiration of an approved or conditionally approved tentative map, upon an application by the subdivider to extend that map, the map shall automatically be extended for 60 days or until the application for the extension is approved, conditionally approved, or denied, whichever occurs first. If the advisory agency denies a subdivider's application for an extension, the subdivider may appeal to the legislative body within 15 days after the advisory agency has denied the extension.

(f) For purposes of this section, a development moratorium includes a water or sewer moratorium, or a water and sewer moratorium, as well as other actions of public agencies that regulate land use, development, or the provision of services to the land, including the public agency with the authority to approve or conditionally approve the tentative map, which thereafter prevents, prohibits, or delays the approval of a final or parcel map. A development moratorium shall also be deemed to exist for purposes of this section for any period of time during which a condition imposed by the city or county could not be satisfied because of either of the following:

(1) The condition was one that, by its nature, necessitated action by the city or county, and the city or county either did not take the necessary action or by its own action or inaction was prevented or delayed in taking the necessary action before expiration of the tentative map.

(2) The condition necessitates acquisition of real property or any interest in real property from a public agency, other than the city or county that approved or conditionally approved the tentative map, and that other public agency fails or refuses to convey the property interest necessary to satisfy the condition. However, nothing in this subdivision shall be construed to require any public agency to convey any interest in real property owned by it. A development moratorium specified in this paragraph shall be deemed to have been imposed either on the date of approval or conditional approval of the tentative map, if evidence was included in the public record that the public agency that owns or controls the real property or any interest therein may refuse to convey that property or interest, or on the date that the public agency that owns or controls the real property or any interest therein receives an offer by the subdivider to purchase that property or interest for fair market value, whichever is later. A development moratorium specified in this paragraph shall extend the tentative map up to the maximum period as set forth in subdivision (b), but not later than January 1, 1992, so long as the public agency that owns or controls the real property or any interest therein fails or refuses to convey the necessary property interest, regardless of the reason for the failure or refusal, except that the development moratorium shall be deemed to terminate 60 days after the public agency has officially made, and communicated to the subdivider, a

written offer or commitment binding on the agency to convey the necessary property interest for a fair market value, paid in a reasonable time and manner.

SECTION 4.

The Legislature finds and declares that ensuring access to affordable housing is a matter of statewide concern and not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Sections 1 and 2 of this act adding Sections 65852.21 and 66411.7 to the Government Code and Section 3 of this act amending Section 66452.6 of the Government Code apply to all cities, including charter cities.

SECTION 5.

No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act or because costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

EXHIBIT B

ORDINANCE NO. 907

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 2022-01 MODIFYING CHAPTERS 19.10 (RESIDENTIAL ZONES), 19.38 (OFF-STREET PARKING REGULATIONS AND DESIGN), 19.122 (SITE PLAN AND DESIGN REVIEW), AND 19.160 (DEFINITIONS); AND ADDING CHAPTER 19.88 (URBAN LOT SPLITS) IN ARTICLE 5 (SUBDIVISIONS) WITHIN THE DUARTE DEVELOPMENT CODE THEREBY ESTABLISHING DEFINITIONS AND REGULATIONS FOR URBAN LOT SPLITS AND DUPLEX DEVELOPMENTS IN SINGLE-FAMILY RESIDENTIAL ZONES TO IMPLEMENT RECENTLY ENACTED STATE LAW

WHEREAS, on September 16, 2021, the Governor signed into law Senate Bill No. 9 (SB 9). In summary, SB 9 requires that local agencies ministerially approve certain subdivisions of one single-family residential lot into two without discretionary review, and requires a local agency to ministerially approve a proposed development project of up to two units on a lot in a single-family residential zone without discretionary review; and

WHEREAS, SB 9 would set forth what a local agency can and cannot require in approving the construction of two residential units and the subdivision of an urban lot split, including, but not limited to, authorizing a local agency to impose objective zoning standards, objective subdivision standards, and objective design standards, as defined, unless those standards would have the effect of physically precluding the construction of two units; among other prohibitions; and

WHEREAS, SB 9 took effect on January 1, 2022; therefore, it is necessary for the City to establish objective standards regarding duplex developments and urban lot splits to regulate SB 9 projects; and

WHEREAS, the Planning Commission desires to establish objective standards to preserve the City's quality of life as characterized by the City's General Plan; and

WHEREAS, the Planning Commission seeks and intends to protect the health, safety, and welfare of the residents of the City of Duarte by establishing regulations for urban lot splits and two-unit developments in single family residential zones; and

WHEREAS, in accordance with Section 19.142.020 of the Duarte Development Code, Municipal Code Amendment 2022-01 modifies Chapters 19.10 (Residential Zones) by adding a new Section 19.010.035 (Duplex Developments in Single-Family Residential Zones) to the Duarte Development Code to provide objective development standards, as allowed by State law, for up to two dwelling units as set forth in Exhibit "B-1"; adding a new Chapter 19.88 (Urban Lot Splits) to Article 5 (Subdivisions) to the Duarte Development Code to provide objective subdivision and

development standards, pursuant to State law, as set forth in Exhibit “B-2”; and modifying Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions) of the Duarte Development Code establishing definitions, citations and miscellaneous regulations for urban lot splits and duplex developments, as set forth in Exhibit “B-3,” all attached hereto and made part of this Resolution; and

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

WHEREAS, on January 18, 2022, the Planning Commission held a duly noticed public hearing to consider adopting a resolution to recommend that the City Council adopt Municipal Code Amendment 2022-01 modifying Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions); and adding Chapter 19.88 (Urban Lot Splits) in Article 5 (Subdivisions) within the Duarte Development Code establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law; and

WHEREAS, after consideration of the information presented, the Planning Commission unanimously adopted a resolution recommending that the Duarte City Council adopt the proposed Ordinance modifying Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions); and adding Chapter 19.88 (Urban Lot Splits) in Article 5 (Subdivisions) within the Duarte Development Code thereby establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law.

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

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

SECTION 2. The following section of the Duarte Development Code is added to read as follows:

SECTION 19.10.035 - DUPLEX DEVELOPMENTS IN SINGLE-FAMILY RESIDENTIAL ZONES

A. **Purpose.** The purpose of this section is to allow and appropriately regulate Duplex (Two-Family Dwelling Unit) Developments in Single-Family Residential Zones in accordance with Government Code section 65852.21.

B. *Definitions.*

1. “Car share vehicle” is a motor vehicle that is operated as part of a regional fleet by a private or public car sharing company or organization and provides hourly or daily service.
2. “Unit” is any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under this section of this code, an accessory dwelling unit (ADU), or a junior accessory dwelling unit (JADU).

C. *Application, Review Process, Standard for Denial.*

1. An application for a Duplex project must be submitted on the city’s approved form and include all items required as part of the application submittal package.
2. A full title report shall be provided as part of the application.
 - a. In the event the property has not already been legally subdivided, the applicant must obtain a certificate of compliance with the Subdivision Map Act for the lot and provide the certificate with the application.
3. The owner shall sign an affidavit, in the form approved by the City Attorney, stating that the Duplex would not require demolition or alteration of any of the following types of housing listed in Subsection D.5.a-d.
 - a. The City may conduct its own inquiries and investigation to ascertain the veracity of the sworn statement, including but not limited to, surveying owners of nearby properties; and the city may require additional evidence of the applicant and owner as necessary to determine compliance with this requirement.
4. Only a complete application will be considered. The city will inform the applicant within 30 days after submittal whether the application is complete. If the city does not respond within 30 days after submittal, the application is deemed incomplete.
5. The city may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the code, in accordance with applicable law. The city council may establish and change the fee by resolution. The fee must be paid with the application. An application submitted without the established fee is deemed incomplete.
6. An application for a Duplex development shall be considered ministerially, without discretionary review or hearing.

7. An application for a Duplex development shall be approved or denied by the Community Development Director through the Site Plan and Design Review process, further described in Chapter 19.122.
8. Notwithstanding subsection 6, the City may deny an application for a Duplex development if the building official, or designee, makes a written finding, based upon a preponderance of the evidence, that the proposed Duplex development would have a specific, adverse impact, as defined in subsection (d)(2) of Government Code Section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

D. ***Accessory Dwelling Unit Ineligibility.*** Parcels containing both a Duplex and subject to an Urban Lot Split as those terms both defined in Article 9 shall be ineligible for an accessory dwelling unit or junior accessory dwelling unit permit under Section 19.60.160 of this Code. Operation of an accessory dwelling unit or junior accessory dwelling unit in violation of this subsection shall be a violation of this Section and grounds for enforcement pursuant to subsection L.

E. ***Applicability.*** Proposed Duplex developments must satisfy each of the following:

1. Zoning. Located within a Single-Family Zoning District.
2. Lot Location. Located on a parcel that meets all requirements of subsections(a)(6)(B) through (A)(6)(K), inclusive, of Government Code Section 65913.4, as may be amended from time to time.
3. Subdivision Map Act Compliance. Located on a lot that has been legally subdivided.
4. Not Historic. The lot must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a city or county landmark or as a historic property or district.
5. No Impact on Protected Housing. The Duplex project must not require or include the demolition or alteration of any of the following types of housing:
 - a. Housing that is income-restricted for households of moderate, low, or very low income.
 - b. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Gov. Code §§ 7060– 7060.7) at any time in the 15 years prior to submission of the urban lot split application.

- d. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which a Duplex project is sought must provide a sworn statement as to this fact with the application for the parcel map. The city may conduct its own inquiries and investigation to ascertain the veracity of the sworn statement, including but not limited to, surveying owners of nearby properties; and the city may require additional evidence of the applicant and owner as necessary to determine compliance with this requirement.

6. Demolition.

- a. Not more than 25 percent of the existing exterior structure walls of an existing dwelling on the parcel may be demolished unless the site has not been occupied by a tenant in the last three years.
- b. If approved by the Community Development Director, any Duplex project that involves an existing dwelling unit proposed for demolition of more than 25 percent of the existing exterior structure walls of an existing dwelling on the parcel must comply with the replacement provisions of Government Code 66300(d).

F. ***Development Standards.*** A Duplex development shall comply with the following development standards. In the cases where the following standards preclude development of an 800 square foot dwelling, the plan check review process will allow deviations sufficient to accommodate such development.

1. Configuration.

- a. Proposed adjacent or connected units shall be permitted if they meet building code standards, are designed to allow separate conveyance, and comply with the development standards of the underlying zoning district or additional standards prescribed in this section, as applicable.
- b. Required parking for units associated with a Duplex project shall be accessed via an alley, if there is an alley.

2. Quantity.

- a. No more than two units of any kind may be built on a lot that results from an Urban Lot Split, as prescribed under Chapter 19.88.
- b. A lot that is not created by an Urban Lot Split may have a two-unit project under this section, plus any ADU or JADU that must be allowed under state law and the City's ADU ordinance.

3. Unit Size.
 - a. The total floor area of each unit built that is developed under this section must be no greater than 800 square feet, exclusive of any enclosed garage space.
 - b. Notwithstanding paragraph (a), if the Duplex application proposes to add one new unit to a unit that was legally established prior to submission of the Duplex application, the existing, legally established unit may retain its dimensions at the time the Duplex application is submitted. A unit that was legally established prior to submission of the Duplex application which retains its dimensions pursuant to this paragraph may not be expanded except as provided by paragraph (c).
 - c. A unit that was legally established prior to submission of the Duplex application and that is smaller than 800 square feet may be expanded to 800 square feet after or as part of the Duplex project.
4. Lot Coverage. The City's existing lot coverage standards for the Single-Family Residential Zones shall apply to projects subject to this Section.
5. Setbacks. The City's existing setback standards for its R-1 Single-Family Residential Zone shall apply to projects subject to this Section.
 - a. Side and Rear. Duplex developments shall be setback at least four feet (4') from the side and rear property lines.
 - b. Existing Structures. No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.
 - c. Building Separation. A minimum separation of 10 feet (10'), measured from wall to wall, shall be required between detached dwelling units located on the same site.
 - d. Projections into Setbacks. See Chapter 19.32.
6. Height.
 - a. Any new units built shall be one-story and no taller than 16 feet (16') to the highest ridgeline, and no taller than ten feet (10') to the top plate.
 - b. Heights above 16 feet (16') are allowed for existing or proposed units with a garage, in which the first-floor garage is maintained as off-street parking for two or more vehicles and the second-floor dwelling unit is equal to or less than the footprint of the first-floor garage itself. The garage must be accessible from a paved driveway that connects to a street or alley.

7. Foundations. A permanent foundation shall be required for all new units.
8. Landscaping. The City's existing landscape, irrigation, and hardscape standards for the Single-Family Residential Zones shall apply to projects subject to this Section as required by Chapters 19.40.
9. Accessible Roof Areas. For units subject to this Section – accessible decks, patios, balconies, and similar private open spaces above the top plate of any new or remodeled existing dwelling unit are prohibited.
10. Lighting. Exterior lighting shall be shielded or directed downwards.
11. Parking.
 - a. Existing off-street garage parking and driveway must be maintained as part of a Duplex project.
 - b. Required parking shall be one off-street parking space within an enclosed garage per each dwelling unit, unless one of the following applies:
 - i. The parcel is within ½ mile walking distance of a high-quality transit corridor or a major transit stop, as defined in Sections 21155 or 21064.3 of the California Public Resources Code.
 - ii. The parcel is located within one block of a car-share vehicle location, as defined in this section.
 - c. Any parking and access, as required or otherwise proposed, for a Duplex development lot shall be accessed via an alley, if there is an alley.
12. Pedestrian access. Access to a public street or alley shall be provided with an exterior pedestrian pathway from the primary entrances of each unit to the adjoining sidewalk, street, or alley.

G. **Other Standards.** All other applicable standards of this Code shall apply to the extent these standards do not conflict with this section of State law, in addition to the following:

1. Design Standards. Units and any other accessory structures shall comply with applicable objective design standards, as further described in Section 19.44.010.
2. Utilities. Each dwelling unit on a parcel must have its own direct utility connection to the utility service provider.
3. Onsite Wastewater Treatment System. For dwelling units connected to an onsite wastewater treatment system, a percolation test completed within the last 5 years, or,

if the percolation test has been recertified, within the last 10 years, and compliance with Chapter 6.13 of the Duarte Municipal Code, which implements the County of Los Angeles Local Agency Management Program (Ordinance No. 2018-0037).

H. ***Standards Precluding Development.*** If an applicant submits plans showing that any of the objective standards which otherwise apply to Duplex applications would have the effect of physically precluding the construction of up to two units or would physically preclude either of the two units from being at least 800 square feet in floor area, the Community Development Director shall permit the minimum deviation of the objective standards shown to physically preclude the construction of up to two units or physically preclude either of the two units from being at least 800 square feet in floor area necessary to physically permit the Duplex project.

I. ***Regulation of Uses***

1. Residential Only. No non-residential use is permitted on the lot.
2. Short-term Rentals. No unit on the lot may be rented for a period of less than 30 days.

J. ***Separate Conveyance.***

1. Primary dwelling units on the lot may not be owned or conveyed separately from each other.
2. Condominium airspace divisions and common interest developments are not permitted within the lot.
3. All fee interest in the lot and all the dwellings must be held equally and undivided by all individual property owners.

K. ***Restrictive Covenant.*** The applicant shall sign and record a restrictive covenant in the form prescribed by the City Attorney, which shall run with the land and provide for the following:

1. A prohibition on non-residential uses on the lot.
2. A prohibition against renting or leasing the units for fewer than 30 consecutive calendar days.
3. All required parking shall be maintained, and useable for the parking of motor vehicle(s).
4. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any common interest development within the lot.

L. ***Remedies.*** If a Duplex project violates any part of this code or any other legal requirement:

1. The buyer, grantee, or lessee of any part of the property has an action for damages or to void the deed, sale, or contract.
2. The city may:
 - a. Bring an action to enjoin any attempt to sell, lease, or finance the property.
 - b. Bring an action for other legal, equitable, or summary remedy, such as declaratory and injunctive relief.
 - c. Pursue criminal prosecution, punishable by imprisonment in county jail or state prison for up to one year, by a fine of up to \$10,000, or both; or a misdemeanor.
 - d. Record a notice of violation.
 - e. Withhold any or all future permits and approvals.
 - f. Pursue all other administrative, legal, or equitable remedies that are allowed by law or the city's code.

SECTION 3. The following chapter of the Duarte Development Code is added to read as follows:

CHAPTER 19.88 - URBAN LOT SPLITS

A. **Purpose.** The purpose of this section is to allow and appropriately regulate Urban Lot Splits in Single-Family Residential Zones in accordance with Government Code section 66411.7.

B. **Definitions.**

1. "Acting in concert" means a person that has common ownership or control of the subject parcel with the owner of the adjacent parcel, a person acting on behalf of, acting for the predominant benefit of, acting on the instructions of, or actively cooperating with, the owner of the parcel being subdivided.
2. "Adjacent parcel" means any parcel of land that is (1) touching the parcel at any point; (2) separated from the parcel at any point only by a public right-of-way, private street, or way, or public or private utility, service, or access easement; or (3) separated from another parcel only by other real property which is in common ownership or control of the applicant.
3. "Car share vehicle" means a motor vehicle that is operated as part of a regional fleet by a private or public car sharing company or organization and provides hourly or daily service.

4. “Common ownership or control” means property owned or controlled by the same person, persons, or entity, or by separate entities in which any shareholder, partner, member, or family member of an investor of the entity owns ten percent or more of the interest in the property.
5. “Unit” means any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under this section of this code, an accessory dwelling unit (ADU), or a junior accessory dwelling unit (JADU).

C. *Application, Review Process, Standard for Denial.*

1. An application for an Urban Lot Split must be submitted on the City’s approved form and include all items required as part of the application submittal package.
2. The owner shall sign an affidavit, in the form approved by the City Attorney, stating that the proposed Urban Lot Split would not require demolition or alteration of any of the following types of housing listed in Subsection E.6.a-d.
 - a. The City may conduct its own inquiries and investigation to ascertain the veracity of the sworn statement, including but not limited to, surveying owners of nearby properties; and the city may require additional evidence of the applicant and owner as necessary to determine compliance with this requirement.
3. The owner and applicant shall sign an affidavit, in the form approved by the City Attorney, stating that neither the owner nor applicant, nor any person acting in concert with the owner or applicant, has previously subdivided an adjacent parcel using an Urban Lot Split.
4. Only a complete application will be considered. The city will inform the applicant within 30 days after submittal whether the application is complete. If the city does not respond within 30 days after submittal, the application is deemed incomplete.
5. The city may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the code, in accordance with applicable law. The city council may establish and change the fee by resolution. The fee must be paid with the application. An application submitted without the established fee is deemed incomplete.
6. An application for an Urban Lot Split shall be considered ministerially, without discretionary review or hearing, pursuant to Table 5-1 (Subdivision Review Authorities) listed in Chapter 19.70.
7. Ministerial approval of both a tentative and final parcel map are required for an Urban Lot Split. Ministerial approval of a final parcel map means that all required documents have been recorded and proof of recordation is provided to the City.

8. Notwithstanding subsection 7, the City may deny an application for an Urban Lot Split if the building official, or designee, makes a written finding, based upon a preponderance of the evidence, that the proposed Urban Lot Split would have a specific, adverse impact, as defined in subsection (d) of Government Code Section 65411.7, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

D. ***Accessory Dwelling Unit Ineligibility.*** Parcels containing both a Duplex Development and subject to an Urban Lot Split as those terms both defined in Article 9 shall not contain an accessory dwelling unit or junior accessory dwelling unit under Section 19.60.160 of this Code. Operation of an accessory dwelling unit or junior accessory dwelling unit in violation of this subsection shall be a violation of this Section and grounds for enforcement pursuant to subsection L.

E. ***Applicability.*** A proposed Urban Lot Split must satisfy each of the following:

1. Zoning. Located within a Single-Family Zoning District.
2. Lot Location. Located on a parcel that meets all requirements of subsections(a)(6)(B) through (A)(6)(K), inclusive, of Government Code Section 65913.4, as may be amended from time to time.
3. No Prior Urban Lot Split
 - a. The lot to be split was not established through a prior Urban Lot Split.
 - b. The lot to be split is not adjacent to any lot that was established through a prior Urban Lot Split by the owner of the lot to be split or by any person acting in concert with the owner.
4. Subdivision Map Act Compliance.
 - a. The Urban Lot Split must conform to all applicable objective requirements of the Subdivision Map Act (Gov. Code § 66410 et. seq., “SMA”) and applicable sections of Article 5 (Subdivisions) of this Code, except as otherwise expressly provided in this section.
 - b. Notwithstanding section 66411.1 of the SMA, no dedication of rights-of-way or construction of offsite improvements is required for an Urban Lot Split.
5. Not Historic. The lot must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a city or county landmark or as a historic property or district.

6. No Impact on Protected Housing. The Urban Lot Split must not require or include the demolition or alteration of any of the following types of housing:
 - a. Housing that is income-restricted for households of moderate, low, or very low income.
 - b. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Gov. Code §§ 7060– 7060.7) at any time in the 15 years prior to submission of the Urban Lot Split application.
 - d. Housing that has been occupied by a tenant in the last three years.
7. Demolition.
 - a. Not more than 25 percent of the existing exterior structure walls of an existing dwelling on the parcel may be demolished unless the site has not been occupied by a tenant in the last three years.
 - b. If approved by the Community Development Director, any Duplex project that involves an existing dwelling unit proposed for demolition of more than 25 percent of the existing exterior structure walls of an existing dwelling on the parcel must comply with the replacement provisions of Government Code 66300(d).

F. ***Development Standards***

1. Lot Size. An Urban Lot Split shall subdivide an existing parcel to create no more than two new parcels of approximately equal lot area, provided that:
 - a. Parcels resulting from the Urban Lot Split must be no less than 40% the size of the original parcel;
 - b. Neither resulting parcel shall be smaller than 1,200 square feet; and
 - c. No flag lots shall be created as a result of the lot split if the existing parcel is adjacent to an alley, is a corner lot or through lot.
2. General Development Standards
 - a. Front lot lines shall conform to the minimum public street frontage requirements of this Development Code.
 - b. Each parcel shall have approximately equal lot width and lot depth, consistent with the minimum parcel sizes described in Paragraph 1 of Subsection E. Lot

depth shall be measured at the midpoint of the front lot line. Lot width shall be measured by a line connecting two points on opposite interior lot lines that will result in a line parallel to the front lot line.

- c. New lot lines must be straight lines, unless there is a conflict with existing improvements or the natural environment in which case the line may be not straight but shall follow the appropriate course.
 - d. Lot lines facing a street shall generally be parallel to the street.
 - e. Interior lot lines not facing the street shall be at right angles perpendicular to the street on straight streets, or radial to the street on curved streets.
 - f. Lot lines shall be contiguous with existing zoning boundaries.
 - g. The placement of lot lines shall not result in an accessory building or accessory use on a lot without a main building or primary use on the same lot, as defined in this Development Code.
 - h. Lot lines shall not render an existing structure as nonconforming in any respect (e.g., setbacks, open yard, floor area ratio, parking), nor increase the nonconformity of an existing nonconforming structure.
3. Flag Lot Development Standards. The following regulations apply only to an Urban Lot Split, as defined by this Chapter, when up to one flag lot is to be developed with a Duplex Development.
- a. Each flag lot shall be designed to provide a "pole" that functions primarily as an accessway from the street to the main body ("flag" portion) of the lot. The pole portion shall be deemed to end, and the flag portion of the lot shall be deemed to commence, at the extension of the newly created front property line of the Urban Lot Split. See Figure 5-1.
 - b. Any parking and access, as required or otherwise proposed, for an Urban Lot Split lot shall be accessed via an alley, if there is an alley.
 - c. 20 feet (20') of street frontage (pole width) shall be maintained throughout the length of the pole.
 - d. Driveways.
 - i. Only one driveway accessing a street shall be allowed per parcel.
 - ii. Driveways shall be no narrower than 10 feet (10') and no wider than 14 feet (14').

- iii. The remaining pole width which is not used for a driveway shall be landscaped and irrigated with planting material and/or hardscape, and permanently maintained, in compliance with Chapter 19.40 of the City's Development Code.
- iv. All driveways shall be clear and unobstructed for a height of 12 feet above ground.
- v. All driveways for private automobile storage spaces and the actual spaces shall be paved with Portland cement concrete or approved equivalent at least three inches thick.
- e. Walls – The use of decorative block walls are required, as permitted by Chapter 19.36 of the City's Development Code.
- f. All flag lots proposed in this Chapter shall comply with all requirements of the Fire Department, the Public Works Division, and the Building Division.

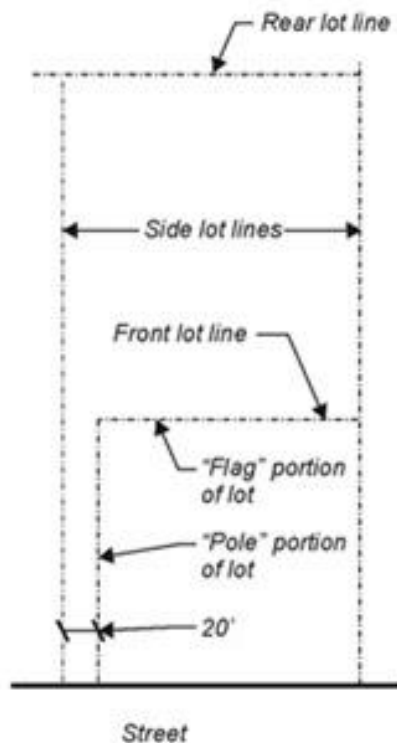


FIGURE 5-1

- 4. Easements. The owner shall dedicate all easements over the resulting parcels required for the provision of utilities, and public services and facilities, as determined by the City Engineer.

5. Configuration.
 - a. Proposed adjacent or connected units shall be permitted if they meet building code standards, are designed to allow separate conveyance, and comply with the development standards of the underlying zoning district or additional standards prescribed in this section, as applicable.
 - b. Required parking for an Urban Lot Split lot shall be accessed via an alley, if there is an alley.
6. Quantity.
 - a. Notwithstanding any provision of Government Code Sections 65852.2, 65852.21, 65852.22, 65915, or 66411.7, no more than two units can occupy a parcel created through an Urban Lot Split. In addition, parcels containing both a Duplex as that term is defined in Section 19.010.035 and subject to or created by an Urban Lot Split as that term is defined in this Section shall be ineligible for an accessory dwelling unit or junior accessory dwelling unit permit under Section 19.60.160.
7. Unit Size.
 - a. The total floor area of each unit built that is developed under this section must be no greater than 800 square feet, exclusive of any enclosed garage space.
 - b. A unit that was legally established on the lot prior to the Urban Lot Split and that is larger than 800 square feet is limited to the lawful floor area at the time the application for the Urban Lot Split is submitted, provided that the unit may not thereafter be expanded.
 - c. A unit that was legally established prior to the submission of the Urban Lot Split application and that is smaller than 800 square feet may be expanded to 800 square feet after the Urban Lot Split occurs.
8. Lot Coverage. The City's existing lot coverage standards for the Single-Family Residential Zones shall apply to projects subject to this Chapter.
9. Setbacks. The City's existing setback standards for its R-1 Single-Family Residential Zone shall apply to projects subject to this Chapter.
 - a. Side and Rear. Units on Urban Lot Split parcels shall be setback at least four feet (4') from the side and rear property lines.
 - b. Existing Structures. No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.

- c. Building Separation. A minimum separation of 10 feet (10'), measured from wall to wall, shall be required between detached units located on the same site.
 - d. Projections into Setbacks. See Chapter 19.32.
- 10. Height.
 - a. Any new units built shall be one-story and no taller than 16 feet (16') to the highest ridgeline, and no taller than ten feet (10') to the top plate.
 - b. Heights above 16 feet (16') are allowed for existing or proposed dwelling units with a garage, in which the first-floor garage is maintained as off-street parking for two or more vehicles and the second-floor dwelling unit is equal to or less than the footprint of the first-floor garage itself. The garage must be accessible from a paved driveway that connects to a street or alley.
- 11. Foundations. A permanent foundation shall be required for all new units.
- 12. Landscaping. The City's existing landscape, irrigation, and hardscape standards for the Single-Family Residential Zones shall apply to projects subject to this Chapter as required by Chapters 19.40.
- 13. Accessible Roof Areas. For all units subject to the Section – accessible decks, patios, balconies, and similar private open spaces above the top plate of any dwelling unit are prohibited.
- 14. Lighting. Exterior lighting shall be shielded or directed downwards.
- 15. Parking.
 - a. Existing off-street garage parking and driveway must be maintained as part of an Urban Lot Split project.
 - b. Required parking shall be one off-street parking space within an enclosed garage per each dwelling unit, unless one of the following applies:
 - i. The parcel is within ½ mile walking distance of a high-quality transit corridor or a major transit stop, as defined in Sections 21155 or 21064.3. of the California Public Resources Code.
 - ii. The parcel is located within one block of a car-share vehicle location, as defined in this section.
 - c. Any parking and access, as required or otherwise proposed, for units on an Urban Lot Split parcel shall be accessed via an alley, if there is an alley.

16. Pedestrian Access. Access to a public street or alley shall be provided with an exterior pedestrian pathway from the primary entrances of each dwelling unit to the adjoining sidewalk, street, or alley.

G. ***Other Standards.*** All other applicable standards of this Code shall apply to the extent these standards do not conflict with this section of State law, in addition to the following:

1. Design Standards. Units and any other accessory structures shall comply with applicable objective design standards, as further described in Section 19.44.010.
2. Utilities. Each unit on an Urban Lot Split parcel must have its own direct utility connection to the utility service provider.
3. Onsite Wastewater Treatment System. For units connected to an onsite wastewater treatment system, a percolation test completed within the last 5 years, or, if the percolation test has been recertified, within the last 10 years, and compliance with Chapter 6.13 of the Duarte Municipal Code, which implements the County of Los Angeles Local Agency Management Program (Ordinance No. 2018-0037).

H. ***Standards Precluding Development.*** If an applicant submits plans showing that any of the objective standards which otherwise apply to Urban Lot Split applications would have the effect of physically precluding the construction of up to two units or would physically preclude either of the two units from being at least 800 square feet in floor area, the Community Development Director shall permit the minimum deviation of the objective standards shown to physically preclude the construction of up to two units or physically preclude either of the two units from being at least 800 square feet in floor area necessary to physically permit the Urban Lot Split project.

I. ***Regulation of Uses***

1. Residential Only. No non-residential use is permitted on the lot.
2. Short-term Rentals. No unit on the lot may be rented for a period of less than 30 days.

J. ***Separate Conveyance.***

1. Within a resulting lot.
 - a. Primary dwelling units on a lot that is created by an Urban Lot Split may not be owned or conveyed separately from each other.
 - b. Condominium airspace divisions and common interest developments are not permitted on a lot that is created by an Urban Lot Split.

- c. All fee interest in a lot and all dwellings on the lot must be held equally and undivided by all individual property owners.
2. Between resulting lots. Separate conveyance of the resulting lots is permitted. If dwellings or other structures (such as garages) on different lots are adjacent or attached to each other, the Urban Lot Split boundary may separate them for conveyance purposes if the structures meet building code safety standards and are sufficient to allow separate conveyance. If any attached structures span or will span the new lot line, the owner must record appropriate Covenants, Conditions, and Restrictions (“CC&Rs”), easements, or other documentation that is necessary to allocate rights and responsibility between the owners of the two lots.

K. **Restrictive Covenant.** Prior to the approval and recordation of the parcel map, the applicant shall sign and record a restrictive covenant in the form prescribed by the City Attorney, which shall run with the land and provide for the following:

1. A prohibition against further subdivision of the parcel using the Urban Lot Split procedures as provided for in this section.
2. A prohibition on non-residential uses of any units developed or constructed on either resulting parcel.
3. A prohibition against renting or leasing the units for fewer than 30 consecutive calendar days.
4. All required parking shall be maintained, and useable for the parking of motor vehicle(s).
5. A statement that the applicant intends to occupy one of the housing units on the newly created lots as its principal residence for a minimum of three years from the date of the approval of the Urban Lot Split. This paragraph shall not apply to an applicant that is a "community land trust," as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code or is a "qualified nonprofit corporation" as described in Section 214.15 of the Revenue and Taxation Code.

L. **Remedies.** If an Urban Lot Split violates any part of this code or any other legal requirement:

1. The buyer, grantee, or lessee of any part of the property has an action for damages or to void the deed, sale, or contract.
2. The city may:
 - a. Bring an action to enjoin any attempt to sell, lease, or finance the property.

- b. Bring an action for other legal, equitable, or summary remedy, such as declaratory and injunctive relief.
- c. Pursue criminal prosecution, punishable by imprisonment in county jail or state prison for up to one year, by a fine of up to \$10,000, or both; or a misdemeanor.
- d. Record a notice of violation.
- e. Withhold any or all future permits and approvals.
- f. Pursue all other administrative, legal, or equitable remedies that are allowed by law or the city's code.

SECTION 4. The following chapters of the Duarte Development Code are amended to read as follows:

Modifications to Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions)

(DELETIONS SHOWN AS ~~DOUBLE STRIKE THROUGH~~ AND ADDITION AS **BOLD AND UNDERLINE**):

A. Modify 19.10.010.B {"R-1 Single-Family Residential Zones (Very Low Density and Low Density)} of Section 19.10.010 ("Purpose of Residential Zones") of Chapter 19.10 ("Residential Zones") of Article 2 ("Zones, Allowable Uses, and Development Standards") to Title 19 ("Development Code") of the City of Duarte Municipal Code as follows:

R-1 Single-Family Residential Zones (Very Low Density and Low Density).

The R-1 zones are established to provide areas for the development and preservation of residential subdivisions consisting of detached residences and accessory uses compatible with the residential use of the zone. There are six single-family (R-1) residential zones that provide a variety of living environments based upon the required minimum net lot size. No more than one dwelling unit is allowed on each lot, except as otherwise provided in Section 19.60.160 (Second Dwelling Units), **Section 19.10.035 (Duplex Developments in Single-Family Residential Zones), and/or Chapter 19.88 (Urban Lot Splits).** Required minimum lot sizes for each of the six zones are as follows:

- 1. R-1: 6,500 square foot minimum lot size.
- 2. R-1A: 7,500 square foot minimum lot size.
- 3. R-1B: 10,000 square foot minimum lot size.
- 4. R-1D: 20,000 square foot minimum lot size (Hillside area).

5. R-1E: 20,000 square foot minimum lot size (Non-hillside area).

6. R-1F: 80,000 square foot minimum lot size.

B. Modify Table 2-1 (“Allowed Uses and Permit Requirements”) of Section 19.10.020 (“Land Uses and Permit Requirements”) of Chapter 19.10 (“Residential Zones”) of Article 2 (“Zones, Allowable Uses, and Development Standards”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

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

Child Care Home - Small Family	A	A	A	A	A	A	A	See 19.60.100 (Large and Small Family Child Day Care Facilities)
Day Care General - 15 or more children	—	—	—	—	—	—	—	
Agriculture and Animal-Related								
Animal Keeping	A	A	A	A	A	A	A	As regulated by Title 8 (Animals) of the Municipal Code
Horse Keeping	—	—	—	MUP	A	A	—	See 19.60.080 (Horse Keeping)
Horticulture - Private	A	A	A	A	A	A	A	
Other Uses								
Accessory Structures and Uses	A	A	A	A	A	A	A	See 19.60.020 (Accessory Uses)
Educational Institution - Private	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Golf Course, Country Club	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Home Occupations	A	A	A	A	A	A	A	See 19.60.070 (Home Occupations)
Places of Religious Assembly	CUP	CUP	CUP	CUP	CUP	CUP	CUP	See 19.60.140 (Places of Religious Assembly)
Recreational Vehicle Parking (Open/outdoor parking)	A	A	A	A	A	A	A	See 19.38.160 (Recreational Vehicle Parking in Residential Zones)
Temporary Uses	See Chapter 19.124 (Temporary Use Permits)							
Utilities	CUP	CUP	CUP	CUP	CUP	CUP	CUP	

C. Modify Table 2-3 (“Development Standards for Single-Family and Two-Family Residential Zones”) of Section 19.10.030 (“Development Standards”) of Chapter 19.10 (“Residential Zones”) of Article 2 (“Zones, Allowable Uses, and Development Standards”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

TABLE 2-3
DEVELOPMENT STANDARDS FOR SINGLE-FAMILY
AND TWO-FAMILY RESIDENTIAL ZONES

Development Feature (minimum unless otherwise indicated)	R-1 ²	R-1A ²	R-1B ¹	R-1D ₁	R-1E	R-1F ¹	R-2	Additional Requirements
Lot Area (sqft) ⁴	6,500	7,500	10,000	20,000	20,000	80,000	8,000	
Lot Width ⁴								
Interior Lot	60 ft	60 ft	70 ft	90 ft	90 ft	100 ft	60 ft	
Corner Lot	65 ft	65 ft	75 ft	95 ft	95 ft	120 ft	65 ft	
Lot Adjacent to Freeway or Railroad ROW	70 ft	0 ft	N/A	N/A	95 ft	N/A	70 ft	
Cul-de-sac Lot	35 ft	35 ft	40 ft	45 ft	45 ft	55 ft	35 ft	
Lot Depth ⁴								
When fronting on:								
Local Street	90 ft	90 ft	100 ft	135 ft	135 ft	200 ft	90 ft	
When fronting or backing:								
Major or Secondary Highway	110 ft	110 ft	110 ft	135 ft	135 ft	200 ft	110 ft	
When backing:								
Freeway or Railroad ROW	115 ft	115 ft	115 ft	135 ft	135 ft	200 ft	115 ft	
Setbacks ^{4,5}								
Front								
Public Street Private Street	20 ft	20 ft	20 ft	20 ft	20 ft	30 ft	20 ft	Front setback shall be consistent with the average setback along the same block, but in no

								circumstances shall be less than 20 ft in all zones except R-1F, where the minimum shall be 30 ft.
Side								
Interior	5 ft	5 ft	5 ft	8 ft	8 ft	15 ft	5 ft	See Section 19.10.040 (Multi-Story Setback)
Corner	10 ft	10 ft	10 ft	10 ft	10 ft	15 ft	10 ft	
Reverse Corner	15 ft	15 ft	15 ft	15 ft	15 ft	20 ft	15 ft	
Rear								
Single Story	10 ft	10 ft	10 ft	10 ft	10 ft	15 ft	10 ft	See Section 19.34.030.B (Accessory Structures)
Two Story	20 ft	20 ft	20 ft	20 ft	20 ft	20 ft	20 ft	
Abutting an Alley	25 ft	25 ft	25 ft	25 ft	25 ft	40 ft	25 ft	Measured from the opposite side of the alley
Lot Coverage (maximum) ^{4,5}	35% or 40% for single-story units on lots 8,000 sf or less	35% or 40% for single-story units on lots 8,000 sf or less	35%	35%	35%	12.5% for single-story units or 10% for two-story units	55%	See Section 19.10.030.D (Exceptions to Maximum Lot Coverage)
Height ⁵ (maximum)	35 ft or 2 stories, whichever is less	35 ft or 2 stories, whichever is less	35 ft or 2 stories, whichever is less	18 ft; 1 story	35 ft or 2 stories, whichever is less	35 ft or 2 stories, whichever is less	35 ft or 2 stories, whichever is less	See Section 19.32.040 (Height Measurement and Exceptions). See also Section 19.10.050 (R-1D Zone: Additional Standards).
Floor Area of Dwelling Unit ⁵	Minimum required floor area of dwelling units.							

Studio/Bachelor (sq ft)	1,000	1,000	1,000	1,400	1,400	1,400	600	All bedrooms require a functional closet space located in each bedroom.
1 Bedroom (sq ft)	1,000	1,000	1,000	1,400	1,400	1,400	750	
2 Bedrooms (sq ft)	1,200	1,200	1,200	1,600	1,600	1,600	950	
3 Bedrooms (sq ft)	1,400	1,400	1,400	1,800	1,800	1,800	1,250	
More than 3 Bedrooms (sq ft + sq ft per additional room [p.a.r.])	1,400 + 200 p.a.r.	1,400 + 200 p.a.r.	1,400 + 200 p.a.r.	1,800 + 225 p.a.r.	1,800 + 225 p.a.r.	1,800 + 225 p.a.r.	1,250 + 175 p.a.r.	

Notes:

1. Properties within the R-1F, R-1D, and R-1B zones shall be subject to additional hillside development standards set forth in Chapter 19.46 (Hillside Development Standards).
2. Properties within the R-1 and R-1A zones located north of Sunnydale Drive and Brookridge Road shall be subject to additional hillside development standards set forth in Chapter 19.46 (Hillside Development Standards).
3. See also Section 19.10.040 (Multi-Story Setback), Section 19.32.020 (Permitted Projections into Required Setback Areas), and Section 19.32.050 (Yards — Measurement and Requirements).

4. See also Section 19.88 (Urban Lot Splits).

5. See also Section 19.10.035 (Duplex Developments in Single-Family Residential Zones).

D. Modify Table 3-4 (“Off Street Parking Requirements-Residential Zones”) of Section 19.138.050 (“Off Street Parking Space Requirements”) of Chapter 19.38 (“Off Street Parking Regulations and Design”) of Article 3 (“Regulations Applicable to all Zones”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

TABLE 3-4
OFF-STREET PARKING REQUIREMENTS
RESIDENTIAL USES

Land Use	Parking Spaces Required
Single-Family Dwellings (Attached and Detached) and Two-Family Dwellings	2 per dwelling unit in a garage for units with up to 4 bedrooms; 3 per dwelling unit in a garage for units with 5 or more bedrooms. See also 19.38.050(I), <u>19.10.035, 19.88.</u>
Accessory Dwelling Unit	1 per accessory dwelling unit; a minimum of 2—3 enclosed parking spaces within a garage is required depending upon total number of bedrooms on the property (in association with primary unit).
Multi-Family Dwellings	2 per unit in a garage, plus overflow and guest parking as follows: 1 overflow parking space per each 4 units 1 guest parking space per each 4 units See also 19.38.050(F) and (I).
Mobile Home Parks	1 per mobile home space plus 1 for each mobile home space for guest parking; guest parking to be separate from mobile home spaces
Live/Work Units	2 spaces per unit in a garage plus customer parking as determined through the Conditional Use Permit.
Senior Housing (when restricted to age 62 and older)	1 space per 1-bedroom unit. 2 spaces for each 2-bedroom unit.
Conversions of Existing Covered Parking Spaces for Single-Unit Dwelling	2 per unit in garage
Large and Small Family Child Day Care Facilities	Spaces required for dwelling unit only, plus 1 per each permanent non-resident employee

E. Modify 19.38.100.B (“Drive and Drive Aisle Dimension”) of Section 19.38.100 (“Parking Space and Drive Aisle Dimension”) of Chapter 19.38 (“Off-Street Parking Regulations and Design”) of Article 3 (“Regulations Applicable to all Zones”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

Driveway and drive aisle dimension.

1. Driveway widths shall be a minimum of 10 feet and a maximum of 12 feet for one storage space.
2. Driveway width shall be a minimum of 12 feet and a maximum of 20 feet **for two to four storage spaces**; provided, however, that where the driveway provides access through a side yard to a rear garage, and if 12 feet in width are not available, the driveway shall be of the width available, but in no event less than 10 feet. This width may be reduced to nine feet clear in the R-1 and R-1A zones.

3. Driveway widths shall be a minimum of 16 feet and a maximum of 25 feet for five or more storage spaces, except that where the length of the driveway exceeds 125 feet, the minimum width for five or more storage spaces shall be 20 feet.
4. Where separate driveways are provided for ingress and egress, the minimum width for each shall be 12 feet and the maximum width for each shall be 20 feet, and the direction of travel shall be clearly indicated on the site by permanent identification.
5. All driveways shall be clear and unobstructed for a height of 12 feet above ground.
6. The width of the driveway shall be based upon the full potential use of the property based upon zoning at time of construction.
7. All driveways for private automobile storage spaces and the actual spaces shall be paved with **P**ortland cement concrete or approved equivalent at least three inches thick.
8. Driveways must lead to an approved off-street parking structure, garage or carport. Where driveways no longer lead to an off-street parking structure, garage or carport, the driveway approach, curb and gutter shall be replaced to the satisfaction of the City Engineer and the paved parking surface shall be replaced with landscaping. However, for properties that have an approved alley access to a garage, additional access from the front yard may be permitted when: the driveway provided leads to a side yard having a minimum width of nine feet; the driveway has a maximum width of 12 feet; and, there is no more than one front yard driveway.
9. The minimum separation distance of any two driveways on the same property shall be 20 feet.
10. All access shall be from a dedicated street or alley.
11. On sites with less than 80 feet of frontage, no more than two driveways shall be permitted. On sites with 80 feet or more of frontage, additional driveways may be approved through the Site Plan and Design Review process (Chapter 19.122).
12. The maximum distance between the outside edge on a driveway and the property line shall be five feet.
13. Drive aisles serving four or more parking spaces shall have the minimum dimension listed in Table 3-10.
- 14. Driveway widths associated with development of an Urban Lot Split are provided under Chapter 19.88.**

F. Modify Table 7-2 (“Review Authority for Site Plan and Design Review”) of Section 19.122.030 (“Review Authority”) of Chapter 19.122 (“Site Plan and Design Review”) of Article 7 (“Permit Processing Procedures”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

TABLE 7-2 REVIEW AUTHORITY FOR SITE PLAN AND DESIGN REVIEW	Review Level (1) (2)				
	Staff (3)	Director (4)	ARB	Commission	Council
RESIDENTIAL CONSTRUCTION ACTIVITIES (5)					
Residential New Construction					

1-Story Single-family and Two-family	—	<u>Decision</u>	Decision <u>Appeal</u>	Appeal	Appeal
2-Story Single-family and Two-family	—	<u>Decision</u>	Decision <u>Appeal</u>	Decision	Appeal
Multi-family (attached or detached)	—	—	Recommend	Decision	Appeal
Residential Additions, Modifications, and/or Accessory Structures					
R-1D zone < 250 sq. ft.		Decision	Appeal	Appeal	Appeal
R-1D zone > 250 sq. ft.	—	<u>Decision</u>	Decision <u>Appeal</u>	Appeal	Appeal
R-1 and R-2 zones (except R-1D) 1 st -story construction < 600 sq. ft.	Decision	Appeal	Appeal	Appeal	Appeal
R-1 and R-2 zones (except R-1D) 1 st -story construction > 600 sq. ft.	—	Decision	Appeal	Appeal	Appeal
R-1 and R-2 zones (except R-1D) 2 nd -story construction < 250 sq. ft.	—	Decision	Appeal	Appeal	Appeal
R-1 and R-2 zones (except R-1D) 2 nd -story construction between 250 sq. ft. and 600 sq. ft.	—	<u>Decision</u>	Decision <u>Appeal</u>	Appeal	Appeal
R-1 and R-2 zones (except R-1D) 2 nd -story construction > 600 sq. ft.	—	<u>Decision</u>	Recommend <u>Appeal</u>	Decision <u>Appeal</u>	Appeal
R-3 and R-4 zones construction including expansion of square footage (main building or accessory structures) or change in number of units	—	—	Decision	Appeal	Appeal
Other Residential Construction or Improvements (6)					
Facade or exterior improvements in the R-1 and R-2 zones	Decision	Appeal	Appeal	Appeal	Appeal

Facade or exterior improvements (inclusive of color changes) in the R-3 and R-4 zones	—	Decision	Appeal	Appeal	Appeal
Fences and walls (all)	Decision	Appeal	Appeal	Appeal	Appeal
Front yard porches	Decision	Appeal	Appeal	Appeal	Appeal
Pools and spas	Decision	Appeal	Appeal	Appeal	Appeal
Roof pitch changes	Decision	Appeal	Appeal	Appeal	Appeal
NONRESIDENTIAL CONSTRUCTION ACTIVITIES					
Nonresidential New Construction (including Accessory Structures)					
All new structures, except accessory structures and signs	—	—	Recommend	Decision	Appeal
Accessory structures	—	Decision	Appeal	Appeal	Appeal
Nonresidential Additions and Modifications					
Additions < 2500 sq. ft.	—	Recommend	Decision	Appeal	Appeal
Additions > 2500 sq. ft.	—	—	Recommend	Decision	Appeal
Other Nonresidential Construction					
Facade or exterior improvements (inclusive of color changes)	—	Decision	Appeal	Appeal	Appeal
Fences and walls (all)	Decision	Appeal	Appeal	Appeal	Appeal
Landscaping	—	Decision	Appeal	Appeal	Appeal
Restriping of parking lots	Decision	Appeal	Appeal	Appeal	Appeal
Roof pitch changes	Decision	Appeal	Appeal	Appeal	Appeal
SIGNS AND SIGN PROGRAMS					
Comprehensive Sign Programs	—	—	Decision	Appeal	Appeal
Signs (excluding freeway and monument signs) permanent and temporary	Decision	Appeal	Appeal	Appeal	Appeal
Freeway signs	—	—	Decision	Appeal	Appeal
Monument signs	—	Decision	Appeal	Appeal	Appeal
OTHER REVIEW					
Joint and Off-Site Parking Plans	—	Decision	Appeal	Appeal	Appeal
Open Space Plans	—	Decision	Appeal	Appeal	Appeal
Outdoor Dining < 800 sq. ft.	—	Decision	Appeal	Appeal	Appeal

Outdoor Dining > 800 sq. ft.	—	Recommend	Recommend	Decision	Appeal
Planned Development Permits	—	—	Recommend	Decision	Appeal
Specific Plans	—	—	Recommend	Recommend	Decision
Subdivisions/Condominiums	—	—	Recommend	Recommend	Decision

G. Modify 19.122.040.F.1-3 (“Public Hearing and Notice Provisions”) of Section 19.122.040 (“Application Filing, Processing and Review”) of Chapter 19.122 (“Site Plan and Design Review”) of Article 7 (“Permit Processing Procedures”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

Public hearing and notice provisions.

1. A public hearing shall not be required for any Site Plan and Design Review application, except when the Site Plan and Design Review application is accompanied by a companion quasi-judicial or legislative matter that would otherwise require a public hearing, and except for those items specified in Subparagraph 2., below; **and for projects considered under Section 19.10.035 (Duplex Developments in Single-Family Residential Zones), and/or Chapter 19.88 (Urban Lot Splits).**
2. Required notice for specified Site Plan and Design Review applications shall **apply** to ~~be as follows:~~
 - ~~a. For all single-family new construction structures or single-family second-story additions, notice shall be provided to all abutting residential property owners before the initial decision.~~
 - ~~b. For all non-single-family new construction structures or additions exceeding 500 square feet and when adjacent to a residential zone, notice shall be provided to all abutting residential property owners before the initial decision.~~
3. When a public hearing is required, notice of the hearing shall be given and the hearing shall be conducted in compliance with Chapter 19.146 (Public Notices and Hearings).

H. Modify “Dwellings” of 19.160.050 (“D” Definitions) of Chapter 19.160 (“Definitions”) of Article 9 (“Definitions”) to Title 19 (“Development Code”) of the City of Duarte Municipal Code as follows:

19.160.050 - "D" definitions.

Dwelling. A structure or portion thereof designed exclusively for permanent residential purposes, but not including hotels, motels, emergency shelters, or extended stay locations.

- Accessory Dwelling Unit. An attached or detached dwelling unit which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as an existing qualified primary dwelling unit is situated.
- Dwelling Unit. Any structure or portion thereof designed for living and sleeping purposes that contains independent cooking and sanitation facilities.

- Multi-Family Dwelling Unit. A structure or portion thereof containing three or more dwelling units designed for the independent occupancy of three or more households.
- Primary Dwelling Unit. An existing single-unit residential structure on a single lot with provisions for living, sleeping, eating, a single kitchen for cooking, and sanitation facilities, and occupied by one household.
- Single-Family Dwelling Unit. A detached structure containing no more than one dwelling unit which, regardless of form of ownership, is designed and/or used to house not more than one household, including all domestic employees for such household.
- Two-Family Dwelling (Duplex) Unit. ~~A building containing two complete dwelling units designed for the independent occupancy of two households.~~ **A development of two primary dwelling units (either attached or detached), or if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot.**
- See also "Manufactured Housing" and "Mobile Housing Unit."

I. Add "Urban Lot Splits" to Section 19.160.220 ("U" Definitions) of Chapter 19.160 ("Definitions") of Article 9 ("Definitions") to Title 19 ("Development Code") of the City of Duarte Municipal Code as follows:

19.160.220 - "U" definitions.

Unit. See "Dwelling."

Uninhabitable. A structure or property that is not appropriate for human occupancy, as defined by the Building Code.

Urban Lot Split. means a subdivision of an existing legal parcel in a single-family residential zone to create no more than two new parcels of approximately equal lot area, subject to the requirements of this section.

Urgent Care Facility. A public or private hospital-based or free-standing facility, that includes x-ray and laboratory equipment and a life support system, licensed or legally operating as an urgent care facility, primarily providing minor emergency and episodic medical care with one or more physicians, nurses, and x-ray technicians in attendance at all times when the facility is open.

Use. The purpose for which land or a structure is, arranged, designed, intended, maintained, or occupied.

- Accessory Use. A use customarily incidental to, related, and clearly subordinate to a legal primary use established on the same parcel, and which does not alter the primary use or serve property other than the parcel where the primary use is located.
- Allowed Use. A use of land identified by Article 2 (Zones, Allowable Uses, and Development Standards) as allowed or conditionally allowed that may be established with a land use permit, subject to compliance with all applicable provisions of Article 2.
- Compatible Use. A use that by its manner of operation, is suitable in the district in which it may generally be considered as a primary use or is reasonable given its proximity to

residential or other known sensitive uses. Said use of land and/or buildings shall be in harmony with the uses on the property as well as abutting properties.

- Conditional Use. A use permitted on a particular lot and within a zone only upon a finding that such use in a specified location will comply with all the conditions and standards for the location or operation of such use as specified in the Development Code and authorized by the Planning Commission and the granting of a valid permit.
- Conforming Use. A lawfully established use of property that operates in compliance with all applicable provisions of this Development Code.
- Nonconforming Use. Any use of land or activity that was lawfully established and in compliance with all applicable ordinances and laws at the time such use was initiated but which, due to subsequently enacted ordinances or laws, no longer complies with the applicable regulations and standards for the zone in which the use is located.
- Primary Use. The principal or predominant use of any lot, building, or structure.
- Secondary Use. Any use that is specifically allowed in the zone in which it is located but is subordinate to the primary use in terms of occupied structure area or lot area.
- Sensitive Use. Any kindergarten, elementary school, middle school, high school, public library, public park, religious institution, or youth-oriented establishment characterized by either or both of the following: (1) the establishment advertises in a manner that identifies the establishment as catering to or providing services primarily intended for minors; or (2) the individuals who regularly patronize, congregate or assemble at the establishment are predominantly minors.
- Temporary Use. A use of land that is designed, operated, and occupies a site for a limited period of time. See Chapter 19.124 (Temporary Use Permits) for a list of allowed temporary uses.

Utilities. All lines and facilities owned and/or operated by a licensed provider and related to the provision, distribution, collection, transmission, or disposal of water, storm drainage, sanitary sewage, oil, gas, electricity, information, telecommunications, telephone cable, and similar services. Includes facilities for the generation of electricity. Does not include "Communications Facilities" or "Wireless Telecommunications Facilities."

SECTION 5. The City Council finds and determines that this ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Government Code Sections 65852.21(j) and 66411.7(n), because proposed code amendments related to the implementation of Senate Bill 9 are not considered a "project" for purposes of CEQA and therefore do not require any environmental review under CEQA.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c) by publishing the following:

SUMMARY OF ORDINANCE NO. 907

NOTICE IS HEREBY GIVEN that the Duarte City Council, at its regular meeting of February 22, 2022, introduced for first reading, Ordinance No. 907 which will adopt Municipal Code

Amendment 2022-01 modifying Chapters 19.10 (Residential Zones), 19.38 (Off-Street Parking Regulations and Design), 19.122 (Site Plan and Design Review), and 19.160 (Definitions); and adding Chapter 19.88 (Urban Lot Splits) in Article 5 (Subdivisions) within the Duarte Development Code thereby establishing definitions and regulations for urban lot splits and duplex developments in single-family residential zones to implement recently enacted state law.

A certified copy of the Ordinance is available for review in the City Clerk's Office at City Hall, located at 1600 Huntington Drive, Duarte, California 91010. The Ordinance is scheduled to be considered and potentially adopted at the regularly scheduled City Council meeting of February 22, 2022. The Ordinance will take effect 30 days after second reading and adoption.

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

SUMMARY OF ADOPTED ORDINANCE NO. 907

NOTICE IS HEREBY GIVEN that on _____, 2022, the City Council adopted Ordinance No. 907.

ORDINANCE NO. 907

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 2022-01 MODIFYING CHAPTERS 19.10 (RESIDENTIAL ZONES), 19.38 (OFF-STREET PARKING REGULATIONS AND DESIGN), 19.122 (SITE PLAN AND DESIGN REVIEW), AND 19.160 (DEFINITIONS); AND ADDING CHAPTER 19.88 (URBAN LOT SPLITS) IN ARTICLE 5 (SUBDIVISIONS) WITHIN THE DUARTE DEVELOPMENT CODE THEREBY ESTABLISHING DEFINITIONS AND REGULATIONS FOR URBAN LOT SPLITS AND DUPLEX DEVELOPMENTS IN SINGLE-FAMILY RESIDENTIAL ZONES TO IMPLEMENT RECENTLY ENACTED STATE LAW

I, ANNETTE JUAREZ, City Clerk of the City of Duarte, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 907 was duly passed and adopted at a regular meeting of the City Council held on _____, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the ____ day of _____, 2022.

Margaret Finlay
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
Assistant City Attorney

ATTEST:

Annette Juarez
City Clerk

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

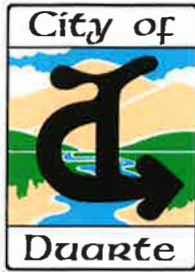
I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 907 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ____ day of _____ 2022, by the following vote:

AYES:

NOES:

ABSENT:

City Clerk Annette Juarez
City of Duarte, California



AGENDA REPORT

MEETING DATE: March 8, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: Award of contract for City Attorney Services

RECOMMENDATION: Staff recommends City Council award the contract for City Attorney Services to Rutan & Tucker

FISCAL IMPACT: The current budget for City Attorney services (Line-item 100-1015-7680) is \$120,000. Under the recommended new Agreement, the City's current hourly rate for General Legal Services would increase by 12.8%. The projected increase in legal expenses for the remainder of the fiscal year can be absorbed in the current City Attorney services budget, so no budget amendment is necessary.

BACKGROUND

In August 2021, the City issued a Request for Proposals (RFP) for City Attorney Services. The City received proposals from eleven (11) law firms, of which four (4) were chosen as finalists. After conducting extensive interviews with each of the finalist firms, the City Council selected Rutan & Tucker (Rutan), and directed staff to engage Rutan in contract negotiations. Rutan is the City of Duarte's incumbent City Attorney firm, having served in that capacity since 2004.

DISCUSSION/ANALYSIS

Under this new Agreement (which is presented in Attachment A), Rutan is proposing Thai Viet Phan to serve as City Attorney and Jeffrey Melching to serve as Assistant City Attorney. Ms. Phan has been Duarte's Assistant City Attorney since February 2020, and Mr. Melching served as City Attorney previously for roughly two years. The new Agreement also provides the City with advance notice should either Ms. Phan or Mr. Melching be replaced as City Attorney or Assistant City Attorney, and it authorizes the City to conduct an annual review of Rutan performance through a formal review process as determined by the City.

With respect to compensation, the new Agreement will compensate Rutan at the following rates:

- General Legal Services: \$220 per hour
- Litigation Services: \$250 per hour
- Eminent Domain Services: \$255 per hour

Compared to Rutan's current compensation structure, the new Agreement's only material change is for General Legal Services, which would increase the hourly rate by approximately 12.8% (from the current blended rate of approximately \$195 per hour to \$220 per hour). It is important to note, however, that even at this new compensation structure, Rutan's hourly rates were at or near the low end compared to the rates offered by the other finalist firms interviewed by the City Council.

RECOMMENDATION

Staff recommends City Council award the contract for City Attorney Services to Rutan & Tucker

FISCAL IMPACT

The current budget for City Attorney services (Line-item 100-1015-7680) is \$120,000. Under the recommended new Agreement, the City's current hourly rate for General Legal Services would increase by 12.8%. The projected increase in legal expenses for the remainder of the fiscal year can be absorbed in the current City Attorney services budget, so no budget amendment is necessary.

ATTACHMENTS

Attachment A: Contract Services Agreement for City Attorney Services

**CONTRACT SERVICES AGREEMENT FOR
CITY ATTORNEY SERVICES**

THIS CONTRACT SERVICES AGREEMENT FOR CITY ATTORNEY SERVICES (herein "Agreement"), is made and entered as _____ ("Effective Date"), by and between the CITY OF DUARTE, a municipal corporation (hereinafter referred to as "CITY"), and RUTAN & TUCKER, LLP, a California limited liability partnership (hereinafter referred to as "ATTORNEY").

RECITALS

A. CITY has solicited proposals and conducted interviews with several law firms and has chosen ATTORNEY to provide legal services to the CITY.

B. CITY and ATTORNEY desire to identify the areas of ATTORNEY's responsibilities for provision of legal services and the compensation to ATTORNEY therefor.

AGREEMENT

In consideration of the foregoing Recitals and for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, CITY and ATTORNEY agree as follows:

ARTICLE 1

SECTION 1.0 **APPOINTMENT OF ATTORNEY.** CITY hereby appoints ATTORNEY to act as City Attorney. As of the date of this Agreement, Thai Viet Phan shall serve as City Attorney and Jeffrey T. Melching shall serve as Assistant City Attorney. ATTORNEY represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services set forth herein.

A. ATTORNEY may replace Ms. Phan and/or Mr. Melching with the prior consent of CITY. ATTORNEY shall provide CITY with as much prior written notice as practicable regarding the replacement of Ms. Phan or Mr. Melching, but not less than 30 days before ATTORNEY'S decision to replace Ms. Phan and/or Mr. Melching; provided, however, that if Ms. Phan or Mr. Melching provide notice to ATTORNEY of his/her decision to separate from ATTORNEY, notice shall be transmitted to CITY within 72 hours of such notice to ATTORNEY.

ARTICLE 2

SECTION 2.0 **RESPONSIBILITIES OF ATTORNEY.** ATTORNEY shall perform any and all work necessary for the provision of City Attorney services to CITY, including, without limitation, the following:

A. Attendance at all City Council and Redevelopment Successor Agency meetings; and

B. Upon request, attendance at Planning Commission meetings; and

C. Upon request, attendance at other City Council, Commission, and staff meetings; and

D. Assistance in the preparation and review as requested by City staff of necessary legal documents such as: notices, ordinances, resolutions, agreements, contracts, and memoranda of understanding; and

E. Routine legal advice, consultation and opinions to the City Council, Redevelopment Successor Agency Board, and staff; and

F. Legal work pertaining to public improvements, public rights of way and easements, and matters relating to public entities; and

G. City prosecutor functions on Duarte Municipal Code violations and code enforcement operations; and

H. ATTORNEY, as a full-service law firm, is prepared to, and will provide, if requested by CITY through its City Manager, representation to CITY, including, but not limited to, general city litigation, eminent domain litigation, franchise matters including cable television, or bond counsel services.

Notwithstanding the foregoing, it is expressly understood that ATTORNEY shall not be responsible for any pending litigation matter(s) until ATTORNEY has specifically appeared in the matter(s) as attorneys of record on behalf of CITY. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the City Council, at any time, to assign or reassign legal matters of CITY from or to ATTORNEY.

All of these duties shall be performed as directed by the City Council and/or the City Manager, or their designee, and ATTORNEY will keep CITY informed as to the progress and status of pending matters.

ATTORNEY shall manage and control the delivery of legal services in a competent, professional, and cost-effective manner.

ATTORNEY represents that the tasks and services required herein will be performed by ATTORNEY, or under its direct supervision, and that all personnel engaged in such work shall be qualified, authorized, and permitted under applicable State and local law to perform such tasks and services.

ATTORNEY shall comply with all applicable federal, State, and local laws, ordinances, and regulations.

Upon request or in accordance with such procedures as CITY may establish from time to time, ATTORNEY shall periodically report to CITY, as applicable, regarding the status of all legal matters being handled by ATTORNEY.

ARTICLE 3

SECTION 3.0 **RESPONSIBILITIES OF CITY.** CITY shall provide full information to ATTORNEY and fully cooperate with ATTORNEY to the extent necessary to enable ATTORNEY to provide its services required pursuant to this Agreement.

SECTION 3.1 **ANNUAL REVIEW OF ATTORNEY.** City may, but is not required, to conduct an annual review of ATTORNEY's performance through a formal review process as determined by the CITY.

ARTICLE 4

SECTION 4.0 **COMPENSATION.** ATTORNEY shall be compensated for providing the legal services contemplated by this Agreement, in accordance with the following:

A. **General Services.** Compensation to ATTORNEY for general legal services provided by an attorney shall be Two Hundred Twenty Dollars (\$220.00) per hour.

B. **Litigation Services.** Compensation to ATTORNEY for Litigation shall be Two Hundred Fifty Dollars (\$250.00) per hour.

C. **Eminent Domain Services.** Compensation to ATTORNEY for Eminent Domain matters, including eminent domain litigation, shall be Two Hundred Fifty-Five Dollars (\$255) per hour.

D. **Services Paid or Reimbursed by Third Parties.** Compensation to ATTORNEY for legal services paid or reimbursed by a third party shall be the standard design rates for attorneys, paralegals, and clerks employed by ATTORNEY.

E. **Other Paralegal Services.** Compensation to ATTORNEY for general legal services provided by a paralegal not reimbursed by a third party shall be One Hundred Fifty Dollars (\$150.00) per hour.

F. **Reimbursable Expenses.** ATTORNEY shall be entitled to reimbursement for all reasonable and necessary expenses incurred by it in the performance of legal services hereunder, provided that the same are first audited by the City Manager or their designee. Reimbursable Expenses shall mean and include, but not be limited to, duplication costs; reasonable travel expenses outside of Los Angeles County or Orange County subject to City Manager approval; document reproduction expenses, telecopier charges, messenger service charges; litigation expenses, including without limitation court filing fees, court reporter's fees, jury fees, witness fees, and other reasonable and necessary out-of-pocket expenses.

G. **Invoices.** ATTORNEY shall bill CITY monthly for services performed pursuant to this Agreement. ATTORNEY shall establish such separate billing matters as may be requested by CITY consistent with this Agreement. At the direction of the City Manager, or their designee, ATTORNEY, at no additional cost to CITY, shall prepare special invoices where third parties are to reimburse CITY for specific legal services provided. Reimbursable costs shall be separately itemized.

H. **Payments.** Payments to ATTORNEY shall be made by CITY within thirty (30) days of receipt of the statement, except for those specific items on an invoice which are contested or questioned and are returned by CITY to ATTORNEY, with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice.

ARTICLE 5

SECTION 5.0 **TERM.** The term of this Agreement shall commence as of the Effective Date hereof and shall continue thereafter until terminated by either party as provided below.

SECTION 5.1 **TERMINATION.** This Agreement may be terminated by ATTORNEY for any reason, with or without cause, upon giving CITY sixty (60) days' written notice. CITY may terminate this Agreement for any reason, with or without cause, upon written notice to the ATTORNEY. ATTORNEY shall be compensated for all services performed and costs incurred up to the effective date of the termination. Upon termination of this Agreement, ATTORNEY, upon written request of CITY, shall deliver to CITY or other legal counsel designated by CITY, all client files and materials as may have been accumulated by ATTORNEY in the performance of this Agreement, whether completed or in process, subject to payment for any charges for copying and delivery of same.

ARTICLE 6

SECTION 6.0 **INDEPENDENT CONTRACTOR.** ATTORNEY is an independent contractor, not an employee of CITY, and not entitled to any benefits as an employee, including without limitation, prepaid insurance, vacation or sick leave, or CITY-paid participation in the California Public Employees Retirement Program, and neither CITY nor any of its employees shall have any control over the conduct of ATTORNEY or any of ATTORNEY's employees. ATTORNEY expressly warrants not to, at any time or in any manner, represent that ATTORNEY, or any of ATTORNEY's agents, servants, or employees, are in any manner employees of CITY, it being distinctly understood that said ATTORNEY is and shall at all times remain as to CITY a wholly independent contractor and that ATTORNEY's obligations to CITY are solely such as are prescribed by this Agreement.

This Agreement contemplates the personal services of ATTORNEY and ATTORNEY's partners and employees, and it is recognized by the parties hereto that a substantial inducement to CITY for entering into this Agreement was, and is, the professional reputation and competence of ATTORNEY and ATTORNEY's employees. Neither this Agreement nor any interest therein may be assigned by ATTORNEY, except upon written consent of CITY. Nothing herein contained is intended to or shall be constructed as preventing ATTORNEY from employment or hiring as many employees as ATTORNEY may deem necessary for the proper and efficient execution of this contract.

SECTION 6.1 **PROHIBITION AGAINST SUBCONTRACTING OR ASSIGNMENT.** The experience, knowledge, capability and reputation of ATTORNEY, its partners, associates, and employees, were substantial inducements for CITY to enter into this Agreement. Therefore, ATTORNEY shall not contract with any other person or entity to perform,

in whole or in part, the legal services required under this Agreement without the written approval of CITY. In addition, neither this Agreement, nor any interest herein, may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily, or by operation of law, whether for the benefit of creditors, or otherwise, without the prior written approval of CITY.

ARTICLE 7

SECTION 7.0 INSURANCE AND INDEMNIFICATION.

A. Insurance.

Prior to the beginning of and throughout the duration of this Agreement, ATTORNEY shall procure and maintain, at its cost, and submit concurrently with its execution of this Agreement, Commercial General Liability insurance against all claims for injuries against persons or damages to property resulting from ATTORNEY's acts or omissions rising out of or related to ATTORNEY's performance under this Agreement. The insurance policy shall contain a severability of interest clause providing that the coverage shall be primary for losses arising out of ATTORNEY's performance hereunder and neither CITY nor its insurers shall be required to contribute to any such loss.

The following policies shall be maintained and kept in full force and effect providing insurance with minimum limits as indicated below and issued by insurers with A.M. Best ratings of no less than A-:VI:

Commercial General Liability (at least as broad as ISO CG 0001)

- \$2,000,000 (per occurrence)
- \$4,000,000 (general aggregate)

Commercial Auto Liability (at least as broad as ISO CA 0001)

- \$1,000,000 (per accident)

Errors and Omissions Liability

- \$1,000,000 (per claim and aggregate)

Workers' Compensation

- Per statutory requirements

ATTORNEY shall carry automobile liability insurance of \$1,000,000 per accident against all claims for injuries against persons or damages to property arising out of the use of any automobile by ATTORNEY, its officers, any person directly or indirectly employed by ATTORNEY, any subcontractor or agent, or anyone for whose acts any of them may be liable, arising directly or indirectly out of or related to ATTORNEY's performance under this Agreement. If ATTORNEY or ATTORNEY's employees will use personal autos in any way under this Agreement, ATTORNEY shall provide evidence of personal auto liability coverage for each such person. The term "automobile" includes, but is not limited to, a land motor vehicle, trailer or semi-trailer designed for travel on public roads. The automobile insurance policy shall contain a severability of interest clause providing that coverage shall be primary for losses arising out of

ATTORNEY's performance hereunder and neither City nor its insurers shall be required to contribute to such loss.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the ATTORNEY and "SECTION 2.0 RESPONSIBILITIES OF ATTORNEY" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this Agreement.

ATTORNEY shall carry Workers' Compensation Insurance in accordance with State Worker's Compensation laws with employer's liability limits no less than \$1,000,000 per accident or disease.

All insurance required by this Section shall be kept in effect during the term of this Agreement and shall not be cancelable without written notice to CITY of proposed cancellation. The procuring of such insurance or the delivery of policies or certificates evidencing the same shall not be construed as a limitation of ATTORNEY's obligation to indemnify CITY, its officers, employees, contractors, subcontractors, or agents.

Except for the policy of professional liability insurance, all of the above policies of insurance shall be primary insurance and shall name CITY, and their respective officers, employees and agents, as additional insureds. The insurer shall waive all rights of subrogation and contribution it may have against the CITY or their respective officers, employees and agents and their respective insurers. All of said policies of insurance shall provide that said insurance may not be amended or cancelled without providing thirty (30) days prior written notice to the CITY. In the event any of said policies of insurance are cancelled, ATTORNEY shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section to the CITY.

B. Indemnification.

C. Excepting performance of professional services and claims of professional liability (also known as professional malpractice) which are not subject to this indemnity provision, ATTORNEY, to the full extent permitted by law, shall indemnify, defend, and hold harmless the CITY and its officers, officials, agents, and employees acting in an official capacity, from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or costs of any kind, whether actual, alleged, or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by ATTORNEY or any individual or agency for which ATTORNEY is legally liable, including but not limited to officers, agents, employees or subcontractors of ATTORNEY, except to the extent such liability arises out of, is a consequence of, or is in any way attributable to the negligence or willful misconduct of the CITY or any of its officers, officials, agents, or employees acting in an official capacity. Nothing herein shall be deemed to affect or waive CITY's rights to make or pursue claims of professional liability (also known as professional malpractice) against ATTORNEY.

SECTION 7.0 **NOTICES.** Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified, or by delivery by a reputable delivery service that provides a receipt showing date and time of delivery, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepared and addressed as follows:

CITY: City of Duarte
 1600 Huntington Drive
 Duarte, CA 91010
 Attention: City Manager

ATTORNEY: Rutan & Tucker, LLP
 18575 Jamboree Road, 9th Floor
 Irvine, CA 92612
 Attention: Thai Viet Phan

Service of a notice by personal service or document delivery service shall be deemed to have been given as of the date of such service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two (2) consecutive business days following the deposit of the same in the custody of said Postal Service. A "business day" is a day that Duarte City Hall is open for business to the general public. Either party hereto may, from time to time, by written notice to the other, designate a different address or person, which shall be substituted for that above specified.

ARTICLE 8

SECTION 8.0 **NON-DISCRIMINATION.** In connection with the execution of this Agreement, ATTORNEY shall not discriminate against any employee or applicant for employment because of race, religion, creed, martial status, color, sex, national origin, gender, or ancestry. ATTORNEY shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, creed, martial status, color, sex, national origin, gender, or ancestry. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 8.1 **CONFLICTS.** ATTORNEY has, based upon its investigations as of the date of this Agreement, no present or contemplated employment, which is adverse to CITY. ATTORNEY agrees that it shall not represent clients in matters either in litigation or non-litigation against the CITY. However, ATTORNEY may have past and present clients or may have future clients, who, from time to time, may have interests adverse to CITY, and ATTORNEY reserves the right to represent such clients in matters not connected with its representation of CITY.

If a potential conflict of interest arises in ATTORNEY's representation of a client adverse to CITY, if such conflict is only speculative or minor, ATTORNEY shall seek a written waiver from the City Manager and the other client with regards to such representation. However,

if real conflicts exist, and either the City Manager or the other client did not provide a written waiver, ATTORNEY would withdraw from representing both the CITY and the other client in the matter and assist them in obtaining outside special counsel.

SECTION 8.2 COVENANT OF NO FINANCIAL INTEREST.

ATTORNEY covenants that it does not have and will not acquire any direct or indirect interest, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement except as otherwise stated herein. ATTORNEY further certifies that, to the best of its knowledge, no officer, employee, or agent of ATTORNEY who has or will have any financial interest under this Agreement is an officer or employee of the City.

SECTION 8.3 NONLIABILITY OF CITY OFFICERS AND EMPLOYEES. No officer, official, employee, agent, representative, or volunteer of the CITY shall be personally liable to ATTORNEY in the event of any default or breach by CITY or for any amount which may become due to ATTORNEY, or for breach of any obligation of the terms of this Agreement.

SECTION 8.4 INTERPRETATION OF AGREEMENT. This Agreement shall be construed and interpreted both as to validity and performance of the parties in accordance with the internal laws of the State of California without regard to principles of conflicts of laws.

SECTION 8.5 INTEGRATED AGREEMENT. This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

SECTION 8.6 CORPORATE AUTHORITY. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that in so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

[end – signature page follows]

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date stated below for execution by the Mayor.

CITY OF DUARTE, a municipal corporation

Dated: _____

By: _____
MAYOR

ATTEST:

City Clerk

RUTAN & TUCKER, LLP, a California
limited liability partnership

Dated: _____

By: _____
THAI VIET PHAN of
RUTAN & TUCKER, LLP

Dated: _____

By: _____
TODD LITFIN of
RUTAN & TUCKER, LLP

[END OF SIGNATURES]



AGENDA REPORT

MEETING DATE: March 8, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Joyce Ayala, Management Aide

SUBJECT: Request from KID-FIT Preschool Health and Fitness Organization for the City of Duarte to co-sponsor the KID-FIT Family Fun Run 5K on Saturday, May 21, 2022, to take place along the Donald and Bernice Watson Recreation Trail

RECOMMENDATION: Approve the standard co-sponsorship package that has been historically offered to the Hayden 5K Run and Family Walk and Roll which includes the waiving of certain City permit fees.

FISCAL IMPACT: If approved, the City of Duarte will waive \$325 in City fees for the KID-FIT Family Fun Run 5K.

BACKGROUND

The KID-FIT Preschool Health and Fitness Organization (KID-FIT) is requesting the City of Duarte co-sponsor their first KID-FIT Family Fun Run 5K fundraiser scheduled for Saturday, May 21, 2022.

Headquartered in Monrovia, California, KID-FIT offers physical education classes for preschoolers (children aged two through five), including an adapted curriculum for students with disabilities. The organization was founded in 1991 by Michele Silence and is a division of Aerobic Fitness Consultants, Inc. KID-FIT began as in-person classes, however, due to the changes brought forth by COVID-19, classes were restructured to allow the option for virtual learning. Although classes can still be conducted in-person, people now have the option to live stream or continue through hybrid learning (combination of in-person and live stream).

According to the KID-FIT sponsorship request application, part of the revenue generated by the KID-FIT Family Fun Run 5K will directly benefit children in the Duarte school system in two ways. A successful 5K will allow KID-FIT to offer a full year of virtual fitness programming for all Duarte preschoolers, kindergarten and first grade children, including students with disabilities. Secondly, the various youth clubs in Duarte High School and CS-Arts will have an opportunity to volunteer at the event and receive part of the proceeds. It is unclear to staff on how KID-FIT will decide to divide the proceeds among the high schools.

DISCUSSION/ANALYSIS

5K Route, Traffic Control, and Parking

KID-FIT is proposing the 5K route shown on Attachment A.

The starting line and participant lineup will take place along the Donald and Bernice Watson Recreation Trail (Trail), west of Vineyard Ave. Participants will run or walk west on the Trail, and the race will continue west until the turnaround at Buena Vista Street. The racers will return east on the Trail until reaching the finish line at Vineyard Ave.

It is important to note that although the race is intended to take place on the Trail, the exclusive use of the Trail is not considered part of the Standard City sponsorship package. Exclusive use of the Trail requires City Council approval. Parks and Recreation fees will only reflect the costs that pertain to Royal Oaks Park usage.

For the use of the Royal Oaks Park (Park), in accordance with the City of Duarte's Facility Use Policies and Procedures, "When exclusive use of a park restricts the availability of the general public to use the park, approval of the City Council will be required." If approved by the City Council, the Park is expected to be utilized as the general gathering area for participants. The fees for the requested use of the Park will be \$542.50 in addition to a \$150 cleaning/damage bond for a total of \$692.50, which will be charged to KID-FIT.

Additionally, KID-FIT will be required to contract a business to handle traffic control and street closures. Notification to affected residents and businesses will also be conducted prior to the event by KID-FIT staff and volunteers. Additionally, given the multiple street closures at Vineyard Avenue, Royal Oaks Drive (North, East, South, and West) and Mt. Olive, as well as the securing of the Trail, Duarte Public Safety is recommending one sergeant, six deputies, one public safety manager, two code enforcement officers, one outreach coordinator, one animal control officer, three community service officers, and one crime prevention specialist for this seven-hour event (7AM – 2PM). Emergency Medical response, if needed, would be provided by Los Angeles County Fire. These costs are not part of the standard City sponsorship package, thus the fees for public safety personnel will total \$8,000.

Participants will be encouraged to park on the Royal Oaks parking lot or at the approved off-site location. The KID-FIT organization is currently working with some of the local businesses to obtain temporary permission to utilize their parking lots, including the Church of Latter-Day Saints (1452 Royal Oaks Drive) and the Buena Vista Marketplace (1193-1247 Huntington Drive). If the businesses agree to assist, this will result in about 456 parking spaces for participants, which would also mitigate flow impacts.

Standard City co-sponsorship includes:

- **Special Event Permit Waived-** Following Council action on this item, the Special Event Permit application will be completed by the Community Development Department and final conditions of approval will be imposed for the proposed event pursuant to Duarte Development Code 19.124 (Temporary Use Permits). The \$100 fee will be waived upon Council approval.
- **Barricades/ Trash Removal-** Barricades will be set-up and taken down by Public Safety staff and volunteers. Burrtec Waste Industries may be able to provide cardboard trash containers and liners to be placed along the route. KID-FIT will need to contact Burrtec Waste industries to provide these services.
- **Marketing -** After KID-FIT Preschool Health and Fitness Organization fills out a Buena Vista banner application, the City will waive the \$50 banner fee upon Council approval. City staff will also be able to assist in the marketing of the KID-FIT Family Fun Run 5K with the following requirements:

- All marketing materials to be used on the City's social media and website must include the City logo which the City will provide upon application approval
 - All marketing materials must be created by the requesting organization formatted to fit Instagram (1080 x 1080 px) and Twitter (1600 x 900 px) and include post language to accompany the graphics
 - Electronic sign use will be formatted by City staff based on the social media information sent
 - Press release will be drafted by requesting organization and list City of Duarte as a partner
 - City maintains all rights to request alterations to marketing materials that do not meet the above requirements prior to posting
- **Volunteers** – Although the bulk of the volunteers will come from KID-FIT, they have requested City assistance in asking for volunteers from members of the CERT and DART programs.

KID-FIT was notified of the requirements and costs on February 22, 2022, by the Duarte Community Development Department. It has been communicated to KID-FIT that they must provide a contract and a letter of acknowledgment from the contractor that will place the signs and conduct any traffic control for the event to Community Development and that a Certificate of Insurance for \$1 million, listing the City as additionally insured, is required.

Summary of City Permit Fees and Costs:

City Permit Fees:	Amount:
<i>Review and Approval of Traffic Control Plan</i>	\$240
<i>Parks and Recreation Park Usage Fee</i>	\$542.50
<i>--- (Cleaning Damage Bond Refund)</i>	\$150
<i>Public Safety Personnel</i>	\$8,000
<i>Waive - Special Event Permit Fee</i>	\$100
<i>Waive - Community Development Administrative Fee</i>	\$25
<i>Waive - Street Banner Permit Fees</i>	\$50
<i>Total Event Cost:</i>	\$9,107.50
<i>City Cost (Waived Fees):</i>	\$175
<i>City Cost (Cleaning Damage Bond Refund):</i>	\$150
<i>Total City Cost:</i>	\$325
<i>Total KID-FIT Cost:</i>	\$8,782.50

FISCAL IMPACT:

If approved, the City of Duarte will waive \$325 in City fees for the KID-FIT Family Fun Run 5K.

RECOMMENDATION:

Approve the standard co-sponsorship package that has been historically offered to the Hayden 5K Run and Family Walk and Roll which includes the waiving of certain City permit fees.

ATTACHMENTS

A - KID-FIT Family Fun Run 5K Course Map

B – Special Event Permit Application

[illegible]



City of Duarte

COMMUNITY DEVELOPMENT DEPARTMENT

1600 Huntington Drive

Duarte, CA 91010

Ph: 626-357-7931 | Fax: 626-358-0018

www.accessduarte.com

Special Event
Permit Checklist

SUBMITTAL CHECKLIST

- ☐ **Special Event Application**
 ___ Public Right of Way (i.e. City streets, sidewalks, etc.)
 ___ City Property (i.e. bike trail, park, etc.)
 ___ Private Property
- ☐ **Application Fee(s)**
 ___ Event Application Fee
 ___ Public Works Review Fee (based on engineering plan check review hours)
- ☐ **Plans/Maps**
 ___ Site Plan
 ___ Parking Plan (i.e. volunteers, participants, etc.)
 ___ Identify on- and off-site parking areas
 ___ Route Map
 ___ Detailed description of the proposed use of the road way, date(s), and time.
- ☐ **Traffic Control and Detour Plan**
 ___ Wet Stamped by Licensed Professional Engineer
- ☐ **Digital and/or Reduced Size Copies of Plans/Maps**
 ___ On a CD, emailed in PDF format, or saved on a non-returnable flash drive
 ___ Reduced to 8 1/2" x 11" or 11" x 17" paper
- ☐ **Letter of Authorization If applicant is agent for property owner**
- ☐ **Other** _____

SUPPLEMENTAL MATERIALS CHECKLIST

- ☐ **Provide Traffic Control Company (C-31) Information**
 ___ Company Name
 ___ Contact Person
 ___ Address
 ___ City, State, Zip Code
- ☐ **Copy of Property Owner/Tenant Notification**
 ___ Draft Notice
 ___ Map showing limits of area to be notified of Special Event
- ☐ **Insurance**
 ___ Certificate of Liability Insurance
 ___ Evidence of General Liability Insurance Coverage
 ___ Amount not less than two million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence
 ___ List City as Certificate Holder
 ___ City of Duarte, 1600 Huntington Drive, Duarte, CA 91010
 ___ Additional Insured Endorsement
 ___ "The City of Duarte, its officers, employees, and agents are named as additional insure with respect to liability arising out of (name of event) to be held on (date of the event)"

☐ **Other** _____

OFFICE USE ONLY

CHECK ALL THAT APPLY:

- | | | |
|---|--|--|
| ☐ Staff Review | ☐ Director Review | ☐ City Council (Co-Sponsorship) |
| ☐ Building and Safety Division | ☐ Public Work Division | ☐ Planning Division |
| ☐ Field Services Division | ☐ Public Safety Dept. | ☐ Parks and Recreation Dept. |
| ☐ LA County Fire | ☐ Administrative Services | ☐ Other: _____ |

☐ Received Date: _____☐ Incomplete Date: _____☐ Complete Date: _____

Receipt No.

Case No(s):

Comments:



City of Duarte

COMMUNITY DEVELOPMENT DEPARTMENT

1600 Huntington Drive

Duarte, CA 91010

Ph: 626-357-7931 | Fax: 626-358-0018

www.accessduarte.com

Special Event Permit Application

APPLICATION MUST BE TYPEWRITTEN ON FILLABLE PDF FORMAT PROVIDED

SECTION I

ORGANIZATION: The KID-FIT Preschool Health and Fitness Organization

ORGANIZATION ADDRESS: 135 W. Maple Ave. Monrovia, CA 91016

ORGANIZATION PHONE NO: 626-848-2950

AGENT/PERMIT APPLICANT: Michele Silence

AGENT/PERMIT APPLICANT ADDRESS: 1403 Bloomdale St., Duarte, CA 91010

NAME OF PERSON RESPONSIBLE "ON-SITE" DAY OF EVENT: Michele Silence

CELL PHONE NO: 626-848-2950

SECTION II

EVENT NAME: KID-FIT Family Fun Run 5K

EVENT DATE(S): May 21, 2022

EVENT TIME(S): 7:30 - 2:00 pm

SET-UP DATES: May 20-21, 2022

SET-UP HOURS: Evening, May 20 OR Early May 21

CLEAN UP DATES: May 21, 2022

CLEAN-UP HOURS: 2:00-4:00 pm

ATTENDANCE (# PEOPLE) EXPECTED: 250

LOCATION 1: (Public Right of Way)

LOCATION 2: (Private Property)

LOCATION 3: (City Property) Duarte Recreational Trail, Royal Oaks Park and parking lots, Royal Oaks school parking lot

SECTION III

EVENT DESCRIPTION - Describe the nature of the event (i.e. for-profit commercial event, non-profit, fundraiser, etc.), whether admission fees or pre-registration is required, host or sponsoring organization(s) of the event, and timeline for the day's event. If an event organizer is applying for this permit, a letter from the Chief Officer or authorized representative of the organization, which authorizes the organizer to apply for this permit, is required.

This is a non-profit fundraiser that will 1) Supply funding to Duarte High School clubs/groups and 2) Provide Duarte preschool and Kindergarten children one year access to KID-FIT virtual preschool fitness programming to be used both in school and for after school programs. Virtual activities will also be provided for students with disabilities (applicable to all elementary ages). See Attachment 1 - Community Benefits.

Runners/Walkers will pay a \$39 registration fee prior to the event, sponsors will be from the local community. Timeline for the event is detailed in Attachment 2, Timeline. We will allow 2 hours for all the final participants to get back and have volunteers stationed throughout the route to assist in case anyone needs help. At 1:30 awards will be given out. Event will end at 2:00, followed by clean up.

We are going to be doing this 5K in order to continue the Hayden Child Care Center's annual walk, run and roll event. It will be sponsored by The KID-FIT Preschool Health and Fitness Organization, of which I am the President and CEO.

Michele Silence

Attachment 1 - Community Benefits



The KID-FIT Preschool Health and Fitness Org. will donate KID-FIT P.E. Virtual Programming for a full year to DUSD Elementary Schools and the DUSD Preschool in Duarte. The Virtual Programming will include staff training, professional development course hours for teachers and ongoing support.

Contribution Value (awarded regardless of funds raised):

- 1 Year Virtual Studio Subscription for each of the 3 Elementary Schools (For children K-1st grade, up to three classes at one time, during the school day or as part of an afterschool program, in-person or remote).
- Staff will be fully trained to use the KID-FIT System
- Approved courses for teacher salary advancement hours
- Ongoing support

Virtual Program:.....\$2880.00
 Training:.....\$ 980.00
 Prof. Dev. (for 50 teachers).....\$1050.00
 Support:.....\$ 600.00

Dollar Value

\$5510.00

KID-FIT Activities Include:
 Sports – Balance – Aerobics – Strength – Stretching –
 Mindfulness – Nutrition - Education – and more!!



Students With Disabilities...

A variety of activities to develop balance, strength, aerobic endurance, flexibility and mindfulness. Designed specifically for students with learning, processing, hearing, visual, physical and other disabilities. Each is close captioned in both English and Spanish. For all ages of children in Elementary School.



Learn more about the KID-FIT Virtual Program here: [KID-FIT Virtual Studio](https://www.kid-fit.org/)

CITY CO-SPONSORSHIP -- Describe any in-kind services requested (i.e. City staff time, permit fees, event promotion using City media services, including event promotion). Is the use of City logo requested for event marketing purposes? Please note that City Co-sponsorship requests generally a minimum of 90 days advance notice to allow for City Council action.

In-Kind Services Requested:

- Waiving city permit cost, banner fee, park usage cost
- Use of electronic sign, social media platforms, press releases, postings on the city website
- Provide barricades for our volunteers to set up the evening prior to the event
- Arrange for Burrtec Waste to supply trash containers and set up along route
- Any DART, CERT or CHYLL Volunteers would be a helpful addition to our own volunteers to make things run smoothly
- Electricity and usage of the overhead bridge for live band
- City Logo for use as an event sponsor

Additional Requests:

- Staff for public safety and crowd control services
- Expenses associated with traffic control and road closures
- Porta Potty Rentals (number and locations to be determined)

EVENT MARKETING --- Describe how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured your event permit.

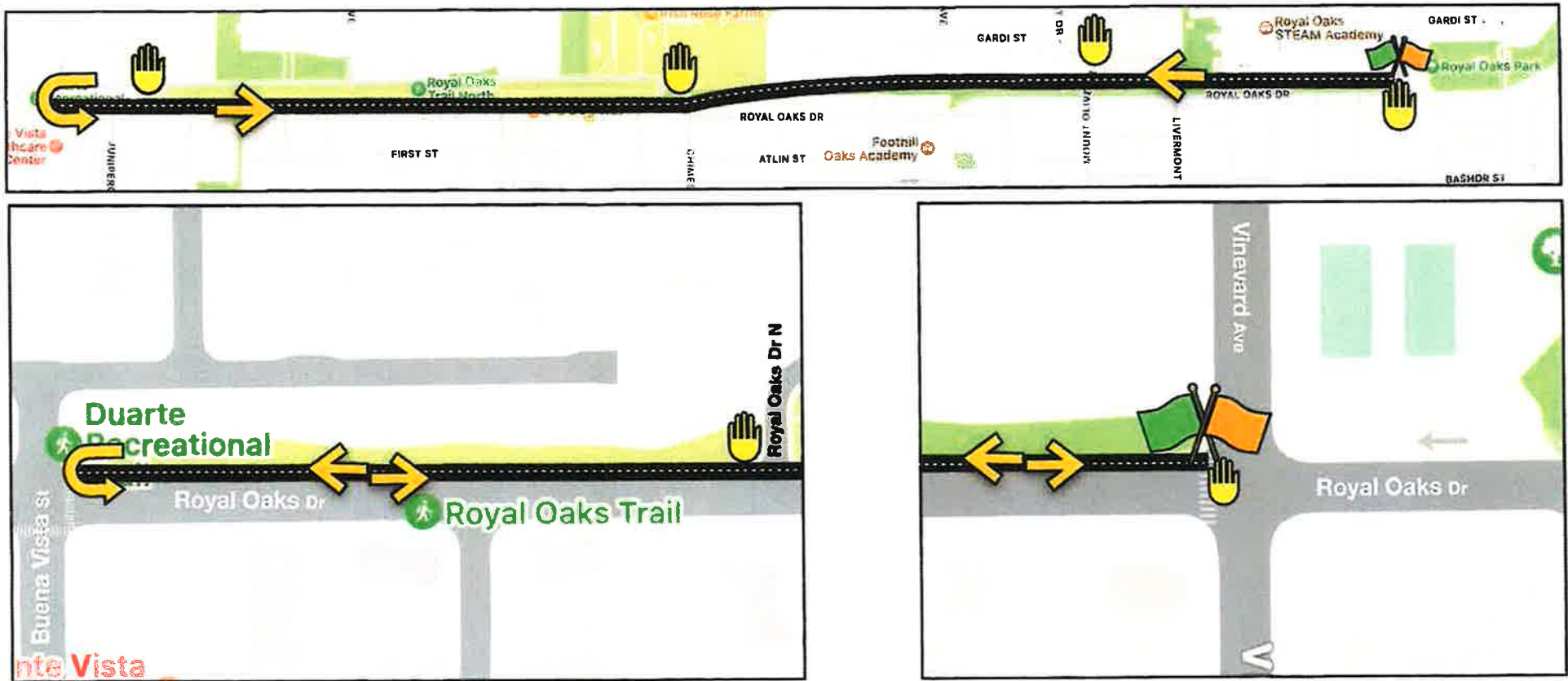
Advertising will start 3 months before the event (mid Feb.) and include: Social Media pages and posts leading up to the event, email marketing, race event calendars and listing sites, cross advertising with related retailers, press releases, chamber notices, Duarte View, K-Gem, posters, banners, post cards, door hangers, school notices, PTA, Duarte CCC, electronic sign and Duarte Chamber of Commerce.

COMMUNITY NOTIFICATION --- If you are required to notice the community, you must provide a copy of that notice a minimum of three weeks prior to the event to the Planning Division. All notices must be distributed at least two weeks prior to the event. Notification area will be determined once your application is comprehensively reviewed.

Noted.

SECTION IV

SITE PLAN / ROUTE MAP - To ensure proper review of your event, it is required that you submit a site plan sharing the details of your event. This is applicable for moving routes and fixed venues. Based on your event site plan and components, the Fire Department and/or Building and Safety Division may require an inspection of your venue at your cost before or during the event. Please include all portable structures, stages, bleachers, tables, tents, etc in your plan. Please include if applicable: (1) An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event; (2) Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access; (3) The provision for a minimum of twenty-foot emergency access lanes throughout the event venue; (4) Location of first aid facilities and ambulances; (5) Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures; (6) Detail of food booths and cooking area configurations; (7) Generator locations and source of electricity; (8) Placement of vehicles and/or trailers (9) Exit location for outdoor events that are fenced or within tent or tent structures; (10) Identification of all event components that meet accessibility standards; (11) Parking and shuttle plan; (12) Other related components not listed above. **A detailed narrative should supplement your site plan or route map.**

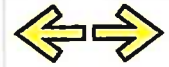


Route Description

The starting line and participant lineup will take place along the Duarte Recreational Trail west of Vineyard Ave. Participants will run, walk, or roll west on the Duarte Recreational Trail. The race continues west until the turn around at Buena Vista St. The racers will return east on the Duarte Recreational Trail until reaching the finish line at Vineyard Ave.

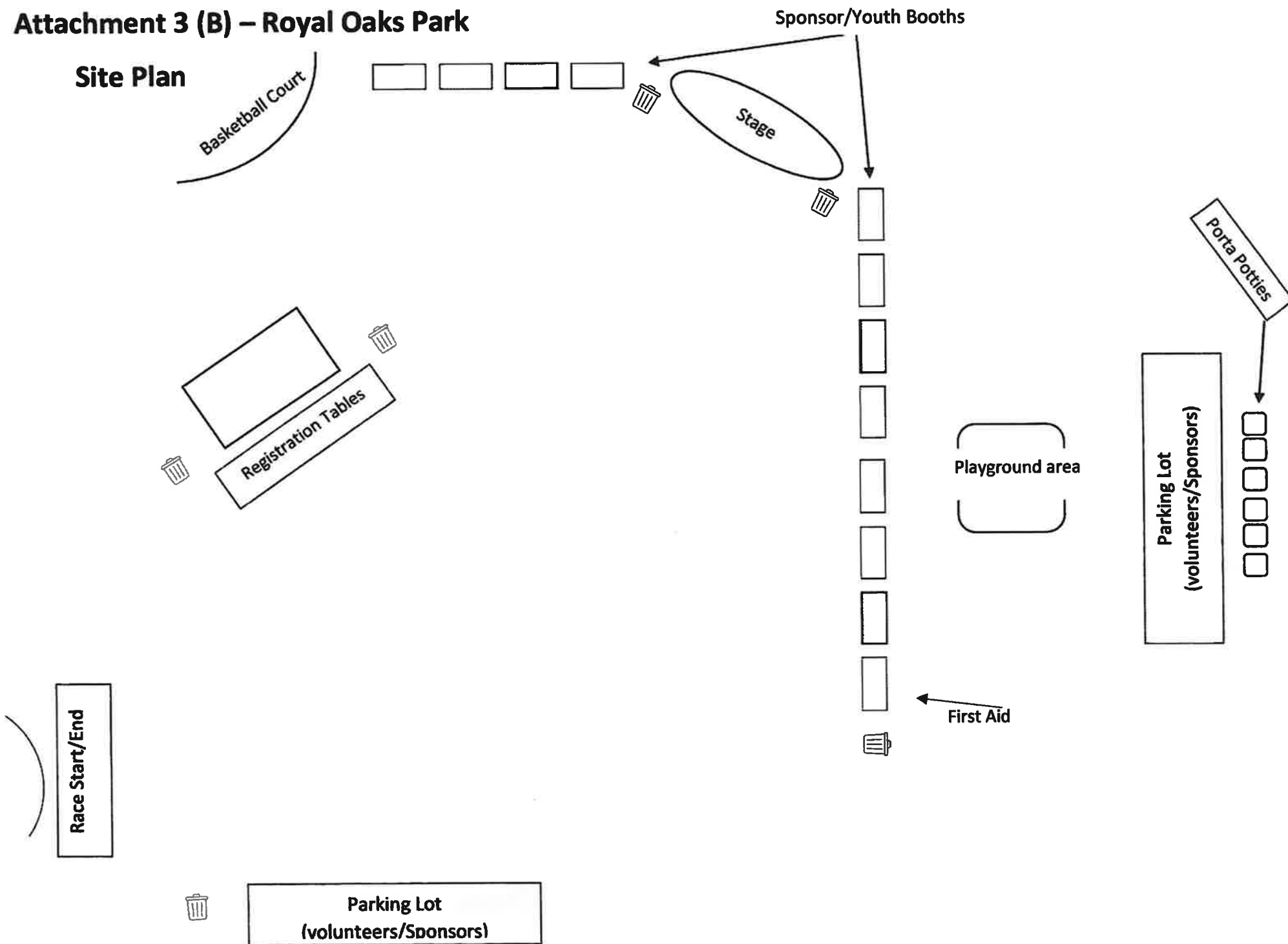
Attachment 3 (A) Route Map

Legend

	Starting Line
	Finish Line
	5K Royal Oaks Trail
	Bi-Directional 5K Royal Oaks Trail
	Turn Around
	Public Safety Staff Soft Closure
	Hard Closure/Barricade

Attachment 3 (B) – Royal Oaks Park

Site Plan



CROWD CONTROL AND SECURITY PLAN -- A Security Plan shall comply with any conditions established by the Public Safety Department. Upon review, the applicant may be required to enter into a police service contract to hire Sheriff Personnel and/or trained Public Safety staff for purposes of traffic control and/or crowd control.

Noted. Will be working with Duarte public safety personnel.

TRAFFIC CONTROL PLAN -- List any streets and/or intersections below that require soft or hard closures. List any bus stops (include Transit Line/Direction) for any temporary bus stop changes. For walks, runs, athletic, bicycle rides or races, include the specifics on how through traffic will be allowed or detoured.

Attachment 4. Plan has been approved by both the city of Bradbury and Monrovia. See attached verification documents.

PARKING PLAN - Submit a parking (site) plan which shows the number of parking stalls that will be available for event staffers, volunteers and event participants on the site plan. If off-site parking is proposed at another parcel, include a separate site plan for the parcel. If on-street parking or parking restrictions are proposed, provide a diagram showing the requested restrictions. A detailed narrative should supplement your parking plan.

Volunteers and staffers will park at:

- 1) DHS parking lot - within a block of the start/end point of the run (no entry/exit while a race is underway)
- 2) Parking slots at Royal Oaks Park (3 parking areas - one at tennis courts, one at east end of park, other across street)

Two area churches are being approached to allow participant parking in their lots the day of the event.

- 1) Santa Teresita Medical Center parking lot (262+ spaces)
- 2) The Church of Jesus Christ of Latter-day Saints parking lot (128 spaces)

Duarte Metro/Gold Line also allows parking for travelers and will allow quick access to those wishing to participate. Either a shuttle or Uber will transport people from the parking areas to the start/end point of the 5K.

CHECK ALL APPLICABLE SPECIAL EVENT USES:

- | | | | |
|---|--|---|--|
| ☒ Live Band | ☐ DJ | ☒ Amplified Sound | ☒ P.A. |
| ☒ Games | ☒ Camera/Photography | ☒ Entertainment | ☐ Carnival Rides |
| ☐ Jumper/Bouncer | ☐ Vehicle Display | ☐ Food Trucks | ☒ Food Vendors |
| ☐ RV # _____ sizes | ☒ Banners | ☒ Balloons | ☐ Temporary Tent |
| ☒ Canopy(ies) ? # 10x10 sizes | ☐ Generators # _____ (Watts/HP) | ☒ Other _____ | |

SIGNS - Describe all on and off-site temporary signs, including quantity and size. Off-site signs include signs located on the public right of way (i.e. sidewalks, center medians, etc). On-site signs include those located on private property for promotional and/or directional purposes. A separate Temporary Sign Permit for on-site signs will be required.

Offsite Temporary Signs:

- Sign at top of Highland Ave. facing south - 1 large banner
- Sign at top of Bradbourne facing the trail - 1 large banner
- Overhead Banner on Buena Vista - 1 large banner

SIGNATURE:

DATE: Jan. 25, 2022

TITLE: Site Supervisor

TYPE/PRINT FULL NAME: Michele Silence



500 Wharton Avenue, Bradbury, CA 91305

(626) 358-3218

SITE ADDRESS

Duarte Bicycle Trail - Street Crossings

PUBLIC WORKS PERMIT

APPLICATION FOR:

☐ CONSTRUCTION☐ EXCAVATION☒ ENCROACHMENT

PLAN CHECK

ENCROACHMENT PLAN CHECK \$181.84	\$0.00
FINAL MAP CHECK \$2,182.03 / SHEET	\$0.00
GRADING PLAN CHECK < .5 ACRE OF DISTURBANCE \$3,273.05	\$0.00
ADDITIONAL GRADING P.C. \$2,182.03	\$0.00
IMPROVEMENT PLANS P.C. \$2,182.03	\$0.00
LOT LINE ADJUSTMENT P.C. \$1,091.02	\$0.00
SUSMP/SWPPP PLAN CHECK \$2,182.03	\$0.00
ADDN'L SUSMP/SWPPP P.C. \$1,091.02	\$0.00
MISC. PLAN CHECK	\$0.00

PERMITS

ENCROACHMENT PERMIT \$551.13	\$0.00
GRADING PERMIT < .5 ACRE OF DISTURBANCE \$3,306.79	\$0.00
ADDITIONAL GRADING PERMIT \$1,653.40	\$0.00
IMPROVEMENT PLANS PERMIT \$2,204.53	\$0.00
MISC. LEGAL DESCRIPTIONS \$545.51	\$0.00
SUSMP/SWPPP PERMIT \$2,204.53	\$0.00
ADDN'L SUSMP/SWPPP PERMIT \$1,102.26	\$0.00
MISC. FEES	
TECHNOLOGY FEE	\$0.00
LONG TERM PLANNING FEE	\$0.00
ISSUANCE FEE	\$0.00
MISC.	\$0.00

BOND REQUIRED YES ☐ NO ☒

BOND AMOUNT \$0.00

Permit #

Initials

Date

TOTAL FEE

\$0.00

3688

M

01/19/22

Signed by

Date

VALUATION

BRADBURY ESTATES FEE

\$0.00

CHECK #

NOTES

- All work to be done in accordance with the Standard Specification for Public Works Construction, latest edition and addendums, unless otherwise specified. All work shall be performed by a contractor with the appropriate license.
- Traffic controls throughout construction shall conform to the current State of California Manual of Traffic Controls for Construction and Maintenance Work Zones, latest edition.
- A copy of this permit shall be kept at the site of work at all times and produced upon demand.
- All work authorized under this permit MUST BE COMPLETED WITHIN THE TIME SPECIFIED THEREIN, UNLESS SO COMPLETED, THIS PERMIT SHALL BE VOID. An extension of time may be granted if applied for twenty-four (24) hours before permit expires.
- The City of Bradbury Engineering Department SHALL BE NOTIFIED AT LEAST TWENTY-FOUR (24) HOURS BEFORE START OF WORK by telephoning (909) 594-9702. Should the inspector find work in progress prior to notification by the Permittee and permit not on site during construction, work may be stopped for a period of not less than the remainder of the day.
- An additional inspection fee not less than double the original fee, will be charged for failure to apply for a permit prior to commencement of work.
- The holder of any permit and any agent, servant, or employee working for said permit holder on any excavation and fill, shall inform himself and obtain all necessary information as to the existence and location of all underground pipes, lines, manholes, wires, signal devices, structures, and appurtenances of any utility, and the City shall be protected by the Permittee against any damage by reason of excavation or fill. Any damage caused to such underground installations, appurtenances, or structures, shall be paid for by Permittee. Such repairs as are required, shall be made or be caused to be made by the City of Bradbury and billed to such Permittee who shall pay the same upon receipt or statement of the cost of such repair.
- Form inspection will be required prior to placement of concrete and at the completion of work. At least twenty-four (24) hours notice will be required before inspection can be provided.
- Work shall be performed between the hours of 7:00 a.m. and 4:00 p.m.
- Specific provisions and conditions may be appended to each permit.
- Dumpsters must have lighted barricades at each end and must be removed after seven (7) days.
- General Liability, Automobile, and Worker's Compensation Insurance Certificates shall accompany this permit application per the requirements as outlined in the Standard Specifications for Public Works Construction (Greenbook), along with a copy of the appropriate contractor's license.

LOCATION	Trail Crossings at Royal Oaks North & Mt. Olive		
PURPOSE	Traffic control to accommodate a 5k run		
APPLICANT	KID-FIT Organization	PH #	626-848-2950
MAILING ADDRESS	135 W. Maple Avenue		
CITY	Monrovia	STATE	CA
		ZIP	91016
CONTACT PERSON	MOBILE # 626-848-2950		
Michele Silence			
CONTRACTOR	N/A	CONTRACTOR LICENSE #	
		LICENSE CLASS	
MAILING ADDRESS	CITY BUSINESS LICENSE #		
CITY		STATE	
		ZIP	
CONTACT PERSON	MOBILE #		
ESTIMATED START DATE	21 May, 2022	ESTIMATED COMPLETION DATE	21 May, 2022

I, (Permittee)

of (Company) hereby make application for permit to construct/excavate/encroach in the Public Highway at the locations described above, subject to the provisions required by the Municipal Code of the City of Bradbury, AND THE SPECIFIED REQUIREMENTS OF THE CITY'S PERMIT HEREON SPECIFIED AND ATTACHED.

In consideration of the granting of this permit, it is agreed by the applicant that the City of Bradbury, and any of their officers or employees thereof shall be held harmless by the applicant from any liability or responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the highway by the general public, it must be removed or relocated, as designated by the City Engineer at the expense of the Permittee or his successor in interest.

Michele Silence

PRINT NAME

SIGNATURE

Jan. 18, 2022

DATE

THIS PERMIT EXPIRES SIX (6) MONTHS AFTER THE DATE OF ISSUANCE

RE: Attn: Public Works Manager



Alex Tachiki <atachiki@ci.monrovia.ca.us>
To michele@kid-fit.com



 **Reply**

 **Reply All**

 **Forward**



Tue 1/18/2022 6:41 PM

Hi Michele,

There's really nothing formal from us that we would provide. Since the event is not within the City, we do not issue a permit or do not have a formal approval for this.

You can use this email as an "approval" for the City of Duarte that shows no objections toward the event. We only ask that you provide us an update on the event two weeks prior to the event.

Thank you,
-Alex

ALEX TACHIKI
Deputy Director

City of Monrovia
600 South Mountain Avenue
Monrovia, CA 91016
Office: (626) 932-5553
Cell: (626) 703-9203



OFFICE USE ONLY☐ Received Date: _____☐ Incomplete Date: _____☐ Complete Date: _____

Receipt No. _____

Case No: _____

Event Address(es): _____

Comments: _____

COMMUNITY DEVELOPMENT DEPARTMENT

The request for a Temporary Use is:

☐ Approved☐ Denied☐ without Conditions of Approval☐ with Conditions of Approval

Approval Letter Date: _____

Denial Letter Date: _____

Comments: _____

Signature: _____

Title: _____

Date: _____

PUBLIC SAFETY DEPARTMENT (INCLUDES SHERIFF'S DEPT.)The request for a Temporary Use is: ☐ Approved ☐ Denied

Comments: _____

Signature: _____

Title: _____

Date: _____

ADMINISTRATIVE SERVICES DEPARTMENTThe request for a Temporary Use is: ☐ Approved ☐ Denied

Comments: _____

Signature: _____

Title: _____

Date: _____

PARKS AND RECREATION DEPARTMENTThe request for a Temporary Use is: ☐ Approved ☐ Denied

Comments: _____

Signature: _____

Title: _____

Date: _____

Additionally:

- The course has been measured to qualify as a certified 5K.
- The event has been sanctioned by the USATF which will include liability insurance for all participants, volunteers and the city.
- Waivers will be in place for those registering
- COVID safety guidelines will be followed according to what the county is recommending for us at the time of the event. At the very least, participants will need to be vaccinated and free from any symptoms that could be COVID for a specified amount of time.