

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: February 7, 2019
SUBJECT: Comments on Agenda Items, Meeting of February 12, 2019

A Workshop will take place at 5:00 p.m. to discuss the 2018/19 mid-year budget.

ITEM 7.A. Representatives from the Mayor's Youth Council will provide an update on their activities.

ITEM 7.B. The Annual Employee Service Award recipients will be recognized at the Council Meeting. Certificates will be given to each employee.

ITEM 7.C. Jeremy Pascua will be introduced as the City's first City Council Aide.

ITEM 7.D. A representative from Los Angeles County Public Works who manages signal operation will present findings from a recent analysis of the traffic signals along Duarte Road and the Gold Line tracks. This will include an overview of how the traffic signals function at intersections near rail lines, and a presentation on upcoming changes to the controller software. A representative from Metro will give a presentation on safety at the Gold Line crossings.

ITEM 7.E. A representative from Los Angeles County Public Works will discuss the signal operation and recent signal timing changes, and discuss recommendations on improving circulation.

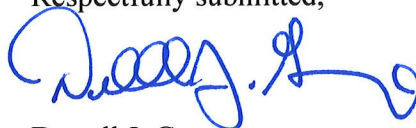
ITEM 11.D. (Consent). This is the second reading of an Ordinance repealing and replacing a chapter of the Duarte Municipal Code regarding the diversion of construction and demolition waste.

ITEM 11.E. (Consent). This is the second reading of an Ordinance adopting a code amendment relating to public health monitoring and enforcement of onsite wastewater treatment systems.

ITEM 11.F. (Consent). This is a request to approve the agreement between the City and the School District for the use of the Fitness Center Pool for the 2019 Swim Team season.

ITEM 13. This is a resolution for the City Council to consider approving the adoption of the Public Agencies Post-Employment Benefits Trust Fund administered by Public Agency Retirement Services (PARS). This step that the City would take to reduce the pension liability is to establish a Section 115 Pension Trust Fund. As we do with healthcare, the funds contributed would reduce the pension liability, and can remain in the trust until a point in time when the City chooses to draw down its assets to pay annual benefit obligations. A trust fund would provide the City with the comfort of having funds to offset the unfunded liability and the flexibility it needs to manage operations, particularly in an emergency situation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Darrell J. George', is written over the typed name.

Darrell J. George
City Manager

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – JANUARY 22, 2019

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Paras-Caracci called the meeting to order at 5:35 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana (left at 8:46 p.m.), Finlay, Kang, Nunez (left at 8:46 p.m.), Reilly, Paras-Caracci ABSENT: Urias ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Reilly seconded to adopt the Agenda, and carried unanimously by the members who were present.
WORKSHOP – Revenue Measure Discussion	A Workshop was held for a discussion about a possible revenue measure in November 2019. The Workshop concluded at 6:50 p.m. City Council reconvened at 7:00 p.m., with six members present, and Urias absent.
PLEDGE TO THE FLAG	Sheryl Lefmann led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Reilly provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Kang and Finlay provided the warm-up.
SPECIAL ITEMS Introduction – Promise Fellows	Manuel Enriquez introduced Lupe Valerio, who described the Americorps program and introduced Promise Fellows Daisy Perez, Christine Bennett, Alejandro Alvarez, Brian Villagomez, Andrea Morales, and Tatiana Giron. The Promise Fellows described their work sites, responsibilities, and projects.
Presentation – Duarte Chamber Quarterly Report	Sheryl Lefmann, Duarte Chamber of Commerce, presented the quarterly report for October – December 2018.
Public Safety update	Brian Villalobos presented the monthly Public Safety update, and answered questions pertaining to RV parking on streets and homelessness. City Council requested the matter about prohibiting the parking of RVs on City streets be considered by a Commission. Fasana suggested an update report from the Homeless Outreach Coordinator might be useful.
ANNOUNCEMENTS	William Wallace, Duarte Chamber, announced upcoming Chamber events, meetings, and seminars in January and February.

Karen Herrera announced upcoming community events, meetings, programs, and activities from January through March.

Joanna Gee, Duarte Library, announced upcoming classes, programs, and story times in January and February.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Kevin Sexton – Greenbank stop sign, trees.

Ted Brodeur – County Sanitation District employees.

CONSENT CALENDAR

Kang moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously by the members who were present.

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

Remove Items E, G, I.

ITEMS REMOVED

Item E – Galen Street project

Amanda Hamilton presented a staff report about the item, and answered questions from Council.

ITEM E – APPROVED

Reilly moved, Kang seconded to accept the Galen Street Improvement Project (All American Asphalt), and to authorize the City Clerk to initiate the Notice of Completion, and carried unanimously by the members who were present.

Item G – Concrete Repair and Budget Amendment

Amanda Hamilton presented a staff report about the item, and answered questions about the budget amendment.

ITEM G – APPROVED

Reilly moved, Kang seconded to accept the Citywide Concrete Repair Program FY 18/19 Project (I. E. General Engineering, Inc.), to approve a \$25,494.25 budget amendment, and to authorize the City Clerk to initiate the Notice of Completion, and carried unanimously by the members who were present.

Item I – Reject bids for Citywide Street Name Sign/Installation

Amanda Hamilton presented a staff report about the item, and discussed the intent to separate the bid into post mounted street signs and overhead street name signs.

Fasana suggested Prop A Local Return Funds could possibly be used for the project.

ITEM I – APPROVED

Reilly moved, Kang seconded to reject all bids submitted for the Citywide Street Name Sign and Installation, per staff recommendation, and carried unanimously by the members who were present.

PUBLIC HEARINGS

Council Bill 19-O-01 (1st reading)
Construction/Demolition Waste

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

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

Nick Baldwin, Associate Planner, presented a staff report about the proposed ordinance pertaining to diversion of construction and demolition waste, and answered questions from Council pertaining to valuation, enforcement, and deposit.

Mayor Paras-Caracci asked if there was anyone in the audience who wished to speak on the matter. As there were none, Mayor Paras-Caracci closed the Public Hearing.

Cosgrove read by title Council Bill 19-O-01:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, REPEALING AND REPLACING CHAPTER 6.10 OF THE DUARTE MUNICIPAL CODE (MCA 18-04) REGARDING DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE (First Reading)

Reilly moved, Kang seconded to introduce Council Bill 19-O-01 for first reading, and carried unanimously by the members who were present.

Council Bill 19-O-02 (1st reading)
Onsite Wastewater Treatment

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

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

Yesenia Serna, Community Development Technician, presented a staff report about the proposed ordinance pertaining to onsite wastewater treatment systems and the Memorandum of Understanding with the County of Los Angeles Department of Public Health, answered questions from Council about septic systems, and introduced L. A. County Chief Environmental Health Specialist Isabella Kwok.

Mayor Paras-Caracci asked if there was anyone in the audience who wished to speak on the matter. As there were none, Mayor Paras-Caracci closed the Public Hearing.

Ms. Kwok answered questions from Council pertaining to privies.

Cosgrove read by title Council Bill 19-O-02:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 18-03 WHICH WOULD ADD CHAPTER 6.13 "ONSITE WASTEWATER TREATMENT SYSTEMS" IN ITS ENTIRETY, TO TITLE 6 "HEALTH AND SANITATION" OF THE DUARTE MUNICIPAL CODE, ADOPTING BY REFERENCE COUNTY OF LOS ANGELES ORDINANCE NO. 2018-0037, RELATING TO PUBLIC HEALTH MONITORING AND ENFORCEMENT OF ONSITE WASTEWATER TREATMENT SYSTEMS (First Reading)

Fasana moved, Finlay seconded to introduce Council Bill 19-O-02 for first reading, and to approve and authorize the execution of the Memorandum of Understanding included in the staff report, and carried unanimously by the members who were present.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

FASANA: Attended the California Contract Cities Sacramento tour to visit with legislators, and inquired about the adjustment of the signal at Royal Oaks School (Hensley responded).

NUNEZ: Stated she will be participating in the homeless count this evening, and is looking forward to the upcoming City Council workshop.

Fasana and Nunez left the meeting to participate in the homeless count.

KANG: Discussed ingress/egress at Royal Oaks Academy, inquired about the signal (Hensley responded), and stated he was appointed to Water Education for Latino Leaders.

Finlay inquired if we have been in contact with JPIA regarding the signal (Hensley responded). Paras-Caracci asked that an item about the signal at Royal Oaks School be placed on the next Agenda for updates, comments, and feedback.

REILLY: Attended the Martin Luther King, Jr., event at the Performing Arts Center, she is looking forward to the completion of homes and the park on Third Street, attended the 2018 annual awards celebration for City employees, and thanked employees for their service.

FINLAY: Attended the Local Agency Formation Commission meeting, and the Contract Cities meeting at the L.A. Football Club stadium.

PARAS-CARACCI: Attended the Martin Luther King, Jr., event and the NAACP meeting/installation, congratulated City employees and Commissioners who received awards, and asked if the names and years of service of those who were recognized could be scrolled at the next Council Meeting.

ADJOURNMENT

The meeting was adjourned at 9:01 p.m. in memory of Greg Pettis, to the Strategic Planning Workshop (Adjourned Regular Meeting) on February 6, 2019, 8:00 a.m., City of Hope Visitor Center, North Room, 1500 Duarte Road, Duarte.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk

MINUTES

JOINT CITY COUNCIL/SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE ADJOURNED REGULAR MEETING – FEBRUARY 6, 2019

The City Council/Successor Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in an adjourned regular meeting at City of Hope Visitors Center, 1500 Duarte Road, Duarte, California, for the purpose of a strategic planning workshop.

CALL TO ORDER

The meeting was called to order at 8:48 a.m.

ATTENDANCE

The following were in attendance:

CITY COUNCIL

PRESENT: Fasana, Finlay, Kang, Nunez, Reilly, Urias,
Paras-Caracci

ABSENT: None

CITY STAFF: George, Petersen, Hensley, Enriquez,
Villalobos, Herrera, Pascua

CONSULTANT: Cynthia Kurtz, Management Partners

ADOPTION OF AGENDA

Kang moved, Fasana seconded to adopt the Agenda, and carried unanimously.

ORAL COMMUNICATIONS

There were none.

WORKSHOP Strategic Planning

During the course of the Strategic Planning Workshop, the Duarte City Council, City Manager, Deputy City Manager, and City Department Heads discussed visions, values, and future City projects, programs, and priorities.

ADJOURNMENT

Fasana moved, Reilly seconded to adjourn the strategic planning workshop at 2:43 p.m., and carried unanimously.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk

2/06/19



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7614	GRAND PRINTING INC	Council Business Cards	211860		677.58
100-1005-7614	THE HOUSE OF PRINTING INC	Bryan Urias Business Cards	211863		320.54
100-1005-7641	U.S. BANK	John Fasana 2019 Legislative Tour	159		550.00
100-1005-7647	LIZ REILLY	Meeting/Conference Expense Reimb	211883		166.44
100-1005-7647	U.S. BANK	Coffee/Conversation w/CC Reilly (Starbucks)	159		33.90
100-1005-7649	U.S. BANK	Jocelyn Nunez 2019 Council Member Academy	159		575.00
100-1010-7610	KAREN HERRERA	Meeting/Conference Expense Reimbursement	211862		319.57
100-1010-7610	U.S. BANK	Karen Herrera League Policy Mtg Airfare (Southwest	159		261.96
100-1010-7610	U.S. BANK	DG Working Lunch w/CC & Staff (Cabrera's)	159		66.36
100-1010-7610	U.S. BANK	City Manager Holiday Lunch Basket (Old Spaghetti)	159		50.00
100-1010-7610	U.S. BANK	Karen Herrera League Policy Mtg Hotel (Hotwire)	159		116.55
100-1010-7610	U.S. BANK	Darrell George Mtg w/Sheriff Parking (Athena Pkg)	159		20.00
100-1010-7612	MUNICIPAL CODE CORPORATION	Development Code Updates	211879		493.64
100-1010-7612	CITY CLERKS ASSOCIATION OF CALI	Membership Renewal 1/1/2019 - 1/1/2020	211798		130.00
100-1010-7614	STAMP-OUT	New CC Address Stamps	211891		73.45
100-1010-7650	U.S. BANK	Darrell George FasTrak Pass Replenish	159		40.00
100-1010-7651	EVANGELINA SANCHEZ	Actual Candidate Statement Printing	211805		-224.07
100-1010-7651	URIAS FOR WATER BOARD 2018 #1	Actual Candidate Statement Printing	211807		-448.14
100-1010-7651	DFM ASSOCIATES	2019 Elections Code	211812		56.84
100-1010-7980	U.S. BANK	Council Holiday Lunch Decorations (Dollar Tree)	159		24.09
100-1010-7980	U.S. BANK	Darrell George Mtg w/Manuel/ Cesar (Old Spaghetti)	159		47.03
100-1010-7980	U.S. BANK	Council Holiday Lunch Decorations (Big Lots)	159		39.42
100-1010-7980	U.S. BANK	Employee Breakfast Coffee (Starbucks)	159		50.85
100-1010-7980	U.S. BANK	Holiday Brunch w/Mgmt 12/17/18 (Janet's)	159		507.05
100-1010-7980	U.S. BANK	Council Christmas Lunch Decoration (Big Lots)	159		10.48
100-1010-7980	SMART & FINAL	Council Workshop Food 1/22/19	158		35.51
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 12/2018	211886		6,915.25
100-1015-7684	RUTAN & TUCKER LLP	Code Enforcement Legal 12/2018	211886		292.50
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications (Centurylink) Legal 12/2018	211886		561.20
100-1015-7686	RUTAN & TUCKER LLP	Enviro/Stormwater (NPDES) Litigation 12/2018	211886		3,120.00
100-1015-7686	RUTAN & TUCKER LLP	City of Hope Legal 12/2018	211886	201406-Legal Fees-City of Hope EIR Reim	64.00
100-1020-7710	LUDECKE PROPERTY MANAGEMEN	Chamber Lease 2/2019	211872		1,600.00
100-1020-7712	U.S. BANK	Facebook Ads	159		55.54
100-1020-7712	U.S. BANK	Hootsuite 1/2/19 - 2/1/19	159		14.99
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		115.00
100-1020-7980	HOME DEPOT CREDIT SERVICES	Annual Awards Burlap Wrap Planters	EFT07521		54.64
100-1205-7610	U.S. BANK	Mtg w/Captain Flores/CM 11/26/18 (Old Spaghetti)	156		60.88
100-1205-7614	U.S. BANK	Office Supplies (Target)	156		13.23
100-1205-7614	U.S. BANK	Office Supplies (Target)	156		13.10
100-1205-7614	U.S. BANK	Office Supplies (Dollar Tree)	156		36.78
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	211892		229.44
100-1205-7615	SECURITY LINES US	Remote Incident Viewing System	211887		8,365.80
100-1205-7650	MOUNTAIN VIEW TIRE & SERVICE I	Veh 24 Tires	211877		817.08
100-1205-7650	AUTOZONE	Veh 34 Remote Battery	211833		8.75
100-1205-7650	SIERRA CHRYSLER DODGE JEEP RA	Veh 29 PM Service	211889		94.26
100-1205-7655	T-MOBILE	Emergency Asset Tracking 12/21/18 - 1/20/19	211825		10.50
100-1205-7655	THOMSON REUTERS-WEST PUBLIS	Emergency Software 12/1/18 - 12/31/18	211806		148.53
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS AN	Citation Revenue Tax 12/2018	211895		7,187.50
100-1205-7761	DATA TICKET INC	Admin Citation Processing 12/2018	211848		576.59
100-1205-7761	DATA TICKET INC	Parking Citation Processing 12/2018	211848		1,795.18
100-1205-7762	CALE AMERICA	Way to Park Fees	211840		263.00
100-1205-7779	OLGALIVIER GARCIA	PS Intern Stipend	211858		100.00
100-1205-7779	AIDA TORRES	Skyzone Youth Trip	211898	201914-Youth Programs-Cal VIP	592.00

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7779	AIDA TORRES	Skyzone Youth Trip	211898		14.00
100-1205-7779	AIDA TORRES	Skyzone Youth Trip Dinner	211898		209.80
100-1205-7779	U.S. BANK	Youth Dinner 11/27/18 (Blaze Pizza)	156		105.50
100-1205-7779	U.S. BANK	Youth Dinner 12/16/18 (Fritto Misto)	156		224.02
100-1205-7779	U.S. BANK	Youth Trip 12/21/18 (Ontario Reign Tickets)	156	201914-Youth Programs-Cal VIP	530.00
100-1205-7779	U.S. BANK	Youth Ice Skating Trip 12/15/18 (Pasadena Ice)	156	201914-Youth Programs-Cal VIP	196.00
100-1205-7779	U.S. BANK	Ice Skating Rink Parking 12/15/18 (Modern Parking)	156		6.00
100-1205-7779	U.S. BANK	Knott's Ticket Return Postage (The UPS Store)	156		10.45
100-1205-7779	U.S. BANK	Local Harvest Food (Hong Kong Express)	156		16.71
100-1205-7779	U.S. BANK	Studio Movie Grill Tickets 12/18/18	156		136.50
100-1205-7779	U.S. BANK	Studio Movie Grill Tickets 11/27/18	156	201914-Youth Programs-Cal VIP	117.00
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Animal Shelter Services 12/2018	211846		1,637.90
100-1205-7780	CALIFORNIA ANIMAL WELFARE ASS	Animal Control 2019 Membership	211841		100.00
100-1205-7787	MOUNTAIN VISTA PLAZA	Public Safety Lease	211878		11,098.59
100-1205-7980	WALMART COMMUNITY/RFCSLLC	Tobacco Control Consumables	211827	201904-Other Exp-Tobacco Grant	95.92
100-1205-7980	AIDA TORRES	Tobacco Control Youth Education Uniforms	211898	201904-Other Exp-Tobacco Grant	599.50
100-1205-7980	AIDA TORRES	Tobacco Control Youth Education Consumables	211898	201904-Other Exp-Tobacco Grant	120.93
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	Case Management 9/1/18 - 12/20/18	211835	201914-Other Expenses-Cal VIP	11,100.47
100-1205-7980	U.S. BANK	A-Team Youth Trip Lunch 12/15/18 (Blaze Pizza)	156	201904-Other Exp-Tobacco Grant	105.01
100-1205-7980	U.S. BANK	Tobacco Control Program Givaways (Target)	156	201904-Other Exp-Tobacco Grant	20.00
100-1205-7980	U.S. BANK	Tobacco Surveillance Equipment (Amazon)	156	201904-Other Exp-Tobacco Grant	235.73
100-1205-7980	U.S. BANK	DART Dinner Meeting 12/20/18 (Magic Wok)	156	201904-Other Exp-Tobacco Grant	20.79
100-1205-7980	U.S. BANK	Tobacco Control Program Givaways/Consumables	156	201904-Other Exp-Tobacco Grant	100.00
100-1205-7980	U.S. BANK	Massage Sting Op Debrief Meeting 11/28/18 (Max's)	156		49.60
100-1205-7980	U.S. BANK	Tobacco Control Staff/Decoy Lunch (Tropicana Mkt)	156	201904-Other Exp-Tobacco Grant	101.98
100-1205-7980	U.S. BANK	Tobacco Control Merchandise (David's Silkscreen)	156	201904-Other Exp-Tobacco Grant	272.51
100-1205-7980	U.S. BANK	Massage Investigation Subscription (RubMaps.com)	156		19.95
100-1205-7980	U.S. BANK	Adobe Creative Cloud (Tobacco Ed Social Media)	156	201904-Other Exp-Tobacco Grant	39.99
100-1205-7980	U.S. BANK	Tobacco Control Program Givaways/Consumables	156	201904-Other Exp-Tobacco Grant	20.00
100-1205-7980	U.S. BANK	Youth Program Dinner 12/18/18 (Blaze Pizza)	156	201904-Other Exp-Tobacco Grant	129.43
100-1205-7980	U.S. BANK	Phone Chargers (Best Buy)	156		72.23
100-1205-7980	U.S. BANK	Red Ribbon Week Gift Card Prize (Rite Aid)	156	201904-Other Exp-Tobacco Grant	46.95
100-1205-7980	U.S. BANK	Umbrellas-COH Tree Lighting (Grocery Outlet)	156		35.12
100-1205-7980	U.S. BANK	Tobacco Control Meeting Lunch 11/28/18 (Tropicana)	156	201904-Other Exp-Tobacco Grant	54.99
100-1205-7980	U.S. BANK	Ice Cream Party for Red Ribbon Week (Target)	156	201904-Other Exp-Tobacco Grant	16.06
100-1205-7980	U.S. BANK	EOC Staff Training 12/11/18 (Janet's)	156		175.20
100-1205-7980	U.S. BANK	Tobacco Control Program Givaways/Consumables	156	201904-Other Exp-Tobacco Grant	20.00
100-1205-7980	U.S. BANK	Tobacco Control Program Givaways/Consumables	156	201904-Other Exp-Tobacco Grant	43.61
100-1205-7980	BRIAN VILLALOBOS	Coffee w/the Sheriff	211899		132.65
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	Tobacco Ed Program CBO 12/1/18 - 12/31/18	211836	201904-Other Exp-Tobacco Grant	4,441.77
100-1205-7980	SMART & FINAL	S Yard Breakroom Supplies	158		66.74
100-1211	MARGARET DIAMOND	Computer Loan	211850		3,000.00
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	211892		76.37
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	211892		102.46
100-1405-7650	WEX BANK	Fuel-Cmty Develop 12/1/18 - 12/31/18	EFT07497		44.00
100-1405-7965	LDM ASSOCIATES INC	FY19 Federal Grant Administration 12/2018	211871		200.00
100-1405-7965	KOA CORPORATION	Duarte CIP Program/Document 12/2018	211866		1,478.15
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2018	211885		2,850.00
100-1405-7969	RKA CONSULTING GROUP	Royal Oak Signal Engineering Srvcs 12/2018	211885	201725-Royal Oaks Signal-Cap Improvem	480.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Services 12/2018	211885		400.00
100-1405-7975	MOORE IACOFANO GOLTSMAN INC	duartetowncenter.com Website Hosting	211876		2,443.75
100-1405-7975	KOSMONT COMPANIES	Economic & Revenue Analysis Duarte Station 12/2018	211867		9,102.60
100-1410-7610	CASHIER DEPARTMENTOF PESTICID	Joshua Hernandez QAC Application	211811		140.00
100-1410-7650	WEX BANK	Fuel-CNG 12/1/18 - 12/31/18	EFT07497		92.22
100-1410-7650	KEN SORENSEN TOP SHOP INC	Veh 7 Headliner Replacement	211817		227.19
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 7 Battery	211868		166.44
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 12/2018	211894		145.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Street Sweeping 1/2019	211829		58.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Street Sweeping 1/2019	211829		58.00
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Citywide Graffiti Removal 12/2018	211896		559.05

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1410-7980	DUARTE PETTY CASH	Zagg Shields (3) & Installation (FS iPhones)	211800		94.17
100-1410-7980	MAXTREME INC	iPhone 8 Zagg Glass (FS)	160		35.33
100-1410-7980	MAXTREME INC	XR Phone Screen Protector (Mike Tarr)	160		46.29
100-1410-7980	SMART & FINAL	S Yard Breakroom Supplies	158		66.73
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Supplies	EFT07521		35.59
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		2,130.00
100-1605-7610	SMART & FINAL	Staff Training Supplies	158		18.36
100-1605-7614	STAPLES ADVANTAGE	Desk Pad	211892		47.40
100-1605-7614	STAPLES ADVANTAGE	Desk Pad	211892		47.40
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	211892		141.27
100-1605-7614	STAPLES ADVANTAGE	Credit for Invoice # 3398919502	211892		-47.40
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	211892		9.52
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	211892		9.63
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Cleaning Supplies	211814	201909- Duarte's Promise - America's Pro	10.95
100-1605-7728	SMART & FINAL	MLK Event Refreshments	158	201909- Duarte's Promise - America's Pro	20.22
100-1605-7728	RELATION INSURANCE	AmeriCorps Insurance 2/2019	211804	201909- Duarte's Promise - America's Pro	1,521.25
100-1605-7733	WALMART COMMUNITY/RFCSLLC	SC Candy Canes	211808		22.00
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Birthday Gifts	211814		48.85
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Supplies	211814		24.35
100-1605-7733	THEODORE SIEGEL	SC 'The Sting' Screening/Presentation	211823		150.00
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	211813		100.00
100-1605-7733	STAPLES ADVANTAGE	SC Batteries	211892		20.79
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	158		10.86
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	158		18.53
100-1605-7733	SMART & FINAL	SC Aluminum Foil/Cheesecakes for 1/15/19	158		156.38
100-1605-7735	WALMART COMMUNITY/RFCSLLC	TC MLK Event Supplies	211827		34.90
100-1605-7735	WALMART COMMUNITY/RFCSLLC	TC Snack Bar Supplies	211808		54.29
100-1605-7735	DUARTE RECREATION PETTY CASH	Teen Ctr Pizza	211814		39.35
100-1605-7735	DELONG UNLIMITED SCREEN PRINT	TC MLK Event T-Shirts	211849		191.63
100-1605-7741	WALMART COMMUNITY/RFCSLLC	Youth Sports First Aid Supplies	211808		102.89
100-1605-7741	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating 1/19/19	211890		108.00
100-1605-7741	SOUTHLAND SPORTS OFFICIALS	Basketball Officiating 1/26/19	211890		60.00
100-1605-7741	BSN SPORTS LLC	Basketball Equipment	211795		586.80
100-1605-7741	BSN SPORTS LLC	Basketballs	211795		89.75
100-1605-7980	DUARTE RECREATION PETTY CASH	CPR Snacks	211814		22.60
100-1605-7980	SMART & FINAL	Staff Training Supplies (2 Days)	158		67.72
100-1605-7980	SMART & FINAL	Staff Training Supplies (2 Days)	158		10.98
100-1605-7980	DUARTE PIZZA COMPANY	Staff Training Food 1/24/19 & 1/25/19	211852		545.40
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	211801		543.17
100-1610-7618	SMART & FINAL	Senior Ctr Hot Cups	158		62.87
100-1610-7618	HOME DEPOT CREDIT SERVICES	Shop/Building Supplies	EFT07521		154.87
100-1610-7618	LA PLUMBING SUPPLY INC	Plumbing Supplies	211869		105.63
100-1610-7618	HOME DEPOT CREDIT SERVICES	Return (Original Inv # 5084066)	EFT07521		-45.80
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pressure Washer Nozzle	EFT07521		24.06
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	EFT07521		168.13
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	EFT07521		27.00
100-1610-7618	SHAFFER AWARDS	Council Name Plates	211888		642.71
100-1610-7618	SMART & FINAL	Janitorial Supplies	158		320.67
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	EFT07521		213.88
100-1610-7618	HOME DEPOT CREDIT SERVICES	Pressure Washer Supplies	EFT07521		46.99
100-1610-7618	SMART & FINAL	Senior Ctr Hot Cups	158		34.93
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		1,243.40
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		188.82
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		240.01
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		141.18
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		587.32
100-1610-7618	MAINTEX INC	Janitorial Supplies	211874		563.11
100-1610-7618	MAINTEX INC	Trash Bags (Bus Stops/Parks)	211874	201803-Bldg Supplies-Beverage Container	396.44
100-1610-7618	GRAINGER	Duarte Sports Pk Field Light Timers	211859		503.23
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	211844		39.35

Council Warrant Register by Account

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	211844		89.35
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	211844		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	211844		35.00
100-1610-7652	MARCUS LEON BANKS SR	City Hall Spotlight Repair	211810		357.50
100-1610-7652	DUARTE GLASS COMPANY	SC Window Replacement	211851		1,264.00
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 2/1/19 - 2/28/19	211803		43.26
100-1610-7652	UNITED SITE SERVICES	Sports Park Portable Toilet 1/1/19 - 1/28/19	211826		101.23
100-1610-7652	ROSA PARADA	FC Cash Register Repair	211819		123.00
100-1610-7652	MONROVIA LOCK SHOP	City Hall Office Door Lock	211875		280.10
100-1610-7652	MONROVIA LOCK SHOP	Public Safety Door Lock Service Call	211875		120.00
100-1610-7652	MONROVIA LOCK SHOP	Public Safety Back Door Lock	211875		401.97
100-1610-7652	WESTERN EXTERMINATOR COMPA	CC Pest Control Services	211828		275.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	TC Pest Control Services	211828		60.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	SC Pest Control Services	211828		415.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	FC Pest Control Services	211901		220.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	CH Pest Control Services	211828		360.00
100-1610-7652	ALBERTOS PLUMBING	CC Kitchen Plumbing Repair	211831		220.00
100-1610-7652	ALBERTOS PLUMBING	SC Women's RR Repair	211831		550.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maintenance-CH/SC (3Mo)	211830		3,296.75
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maintenance-TC (3mo)	211830		1,001.50
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 1/2019	211856		132.00
100-1610-7652	STATE OF CALIFORNIA DEPARTMEN	SC Elevator Conveyance Fee (100765)	211824		225.00
100-1610-7652	JOSEPH A MARTINEZ	FC/CC Carpet Repair	211818		150.00
100-1805-7610	KRISTEN PETERSEN	Meeting/Workshop Exepense Reimbursement	211820		85.38
100-1805-7614	OFFICE SOLUTIONS INC	Office Supplies	211882		5.49
100-1805-7614	OFFICE SOLUTIONS INC	Office Supplies	211882		14.19
100-1810-7614	OFFICE SOLUTIONS INC	HR Printer Toner	211882		451.12
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 1/2019	211845		230.00
100-1810-7672	NEOGOV	Annual License Fee 2/15/19 - 2/14/20	211881		4,364.10
100-1810-7980	NAVIA BENEFIT SOLUTIONS	2019 Annual Participant Enrollment Fee	211880		78.00
100-1810-7980	NAVIA BENEFIT SOLUTIONS	2019 Plan Year Fee	211880		600.00
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 1/2019	211880		65.00
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 2/2019	211897		553.00
100-1815-7821	THE TECHNOLOGY DEPOT INC	Internet Filter Annual Maint 1/1/19 - 12/31/19	211897		1,885.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Srvcs 2/2019	211897		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Relocation Analysis	211897		90.00
100-1815-7965	MAXTREME INC	IT Helpdesk 1/2019	160		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 1/2019	160		200.00
100-1815-7980	MAXTREME INC	APC UPS Battery Backup/SanDisk Thumbdrive	160		144.52
100-1815-7980	MAXTREME INC	iTunes Gift Card App Purchases	160		30.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 2/2019	211897		567.60
100-1815-7980	THE TECHNOLOGY DEPOT INC	Relocate WiFi Access Point	211897		120.00
100-1820-7771	CALIFORNIA STREET LIGHTING	City Property Damage Repair	211842	DMGE037-Dmg to City Prop-	9,700.00
100-1825-7613	GRAND PRINTING INC	A/P Security Envelopes	211860		454.15
100-1825-7613	CANON SOLUTIONS AMERICA INC	Copier Paper	211797		211.44
100-1825-7613	CANON SOLUTIONS AMERICA INC	Copier Paper	211797		131.36
100-1825-7613	OFFICE SOLUTIONS INC	Copier Paper	211882		73.54
100-1825-7614	GRAND PRINTING INC	Manuel Enriquez Business Cards	211860		162.72
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 1/1/19 - 1/31/19	211796		399.67
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/SC/TC Copier Lease 1/1/19 - 1/31/19	211796		869.55
100-1825-7630	MAILFINANCE	Postage Machine 2/23/19 - 5/22/19	211873		354.14
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 12/1/18 - 12/31/18	211796		115.27
100-1825-7631	CANON SOLUTIONS AMERICA INC	CH (2) Copier Maint 12/16/18 - 1/15/19	211797		297.86
100-1825-7631	CANON SOLUTIONS AMERICA INC	SC Copier Maint 12/16/18 - 1/15/19	211797		43.22
100-1825-7631	CANON SOLUTIONS AMERICA INC	TC Copier Maint 12/16/18 - 1/15/19	211797		18.99
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	211861		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	211837		435.00
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	211834		218.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	211855		218.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	211865		435.00

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	211839		218.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838	250016-Oper of Acq Prop-1229 Pops Roa	41.67
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838	990002 - Oper of Acq Prop - Duarte Traile	41.67
100-1825-7980	SHRED-IT USA LLC	Document Shredding	211822		47.64
100-2120	EVANGELINA SANCHEZ	Candidate Statement Printing Deposit	211805		400.00
100-2120	URIAS FOR WATER BOARD 2018 #1	Candidate Statement Printing Deposit	211807		800.00
100-2120	NATALIE RIVAS	CC Rent Deposit Refund	211821		500.00
100-2121	MOORE IACOFANO GOLTSMAN INC	Duarte Station Specific Plan/EIR 12/2018	211876	201915-Duarte Station Specific Plan-Expe	8,168.14
100-2122	DIVISION OF THE STATE ARCHITECT	Disability Access Fee Q4 2018	211799		131.50
100-4204	DORA LOERA	Dog License Overpayment (Refund) 019-1627	211802		6.25
100-4204	DORA LOERA	Dog License Overpayment (Refund) 019-1628	211802		6.25
100-4302	ARMIDA ACOSTA	Citation Overpayment/Refund (DU020001207)	211809		60.00
100-4302	ARMIDA ACOSTA	Citation Overpayment/Refund (DU020001208)	211809		60.00
100-4302	BERNICE DUCICH	Citation Refund	211815		308.00
100-4302	JOHN M JACQUET	Citation Refund-Violation Dismissed	211816		60.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 1/2019	211853	250004 - Property Rent - Nextel Rent (Oti	1,645.10
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 2/2019	211853	250004 - Property Rent - Nextel Rent (Oti	1,645.10
100-5005	CALIFORNIA DEPT OF TAX & FEE AD	2018 SALES & USE TAX	EFT07520		72.00
Fund 100 - GENERAL FUND Total:					161,404.66

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number Vendor Name

Description (Item)

Payment No Project Key

Amount

Fund: 220 - GAS TAX FUN

220-2205-8100 RIGHT OF WAY INC

RO Traffic Signal Advance Warning

211884

201725-Royal Oaks Signal-Capital Improv

2,250.00

Fund 220 - GAS TAX FUN Total:

2,250.00

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7877	STATE OF CALIFORNIA DEPT OF TRA	Cal-Trans Signal Maintenance 10/1/18 - 12/31/18	211893		470.21
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maintenance 12/2018	211847		3,135.49
240-2410-7888	LANDSCAPE WAREHOUSE INC	Encanto Park Irrigation Repair	211870		983.47
240-2410-7906	WEST COAST ARBORISTS INC	Citywide Tree Maintenance 12/2018	211900		11,148.00
240-2410-7906	WEST COAST ARBORISTS INC	Citywide Tree Maintenance 1/1/19 - 1/15/19	211900		15,120.00
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		485.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		4,145.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		400.00
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Pkg Lot Sweeping 1/2019	211829		747.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		630.33
240-2430-7887	WEST COAST ARBORISTS INC	Grid Pruning (Duarte Mesa)	211900		3,672.00
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 1/2019	211838		500.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					55,212.24

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8060	FS CONTRACTORS INC	ADA Curb Ramps Project 19-1	211857	201912-Sidewalk Imprv-CDBG ADA Ramp	30,210.00
260-2605-8060	LDM ASSOCIATES INC	FY19 ADA Curb Ramps Grant Admin 12/2018	211871	201912-Sidewalk Imprv-CDBG ADA Ramp	600.00
260-2605-8070	ALL AMERICAN ASPHALT	Galen Street Improvement	211832	201825-Cap St Improv-Galen St Improv. Pr	13,102.40
260-2605-8070	LDM ASSOCIATES INC	FY19 Galen St Improvements CDBG Admin 12/2018	211871	201825-Cap St Improv-Galen St Improv. Pr	600.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					44,512.40

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Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7620	CANYON TIRE SALES INC	Bus 103 & 104 Tires	211843		4,083.49
440-4405-7620	CANYON TIRE SALES INC	Bus 102 & 103 Tires	211843		2,633.94
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 CHP Inspection/Wiper R/R	211868		380.23
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 CHP Inspection/Coolant Leak Repair	211868		860.85
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Batteries	211868		730.43
440-4405-7965	ELIE FARAH INC	Bus Stop Imp Project Design	211854		6,500.00
440-4405-7980	SMART & FINAL	S Yard Breakroom Supplies	158		66.73
Fund 440 - PROPOSITION A TRANSIT FUND Total:					15,255.67

Council Warrant Register by Account

Payment Dates: 01/23/2019 - 02/12/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 680 - Duarte Housing Authority					
680-6805-7965	KAREN WARNER ASSOCIATES INC	Affordable Housing Strategy	211864		2,025.00
Fund 680 - Duarte Housing Authority Total:					2,025.00
Grand Total:					280,659.97

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	161,404.66
220 - GAS TAX FUN	2,250.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	55,212.24
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	44,512.40
440 - PROPOSITION A TRANSIT FUND	15,255.67
680 - Duarte Housing Authority	2,025.00
Grand Total:	280,659.97

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7614	Office Supplies	998.12
100-1005-7641	Travel & Exp - Fasana	550.00
100-1005-7647	Travel & Exp - Reilly	200.34
100-1005-7649	Travel & Exp - Nunez	575.00
100-1010-7610	Travel, Mtgs & Conf	834.44
100-1010-7612	Publications and Dues	623.64
100-1010-7614	Office Supplies	73.45
100-1010-7650	Vehicle Maintenance	40.00
100-1010-7651	Election Services	-615.37
100-1010-7980	Other Expenses	714.43
100-1015-7680	City Attorney Legal	6,915.25
100-1015-7684	Code Enforcement Legal	292.50
100-1015-7686	Other Legal Services	3,745.20
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information	70.53
100-1020-7724	Post Office Parking	115.00
100-1020-7980	Other Expenses	54.64
100-1205-7610	Travel, Mtgs & Conf	60.88
100-1205-7614	Office Supplies	292.55
100-1205-7615	Emergency Supplies	8,365.80
100-1205-7650	Vehicle Maintenance	920.09
100-1205-7655	Emergency Services	159.03
100-1205-7761	Parking Ticket Collect	9,559.27
100-1205-7762	Parking Pass Kiosk Costs	263.00
100-1205-7779	Youth Programs	2,257.98
100-1205-7780	Animal Control	1,737.90
100-1205-7787	Public Safety Cntr Lease	11,098.59
100-1205-7980	Other Expenses	18,137.13
100-1211	Computer Loan Program	3,000.00
100-1405-7614	Office Supplies	178.83
100-1405-7650	Vehicle Maintenance	44.00
100-1405-7965	Professional Services	1,678.15
100-1405-7969	City Engineer	3,730.00
100-1405-7975	Economic Development	11,546.35
100-1410-7610	Travel, Mtgs & Conf	140.00
100-1410-7650	Vehicle Maintenance	485.85
100-1410-7656	Emergency Generator	145.00
100-1410-7810	Street Sweeping	116.00
100-1410-7814	Graffiti Removal	559.05
100-1410-7980	Other Expenses	278.11
100-1415-7916	Landscape-Sport Park	2,130.00
100-1605-7610	Travel, Mtgs & Conf	18.36
100-1605-7614	Office Supplies	207.82
100-1605-7728	Americorp's VIP Progra	1,552.42
100-1605-7733	Senior Center	551.76
100-1605-7735	Teen Center	320.17
100-1605-7741	Sports/Playground Progr	947.44

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7980	Other Expenses	646.70
100-1610-7617	Pool Chemicals	543.17
100-1610-7618	Building Supplies	5,619.45
100-1610-7636	Uniforms	198.70
100-1610-7652	Building Maint Services	9,596.31
100-1805-7610	Travel, Mtgs & Conf	85.38
100-1805-7614	Office Supplies	19.68
100-1810-7614	Office Supplies	451.12
100-1810-7660	Other Services	230.00
100-1810-7672	Neogov Program Costs	4,364.10
100-1810-7980	Other Expenses	743.00
100-1815-7821	Personal Computer Supp	2,438.00
100-1815-7830	Telephones	654.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	1,062.12
100-1820-7771	Repair Of City Property	9,700.00
100-1825-7613	Duplications And Photos	870.49
100-1825-7614	Office Supplies	162.72
100-1825-7630	Equipment Lease	1,623.36
100-1825-7631	Equipment Maintenance	475.34
100-1825-7674	Retiree Health Insurance	1,959.00
100-1825-7945	Operation Of Acq Prop	83.34
100-1825-7980	Other Expenses	47.64
100-2120	Refundable Deposits	1,700.00
100-2121	Pass Through Deposits	8,168.14
100-2122	Disability Access & Educ	131.50
100-4204	Animal Licenses	12.50
100-4302	Parking Citations	488.00
100-4408	Property Rental	3,290.20
100-5005	Taxable Sales	72.00
220-2205-8100	Other Capital Improvem	2,250.00
240-2405-7877	Electric-Traffic Signal	470.21
240-2405-7890	Repairs-Traffic Signal	3,135.49
240-2410-7888	Repairs-Citywide	983.47
240-2410-7906	Tree Trim-Citywide	26,268.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	4,630.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7810	Street Sweeping	747.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2430-7887	Repairs & Replacements	3,672.00
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8060	Sidewalk Improvements	30,810.00
260-2605-8070	Street Improvements (C	13,702.40
440-4405-7620	Tires	6,717.43
440-4405-7887	Repairs & Replacements	1,971.51
440-4405-7965	Professional Services	6,500.00
440-4405-7980	Other Expenses	66.73

Account Summary

Account Number	Account Name	Payment Amount
680-6805-7965	Professional Services	2,025.00
	Grand Total:	280,659.97

Project Account Summary

Project Account Key	Payment Amount
None	191,142.39
201406-Legal Fees-City of Hope EIR Reimb	64.00
201725-Royal Oaks Signal-Cap Improvements	480.00
201725-Royal Oaks Signal-Capital Improvementts	2,250.00
201803-Bldg Supplies-Beverage Container Recycle	396.44
201825-Cap St Improv-Galen St Improv. Project	13,702.40
201904-Other Exp-Tobacco Grant	6,485.17
201909- Duarte's Promise - America's Promise Exp	1,552.42
201912-Sidewalk Imprv-CDBG ADA Ramp Proj	30,810.00
201914-Other Expenses-Cal VIP	11,100.47
201914-Youth Programs-Cal VIP	1,435.00
201915-Duarte Station Specific Plan-Expense	8,168.14
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,290.20
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
DMGE037-Dmg to City Prop-	9,700.00
Grand Total:	280,659.97



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 01/23/2019 - 02/12/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
160	2/12/2019	4286	MAXTREME INC			9,156.14
	13387	IT Helpdesk 1/2019		100-1815-7965		8,700.00
	13387	Crash Plan Recovery 1/2019		100-1815-7980		200.00
	13388	iPhone 8 Zagg Glass (FS)		100-1410-7980		35.33
	13388	iTunes Gift Card App Purchases		100-1815-7980		30.00
	13388	APC UPS Battery Backup/SanDisk Thu		100-1815-7980		144.52
	13389	XR Phone Screen Protector (Mike Tarr		100-1410-7980		46.29
211832	2/12/2019	3655	ALL AMERICAN ASPHALT			13,102.40
	182516	Galen Street Improvement		260-2605-8070	201825-Cap St Improv-Galen St Improv. Project	13,102.40
211835	2/12/2019	5155	BOYS & GIRLS CLUBS OF THE FOOTHILLS			11,100.47
	122018	Case Management 9/1/18 - 12/20/18		100-1205-7980	201914-Other Expenses-Cal VIP	11,100.47
211838	2/12/2019	3889	BRIGHTVIEW LANDSCAPE SERVICES INC			22,264.41
	6112330	Landscape Maintenance 1/2019		100-1020-7724		115.00
	6112330	Landscape Maintenance 1/2019		100-1415-7916		2,130.00
	6112330	Landscape Maintenance 1/2019		100-1825-7945	250016-Oper of Acq Prop-1229 Pops Road	41.67
	6112330	Landscape Maintenance 1/2019		100-1825-7945	990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
	6112330	Landscape Maintenance 1/2019		240-2410-7915		7,500.00
	6112330	Landscape Maintenance 1/2019		240-2410-7917		4,145.00
	6112330	Landscape Maintenance 1/2019		240-2410-7917		485.00
	6112330	Landscape Maintenance 1/2019		240-2420-7914		345.16
	6112330	Landscape Maintenance 1/2019		240-2421-7914		1,300.00
	6112330	Landscape Maintenance 1/2019		240-2422-7914		480.58
	6112330	Landscape Maintenance 1/2019		240-2423-7914		900.00
	6112330	Landscape Maintenance 1/2019		240-2424-7914		550.00
	6112330	Landscape Maintenance 1/2019		240-2425-7914		400.00
	6112330	Landscape Maintenance 1/2019		240-2426-7914		180.00
	6112330	Landscape Maintenance 1/2019		240-2427-7914		630.33
	6112330	Landscape Maintenance 1/2019		240-2431-7914		800.00
	6112330	Landscape Maintenance 1/2019		240-2432-7914		835.00
	6112330	Landscape Maintenance 1/2019		240-2433-7914		530.00
	6112330	Landscape Maintenance 1/2019		240-2434-7914		355.00
	6112330	Landscape Maintenance 1/2019		240-2435-7914		500.00
211842	2/12/2019	5869	CALIFORNIA STREET LIGHTING			9,700.00
	257	City Property Damage Repair		100-1820-7771	DMGE037-Dmg to City Prop-	9,700.00
211843	2/12/2019	4961	CANYON TIRE SALES INC			6,717.43
	20047244	Bus 103 & 104 Tires		440-4405-7620		4,083.49
	20047255	Bus 102 & 103 Tires		440-4405-7620		2,633.94
211854	2/12/2019	5873	ELIE FARAH INC			6,500.00
	2-DUA 18-46	Bus Stop Imp Project Design		440-4405-7965		6,500.00
211857	2/12/2019	5406	FS CONTRACTORS INC			30,210.00
	2490	ADA Curb Ramps Project 19-1		260-2605-8060	201912-Sidewalk Imprv-CDBG ADA Ramp Proj	30,210.00
211867	2/12/2019	5256	KOSMONT COMPANIES			9,102.60
	18-0162-002	Economic & Revenue Analysis Duarte		100-1405-7975		9,102.60
211876	2/12/2019	5454	MOORE IACOFANO GOLTSMAN INC			10,611.89
	0056829	Duarte Station Specific Plan/EIR 12/2		100-2121	201915-Duarte Station Specific Plan-Expense	8,168.14
	0056945	duartetowncenter.com Website Hosti		100-1405-7975		2,443.75

Council Warrant Register Over \$5000

Payment Dates: 01/23/2019 - 02/12/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
211878	2/12/2019 2/2019	2461 Public Safety Lease	MOUNTAIN VISTA PLAZA	100-1205-7787		11,098.59 11,098.59
211886	2/12/2019	0196	RUTAN & TUCKER LLP			10,952.95
	828372	General City Attorney (Retainer) 12/2		100-1015-7680		6,915.25
	828373	Code Enforcement Legal 12/2018		100-1015-7684		292.50
	828374	Telecommunications (Centurylink) Le		100-1015-7686		561.20
	828375	Enviro/Stormwater (NPDES) Litigation		100-1015-7686		3,120.00
	828376	City of Hope Legal 12/2018		100-1015-7686	201406-Legal Fees-City of Hope EIR Reimb	64.00
211887	2/12/2019	6007	SECURITY LINES US			8,365.80
	1486	Remote Incident Viewing System		100-1205-7615		8,365.80
211895	2/12/2019	3661	SUPERIOR CT OF CAL CO OF LOS ANGELES			7,187.50
	11519	Citation Revenue Tax 12/2018		100-1205-7761		7,187.50
211900	2/12/2019	1521	WEST COAST ARBORISTS INC			29,940.00
	143756	Citywide Tree Maintenance 12/2018		240-2410-7906		11,148.00
	143909	Grid Pruning (Duarte Mesa)		240-2430-7887		3,672.00
	144208	Citywide Tree Maintenance 1/1/19 -		240-2410-7906		15,120.00
EFT07496	1/25/2019	2715	SOUTHERN CALIFORNIA EDISON			13,160.04
	12519	SCE-St Lights 12/1/18 - 1/1/19		240-2405-7876		13,160.04
Payment Total:						209,170.22

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	89,604.28
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	63,036.11
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	43,312.40
440 - PROPOSITION A TRANSIT FUND	13,217.43
Grand Total:	209,170.22

Account Summary

Account Number	Account Name	Payment Amount
100-1015-7680	City Attorney Legal	6,915.25
100-1015-7684	Code Enforcement Legal	292.50
100-1015-7686	Other Legal Services	3,745.20
100-1020-7724	Post Office Parking	115.00
100-1205-7615	Emergency Supplies	8,365.80
100-1205-7761	Parking Ticket Collect	7,187.50
100-1205-7787	Public Safety Cntr Lease	11,098.59
100-1205-7980	Other Expenses	11,100.47
100-1405-7975	Economic Development	11,546.35
100-1410-7980	Other Expenses	81.62
100-1415-7916	Landscape-Sport Park	2,130.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	374.52
100-1820-7771	Repair Of City Property	9,700.00
100-1825-7945	Operation Of Acq Prop	83.34
100-2121	Pass Through Deposits	8,168.14
240-2405-7876	Electric-Citywide	13,160.04
240-2410-7906	Tree Trim-Citywide	26,268.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	4,630.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2430-7887	Repairs & Replacements	3,672.00
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8060	Sidewalk Improvements	30,210.00
260-2605-8070	Street Improvements (C	13,102.40
440-4405-7620	Tires	6,717.43
440-4405-7965	Professional Services	6,500.00
Grand Total:		209,170.22

Project Account Summary

Project Account Key	Payment Amount
None	136,741.87
201406-Legal Fees-City of Hope EIR Reimb	64.00
201825-Cap St Improv-Galen St Improv. Project	13,102.40
201912-Sidewalk Imprv-CDBG ADA Ramp Proj	30,210.00
201914-Other Expenses-Cal VIP	11,100.47
201915-Duarte Station Specific Plan-Expense	8,168.14

Project Account Summary

Project Account Key	Payment Amount
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
DMGE037-Dmg to City Prop-	9,700.00
Grand Total:	<u>209,170.22</u>

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, REPEALING AND REPLACING CHAPTER 6.10 OF THE DUARTE MUNICIPAL CODE (MCA 18-04) REGARDING DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE

WHEREAS, the City Council of the City of Duarte is committed to protecting the public health, safety, welfare, and environment; and

WHEREAS, in order to meet these goals, it is necessary that the City promote the reduction of solid waste and reduce the stream of solid waste going to landfills; and

WHEREAS, under California law as embodied in the California Waste Management Act (California Public Resources Code Sections 40000 et seq.), also known as AB 939, the City is required to prepare, adopt and implement recycling and waste prevention programs to reach diversion goals, and is required to make substantial reductions in the volume of waste materials going to landfill, under the threat of penalties of \$10,000 per day; and

WHEREAS, the State of California enacted Senate Bill 1374 which requires cities to adopt regulations to mandate the diversion of construction and demolition waste in order to remain in compliance with AB 939 materials from the state's landfills and submit appropriate findings summarizing its progress of diverting these materials from disposal; and

WHEREAS, on June 22, 2004, the City Council of the City of Duarte approved Ordinance No. 774 establishing regulations for the City to mandate diversion and construction waste; and

WHEREAS, the State of California approved the 2016 CALGreen requirements which amends the criteria of the municipalities' construction and demolition programs and increases the percentage of material that is required to be diverted from landfills; and

WHEREAS, the City's commitment to the reduction of waste and to comply with State law requires the amendment of the existing program for recycling and salvaging construction and demolition materials; and

WHEREAS, the City Council of the City of Duarte finds and determines that the public interest, health, safety, and welfare will be best served if construction and demolition debris is diverted from landfill disposal for appropriate processing and that the diversion be monitored by the City.

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

SECTION 1. REPEAL AND REPLACEMENT OF THE LANGUAGE OF CHAPTER 6.10.

The City of Duarte Municipal Code is hereby repealing the existing language of Chapter 6.10 and replacing it with new language within chapter 6.10 to Title 6, "Health and Sanitation," and the new language is as follows:

CHAPTER 6.10

DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE

6.10.010	Declaration of Purpose
6.10.020	Definitions
6.10.030	Covered and Non-Covered Projects
6.10.040	Minimum Construction and Demolition Diversion Requirements
6.10.050	Waste Management and Diversion Plan Required
6.10.060	Security Deposit Required
6.10.070	Review of C&D Diversion Plan
6.10.080	On-Site Practices
6.10.090	Construction and Demolition Waste Diversion and Disposal Report Required
6.10.100	Refund of Security Deposit
6.10.110	Forfeiture of Security Deposit
6.10.120	City Certified C&D Processing Facilities
6.10.130	Administrative Fee
6.10.140	Appeals
6.10.150	Violations

6.10.010 - Declaration of Purpose.

The purpose of this chapter is to promote the diversion of construction and demolition waste in order to protect the public health, safety and welfare and to meet the City's obligations under the California Waste Management Act (Cal. Pub. Res. Code § 40000 *et seq.*).

6.10.020 - Definitions.

For the purpose of this chapter, the following definitions shall apply:

- (a) "Applicant" means any individual, firm, limited liability company, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, contractor, subcontractor, or any other person or entity whatsoever who is required to apply to the City for the applicable permits to undertake any construction or demolition, as herein defined, project within the city.
- (b) "C&D compliance official" means the Community Development Director or one or more persons designated by the Community Development Director as authorized and responsible for implementing this chapter.

- (c) "City-certified C&D processing facility" means a recycling, processing, composting, materials recovery, or re-use facility for which the C&D compliance official has issued a certification.
- (d) "Conditioned Space" means a space in a building that is either mechanically heated or cooled.
- (e) "Construction" means the building, rehabilitation, remodeling, renovation, repair, or landscaping of any land, improvement, facility, or structure, or any paved or covered surface, or any portion of the foregoing, including any tenant improvements to an existing facility or structure.
- (f) "Construction and demolition waste" or "C&D waste" means (1) all waste building materials resulting from construction or demolition operations as such waste is defined in subdivision (e) of Section 17381 of Title XIV of the California Code of Regulations, and (2) to the extent not included within the definition set forth in clause (1), also (a) building materials including, but not limited to, wood, lumber, asphalt, concrete, rock, stone, brick, metal, glass, gypsum, and wall board; (b) wood materials including, but not limited to, any and all dimensioned lumber, fencing, or construction wood that is not chemically treated, creosoted, chromated copper arsenate (CCA) pressure treated, contaminated, or painted; (c) vegetative and landscape materials including, but not limited to, trees, tree parts, tree remains, shrubs, stumps, rocks, logs, brush or any other type of plants; (d) metals including, but not limited to, all metal scrap such as pipes, siding, window frames, door frames, garage doors, and fences; (e) roofing materials including, but not limited to, wood shingles and asphalt-, stone-, and slate-based roofing materials; (f) asphaltic or concrete materials used in paving of parking lots, roadways, and other surfaces; and (g) salvageable materials including, but not limited to, wallboard, doors, windows, fixtures, toilets, sinks, bathtubs, hardware, and appliances.
- (g) "Construction and demolition waste diversion and disposal report" or "C&D disposal report" shall have the meaning set forth in section 6.10.090 of this chapter.
- (h) "Covered project" shall have the meaning set forth in section 6.10.030 of this chapter.
- (i) "Demolition" means the decimating, razing, ruining, scraping, tearing down, removing, or wrecking of any land, facility, improvement, structure, building, pavement, wall, or fence, whether in whole or in part, whether interior or exterior.
- (j) "Divert", "diverted," or "diversion" means to recycle, reuse, or salvage, or a combination of recycling, reusing, and salvaging, C&D waste to avoid disposal in a landfill or transformation facility.
- (k) "Non-covered project" shall have the meaning set forth in section 6.10.030 of this chapter.

- (l) “Recycle” and “reuse” means the process of collecting, sorting, treating, and reconstituting C&D waste, that would otherwise be disposed of in a landfill, for use as raw material for new, reused, or reconstituted products which meet industry standards.
- (m) “Salvage” means the controlled removal or materials from a project for the purpose of reuse, or for storage for later reuse.
- (n) “Security deposit” means the deposit required as security for performance for covered projects to ensure that the applicant complies with the requirements of this chapter.
- (o) “Waste management and diversion plan” or “C&D diversion plan” shall have the meaning set forth in section 6.10.050 of this chapter.

6.10.030 - Covered and Non-Covered Projects.

- (a) Covered Projects: Except as specifically exempted pursuant to subsection B of this section, all construction and demolition projects within the city are projects to which the requirements of this chapter apply and are deemed “covered projects,” including, but not limited to, projects within the city requiring a building, demolition, grading, encroachment, or other permit. Concurrent permits at the same site shall be considered “one” covered project.
- (b) Non-Covered Projects: The following shall not constitute covered projects for purposes of this chapter:
 - (1) Alterations to existing residential structures where the building’s conditioned area, volume, or size is not increased.
 - (2) Seismic tie-down projects.
 - (3) Non-permitted structures.
 - (4) Projects that do not require a building permit.
 - (5) Demolition of 100 square-feet or less of hardscape
 - (6) Installation of pre-fabricated accessories such as signs or antennas where no structural building modifications are required.
 - (7) Other projects that the C&D compliance official determines shall produce no, or only a de minimis quantity of, C&D waste.
 - (8) Emergency demolition projects required to protect the public health or safety as determined by the C&D compliance official.
 - (9) Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required.

- (c) Application for Exemption: In order for an applicant to receive a determination that a project is a non-covered project on the grounds that the project falls within one of the exempt categories set forth in subdivision B, the applicant shall submit an application for exemption, on a form created by the C&D compliance official who shall grant the exemption request if the otherwise covered project meets one or more of the exemptions set forth in subdivision B of this section.

6.10.040 - Minimum Construction and Demolition Diversion Requirements.

Every applicant shall divert from the landfills or disposal sites a minimum of sixty-five percent (65%), measured by weight, of all C&D waste generated as a result of any covered project.

6.10.050 - Waste Management and Diversion Plan Required.

- (a) Every applicant shall, as part of an application for an applicable permit for the covered project, and as a condition precedent to the issuance of a building, demolition, grading, encroachment, or other permit for any covered project, complete and submit to the C&D compliance official a waste management and diversion plan ("C&D diversion plan") on a form prescribed by the city.
- (b) The C&D compliance official is authorized to create guidelines setting forth the information to be included in a C&D diversion plan, as well as the form thereof. At a minimum, the C&D diversion plan shall delineate all of the following:
- (1) The C&D waste to be generated by the covered project.
 - (2) The estimated weight of C&D waste to be generated by the covered project, listed by material types.
 - (3) The estimated weight of C&D waste to be generated by the covered project to be diverted, listed by material types.
 - (4) The facility or facilities to which C&D waste will be taken, listed by material types.
 - (5) The estimated weight of C&D waste generated by the covered project that will be not be diverted (e.g., landfilled), listed by material types.

6.10.060 - Security Deposit Required.

Except as otherwise specified in this chapter, every applicant shall, as part of the application for a building, demolition, grading, encroachment, or other permit for a covered project, post a security deposit with the city in the amount set forth by resolution of the city council. The security deposit shall be remitted at the same time the permit application is filed, and shall be in the form of cash or cash equivalent, such as a cashier's check, money order, or credit card payment to the city.

6.10.070 - Review of C&D Diversion Plan.

- (a) Notwithstanding any other provision of this chapter, no building, demolition, grading, encroachment, or other permit shall be issued by the city for any covered project prior to approval of the C&D diversion plan by the C&D compliance official. Approval shall not be required if an emergency demolition is required to protect public health or safety in accordance with section 6.10.030(b)(8) of this chapter.
- (b) The C&D compliance official shall approve a C&D diversion plan only if:
 - (1) The C&D diversion plan provides all the information set forth in section 6.10.050 and complies with all guidelines as may be established by the C&D compliance official; and,
 - (2) The applicant has paid the security deposit required by section 6.10.060.

6.10.080 - On-Site Practices

- (a) During the covered project, the applicant shall divert the required percentages of C&D waste and keep records thereof in weight or in other measurements that can be converted to weight. The C&D compliance official, or authorized designee, may monitor and evaluate all or selected covered projects to gauge the percentage of materials diverted.
- (b) Diversion shall be measured separately with respect to the demolition segment and the construction segment of a project where both demolition and construction are involved. To the maximum extent feasible, the applicant shall provide for on-site separation of scrap wood and clean green waste in a designated debris box or boxes to permit chipping and mulching for soil enhancement or land cover purposes. To protect chipping and grinding machinery, metal and other materials which cannot be chipped or ground shall not be placed in such boxes. On-site separation shall be undertaken for wallboard to the extent feasible.
- (c) All onsite roll-off containers must be provided by the city's solid waste and recyclable hauling contractor.
- (d) Applicants shall make every structure planned for demolition available for salvage, recycling, and reuse prior to demolition and to recover the maximum feasible amount of salvageable, recyclable, and reusable materials prior to demolition. Salvaged, recyclable, or reusable materials from the demolition shall be counted towards the diversion requirements of this chapter.

6.10.090 - Construction and Demolition Waste Diversion and Disposal Report Required.

- (a) Within sixty (60) days following the completion of a covered project, the applicant shall, as a condition precedent to the final inspection, issuance of any certificate of occupancy, and the release of the applicant's security deposit (less the administrative fee), submit to the C&D compliance official a construction and demolition waste diversion and disposal report ("C&D disposal report") confirming the applicant's compliance with the requirements of its C&D diversion plan.

- (b) The C&D compliance official is authorized to create guidelines setting forth the information to be included in a C&D disposal report, as well as the form thereof. At a minimum, the C&D disposal report shall contain all of the following:
 - (1) The actual weight of C&D waste generated by the covered project that was diverted, by material type, the diversion method utilized, and the actual weight of C&D waste that was not diverted, supported by evidence deemed reasonably satisfactory by the C&D compliance official to demonstrate the accuracy of the information supplied (such as originals or photocopies of receipts and weight tags or other records of measurement from recycling companies, contractors and/or landfill and disposal companies).
 - (2) The identity of any processing facility utilized to divert C&D waste generated at the covered project.
 - (3) Any barriers encountered that prevented diversion of C&D waste.
 - (4) Any recommended actions that would further the efforts to divert C&D waste.
- (c) If the covered project involves both demolition and construction, the C&D disposal report and supporting documentation for the demolition component shall be submitted to, and approved by, the C&D compliance official before issuance of the building permit for the construction component.
- (d) The security deposit posted pursuant to section 6.10.060 shall be forfeited if the applicant does not timely meet the reporting requirements of this section, and the requirements of this section shall remain applicable notwithstanding such forfeiture of the security deposit.

6.10.100 - Refund of Security Deposit.

- (a) The C&D compliance official shall authorize the refund of a security deposit in the following circumstances:
 - (1) if the C&D compliance official determines the security deposit was erroneously collected by the city;
 - (2) if the building, demolition, grading, encroachment, or other permit application for the covered project is withdrawn or cancelled before any work has begun; or
 - (3) if the applicant timely submits the C&D disposal report and supporting documentation in compliance with section 6.10.090, demonstrating the sixty-five percent (65%) minimum diversion requirement set forth in Section 6.10.040 has been met.

- (b) The C&D compliance official may authorize a partial refund of a security deposit if the applicant timely submits the C&D disposal report in compliance with the requirements of section 6.10.090, but less than the minimum diversion requirement is met. The partial refund shall not exceed a percentage of the security deposit that is equal to the demonstrated diversion rate for C&D waste generated by the covered project.
- (c) The C&D compliance official may return all of the security deposit if the sixty-five percent (65%) minimum diversion requirement of Section 6.10.040 is not met, but the C&D compliance official has determined that the applicant has demonstrated a good faith effort to comply with the requirements of this chapter, and was prevented from doing so by factors not caused by, and outside the control of, the applicant. The C&D compliance official may consider information submitted by the applicant, including the availability of markets for the C&D waste that was not diverted, the size and type of the covered project, the documented efforts of the applicant to divert C&D waste, and barriers to diversion encountered by the applicant.
- (d) If a covered project involves both demolition and construction, and if the applicant does not meet the sixty-five percent (65%) minimum diversion requirement for the demolition phase, the C&D compliance official may, as an alternative to the other remedies set forth in this chapter, and as a prerequisite to the return of the security deposit, require a diversion rate for the construction phase of the covered project which is high enough to ensure that the combined diversion rate for entirety of the covered project (i.e., both demolition and construction) meets the sixty-five percent (65%) minimum diversion requirement.

6.10.110 - Forfeiture of Security Deposit.

If the C&D compliance official determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to timely submit a complete and accurate C&D disposal report including supporting documentation, the deposit shall be forfeited to the city.

6.10.120 - City Certified C&D Processing Facilities.

- (a) The C&D compliance official may promulgate regulations and procedures to certify a facility as a city-certified C&D processing facility. Such regulations and procedures, if promulgated by the C&D compliance official, shall, at a minimum require the owner or operator of the facility to demonstrate to the reasonable satisfaction of the C&D compliance official:
 - (1) that the facility will be able to obtain a diversion rate of not less than sixty-five percent (65%) for all C&D waste delivered to it from covered projects in the city; and
 - (2) that the facility will provide documentation satisfactory to the C&D compliance official, at such intervals as the C&D compliance official may require, demonstrating a diversion rate of not less than sixty-five percent (65%) has been achieved for all C&D waste delivered to it from covered projects in the city.

- (b) If the C&D compliance official promulgates regulations and procedures regarding the city certification of processing facilities, the city may impose an application fee to cover the cost of the C&D compliance official's review of and processing of such application. Any such application fee shall be set by resolution of the city council.
- (c) Any city certification issued shall have a maximum term of one (1) year and may be renewed by the owner or operator of the processing facility upon application to the C&D compliance official.
- (d) The C&D compliance official may revoke any certification granted pursuant to the regulations.
- (e) The city shall make available to each applicant a list of city-certified C&D processing facilities, if any.
- (f) Notwithstanding anything in this section 6.10.120 to the contrary, nothing herein shall require the C&D compliance official to promulgate regulations and procedures for certifying processing facilities as city-certified processing facilities, or require the city to certify any processing facility as a city-certified processing facility.

6.10.130 - Administrative Fee.

As a part of an application for, and as a condition precedent to the issuance of, any building, demolition, grading, encroachment, or other for a covered project, the applicant shall pay to the city a cash fee sufficient to compensate the city for all expenses incurred in reviewing administering this chapter, including reviewing the C&D diversion plan and C&D disposal report. The amount of this fee shall be set forth in a resolution of the city council. The administrative fee shall be deducted from the deposit and shall not be returned or refunded to the applicant. The administrative fee shall be waived for any covered project in which one hundred percent (100%) of the C&D waste is removed from the site by the city's franchised waste hauler.

6.10.140 - Appeals.

The applicant or any interested person may appeal in writing to the city manager any decision of the C&D compliance official. Notice of any appeal from the decision of the C&D compliance official must be filed in writing with the city manager's office within ten (10) calendar days of the date of the decision being appealed. The written notice of appeal shall set forth in concise language the particular decision or decisions complained of and the reason why the person feels aggrieved thereby. Failure to file a written notice of appeal within the time prescribed herein shall constitute a waiver of any objection to the decision(s) of the C&D compliance official and such decision(s) shall be final. In the event of a timely appeal in accordance with the requirements of this section, the decision of the city manager shall be final. The fee for any appeal authorized herein shall be as set forth by resolution of the city council.

6.10.150 - Violations.

- (a) Any person violating any provision of this chapter shall be subject to the provisions of Title 1 of the Duarte Municipal Code. Violations may also be enforced by civil action including an action for injunctive relief. City may recover is legal costs, including but not limited to its attorneys' fees, in any action to enforce provisions of this chapter.
- (b) Where the violation is the failure to achieve the sixty-five percent (65%) minimum diversion requirement and the C&D waste from the covered project has already failed to have been diverted, the violation shall be deemed to have ceased after a period of ten (10) days.

SECTION 2. CEQA DETERMINATION

In adopting this Resolution, the Planning Commission finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the Section 15308, relating to "Actions by Regulatory Agencies for Protection of the Environment", which exempts regulatory activities associated with protecting the environment and this project falls under this exemption category since its implementation will result in the reduction in waste that will be deposited in landfills that will contribute the the reduction in the need for new land resources to be used for waste deposition purposes. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2019.

Mayor Tzeitel Paras-Caracci

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. _____ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the _____ day of _____, 2019, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

Date: February 12, 2019

To: Mayor and Duarte City Council

From: Yesenia Serna, Community Development Technician

Subject: **Ordinance 19-O-02 (second reading)** – Adoption of Ordinance adding Chapter 6.13 (Onsite Wastewater Treatment Systems) to Title 6 (Health and Sanitation) of the Duarte Municipal Code (MCA 18-03)

At its January 22, 2018 meeting, the City Council considered Municipal Code Amendment 18-03 at a notified public hearing and introduced Ordinance 19-O-02 to add Chapter 6.13 (Onsite Wastewater Treatment Systems) to Title 6 (Health and Sanitation) of the Duarte Municipal Code. Chapter 6.13 adopts by reference County of Los Angeles Ordinance No. 2018-0037, relating to Public Health monitoring and enforcement of onsite wastewater treatment systems. Adopting the County LAMP by reference and entering into the MOU would comply with the regulations established by the State Water Resource Control Board and allow the permitting and regulation of septic systems to continue as it exists currently. Council voted unanimously to introduce Ordinance 19-O-02.

Staff recommends adoption of the attached Ordinance for second reading. If adopted, Ordinance 19-O-02 will become effective 30 days from the date of adoption.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADOPTING MUNICIPAL CODE AMENDMENT 18-03 WHICH WOULD ADD CHAPTER 6.13 "ONSITE WASTEWATER TREATMENT SYSTEMS" IN ITS ENTIRETY, TO TITLE 6 "HEALTH AND SANITATION" OF THE DUARTE MUNICIPAL CODE, ADOPTING BY REFERENCE COUNTY OF LOS ANGELES ORDINANCE NO. 2018-0037, RELATING TO PUBLIC HEALTH MONITORING AND ENFORCEMENT OF ONSITE WASTEWATER TREATMENT SYSTEMS

WHEREAS, the State of California adopted Assembly Bill 885 in September 2000, to require the State Water Resources Control Board to adopt specific regulations or standards for the permitting and operation of onsite wastewater treatment systems (OWTS); and

WHEREAS, the State Water Resources Control Board adopted the Water Quality Control Plan for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment; and

WHEREAS, the OWTS Policy establishes low risk siting and design requirements for OWTS subject to the OWTS Policy and authorizes local agencies to submit a Local Agency Management Program (LAMP) to the Regional Water Quality Control Board for approval of alternate methods of siting and design to achieve the same purpose; and

WHEREAS, the Los Angeles Regional Water Quality Control Board has reviewed the County of Los Angeles' LAMP, determined that it meets the requirements of the OWTS Policy, and approved the County's LAMP on May 21, 2018 for those areas within both the Los Angeles and Lahontan Regional Water Quality Control Boards, and as a result has granted a conditional waiver of waste discharge requirements for all OWTS complying with the LAMP; and

WHEREAS, the Los Angeles County Board of Supervisors approved Ordinance 2018-0037 on October 2, 2018, effective November 1, 2018, to implement the requirements of the LAMP; and

WHEREAS, the County of Los Angeles, Department of Public Health (DPH) operates a program for the approval of the siting, design, operation and maintenance of OWTS for individual residences within its Environmental Health Division and has adequate staffing and technical knowledge to meet the requirements of the OWTS Policy; and

WHEREAS, under the 2018 Memorandum of Understanding (MOU) between the County of Los Angeles, Department of Public Health and the City of Duarte Regarding Onsite Wastewater Treatment Systems, as condition of the County regulating OWTS within Duarte, the City is required to directly or by reference adopt into its Municipal Code County of Los Angeles Ordinance 2018-0037, and the MOU shall not be effective until such ordinance is effective; and

WHEREAS, notice of a public hearing of the City Council on the proposed Municipal Code Amendment 18-3 were given in accordance with applicable law; and

WHEREAS, on January 22, 2019, the City Council of the City of Duarte held a duly noticed public hearing on the proposed Municipal Code Amendment 18-3, and related environmental review. At the public hearing the City Council received and independently considered the staff report and all of the information, evidence, and testimony presented in connection with the foregoing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION 1. CHAPTER 6.13 ADDED IN ITS ENTIRETY

Add Chapter 6.13 "Onsite Wastewater Treatment Systems" in its entirety to Title 6, "Health and Sanitation" of the Duarte Municipal Code, to regulate onsite wastewater treatment systems for the protection of the public's health and quality of groundwater within the City, to read as follows:

CHAPTER 6.13

ONSITE WASTEWATER TREATMENT SYSTEMS

6.13.010 – County Code adopted by reference

Except as herein provided, County of Los Angeles Ordinance No. 2018-0037, known as the Local Agency Management Program (LAMP), as contained in Title 8 (Consumer Protection, Business and Wage regulations) and Title 11 (Health and Safety) of the Los Angeles County Code is hereby incorporated by reference and shall regulate conventional and non-conventional onsite wastewater treatment systems (OWTS) within the city of Duarte, including review, siting, permitting and operational requirements for OWTS, and providing for collections of fees associated with the monitoring and enforcement of OWTS."

6.13.020 – Fees

The city may establish any fees for services provided in this chapter that do not conflict with the Memorandum of Understanding between the City of Duarte and the County of Los Angeles Department of Public Health regarding Onsite Wastewater Treatment Systems.

6.13.030 – Violation

In addition to such remedies for violations of Ordinance No. 2018-0037 of the County of Los Angeles as may be set forth therein, a violation of this chapter shall constitute a violation of the Duarte Municipal and/or Duarte Development Codes and the remedies set forth in those Codes shall be available for such violation, including, but not limited to, that a violation of this chapter shall

constitute public nuisance, may be enforced by criminal penalties set forth in this code, and may be enforced by civil action including an action for injunctive relief. The city may recover its legal costs, including but not limited to its attorneys' fees, in any action to enforce provisions of this chapter.

SECTION 2. CEQA DETERMINATION.

The City Council finds and determines that, pursuant to provisions of the California Environmental Quality Act (CEQA), the addition of Chapter 6.13 to the Duarte Municipal Code to regulate onsite wastewater treatment systems within the City are categorically exempt under Section 15306, 15307, 15308, and 15330 of the California Code of Regulations, which exempts information collection, actions taken by regulatory agencies to protect the environment, and enforcing such regulations.

The City Council further finds that the adoption of this Municipal Code Amendment will result in the protection of the public's health and quality of groundwater in the City, and will not result in negative impact to the environment; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2019.

Mayor Tzeitel Paras-Caracci

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. ____ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ____ day of _____, 2019, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

DATE: February 5, 2019

TO: Mayor and City Council

FROM: Manuel Enriquez, Director Parks and Recreation

SUBJECT: Agreement between City of Duarte and Duarte Unified School District for use of City-Owned Fitness Center Pool for the 2019 Swim Team season

SUMMARY

The City of Duarte and Duarte Unified School District (DUSD) have had an annual agreement that enables Duarte High School's (DHS) swim team to utilize the City's Fitness Center pool and its facilities during their spring season for all practices and swim meets. DHS has been good stewards of the space and their usage does not impact our core programming and classes.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to sign the agreement.

AGREEMENT BETWEEN CITY OF DUARTE AND DUARTE UNIFIED SCHOOL DISTRICT
FOR USE OF CITY-OWNED FITNESS CENTER POOL

This Agreement for Use of City-Owned Fitness Center Pool ("**Agreement**") is made and entered into, by and between the CITY OF DUARTE, hereinafter referred to as "**City**", and DUARTE UNIFIED SCHOOL DISTRICT, hereinafter referred to as "**District**".

W I T N E S S E T H:

WHEREAS, City owns and operates a swimming pool and associated ancillary pool facilities at the Duarte Fitness Center ("**Pool**"); and

WHEREAS, District desires to use the Pool, and City desires to make the Pool available for use by the District.

NOW, THEREFORE, said City and said District hereby mutually covenant and agree as follows:

1. This Agreement shall be effective for the Spring 2019 Swim Team season.
2. The Agreement is a use agreement only and does not confer any interest in real property to or for the benefit of District. Further, this Agreement shall not confer, convey, or create or any interest or right which could subject City with any requirement to pay to, or provide to, District any relocation assistance or benefits under any law; and the District further waives and relinquishes any such right to the extent it is created by or as a result of this Agreement or operation of law.
3. City shall allow District to utilize the Pool solely for the purpose of running a competitive swim team ("**District Activities**") in accordance with a written schedule submitted by the District and acceptable to City. In determining whether the written schedule is acceptable, City and District agree and acknowledge that District's use of the Pool shall not at any time interfere with the use of the Pool or its ancillary and abutting facilities by City for the conduct of programs under City's jurisdiction. Upon written notification City will begin heating the Pool.
4. The District shall responsibly and professionally conduct and supervise the District Activities it undertakes at the Pool and agrees to at all times provide adequate adult supervision of students traveling to and from the Pool as well as at all times the Pool is being utilized by the participants in the District Activities.
5. Any District employee scheduled to supervise a District Activity at a time when a City lifeguard is not on duty must have current Red Cross certificates as specified by the Health and Safety Code of the State of California. Copies of the certifications must be submitted to City prior to any use of the Pool by District and the participants in the District Activities. Additionally, each certified District employee must attend a two (2) hour training session conducted by the Fitness Center Supervisor prior to the first use of the Pool by the participants in the District Activities.
6. District shall provide at least one additional Red Cross-certified lifeguard (for a total of two lifeguards) to sit in the lifeguard stand during swim meets. City can supply said lifeguard given 30 days notice.
7. The Fitness Center locker rooms will be available for use by District personnel and participants in the District Activities. District agrees to have an adult present in the locker rooms when being used by student participants in the District Activities.
8. The cost of any District use, which may require the services of City staff, in addition to the above personnel, will be reimbursed by District at the employees' actual hourly rate.
9. District will pay one half the costs of utilities (including without limitation costs of heating the Pool) and chemicals used for the season (February 19 through May 3, 2019). City will bill District at the end of the season.
10. District shall be responsible for providing its own equipment and supplies for all practices and meets and other District Activities held at the Duarte Fitness Center. Said items shall not be stored at the Pool and must be removed upon conclusion of the day's activity.

FITNESS CENTER USE AGREEMENT
Page 2

11. During the conduct of District Activities, District may formulate and enforce rules and regulations as are acceptable to City and are necessary to maintain proper standards of conduct and safety at the Pool. Every effort shall be made by District to exercise reasonable care while using said facilities.
12. City programs shall have first priority for use of the Pool. District will normally have second priority for use of the Pool. District and City understand and agree, however, that there may be occasions when another community organization will be given priority over a District request for use of the Pool (this would be the exception rather than the rule). If a City-sponsored recreational or instructional need arises after establishment of any District schedule, District shall relinquish its permit to use said facilities. City will make reasonable and diligent efforts to give no less than seventy-two (72) hours notice of a cancellation of District's planned use of the Pool.
13. District agrees to indemnify City, its officers, agents, and employees and hold them harmless from any and all losses, costs, expenses, claims and damages whatsoever, arising out of our connection with District's use of Pool and District's performance of its obligations under this Agreement, including without limitation injuries sustained in transit to and from, and use of, the Pool by District personnel participants in the District Activities, and spectators of the District Activities. District's indemnity shall (I) include, but not be limited to, City's reasonable attorney's fees, its expert witness fees, and litigation and court costs, and (II) shall apply notwithstanding the limits of insurance coverage set forth below. District agrees to amend its policy of primary insurance as respects City, naming City as named insured under the comprehensive general liability policy and provide a Certificate of Insurance made out to the City of Duarte as follows:

Comprehensive	\$ 500,000 each person
	\$ 1,000,000 each accident
Property Damage	\$ 500,000 each accident
	\$ 500,000 aggregate operations
	\$ 500,000 aggregate protective
	\$ 500,000 aggregate contractual
14. No officer, official member, employee, agent or representative of District or City, acting in an official capacity, shall be personally liable to the other in the event of any default or breach by said party, or for any amount which may become due to the other party, or for breach of any obligation of the terms of the Agreement.
15. District covenants that, in its performance of the Agreement, it shall not discriminate against any person on the basis of any impermissible classification.
16. District shall leave the Pool in as good condition as it was when it commenced use of the Pool, and shall be responsible for the repair or replacement of any equipment, which may be proven damaged by District use. District will be billed and agrees to pay the actual cost of repairs.
17. This Agreement may be terminated by either party hereto upon fifteen (15) days written notice to the other of the intention to so terminate.
18. Each signatory to the Agreement warrants to the other party that it has authority to sign on behalf of its party and to bind said party.

IN WITNESS HEREOF, the City of Duarte and the Duarte Unified School District do hereby agree to the above.

CITY OF DUARTE

DUARTE UNIFIED SCHOOL DISTRICT

by: _____
Darrell George
City Manager

by: _____
Dr. Gordon Amerson
Superintendent of Education

DATE: _____

DATE: _____

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: February 4, 2019

SUBJECT: SECTION 115 PENSION RATE STABILIZATION TRUST FUND

As you know, the City of Duarte has a Section 115 OPEB Trust Fund in order to prefund our City's retirement healthcare obligations (Other Post Employment Benefits (OPEB)). In FY 17/18 the City's OPEB Trust fund balance of \$2.9 million directly reduced the City's OPEB liability from \$7.5 million to \$4.6 million.

The other long term obligation of the City is the CalPERS pension liability. While the City Council has worked to make changes to the Duarte pension benefits over the years to reduce the liability, rates continue to grow.

A step that the City could take to reduce the pension liability is to establish a Section 115 Pension Trust Fund. Like our OPEB trust, the funds contributed would reduce the pension liability and can remain in the trust until a point in time when the City chooses to draw down its assets to pay annual benefit obligations. A trust fund would provide the City with the comfort of having funds to offset the unfunded liability and the flexibility it needs to manage operations, particularly in an emergency situation.

The City of Duarte has been working with PARS for the last 11 years on the management of our OPEB trust fund. They have over thirty years of experience and are recognized as an industry leader for public employee benefit services. PARS currently has 178 members participating in the Pension Rate Stabilization Program, 85 of which are cities, including Glendale, Pasadena and Rancho Cucamonga.

There is no cost to set up the new trust fund and there are no fees until assets are added. Staff would recommend that the fund be set up now, but that amounts not be deposited at this time. Any potential amount would be decided by City Council at a future date and included in the budget process.

Recommendation

It is recommended that the City Council authorize the City of Duarte to participate in the PARS Pension Rate Stabilization Program Section 115 Trust, adopt Resolution No. 19-R-01, appoint the Assistant City Manager as the City's Plan Administrator, authorize the City Manager to execute a professional services agreement with PARS for trust administration services and execute all necessary documents.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
APPROVING THE ADOPTION OF THE PUBLIC AGENCIES
POST-EMPLOYMENT BENEFITS TRUST ADMINISTERED
BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)**

WHEREAS, the City of Duarte (the “City”) is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the pre-funding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

WHEREAS, the City desires to set aside funds for the purpose of pre-funding its CalPERS pension obligation that will be held in trust for the exclusive purpose of making future contributions of the City’s required pension contributions and any employer contributions in excess of such required contributions at the discretion of the City; and

WHEREAS, PARS has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the City’s plans, policies, and/or applicable collective bargaining agreements; and

WHEREAS, the City is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued thereunder, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS, the City can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS, the City’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS, the City’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS, the City reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby adopts the Public Agencies Post-Employment Benefits Trust, effective February 12, 2019; and
2. The City Council hereby appoints the City Manager, or his/her successor or his/her designee as the City’s Plan Administrator for the Program; and

3. The City's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to maintain the City's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City's Program; and
4. The City Council, in accordance with Section 3.3 of the Public Agencies Post-Retirement Health Care Plan Trust adopted effective January 1, 2007, hereby authorizes the withdrawal from said trust and directs the transfer of assets held in said trust to the OPEB Account established in the name of the City under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

PASSED, APPROVED, AND ADOPTED this 12th day of February, 2019.

Mayor Tzeitel Paras-Caracci

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 19-01 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 12th day of February, 2019, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California