

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: January 19, 2017
SUBJECT: Comments on Agenda Items, Meeting of January 24, 2017

Closed Session: A Closed Session will be held at 5:00 p.m. to hear four items.

Workshop: A workshop will be held at 6:00 p.m. to review and discuss the 2016/17 mid-year budget.

ITEM 9.A. A public safety update will be provided by Public Safety Director Brian Villalobos.

ITEM 9.B. A presentation on Measure H, the “Los Angeles County Plan to Prevent and Combat Homelessness” will be given by Beth Steckler, Deputy Director of Move LA. This measure is on the upcoming March 7, 2017, ballot.

ITEM 13.D (Consent). The City Council will consider a Resolution to terminate the local emergency declared on December 28, 2016. Clean-up efforts and mitigation measures have been completed related to the winter storms of December 16 and 24 of 2016.

ITEM 13.E (Consent). This is a Resolution for consideration adjusting the hourly rate schedule for compliance with the new minimum wage requirements. By 2023, the minimum wage across California will be \$15 an hour. As part of this progression of wage hikes, as of January 2017, the minimum wage has increased to \$10.50 per hour. Thus, three of the City’s existing part-time positions (College Intern, Recreation Leader, Trail Maintenance Crew) have had their bottom step increased slightly to \$10.50.

ITEM 13.F (Consent). This is a Resolution for consideration confirming the existence of a local emergency and ratifying an earlier Resolution proclaiming the existence of a local emergency. On January 17, 2017, the Director of Emergency Services (City Manager) declared a local emergency by way of Resolution No. 17-07. Pursuant to Duarte Municipal Code Section 2.32.060, the City Council must ratify the proclamation within seven days. It is necessary to proclaim a local emergency to be eligible to apply for State or Federal financial recovery assistance programs.

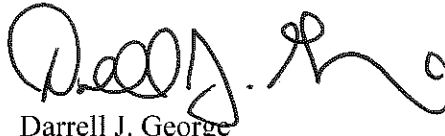
ITEM 13.G (Consent). This is the second reading of an Ordinance related to the regulation and approval of accessory (second) dwelling units within the City of Duarte.

ITEM 13.H (Consent). This is the second reading of an Ordinance moving the City’s general municipal elections from November of odd-numbered years to the first Tuesday after the first Monday in November of each even-numbered year beginning in November of 2018.

ITEM 13.M (Consent). This is a request to authorize the City Manager to sign a new Agreement (MOU) between the City and “Golden Streets Working Group” cities to share resources to plan and host the Golden Streets Festival on Sunday, March 5, 2017. This event was originally scheduled to take place on Sunday, June 26, 2016, but was cancelled just days before, due to the Fish Fire emergency. In September of 2016, the LA Metro Board approved additional funding of \$200,000 for the Golden Streets event. These new funds will pay for necessary elements of the Golden Streets event including advertisement, notification, and traffic control for the event, as well as other programming aspects.

ITEM 15. The City Council will receive a report and staff presentation on the 2016/17 mid-year budget. For 2016-17, the City adopted a General Fund budget that included a deficit of \$179,000. At mid-year, staff is estimating that the General Fund will reflect a surplus of \$625,000. A surplus of \$625,000 will increase the General Fund reserves to \$9.1 million, which represents 54% of the General Fund expenditures. There were several notable changes in revenue and expenditures that offset one another to result in this net change. Many of the factors contributing to the projected increase in revenues and the changes provided for in expenses are described in the budget report, and will be highlighted in staff's presentation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Darrell J. George', with a stylized flourish at the end.

Darrell J. George
City Manager



www.VoteYesOnH.com



Measure H Fact Sheet

VOTE YES ON MARCH 7th!

What is **Measure H**?

Measure H, the "Los Angeles County Plan to Prevent and Combat Homelessness" is the **March 7 ballot measure** that will end homelessness for 45,000 people across Los Angeles County, including **women and children, veterans, seniors, foster youth, and the disabled.**

The average consumer would pay a little more than a dollar a month to help end homelessness in Los Angeles County.

Why Do We Need **Measure H**?

The number of individuals and families estimated to be experiencing homelessness in LA County in January 2016 was 46,874, an overall increase of 2,515 people (6%) from 2015 (44,359) and **19% more than in 2013.** The number of people living in encampments, tents and vehicles increased by 20% from 2015 to 2016 and a staggering 123% from 2013 to 2016.

How Will **Measure H** Work?

Measure H will invest **\$350 million a year for 10 years** in the solutions that have been **proven** to prevent and end homelessness, including:

- Homelessness prevention services
- Comprehensive supportive services, like mental health care and **job training**
- Long term solutions like **permanent housing**

How is This Different than Proposition HHH?

Proposition HHH passed in the City of Los Angeles in November 2016 and builds housing for chronically homeless people. Measure H will primarily fund services—and cover the entire County of Los Angeles.

Paid for by Yes on H - Communities United to End Homelessness, Major funding by Mark Ridley-Thomas Committee for a Better L.A. with support from a coalition of Nonprofit Organizations, Businesses and Labor Organizations. Additional Major funding by NextGen CA Committee.

Who Will Receive **Measure H** funding?

90% of individuals and families experiencing homelessness do not live on "Skid Row". Measure H funds will therefore be **allocated equitably** across the County.

Measure H will support both **non-profit homeless service providers**, like LA Family Housing in the San Fernando Valley, Union Station Homeless Services in the San Gabriel Valley, Harbor Interfaith Services in San Pedro, just to name a few—as well as public sector agencies like the L.A. County **Department of Mental Health**.

Is **Measure H** Funding Guaranteed to Help People Who are Homeless?

Yes, Measure H is a "special" ¼ cent sales tax, which means it can **only be used** for the specific purposes of funding homeless services and housing.

Who Will Monitor the Use of **Measure H** Funds?

The County will establish a citizens' advisory committee to ensure that the funding is effectively spent. There will be specific performance standards for each strategy funded through this measure, and an independent evaluation every year by an outside expert.

Who Supports **Measure H**? *(partial list)*

A Community of Friends
American Academy of Social Work
Bend the Arc
Beverly Hills/Greater LA Association of Realtors
California Community Foundation
Children's Defense Fund
Chrysalis
Climate Resolve
Community Corporation of SM
Corporation for Supportive Housing
Diverse Strategies for Organizing
Downtown Women's Center
EAH Housing
Enterprise Community Partners
Epath
FAST
Good Seed Community Development Corporation
IBEW Local 11
Inner City Law
Integrated Recovery Network
Jovenes, Inc
LACCD
LA Family Housing
Los Angeles Area Chamber of Commerce

Los Angeles County Federation of Labor, AFL-CIO
Mental Health America of Los Angeles
National Center of Excellence in Homeless Services
New Direction for Veterans
One LA
The People Concern
Pacoima Beautiful
PATH
River LA
Safe Place for Youth
SEIU 721
Skid Row Housing Trust
So Cal Health & Rehab Program
South Bay Coalition to End Homelessness
Special Service for Groups/HOPICS
St. Anne's
St. Joseph Center
UFCW Local 1442
UFCW Local 770
Union Station Homeless Services
United Way of Greater Los Angeles
Upward Bound House
US Vets Inc
Worksite Wellness LA

Paid for by Yes on H - Communities United to End Homelessness, Major funding by Mark Ridley-Thomas Committee for a Better L.A. with support from a coalition of Nonprofit Organizations, Businesses and Labor Organizations. Additional Major funding by NextGen CA Committee.

Printed In-House – Labor Donated



**VOTE
YES ON**



HELP END HOMELESSNESS

Measure H

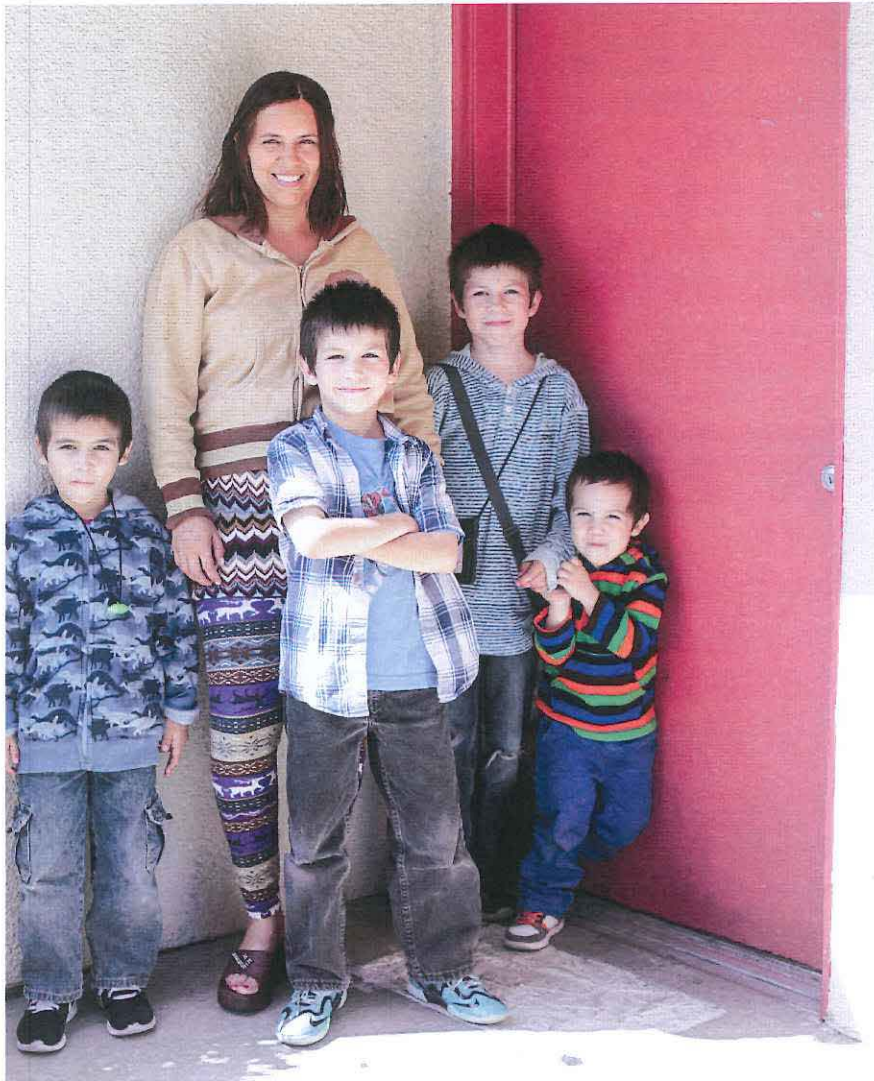
**Help end Homelessness
for 45,000 people in 5 years**

Paid for by United Way of Greater Los Angeles - Yes on H (Nonprofit
501(c)(3)). 1150 S. Olive Street, Suite T500, Los Angeles, CA 90015

1/18/17

LA's Homeless Crisis

47,000 homeless in LA County



- 6% increase last year
- 11,000 living in tents or vehicles
- 4,000 children
- 3,000 Vets

**VOTE
YES ON** 
HELP END HOMELESSNESS

Marine Veteran Tyrone



Survived on the street for 34 years

PATH helped Tyrone get a place using VASH (VA services with rent subsidies)



LA County Homeless Initiative

<http://priorities.lacounty.gov/homeless/>

Approved Strategies to Combat Homelessness



Los
Angeles
County
Homeless
Initiative



February
2016

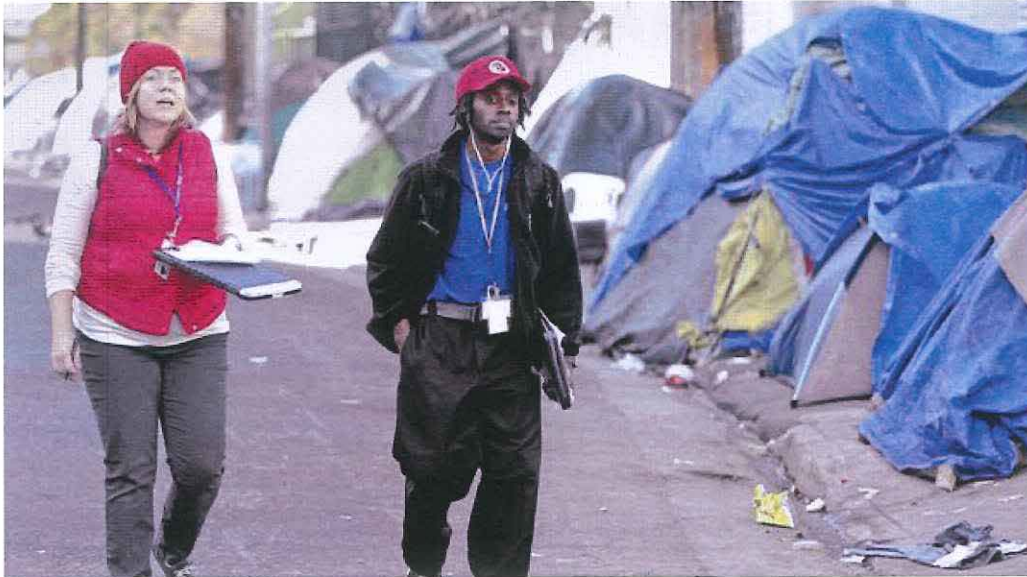
Los
Angeles
County
Chief
Executive
Office

- Comprehensive Plan
- Planning started 2015
- Broad participation
- Best Practices
- 47 Approved Strategies



LA County Homeless Initiative

Early Success with 1st Year Funding



- Nearly 600 shelter beds now open 24/7
- Over 160 new “bridge housing” beds
- Hundreds of individuals rapidly rehoused
- Over 100 families with children avoided becoming homeless

Best Practices

City+County+Community (C3)
Outreach Team & partners get
158 people off the street in
Skid Row



Measure H

LA County Homeless Initiative

Homeless prevention

Support Services

- mental health
- substance abuse treatment
- counseling

Permanent Housing

- help with rent
- build new

Coordinated System

- strengthen & expand
- outreach
- emergency shelter
- foster youth





Measure H: Citizen Advisory Committee

- Annual publication of how Measure H funds were allocated
- Annual independent audit
- Recommendations for improvement



Measure H

LA County Homeless Initiative



- Bi-partisan support – unanimous vote to put Measure H on the ballot
- Broad support from leading business, faith, social services, labor & community groups





**$\frac{1}{4}$ cent sales tax
= \$1/month**

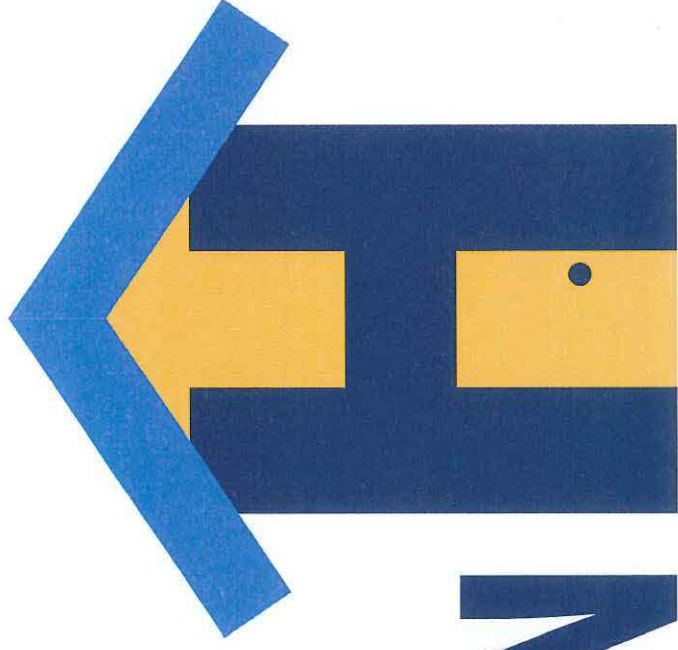
No Sales Tax in CA on

- rent
- food
- utilities
- medical & health services
- transportation

**VOTE
YES ON** 
HELP END HOMELESSNESS

VOTE

YES ON



HELP END HOMELESSNESS

on March 7!

MINUTES

CITY COUNCIL OF THE CITY OF DUARTE SPECIAL MEETING – JANUARY 3, 2017

CALL TO ORDER	The City Council of the City of Duarte met in a special meeting in the Council Chambers (Lounge), 1600 Huntington Drive, Duarte, California. Mayor Finlay called the meeting to order at 4:05 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay, Paras-Caracci, Reilly ABSENT: Kang ADMINISTRATIVE STAFF: George, Herrera, Breceda, Casillas
ADOPTION OF AGENDA	Paras-Caracci moved, Fasana seconded to adopt the Agenda, and carried with Kang absent.
RESOLUTION Council Bill 17-R-03 Confirms local emergency Ratifies Resolution 17-02	There was no public input. Council Bill 17-R-03: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY, AND RATIFYING RESOLUTION NO. 17-02 PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY George presented a report about the local emergency causing mudflow and debris, which began on December 16, 2016, followed by another on December 24, 2016, due to the San Gabriel Complex Fire and heavy rainfall, stated as Director of Emergency Services, he proclaimed the existence of a local emergency on December 28, 2016, and pursuant to the Duarte Municipal Code, the City Council must ratify and confirm the proclamation within seven days in order for the emergency to remain in effect. Staff provided additional information about amount of mudflow, need for assistance, funding, EOC operations, access, public safety issues, and clearing of debris. Fasana stated he would be abstaining from the vote.
RESOLUTION NO. 17-03	Reilly moved, Paras-Caracci seconded to adopt Resolution No. 17-03, and carried with Fasana abstaining and Kang absent.
ADJOURNMENT	The meeting was adjourned at 4:22 p.m.

Mayor Margaret Finlay

ATTEST:

Deputy City Clerk

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 10, 2017

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 Finlay called the meeting to order at 5:35 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Paras-Caracci, Reilly, Finlay ABSENT: Kang ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Fasana moved, Reilly seconded to adopt the Agenda, as amended to add the property located at 1303 Huntington Drive to the Closed Session, and to add Public Report of Closed Session item following the Fitness/Mental Warm-up, and carried with Kang absent.
CLOSED SESSION Property Negotiations	There was no public input. The Closed Session was pursuant to Government Code Section 54956.8; Conference with real property negotiators; Negotiating parties: City of Duarte and prospective buyers or lessees; City negotiator: Darrell George; Under negotiation: Price and terms of payment; Concerning properties at 1415-1437 Huntington Drive and 1303 Huntington Drive; APNs 8530-004-900, 901, and 904.
WORKSHOP Union Station	At 6:00 p.m., a Workshop was conducted, and a presentation was made by Ryan Izell from Union Station regarding local efforts to reduce homelessness. City Council reconvened at 7:20 p.m., with four members present, and Kang absent.
PLEDGE TO THE FLAG	Brian Mejia led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	A moment of reflection was observed.
FITNESS/MENTAL WARM-UP	George and Finlay provided the warm-up.
PUBLIC REPORT OF CLOSED SESSION	Cosgrove reported that the City Council met to discuss real estate negotiations pertaining to 1415-1437 and 1303 Huntington Drive, and direction was given to the negotiators, with no reportable action taken.
SPECIAL ITEMS Mayor's Youth Council update	Cynthia Sierra, Mayor's Youth Council, announced upcoming Teen Center events and activities in January and March.

01/10/17

Presentation – Foothill Transit	Yoko Igawa, Foothill Transit Manager, Public Affairs, presented an update about Foothill Transit, including an overview of its scope, service areas, organization, initiatives, visions, community involvement, grant opportunities, and Measure M, and noted the City of Duarte will receive an estimated local return of \$300,000 per year beginning July 2017.
ANNOUNCEMENTS	Sergeant Kearney provided an update of a number of recent incidents, and noted Operation Safe Street (OSS) is taking the lead in investigation of the cases. Mayor Finlay presented Brian Mejia a framed certificate in recognition of his years of dedicated service as Field Deputy for retiring Supervisor Antonovich, and wished him well in his new position with L.A. County Parks and Recreation. Joanna Gee, Duarte Library, announced story times, book clubs, and activities in January. Jackie Ruiz announced upcoming community events, programs, and activities in January, February, and March. City Council thanked Jackie Ruiz for her service to the City, and wished her well on her new job.
ORAL COMMUNICATIONS	The following spoke on items not on the Agenda. Barbara Dickerson – Citrus College, Community Day 3/3/17. Susan McAdams – Mt. Olive/Royal Oaks traffic (4-6 p.m.) Lino Paras – Traffic, Wikipedia, Council reorganization. Steve Hernandez – Council reorganization. Mayor Finlay suggested the Traffic Safety Commission could look at the traffic situation on Mt. Olive/Royal Oaks Drive.
ITEMS ADDED TO CONSENT	Fasana moved, Paras-Caracci seconded to add attendance at the Dagupan City Club of Southern California Induction of Officers event in Long Beach, January 28, 2017, \$60 cost, as Item J, and carried with Kang absent.
CONSENT CALENDAR	Fasana moved, Paras-Caracci seconded to approve the Consent Calendar as follows, and carried with Kang absent. Approve Items B, C, D, E, F, I, J. Remove Item A, G, H.
Item D – RESOLUTION 17-04 Terminates Local Emergency	Council Bill 17-R-04 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, TERMINATING THE DECLARED LOCAL EMERGENCY PREVIOUSLY DECLARED UNDER RESOLUTION NO. 16-14
Item E – RESOLUTION 17-05 Hourly Rate Schedule – Temp. Administrative Assistant	Council Bill 17-R-05 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ESTABLISHING AN HOURLY RATE SCHEDULE FOR PART-TIME CLASSIFIED

EMPLOYEES

ITEMS REMOVED

Item A – Minutes

ITEM A – APPROVED

Item G – Grant Agreement
Technology/System Upgrades

ITEM G – APPROVED

Item H –MOU – Enhanced
Watershed Mgmt Program
First Amendment

ITEM H – APPROVED

PUBLIC HEARINGS
Council Bill 17-O-01
Second Dwelling Units
(First Reading)

Reilly moved, Fasana seconded to approve the Minutes as amended to correct the spelling of Barger, and to remove unnecessary hyphens, and carried with Kang absent.

Cesar Monsalve presented a staff report about the item, and answered questions from Councilmembers pertaining to tech support, annual fees, and Teen Center contract for computers.

Reilly moved, Fasana seconded to authorize the City Manager to execute a Grant Agreement for technology programs and system upgrades to the Senior Center, and carried with Kang absent.

Yesenia Serna, Community Development Technician, discussed the recommendation to approve the first amendment to the MOU. Rafael Casillas, Public Works Manager, provided information about the original plan and the focus of this revision.

Reilly moved, Fasana seconded to approve the first amendment to the Memorandum of Understanding between the cities of Arcadia, Bradbury, Duarte, Monrovia, Sierra Madre, County of Los Angeles, and Los Angeles County Flood Control District regarding the administration and cost sharing for the revised Enhanced Watershed Management Program for the Rio Hondo San Gabriel River Quality Group, and to authorize the City Manager to execute it on behalf of the City, and carried with Kang absent.

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

Cosgrove read by title Council Bill 17-O-01:

AN ORDINANCE OF THE CITY OF DUARTE AMENDING SECTIONS 19.10.020.A “ALLOWED USES AND PERMIT REQUIREMENTS FOR SINGLE FAMILY AND MULTI-FAMILY ZONES”; 19.38.050.A “OFF-STREET PARKING REQUIREMENTS FOR RESIDENTIAL USES”; 19.60.160 “SECOND DWELLING UNITS”; AND MODIFICATIONS TO DEFINITIONS IN SECTIONS 19.160.020, 19.160.050, AND 19.160.200 OF THE DUARTE DEVELOPMENT CODE RELATING TO THE REGULATIONS AND APPROVAL OF ACCESSORY (SECOND) DWELLING UNITS WITHIN THE CITY OF DUARTE (First Reading)

Kristen Johnston, Associate Planner, presented the staff report about the proposed amendment to comply with the new State law, and noted the following two recommended changes to Exhibit A: 1) Page 7, Item C-3: after the words “6,000 square feet,” add “**unless the accessory unit is located entirely within an existing structure.**” 2) Page 8, Item 11.a: Delete the

second sentence **"Public transit is hereinafter defined as a "Major Transit Stop," pursuant to Public Resources Code 21094.5.5"**.

Jason Golding, City Planner, provided additional information, answered questions from Councilmembers, and further discussed attached and detached accessory dwelling units, square footage, neighborhood context, affordability component, and appropriate size.

There was discussion about possibly allowing a maximum total square footage of 700 if on a larger lot, lot coverage requirements, parking requirements, requirements in surrounding cities, possibly basing it on the percentage of the lot being covered, grandfathering in existing current legal units, and legal non-conforming units.

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

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

Steve Hernandez discussed converting a garage to livable space, noted existing structures might benefit from being larger, stated another factor is the School Board tax, he thinks 400 square feet is reasonable, and felt there has to be some exceptions.

Mayor Finlay closed the Public Hearing.

There was further discussion about the requirement to construct additional off-street parking if a garage is converted, larger units may be rented out as an option, and the desire to preserve single-family neighborhoods.

Fasana moved, Reilly seconded to introduce Council Bill 17-O-01, as amended in Exhibit A to reflect the following: 1) Page 7, Item C-3: after the words "6,000 square feet," add **"unless the accessory unit is located entirely within an existing structure."** 2) Page 8, Item 11.a: Delete the second sentence **"Public transit is hereinafter defined as a "Major Transit Stop," pursuant to Public Resources Code 21094.5.5"**, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Reilly, Fasana

NOES: Finlay

ABSENT: Kang

Council Bill 17-O-02
Municipal Election – November
Even-numbered years
(First Reading)

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

Cosgrove read by title Council Bill 17-O-02:

AN ORDINANCE OF THE CITY OF DUARTE MOVING
THE CITY'S GENERAL MUNICIPAL ELECTIONS FROM

01/10/17

NOVEMBER OF ODD-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EACH EVEN-NUMBERED YEAR BEGINNING IN NOVEMBER OF 2018 (First Reading)

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

Cosgrove presented the staff report, noted the change in election date relates to the implementation of SB 415, as was previously discussed in detail at a Workshop, stated the proposed recommendation includes extending each sitting Councilmember's terms by one year, and stated approval is needed by the Board of Supervisors in time to pre-empt the November 2017 election and to provide notice to all Duarte voters.

Mayor Finlay asked if anyone in the audience wished to speak on the item. There were none.

Mayor Finlay closed the Public Hearing.

Paras-Caracci moved, Fasana seconded to introduce Council Bill 17-O-02 for first reading, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Reilly, Fasana, Finlay

NOES: None

ABSENT: Kang

BUSINESS ITEMS 2016/17 Budget Calendar

Fasana moved, Paras-Caracci seconded to adopt the 2016/17 Budget Calendar as outlined in the staff report, and to set the date(s) for the Budget Workshop(s) for May 1, 2017, and May 2, 2017 (if necessary), at 4:00 p.m., and carried with Kang absent.

Dog Park in Duarte

Cesar Monsalve presented a detailed staff report/analysis and the Parks and Recreation Commission recommendation related to developing a dog park in the City, stated the Commission is not against the idea, however, at this time, there is not a viable location that meets the minimum standards prescribed by the Joint Powers Insurance Authority for the minimum design and construction of a dog park, and noted the recently approved Parks Measure addresses dog parks with possible grant funding available if a location were to be found.

Paras-Caracci stated she would like to see that we continue to look into this further, with perhaps a survey of residents near Hacienda Park, and she would like City Council to support the idea to continue the search for a location and grant funding.

Mayor Finlay suggested looking at the land under the Edison right-of-way.

Fasana noted there may be a concern about snakes and coyotes.

Reilly thanked staff and the Commission for its work, and suggested leaving the matter as it is, since there is not enough land available under the wires for a dog park.

Paras-Caracci moved, Finlay seconded to receive and file the staff analysis report and Commission recommendation related to developing a dog park in Duarte, and to direct staff to continue searching for a location, and carried 3-1, with Reilly voting no and Kang absent.

Discussion/Direction
Council Bill 17-R-01
Vote – SG Basin WQA

Council Bill 17-R-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, CASTING ITS TWO VOTES FOR A CANDIDATE TO REPRESENT CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

RESOLUTION NO. 17-02
(Margaret Clark)

Fasana moved, Reilly seconded to cast the City's votes for Margaret Clark from the city of Rosemead, and carried with Kang absent.

Intergovernmental Organizations
(Continued from 12/13/16)
(Deferred until full Council)

This item was continued from the meeting of December 13, 2016. Fasana moved, Paras-Caracci seconded to defer this item until a full Council is present, and carried with Kang absent.

Contract – Traffic Study
Proposed FX Boutix Hotel

Jason Golding, City Planner, presented a staff report about the item.

Fasana moved, Paras-Caracci seconded to award the contract for preparation of a traffic study for the proposed FX Boutix Hotel project at 1230 Huntington Drive and 1227 Buena Vista Street to RK Engineering Group, Inc., in the amount of \$34,810, and to authorize the City Manager to execute the contract on behalf of the City, and carried with Kang absent.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

Mayor Finlay asked if City Councilmembers could keep their comments to three minutes each.

GEORGE: Thanked staff for staffing the EOC during the recent rain and mud disturbances.

PARAS-CARACCI: Wished all a happy new year, congratulated City Manager George for representing the City on the Rose Parade float, appreciates regular updates from staff, she thinks the Mayoral rotation beginning in January would help in terms of some consistency, it is an option, and inquired about how regularly shopping carts are picked up (Villalobos responded).

REILLY: Stated she appreciates updates received, she is glad to see we are flying the three Commission positions, and wished all a happy new year.

FASANA: Stated Lisa Magno Marino will be missed, asked that the meeting also be adjourned in memory of Garrett Gomez and Dr. James Boulgarides, congratulated the city of Los Angeles in prevailing over Treasure Island for the George Lucas museum, many are frustrated with the signal on Mountain Avenue and inquired if we can put up a camera on a 24/7 basis as it merits additional review, attended the League's L.A. Division meeting, City Selection Committee meeting, and Foothill Employment Training Consortium, and stated he appreciates staff's efforts regarding the mud and public safety issues.

FINLAY: Stated the second part of the earthquake event is on January 31, attended Contract Cities Legislative Days, met with Anthony Portantino and Blanca Rubio, asked that the meeting also be adjourned in memory of Mae Lean Buckley, stated Lisa Magno Marino was a tremendous force for good, and wished all a happy new year.

ADJOURNMENT

The meeting was adjourned at 10:19 p.m. in memory of Lisa Magno Marino, Mae Lean Buckley, Dr. James Boulgarides, and Garrett Gomez.

Mayor Margaret Finlay

Deputy City Clerk



City of Duarte

Successor Agency Council Warrant Register

By Payment Number

Payment Dates 01/11/2017 - 01/24/2017

Payment Number	Payment Date	Payable Number	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount
								Item Amount
2041	1/24/2017	20035	SA4086	Final Successor Agency Audit FY16	LANCE, SOLL & LUNGHARD LLP	690-6905-7654		582.00
2042	1/24/2017	4506021	SA1304	RDA TAB 1999 Admin/Trustee Fees 1	U.S. BANK	690-6905-8314		550.00
Payment Total:								1,132.00

Report Summary

Fund Summary

Fund	Payment Amount
690 - Successor Agency Debt Service	1,132.00
Grand Total:	1,132.00

Account Summary

Account Number	Account Name	Payment Amount
690-6905-7654	SA Audit Services	582.00
690-6905-8314	SA Trustee Services	550.00
Grand Total:		1,132.00

Project Account Summary

Project Account Key	Payment Amount
None	1,132.00
Grand Total:	1,132.00



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 01/11/2017 - 01/24/2017

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount
	Payable Number						Item Amount
206679	1/11/2017	2461		MOUNTAIN VISTA PLAZA			9,953.32
	1/2017		Public Safety Lease		100-1205-7787		9,953.32
206691	1/24/2017	5151		CITY OF ARCADIA			44,623.36
	CIMP000022		NPDES-RHSGRWQG CIMP FY16/17		100-1405-7802		44,623.36
206698	1/24/2017	5120		CHARLES ABBOTT ASSOCIATES INC			15,816.93
	56455		Building & Safety Services 12/2016		100-1405-7800		15,816.93
206719	1/24/2017	0139		LEAGUE OF CALIFORNIA CITIES			8,261.00
	168845		2017 Membership Dues		100-1025-7699		8,261.00
206725	1/24/2017	0903		CITY OF MONROVIA			13,386.71
	1700275		Fuel-City Manager 11/2016		100-1010-7650		150.44
	1700276		Fuel-Field Services 11/2016		100-1410-7650		947.89
	1700277		Fuel-Parks & Rec 11/2016		100-1605-7650		632.02
	1700278		Fuel-Public Safety 11/2016		100-1205-7650		1,504.40
	1700279		Fuel-Comm Dev 11/2016		100-1405-7650		131.15
	1700280		Fuel-Sheriff's Dept 11/2016		100-1205-7781		3,455.06
	1700282		Fuel-Transit Dept 11/2016		440-4405-7619		6,565.75
206731	1/24/2017	4754		ROSENOW SPEVACEK GROUP INC			7,067.50
	I002116		RE Advisory Services 12/2016		100-1405-7965		1,452.50
	I002118		1305 Hunt Dr Land Valuation Analysis		100-1405-7965	201717-Prof Svcs-1305 Huntington	5,615.00
206732	1/24/2017	0196		RUTAN & TUCKER LLP			6,263.54
	765110		NPDES-Enviro/Stormwater Litigation		100-1015-7686		6,263.54
DFT0015519	1/12/2017	1035		US BANK NATIONAL ASSOCIATION			75,515.03
	121516		COPS 2013 Principal Payment		520-5205-8340		66,975.96
	121516		COPS 2013 Interest Payment		520-5205-8350		8,539.07
Payment Total:							180,887.39

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	98,806.61
440 - PROPOSITION A TRANSIT FUND	6,565.75
520 - TOWN CENTER DEBT SERVICE FUND	75,515.03
Grand Total:	180,887.39

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	150.44
100-1015-7686	Other Legal Services	6,263.54
100-1025-7699	League Of Calif Cities	8,261.00
100-1205-7650	Vehicle Maintenance	1,504.40
100-1205-7781	Contract Law Enforceme	3,455.06
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1405-7650	Vehicle Maintenance	131.15
100-1405-7800	Building Department Ser	15,816.93
100-1405-7802	NPDES Requirements	44,623.36
100-1405-7965	Professional Services	7,067.50
100-1410-7650	Vehicle Maintenance	947.89
100-1605-7650	Vehicle Maintenance	632.02
440-4405-7619	Fuel And Oil	6,565.75
520-5205-8340	Principal Payments	66,975.96
520-5205-8350	Interest Expense	8,539.07
Grand Total:		180,887.39

Project Account Summary

Project Account Key	Payment Amount
None	175,272.39
201717-Prof Svcs-1305 Huntington	5,615.00
Grand Total:	180,887.39



City of Duarte

Council Warrant Register by Account By Fund

Payment Dates 01/11/2017 - 01/24/2017

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1010-7610	SAN GABRIEL VALLEY CITY MANAG	Karen Herrera City Manager's Luncheon 1/18/17	206733		30.00
100-1010-7610	SAN GABRIEL VALLEY CITY MANAG	Darrell George City Manager's Luncheon 1/18/17	206733		30.00
100-1010-7610	U.S. BANK	Darrell George Lunch Mtg w/Councilmember	206683		40.86
100-1010-7610	U.S. BANK	Darrell George 2017 City Manager's Mtg 2/17	206683		650.00
100-1010-7610	U.S. BANK	Karen Herrera 2017 City Manager's Mtg 2/17	206683		650.00
100-1010-7610	U.S. BANK	Darrell George Mtg w/CM's @ Economic Summit	206683		33.80
100-1010-7610	U.S. BANK	Holiday Lunch w/Council & Mgmt Team (Villa Italia)	206683		495.99
100-1010-7610	U.S. BANK	Darrell George Economic Summit Parking	206683		30.00
100-1010-7614	U.S. BANK	Darrell George iPhone Case (Best Buy)	206683		35.94
100-1010-7614	U.S. BANK	Elf on the Shelf (Target.com)	206683		32.65
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 11/2016	206725		150.44
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 12/2016	206734		2,183.84
100-1010-7980	U.S. BANK	Marla Akana Flowers (Rancho Duarte Florist)	206683		43.60
100-1010-7980	U.S. BANK	Closed Session Mtg Meal (Young's Gourmet)	206681		81.55
100-1010-7980	U.S. BANK	Closed Session Mtg Desserts 12/13/16	206681		41.80
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 7/2016	206676		357.50
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 8/2016	206676		82.50
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 11/2016	206694		2,872.00
100-1015-7686	RUTAN & TUCKER LLP	NPDES-Enviro/Stormwater Litigation 11/2016	206732		6,263.54
100-1020-7726	U.S. BANK	Levon Y Adobe Creative Cloud	206681		49.99
100-1020-7980	DUARTE RECREATION PETTY CASH	Employee Holiday Dinner Setup Meal	206707		45.08
100-1020-7980	U.S. BANK	Employee Holiday Breakfast Coffee (Starbucks)	206682		63.80
100-1020-7980	U.S. BANK	Holiday Party Appetizers (Pavilions)	206681		182.97
100-1020-7980	U.S. BANK	Holiday Party Appetizers (Smart & Final)	206681		14.06
100-1025-7699	LEAGUE OF CALIFORNIA CITIES	2017 Membership Dues	206719		8,261.00
100-1205-7615	U.S. BANK	Fish Fire-EOC Supplies 12/16/16 (Dollar Tree)	206745	201632-Fish Fire-Emergency Supplies	4.36
100-1205-7615	U.S. BANK	Fish Fire-EOC Water (Target)	206745	201632-Fish Fire-Emergency Supplies	10.78
100-1205-7615	ECHO COMMUNICATIONS	Hand Held Radio Batteries	206708		289.90
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 22 Rear Tires	206689		498.70
100-1205-7650	10-8 RETROFIT INC	Fish Fire-Veh 24 Light Bar Repair	206686	201632-Fish Fire-Vehicle Maint	293.45
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2016	206725		1,504.40
100-1205-7650	AUTOZONE	CSO Vehicle Parts	206692		18.22
100-1205-7779	U.S. BANK	DART Holiday Banquet 12/21/16 (Dickey's BBQ)	206745		41.42
100-1205-7779	U.S. BANK	DART Holiday Banquet 12/21/16 Food (Mr Wok)	206745		28.55
100-1205-7779	U.S. BANK	Youth Trip Movie Popcorn (Monrovia Theatres)	206745		31.00
100-1205-7779	U.S. BANK	DART Trip Dinner 12/16/16 (Wingstop)	206745		100.16
100-1205-7779	U.S. BANK	Youth Trip Dinner 12/7/16 (Blaze Pizza)	206745		119.63
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 12/2016	206703		288.00
100-1205-7781	SUPERIOR CT OF CAL CO OF LOS A	Citation Revenue Tax 12/2016	206741		3,643.25
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2016	206725		3,455.06
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Special Events Patrol 10/2016	206720		791.36
100-1205-7787	MOUNTAIN VISTA PLAZA	Public Safety Lease	206679		9,953.32
100-1205-7887	STAPLES ADVANTAGE	Public Safety Samsung Monitor	206739		141.69
100-1205-7980	U.S. BANK	Youth Trip Movie Ticket 12/16/16 (Krikorian)	206745		9.25
100-1205-7980	U.S. BANK	Fish Fire-EOC Activation 12/16/16 Food	206745	201632-Fish Fire-Other Expenses	37.06
100-1205-7980	U.S. BANK	Fish Fire-EOC/Staff Food 12/23/16 (Duarte Pizza)	206745	201632-Fish Fire-Other Expenses	48.42
100-1205-7980	U.S. BANK	Red Ribbon Wk-Northview Contest Gift Cards	206745	201629-Other Exp-PS-Comm. Outreach Pr	165.00
100-1205-7980	U.S. BANK	DART Holiday Banquet 12/21/16 Incentives	206745		90.96
100-1205-7980	U.S. BANK	Fish Fire EOC Staff Food 12/23/16 (Duarte Pizza)	206683	201632-Fish Fire-Other Expenses	32.24
100-1205-7984	STEPHEN MARTINEZ	Phone Reimbursement	206723		30.00
100-1405-7612	U.S. BANK	Pasadena Star News Online Subscription	206682		10.00
100-1405-7612	U.S. BANK	Rafael Casillas ASCE Membership Dues	206682		295.00
100-1405-7612	U.S. BANK	Hightail Subscription-Lg Data Format	206682		15.99

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 19 Valve Gaskets/Cooling System Repair	206689		1,730.63
100-1405-7650	CITY OF MONROVIA	Fuel-Comm Dev 11/2016	206725		131.15
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Services 12/2016	206698		15,816.93
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 11/2016	206701		968.55
100-1405-7802	CITY OF ARCADIA	NPDES-RHSGRWQG CIMP FY16/17	206691		44,623.36
100-1405-7965	ROSENOW SPEVACEK GROUP INC	RE Advisory Services 12/2016	206731		1,452.50
100-1405-7965	ROSENOW SPEVACEK GROUP INC	1305 Hunt Dr Land Valuation Analysis 12/2016	206731	201717-Prof Svcs-1305 Huntington	5,615.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Services 11/2016	206729		80.00
100-1405-7975	KELSOE & ASSOCIATES INC	Alta Survey-NE Corner Hunt/BV	206716		1,800.00
100-1405-7975	U.S. BANK	Facebook Ads	206683		23.76
100-1405-7975	U.S. BANK	Social Media Marketing (Hootsuite)	206683		14.99
100-1405-7975	THE SAUCE CREATIVE SERVICES	Social Media Banner	206735		922.00
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	206687		43.55
100-1410-7630	SIMON EQUIPMENT RENTALS	Sod Cutter Rental-Duarte Rd Turf Removal	206737		131.08
100-1410-7630	SIMON EQUIPMENT RENTALS	Fish Fire Dump Truck Rental 1/3/17	206737	201632-Expip Rental-Fish Fire	362.75
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 11/2016	206725		947.89
100-1410-7650	JAN'S TOWING INC	Dump Truck Towing	206714		187.50
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 12/2016	206740		157.21
100-1410-7896	U.S. BANK	SC/Hunt Dr Trees (Bamboo Pipeline)	206682	201413-Tree Repl-LA Co Windstorm Gran	224.67
100-1410-7980	SIMON EQUIPMENT RENTALS	Fish Fire-Dump Truck Rental 1/9/17	206737	201632-Fish Fire-Other Exp(1410)	206.70
100-1605-7002	PAMELA ROMERO	CPR Stipend	206730		76.92
100-1605-7610	U.S. BANK	CPRS Holiday Gift Basket (Target)	206684		29.42
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	206739		31.93
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Rec 11/2016	206725		632.02
100-1605-7650	EXXONMOBIL	Fuel-City Vehicles 12/2016	206709		92.85
100-1605-7693	THAI CITY RESTAURANT	TC/MYC Dinner	206742		150.00
100-1605-7728	LUPE VALERIO	MLK Event Entertainment	206746	201709- Duarte's Promise - America's Pro	51.03
100-1605-7730	DUARTE RECREATION PETTY CASH	Santa Party Supplies	206707		84.67
100-1605-7730	U.S. BANK	Holiday Tree Lighting Tamales (Sandy's Bakery)	206684		517.75
100-1605-7730	U.S. BANK	Santa Claus Suit/Santa Hats (Party City)	206684		106.58
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Special Event Supplies	206707		35.97
100-1605-7733	SEAN MARTIN	SC Kick off 2017 Entertainment	206678		225.00
100-1605-7733	U.S. BANK	SC Great Decisions Books (Foreign Policy Assoc)	206684		251.58
100-1605-7733	U.S. BANK	SC Netflix	206681		8.71
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	206738		13.27
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	206738		84.84
100-1605-7733	RALPHS GROCERY COMPANY	SC Raffle Prizes	206728		100.00
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	206739		41.70
100-1605-7733	DUARTE PIZZA COMPANY	SC Christmas Clean-up Lunch	206706		119.10
100-1605-7735	U.S. BANK	Teen Ctr Bowling Event 12/12/16 (AMF Bowling)	206684		324.75
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	206738		153.81
100-1605-7738	DUARTE RECREATION PETTY CASH	TC Duarte Dance Excursion Parking	206707		20.00
100-1605-7739	THE SAUCE CREATIVE SERVICES	Holiday Flyers	206735		479.60
100-1605-7745	SHAFFER AWARDS	Boxing Plaques	206736		154.45
100-1605-7750	INLAND EMPIRE TOURS & TRANSP	Excursion Transportation-Disney on Ice 1/4/17	206713		795.00
100-1605-7980	DUARTE RECREATION PETTY CASH	Training Snacks	206707		25.50
100-1605-7980	DUARTE RECREATION PETTY CASH	Special Event Supplies	206707		11.98
100-1605-7980	U.S. BANK	Car Wash Gift Cards (Fast 5 Express)	206684		120.00
100-1605-7980	U.S. BANK	Basketballs (Amazon)	206684		65.28
100-1605-7980	U.S. BANK	Basketball Supplies (Amazon)	206684		334.64
100-1605-7980	U.S. BANK	Little All Stars Trophies (Challenger Teamwear)	206684		178.00
100-1605-7980	SMART & FINAL	Snack Bar Supplies	206738		64.44
100-1605-7980	BSN SPORTS LLC	LAS Supplies	206693		227.40
100-1610-7618	DUARTE RECREATION PETTY CASH	Maintenance Supplies	206707		20.80
100-1610-7618	FRONTIER HARDWARE	Misc Supplies/Repairs	206710		14.79
100-1610-7618	FRONTIER HARDWARE	Misc Supplies/Repairs	206710		7.40
100-1610-7618	FRONTIER HARDWARE	Truck Tools/RainSuits/Misc Supplies	206710		83.97
100-1610-7618	FRONTIER HARDWARE	Spray Paint/Sandpaper	206710		12.24
100-1610-7618	FRONTIER HARDWARE	Misc Supplies/Repairs	206710		73.76
100-1610-7618	U.S. BANK	SC Kitchen Food Warm Repair (WebstaurantStore)	206684		180.30

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7618	U.S. BANK	CC Podium Microphone (Sweetwater.com)	206684		239.36
100-1610-7618	U.S. BANK	Chair Glides (Allglides.com)	206684		305.50
100-1610-7618	SMART & FINAL	SC Coffee Supplies	206738		206.52
100-1610-7618	SMART & FINAL	SC Coffee Supplies	206738		39.76
100-1610-7618	MONROVIA LOCK SHOP	Keys	206724		43.17
100-1610-7618	JR ENGINEERING INC	Fan Motor	206715		114.45
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	206747		3,133.34
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	206747		125.72
100-1610-7618	A1 JANITORIAL SUPPLY	Graffiti Remover	206675		299.00
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Svcs 1/2017	206705		38.00
100-1610-7652	DUARTE HISTORICAL SOCIETY	Museum Maint/Repair Per MOU FY17	206677		1,827.00
100-1610-7652	ALBERTOS PLUMBING	CH/FC Plumbing Repairs	206688		2,015.00
100-1610-7652	ALBERTOS PLUMBING	Senior Ctr Plumbing Repairs	206688		286.18
100-1610-7652	ALBERTOS PLUMBING	Fitness Ctr Plumbing Repairs	206688		1,093.00
100-1610-7652	CINTAS CORPORATION #693	ROP Bldg Mats	206699		66.31
100-1610-7652	CINTAS CORPORATION #693	CC/SC Mats	206699		210.96
100-1610-7652	CINTAS CORPORATION #693	Duarte Pk Bldg Mats	206699		32.03
100-1610-7652	CINTAS CORPORATION #693	Teen Ctr Mats	206699		108.83
100-1610-7652	CINTAS CORPORATION #693	City Hall Mats	206699		56.40
100-1610-7652	CINTAS CORPORATION #693	Public Safety Mats	206699		38.00
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Svcs 1/2017	206705		164.00
100-1610-7652	BURRTEC WASTE SERVICES LLC	Trash Svcs-3rd St Bldg 1/2017	206695	210039- Bldg Maint Services - Montessori	128.54
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 2/1/17 - 2/28/17	206727		42.00
100-1610-7652	JOSEPH A MARTINEZ	Fitness Ctr Floor Repair	206722		360.00
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	206681		18.34
100-1610-8100	U.S. BANK	Gas Range-CH Kitchen Rehab (Home Depot)	206682		733.56
100-1805-7610	U.S. BANK	Kristen Petersen Taxi-League Finance Conf	206681		20.70
100-1805-7610	U.S. BANK	Kristen Petersen Taxi-League Finance Conf	206681		20.70
100-1805-7610	U.S. BANK	Kristen Petersen Water-League Finance Conf	206681		2.84
100-1805-7610	U.S. BANK	Kristen Petersen LAX Pkg-League Finance Conf	206681		69.00
100-1805-7610	U.S. BANK	Kristen Petersen Baggage Fee-League Finance Conf	206681		25.00
100-1805-7610	U.S. BANK	Kristen Petersen Hotel/Meals-League Finance Conf	206681		506.69
100-1805-7610	U.S. BANK	Kristen Petersen Lunch w/Councilmember 12/19/16	206681		40.42
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/Monrovia Staff	206681		68.23
100-1805-7610	U.S. BANK	Kristen P Flight Change Fee-League Finance Conf	206681		75.00
100-1805-7610	U.S. BANK	Kristen Petersen Meal-League Finance Conf	206681		23.09
100-1805-7614	OFFICE SOLUTIONS INC	Printer Toner	206726		310.16
100-1805-7614	OFFICE SOLUTIONS INC	Printer Toner	206726		152.59
100-1805-7654	LANCE, SOLL & LUNGHARD LLP	Final City Audit FY16	206718		4,675.00
100-1805-7980	U.S. BANK	Microsoft 365 11/27/16 - 12/26/16	206681		12.00
100-1810-7610	WESTERN REGION IPMA-HR	M Brown IPMA-HR 2017 Conference	206685		325.00
100-1810-7612	U.S. BANK	2017 Labor Law Posters	206681		78.55
100-1810-7660	CALIFORNIA STATE DEPARTMENT	Fingerprint Apps 12/16	206697		64.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 12/2016	206700		60.00
100-1815-7632	U.S. BANK	HR/Michelle Adobe Creative Cloud	206681		14.99
100-1815-7632	U.S. BANK	Comm Dev/Yesenia Adobe Creative Cloud	206681		49.99
100-1815-7632	U.S. BANK	Admin Svcs/Roxanne Adobe Creative Cloud	206681		49.99
100-1815-7632	U.S. BANK	Admin/Marla-Jackie Adobe Creative Cloud	206681		49.99
100-1815-7632	U.S. BANK	Admin/Illiana Adobe Creative Cloud	206681		49.99
100-1815-7632	U.S. BANK	Parks & Rec/Pam Adobe Creative Cloud	206681		49.99
100-1815-7632	U.S. BANK	Public Safety/Susie Adobe Creative Cloud	206681		49.99
100-1825-7613	OFFICE SOLUTIONS INC	Copier Paper	206726		151.11
100-1825-7626	PRIORITY NEOPOST	Postage Meter Ink	206680		209.52
100-1825-7980	U.S. BANK	Employee Holiday Breakfast (Party City)	206681		60.77
100-1825-7980	U.S. BANK	Employee Holiday Breakfast (Smart & Final)	206681		15.99
100-1825-7980	U.S. BANK	Employee Holiday Breakfast (Smart & Final)	206681		346.03
100-1825-7980	U.S. BANK	Employee Holiday Breakfast (Smart & Final)	206681		15.99
100-2012	CALIFORNIA BUILDING STANDARDS	Green Bldg Fees (SB1473) Q4 2016	206696		140.00
100-2012	CALIFORNIA BUILDING STANDARDS	Green Bldg Fees (SB1473) Q3 2016	206696		94.00
100-2013	DEPARTMENT OF CONSERVATION	Strong Motion (SMPI) Fees Q3 2016	206704		208.70

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-2013	DEPARTMENT OF CONSERVATION	Strong Motion (SMIP) Fees Q4 2016	206704		403.20
100-2120	ROSA ALVAREZ	CC Rent Deposit Refund	206690		500.00
100-2120	PAULUS MARDECHIA	ROP Bldg Rent Deposit Refund	206721		150.00
100-2123	U.S. BANK	Special Event Insurance 7/1/16 - 9/30/16 (Alliant)	206681		2,197.00
100-4302	TIMOTHY THIESSEN	Citation Refund	206743		63.00
100-4404	PAULUS MARDECHIA	Overtime Fee	206721		-40.25
100-5004	CALIFORNIA BUILDING STANDARDS	Local Government Retainer Q3 2016	206696		-9.40
100-5004	DEPARTMENT OF CONSERVATION	Local Agency Fee Q3 2016	206704		-10.44
100-5004	CALIFORNIA BUILDING STANDARDS	Local Government Retainer Q4 2016	206696		-14.00
100-5004	DEPARTMENT OF CONSERVATION	Local Agency Fee Q4 2016	206704		-20.16
Fund 100 - GENERAL FUND Total:					149,141.68

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Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maintenance11/2016	206701		158.08
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					158.08

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Payment Dates: 01/11/2017 - 01/24/2017

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7613	CURO MANAGED PRINT PRODUCTI	MLK Bus Signs	206702		148.07
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 11/2016	206725		6,565.75
440-4405-7636	HENDERSON'S	Transit Uniforms-L Ramirez	206711		120.88
440-4405-7636	HENDERSON'S	Transit Uniforms-A Mendoza	206711		156.79
440-4405-7887	TRIANGLE TRUCK PARTS	Bus Fuel Cap	206744		40.13
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 Coolant Hose Replacement	206717		136.68
440-4425-7965	HUNT DESIGN ASSOCIATES INC	ATP Gold Line Citywide Wayfinding 12/2016	206712	201604-Prof Svcs 440 (ATP)-ATP Design G	655.49
Fund 440 - PROPOSITION A TRANSIT FUND Total:					7,823.79

Council Warrant Register by Account

Payment Dates: 01/11/2017 - 01/24/2017

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 520 - TOWN CENTER DEBT SERVICE FUND					
520-1100	US BANK NATIONAL ASSOCIATION	COPS 2013-Less Cash on Hand	DFT001551		-2.89
520-5205-8340	US BANK NATIONAL ASSOCIATION	COPS 2013 Principal Payment	DFT001551		66,975.96
520-5205-8350	US BANK NATIONAL ASSOCIATION	COPS 2013 Interest Payment	DFT001551		8,539.07
Fund 520 - TOWN CENTER DEBT SERVICE FUND Total:					75,512.14

Council Warrant Register by Account

Payment Dates: 01/11/2017 - 01/24/2017

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6225-7965	HUNT DESIGN ASSOCIATES INC	ATP Gold Line Citywide Wayfinding 12/2016	206712	201604-Prof Svcs 620 (ATP)-ATP Design G	986.51
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					986.51
Grand Total:					233,622.20

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	149,141.68
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	158.08
440 - PROPOSITION A TRANSIT FUND	7,823.79
520 - TOWN CENTER DEBT SERVICE FUND	75,512.14
620 - COMMUNITY IMPROVEMENT FUND	986.51
Grand Total:	233,622.20

Account Summary

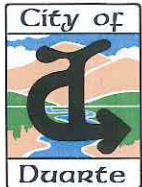
Account Number	Account Name	Payment Amount
100-1010-7610	Travel, Mtgs & Conf	1,960.65
100-1010-7614	Office Supplies	68.59
100-1010-7650	Vehicle Maintenance	150.44
100-1010-7670	Legal Notices	2,183.84
100-1010-7980	Other Expenses	166.95
100-1015-7682	Labor Counsel	3,312.00
100-1015-7686	Other Legal Services	6,263.54
100-1020-7726	Council Cablecasting	49.99
100-1020-7980	Other Expenses	305.91
100-1025-7699	League Of Calif Cities	8,261.00
100-1205-7615	Emergency Supplies	305.04
100-1205-7650	Vehicle Maintenance	2,314.77
100-1205-7779	Youth Programs	320.76
100-1205-7780	Animal Control	288.00
100-1205-7781	Contract Law Enforceme	7,889.67
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1205-7887	Repairs & Replacements	141.69
100-1205-7980	Other Expenses	382.93
100-1205-7984	Gang Interv Cal Grip FY1	30.00
100-1405-7612	Publications and Dues	320.99
100-1405-7650	Vehicle Maintenance	1,861.78
100-1405-7800	Building Department Ser	15,816.93
100-1405-7801	Industrial Waste Inspecti	968.55
100-1405-7802	NPDES Requirements	44,623.36
100-1405-7965	Professional Services	7,067.50
100-1405-7969	City Engineer	80.00
100-1405-7975	Economic Development	2,760.75
100-1410-7621	Other Supplies	43.55
100-1410-7630	Equipment Rentals	493.83
100-1410-7650	Vehicle Maintenance	1,135.39
100-1410-7656	Emergency Generator	157.21
100-1410-7896	Tree Replacement	224.67
100-1410-7980	Other Expenses	206.70
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	29.42
100-1605-7614	Office Supplies	31.93
100-1605-7650	Vehicle Maintenance	724.87
100-1605-7693	Youth Council	150.00
100-1605-7728	Americorp's VIP Progra	51.03
100-1605-7730	Special Events	709.00
100-1605-7733	Senior Center	880.17
100-1605-7735	Teen Center	478.56
100-1605-7738	Teen Excursions	20.00
100-1605-7739	Publicity	479.60
100-1605-7745	Boxing Program	154.45
100-1605-7750	Bus Rentals	795.00
100-1605-7980	Other Expenses	1,027.24
100-1610-7618	Building Supplies	4,900.08

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7652	Building Maint Services	6,466.25
100-1610-7830	Telephones	18.34
100-1610-8100	Other Capital Improvem	733.56
100-1805-7610	Travel, Mtgs & Conf	851.67
100-1805-7614	Office Supplies	462.75
100-1805-7654	Audit Services	4,675.00
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	325.00
100-1810-7612	Publications and Dues	78.55
100-1810-7660	Other Services	124.00
100-1815-7632	Software Maintenance	314.93
100-1825-7613	Duplications And Photos	151.11
100-1825-7626	Postage	209.52
100-1825-7980	Other Expenses	438.78
100-2012	Green Building Fees Pay	234.00
100-2013	Strong Motions Fees Pay	611.90
100-2120	Refundable Deposits	650.00
100-2123	Special Event Insurance	2,197.00
100-4302	Parking Citations	63.00
100-4404	Other Building Rentals	-40.25
100-5004	Other Revenue	-54.00
240-2405-7890	Repairs-Traffic Signal	158.08
440-4405-7613	Duplications And Photos	148.07
440-4405-7619	Fuel And Oil	6,565.75
440-4405-7636	Uniforms	277.67
440-4405-7887	Repairs & Replacements	176.81
440-4425-7965	Professional Services (A	655.49
520-1100	Cash/Invest- Fiscal Agen	-2.89
520-5205-8340	Principal Payments	66,975.96
520-5205-8350	Interest Expense	8,539.07
620-6225-7965	Professional Services (A	986.51
	Grand Total:	233,622.20

Project Account Summary

Project Account Key	Payment Amount
None	224,800.20
201413-Tree Repl-LA Co Windstorm Grant	224.67
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	655.49
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	986.51
201629-Other Exp-PS-Comm. Outreach Program	165.00
201632-Expip Rental-Fish Fire	362.75
201632-Fish Fire-Emergency Supplies	15.14
201632-Fish Fire-Other Exp(1410)	206.70
201632-Fish Fire-Other Expenses	117.72
201632-Fish Fire-Vehicle Maint	293.45
201709- Duarte's Promise - America's Promise Exp	51.03
201717-Prof Svcs-1305 Huntington	5,615.00
210039- Bldg Maint Services - Montessori School	128.54
Grand Total:	233,622.20



CITY COUNCIL STAFF REPORT

Date: January 17, 2017

To: Mayor and City Council

From: Brian Villalobos; Director of Public Safety

Subject: **A Resolution No. 17-06 of the City Council of the City of Duarte
Proclaiming the Termination of a Local Emergency**

SUMMARY

On December 16, 2016 and December 24, 2016, the City of Duarte suffered from dangerous conditions which arose from multiple winter storms. These conditions were beyond the control of local resources. The aforementioned winter storms generated more than 1,700 cubic yards of mud and debris, which deposited onto multiple roadways and appurtenances, causing extensive damages within our community.

There are approximately 200 homes and an elementary school that were impacted by these storms. The residents were impacted by voluntary evacuations, road closures, and the closure of the elementary school.

PROJECT DESCRIPTION

On December 28, 2016, the City declared a local emergency, by way of Resolution No. 17-02. The Duarte City Council, at a special meeting of January 3, 2017, adopted and ratified aforementioned resolution via Resolution No. 17-03.

Resolution No. 17-03 can now be terminated as all cleanup efforts and mitigation measures have been completed as they relate to the Winter Storms that occurred on December 16, 2016, and December 24, 2016.

FINANCIAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 17-06 proclaiming the termination of a local emergency.

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, TERMINATING THE DECLARED LOCAL EMERGENCY
PREVIOUSLY DECLARED UNDER RESOLUTION NO. 17-03**

WHEREAS, a local emergency existed in the City of Duarte in accordance with Resolution No. 17-02 thereof proclaimed by the Director of Emergency Services on the 28th day of December, 2016, and its ratification by the City Council with Resolution No. 17-03 on the 3rd day of January, 2017, as a result of conditions of extreme peril to the safety of persons and property caused by Winter Storms that occurred on December 16, 2016, and December 24, 2016; and

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

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Duarte, State of California, does hereby proclaim the termination of said local emergency.

PASSED, APPROVED, AND ADOPTED this 24th day of January, 2017.

Mayor Margaret Finlay

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 17-06 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of January, 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

MEMORANDUM

TO: Darrell J. George, City Manager
FROM: Kristen Petersen, Assistant City Manager
DATE: January 17, 2017

SUBJECT: APPROVAL OF RESOLUTION NO. 17-R-08 ADJUSTING THE HOURLY RATE SCHEDULE FOR COMPLIANCE WITH THE NEW MINIMUM WAGE REQUIREMENTS

Background

In May 2016, the California legislature passed an unprecedented statewide minimum wage hike. By 2023, the minimum wage across California will be \$15 an hour. Adjusted for inflation, this will be higher than any statewide minimum wage in U.S. history. As part of this progression of wage hikes, as of January 2017, the minimum wage has increased to \$10.50 per hour. Thus, three of the City's existing part time positions (College Intern, Recreation Leader, Trail Maintenance Crew) have had their bottom step increased slightly to \$10.50.

Attached please find Resolution No.17-R-08 adjusting the hourly rate schedule for 3 part time positions on the City-Wide Salary and Pay Schedule. Please note that the adjusted positions are highlighted in yellow.

This wage increase does not require a budget amendment because the increase from the original hourly wage was very minor. Please note that the next increase will take place in January 2018 and will increase the minimum wage to \$11, impacting these three positions again.

Recommendation

It is recommended that the City Council approve the attached Resolution No.17-R-08, adjusting the hourly rate schedule for compliance with the new minimum wage requirements as shown on the attached City-Wide Salary and Pay Schedule.

RESOLUTION NO. 17-08**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
ADJUSTING THE HOURLY RATE SCHEDULE FOR COMPLIANCE
WITH THE NEW MINIMUM WAGE REQUIREMENTS**

BE IT RESOLVED by the City Council of the City of Duarte, County of Los Angeles, State of California, as follows:

Section 1. The City Council of the City of Duarte approved and adopted one consolidated and comprehensive publicly available pay schedule, containing all established employee positions and pay rates, in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5.

Section 2. In May 2016, the California legislature passed a statewide minimum wage hike. As of January 2017, the minimum wage has increased to \$10.50 per hour. Thus, three of the City's existing part time positions (College Intern, Recreation Leader, Trail Maintenance Crew) wage ranges and steps are hereby adjusted on the attached Citywide Salary and Pay Schedule as Exhibit A.

Section 3. All resolutions, or portions thereof, previously adopted by the City Council and found to be in conflict with the provisions of this resolution are hereby repealed.

Section 4. This resolution will become effective immediately. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 24th day of January 2017.

Mayor Margaret Finlay

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. 17-08 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of January 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

Reso 17-08

Exhibit A

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective July 1, 2016 unless otherwise stated

EXECUTIVE

POSITION	Hourly	Monthly	Annually
City Councilmember (eff. 11/22/2005)		\$ 550.00	\$ 6,600
City Manager (eff. 7/1/2016)	\$ 106.86	\$ 18,523	\$ 222,274

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant City Manager	\$ 68.16	\$ 11,815	\$ 70.59	\$ 12,236	\$ 73.02	\$ 12,656	\$ 75.43	\$ 13,074	\$ 77.84	\$ 13,493	\$ 80.26	\$ 13,912	\$ 82.68	\$ 14,332
Human Resources Manager	\$ 38.58	\$ 6,687	\$ 40.03	\$ 6,939	\$ 41.47	\$ 7,187	\$ 42.90	\$ 7,437	\$ 44.35	\$ 7,687	\$ 45.78	\$ 7,937	\$ 47.23	\$ 8,186

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

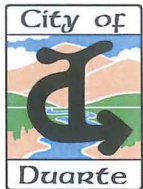
POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	\$ 34.54	\$ 5,988	\$ 35.65	\$ 6,179	\$ 36.73	\$ 6,367	\$ 37.83	\$ 6,557	\$ 38.92	\$ 6,746	\$ 40.03	\$ 6,938	\$ 41.12	\$ 7,128
Assistant to the City Manager	\$ 44.66	\$ 7,740	\$ 45.97	\$ 7,968	\$ 47.27	\$ 8,193	\$ 48.58	\$ 8,421	\$ 49.90	\$ 8,649	\$ 51.21	\$ 8,877	\$ 52.54	\$ 9,108
Associate Civil Engineer	\$ 39.48	\$ 6,843	\$ 40.93	\$ 7,094	\$ 42.37	\$ 7,344	\$ 43.83	\$ 7,597	\$ 45.26	\$ 7,845	\$ 46.72	\$ 8,098	\$ 48.17	\$ 8,349
Associate Planner	\$ 35.37	\$ 6,131	\$ 36.56	\$ 6,338	\$ 37.76	\$ 6,545	\$ 38.97	\$ 6,754	\$ 40.17	\$ 6,962	\$ 41.37	\$ 7,172	\$ 42.58	\$ 7,381
City Clerk	\$ 42.46	\$ 7,361	\$ 43.70	\$ 7,575	\$ 44.93	\$ 7,787	\$ 46.16	\$ 8,001	\$ 47.38	\$ 8,214	\$ 48.62	\$ 8,427	\$ 49.86	\$ 8,642
City Planner	\$ 50.46	\$ 8,746	\$ 52.06	\$ 9,024	\$ 53.66	\$ 9,301	\$ 55.27	\$ 9,580	\$ 56.88	\$ 9,859	\$ 58.48	\$ 10,136	\$ 60.08	\$ 10,414
Deputy City Manager	\$ 49.12	\$ 8,516	\$ 50.57	\$ 8,764	\$ 52.00	\$ 9,013	\$ 53.45	\$ 9,263	\$ 54.89	\$ 9,514	\$ 56.34	\$ 9,766	\$ 57.80	\$ 10,018
Director of Community Development	\$ 63.22	\$ 10,957	\$ 65.66	\$ 11,382	\$ 68.10	\$ 11,804	\$ 70.55	\$ 12,228	\$ 72.99	\$ 12,651	\$ 75.42	\$ 13,074	\$ 77.87	\$ 13,498
Director of Parks & Recreation	\$ 59.91	\$ 10,385	\$ 61.86	\$ 10,724	\$ 63.81	\$ 11,060	\$ 65.76	\$ 11,398	\$ 67.71	\$ 11,737	\$ 69.65	\$ 12,073	\$ 71.60	\$ 12,410
Director of Public Safety Services	\$ 59.91	\$ 10,385	\$ 61.86	\$ 10,724	\$ 63.81	\$ 11,060	\$ 65.76	\$ 11,398	\$ 67.71	\$ 11,737	\$ 69.65	\$ 12,073	\$ 71.60	\$ 12,410
Facilities Maintenance Supervisor	\$ 31.57	\$ 5,473	\$ 32.79	\$ 5,683	\$ 34.00	\$ 5,894	\$ 35.21	\$ 6,103	\$ 36.42	\$ 6,313	\$ 37.64	\$ 6,524	\$ 38.84	\$ 6,733
Field Services Manager	\$ 47.09	\$ 8,163	\$ 48.70	\$ 8,441	\$ 50.29	\$ 8,717	\$ 51.89	\$ 8,995	\$ 53.48	\$ 9,270	\$ 55.09	\$ 9,549	\$ 56.69	\$ 9,826
Financial Services Manager	\$ 41.37	\$ 7,172	\$ 42.82	\$ 7,421	\$ 44.25	\$ 7,670	\$ 45.69	\$ 7,919	\$ 47.12	\$ 8,168	\$ 48.57	\$ 8,418	\$ 50.01	\$ 8,669
Information Technology Manager	\$ 47.09	\$ 8,163	\$ 48.70	\$ 8,441	\$ 50.29	\$ 8,717	\$ 51.89	\$ 8,995	\$ 53.48	\$ 9,270	\$ 55.09	\$ 9,549	\$ 56.69	\$ 9,826
Public Safety Manager	\$ 37.30	\$ 6,465	\$ 39.71	\$ 6,883	\$ 40.42	\$ 7,006	\$ 41.98	\$ 7,276	\$ 43.53	\$ 7,545	\$ 45.08	\$ 7,814	\$ 46.64	\$ 8,084
Public Works Manager	\$ 47.66	\$ 8,261	\$ 49.16	\$ 8,521	\$ 50.66	\$ 8,781	\$ 52.17	\$ 9,043	\$ 53.67	\$ 9,304	\$ 55.18	\$ 9,564	\$ 56.69	\$ 9,826
Recreation Superintendent	\$ 41.86	\$ 7,256	\$ 43.33	\$ 7,511	\$ 44.81	\$ 7,766	\$ 46.28	\$ 8,022	\$ 47.75	\$ 8,277	\$ 49.23	\$ 8,534	\$ 50.71	\$ 8,790
Recreation Supervisor	\$ 31.57	\$ 5,473	\$ 32.79	\$ 5,683	\$ 34.00	\$ 5,894	\$ 35.21	\$ 6,103	\$ 36.43	\$ 6,314	\$ 37.64	\$ 6,524	\$ 38.85	\$ 6,734
Senior Planner	\$ 44.12	\$ 7,647	\$ 45.51	\$ 7,889	\$ 46.91	\$ 8,131	\$ 48.31	\$ 8,374	\$ 49.70	\$ 8,614	\$ 51.10	\$ 8,856	\$ 52.49	\$ 9,099
Transit Supervisor	\$ 34.41	\$ 5,964	\$ 35.77	\$ 6,200	\$ 37.16	\$ 6,440	\$ 38.52	\$ 6,678	\$ 39.90	\$ 6,916	\$ 41.28	\$ 7,156	\$ 42.66	\$ 7,393

GENERAL EMPLOYEES - SEIU LOCAL 721

POSITION	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Accountant	\$ 29.30	\$ 5,080	\$ 30.38	\$ 5,266	\$ 31.46	\$ 5,453	\$ 32.54	\$ 5,641	\$ 33.63	\$ 5,829	\$ 34.71	\$ 6,017	\$ 35.80	\$ 6,206
Accounting Specialist	\$ 25.75	\$ 4,463	\$ 26.63	\$ 4,617	\$ 27.52	\$ 4,769	\$ 28.40	\$ 4,923	\$ 29.28	\$ 5,076	\$ 30.17	\$ 5,229	\$ 31.04	\$ 5,382
Administrative Assistant - City Manager's Office	\$ 20.21	\$ 3,503	\$ 21.00	\$ 3,640	\$ 21.79	\$ 3,778	\$ 22.59	\$ 3,915	\$ 23.38	\$ 4,052	\$ 24.17	\$ 4,190	\$ 24.96	\$ 4,327
Administrative Secretary	\$ 23.38	\$ 4,052	\$ 24.28	\$ 4,207	\$ 25.18	\$ 4,364	\$ 26.08	\$ 4,519	\$ 26.97	\$ 4,676	\$ 27.86	\$ 4,830	\$ 28.76	\$ 4,986
Assistant Planner	\$ 28.15	\$ 4,881	\$ 29.25	\$ 5,070	\$ 30.35	\$ 5,261	\$ 31.46	\$ 5,451	\$ 32.55	\$ 5,545	\$ 33.64	\$ 5,832	\$ 34.75	\$ 6,023
Bus Driver	\$ 21.45	\$ 3,719	\$ 22.17	\$ 3,842	\$ 22.87	\$ 3,964	\$ 23.58	\$ 4,086	\$ 24.29	\$ 4,211	\$ 25.00	\$ 4,333	\$ 25.72	\$ 4,457
Civil Engineering Technician	\$ 25.34	\$ 4,393	\$ 26.40	\$ 4,575	\$ 27.46	\$ 4,761	\$ 28.51	\$ 4,942	\$ 29.58	\$ 5,127	\$ 30.64	\$ 5,313	\$ 31.70	\$ 5,496
Clerk/Typist Receptionist	\$ 19.28	\$ 3,343	\$ 19.98	\$ 3,464	\$ 20.67	\$ 3,584	\$ 21.37	\$ 3,704	\$ 22.07	\$ 3,825	\$ 22.77	\$ 3,947	\$ 23.49	\$ 4,072
Code Compliance / Animal Control Officer	\$ 27.37	\$ 4,745	\$ 28.52	\$ 4,943	\$ 29.66	\$ 5,140	\$ 30.81	\$ 5,340	\$ 31.94	\$ 5,538	\$ 33.09	\$ 5,736	\$ 34.23	\$ 5,933
Community Development Technician	\$ 23.08	\$ 4,001	\$ 23.91	\$ 4,144	\$ 24.73	\$ 4,287	\$ 25.56	\$ 4,430	\$ 26.38	\$ 4,573	\$ 27.21	\$ 4,716	\$ 28.03	\$ 4,826
Crime Prevention Specialist	\$ 28.37	\$ 4,917	\$ 29.41	\$ 5,098	\$ 30.48	\$ 5,284	\$ 31.57	\$ 5,474	\$ 32.66	\$ 5,661	\$ 33.75	\$ 5,851	\$ 34.83	\$ 6,038
Custodian	\$ 19.36	\$ 3,357	\$ 20.10	\$ 3,484	\$ 20.84	\$ 3,612	\$ 21.59	\$ 3,744	\$ 22.33	\$ 3,871	\$ 23.09	\$ 4,002	\$ 23.82	\$ 4,131
Field Services Supervisor	\$ 30.33	\$ 5,253	\$ 31.83	\$ 5,518	\$ 33.35	\$ 5,781	\$ 34.87	\$ 6,044	\$ 36.38	\$ 6,307	\$ 37.91	\$ 6,570	\$ 39.42	\$ 6,833
Irrigation Control Technician	\$ 23.24	\$ 4,029	\$ 24.13	\$ 4,183	\$ 25.02	\$ 4,336	\$ 25.90	\$ 4,490	\$ 26.80	\$ 4,646	\$ 27.70	\$ 4,801	\$ 28.58	\$ 4,953
Human Resources Specialist	\$ 26.67	\$ 4,623	\$ 27.79	\$ 4,817	\$ 28.90	\$ 5,008	\$ 30.02	\$ 5,202	\$ 31.12	\$ 5,394	\$ 32.23	\$ 5,588	\$ 33.35	\$ 5,781
Lead Driver	\$ 28.28	\$ 4,902	\$ 29.13	\$ 5,050	\$ 30.01	\$ 5,201	\$ 30.90	\$ 5,357	\$ 31.83	\$ 5,518	\$ 32.79	\$ 5,683	\$ 33.77	\$ 5,854
Maintenance Technician	\$ 19.81	\$ 3,434	\$ 20.64	\$ 3,577	\$ 21.46	\$ 3,720	\$ 22.29	\$ 3,863	\$ 23.11	\$ 4,006	\$ 23.94	\$ 4,149	\$ 24.76	\$ 4,293
Public Safety Coordinator	\$ 22.87	\$ 3,965	\$ 23.74	\$ 4,114	\$ 24.60	\$ 4,265	\$ 25.47	\$ 4,415	\$ 26.35	\$ 4,566	\$ 27.21	\$ 4,717	\$ 28.09	\$ 4,869
Recreation Coordinator	\$ 22.87	\$ 3,964	\$ 23.74	\$ 4,114	\$ 24.60	\$ 4,265	\$ 25.47	\$ 4,415	\$ 26.35	\$ 4,566	\$ 27.21	\$ 4,717	\$ 28.09	\$ 4,869
Senior Code Compliance / Animal Control Officer	\$ 29.81	\$ 5,166	\$ 31.04	\$ 5,381	\$ 32.28	\$ 5,595	\$ 33.52	\$ 5,812	\$ 34.78	\$ 6,028	\$ 36.02	\$ 6,243	\$ 37.26	\$ 6,459
Senior Custodian	\$ 23.50	\$ 4,074	\$ 24.41	\$ 4,230	\$ 25.32	\$ 4,388	\$ 26.23	\$ 4,546	\$ 27.15	\$ 4,705	\$ 28.06	\$ 4,863	\$ 28.98	\$ 5,024
Senior Maintenance Technician	\$ 23.24	\$ 4,029	\$ 24.13	\$ 4,183	\$ 25.02	\$ 4,336	\$ 25.90	\$ 4,490	\$ 26.80	\$ 4,646	\$ 27.70	\$ 4,801	\$ 28.58	\$ 4,953
Senior Maintenance Technician *Electrician	\$ 25.11	\$ 4,354	\$ 25.87	\$ 4,483	\$ 26.65	\$ 4,619	\$ 27.44	\$ 4,756	\$ 28.27	\$ 4,900	\$ 29.12	\$ 5,046	\$ 29.99	\$ 5,199

PART-TIME HOURLY EMPLOYEES

POSITION	Hourly Pay Rate						
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Administrative Assistant - City Manager's Office (1/10/17)	\$ 20.21	\$ 21.00	\$ 21.79	\$ 22.59	\$ 23.38	\$ 24.17	\$ 24.96
Aerobics Instructor (7/1/2014)	\$ 13.23	\$ 15.12	\$ 16.98	\$ 18.85	\$ 20.75	\$ 22.62	\$ 24.48
Animal Control Officer (eff. 1/1/2016)	\$ 16.13	\$ 16.75	\$ 17.37	\$ 17.99	\$ 18.62	\$ 19.24	\$ 19.87
Assistant Boxing Trainer (7/1/2014)	\$ 12.37	\$ 12.71	\$ 13.21	\$ 13.71	\$ 14.05	\$ 14.71	\$ 15.05
Boxing Trainer (7/1/2014)	\$ 18.76	\$ 19.34	\$ 20.21	\$ 21.08	\$ 21.65	\$ 22.82	\$ 23.40
Bus Driver (7/1/2014)	\$ 18.97	\$ 19.59	\$ 20.23	\$ 20.85	\$ 21.48	\$ 22.10	\$ 22.74
Certified Aerobics Instructor (7/1/2014)	\$ 23.83	\$ 25.26	\$ 26.68	\$ 28.10	\$ 29.53	\$ 30.96	\$ 32.39
Clerk/Typist Receptionist (eff. 9/13/2016)	\$ 19.28	\$ 19.98	\$ 20.67	\$ 21.37	\$ 22.07	\$ 22.77	\$ 23.49
College Intern (7/1/2014)	\$ 10.50	\$ 11.99	\$ 13.52	\$ 15.05	\$ 16.58	\$ 18.11	\$ 19.64
Community Services Officer	\$ 16.13	\$ 16.75	\$ 17.37	\$ 17.99	\$ 18.62	\$ 19.24	\$ 19.87
Computer Lab Technician (7/1/2014)	\$ 14.12	\$ 14.54	\$ 14.95	\$ 15.37	\$ 15.79	\$ 16.21	\$ 16.63
Crossing Guard (7/1/2014)	\$ 11.86						
Custodian (7/1/2014)	\$ 17.13	\$ 17.79	\$ 18.44	\$ 19.10	\$ 19.76	\$ 20.42	\$ 21.07
Fee and Charge Instructor (7/1/2014)	70% of Registration Fees						
Lifeguard (7/1/2014)	\$ 11.87	\$ 12.34	\$ 12.81	\$ 13.28	\$ 13.75	\$ 14.22	\$ 14.69
Lifeguard/Instructor (7/1/2014)	\$ 13.66	\$ 14.13	\$ 14.59	\$ 15.06	\$ 15.52	\$ 15.99	\$ 16.45
Pool Manager (7/1/2014)	\$ 17.58	\$ 18.38	\$ 19.19	\$ 19.98	\$ 20.79	\$ 21.58	\$ 22.39
Recreation Leader (7/1/2014)	\$ 10.50	\$ 10.73	\$ 11.04	\$ 11.34	\$ 11.65	\$ 11.96	\$ 12.27
Recreation Specialist (eff. 7/1/2016)	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00
Trail Maintenance Crew (eff. 1/1/2016)	\$ 10.50	\$ 11.00	\$ 13.00	\$ 15.00	\$ 17.00	\$ 18.00	\$ 21.00



CITY COUNCIL STAFF REPORT

Date: January 17, 2017

To: Mayor and City Council

From: Brian Villalobos; Director of Public Safety

Subject: **A Resolution No. 17-09 of the City Council of the City of Duarte Confirming the Existence of a Local Emergency and Ratifying Resolution No. 17-07 Proclaiming the Existence of a Local Emergency**

SUMMARY

On January 11, 2017 and January 12, 2017, the City of Duarte suffered from dangerous conditions which arose from multiple winter storms. These conditions were beyond the control of local resources. The aforementioned winter storms generated more than 250 cubic yards of mud and debris, which deposited onto multiple roadways and appurtenances, causing extensive damages within our community.

There are approximately 200 homes and an elementary school that were impacted by these storms. The residents were impacted by road closures and the elementary school had to divert its pick up and drop off locations.

PROJECT DESCRIPTION

On January 17, 2017, the Director of Emergency Services declared a local emergency, by way of Resolution No. 17-07.

Pursuant to Duarte Municipal Code 2.32.060, the City Council must ratify the proclamation within seven days.

FINANCIAL IMPACT

None. However, it is necessary to proclaim a local emergency to be eligible to apply for State or Federal financial recovery assistance programs.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 17-09 ratifying Resolution No. 17-07 and proclaiming the existence of a local emergency due to winter storm damage and that the proclamation be forwarded to the Director of California Governor's Office of Emergency Services to request state and federal assistance, funding, and relief.

RESOLUTION NO. 17-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, CONFIRMING THE EXISTENCE OF A LOCAL EMERGENCY,
AND RATIFYING RESOLUTION NO. 17-07 PROCLAIMING
THE EXISTENCE OF A LOCAL EMERGENCY**

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

WHEREAS, the conditions of extreme peril to the safety of persons and property have arisen within the City of Duarte, which began on January 11, through January 12, 2017, as a result of the winter storm that affected the City of Duarte with extensive damages.

WHEREAS, the winter storm generated more than 250 cubic yards of debris and mud that were deposited onto the multiple roadways and appurtenances. These conditions blocked emergency vehicles access and residents' ingress and egress. These conditions endangered the safety of the residents and students of Valley View Elementary. If mud and debris is not quickly cleared from the roadway and the roadways are left in their current condition, the roadways could fail due to clogged culverts and drains endangering the lives of the public and motorists.

WHEREAS, the City of Duarte has experienced multiple mud and debris flows which have resulted in extensive damage and cleanup efforts, and has impacted up to 200 residences. These residences have been impacted by, among other things, voluntary evacuations, road closures, and the closure of a local elementary school for a day.

WHEREAS, these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Duarte.

WHEREAS, the Director of Emergency Services of the City of Duarte did proclaim the existence of a local emergency within the City of Duarte on the 17th day of January 2017; and

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

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

WHEREAS, IT IS FURTHER ORDERED AND PROCLAIMED, that a copy of this resolution be forwarded to the Director of California Governor's Office of Emergency Services

requesting that the Director find it acceptable in accordance with State law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Duarte located in Los Angeles County; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Duarte:

1. That Resolution No. 17-07 proclaiming the existence of a local emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.
2. That the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Duarte.
3. That this proclamation be forwarded to the Director of California Governor's Office of Emergency Services to request state and federal recovery assistance, funding and relief.

PASSED, APPROVED, AND ADOPTED this 24th day of January, 2017.

Mayor Margaret Finlay

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. 17-09 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 24th day of January, 2017, by the following vote:

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

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

Date: January 24, 2017

To: Mayor and Duarte City Council

From: Kristen Johnston, Associate Planner

Subject: **Adoption of Ordinance 17-O-01 (second reading)** - Municipal Code Amendment 16-05; Amending Sections: (1) 19.10.020.A (Table 2-1 and Table 2-2) allowed uses and permit requirements for single family and multifamily zones; (2) 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; (3) 19.60.160 second dwelling units; and (4) modifications to definitions in Sections 19.160.020, 19.160.050, and 19.160.200 of the Duarte Development Code related to the regulation and approval of accessory (second) dwelling units within the City of Duarte.

At its January 10, 2017 meeting, the City Council considered Municipal Code Amendment 16-05 with staff recommended revisions, at a duly notified public hearing and introduced Ordinance 17-O-01 to amend the following code Sections: (1) 19.10.020.A (Table 2-1 and Table 2-2) allowed uses and permit requirements for single family and multifamily zones; (2) 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; (3) 19.60.160 second dwelling units; and (4) modifications to definitions in Sections 19.160.020, 19.160.050, and 19.160.200 of the Duarte Development Code related to the regulation and approval of accessory (second) dwelling units within the City of Duarte. The Council voted to approve the first reading of Ordinance 17-O-01. Motion was approved 3-1-0-1. (Vote: Yes: Paras-Caracci, Reilly, Fasana; No: Finlay; Abstain: None; Absent: Kang)

Staff recommends adoption of the attached Ordinance for second reading. If adopted, Ordinance 17-O-01 will become effective 30 days from the date of adoption.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA AMENDING SECTIONS 19.10.020.A (Table 2-1 and Table 2-2) “ALLOWED USES AND PERMIT REQUIREMENTS FOR SINGLE FAMILY AND MULTIFAMILY ZONES”; 19.38.050.A (TABLE 3-4) “OFF-STREET PARKING REQUIREMENTS FOR RESIDENTIAL USES”; 19.60.160 “SECOND DWELLING UNITS”; AND MODIFICATIONS TO DEFINITIONS IN SECTIONS 19.160.020, 19.160.050 AND 19.160.200 OF THE DUARTE DEVELOPMENT CODE RELATING TO THE REGULATIONS AND APPROVAL OF ACCESSORY (SECOND) DWELLING UNITS WITHIN THE CITY OF DUARTE

WHEREAS, the City of Duarte (“City”) seeks to ensure that the City’s zoning laws are consistent with the goals, policies and standards set forth in the City’s General Plan, federal law, and state law as it relates to the regulation and approval of second dwelling units within the City; and

WHEREAS, on September 27, 2016, Governor Brown approved California Assembly Bill 2299 (“AB 2299”) and California Senate Bill 1069 (“SB 1069”), which change the manner in which second dwelling units (now called “accessory dwelling units”) must be regulated and processed by local agencies;

WHEREAS, effective January 1, 2017, AB 2299 and SB 1069, codified at Gov. Code §§ 65852.2, 65582.1, 65583.1, 65589.4, 65852.150, and 66412.2, adopt new requirements for local agencies’ regulation of accessory dwelling units and approval of applications for accessory dwelling units; and

WHEREAS, AB 2299 and SB 1069 further provide that in the event a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of the new legislation, any conflicting provisions shall be null and void upon January 1, 2017, unless and until the agency adopts an ordinance that complies with AB 2299 and SB 1069; and

WHEREAS, the proposed amendments to the Duarte Development Code are intended to ensure the City’s procedural and substantive requirements for accessory dwelling units are consistent with the above-described recent changes to State law; and

WHEREAS, after the duly noticed public hearing, held on December 19, 2016, the Planning Commission adopted Resolution No. PC 16-16 recommending the City Council adopt and approve the proposed code amendments; and

WHEREAS, the proposed amendments to the Duarte Municipal Code are set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”)

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

SECTION 1: Recitals. The foregoing recitals are true and correct and are incorporated herein as through set forth in full.

SECTION 2: Adoption. Sections 19.10.020.A (Table 2-1 and Tale 2-2) allowed uses and permit requirements for single family and multifamily zones; 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; 19.60.160 second dwelling units; and modifications to definitions in Sections 19.160.020, 19.160.050, and 19.160.200 of the Duarte Development Code are hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 3: No Changes to Permitted Uses/Density. Nothing in this Ordinance shall be interpreted to allow any land use which is not expressly listed as permitted or conditionally permitted within the City's Zoning Code and General Plan.

SECTION 4: CEQA Determination. In adopting this Ordinance, the City Council finds that the project is in compliance with the California Environmental Quality Act pursuant to Public Resources Code Section 21000 *et seq.* (CEQA), and State regulations in Title 14 of the California Code of Regulations, Section 15000 *et seq.* (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Sections 15061(b)(3); 15303; 15332; and 15378, in that it can be seen with certainty that the adoption of the Development Code amendments propose no activity that may have a significant effect on the environment and will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; pertain to new construction or conversion of small structures; and would qualify as infill development.

SECTION 5: Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 6: Effective Date. This Ordinance shall become effective thirty (30) days after its passage and adoption.

SECTION 7: Within fifteen (15) days of the date of adoption of this Ordinance, the City Clerk shall post a copy of said Ordinance in places designated for such posting and shall certify to the same. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published as required by law.

PASSED AND APPROVED on this _____ day of _____, 2017.

Mayor Margaret Finlay

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 _____, 2017, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

EXHIBIT A

19.10.020 - Land use and permit requirements.

A. Allowed land uses.

1. Tables 2-1 and 2-2 indicate the uses allowed within each residential zone and any permits required to establish the use, pursuant to Article 7 (Permit Processing Procedures) and Article 8 (Development Code Administration).
2. Residential uses represent the primary allowed use, and only those additional uses that are complementary to, and can exist in harmony with, the residential character of each zone may be allowed as accessory, conditionally permitted, and/or temporary uses. Accessory uses deemed appropriate may only be permitted when provided as a secondary use on property for which a legally permitted/allowed residential unit exists or is proposed in conjunction with establishment of the accessory use, except as may be otherwise allowed in Article 6 (Nonconformities).
3. Land uses that are not listed in Tables 2-1 and 2-2 or are not shown in a particular zone are not allowed (see Uses Not Classified in Section 19.04.040), except as otherwise provided by Section 19.04.020 (Rules of Interpretation).
4. Where the last column in the Tables 2-1 and 2-2 includes a Chapter or Section number, the regulations in the referenced Chapter or Section shall apply to the use. Provisions in other Sections of this Development Code may also apply as indicated in Section 19.10.090 (Other Applicable Regulations).
5. See Article 9 (Definitions) for land use definitions and explanations.

TABLE 2-1 ALLOWED USES AND PERMIT REQUIREMENTS	Single-Family and Two-Family Residential Zone Permit Requirements							
	P = Permitted By Right A = Permitted as Accessory Use MUP = Minor Use Permit CUP = Conditional Use Permit — = Not Allowed							
Land Use	R-1	R-1A	R-1B	R-1D	R-1E	R-1F	R-2	Specific Use Regulations
Residential Uses								

EXHIBIT A

Single-Family Dwellings	P	P	P	P	P	P	P	See Table 7-2 (Article 7) for Site Plan Review Requirements. See 19.10.050 for R-1D zone special requirements. See 19.10.080 (Manufactured Homes)
Multi-Family Dwellings	—	—	—	—	—	—	—	
Two-Family Dwellings (Duplex)	—	—	—	—	—	—	P	
Mobile Housing Unit	—	—	—	—	—	—	—	
Second Accessory Dwelling Unit	A	A	A	A	A	A	A	See 19.60.160 (Second Accessory Dwelling Units)
Care Uses								
Child Care Home - Large Family	A	A	A	A	A	A	A	See 19.60.100 (Large and Small Family Child Day Care Facilities)
Child Care Home - Small Family	A	A	A	A	A	A	A	
Day Care General - 15 or more children	—	—	—	—	—	—	—	
Agriculture and Animal-Related								
Animal Keeping	A	A	A	A	A	A	A	As regulated by Title 8 (Animals) of the Municipal Code

EXHIBIT A

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

EXHIBIT A

TABLE 2-2 ALLOWED USES AND PERMIT REQUIREMENTS FOR MULTI- FAMILY RESIDENTIAL ZONES		P = Permitted by Right A = Permitted as Accessory Use MUP = Minor Use Permit CUP = Conditional Use Permit — = Not Allowed		
Land Use	R-3	R-4	R-MH	Specific Use Regulations
Residential Uses				
Single-Family Dwellings	P	P	—	See 19.10.080 for Manufactured Housing.
Multi-Family Dwellings	P	P	—	
Two-Family Dwellings (Duplex)	P	P	—	
Mobile Homes	—	—	P	Applies to establishment of a single mobile home in an existing mobile home park
Mobile Home Parks			CUP	Applies to establishment of a new mobile home park
Care Uses				
Child Care Home - Large Family	—	—	—	See 19.60.100 (Large and Small Family Child Day Care Facilities)
Child Care Home - Small Family	A	A	A	
Day Care Facility - 15 or more	CUP	CUP	—	
Residential Care	CUP	CUP	—	

EXHIBIT A

Facilities				
Agriculture and Animal-Related				
Animal Keeping	A	A	A	As regulated by Title 8 (Animals) of the Municipal Code.
Horticulture - Private	A	A	A	
Other Uses				
Accessory Structures and Uses	A	A	A	See 19.60.020 (Accessory Uses) See 19.60.160 (Accessory Dwelling Unit)
Educational Facilities - Private	CUP	CUP	CUP	
Golf Course, Country Club	CUP	CUP	CUP	
Home Occupations	A	A	A	See 19.60.070 (Home Occupations)
Places of Religious Assembly	CUP	CUP	CUP	See 19.60.140 (Places of Religious Assembly)
Recreational Vehicle Parking (open/outdoor parking)	—	—	A	See 19.38.160 (Recreational Vehicle Parking in Residential Zones)
Temporary Uses	See Chapter 19.124 (Temporary Use Permits)			
Utilities	CUP	CUP	CUP	

EXHIBIT A

19.38.050 - Off-street parking space requirements

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

EXHIBIT A

19.60.160 – Second **Accessory** dwelling units.

- A. Purpose. This Section provides locational, developmental, and operational standards for second **accessory** dwelling units.
- B. Applicability. The provisions in this Section shall apply to second **accessory** dwelling units as defined in Article 9 and where allowed in compliance with Article 2 (Zones, Allowable Uses, and Development Standards) and the following standards.
- C. City standards. A second **accessory** dwelling unit as authorized by Government Code Section 65852.2 shall comply with all of the following locational and developmental standards:
 - 1. The second **accessory** dwelling unit shall comply with all of the development standards applicable to the specific residential zone in which it is located.
 - 2. ***The lot is zone for single-family or multifamily use and contains an existing, single-family dwelling.***
 - 3. The parcel proposed for the second **accessory** dwelling unit shall contain a minimum of 6,000 square feet, ***unless the accessory dwelling unit is located entirely within an existing structure.***
 - 4. Either the primary unit or the second **accessory** dwelling unit shall be occupied as a primary residence by the property owner.
 - 5. There shall not be more than one second **accessory** dwelling unit on each parcel.
 - 6. The second **accessory** dwelling unit shall be physically attached to the primary residence and ~~shall be designed so that it can revert back to being used as an integral portion of the attached single-family residence in the event that the unit is no longer used as a second dwelling unit or~~ ***located within the living area of the primary residence or detached from the primary residence and located on the same lot as the primary residence.***
 - 7. Colors, materials, roof form, windows, and window trim shall match those of the primary structure.
 - 8. The **attached** second **accessory** dwelling unit shall be designed to maintain the appearance of a single-family dwelling.
 - 9. The maximum floor area of the second **accessory** dwelling unit shall comply with the following:
 - a. ~~The maximum floor area of the second dwelling unit shall not exceed 700 square feet.~~ ***Attached or detached accessory dwelling units shall not exceed fifty percent of the total floor area, excluding garages, of the existing dwelling unit up to a maximum of 400 square feet.***

EXHIBIT A

- ~~b. The maximum floor area of the second dwelling unit may be allowed to increase up to 1,200 square feet, provided the unit is deed restricted to be affordable to low-income households.~~
- 10. The maximum number of allowable bedrooms within the second **accessory** dwelling unit shall comply with the following:
 - a. The second **accessory** dwelling unit shall not contain more than two **one** bedrooms, which shall comply with the minimum bedroom size required by this Development Code.
 - ~~b. A maximum of three bedrooms shall be allowed for second dwelling units over 700 square feet in size, when deed restricted to be affordable to low-income households.~~
- 11. In addition to all other required off-street parking, there shall be at least one additional off-street parking space for the second **accessory** dwelling unit. The parking space may be uncovered and may be in tandem with the existing off-street parking facilities. **However, these parking standards shall not be imposed on accessory units in any of the following instances:**
 - a. The accessory dwelling unit is located within one-half mile of public transit. Public transit is hereafter defined as a "Major Transit Stop", pursuant to Public Resources Code 21094.5.5.*
 - b. The accessory dwelling unit is located within an architecturally and historically significant historic district.*
 - c. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.*
 - d. When on-street parking permits are required but not offered to the occupancy of the accessory dwelling unit.*
 - e. When there is a car share vehicle located within one block of the accessory dwelling unit.*
- 12. At the time that the second **accessory** dwelling unit is assigned a street address, it may be given the primary residential numerical address with the alphabetical letter "A" following the numerical designation.
- 13. All gas, sewer, water, and other utility hook-ups shall be part of the primary dwelling unit.
- 14. Approval by the local health officer where a private sewage disposal system is being used, if required.**
- 15. The second **accessory** dwelling unit shall comply with all building, safety, fire and health codes, and all other applicable laws and regulations.
- 16. ~~A site plan~~ **Conceptual development plans** and elevations shall be subject to Site Plan and Design Review before the issuance of any

EXHIBIT A

Building Permits for the ~~second~~ **accessory** dwelling unit in compliance with Chapter 19.122 (Site Plan and Design Review).

17. A deed restriction, in a form satisfactory to the City Attorney, shall be recorded with the County Recorder to evidence and give notice of the requirements of this Section, and a conformed copy submitted to the City before final building (occupancy) approval.
18. A yearly administrative hearing and/or inspection, if warranted, shall be held by the Director to ensure compliance with all applicable conditions, standards, and terms.

EXHIBIT A

19.160.020 - "A" definitions.

Accessory Dwelling Unit. See "Dwelling Unit."

Accessory Use. See "Use."

Accessory Building or Structure. A structure that is physically detached from, secondary and incidental to, and commonly associated with the primary structure, and as may be further defined by the Building Code as requiring a Building Permit.

Acupuncture. A form of medical treatment involving the use of pressure, needles, or similar applications.

Administrative Variance. See "Variance."

Adult-Oriented Businesses. See Chapter 19.62 (Adult Business Uses).

Agriculture. All methods of production and management of crops, vegetation, and soil. This includes, but is not limited to, the related activities of tillage, fertilization, pest control, harvesting and marketing. Horticulture is not included.

Alcohol Sales, Off-Sale. Any establishment in which alcoholic beverages are sold, served, or given away for consumption off the premises. References to the establishment shall include any immediately adjacent area that is owned, leased, or rented, or controlled by the licensee.

Alcohol Sales, On-Sale. Any establishment in which alcoholic beverages are sold, served, or given away for consumption on the premises and which is applying for or has obtained any ABC Licenses for on-site consumption. References to the establishment shall include any immediately adjacent area that is owned, leased, or rented, or controlled by the licensee.

Alcohol Sales, On-Sale, Accessory Only. Any establishment that has all of the following characteristics:

- A. Alcoholic beverages are sold, served, or given away for consumption on site.
- B. The establishment will sell or sells alcoholic beverages only as an accessory use to a commercial recreation use. Examples include snack bars and concession stands at facilities sport venues (e.g., baseball, football, rugby, soccer, etc.). For the purposes of this definition, a snack bar or concession stand is an establishment that sells confections, snacks, or other light meals for consumption on-site and that provides no inside seating or drive-through service for customers.

Alley. A public thoroughfare or lane (not more than 30 feet wide) that affords only a secondary means of access to abutting property (see Figure 9-1).

Amateur Radio Antenna. An amateur radio antenna is an antenna at a height and dimension sufficient to accommodate amateur radio service communications in compliance with Part 97 of Title 47 of the Code of Federal Regulations (or successor regulations).

EXHIBIT A

Ambulance Fleet Services. A base facility where ambulances and similar vehicles are parked and from which they are dispatched, and/or where ambulance vehicles and crews are not based at a hospital or fire department stand by for emergency calls.

Amendment. A change in the wording, context, or substance of this Development Code, or a change in the zone boundaries upon the zoning map which is a part of this Title, in the manner prescribed by the Development Code.

Animal Hospital/Clinic. See "Veterinary Services."

Animal Keeping. The keeping of domestic animals cared for and owned by the occupants of the residential property in accordance with the provisions of Title 8 of the Duarte Municipal Code.

Animal Sales and Services:

- **Animal Boarding/Kennels.** The commercial provision of shelter and care for dogs, cats, other household animals, and horses (where allowed), including activities associated with such shelter and care (e.g., feeding, exercising, grooming, and incidental medical care).
- **Animal Grooming.** The commercial provision of bathing and trimming services for dogs, cats, and other household animals permitted by this Development Code. Overnight boarding is not allowed.
- **Animal Retail Sales.** The retail sales of household animals within an entirely enclosed building. These uses include grooming, if incidental to the retail use, but specifically excludes boarding of animals other than those for sale.

Antenna Tower. See "Wireless Telecommunications Facilities."

Apiary. A facility where beehives of honey bees are housed (also known as a bee yard).

ARB. See "Architectural Review Board."

Arcade (Electronic Game Center). An establishment that provides more than four amusement devices, whether or not the devices constitute the primary use or an accessory or incidental use of the premises. Amusement devices mean an electronic or mechanical equipment, game, or machine that is played or used for amusement, which, when so played or used involves skill and which is activated by coin, key, or token, or for which the player or user pays money for the privilege of playing or using. See also "Internet/Cyber Cafe."

Architectural Review Board. The Architectural Review Board (ARB) of the City of Duarte.

Area Median Income. The median household income for Los Angeles County as provided by Section 50093(c) of the California Health and Safety Code.

Artist Studios. See "Studio - Art, Dance, Martial Arts, Music."

EXHIBIT A

Assembly/Meeting Facilities, Public or Private. A facility for public or private assembly and meetings, exclusive of "Places of Religious Assembly," which is defined separately. Examples of these uses include:

- banquet rooms
- civic and private auditoriums
- community centers
- conference/convention facilities
- meeting halls for clubs and other membership organizations

ATM (Automated Teller Machine). An automated device used by the public to conduct banking and financial transactions electronically (i.e., withdrawing cash from, or depositing cash or checks into, a bank, savings, credit union, credit card or similar account). Does not apply to retail point-of-sale transactions within a fully enclosed location. Also refers to machines located on properties separate from financial institutions.

Attic. The area located between the top plate and the roof or ridge of a building, as further defined in the Building Code (see Figure 9-2).

Auto Repair. See "Vehicle Repair and Service."

Auto Service or Servicing. See "Vehicle Repair and Service."

Auto Accessory Service. See "Vehicle Repair and Service."

Automatic Controller. A mechanical or solid-state irrigation system timer capable of operating irrigation valve stations to set the days and length of time of a water application.

EXHIBIT A

19.160.050 - "D" definitions.

Day Care, General. Establishments that provide nonmedical care for 15 or more persons on a less than a 24-hour basis, including nursery schools, preschools, and day care centers for children or adults. Such use must comply with all applicable State regulations, and specifically those set forth in the California Health and Safety Code commencing with Section 1596.70, to be considered a General Day Care facility. General Day Care establishments may be accessory to an industrial, commercial or institutional use, as may be allowed by Article 2 of this Development Code.

Day Care, Limited. Nonresidential, nonmedical care and supervision of 14 or fewer persons on a less than 24-hour basis.

- **Child Day Care:**
 - **Child Care Home, Small Family (8 or fewer children).** Day care facilities located in single-family dwellings where an occupant of the dwelling provides care and supervision for eight or fewer children. Children under the age of 10 years who reside in the dwelling count as children served by the day care facility. Such use must comply all applicable State regulations, and specifically those set forth in the California Health and Safety Code commencing with Section 1596.70, to be considered a small family child care home.
 - **Child Care Home, Large Family (9 to 14 children).** Day care facilities located in single-family dwellings where an occupant of the dwelling provides care and supervision for nine to 14 children. Children under the age of 10 years who reside in the dwelling count as children served by the day care facility. Such use must comply all applicable State regulations, and specifically those set forth in the California Health and Safety Code commencing with Section 1596.70, to be considered a large family child care home.
 - **Fifteen or more children.** See "Day Care, General" for facilities serving 15 or more children.
- **Adult Day Care.** See "Day Care, General."

Developer. Any person, firm, partnership, association, joint venture, corporation, or any entity or combination of entities, which seeks city permits or approvals for all or part of a development.

Development Agreement. Means an agreement entered into between the city and a developer pursuant to Section 65864 of the California Government Code.

Discretionary Approval.

1. Any entitlement or approval required by Title 18 or Title 19 of this code, including but not limited to, conditional use permit, variance, and subdivision map, or

EXHIBIT A

2. Architectural design review approval, if no other entitlement or approval is required by Title 18 or Title 19 of this code.

Donation Box. A bin, storage shed, or similar facility measuring no more than eight feet wide by eight feet long and eight feet high, and established as an accessory use to a primary use for the purpose of providing a collection location for donated clothes, shoes, and small household items. Such facilities generally are established by a charitable or non-profit organization.

Drive-Through or Drive-Up Facilities. An establishment that sells products or provides services to occupants in vehicles, including drive-in or drive-up windows and drive-through services. Examples include fast food restaurants, banks, and pharmacies.

Drip Irrigation. A method of micro-irrigation wherein water is applied to the soil surface as drops or small streams through emitters.

Drought-tolerant Plants. Plants that require less water because they are adapted to regions with frequent drought or to soils with low water-holding capacity.

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

- ***Accessory Dwelling Unit. An attached or detached dwelling unit which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as an existing qualified primary dwelling unit is situated.***
- **Dwelling Unit.** Any structure or portion thereof designed for living and sleeping purposes that contains independent cooking and sanitation facilities.
- **Multi-Family Dwelling Unit.** A structure or portion thereof containing three or more dwelling units designed for the independent occupancy of three or more households.
- **Primary Dwelling Unit.** An existing single-unit residential structure on a single lot with provisions for living, sleeping, eating, a single kitchen for cooking, and sanitation facilities, and occupied by one household.
- **Single-Family Dwelling Unit.** A detached structure containing no more than one dwelling unit which, regardless of form of ownership, is designed and/or used to house not more than one household, including all domestic employees for such household.
- ~~**Second Dwelling Unit.** An attached or detached dwelling unit which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as an existing qualified primary dwelling unit is situated.~~

EXHIBIT A

- Two-Family Dwelling (Duplex) Unit. A building containing two complete dwelling units designed for the independent occupancy of two households.
- See also "Manufactured Housing" and "Mobile Housing Unit."

19.160.200 - "S" definitions.

Schools, Public and Private. A public or private academic educational institution, including boarding schools; colleges and universities; elementary, middle/junior, and high schools; military academies; and businesses providing instruction in arts and languages. This definition does not include trade schools or non-tuition part-time instruction at places of religious assembly. See "Education Facility."

~~Second Dwelling Unit. "See "Dwelling Unit."~~

Secondary Use. See "Use."

Secondhand Store. A business involved in the retail sale of used goods and merchandise, whereby the sale of such used goods and merchandise comprise 25 percent or more of total monthly sales volume. This definition does not include pawn shops.

Self-service Display. The display or storage of products in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct person-to-person transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

Senior Citizen. Generally, any person 62 years of age or older. However, for purposes of any State or federal housing programs, the age may be 55 years or older.

Sensitive Use. See "Use."

Setback. The distance from which a structure, parking area, or other development feature must be separated from a prescribed lot line, easement, or other structure or development feature (see Figure 9-7)

- Front Setback. The minimum distance required between a structure and the front property line.
- Primary Building Line. That portion of the front yard area defined by the space between the front property line and the entire building frontage of the primary structure, whether or not all facade portions of the primary structure coincide with the front setback line (see Figure 9-7).
- Side Setback. The minimum distance required between a structure and a side property line.

EXHIBIT A

- **Rear Setback.** The minimum distance required between a structure and the rear property line.

Shopping Center. Commercial sites that are primarily retail with two or more separate businesses managed as a total entity and sharing common access, circulation, signage and pedestrian and parking areas so that a public right-of-way does not need to be used to get from business to another. General guidelines follow, but the Director may make a determination on a case-by-case basis.

- **Neighborhood.** A shopping center that provides a limited number of frequent or recurrently needed personal items or services for residents in an immediate neighborhood that generally has up to 100,000 square feet of combined gross leasable area, without a significant anchor store, and draws its clientele from a five-minute driving radius from the center.
- **Community.** A shopping center that provides a variety of retail or personal services for patrons that contains approximately 100,000 to 250,000 square feet of combined gross leasable area, may have up to two anchor stores, has a site of 5 or more acres, and draws its clientele from about a 10-minute drive from the center.
- **Regional.** A shopping center that contains a wide range of retail and service establishments, including at least three anchor stores, having at least 250,000 square feet of combined gross leasable space, and draws its clientele from as much as a 45 minute drive from the center.

Sign. See Chapter 19.42 (Signs).

Single-family Dwelling. See "Dwelling, Single-family."

Site. A lot or group of contiguous lots not divided by any alley, street, other right-of-way or city limit that is proposed for development in accord with the provisions of this Development Code, and is in a single ownership or has multiple owners, all of whom join in an application for development.

Special Events and Temporary Uses. Any activity of limited duration that is permitted through the issuance of a Temporary Use Permit, see Chapter 19.124 (Temporary Use Permits). This definition includes carnivals, farmers' markets, seasonal sales, and promotional events.

Specific Plan. Under Article 8 of the Government Code (Section 65450 et seq.), a legal tool for detailed design and implementation of a defined portion of the area covered by a General Plan. A specific plan may include all detailed regulations, conditions, programs, and/or proposed legislation which may be necessary or convenient for the systematic implementation of any General Plan element(s).

Static water pressure. The pipeline or municipal water supply pressure when water is not flowing.

Storage:

EXHIBIT A

- **Storage—Accessory.** The indoor storage of materials accessory and incidental to the primary use is not considered a land use separate from the primary use.
- **Storage—Outdoor.** The storage of various materials outside of a structure other than fencing, either as an accessory or primary use.
- **Storage—Personal Storage Facility.** See "Personal Storage."

Story. The portion of a building included between the upper surface of any floor and the upper surface of the next floor above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling above. See also "Basement" and "Attic."

Structure. Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground (see Figure 9-8), except for walls and fences.

- **Accessory Structure.** See "Accessory Structure."
- **Attached Structure.** Any structure that has a wall or roof in common with another structure.
- **Primary Structure.** A structure that is conducted as the primary or predominant use of the lot and/or building site.

Studio - Art, Dance, Martial Arts, Music. Small-scale instructional facilities, typically accommodating one group of students at a time, in no more than one instructional space. Examples include: individual and group instruction and training in the arts, production rehearsal, photography and the processing of photographs produced only by users of the studio facilities, martial arts training studios, and gymnastics instruction. Also includes production studios for individual filmmakers, musicians, painters, sculptors, photographers, and other artists. These uses may also include accessory retail sales of products related to the services provided.

Substantial Rehabilitation or Substantially Rehabilitated. The substantial rehabilitation of a dwelling unit(s) as defined in Section 33413(b)(2)(iv) of the California Health and Safety Code.

Supermarket. A self-service grocery and associated consumer goods store divided into departments and also offering prepared foods and food service. May include secondary uses within the store for visitor convenience, such as banking services, retail sales of non-food items, and a pharmacy,

Swap Meet. Any event at which two or more persons offer personal property, new and/or used, for sale or exchange and at which a fee is charged for the privilege of offering or displaying personal property for sale or exchange, and/or at which a fee is generally charged to prospective buyers for admission to the area where personal property is offered or displayed for sale or exchange.

(Ord. No. 852, § 5, 8-26-2014)

ORDINANCE NO.**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE
MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS FROM
NOVEMBER OF ODD-NUMBERED YEARS TO THE FIRST TUESDAY
AFTER THE FIRST MONDAY IN NOVEMBER OF EACH EVEN-
NUMBERED YEAR BEGINNING IN NOVEMBER OF 2018**

WHEREAS, pursuant to the California Elections Code Sections 1301 and 10400, the City of Duarte ("City") previously set the date for general municipal elections of City Council members, to be held in November of alternating odd-numbered years and;

WHEREAS, in September 2015, the California Legislature adopted and the governor signed Senate Bill 415, called the "Voter Participation Rights Act," which codified Elections Code §§ 14050-57; and

WHEREAS, S.B. 415 included enactment of Elections Code § 14052, requiring that those cities that hold their general municipal elections on a date other than the statewide election must move the general municipal election to coincide with the statewide primary or general election date, if turnout for their non-concurrent elections was at least 25% less than the average voter turnout for the previous four statewide elections; and

WHEREAS, according to Los Angeles County Registrar's past voter participation data, voter turnout at Duarte municipal elections over the past several elections has been 25% or more below the average turnout during the previous four statewide general elections, thereby resulting in a "significant decrease in voter turnout" as defined in Elections Code 14051(b); and

WHEREAS, as a result of this voter turnout history, and in order to comply with State law, the City must move its general municipal election date from November of odd numbered years to the statewide primary or general election date held in June or November of even numbered years, or have a plan in place to do so by no later than January 1, 2018; and

WHEREAS, the Los Angeles County Registrar has provided election cost estimates showing that if the City delayed implementing S.B. 415 until after the presently scheduled November, 2017 election, the cost of that election would likely triple the cost of an election consolidated with the statewide election to be held on November, 2018; and

WHEREAS, California Elections Code§ 10403.5 provides that in the event of an ordinance moving a municipal election pursuant to Elections Code § 1301, the terms of office of affected office holders may be extended by up to twelve (12) months; and

WHEREAS, the City Council desires to change the date of its general municipal election to the first Tuesday after the first Monday in November of even-numbered years to coincide with the statewide general elections beginning in November 2018, in order to comply with State law and in the process to minimize the amount of elections costs to do so.

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

SECTION 1. Pursuant to authority granted by Elections Code § 1301, the Duarte City Council hereby sets its general election date to be held on the same day as the day of the statewide general election, and moves the City's general municipal election from November of odd-numbered years to the first Tuesday after the first Monday in November of even-numbered years. The general municipal election previously scheduled for November 2017 will instead be held on the first Tuesday after the first Monday in November of 2018, and thereafter each even-numbered year.

SECTION 2. In accordance with § 10403.5 of the California Elections Code, the term of any Duarte Elected Official that would have expired upon certification of the election results from a November 2017 election shall be extended, and instead shall expire upon certification of the election results from the November 2018 general municipal election as established by this Ordinance, or as otherwise may be provided in Elections Code § 10403.5.. In accordance with § 10403.5 of the California Elections Code, the term of any Elected Official that would have expired upon certification of the election results from a November 2019 election shall be extended and instead shall expire upon certification of the election results from the November 2020 general municipal election as established by this Ordinance, or as otherwise may be provided in Elections Code § 10403.5.

SECTION 3. Pursuant to Section 1301(b)(1) and 10403.5 of the California Elections Code, the City hereby requests that the Los Angeles County Board of Supervisors approve this ordinance-and to do so in time to allow for consolidation of the City's scheduled 2017 general municipal election with the statewide general election conducted by the County of Los Angeles in November of each even-numbered years, beginning in November 2018.

SECTION 4. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors as provided by California Elections Code Sections 1301(b)(1) and 10403(a)(1).

SECTION 5. Pursuant to Section 10403.5(e) of the California Elections Code, within 30 days after this Ordinance becomes operative, the City elections official shall cause notice to be mailed to all registered voters informing the voters of the change in the election date made by this Ordinance and that, as a result of the change in election date, the terms of office of City Officeholders will be extended by not more than 12 months.

SECTION 6. The City Clerk shall forward a copy of this Ordinance to the Los Angeles County Board of Supervisors with a request that it be approved pursuant to California Elections Code Sections 1301 and 10403.5.

SECTION 7. Within fifteen (15) days after its passage of this Ordinance, the City Clerk of the City of Duarte shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

PASSED AND APPROVED on this 24th day of January, 2017.

Mayor Margaret Finlay

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 24th day of January, 2017, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



Memorandum

To: City Council

From: Traffic Safety Commission

CC: Rafael O. Casillas, P.E., Public Works Manager *ROC*

Date: January 10, 2017

Subject: Commission Reorganization

At the regular meeting of the Traffic Safety Commission held on Tuesday, January 3, 2017, the Commission organized as follows:

- Chairperson – Robert Jole
- Vice-Chairperson – Jim Kirchner



Memorandum

To: City Council

From: Planning Commission

CC: Craig Hensley, Community Development Director *CH*

Date: January 18, 2017

Subject: Commission Reorganization

At the regular meeting of the Planning Commission held on Tuesday, January 17, 2017, the Commission organized as follows:

- Chairperson – Paula Watson-Gardner
- Vice-Chairperson – Sara Vasquez



MEMORANDUM

TO: CITY COUNCIL

FROM: COMMISSIONER Shlu Kei Thomas Tsui

SUBJECT: NOTICE OF ABSENCE FROM TRAFFIC SAFETY COMMISSION MEETING

DATE: 1/17/17

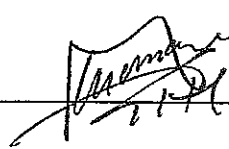
REASON FOR ABSENCE:

 ACCIDENT VACATION X OTHER*

 SICKNESS DEATH IN FAMILY

DATE OF MEETING ABSENCE February 7, 2017

* EXPLANATION OF ABSENCE TIME CONFLICT WITH A CLASS
From 6pm to 9pm

SIGNATURE 

ABSENCE NOTED BY CITY COUNCIL

DATE



MEMORANDUM

TO: CITY COUNCIL

FROM: COMMISSIONER Shiu Kei Thomas Tsui

SUBJECT: NOTICE OF ABSENCE FROM TRAFFIC SAFETY COMMISSION MEETING

DATE: 1/17/17

REASON FOR ABSENCE:

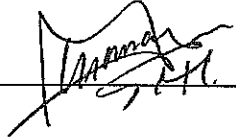
 ACCIDENT VACATION X OTHER*

 SICKNESS DEATH IN FAMILY

DATE OF MEETING ABSENCE March 7, 2017

* EXPLANATION OF ABSENCE TIME CONFLICT WITH A CLASS

From 6pm to 9pm

SIGNATURE 

ABSENCE NOTED BY CITY COUNCIL

DATE

REASON FOR ABSENCE:

SIGNATURE



MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: REQUEST FOR APPROVAL TO AUTHORIZE THE CITY MANAGER TO SIGN A NEW AGREEMENT BETWEEN THE CITY OF DUARTE AND "GOLDEN STREETS WORKING GROUP" CITIES TO SHARE RESOURCES TO PLAN AND HOST THE GOLDEN STREETS FESTIVAL

DATE: 1/9/17

Recommendation

Staff requests that the Council authorize the City Manager to sign a Memorandum of Understanding (MOU) (Attachment A) agreement between the cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, San Marino, and South Pasadena to share resources, plan and host the Golden Streets Festival through the creation of a "Golden Streets Working Group." This event was originally scheduled to take place on Sunday, June 26, 2016 but was cancelled just days before due to the Fish fire emergency. In September of 2016 the LA Metro board approved additional funding of \$200,000 for the Golden Streets event. These new funds will pay for necessary elements of the Golden Streets event including advertisement, notification and traffic control for the event as well as other programming aspects.

The additional funding will not obligate the participating cities to any additional matching funds as these are supplemental funds designed to make the event whole again due to the fire emergency. The Golden Streets event which is scheduled to occur on Sunday, March 5, 2017, has all traffic control plans in place and pre-planning has been coordinated including public safety planning and production planning for hubs and activity centers.

Discussion

The City of South Pasadena and Bike San Gabriel Valley (BikeSGV), in partnership with the cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia and San Marino, were successful in securing \$393,600 from the Los Angeles Metropolitan Transportation Authority (Metro LACMTA) countywide "Open Streets Event" program. The partnered cities have once again proposed to host the Golden Streets Festival to promote active transportation and complete street concepts in conjunction with the 1st anniversary of the grand opening of the Gold Line Foothill Extension. This open streets event will take place on Sunday, March 5, 2017 and will travel on a contiguous route from South Pasadena to Azusa.

Conclusion

The MOU will once again formalize the relationship between the cities to work jointly and collaboratively, share grant monies, staffing, and other resources in the planning and hosting of the Golden Streets Festival through the creation of a "Golden Streets Working Group" to coordinate activities. The LACMTA "Open Streets Event" grant program requires a 20% in-kind or local fund match from each city participating in the event and based on the funding allocation for Duarte determined by the route length traffic control and Public Safety needs, Duarte's in-kind or match total is approximately \$15,744. Previously expended funds for purchases for supplies (Most that is reusable for the new date) and staff time as well as new staff time leading up to and during the event will be used for the match.

Attachment: Attachment A MOU Agreement

**A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITIES OF
ARCADIA, AZUSA, DUARTE, IRWINDALE, MONROVIA, SAN MARINO,
AND SOUTH PASADENA AND COUNTY OF LOS ANGELES TO SHARE
RESOURCES TO PLAN AND HOST THE GOLDEN STREETS FESTIVAL
THROUGH THE CREATION OF A "GOLDEN STREETS WORKING GROUP"**

WHEREAS, on June 26, 2014, the Los Angeles County Metropolitan Transportation Authority (LACMTA) Board approved the 2014 Open Streets Grant Program providing Congestion Mitigation Air Quality ("CMAQ") Funds for one-day events that close the street to automotive traffic and open them to people to walk or bike ("Open Street Event"). Further, the LACMTA Board approved that LACMTA serve as the pass through agency of the CMAQ Funds with local cities; and

WHEREAS, the City of South Pasadena (Grantee) and Bike San Gabriel Valley (BikeSGV) were successful in securing \$393,600 in CMAQ funds from the LACMTA county-wide "Open Streets Event" program to host the Golden Streets Festival a 19.12 mile contiguous open streets event, on Sunday, March 5, 2017 from South Pasadena to Azusa (the Golden Streets Festival) for outreach, pre-event planning, and day of event staging costs; and

WHEREAS, the cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, San Marino, South Pasadena, and the County of Los Angeles (Cities or Partner Cities) by entering into this agreement have partnered together to host the Golden Streets Festival; and

WHEREAS, the Golden Streets Festival, which qualifies as an "Open Street Event," for the use of the LACMTA pass through of CMAQ funds, will promote active transportation and complete street concepts in conjunction with the grand opening of the Gold Line Foothill Extension in Spring 2016; and

WHEREAS, the LACMTA "Open Streets Event" program requires a 20% in-kind or local fund match of the total cost of the event; and

WHEREAS, not more frequently than once a month, the Grantee will prepare and submit to LACMTA a Request for Reimbursement for allowable costs incurred by the Partner Cities; and

WHEREAS, the State Legislature approved Assembly Bill 2766 in September 1990 providing the South Coast Air Quality Management District (SCAQMD) within the Mobile Source Air Pollution Reduction Review Committee (MSRC) to develop a work program to fund projects; and

WHEREAS, MSRC will match Subvention Funds (AB 2766 Motor Vehicle Subvention Program) and additional funding sources dollar for dollar in an amount not to exceed \$320,000; and

WHEREAS, MSRC match funds will be distributed on a reimbursement basis to the Partner Cities upon completion of the Golden Streets Festival and submittal of all required reports and invoices to the Grantee; and

WHEREAS, the Cities desire to work jointly and collaboratively to share monetary, staffing, and other resources in planning and hosting the Golden Streets Festival, and desire to formalize their relationship through the creation of a "Golden Streets Working Group" or "Working Group" to coordinate their activities; and

WHEREAS, nothing in this MOU creates a Joint Powers Agreement or Joint Powers Agency within the meaning of California Government Code §§6500.

NOW, THEREFORE, the Cities hereto agree as follows:

1. **CREATION OF THE "GOLDEN STREETS WORKING GROUP"** - There is hereby created a "Golden Streets Working Group" established for the purpose of combining resources (financial, staffing and other in-kind) in order to plan and host the Golden Streets Festival. The Working Group shall be composed of the City Manager, or designee, from the Grantee and each Partner City.
2. **MANAGEMENT OF OPERATIONS** - The Golden Streets Working Group (Working Group) shall be authorized to consider and direct, by majority vote of the entire Working Group, the use of resources that are available to the Working Group consistent with the functions and purposes of the planning and hosting of the Golden Streets Festival and the requirements of the funding sources.
3. **VOTING** - Each member of the Working Group shall have one (1) vote on matters within the Working Group's subject matter jurisdiction.
4. **FIDUCIARY AGENT** - The City of South Pasadena shall act as the "Fiduciary Agent" of the Working Group. The Fiduciary Agent will coordinate the reporting and reimbursements requirements associated with the grants on behalf of the Working Group. Subject to direction of the Working Group, the Fiduciary Agent shall pay expenses of the Working Group and expenses incurred by the Partner Cities and shall report regularly to the Working Group the funding and reimbursement status of the Golden Streets Festival. The Fiduciary Agent shall retain 5% of each of the Golden Streets Festival grant funds for these administrative services.
5. **CONTRIBUTIONS** - Each Partner City shall contribute to the 20% in-kind match for the funds received through the CMAQ grant funds. Contributions shall be determined based on the length of the route and the number of street closures in each Partner City as shown in Exhibit A.
6. **STREET CLOSURES** - Each Partner City shall be responsible for street closures, vehicular detour plans, outreach, event staging, and public safety within its own jurisdiction.

7. AVAILABLE FUNDING

- a. LACMTA/FEDERAL GRANT - LACMTA will advance local funds up to \$393,600, to the Grantee for the Golden Streets Festival and then submit requests, based on Grantee's invoices to Caltrans for reimbursement to LACTMA with CMAQ Funds.
 - i. The LACTMA funding is subject to the federal grant agreement between the California Department of Transportation and LACTMA (Federal Grant). The Grantee shall be subject to, and shall comply with, all requirements of the Federal Grant and other applicable requirements of the United States Department of Transportation (USDOT), the United States Department of Labor (USDOL), and Caltrans. In addition, the Grantee shall comply with all requirements of LACMTA so that LACMTA can fulfill its responsibilities as the Grantee under the Federal Grant and as the pass-through agency.
 - ii. The Partner Cities shall utilize the local grant funds for direct costs associated with the Golden Streets Festival such as: marketing materials, traffic enforcement rentals, planning staff, insurance, and permits implementing the Golden Streets Festival. Per the funding guidelines, physical infrastructure costs associated with the Golden Streets Festival are not eligible for reimbursement.

8. REIMBURSEMENT

- a. AMOUNT - The available funding from the CMAQ grant funds to each city will be determined based on the length of the route and the number of street closures in each Partner City as shown in Exhibit A, after the shared expenditures and the 5% administrative fee has been provided to the Fiduciary Agent for its costs associated with the administration of the CMAQ grant funds.
 - b. PROCESS - Partner Cities shall make a Request for Reimbursement from the CMAQ grant funds to the Grantee. Each Request for Reimbursement must be submitted on Grantee's letterhead and shall include an invoice number and report the total expenditures, specify the percent and amount of CMAQ Funds to be reimbursed, the total amount of Local Match expended and include a detailed invoice describing all invoiced work completed along with appropriate detailed documentation supporting costs incurred. To ensure timely processing of invoices, each Request for Reimbursement shall not include any invoices which are older than three (3) months from the date of the Request for Reimbursement
9. **CONSULTANT WORK** - The Working Group may enlist the work of independent contractors, consultants, vendors, and other professionals to assist in the planning and operations of the Golden Streets Festival. Such consultant(s) shall not be employees of the Working Group nor of any Partner City but shall be engaged by the Fiduciary Agent on behalf of the Working Group. The consultant(s) shall provide indemnification, hold harmless and

additional insured coverage in the manner and amounts as set forth by the Working Group naming each respective Partner City as an additional insured.

10. **ALLOCATION OF FUNDS** – The Working Group will authorize the Fiduciary Agent to enter into contracts for the planning, implementation, and hosting of the Golden Streets Festival. Any remaining CMAQ funds that have not been expended on behalf of the Working Group for shared resources or purchases may be allocated to individual Partner Cities in a proportionate share based on length of the route and the number of street closures within their respected jurisdictions as set forth in Exhibit A, for reimbursement of any additional costs associated with the Golden Streets Festival. Any remaining unspent CMAQ funds will be retained by LACTMA. Any remaining unspent MSRC funds will be retained by SCAQMD.
11. **INDEMNIFICATION** - In light of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Section 895 of said Code), each Partner City, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, shall assume the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by any act or omission occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above stated purpose, the each Partner City shall indemnify, defend, and hold each other Partner City harmless for any liability, cost, or expense that may be imposed upon the other Partner Cities solely by virtue of said Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if incorporated herein.
12. **DISSOLUTION** - Upon completion of the purposes of this MOU, or as determined by the Partner Cities, at any time, this MOU shall be terminated and the Working Group dissolved. Notwithstanding the termination of this MOU and the dissolution of the Working Group, all of the rights and obligations of the respective parties under Section 11 hereof (Indemnification), shall survive expiration or termination (for any reason) and remain in full force and effect.
13. **NOTICE TO PARTIES (AUTHORIZED REPRESENTATIVES)** - Notices given pursuant to the requirements of this MOU shall be by personal service upon the Partner City to be notified by writing upon such notice being deposited into the custody of the United States Postal Service addressed as follows:

City of Arcadia
City Manager
240 West Huntington Drive
Arcadia, CA 91066

City of Monrovia
City Manager
415 South Ivy Avenue
Monrovia, CA 91016

City of Azusa
City Manager
213 East Foothill Boulevard
Azusa, CA 91702

City of San Marino
City Manager
2200 Huntington Drive
San Marino, CA 91108

City of Duarte
City Manager
1600 Huntington Drive
Duarte, CA 91010

City of South Pasadena
City Manager
1414 Mission Street
South Pasadena, CA 91030

City of Irwindale
City Manager
5050 North Irwindale Avenue
Irwindale, CA 91706

County of Los Angeles
Public Works Deputy Director
900 S. Fremont Ave.
Alhambra, CA 91803

14. **AMENDMENTS** - This MOU may only be amended in writing upon unanimous action by each respective Partner City's city manager.

IN WITNESS WHEREOF, the Parties hereto have caused MOU to be executed by their duly authorized representatives:

CITY OF ARCADIA:

Dominic Lazzaretto, City Manager

Date

CITY OF AZUSA:

Troy Butzlaff, City Manager

Date

CITY OF DUARTE:

Darrell George, City Manager

Date

CITY OF IRWINDALE:

John Davidson, City Manager

Date

CITY OF MONROVIA:

Oliver Chi, City Manager

Date

CITY OF SAN MARINO:

Cindy Collins, City Manager

Date

CITY OF SOUTH PASADENA:

Sergio Gonzalez, City Manager

Date

COUNTY OF LOS ANGELES:

Pat Proano, Deputy Director

Date

**EXHIBIT A
GOLDEN STREETS FESTIVAL
FUNDING ALLOCATION PLAN
FISCAL YEAR 2015-16**

Metro Grant Award: \$393,600
Less Administrative Fee (5%): \$373,920

<u>Partner City</u>	<u>Route Length</u>	<u># of Hard Closures</u>	<u># of Soft Closures</u>	<u>Funding Allocation*</u>	<u>In-Kind Match Requirement</u>	<u>Traffic Control Allocation</u>	<u>Available Grant Funds**</u>	<u>Total Grant Funding**</u>
Arcadia	4.3	23	3	17%	\$16,728.00	\$28,500.00	\$35,066.40	\$63,566.40
Azusa	1.4	7	3	7%	\$6,888.00	\$12,000.00	\$14,174.40	\$26,174.40
Duarte	3	21	4	16%	\$15,744.00	\$27,000.00	\$32,827.20	\$59,827.20
Irwindale	1.62	3	1	3%	\$2,952.00	\$6,000.00	\$5,217.60	\$11,217.60
Monrovia	2.66	19	2	13%	\$12,792.00	\$22,500.00	\$26,109.60	\$48,609.60
San Marino	2.92	18	8	19%	\$18,696.00	\$31,500.00	\$39,544.80	\$71,044.80
South Pasadena	1.63	19	3	14%	\$13,776.00	\$22,500.00	\$29,848.80	\$52,348.80
Los Angeles County	1.41	16	2	11%	\$10,824.00	-----	\$41,131.20	\$41,131.20
Total	18.94	126	26	100%	\$98,400.00	\$150,000.00	\$223,920.00	\$373,920.00

* $\text{Route Length} + 2(\# \text{ of Hard Closures}) + 4(\# \text{ of Soft Closures}) = 100\%$

** Available funds will be less a 5% administrative fee for the Fiduciary Agent

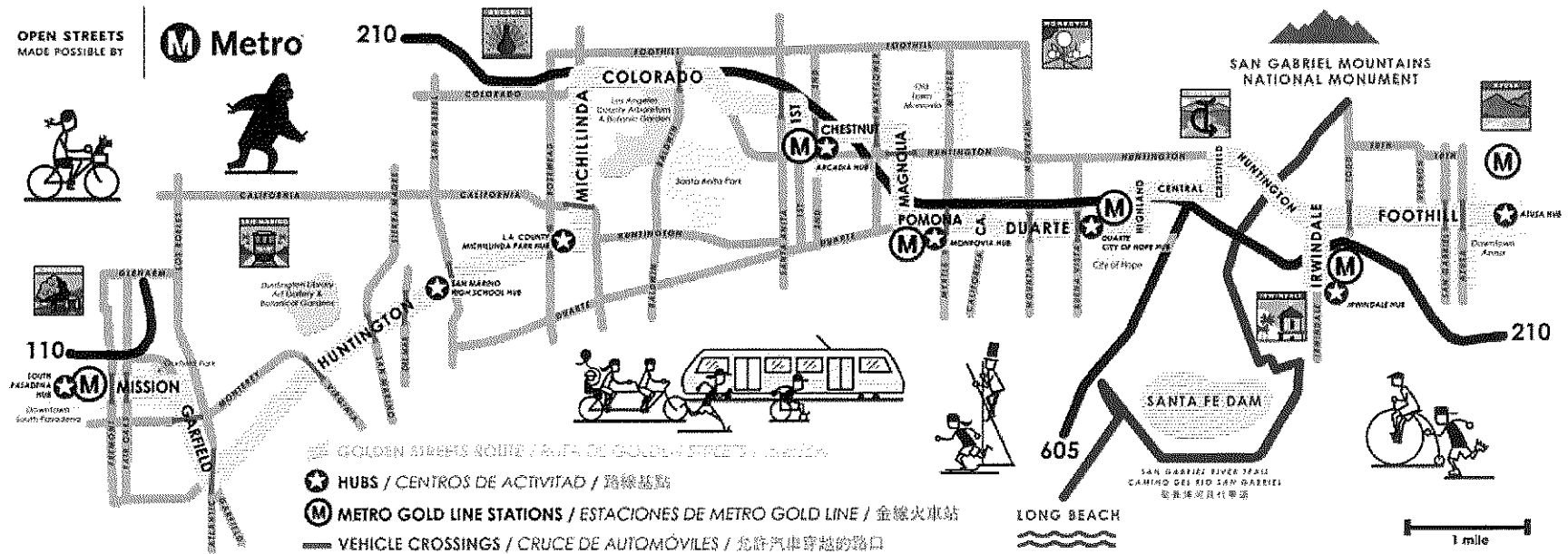
MSRC Grant Award: \$320,000
Less Administrative Fee (5%): \$304,000

ATTACHMENT 2

PROPOSED OVERALL 626 GOLDEN STREETS ROUTE



Present By Metro



MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: January 19, 2017

SUBJECT: MID-YEAR BUDGET REPORT – FISCAL YEAR 2016/17

Background

In keeping with the schedule set forth in the City's budget calendar, staff has completed the mid year budget projections for the 2016-17 fiscal year. The results of this process are presented in Attachment 1 to this report. The information in the attachment is organized by fund, and compares amounts budgeted to projected year-end revenues, expenditures and fund balances. This report also discusses certain budget amendments, which are summarized in Attachment 2.

General Fund

For 2016-17, the City adopted a General Fund budget that included a deficit of \$179,000. At mid year, staff is estimating that the General Fund will reflect a surplus of \$625,000. A surplus of \$625,000 will increase the General Fund reserves to \$9.1 million, which represents 54% of the General Fund expenditures. There were several notable changes in revenue and expenditures that offset one another to result in this net change. Many of the factors contributing to the projected increase in revenues and the changes provided for in expenses are described in further detail in the narrative below.

Revenues:

At year-end, total General Fund revenues are projected to be \$17.6 million. This amount represents an increase of \$2.3 million as compared to the adopted budget. This increase was the result of several notable changes in revenue both positive and negative. Some of the more substantial ones are discussed below.

Sale of Property – The City will be selling the Third Street Property to a developer for the construction of single-family residential homes. The projected land sale proceeds are \$1.9 million and escrow is anticipated to close before June 30, 2017. Please note that several increased costs related to the relocation of organizations

currently using the Third Street property are discussed in the Expenditures section below.

Grant Program Revenue – The City was awarded a tree replacement grant by Supervisor Antonovich in 2014. While we were originally notified that all of the remaining amounts must be spent before June 30, 2016, we were lucky enough to get an extension. As a result, we are not only getting a \$30,000 reimbursement for the work completed in June 2016, but we are also able to use the remaining amount of \$35,000 for tree removal and replacement, which will be completed prior to June 30, 2017. The City qualified through the Federal Department of Agriculture for a 75% reimbursement of all costs related to the purchase, engineering and installation of Krail and related safety measures, resulting in a \$194,000 in grant reimbursement. A more detailed discussion of the Krail expenses is described later in the report. The City was recently notified that we were awarded a \$30,000 grant for technology upgrades in the Senior Center. Work will include audio visual upgrades and lapes and printers for seniors to use and learn on.

COH EIR reimbursement – The City of Hope EIR is anticipated to be completed and the final \$400k of reimbursement will be used to offset the cost of the final work being done on the report.

Transfer to Affordable Housing – As projected, the City received \$1.3 million in SA loan repayments in 2016/17. However, staff did not include in the original budget the transfer of 20% of this revenue to the Housing Authority for affordable housing pursuant to the RDA dissolution law. As a result, General Fund revenues will be reduced by \$262,000 when this transfer is made.

Expenditures:

At year-end, total General Fund expenditures are projected to be \$16.9 million. This amount represents an increase of \$1.5 million, as compared to the adopted budget. A discussion of General Fund expenditure highlights is provided below.

Krail Installation and Flood Emergency Response – Following the Fish Fire, the City of Duarte worked in conjunction with LA County Public Works and the Federal Department of Agriculture to engineer a plan for reducing the risk of flooding in the areas impacted by the fire. As a result, Krail and other flood control devices were purchased and installed throughout the impacted area. City Council authorized a budget amendment of \$400,000 for this purpose in Fall 2016 and work began shortly thereafter. To date the City has spent approximately \$260,000 for the Krail, sandbags, engineering and a deflector wall and \$15,000 for other emergency expenses like an emergency trailer, supplies, equipment rentals and upgraded Nixle software. As you know we have had several flood incidents since mid December and we currently estimate that in house staff overtime has cost approximately \$11,000.

Invoices from our contractors used in the flood cleanup to date are still pending, but we estimate that we will receive costs of \$8,000 from Clean Streets, \$30,000 from LA County Public Works and \$70,000 from Sully Miller. In effect once these expenses are all paid, we will have spent the \$400,000 allocation and we need to project how much more we will spend on Flood emergency response through the end of the fiscal year. Unfortunately, we have found that costs can greatly vary from incident to incident, depending on the amount of rain, character and quantity of debris and what day of the week that cleanup needs to take place. While one incident may cost \$50,000, another may only cost \$7,000. As a result, staff is recommending that we increase the emergency service accounts in Public Safety by \$40,000 and the Field Services emergency service accounts by \$100,000. These amounts will cover many minor incidents or a few major ones, but we cannot predict exactly what will take place. If and when these amounts are exhausted we will return to Council with an update and request for more allocation.

City of Hope EIR – You will recall that the City received \$400,000 in revenue from the City of Hope to offset the costs of an Environmental Impact Report. As mentioned above this project has been delayed, but the Community Development Department anticipates that the project will be completed by the end of the current fiscal year. We originally budgeted only \$150,000 would be remaining in expenses, but instead the entire \$400,000 was remaining and therefore we have increased the budget by \$250,000.

Chamber of Commerce Relocation – With the Third Street property being sold for residential development, the Chamber of Commerce is in need of a new office location. Staff has identified a commercial site on Huntington Drive that if approved by Council will require approximately \$60,000 in tenant improvements and \$1,800 in monthly rent. Assuming that the work on the new location will begin in March, we have increased the expenses by \$67,000.

DCTV Relocation – Similar to the Chamber of Commerce, DCTV will also be looking for a new location with the sale of the Third Street property. After discussions with the Duarte Unified School District, they are willing to have DCTV located on the DHS campus. However, with antiquated equipment and limited resources, DCTV needs \$70,000 for equipment and related installations in order to accommodate their new location.

Legal Expenses – While the hourly rates of legal counsel used by the City have not increased for many years, the amount of time being spent on litigation this fiscal year has increased substantially. As a result, we have increased Code Enforcement legal expenses by \$40,000 for the active code enforcement cases. We have also increased the Other Legal Expenses account by \$163,000 in order to cover the NPDES litigation costs that have been incurred year to date and those that are projected by Rutan & Tucker for continued litigation through June 30, 2017.

Duarte Historical Museum – You will recall that the Duarte Historical Society approached the Council during the 2016/17 Budget process to ask that the City take over maintenance and repairs on the Duarte Historical Museum. After several months of reviewing the Duarte Historical Society's financial statements and discussions with Claudia Heller, staff believes that it would be possible to structure an MOU with the Society where the City will be responsible for all building maintenance, utilities and repairs and the Society will run the program as a Tenant. Current maintenance costs appear to average around \$7,000 per year and staff estimates that the City will need to spend \$7,000 in immediate one time costs for building and safety issues right up front. As a result, we have increased expenses by \$11,000 in 2016/17 recognizing that there are only 5 months left in the fiscal year.

NeoGov Recruiting/Hiring program – The Human Resources Division currently operates with one HR Specialist and a part time college intern. While handling payroll and HR issues for existing employees can be overwhelming on their own, one of the other areas where a lot of time is being spent is in recruiting and hiring. We currently hire anywhere from 3-5 full time employees and 50 or more part time employees every year and our process is presently based on manual applications and hiring paperwork. Recruitments and job searches throughout the industry are becoming more and more automated and online. NeoGov offers a program that will streamline our recruitment process by allowing applicants to apply online, receive emails for future job openings and schedule interviews through an outward facing calendar. It will also assist us with the hiring process as it allows paperwork to be completed online, thus reducing the back and forth of corrected forms and document collection. NeoGov is used in many cities including Orange, Los Angeles and more locally, Monrovia and it will fully integrate with our new website. The one time cost to implement and train staff on the program is \$8,000 and the recurring fees will be \$4,000.

Capital Projects – Community Development staff is recommending that we increase expenses by \$45,000 to allow for the remodel of the City Hall fountain and plaza area. The City received a \$25,000 donation towards the project last fiscal year, so the net cost to the City is \$20,000. Another capital project added in this Mid Year is \$100,000 for the installation of a traffic signal at the intersection of the Royal Oaks elementary school. Based on the District's proposed plans for a Royal Oaks school expansion to include middle school students staff believes a traffic signal should be included. The total cost of a traffic signal is estimated at \$300,000, but the costs would be split between the City of Bradbury, DUSD and the City of Duarte.

Other City Funds

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

ATP Grant - The ATP grant is for the 1st Mile Last Mile project that is currently taking place along Duarte Road and Highland in relation to the Gold Line Station. This project has encountered several delays, but is now underway and projected to be completed by June 30, 2017. The total grant award is \$1.3 million and the City will be utilizing \$645,000 in Proposition A funds for the required match for this grant.

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

Recommendation

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

Attachment 1**BUDGET 2016-17**

	FY 2016-17 Budget	Proposed Amendments	FY 2016-17 Amended Budget	FY 2016-17 Estimated Actual
GENERAL FUND				
Revenues:				
Property tax	1,417,000		1,417,000	1,476,000
Sales tax	5,729,000		5,729,000	5,635,000
Franchise tax	920,000		920,000	920,000
Business license tax	300,000		300,000	300,000
Other taxes	200,000		200,000	220,000
Building permits	450,000		450,000	450,000
Other licenses & permits	237,000		237,000	242,000
Interest	21,000		21,000	21,000
Other uses of money & property	211,000	1,900,000	2,111,000	2,116,800
Motor vehicle in lieu fees	1,924,000		1,924,000	1,924,000
Other intergovernmental	620,800	288,000	908,800	850,000
Recreation fees	420,800		420,800	403,800
Other service charges	297,000		297,000	307,500
Fines & forfeitures	188,000		188,000	240,000
Miscellaneous revenues	1,420,800	137,000	1,557,800	1,566,700
Reimbursements from other funds	892,300		892,300	897,300
Transfers in from other funds	-		-	-
Total Revenues	15,248,700	2,325,000	17,573,700	17,570,100
Expenditures:				
City council	106,100		106,100	101,700
City manager	930,300	13,000	943,300	943,700
Legal services	220,000	223,000	443,000	443,000
Com. Promotions & memberships	198,400	151,000	349,400	350,100
Public safety	5,044,700	98,000	5,142,700	5,143,900
Community development	2,454,800	493,000	2,947,800	2,953,100
Field services	879,700	428,000	1,307,700	1,305,800
Parks and recreation	2,017,700	18,000	2,035,700	2,036,530
Facilities maintenance	817,300	22,000	839,300	839,900
Administrative services	2,369,000	64,200	2,433,200	2,433,400
Transfers out to other funds	390,000		390,000	394,400
Total Expenditures	15,428,000	1,510,200	16,938,200	16,945,530
Revenues Over (Under) Expenditures	(179,300)		635,500	624,570
Estimated Beginning Fund Balance	8,467,800		8,467,800	8,467,800
Estimated Ending Fund Balance	8,288,500		9,103,300	9,092,370

OTHER FUNDS

STATE GASOLINE TAX

Revenues:

Interest	2,000	2,000	3,000
Gasoline tax	453,700	453,700	434,700
Total Revenues	455,700	455,700	437,700

Expenditures:

Miscellaneous projects	564,300	564,300	564,300
Reimbursement to General Fund	141,100	141,100	141,100
Total Expenditures	705,400	705,400	705,400

Revenues Over (Under) Expenditures	(249,700)	(249,700)	(267,700)
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Beginning Fund Balance	1,381,300	1,381,300	1,381,300
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Ending Fund Balance	1,131,600	1,131,600	1,113,600
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LIGHTING AND LANDSCAPE

Revenues:

Transfers in - general fund	390,000	390,000	394,400
Assessments & other	1,195,400	1,195,400	1,195,400
Total Revenues	1,585,400	1,585,400	1,589,800

Expenditures:

City-wide lighting	325,900	325,900	335,900
City-wide landscape	966,300	966,300	968,300
Landscape zones	293,200	293,200	285,600
Total Expenditures	1,585,400	1,585,400	1,589,800

Revenues Over (Under) Expenditures	-	-	-
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Beginning Fund Balance	183,200	183,200	183,200
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Ending Fund Balance	183,200	183,200	183,200
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COMMUNITY DEVELOPMENT BLOCK GRANT

Revenues:

Entitlement	140,000	45,000	185,000	185,000
Total Revenues	140,000		185,000	185,000

Expenditures:

Home rebate	-	-	-	-
Street Improvements	90,000	38,000	128,000	128,000

ADA Improvements	50,000	7,000	57,000	57,000
Other	-	-	-	-
Total Expenditures	140,000	45,000	185,000	185,000
Revenues Over (Under) Expenditures	-	-	-	-
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	-

PAEG FEES

Revenues:				
Interest Earnings	-	-	-	-
Fees	24,000	24,000	24,000	24,000
Total Revenues	24,000	24,000	24,000	24,000
Expenditures:				
Other Expenses	-	-	-	-
Total Expenditures	-	-	-	-
Revenues Over (Under) Expenditures	24,000	24,000	24,000	24,000
Beginning Fund Balance	(40,900)	(40,900)	(40,900)	(40,900)
Ending Fund Balance	(16,900)	(16,900)	(16,900)	(16,900)

SUPPLEMENTAL LAW ENFORCEMENT

Revenues:				
Interest	100	100	100	100
Entitlement	175,000	175,000	175,000	175,000
Total Revenues	175,100	175,100	175,100	175,100
Expenditures:				
Special events patrol	10,000	10,000	10,000	10,000
Contract law enforcement	165,000	165,000	165,000	165,000
Total Expenditures	175,000	175,000	175,000	175,000
Revenues Over (Under) Expenditures	100	100	100	100
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	100	100	100	100

BICYCLE & PEDESTRIAN SAFETY

Revenues:

Interest	-	-	-
Entitlement	14,200	14,200	14,200
Total Revenues	14,200	14,200	14,200

Expenditures:

Sidewalk improvements	14,200	14,200	14,200
Total Expenditures	14,200	14,200	14,200

Revenues Over (Under) Expenditures	-	-	-
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Beginning Fund Balance	-	-	-
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Ending Fund Balance	-	-	-
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AIR QUALITY MANAGEMENT

Revenues:

Interest	100	100	100
Entitlement	26,000	26,000	26,000
Total Revenues	26,100	26,100	26,100

Expenditures:

Vehicles	-	-	-
Street Improvements	-	-	-
Other	1,000	1,000	-
Total Expenditures	1,000	1,000	-

Revenues Over (Under) Expenditures	25,100	25,100	26,100
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Beginning Fund Balance	58,300	58,300	58,300
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Ending Fund Balance	83,400	83,400	84,400
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PARK DEVELOPMENT GRANT

Revenues:

Grant Programs	-	-	-
Interest	-	-	-
Safe neighborhood parks act	-	-	-
Total Revenues	-	-	-

Expenditures:

Professional Services	-	-	-
Other capital improvements	-	-	-

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

QUIMBY ACT

Revenues:			
Interest	-	-	-
Assessments	-	-	-
Total Revenues	-	-	-
Expenditures:			
Park improvements	-	-	-
Transfers out - cash flow	-	-	-
Total Expenditures	-	-	-
Revenues Over (Under) Expenditures	-	-	-
Beginning Fund Balance	53,600	53,600	53,600
Ending Fund Balance	53,600	53,600	53,600

TRANSPORTATION - PROPOSITION A

Revenues:			
Interest	7,000	7,000	7,000
Entitlement	400,100	400,100	400,100
NTD Entitlement	38,000	38,000	38,000
Reimbursements	362,800	362,800	351,300
Total Revenues	807,900	807,900	796,400
Expenditures:			
Reimbursement - General Fund	104,000	104,000	104,000
Other - ATP match & Transit Plan	- 645,000	645,000	645,100
Transit services	693,900	693,900	692,300
Total Expenditures	797,900	1,442,900	1,441,400
Revenues Over (Under) Expenditures	10,000	(635,000)	(645,000)
Beginning Fund Balance	2,765,800	2,765,800	2,765,800
Ending Fund Balance	2,775,800	2,130,800	2,120,800

TRANSPORTATION - PROPOSITION C

Revenues:

Interest	800	800	800
Entitlement	331,900	331,900	331,900
Total Revenues	332,700	332,700	332,700

Expenditures:

Reimbursements	362,800	362,800	361,300
Other	-	-	-
Total Expenditures	362,800	362,800	361,300

Revenues Over (Under) Expenditures	(30,100)	(30,100)	(28,600)
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Beginning Fund Balance	266,800	266,800	266,800
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Ending Fund Balance	236,700	236,700	238,200
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MEASURE R LOCAL RETURN

Revenues:

Interest	1,800	1,800	1,800
Other	248,900	248,900	248,900
Total Revenues	250,700	250,700	250,700

Expenditures:

Other	252,500	252,500	252,500
Total Expenditures	252,500	252,500	252,500

Revenues Over (Under) Expenditures	(1,800)	(1,800)	(1,800)
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Beginning Fund Balance	766,200	766,200	766,200
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Ending Fund Balance	764,400	764,400	764,400
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TOWN CENTER DEBT SERVICE

Revenues:

Interest	1,600	1,600	1,600
Transfers in	225,000	225,000	225,000
Total Revenues	226,600	226,600	226,600

Expenditures:

Interest expense	18,000	18,000	18,000
Principal payment	133,500	133,500	133,500
Other	3,500	3,500	1,500
Total Expenditures	155,000	155,000	153,000

Revenues Over (Under) Expenditures	71,600	71,600	73,600
Beginning Fund Balance	704,700	704,700	704,700
Ending Fund Balance	776,300	776,300	778,300

COMMUNITY IMPROVEMENT

Revenues:			
Interest	100	100	100
Grant funding	- 1,305,000	1,305,000	1,305,000
Transfers in - General Fund	-	-	-
Total Revenues	100 1,305,000	1,305,100	1,305,100
Expenditures:			
Professional Services (ATP grant)	- 148,000	148,000	148,000
Other Capital Improvements (ATP gra	- 1,157,000	1,157,000	1,157,000
Other Capital Improvements	-	-	-
Transfers Out - General Fund	-	-	-
Total Expenditures	- 1,305,000	1,305,000	1,305,000
Revenues Over (Under) Expenditures	100	100	100
Beginning Fund Balance	49,600	49,600	49,600
Ending Fund Balance	49,700	49,700	49,700

INCLUSIONARY HOUSING

Revenues:			
Interest	1,400	1,400	1,400
Assesments	-	-	-
Total Revenues	1,400	1,400	1,400
Expenditures:			
Other expenses	-	-	-
Total Expenditures	-	-	-
Revenues Over (Under) Expenditures	1,400	1,400	1,400
Beginning Fund Balance	502,500	502,500	502,500
Ending Fund Balance	503,900	503,900	503,900

HOUSING AUTHORITY

Revenues:

Interest	-	-	-
Transfer In Affordable Housing	-	262,000	262,000
Other Revenue	800	800	-
Total Revenues	800	262,000	262,800

Expenditures:

Meeting Stipends	3,600	3,600	3,600
Administrative Services	-	-	-
Legal Counsel	-	-	-
Payment fo LA County	-	-	-
Total Expenditures	3,600	-	3,600

Revenues Over (Under) Expenditures	(2,800)	262,800	258,400
Beginning Fund Balance	(385,351)	(385,351)	(385,351)
Ending Fund Balance	(388,151)	(122,551)	(126,951)

Attachment 2
PROPOSED MID-YEAR BUDGET AMENDMENTS
FISCAL YEAR 2016 - 2017

GENERAL FUND	Account Number	Change in Revenues	Change in Expenditures
Sale of Property			
Increase due to the sale of Third St Property	100-4409	1,900,000	
Grant Programs			
Increase due to delayed use of Tree Replacement Grant	100-4611	64,000	
Increase due to reimbursement of 75% of Krail cost	100-4611	194,000	
Increase due to Sr Center Technology Grant	100-4611	30,000	
Reimbursements			
Increase due to COH EIR reimbursements	100-5010	400,000	
Decrease due to 20% of SA loan repay going to Affordable Hous	100-6911	(263,000)	
City Manager			
Decrease due to vacancy of Receptionist & Admin Asst	1010-7002		(15,000)
Decrease due to Part Time assistance during vacancies	1010-7003		15,000
Increase due to more legal notices	1010-7670		8,000
Increase due to survey cost being \$5k more than budgeted	1010-7965		5,000
Legal Services			
Increase for higher than projected City Attorney costs	1015-7680		20,000
Increase for Code Enforcement litigation expenses	1015-7684		40,000
Increase for higher than projected NPDES litigation costs	1015-7686		163,000
Community Promotions			
Increase for Chamber relocation improvements & rent	1020-7710		67,000
Increase for Duarte Historical Museum Bldg Maint costs	1020-7713		14,000
Increase for DCTV relocation & new equipment	1020-7720		70,000
Public Safety			
Increase for receptionist hrs going from 3/4 to full time	1205-7002		9,000
Increase for Flood Response Overtime	1205-7030		8,000
Increase for Flood Emergency Supplies	1205-7615		20,000
Increase for Flood Emergency Services	1205-7655		6,000
Increase for cost of courts due to more parking citations	1205-7761		35,000
Increase due to new parking pass kiosk	1205-7762		4,000
Increase of Public Safety Center Lease	1205-7787		8,000
Increase for purchase of Emergency trailer & supplies	1205-8100		8,000
Community Development			
Increase for delayed expenses of COH EIR	1405-7965		258,000
Increase for total cost of City Hall Fountain/Plaza remodel	1405-7965		45,000
Increase for Walbern project feasibility study	1405-7965		30,000
Increase for appraisal/market study of Huntington Dr corner	1405-7965		12,000
Increase for Third St EIR	1405-8100		10,000
Increase for traffic signal at Royal Oaks School	1405-8100		100,000
Increase for Highland Ave landscape project	1405-8100		38,000
Field Services			
Increase for Flood equipment rentals	1410-7630		4,000
Decrease to Graffiti Removal costs	1410-7814		(20,000)
Decrease to Brush Clearance costs	1410-7815		(20,000)
Increase for Tree Replacement expenses	1410-7896		35,000

Increase for Flood Cleanup/Maintenance	1410-7900	217,000	
Increase for Krail & Emergency Capital Improvements	1410-8100	242,000	
Decrease to projected Water costs	1415-7843	(30,000)	
Parks and Recreation			
Increase for Sr Ctr Tech Grant expenses	1605-7713	30,000	
Decrease for reduced number of promise fellows	1605-7728	(12,000)	
Facilities			
Increase for various facility roof repairs	1610-7652	8,000	
Increase for Aloysia Moore Park improvements	1610-8100	14,000	
Administrative Services			
Increase for bank charges	1805-7653	5,000	
Increase for bad debts	1805-7924	10,000	
Increase for NeoGov recruiting and hiring program	1810-7672	12,000	
Increase for Property Insurance Coverage	1810-7775	7,000	
Decrease for reduced admin costs of SA	1825-7782	(15,000)	
Increase for delayed purchase of vehicle	1830-8100	45,200	
Total General Fund Midyear Budget Change		2,325,000	1,510,200
GENERAL FUND NET CHANGE	814,800		
CDBG FUND			
Increase for carryover revenue	260-4501	45,000	
Increase for additional ADA curb ramps	2605-8061	7,000	
Increase for additional Street Improvements	2605-8070	38,000	
		45,000	45,000
CDBG FUND NET CHANGE	-		
PROPOSITION A FUND			
Increase for ATP match delayed from 14/15	4425-7965	125,000	
Increase for ATP match delayed from 14/15	4425-8100	520,000	
		-	645,000
PROP A FUND NET CHANGE	(645,000)		
COMMUNITY IMPROVEMENT FUND			
Increase in order to receive delayed 14/15 ATP grant	620-4611	1,305,000	
Increase to pay delayed 14/15 ATP grant pro svc	6225-7965	148,000	
Increase to pay delayed 14/15 ATP grant Capital Improve	6225-8100	1,157,000	
		1,305,000	1,305,000
COMMUNITY IMPROVEMENT FUND NET CHANGE	-		
HOUSING AUTHORITY FUND			
Increase to receive 20% of SA Loan repayment for aff housing	680-6904	262,000	
		262,000	-
HOUSING AUTHORITY FUND NET CHANGE	262,000		