

MEMORANDUM

TO: City Council
FROM: Assistant City Manager
DATE: January 18, 2018
SUBJECT: Comments on Agenda Items, Meeting of January 23, 2018

ITEM 3. Closed Session will begin at 5pm. Dinner will be provided in the City Manager's office.

ITEM 4. A workshop will be held in the Community Center at 6pm to discuss the revenues, expenses and regulations related to the discharge and sale of safe and sane fireworks in the City of Duarte.

ITEM 9A. The City Council will be recognizing Zachary Stegman for receiving his Eagle Scout Rank on October 5, 2017. Zachary is a member of Boy Scout Troop 185 of Duarte and a senior at Monrovia High School. He is currently involved with the Monrovia Fire Department's Explorers program and hopes to pursue a career as a paramedic after high school.

ITEM 9B. Sheryl Lefmann, Executive Director of the Chamber of Commerce, will present the quarterly report for the period of October through December 2017 and introduce the Chamber's new website.

ITEM 9C. The City Attorney will give a presentation on the newly enacted Housing Laws affecting the City of Duarte.

ITEM 9D. Public Safety Director Brian Villalobos will provide an update on all public safety matters.

ITEM 13D (Consent). Staff is recommending that the City Council receive and file the report from the Parks and Recreation Commission on their reorganization.

ITEM 13E (Consent). In 2014, the City was awarded ATP funds for Gold Line Station Pedestrian and Bicycle Improvements and Citywide Wayfinding signs. Design began in June 2015. The City Council awarded a contract to Sully Miller in October 2016 and construction began in 2017. The project included new bike lanes and bike routes that connect the Duarte Bike Trail to the Gold Line Station at Highland and continue west on Duarte Road to the City limits. It also reconstructed curbs and gutters, installed new sidewalk, ADA curb ramps, pedestrian lighting and landscaping on Highland Avenue and Duarte Road near the Duarte Gold Line Station. Finally, it provided for new citywide wayfinding signs. The City used \$1.3 million in ATP funds and \$735,000 in Prop A funds for this project. Staff is recommending that the City Council accept the work, release the retention funds and initiate the Notice of Completion on the construction contract.

ITEM 13F (Consent). Staff is recommending that the City Council adopt this resolution in order to formalize the action that the City Council took at the January 9th meeting, when they selected and

Comments on Agenda Items
January 18, 2018

approved the Parks and Recreation Commission recommendation to name the new park at Third Street and Oak Avenue "Orange Blossom Park."

ITEM 13G (Consent). A proclamation will be issued recognizing January as Homeowner's Exemption Awareness Month in Duarte. Residents may be eligible to reduce their property tax bills by applying through Los Angeles County's Office of the Assessor for the \$7,000 reduction in the assessed value of their home. Residents are encouraged to take advantage of this program if they aren't already doing so.

ITEM 15A. Staff is recommending that the City Council adopt the 2018-19 Budget Calendar. The proposed calendar includes holding the 2018/19 Budget Workshop on April 30th at 4pm and if needed, again on May 1st.

ITEM 15B. This is a reimbursement request from Shenkman & Hughes Law Firm to pay for the legal costs associated with the City's transition from an at-large election system to a by-district election system. While Mr. Shenkman has submitted an invoice for \$37,336.59, a section of the Elections Code caps the amount of any reimbursement request at \$30,000. Despite any questions staff may have over the full accuracy of the assertions made by Mr. Shenkman, staff is recommending that the Council authorize payment. In the final analysis, Shenkman & Hughes is authorized by statute to request this "reimbursement," and there is no known defense or legislative protection that would allow the City to refuse to make such a payment.

Please note that the Homeless Count is scheduled to take place at 8pm. A check-in and training video will take place in the Small Conference room at 8pm. Participants will be assigned to one of the 9 survey areas and given instructions at that time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kristen Petersen', written over the typed name.

Kristen Petersen
Assistant City Manager

January 8, 2018

Duarte City Council

Dear Mr. Fasana,

My name is Zachary Vincent Robert Stegman, a member of Boy Scout Troop 185 in Duarte, California, and the Greater Los Angeles Area Council. I received my Eagle Scout Rank on October 5, 2017. In your position, I know you recognized the importance of this achievement in a young person's life.

To date as an Eagle Scout, I have earned 64 merit badges and served my Troop in many leadership positions including over a year as Senior Patrol Leader. I currently serve as Junior Assistant Scoutmaster. For my Eagle project I lead the effort to paint the administration building at the church where the Troop meets weekly. While in Scouting I have been to multiple summer camps including a week at Philmont, one of Boy Scout's high adventure camps. I traveled with the Troop to the Grand Canyon and spent three days hiking to the bottom and back. I have been involved in Scouting since joining Cub Scouts in the second grade.

I am currently a senior at Monrovia High School in Monrovia, California. I am currently involved with the Explorers program with the fire department in Monrovia. I plan to pursue a career as a paramedic after high school.

To make my Eagle Court of Honor ceremony even more special, I am compiling letters of congratulations and certificates of achievement. Please consider sending a letter or certificate to **Zachary Vincent Robert Stegman** for this great honor. They will be presented during my Eagle Court of Honor ceremony.

Thank you for taking the time to make my Court of Honor special.

Sincerely,

Zachary Stegman

Duarte Chamber of Commerce

Quarterly Projects Status Report

October – December 2017

Amazing Family Race

On October 14th, the Duarte Chamber participated as a site for the 4th Annual Amazing Family Race. Chamber staff and members worked different locations in the city throughout the challenge. As the last challenge of the day, we focused on team work. The Chamber office had a deceptively simple task of flipping over a tarp with all four team members on it – without stepping off. Not one team was able to do so without penalties.



Jim's Retirement Party



October 27th was a bittersweet goodbye for our past President and CEO, Jim Kirchner. "A League of His Own," celebrated Jim's career along with his passion for baseball. An intimate gathering of friends, members, and family gathered to enjoy BBQ (cooked on site) and stories. We learned a lot about Jim and even shared a few tears as everyone shared their favorite "Jim" moment and honored his accomplishments.



Family Fun Fest

As a co-sponsor for the Duarte Kiwanis and Rotary club, the Chamber assisted by hosting planning meetings, being the point of contact for the public and participants and marketing for the Family Fun Fest. Held on November 12th, the Chamber had a booth which was hosted by staff and members. Playing a tossing game using ping pong balls into buckets, attendees were able to decide what prize they wanted to win. Giveaways totaled over 500 items.



Community Awards

The Chamber was please to present their 30th Annual Community Service Recognition Awards at the Mayors Prayer Breakfast. Awardees were:

- Outstanding Youth: Yesenia Chavez & Faith Peoples
- Outstanding Humanitarian: Tina Carey
- Outstanding Civic Service: Steve Hernandez
- Outstanding Service to Youth: Naelh Othman
- Outstanding Business Person Service: Raul Villanueva, Duarte Tile & Stone
- Outstanding Service to Senior Citizens/Disabled: Kirsten Nielsen
- Lifetime Achievement: Jim Kirchner



Holiday Mixer & Toy Drive

The Chamber held their Annual Holiday Mixer and Toy Drive on December 6. Nearly 80 people were welcomed by our host, Advantage Ford Lincoln. All attendees were treated to a delicious meal catered by Janet's Mediterranean Cuisine.

Duarte Rotary coordinated with the Duarte Community Service Council to collect toys for children in Duarte. Dorothy Smith, President of DCSC, thanked all that generously donated to ensure that our all our children.



Networking Breakfast & Lunch



Good Morning Duarte Networking Breakfast – Held on the third Tuesday of each month, currently at Cabrera's Mexican Cuisine. A program of local interest is presented, and networking time is available with current, new and prospective members.

Ladies Brown Bag Lunch – These are monthly networking meetings held at different Chamber member locations. There is no cost to members, \$10 for prospective members. Bring your own lunch. If it's held at a member restaurant, a special priced lunch is usually available.

Item	Oct	Nov	Dec*	Total
Good Morning Duarte Networking Breakfast	22	27	-	49
Ladies Brown Bag Lunch	15	9	-	24

*Due to the holidays, Good Morning Duarte Networking Breakfast and Ladies Brown Bag Lunch were dark.

Grand Openings



October 5, 2017 –
Isshinkan Aikido

October 12, 2017 –
America's Best Contacts & Eyeglasses



Chamber Charlie



Chamber Charlie, a little moose, stole the hearts of businesses and the community alike. For 21 days in December, the public was notified through Facebook and email blasts of where Chamber Charlie would be, featuring participating members throughout Duarte and Monrovia. Once they found him, they could enter for a drawing for prizes donated by members. One prize drawing was originally scheduled, nine were actually drawn in two Facebook Live drawings throughout the day.

Participating Locations: 20

Entries: 215

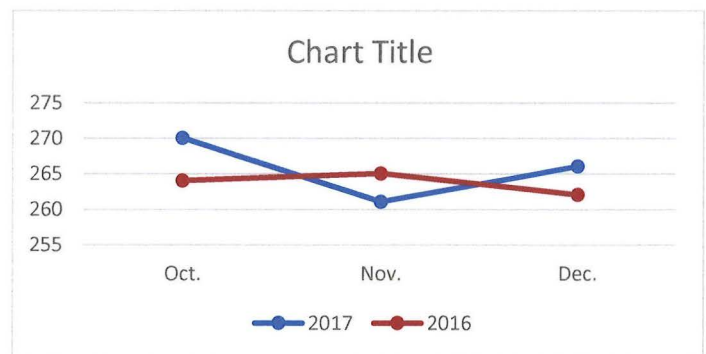
Facebook Live Exposure: 1,500+ views for the two drawings.

By far, the most successful outreach to businesses in recent memory. Due to the feedback from the members and the community, the program will be held strategically throughout the year featuring "friends" of Chamber Charlie.



Membership Activity

The Chamber has started a comprehensive review of their membership records and database. Because of these efforts, over 15 records were changed from "active" to "dropped". Membership over this period reflects a net loss of four members.



Technology Upgrades

Updates to bring the Chamber PCs operating system up to date and migrate to cloud based storage were performed late November/early December. Some new desktop computer hardware and a laptop were also purchased. These changes were necessary to enable the Chamber to start rolling out upgrades to members, website enhancements, and onsite registration services at events.

Merchandise

Holiday sales of Route 66 merchandise, specifically the Duarte Route 66 t-shirts, were brisk during the months leading up to Christmas. Most of the purchases were made by people that drove by and saw the shirts in the window.



Duarte View

The Duarte View was produced twice during this period (October/November 2017 and December 2017/January 2018). With the retirement of the former President/CEO, the Chamber went out to bid for a layout graphic artist to provide these services. Cost evaluations of not only the layout, but printing and mailing services were performed during the month of December. Starting with the February/March 2018 issues the public will see subtle changes to the paper, having a familiar, yet updated look.

Affordable Housing Legislation Update



AFFORDABLE HOUSING

David B. Cosgrove, City Attorney*
Rutan & Tucker, LLP

Presented to Duarte City Council

January 23, 2018

*With acknowledgements to Bill Ihrke, Alan Fenstermacher, & Emily Webb

BACKGROUND

- California's "Housing Crisis"
- Estimates of 180,000 new homes/units needed each year through 2025
- Effects of the end of "20% Set-Aside" from Community Redevelopment Law
- Rise in Homelessness

LEGISLATURE'S RESPONSE

- **“Package” of Bills Signed by Governor in September, 2017**
 - Local Agency Planning Mandates
 - Developer Incentives
 - Funding Sources

Amendments to Housing Accountability Act

- SB 167, AB 1515, and AB 678 collectively amended the Housing Accountability Act (“HAA”) or “Anti-NIMBY Act” (Government Code § 65589.5)
- The HAA previously placed a number of restrictions on a local agency’s ability to disprove both affordable housing and market rate housing projects.
- These amendments *further limit* a local agency’s ability to disapprove or reduce the density of residential projects
- Applies to both charter and general law cities

Housing Accountability Act – subdivision (j)

- Most significant amendments are to subdivision (j) of the HAA, which applies to *all housing projects*
- Previously, to disapprove or lower density on a housing project that complies with applicable general plan/zoning designations and objective standards and criteria, city had to make findings, supported by *substantial evidence*, that
 - (1) the project would have a specific, adverse impact upon the public health or safety (zoning or general plan inconsistency does not count)
 - (2) there is no feasible method to mitigate that adverse impact.



Housing Accountability Act – subdivision (j)



- Subdivision (j) has now requires city to base its findings on a *preponderance of the evidence* rather than the substantial evidence standard
 - significantly increases city's burden to show that a housing project would have a specific, adverse impact upon the public health or safety to justify its disapproval.
 - Previously, any substantial evidence in the record could support the findings

Housing Accountability Act – subdivision (j)(2)

- New early determination requirement regarding General Plan/Zoning Consistency
 - If local agency believes a project does not comply with an objective standard, it must provide the applicant with a *written explanation* including *citation to the specific, objective general plan/zoning/subdivision provision* within 30 (for 150 units or less) or 60 days (for 150 units or more) of the application being deemed complete
 - Without this documentation, a proposed housing development is automatically *deemed consistent* with all applicable general plan, zoning and subdivision plans, programs, policies, ordinances, standards, requirements, or other similar provisions. (*Gov't. Code sec. 65589.5(j)(2)(B).*)

Housing Accountability Act – Consistency Findings

- A housing project shall be deemed consistent, compliant, and in conformity with any of the local agency's applicable plans, programs, policies, ordinances, standards, and requirements if:
 - *substantial evidence* would allow a reasonable person to make such a conclusion. (*Gov't Code sec. 65589.5(f)(4).*) –SO-Benefit of doubt goes to consistency.
- Amendments to the general plan or zoning code after an application for a housing development project was deemed complete is **not a valid basis** to disapprove the project or reduce its density. (*Gov't Code sec. 65589.5(d)(5).*)

Housing Accountability Act - – subdivision (j)

- In sum, to deny *any* housing project, the City must now either
 - determine the proposed project does not comply with objective general plan, zoning or subdivision criteria or standards within one to two months of a completed application, or
 - find that a preponderance of the evidence shows that the project would have a specific adverse impact on public health or safety and that the impact cannot be mitigated.
- However, the HAA still does not circumvent or override the requirements of the California Environmental Quality Act (“CEQA”), per section 65589.5(e).

Housing Accountability Act – Additional Amendments

- The definition of “housing development projects” expanded to include all developments consisting of residential and nonresidential uses where at least two-thirds of the square footage is designated for residential use. (*Gov’t Code sec. 65589.5(h)(2)(B).*)
- Previous definition – limited to neighborhood commercial and first floor nonresidential uses

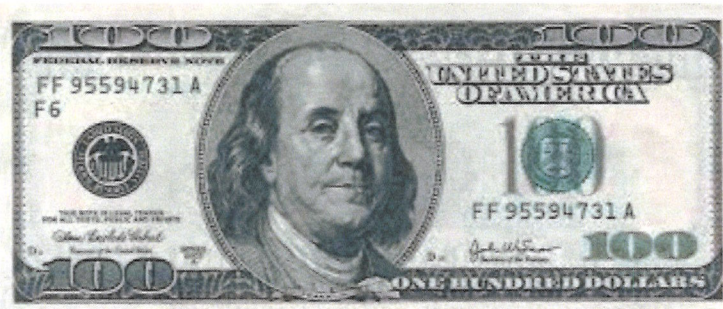


Housing Accountability Act - Consequences

- If a court finds that a local agency disapproved or lowered the density of a housing project in violation of the HAA:
 - Court must issue an order compelling compliance within 60 days (*Gov't Code sec. 65589.5(k).*)
 - Court must impose fines of \$10,000 per housing unit (multiple by 5 if court finds bad faith) (*Gov't Code sec. 65589.5(l).*)
 - Court has the power to direct the local agency to approve the housing project if the local agency acted in bad faith.
- This provision applies to all housing projects, not just affordable

Other Affordable Housing Bills

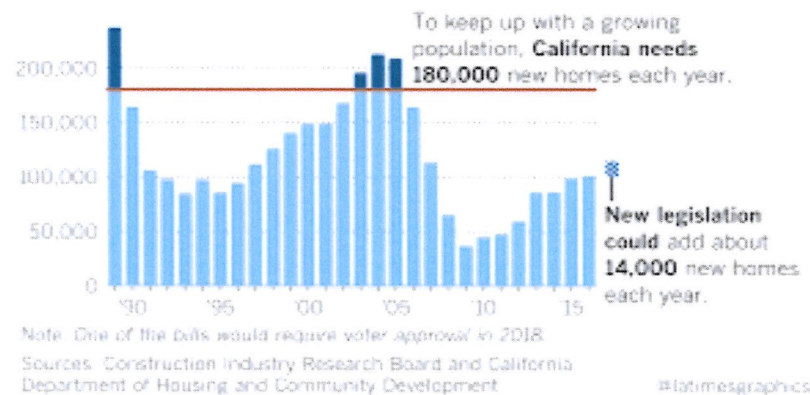
- **SB 2 (Atkins)**, the Building Homes and Jobs Act, Gov't. Code 27388.1, establishes a funding source for affordable housing through a \$75 recordation fee on specified real estate transaction documents, in order to generate money for affordable housing, supportive housing, emergency shelters, and transitional housing. Half goes to local agencies, half to HCD. (*H&S Code sec. 50470*) (Approved 9-29-17)



Other Affordable Housing Bills

- **SB 3 (Beall)** authorizes \$4 billion in general obligation bonds for affordable housing programs and infill infrastructure projects, as well as a veteran's home ownership program. SB 3 must be approved by voters next November. (Approved 9-29-17)

New homes built each year in California



Other Affordable Housing Bills

- **SB 35 (Wiener)** streamlines the approval process for multifamily infill developments in local communities that have failed to meet their RHNA goals by eliminating public input, prohibiting CEQA, and removing local discretion. Projects qualifying for this streamlined treatment are required to: (i) conform with the local jurisdiction's objective zoning and planning standards; (ii) be located on an infill site; and (iii) include at least 10% affordable housing units for households earning 80% or less of the area median income. Certain environmentally sensitive areas do not qualify for the streamlined process.

Other Affordable Housing Bills

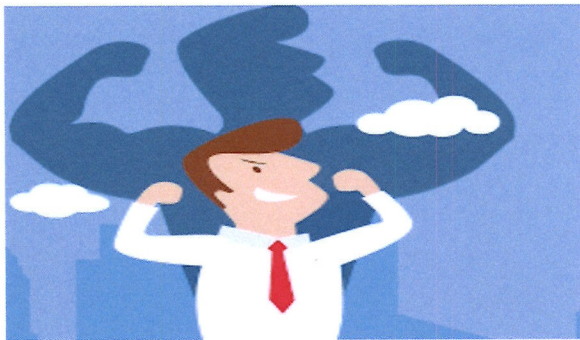
- **SB 35 (Wiener)** (ctd.)
- Requires report to OPR in April of each year of steps to implement general plan and meet RHNA goals.
- For eligible streamlined projects, City cannot impose parking standards on developments located within one-half mile of public transit. (*Gov't. Code sec. 65913.4(d)(1)(A).*)
- Generally, approvals are valid for three years. (*Gov't. Code sec. 65913.4(e).*)

Other Affordable Housing Bills

- **SB 166 (Skinner)** ensures that cities maintain an ongoing supply of housing for residents of various income levels by prohibiting cities and counties from permitting or causing its inventory of sites identified in its General Plan Housing Element to be insufficient to meet its remaining unmet RHNA share for lower and moderate-income households. (*Gov't. Code sec. 65863(a).*)
- City also required to make specified written findings that it can meet RHNA with other sites if it allows development of any parcel with fewer units by income category than identified in the housing element for that parcel. (*Gov't. Code sec. 65863(b)(2); (c).*)

Other Affordable Housing Bills

- **AB 72 (Santiago)** strengthens the State's ability to enforce laws requiring local governments to achieve housing goals. Requires City to submit Housing Element amendments to HCD for comment prior to adopting. It also requires HCD to review any action or failure to act by a city that HCD determines is inconsistent with an adopted housing element and to issue written findings regarding whether the action or failure to act substantially complies with the housing element.



Other Affordable Housing Bills

- **AB 879 (Grayson)** provides HCD will complete a study by June 30, 2019 to evaluate the reasonableness of local fees charged to new developments, including recommending new amendments to the Mitigation Fee Act to substantially reduce fees for residential development; (*H&S Code 50456.*) Requires a city, in its analysis of governmental constraints, to include an analysis of any currently-authorized, locally-adopted ordinances that directly impact the cost and supply of residential development. Requires annual public meeting and detailed findings in annual housing element compliance report, and sanctions for noncompliance. (*Gov't. Code secs. 65400(a)(2); (b).*)

Other Affordable Housing Bills

- **AB 1397 (Low)** changes the definition of land suitable for residential development to increase the number of sites where new multifamily housing can be built. Requires lands in a city's housing element to include vacant sites and sites that have “realistic and demonstrated potential” (including utilities) for redevelopment to meet a portion of the locality's housing needs. (*Gov't. Code 65583(a)(3).*)



Other Affordable Housing Bills

- **AB 1505 (Bloom)** reaffirms local governments right to establish on-site inclusionary housing requirements for new residential rental projects. (Overruling *Palmer* case.) Authorizes HCD to review an ordinance that requires more than 15% of the total number of units rented in the development be affordable to, and occupied by, households at 80% or less of the area median income. Authorizes HCD to require that the local agency provide evidence that the ordinance does not unduly constrain the production of housing by submitting an economic feasibility study that meets specified standards.

Other Affordable Housing Bills

- **AB 1521 (Bloom)** requires owners of property on which restrictive affordability covenants are expiring to give 12 months notice to tenants, and 36 months to prospective tenants. Gives experienced housing organizations a first right of refusal to purchase affordable housing developments to keep the units affordable. Provides for appraisal process if negotiations fail to determine fair market value for bona fide offers from qualified purchasers. (*Gov't. Code 65863.11(k).*)



The Moral of the Story:

- **Sacramento is increasingly willing to curtail local land use discretion over housing to address the perceived housing crisis.**
- **General Plan policies that were once guidelines are evolving into firmer obligations.**
- **Funding measures to alleviate housing shortages are being considered, but obligations on local governments to contribute to solutions are not waiting on funding.**

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 9, 2018

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 Fasana called the meeting to order at 6:02 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Finlay (left at 8:32 p.m.), Kang (arrived prior to Closed Session), Paras-Caracci, Reilly, Fasana ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Reilly seconded to adopt the Agenda, and carried with Kang not present.
CLOSED SESSION	There was no public input. Fasana stated the Closed Session was pursuant to Government Code Section 54957(b)(1); Public Employee Performance Evaluation; Annual evaluation of City Manager, Designated City representative: David Cosgrove, City Attorney. The Closed Session concluded at 7:05 p.m. City Council reconvened at 7:10 p.m., with all members present.
PLEDGE TO THE FLAG	Joanna Gee 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 announced that City Council met in Closed Session as stated above, with no reportable action taken.
SPECIAL ITEMS Mayor's Youth Council update (Considered out of sequence)	Mayor Fasana stated the update by the Mayor's Youth Council will be heard as the first Special Item. Samantha Martinez, Mayor's Youth Council, stated the Youth Council met with the Youth & Family Committee, and provided information about upcoming events at the Teen Center.
Presentation – 2017 Highlights	A video recapping the highlights of City of Duarte events during 2017 was presented.
Recognition – Outgoing City Commissioners	Mayor Fasana thanked outgoing City Commissioners Mary Ann Ur, Carol Haynes, Nick Zigic, and Harold Johnson, and presented plaques to those in attendance.

Ratification of DUSD and
Chamber recommendations for
Commissioners

Reilly moved, Kang seconded to ratify the Duarte Unified School District recommendation to appoint Douglas Edwards as DUSD representative to the Parks and Recreation Commission and Ken Bell as the DUSD representative to the Public Safety Commission, and to ratify the Chamber of Commerce recommendation to appoint Brenda Trainor as Chamber representative to the Public Safety Commission, and carried unanimously.

Oaths of Office
New Commissioners

The Oath of Office was administered to the newly appointed City Commissioners in attendance.

Item Added – Rain Storm Report

Reilly moved, Finlay seconded to add a report on the recent rain storm as a Special Item, and carried unanimously.

George provided information about preparations for the rain, including weather predictions, evacuation, protocol, Emergency Operation Center, and minimal debris flow, and thanked County Fire and Sheriff, City Departments, and social media staff.

Brian Villalobos discussed resident's concerns, life safety as a priority, decisions for alerts and evacuation areas, the National Weather Service assessments, and service data.

Cesar Monsalve answered questions from Councilmembers pertaining to Fish Canyon Falls Trail.

Mayor Fasana suggested we may want to periodically re-evaluate the breadth of the area we include for evacuations during rain-related emergencies.

ANNOUNCEMENTS

Sheryl Lefmann, Duarte Chamber, announced upcoming Chamber events in January, February, and April.

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

Karen Herrera announced upcoming community events, meetings, and activities in January and February, and stated the homeless count will take place on January 23, beginning at 8:00 p.m.

CONSENT CALENDAR

Kang moved, Reilly seconded to approve the Consent Calendar as follows, and carried unanimously.

Approve Items A, B, C, E.

Remove Item D.

ITEM REMOVED
Item D – Council Bill 17-O-09
Parking – Street Sweeping
(Second Reading)

Council Bill 17-O-09 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADDING CHAPTER 11.15 TO THE DUARTE MUNICIPAL CODE PROHIBITING ALTERNATE SIDE PARKING ON DESIGNATED STREETS FOR THE PURPOSES OF STREET SWEEPING (Second Reading)

Brian Villalobos answered questions from Councilmembers pertaining to trash bins left out on street sweeping days, written warnings, and citations.

ITEM D – APPROVED
ORDINANCE NO. 878

BUSINESS ITEMS
Parks/Recreation Commission
Recommendation – Park Name

Reimbursement Request
Shenkman & Hughes - \$30,000
(Continued to 1/23/18)

ITEMS FROM CITY COUNCIL/
CITY MANAGER

Paras-Caracci suggested upcoming City newsletters could highlight the ordinances pertaining to trash bins and parking restrictions.

Reilly moved, Finlay seconded to adopt Ordinance No. 878, and carried unanimously.

Cesar Monsalve presented a staff report about the new park at Third Street and Oak Avenue, and stated the Parks and Recreation Commission's recommendations for possible names are Orange Blossom Park and Marmalade Grove Park.

There was discussion about name preferences, shade structures, and trees.

Paras-Caracci moved, Kang seconded to approve the name "Orange Blossom Park" for the new park at Third Street and Oak Avenue, and carried unanimously.

Fasana moved, Reilly seconded to continue this item until additional information is obtained about invoicing and what options might be available, and carried unanimously.

FINLAY: Stated she and Mayor Pro Tem Reilly were in Sacramento working with a number of legislators, and wished all a happy new year.

GEORGE: Thanked staff for the holiday presentation to the community, stated it made the City festive, and thanked Councilmember Kang for his support and participation in the holiday lighting.

PARAS-CARACCI: Stated she enjoyed Santa's holiday party, she received excessive Nixle alerts pertaining to areas a distance away from us that had nothing to do with our immediate area, and asked for a report back about how Nixle determines to what areas alerts are sent, noted packaging of some cannabis products looks like candy, and she hopes we keep an eye on this (Cosgrove provided additional information).

KANG: Wondered if any adjacent cities legalized cultivation of cannabis, thanked everyone for a great 2017, he cares about beautification, he wants the City to look good, sharp, and uniform, and stated we may want to investigate LED lights and a new coat of paint on streets.

REILLY: Regarding cannabis, inquired about neighbor's smoke coming into your apartment (Cosgrove responded), she would like a further discussion about what is allowed in our City, attended League dinner where Dr. Lucy Jones spoke about infrastructure and earthquakes, she would like us to look into the earthquake preparedness initiative in Southern California, she presented the welcome at the Lions Club International event,

she and Mayor Finlay attended Contract Cities legislative event, discussed last year's survey, attended Congressman Napolitano's mental health consortium, she would like to invite nearby mental health resources to our meetings to talk about their programs and to have mental health information available at our concerts and movies in the park, attended Rose Bowl game, and wished all happy new year.

FASANA: Stated he would like to look at the possibility of incorporating cool roofs into our building code at a future meeting, regarding earthquakes, within the next few months, he would like a specific inventory of buildings that are at risk to assess infrastructure, he is not inclined to move beyond current allowances for cannabis due to the absence of clear direction from the Federal government, stated California Senator Scott Wiener is proposing housing legislation that would override local regulations within a half-mile of rail stops, this is something we need to look at, attended services for Frank Napolitano, and wished all a happy new year.

ADJOURNMENT

Paras-Caracci moved, Reilly to adjourn the meeting at 9:06 p.m., in memory of Frank Napolitano, and carried unanimously.

Mayor John Fasana

ATTEST:

City Clerk



City of Duarte

Council Warrant Reigister Over \$5000

By Payment Number

Payment Dates 01/10/2018 - 01/23/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
209203	1/12/2018	1035	US BANK NATIONAL ASSOCIATION			75,515.03
	203420000-11718	COPS 2013 Principal Payment		520-5205-8340		68,328.94
	203420000-11718	COPS 2013 Interest Payment		520-5205-8350		7,186.09
209212	1/11/2018	4241	THE SAUCE CREATIVE SERVICES CORP			7,971.06
	2054	Winter 2017/18 Newsletter Copies/M		100-1020-7980		1,092.76
	2054	Winter 2017/18 Newsletter Copies/M		100-1205-7613		1,092.76
	2054	Winter 2017/18 Newsletter Copies/M		100-1605-7739		2,185.54
	2055	Winter 2017/18 Newsletter Design/L		100-1020-7980		900.00
	2055	Winter 2017/18 Newsletter Design/L		100-1205-7613		900.00
	2055	Winter 2017/18 Newsletter Design/L		100-1605-7739		1,800.00
209229	1/23/2018	5120	CHARLES ABBOTT ASSOCIATES INC			15,334.65
	57736	Building & Safety Services 12/2017		100-1405-7800		15,334.65
209230	1/23/2018	4559	CITY OF HOPE - CITY OF DUARTE			15,000.00
	2018 Float	2018 Rose Parade Float Construction		100-1020-7714		15,000.00
209233	1/23/2018	1117	COUNTY OF LOS ANGELES PROBATION DEPARTMENT			20,500.00
	DUA-1718-02	CalGrip-GAPP (DPO) 10/1/17 - 12/31/		100-1205-7783	201716-GAPP Program-CalGrip 2017-2018 (3 of	20,500.00
209241	1/23/2018	5316	FLINTRIDGE CENTER			14,033.09
	36-120117	CalGrip CBO/Case Management 9/17		100-1205-7980	201716-Other Expense-CalGrip 2017-2018 (3 of	14,033.09
209248	1/23/2018	5828	LAND DESIGN CONSULTANTS INC			6,113.76
	1712036	Mel Cyn Debris Catchment Study/Dei		100-1405-7965		6,113.76
209251	1/23/2018	0056	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT			334,552.95
	181658CY	CC Event Deputy Services 10/28/17		100-1205-7781		246.97
	181719CY	CalGrip-Sheriff's Contract 11/2017		100-1205-7781	201716-Sheriff's-CalGrip 2017-2018 (3 of 3 MOU	15,291.83
	181719CY-120617	Sheriff's Contract 11/2017		100-1205-7781		304,799.91
	181719CY-120617	Sheriff's Contract 11/2017		290-2905-7781		13,750.00
	18204VL	Prisoner Maintenance 11/2017		100-1205-7784		464.24
209259	1/23/2018	0904	RKA CONSULTING GROUP			15,637.50
	26988	Plan Check Engineering 11/2017		100-1405-7969		1,765.00
	26989	Contract Engineer 11/2017		100-1405-7969		1,912.50
	26990	Las Lomas Gas Line Inspections 11/20		100-1405-7969	201719-Engineering-Gas Co-Las Lomas/Calle Ma	2,960.00
	26995	NPDES MS4 Comm/Ind Inspections 1		100-1405-7801		9,000.00
209272	1/23/2018	1521	WEST COAST ARBORISTS INC			5,440.60
	132442	Residential Tree Removal		240-2410-7909		5,440.60
Payment Total:						510,098.64

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	415,393.01
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	5,440.60
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	13,750.00
520 - TOWN CENTER DEBT SERVICE FUND	75,515.03
Grand Total:	510,098.64

Account Summary

Account Number	Account Name	Payment Amount
100-1020-7714	Rose Parade Float	15,000.00
100-1020-7980	Other Expenses	1,992.76
100-1205-7613	Duplications And Photos	1,992.76
100-1205-7781	Contract Law Enforceme	320,338.71
100-1205-7783	GAPP Program	20,500.00
100-1205-7784	Prisoner Maintenance	464.24
100-1205-7980	Other Expenses	14,033.09
100-1405-7800	Building Department Ser	15,334.65
100-1405-7801	Industrial Waste Inspecti	9,000.00
100-1405-7965	Professional Services	6,113.76
100-1405-7969	City Engineer	6,637.50
100-1605-7739	Publicity	3,985.54
240-2410-7909	Tree Trim-Residential	5,440.60
290-2905-7781	Contract Law Enforceme	13,750.00
520-5205-8340	Principal Payments	68,328.94
520-5205-8350	Interest Expense	7,186.09
Grand Total:		510,098.64

Project Account Summary

Project Account Key	Payment Amount
None	457,313.72
201716-GAPP Program-CalGrip 2017-2018 (3 of 3 MOU)	20,500.00
201716-Other Expense-CalGrip 2017-2018 (3 of 3 MOU)	14,033.09
201716-Sheriff's-CalGrip 2017-2018 (3 of 3 MOU)	15,291.83
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,960.00
Grand Total:	510,098.64



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7614	GRAND PRINTING INC	Letterhead	209244		326.97
100-1010-7610	U.S. BANK	Karen Herrera Tony Ramos Retirement 12/19/17	209218		20.00
100-1010-7610	U.S. BANK	Darrell George ICSC Conf Registration	209218		590.00
100-1010-7610	U.S. BANK	Darrell George Mtg w/Tzeitel Paras (Coffee Bean)	209218		8.35
100-1010-7610	U.S. BANK	Darrell George Tony Ramos Retirement 12/19/17	209218		20.00
100-1010-7612	MUNICIPAL CODE CORPORATION	DMC Web Hosting 12/1/2017 - 11/30/2018	209208		900.00
100-1010-7612	PASADENA STAR NEWS	Subscription 26 Weeks Expires 8/9/18	209255		341.74
100-1010-7614	U.S. BANK	Office Supplies (Best Buy)	209218		43.78
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	209266		52.22
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	209266		123.10
100-1010-7650	SHELL	Fuel-City Manager 12/2017	209263		90.01
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 12/2017	209260		187.16
100-1010-7980	SHAFFER AWARDS	Plaque Engraving-Commissioners	209262		86.37
100-1010-7980	U.S. BANK	Council/Dept Heads Holiday Luncheon (Villa Italia)	209218		449.37
100-1010-7980	U.S. BANK	Darrell George Mtg w/Supervisor Barger (Starbucks)	209218		47.85
100-1010-7980	U.S. BANK	Public Hearing Council Food 12/4/17 (Thai City)	209222		120.18
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 11/2017	209265		4,237.43
100-1020-7711	U.S. BANK	In-N-Out Burger Cookout Truck Deposit 5/17/2018	209222		500.00
100-1020-7714	CITY OF HOPE - CITY OF DUARTE	2018 Rose Parade Float Construction	209230		15,000.00
100-1020-7726	U.S. BANK	Levon Y-Adobe Creative Cloud	209222		49.99
100-1020-7980	U.S. BANK	Employee Holiday Breakfast (Tropicana Mkt)	209222		44.99
100-1020-7980	U.S. BANK	Holiday Party Supplies 12/1/17 (Smart & Final)	209222		160.72
100-1020-7980	U.S. BANK	Holiday Party Food 12/1/17 (Costco)	209222		323.56
100-1020-7980	U.S. BANK	Holiday Party Food 12/1/17 (Pavillions)	209222		151.84
100-1020-7980	U.S. BANK	Employee Holiday Breakfast (Baja Ranch Mkt)	209222		32.60
100-1020-7980	U.S. BANK	Holiday Party Tableware 12/1/17 (Smart & Final)	209222		48.93
100-1020-7980	U.S. BANK	Holiday Party Food 12/1/17 (Smart & Final)	209222		158.84
100-1020-7980	U.S. BANK	Holiday Party Table & Linen Rental 12/1/17	209222		179.25
100-1020-7980	U.S. BANK	Employee Holiday Breakfast Supplies (Smart&Final)	209222		203.68
100-1020-7980	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Copies/Mailing	209212		1,092.76
100-1020-7980	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Design/Layout	209212		900.00
100-1205-7613	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Copies/Mailing	209212		1,092.76
100-1205-7613	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Design/Layout	209212		900.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	209266		17.15
100-1205-7615	U.S. BANK	CERT Polo Shirts (Uniform Warehouse)	209269		213.09
100-1205-7636	FSP DESIGNS	PS Staff Uniforms	209242		114.62
100-1205-7650	U.S. BANK	Veh 34 Front/Rear Weather Mats (Husky Liners)	209269		135.08
100-1205-7779	AIDA TORRES	Youth Universal City Trip Parking	209268		125.00
100-1205-7779	AIDA TORRES	DART Potluck Supplies	209268		23.54
100-1205-7779	U.S. BANK	Youth Trip Lunch 12/14/17 (Blaze Pizza)	209269		222.83
100-1205-7779	U.S. BANK	Youth Universal Studios Tickets 12/28/2017	209269		2,880.00
100-1205-7779	U.S. BANK	Youth Trip Lunch 12/22/17 (Wing Stop)	209269		198.51
100-1205-7779	U.S. BANK	A Team Youth Trip Lunch 12/7/17 (Blaze Pizza)	209269		113.06
100-1205-7779	DUARTE PIZZA COMPANY	DART Rose Float Volunteers	209238		41.32
100-1205-7779	DUARTE PIZZA COMPANY	Public Safety Event	209238		18.51
100-1205-7779	DUARTE PIZZA COMPANY	DART Ice Skating Trip	209238		95.92
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 12/2017	209235		288.00
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	CC Event Deputy Services 10/28/17	209251		246.97
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	CalGrip-Sheriff's Contract 11/2017	209251	201716-Sheriff's-CalGrip 2017-2018 (3 of	15,291.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff's Contract 11/2017	209251		304,799.91
100-1205-7783	COUNTY OF LOS ANGELES PROBATI	CalGrip-GAPP (DPO) 10/1/17 - 12/31/17	209233	201716-GAPP Program-CalGrip 2017-201	20,500.00
100-1205-7784	LOS ANGELES COUNTY SHERIFF'S D	Prisoner Maintenance 11/2017	209251		464.24
100-1205-7980	U.S. BANK	Office Supplies (Target)	209269		135.22

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7980	FLINTRIDGE CENTER	CalGrip CBO/Case Management 9/17/17 - 12/16/17	209241	201716-Other Expense-CalGrip 2017-201	14,033.09
100-1211	ROXANNE BRECEDA	Computer Loan	209205		3,000.00
100-1405-7610	U.S. BANK	Craig Hensley Parking for Meeting 12/5/17	209217		20.00
100-1405-7612	MAINTENANCE SUPERINTENDENTS	Amanda Hamilton Membership 7/1/17 - 6/30/18	209252		75.00
100-1405-7612	U.S. BANK	Hightail Subscription-Lg Data Format	209217		15.99
100-1405-7612	U.S. BANK	Daily Bulletin Online Subscription	209217		10.23
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	209266		70.01
100-1405-7690	U.S. BANK	City of Hope Public Meeting 12/6/17 (Dickey's BBQ)	209222		162.24
100-1405-7690	SMART & FINAL	Planning Commission Meeting	55		42.11
100-1405-7800	LIFE STORAGE #530	Building Plan Storage 1/1/2018 - 2/1/2018	209221		225.00
100-1405-7800	ALPHA PRINTING & GRAPHICS INC	Building Permit Packets	209224		488.37
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Services 12/2017	209229		15,334.65
100-1405-7801	RKA CONSULTING GROUP	NPDES MS4 Comm/Ind Inspections 11/2017	209259		9,000.00
100-1405-7965	LAND DESIGN CONSULTANTS INC	Mel Cyn Debris Catchment Study/Deisgn 12/17	209248		6,113.76
100-1405-7965	BUCKNAM INFRASTURE GROUP IN	Pavement Management Database	209227		4,380.45
100-1405-7965	LDM ASSOCIATES INC	CDBG Federal Grant Admin 11/2018	209250		550.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering 11/2017	209259		1,765.00
100-1405-7969	RKA CONSULTING GROUP	Contract Engineer 11/2017	209259		1,912.50
100-1405-7969	RKA CONSULTING GROUP	Las Lomas Gas Line Inspections 11/2017	209259	201719-Engineering-Gas Co-Las Lomas/C	2,960.00
100-1405-7975	U.S. BANK	Facebook Ads	209218		76.78
100-1405-7975	U.S. BANK	Hootsuite 12/2/17 - 1/1/18	209218		14.99
100-1405-7975	ECM PECO INC / PRECISION ELECTR	Cheers to 60 Years Banner Installation	209257		4,442.50
100-1405-7980	BRIGHTVIEW LANDSCAPE SERVICES	Mel Canyon Rd K-Rail Clean-up	209226	201632-Fish Fire-Other Exp (1405)	310.00
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	209223		50.81
100-1410-7636	L & M FOOTWEAR	Troy Wittenbrock Safety Boots	209264		111.51
100-1410-7636	MANNY PEREZ	Safety Boot Reimbursement	209210		136.84
100-1410-7636	TRAFFIC MANAGEMENT INC	Safety Vests	209215		134.15
100-1410-7636	RED DOT UNIFORMS	Mike Tarr Uniform	209258		235.57
100-1410-7650	AUTOZONE	Veh 10 Stop/Tail/Turn Light	209225		10.12
100-1410-7650	AUTOZONE	Truck 8 Tail Light	209225		8.09
100-1410-7650	AUTOZONE	Skid Steer Battery	209225		130.60
100-1410-7656	CUMMINS PACIFIC LLC	Emergency Generator Repair/Maint	209234		2,221.76
100-1410-7656	CALIFORNIA DEPT OF TAX & FEE AD	Underground Fuel Tank Fees 1/2017 - 12/2017	209206		4.50
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Citywide Graffiti Removal 12/2017	209267		745.85
100-1410-7980	HOME DEPOT CREDIT SERVICES	Saw Blade/Holiday Light Bins	209245		72.11
100-1410-7980	U.S. BANK	Christmas Tree Lights (Dekra-Lite)	209217		1,045.18
100-1410-7980	U.S. BANK	Christmas Tree Lights (Dekra-Lite)	209217		1,163.70
100-1605-7610	U.S. BANK	CPRS Holiday Cheer Raffle Prize (Target)	209216		36.12
100-1605-7610	U.S. BANK	Special Meeting Breakfast/Lunch (La Noria Rest)	209216		59.03
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	209266		76.26
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps VIP Fellow Meeting Pizza	209239	201809- Duarte's Promise - America's Pro	7.62
100-1605-7728	LUPE VALERIO	VIP Fellow Recognition Lunch	209271	201809- Duarte's Promise - America's Pro	100.59
100-1605-7728	U.S. BANK	PHP Starbucks Gift Cards (Starbucks)	209216	201809- Duarte's Promise - America's Pro	100.00
100-1605-7728	U.S. BANK	Library Supplies (Little Free Library)	209216	201809- Duarte's Promise - America's Pro	144.21
100-1605-7728	THE SAUCE CREATIVE SERVICES CO	MLK T-Shirt Giveaways	209261	201809- Duarte's Promise - America's Pro	557.34
100-1605-7728	SMART & FINAL	MLK Event Refreshments	55	201809- Duarte's Promise - America's Pro	32.71
100-1605-7730	U.S. BANK	Tree Lighting Fiesta Tamales (Sandy's Bakery)	209216		535.00
100-1605-7730	U.S. BANK	Flurry Snow Machine/Bubbles/Fog (Cheap DJ Gear)	209216		224.94
100-1605-7730	U.S. BANK	Tree Lighting Folklorico Cultural Dancers	209216		100.00
100-1605-7733	ASHLEY MAIETTA	SC Entertainment	209219		125.00
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Raffle Gifts	209239		62.13
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Party Supplies	209239		39.29
100-1605-7733	THEODORE SIEGEL	SC 'To Kill A Mockingbird' Presentation	209214		150.00
100-1605-7733	U.S. BANK	SC Country Christmas Party Supplies (Amazon)	209216		41.98
100-1605-7733	U.S. BANK	SC Great Decision Books (Foreign Policy Assoc)	209216		268.07
100-1605-7733	U.S. BANK	SC Netflix	209222		18.74
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	209237		100.00
100-1605-7733	DUARTE PIZZA COMPANY	Senior Ctr Holiday Clean-up	209238		135.06
100-1605-7733	SMART & FINAL	Senior Center Supplies	55		52.75
100-1605-7733	HOME DEPOT CREDIT SERVICES	SC Country Christmas Party Flowers	209245		61.14

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7733	CLARENCE A ULRICH	SC Entertainment	209270		250.00
100-1605-7735	DUARTE RECREATION PETTY CASH	TC Holiday Festival Supplies	209239		11.05
100-1605-7735	THE SAUCE CREATIVE SERVICES CO	TC Duarte Dance Performance Uniforms	209261		776.76
100-1605-7735	SMART & FINAL	TC Turkey Shoot	55		142.67
100-1605-7735	ACE BILLIARD SERVICE	TC Pool Table Repair	209204		50.00
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Copies/Mailing	209212		2,185.54
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Winter 2017/18 Newsletter Design/Layout	209212		1,800.00
100-1605-7741	DUARTE RECREATION PETTY CASH	Recreation Staff Meeting Snacks	209239		30.00
100-1605-7741	U.S. BANK	CPR Face Shields (CPR Savers 1st Aid)	209216		30.84
100-1605-7741	U.S. BANK	Amazon Gift Cards (Amazon)	209216		200.00
100-1605-7741	U.S. BANK	Basketball Rim (Amazon)	209216		78.84
100-1605-7745	U.S. BANK	TC Boxing Slam Balls (Walmart)	209216	201716-Boxing Prog-CalGrip 2017-2018 (3	47.62
100-1605-7745	U.S. BANK	TC Boxing Slam Balls (Walmart)	209216		78.08
100-1605-7745	U.S. BANK	TC Boxing Event Hotel (Treasure Island-LV)	209216		2,221.73
100-1605-7745	U.S. BANK	TC Boxing Club Membership (USA Boxing)	209216		205.00
100-1605-7980	DUARTE RECREATION PETTY CASH	CPR Training Snacks	209239		18.00
100-1605-7980	U.S. BANK	Employee Breakfast Supplies (Smart & Final)	209216		61.77
100-1605-7980	U.S. BANK	Youth & Family Committee Summit (Cabreras Rest)	209216		141.80
100-1605-7980	U.S. BANK	Employee Breakfast Coffee (Starbucks)	209216		47.85
100-1605-7980	U.S. BANK	Volunteer Recognition B-Day/Gift Cards (Target)	209216		106.62
100-1610-7618	U.S. BANK	Microphone Cables/Stand (Sweetwater)	209216		83.92
100-1610-7618	U.S. BANK	FC Free Standing Fan (Walmart)	209216		103.44
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	209245		217.98
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	209245		44.29
100-1610-7618	HOME DEPOT CREDIT SERVICES	Schlage Locks	209245		65.51
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	209245		59.52
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	209245		384.87
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 2/1/18 - 2/28/18	209256		42.00
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	209222		18.49
100-1805-7610	U.S. BANK	Kristen Petersen CALPERLA Conf Taxi	209222		37.53
100-1805-7610	U.S. BANK	Kristen Petersen Breakfast Mtg w/Councilmember	209222		33.44
100-1805-7610	U.S. BANK	Kristen Petersen League of CA Cities Meal 12/13/17	209222		28.35
100-1805-7610	U.S. BANK	Kristen Petersen CALPERLA Conf Parking	209222		99.00
100-1805-7610	U.S. BANK	Kristen Petersen League Conf Parking 12/13-12/14	209222		17.00
100-1805-7610	U.S. BANK	Kristen Petersen CALPERLA Conf Baggage Fee	209222		85.00
100-1805-7610	U.S. BANK	Kristen Petersen CALPERLA Conf Meals	209222		42.00
100-1805-7614	OFFICE SOLUTIONS INC	PrinterToner/Batteries/Pens/binders	209254		475.34
100-1805-7980	U.S. BANK	Microsoft 365 11/27/17 - 12/26/17	209222		12.00
100-1810-7660	CALIFORNIA STATE DEPARTMENT O	Fingerprint Apps 12/2017	209228		64.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 12/2017	209231		120.00
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 12/2017	209209		75.00
100-1815-7632	U.S. BANK	HR/Michelle-Adobe Creative Cloud	209222		14.99
100-1815-7632	U.S. BANK	Admin/Crystal-Adobe Creative Cloud	209222		49.99
100-1815-7632	U.S. BANK	CMD/Yesnia-Adobe Creative Cloud	209222		49.99
100-1815-7632	U.S. BANK	Admin Srvcs/Roxanne-Adobe Creative Cloud	209222		49.99
100-1815-7632	U.S. BANK	Parks & Rec/Pam-Adobe Creative Cloud	209222		49.99
100-1815-7632	U.S. BANK	Public Safety-Susie-Adobe Creative Cloud	209222		49.99
100-1815-7632	U.S. BANK	AcroPro Software-CMD Amanda/Teresa	209222		14.99
100-1815-7632	U.S. BANK	Admin/Iliana-Adobe Creative Cloud	209222		49.99
100-1825-7613	GRAND PRINTING INC	Envelopes (Reg #10)	209244		758.83
100-1825-7626	FEDEX	Document Delivery	209240		54.94
100-1825-7630	RICOH USA INC	PS Copier Lease 12/19/17 - 1/18/18	209211		779.65
100-1825-7631	RICOH USA INC	PS Copier Overage 9/14/17 - 12/12/17	209211		201.01
100-1825-7688	DUARTE CHAMBER OF COMMERCE	Used Oil Grant Ad-Duarte View Dec 17/Jan 18	209236	240000 - Oil Recycling Grnt -Used Oil Recy	239.00
100-1825-7980	SHRED-IT USA LLC	Document Shredding	209213		47.00
100-2023	ERWIN MENDEZ	City Kitty Bereavement Gift	209253		75.00
100-2120	SEBASTIAN HAGOPIAN	CC Rent Refund (Event Cancelled)	209207		500.00
100-4402	SEBASTIAN HAGOPIAN	CC Rent Refund (Event Cancelled)	209207		400.00
Fund 100 - GENERAL FUND Total:					462,488.89

Council Warrant Register by Account**Payment Dates: 01/10/2018 - 01/23/2018**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7812	HOME DEPOT CREDIT SERVICES	Stop Bar Paint	209245		105.63
220-2210-7812	TRAFFIC MANAGEMENT INC	Royal Oaks @ School RPM's	209215		204.27
220-2210-7813	TRAFFIC MANAGEMENT INC	No Parking Signs	209215		169.16
220-2210-7813	JCL BARRICADE/JCL TRAFFIC	Sign Post Anchors	209247		104.03
Fund 220 - GAS TAX FUN Total:					583.09

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Citywide Street Light Repair	209245		39.34
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Maint/Repair 11/2017	209232		3,221.14
240-2410-7663	GLENDORA PLUMBING & HEATING	Citywide Backflow Testing	209243		812.00
240-2410-7888	LANDSCAPE WAREHOUSE INC	Bike Trail Irrigation Repair	209249		96.73
240-2410-7909	WEST COAST ARBORISTS INC	Residential Tree Removal	209272		5,440.60
240-2420-7887	GLENDORA PLUMBING & HEATING	Citywide Backflow Testing	209243		58.00
240-2422-7887	GLENDORA PLUMBING & HEATING	Citywide Backflow Testing	209243		58.00
240-2425-7887	GLENDORA PLUMBING & HEATING	Citywide Backflow Testing	209243		58.00
240-2429-7887	GLENDORA PLUMBING & HEATING	Citywide Backflow Testing	209243		58.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					9,841.81

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	CDBG Administration-ADA Curb Ramps	209250	201810-ADA Curb Ramps-CDBG ADA Curb	900.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					900.00

Council Warrant Register by Account**Payment Dates: 01/10/2018 - 01/23/2018**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff's Contract 11/2017	209251		13,750.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					13,750.00

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7636	RED DOT UNIFORMS	Transit Hats	209258		93.00
440-4405-7650	HOME DEPOT CREDIT SERVICES	Portable Key Safe (S Yard)	209245		32.83
440-4405-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physical	209246		50.00
Fund 440 - PROPOSITION A TRANSIT FUND Total:					175.83

Council Warrant Register by Account

Payment Dates: 01/10/2018 - 01/23/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 520 - TOWN CENTER DEBT SERVICE FUND					
520-5205-8340	US BANK NATIONAL ASSOCIATION	COPS 2013 Principal Payment	209203		68,328.94
520-5205-8350	US BANK NATIONAL ASSOCIATION	COPS 2013 Interest Payment	209203		7,186.09
Fund 520 - TOWN CENTER DEBT SERVICE FUND Total:					75,515.03
Grand Total:					563,254.65

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	462,488.89
220 - GAS TAX FUN	583.09
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	9,841.81
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	900.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	13,750.00
440 - PROPOSITION A TRANSIT FUND	175.83
520 - TOWN CENTER DEBT SERVICE FUND	75,515.03
Grand Total:	563,254.65

Account Summary

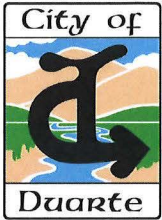
Account Number	Account Name	Payment Amount
100-1005-7614	Office Supplies	326.97
100-1010-7610	Travel, Mtgs & Conf	638.35
100-1010-7612	Publications and Dues	1,241.74
100-1010-7614	Office Supplies	219.10
100-1010-7650	Vehicle Maintenance	90.01
100-1010-7670	Legal Notices	187.16
100-1010-7980	Other Expenses	703.77
100-1015-7684	Code Enforcement	4,237.43
100-1020-7711	Employee Recognition C	500.00
100-1020-7714	Rose Parade Float	15,000.00
100-1020-7726	Council Cablecasting	49.99
100-1020-7980	Other Expenses	3,297.17
100-1205-7613	Duplications And Photos	1,992.76
100-1205-7614	Office Supplies	17.15
100-1205-7615	Emergency Supplies	213.09
100-1205-7636	Uniforms	114.62
100-1205-7650	Vehicle Maintenance	135.08
100-1205-7779	Youth Programs	3,718.69
100-1205-7780	Animal Control	288.00
100-1205-7781	Contract Law Enforceme	320,338.71
100-1205-7783	GAPP Program	20,500.00
100-1205-7784	Prisoner Maintenance	464.24
100-1205-7980	Other Expenses	14,168.31
100-1211	Computer Loan Program	3,000.00
100-1405-7610	Travel, Mtgs & Conf	20.00
100-1405-7612	Publications and Dues	101.22
100-1405-7614	Office Supplies	70.01
100-1405-7690	Planning Commission	204.35
100-1405-7800	Building Department Ser	16,048.02
100-1405-7801	Industrial Waste Inspecti	9,000.00
100-1405-7965	Professional Services	11,044.21
100-1405-7969	City Engineer	6,637.50
100-1405-7975	Economic Development	4,534.27
100-1405-7980	Other Expenses	310.00
100-1410-7621	Other Supplies	50.81
100-1410-7636	Uniforms	618.07
100-1410-7650	Vehicle Maintenance	148.81
100-1410-7656	Emergency Generator	2,226.26
100-1410-7814	Graffiti Removal	745.85
100-1410-7980	Other Expenses	2,280.99
100-1605-7610	Travel, Mtgs & Conf	95.15
100-1605-7614	Office Supplies	76.26
100-1605-7728	Americorp's VIP Progra	942.47
100-1605-7730	Special Events	859.94
100-1605-7733	Senior Center	1,304.16
100-1605-7735	Teen Center	980.48

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7739	Publicity	3,985.54
100-1605-7741	Sports/Playground Progr	339.68
100-1605-7745	Boxing Program	2,552.43
100-1605-7980	Other Expenses	376.04
100-1610-7618	Building Supplies	959.53
100-1610-7652	Building Maint Services	42.00
100-1610-7830	Telephones	18.49
100-1805-7610	Travel, Mtgs & Conf	342.32
100-1805-7614	Office Supplies	475.34
100-1805-7980	Other Expenses	12.00
100-1810-7660	Other Services	184.00
100-1810-7980	Other Expenses	75.00
100-1815-7632	Software Maintenance	329.92
100-1825-7613	Duplications And Photos	758.83
100-1825-7626	Postage	54.94
100-1825-7630	Equipment Lease	779.65
100-1825-7631	Equipment Maintenance	201.01
100-1825-7688	Oil Recycling Grant	239.00
100-1825-7980	Other Expenses	47.00
100-2023	EE City Kitty Contributio	75.00
100-2120	Refundable Deposits	500.00
100-4402	Community Center Rent	400.00
220-2210-7812	Street Striping & Markin	309.90
220-2210-7813	Regulatory Signs	273.19
240-2405-7888	Repairs-Citywide	39.34
240-2405-7890	Repairs-Traffic Signal	3,221.14
240-2410-7663	Other Serv-Medians	812.00
240-2410-7888	Repairs-Citywide	96.73
240-2410-7909	Tree Trim-Residential	5,440.60
240-2420-7887	Repairs & Replacements	58.00
240-2422-7887	Repairs & Replacements	58.00
240-2425-7887	Repairs & Replacements	58.00
240-2429-7887	Repairs & Replacements	58.00
260-2605-8061	ADA Curb Ramps (Capita	900.00
290-2905-7781	Contract Law Enforceme	13,750.00
440-4405-7636	Uniforms	93.00
440-4405-7650	Vehicle Maintenance	32.83
440-4405-7673	Physical Exams	50.00
520-5205-8340	Principal Payments	68,328.94
520-5205-8350	Interest Expense	7,186.09
Grand Total:		563,254.65

Project Account Summary

Project Account Key	Payment Amount
None	508,030.64
201632-Fish Fire-Other Exp (1405)	310.00
201716-Boxing Prog-CalGrip 2017-2018 (3 of 3 MOU)	47.62
201716-GAPP Program-CalGrip 2017-2018 (3 of 3 MOU)	20,500.00
201716-Other Expense-CalGrip 2017-2018 (3 of 3 MOU)	14,033.09
201716-Sheriff's-CalGrip 2017-2018 (3 of 3 MOU)	15,291.83
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,960.00
201809- Duarte's Promise - America's Promise Exp	942.47
201810-ADA Curb Ramps-CDBG ADA Curb Ramps	900.00
240000 - Oil Recycling Grnt -Used Oil Recycling Grnt	239.00
Grand Total:	563,254.65



MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: PARKS AND RECREATION COMMISSION

SUBJECT: REORGANIZATION

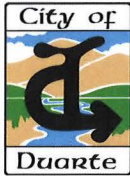
DATE: JANUARY 23, 2018

At the regular meeting of the Parks and Recreation Commission on Monday, January 9, 2018, by a motion from Commissioner Dugan, Commissioner Anne Wilkins was nominated to be the new Chairperson and Commissioner Ted Rudolph was nominated to be the Vice-Chair for the Committee. The motion carried unanimously.

Parks and Recreation Commission Chairperson – Anne Wilkins

Parks and Recreation Commission Vice-Chairperson – Ted Rudolph

Receive and File



MEMORANDUM

To: City Council

From: Public Works Division

CC: Craig Hensley, Community Development Director
Marla Akana, City Clerk

Date: January 23, 2018

Subject: City Council Acceptance of Work, Release of Retention Funds for Construction Contract and Authorization of Notice of Completion for Gold Line Station Pedestrian and Bicycle Improvements and Citywide Wayfinding
City Project No. 15-09
State Project No. ATPL-5345(010)

RECOMMENDED ACTION

Staff recommends that the City Council accept the work, release retention funds for the Gold Line Station Pedestrian and Bicycle Improvements and Citywide Wayfinding Project construction contract and authorize the City Clerk to initiate the Notice of Completion.

BACKGROUND

On May 14, 2014 the City submitted a grant application to Caltrans in hopes to attain grant funds from the 2014 Active Transportation Program (ATP) to fund the Gold Line Station Pedestrian and Bicycle Improvement Project (Project). The ATP was created by Senate Bill 99 and Assembly Bill 101 to encourage increased use of active modes of transportation such as biking and walking. The California Transportation Commission (CTC) was tasked with developing the program, which consolidated various federal and state funding sources into the 2014 ATP, and is administered by Caltrans. In August 2014, the CTC chose the City of Duarte to receive \$1,305,000 in grant funds for design and construction. A requirement of the ATP fund award was to provide matching funds to fund the balance of the project. Los Angeles County Metropolitan Transportation Authority approved the use of Proposition A Local Return Program funds for the Project's match.

Shortly after, the CTC allocated funds to generate the Plans, Specifications and Estimates (PS& E) for the Project. City staff started coordinating the design phase and on June 2015, City Council authorized Professional Service Agreements with RKA Consulting Group for design and project management; and Hunt Design Group to assist with design and monitoring of the wayfinding sign process. The Project was designed to increase connectivity between regional bike routes and the Duarte Gold Line Station making it consistent with both local and regional transportation plans. The design provides improved accessibility to multi-modal transportation options, promotes public health, provides mobility options for those with disabilities, increases pedestrian and bicycle safety, connects surrounding land uses, and encourages non-motorized transportation to increase social and economic vitality to the Duarte community.

In 2016, the CTC allocated funds for the construction phase. On October 25, 2016, the City Council awarded the Project construction contract to Sully Miller Contracting Co., and authorized a Professional Service Agreement with RKA Consulting Group for Construction Management and Project Oversight. The contractor began the construction phase in early 2017.

As part of the ATP Project, the contractor: installed new bike lanes (Class II) and bike routes (Class III) to connect the Duarte Bike Trail/Path (Class I) to the Gold Line Station at Highland Avenue and thereafter continues west on Duarte Road to City limits; removed and reconstructed curbs and gutters; installed new sidewalk, ADA curb ramps, pedestrian lighting and landscaping on Highland Avenue and Duarte Road near the Duarte Gold Line Station; and installed citywide wayfinding signs per plans and specifications.

ANALYSIS AND FISCAL IMPACT

The City Council awarded \$660,312 in matching funds, with a contingency amount of \$75,000, bringing the total authorized Project budget to \$735,312.

RKA Consulting Group and Hunt Design Group provided professional services for PS&E and Construction Management for the Project in the amount of \$312,136.31.

Sully Miller Contracting Co., was awarded the Gold Line Station Pedestrian and Bicycle Improvement Project in the amount of \$1,674,357. As the construction work progressed, the contractor and City staff identified several unforeseen conditions including: Southern California Edison delays in design and the energizing of equipment, relocation of wayfinding signs due to underground utility conflicts, removal of existing foundation obstructions, and adjustment of additional utility boxes. To address these situations, the City approved change orders that totaled \$56,023.01, bringing the total construction costs to \$1,730,380.01.

Sully Miller Contracting Co. has completed all of the Project improvements included in their scope of work, and a project summary is provided below:

Gold Line Station Pedestrian and Bicycle Improvements City Project No. 15-09 State Project No. ATPL-5345(010)	
PROJECT SUMMARY	
ATP PS&E Funds	\$148,000.00
ATP Construction Funds	\$1,157,000.00
PROP A Match Funds	\$660,312.00
Approved Contingency	\$75,000.00
TOTAL PROJECT FUNDS	\$2,040,312.00
PS&E Costs	\$312,136.31
Construction Award	\$1,674,357.00
Approved Change Orders	\$56,023.01
TOTAL PROJECT EXPENDITURES	\$2,042,516.32
Total Over Budget	\$2,204.32
Total Percent Over Budget	0.10%

CONCLUSION

Sully Miller Contracting Co. has completed all of the improvements included in their scope of work. Therefore, staff recommends that the City Council accept the Gold Line Station Pedestrian and Bicycle Improvements and Citywide Wayfinding Project, release retention funds for the project and authorize the City Clerk to initiate the Notice of Completion.

ATTACHEMENTS:

Attachment A: Pre and Post Construction Photos

PRE-CONSTRUCTION

POST-CONSTRUCTION



Highland Ave at Evergreen St: new ADA curb ramp, sidewalk, bike route sharrow



Highland Ave at Business Ct Dr: new sidewalk, pedestrian lighting and landscaping

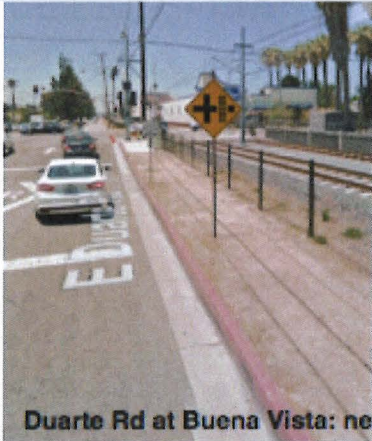


Duarte Rd at Hope Dr: new sidewalk, pedestrian lighting and landscaping

ATTACHMENT A

PRE-CONSTRUCTION

POST-CONSTRUCTION



Duarte Rd at Buena Vista: new sidewalk, pedestrian lighting, landscaping and wayfinding



Duarte Rd at Wardell: new sidewalk, pedestrian lighting and landscaping

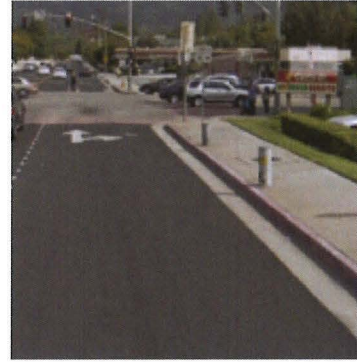
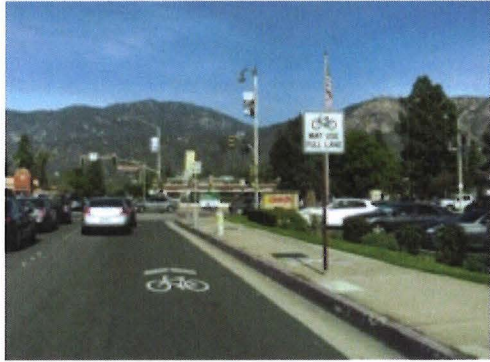


Duarte Rd at Village Rd: bike lane and signage

ATTACHMENT A

PRE-CONSTRUCTION

POST-CONSTRUCTION



Buena Vista St south of Huntington: bike sharrow legend and signage



Buena Vista St south of Huntington: bike lane and signage



Highland Ave south of Huntington: bike route and wayfinding sign

ATTACHMENT A

PRE-CONSTRUCTION

POST-CONSTRUCTION



Highland Ave north of Central: wayfinding sign



Huntington Drive at Duarte City Hall: wayfinding sign

ATTACHMENT A

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, NAMING THE NEW PARK TO BE CONSTRUCTED ON THE CORNER OF THIRD STREET AND OAK AVENUE IN THE CITY OF DUARTE "ORANGE BLOSSOM PARK"**

WHEREAS, the City Council of the City of Duarte finds that parks provide access to the serenity and the inspiration of nature and outdoor spaces and they preserve and protect the historic, natural, and cultural resources in our community; and

WHEREAS, the new park to be located at the corner of Third Street and Oak Avenue will be designed to honor Duarte's historic citrus industry with an orange-themed custom playground, river rock walls, and use of historic Duarte citrus packing label designs; and

WHEREAS, the Duarte Parks and Recreation Commission solicited and received from the public many name submittal suggestions and, based on these public submittals, used the City's Park and Facility Naming Policy to provide the City Council with the name recommendation of Orange Blossom Park for the new park; and

WHEREAS, the City Council of the City of Duarte, at its regular meeting of January 9, 2018, considered the recommendation of the Parks and Recreation Commission and unanimously approved the name "Orange Blossom Park" for the new park;

NOW, THEREFORE, the City Council of the City of Duarte, California, does hereby resolve, determine and order as follows:

That the new park to be located at the corner of Third Street and Oak Avenue be named Orange Blossom Park.

PASSED, APPROVED, AND ADOPTED this 23rd day of January, 2018.

Mayor John Fasana

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

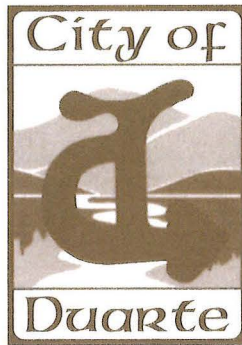
I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 18-01 was adopted by the City Council of the City of Duarte at a regular meeting of said Council held on the 23rd day of January, 2018, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



Proclamation

HOMEOWNERS' EXEMPTION AWARENESS MONTH

WHEREAS, the County of Los Angeles Assessor's Office is reaching out to homeowners to notify them that they may be eligible to reduce their property tax bills by applying for the Homeowners' Exemption; and

WHEREAS, many homeowners in the City of Duarte are unaware that the Homeowners' Exemption can reduce the taxable assessed value of their principal place of residence by \$7,000, and produce a savings on their Annual Secured Property Tax Bill each year until the property is sold or re-assessed; and

WHEREAS, as a public service to property owners, Assessor Jeffrey Prang is committed to public education and outreach regarding property tax exemptions and exclusions, which can produce significant savings for property owners; and

WHEREAS, in ensuring innovation in public administration, the Office of the Assessor enables property owners to find out whether they presently claim the Homeowners' Exemption by visiting portal.assessor.lacounty.gov (the new Assessor Portal), and entering their street address or AIN; and

WHEREAS, additional details on tax-saving programs, as well as application forms, are available to Duarte property owners at assessor.lacounty.gov (Assessor website) and by phone at (213) 974-3211 or (888) 807-2111;

NOW, THEREFORE, BE IT RESOLVED that the City of Duarte joins with Los Angeles County Assessor Jeffrey Prang and the Board of Supervisors in sharing Homeowner's Exemption information with all Duarte homeowners, and proclaims January 2018 as HOMEOWNERS' EXEMPTION AWARENESS MONTH in the City of Duarte, and encourages homeowners to take advantage of this program by applying for the exemption to reduce the assessed value of their homes.

Mayor John Fasana

ATTEST:

City Clerk Marla Akana
Duarte, California

January 23, 2018



From: Michael Oropeza <MOropeza@assessor.lacounty.gov>
Date: January 16, 2018 at 8:01:27 AM PST
To: "georged@accessduarte.com" <georged@accessduarte.com>
Subject: City of Duarte - Homeowners' Exemption Awareness Month

Dear Mr. George:

January is Homeowner's Exemption Awareness Month. Each year, Los Angeles County Assessor Jeffrey Prang communicates with property owners throughout the County to notify them that they may be eligible to reduce their property tax bills by applying for the \$7,000 reduction in the assessed value of their home.

In the City of Duarte, our records show that out of the 4,628 single-family residences, there may be as many as 1,411 (30.49%) eligible homeowners who have not applied for this savings program. Citywide, that's approximately \$98,770 in annual property tax savings.

We would like to request for the Duarte City Council to issue a "Homeowner's Exemption Awareness Month" proclamation and encourage additional communication between the City and homeowners to increase the number of people taking advantage of this program.

I'm available to work with you or City staff on communication efforts with Duarte homeowners. The information can easily be shared on your existing communication platforms such as your electronic newsletters, the City's website, and the City's social media platforms. I have attached an information packet to help facilitate this campaign. Please let me know if you need additional information and thank you for your service to the City of Duarte.

Regards,

Michael Oropeza
Executive Office | Public Affairs
Los Angeles County Office of the Assessor
Tel: 213.974.3101
Fax: 213.617.1493
moropeza@assessor.lacounty.gov



MEMORANDUM

TO: Darrell J. George, City Manager
FROM: Kristen Petersen, Assistant City Manager
DATE: January 11, 2018
SUBJECT: FISCAL YEAR 2018-19 BUDGET CALENDAR

Background

Attached is the proposed calendar for the fiscal year 2018-19 budget preparation process.

As shown on the attached calendar the City Council budget workshops have been tentatively scheduled for April 30th and May 1st 2018. Staff would like to start the budget workshop at 4pm. Typically, we are able to complete this phase in one meeting, but we have scheduled a second date in case it is needed. At this time, it would be helpful for the City Council to set specific times and dates for its budget workshop meetings.

Recommendation

It is recommended that the City Council approve the attached budget calendar, and set a specific start time and date for its budget workshop.

**BUDGET CALENDAR
FISCAL YEAR 2018-19**

January 16	Mid-year instructions and budget materials distributed to departments.
February 1	Completed mid-year materials are due from departments.
February 5-8	Meetings scheduled as necessary with City Manager to review department mid-year projections.
February 27	Mid-year budget report presented to City Council
March 5	Budget preparation instructions and materials are distributed to departments.
March 15	Completed budget materials are due from departments.
March 19	Meetings scheduled as necessary with City Manager and department heads to review budget requests.
March 29	Preliminary budget surplus/deficit projection completed.
April 2-5	City Manager/City Council one-on-one review budget requests.
April 30 & May 1	City Council budget workshop.
May 22	Gann Limit calculation submitted to City Council for approval.
June 12	Final budget submitted to City Council for approval.

To: Honorable Mayor and Members of the Duarte City Council
From: David B. Cosgrove – Rutan & Tucker, LLP, City Attorney
Date: January 9, 2018
Re: **Reimbursement Payment to Shenkman & Hughes**

Recommendation: It is recommended that the City Council authorize the City Manager to remit payment of \$30,000 to the law firm of Shenkman & Hughes, pursuant to Election Code section 10010.

Discussion: The background facts leading to the City's conversion from "at large" to "by district" elections have been set forth in a number of staff reports during the City's public hearing process concerning the same, which occurred between September and December, 2017. While City staff had already begun to analyze a potential move to by-district elections, on August 7, 2017, the City received a letter from the law firm Shenkman & Hughes questioning the City's compliance with the California Voting Rights Act ("CVRA") (Elec. Code §§ 14025-14032), and requesting the City convert to a by-district election system.

After holding public hearings in the manner required by Elections Code section 10010 (and complying with all other requirements), the City Council ultimately decided to voluntarily change the City's method of electing City Councilmembers to by district elections, and accordingly, adopted Ordinance No. 877 after second reading on December 12, 2017.

Election Code section 10010, which governs the transition to district elections, allows any prospective CVRA plaintiff that sent "a written notice to the clerk of the political subdivision against which the action would be brought asserting that the political subdivision's method of conducting elections may violate the [CVRA]," as Shenkman & Hughes did here on August 7, to "demand reimbursement for the cost of the work product generated to support the notice" if the political subdivision – here, the City – ultimately adopts an ordinance establishing district based elections. (See, Elec. Code § 10010(f)(1).) This amount is capped at \$30,000. (Id., subdiv. (f)(3).)

On December 19, 2017, Kevin Shenkman of Shenkman & Hughes sent a letter to the City Clerk (Attachment A) requesting "reimbursement" of \$30,000 for legal fees and expert costs incurred in connection with preparing the above-referenced August 7, 2017 demand letter. Mr. Shenkman asserts that his firm incurred a total of \$37,336.59 – \$20,230 of legal fees (34 hours at \$595 per hour) and \$17,100 in fees paid to a demographer, but acknowledges that he may only recover up to \$30,000.

As far as staff is aware, Shenkman & Hughes has submitted a similar request for reimbursement to every public agency that has transitioned to district based elections following receipt of a demand letter from Shenkman Hughes. To staff's knowledge, every other public agency has ultimately paid Shenkman & Hughes the requested \$30,000.

Recently, the City of South Pasadena paid Shenkman & Hughes \$30,000 despite submitting the payment with a strongly worded protest letter, contending that Mr. Shenkman submitted essentially a form document and could not have possibly performed all the work he claims to have performed.

Despite questions it has over the full accuracy of the assertions made by Mr. Shenkman in his December 19, 2017 demand— particularly considering the vague description of work performed and its striking similarity to a number of requests received by other public agencies in recent months – staff recommends that the City Council authorize the City Manager to remit payment of \$30,000 to Shenkman & Hughes. In the final analysis, Shenkman & Hughes is authorized by statute to request this “reimbursement,” and there is no known defense or legislative protection that would allow the City to refuse to make such a payment, which is why every other public agency in the City’s position has (often begrudgingly) remitted payment.

Further, the cost of contesting this amount – or Mr. Shenkman’s right to receive it – would very likely greatly exceed \$30,000, and potentially result in a lawsuit that the City Council transitioned to district elections to avoid.

ATTACHMENTS:

Attachment A: December 19, 2017 Correspondence from Shenkman & Hughes



28905 Wight Road
Malibu, California 90265
(310) 457-0970
kishenkman@shenkmanhughes.com

VIA EMAIL

December 19, 2017

Marla Akana
City Clerk
City of Duarte
1600 Huntington Drive
Duarte, CA 91010
akanam@accessduarte.com

Re: Reimbursement Request Pursuant to Section 1000.10(f) of the Elections Code

Dear, Ms. Akana,

We previously provided written notice to the City of Duarte ("Duarte") that its current at-large election system for electing candidates to its City Council was in violation of the California Voting Rights Act of 2001 ("CVRA"). Duarte adopted a resolution consistent with Elections Code section 10010 to initiate the process of switching to a by-district election system. On December 12, 2017, Duarte adopted an ordinance establishing a by-district election system.

Pursuant to Section 10010(f) of the Elections Code, we are writing to request reimbursement of the cost of the work product that led to our initial notice to Duarte. Section 10010(f)(3) caps the amount of any reimbursement request to \$30,000. We have attached a copy of an invoice from Compass Demographics Inc. for demography services related to our initial notice. Also attached is a "time and task chart" summarizing the tasks performed by attorneys at Shenkman & Hughes PC, along with our regular hourly rate approved by several courts. Although the total costs are higher than the statutory limit, we are only seeking reimbursement of \$30,000 provided by the statute. Please arrange for payment to be made directly to:

Shenkman & Hughes, PC
28905 Wight Road
Malibu, California 90265

December 19, 2017

Page 2 of 2

If you would prefer to wire the funds, please contact me and I will provide you with the wire instructions. Please feel free to contact me if you have any questions, or if you would like to discuss this matter.

Very truly yours,

A handwritten signature in black ink, appearing to be "K. Shenkman", with a stylized flourish at the end.

Kevin I. Shenkman

Enclosures

**Southwest Voter Registration Education Project, et al. v. City of Duarte
Attorney Time & Task Chart**

Task	Shenkman & Hughes Attorney Time
Preliminary discussions with Plaintiffs; evaluate need to pursue Duarte.	3.5
Initial Investigation and Research – collecting and analyzing endogenous and exogenous election information; collecting and analyzing demographics of population, citizen-voting-age-population, registered voter proportion and voter turnout; work with Compass Demographics to identify appropriate elections for consideration and to prepare preliminary RPV study and report.	10.2
Investigation of history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of at-large elections and particularly the effect of an anticipated election date change, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns	8.6
Racially-polarized voting / impairment analysis; coordinate with experts regarding same	9.9
Review findings of RPV study and 14028(e) secondary factor investigation; drafting pre-suit demand letter.	1.8
Total Hours	
	34.0 @\$595/hour
Total Fees = \$20,230	

Costs	Amount
Certified mail	\$6.59
Demographic consultant	\$17,100.00
Total Costs	\$17,106.59

Total Fees and Costs: \$37,336.59



Compass Demographics Inc

INVOICE

David Ely
6575 N Vista Street
San Gabriel, CA 91775
Phone (626) 807-0719

Email Ely@Compass-Demographics.com

BILL TO:

Kevin I. Shenkman
Shenkman & Hughes, PC
28905 Wight Road
Malibu, CA 90265

DATE: August 1, 2017
INVOICE # SH-Duarte-0001A

FOR: Duarte CVRA Analysis

Jun 2017 - Jul 2017

DESCRIPTION	AMOUNT
Mapping and Demographic Consultation	\$ 17,100.00
- Precinct analysis, demographic and election history	
- Analyze California Voting Rights Act demographics	0.00
- Development of precinct maps	0.00
- Data entry and digitization of demographic materials	0.00
Election Database Development	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL	\$ 17,100.00

Please make checks payable to Compass Demographics Inc. (EIN 90-0877169)

For questions regarding the services covered by this invoice, please
contact Dave Ely at (626) 807-0719

THANK YOU FOR YOUR BUSINESS!