

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: January 17, 2019
SUBJECT: Comments on Agenda Items, Meeting of January 22, 2019

A Workshop will be held at 5:30 p.m. to discuss the consideration of a possible sales tax revenue measure in November 2019.

ITEM 7.A. The City Council will be introduced to the new Promise Fellows.

ITEM 7.B. The Duarte Chamber of Commerce will present its quarterly report.

ITEM 7.C. A public safety update will be given by Public Safety Director Brian Villalobos.

ITEM 11.D. (Consent). A request has been made by the Pasadena Branch of the NAACP for the City to co-sponsor an inaugural Community “3 on 3” basketball tournament. This is scheduled to be held on March 16, 2019, from 8:00 a.m. to 4:00 p.m. at the Duarte High School gym.

ITEM 11.E. (Consent). This is a request for the City Council to accept the Galen Street Improvement Project as complete. The project consisted of street improvements on Galen Street from Broadland Avenue to Buena Vista Street, including cold milling two inches of asphalt concrete overlay, localized pavement repairs, adjusting existing utility covers, installing pavement markings, reconstruction of a corner curb ramp on the southwest corner of Galen Street and Buena Vista Street, and installation of a catch basin retractable screen system.

ITEM 11.F. (Consent). This is a request for the City Council to accept the Removal of Architectural Barriers for ADA Improvement Project as complete. The project consisted of the removal of seven non-ADA compliant existing ramps and obstructions, grading, and forming and installation of new Portland cement concrete curb ramps with detectable warning surfaces for compliance with the Americans with Disabilities Act along the area of Duarte Road.

ITEM 11.G. (Consent). This is a request for the City Council to accept the Citywide Concrete Repair Program FY 18/19 Project as complete and, in addition, for the Council to approve an amendment adding \$25,494.25 to the budget. This annual project consists of Citywide removal and replacement of concrete sidewalks, curbs, and gutters that have been damaged by tree roots or other factors. This practice has improved the accessibility and safety for pedestrians, and significantly reduced the number of trip and fall claims in the City of Duarte, thereby becoming an integral part of the City’s Risk Management Plan.

ITEM 11.H. (Consent). This is a request for the City Council to accept the Citywide Removal and Replacement of Asphalt Concrete Pavement Project as complete. In July 2018, City staff assessed the condition of the pavement network to determine streets that needed removal and replacement of asphalt concrete sections to optimize the level of pavement performance. This project required the contractor to remove and replace structurally failed areas of pavement, and replace them with new asphalt concrete damaged by tree roots or other factors throughout various locations with the City boundaries.

ITEM 11.I. (Consent). Staff is requesting that the City Council reject all bids associated with the Citywide Street Name Sign and Installation Project. The apparent low bidder does not possess a

valid Class A California Contractor's License, which was required in the bid for this project. The project's specifications requested a Class A license for the installation of the overhead mounted street name signs on the traffic signals. The second lowest bidder has a Class A contractor's license, but their bid was significantly higher than the budgeted amount for the project.

ITEM 13.A. This is a Public Hearing to consider the first reading of an ordinance repealing and replacing a chapter of the Duarte Municipal Code regarding the diversion of construction and demolition waste. The proposed amendment would align the City's codes related to construction and demolition waste with the 2016 Green Building Code, and help to meet sustainability goals set by the State of California. The proposed ordinance updates local standards for construction and demolition waste diversion from landfills, does not propose any new development that is not already generally permitted, and would not have a significant effect on the environment.

ITEM 13.B. This is a Public Hearing to consider the first reading of an ordinance adopting a code amendment which would add a chapter "Onsite Wastewater Treatment Systems" to Title 6 "Health and Sanitation" of the Duarte Municipal Code. The new chapter creates a regulatory framework to review, site, permit, operate, collect fees, monitor, and enforce health and safety requirements for onsite wastewater treatment systems (OWTS) commonly known as septic systems. The proposed amendment also includes the adoption of a Memorandum of Understanding between the Los Angeles County Public Health Department and the City of Duarte with respect to the implementation of the Local Agency Management Program (LAMP) and the regulation of OWTS within the City.

Respectfully submitted,

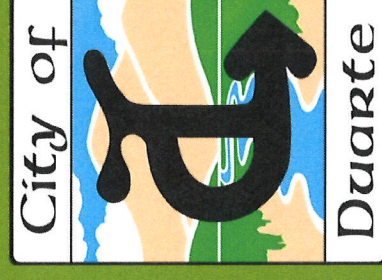


Darrell J. George
City Manager

CITY OF DUARTE

SALES TAX MEASURE DISCUSSION

Duarte City Council Workshop - January 22, 2019



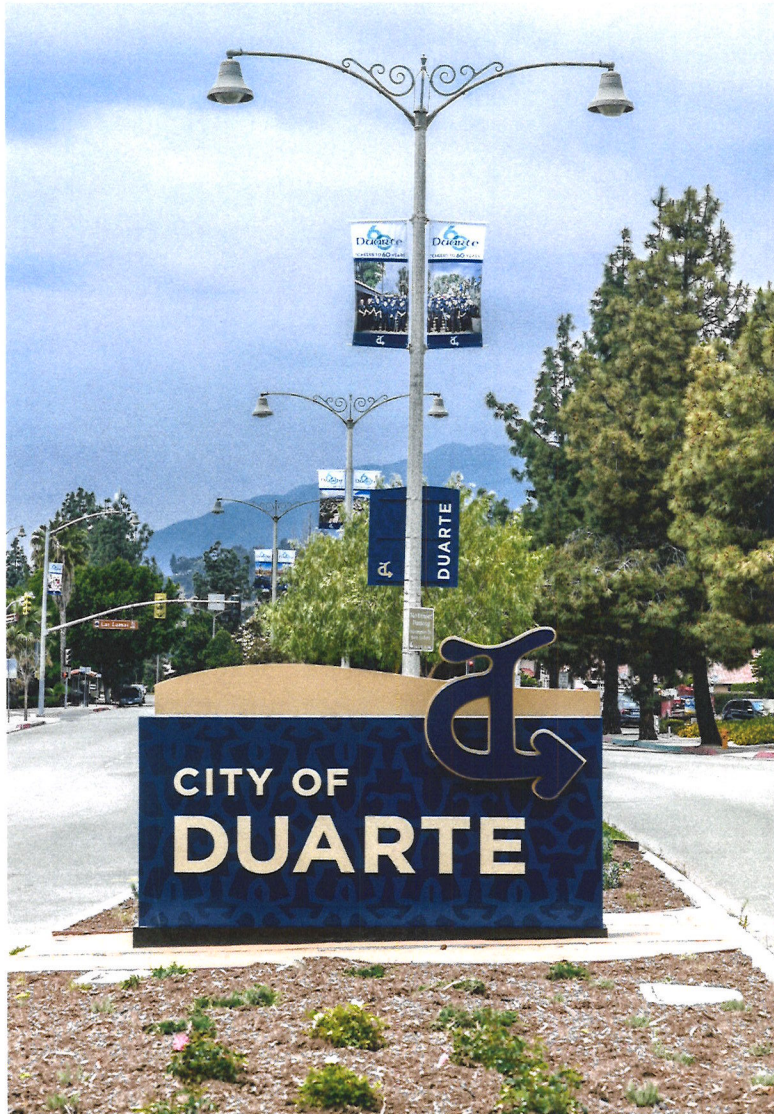
City of Duarte Fast Facts

- 22,000 population
- \$16 million dollar GF budget
- 46 Full-Time Employees
- Contract City
- 7 sq. miles
- One of 32 cities in the San Gabriel Valley



Mission Statement: With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future.

Why Consider a Local Tax Measure?



- Anticipating 2020 County & State Sales Tax Measures i.e.: AQMD, Homelessness;
- Losing Local Taxing Ability due to A Number of Successful State & County Sales Tax Measures (10 in 10 Years)
Current Duarte Sales Tax Rate 9.5% - LA County Sales Tax Cap is 10.25%;
- Cost of Local Government will Continue to Increase due to Growing Challenges i.e. Stormwater requirements, Climate Change, Homelessness, Public Safety, Affordable Housing, Pensions & health care, etc.;
- Shopping habits shifting to online economy.

Duarte's Economic Future.....



- Minimal to Flat Revenue Growth Over Next Five Years;
- Uncertainty in International, National and State Economies;
- Anticipated 5 to 7% LA County Sheriff Contract & Liability Surcharge Increases Annually;
- Cost Impacts of Future Employee MOU's i.e. PERS & Health Care;
- Ongoing Demands & Rising Costs of Goods & Services;
- Potential for Local Emergencies resulting in Unknown Expenses i.e.: Fish Fire, mudflows, wind storms, etc.;
- Currently Balancing a Budget Using One Time Revenues – Not sustainable.

Sales Tax Measure Options.....

- 1/4 Percent General Sales Tax could Generate \$950,000 Annually;
- 1/2 Percent General Sales Tax Could Generate \$1.9 million Annually;
- 3/4 Percent General Sales Tax Could generate \$2.85 million;
- General Sales Tax May Be Used For Any Essential City Service;
- Revenue Remains in Duarte.



LA County Sales Tax Snapshot....

- In the November 2018 election, 11 LA County Cities including Glendale, Burbank, Pomona and Pasadena passed Sales Tax Measures;
- Prior to that, 16 of the 88 LA County Cities have passed Special Sales Tax Measures;
- Of Those 16 Communities, 7 have maxed out to the 10.25% LA County Sales Tax Cap; the other 8 were at 10%.



Next Steps.....



- Declare Local Fiscal Emergency; (Unanimous Vote Required)
- Take Steps to Hold a Special Election on 11/5/19 to Have Duarte Voters Consider a Local Sales Tax Measure;
- Design & Implement a Fact-based Public Education Campaign;
- Respond to Election Results based on Voter Decision.

Why Declare A Fiscal Emergency?....



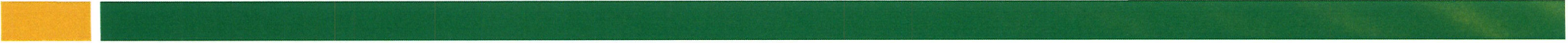
- Administrative Requirement for non-City/General Election Years;
- Uncertainty of future State and County Grants Dollars;
- Opportunity to Protect Essential Local Services & Programs by Keeping Dollars local;
- Lost Opportunity for Retaining Local Revenues if Tax Measure Vote Delayed Until 2020 & Competes Against State & County Measures

2019 Implementation Schedule*

- **January - Council Discussion & Direction to Staff**
- **February – Conduct FlashVote Survey**
- **March – Present Survey Findings**
- **April – Develop & Start Public Education campaign**
- **May – Public Education & Commence Community Forums**
- **June - Continue Public Education Campaign**
- **July - Continue Public Education Campaign**
- **August - Continue Education, Obtain ballot designation**
- **September – Continue Education**
- **October - Continue Education & complete mailer**
- **November - Election Results**

(*Tentative LA County Schedule)

Sales Tax Measure Costs



• Fiscal Analysis Completed by Willdan & Associates	\$10,000
• Fact Based Community Education Campaign Completed by Tripepi Smith	\$40,000
• Conduct & Analyze Community Survey & Opinion Leader Interviews by National Demographics Consultants	\$15,000
• Special Election Facilitated by LA County Registrar Recorder (Possibility for small cost savings due to several cities i.e. Monrovia, San Gabriel, Sierra Madre, etc.)	\$150,000
• Printing, mailing costs, etc.	<u>\$10,000</u>
TOTAL	\$225,000

Questions and Direction....



Move Forward or Reconsider
at a Later Date?

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 8, 2019

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Paras-Caracci called the meeting to order at 6:04 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Finlay (arrived during Closed Session), Kang (arrived during Closed Session), Nunez, Reilly, Urias, Paras-Caracci ABSENT: Fasana ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Urias moved, Reilly seconded to adopt the Agenda, as amended to add David Czamanske and Ruth Coe to Adjournment, and carried unanimously by the members who were present.
CLOSED SESSION Pending Litigation	There was no public input. Cosgrove stated the Closed Session was pursuant to Government Code Section 54956.9(a); Pending Litigation; <i>Cities of Duarte et al v. State Water Resources Control Board et al</i> , Orange County Superior Court Case No. 30-2016-00833614-CU-WM-CJC and related case <i>City of Gardena v. Regional Water Quality Control Board—Los Angeles Region, et al</i> , Orange County Superior Court Case No. 30-00833722-CU-WM-CJC. The Closed Session concluded at 7:24 p.m. City Council reconvened at 7:29 p.m., with six members present, and Fasana absent.
PLEDGE TO THE FLAG	Bob Cruz led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Mayor Paras-Caracci provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Nunez and Finlay provided the warm-up. Finlay requested that Vera Bullock be added to Adjournment.
PUBLIC REPORT OF CLOSED SESSION	Cosgrove announced the City Council met in a Closed Session as stated above, with no reportable action taken, and stated the City Council designated Mayor Paras-Caracci, and Councilmembers Fasana and Reilly to serve on an Ad Hoc Committee to review and authorize the Mayor to sign and send communications to the Regional Water Quality Control Board.
SPECIAL ITEM Mayor's Youth Council update	Faith Peoples and Samantha Martinez presented an update of recent activities and upcoming Teen Center events.

ANNOUNCEMENTS

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

Karen Herrera announced upcoming community events, meetings, programs, and activities in January and February.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Bob Cruz – Balanced energy, renewable natural gas.

Councilmembers suggested a formal presentation from Southern California Gas Company could be made at a future meeting.

CONSENT CALENDAR

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

Approve Items A, B, C, D, E, F.

BUSINESS ITEMS

Intergovernmental Organizations
(Continued from 12/11/18)

Finlay moved, Reilly seconded to make the following appointments to Intergovernmental Organizations, and to make a notation that appointments to the San Gabriel Valley Vector Control District will be made upon occurrence of a vacancy, and carried unanimously by the members who were present.

Duarte Community Coordinating Council

Bryan Urias – Representative

Jocelyn Nunez – Alternate

SGV Council of Governments

John Fasana – Governing Board Representative

Margaret Finlay – Alternate Governing Board Representative

Southern California Association of Governments

Margaret Finlay – Representative

Full Council – Alternates

Finlay suggested checking with the State about the status of non-profits, including their updated current numbers and sales tax payments.

2019/20 Budget Calendar

Reilly moved, Kang seconded to approve the 2019/20 budget calendar as outlined in the staff report, and to set 4:00 p.m. on May 6 and 7, 2019, for the Budget Workshops, and carried unanimously by the members who were present.

ITEMS FROM CITY COUNCIL/ CITY MANAGER

There was discussion about the new traffic signal on Royal Oaks Drive, delays, and traffic at the intersection, with the suggestion that staff could work with the School District, perhaps having the signal flash yellow when not needed, and the request for a status report.

KANG: Inquired about signal update at Buena Vista and Duarte Road (George responded), discussed homelessness, and wished all a happy new year.

REILLY: Visited San Diego, attended winter holiday festival at the Teen Center, Chamber holiday mixer, class at Duarte Library, and Senior Center Christmas dinner party, served as a judge at the Teen Center program, attended a meeting with the

new Sheriff, and wished all happy new year.

URIAS: Wished all a happy new year.

FINLAY: Discussed stop signs at Bradbourne, ATP grant, and cameras on Royal Oaks/Mt. Olive, attended SCAG event where they plan to speak with the Governor about redevelopment and other issues, and inquired about School Board members receiving Fitness Center memberships and City Councilmembers receiving free admission to School District events.

NUNEZ: Wished all a happy new year, and stated she attended the winter holiday event at the Teen Center.

GEORGE: Announced breakfast with Sheriff's tomorrow, and welcomed Manuel Enriquez to the meeting.

PARAS-CARACCI: Attended winter festival at the Teen Center and Foothill Transit meeting, stated the City received a grant from Foothill Transit, she would like to meet the new Promise Fellows, stated she thinks it is important for Councilmembers to have the opportunity to voice concerns in public at the Council Meeting, and suggested there could be an additional agenda item to provide that information in public.

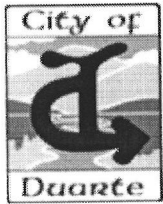
ADJOURNMENT

The meeting was adjourned at 8:47 p.m. in memory of Barbara Yaroslavsky, Ligorio Calaycay, Charlotte Schamadan, Russ Elliott, David Czamanske, Ruth Coe, and Vera Bullock.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk



City of Duarte

Council Warrant Register by Account By Fund

Payment Dates 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7642	DUARTE PETTY CASH	Finlay-Cesar Monsalve Retirement Party	211713		38.00
100-1005-7647	DUARTE PETTY CASH	Reilly-Cesar Monsalve Retirement Party	211713		38.00
100-1005-7980	FSP DESIGNS	Council Badges	211759		114.98
100-1010-7612	PASADENA STAR NEWS	6 Mo Subscription	211700		433.42
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	211787		121.10
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 11/2018	211770		173.30
100-1010-7650	ADVANTAGE FORD LINCOLN	Veh 37 PM Svc/Right/Front Rotor Resurface	211728		99.00
100-1010-7650	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		10.00
100-1010-7651	JARRETT STOLTZFUS	Actual Candidate Statement Printing	211788		-225.25
100-1010-7651	JACK CHANG	Actual Candidate Statement Printing	211743		-225.25
100-1010-7651	TZEITEL PARAS-CARACCI	Actual Candidate Statement Printing	211774		-119.63
100-1010-7651	MIKE SHARBLE	Actual Candidate Statement Printing	211785		-225.25
100-1010-7651	BRIAN URIAS	Actual Candidate Statement Printing	211791		-448.14
100-1010-7651	ART RODRIGUEZ JR	Actual Candidate Statement Printing	211779		-112.03
100-1010-7651	MARGARET FINLAY	Actual Candidate Statement Printing	211758		-224.29
100-1010-7651	JOCELYN NUNEZ	Actual Candidate Statement Printing	211772		-225.25
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 12/2018	211782		2,530.00
100-1010-7965	BECKER BOARDS SMALL LLC	210/605 Fwy Billboard Ads 12/24/18 - 1/20/19	211735		1,500.00
100-1010-7980	SWEET NOTHINGS CAKE SHOP	CC Reorganization Reception	211724		160.00
100-1010-7980	THE SAUCE CREATIVE SERVICES CO	Winter 2019 Newsletter Mailing	211783		1,357.30
100-1010-7980	SMART & FINAL	CC Meeting Food/Drink	152		48.44
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 11/2018	211781		10,721.04
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 10/2018	211786		84.80
100-1015-7684	SILVER & WRIGHT LLP	Arberry Litigation 10/2018	211786		12,085.07
100-1015-7684	SILVER & WRIGHT LLP	Las Lomas Legal 10/2018	211786		4,619.13
100-1015-7686	LOS ANGELES COUNTY DISTRICT AT	DA Prosecution of Municipal Code 7/25/18 - 8/15/18	211766		3,952.69
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 11/2018	211781		1,462.00
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater NPDES Litigation 11/2018	211781		6,408.00
100-1015-7686	RUTAN & TUCKER LLP	DOF Litigation 11/2018	211781		598.90
100-1015-7686	RUTAN & TUCKER LLP	City of Hope Legal 11/2018	211781	201406-Legal Fees-City of Hope EIR Reim	951.50
100-1020-7710	DUARTE CHAMBER OF COMMERCE	Remainder of FY19 Contract	211753		27,550.00
100-1020-7711	REGINA DUMAS-JOHNSON	Awards Dinner Sofa Covers/Pillows	211687		595.00
100-1020-7711	DUARTE PETTY CASH	Recognition Party Supplies	211713		10.58
100-1020-7711	U.S. BANK	2018 Annual Award Dinner Lanterns (Amazon)	153		354.78
100-1020-7711	U.S. BANK	2018 Annual Awards Givaways (Oriental Trading)	153		52.00
100-1020-7711	U.S. BANK	2018 Service Awards Gift Cards (Target)	153		450.00
100-1020-7711	U.S. BANK	2018 Annual Awards Raffle/Gift Cards (Amazon)	153		1,007.47
100-1020-7711	U.S. BANK	Lanterns-Annual Awards Dinner (Amazon)	153		86.94
100-1020-7711	YESENIA VENEGAS	Annual Awards Dinner Linens	211727		214.50
100-1020-7711	RALPHS GROCERY COMPANY	Annual Awards Dinner Rolls	211776		17.82
100-1020-7716	JK PROPERTY SERVICES INC	Remove Christmas Decor/Replace Banners	211763		10,055.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvcs 12/2018	211736		115.00
100-1020-7724	SOUTHERN CALIFORNIA EDISON	Po Pkg Lot Lease 1/1/19 - 3/31/19	211723		1,988.75
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 12/11/18	211707		550.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 11/27/18	211707		550.00
100-1020-7726	U.S. BANK	Adobe Creative Cloud	153		34.99
100-1020-7980	FLOWERS BY SHAREN	Flowers for Annual Emp Dinner and Awards	211691		995.00
100-1020-7980	RAVEN FIERRO	Music for Annual Emp Dinner and Awards	211690		1,000.00
100-1020-7980	DUARTE PETTY CASH	Charms-Annual Holiday Party	211713		51.78
100-1020-7980	HECTOR RAMOS	Bartender for Annual Emp Dinner and Awards	211703		150.00
100-1020-7980	KRISTEN PETERSEN	Employee Breakfast Starbucks Gift Cards	211701		120.00
100-1020-7980	U.S. BANK	Employee Breakfast Supplies (Smart & Final)	153		388.36
100-1020-7980	U.S. BANK	Stamps-2018 Annual Awards Dinner Invites	153		71.00

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1020-7980	U.S. BANK	Employee Breakfast Supplies (Trader Joe's)	153		118.13
100-1020-7980	U.S. BANK	Employee Breakfast Supplies (Party City)	153		68.32
100-1020-7980	U.S. BANK	Employee Breakfast Supplies (Costco)	153		299.74
100-1020-7980	EUROPEAN PERSONAL CHEF INC	Catering for Annual Emp Dinner and Awards	211689		1,384.08
100-1020-7980	ARCADIA PARTY RENTALS	Tables for Annual Emp Dinner and Awards	211680		303.80
100-1020-7980	SMART & FINAL	Annual Awards Dinner Supplies	152		15.87
100-1020-7980	WYNK MARKETING	Artist for Annual Emp Dinner and Awards	211706		600.00
100-1205-7613	THE SAUCE CREATIVE SERVICES CO	Winter 2019 Newsletter Mailing	211783		2,714.61
100-1205-7614	MONROVIA LOCK SHOP	Public Safety Office Keys	211769		30.00
100-1205-7614	STAPLES ADVANTAGE	Credit for Invoice # 3398364665	211787		-129.75
100-1205-7650	HUNTINGTON & DUARTE INC	Carwashes 7/9/18 - 9/26/18	211699		10.00
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2018	211770		786.04
100-1205-7650	MOUNTAIN VIEW TIRE & SERVICE I	Veh 22 Tire Repair	211771		25.95
100-1205-7650	AUTOZONE	Veh 34 Air Freshner	211733		3.51
100-1205-7650	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		130.00
100-1205-7650	HUNTINGTON & DUARTE INC	Fuel-Public Safety	211699		25.00
100-1205-7650	LA MOBO BUS SERVICE INC	Veh 27 Window Repair	211764		268.25
100-1205-7650	LA MOBO BUS SERVICE INC	Veh 23 Radiator/Coolant	211764		279.23
100-1205-7650	LA MOBO BUS SERVICE INC	Veh 13 Dorr/Window Repair	211764		646.83
100-1205-7650	LA MOBO BUS SERVICE INC	Veh 22 Parking Light Repair	211764		185.26
100-1205-7761	DATA TICKET INC	Admin Citation Processing 11/2018	211750		760.25
100-1205-7761	DATA TICKET INC	Parking Citation Processing 11/2018	211750		1,415.35
100-1205-7762	CALE AMERICA	Parking Pass Kiosk Paper	211738		131.97
100-1205-7779	AIDA TORRES	La Verne University Campus Tour Dinner/Parking	211790		100.41
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Animal Shelter Services 11/2018	211746		2,479.79
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPITAL	Emergency Animal Care	211755		100.00
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPITAL	Emergency Animal Care	211755		83.00
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPITAL	Emergency Animal Care	211755		1,799.25
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 12/2018	211749		316.80
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2018	211770		5,139.36
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contract 11/2018	211767	201914-Sheriff Contract-Cal VIP	14,952.08
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contract 11/2018	211767		316,406.93
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	City of Hope Walk 11/4/18	211767		5,371.15
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Special Event Patrol (Tobacco 11/8/18)	211767	201904-Contract Law-Tobacco Grant	215.89
100-1205-7781	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		240.00
100-1205-7781	HUNTINGTON & DUARTE INC	Fuel-Sheriff's Dept 11/15/18	211720		61.96
100-1205-7781	HUNTINGTON & DUARTE INC	Fuel-Sheriff's Dept	211699		61.96
100-1205-7781	HUNTINGTON & DUARTE INC	Fuel-Sheriff's Dept 1/13/19	211720		58.56
100-1205-7783	COUNTY OF LOS ANGELES PROBATI	Abernathy PIP Program 9/1/18 - 12/31/18	211748	201914-GAPP-Cal VIP	25,080.08
100-1205-7787	MOUNTAIN VISTA PLAZA	Public Safety Lease	211698		11,098.59
100-1405-7612	U.S. BANK	Lg Data File Transfer (Hightail)	154		15.99
100-1405-7612	U.S. BANK	Daily Bulletin Online Subscription	154		11.07
100-1405-7613	WEBER'S PRINTING	Building & Safety Correction Forms	211793		296.83
100-1405-7614	U.S. BANK	CMD (12) Office Chairs (2010 Office Furniture)	154		3,153.60
100-1405-7614	STAPLES ADVANTAGE	Officre Supplies	211787		119.08
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	211787		16.26
100-1405-7650	HUNTINGTON & DUARTE INC	Carwashes 7/9/18 - 9/26/18	211699		30.00
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Develop 11/2018	211770		56.57
100-1405-7650	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		20.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Srvcs 12/2018	211744		10,952.95
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 11/2018	211747		2,604.07
100-1405-7801	COUNTY OF LOS ANGELES DEPART	Industrial Waste Inspections 12/2018	211747		2,575.89
100-1405-7802	CITY OF ARCADIA	NPDES Compliance Monitoring FY18/19	211731		35,713.21
100-1405-7965	LDM ASSOCIATES INC	FY19 CDBG Federal Grant Admin 11/2018	211765		800.00
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 11/2018	211778		520.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 11/2018	211778		2,025.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering 11/2018	211778		1,600.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 11/2018	211778		269.75
100-1405-7969	COUNTY OF LOS ANGELES DEPART	Royal Oaks TS Controller Testing 11/2018	211747	201725-Royal Oaks Signal-Cap Improvem	1,057.74
100-1405-7969	COUNTY OF LOS ANGELES DEPART	Royal Oaks Traffic Signal Timing 11/2018	211747	201725-Royal Oaks Signal-Cap Improvem	826.21

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7975	U.S. BANK	Craig Hensley Lunch Meeting w/Chamber (Picasso's)	154		28.00
100-1405-7975	DEKRA-LITE INDUSTRIES INC	Freight & Handling (Citywide Holiday Decorations)	211686		67.82
100-1405-7980	ELIE FARAH INC	Street Name Survey Consultant	211756		2,100.00
100-1405-8100	MAXWELL INDUSTRIES INC	Conduit Switch for Duarte Sign	211697		825.00
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	211729		51.01
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 11/2018	211770		881.72
100-1410-7650	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		160.00
100-1410-7810	GRANICUS INC	Website Custom Design (Street Sweeping Page)	211760		1,099.98
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvcs 12/2018	211736		2,130.00
100-1500	FRANK VALENZUELA	Advance-Nat'l CHILA 4 Conference	211725		260.00
100-1500	KELLY BARNES	SC Christmas Luncheon Raffle Expenses	211710		-500.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	211780		76.92
100-1605-7612	CALIFORNIA PARK & RECREATION S	Marilyn Mays Membership 2/1/19 - 1/31/20	211740		150.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	211787		48.16
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recs 11/2018	211770		203.57
100-1605-7650	ADVANTAGE FORD LINCOLN	Veh 31 Complete PM Srvc/Repair	211728		911.87
100-1605-7650	HUNTINGTON & DUARTE INC	Fuel-Parks & Rec	211699		40.00
100-1605-7650	HUNTINGTON & DUARTE INC	Fuel-Parks & Rec	211699		42.75
100-1605-7650	CARS ON R66 INC	Vehicle Cleaning 6/26/18 - 12/13/18	211742		40.00
100-1605-7693	DUARTE PIZZA COMPANY	TC MYC Dinner 1/7/19	211754		98.51
100-1605-7728	LUPE VALERIO	AmeriCorps Recognition/Training Luncheon	211726	201909- Duarte's Promise - America's Pro	121.01
100-1605-7730	SMART & FINAL	Santa Party Tablecover	152		26.26
100-1605-7730	SMART & FINAL	Fireman Favors-Santa's Visit	152		11.98
100-1605-7733	RUBEN FLORES	SC Brunch 1/9/19	211679		703.05
100-1605-7733	WILLIAM FLORIAN	SC Entertainment	211715		500.00
100-1605-7733	RAVEN FIERRO	SC lunch Time Lounge Entertainment	211714		175.00
100-1605-7733	THEODORE SIEGEL	SC 'Vertigo' Screening & Presentation	211705		150.00
100-1605-7733	KELLY BARNES	SC Christmas Luncheon Raffle Expenses	211710		519.84
100-1605-7733	U.S. BANK	SC Netflix	153		19.74
100-1605-7733	SMART & FINAL	SC Champagne Brunch Supplies	152		153.53
100-1605-7733	THE BASHFUL BUTLER LLC	SC 2019 Kickoff Party Dinner 1/15/19	211681		817.50
100-1605-7733	SMART & FINAL	SC Holiday Supplies	152		34.35
100-1605-7733	STAPLES ADVANTAGE	Office Supplies	211787		47.93
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	152		67.34
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	152		40.04
100-1605-7733	SMART & FINAL	SC Kickoff Party	152		55.79
100-1605-7733	RUBEN FLORES	SC Brunch 1/9/19 reduction in count	211679		-196.86
100-1605-7735	SMART & FINAL	TC Special Event Supplies	152		35.46
100-1605-7735	FSP DESIGNS	TC Duarte Dance T-Shirts	211759		271.78
100-1605-7735	FSP DESIGNS	TC ACTSO Banner	211759		105.00
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	152		176.23
100-1605-7736	AGI ACADEMY	SC Intro to Computers	211708		318.50
100-1605-7736	AGI ACADEMY	Instructor Fee-Typing Class	211708		55.30
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Winter 2019 Newsletter Mailing	211783		1,357.30
100-1605-7741	U.S. BANK	Basketball Equipment (Sator Sports Inc)	153		171.90
100-1605-7741	BREAKTHROUGH SPORTS LLC	Learn to Play Basketball	211684		420.00
100-1605-7741	ZEENI INC	Basketball Jerseys	211794		2,091.45
100-1605-7741	BSN SPORTS LLC	Portable Basketball Stands	211737		4,835.48
100-1605-7745	SHAFFER AWARDS	TC Boxing Awards	211784		142.08
100-1605-7750	INLAND EMPIRE STAGES LTC	Huntington Harbour Cruise Transportation	211694		654.00
100-1605-7980	MAXTREME INC	iPhone Screen Protector (P&R Director)	155		40.82
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	211716		407.07
100-1610-7618	SMART & FINAL	SC Coffee Supplies	152		69.86
100-1610-7618	SMART & FINAL	SC Coffee Supplies	152		294.87
100-1610-7618	MAINTEX INC	Janitorial Supplies	211768		625.20
100-1610-7618	MAINTEX INC	Credit (Ref Invoice # 694607-00)	211768		-101.62
100-1610-7650	CITY OF MONROVIA	Fuel-Parks & Recs 11/2018	211770		315.54
100-1610-7652	MARCUS LEON BANKS SR	City Hall Restroom Exhaust Fans	211709		935.00
100-1610-7652	MARCUS LEON BANKS SR	SC TV Power and Low Voltage Circuit	211709		675.00
100-1610-7652	MAXWELL INDUSTRIES INC	Hook-up City Hall Water Heater	211697		664.44

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7652	MAXWELL INDUSTRIES INC	Remove/Replace City Hall Track Light	211697		262.50
100-1610-7652	DIGITAL NETWORKS GROUP INC	CC Projector Svc/Repair	211752		420.00
100-1610-7652	JOE'S JANITORIAL SERVICE	SC Floor Stripped/Waxed	211695		450.00
100-1610-7652	PRONTO GYM SERVICES INC	Gym Equipment Service	211702		260.00
100-1610-7652	ALBERTOS PLUMBING	CC Water Heater Service	211730		290.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 12/2018	211757		132.00
100-1805-7614	U.S. BANK	Finance Dept Canon Printer Cartridges (Amazon)	153		318.16
100-1805-7614	STAPLES ADVANTAGE	Admin Svcs Printer Ink	211787		117.15
100-1805-7614	OFFICE SOLUTIONS INC	Office Supplies (Appt Book-Tzeitel)	211773		33.93
100-1805-7980	U.S. BANK	Microsoft 365 11/27/18 - 12/26/18	153		12.00
100-1810-7610	U.S. BANK	Kristen Petersen Exit Interview/Lunch w/C Monsalve	153		89.08
100-1810-7614	U.S. BANK	Confidential Inter-Office Envelopes (Amazon)	153		37.77
100-1810-7660	CALIFORNIA STATE DEPARTMENT O	Fingerprint Apps 12/2018	211741		96.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 12/2018	211745		69.00
100-1810-7671	U.S. BANK	M Enriquez P & R Director Candidate Flight	153		198.40
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 12/2018	211719		85.00
100-1815-7631	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/19 - 12/31/19	211789		2,940.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud	153		314.91
100-1815-7632	U.S. BANK	Adobe AcroPro-CMD	153		14.99
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	153		18.68
100-1815-7965	MAXTREME INC	IT Helpdesk 12/2018	155		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 12/2018	155		200.00
100-1815-7980	MAXTREME INC	External Hard Drive (Server Room)	155		218.99
100-1825-7613	CANON SOLUTIONS AMERICA INC	Copier Paper	211711		174.11
100-1825-7631	CANON SOLUTIONS AMERICA INC	CH (2) Copier Maintenance 11/16/18 - 12/15/18	211711		694.03
100-1825-7631	CANON SOLUTIONS AMERICA INC	SC Copier Maintenance 11/16/18 - 12/15/18	211711		68.35
100-1825-7631	CANON SOLUTIONS AMERICA INC	TC Copier Maintenance 11/16/18 - 12/15/18	211711		22.22
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	211696		435.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	211693		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	211685		218.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	211688		218.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	211683		435.00
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	211682		218.00
100-1825-7688	RESOURCES RECYCLING & RECOVER	Unspent Fund-Used Oil Grant (OPP7-16-0016)	211704	201804-Oil Recycling Grnt Exp -Used Oil R	3,298.29
100-1825-7688	DUARTE CHAMBER OF COMMERCE	Used Oil Ad (Feb/Mar & Apr/May 2019)	211753	201901-Used Oil Recycling Grant Expense	486.00
100-1825-7747	RESOURCES RECYCLING & RECOVER	Unspent Funds FY16 (Beverage Container)	211704	201713-Beverage Container Recycle Progr	30.00
100-1825-7782	US BANK	TAB 1999 Trustee Fees 12/1/18 - 11/30/19	211792		605.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Svcs 12/2018	211736	990002 - Oper of Acq Prop - Duarte Traile	41.67
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Svcs 12/2018	211736	250016-Oper of Acq Prop-1229 Pops Roa	41.67
100-2012	CALIFORNIA BUILDING STANDARDS	Green Building Fee Q4 2018	211739		181.00
100-2013	DEPARTMENT OF CONSERVATION	Strong Motion (SMIP) Fee Q4 2018	211751		630.50
100-2026	JOHN GOMIA	Equipment Deposit Refund	211717		25.00
100-2120	BRIAN URIAS	Candidate Statement Printing Deposit	211791		800.00
100-2120	MARGARET FINLAY	Candidate Statement Printing Deposit	211758		400.00
100-2120	JOCELYN NUNEZ	Candidate Statement Printing Deposit	211772		400.00
100-2120	ART RODRIGUEZ JR	Candidate Statement Printing Deposit	211779		200.00
100-2120	TZEITEL PARAS-CARACCI	Candidate Statement Printing Deposit	211774		200.00
100-2120	JARRETT STOLTZFUS	Candidate Statement Printing Deposit	211788		400.00
100-2120	MIKE SHARBLE	Candidate Statement Printing Deposit	211785		400.00
100-2120	JACK CHANG	Candidate Statement Printing Deposit	211743		400.00
100-2120	MARIA ROSALES	CC Rent Deposit Refund	211722		500.00
100-2120	EVERADO GARCIA	Driveway Approach Cash Bond Refund	211692		1,000.00
100-2120	JORGE OSEGUERA	CC Rent Deposit Refund	211721		300.00
100-2120	PABLO CERVANTES	CC Rent Deposit Refund	211712		300.00
100-2120	HEIDI LOPEZ	ROP Bldg Rent Deposit Refund	211718		150.00
100-2121	THE SAUCE CREATIVE SERVICES CO	Military Banner (Brian Loh-US Navy)	211783		123.73
100-4402	MARIA ROSALES	Extra Cleaning Fee	211722		-23.00
100-5004	CALIFORNIA BUILDING STANDARDS	Local Gov't Retainer Q4 2018	211739		-18.10
100-5004	DEPARTMENT OF CONSERVATION	Local Agency Fee Q4 2018	211751		-31.53
Fund 100 - GENERAL FUND Total:					603,971.99

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2205-8100	ELIE FARAH INC	2018 Street Rehab-Post Design	211756		2,200.00
220-2205-8100	PTM GENERAL ENGINEERING SERVI	Royal Oaks Traffic Signal	211775	201725-Royal Oaks Signal-Capital Improv	94,508.20
220-2210-7812	BC TRAFFIC SPECIALIST	Huntington & Duarte Rd Medians Signs	211734		2,200.00
220-2220-7980	RIGHT OF WAY INC	Message Board Rental (Tree Lighting 12/5/18)	211777		450.00
220-2220-7980	JCL TRAFFIC SERVICES	Street Name Sign	211762		164.25
Fund 220 - GAS TAX FUN Total:					99,522.45

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

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 Maintenance 11/2018	211747		5,074.44
240-2405-7890	COUNTY OF LOS ANGELES DEPART	Traffic Signal Monitoring/Repairs 12/2018	211747		154.20
240-2410-7663	ARCHITERRA DESIGN GROUP	Huntington Dr Median Design	211732		30.52
240-2410-7663	ARCHITERRA DESIGN GROUP	Huntington Dr Median Design	211732		2,483.75
240-2410-7663	ARCHITERRA DESIGN GROUP	Huntington Dr Median Design	211732		271.08
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		485.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		4,145.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landcape Maintenance Srvc 12/2018	211736		500.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					27,950.06

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8060	LDM ASSOCIATES INC	FY19 CDBG ADA Curb Ramps Admin 11/2018	211765	201912-Sidewalk Imprv-CDBG ADA Ramp	550.00
260-2605-8070	LDM ASSOCIATES INC	FY19 CDBG Galen St Grant Admin 11/2018	211765	201825-Cap St Improv-Galen St Improv. Pr	700.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					1,250.00

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

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 Contract 11/2018	211767		15,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					15,000.00

Council Warrant Register by Account

Payment Dates: 01/09/2019 - 01/22/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	DUARTE PETTY CASH	Transit Dept Desk Calendar	211713		6.56
440-4405-7614	OFFICE SOLUTIONS INC	Office Supplies (Printer Ink)	211773		62.39
440-4405-7614	OFFICE SOLUTIONS INC	Transit Dept Wall Calendar	211773		5.79
440-4405-7614	OFFICE SOLUTIONS INC	Transit Printer Ink	211773		48.16
440-4405-7614	OFFICE SOLUTIONS INC	Transit Printer Ink	211773		24.08
440-4405-7614	OFFICE SOLUTIONS INC	Return-Ordered Wrong Ink	211773		-62.38
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 11/2018	211770		8,252.25
440-4405-7619	AUTOZONE	Bus Oil	211733		65.67
440-4405-7650	AUTOZONE	Yard Supplies	211733		163.12
440-4405-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physical	211761		50.00
440-4405-7887	HUNTINGTON & DUARTE INC	Carwashes 7/9/18 - 9/26/18	211699		40.00
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 Engine/Transmission Scan/Road Test	211764		320.00
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 Front Brakes/Front Axle Slack Adjustor	211764		2,795.77
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Road Call-Relay Connection Bad	211764		120.00
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 PM Inspection/Engine Oil Service	211764		763.89
Fund 440 - PROPOSITION A TRANSIT FUND Total:					12,655.30
Grand Total:					760,349.80

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	603,971.99
220 - GAS TAX FUN	99,522.45
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	27,950.06
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	1,250.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,000.00
440 - PROPOSITION A TRANSIT FUND	12,655.30
Grand Total:	760,349.80

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	38.00
100-1005-7647	Travel & Exp - Reilly	38.00
100-1005-7980	Other Expenses	114.98
100-1010-7612	Publications and Dues	433.42
100-1010-7614	Office Supplies	121.10
100-1010-7650	Vehicle Maintenance	282.30
100-1010-7651	Election Services	-1,805.09
100-1010-7670	Legal Notices	2,530.00
100-1010-7965	Professional Services	1,500.00
100-1010-7980	Other Expenses	1,565.74
100-1015-7680	City Attorney Legal	10,721.04
100-1015-7684	Code Enforcement Legal	16,789.00
100-1015-7686	Other Legal Services	13,373.09
100-1020-7710	Chamber Of Commerce	27,550.00
100-1020-7711	Employee Recognition C	2,789.09
100-1020-7716	Special Community Even	10,055.00
100-1020-7724	Post Office Parking	2,103.75
100-1020-7726	Council Cablecasting	1,134.99
100-1020-7980	Other Expenses	5,566.08
100-1205-7613	Duplications And Photos	2,714.61
100-1205-7614	Office Supplies	-99.75
100-1205-7650	Vehicle Maintenance	2,360.07
100-1205-7761	Parking Ticket Collect	2,175.60
100-1205-7762	Parking Pass Kiosk Costs	131.97
100-1205-7779	Youth Programs	100.41
100-1205-7780	Animal Control	4,778.84
100-1205-7781	Contract Law Enforceme	342,507.89
100-1205-7783	GAPP Program	25,080.08
100-1205-7787	Public Safety Cntr Lease	11,098.59
100-1405-7612	Publications and Dues	27.06
100-1405-7613	Duplications And Photos	296.83
100-1405-7614	Office Supplies	3,288.94
100-1405-7650	Vehicle Maintenance	106.57
100-1405-7800	Building Department Ser	10,952.95
100-1405-7801	Industrial Waste Inspecti	5,179.96
100-1405-7802	NPDES Requirements	35,713.21
100-1405-7965	Professional Services	800.00
100-1405-7967	Public Works Inspection	520.00
100-1405-7969	City Engineer	5,778.70
100-1405-7975	Economic Development	95.82
100-1405-7980	Other Expenses	2,100.00
100-1405-8100	Other Capital Improvem	825.00
100-1410-7621	Other Supplies	51.01
100-1410-7650	Vehicle Maintenance	1,041.72
100-1410-7810	Street Sweeping	1,099.98
100-1415-7916	Landscape-Sport Park	2,130.00
100-1500	Advances	-240.00

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7002	Regular Salaries	76.92
100-1605-7612	Publications and Dues	150.00
100-1605-7614	Office Supplies	48.16
100-1605-7650	Vehicle Maintenance	1,238.19
100-1605-7693	Youth Council	98.51
100-1605-7728	Americorp's VIP Progra	121.01
100-1605-7730	Special Events	38.24
100-1605-7733	Senior Center	3,087.25
100-1605-7735	Teen Center	588.47
100-1605-7736	Recreation Classes	373.80
100-1605-7739	Publicity	1,357.30
100-1605-7741	Sports/Playground Progr	7,518.83
100-1605-7745	Boxing Program	142.08
100-1605-7750	Bus Rentals	654.00
100-1605-7980	Other Expenses	40.82
100-1610-7617	Pool Chemicals	407.07
100-1610-7618	Building Supplies	888.31
100-1610-7650	Vehicle Maintenance	315.54
100-1610-7652	Building Maint Services	4,088.94
100-1805-7614	Office Supplies	469.24
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	89.08
100-1810-7614	Office Supplies	37.77
100-1810-7660	Other Services	165.00
100-1810-7671	Recruiting Advertisemen	198.40
100-1810-7980	Other Expenses	85.00
100-1815-7631	Equipment Maintenance	2,940.00
100-1815-7632	Software Maintenance	329.90
100-1815-7830	Telephones	18.68
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	418.99
100-1825-7613	Duplications And Photos	174.11
100-1825-7631	Equipment Maintenance	784.60
100-1825-7674	Retiree Health Insurance	1,959.00
100-1825-7688	Oil Recycling Grant	3,784.29
100-1825-7747	Beverage Cont Recycling	30.00
100-1825-7782	Admin Support of SA	605.00
100-1825-7945	Operation Of Acq Prop	83.34
100-2012	Green Building Fees Pay	181.00
100-2013	Strong Motions Fees Pay	630.50
100-2026	EE Equipment Deposit	25.00
100-2120	Refundable Deposits	5,450.00
100-2121	Pass Through Deposits	123.73
100-4402	Community Center Rent	-23.00
100-5004	Other Revenue	-49.63
220-2205-8100	Other Capital Improvem	96,708.20
220-2210-7812	Street Striping & Markin	2,200.00
220-2220-7980	Other Expenses	614.25
240-2405-7890	Repairs-Traffic Signal	5,228.64
240-2410-7663	Other Serv-Medians	2,785.35
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	4,630.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00

Account Summary

Account Number	Account Name	Payment Amount
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
260-2605-8060	Sidewalk Improvements	550.00
260-2605-8070	Street Improvements (C	700.00
290-2905-7781	Contract Law Enforceme	15,000.00
440-4405-7614	Office Supplies	84.60
440-4405-7619	Fuel And Oil	8,317.92
440-4405-7650	Vehicle Maintenance	163.12
440-4405-7673	Physical Exams	50.00
440-4405-7887	Repairs & Replacements	4,039.66
	Grand Total:	760,349.80

Project Account Summary

Project Account Key	Payment Amount
None	617,489.46
201406-Legal Fees-City of Hope EIR Reimb	951.50
201713-Beverage Container Recycle Program	30.00
201725-Royal Oaks Signal-Cap Improvements	1,883.95
201725-Royal Oaks Signal-Capital Improvementts	94,508.20
201804-Oil Recycling Grnt Exp -Used Oil Recycling	3,298.29
201825-Cap St Improv-Galen St Improv. Project	700.00
201901-Used Oil Recycling Grant Expense	486.00
201904-Contract Law-Tobacco Grant	215.89
201909- Duarte's Promise - America's Promise Exp	121.01
201912-Sidewalk Imprv-CDBG ADA Ramp Proj	550.00
201914-GAPP-Cal VIP	25,080.08
201914-Sheriff Contract-Cal VIP	14,952.08
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	760,349.80



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 01/09/2019 - 01/22/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
155	1/22/2019	4286	MAXTREME INC			9,159.81
	13383	IT Helpdesk 12/2018		100-1815-7965		8,700.00
	13383	Crash Plan Recovery 12/2018		100-1815-7980		200.00
	13384	iPhone Screen Protector (P&R Directo		100-1605-7980		40.82
	13384	External Hard Drive (Server Room)		100-1815-7980		218.99
211698	1/10/2019	2461	MOUNTAIN VISTA PLAZA			11,098.59
	1/2019	Public Safety Lease		100-1205-7787		11,098.59
211731	1/22/2019	5151	CITY OF ARCADIA			35,713.21
	CIMP000038	NPDES Compliance Monitoring FY18/		100-1405-7802		35,713.21
211736	1/22/2019	3889	BRIGHTVIEW LANDSCAPE SERVICES INC			22,264.41
	6069986	Landscape Maintenance Svcs 12/201		100-1020-7724		115.00
	6069986	Landscape Maintenance Svcs 12/201		100-1415-7916		2,130.00
	6069986	Landscape Maintenance Svcs 12/201		100-1825-7945	990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
	6069986	Landscape Maintenance Svcs 12/201		100-1825-7945	250016-Oper of Acq Prop-1229 Pops Road	41.67
	6069986	Landscape Maintenance Svcs 12/201		240-2410-7915		7,500.00
	6069986	Landscape Maintenance Svcs 12/201		240-2410-7917		4,145.00
	6069986	Landscape Maintenance Svcs 12/201		240-2410-7917		485.00
	6069986	Landscape Maintenance Svcs 12/201		240-2420-7914		345.16
	6069986	Landscape Maintenance Svcs 12/201		240-2421-7914		1,300.00
	6069986	Landscape Maintenance Svcs 12/201		240-2422-7914		480.58
	6069986	Landscape Maintenance Svcs 12/201		240-2423-7914		900.00
	6069986	Landscape Maintenance Svcs 12/201		240-2424-7914		550.00
	6069986	Landscape Maintenance Svcs 12/201		240-2425-7914		400.00
	6069986	Landscape Maintenance Svcs 12/201		240-2426-7914		180.00
	6069986	Landscape Maintenance Svcs 12/201		240-2427-7914		630.33
	6069986	Landscape Maintenance Svcs 12/201		240-2431-7914		800.00
	6069986	Landscape Maintenance Svcs 12/201		240-2432-7914		835.00
	6069986	Landscape Maintenance Svcs 12/201		240-2433-7914		530.00
	6069986	Landscape Maintenance Svcs 12/201		240-2434-7914		355.00
	6069986	Landscape Maintenance Svcs 12/201		240-2435-7914		500.00
211744	1/22/2019	5120	CHARLES ABBOTT ASSOCIATES INC			10,952.95
	59112	Building & Safety Svcs 12/2018		100-1405-7800		10,952.95
211747	1/22/2019	2028	COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS			12,292.55
	REPW-18121002520	Industrial Waste Inspections 11/2018		100-1405-7801		2,604.07
	REPW-18121002621	Royal Oaks TS Controller Testing 11/2		100-1405-7969	201725-Royal Oaks Signal-Cap Improvements	1,057.74
	REPW-18121002629	Royal Oaks Traffic Signal Timing 11/20		100-1405-7969	201725-Royal Oaks Signal-Cap Improvements	826.21
	REPW-18121002876	Traffic Signal Maintenance 11/2018		240-2405-7890		5,074.44
	REPW-19010703074	Industrial Waste Inspections 12/2018		100-1405-7801		2,575.89
	REPW-19010703190	Traffic Signal Monitoring/Repairs 12/		240-2405-7890		154.20
211748	1/22/2019	1117	COUNTY OF LOS ANGELES PROBATION DEPARTMENT			25,080.08
	DUA1819-02	Abernathy PIP Program 9/1/18 - 12/3		100-1205-7783	201914-GAPP-Cal VIP	25,080.08
211753	1/22/2019	0074	DUARTE CHAMBER OF COMMERCE			28,036.00
	01012019	Remainder of FY19 Contract		100-1020-7710		27,550.00
	11741	Used Oil Ad (Feb/Mar & Apr/May 201		100-1825-7688	201901-Used Oil Recycling Grant Expense	486.00
211763	1/22/2019	5990	JK PROPERTY SERVICES INC			10,055.00
	CD002	Remove Christmas Decor/Replace Ba		100-1020-7716		10,055.00

Council Warrant Register Over \$5000

Payment Dates: 01/09/2019 - 01/22/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
211764	1/22/2019	5637	LA MOBO BUS SERVICE INC			5,379.23
	7968	Veh 27 Window Repair		100-1205-7650		268.25
	7969	Bus 103 Engine/Transmission Scan/R		440-4405-7887		320.00
	7979	Veh 23 Radiator/Coolant		100-1205-7650		279.23
	7995	Bus 103 Front Brakes/Front Axle Slack		440-4405-7887		2,795.77
	8003	Veh 13 Dorr/Window Repair		100-1205-7650		646.83
	8014	Veh 22 Parking Light Repair		100-1205-7650		185.26
	8015	Bus 102 Road Call-Relay Connection B		440-4405-7887		120.00
	8021	Bus 103 PM Inspection/Engine OI Ser		440-4405-7887		763.89
211767	1/22/2019	0056	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT			351,946.05
	191722CY	Sheriff Contract 11/2018		100-1205-7781	201914-Sheriff Contract-Cal VIP	14,952.08
	191722CY	Sheriff Contract 11/2018		100-1205-7781		316,406.93
	191722CY	Sheriff Contract 11/2018		290-2905-7781		15,000.00
	191934CY	City of Hope Walk 11/4/18		100-1205-7781		5,371.15
	192069CY	Special Event Patrol (Tobacco 11/8/18		100-1205-7781	201904-Contract Law-Tobacco Grant	215.89
211770	1/22/2019	0903	CITY OF MONROVIA			15,808.35
	1900338	Fuel-City Manager 11/2018		100-1010-7650		173.30
	1900339	Fuel-Field Services 11/2018		100-1410-7650		881.72
	1900340	Fuel-Parks & Recs 11/2018		100-1605-7650		203.57
	1900340	Fuel-Parks & Recs 11/2018		100-1610-7650		315.54
	1900341	Fuel-Public Safety 11/2018		100-1205-7650		786.04
	1900342	Fuel-Cmty Develop 11/2018		100-1405-7650		56.57
	1900343	Fuel-Sheriff's Dept 11/2018		100-1205-7781		5,139.36
	1900344	Fuel-Transit Dept 11/2018		440-4405-7619		8,252.25
211775	1/22/2019	5203	PTM GENERAL ENGINEERING SERVICES INC			94,508.20
	P.E.#3	Royal Oaks Traffic Signal		220-2205-8100	201725-Royal Oaks Signal-Capital Improvementt	94,508.20
211781	1/22/2019	0196	RUTAN & TUCKER LLP			20,141.44
	826115	General City Attorney (Retainer) 11/2		100-1015-7680		10,721.04
	826116	Telecommunications Legal 11/2018		100-1015-7686		1,462.00
	826117	Environmental/Stormwater NPDES Li		100-1015-7686		6,408.00
	826119	DOF Litigation 11/2018		100-1015-7686		598.90
	826657	City of Hope Legal 11/2018		100-1015-7686	201406-Legal Fees-City of Hope EIR Reimb	951.50
211783	1/22/2019	4241	THE SAUCE CREATIVE SERVICES CORP			5,552.94
	3032	Winter 2019 Newsletter Mailing		100-1010-7980		1,357.30
	3032	Winter 2019 Newsletter Mailing		100-1205-7613		2,714.61
	3032	Winter 2019 Newsletter Mailing		100-1605-7739		1,357.30
	3091	Military Banner (Brian Loh-US Navy)		100-2121		123.73
211786	1/22/2019	5441	SILVER & WRIGHT LLP			16,789.00
	25231	Las Lomas Legal 10/2018		100-1015-7684		4,619.13
	25231	Arberry Litigation 10/2018		100-1015-7684		12,085.07
	25231	Code Enforcement Legal 10/2018		100-1015-7684		84.80
Payment Total:						674,777.81

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	527,852.99
220 - GAS TAX FUN	94,508.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	25,164.71
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,000.00
440 - PROPOSITION A TRANSIT FUND	12,251.91
Grand Total:	674,777.81

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	173.30
100-1010-7980	Other Expenses	1,357.30
100-1015-7680	City Attorney Legal	10,721.04
100-1015-7684	Code Enforcement Legal	16,789.00
100-1015-7686	Other Legal Services	9,420.40
100-1020-7710	Chamber Of Commerce	27,550.00
100-1020-7716	Special Community Even	10,055.00
100-1020-7724	Post Office Parking	115.00
100-1205-7613	Duplications And Photos	2,714.61
100-1205-7650	Vehicle Maintenance	2,165.61
100-1205-7781	Contract Law Enforceme	342,085.41
100-1205-7783	GAPP Program	25,080.08
100-1205-7787	Public Safety Cntr Lease	11,098.59
100-1405-7650	Vehicle Maintenance	56.57
100-1405-7800	Building Department Ser	10,952.95
100-1405-7801	Industrial Waste Inspecti	5,179.96
100-1405-7802	NPDES Requirements	35,713.21
100-1405-7969	City Engineer	1,883.95
100-1410-7650	Vehicle Maintenance	881.72
100-1415-7916	Landscape-Sport Park	2,130.00
100-1605-7650	Vehicle Maintenance	203.57
100-1605-7739	Publicity	1,357.30
100-1605-7980	Other Expenses	40.82
100-1610-7650	Vehicle Maintenance	315.54
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	418.99
100-1825-7688	Oil Recycling Grant	486.00
100-1825-7945	Operation Of Acq Prop	83.34
100-2121	Pass Through Deposits	123.73
220-2205-8100	Other Capital Improvem	94,508.20
240-2405-7890	Repairs-Traffic Signal	5,228.64
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	4,630.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
290-2905-7781	Contract Law Enforceme	15,000.00
440-4405-7619	Fuel And Oil	8,252.25

Account Summary

Account Number	Account Name	Payment Amount
440-4405-7887	Repairs & Replacements	3,999.66
	Grand Total:	674,777.81

Project Account Summary

Project Account Key	Payment Amount
None	536,616.77
201406-Legal Fees-City of Hope EIR Reimb	951.50
201725-Royal Oaks Signal-Cap Improvements	1,883.95
201725-Royal Oaks Signal-Capital Improvementts	94,508.20
201901-Used Oil Recycling Grant Expense	486.00
201904-Contract Law-Tobacco Grant	215.89
201914-GAPP-Cal VIP	25,080.08
201914-Sheriff Contract-Cal VIP	14,952.08
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	674,777.81



AGENDA MEMO

TO: CITY COUNCIL

FROM: Karen A. Herrera, Deputy City Manager

SUBJECT: Pasadena Branch National Association for the Advancement of Colored People (NAACP) Community "3" on "3" Basketball Tournament Co-Sponsorship Request

DATE: January 22, 2019

RECOMMENDATION: That the Duarte City Council, by motion, approve the Pasadena NAACP's request for co-sponsorship of a Community "3" on "3" Basketball Tournament scheduled for March 16, 2019, 8:00 am to 4:00 pm, at the Duarte High School Gym located at 1565 Central Ave, Duarte, CA.

BACKGROUND: The Pasadena NAACP is requesting that the City of Duarte officially co-sponsor an inaugural Community "3" on "3" Basketball Tournament in the City of Duarte. This tournament, focusing on promoting health, fitness, and networking between community-based organizations and local cities, would create an annual basketball competition whose donations and proceeds would go toward offsetting the costs of the annual Pasadena/Duarte NAACP ACTSO program.

In terms of co-sponsorship, the City will provide access to its various marketing venues including banner opportunities, website, electronic sign, social media platforms etc. which generally comes with a co-sponsorship designation. The City will also assist with the final reservations associated with the use of the Duarte High School Gym.

FISCAL IMPACT: None



MEMORANDUM

To: Honorable Mayor and City Council

From: Teresa Renteria, Assistant Civil Engineer

Date: January 22, 2019

Subject: City Council Acceptance – Galen Street Improvement Project
18-7, Community Development Block Grant (CDBG) Project
No. 601840-17

RECOMMENDED ACTION

Staff recommends that the City Council approve the project Galen Street Improvement Project as complete; and authorize the City Clerk to initiate the Notice of Completion.

BACKGROUND

The City of Duarte is a participant in the Los Angeles Urban County Community Development Block Grant (CDBG) Program. The Urban County CDBG Program is administered by the Los Angeles County Community Development Commission (LACDC) which acts as the pass-through agency for Duarte to receive annual CDBG funding.

The City of Duarte uses CDBG funds to construct street improvements in CDBG-eligible low and moderate-income census tracts that serve at least 51% low and moderate low-income persons. The Galen Street Improvement Project lies within an eligible low and moderate income census tract. See location on Attachment A.

On June 9, 2018, the City published the Galen Street Improvement Project Notice Inviting Bids in accordance with Duarte Municipal Code (DMC) Section 2.36.060, and on June 26, 2018, the City Clerk publicly opened bids. On August 14, 2018, the City Council awarded the contract to All American Asphalt, the lowest responsive and responsible bidder from Corona, CA.

The project consisted of street improvements on Galen Street from Broadland Avenue to Buena Vista Street. More specifically, the project included cold milling two (2) inches of asphalt concrete overlay, localized pavement repairs, adjusting existing utility covers, installing pavement markings, reconstruction of a corner curb ramp on the southwest corner of Galen St. and Buena Vista St., and installation of a catch basin retractable screen system.

ANALYSIS

All American Asphalt satisfactorily completed the above project. The final construction cost for this project is \$122,762.17. The funding source for this project consists of Community Development Block Grant Funds. CDBG funding from FY 2017-18 and FY 2018-19 were used with the approval of LACDC and City Council respectfully. The expenses have been billed to the project budget and are reflected in the summary below.

CONSTRUCTION PROJECT BUDGET

Budget at Time of Award \$141,008.00

Project Costs \$122,732.17

Project Surplus: \$ 18,275.83

There is a project budget surplus in the amount of \$18,275.83 at the conclusion of this project. The excess funds for this project will return to the CDBG balance and is available for other projects in FY 2019-20.

CONCLUSION

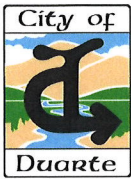
Staff recommends that the City Council accept the project Citywide Removal and Replacement of Asphalt Concrete Pavement as complete; and authorize the City Clerk to initiate the Notice of Completion.

DISTRIBUTION: Community Development Director
 City Clerk
 Staff

Attachment A

Galen Street Improvement Project Location Map





MEMORANDUM

To: Honorable Mayor and City Council

From: Teresa Renteria, Assistant Civil Engineer

Date: January 22, 2019

Subject: City Council Acceptance – Community Development Block Grant (CDBG) Removal of Architectural Barriers for ADA Improvements Project 19-1, CDBG Project No. 601958-18

RECOMMENDED ACTION

Staff recommends that the City Council approve the project Removal of Architectural Barriers for ADA Improvements as complete; and authorize the City Clerk to initiate the Notice of Completion.

BACKGROUND

The Engineering Division maintains an assessment of curb ramps citywide within the public right-of-way that pose an architectural barrier to pedestrians' paths of travel. Annually, the City allocates federal CDBG funds to remove curb ramp barriers and impediments, and install safe and accessible paths of travel for all pedestrians including the elderly and/or severely disabled persons.

The City Council approved Community Development Block Grant (CDBG) funding for the Removal of Architectural Barriers for ADA Improvements Project for FY 2018-19. The project consisted of the removal of seven non-ADA compliant existing ramps and obstructions, grading, forming and installation of new Portland cement concrete curb ramps with detectable warning surfaces for compliance with the Americans with Disabilities Act along the area of Duarte Road (See list of locations on Attachment A).

In September and October 2018, staff advertised the project and on October 23, 2018 the City Clerk's office publicly opened bids. On November 13, 2018, City Council awarded the project to FS Contractors, Inc., the lowest responsive and responsible bidder, from Sylmar, CA.

ANALYSIS

FS Contractors, Inc. satisfactorily completed the above project. The final construction cost for this project is \$31,800. The funding source for this project consists of Community Development Block Grant (CDBG) funds from the City of Duarte.

CONCLUSION

Staff recommends that the City Council accept the project Removal of Architectural Barriers for ADA Improvements as complete; and authorize the City Clerk to initiate the Notice of Completion.

DISTRIBUTION: Community Development Director
 City Clerk
 Staff



Attachment A

No.	RAMP LOCATION	
1	DUARTE RD AT PARK ROSE AVE	SEC
2	DUARTE RD AT WARDELL AVE	SEC
3	DUARTE RD AT WARDELL AVE	SWC
4	DUARTE RD AT WARRINGTON AVE	SEC
5	DUARTE RD AT WARRINGTON AVE	SWC
6	DUARTE RD AT BRADBURY AVE	SEC
7	DUARTE RD AT BRADBURY AVE	SWC



MEMORANDUM

To: Honorable Mayor and City Council

From: Teresa Renteria, Assistant Civil Engineer

Date: January 22, 2019

Subject: City Council Acceptance – Citywide Concrete Repair Program
FY18/19, Project 18-9

RECOMMENDED ACTION

Staff recommends that the City Council:

- (1) Approve a Budget Amendment to add \$25,494.25 the Citywide Concrete Repair Program FY 18/19;
- (2) Accept the Citywide Concrete Repair Program FY 18/19 Project as complete; and,
- (3) Authorize the City Clerk to initiate the Notice of Completion.

BACKGROUND

Engineering Division staff, in collaboration with Field Services staff survey the sidewalks and curb & gutters citywide annually to assess the accessibility and risks associated with these areas. In addition to the survey, staff responds to resident reports of hazardous and failing sidewalk conditions. This annual project consists of citywide removal and replacement of concrete sidewalks, curbs and gutters that have been damaged by tree roots or other factors. This practice has improved the accessibility and safety for pedestrians and significantly reduced the number of trip and fall claims in the City of Duarte, thereby becoming an integral part of the City's Risk Management Plan.

In August 2018, staff advertised the project and on September 4, 2018 the City Clerk's office publicly opened bids. On September 11, 2018, the City Council awarded the project to I.E. General Engineering, Inc., the lowest responsive and responsible bidder, from Beaumont, CA; and, approved a budget amendment to fund the needed work adjacent to Valley View Elementary School.

The work began early October 2018 and was completed early December 2018. As a result of high winds in mid-October where trees were toppled affecting integral parts of City sidewalks, curbs and gutters, I.E. General Engineering, Inc. were requested to respond to the emergency concrete work.

ANALYSIS

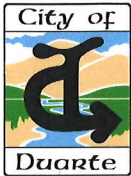
City Council approved the Citywide Concrete Repair Project contract and a budget amendment at the September 11, 2018 Council Meeting, increasing the project budget to \$99,500. During construction, there were extra costs incurred due to unexpected removal and replacement of sidewalks, curbs and gutters due to toppled trees after disastrous weather conditions (high winds that threatened the function and safety of the City sidewalks), and final adjustments to quantities of concrete repair based on field adjustments and final measurements. The approved budget and emergency work costs increased the contract amount by \$25,494.25.

The final construction cost for this project is \$124,994.25. The funding source for this project consists of Transportation Development Act (TDA) Funds and Metro Local Return Program for Measure R which is funded with ½-cent sales tax.

CONCLUSION

Staff recommends that the City Council approve a Budget Amendment to add \$25,494.25 in Measure R funds to the Citywide Concrete Repair Program FY 18/19; accept the Citywide Concrete Repair Program FY 18/19 as complete; and authorize the City Clerk to initiate the Notice of Completion.

DISTRIBUTION: Community Development Director
 City Clerk
 Staff



MEMORANDUM

To: Honorable Mayor and City Council

From: Teresa Renteria, Assistant Civil Engineer

Date: January 22, 2019

Subject: City Council Acceptance – Citywide Removal and Replacement of Asphalt Concrete Pavement – Project 18-8

RECOMMENDED ACTION

Staff recommends that the City Council approve the project Citywide Removal and Replacement of Asphalt Concrete Pavement Project as complete; and authorize the City Clerk to initiate the Notice of Completion.

BACKGROUND

At the June 12, 2018 budget meeting, the Council approved the FY2018-19 Budget Plan, which included the Removal and Replacement of Asphalt Concrete Pavement Project under the funds allocated from the Highway Users Tax Fund.

In July 2018 City staff assessed the condition of the pavement network to determine streets that needed removal and replacement of asphalt concrete sections to optimize the level of pavement performance. This project required the contractor to remove and replace structurally failed areas of pavement and replace them with new asphalt concrete that were damaged by tree roots or other factors throughout various locations within the City boundaries. See locations on Attachment A.

In September 2018, staff advertised the project and on October 2, 2018 the City Clerk's office publicly opened bids. On October 23, 2018, City Council awarded the project to Hardy and Harper, Inc., the lowest responsive and responsible bidder, from Santa Ana, CA.

ANALYSIS

Hardy and Harper, Inc. satisfactorily completed the above project. The final construction cost for this project, including approved change orders, is \$31,695.67. The funding source for this project consists of Highway Users Tax Fund.

CONCLUSION

Staff recommends that the City Council accept the project Citywide Removal and Replacement of Asphalt Concrete Pavement as complete; and authorize the City Clerk to initiate the Notice of Completion.

DISTRIBUTION: Community Development Director
 City Clerk
 Staff

Attachment A

No.	STREET NAME
1	1626 DELFORD
2	1633 COTTER
3	1956 EVERGREEN
4	1956 EVERGREEN
5	1858 EVERGREEN
6	1850 EVERGREEN
7	1848 EVERGREEN
8	1700 EVERGREEN
9	EVERGREEN AT EASTFORD
10	SOUTHEAST CORNER BASHOR AND EDIE
11	CONATA N/O VINEYARD, EAST SIDE OF CURB LINE
12	Opposite 1134 CALLE ADRA
13	SWC LAS LOMAS AND MARKWOOD
14	1529 THIRD
15	894 SAN JUAN CIRCLE



MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: January 22, 2019

Subject: Rejection of Bids – Citywide Street Name Sign and Installation Project # 18-15

A Notice of Inviting Bid was advertised on November 27, 2018 for the Citywide Street Name Sign and Installation Project. The City Clerk opened bids on January 9, 2019 and City staff requests City Council to reject all bids so that staff may reevaluate the project and bid documents. Pursuant to Duarte's formal bidding procedures, 2.36.060(d) the City of Duarte reserves its rights to reject any or all bids and to wave any irregularity or information in any bid to the extent permitted by law.

BACKGROUND

The Citywide Street Name Sign Project consist of the replacement of all post mounted street name signs and overhead street name signs throughout the City. The design for the street name signs is based on the original Hunt design approved by the Duarte City Council.

On January 9, 2019, the City Clerk opened five bids for the Citywide Street Name Sign and Installation Project #18-15. The bids ranged from \$375,000.00 - \$855,855.00.

1. Safety Network Traffic Signs, Inc.....\$375,000.00
2. BC Traffic.....\$647,160.00
3. California Professional Engineering Inc.....\$749,901.00
4. Calpromax Engineering Inc.....\$792,432.00
5. Select Electric, Inc.....\$855,855.00

The apparent low bidder does not possess a valid Class A California Contractor's License which was required in the bid for this project. The project's specifications requested a Class A license for the installation of the overhead mounted street name signs on the traffic signals. The second lowest bidder, BC Traffic has a Class A contractor's license but their bid was significantly higher than the budgeted amount for the project.

It appears that bids for this project are higher because it involves the need for a contractor with multiple specialties and different contractor's licenses. To address this, staff plans to re-advertise this work as two projects: installation of the poles and corner street name signs and installation of the lighted street name signs on traffic signals. Items previously listed on the original bid will be removed and the specifications will be reevaluated. The intent is to re-advertise this project within the next couple of months and proceed with construction using Measure M funds.

Duarte and Duarte Dispatch

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

5007700

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

FILE NO. MCA 18-04

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

**STATE OF CALIFORNIA
County of Los Angeles**

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

01/12/2019

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

Executed at Monrovia, LA Co. California
On this 14th day of January, 2019.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011221347**

City of Duarte

1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

CITY COUNCIL
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that pursuant to State Law, the City Council of the City of Duarte will hold a Public Hearing at 7:00 p.m., on Tuesday, January 22, 2019, in Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 18-04: A city-initiated request to repeal and replace Chapter 6.10 of the Duarte Municipal Code, relating to diversion of construction and demolition waste. The proposed amendment would align the City's codes related to construction and demolition waste with the 2016 Green Building Code, and help to meet sustainability goals set by the State of California.

The Proposed ordinance is exempt from review under the California Environmental Quality Act (CEQA) under Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines, because the activity of enacting this ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. The proposed ordinance updates local standards for construction and demolition waste diversion from landfills and does not propose any new development that is not already generally permitted, and would not have a significant effect on the environment.

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

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

Marla Akana
City Clerk

PUBLISH: "The Duartean" - Saturday, January 12, 2019
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte Library -
Thursday, January 10, 2019

Para información en Español, favor de llamar a City Hall de Duarte, (626) 357-7931.
AD#11221347



CITY COUNCIL STAFF REPORT

Date: January 22, 2019

To: Mayor and City Council

Location: City-wide

Project: **Municipal Code Amendment 18-04**; A city-initiated request to repeal and replace Chapter 6.10 (Diversion and Construction and Demolition Waste) of the Duarte Municipal Code through the adoption of Ordinance No. 19-O-01.

SUMMARY

New regulations from the State of California regarding the re-use and recycling of construction and waste demolition materials have gone into effect and raise the standard for diversion of waste from landfills. The City's current regulations regarding construction and demolition waste diversion were codified into the Duarte Municipal Code (DMC) in Chapter 6.10 in 2004. Due to changes to State law, our municipal code must be revised to comply with these new regulations.

The Community Development Department is recommending City Council approval of Municipal Code Amendment 18-04 (Proposed Ordinance 19-O-01, Exhibit A) to comply with the new standards set by the State. The attached ordinance codifies the requirements of 2016 Green Building Code; directing the City's C&D Compliance Official to update the City's Construction and Demolition Waste Diversion program and related materials on the City's website to be consistent with the Ordinance.

BACKGROUND

In 2004, the City Council adopted an ordinance to implement a program to divert construction and demolition waste from landfills to comply with new State laws related to construction waste reduction. The ordinance was codified as Chapter 6.10 of the Municipal Code; and the implementation program was established as the Construction and Demolition Deposit Program (Program). In 2008, the State of California adopted the Green Building Code (CalGreen), which requires that all new construction and remodeling projects meet strict new requirements in an effort to reduce the State's carbon emissions.

The City's current regulations require the diversion of at least 50% of waste from area landfills, which is in compliance with the standards set by the 2013 CalGreen standards. Developers with qualifying development projects participate in the Program, which is administered by the Community Development Department. In 2016, the State of California adopted the 2016 Green Building Code, which requires local jurisdictions to update their regulations to further limit the amount of waste from being deposited in landfills.

ANALYSIS

The City's regulations must be revised to comply with new state requirements. The proposed new language for Chapter 6.10 regarding Construction and Demolition Waste will remain consistent with the current language, in that it sets the requirements and procedures for the processing of materials that would otherwise be deposited into landfills, provides definitions, and continues administration of the program. There will be; however, significant changes in regards to the percentage of required waste to be diverted from landfills and to which projects will be subject to these regulations (See Exhibit B for table comparing previous and current CalGreen requirements). Due to the amount of changes included in this code amendment, proposed Ordinance 19-O-01 will delete and completely replace the language found in this Chapter. The Community Development Department will continue to administer these regulations.

Percent of Waste to be Diverted from Landfills

The language currently found in DMC 6.10 states that applicable commercial, residential, and industrial projects must recycle or reuse a minimum of 50% of waste resulting from construction and demolition. In 2016, the updated version of CalGreen was passed by the State and went into effect January 1, 2017. The new requirement requires a minimum of 65% of construction and demolition waste to be diverted from applicable projects and the new language proposed for DMC 6.10 reflects the higher standard (Exhibit A).

Recent participants in the City's Program already consistently meet this higher standard, so little change is anticipated for Program participants.

Qualifying Project Criteria

The City's current regulations apply to a limited number of projects because they do not apply to smaller construction projects such as residential construction of two or less units or commercial projects less than 2,500 square feet. As a result of this limiting criteria, the only projects that are required to comply with the regulations are large residential developments and for new and major remodeling of commercial and industrial projects.

The new regulations apply to nearly all construction and demolition projects with exceptions for remodeling work, minor demolition of hardscape materials, and additions of non-conditioned spaces, such as patio covers and porches (See Exhibit A for specific exemptions). Every construction project that increases the conditioned area of a building will now be required to participate in the City's waste diversion program, as well as nearly all demolition projects.

This change in criteria will result in a significant increase in the number of projects required to participate in the City's Program since it will now apply to common projects like small residential additions and minor commercial remodel projects. This change will also increase the amount of construction and demolition waste that is diverted from landfills, which is in line with the State's goals for CalGreen.

Survey of Other Cities

Staff surveyed neighboring jurisdictions and reviewed ordinances prepared by those jurisdictions to assess how others are complying with the State's construction and demolition waste diversion requirements. The jurisdictions that were surveyed include Arcadia, Glendale, Pasadena, Pomona, Los Angeles County, West Covina, Torrance, and Temple City. Through our research, Staff has found that these jurisdictions vary in their organization of their ordinance with some using general language that simply refers to standards set in state law and others that use specific language to describe the standards and process. For example, Torrance's ordinance defines a qualifying project as one that is determined by CalGreen and requires waste to be diverted at the rate determined by the CalGreen. This type of organization requires applicants and City staff to refer to the technically-written CalGreen Code for this information. In contrast that type of organization, Staff has prepared an ordinance with specific language, which is consistent with the organization of the City's current regulations found in DMC 16.10. This type of organization is more informative because it provides easily comprehensible criteria and regulations and provides the information within the document rather than referencing a different source.

Construction & Demolition Deposit Program Handbook

The City currently utilizes a Construction & Demolition Deposit Program handbook (e.g. C&D Handbook) that was created in partnership with Burrtec Waste to help applicants comply with the existing construction and demolition waste diversion regulations. This guide explains the intent, process, and fees of the program and provides worksheets to assist with debris disposal tracking. The C&D Handbook has been updated to comply with the new regulations (Exhibit C). With the change in qualifying criteria, there will be many more smaller projects that must participate in the program and accordingly, the required deposit has been adjusted to ensure that the amount remains relevant and proportional to the scale to all projects. The fee schedule will move away from the current tiered system based on square-feet to a two-option system that requires small single-family residential additions to pay a lower deposit fee and all other projects to pay an amount of 2% of their valuation. The two-option deposit system was identified during our survey and is in line with practices from other cities.

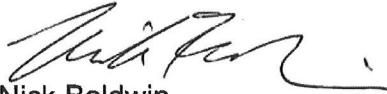
In addition to updating the handbook, the City will update online materials on this topic to inform applicants and potential applicants of the changes in the requirements for the City's Construction and Demolition waste program.

RECOMMENDATION

With the adoption of MCA 18-04, the City's regulations regarding construction and demolition waste will meet the State's requirements, help the City meet its waste reduction goals and the amount of waste from construction and demolition from within the City of Duarte will be reduced.

Staff recommends that City Council hold a public hearing, and then review, consider and approve the proposed Municipal Code Amendment 18-04, Ordinance 19-O-01 (Exhibit A) amending Chapter 6.10 of the Duarte Municipal Code.

Respectfully Submitted,



Nick Baldwin
Associate Planner

ATTACHMENTS

Exhibit A - Ordinance 19-O-01

Exhibit B - CalGreen Requirement Comparison Table

Exhibit C - C&D Handbook

ORDINANCE NO.

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 6.10

DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE

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

6.10.010 - Declaration of Purpose.

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

6.10.020 - Definitions.

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

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

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

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

6.10.030 - Covered and Non-Covered Projects.

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

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

6.10.040 - Minimum Construction and Demolition Diversion Requirements.

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

6.10.050 - Waste Management and Diversion Plan Required.

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

6.10.060 - Security Deposit Required.

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

6.10.070 - Review of C&D Diversion Plan.

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

6.10.080 - On-Site Practices

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

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

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

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

6.10.100 - Refund of Security Deposit.

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

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

6.10.110 - Forfeiture of Security Deposit.

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

6.10.120 - City Certified C&D Processing Facilities.

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

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

6.10.130 - Administrative Fee.

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

6.10.140 - Appeals.

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

6.10.150 - Violations.

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

SECTION 2. CEQA DETERMINATION

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

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

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

Mayor Tzeitel Paras-Caracci

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

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

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

EXHIBIT B

CALGreen Construction Waste Management Requirements

Occupancy	Requirements and Applications: 2013 CALGreen (Effective 1/1/2014)	Requirements and Applications: 2016 CALGreen (Effective 1/1/2017)
Non-Residential Compliance Methods (5.408)	≥ 50% C&D waste diversion (5.408.1): or ≤ 2 lbs/ft ² disposal (5.408.1.3) and may be required to submit a construction waste management plan (5.408.1.1) or utilize a waste management company. (5.408.1.2)	≥ 65% C&D waste diversion (5.408.1) ¹ or ≤ 2 lbs/ft ² disposal (5.408.1.3) and may be required to submit a construction waste management plan (5.408.1.1) or utilize a waste management company (5.408.1.2)
New Construction & Demolition²	Permitted structures	Permitted structures
New Construction	Recycling by Occupants: Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at minimum) paper, corrugated cardboard, glass, plastics and metals. (5.410.1)	Recycling by Occupants: Added organic waste (5.410.1)
New Construction	Recycled Content (Voluntary): Use materials, equivalent in performance to virgin materials with a total (combined) recycled content value of less than 10% (Tier 1) or 15% (Tier 2) of the total material cost of the project. (A5.405.4)	Recycled Content (Voluntary): Added the use of 2 (Tier 1) or 3 (Tier 2) materials out of 9 product types on a list (insulation-fiberglass & cellulose, exterior paint, carpet, compost, mulch, acoustical ceiling panels, drywall & aggregate base). (A5.405.4)

EXHIBIT B

Additions	1,000 ft ² (301.3)	Permitted structures
Additions	Recycling by Occupants applies to certain additions ³ : Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at minimum) paper, corrugated cardboard, glass, plastics and metals. (5.410.1)	Recycling by Occupants: Added organic waste
Additions		Universal Waste (applies to certain projects) ⁴ : Require verification that Universal Waste is managed correctly. List of prohibited Universal Waste shall be included in construction documents. (5.408.2)
Alterations	\$200,000 (301.3)	Permitted structures
Alterations		Universal Waste (applies to certain projects) ⁵ : Require verification that Universal Waste is managed correctly. List of prohibited Universal Waste shall be included in construction documents. (5.408.2)
Residential Compliance Methods (4.408)	≥ 50% C&D waste diversion (4.408.1) and may be required to submit a construction waste management plan (4.408.2) or utilize a waste management company (4.408.3)	≥ 65% C&D waste diversion (4.408.1) ⁶ and may be required to submit a construction waste management plan (4.408.2) or utilize a waste management company (4.408.3)

EXHIBIT B

Low-rise 3 stories or less (4.408.4)	≤ 4 lbs/ft ² disposal	≤ 3.4 lbs/ft ² disposal
High-rise 4 stories or more (4.408.4.1)	≤ 2 lbs/ft ² disposal	≤ 2 lbs/ft ² disposal
New Construction & Demolition	Permitted structures	Permitted structures
Additions	Certain additions (301.1.1) ⁷	Certain additions (301.1.1)
Alterations	Certain alterations (301.1.1)	Certain alterations (301.1.1)
Multifamily dwellings⁸ with ≥ 5 units		Recycling by Occupants: Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at minimum) paper, corrugated cardboard, glass, plastics, organic waste and metals (4.410.2)

¹ Alternate waste reduction methods may apply if adequate diversion facilities do not exist (5.408.1).

² Projects with demolition-only permit (not included with a construction permit) is outside the scope of the CALGreen building code. Therefore, jurisdictions using CALGreen for C&D waste management should address recycling in demolition-only projects should they occur.

³ All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30 percent or more in floor area, shall provide recycling areas on site.

⁴ Applies to nonresidential additions 1,000 ft² or greater per CALGreen Section 301.3.

EXHIBIT B

⁵ Applies to building alterations with a permit valuation of \$200,000 or above per CALGreen Section 301.3.

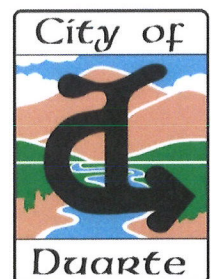
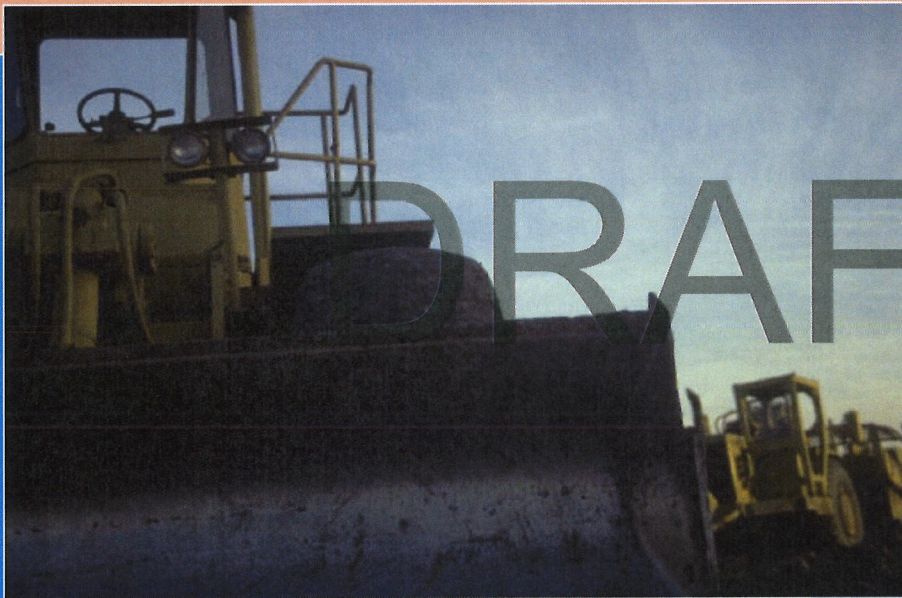
⁶ Alternate waste reduction methods may apply if adequate diversion facilities do not exist (4.408.1).

⁷ Section 301.1.1 applies to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. Applies only to and or within the specific area of addition or alteration.

⁸ See Section 1102A.1 for CALGreen's definition of multifamily dwellings.

Source: CalRecycle.CA.gov

Construction and Demolition Deposit Program



City of Duarte
Community Development Dept.
1600 Huntington Drive
Duarte, CA 91010
Phone: 626-357-7931



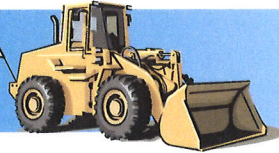
In June 2004, the City of Duarte adopted a new ordinance that affects most construction and demolition projects that occur within the City's limits. The ordinance requires that at least 65% of all material generated during a construction or demolition project be diverted from landfilling (i.e. recycled or reused). This ordinance was adopted in response to Assembly Bill 939 (AB 939), which was passed by the California legislature in 1989. In 2011, the Green Building Code (CalGreen) became mandatory and in 2017 an update went into effect and requires that every city and county in the State divert from landfills at least 65% of all waste generated, or face potential fines for non-compliance.

A significant amount of readily recyclable construction and demolition material is currently being disposed of in area landfills. This both hinders the City from fulfilling CalGreen, and occupies limited landfill space. The goal of the construction and demolition ordinance is not only to assist the City in fulfilling CalGreen, but also to help alleviate the continuing problem of diminishing landfill space. The City requests the cooperation of all contractors and builders doing business in Duarte in its endeavor to fulfill its diversion goals.

The City of Duarte will collect a deposit, and refund it upon completion of your construction and/or demolition project and verification of 65% diversion. This handbook will guide you through the process.



Step 1 Determine Applicability

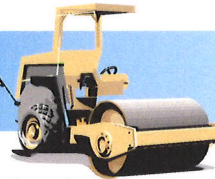


Unless specifically exempted, each person who applies for a building or grading permit must fulfill the requirements of the construction and demolition program described in this handbook.

The following is a list of projects that are categorically exempt:

- Residential alterations where the building's conditioned area does not increase.
- Seismic tie-down projects.
- Non-permitted structures.
- Projects that do not require a building permit.
- Demolition of 100 square-feet or less of hardscape.
- Installation of pre-fabricated accessories such as signs or antennas.
- Projects that produce no, or only a de minimis quantity of, C&D waste.
- Installation of pre-fabricated patios with no foundation.

Step 2 Pay Your Fees & Complete Form A



Although you have completed and submitted a permit application to the Community Development Department, the City will not issue a permit for your project until you: 1) pay your diversion deposit, and 2) complete Form A. Each of these items is described below.

- 1. Diversion Deposit** - All construction and demolition projects (unless specifically exempted by one of the project types listed in step one) will require a deposit. The deposit must be paid prior to issuance of a permit, and will be refunded upon confirmation that at least 65% of the waste generated by the project, was diverted from landfill. Deposits will be calculated based on square footage as follows:

Project Type	Diversion Deposit
Single Family Residence Addition/alteration less than 500 sf	\$500
All other projects	2% of valuation, not to exceed \$30,000

Administrative Fee - An administrative fee must be paid to the City. The purpose of the administrative fee is to compensate the City for all expenses incurred in administering the construction and demolition program, including site inspections. The fee will be deducted from the diversion deposit, and is non-refundable. The administrative fee will be a flat fee of \$125.

The administrative fee is waived for any project in which the entire construction/demolition waste stream is processed by Burrtec Waste Industries, Inc (the City's franchise waste hauler). Burrtec operates a Materials Recovery Facility (MRF) in Fontana that accepts mixed loads of construction and demolition debris. The material is sorted on-site, recyclables are delivered to the appropriate recycling facilities, and the remaining residue is landfilled. Burrtec can provide bin service, or material can be self hauled to their MRF.

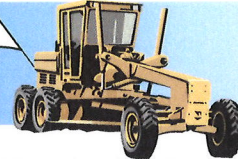
Diversion deposit payments can be made in the form of: cash, check, cashier's check, or money order. Payments should be made to:

⇒ City of Duarte
1600 Huntington Drive
Duarte, CA 91010

2. Form A - Waste Management and Recycling Plan - On this form you will provide information regarding project type, the handling of refuse and recyclables generated by your project, facilities where the material might be taken, and estimated waste generation. Approval of an accurate and complete Waste Management and Recycling Plan is a precondition to issuance of any building or grading permit. **Form A is included in this handbook.**

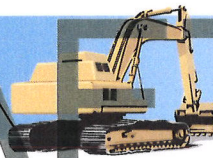
Submit your completed Form A, and your diversion deposit to the City of Duarte. A permit will be issued soon thereafter.

Step 3 Divert Construction & Demolition Debris



At least 65% of the material that your project generates must be diverted from landfill. In simpler terms, 35% of the material that you generate can be sent to landfill, however the other 65% must be recycled or reused. The square footage information that you include on Form A will be the basis for determining the amount of material that constitutes 65%. Wood, asphalt, concrete, metal, glass, drywall, ceramic, cardboard, brick and green waste are all readily recyclable. You can consider collecting each recyclable material into separate containers on the job site (job site separation). Or you can deliver loads of mixed material to a sorting facility for separation. You may also reuse items on the job site, or send usable material to salvage companies. A list of local recyclers has been included in this handbook for your convenience. Be sure to keep all weight receipts issued by these facilities and ask for when none are offered. Also keep track of the amount of material reused on the job site or sent to salvage companies (you may convert volume to weight using the conversion factors provided in this handbook). Please note that universal waste shall be diverted from landfills and recycled and this includes items such as mercury thermostats, batteries, CFL bulbs, fluorescent tubes and ballasts.

Step 4 Apply For Your Deposit Refund



Your deposit will be refunded to you, less the administrative fee, once you verify to the City that you have diverted from landfilling at least 65% of the material that was generated by your project.

You must apply for your refund within 60 days from the date of project completion. To apply for your deposit refund you must submit two things: 1) Form B, and 2) weight receipts from recycling facilities, material recovery facilities (MRFs), landfills, and/or transfer stations.

1. **Form B - Recycling and Reuse Summary Report**

Complete this form in its entirety, indicating the tonnage of material recycled, reused, salvaged, and disposed. **Form B is included in this handbook.**

2. **Weight Receipts from Recycling Facilities, MRFs, Landfills, and/or Transfer Stations**

Attach all appropriate receipts to your Recycling and Reuse Summary Report. This includes receipts and weight tags or other records of measurement from recycling facilities, material recovery facilities, salvage companies, deconstruction contractors, landfills, and/or transfer stations (photocopies will be accepted).

A properly completed Recycling and Reuse Summary Report, and all receipts, must be submitted to the City's Community Development Department prior to refund of deposit and issuance of a certificate of occupancy (if applicable).

A deposit refund will be issued for any project for which a building permit was withdrawn or cancelled before any work was begun.

Note: For a project that involves both demolition and construction, two permits must be obtained from the City, one for demolition, and another for construction. In this case, the requirements described in this handbook (including payment of deposit) must be fulfilled under each permit. After completion of the demolition phase, Form B must be submitted and approved by the Community Development Department prior to issuance of a building permit for the construction phase.

Notes:

DRAFT

Calculations:



Recycling Centers

ARCADIA RECLAMATION, INC. 909-592-7300 1270 Arrow Hwy Irwindale, CA 91706 Accepts: concrete, asphalt, brick, block, rock, rebar, stucco, reinforced concrete pipe	GRAND CENTRAL RECYCLING & TRANSFER STATION. . . . 800-442-6454 999 South Hatcher Avenue Industry, CA 91748 Accepts: all construction and demolition debris, green waste
ACTIVE RECYCLING. 323-295-7774 2000 West Slauson Avenue Los Angeles, CA 90047 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	HABITAT FOR HUMANITY-POMONA VALLEY. 909-596-7098 2111 Bonita Avenue La Verne, CA 91750 Accepts usable donations of: caulking, concrete, doors, door frames, drywall, electrical materials, hardware, insulation, light fixtures, lumber, plants, plumbing fixtures, roofing materials, sand, screening, siding materials, trees, windows, window frames Note: call first
ACTIVE RECYCLING. 323-221-2555 5601 East Valley Boulevard East Los Angeles, CA 90032 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	HANSON AGGREGATES. 626-856-6700 13550 East Live Oak Avenue Irwindale, CA 91706 Accepts: asphalt, concrete Sells: base, gravel, sand
ARTESIA SAWDUST PRODUCTS, INC. 909-947-5983 13434 Ontario Avenue Ontario, CA 91761 Accepts: asphalt, concrete, wood	NU-WAY LIVE OAK RECLAMATION. 626-334-0719 13620 Live Oak Lane Irwindale, CA 91706 Accepts: asphalt, brick, concrete, dirt, rock, sand
AZUSA LAND RECLAMATION. 626-334-0719 1211 West Gladstone Street Azusa, CA 91702 Accepts: asphalt, brick, concrete, dirt, rock	PECK ROAD GRAVEL PIT 626-574-1855 128 East Live Oak Avenue Monrovia, CA 91016 Accepts: asphalt, brick, concrete, gravel, clean dirt, clean sand, clean soil
BRADLEY LANDFILL & RECYCLING 818-767-6180 9227 Tujunga Avenue Sun Valley, CA 91352 Accepts: green waste, wood	POMONA VALLEY RECYCLING CENTER. 909-629-5265 1326 East Ninth Street Pomona, CA 91766 Accepts: cardboard, glass, metal, paper, plastic
BURRTEC WEST VALLEY. 909-899-0911 13373 Napa Street Fontana, CA 92335 Accepts: asphalt, brick, cardboard, concrete, dirt, flooring, glass, green waste, metal, pallets, plastic, rock, wood	RECYCLED WOOD PRODUCTS. 909-868-6882 1313 East Phillips Boulevard Pomona, CA 91766 Accepts: wood
COMMUNITY RECYCLING & RESOURCE RECOVERY. 818-767-6000 9147 DeGarmo Avenue Sun Valley, CA 91352 Accepts: all construction and demolition debris, green waste	RECYCLING RESOURCES. 909-629-9911 1406 West Second Street Pomona, CA 91766 Accepts: aluminum, cardboard, glass, paper, plastic
DAN COPP CRUSHING CORP. 714-777-6400 11901 Highway 71 Chino, CA 91710 Accepts: asphalt, concrete	UNITED ROCK PRODUCTS 714-578-9600 1245 Arrow Hwy Irwindale, CA 91706 Accepts: concrete, asphalt, brick, clay, dirt, ceramics, glass
EARTHSHINE. 714-897-4311 13633 South Central Avenue Los Angeles, CA 90059 Accepts: asphalt, concrete, dirt (mixed and clean loads)	VULCAN MATERIALS. 626-856-6185 15990 Foothill Boulevard Irwindale, CA 91706 Accepts: asphalt, concrete
GERDAU 909-899-0660 12459 Arrow Highway Rancho Cucamonga, CA 91739 Accepts: scrap metal	

**Hazardous materials are not accepted at
any of the listed facilities.**

Form A Waste Management and Recycling Plan

This form is to be completed and submitted to the City of Duarte with your diversion deposit. The City will issue a building permit for your project only after approval of this form.

Job Site Address _____

Applicant's Name _____ Title _____

Company _____ Phone # _____

Type of project: ☐ new construction ☐ demolition ☐ renovation

Type of building: ☐ non-residential ☐ residential ☐ multi-family residential

Square footage of project: _____ ft²

Disposal and Recycling Information

How will waste be handled during your project?

☐ **Job site separation.** Material will be segregated into two or more material-specific bins. For example - one bin for concrete, one bin for metals, one bin for wood, one bin for trash, etc. Bins and bin service must be provided by Burrtec Waste.

☐ **Collection and delivery of mixed loads to a Materials Recovery Facility.** Clean construction and demolition material is commingled into a bin. The mixed loads are then delivered to a Materials Recovery Facility for sorting. Trash should be collected in a separate bin and delivered to a landfill. Bins and bin service must be provided by Burrtec Waste.

☐ **Self haul.** Material is collected in any manner desired by the applicant, and then delivered to recycling centers and landfills using only the applicant's vehicle. If a bin is removed from a vehicle, it is considered a roll off-bin, which would need to be provided by Burrtec Waste.

Estimated Disposal Tonnage

How much material (refuse and recyclables) do you expect to generate through your project? _____ tons

Diversion Deposit Amount

Unless specifically exempted by one of the project types listed under Step 1, each person (applicant) who applies for a building or grading permit shall post a cash deposit that is calculated based on the square footage of their project.

Determine your deposit amount by using the table in Step 2. List your deposit amount here: \$ __, ____ . ____

For assistance with this Form, contact Community Development at 626-357-7931.

FOR CITY USE ONLY

☐ Disapproved

☐ Approved, Permit # _____

Reviewed by _____
name date

Put a check mark next to the types of materials that you intend to generate during your project. Then put a check mark next to the handling method(s) that you intend to use.

Material To Be Generated		Material Handling Method	
☒			☒
☐	Asphalt	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Brick	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Building Materials (ceiling tile, windows, fixtures, etc.)	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Cardboard, Paper	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Carpet, Carpet Padding	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Concrete	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Dirt	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Glass	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Green Waste	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Gypsum/Dry Wall	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Metals	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Mixed C&D	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Plastic	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Rock	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Roofing	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Tile (ceramic)	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Wood (lumber, doors, etc.)	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Other:	Recycle	☐
		Reuse/Salvage	☐
		Dispose	☐
☐	Refuse	Dispose	☐
☐	Universal Waste	Recycle	☐
		Reuse/Salvage	☐

Form B Recycling and Reuse Summary Report

This form is to be completed and submitted to the City of Duarte within 60 days following the completion of your project.

The purpose of this form is to document the amount of material that was diverted from landfilling. Remember that you must divert from landfilling at least 65% of the material generated by your project.

Complete this form, attach all receipts and weight tags from recycling facilities, deconstruction contractors, salvage companies, and landfills, and submit to:

City of Duarte
Community Development Department
1600 Huntington Drive
Duarte, CA 91010

► **Expect your refund within six weeks from the date you submit this form.**

Permit # _____ Project Completion Date _____

Job Site Address _____

Applicant's Name _____ Title _____

Company _____ Phone # _____

Type of project: ☐ new construction ☐ demolition ☐ renovation

Type of building: ☐ non-residential ☐ residential ☐ multi-family residential

Square Footage of Project _____ ft²

I, the undersigned, have complied to the maximum extent practicable with the City Code regarding construction and demolition debris diversion. I hereby attest that the information in this report is true and accurate, and that at least 65% of all C&D waste was taken to legitimate recycling, reuse, or salvage facilities as confirmed by the attached receipts.

Applicant signature _____ Date _____

For assistance with this Form, contact Community Development at 626-357-7931.

FOR CITY USE ONLY	
☐ Disapproved	
☐ Approved, deposit refunded	_____
	date check #
Reviewed by	_____
	name date

Use your weight receipts to fill in the table below. If any material was measured in units of volume (for example - cubic feet, cubic yards, etc.), convert it to tons using the conversion factors provided. Note: 1 ton = 2,000 lbs.

Material	Recycled (tons)	Reused (tons)	Disposed (tons)	Total Quantity Generated	Facility Used/Destination
<i>Example: Dirt</i> 10yd ³ = 18,900lbs	5 tons	8 tons	10 tons	23 tons	Recycle – Azusa Land Reclamation Reuse – on job site for grading Dispose – Puente Hills Landfill
Asphalt 1yd ³ = 1,380lbs					
Brick 1yd ³ = 3,024lbs					
Building Materials (ceiling tile, doors, fixtures, windows, etc.)					
Cardboard, Paper 1yd ³ = 100lbs					
Carpet, Carpet Padding 1yd ³ = 84.4lbs					
Concrete 1yd ³ = 1,855lbs					
Dirt 10yd ³ = 18,900lbs					
Glass 1yd ³ = 2,160lbs					
Green Waste 40yd ³ = 4,320lbs					
Gypsum/Dry Wall 1yd ³ = 3,834lbs					
Metals 1yd ³ = 906lbs					
Mixed C&D (commingled, recyclable)					
Plastic 1yd ³ = 22.55lbs					
Rock 1yd ³ = 2,570lbs					
Roofing 1yd ³ = 418.5lbs					
Tile (ceramic) 1yd ³ = 1,214lbs					
Wood (lumber, doors, etc.) 1yd ³ = 329.5lbs					
Refuse	NA	NA			
Other:					
Other:					
Totals					

Fill in the blanks to determine if you have diverted at least 50% of the material generated by your project:

Total Recycled _____ + Total Reused _____ = _____ ÷ Total Quantity Generated _____ x 100 = _____%

Duarte and Duarte Dispatch

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605 E. Huntington Dr., Suite 100
Monrovia, CA 91016
626-962-8811 ext. 40891

5007700

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

FILE NO. MCA 18-03
PROOF OF PUBLICATION
(2015.5 C.C.P.)

STATE OF CALIFORNIA
County of Los Angeles

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

01/12/2019

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

Executed at Monrovia, LA Co. California
On this 14th day of January, 2019.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011221342**

City of Duarte
1600 Huntington Drive, Duarte, CA 91010 - (626) 357-7931 - FAX (626) 358-0018

CITY COUNCIL
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that, pursuant to State law, the City Council of the City of Duarte will conduct a Public Hearing on January 22, 2019 at 7:00 p.m., in the City Hall Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 18-03: A City initiated request to add Chapter 6.13, "Onsite Wastewater Treatment Systems", to Title 6, "Health and Sanitation", of the Duarte Municipal Code. The amendment proposes the adoption, by reference, of County of Los Angeles Ordinance No. 2018-0037, known as the Local Agency Management Program (LAMP), as contained in Titles 8 and 11 of the Los Angeles County Code. The new chapter creates a regulatory framework to review, site, permit, operate, collect fees, monitor and enforce health and safety requirements for onsite wastewater treatment systems (OWTS), commonly known as septic systems. The proposed amendment also includes the adoption of a Memorandum of Understanding (MOU) between the Los Angeles County Public Health Department and the City of Duarte in respect to the implementation of the LAMP and the regulation of OWTS within the City.

This proposed municipal code amendment is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000 et al), pursuant to State CEQA Guidelines Regulation, Title 14 Article 19, Sections 15306, 15307, 15308 and 15330 which exempts information collection, actions taken by regulatory agencies to protect natural resources, actions taken by regulatory agencies to protect the environment, and enforcing such regulations; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

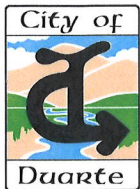
Any interested party may appear in person, or by agent, and be heard. If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City Council at, or prior to, the Public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

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

Marla Akana
City Clerk

PUBLISH: "The Duartean" - Saturday, January 12, 2019
POSTED: Duarte City Hall, Duarte Public Safety Office, and Duarte Library -
Thursday, January 10, 2019

Para información en Español, favor de llamar a City Hall de Duarte, (626) 357-7931 ext 262.
AD#11221342



CITY COUNCIL STAFF REPORT

Date: January 22, 2018

To: Mayor and City Council

From: Yesenia Serna, Community Development Technician

Location: City-wide

Project: **MUNICIPAL CODE AMENDMENT #18-03** - Ordinance 19-O-02, related to onsite wastewater treatment systems, adding Chapter 6.13 to the Duarte Municipal Code, which adopts the County of Los Angeles Department of Public Health's Local Agency Management Plan and authorizes entering into memorandum of understanding with the County of Los Angeles Department of Public Health

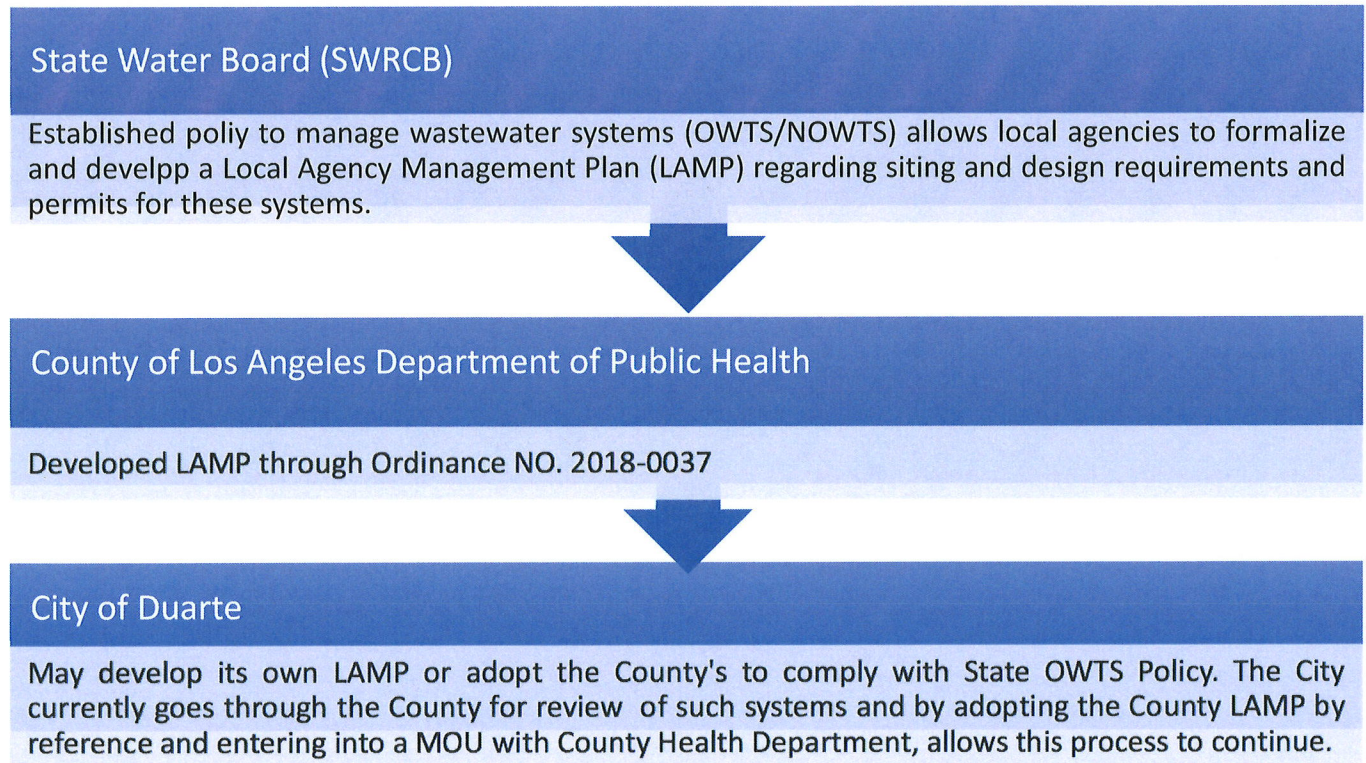
SUMMARY

The State Water Resource Control Board (SWRCB) allows local agencies to formalize and develop a Local Agency Management Plan (LAMP) regarding siting, design, permitting and operational requirements of on-site wastewater treatment systems, generally referred to as "septic systems". The County of Los Angeles Department of Public Health has recently developed a LAMP and is offering municipalities an opportunity to use their LAMP to comply with State Law. The City may develop its own LAMP or adopt the County's by reference and enter into a memorandum of understanding (MOU) to provide services under the LAMP. The City currently uses the County Health Department for review of these systems. Adopting the County LAMP by reference and entering into the MOU would comply with the regulations established by the SWRCB and allow the permitting and regulation of septic systems to continue as it exists currently, in a streamlined and cost-effective manner.

BACKGROUND

The State Water Resources Control Board (SWRCB) provides the regulatory framework for onsite wastewater treatment systems (OWTS) – see Diagram 1. The SWRCB adopted a Water Quality Control Plan for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy) that became effective in May 2013. The OWTS Policy established siting and design requirements, and permits local agencies to submit a Local Agency Management Program (LAMP) to the Regional Water Quality Control Board for approval of alternate methods of siting and design to achieve the same purpose. The County of Los Angeles Board of Supervisors adopted Ordinance No. 2018-0037 (LA County LAMP, see Exhibit A) on October 2, 2018, that went into effect on November 1, 2018.

Diagram 1



ANALYSIS

The proposed code amendment and executed MOU will allow the City to partner with the County Health Department to regulate OWTS and continue to provide services for owners with septic systems. This section provides additional details related to the LAMP, survey of local cities, impacts to properties with septic systems in Duarte, and the continued role the City plays in the regulation of OWTS.

Los Angeles County Local Agency Management Plan (LAMP)

Los Angeles County Ordinance No. 2018-0037, which is proposed to be adopted by reference, empowers the Los Angeles County Department of Public Health to regulate the installation, operation, monitoring and maintenance of both conventional onsite wastewater treatment systems (OWTS) and non-conventional onsite wastewater treatment systems (NOWTS) in accordance with the State Onsite Wastewater Treatment Systems Policy (OWTS Policy). The State Water Resource Control Board requires Cities to either adopt the approved County LAMP ordinance or develop their own monitoring/permitting program. Cities were granted the opportunity to adopt ordinances consistent with its requirements and specific local conditions. Developing our own LAMP ordinance would be difficult, and could lead to higher permit costs and monitoring fees for our residents.

The LAMP ordinance is a result of negotiations between the Los Angeles Water Resources Control Board and the Los Angeles County Department of Public Health to develop a program best suited for the Los Angeles County region.

The LAMP achieves the following:

- Allows the County to set less restrictive standards but equally protective standards as the State's OWTS Policy requirements.
- Prevents residents from needing approval from two agencies.
- Deletes outdated requirements for approval of septic systems.
- Authorizes the Director of the Department of Public Health to develop the OWTS Requirements and Procedures Policy, which must be reviewed and updated every five years.
- Adds technical conditions for the approval of a conventional OWTS.
- Adds technical conditions that determine when a NOWTS is required to be installed, the specific requirements a proposed NOWTS must meet to be eligible for installation, and the water quality standards the NOWTS must meet.
- Adds a requirement for a Los Angeles County Public Health Permit for the NOWTS, the method by which the fee shall be collected, and the conditions which may result in suspension or revocation of the Public Health Permit.
- Adds a fee for annual permits for existing septic systems of \$5.00 to fund the annual Water Quality Assessment Program and the five-year program review. The fee will be assessed on the annual property tax bill.
- Adds a fee for annual permits for NOWTS of \$43 and a Sewage Pumping Vehicle Operator of \$124.00 to offset the costs of the programs. If the LAMP is not adopted, residents and businesses who do not meet State OWTS Policy standards will have to pay annual fees of \$1044.00 and \$2088.00.

Survey and Research

A survey of surrounding cities which contain properties with septic systems was conducted. Staff surveyed and researched the Cities of Bradbury, San Dimas, Monrovia, and La Verne. These cities have adopted the County LAMP Ordinance by reference and currently use County Health Department services for the review and regulation of OWTS/NOWTS.

Impacts to Duarte Properties with Septic Systems

The City currently has approximately 150 Septic Systems, predominantly on the Duarte Mesa. The LAMP does not require any changes for existing systems that are fully functional; and therefore, most properties with septic systems will be unaffected initially by the proposed regulations. The LAMP will come into effect in the event an existing septic system is broken or in need of repair; or if proposed construction will: increase wastewater flows, change the strength of wastewater, and/or impinge upon required OWTS setbacks or future OWTS expansion area. These factors would generally be triggered if owners decide to remodel, add onto their houses, or expand their plumbing or sewer systems.

Currently, septic systems are regulated by the Los Angeles County Health Department. The proposed regulations formalize the regulatory role LA County Health Department plays in the review, permitting and regulation of OWTS/NOWTS. Therefore, the proposed LAMP process for residents with new or modified septic systems would be as it exists today.

City Responsibilities

By adopting the County ordinance, the City continues to play a role in the regulation of OWTS. The primary City responsibility will be in the enforcement of the LAMP, such as investigation of complaints and citations, nuisance abatement and/or prosecution of OWTS installed or modified without obtaining the proper permits. Community Development Department Staff met and coordinated these enforcement responsibilities with the Public Safety Department. Since issues with Septic Systems are currently enforced by the City, there is little change proposed under the LAMP. The City will also be tasked with several minor administrative duties, such as providing several lists to the County Health Department, including: all septic/cesspools within the City's jurisdiction; properties where an existing OWTS was decommissioned and the property connected to the public sewer; and certificate of occupancies whenever a new building with a NOWTS is finalized by the City.

RECOMMENDATION

Adoption of the MOU and ordinance will allow the Department of Public Health to regulate OWTS and NOWTS within the City, consistent with existing practice. If authorized by the City Council, the MOU would be effective upon the adoption of the proposed ordinance.

The Community Development Department recommends the City Council hold a public hearing, and then review, consider and approve the following:

- Introduce Ordinance 19-O-02 (Municipal Code Amendment 18-03), adding Chapter 6.13, "On-site Wastewater Treatment Systems", to the Duarte Municipal Code; and
- Authorize the Mayor to execute a Memorandum of Understanding (MOU) between the County of Los Angeles Department of Public Health and the City of Duarte regarding Onsite Wastewater Treatment Systems.

Respectfully Submitted,



Yesenia Serna
Community Development Technician

ATTACHMENTS

- Exhibit A: County of Los Angeles Ordinance No. 2018-0037 (LAMP)
Exhibit B: Ordinance 19-O-02
Exhibit C: Memorandum of Understanding (MOU) between the County of Los Angeles, Department of Public Health and the City of Duarte Regarding Onsite Wastewater Treatment Systems.

ANALYSIS

This ordinance amends Title 8 – Consumer Protection, Business and Wage Regulations, and Title 11 – Health and Safety, to add a public health permit and regulatory framework to enforce health and safety requirements for onsite wastewater treatment systems (OWTS).

The State Water Resources Control Board (SWRCB) has regulatory authority over OWTS. OWTS are septic systems installed on separate parcels of property that are unable to connect to a municipal sewer system. OWTS capture and treat domestic wastewater to reduce its polluting effect on the environment and protect public health. SWRCB has promulgated an OWTS Policy that provides minimum design and siting standards for low risk, new and replacement OWTS. SWRCB allows local agencies to create their own alternative regulatory requirements that meet all OWTS Policy requirements.

In response, the Environmental Health Division of the Department of Public Health (DPH) created its Local Agency Management Program (LAMP) for OWTS. LAMP provides alternate health and safety requirements for OWTS that have been approved by both the Los Angeles Water Board and SWRCB. The LAMP requirements, which will be incorporated into the Los Angeles County Code, will allow DPH to regulate OWTS both within the unincorporated County and within cities that enter into agreements with DPH for OWTS regulation by using a more flexible enforcement scheme that is equally protective of public health as the OWTS Policy.

This ordinance has two regulatory components. It amends Title 8, Chapter 8.04 to include new LAMP permit fees for Conventional OWTS, Non-conventional OWTS, and Sewage/Septage Pumping Vehicle Operators. Further, this ordinance amends Title 11, Division 1, Chapter 11.38, Parts 1 and 3. The ordinance adds definitions to Part 1 of Chapter 11.38 that are needed for DPH's LAMP regulatory requirements. The ordinance also renames Part 3 to Privies, Chemical Toilets, and Cesspools. In Part 3, the ordinance deletes provisions that are out of date, and creates

new requirements for the use and maintenance of privies, chemical toilets, and cesspools.

This ordinance also adds new Parts 5 and 6 to Title 11, Division 1, Chapter 11.38. The new Part 5 adds the new LAMP requirements for DPH's regulation of OWTS, both conventional and non-conventional. These new provisions include plan review, siting, permitting, and operational requirements of OWTS. The new Part 6 adds permitting requirements for Sewage Pumping Vehicles.

This ordinance will be effective in the unincorporated areas, and within the jurisdictions of cities that enter into agreements with the County for the provision of these OWTS inspection services. This action will permit DPH to enforce public health permit requirements for OWTS within those jurisdictions. The County's costs for conducting these regulatory services will be offset by permit fees paid by owners of OWTS.

MARY C. WICKHAM

County Counsel

By



ROBERT E. RAGLAND
Principal Deputy County Counsel
Health Services Division

RER:rg

Requested: 7/19/18
Revised: 8/30/18

ORDINANCE NO. 2018-0037

An ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations, and Title 11 – Health and Safety of the Los Angeles County Code, relating to public health monitoring and enforcement of onsite wastewater treatment systems.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 8.04.420 is hereby amended to read as follows:

8.04.420 ~~Septic tank, cesspool, chemical toilet or sewage seepage-pit cleaning vehicle.~~**Seepage/Sewage Pumping Vehicle.**

~~"Septic tank, cesspool, chemical toilet or sewage seepage-pit cleaning vehicle"~~**"Seepage/sewage pumping vehicle"** means any vehicle used in whole or in part for the transportation of septic tank, cesspool, chemical toilet, or sewage seepage-pit cleanings.

SECTION 2. Section 8.04.720 is hereby amended to read as follows:

8.04.720 **Fee Schedule.**

Business Classification	Permit Fee
Animal food market	\$175.00
...	
<u>Onsite Wastewater Treatment Systems:</u>	
<u>Conventional</u>	<u>\$5.00</u>
<u>Non-Conventional</u>	<u>\$43.00</u>

<u>Seepage/sewage pumping vehicle operator</u>	<u>\$124.00</u>
Personal hawker:	<u>\$224.00</u>
...	

SECTION 3. Section 11.38.015 is hereby added to read as follows:

11.38.015 Average Annual Rainfall.

"Average annual rainfall" means the average annual amount of precipitation for a location over a year as measured by the nearest National Weather Service station for the preceding three decades. For example, the data set used to make a determination in 2016 would be between 1981 – 2010.

SECTION 4. Section 11.38.018 is hereby added to read as follows:

11.38.018 Cesspool.

"Cesspool" means an excavation with permeable sides and/or bottom that receives untreated sewage, wastewater, or drainage and is designed to retain organic matter or solids but permits liquids to seep through the bottom or sides.

SECTION 5. Section 11.38.025 is hereby added to read as follows:

11.38.025 Covenant.

"Covenant" means a written agreement between the property owner and the Director that runs with the land for the benefit of the County, which is recorded and filed with the Los Angeles County Registrar-Recorder/County Clerk.

SECTION 6. Section 11.38.033 is hereby added to read as follows:

11.38.033 Domestic Wastewater.

"Domestic wastewater" means wastewater normally discharged from plumbing fixtures, appliances, and other household devices including toilets, sinks, showers, bathtubs, kitchen sinks, laundry washing machines, dishwashing machines, and garbage disposals. Domestic wastewater includes wastewater normally discharged from commercial buildings such as office buildings, retail stores, and restaurants with a properly sized and functioning grease interceptor where, the wastewater does not exceed nine hundred (900) mg/L Biochemical Oxygen Demand (BOD) or from industrial facilities where domestic wastewater is segregated from industrial wastewater. Domestic wastewater does not include onsite wastewater treatment systems receiving a majority of its wastewater from recreational vehicle (RV) holding tank discharges, such as at RV dump stations.

SECTION 7. Section 11.38.035 is hereby added to read as follows:

11.38.035 Effluent.

"Effluent" means sewage or partially treated sewage flowing out of a septic tank, aerobic treatment unit, dispersal system, or other onsite wastewater treatment system component.

SECTION 8. Section 11.38.042 is hereby added to read as follows:

11.38.042 Failing Onsite Wastewater Treatment System.

"Failing onsite wastewater treatment system" means a conventional or non-conventional onsite wastewater treatment system that is no longer able to safely treat or

discharge wastewater, which may present a health risk to humans or adversely impact the environment. Factors that evidence a failing onsite wastewater treatment system include, but are not limited to:

- A. A backup of sewage into a structure which is caused by a septic tank or dispersal system malfunction other than a plumbing line blockage.
- B. A discharge of sewage or effluent to the ground surface.
- C. A septic tank that requires pumping more than two (2) times within a one hundred eighty (180) day period in order to provide adequate dispersal of sewage.
- D. A structural failure that causes effluent to discharge at a location other than where intended or allows groundwater to infiltrate the system.
- E. A system affects or will likely affect groundwater or surface water to a degree that makes the water unfit for drinking or other domestic uses or causes a human health hazard or other public nuisance condition.
- F. Inability to use the onsite wastewater treatment system as intended.

SECTION 9. Section 11.38.044 is hereby added to read as follows:

11.38.044 Feasibility Report.

"Feasibility report" means the documents, test results, and geological reports required to be prepared and submitted to the Director in order to demonstrate the feasibility of installing an onsite wastewater treatment system or a non-conventional onsite wastewater treatment system, including the entirety of any future expansion area.

SECTION 10. Section 11.38.046 is hereby added to read as follows:

11.38.046 Future Expansion Area.

"Future expansion area" means an area designated and tested as the location for an additional dispersal system capable of handling one hundred (100) percent of the wastewater from the onsite wastewater treatment system once the original dispersal system fails.

SECTION 11. Section 11.38.048 is hereby added to read as follows:

11.38.048 Groundwater.

"Groundwater" means water located below the land surface in the saturated zone of the soil or rock. Groundwater includes perched water tables, shallow water tables, and zones that are seasonally or permanently saturated.

SECTION 12. Section 11.38.052 is hereby added to read as follows:

11.38.052 Impaired Water Body.

"Impaired water body" means those surface water bodies or segments thereof that are identified on a list approved first by the State Water Resources Control Board and then approved by the U.S. Environmental Protection Agency (EPA) pursuant to Section 303(d) of the Federal Clean Water Act.

SECTION 13. Section 11.38.055 is hereby added to read as follows:

11.38.055 Non-Conventional Onsite Wastewater Treatment System (NOWTS).

"Non-conventional onsite wastewater treatment system" or (NOWTS) means an onsite wastewater treatment system that utilizes, in addition to the septic tank, one (1)

or more supplemental treatment components and may include an alternative dispersal system. Supplemental treatment may include systems to reduce the nitrogen concentration of the effluent, provide disinfection of the effluent, or both.

SECTION 14. Section 11.38.075 is hereby added to read as follows:

11.38.075 Onsite Wastewater Treatment System (OWTS).

"Onsite wastewater treatment system" or (OWTS) means a sewage disposal system consisting of a wastewater holding tank and a method to dispose of treated effluent below the ground surface. The term OWTS refers to both conventional and non-conventional onsite wastewater treatment systems.

SECTION 15. Section 11.38.078 is hereby added to read as follows:

11.38.078 OWTS Requirements and Procedures.

"OWTS requirements and procedures" means the required standards and procedures promulgated by the Director for the installation, operation, and discharge of effluent by conventional and non-conventional OWTS.

SECTION 16. Section 11.38.080 is hereby amended to read as follows:

11.38.080 Privy sStructure.

"Privy structure" means a room or compartment constructed over ~~an earth pit, a~~
water tight vault or tank, into which human fecal matter or urine is to be deposited.

SECTION 17. Section 11.38.092 is hereby added to read as follows:

11.38.092 Seepage Pit.

"Seepage pit" means an excavation at least ten (10) feet deep and three (3) to six (6) feet in diameter, typically cylindrical in shape with six (6) inches of rock between

the pit wall and a concrete or brick liner, constructed for the purpose of disposing of sewage effluent from a septic tank or treatment tank.

SECTION 18. Section 11.38.094 is hereby added to read as follows:

11.38.094 Septic Tank.

"Septic tank" means a water tight, compartmentalized, covered receptacle designed for primary treatment of wastewater and constructed to:

- A. Receive wastewater discharged from a building.
- B. Separate settleable solids from liquid.
- C. Digest organic matter by anaerobic bacterial action.
- D. Store digested solids.
- E. Clarify wastewater for further treatment with final subsurface discharge.

SECTION 19. Section 11.38.096 is hereby added to read as follows:

11.38.096 Sewage.

"Sewage" means waste substance, liquid or solid, which contains or may contain human or animal excreta or excrement.

SECTION 20. Section 11.38.098 is hereby added to read as follows:

11.38.098 Telemetric Monitoring.

"Telemetric monitoring" means the ability to automatically measure and transmit OWTS data by wire, radio, or other means.

SECTION 21. Division 1, Part 3 of Chapter 11.38 of the Los Angeles

County Code amended to read as follows:

Part 3 Sanitation, Sewage Disposal and Industrial

Waste Privies, Chemical Toilets, and Cesspools.

SECTION 22. Section 11.38.450 is hereby deleted in its entirety:

~~11.38.450 Waste disposal systems—Plan review and permit requirements.~~

~~A. The Director shall have the authority to review and approve or disapprove all plans and specifications pertaining to sewage and industrial waste disposal systems, and shall have the authority to require the submission of such plans and specifications.~~

~~B. No person shall construct, install, alter or repair any private sewage disposal system or part thereof without first making application and securing a permit from the Director. Application shall be made on forms provided for that purpose by the Director. All applicable fees, as provided for in Chapter 11.06 of this title, shall be paid at the time of application.~~

SECTION 23. Section 11.38.460 is hereby deleted in its entirety:

~~11.38.460 Location specifications—Water mains and sanitary sewers.~~

~~Beginning with September 25, 1959, the effective date of the ordinance codified herein, the relative location of water mains serving the public, and sanitary sewers, shall be as follows:~~

~~A. Water mains shall be at a location as far as possible above the elevation of nearby sewers. In the case of pressure water mains, the horizontal distance between such mains and such sanitary sewers shall be at least 10 feet. In the case of gravity water mains, the horizontal distance between such mains and such sanitary sewers shall be at least 25 feet. Where a water main and a sewer line must cross, the water main shall be at an elevation above the sewer and shall be separated from such sewer by at least three feet of undisturbed or compacted earth.~~

~~B. Where the above requirements cannot be met because of topography or other physical conditions, the materials and joints of both water mains and sewer lines shall be installed in such a manner and shall possess the necessary strength and durability as to prevent the escape of solids, liquids and gases therefrom, under all known adverse conditions such as corrosion, strains due to temperature changes, settlement and superimposed loads.~~

SECTION 24. Section 11.38.470 is hereby deleted in its entirety:

~~11.38.470 Location specifications—Private sewage disposal systems.~~

~~When the installation of private sewage disposal systems is permitted by the provisions of pertinent ordinances, the locations of such systems shall conform to the following table:~~

Location of Sewage Disposal Systems
Minimum Distance in Clear Required From:

House Sewer	Septic Tank	Disposal Field	Seepage Pit or Cesspool	
2-foot	5-foot	8-foot	8-foot	Buildings or structures
Clear	5-foot	5-foot	8-foot	Property line adjoining private property**
50-foot	50-foot	50-foot	100-foot	Water supply wells**
50-foot	50-foot	50-foot	100-foot	Streams**
—	10-foot	10-foot	10-foot	Large trees
—	5-foot	5-foot	12-foot	Seepage pits or cesspools*
—	5-foot	4-foot	5-foot	Disposal field*
1-foot	5-foot	5-foot	5-foot	Domestic water line**
25-foot	25-foot	25-foot	25-foot	Gravity domestic water lines

NOTE:

* — Distribution boxes must be separated from seepage pits or disposal field by at least five feet of tight line.

** — Where special hazards are involved, the distance required may be increased, as may be directed by the Director of public health.

SECTION 25. Section 11.38.490 is hereby amended to read as follows:

11.38.490 Privies—Location ~~r~~Restrictions.

~~It is unlawful to construct, maintain or keep a privy within 35 feet from any residence or dwelling, or other building used for the habitation of human beings. A privy or privy structure shall only be installed in remote public or private recreation areas, where there is no running water or practical means of sewage disposal. Privies shall only be permitted to be installed where they are accessible for servicing by a seepage/sewage pumping vehicle. A privy or privy structure shall not be in close proximity of any food establishments of any kind or character. A privy or privy structure shall not be associated with any residential dwelling. When determined by the Director that necessity for permitted privy or privy structure no longer exists, the Director may revoke the permit. No person shall continue to maintain a privy after the permit for maintenance thereof has been revoked. Whenever any privy or privy structure is to be abandoned or no longer in service, notification shall be provided to the Director, and destruction of the privy or privy structure shall be accomplished in a manner approved by the Director.~~

SECTION 26. Section 11.38.500 is hereby amended to read as follows:

11.38.500 Privies—Construction ~~s~~Specifications.

It is unlawful to erect or maintain a privy unless a suitable shelter is provided to afford privacy and protection from the elements. The openings of such structure shall be enclosed by metal mosquito-screening. The door thereof shall be so constructed as to close automatically by means of a spring or other device.

The construction of the privy structure shall be such as to exclude all rodents, flies and other insects from the ~~earth-pit~~tank or vault. The privy structure shall be maintained in good repair, in a clean and sanitary condition, and free from flies, other insects and rodents, and shall be properly ventilated. The tank or vault where waste is held shall be made of a water tight material and all seams or joints shall be water tight. The privy structure over the ~~earth-pit~~tank or vault shall completely cover the ~~earth-pit~~tank or vault and shall be mounted on a cement or masonry foundation at least four (4) inches wide and extending at least six (6) inches above and twelve (12) inches below ground level. The ~~earth-pit~~tank or vault shall be at least four (4) feet deep and shall be provided with a vent at least six (6) inches in cross-Sectional dimension, extending from the pit to a point higher than the highest point of the roof. Such vent shall be effectively screened. There shall be an access port to allow cleaning of the tank or vault by a sewage cleaning and carrying vehicle.

SECTION 27. Section 11.38.510 is hereby amended to read as follows:

11.38.510 Privies—Maintenance.

The ~~earth-pit~~tank or vault of a privy shall not be permitted to become filled with excreta nearer than two (2) feet from the surface of the ground. The content of the privy shall be pumped out as needed by a seepage/sewage pumping vehicle permitted by the Director.

SECTION 28. Section 11.38.520 is hereby amended to read as follows:

11.38.520 Privies—Prohibited where—Chemical toilet

restrictions:Earthen Pit Privies and Cesspools – Construction Prohibited

~~No privy shall be maintained where, within a radius of 500 feet therefrom, there is situated either one or more restaurants, itinerant restaurants, food establishments, slaughterhouses, dairy farms, milk depots, milk plants, milk products plants, or five or more residential or commercial establishments of any kind or character, whether such one or more restaurants, itinerant restaurants, food establishments, slaughterhouses, dairy farms, milk depots, milk plants, milk products plants, or five or more residential or commercial establishments of any kind or character are located in the unincorporated territory of the county of Los Angeles or not; provided, however, that where there is no running water or there is no practical means of sewage disposal, or when the operation or maintenance of a water flush toilet would be liable to contaminate or pollute the waters of any stream, water channel, spring, wells, pond, lake, reservoir, infiltration gallery or underground water from which water may be drawn for domestic consumption, a privy or chemical toilet may be maintained. No privy or chemical toilet may be maintained under such circumstances unless a permit therefor shall have been obtained from the Director. Upon ascertaining that the necessity for such permit as herein set forth no longer exists, the Director, shall revoke such permit. No person shall continue to maintain a privy or chemical toilet after the permit for maintenance thereof has been revoked. Whenever any privy pit is abandoned such pit and the material it contains shall be properly treated, and shall be filled with compacted soil at least to~~

~~the original ground level. The construction of new earthen pit privies and cesspools is prohibited. An earthen pit privy or cesspool currently in existence may continue to be used until it is determined that the earthen pit privy or cesspool has failed, is contaminating groundwater, or a building permit is issued to modify the residential structure served by a cesspool in a manner that could increase wastewater flow.~~

SECTION 29. Section 11.38.530 is hereby amended to read as follows:

11.38.530 Privies—Contamination of ~~w~~Water ~~p~~Prohibited.

It is unlawful for any person to construct, maintain or keep a privy in any location in which it may contaminate or pollute any stream, channel, pond, lake, reservoir or any source of water. In no case shall a privy be constructed, maintained, or kept less than ~~50~~one hundred (100) feet from any stream, water channel, spring, or well, and two ~~hundred (200) feet from any pond, lake, reservoir or infiltration gallery unless permission has been first applied for and obtained from the Director as to the type and location of the privy.~~

SECTION 30. Section 11.38.535 is hereby added to read as follows:

11.38.535 Chemical Toilets.

Chemical toilets are intended to serve non-residential, limited use activities, such as field labor operations, special events, and temporary construction sites where connection to the sewer or construction of an OWTS is not practicable. Except for those activities covered under California Occupational Health and Safety requirements or businesses permitted by the Department of Regional Planning to operate under electric transmission lines, the use of chemical toilets at a location for over three (3) days requires a public health permit.

SECTION 31. Part 5, Chapter 11.38 of the Los Angeles County Code is hereby added to read as follows:

Part 5 Requirements for Onsite Wastewater Treatment

Systems.

11.38.700 Discharge of Material or Liquid.

A. No person shall allow sewage, domestic or industrial wastewater, or any matter or substance, offensive, injurious, or dangerous to health, to empty, flow, seep, or drain onto the surface of any land.

B. No person shall allow sewage, treated effluent, or any matter or substance, offensive, injurious, or dangerous, to health to empty, flow, seep, or drain into, or affect any well, spring, stream, river, lake or other waters.

C. A violation of this Section is declared a public nuisance.

11.38.710 OWTS Requirements and Procedures.

The Director shall promulgate the OWTS requirements and procedures within thirty (30) calendar days of the adoption of this ordinance. The OWTS requirements and procedures shall be made available to the public at no charge, upon request. The Director shall review the requirements and procedures a minimum of once every five (5) years and amend the OWTS requirements and procedures as necessary to protect the health of the public and the waters of the State. The Director shall provide notice to the public of any proposed change(s) and provide members of the public an opportunity to comment prior to implementation.

and Permit Requirements.

A. The Director shall have the authority to require the submission of any plans and specifications pertaining to or impacting onsite wastewater treatment systems. Such plans include, but are not limited to, subdivision of parcels where a public sewer is not available, building expansion, and the addition of a structure on a parcel of property utilizing an onsite wastewater treatment system.

B. A person proposing to construct, install, alter or repair any onsite wastewater treatment system or part thereof, or a privy structure shall submit an application and receive plan approval from the Director in accordance with the requirements of this Chapter and Title 28, Plumbing Code, including Appendix H, of the Los Angeles County Code and with the OWTS requirements and procedures prior to any work being performed.

C. A person proposing to construct or expand a building or other structure, upon which property an onsite wastewater treatment system or non-conventional onsite wastewater treatment system is installed, shall submit an application and receive a plan approval from the Director. The Director's evaluation of the proposed construction or expansion plan shall determine whether the new building, structure or expansion interferes with the existing onsite wastewater treatment system or any future expansion area required by Los Angeles County Code, Title 28, Plumbing Code.

D. An application shall be made on forms provided for that purpose by the Director. Any required fee shall be paid at the time of application.

E. The Director's approval of an onsite wastewater treatment system plan under this Section is separate from, and does not constitute compliance with, any permit requirements contained elsewhere in this code, including, but not limited to, the requirements under this Title 11 for obtaining a renewable operating permit for NOWTS and any requirements under Title 28, Plumbing Code for obtaining a permit for the construction or installation of an OWTS.

F. All onsite wastewater treatment systems must be installed in accordance with the plans as approved by the Director. Any changes in the installation plans must be reviewed and approved by the Director prior to installation.

G. Any plan approval issued by the Director shall be valid for one (1) year from the date of approval. If a property owner has not obtained a building permit within one year, a property owner may request an extension of the plan approval for up to one (1) additional year. If the property owner has not obtained a building permit within two (2) years, the property owner must submit a new application meeting the requirements of the most recent version of the California Plumbing Code, and pay the required fee.

11.38.730 Restrictions on Use of OWTS when a Public Sewer is Available.

The Director shall not issue a permit for a new onsite wastewater treatment system, approve the repair or replacement of an onsite wastewater treatment system, nor approve a project requiring the evaluation of an existing onsite wastewater treatment system if a public sewer is available within two hundred (200) feet of the building or proposed building.

11.38.740 Limitations on Sub-Divisions without Public Sewer

Available.

Land development projects including Conditional Use Permits (CUP) and parcel sub-division projects where a public sewer is not available and that are proposed after the effective date of this ordinance, shall require the installation of a non-conventional onsite wastewater treatment system if the parcel size is smaller than the allowable density values in the following table for a single family dwelling unit, or its equivalent. The requirement for a NOWTS requires recordation of a covenant through the County Office of the Registrar-Recorder/County Clerk as part of the approval of the CUP or approval of the new parcels.

Average Annual Rainfall (inches/year)	Allowable Density Value (acres/ single family dwelling unit)
0 – 15	2.5
>15 – 20	2
>20 – 25	1.5
>25 – 35	1
>35 – 40	0.75
>40	0.5

11.38.750 Horizontal Setback Requirements.

OWTS shall not be installed in such a manner that any of its components are located within the horizontal setbacks identified in the following table.

Minimum Horizontal Distance in Clear Required From:	Septic Tank	Disposal Field	Seepage Pit
Buildings or Structures ¹	5 feet (1.52 meters)	8 feet (2.44 meters)	8 feet (2.44 meters)
Property line adjoining private property	5 feet (1.52 meters)	5 feet (1.52 meters)	8 feet (2.44 meters)
Public Water Well, Where depth of effluent dispersal system >10 feet ^{7,8}	200 feet (61 meters) ⁸		200 feet (61 meters)
Public Water Well, Where depth of effluent dispersal system ≤10 feet ⁷	150 feet (45.7 meters)	150 feet (45.7 meters)	
Springs, and Flowing Surface Water ^{7,9}	100 feet ⁹ (30.5 meters)	100 feet ^{6,9} (30.5 meters)	150 feet ^{6,9} (45.7 meters)
Vernal Pools, Wetlands, Lakes, Ponds, or Other (Non- Flowing) Surface Water Bodies ^{7,10}	200 feet ¹⁰ (61 meters)	200 feet ^{6,10} (61 meters)	200 feet ^{6,10} (61 meters)

Seepage pits	5 feet (1.52 meters)	5 feet (1.52 meters)	12 feet (3.66 meters)
Disposal field	5 feet (1.52 meters)	4 feet ⁴ (1.22 meters)	5 feet (1.52 meters)
On site domestic water service line	5 feet (1.52 meters)	5 feet (1.52 meters)	5 feet (1.52 meters)
Distribution box		5 feet (1.52 meters)	5 feet (1.52 meters)
Pressure public water main	10 feet (3.05 meters)	10 feet (3.05 meters)	10 feet (3.05 meters)
Private Water Wells ⁷	100 feet (30.5 meters)	100 feet (30.5 meters)	150 feet (45.72 meters)
Monitoring wells ¹¹	100 feet (30.5 meters)	100 feet (30.5 meters)	100 feet (30.5 meters)
Unstable Land Mass or Areas Subject to Earth Slides ¹²	100 feet (30.5 meters)	100 feet (30.5 meters)	100 feet (30.5 meters)
High Water Mark of Reservoir, Lake, or Flowing Water Body, Type I ¹³	400 feet (122 meters)	400 feet (122 meters)	400 feet (122 meters)

High Water Mark of Reservoir, Lake, or Flowing Water Body, Type II ¹⁴	200 feet (61 meters)	200 feet (61 meters)	200 feet (61 meters)
Trunk of any tree ¹⁵	10 feet (3.05 meters)	10 feet (3.05 meters)	10 feet (3.05 meters)

***Notes:**

When disposal fields and/or seepage pits are installed in sloping ground, the minimum horizontal distance between any part of the leaching system and ground surface shall be fifteen (15) feet (4.57 meters).

1. Including decks, patios, porches and steps, whether covered or uncovered, breezeways, roofed porte-cocheres, roofed patios, carports, covered walks, covered driveways, and similar structures or appurtenances.
2. Reserved.
3. Reserved.
4. Plus two (2) feet (.61m) for each additional one (1) foot (.305 meters) of depth in excess of one (1) foot (.305 meters) below the bottom of the drain line. (See also Section K 6 in Appendix K of the Plumbing Code.)
5. Reserved.
6. These minimum clear horizontal distances shall also apply between disposal field, seepage pits, and the ocean mean higher high tide line.

7. Where special hazards are involved, the distance required shall be increased as may be directed by the authority having jurisdiction.
8. If the depth of the effluent dispersal system exceeds twenty (20) feet (6.1 meters) and is within six hundred (600) feet (182.88 meters) of a public water well, the setback must be such that there is at least two-year travel time for microbiological contaminants.
9. Includes springs and flowing surface water bodies where the edge of that water body is the natural or levied bank for creeks and rivers, or may be less where site conditions prevent migration of wastewater to the water body.
10. Distance from vernal pools, wetlands, lakes, ponds, or other surface water bodies where the edge of that water body is the high water mark for lakes and reservoirs, and the mean high tide line for tidally influenced water bodies.
11. Where regulatory or legitimate data requirements necessitate, the required distance to monitoring wells may be decreased as may be directed by the authority having jurisdiction. If the monitoring well is installed to monitor the groundwater at the waste effluent discharge, the setbacks do not apply.
12. Unstable land mass or areas subject to earth slides shall be identified by a registered engineer or registered geologist; other setback distances are allowed, if recommended by a geotechnical report prepared by a qualified professional.
13. Four hundred (400) feet (121.92 meters) from the high water mark of a reservoir, lake, or flowing water body when the effluent dispersal system is within one thousand two hundred (1,200) feet (365.76 meters) from a public water systems'

surface water intake point, within the catchment of the drainage, and located such that it may impact water quality at the intake point such as upstream of the intake point for flowing water bodies.

14. Two hundred (200) feet (60.96 meters) from the high water mark of a reservoir, lake, or flowing water body when the effluent dispersal system is located more than one thousand two hundred (1,200) feet (365.76 meters) but less than two thousand five hundred (2,500) feet (762 meters) from a public water systems' surface water intake point, within the catchment of the drainage, and located such that it may impact water quality at the intake point such as upstream of the intake point for flowing water bodies.

15. For oak trees, this requirement extends to five (5) feet (1.52m) outside of the drip line or fifteen (15) feet (4.57 meters) from the trunk, whichever is greater.

In the event of inconsistencies between the setback requirements specified in the Los Angeles County Plumbing Code, Title 28, Appendix H, the California Well Standards, and Chapter 38, Part 2 of this code, the more restrictive requirements shall prevail.

11.38.760 Requirements for Soil Depth and Vertical Distance to

Groundwater.

A. A conventional OWTS shall have a minimum five (5) feet of natural undisturbed soil, excluding bedrock, below the bottom of a leach line, leach bed, or infiltrative chamber.

B. A conventional OWTS shall have a minimum five (5) feet of separation from the bottom of the leach line, leach bed, or infiltrative chamber and the highest known groundwater level if the percolation rate is five (5) minutes per inch to sixty (60) minutes per inch.

C. A conventional OWTS shall have a minimum of twenty (20) feet of vertical separation from the bottom of the leach line, leach bed, or infiltrative chamber and the highest known groundwater if the percolation rate is greater than one (1) minute per inch but less than five (5) minutes per inch.

D. A NOWTS shall have a minimum of three (3) feet of natural undisturbed soil, excluding bedrock, below the bottom of the leach line, leach bed, or infiltrative chamber.

E. A NOWTS shall have a minimum of two (2) feet of separation from the bottom of the leach line, leach bed, or infiltrative chamber and the highest known groundwater level, except in areas near impaired water bodies where the minimum distance shall be three (3) feet.

F. Any OWTS utilizing a seepage pit shall have a minimum separation of ten (10) feet from the bottom of the pit to the highest known groundwater.

11.38.770 Structural Requirements for Septic Tanks.

It shall be unlawful to install a septic tank in a manner that does not comply with the following requirements:

A. All new or replacement tanks shall be approved by the International Association of Plumbing and Mechanical Officers (IAPMO) or stamped and certified by

a California registered civil engineer as meeting industry standards and installation shall be accomplished to the manufacturer's recommendations.

B. New and replacement tanks on conventional OWTS shall be equipped with an effluent filter to prevent solids in excess of 3/16th of an inch from passing to the dispersal area. Septic tanks that use a National Sanitation Foundation/American National Standards Institute (NSF/ANSI) Standard forty-six (46) effluent filter shall be deemed in compliance with this requirement.

C. All joints between the septic tank and its components shall be watertight and constructed of solid, durable materials to prevent excessive corrosion or decay.

D. The invert level of the inlet pipe shall be at least two inches higher than the invert level of the outlet pipe.

E. All septic tank access points shall have watertight risers the tops of which are set not more than six (6) inches below grade. Access openings at grade or above shall be locked or secured to prevent unauthorized access.

11.38.780 OWTS Utilizing Pumps to Move Effluent.

OWTS that utilize pumps to move effluent to the septic tank or from the septic tank to the dispersal system shall:

A. Be equipped with a visual, audible, or telemetric alarm that alerts the owner or service provider in the event of pump failure.

B. Provide sufficient additional storage space in the second compartment of the septic tank or pump chamber during a twenty-four (24) hour power outage or pump failure and shall not allow an emergency overflow discharge. The capacity for the

storage space shall be equal to 60 – 75 percent of the interior capacity of the pipes to be dosed.

11.38.790 Percolation Rates for Dispersal Fields.

As an alternative to the percolation rates required in Appendix H of Los Angeles County Code, Title 28 (Plumbing Code), proposed OWTS utilizing a leach bed, leach field, or infiltrative chamber may report percolation test results as Minutes Per Inch (MPI). Percolation rates in MPI shall be either:

- A. In the range between five (5) MPI and sixty (60) MPI for use with a conventional OWTS.
- B. In the range between one (1) MPI and 4.9 MPI with a separation between the bottom on the dispersal system and groundwater of at least twenty (20) feet.

11.38.800 Interconnection of Dispersal Systems.

Upon installation of a new dispersal system, the new system shall be interconnected with the existing system with an approved flow diversion device to allow for the alternating use of the two dispersal systems.

11.38.810 Prohibition on the Use of Seepage Pits for New Construction.

- A. The use of a seepage pit is prohibited for use with construction of onsite wastewater treatment systems for new buildings with applications submitted after the effective date of this ordinance, unless the system is equipped with additional treatment that meets the requirements of a NOWTS.

B. Notwithstanding Section A, the use of a seepage pit in conjunction with a conventional OWTS is permitted for new construction for single unit dwellings with four (4) or fewer bedrooms.

11.38.820 Evidence of a Failing OWTS.

Whenever the Director is made aware that an OWTS is at risk of failing, the Director shall send a letter directing the property owner to have the system evaluated by a qualified contractor within seven (7) calendar days to determine whether the system must be repaired or replaced. If the evaluation reveals that the system requires repair or replacement the property owner shall:

- A. Prevent any further discharges of sewage by having the system pumped by a sewage pumper truck at a frequency that will prevent overflow.
- B. Follow any directive issued by the Director that is necessary to protect groundwater or prevent surfacing of sewage effluent.
- C. Complete all repairs within a time determined by the Director.

11.38.830 When a NOWTS is Required.

A. A NOWTS is required to be installed for new construction when any of the following conditions exist:

- 1. The percolation rate is faster than 5.12 gallons per square foot per day for a replacement seepage pit.
- 2. A seepage pit is proposed for installation at a new building other than a single unit dwelling with four (4) or fewer bedrooms.

3. The percolation rate for a leach field or leach bed system is faster than one (1) MPI or greater than one (1) MPI but less than 4.9 MPI and groundwater is within twenty (20) feet of the bottom of the dispersal system for a new or replacement OWTS.

4. There is less than five (5) feet but at least two (2) feet of continuous, natural, undisturbed soil beneath a dispersal system.

5. The property of the proposed system is within six hundred (600) feet of an impaired water body that is listed for pathogens or nitrogen and no established Total Maximum Daily Load (TMDL) for that water body is present.

6. The property of the proposed system is within the area defined by an Advanced Protection Management Program (APMP) established by a TMDL implementation plan.

B. A NOWTS proposed to be installed in the areas of the Antelope Valley within the jurisdiction of the Lahontan Regional Water Quality Control Board (LRWQCB) shall not be required to include a disinfection system.

C. In addition to the circumstances listed in A above, the Director may require the installation of a NOWTS as a condition of a variance to setback requirements for repair of a failed existing system. All variances shall comply with the OWTS requirements and procedures to the maximum extent possible.

NOWTS.

All NOWTS shall meet the following minimum conditions:

A. The system shall be certified by an agency accredited by the American National Standards Institute (ANSI) as meeting the National Sanitation Foundation (NSF) Standard two hundred forty-five (245) or the system shall be approved by the Director after completing a demonstration test described in the OWTS requirements and procedures.

B. NOWTS requiring a disinfection system, shall be certified by an ANSI accredited agency as meeting NSF Standard forty-six (46) for disinfection devices.

C. The septic tank shall be part of the NSF certified system, certified by the IAPMO, or evaluated by the local plumbing official and determined to be Plumbing Code equivalent.

D. The NOWTS shall be equipped with a visual or audible alarm as well as a telemetric alarm that notifies the owner and the service provider of the NOWTS in the event of system malfunction. If the property requiring an NOWTS is in a location where telemetric monitoring is not possible, more frequent physical inspections are required per Section 11.38.880.

E. The owner shall record a covenant against the title of the property meeting the requirements of Section 11.38.890.

F. The owner, prior to approval of the NOWTS, shall enter into and maintain in effect at all times throughout the operational life of the system, a contract signed by

both the property owner and a service provider certified by the components' manufacturer. The contract shall include:

1. Telemetric monitoring of the system for component failures or quarterly inspections of the disinfection system when telemetric monitoring is not available.
2. Annual inspections of the system or more frequent routine maintenance as recommended by the manufacturer when telemetric monitoring is available.
3. Any required sampling of influent and effluent based on the system type, age, and location.

G. The Director may, at any reasonable time, require samples to be taken from the NOWTS while a department representative and/or a contractor or agent of the department is present.

11.38.850 Performance Standards for NOWTS.

A. All NOWTS shall be designed to produce effluent that meets the following criteria:

1. Total Suspended Solids of less than thirty (30) mg.
2. Biological Oxygen Demand five (5) day average (BOD₅) of less than thirty (30) mg/l.
3. PH not less than 6.0 or greater than 9.0.

B. NOWTS treatment of nitrogen must result in a fifty (50) percent reduction in Total Nitrogen.

C. NOWTS provide disinfection that does not exceed a fecal coliform content of two hundred (200) per one hundred (100) milliliters using the Most Probable Number (MPN) analytical method with a minimum detection limit of 2.2 MPN.

11.38.860 NOWTS Permit.

A. A permit shall be issued by the Director for the operation of a NOWTS upon the approval of the system. A permit shall be valid for the location, type of system, and conditions of the approval, unless suspended or revoked by the Director.

B. The permit fee shall be collected in accordance with Los Angeles County Code Title 8, Sections 8.04.950 – 8.04.995.

C. A permit may be suspended or revoked by the Director for the following reasons:

1. The NOWTS is contributing to the contamination of groundwater, surface water, or resulting in the surfacing of effluent, and the owner has not returned the NOWTS to operating condition within the time required by the Director.

2. The owner does not submit records of maintenance inspections or results of effluent testing as required by this ordinance within the time required by the Director.

D. It shall be a violation of this code to operate a NOWTS for which the permit has been suspended or revoked.

E. The owner of the NOWTS shall make the system available within five (5) calendar days for inspection upon notice by the department.

11.38.870 Maintenance Required and Reporting Results.

A. The property owner shall have the NOWTS inspected and serviced at the rate set by the manufacturer as set forth in the manufacturer's operation and maintenance manual or at least annually, by a service provider certified by the manufacturer.

B. If the property is located in an area where telemetric monitoring is not possible, the property owner shall cause the NOWTS to be inspected monthly by the NOWTS owner as directed and instructed by a NOWTS service provider, and quarterly by the NOWTS service provider, in order to determine whether the NOWTS is operating as required.

C. The service provider shall submit copies of all inspection and maintenance reports to the Director within thirty (30) days of any inspection or maintenance of the NOWTS.

11.38.880 Influent and Effluent Testing and Reporting

Requirements.

Owners of NOWTS shall have their maintenance service provider collect and submit samples for laboratory testing of influent and effluent to determine if the system meets the performance standards specified in Section 11.38.850. The frequency of this sampling shall comply with the following table.

Type of System	When Testing is Required
All NOWTS	After completions of repairs (Within seven (7) days)

NOWTS installed in within six hundred (600) feet of a water body impaired for pathogenic bacteria or in response to a TMDL for bacteria	Annually with telemetric monitoring or Quarterly without telemetric monitoring
NOWTS larger than a single family residence located in the Antelope Valley	Annually

The service provider shall submit a copy of the laboratory analysis of effluent testing to the Director within thirty (30) days of the date the results are provided to the owner or service provider by the laboratory.

11.38.890 Covenant.

- A. The approval of a NOWTS for a future expansion area requires recordation of a covenant through the County office of the Registrar-Recorder/County Clerk.
- B. The installation of a NOWTS requires recordation of a covenant through the County Office of the Registrar-Recorder/County Clerk.
- C. The covenant shall inform all future prospective owners of the property of the following:
 - 1. A NOWTS is installed on the property.
 - 2. Operation and maintenance of the NOWTS is required to comply with State and local laws.

3. A service agreement for maintenance and monitoring is required at all times with an approved servicing company.

4. The Director must be notified in writing within thirty (30) days of a change of servicing company.

5. Maintenance records and effluent testing results must be submitted to the Director within thirty (30) days of annual servicing.

6. The owner is required to repair the system and conduct effluent testing of the system if inspection reveals that it is not in compliance with State or local laws.

7. The owner is required to replace the NOWTS at their own expense if it cannot be repaired to be in compliance.

8. The owner agrees to allow inspection of the NOWTS within five (5) calendar days, upon notice by the Director, absent an emergency.

SECTION 32. Part 6, of Chapter 11.38 of the Los Angeles County Code is hereby added to read as follows:

Part 6 Sewage Pumping Vehicles

11.38.900 Seepage/Sewage Pumping Vehicle Operator.

An operator of a seepage/sewage pumping vehicle is required to register with the local jurisdiction as per California Health and Safety Code Sections 117400-117450. A public health license shall be issued to the owner of a seepage/sewage pumping vehicle when that person has demonstrated that either the owner or an employee of the owner has adequate knowledge to train other employees as described in Section 11.38.910.

A change of address of the owner including a member of a partnership that is registered and of the place of business thereof shall be reported in writing by the owner to the Director within two (2) days after the change of address.

11.38.910 Adequate Knowledge.

A public health license shall only be issued after the applicant or his or her representative submits demonstrates adequate knowledge of the following topics:

A. Knowledge of the equipment to be used.

B. The applicant's knowledge of sanitary principles and of the laws and ordinances affecting human health or nuisances, including the factors that evidence a failing OWTS and appropriate locations for disposal of septage. Proper use of personal protective equipment.

C. Clean up of spills or discharges of sewage from failed plumbing systems.

Knowledge may be demonstrated by submitting curriculum for the training of new staff to the Director for approval, completion of a training course from a professional organization, such as the California Onsite Water Association (COWA), or an approved public entity or an online course acceptable to the Director. The individual receiving the training shall be designated as the trainer for his or her organization. The applicant shall maintain a trainer as part of the organization. If the trainer leaves the organization, it has ninety (90) days to obtain a new trainer.

The owner shall be responsible for ensuring that employees responsible for the clean out of septic tanks, chemical toilets, cesspools and sewage seepage pits are properly trained before they work independently, and get trained annually thereafter.

The owner shall have available for the Director upon request the name of the trainer and records of the employee's annual trainings.

11.38.920 Required for Seepage/Sewage Pumping Vehicle.

No person shall operate a sewage pumping vehicle without first making application and securing a license from the Director.

11.38.930 Application and Issuance Conditions

A. Applications for seepage/sewage pumping vehicles shall be made on forms provided for that purpose by the Director. All applicable fees, shall be paid at the time of the application.

B. The application shall include the Vehicle Identification Number (VIN), the year and make of vehicle, the vehicle license number, the tank capacity, the owner information, the location where the vehicle shall be stored, and any other data required by the Director.

C. Upon receipt of an application, the Director shall make an inspection of the seepage/sewage pumping vehicle. If the applicant has complied with all applicable laws and regulations, and the vehicle meets the requirements of the inspection, the Director shall approve the application, and issue an annual license.

11.38.940 Suspension and Revocation of License.

The Director may suspend or revoke the license of an operator of one (1) or more seepage/sewage pumping vehicles or the license of an individual seepage/sewage pumping vehicle.

The Director may suspend or revoke a license issued to an operator of one (1) or more sewage pumping vehicle for any of the following violations:

- A. Discharge of sewage or the contents of one (1) or more trucks in a location other than one approved by the Director.
- B. Failure to submit quarterly reports identifying all of the locations serviced and where the contents of the truck were discharged.
- C. Failure to report locations that evidence conditions of a failing OWTS, a cesspool, or an earthen pit privy.

The Director may suspend or revoke a license issued to a sewage pumping vehicle for violations of this code, including, leakage of sewage from the tank, valves, piping, or other equipment that may discharge to the ground surface.

11.38.950 Identification of Vehicle.

Seepage/Sewage pumping vehicles shall be identified with the business name, City, State, Zip Code and phone number on both sides of vehicle. The business name shall be in letters and numbers at least three (3) inches in height, additional information shall be at least one (1) inch in height and all letters and numbers shall be of a color contrasting to the vehicle. The public health registration number shall be located on the rear of the vehicle in letters and numbers at least three (3) inches high and of a color contrasting to the vehicle.

11.38.960 Construction of Seepage/Sewage Cleaning Vehicle.

A seepage/sewage pumping vehicle shall be constructed and maintained at all times with the following components in good working order:

- A. A water tight tank, valves, piping, pumps and equipment maintained free from leakage.
- B. A hose for flushing contaminated areas.
- C. A quick release valve on the discharge outlet.
- D. A metal sleeve or other suitable device provided to reach from discharge outlet to manhole.
- E. Tight fitting covers for tank openings.

11.38.970 Seepage/Sewage Pumping Vehicle Operation

Requirements.

- A. All contents of the sewage holding tank shall be deposited in an approved County Sanitation District location or at a location approved by the Director.
- B. Personal protective equipment including gloves, goggles, and boots shall be provided to all employees working with sewage or septage.
- C. A sewage spill kit shall be maintained on the vehicle for use in cleaning-up any sewage spills. The sewage spill kit shall contain at a minimum:
 - 1. Containment barriers to prevent the spill from entering a storm drain.
 - 2. Absorbent material.
 - 3. A shovel.
 - 4. Garbage bags.
 - 5. Liquid disinfectant and powdered lime.
- D. The vehicle registration shall be maintained on the vehicle.

E. The vehicle exterior shall be maintained free of sewage or other waste material.

11.38.980 Seepage/Sewage Pumping Vehicle Service Reports.

A. Seepage/sewage pumping vehicles are required to file with the Director a quarterly report specifying all of the following:

1. The name and address of the owner or tenant of each and every one of the premises where a septic tank, cesspool, or sewage seepage pit has been cleaned out by the registrant, his or her employees, or by others on his or her behalf and the date of each cleaning.

2. The location where the cleanings are disposed of.

3. Discharges of waste that may result in violation of laws or ordinances required to be known by the registrant pursuant to Health and Safety Code Section 117420.

B. OWTS showing symptoms of failure must be reported to the Director within twenty-four (24) hours of pumping. Factors evidencing a failing OWTS are identified in Section 11.38.042.

[804420RRCC]

ORDINANCE NO.

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

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

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

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

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

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

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

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

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

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

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

SECTION 1. CHAPTER 6.13 ADDED IN ITS ENTIRETY

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

CHAPTER 6.13

ONSITE WASTEWATER TREATMENT SYSTEMS

6.13.010 – County Code adopted by reference

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

6.13.020 – Fees

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

6.13.030 – Violation

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

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

SECTION 2. CEQA DETERMINATION.

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

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

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

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

Mayor Tzeitel Paras-Caracci

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

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

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
AND
THE CITY OF DUARTE
REGARDING ONSITE WASTEWATER TREATMENT SYSTEMS**

EFFECTIVE DATE: _____

I. RECITALS

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

WHEREAS, the State Water Resources Control Board adopted the Water Quality Control Plan for Siting, Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems (OWTS Policy) on June 19, 2012 and it became effective on May 13, 2013.

WHEREAS, the OWTS Policy establishes a waiver of Waste Discharge Requirement permits for OWTS systems meeting the criteria of the OWTS Policy.

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

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

WHEREAS, the County of Los Angeles (County) has submitted a LAMP to the Los Angeles Regional Water Quality Control Board for approval.

WHEREAS, the California Regional Water Quality Control Boards, upon mutual agreement, may designate one Regional Water Quality Control Board to regulate a person or entity that is under the jurisdiction of two or more Regional Water Quality Control Boards (Water Code Section 13228).

WHEREAS, the OWTS Policy Section 4.3 states that the Regional Water Quality Control Board designated in Attachment 3 shall review, and if appropriate, approve a Local Agency Management Program submitted by the local agency pursuant to Tier 2 in this Policy.

WHEREAS, OWTS Policy Attachment 3 identifies Los Angeles Quality Control Regional Board as the designated Regional Water Quality Control Board for the County of Los Angeles for purposes of reviewing and, if appropriate, approving new Local Agency Management Plans (LAMP).

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

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

WHEREAS, the Los Angeles County Board of Supervisors delegated authority to the Director of Public Health to enter into agreements with local jurisdictions to provide services under the LAMP.

WHEREAS, the City of Duarte has existing OWTS and areas without access to a public sewer system.

WHEREAS, both the County of Los Angeles and the City are desirous of protecting the public's health and the quality of groundwater within the City.

NOW THEREFORE THE COUNTY OF LOS ANGELES AND THE CITY OF DUARTE HEREBY AGREE AS FOLLOWS:

II. DESIGNATION AND AGREEMENT

1. The City designates the County as the Qualified Local Agency (QLA) and the County accepts the designation for the implementation of the County's approved LAMP for the siting, design, operation, and maintenance of certain OWTS within the City's incorporated area.
2. The County and City agree that the County Health and Safety Code, Title 11, Chapter 38 and Requirements and Procedures adopted by the Director of DPH and/or Health Officer of the County and the County Plumbing Code will govern the applicable siting, design, operation, and maintenance of OWTS within the City. City will adopt County's ordinance governing OWTS into City's municipal code by resolution or ordinance.
3. The MOU shall be effective upon the date that City adopts County Ordinance #2018-0037 into its municipal code and shall be in effect until terminated by either party in accordance with Section V.

III. APPLICABILITY

1. OWTS subject to this agreement shall consist of those OWTS within the jurisdiction of the City that generate 10,000 gallons per day or less of domestic wastewater (as that term is defined in the OWTS Policy), that dispose of wastewater below the ground surface, that is generated from single family residences, multi-family residences, commercial buildings where the wastewater is from domestic sources (i.e., toilets, urinals, bathtubs, showers, dishwashing facilities, laundry washing, and garbage disposals), buildings which are a combination of commercial and residential, and commercial food service buildings with a wastewater with a Biological Oxygen Demand (BOD) of 900 mg/L or less and a properly functioning grease interceptor.

2. This MOU shall not apply to any other OWTS within the incorporated area of the City, including those that:
 - a) Generate more than 10,000 gallons per day,
 - b) Discharge high strength wastewater, other than commercial food service buildings meeting the above requirements,
 - c) Are commercial food service buildings that don't meet the above requirements,
 - d) Generate industrial wastewater,
 - e) Accept wastewater from Recreational Vehicles,
 - f) Utilize methods to dispose of wastewater above ground,
 - g) Treat and reuse wastewater onsite for non-potable uses.
3. Nothing in this MOU shall diminish or affect the ability of the City to exercise its authority through the Plumbing Code to regulate the type, siting, design and installation, for those OWTS that are exempt from the MOU to be operated within the incorporated area of the City. Issuance of a Waste Discharge Requirement or other permit by a Regional Water Quality Control Board shall not constitute authorization for any person or entity to construct, install, or operate any OWTS without City approval.

IV. GENERAL PROVISIONS

COUNTY RESPONSIBILITIES

1. The County will notify the appropriate Regional Water Quality Control Board that the City has entered an agreement to be regulated under the County's LAMP.
2. The County will review all applications for new, replacement or repair of OWTS for siting and design.
3. The County will review all applications for building permits where an OWTS is present on the property to evaluate whether the proposed construction will impact the OWTS by:
 - Potentially increasing wastewater flows,
 - Changing the strength of the wastewater,
 - Impinging upon required setbacks of the OWTS, any of its components, or the required 100% future expansion area.
4. The County shall provide the owner of the property or his/her representative with an approval of the application, a detailed list of corrections needed to proceed with the application, or a detailed reason why the project is unable to be approved. Projects that the County determines may impact ground or surface water may be directed to file a Report of Waste Discharge with the Regional Water Quality Control.
5. The County will maintain an inventory of all OWTS permitted within the City's incorporated area including OWTS Policy Tier, depth to groundwater, setback information, and if a non-conventional onsite wastewater treatment system (NOWTS) was required.

6. The County will require an evaluation by a qualified professional of all OWTS and NOWTS which are determined to be exhibiting signs of failing. The County will issue compliance orders to owners of OWTS or NOWTS when a qualified professional determines the OWTS or NOWTS is in need of replacement or repair.
7. The County will issue an operating permit to all existing and new OWTS and NOWTS. The County will maintain a database of all NOWTS, including when the system was serviced by a service technician and the results of any effluent testing performed by a California certified laboratory, as required by the LAMP.
8. The County will license all Sewage Pumper Trucks that service OWTS within the City's jurisdiction.
9. The County will complete and submit an annual report by February 1 of each year detailing the number, location, and description of permits issued for OWTS where a variance is granted and assess the impact of OWTS discharges based on analysis of water quality data, complaints, inspection results, monitoring data, and failures. Other data outlined in the OWTS Policy, Section 9.32 will be reviewed if available.
10. The County will refer to the City for legal enforcement, any violation of the City's ordinance where the property owner has failed to comply with the written directives of the Health Officer or his/her duly authorized deputy.
11. The County may direct any property owner whose permit for a NOWTS is suspended or revoked for failure to comply with the directives of the Health Officer to file a Report of Waste Discharge with the Regional Water Quality Control Board. The County shall also inform the Regional Water Quality Control Board that the property owner is no longer operating under a waiver of Waste Discharge Requirements and is required to file a Report of Waste Discharge.

CITY RESPONSIBILITIES

1. The City will provide the County with a list of all known domestic OWTS, all OWTS with septic tanks greater than 10,000 gallons, OWTS with probable high strength waste streams, and cesspools within the City's jurisdiction within 60 days of the effective date of this agreement.
2. The City will annually provide the County with a list of properties where an existing OWTS was decommissioned and the property connected to the public sewer.
3. The City shall notify the County whenever a new building with a NOWTS is issued a Certificate of Occupancy.
4. The City shall refer any building permit application for a new building, remodel of an existing building, repair of an existing OWTS, or construction of any building or permanent structure which may impinge upon an OWTS or future expansion area to the

County. The City shall not issue a building permit for a project referred to the County unless plans are first approved by the County.

5. The City shall require a property owner to submit a Report of Waste Discharge (RWD) for issuance of Waste Discharge Requirements (WDR) by the appropriate Regional Water Quality Control Board for any OWTS project that does not meet the requirements identified in Section III of this agreement.
6. The City shall refer to the County any complaint alleging an OWTS is failing. The City shall indicate whether the City desires to conduct a joint investigation of the complaint.
7. The City shall investigate any complaint alleging construction of an OWTS or modification of an existing OWTS without obtaining the appropriate permits.
8. The City shall provide legal enforcement for any property owner who fails to comply with the City's ordinance and written directives issued by the Health Officer or his/her authorized deputy.
9. The City, upon cancellation of this MOU, shall comply with the Tier 1 requirements in the State OWTS Policy until the Regional Water Quality Control Board has approved a LAMP authorizing the City to use alternative requirements. If as a result of termination of this contract the Regional Water Quality Control Board determines that a WDR is required for existing NOWTS, the City shall be responsible for issuing a notice to the owner of each property where a NOWTS is installed within their jurisdiction directing the owner to obtain a WDR.
10. The City shall provide the County by December 31st of each year with surface or groundwater quality monitoring data for nitrates and pathogens that may be useful in the County's annual Water Quality Assessment Program. The data may be collected by the City as part of its National Pollutant Discharge Elimination System (NPDES) Permit requirements, a City operated water utility, or other monitoring program.

V. TERM AND TERMINATION

1. The City may terminate this MOU, with or without cause, upon ninety (90) days written notice. The City shall send all notices related to this MOU to:

County of Los Angeles Department of Public Health - Environmental Health Division

Director of Environmental Protection Branch

5050 Commerce Drive

Baldwin Park, CA 91706

The County shall send all notices related to this MOU to:

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

2. The County may terminate this MOU, with or without cause, upon ninety (90) days written notice from the Director of Public Health to the City.
3. Upon the effective date of the termination, the City shall become responsible for enforcement of the State OWTS Policy within its jurisdiction.
4. In addition to the above, in the event that the State Water Board adopts new regulations regarding OWTS, the County may, at its discretion terminate this MOU upon the effective date of the new regulations. The City and the County, at their mutual agreement, may negotiate and adopt an amendment to this MOU to include the new regulations.

AUTHORIZING SIGNATURES

CITY OF DUARTE:

Tzeitel Paras-Caracci, Mayor

ATTEST:

Marla Akana, City Clerk

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

COUNTY OF LOS ANGELES:

Director of Department of Public Health