MEMORANDUM

TO: City Council

FROM: City Manager

DATE: January 10, 2017

SUBJECT: Comments on Agenda Items, Meeting of January 10, 2017

A closed session item will be heard at 5:30pm, followed by a workshop at 6pm, where a discussion by Union Station of Pasadena will take place regarding County-wide efforts to reduce homelessness.

ITEM 7A. An update on activities of the Mayor's Youth Council will be provided.

ITEM 7B. A representative from Foothill Transit will provide a presentation and update on programs and services for 2017.

ITEM 11.D (Consent). This is a resolution of the City Council proclaiming the termination of the local emergency that was established on June 21, 2016 due to the Fish Fire. The existence of the local emergency was continued at each subsequent City Council meeting until January 10, 2017.

ITEM 11.E (Consent). This is a resolution establishing an hourly rate schedule for a part-time temporary Administrative Assistant in the City Manager's office. Recently we were informed that Jacqueline Ruiz will be leaving the City of Duarte for an opportunity in another community. She will be leaving the City on January 12th and we will begin the recruitment process shortly thereafter in order to fill this position as quickly as possible. In the meantime there will be several weeks after Jacqueline leaves where the City Manager's office will need assistance with the Administrative Assistant duties.

Currently the City does not have an approved part-time job description or salary range for an Administrative Assistant. However, we do have the existing full time job description and salary range that was approved and we are recommending that the part-time position utilize the same exact description and hourly salary range, recognizing that this position will be part-time temporary and will not include retirement or health benefits.

ITEM 11.F (Consent). The City Council is being asked to ratify the Duarte Unified School District's appointments of Mr. Ken Bell to serve on the Public Safety Commission, and Rev. Douglas Edwards to serve on the Parks and Recreation Commission.

ITEM 11.G (Consent). This is a request for authorization for the City Manager to execute a grant agreement for technology programs and audio/visual system upgrades to the Senior Center. The Parks and Recreation Department has been awarded a grant to upgrade some of the presentation and 22-year old audio technology at the Senior Center, and to purchase related computer laptops and tablets for senior classes and general public availability of computers in the Senior Center. The Duarte Senior Center Computer Classes and modern presentation upgrades will provide a critical component to the services offered to senior residents.

ITEM 11.H (Consent). For consideration is this First amendment to the MOU between our EWMP cities, the County of Los Angeles, and County Flood Control District regarding the administration and cost sharing for the Revised Enhanced Watershed Management Program (EWMP) for the Rio Hondo/San Gabriel River Quality Group, and authorize the City Manager to execute the document.

City staff has been working closely with the Los Angeles Regional Water Quality Control Group Board Staff regarding a potential opportunity for the Water Quality Group to revise the EWMP. In an effort to reduce the number of local and regional projects and their associated costs, management-level representatives of the Water Quality Group's agencies proposed alternative strategies to the Regional Board Staff. Through discussion with Regional Board Staff, they have indicated an interest in working with the group to develop a revised EWMP to achieve compliance. The development and submittal of a revised EWMP would consider larger scale projects over smaller regional projects with equal or less volume.

To accomplish this, the City of Arcadia has issued a "change order" to California Watershed Engineers (CWE), the Group's technical consulting firm. Work is underway and Group staff has met with Regional Board Staff and CWE to assure that this effort is on the right track.

The City's share of the project cost is $57,414.04. The initial amount approved for FY16/17 budget was $57,179.47; a slight adjustment was made to the formula altering the overall cost to all participating cities.

ITEM 13.A (Public Hearing). This is a first reading of an Ordinance amending the municipal code pertaining to allowed uses and permit requirements for Single Family and Multi-Family zones, off-street parking requirements or residential uses, second dwelling units, and modifications to definitions relating to the regulations and approval of accessory (second) dwelling units within the City.

The Duarte Development Code (DDC) provides development standards for property owners to construct accessory (second) dwelling units, with the intent of providing an alternative housing option for residents. The current development standards for accessory (second) dwelling units allow for their construction within single-family zones, subject to certain development standards, which do not meet all of the requirements of two recently approved laws relating to accessory dwelling units: Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069").

These new bills provide that in the event a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of the new legislation, that ordinance shall become null and void upon the effective date of the bills, and that agency shall thereafter apply the standards established in AB 2299 and SB 1069 for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section. AB 2299 and SB 1069 became effective on January 1, 2017.

ITEM 13.B (Public Hearing). This is a first reading of an Ordinance to consider moving the City's regular municipal election date to coincide with the statewide elections in November. If passed and approved by the Los Angeles County Board of Supervisors, the Ordinance will move the next Duarte municipal election from November 2017 to November 2018, and all subsequent municipal elections will begin November of even-numbered years.

The City of Duarte currently holds its general municipal elections of City Councilmembers in November of odd-numbered years. The next municipal election is scheduled for November 2017. However, Senate Bill 415 ("SB 415") entitled "Voter Participation Rights Act," adopted late last year, prohibits local governments from holding an election on any date other than on a statewide election date if voter turnout for its prior municipal elections was at least 25% below the average turnout in that jurisdiction in the previous four statewide general elections.

According to Los Angeles County Registrar's past voter participation data, Duarte meets the triggering criteria of SB 415. Duarte's average turnout for the previous four statewide election dates in November was 60.1%. In order to meet the 25% threshold to keep its elections on an odd-year cycle, the City's prior municipal elections must therefore have reached a turnout figure of 75% of this average, or 45.16%.

None of the City's prior election turnouts meet the 45.16% threshold for retaining an odd-year election cycle.

As a result, the City must move its general municipal election date from November of odd numbered years. It may move the election to either the June primary date, or November general election date, for statewide elections in even numbered years. The change can be implemented immediately, or alternatively, the City must have a plan in place to do so by January 1, 2018, which is the effective date of SB 415.

ITEM 14.A (Business). The City Council will consider adopting the 2016-17 budget calendar. The budget workshops would tentatively be scheduled for May 1st and May 2nd 2017, at 4:00 p.m.

ITEM 14.B (Business). The Parks and Recreation Commission has made a recommendation to the City Council that based upon analysis, review, and research, there is not a viable location in the City to locate a dog park.

Over the last several months, staff has worked with the Parks and Recreation Commission to determine if a dog park would be a viable option in the City of Duarte.

In trying to identify a feasible location for a dog park, the following goals were established:

- Review and discuss the possibility of adding a dog park in the City.
- Determine feasibility and approximate costs.
- Determine maintenance and park management considerations.
- Determine community needs and design.
- Determine location.
- Make a positive or negative recommendation to the City Council.

The key reason for the Commission recommendation focused on not meeting the minimum standards prescribed by the Joint Powers Insurance Authority for the minimum design and construction of a dog park. In addition, they had a concern about the minimum size and location needed to replicate a successful, high quality and safe dog park similar to those located throughout the region.

ITEM 14.C (Business). This is a resolution to consider casting a vote for candidate to represent cities without prescriptive pumping rights on the board of the San Gabriel Basin Water Quality Authority. The following candidates have been duly nominated by qualified cities for the office: Margaret Clark (City of Rosemead) and Valerie Munoz (City of La Puente). The resolution of the City Council must be delivered by January 17, 2017.

ITEM 14.D (Business). The City Council will make its annual appointments to the Intergovernmental Organizations.

ITEM 14.E (Business). This is to award a contract for the preparation of a traffic study related to the proposed FX Boutix Hotel Project at 1230 Huntington Drive and 1227 Buena Vista Street, to RK Engineering Group, Inc.

The proposal by RK Engineering Group would entail the preparation of both the off-site traffic and on-site circulation analysis, numerous AutoTURN simulations related to on-site turning movements, a sufficient number of hours dedicated to meetings or calls with staff, and attendance at public hearings associated with project consideration before the Planning Commission and the City Council.

Respectfully submitted,

Darrell J. George
City Manager

Foothill Transit Update

Duarte City Council Meeting

January 10, 2017

Foothill Transit

BACKGROUND

The Foothill Transit Mission

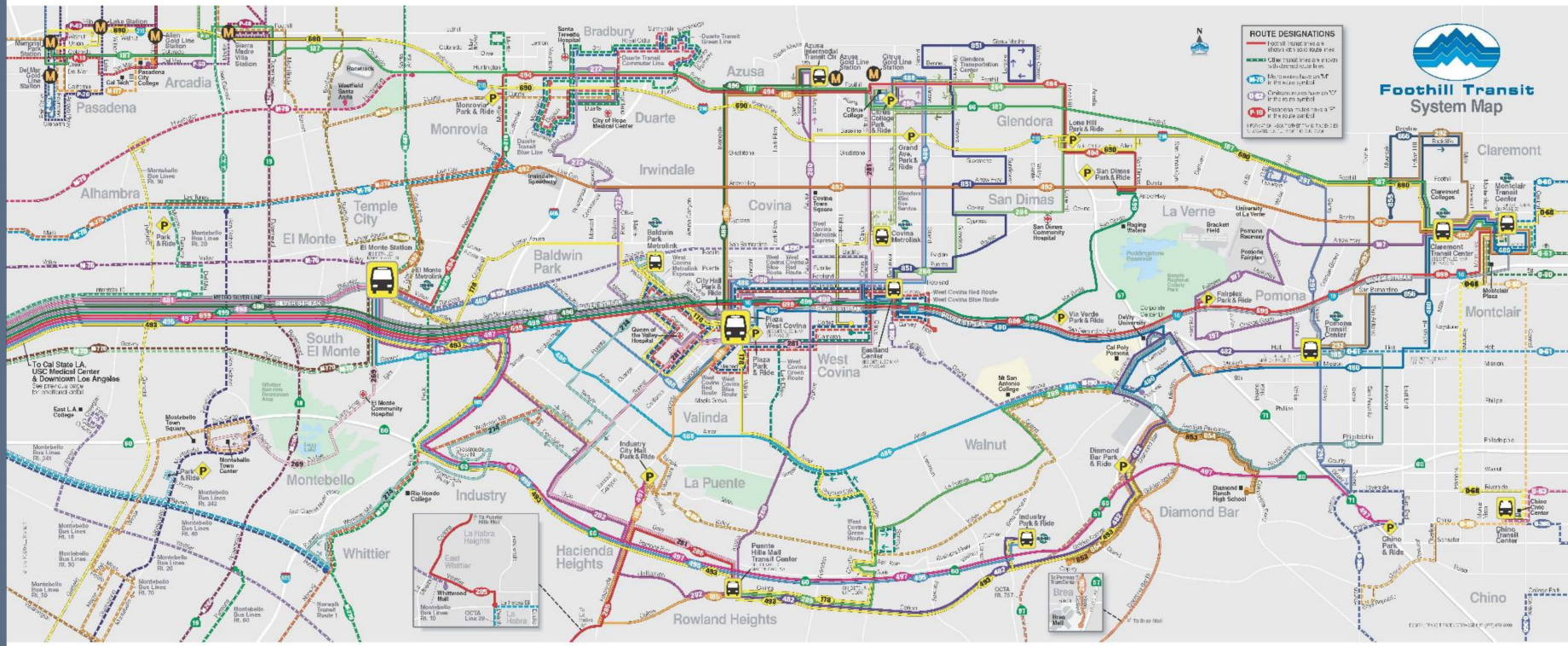
To be the premier public transit provider committed to:

- Safety
- Courtesy
- Quality
- Responsiveness
- Efficiency
- Innovation

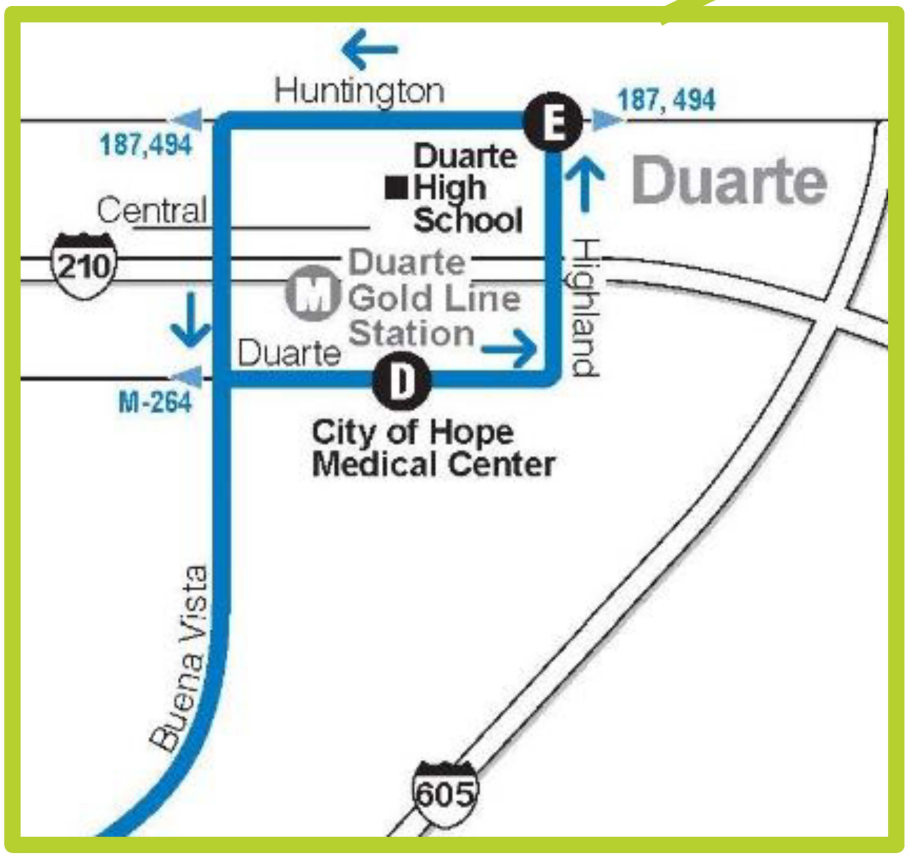
- Created in 1988
- 22 member cities and County of Los Angeles
- Service area: over 300 square miles
- 39 fixed routes
- Fleet size: 361 buses
  - 344 compressed natural gas (CNG)
  - 17 electric
- Two operating facilities
- Operations and maintenance privately contracted
- 14.8 million boardings per year

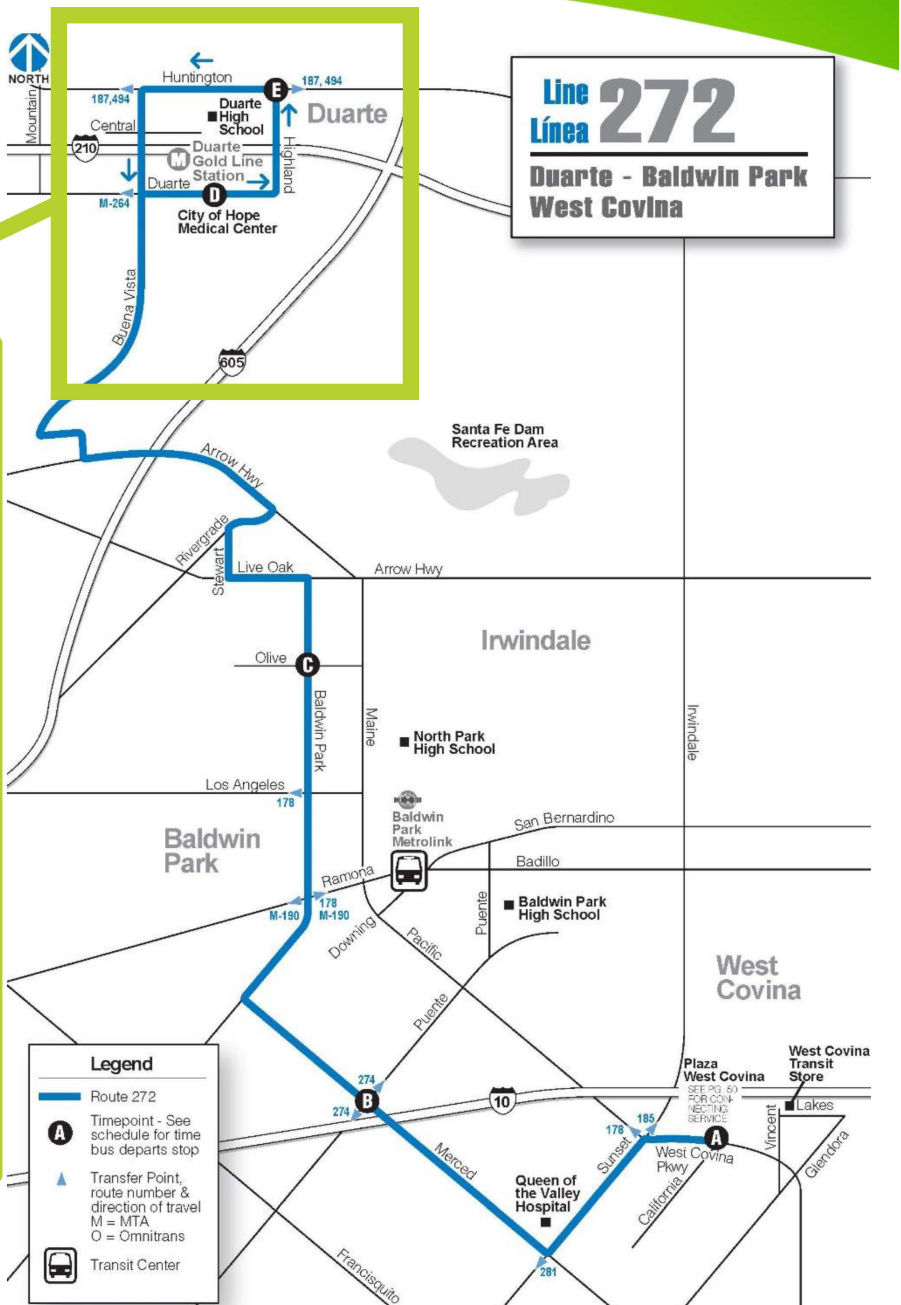
Foothill Transit

SERVICE AREA

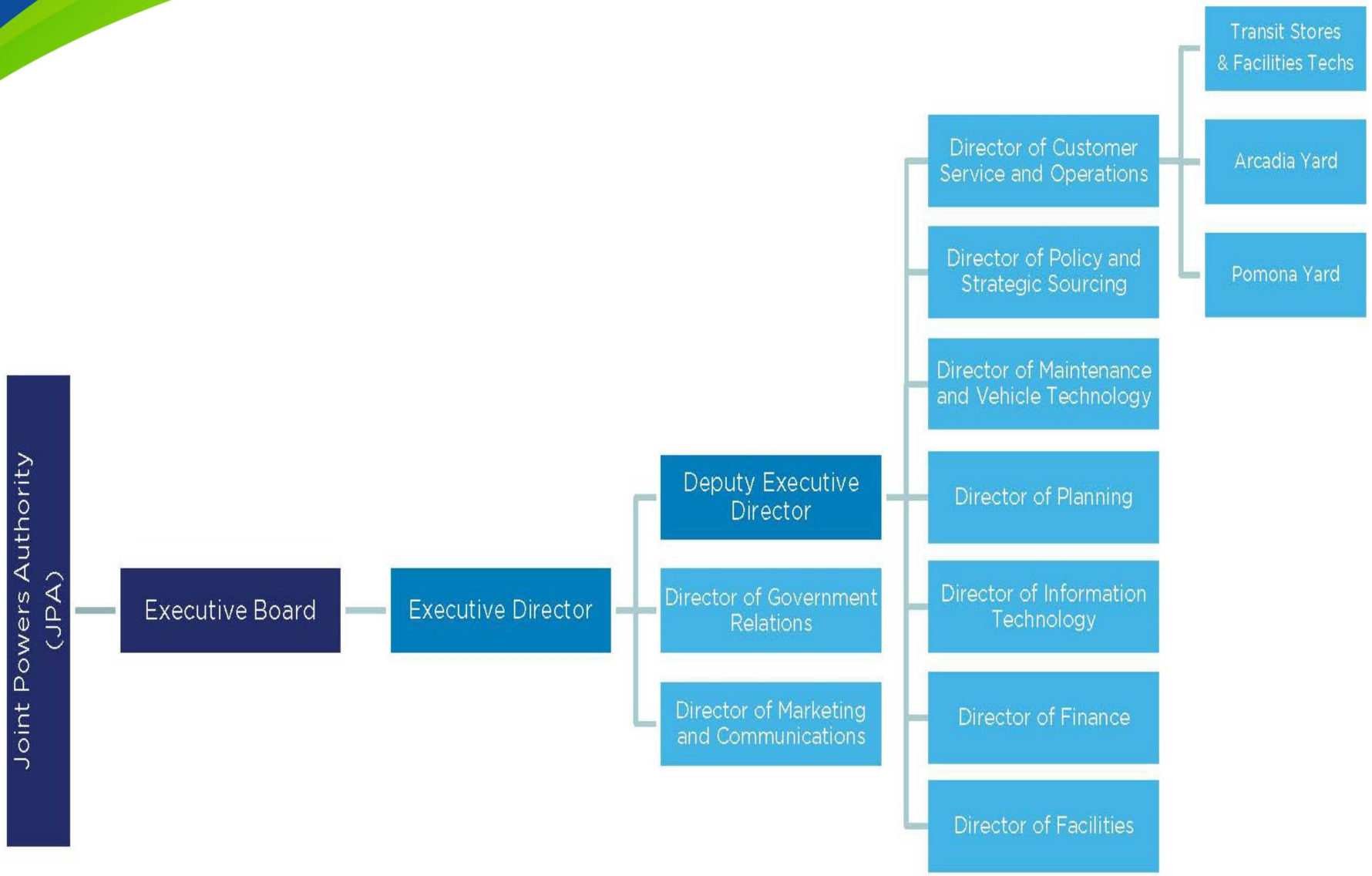


FOOTHILL TRANSIT ROUTES





ORGANIZATION CHART



Cluster 1

- Claremont
- La Verne
- Pomona
- San Dimas
- Walnut

Cluster 2

- Azusa
- Baldwin Park
- Covina
- Glendora
- Irwindale
- West Covina

Cluster 3

- Arcadia
- Bradbury
- Duarte
- Monrovia
- Pasadena
- Temple City

Cluster 4

- Diamond Bar
- El Monte
- Industry
- La Puente
- South El Monte

Cluster 5

- First District, County of L.A.
- Fourth District, County of L.A.
- Fifth District, County of L.A.

EXECUTIVE BOARD

Cluster 1
Claremont
Corey Calaycay
Vice Chair

Cluster 3
Temple City
Cynthia Sternquist

Cluster 4
Diamond Bar
Carol Herrera
Chair

Cluster 2
West Covina
Corey Warshaw

Cluster 5
First District, County of L.A.
Sam Pedroza

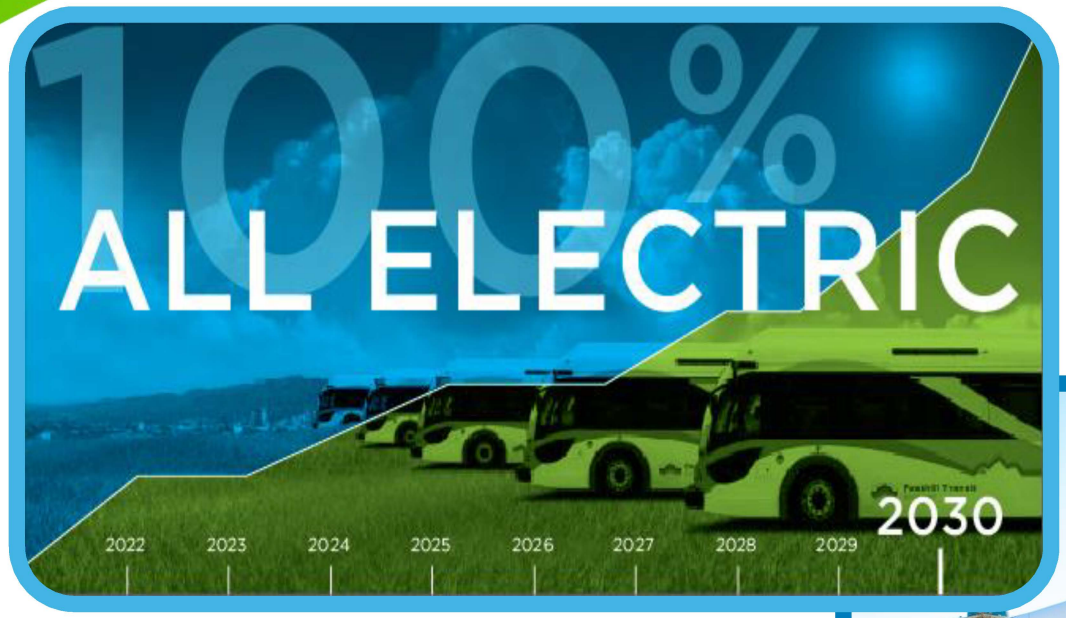
Governing Board Member

Councilmember Tzeitel Paras-Caracci

Alternate

Councilmember Samuel Kang

FLEET ELECTRIFICATION: 2030 VISION



CLASS PASS PROGRAMS

Foothill Transit
CLASS PASS

Mt. SAC

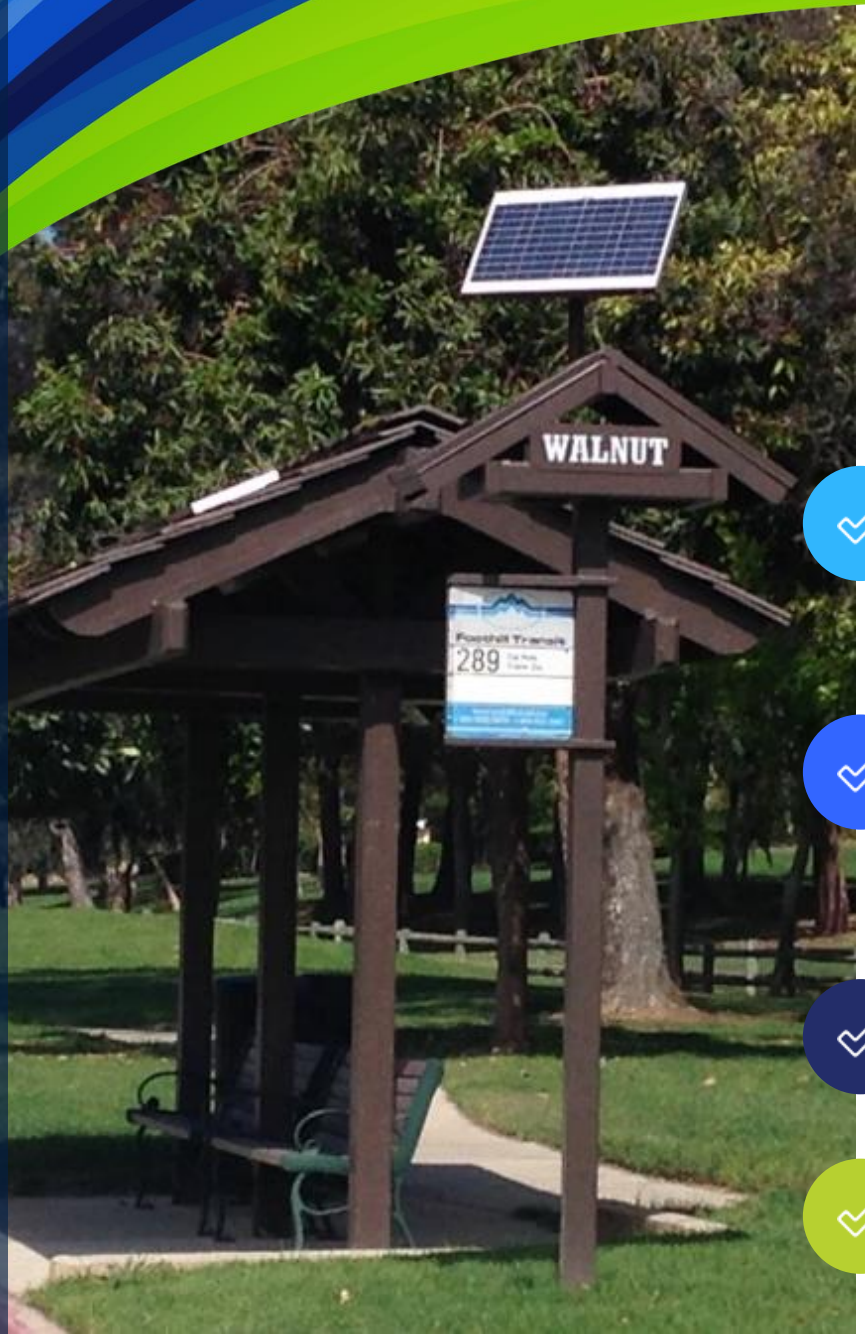
University of La Verne

Citrus College

COMMUNITY INVOLVEMENT

Foothill Transit

GRANT OPPORTUNITY



BUS STOP ENHANCEMENT PROGRAM

- **Eligibility: Foothill Transit member cities and County of Los Angeles**
- **Up to $35,000 per applicant to enhance safety, community identity and new technology**
- **Additional $5,000 per applicant utilizing additional amenities such as solar lighting**
- **Applications due June 2017**

FUTURE FUNDING: MEASURE M

- **Effective July 1, 2017**
- **City of Duarte: local return revenue**
- **Foothill Transit: operational and capital expenses**

Foothill Transit

STAY CONNECTED

foothilltransit.org

@foothilltransit

Yoko Igawa, Manager of Public Affairs
yigawa@foothilltransit.org

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 – DECEMBER 13, 2016

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 Pro Tem Fasana called the meeting to order at 4:05 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Kang, Paras-Caracci, Reilly ABSENT: Finlay ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
WORKSHOPS -AB 1661 – Harassment Training -SB 415 – Voter Rights Act	Workshops were conducted by staff pertaining to AB 1661 (Mandatory Harassment Training) and the effects and options for implementation of SB 415 (California Voter Participation Rights Act), and concluded at 7:00 p.m.
ADOPTION OF AGENDA	Fasana moved, Kang seconded to adopt the Agenda, as amended to also adjourn in memory of Robert Downing and John Callens, and to continue Item 13.D (City's representative to San Gabriel Basin Water Quality Authority) to the next meeting, and carried with Finlay absent.
PLEDGE TO THE FLAG	Doug Edwards led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	A moment of reflection was observed.
FITNESS/MENTAL WARM-UP	Kang provided the warm-up.
SPECIAL ITEMS DUSD update	Dr. Allen Mucerino, Duarte Unified School District, presented an update and PowerPoint titled "DUSD: The Promise of the Future," and discussed the Competitive Advantage Plan 2016-2021, including details about the plan's components, industry sectors, California School of the Arts (SGV), transition to K-6, project funding, remodeling, and reading program campaign, and answered questions from City Councilmembers.
Mayor's Youth Council update	Felipe Valdez, Mayor's Youth Council, announced upcoming Teen Center events and activities.
ANNOUNCEMENTS	Joanna Gee, Duarte Library, announced story times, book clubs, and activities in December and January. Jackie Ruiz announced upcoming community events, programs, and activities in December and January. Darrell George introduced the City's new receptionist Iliana

ORAL COMMUNICATIONS

Garcia, and welcomed her to the City.
The following spoke on items not on the Agenda.
Steve Hernandez – Thanked staff, holiday greetings.

CONSENT CALENDAR

Paras-Caracci moved, Kang seconded to approve the Consent Calendar as follows, and carried with Finlay absent.
Approve Items A, B, C, D, E, F, G, I, J.
Remove Item H.

Item E – ORDINANCE NO. 870
Building Laws (2nd Reading)

Council Bill 16-O-11 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 16.04, "BUILDING LAWS," OF TITLE 16, "BUILDINGS AND CONSTRUCTION," OF THE DUARTE MUNICIPAL CODE (Second Reading)

ITEM REMOVED
Item H – Award of Contract
Bradbourne Ave. Improvements

Hensley presented a staff report about the item and answered questions from City Council.

ITEM H – APPROVED

Reilly moved, Paras-Caracci seconded to award the contract to All American Asphalt in the amount of $141,805.00 for the Bradbourne Avenue Improvement project, and carried with Finlay absent.

BUSINESS ITEMS

Intergovernmental Organizations
(Continued to 1/10/17)

Mayor Pro Tem Fasana suggested that this item be continued to the next meeting when a full Council is present. City Councilmembers concurred, with Finlay absent.

Burrtec – Annual Refuse and Recycling Rate Adjustment

Karen Herrera presented a detailed staff report about the proposed amendment to the Burrtec agreement. Mike Arreguin, Vice President of Burrtec Waste Industries, provided additional information and answered questions from Councilmembers.

Fasana requested that in the future, consideration of Burrtec's performance review be synced with the rate adjustment.

Paras-Caracci moved, Reilly seconded to approve Amendment No. 8 to the Burrtec Refuse Collection and Recycling Agreement, and to approve the annual refuse collection and recycling rate adjustment for residential and commercial customers, effective January 1, 2017, and carried with Finlay absent.

Audited Financial Statements
FY ended 6/30/16

Kristen Petersen presented a staff report and highlights of the audited financial statements for the fiscal year ending June 30, 2016, noted the City will be going through the RFP process in the Spring to select a new auditor for next year's independent audit, and answered questions from City Councilmembers.

Paras-Caracci moved, Reilly seconded to receive and file the audited financial statements for the fiscal year ending June 30, 2016, and carried with Finlay absent.

ITEMS FROM CITY COUNCIL/ CITY MANAGER

GEORGE: Wished all happy holidays.

PARAS-CARACCI: Enjoyed seeing Santa in Duarte, thanked staff, enjoyed the holiday party, wished all happy holidays, noted

she has served 15 years on this Council, expressed appreciation to all her colleagues, and thanked the residents for trusting her.

REILLY: Attended Sheriff Department's Shoot and Don't Shoot workshop and discussed the program, thanked the planners of the City holiday party, the tree lighting was wonderful, invited all citizens and residents to be on the Route 66 Parade Commit-tee, noted she has been on the Council for five years, she appre-ciates serving and tries to do the best she can for the residents, and wished all happy holidays.

KANG: Stated next year will be an awesome year in Duarte, apologized for not being able to attend the holiday party or tree lighting event, inquired about the status of the City's ham certification (Villalobos responded), inquired about replacement of monument signs and Duarte Road improvements (Hensley responded), suggested holiday decorations be included in next year's budget, stated during the recent winds, sand and dirt were blowing from Vulcan, asked if we can talk to the State about health issues from the dust cloud from the mining, noted the new State law prohibits plastic bags, and wished all happy holidays.

FASANA: Asked for a report back about the dust from Vulcan, attended Oath of Office event for Supervisor Barber, stated Phil Dunn has retired from the Foothill Employment Training Consortium, thanked staff for arranging the meeting on quiet zones, congratulated Reyna Diaz and Cheryl Taylor on becoming President and Vice President of the DUSD Board of Education, stated the holiday party was a fine event, and the new floor of the Senior Center looks great.

ADJOURNMENT

Fasana moved, Paras-Caracci seconded to adjourn the meeting at 9:32 p.m, to January 10, 2017, in memory of Dr. Sammy Lee, Anthony Massengale, Laura Silverman, John Callens, and Robert Downing, and carried with Finlay absent.

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Mayor Pro Tem John Fasana

ATTEST:

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Deputy City Clerk Karen Herrera

City of Duarte

Council Warrant Register Over $5000

By Payment Number

Payment Dates 12/14/2016 - 12/27/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
206498	**12/14/2016**	**5664**	**EMODELING KITCHENS AND BATHS**			**5,170.00**
	121316	CH Kitchen Remodel (Deposit)		100-1610-8100		5,170.00
206510	**12/14/2016**	**4484**	**U.S. BANK**			**5,568.74**
	112516CM	Veterans Day Flowers/Gifts (Rancho		100-1020-7716		98.10
	112516CM	Veterans Day Speaker Gift (Curo Print		100-1020-7716		75.40
	112516CM	Emergency Cots/Mats (SOS Survival P		100-1205-7615		3,070.40
	112516CM	Teesha Tarr CRPS Mini Conferene 11/		100-1605-7610		25.00
	112516CM	Lupe Valerio CPRS Mini Conference 1		100-1605-7610		25.00
	112516CM	George Dang CPRS Mini Conference 1		100-1605-7610		25.00
	112516CM	Kelly Barnes CPRS Mini Conference 1		100-1605-7610		25.00
	112516CM	Christmas Supplies (Oriental Trading)		100-1605-7730		337.06
	112516CM	Special Events Popcorn (Amazon)		100-1605-7730		23.94
	112516CM	Tables (Walmart.com)		100-1605-7736		310.89
	112516CM	Winter Class Flyer Printing (Curo Prin		100-1605-7739		371.25
	112516CM	TC Boxing Equipment (Title Boxing)		100-1605-7745	201616-Boxing Program-CalgripFY2016-17	179.98
	112516CM	T-Ball Trophies (Challenger Teamwea		100-1605-7980		371.84
	112516CM	Coolers (Amazon)		100-1605-7980		172.29
	112516CM	Office Chairs (Worthington Direct)		100-1610-7618		326.26
	112516CM	(3) Air Circulator Fans (Walmart.com)		100-1610-7618		91.53
	112516CM	Microphone Windscreens (Amazon)		100-1610-7618		39.80
206528	**12/26/2016**	**0216**	**CALIFORNIA JOINT POWERS INSURANCE AUTHORITY**			**35,388.00**
	PROP01482	Property Insurance FY17		100-1820-7775		35,388.00
206531	**12/26/2016**	**5120**	**CHARLES ABBOTT ASSOCIATES INC**			**16,916.19**
	56360	Building & Safety Services 11/2016		100-1405-7800		16,916.19
206548	**12/26/2016**	**5347**	**GRANICUS INC**			**5,697.00**
	81352	Website Hosting 7/19/16 - 7/18/17		100-1020-7722		3,000.00
	82465	Website Managed Service 1/1/17 - 3/		100-1020-7722		2,697.00
206557	**12/26/2016**	**5516**	**LOS ANGELES COUNTY SHERIFF DEPT - TEMPLE YAL**			**9,457.18**
	2016-2	CalGrip CBO Q1 - Q3 2016		100-1205-7980	201616-Other Expenses-CalGrip FY2016-17	9,457.18
206558	**12/26/2016**	**0056**	**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**			**309,657.46**
	171314NH	Sheriff Contact 10/2016		100-1205-7781		284,865.63
	171314NH	Sheriff Contact 10/2016		100-1205-7781	201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
	171314NH	Sheriff Contact 10/2016		290-2905-7781		9,500.00
206562	**12/26/2016**	**0903**	**CITY OF MONROVIA**			**12,334.14**
	1700197	Fuel-City Manager 8/2016		100-1010-7650		177.12
	1700206	Field-Transit 9/2016		440-4405-7619		5,903.65
	1700207	Fuel-Sheriff's Dept 9/2016		100-1205-7781		3,136.99
	1700208	Fuel-Cmty Development 9/2016		100-1405-7650		155.65
	1700209	Fuel-Public Safety 9/2016		100-1205-7650		1,232.62
	1700210	Fuel-Parks & Rec 9/2016		100-1605-7650		469.00
	1700211	Fuel-Field Services 9/2016		100-1410-7650		1,140.33
	1700212	Fuel-City Manager 9/2016		100-1010-7650		118.78
206563	**12/26/2016**	**5344**	**MORSE PLANNING GROUP**			**13,194.00**
	2016-0039	Environmental-3rd & Oak Project 11/		100-1405-7965	201715-Prof Svc-3rd St and Oak Res	13,194.00
206566	**12/26/2016**	**5224**	**PLACEWORKS**			**40,651.74**
	61033	COH Specific Plan/EIR 11/2016		100-1405-7965	201406-Prof Serv-City of Hope EIR Reimb	40,651.74

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
206568	**12/26/2016**	**5662**	**POWER GRADE INC**			**24,312.00**
	016-012-001	Highland Ave Landscape		100-1405-8100	201704-Capital Imp-Highland Ave Improv	24,312.00
206570	**12/26/2016**	**0904**	**RKA CONSULTING GROUP**			**9,162.50**
	25527	Engineering Srvcs 10/2016		100-1405-7969		2,120.00
	25528	Contract Engineering 10/2016		100-1405-7969		4,087.50
	25529	Complex Fire Engineering 10/2016		100-1405-7969	201632-Fish Fire-Engineering Svcs	75.00
	25530	Gas Co (Las Lomas) PW Inspections 1		100-1405-7969	201719-Engineering-Gas Co-Las Lomas/Calle Ma	2,880.00
206571	**12/26/2016**	**4754**	**ROSENOW SPEVACEK GROUP INC**			**6,173.75**
	I002038	Real Estate Analysis-Walbern		100-1405-7965	201706-Professional Svcs-1415 Hunt Drive	2,268.75
	I002039	Real Estate Analysis-1305 Hunt Dr		100-1405-7965	201717-Prof Svcs-1305 Huntington	3,905.00
206574	**12/26/2016**	**5663**	**SIERRA MADRE LANDSCAPE**			**9,400.00**
	120516	Highland Avenue Landscape		100-1405-8100	201704-Capital Imp-Highland Ave Improv	9,400.00
206576	**12/26/2016**	**5441**	**SILVER & WRIGHT LLP**			**11,801.71**
	21399	Code Enforcement Legal 10/16 (Bloo		100-1015-7684		11,801.71
206582	**12/26/2016**	**1240**	**SWRCB ACCOUNTING OFFICE**			**11,068.00**
	WD-0119304	NPDES-SWRCB Annual Permit 7/1/16		100-1405-7802		2,088.00
	WD-0119798	NPDES-SWRCB Annual Permit 7/1/16		100-1405-7802		8,980.00
206583	**12/26/2016**	**5029**	**THE TECHNOLOGY DEPOT INC**			**5,257.60**
	5310	4 Port Powered Switch (3)		100-1815-7980		261.60
	5332	Annual Hardware Support 1/1/17 - 1		100-1815-7631		3,996.00
	5337	VITA Mgmt 1/2017		100-1815-7821		578.00
	5338	Phone Support 12/24/16 - 1/23/17		100-1610-7830		422.00
206588	**12/26/2016**	**1521**	**WEST COAST ARBORISTS INC**			**5,781.25**
	121318	Residential Tree Trim		240-2410-7909		5,781.25
206589	**12/26/2016**	**5301**	**LISA DIANE WILSON**			**7,731.00**
	2016-5	CalGrip Evaluation 9/16 - 12/16		100-1205-7980	201616-Other Expenses-CalGrip FY2016-17	7,731.00
					Payment Total:	**544,722.26**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	523,537.36
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	5,781.25
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	9,500.00
440 - PROPOSITION A TRANSIT FUND	5,903.65
Grand Total:	**544,722.26**

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	295.90
100-1015-7684	Code Enforcement	11,801.71
100-1020-7716	Special Community Even	173.50
100-1020-7722	City Web Site	5,697.00
100-1205-7615	Emergency Supplies	3,070.40
100-1205-7650	Vehicle Maintenance	1,232.62
100-1205-7781	Contract Law Enforceme	303,294.45
100-1205-7980	Other Expenses	17,188.18
100-1405-7650	Vehicle Maintenance	155.65
100-1405-7800	Building Department Ser	16,916.19
100-1405-7802	NPDES Requirements	11,068.00
100-1405-7965	Professional Services	60,019.49
100-1405-7969	City Engineer	9,162.50
100-1405-8100	Other Capital Improvem	33,712.00
100-1410-7650	Vehicle Maintenance	1,140.33
100-1605-7610	Travel, Mtgs & Conf	100.00
100-1605-7650	Vehicle Maintenance	469.00
100-1605-7730	Special Events	361.00
100-1605-7736	Recreation Classes	310.89
100-1605-7739	Publicity	371.25
100-1605-7745	Boxing Program	179.98
100-1605-7980	Other Expenses	544.13
100-1610-7618	Building Supplies	457.59
100-1610-7830	Telephones	422.00
100-1610-8100	Other Capital Improvem	5,170.00
100-1815-7631	Equipment Maintenance	3,996.00
100-1815-7821	Personal Computer Sup	578.00
100-1815-7980	Other Expenses	261.60
100-1820-7775	Property Coverage	35,388.00
240-2410-7909	Tree Trim-Residential	5,781.25
290-2905-7781	Contract Law Enforceme	9,500.00
440-4405-7619	Fuel And Oil	5,903.65
	Grand Total:	**544,722.26**

Project Account Summary

Project Account Key	Payment Amount
None	415,375.78
201406-Prof Serv-City of Hope EIR Reimb	40,651.74
201616-Boxing Program-CalgripFY2016-17	179.98
201616-Other Expenses-CalGrip FY2016-17	17,188.18
201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
201632-Fish Fire-Engineering Svcs	75.00
201704-Capital Imp-Highland Ave Improv	33,712.00
201706-Professional Svcs-1415 Hunt Drive	2,268.75
201715-Prof Svc-3rd St and Oak Res	13,194.00
201717-Prof Svcs-1305 Huntington	3,905.00
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,880.00
Grand Total:	**544,722.26**

City of Duarte

Council Warrant Register by Account
By Fund

Payment Dates 12/14/2016 - 12/27/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7648	U.S. BANK	Sam Kang NLC Conf Hotel 11/16 (Fairmont)	206512		1,058.64
100-1005-7648	U.S. BANK	Sam Kang NLC Conference Reg 11/2016	206512		460.00
100-1005-7980	U.S. BANK	Closed Session Mtg 11/22/16 (Dickey's BBQ)	206513		173.09
100-1005-7980	VERIZONWIRELESS	Reilly-Granicus iPad 11/19/16 -12/18/16	EFT03890		18.60
100-1005-7980	VERIZONWIRELESS	Paras-Granicus iPad 11/19/16 - 12/18/16	EFT03890		18.60
100-1005-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1005-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1010-7610	U.S. BANK	Parking-Sam Olivito Retirement 11/5/16	206512		44.00
100-1010-7610	U.S. BANK	D George Mtg w/Grier & Assoc Parking	206512		16.00
100-1010-7610	U.S. BANK	Jackie Ruiz MMASC Conf Hotel Deposit (Ojai Vlly)	206512		189.00
100-1010-7610	U.S. BANK	Darrell George Mtg Re: Transportation	206512		42.47
100-1010-7610	U.S. BANK	Darrell George Mtg w/ Fernando & Associates	206512		86.49
100-1010-7610	U.S. BANK	Foothill Unity Awards Luncheon Parking	206512		7.00
100-1010-7614	OFFICE SOLUTIONS INC	Literature Rack/Envelopes	206565		114.42
100-1010-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 37 PM Service	206521		110.11
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 8/2016	206562		177.12
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 9/2016	206562		118.78
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 11/2016	206572		3,441.36
100-1010-7980	VERIZONWIRELESS	JR-Social Media iPad 11/19/16 - 12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	KH-Social Media iPad 11/19/16 - 12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	BV-Granicus iPad 11/19/16 -12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	CM-Granicus iPad 11/19/16 -12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	DG-Granicus iPad 11/19/16 -12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	CH-Granicus iPad 11/19/16 - 12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	KP-Granicus iPad 11/19/16 -12/18/16	EFT03890		18.60
100-1010-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 10/16 (Bloomdale St)	206576		11,801.71
100-1020-7711	U.S. BANK	Service Award 5 Year Target Card	206513		75.00
100-1020-7711	U.S. BANK	Holiday Party Wooden Gift Tags	206513		146.90
100-1020-7711	U.S. BANK	Holiday Party Raffle Baskets	206513		38.13
100-1020-7711	DUARTE PETTY CASH	Thanksgiving/Holiday Party Supplies	206542		41.42
100-1020-7711	RALPHS GROCERY COMPANY	Holiday Party Supplies 12/2/16	206569		21.99
100-1020-7716	U.S. BANK	Veterans Day Flowers/Gifts (Rancho Duarte Florist)	206510		98.10
100-1020-7716	U.S. BANK	Veterans Day Speaker Gift (Curo Print)	206510		75.40
100-1020-7716	U.S. BANK	Mayor's Prayer Breakfast Supplies (Oriental Trade)	206512		106.69
100-1020-7722	GRANICUS INC	Website Hosting 7/19/16 - 7/18/17	206548		3,000.00
100-1020-7722	GRANICUS INC	Website Managed Service 1/1/17 - 3/31/17	206548		2,697.00
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 1/1/17 - 3/31/17	206578		1,874.50
100-1020-7726	U.S. BANK	Levon Y Adobe Creative Coud	206513		49.99
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 11/2016	206590		1,100.00
100-1020-7980	U.S. BANK	Holiday Party Christmas Trees	206513		270.23
100-1020-7980	U.S. BANK	Holiday Party Battery Operated Lights (Orchard)	206513		69.67
100-1020-7980	U.S. BANK	Holiday Party Table Gifts	206513		576.71
100-1020-7980	U.S. BANK	Holiday Party Coffee Creamer/Plates	206513		118.55
100-1020-7980	U.S. BANK	Holiday Party Appetizers/Coffee	206513		173.05
100-1020-7980	DUARTE PETTY CASH	Holiday Party Invite Stamps	206542		37.60
100-1020-7980	DUARTE PETTY CASH	Holiday Party Dessert Balance	206542		22.00
100-1020-7980	SMART & FINAL	Employee Holiday Party Supplies	206508		24.94
100-1025-7704	U.S. BANK	LAEDC Annual Membership	206586		2,500.00
100-1205-7612	CACEO	Larry Breceda 2017 Dues	206526		85.00
100-1205-7612	CACEO	Don Vaillancourt 2017 Dues	206526		85.00
100-1205-7612	CACEO	Juan Oseguera 2017 Dues	206526		85.00
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206581		209.99

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206581		8.11
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206581		33.44
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206581		6.83
100-1205-7615	U.S. BANK	Emergency Cots/Mats (SOS Survival Products)	206510		3,070.40
100-1205-7636	TOM'S CLOTHING & UNIFORMS IN	CSO Uniforms-R Macatangay	206585		148.79
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 22 Battery Swap	206521		38.80
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 9/2016	206562		1,232.62
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radio 10/19/16 - 11/18/16	EFT03889		645.11
100-1205-7655	THOMSON REUTERS-WEST PUBLIS	Emergency Software 11/2016	206584		140.00
100-1205-7779	DUARTE CHAMBER OF COMMERCE	DART Movie Tickets	206540		363.00
100-1205-7779	DUARTE CHAMBER OF COMMERCE	Youth Movie Tickets	206540	201616-Youth Programs-Calgrip FY 2016-	471.00
100-1205-7779	U.S. BANK	Youth Trip Deposit 11/19/16 (Castle Park)	206511		50.00
100-1205-7779	U.S. BANK	Youth Trip Lunch 11/22/16 (Jurassic Cove)	206511		13.39
100-1205-7779	U.S. BANK	Youth Trip 11/22/16 (Universal Studios)	206511	201616-Youth Programs-Calgrip FY 2016-	75.00
100-1205-7779	U.S. BANK	Youth Trip 11/231/6 (John's Incredible Pizza)	206511		98.85
100-1205-7779	U.S. BANK	UCLA Trip Lunch 11/21/16 (BJ's Restaurant)	206511		268.66
100-1205-7779	U.S. BANK	Youth Trip 11/22/16 (Universal Studios)	206511	201616-Youth Programs-Calgrip FY 2016-	1,980.00
100-1205-7779	U.S. BANK	Youth Trip Lunch 11/22/16 (Jurassic Cove)	206511		94.36
100-1205-7779	U.S. BANK	Youth Trip 11/19/16 Balance (Castle Park)	206511		453.52
100-1205-7779	U.S. BANK	Youth Trip 11/19/16 Snack (Castle Park)	206511		10.66
100-1205-7779	U.S. BANK	Probation Youth Field Trip Deposit (John's Pizza)	206511		290.56
100-1205-7779	DUARTE PIZZA COMPANY	DART Local Harvest Event	206544		17.20
100-1205-7779	DUARTE PIZZA COMPANY	Local Harvest/DART Event	206544		17.01
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal	206536		288.00
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 9/2016	206562		3,136.99
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contact 10/2016	206558	201616-Sheriff Contract-Calgrip FY2016-1	15,291.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contact 10/2016	206558		284,865.63
100-1205-7980	U.S. BANK	Red Ribbon Week Prizes (Target)	206511	201629-Other Exp-PS-Comm. Outreach Pr	110.00
100-1205-7980	U.S. BANK	CalGrip Lunch Meeting (Cabrera's)	206511		34.40
100-1205-7980	LOS ANGELES COUNTY DISTRICT AT	Municpal Code Prosecution 8/2016	206556		338.30
100-1205-7980	LOS ANGELES COUNTY SHERIFF DE	CalGrip CBO Q1 - Q3 2016	206557	201616-Other Expenses-CalGrip FY2016-1	9,457.18
100-1205-7980	LISA DIANE WILSON	CalGrip Evaluation 9/16 - 12/16	206589	201616-Other Expenses-CalGrip FY2016-1	7,731.00
100-1205-7984	STEPHEN MARTINEZ	Phone Reimbursement	206502		30.00
100-1211	TERESA RENTERIA	Computer Loan	206505		1,963.91
100-1405-7610	U.S. BANK	Craig Hensley Gold Line to APA Conference	206586		3.50
100-1405-7610	U.S. BANK	Craig Hensley Gold Line to APA Conference	206586		7.00
100-1405-7610	U.S. BANK	APA Conference Staff Lunch (Yard House	206586		42.47
100-1405-7610	DUARTE PETTY CASH	Craig Hensley Chamber Board Meeting	206542		11.00
100-1405-7610	DUARTE PETTY CASH	Rafael Casillas NPDES Water Board Meeting	206542		22.50
100-1405-7612	U.S. BANK	Online Subscription-Pasadena Star News	206586		10.00
100-1405-7612	U.S. BANK	Hightail Subscription-Lg Data Format	206586		15.99
100-1405-7613	MONROVIA REPRODUCTION	Scan/PDF Tree Planting-Hunt Dr	206561	201413-Dup & Photo-LA Co Windstorm G	10.90
100-1405-7613	MONROVIA REPRODUCTION	Hunt Dr-Tree Selection Plans	206561		74.12
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206581		54.85
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206581		174.31
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206581		149.20
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206581		13.36
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206581		80.14
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 9/2016	206562		155.65
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Services 11/2016	206531		16,916.19
100-1405-7802	SWRCB ACCOUNTING OFFICE	NPDES-SWRCB Annual Permit 7/1/16 - 6/30/17	206582		2,088.00
100-1405-7802	SWRCB ACCOUNTING OFFICE	NPDES-SWRCB Annual Permit 7/1/16 - 6/30/17	206582		8,980.00
100-1405-7965	SOUTHLAND CIVIL ENGINEERING &	Lot Line Adjsutment 3rd & Oak	206580	201715-Prof Svc-3rd St and Oak Res	1,425.00
100-1405-7965	MORSE PLANNING GROUP	Environmental-3rd & Oak Project 11/16	206563	201715-Prof Svc-3rd St and Oak Res	13,194.00
100-1405-7965	PLACEWORKS	COH Specific Plan/EIR 11/2016	206566	201406-Prof Serv-City of Hope EIR Reimb	40,651.74
100-1405-7965	ROSENOW SPEVACEK GROUP INC	Real Estate Analysis-Walbern	206571	201706-Professional Svcs-1415 Hunt Driv	2,268.75
100-1405-7965	ROSENOW SPEVACEK GROUP INC	Real Estate Analysis-1305 Hunt Dr	206571	201717-Prof Svcs-1305 Huntington	3,905.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs 10/2016	206570		2,120.00
100-1405-7969	RKA CONSULTING GROUP	Contract Engineering 10/2016	206570		4,087.50
100-1405-7969	RKA CONSULTING GROUP	Complex Fire Engineering 10/2016	206570	201632-Fish Fire-Engineering Svcs	75.00

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7969	RKA CONSULTING GROUP	Gas Co (Las Lomas) PW Inspections 10/2016	206570	201719-Engineering-Gas Co-Las Lomas/C	2,880.00
100-1405-7975	U.S. BANK	Social Media Marketing (Hootsuite)	206512		8.99
100-1405-7975	U.S. BANK	Darrell George Mtg w/Grier & Appraiser (1303 Hunt)	206512		37.85
100-1405-7975	U.S. BANK	Facebook Ads	206512		28.32
100-1405-7975	U.S. BANK	Facebook Ads	206512		50.10
100-1405-7975	U.S. BANK	Darrell George Mtg w/ Hotel Developer	206512		6.40
100-1405-7975	TRIPEPI SMITH & ASSOCIATES	City Photography	206509		568.75
100-1405-7980	U.S. BANK	AutoCAD 2017 Maintenance 11/24/16 - 11/23/17	206513		1,082.20
100-1405-7980	U.S. BANK	Alisha Patterson Flowers	206586		101.49
100-1405-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1405-7980	MERCURY FENCE CO INC	K-Rail Opening Deflector Wall	206560	201632-Fish Fire-Other Exp (1405)	750.00
100-1405-8100	POWER GRADE INC	Highland Ave Landscape	206568	201704-Capital Imp-Highland Ave Improv	24,312.00
100-1405-8100	SIERRA MADRE LANDSCAPE	Highland Avenue Landscape	206574	201704-Capital Imp-Highland Ave Improv	9,400.00
100-1410-7614	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		34.62
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	206593		42.50
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 11 Fuel Filter Repair	206521		532.70
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 9/2016	206562		1,140.33
100-1410-7650	CAL - STATE TOOL	2016 Diesel Opacity Tests	206527		120.00
100-1410-7650	AUTOZONE	Veh 18 Battery	206525		165.67
100-1410-7650	WEX BANK	CNG Fuel 11/2016	206516		88.61
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 9 Back-up Alarm Install	206553		94.82
100-1410-7656	DEPARTMENT OF TOXIC SUBSTANC	EPA ID Number Verification Fee (201667898)	206537		200.00
100-1410-7980	HOME DEPOT CREDIT SERVICES	Veterans Park Flag Pole Lanyard Repair	206551		25.22
100-1605-7610	U.S. BANK	Lupe Valerio CPRS Mini Conference 11/17/16	206510		25.00
100-1605-7610	U.S. BANK	Teesha Tarr CRPS Mini Conferene 11/17/16	206510		25.00
100-1605-7610	U.S. BANK	George Dang CPRS Mini Conference 11/17/16	206510		25.00
100-1605-7610	U.S. BANK	Kelly Barnes CPRS Mini Conference 11/17/16	206510		25.00
100-1605-7610	CPRS DISTRICT 13	2016 Holiday Cheer (6 Attendees)	206532		150.00
100-1605-7610	CPRS DISTRICT 13	(3) Holiday Cheer 2016	206532		75.00
100-1605-7614	STAPLES ADVANTAGE	Calendars/Office Supplies	206581		57.49
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Rec 9/2016	206562		469.00
100-1605-7728	GRASIELLA MATA	Red Wagon Scholarship	206559	201709- Duarte's Promise - America's Pro	250.00
100-1605-7728	ASCENSION BENEFITS & INSURANC	VIP Fellow Insurance Premium 1/2017	206524	201709- Duarte's Promise - America's Pro	489.24
100-1605-7730	SMART & FINAL	Tree Lighting Food Supplies	206577		277.07
100-1605-7730	U.S. BANK	Christmas Supplies (Oriental Trading)	206510		337.06
100-1605-7730	U.S. BANK	Special Events Popcorn (Amazon)	206510		23.94
100-1605-7730	DUARTE RECREATION PETTY CASH	Special Event Supplies	206496		6.54
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	206543		125.00
100-1605-7733	SMART & FINAL	Plates-SC Christmas Dinner	206577		91.10
100-1605-7733	SMART & FINAL	SC Christmas Dessert 12/22/16	206577		106.41
100-1605-7733	U.S. BANK	SC Netflix	206513		8.71
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Supplies	206496		113.60
100-1605-7733	THE BASHFUL BUTLER LLC	SC Christmas Dinner 12/16/16	206492		1,953.28
100-1605-7733	SMART & FINAL	SC Luncheon Plates	206508		6.47
100-1605-7733	SMART & FINAL	SC Christmas Supplies	206508		171.65
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	206577		26.22
100-1605-7733	RALPHS GROCERY COMPANY	SC Christmas Party Supplies	206569		25.97
100-1605-7733	DUARTE PIZZA COMPANY	SC Holiday Decorating	206544		69.37
100-1605-7733	SMART & FINAL	Return Inv193347 (SC Christmas Supplies)	206508		-65.36
100-1605-7735	DUARTE CHAMBER OF COMMERCE	TC/CHYLL Special Event Prizes	206540		245.00
100-1605-7735	THE SAUCE CREATIVE SERVICES	TC Dance Uniforms	206573		264.88
100-1605-7735	DUARTE RECREATION PETTY CASH	TC Gift Cards-Turkey Shoot	206496		50.00
100-1605-7735	CHRISTY GRAVES	TC Winer Holiday Festival 12/14/16	206549		350.00
100-1605-7736	U.S. BANK	Tables (Walmart.com)	206510		310.89
100-1605-7736	AGI ACADEMY	Instructor Fees-Critical Reading	206592		221.20
100-1605-7736	AGI ACADEMY	Instructor Fees-Math Workshop	206592		165.90
100-1605-7736	AGI ACADEMY	Instructor Fees-Computer Skills	206592		110.60
100-1605-7736	SMART & FINAL	Fall Recital Refreshments	206577		76.06
100-1605-7739	U.S. BANK	Winter Class Flyer Printing (Curo Print)	206510		371.25
100-1605-7739	THE SAUCE CREATIVE SERVICES	Holiday Flyers	206573		517.76

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7744	LINDSAY E LATHROP	Youthworks Internship Program	206555		200.00
100-1605-7744	CYNTHIA SIERRA	Youthworks Internship Program	206575		200.00
100-1605-7744	MARISOL ARIAS	Youthworks Internship Program	206523		200.00
100-1605-7744	ALFREDO ALVARDO	Youthworks Internship Program	206522		200.00
100-1605-7744	EMILY DIAZ	Youthworks Internship Program	206539		200.00
100-1605-7744	CASSANDRA GONZALEZ	Youthworks Internship Program	206547		200.00
100-1605-7744	FELIPE VALDEZ	Youthworks Internship Program	206587		200.00
100-1605-7745	U.S. BANK	TC Boxing Equipment (Title Boxing)	206510	201616-Boxing Program-CalgripFY2016-1	179.98
100-1605-7980	FRONTIER HARDWARE	Paint Markers	206546		5.44
100-1605-7980	U.S. BANK	T-Ball Trophies (Challenger Teamwear)	206510		371.84
100-1605-7980	U.S. BANK	Coolers (Amazon)	206510		172.29
100-1605-7980	CABRERA'S DUARTE	Youth & Family Committee/MYC Dinner	206495		392.07
100-1605-7980	VERIZONWIRELESS	SC ActiveNet 11/19/16 - 12/18/16	EFT03890		18.60
100-1605-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1605-7980	SOUTHERN CALIFORNIA MUNICIPA	SCMAF Volleyball Entry Fees	206579		180.00
100-1605-7980	SOUTHERN CALIFORNIA MUNICIPA	Youth Basketball Team Registration	206579		54.00
100-1605-7980	DUARTE PIZZA COMPANY	Volleyball Tournament	206544		46.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	206499		743.60
100-1610-7618	HOME DEPOT CREDIT SERVICES	Rubber Leg Tips	206551		4.75
100-1610-7618	FRONTIER HARDWARE	Oil & Gas Can	206546		16.33
100-1610-7618	FRONTIER HARDWARE	Otis Gordon Park Repair	206546		10.89
100-1610-7618	FRONTIER HARDWARE	ROP Bldg Window Cleaning Kit	206546		32.68
100-1610-7618	FRONTIER HARDWARE	Tools	206546		13.58
100-1610-7618	FRONTIER HARDWARE	Sheriff's Dept Batteries/Alarm Program	206545		42.48
100-1610-7618	FRONTIER HARDWARE	South Yard Lavatory Faucet	206545		52.32
100-1610-7618	FRONTIER HARDWARE	South Yard Plumbing Supplies	206545		14.14
100-1610-7618	FRONTIER HARDWARE	Scrub Brush/Cleaner	206545		43.56
100-1610-7618	FRONTIER HARDWARE	Hand Sanitizer/Pliers/PVC	206545		22.85
100-1610-7618	FRONTIER HARDWARE	Sponges/Silicone/Impact Drill	206545		56.07
100-1610-7618	FRONTIER HARDWARE	Park Keys/Plumbing Supplies	206545		67.63
100-1610-7618	SMART & FINAL	SC Coffee Supplies	206577		141.19
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	206551		33.61
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	206551		44.73
100-1610-7618	U.S. BANK	Microphone Windscreens (Amazon)	206510		39.80
100-1610-7618	U.S. BANK	(3) Air Circulator Fans (Walmart.com)	206510		91.53
100-1610-7618	U.S. BANK	Office Chairs (Worthington Direct)	206510		326.26
100-1610-7618	SMART & FINAL	SC Supplies	206508		161.51
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Kitchen Faucet	206551		429.68
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	206551		35.84
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Facility Supplies	206551		230.28
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	206515		1,732.09
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	206515		600.84
100-1610-7618	HOME DEPOT CREDIT SERVICES	Hacienda Park Repairs	206551		14.41
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Services 12/2016	206538		38.00
100-1610-7652	UNITED SITE SERVICES	Portable Toilet Rent 11/8/16 - 12/5/16	206514		88.67
100-1610-7652	MONROVIA LOCK SHOP	Public Safety Locks	206503		152.00
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Box Pleat Bi-Part Snaps Flush 12" 50%	206507		1,092.67
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Mounting Headboard for Masking Border	206507		69.76
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Installation Hardware	206507		71.97
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Mounting Headboard for Valance	206507		60.00
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Box Pleat Border Webbing Only 50%	206507		174.13
100-1610-7652	S & K THEATRICAL DRAPERIES INC	2829-Wire-Center Cable	206507		122.63
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Discount	206507		-205.86
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Discount	206507		-14.00
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Discount	206507		-22.50
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Box Pleat Bi-Part Snaps Flush 12" 50%	206507		991.46
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Short Curtain Valance	206507		300.00
100-1610-7652	S & K THEATRICAL DRAPERIES INC	170 Chb Track-Besteel Track System	206507		963.97
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Box Pleat Valance Webbing Only 50%	206507		160.72
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Installation Charge	206507		964.00

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7652	S & K THEATRICAL DRAPERIES INC	Discount	206507		-12.80
100-1610-7652	DEWEY PEST CONTROL INC	Teen Ctr Pest Control-One Time	206538		650.00
100-1610-7652	DEWEY PEST CONTROL INC	Pest Control Services 12/2016	206538		164.00
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 1/1/17 - 1/31/17	206567		42.00
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	206513		18.37
100-1610-7830	THE TECHNOLOGY DEPOT INC	Phone Support 12/24/16 - 1/23/17	206583		422.00
100-1610-8100	EMODELING KITCHENS AND BATHS	CH Kitchen Remodel (Deposit)	206498		5,170.00
100-1610-8100	DUARTE TILE & STONE INC	SC Coffee Service Area Counter/Backsplash	206497		2,800.00
100-1805-7610	U.S. BANK	Kristen Petersen Lunch w/Councilmember	206513		39.67
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/Sierra Madre Staff	206513		61.23
100-1805-7610	U.S. BANK	Kristen Petersen Airfare League Conf 11/29 & 12/01	206513		196.20
100-1805-7612	U.S. BANK	R Breceda IIMC 2017 Dues	206513		100.00
100-1805-7614	DUARTE PETTY CASH	Office Supplies	206542		10.88
100-1805-7614	OFFICE SOLUTIONS INC	Office Supplies	206565		45.21
100-1805-7614	OFFICE SOLUTIONS INC	Disinfectant Wipes	206565		6.72
100-1805-7614	OFFICE SOLUTIONS INC	Return (Inv # I-01013770)	206565		-168.25
100-1805-7965	HINDERLITER, DE LLAMAS & ASSOC	2016 Q4 Sales Tax Audit	206550		4,214.72
100-1805-7980	U.S. BANK	Microsoft 365 10/28/16 - 11/27/16	206513		12.00
100-1805-7980	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		66.38
100-1810-7610	MICHELLE BROWN	Gov't Tax Seminar Expenses	206494		32.72
100-1810-7611	DUARTE PETTY CASH	Driver Awareness Training Coffee	206542		31.90
100-1810-7611	SMART & FINAL	Driver Awareness Training Snacks	206508		113.25
100-1810-7660	CALIFORNIA STATE DEPARTMENT	Fingerprint Apps 12/2016	206530		320.00
100-1815-7631	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/17 - 12/31/17	206583		3,996.00
100-1815-7632	U.S. BANK	Admin Srvcs/R Breceda Adobe Creative Cloud	206513		49.99
100-1815-7632	U.S. BANK	Admin/Receptionist Adobe Creative Cloud	206513		49.99
100-1815-7632	U.S. BANK	Parks & Rec/Pam Adobe Creative Cloud	206513		49.99
100-1815-7632	U.S. BANK	Public Safety/Susie Adobe Creative Cloud	206513		49.99
100-1815-7632	U.S. BANK	Admin/Marla-Jackie Adobe Creative Cloud	206513		49.99
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 1/2017	206583		578.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	4 Port Powered Switch (3)	206583		261.60
100-1820-7775	CALIFORNIA JOINT POWERS INSUR	Property Insurance FY17	206528		35,388.00
100-1825-7613	OFFICE SOLUTIONS INC	Copier/Dog License Paper	206565		371.90
100-1825-7614	STAPLES ADVANTAGE	PS Copier Paper	206581		171.74
100-1825-7688	DUARTE CHAMBER OF COMMERCE	Duarte View Ad (Used Oil) Dec/Jan	206540	240000 - Oil Recycling Grnt -Used Oil Recy	232.00
100-1825-7688	ADAPT CONSULTING INC	Oil Filter Bags	206591	240000 - Oil Recycling Grnt -Used Oil Recy	363.64
100-1825-7688	HULS ENVIRONMENTAL MANAGE	Used Oil Grant Consultant 11/2016	206552	240000 - Oil Recycling Grnt -Used Oil Recy	302.50
100-1825-7688	HULS ENVIRONMENTAL MANAGE	Used Oil Drain Containers	206552	240000 - Oil Recycling Grnt -Used Oil Recy	517.65
100-1825-7747	SARAH QUEZADA	Recycling Worker	206504	210026 - Bev Cont Recycling - Bev Recycli	80.00
100-2023	MARLA AKANA	City Kitty Hospital Stay	206520		75.00
100-2120	DUARTE HAWKS YOUTH FOOTBALL	Field Rent Deposit Refund	206541		250.00
100-2120	CALIFORNIA POOLS & SPA	Pool Refundable Deposit Pmt #2016-429	206529		500.00
100-2120	ART RODRIGUEZ JR	Field Rent Deposit Refund	206506		100.00
100-2120	CYNTHIA LLAMAS	CC Rent Deposit Refund	206501		500.00
100-2120	BENJAMIN BERRY	ROP Bldg Rent Deposit Refund	206493		150.00
100-2121	AMERICAN RED CROSS	Donation (Gerbes)	206491		10.25
100-2121	DUARTE PETTY CASH	Website Credit Card Test	206542		10.00
100-4303	CARLOS GALDAMEZ	Citation Refund	206500		500.00
100-4407	DUARTE HAWKS YOUTH FOOTBALL	Utility Fee (Gas)	206541		-143.96
100-4806	DUARTE RECREATION PETTY CASH	Excursion Overpayments	206496		12.00
				Fund 100 - GENERAL FUND Total:	**582,097.90**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	FRONTIER HARDWARE	Street Light Repairs	206545		16.54
240-2405-7888	HOME DEPOT CREDIT SERVICES	Street Light Repairs	206551		87.17
240-2405-7888	HOME DEPOT CREDIT SERVICES	Street Light Repairs	206551		125.24
240-2405-7888	HOME DEPOT CREDIT SERVICES	Citywide Light Repair	206551		62.65
240-2410-7888	LANDSCAPE WAREHOUSE INC	Northview Field Irrigation Repair	206554		104.41
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Irrigation Repair	206554		49.44
240-2410-7909	WEST COAST ARBORISTS INC	Residential Tree Trim	206588		5,781.25
240-2432-7887	HOME DEPOT CREDIT SERVICES	Drain Repair-Laguna Ct	206551		5.68
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**6,232.38**

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 Contact 10/2016	206558		9,500.00
			Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:		**9,500.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7613	DUARTE PETTY CASH	Transit Posterboard	206542		9.79
440-4405-7613	CURO MANAGED PRINT PRODUCTI	Holiday Bus Signs	206535		148.07
440-4405-7614	OFFICE SOLUTIONS INC	Ink Cartridges-Transit Dept	206565		140.36
440-4405-7619	CITY OF MONROVIA	Field-Transit 9/2016	206562		5,903.65
440-4405-7619	AUTOZONE	Bus Antifreeze	206525		113.27
440-4405-7650	U.S. BANK	Transit Hand Tally Counters (6)	206513		29.89
440-4405-7650	AUTOZONE	South Yard Supplies	206525		21.24
440-4405-7821	VERIZONWIRELESS	VW-City Hall 10/19/16 - 11/18/16	EFT03896		89.24
440-4405-7887	CUMMINS PACIFIC LLC	Bus 104 Air Compressor	206534		1,238.05
440-4405-7887	CUMMINS PACIFIC LLC	Core Credit (Inv 008-19578; Inv 008-20301)	206534		-280.80
440-4405-7887	CAL - STATE TOOL	2016 Diesel Opacity Tests	206527		120.00
440-4405-7887	NAVARRO'S TOWING SERVICE	Bus 104 Tow	206564		225.00
440-4405-7887	CREATIVE BUS SALES	Bus Belts	206533		172.88
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 R/R Heater Valve	206553		252.15
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 R/R Generator Blower	206553		250.90
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 Air Compressor Repair	206553		2,199.86
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Air Compressor Repair	206553		1,744.49
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 101 Stop Engine Light Check	206553		65.40
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**12,443.44**
				Grand Total:	**610,273.72**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	582,097.90
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	6,232.38
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	9,500.00
440 - PROPOSITION A TRANSIT FUND	12,443.44
Grand Total:	**610,273.72**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7648	Travel & Exp - Kang	1,518.64
100-1005-7980	Other Expenses	343.05
100-1010-7610	Travel, Mtgs & Conf	384.96
100-1010-7614	Office Supplies	114.42
100-1010-7650	Vehicle Maintenance	406.01
100-1010-7670	Legal Notices	3,441.36
100-1010-7980	Other Expenses	196.58
100-1015-7684	Code Enforcement	11,801.71
100-1020-7711	Employee Recognition C	323.44
100-1020-7716	Special Community Even	280.19
100-1020-7722	City Web Site	5,697.00
100-1020-7724	Post Office Parking	1,874.50
100-1020-7726	Council Cablecasting	1,149.99
100-1020-7980	Other Expenses	1,292.75
100-1025-7704	LAEDC Membership	2,500.00
100-1205-7612	Publications and Dues	255.00
100-1205-7614	Office Supplies	258.37
100-1205-7615	Emergency Supplies	3,070.40
100-1205-7636	Uniforms	148.79
100-1205-7650	Vehicle Maintenance	1,271.42
100-1205-7655	Emergency Services	785.11
100-1205-7779	Youth Programs	4,203.21
100-1205-7780	Animal Control	288.00
100-1205-7781	Contract Law Enforceme	303,294.45
100-1205-7980	Other Expenses	17,670.88
100-1205-7984	Gang Interv Cal Grip FY1	30.00
100-1211	Computer Loan Program	1,963.91
100-1405-7610	Travel, Mtgs & Conf	86.47
100-1405-7612	Publications and Dues	25.99
100-1405-7613	Duplications And Photos	85.02
100-1405-7614	Office Supplies	471.86
100-1405-7650	Vehicle Maintenance	155.65
100-1405-7800	Building Department Ser	16,916.19
100-1405-7802	NPDES Requirements	11,068.00
100-1405-7965	Professional Services	61,444.49
100-1405-7969	City Engineer	9,162.50
100-1405-7975	Economic Development	700.41
100-1405-7980	Other Expenses	2,000.07
100-1405-8100	Other Capital Improvem	33,712.00
100-1410-7614	Office Supplies	34.62
100-1410-7621	Other Supplies	42.50
100-1410-7650	Vehicle Maintenance	2,142.13
100-1410-7656	Emergency Generator	200.00
100-1410-7980	Other Expenses	25.22
100-1605-7610	Travel, Mtgs & Conf	325.00
100-1605-7614	Office Supplies	57.49
100-1605-7650	Vehicle Maintenance	469.00
100-1605-7728	Americorp's VIP Progra	739.24
100-1605-7730	Special Events	644.61

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7733	Senior Center	2,632.42
100-1605-7735	Teen Center	909.88
100-1605-7736	Recreation Classes	884.65
100-1605-7739	Publicity	889.01
100-1605-7744	Nutrition Program Costs	1,400.00
100-1605-7745	Boxing Program	179.98
100-1605-7980	Other Expenses	1,306.62
100-1610-7617	Pool Chemicals	743.60
100-1610-7618	Building Supplies	4,259.05
100-1610-7652	Building Maint Services	5,850.82
100-1610-7830	Telephones	440.37
100-1610-8100	Other Capital Improvem	7,970.00
100-1805-7610	Travel, Mtgs & Conf	297.10
100-1805-7612	Publications and Dues	100.00
100-1805-7614	Office Supplies	-105.44
100-1805-7965	Professional Services	4,214.72
100-1805-7980	Other Expenses	78.38
100-1810-7610	Travel, Mtgs & Conf	32.72
100-1810-7611	Training	145.15
100-1810-7660	Other Services	320.00
100-1815-7631	Equipment Maintenance	3,996.00
100-1815-7632	Software Maintenance	249.95
100-1815-7821	Personal Computer Sup	578.00
100-1815-7980	Other Expenses	261.60
100-1820-7775	Property Coverage	35,388.00
100-1825-7613	Duplications And Photos	371.90
100-1825-7614	Office Supplies	171.74
100-1825-7688	Oil Recycling Grant	1,415.79
100-1825-7747	Beverage Cont Recycling	80.00
100-2023	EE City Kitty Contributio	75.00
100-2120	Refundable Deposits	1,500.00
100-2121	Pass Through Deposits	20.25
100-4303	Other Fines	500.00
100-4407	Sports Field Rentals	-143.96
100-4806	Excursion Fees	12.00
240-2405-7888	Repairs-Citywide	291.60
240-2410-7888	Repairs-Citywide	104.41
240-2410-7891	Repairs-Medians	49.44
240-2410-7909	Tree Trim-Residential	5,781.25
240-2432-7887	Repairs & Replacements	5.68
290-2905-7781	Contract Law Enforceme	9,500.00
440-4405-7613	Duplications And Photos	157.86
440-4405-7614	Office Supplies	140.36
440-4405-7619	Fuel And Oil	6,016.92
440-4405-7650	Vehicle Maintenance	51.13
440-4405-7821	Person'l Computr Suppo	89.24
440-4405-7887	Repairs & Replacements	5,987.93
	Grand Total:	**610,273.72**

Project Account Summary

Project Account Key	Payment Amount
None	473,870.31
201406-Prof Serv-City of Hope EIR Reimb	40,651.74
201413-Dup & Photo-LA Co Windstorm Grant	10.90
201616-Boxing Program-CalgripFY2016-17	179.98
201616-Other Expenses-CalGrip FY2016-17	17,188.18
201616-Sheriff Contract-Calgrip FY2016-17	15,291.83
201616-Youth Programs-Calgrip FY 2016-17	2,526.00

Project Account Summary

Project Account Key	Payment Amount
201629-Other Exp-PS-Comm. Outreach Program	110.00
201632-Fish Fire-Engineering Svcs	75.00
201632-Fish Fire-Other Exp (1405)	750.00
201704-Capital Imp-Highland Ave Improv	33,712.00
201706-Professional Svcs-1415 Hunt Drive	2,268.75
201709- Duarte's Promise - America's Promise Exp	739.24
201715-Prof Svc-3rd St and Oak Res	14,619.00
201717-Prof Svcs-1305 Huntington	3,905.00
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,880.00
210026 - Bev Cont Recycling - Bev Recycling Prog	80.00
240000 - Oil Recycing Grnt -Used Oil Recycing Grnt	1,415.79
Grand Total:	**610,273.72**

City of Duarte

Council Warrant Register Over $5000

By Payment Number

Payment Dates 12/28/2016 - 01/10/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
206607	**12/29/2016**	**0196**	**RUTAN & TUCKER LLP**			**12,882.43**
	765107	General Attorney (Retainer) 11/2016		100-1015-7680		8,301.26
	765108	Code Enforcement Legal 11/2016		100-1015-7684		4,037.17
	765112	City of Hope Legal 11/2016		100-1015-7686	201406-Legal Fees-City of Hope EIR Reimb	544.00
206623	**1/10/2017**	**3889**	**BRIGHTVIEW LANDSCAPE SERVICES INC**			**22,074.41**
	5201184	Landscape Maintenance 12/2016		100-1020-7724		115.00
	5201184	Landscape Maintenance 12/2016		100-1415-7916		2,130.00
	5201184	Landscape Maintenance 12/2016		100-1825-7945	990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
	5201184	Landscape Maintenance 12/2016		100-1825-7945	250016-Oper of Acq Prop-1229 Pops Road	41.67
	5201184	Landscape Maintenance 12/2016		240-2410-7915		7,500.00
	5201184	Landscape Maintenance 12/2016		240-2410-7917		4,630.00
	5201184	Landscape Maintenance 12/2016		240-2420-7914		345.16
	5201184	Landscape Maintenance 12/2016		240-2421-7914		1,300.00
	5201184	Landscape Maintenance 12/2016		240-2422-7914		480.58
	5201184	Landscape Maintenance 12/2016		240-2423-7914		900.00
	5201184	Landscape Maintenance 12/2016		240-2424-7914		550.00
	5201184	Landscape Maintenance 12/2016		240-2425-7914		400.00
	5201184	Landscape Maintenance 12/2016		240-2426-7914		180.00
	5201184	Landscape Maintenance 12/2016		240-2427-7914		630.33
	5201184	Landscape Maintenance 12/2016		240-2431-7914		800.00
	5201184	Landscape Maintenance 12/2016		240-2432-7914		835.00
	5201184	Landscape Maintenance 12/2016		240-2433-7914		530.00
	5201184	Landscape Maintenance 12/2016		240-2434-7914		355.00
	5212551	Fish Fire K-Rail Debris Clean-up		100-1405-7980	201632-Fish Fire-Other Exp (1405)	310.00
206631	**1/10/2017**	**0074**	**DUARTE CHAMBER OF COMMERCE**			**22,550.00**
	10556	Final Contract Payment 1/1/17 - 6/30		100-1020-7710		22,550.00
206638	**1/10/2017**	**5406**	**FS CONSTRUCTOR INC**			**34,979.00**
	2162	ADA Curb Ramps		260-2605-8061	201701-Construct-ADA CURB RMP FY16/17 (601	34,979.00
206644	**1/10/2017**	**5637**	**LA MOBO BUS SERVICE INC**			**15,054.93**
	5712	Bus 104 PM Service/Repair		440-4405-7887		2,174.42
	5717	Bus 103 A/C Belt & Engine Belt Repla		440-4405-7887		321.13
	5725	Bus 104 Cylinder Head Replacement		440-4405-7887		9,268.91
	5730	Bus 102 Fuel Filter Housing/Head Lig		440-4405-7887		529.55
	5736	Bus 101 Fuel Pressure Sensor Repair		440-4405-7887		585.63
	5742	Bus 102 PM Service/Repair		440-4405-7887		757.64
	5746	Bus 102 Inspection/Repairs		440-4405-7887		1,417.65
206650	**1/10/2017**	**0903**	**CITY OF MONROVIA**			**14,622.92**
	1700213	Fuel-City Manager 10/2016		100-1010-7650		152.01
	1700214	Fuel-Field Services 10/2016		100-1410-7650		1,522.53
	1700215	Fuel-Parks & Rec 10/2016		100-1605-7650		619.57
	1700216	Fuel-Public Safety 10/2016		100-1205-7650		1,446.75
	1700217	Fuel-Cmty Development 10/2016		100-1405-7650		158.47
	1700218	Fuel-Sheriff's Dept 10/2016		100-1205-7781		3,988.31
	1700219	Fuel-Transit Dept 10/2016		440-4405-7619		6,735.28
206661	**1/10/2017**	**0904**	**RKA CONSULTING GROUP**			**8,547.50**
	25560	Engineering-2016/17 ATP 11/2016		440-4425-7965	201604-Prof Svcs 440 (ATP)-ATP Design Goldline	1,352.30
	25560	Engineering-2016/17 ATP 11/2016		620-6225-7965	201604-Prof Svcs 620 (ATP)-ATP Design Goldline	2,035.20
	25620	Public Works Inspections 11/2016		100-1405-7969	201719-Engineering-Gas Co-Las Lomas/Calle Ma	2,835.00
	25621	Engineering-Complex Fire 11/2016		100-1405-7969	201632-Fish Fire-Engineering Svcs	300.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	25622	Contract Engineering 11/2016		100-1405-7969		2,025.00
206670	**1/10/2017**	**4616**	**TOTAL FUNDS BY HASLER**			**5,000.00**
	010417	Postage for Meter		100-1825-7626		5,000.00
35	**1/10/2017**	**4286**	**MAXTREME INC**			**9,502.84**
	13244	Web Cam (Active.net)		100-1610-7980		59.93
	13244	IT Supplies		100-1815-7980		179.91
	13245	Office 365 44 Licenses 12/2016		100-1815-7632		363.00
	13246	IT Helpdesk12/2016		100-1815-7965		8,700.00
	13246	Crash Plan Recovery 12/2016		100-1815-7980		200.00
EFT03931	**12/28/2016**	**5308**	**CALIFORNIA AMERICAN WATER**			**8,700.05**
	122816	CAL AM-Galen 10/20/16 - 11/16/16		240-2410-7844		8,700.05
					Payment Total:	**153,914.08**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	65,621.25
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	28,136.12
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	34,979.00
440 - PROPOSITION A TRANSIT FUND	23,142.51
620 - COMMUNITY IMPROVEMENT FUND	2,035.20
Grand Total:	**153,914.08**

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	152.01
100-1015-7680	City Attorney	8,301.26
100-1015-7684	Code Enforcement	4,037.17
100-1015-7686	Other Legal Services	544.00
100-1020-7710	Chamber Of Commerce	22,550.00
100-1020-7724	Post Office Parking	115.00
100-1205-7650	Vehicle Maintenance	1,446.75
100-1205-7781	Contract Law Enforceme	3,988.31
100-1405-7650	Vehicle Maintenance	158.47
100-1405-7969	City Engineer	5,160.00
100-1405-7980	Other Expenses	310.00
100-1410-7650	Vehicle Maintenance	1,522.53
100-1415-7916	Landscape-Sport Park	2,130.00
100-1605-7650	Vehicle Maintenance	619.57
100-1610-7980	Other Expenses	59.93
100-1815-7632	Software Maintenance	363.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	379.91
100-1825-7626	Postage	5,000.00
100-1825-7945	Operation Of Acq Prop	83.34
240-2410-7844	Water-Citywide	8,700.05
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
260-2605-8061	ADA Curb Ramps	34,979.00
440-4405-7619	Fuel And Oil	6,735.28
440-4405-7887	Repairs & Replacements	15,054.93
440-4425-7965	Professional Services (A	1,352.30
620-6225-7965	Professional Services (A	2,035.20
	Grand Total:	**153,914.08**

Project Account Summary

Project Account Key	Payment Amount
None	111,475.24
201406-Legal Fees-City of Hope EIR Reimb	544.00
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	1,352.30

Project Account Summary

Project Account Key	Payment Amount
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	2,035.20
201632-Fish Fire-Engineering Svcs	300.00
201632-Fish Fire-Other Exp (1405)	310.00
201701-Construct-ADA CURB RMP FY16/17 (601778-16	34,979.00
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,835.00
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	**153,914.08**

City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 12/28/2016 - 01/10/2017

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7647	LIZ REILLY	Meeting/Conference Expense Reimb	206658		127.70
100-1005-7647	LIZ REILLY	Expense Reimb 11/2/16 - 11/29/16	206658		215.33
100-1005-7648	NATIONAL LEAGUE OF CITIES	Sam Kang APAMO Dues	206605		35.00
100-1010-7612	MUNICIPAL CODE CORPORATION	Web Hosting/Archives 12/1/16 - 11/30/17	206652		900.00
100-1010-7612	WOMEN LEADING GOVERNMENT	Karen Herrera 2016/17 Dues	206673		50.00
100-1010-7612	PASADENA STAR NEWS	Subscription-26 wks	206654		269.48
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 10/2016	206650		152.01
100-1015-7680	RUTAN & TUCKER LLP	General Attorney (Retainer) 11/2016	206607		8,301.26
100-1015-7684	RUTAN & TUCKER LLP	Code Enforcement Legal 11/2016	206607		4,037.17
100-1015-7686	RUTAN & TUCKER LLP	City of Hope Legal 11/2016	206607	201406-Legal Fees-City of Hope EIR Reim	544.00
100-1020-7710	DUARTE CHAMBER OF COMMERCE	Final Contract Payment 1/1/17 - 6/30/17	206631		22,550.00
100-1020-7724	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		115.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 12/13/2016	206674		550.00
100-1020-7980	WALMART COMMUNITY/RFCSLLC	Holiday Party 12/2/16	206614		47.14
100-1020-7980	WALMART COMMUNITY/RFCSLLC	Holiday Celebration Decorations	206614		51.93
100-1020-7980	WALMART COMMUNITY/RFCSLLC	Return-Credit	206614		-23.94
100-1020-7980	KRISTEN PETERSEN	Holiday Party Desserts/Supplies	206656		583.32
100-1205-7614	WALMART COMMUNITY/RFCSLLC	Office Supplies	206614		12.72
100-1205-7614	DUARTE PUBLIC SAFETY PETTY CAS	Office Supplies (Target)	206595		27.66
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	206666		51.94
100-1205-7636	TOM'S CLOTHING & UNIFORMS IN	CSO Uniform Shirt-J Martinez	206669		47.86
100-1205-7636	JUAN OSEGUERA	Uniform Jacket	206653		83.33
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 24 Tire/Brakes/Rotors	206617		1,242.02
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 23 Light Box Repair	206617		122.94
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 35 PM Service & Repair	206617		200.01
100-1205-7650	DUARTE PUBLIC SAFETY PETTY CAS	Veh 35 Carwash (Fast 5 Express)	206595		7.00
100-1205-7650	DUARTE PUBLIC SAFETY PETTY CAS	Veh 35 Carwash (Fast 5 Express)	206595		14.00
100-1205-7650	DUARTE PUBLIC SAFETY PETTY CAS	Veh 35 Carwash (Fast 5 Express)	206595		14.00
100-1205-7650	MONROVIA BODY SHOP	Veh 24 Repair (Fish Fire Mud Flow)	206649	201632-Fish Fire-Vehicle Maint	1,904.68
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 10/2016	206650		1,446.75
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS A	Citation Revenue Tax 11/2016	206611		4,980.00
100-1205-7761	DATA TICKET INC	Admin Cite Processing Fee 11/2016	206629		287.50
100-1205-7761	DATA TICKET INC	Parking Cite Processing Fee 11/2016	206629		1,346.79
100-1205-7779	WALMART COMMUNITY/RFCSLLC	TC Supplies/Xbox Snacks	206614		145.60
100-1205-7779	WALMART COMMUNITY/RFCSLLC	Field Trip Snacks 11/9 & 11/22	206614		62.06
100-1205-7779	WALMART COMMUNITY/RFCSLLC	Movie Snacks/Event Water	206614		51.00
100-1205-7779	WALMART COMMUNITY/RFCSLLC	Service Project Supplies	206614		15.05
100-1205-7779	DUARTE PUBLIC SAFETY PETTY CAS	DART Trip Expenses (Castle Park)	206595		7.11
100-1205-7779	DUARTE PUBLIC SAFETY PETTY CAS	Red Ribbon Week Coffee (Starbucks)	206595		15.95
100-1205-7779	DUARTE PUBLIC SAFETY PETTY CAS	Probation Youth Trip Expenses (Universal Studios)	206595		18.00
100-1205-7779	FSP DESIGNS	Youth Program Uniforms	206639	201616-Youth Programs-Calgrip FY 2016-	269.32
100-1205-7779	DUARTE PIZZA COMPANY	TC Bowling Trip	206632		53.20
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Animal Shelter Services 11/2016	206627		2,201.65
100-1205-7780	DUARTE-AZUSA ANIMAL HOSPITAL	Emergency Animal Care	206596		668.50
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 10/2016	206650		3,988.31
100-1205-7887	ENTENMANN-ROVIN COMPANY	AC/CC Badge Refinish	206634		69.05
100-1205-7980	DUARTE PUBLIC SAFETY PETTY CAS	EOC Debris Flow Coffee (Starbucks)	206595		13.90
100-1205-7980	DUARTE PUBLIC SAFETY PETTY CAS	City of Hope Walk Coffee (Starbucks)	206595		15.95
100-1205-7980	DUARTE PUBLIC SAFETY PETTY CAS	EOC Supplies (Dollar Tree)	206595		5.45
100-1205-7980	DUARTE PIZZA COMPANY	Fish Fire Debris Flow-Field Staff Food	206632	201632-Fish Fire-Other Expenses	137.20
100-1205-7980	CITY OF ARCADIA	Citation Hearing-C Ovando	206619		50.00
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 10/2016	206650		158.47
100-1405-7690	SHERYL LEFMANN	Planning Commission Mtg 12/19/16	206647		50.00

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7690	GEORGE K FARRA	Planning Commission Mtg 12/19/16	206636		50.00
100-1405-7690	SHAUNA PIERCE	Planning Commission Mtg 12/19/16	206657		50.00
100-1405-7690	PAULA WATSON-GARDNER	Planning Commission Mtg 12/19/16	206672		50.00
100-1405-7690	SARA VASQUEZ	Planning Commission Mtg 12/19/16	206671		50.00
100-1405-7802	COUNTY OF LOS ANGELES DEPART	NPDES-Catch Basin Cleanout 11/1/14 - 10/31/16	206628		4,770.48
100-1405-7965	LDM ASSOCIATES INC	2016/17 CDBG Grant Administration 11/2016	206646		680.00
100-1405-7969	RKA CONSULTING GROUP	Public Works Inspections 11/2016	206661	201719-Engineering-Gas Co-Las Lomas/C	2,835.00
100-1405-7969	RKA CONSULTING GROUP	Engineering-Complex Fire 11/2016	206661	201632-Fish Fire-Engineering Svcs	300.00
100-1405-7969	RKA CONSULTING GROUP	Contract Engineering 11/2016	206661		2,025.00
100-1405-7980	BRIGHTVIEW LANDSCAPE SERVICES	Fish Fire K-Rail Debris Clean-up	206623	201632-Fish Fire-Other Exp (1405)	310.00
100-1405-7980	SUNSTATE EQUIPMENT CO	Tractor Rental-Debris Flow Clean-up	206667	201632-Fish Fire-Other Exp (1405)	779.21
100-1405-7980	SUNSTATE EQUIPMENT CO	Fish Fire Tractor Rental-Mud Flow Clean-up	206667	201632-Fish Fire-Other Exp (1405)	634.68
100-1410-7630	SIMON EQUIPMENT RENTALS	Trencher Rental-Duarte Rd	206663		98.83
100-1410-7636	MANNY PEREZ	Safety Boot Reimbursement	206655		136.22
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 10/2016	206650		1,522.53
100-1410-7650	AUTOZONE	Truck 2 Wipers	206620		22.17
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 11/2016	206668		145.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 12/2016	206615		58.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 12/2016	206615		58.00
100-1410-7980	LA COUNTY SANDBAGS	Pre-Filled Sand Bags-204 Mel Cyn	206604	201632-Fish Fire-Other Exp(1410)	800.00
100-1410-7980	LA COUNTY SANDBAGS	Pre-Filled Sand Bags-204 Mel Cyn	206604	201632-Fish Fire-Other Exp(1410)	602.23
100-1410-7980	LA COUNTY SANDBAGS	Pre-Filled Sand Bags-204 Mel Cyn	206604	201632-Fish Fire-Other Exp(1410)	275.00
100-1410-7980	LA COUNTY SANDBAGS	Pre-filled Sandbags-1850 Highland	206604	201632-Fish Fire-Other Exp(1410)	150.00
100-1410-7980	LA COUNTY SANDBAGS	Pre-filled Sandbags-1850 Highland	206604	201632-Fish Fire-Other Exp(1410)	555.90
100-1410-7980	LA COUNTY SANDBAGS	Pre-filled Sandbags-1850 Highland	206604	201632-Fish Fire-Other Exp(1410)	78.48
100-1410-7980	LA COUNTY SANDBAGS	Pre-filled Sandbags-1850 Highland	206604	201632-Fish Fire-Other Exp(1410)	450.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		2,130.00
100-1500	KRISTEN PETERSEN	Advance-Holiday Party Desserts	206656		-550.00
100-1605-7612	CALIFORNIA PARK & RECREATION S	Marilyn Mays Dues 2/1/17 - 1/31/18	206626		145.00
100-1605-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 00 PM Service/Repair	206617		970.93
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Rec 10/2016	206650		619.57
100-1605-7650	EXXONMOBIL	Fuel-City Vehicles	206598		39.09
100-1605-7728	WALMART COMMUNITY/RFCSLLC	Holiday of Promise Supplies	206614	201709- Duarte's Promise - America's Pro	117.27
100-1605-7728	MESSAGE MEDIA GROUP LLC	MLK Event Speaker	206648	201709- Duarte's Promise - America's Pro	300.00
100-1605-7730	WALMART COMMUNITY/RFCSLLC	Special Event Supplies	206614		25.68
100-1605-7730	WALMART COMMUNITY/RFCSLLC	Holiday Decorations/Supplies	206614		223.75
100-1605-7730	WALMART COMMUNITY/RFCSLLC	Christmas Supplies	206614		14.46
100-1605-7733	WALMART COMMUNITY/RFCSLLC	SC Candy Canes	206614		12.96
100-1605-7733	WALMART COMMUNITY/RFCSLLC	SC Christmas Supplies	206614		104.28
100-1605-7733	WALMART COMMUNITY/RFCSLLC	SC Christmas Decorations	206614		80.30
100-1605-7733	THEODORE SIEGEL	SC An American in Paris Screening	206662		150.00
100-1605-7733	SMART & FINAL	SC Dinner Supplies 12/16/16	206664		46.03
100-1605-7733	SMART & FINAL	SC Dinner Supplies 12/16/16	206664		101.36
100-1605-7733	SMART & FINAL	SC Luncheon Raffle 12/22/16	206664		163.87
100-1605-7733	SMART & FINAL	SC Luncheon Supplies 122/22/16	206664		130.05
100-1605-7735	SMART & FINAL	TC Winter Holiday Festival	206664		22.78
100-1605-7736	WALMART COMMUNITY/RFCSLLC	Fall Recital Supplies	206614		81.83
100-1605-7736	WALMART COMMUNITY/RFCSLLC	Fall Recital Supplies	206614		134.21
100-1605-7750	INLAND EMPIRE TOURS & TRANSP	Adult Excursion Transporation 12/14/16	206642		955.50
100-1605-7980	WALMART COMMUNITY/RFCSLLC	Volleyball Tournament	206614		48.20
100-1605-7980	SMART & FINAL	Youth Sports Holiday Party Supplies	206664		76.59
100-1605-7980	SMART & FINAL	Office Assistant Supplies	206664		8.12
100-1605-7980	BSN SPORTS LLC	Basketball Equipment	206624		214.18
100-1610-7618	WALMART COMMUNITY/RFCSLLC	City Hall Tree Decorations	206614		119.71
100-1610-7618	FRONTIER HARDWARE	South Yard Paint Supplies	206637		21.19
100-1610-7618	FRONTIER HARDWARE	Electrical Supplies	206637		30.28
100-1610-7618	FRONTIER HARDWARE	Misc Supplies/Repairs	206637		26.12
100-1610-7618	FRONTIER HARDWARE	MIsc Supplies/Repairs	206637		17.41
100-1610-7618	FRONTIER HARDWARE	Oil	206637		5.44
100-1610-7618	FRONTIER HARDWARE	ROP Hose	206637		24.51

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7618	FRONTIER HARDWARE	Plumbing Parts/Oil	206637		25.83
100-1610-7618	FRONTIER HARDWARE	Batteries/Flashlight/Door Hold	206637		62.37
100-1610-7618	FRONTIER HARDWARE	Encanto Park Repairs	206637		18.33
100-1610-7618	FRONTIER HARDWARE	Leaf Rake	206637		7.84
100-1610-7618	SMART & FINAL	Janitorial Supplies	206664		223.15
100-1610-7618	SMART & FINAL	Janitorial Supplies	206664		112.11
100-1610-7618	AUTOZONE	Fitness Ctr Cleaning Supplies	206620		42.47
100-1610-7618	AUTOZONE	Return (Inv 2814711115)	206620		-10.62
100-1610-7618	AUTOZONE	Fitness Ctr Cleaning Supplies	206620		7.22
100-1610-7618	GRAINGER	Return-Bathroom Fan	206600		-152.77
100-1610-7618	GRAINGER	Tennis/Basketball Court Lights	206600		480.82
100-1610-7636	HENDERSON'S	Facility Maintenance Uniforms	206602		1,270.06
100-1610-7652	UNITED SITE SERVICES	Portable Toilet Rent 12/6/16 - 1/2/17	206613		88.67
100-1610-7652	JOE'S JANITORIAL SERVICE	TC Game Room Floor Strip/Wax	206603		450.00
100-1610-7652	CINTAS CORPORATION #693	ROP Bldg Mats	206594		66.31
100-1610-7652	CINTAS CORPORATION #693	Senior Ctr/CC Mats	206594		210.96
100-1610-7652	CINTAS CORPORATION #693	Duarte Pk Bldg Mats	206594		32.03
100-1610-7652	CINTAS CORPORATION #693	Teen Ctr Mats	206594		108.83
100-1610-7652	CINTAS CORPORATION #693	Public Safety Mats	206594		38.00
100-1610-7652	CINTAS CORPORATION #693	ROP Bldg Mats	206594		66.31
100-1610-7652	CINTAS CORPORATION #693	Senior Ctr/CC Mats	206594		210.96
100-1610-7652	CINTAS CORPORATION #693	Duarte Pk Bldg Mats	206594		32.03
100-1610-7652	CINTAS CORPORATION #693	Teen Ctr Mats	206594		108.83
100-1610-7652	CINTAS CORPORATION #693	Public Safety Mats	206594		38.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 12/2016	206597		130.00
100-1610-7980	MAXTREME INC	Web Cam (Active.net)	35		59.93
100-1805-7610	KRISTEN PETERSEN	League Conference Expenses	206656		71.12
100-1805-7614	STAPLES ADVANTAGE	Office Supplies/2017 Calendar	206610		46.40
100-1805-7614	STAPLES ADVANTAGE	Stapler	206666		8.07
100-1805-7653	WALMART COMMUNITY/RFCSLLC	Late Charge	206614		0.03
100-1810-7614	STAPLES ADVANTAGE	File Folders	206666		101.78
100-1815-7632	MAXTREME INC	Office 365 44 Licenses 12/2016	35		363.00
100-1815-7965	MAXTREME INC	IT Helpdesk12/2016	35		8,700.00
100-1815-7980	MAXTREME INC	IT Supplies	35		179.91
100-1815-7980	MAXTREME INC	Crash Plan Recovery 12/2016	35		200.00
100-1825-7613	GRAND PRINTING INC	Business Cards-Pinto/Helgesen/L Serna	206601		284.27
100-1825-7626	TOTAL FUNDS BY HASLER	Postage for Meter	206670		5,000.00
100-1825-7626	POSTMASTER	Pmt #3000 Bulk Mail Annual Fee	206606		215.00
100-1825-7630	RICOH USA INC	Copier Lease-PS 12/19/16 - 1/18/17	206659		776.10
100-1825-7630	RICOH USA INC	Copier Lease-CH/SC/TC 1/19/17 - 2/18/17	206659		1,637.07
100-1825-7631	RICOH USA INC	Copier Overage 9/19/16 - 12/18/16	206660		748.73
100-1825-7631	RICOH USA INC	Copier Maintenance12/19/16 - 1/18/17	206660		1,502.11
100-1825-7631	RICOH USA INC	Copier Overage-PS 9/15/16 - 12/19/16	206659		429.44
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	206625		217.60
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	206622		435.21
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	206635		565.78
100-1825-7674	GINNY JOYCE BELBA	Health Insurance Reimbursement	206621		217.60
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	206643		435.21
100-1825-7674	DOROTHY MONTGOMERY	Health Insurance Reimbursement	206651		217.60
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	206640		435.21
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623	990002 - Oper of Acq Prop - Duarte Traile	41.67
100-1825-7945	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623	250016-Oper of Acq Prop-1229 Pops Roa	41.67
100-2120	JAIMEE DAVID-COLLADO	TC Rent Deposit Refund	206630		300.00
100-2120	MAURA SOLIS	CC Rent Deposit Refund	206665		500.00
100-4302	RANDAL FINCH	Citation Overpayment Refund	206599		100.00
100-4402	MAURA SOLIS	Graffiti Removal-Men's Restroom	206665		-69.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 11/2016 (Lease Increase)	206633	250004 - Property Rent - Nextel Rent (Oti	42.90
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 12/2016	206633	250004 - Property Rent - Nextel Rent (Oti	1,520.98
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 1/2017	206633	250004 - Property Rent - Nextel Rent (Oti	1,520.98
				Fund 100 - GENERAL FUND Total:	**112,901.88**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Maintenance 11/2016	206608		773.19
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Call Outs 11/2016	206608		598.28
240-2410-7891	LANDSCAPE WAREHOUSE INC	Duarte Rd Median Irrigation Repair	206645		184.12
240-2410-7896	ARBOR NURSERY PLUS	Citywide Tree Replacement	206618		1,047.19
240-2410-7898	ACOSTA GROWERS INC	Center Median Tree Planting	206616		708.50
240-2410-7915	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		4,630.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		480.58
240-2423-7887	ARBOR NURSERY PLUS	Amberwood Tree Replacement	206618		142.00
240-2423-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		400.00
240-2426-7810	A1 MAINTENANCE SERVICES CA	Mikes Ctr Sweeping 12/2016	206615		747.00
240-2426-7887	SIMON EQUIPMENT RENTALS	Scissor Lift Rental (Parking Lot Light Install)	206609		160.92
240-2426-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SERVICES	Landscape Maintenance 12/2016	206623		355.00
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**23,797.27**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	FS CONSTRUCTOR INC	ADA Curb Ramps	206638	201701-Construct-ADA CURB RMP FY16/	34,979.00
260-2605-8061	LDM ASSOCIATES INC	ADA Ramp Project Administration 11/2016	206646	201701-Construct-ADA CURB RMP FY16/	297.50
260-2605-8070	LDM ASSOCIATES INC	Bradbourne St Improv Project Admin 11/2016	206646	201702-Street Imp-Bradbourne Ave Reha	807.50
				Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:	**36,084.00**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	STAPLES ADVANTAGE	Office Supplies/2017 Calendars	206610		116.22
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 10/2016	206650		6,735.28
440-4405-7619	AUTOZONE	Bus Antifreeze	206620		90.85
440-4405-7636	HENDERSON'S	Transit Uniforms-R Smith	206641		156.79
440-4405-7650	FRONTIER HARDWARE	Zip Ties	206637		11.61
440-4405-7650	FRONTIER HARDWARE	South Yard Cleaning Supplies	206637		10.44
440-4405-7650	FRONTIER HARDWARE	South Yard Batteries	206637		13.07
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 PM Service/Repair	206644		2,174.42
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 A/C Belt & Engine Belt Replacement	206644		321.13
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 Cylinder Head Replacement	206644		9,268.91
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Fuel Filter Housing/Head Light Repair	206644		529.55
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 101 Fuel Pressure Sensor Repair	206644		585.63
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 PM Service/Repair	206644		757.64
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Inspection/Repairs	206644		1,417.65
440-4425-7965	RKA CONSULTING GROUP	Engineering-2016/17 ATP 11/2016	206661	201604-Prof Svcs 440 (ATP)-ATP Design G	1,352.30
			Fund 440 - PROPOSITION A TRANSIT FUND Total:		**23,541.49**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6225-7965	RKA CONSULTING GROUP	Engineering-2016/17 ATP 11/2016	206661	201604-Prof Svcs 620 (ATP)-ATP Design G	2,035.20
				Fund 620 - COMMUNITY IMPROVEMENT FUND Total:	**2,035.20**
				Grand Total:	**198,359.84**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	112,901.88
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	23,797.27
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	36,084.00
440 - PROPOSITION A TRANSIT FUND	23,541.49
620 - COMMUNITY IMPROVEMENT FUND	2,035.20
Grand Total:	**198,359.84**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7647	Travel & Exp - Reilly	343.03
100-1005-7648	Travel & Exp - Kang	35.00
100-1010-7612	Publications and Dues	1,219.48
100-1010-7650	Vehicle Maintenance	152.01
100-1015-7680	City Attorney	8,301.26
100-1015-7684	Code Enforcement	4,037.17
100-1015-7686	Other Legal Services	544.00
100-1020-7710	Chamber Of Commerce	22,550.00
100-1020-7724	Post Office Parking	115.00
100-1020-7726	Council Cablecasting	550.00
100-1020-7980	Other Expenses	658.45
100-1205-7614	Office Supplies	92.32
100-1205-7636	Uniforms	131.19
100-1205-7650	Vehicle Maintenance	4,951.40
100-1205-7761	Parking Ticket Collect	6,614.29
100-1205-7779	Youth Programs	637.29
100-1205-7780	Animal Control	2,870.15
100-1205-7781	Contract Law Enforceme	3,988.31
100-1205-7887	Repairs & Replacements	69.05
100-1205-7980	Other Expenses	222.50
100-1405-7650	Vehicle Maintenance	158.47
100-1405-7690	Planning Commission	250.00
100-1405-7802	NPDES Requirements	4,770.48
100-1405-7965	Professional Services	680.00
100-1405-7969	City Engineer	5,160.00
100-1405-7980	Other Expenses	1,723.89
100-1410-7630	Equipment Rentals	98.83
100-1410-7636	Uniforms	136.22
100-1410-7650	Vehicle Maintenance	1,544.70
100-1410-7656	Emergency Generator	145.00
100-1410-7810	Street Sweeping	116.00
100-1410-7980	Other Expenses	2,911.61
100-1415-7916	Landscape-Sport Park	2,130.00
100-1500	Advances	-550.00
100-1605-7612	Publications and Dues	145.00
100-1605-7650	Vehicle Maintenance	1,629.59
100-1605-7728	Americorp's VIP Progra	417.27
100-1605-7730	Special Events	263.89
100-1605-7733	Senior Center	788.85
100-1605-7735	Teen Center	22.78
100-1605-7736	Recreation Classes	216.04
100-1605-7750	Bus Rentals	955.50
100-1605-7980	Other Expenses	347.09
100-1610-7618	Building Supplies	1,061.41
100-1610-7636	Uniforms	1,270.06
100-1610-7652	Building Maint Services	1,580.93
100-1610-7980	Other Expenses	59.93
100-1805-7610	Travel, Mtgs & Conf	71.12

Account Summary

Account Number	Account Name	Payment Amount
100-1805-7614	Office Supplies	54.47
100-1805-7653	Bank Charges	0.03
100-1810-7614	Office Supplies	101.78
100-1815-7632	Software Maintenance	363.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	379.91
100-1825-7613	Duplications And Photos	284.27
100-1825-7626	Postage	5,215.00
100-1825-7630	Equipment Lease	2,413.17
100-1825-7631	Equipment Maintenance	2,680.28
100-1825-7674	Retiree Health Insurance	2,524.21
100-1825-7945	Operation Of Acq Prop	83.34
100-2120	Refundable Deposits	800.00
100-4302	Parking Citations	100.00
100-4402	Community Center Rent	-69.00
100-4408	Property Rental	3,084.86
240-2405-7890	Repairs-Traffic Signal	1,371.47
240-2410-7891	Repairs-Medians	184.12
240-2410-7896	Tree Planting-Citywide	1,047.19
240-2410-7898	Tree Plant-Medians	708.50
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
240-2423-7887	Repairs & Replacements	142.00
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7810	Street Sweeping	747.00
240-2426-7887	Repairs & Replacements	160.92
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
260-2605-8061	ADA Curb Ramps	35,276.50
260-2605-8070	Street Improvements	807.50
440-4405-7614	Office Supplies	116.22
440-4405-7619	Fuel And Oil	6,826.13
440-4405-7636	Uniforms	156.79
440-4405-7650	Vehicle Maintenance	35.12
440-4405-7887	Repairs & Replacements	15,054.93
440-4425-7965	Professional Services (A	1,352.30
620-6225-7965	Professional Services (A	2,035.20
	Grand Total:	**198,359.84**

Project Account Summary

Project Account Key	Payment Amount
None	144,677.17
201406-Legal Fees-City of Hope EIR Reimb	544.00
201604-Prof Svcs 440 (ATP)-ATP Design Goldline	1,352.30
201604-Prof Svcs 620 (ATP)-ATP Design Goldline	2,035.20
201616-Youth Programs-Calgrip FY 2016-17	269.32
201632-Fish Fire-Engineering Svcs	300.00
201632-Fish Fire-Other Exp (1405)	1,723.89
201632-Fish Fire-Other Exp(1410)	2,911.61

Project Account Summary

Project Account Key	Payment Amount
201632-Fish Fire-Other Expenses	137.20
201632-Fish Fire-Vehicle Maint	1,904.68
201701-Construct-ADA CURB RMP FY16/17 (601778-16	35,276.50
201702-Street Imp-Bradbourne Ave Rehab (601779-16)	807.50
201709- Duarte's Promise - America's Promise Exp	417.27
201719-Engineering-Gas Co-Las Lomas/Calle Martos	2,835.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,084.86
250016-Oper of Acq Prop-1229 Pops Road	41.67
990002 - Oper of Acq Prop - Duarte Trailer Park	41.67
Grand Total:	**198,359.84**

City of Duarte

Sixteen Hundred Huntington Drive, Duarte, California 91010-2592
Tel 626-357-7931 FAX 626-358-0018 www.accessduarte.com

To: Mayor Finlay and Members of the Duarte City Council

From: Brian Villalobos; Director of Public Safety Services

Subject: Resolution No. 17-R-04 of the City Council Proclaiming the Termination of a Local Emergency

Date: January 10, 2017

RECOMMENDATION: Staff recommends that the City Council adopt Resolution No. 17-R-04 proclaiming the termination of a local emergency.

BACKGROUND: On Monday, June 20, 2016, at approximately 12:30PM, a fire began on the hillsides above Mel Canyon Road and Brookridge Road. The Fish Fire spread quickly which necessitated the evacuation of approximately 770 Duarte residences. The City of Duarte activated the Emergency Operations Center (EOC) at 1PM.A shelter was set up and run by the American Red Cross Association at the City of Duarte's Community Center.

The Los Angeles County Fire Department and the Los Angeles County Sheriff Department set up a unified command. The Sheriff's Department deployed 80 deputy personnel to the area to assist in evacuations and to safeguard properties. The Los Angeles County Fire Department deployed 610 firefighters, 12 helicopters, 9 water tenders, 71 fire engines, 20 hand crews and 11 heli-tankers to this incident.

DISCUSSION: Based on the above, the City Manager acting as the Director of Emergency Services. determined that there were conditions of extreme peril to the safety of persons and property within the City of Duarte. Under the authority of Ordinance No. 287 of the City of Duarte, the Director of Emergency Services proclaimed the existence of a local emergency within the City of Duarte on the 21st day of June, 2016. That Resolution No. 16-14 proclaiming the existence of a local emergency, as issued by the Director of Emergency Services, was ratified by the Duarte City Council on June 28, 2016.

The existence of the local emergency was continued at each subsequent regularly scheduled City Council meeting until January 10, 2016. The emergency conditions existed due to the threat of potential debris flows as a result of the Fish Fire and the necessary precautions the City of Duarte undertook to establish contracts necessary to perform the work to protect persons and property within the City of Duarte.

FISCAL IMPACT: None.

ATTACHMENT: Resolution 17-R-04

RESOLUTION NO. 17-R-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE PROCLAIMING THE TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Duarte in accordance with resolution NO. 16-15 thereof proclaimed by the Director of Emergency Services on the 21st day of June, 2016, and its ratification by the City Council on the 28th day of June, 2016, as a result of conditions of extreme peril to the safety of persons and property caused by the Fish Fire.

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

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

PASSED, APPROVED, AND ADOPTED this 10th day of January, 2017.

_____
Mayor Margaret Finlay

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

I, Karen Herrera, Deputy City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution 17-04 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 10th day of January, 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers

ABSENT: Councilmembers

_____
Deputy City Clerk Karen Herrera
City of Duarte, California

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: January 3, 2017

SUBJECT: APPROVAL OF JOB DESCRIPTION AND RESOLUTION NO. 17-R-05 ESTABLISHING AN HOURLY RATE SCHEDULE FOR PART-TIME TEMPORARY ADMINISTRATIVE ASSISTANT – CITY MANAGER

Background

Recently we were informed that Jaqueline Ruiz will be leaving the City of Duarte for an opportunity in another community. She will be leaving the City of Duarte on January 12th and we will begin the recruitment process shortly thereafter in order to fill this position as quickly as possible. In the meantime there will be several weeks after Jackie leaves where the City Manager's office will need assistance with the Administrative Assistant duties.

Currently the City does not have an approved part time job description or salary range for an Administrative Assistant. However, we do have the existing full time job description and salary range that was approved and we are recommending that the part time position utilize the same exact description and hourly salary range, recognizing that this position will be part time temporary and will not include retirement or health benefits. Attached please find the job description and Resolution No.17-R-05 establishing the hourly rate schedule for a part time temporary administrative assistant position on the City-Wide Salary and Pay Schedule. Please note that the new position is highlighted in yellow.

Please note that this position does not require a budget amendment because it will only be filling in on an as needed basis during the recruitment process. The savings of the vacant full time position will more than cover the cost of this part time assistance.

Recommendation

It is recommended that the City Council approve the attached job description and Resolution No.17-R-05, establishing an hourly rate schedule for a part-time temporary Administrative Assistant position on the attached City-Wide Salary and Pay Schedule.

ADMINISTRATIVE ASSISTANT-
CITY MANAGER'S OFFICE

Definition:

Under general supervision of the Deputy City Manager, performs a wide variety of administrative and public information tasks in coordination with multiple City departments and outside public agencies.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Meets and corresponds with various citizen, professional, business, non-profit, and other groups to answer questions and secure their help in carrying out various programs.
2. Assists with website development and maintenance.
3. Keeps the community and Council informed of relevant and timely city information through a variety of forms of written and electronic communication including creating and writing press releases, articles, brochures, posters, direct mail pieces, enews alerts, social media and other community communication.
4. Assists in the development of City print and social media communications.
5. Assists in the research and analysis of legislation.
6. Coordinates various community special events and assists City Council and departments with special projects and programs as assigned.
7. Assists with the preparation and submission of grant applications, funding requests, and reports for grants administered by various departments.
8. Assists in the administration and fielding of public concerns related to the City's public utility providers, cable television, and waste hauling franchises.
9. Assists in the preparation of City Council agenda reports
10. Represents the Deputy City Manager at various community meetings as required
11. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of public administration and municipal government.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Public administrative research methods, techniques, and report presentation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.

- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Understand City programs and resources available to resolve municipal problems.
- Communicate with customers, clients, and the public in face-to-face, one on one and groups meetings and over the phone.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policy.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information on a variety of programs and services.
- Maintain relevant program records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business, political science, communication or a related field, and one year of relevant experience. Master's degree is desirable. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.

Exhibit A

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective July 1, 2016 unless otherwise stated

EXECUTIVE

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

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

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

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	$ 34.54	$ 5,988	$ 35.65	$ 6,179	$ 36.73	$ 6,367	$ 37.83	$ 6,557	$ 38.92	$ 6,746	$ 40.03	$ 6,938	$ 41.12	$ 7,128
Assistant to the City Manager	$ 44.66	$ 7,740	$ 45.97	$ 7,968	$ 47.27	$ 8,193	$ 48.58	$ 8,421	$ 49.90	$ 8,649	$ 51.21	$ 8,877	$ 52.54	$ 9,108
Associate Civil Engineer	$ 39.48	$ 6,843	$ 40.93	$ 7,094	$ 42.37	$ 7,344	$ 43.83	$ 7,597	$ 45.26	$ 7,845	$ 46.72	$ 8,098	$ 48.17	$ 8,349
Associate Planner	$ 35.37	$ 6,131	$ 36.56	$ 6,338	$ 37.76	$ 6,545	$ 38.97	$ 6,754	$ 40.17	$ 6,962	$ 41.37	$ 7,172	$ 42.58	$ 7,381
City Clerk	$ 42.46	$ 7,361	$ 43.70	$ 7,575	$ 44.93	$ 7,787	$ 46.16	$ 8,001	$ 47.38	$ 8,214	$ 48.62	$ 8,427	$ 49.86	$ 8,642
City Planner	$ 50.46	$ 8,746	$ 52.06	$ 9,024	$ 53.66	$ 9,301	$ 55.27	$ 9,580	$ 56.88	$ 9,859	$ 58.48	$ 10,136	$ 60.08	$ 10,414
Deputy City Manager	$ 49.12	$ 8,516	$ 50.57	$ 8,764	$ 52.00	$ 9,013	$ 53.45	$ 9,263	$ 54.89	$ 9,514	$ 56.34	$ 9,766	$ 57.80	$ 10,018
Director of Community Development	$ 63.22	$ 10,957	$ 65.66	$ 11,382	$ 68.10	$ 11,804	$ 70.55	$ 12,228	$ 72.99	$ 12,651	$ 75.42	$ 13,074	$ 77.87	$ 13,498
Director of Parks & Recreation	$ 59.91	$ 10,385	$ 61.86	$ 10,724	$ 63.81	$ 11,060	$ 65.76	$ 11,398	$ 67.71	$ 11,737	$ 69.65	$ 12,073	$ 71.60	$ 12,410
Director of Public Safety Services	$ 59.91	$ 10,385	$ 61.86	$ 10,724	$ 63.81	$ 11,060	$ 65.76	$ 11,398	$ 67.71	$ 11,737	$ 69.65	$ 12,073	$ 71.60	$ 12,410
Facilities Maintenance Supervisor	$ 31.57	$ 5,473	$ 32.79	$ 5,683	$ 34.00	$ 5,894	$ 35.21	$ 6,103	$ 36.42	$ 6,313	$ 37.64	$ 6,524	$ 38.84	$ 6,733
Field Services Manager	$ 47.09	$ 8,163	$ 48.70	$ 8,441	$ 50.29	$ 8,717	$ 51.89	$ 8,995	$ 53.49	$ 9,271	$ 55.09	$ 9,549	$ 56.70	$ 9,826
Financial Services Manager	$ 41.37	$ 7,172	$ 42.82	$ 7,421	$ 44.25	$ 7,670	$ 45.69	$ 7,919	$ 47.12	$ 8,168	$ 48.57	$ 8,418	$ 50.01	$ 8,669
Information Technology Manager	$ 47.09	$ 8,163	$ 48.70	$ 8,441	$ 50.29	$ 8,717	$ 51.89	$ 8,995	$ 53.48	$ 9,270	$ 55.09	$ 9,549	$ 56.69	$ 9,826
Public Safety Manager	$ 37.30	$ 6,465	$ 39.71	$ 6,883	$ 40.42	$ 7,006	$ 41.98	$ 7,276	$ 43.53	$ 7,545	$ 45.08	$ 7,814	$ 46.64	$ 8,084
Public Works Manager	$ 47.66	$ 8,261	$ 49.16	$ 8,521	$ 50.66	$ 8,781	$ 52.17	$ 9,043	$ 53.67	$ 9,304	$ 55.18	$ 9,564	$ 56.69	$ 9,826
Recreation Superintendent	$ 41.86	$ 7,256	$ 43.33	$ 7,511	$ 44.81	$ 7,766	$ 46.28	$ 8,022	$ 47.75	$ 8,277	$ 49.23	$ 8,534	$ 50.71	$ 8,790
Recreation Supervisor	$ 31.57	$ 5,473	$ 32.79	$ 5,683	$ 34.00	$ 5,894	$ 35.21	$ 6,103	$ 36.43	$ 6,314	$ 37.64	$ 6,524	$ 38.85	$ 6,734
Senior Planner	$ 44.12	$ 7,647	$ 45.51	$ 7,889	$ 46.91	$ 8,131	$ 48.31	$ 8,374	$ 49.70	$ 8,614	$ 51.10	$ 8,856	$ 52.49	$ 9,099
Transit Supervisor	$ 34.41	$ 5,964	$ 35.77	$ 6,200	$ 37.16	$ 6,440	$ 38.52	$ 6,678	$ 39.90	$ 6,916	$ 41.28	$ 7,156	$ 42.66	$ 7,393

GENERAL EMPLOYEES - SEIU LOCAL 721

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

PART-TIME HOURLY EMPLOYEES

POSITION	Hourly Pay Rate						
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Administrative Assistant - City Manager's Office (1/10/17)	$ 20.21	$ 21.00	$ 27.79	$ 22.59	$ 23.38	$ 24.17	$ 24.96
Aerobics Instructor (7/1/2014)	$ 13.23	$ 15.12	$ 16.98	$ 18.85	$ 20.75	$ 22.62	$ 24.48
Animal Control Officer (eff. 1/1/2016)	$ 16.13	$ 16.75	$ 17.37	$ 17.99	$ 18.62	$ 19.24	$ 19.87
Assistant Boxing Trainer (7/1/2014)	$ 12.37	$ 12.71	$ 13.21	$ 13.71	$ 14.05	$ 14.71	$ 15.05
Boxing Trainer (7/1/2014)	$ 18.76	$ 19.34	$ 20.21	$ 21.08	$ 21.65	$ 22.82	$ 23.40
Bus Driver (7/1/2014)	$ 18.97	$ 19.59	$ 20.23	$ 20.85	$ 21.48	$ 22.10	$ 22.74
Certified Aerobics Instructor (7/1/2014)	$ 23.83	$ 25.26	$ 26.68	$ 28.10	$ 29.53	$ 30.96	$ 32.39
Clerk/Typist Receptionist (eff. 9/13/2016)	$ 19.28	$ 19.98	$ 20.67	$ 21.37	$ 22.07	$ 22.77	$ 23.49
College Intern (7/1/2014)	$ 10.46	$ 11.99	$ 13.52	$ 15.05	$ 16.58	$ 18.11	$ 19.64
Community Services Officer	$ 16.13	$ 16.75	$ 17.37	$ 17.99	$ 18.62	$ 19.24	$ 19.87
Computer Lab Technician (7/1/2014)	$ 14.12	$ 14.54	$ 14.95	$ 15.37	$ 15.79	$ 16.21	$ 16.63
Crossing Guard (7/1/2014)				$ 11.86			
Custodian (7/1/2014)	$ 17.13	$ 17.79	$ 18.44	$ 19.10	$ 19.76	$ 20.42	$ 21.07
Fee and Charge Instructor (7/1/2014)	70% of Registration Fees						
Lifeguard (7/1/2014)	$ 11.87	$ 12.34	$ 12.81	$ 13.28	$ 13.75	$ 14.22	$ 14.69
Lifeguard/Instructor (7/1/2014)	$ 13.66	$ 14.13	$ 14.59	$ 15.06	$ 15.52	$ 15.99	$ 16.45
Pool Manager (7/1/2014)	$ 17.58	$ 18.38	$ 19.19	$ 19.98	$ 20.79	$ 21.58	$ 22.39
Recreation Leader (7/1/2014)	$ 10.42	$ 10.73	$ 11.04	$ 11.34	$ 11.65	$ 11.96	$ 12.27
Recreation Specialist (eff. 7/1/2016)	$ 16.00	$ 16.50	$ 17.00	$ 17.50	$ 18.00	$ 18.50	$ 19.00
Trail Maintenance Crew (eff. 1/1/2016)	$ 10.00	$ 11.00	$ 13.00	$ 15.00	$ 17.00	$ 18.00	$ 21.00

BOARD OF EDUCATION
Kenneth Bell
Reyna Diaz
Douglas Edwards
Tom Reyes
Cheryl Taylor

DUARTE UNIFIED SCHOOL DISTRICT
1620 HUNTINGTON DRIVE, DUARTE, CA 91010
Phone (626) 599-5000 - Fax (626) 599-5069

December 09, 2016

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

Dear Darrell,

The Duarte Unified School District is pleased to announce that at its Organizational Meeting of December 8, 2016, the Board of Education appointed Mr. Ken Bell as Representative to serve on the City of Duarte Public Safety Commission.

If you have any questions, please feel free to contact me.

Sincerely,

Allan Mucerino

Allan Mucerino, Ed.D.
Superintendent

AM/mr

cc: Ken Bell
Karen Herrera, City of Duarte

BOARD OF EDUCATION
Kenneth Bell
Reyna Diaz
Douglas Edwards
Tom Reyes
Cheryl Taylor

DUARTE UNIFIED SCHOOL DISTRICT
1620 HUNTINGTON DRIVE, DUARTE, CA 91010
Phone (626) 599-5000 - Fax (626) 599-5069

December 09, 2016

Kristen Petersen, Assistant City Manager/
Agency/Housing Authority Assistant Executive Director and
Director of Administrative Services
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Dear Ms. Petersen:

The Duarte Unified School District is pleased to announce that at its Organizational Meeting of December 8, 2016, the Board of Education appointed Rev. Douglas Edwards as Representative to serve on the City of Duarte Parks and Recreation Commission.

If you have any questions, please feel free to contact me.

Sincerely,

Allan Mucerino

Allan Mucerino, Ed.D.
Superintendent

AM/mr

cc: Douglas Edwards
Karen Herrera, City of Duarte

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: RECOMMENDATION TO AUTHORIZE THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT FOR TECHNOLOGY PROGRAMS AND AUDIO/VISUAL SYSTEM UPGRADES TO THE SENIOR CENTER

DATE: JANUARY 10, 2017

Recommendation

That the City Council, by motion, authorize the City Manager to execute a $30,000 grant agreement for technology and audio/visual upgrades at the Senior Center through the CRT Settlement Fund and Grants Program from a class action suit with Samsung, subject to the ongoing jurisdiction of the Superior Court of the State of California and overseen by the Cy Pres Funds Administrators.

Discussion

The Parks and Recreation Department is happy to announce that it has been awarded a grant to upgrade some of the presentation and 22-year old audio technology at the Senior Center and to purchase related computer laptops and tablets for senior classes and general public availability of computers in the Senior Center. (See Attachment A) The equipment to be purchased as part of this effort will fill a critical need in the City of Duarte and our efforts to offer high quality services and programs to our seniors. The Duarte Senior Center Computer Classes and modern presentation upgrades will provide a critical component to the services offered to senior residents. Currently, the Senior Center learning program lacks a technology component including both equipment and classes that would use computers or tablets that must be available for hands on learning. We've seen a lack of understanding of basic computer functions among many seniors and volunteers with our introduction of Active Net online registration with many seniors uneducated, reluctant or fearful of using this wonderful new registration system and technology in general.

As part of the City of Duarte's Parks and Recreation Department, the Duarte Senior Center provides a variety of social, educational, and recreational services for all residents 55 years and older and has been in its current location at the City Hall complex since 1994, providing services to more than 700 community residents. We strive to enrich the lives of our older adults by providing quality programs, human services, and recreational opportunities that create positive

and memorable experiences. It is a place where people can come and learn or participate in a class and meet new friends. The services offered at the Senior Center are free or affordably priced and aim to ensure that all seniors have access to high quality support despite economic standing. The Senior Center provides hot lunches and meals on wheels, transportation access, health screenings, as well as various educational classes.

Unfortunately, for seniors looking to learn about computers and their use, the Senior Center is a technology-education desert. There are currently no classes that use computers or tablets in a classroom setting to help seniors learn about social media, to study with or to prepare them for many modern daily applications of computer usage.

According to recent statistics from the Pew Research Center's Internet & American Life Project, just 53 percent of Americans ages 65 and older use the Internet or email at least occasionally. Additionally, among ages 75 and older, it was just 34 percent. Overall, 82 percent of adults use the Internet and email. We recognize that we do have seniors who are more computer-savvy and who will have an elevated expectation about what is available for them to enjoy at the Senior Center with regard to technology and this grant award will also serve that population. Conversely, there are also very poor seniors in Duarte who have technology needs but who don't have access to a computer other than possibly through their family, neighbors and public library.

The Parks and Recreation Department conducted the Duarte Senior Age Opinion Survey in 2014 and the survey includes results that speak of the definite need for a lab or technology activities for seniors. Also, the survey clearly shows the low income of many of the seniors surveyed and demonstrates the need for the City to provide the availability of technology for seniors who would not have the ability to afford the purchase but who would need access for a variety of needs.

Fiscal Impact

The grant award is for $30,000. We estimate approximately $5,000 a year will need to be budgeted each year for the related computer software, upgrades and technical support and at some point in the future, as the laptops and tablets age, consideration will need to be given to fund replacement equipment or to once again seek out grant funding. Staff plans to seek out for volunteer instructors but there may be a need for paid tech instruction for some classes and some fee-based courses may be incorporated as well. Discussions are ongoing with Duarte's DLL Business Solutions to help design a curriculum and review tech upgrades for the dining room. The Council will be apprised of additional potential costs during the Mid-year budget review. Note: The grantor will allow for some changes to tech purchases as we develop our curriculum and as we design the presentation upgrades.

Attachment: Attachment A – Grant Agreement

Grant Agreement

Grantee:	City of Duarte
Amount:	$30,000.00
Duration:	12 months commencing on date of executed Grant Agreement.
Source of Funds:	Settlement (Government Class) Fund, CRT Settlement

1. Use of Grant Funds.

Grantee will use funds to purchase tablets, laptops and other components to support new classes and improve access to technology for Duarte seniors.

Grant funds must be used in accordance with the Workplan and Timeline submitted for the project and no changes in the budget, timeline or the grant period may be made without prior written approval from the Cy Pres Grants Administrators.

In no event shall indirect expenses exceed 6% of the amount awarded. Any funds not used for the purposes described above will revert to the CRT Settlement Fund to be distributed in accordance with terms of the settlement agreement and court orders establishing the fund.

Grant funds will not be used to supplant or replace federal, state, local or other governmental funding for any program, purchase or activity and Grantee's budget will not be reduced to compensate for the award of this grant.

2. Payment of Grant Funds.

Grant funds will be paid to Grantee on the following schedule:

- Installment #1: Within 14 business days of the effective date of this agreement ($27,000.00).
- Final Installment: Upon satisfactory completion of the project, the fulfillment of the requirements of the grant, and receipt of a satisfactory Final Progress and Expenditure Report detailed below ($3000.00). NOTE: 10% of total grant.

3. Grantee Reports.

Grantee will submit written reports on the use of grant funds, compliance with terms of the grant and progress made towards achieving the goals of the grant as follows:

- 1st Interim Progress and Expenditure Reports: Due 5 months following execution of this agreement. Please submit a brief (3-page *maximum*) summary of project activities on grant objectives and documentation of expenditures from grant funds, during months 1 through 4 of the grant.

- Final Progress and Expenditure Reports: 13 months following execution of this agreement (covering project activities and expenditures from grant funds, during months 6 through 12 of the grant). NOTE: *Report may be submitted before deadline if project is completed.*

All reports will be sent by email to Laurie True, CRT Grants Administration, at eltcypresfunds@gmail.com.

4. Inspections and Examinations.

The Grantee agrees that the Cy Pres Grants Administrators may conduct site visits to the project and examine such records and documents, as they deem necessary to validate payment requests or compliance with this agreement at any reasonable time.

5. Records.

Grantee will maintain its books and records in such a manner that the receipts and expenditures of grant funds received for this grant will be shown separately on such books and records in an easily checked form. Grantee will keep such records as well as copies of all reports to the Cy Pres Grants Administrators, invoices paid and supporting documentation for at least four (4) years after the completion of the use of grant funds and will make such books, records, reports and supporting documentation available to the Cy Pres Grants Administrators or their designee for inspection upon request.

The name and contact information of the person responsible for maintaining Grantee's books and records and preparing Grantee's Expenditure Reports currently is:

Mr. Cesar Monsalve; monsalvec@accessduarte.com
Director, Parks and Recreation Department
City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Phone: (626) 357-7931, Ext. 203 Fax:(626) 358-0018

The phone number may change and if so, the Cy Pres Grants Administrators will be so notified of the new number.

Grantee's Tax Identification Number is _____

6. Acknowledgement of Support.

Materials produced with grant funds and annual reports, announcements, news releases, etc. describing the project will acknowledge that:

"The project was made possible by a grant from the CRT Settlement Fund. Created as a result of antitrust litigation pursued by the Attorney General of the State of California, the purpose of the Fund is to encourage innovative technology to benefit California consumers."

7. Indemnification

Grantee shall indemnify and hold harmless the CRT Settlement Fund and Cy Pres Grants Administrators, their employees, agents, representatives, and successors-in-interest from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising from the performance by Grantee of its duties and obligations under this Agreement.

The duty of Grantee and third parties to indemnify shall survive the expiration or termination of this Agreement.

8. Violation and Termination.

In the event of any violation by Grantee of the terms and conditions of the grant, including but not limited to failing to execute the work of the grant in compliance with Grantee's proposal or failing to submit required reports or requested information in a timely manner, the Cy Pres Grants Administrators reserve the right in their absolute discretion to suspend payments to Grantee or terminate the grant. The Cy Pres Grants Administrators' determination will be final and will be binding and conclusive on Grantee. In addition to any other remedies available to the Cy Pres Grants Administrators, upon termination of this grant, Grantee will repay to the CRT Settlement Fund any portion of the grant funds that have not been spent for the project.

11. Future Funding.

Grantee acknowledges that the Cy Pres Grants Administrators and their representatives have made no actual or implied promise of funding except for the amounts specified by this agreement. If any of the grant funds are returned or if the grant is rescinded, Grantee acknowledges that the Cy Pres Grants Administrator will have no further obligation to Grantee in connection with this grant as a result of such return or rescission.

12. Modification.

This agreement sets forth all terms of the grant and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by an authorized officer of Grantee and the Cy Pres Grants Administrators.

13. Jurisdiction and Applicable Law.

The CRT Settlement Fund and Grants Program are subject to the ongoing jurisdiction of the Superior Court of the State of California. Grantee agrees to the Court's exclusive jurisdiction and that any claim or dispute arising from or relating to this Grant Agreement shall be decided solely by this Court. This Grant Agreement will be construed in accordance with the laws of the State of California.

14. Effective Date and Term of Agreement.

The effective date of this agreement will be the date when it is executed by the last of the parties to do so.

Accepted by:

Date: _____ Signature:_____

Date: _____ Signature: _____
Harry M. Snyder, Cy Pres Administrator
CRT Settlement Fund

MEMORANDUM

Date: **January 10, 2017**

To: **Mayor and City Council**

From: **Rafael O. Casillas PE, Public Works Manager**

Subject: **First Amendment to the Memorandum of Understanding Between the Cities of Arcadia, Bradbury, Duarte, Monrovia, Sierra Madre, County of Los Angeles, and Los Angeles County Flood Control District Regarding the Administration and Cost Sharing for the Revised Enhanced Watershed Management Program for the Rio Hondo/San Gabriel River Quality Group**

RECOMMENDATION

Staff recommends that the City Council approve and authorize the City Manager to execute the First Amendment of the Memorandum of Understanding (MOU) to continue the implementation of the Rio Hondo/San Gabriel River Water Quality Group's Enhanced Watershed Management Program (EWMP).

BACKGROUND

On October 25, 2016, staff requested and received, authorization for City Manager Darrell George to submit a funding commitment letter (Attachment A) to the City of Arcadia to facilitate the notice to proceed on work to update the EWMP. The First Amendment to the Water Quality Group's MOU (Attachment B), provided for the formal agreement to continue collaborative compliance efforts.

The Water Quality Act of 1987 added Section 4029(p) to the Federal Clean Water Act requiring the United States Environmental Protection Agency (USEPA) to establish regulations related to storm water discharges. The Clean Water Act authorizes the USEPA to permit a state as the National Pollutant Discharge Elimination System permitting authority in lieu of the USEPA. In California, regional storm water permits are developed and enforced under the Regional Water Quality Control Boards – the City of Duarte is assigned to the Los Angeles Regional Water Quality Control Board (LARWQCB).

On November 8, 2012 the LARWQCB issued a new MS4 NPDES Permit to the cities in Los Angeles County (excluding Long Beach), the County of Los Angeles, and the Los Angeles County Flood Control District (Board Order No. R4-2012-0175; NPDES Permit No. CAS004001). The new MS4 NPDES Permit became effective on December 28, 2012 and contains many new provisions, including the option to develop integrated planning and monitoring plans to address many of the Permit's water quality and program requirements.

As a means of achieving permit compliance, the Rio Hondo/San Gabriel River Water Quality Group developed an Enhanced Watershed Management Program. On April 21, 2016 the Rio Hondo/San Gabriel River Water Quality Group received approval of the submitted Enhanced Watershed Management Program with a total regional cost estimated to be $1.4 billion dollars over the next 12 years.

ANALYSIS

City staff has been working closely with the Los Angeles Regional Water Quality Control Group Board Staff regarding a potential opportunity for the Water Quality Group to revise the EWMP. In an effort to reduce the number of local and regional projects and their associated costs, management-level representatives of the Water Quality Group's agencies proposed alternative strategies to the Regional Board Staff. Through discussion with Regional Board Staff, they have indicated an interest in working with the group to develop a revised EWMP to achieve compliance. The development and submittal of a revised EWMP would consider larger scale projects over smaller regional projects with equal or less volume. A revised EWMP would contain new deadlines and interim milestones expected to provide the Group with additional time to progress through various funding strategies for the projects.

The EWMP Group's focus has now changed from taking initial steps to determine the feasibility of ten regional projects and hundreds of lane miles of local distributed projects to concentrating on the potential solution of addressing the watershed at the southern-most location(s) of the Group's boundaries.

The major component of the EWMP revision is centered on a cornerstone regional project at Peck Lake Park, which would receive and naturally treat runoff from approximately 70% of the Group's area. Early analysis indicates that there may be a need for additional smaller complimentary projects to achieve water quality standards throughout the Group's jurisdiction. It is also anticipated that some local projects may be identified in the future to meet the standards.

To accomplish this, the City of Arcadia has issued a "change order" to California Watershed Engineers (CWE), the Group's technical consulting firm. Work is underway and Group staff has met with Regional Board Staff and CWE to assure that this effort is on the right track.

FISCAL IMPACT

The City's share of the project cost is $57,414.04. The initial amount approved for FY16/17 budget was $57,179.47; a slight adjustment was made to the formula altering the overall cost to all participating cities (Attachment C).

ATTACHMENTS

Attachment A: October 25, 2016 Funding Commitment Letter
Attachment B: First Amendment to the Memorandum of Understanding Between the Los Angeles County Flood Control District, the County of Los Angeles, and the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre
Attachment C: Excel sheet of Implementation Cost Estimates

City of Duarte

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

October 25, 2016

Mr. Dominic Lazzaretto
City Manager, City of Arcadia
240 West Huntington Drive
PO Box 60021
Arcadia, California 91066-6021

RE: Commitment To Fund $57,179.47 share of the Proportionate Costs for Engaging CWE to Develop an Updated EWMP Plan and Conduct Technical Feasibility Studies for the Rio Hondo / San Gabriel River Water Quality Group

Dear Dominic:

It is our understanding that on November 1, 2016, the City of Arcadia will be considering approval of a change order with CWE to fund both the development of an updated EWMP Plan and to conduct technical feasibility studies for the Rio Hondo / San Gabriel River Water Quality Group (RHSGRWQG). To formalize the sharing of costs for the change order request, a First Amendment to the Memorandum of Understanding between the member agencies of the RHSGRWQG (Amendment) is currently being developed.

However, given current project timeline demands, it will be necessary for the City of Arcadia to consider approval of the change order with CWE before the Amendment is approved by all RHSGRWQG member agencies. Given that factor, this correspondence has been prepared to provide the City of Arcadia with assurances that the City of Duarte is committed to and will pay our share of the proportionate costs associated with the CWE change order.

We look forward to working with the City of Arcadia and our other partners in this effort moving forward. Should you have any questions regarding this matter, please contact Darrell George at 626-357-7931.

Best Regards,

Darrell George
City Manager, City of Duarte

FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT,
THE COUNTY OF LOS ANGELES, AND
THE CITIES OF ARCADIA, BRADBURY, DUARTE, MONROVIA,
AND SIERRA MADRE

REGARDING THE ADMINISTRATION AND COST SHARING FOR THE IMPLEMENTATION AND ADMINISTRATION OF THE ENHANCED WATERSHED MANAGEMENT PROGRAM (EWMP) FOR THE RIO HONDO/SAN GABRIEL RIVER WATER QUALITY GROUP'S WATERSHED

This First Amendment to the Memorandum of Understanding Between the LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, the COUNTY OF LOS ANGELES, and the CITIES OF ARCADIA, BRADBURY, DUARTE, MONROVIA, AND SIERRA MADRE (collectively these entities shall be known herein as "PARTIES" or individually as a "PARTY") dated August 29, 2013 ("EWMP MOU") is hereby made and entered into as of the date of the last signature set forth below by and among the PARTIES.

WITNESSETH

WHEREAS, the PARTIES wish to amend the EWMP MOU to extend the administrative collaboration on the compliance of certain elements of the MS4 Permit and have agreed to a cost sharing formula set forth in Exhibit A for fiscal year 2016/2017; and

WHEREAS, the PARTIES submitted an Enhanced Watershed Management Plan (the "EWMP") to the Regional Board on June 28, 2015, and it was approved on April 21, 2016. The Regional Board's approval of the EWMP directed that implementation of the EWMP begin immediately; and

WHEREAS, the PARTIES have agreed to collaborate on the initial steps to further investigate the feasibility of various regional multi-benefit projects and comply with certain elements of the MS4 Permit and have agreed to a cost sharing formula set forth in Table 2 of Exhibit A, which is attached and made part of this MOU; and

WHEREAS, the PARTIES require the existing EWMP Consultant, CWE, to perform additional work to assist the PARTIES in the initial steps by investigating the feasibility of various regional multi-benefit projects and comply with certain elements of the MS4 Permit; and

WHEREAS, the PARTIES propose for the Consultant to perform soils investigations and a feasibility analysis of various regional project sites and also to comply with certain elements of the MS4 Permit, at a total cost not to exceed $541,682.50; and

WHEREAS, the PARTIES have determined that directing the Consultant to further investigate regional projects and implement certain elements of the MS4 Permit will be beneficial to the PARTIES at a total cost not to exceed $541,682.50. The PARTIES shall provide funding in accordance with the cost allocation in Table 2 of Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

(1) Purpose: The purpose of this First Amendment is to cooperatively fund various EWMP implementation activities such as performing soils investigations, preparation of documents for adaptive management as required, preparation of revisions or updates to the EWMP as required, implementation of educational outreach efforts. This First Amendment shall allow the PARTIES to obtain the services described above until such time as a formal body (JPA, Special District, etc.) can be created to oversee these types of EWMP implementation activities.

(2) Exhibits A and B of the EWMP MOU dated August 29, 2013, is hereby replaced with Exhibits A and B of this First Amendment. All other terms and provisions contained within the EWMP MOU shall remain in full force and effect except as modified by this First Amendment.

(3) Section (4) of the EWMP MOU is hereby amended to read as follows:

Terms: This MOU shall become effective the last date of execution by all PARTIES hereto ("Effective Date"), and shall remain in effect until all PARTIES agree to terminate the MOU and adopt a formal body (JPA, Special District, etc.), the CITY OF ARCADIA has provided written notice of completion of the Scope of Work described herein, and payment by all Parties of their allocated pro-rata share hereunder.

IN WITNESS WHEREOF, the PARTIES hereto have caused this First Amendment to the EWMP MOU to be executed by their duly authorized representatives and affixed as of the date of signature of the PARTIES:

COUNTY OF LOS ANGELES

By _____ _____
GAIL FARBER, Director of Public Works Date

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____ _____
Deputy Date

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

By _____ _____
GAIL FARBER, Chief Engineer Date

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____ _____
Deputy Date

CITY OF ARCADIA

By _____ _____
NAME, POSITION Date

ATTEST:
By _____ _____
NAME, City Clerk Date

APPROVED AS TO FORM:

By _____ _____
NAME, City Attorney Date

CITY OF BRADBURY

By _____ _____
NAME, POSITION Date

ATTEST:

By _____ _____
NAME, City Clerk Date

APPROVED AS TO FORM:

By _____ _____
NAME, City Attorney Date

CITY OF DUARTE

By _____ _____
NAME, POSITION Date

ATTEST:
By _____ _____
NAME, City Clerk Date

APPROVED AS TO FORM:

By _____ _____
NAME, City Attorney Date

CITY OF MONROVIA

By _____ _____
NAME, POSITION Date

ATTEST:
By _____ _____
NAME, City Clerk Date

APPROVED AS TO FORM:

By _____ _____
NAME, City Attorney Date

CITY OF SIERRA MADRE

By _____ _____
NAME, POSITION Date

ATTEST:
By _____ _____
NAME, City Clerk Date

APPROVED AS TO FORM:

By _____ _____
NAME, City Attorney Date

EXHIBIT A
Rio Hondo/San Gabriel River Water Quality Group
EWMP Implementation Funding Contributions

Table 1. Scope of Work

Scope of Work	Cost
Tasks	
(a) Final EWMP Revision and Checklist	$22,000.00
(b) Geotechnical Investigations and Seismic Analysis	$100,000.00
(c) Feasibility Study of Regional Projects Downstream Sites (includes a 15% contingency)	$399,682.50
(d) Education and Outreach	$20,000.00
Total Cost =	**$541,682.50**

Table 2. Cost Allocation Formula For FY 16-17

Party	Base Fee (10%)	Acres (Developed Land)	Percent of Area[2]	Cost based on Acres (90%)	Total Cost
City of Arcadia	$8,158.57	11	34.16%	$150,502.83	$158,661.40
City of Bradbury	$8,158.57	1.9	5.9%	$25,995.94	$34,154.51
City of Duarte	$8,158.57	3.6	11.18%	$49,255.47	$57,414.04
City of Monrovia	$8,158.57	8	24.84%	$109,456.60	$117,615.17
City of Sierra Madre	$8,158.57	2.8	8.7%	$38,309.81	$46,468.38
County of Los Angeles	$8,158.57	4.9	15.22%	$67,042.17	$75,200.74
Los Angeles County Flood Control District(1)	$52,168.25	-	-	-	$52,168.25
Total	**$101,119.68**	**32.2**	**100%**	**$440,562.83**	**$541,682.50**

(1) Los Angeles County Flood Control District's cost share equals 10% of total contracted costs except for Task (d) Education and Outreach; the remaining costs are then divided by the 10% base fee and land area (90%).

(2) Based on percent of developed land in each Party area of the total watershed area (excludes Angeles National Forest land)

Table 3. Invoicing Schedule For FY 16-17

Invoice No.	Invoice Date	Percent of Cost Share Allocation
1	January 1, 2017	10% Base + 90% based on Land Area Allocation

If necessary, the Oversight Committee may revise the Invoicing Schedule and adjust the percent of Cost Share Allocations as deemed necessary for such reasons including, but not limited to, revision in Contracted Costs, Scope of Work, scheduling of work, and/or costs related to environmental review.

EXHIBIT B

Rio Hondo/San Gabriel River Water Quality Group EWMP
Responsible Agencies Representatives

City of Arcadia
240 W. Huntington Dr.
Arcadia, CA 91006
Representative: Vanessa Hevener
E-mail: vhevener@arcadiaca.gov
Phone: (626) 305-5327

City of Bradbury
600 Winston Ave.
Bradbury, CA 91008
Representative: Bruce Inman
E-mail: binman@CityofBradbury.org
Phone: (626) 358-3218 ext. 300

City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Representative: Rafael Casillas
E-mail: rcasillas@accessduarte.com
Phone: (626)386-6833

City of Monrovia
415 S. Ivy Ave.
Monrovia, CA 91016
Representative: Alex Tachiki
E-mail: atachiki@ci.monrovia.ca.us
Phone: (626) 932-5553

City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre, CA 91024
Representative: James Carlson
E-mail: jcarlson@cityofsierramadre.com
Phone: (626) 355-7135 ext. 803

County of Los Angeles
Department of Public Works
Watershed Management Division, 11th Floor
900 South Fremont Avenue
Alhambra, CA 91803-1331
Representative: Angela George
E-mail: ageorge@dpw.lacounty.gov
Phone: (626) 458-4300

Los Angeles County Flood Control District
Department of Public Works
Watershed Management Division, 11th Floor
900 South Fremont Avenue
Alhambra, CA 91803-1331
Representative: Angela George
E-mail: ageorge@dpw.lacounty.gov
Phone: (626) 458-4300

EWMP Bridge to Implementation Costs Estimates (October 20, 2016)

Formula is dependant on determination of County Flood Control District's percent contribution (to be provided)

CWE		
Cost to Finalize EWMP	$	7,000.00
Checklist	$	15,000.00
EWMP Revision	$	347,550.00
15% Contingency	$	52,132.50
Technical Feasibility Studies		
Phase 1. Geotechnical/Seismic Analysis	$	100,000.00
Public Outreach	$	20,000.00
Total	$	541,682.50
CWE	$	521,682.50

							CWE Change Order Cost			Total Cost		
Jurisdiction	Rio Hondo Sub-Watershed		San Gabriel River Watershed		Total Area (sq. mi)	% Total	Base fee of (10%)	Cost share of (90%)	Total Per Jurisidiction	Base fee of (10%)	Cost share of (90%)	Total Per Jurisidiction
	Sq. Miles	% Total	Sq. Miles	Total								
Arcadia	10.8	40.91%	0.2	3.45%	11	34.16%	$7,825.24	$144,353.76	**$152,179.00**	$8,158.57	$150,502.83	**$158,661.40**
Bradbury	0.8	3.03%	1.1	18.97%	1.9	5.90%	$7,825.24	$24,933.83	**$32,759.07**	$8,158.57	$25,995.94	**$34,154.51**
LA County	2.8	10.61%	2.1	36.21%	4.9	15.22%	$7,825.24	$64,303.04	**$72,128.28**	$8,158.57	$67,042.17	**$75,200.74**
Duarte	1.3	4.92%	2.3	39.66%	3.6	11.18%	$7,825.24	$47,243.05	**$55,068.29**	$8,158.57	$49,255.47	**$57,414.04**
Monrovia	7.9	29.92%	0.1	1.72%	8	24.84%	$7,825.24	$104,984.55	**$112,809.79**	$8,158.57	$109,456.60	**$117,615.17**
Sierra Madre	2.8	10.61%	0	0.00%	2.8	8.70%	$7,825.24	$36,744.59	**$44,569.83**	$8,158.57	$38,309.81	**$46,468.38**
FCD (10%)							$52,168.25	$0.00	**$52,168.25**	$52,168.25	$0.00	**$52,168.25**
Total	26.4	1	5.8	1	32.2	100.00%	$ 99,119.68	$ 422,562.83	**$ 521,682.50**	$ 101,119.68	$ 440,562.83	**$541,682.50**

NOTES:

Original Implementation Budget: $673,200 with Azusa's contribution at $131,100

Revised Budget w/out Azusa: $542,200

MEMORANDUM

TO: Mayor and Councilmember's

FROM: Darrell J. George, City Manager

DATE: January 10, 2017

SUBJECT: Conference Attendance – City Council Meeting of January 10, 2017

Arcadia Association of Realtors Annual
Installation of Officers & Directors
"Building Relationships"

January 20, 2017
Double Tree Hotel – Monrovia
Registration before 1/13/17

Registration – $45per ticket / $450 table

You are Cordially Invited to the
Arcadia Association of REALTORS®

ANNUAL INSTALLATION OF OFFICERS & DIRECTORS

"Building Relationships"

JAN 20 2017

DoubleTree Hotel
924 W. Huntington Dr. Monrovia, CA 91016

11:15am - 12:00pm - Reception
12:00pm - 2:00pm - Lunch, Ceremony & Awards

Sylvia Ramos

2017 President & 2017 Board of Directors

$45 per ticket - $450 table of 10

RSVP by Friday, January 13th
Purchase Tickets by Phone (626) 446-2115
or Online at www.TheAAR.com

San Gabriel Valley Newspaper Group
Valley Tribune•Star-News•Daily News•Highlander

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 10, 2017 in Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 16-05: A city-initiated request to amend Sections 19.10.020.A (Table 2-1 and Table 2-2) allowed uses and permit requirements for single family and multifamily zones; 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; 19.68.160 second dwelling units; and modifications to definitions in Sections 19.160.020, 19.160.050 and 19.160.200 of the Duarte Development Code, relating to the regulations and approval of accessory (second) dwelling units within the City of Duarte.

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

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 Kristen Johnston, 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.

Karen Herrera
Deputy City Clerk

PUBLISH: Duartean – Saturday, December 31, 2016
POST: Duarte City Hall, Duarte Public Safety Office, Duarte Library - Thursday, December 29, 2016

Para información en Español, favor de llamar a City Hall de Duarte, (626) 357-7931.
AD#877902

CITY COUNCIL STAFF REPORT

Date: January 10, 2017

To: Mayor and Duarte City Council

From: Kristen Johnston, Associate Planner

Subject: **MUNICIPAL CODE AMENDMENT 16-05**: A City initiated request to amend Sections: (1) 19.10.020.A (Table 2-1 and Table 2-2) allowed uses and permit requirements for single family and multifamily zones; (2) 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; (3) 19.60.160 second dwelling units; and (4) modifications to definitions in Sections 19.160.020, 19.160.050, and 19.160.200 of the Duarte Development Code related to the regulation and approval of accessory (second) dwelling units within the City of Duarte.

RECOMMENDATION

It is recommended that the City Council introduce and hold a first reading of proposed Ordinance 17-O-01 (Exhibit B); amending Sections 19.10.020.A (Table 2-1 and Table 2-2) allowed uses and permit requirements for single family and multifamily zones; 19.38.050.A (Table 3-4) off-street parking requirements for residential uses; 19.60.160 second dwelling units; and modifications to definitions in Sections 19.160.020, 19.160.050, and 19.160.200 of the Duarte Development Code.

SUMMARY

The State's Planning and Zoning Law authorizes the legislative body of a city or county to regulate, among other things, the intensity of land use, and also authorizes a local agency to provide by ordinance for the creation of second units in single-family and multi-family residential zones, as specified.

The Duarte Development Code (DDC) provides development standards (Section 19.60.160) for property owners to construct accessory (second) dwelling units, with the intent of providing an alternative housing option for residents. The current development standards for accessory (second) dwelling units allow for their construction within single-family zones, subject to certain development standards, which do not meet all of the requirements of two recently approved laws relating to accessory dwelling units: Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069").

At the December 19, 2016 meeting, the Planning Commission unanimously approved Resolution PC 16-16 and recommended that the City Council adopt the proposed ordinance 17-O-01 regarding accessory (second) dwelling units.

BACKGROUND

On September 27, 2016, Governor Brown approved Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069"), which replace the term "second unit" with "accessory dwelling unit," and place concrete limitations on the restrictions local agencies can place on accessory dwelling units within their jurisdictions, to those expressly enumerated in and allowed by AB 2299 and SB 1069. Moreover, these bills require ministerial, nondiscretionary approval of accessory dwelling units. They also specify that a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction, and delineate circumstances under which parking standards may not be imposed.

As currently written, the City's Second Dwelling Unit Ordinance (Section 19.60.160) does not meet the requirements of this new legislation. These new bills provide that in the event a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of the new legislation, that ordinance shall become null and void upon the effective date of the bills, and that agency shall thereafter apply the standards established in AB 2299 and SB 1069 for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section. AB 2299 and SB 1069 become effective on January 1, 2017.

ANALYSIS

The State of California recognizes the statewide housing crisis and has adopted accessory dwelling unit legislation (AB 2299 and SB 1069) to address these concerns. The accessory dwelling law imposes standards intended to create greater flexibility and to encourage the construction of affordable housing.

The City has allowed accessory (second) units since the adoption of Ordinance 686 in 1991. Since that time, approximately ten second units have been permitted. Subsequent revisions to the City's Zoning (Development) Code have maintained the same development standards and requirements for these types of units. A majority of the development standards applicable to accessory units will remain unchanged from current regulations, including a requirement that the property owner occupy either the primary or accessory dwelling unit. The following sections provide further discussion on the areas of the accessory dwelling unit development standards being amended by MCA 16-05 in order to meet the new State laws.

Development Standards

The Duarte Development Code currently allows for attached accessory (second) dwelling units on properties zoned for single-family residences, up to 700 square feet and designed so that the unit can revert back to being used as an integral portion of the main residence in the event that the unit is no longer used as an accessory (second) dwelling unit. Income-restricted units were previously allowed up to 1,200 square feet with a deed restriction for low-income households.

Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069") require cities to modify their current zoning ordinances to permit accessory (second) dwelling units in all single-family and multi-family residential zones (which contains an existing single-family house). Staff proposes modifying the current development standards to permit both detached and attached accessory (second) dwelling units, not to exceed fifty percent of the total floor area, excluding garages, up

to a maximum of 400 square feet. This will allow property owners an alternative housing option for relatives or renters, in a reasonably sized dwelling unit that minimizes impacts and poses only small increases to land use intensity within existing neighborhoods. Furthermore, the proposed square footage (400 square feet) is considered to be viable since average lot sizes within the city are relatively small (most properties range between 5,500-7,500 square feet); the accessory unit size is relative to the typical square footage of a detached garage (400 square feet), offers property owners an option to legalize illegally converted detached structures to legal accessory (second) dwelling units; and provides the ability for property owners to construct an accessory unit while complying with other required development standards, such as minimum setbacks between other structures and property lines, parking and lot coverage requirements.

Another modification to our current accessory dwelling unit regulations relate to approximately 100 to 200 homes within the City that remain on private sewage disposal systems. Staff has added a development standard that requires the local health officer to review accessory (second) dwelling units to ensure proper private sewage system sizing.

Parking

Off-street parking requirements for accessory (second) dwelling units currently require one additional space for the unit, in addition to maintaining required parking associated with the existing residence. Staff recommends that this requirement remain, in order to reduce on-street parking. However, additional off-street parking requirements for accessory (second) dwelling units would not be required for the following exceptions, based upon the new State laws: (a) the accessory dwelling unit is located within one-half mile of public transit, which is defined as a major transit stop such as the Duarte Gold Line Station or future high quality transit stops; (b) the accessory dwelling unit is located within an architecturally and historically significant historic district; (c) the accessory dwelling unit is part of the existing primary residence or an existing accessory structure; (d) when on-street parking permits are required but not offered to the occupant of the accessory dwelling unit; and (e) when there is a car share vehicle located within one block of the accessory dwelling unit.

Other Modifications

In addition to the modifications to the development standards for accessory (second) dwelling units and off-street parking requirements, MCA 16-05 changes all references to "second" dwelling units with "accessory" dwelling units, and modifies the definitions in Sections 19.160.020, 19.160.050, and 19.160.200, to address the same (Exhibit A).

ATTACHMENTS

Exhibit A:	Duarte Development Code Sections: 19.10.020.A (Table 2-1 and Table 2-2), 19.38.050.A (Table 3-4), 19.60.160, 19.160.020, 19.160.050, and 19.160.200
Exhibit B:	Ordinance No. 17-O-01

19.10.020 - Land use and permit requirements.

A. Allowed land uses.

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

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

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

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

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

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

19.38.050 - Off-street parking space requirements

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

19.60.160 – ~~Second~~ ***Accessory*** dwelling units.

A. Purpose. This Section provides locational, developmental, and operational standards for ~~second~~ ***accessory*** dwelling units.

B. Applicability. The provisions in this Section shall apply to ~~second~~ ***accessory*** dwelling units as defined in Article 9 and where allowed in compliance with Article 2 (Zones, Allowable Uses, and Development Standards) and the following standards.

C. City standards. A ~~second~~ ***accessory*** dwelling unit as authorized by Government Code Section 65852.2 shall comply with all of the following locational and developmental standards:

1. The ~~second~~ ***accessory*** dwelling unit shall comply with all of the development standards applicable to the specific residential zone in which it is located.

2. The lot is zone for single-family or multifamily use and contains an existing, single-family dwelling.

3. The parcel proposed for the ~~second~~ ***accessory*** dwelling unit shall contain a minimum of 6,000 square feet.

4. Either the primary unit or the ~~second~~ ***accessory*** dwelling unit shall be occupied as a primary residence by the property owner.

5. There shall not be more than one ~~second~~ ***accessory*** dwelling unit on each parcel.

6. The ~~second~~ ***accessory*** dwelling unit shall be physically attached to the primary residence ~~and shall be designed so that it can revert back to being used as an integral portion of the attached single-family residence in the event that the unit is no longer used as a second dwelling unit~~ ***or located within the living area of the primary residence or detached from the primary residence and located on the same lot as the primary residence.***

7. Colors, materials, roof form, windows, and window trim shall match those of the primary structure.

8. The ***attached*** ~~second~~ ***accessory*** dwelling unit shall be designed to maintain the appearance of a single-family dwelling.

9. The maximum floor area of the ~~second~~ ***accessory*** dwelling unit shall comply with the following:

a. ~~The maximum floor area of the second dwelling unit shall not exceed 700 square feet.~~ ***Attached or detached accessory dwelling units shall not exceed fifty percent of the total floor area, excluding garages, of the existing dwelling unit up to a maximum of 400 square feet.***

b. ~~The maximum floor area of the second dwelling unit may be allowed to increase up to 1,200 square feet, provided the unit is deed restricted to be affordable to low-income households.~~

10. The maximum number of allowable bedrooms within the ~~second~~ ***accessory*** dwelling unit shall comply with the following:

    a. The ~~second~~ ***accessory*** dwelling unit shall not contain more than ~~two~~ ***one*** bedroom~~s~~, which shall comply with the minimum bedroom size required by this Development Code.

    ~~b. A maximum of three bedrooms shall be allowed for second dwelling units over 700 square feet in size, when deed restricted to be affordable to low-income households.~~

11. In addition to all other required off-street parking, there shall be at least one additional off-street parking space for the ~~second~~ ***accessory*** dwelling unit. The parking space may be uncovered and may be in tandem with the existing off-street parking facilities. ***However, these parking standards shall not be imposed on accessory units in any of the following instances:***

    a. The accessory dwelling unit is located within one-half mile of public transit. Public transit is hereafter defined as a "Major Transit Stop", pursuant to Public Resources Code 21094.5.5.

    b. The accessory dwelling unit is located within an architecturally and historically significant historic district.

    c. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.

    d. When on-street parking permits are required but not offered to the occupancy of the accessory dwelling unit.

    e. When there is a car share vehicle located within one block of the accessory dwelling unit.

12. At the time that the ~~second~~ ***accessory*** dwelling unit is assigned a street address, it may be given the primary residential numerical address with the alphabetical letter "A" following the numerical designation.

13. All gas, sewer, water, and other utility hook-ups shall be part of the primary dwelling unit.

14. Approval by the local health officer where a private sewage disposal system is being used, if required.

15. The ~~second~~ ***accessory*** dwelling unit shall comply with all building, safety, fire and health codes, and all other applicable laws and regulations.

16. ~~A site plan~~ ***Conceptual development plans*** and elevations shall be subject to Site Plan and Design Review before the issuance of any

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

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

19.160.020 - "A" definitions.

Accessory Dwelling Unit. See "Dwelling Unit."

Accessory Use. See "Use."

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

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

Administrative Variance. See "Variance."

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

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

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

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

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

A. Alcoholic beverages are sold, served, or given away for consumption on site.

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

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

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

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

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

Animal Hospital/Clinic. See "Veterinary Services."

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

Animal Sales and Services:

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

Antenna Tower. See "Wireless Telecommunications Facilities."

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

ARB. See "Architectural Review Board."

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

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

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

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

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

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

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

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

Auto Repair. See "Vehicle Repair and Service."

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

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

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

19.160.050 - "D" definitions.

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

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

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

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

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

Discretionary Approval.

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

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

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

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

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

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

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

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

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

19.160.200 - "S" definitions.

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

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

Secondary Use. See "Use."

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

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

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

Sensitive Use. See "Use."

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

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

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

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

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

Sign. See Chapter 19.42 (Signs).

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

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

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

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

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

Storage:

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

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

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

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

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

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

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

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

(Ord. No. 852, § 5, 8-26-2014)

ORDINANCE NO. 17-O-01

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

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

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

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

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

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

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

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

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

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

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

SECTION 4: No Changes to Permitted Uses/Density. Nothing in this Ordinance shall be interpreted to allow any land use which is not expressly listed as permitted or conditionally permitted within the City's Zoning Code and General Plan.

SECTION 5: CEQA Determination. In adopting this Ordinance, the City Council finds that the project is in compliance with the California Environmental Quality Act pursuant to Public Resources Code Section 21000 *et seq.* (CEQA), and State regulations in Title 14 of the California Code of Regulations, Section 15000 *et seq.* (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Sections 15061(b)(3); 15303; 15332; and 15378, in that it can be seen with certainty that the adoption of the Development Code amendments propose no activity that may have a significant effect on the environment and will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; pertain to new construction or conversion of small structures; and would qualify as infill development.

SECTION 6: **Severability**. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 7: Effective Date. This Ordinance shall become effective thirty (30) days after its passage and adoption. Within fifteen (15) days of the date of adoption of this Ordinance, the Deputy City Clerk shall post a copy of said Ordinance in places designated for such posting and shall certify to the same. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published as required by law.

SECTION 8: That the Deputy City Clerk shall certify to the passage of this Ordinance and will see that it is published and posted in the manner required by law.

PASSED AND APPROVED on this day of , 2017.

Mayor Margaret Finlay

ATTEST:

Deputy City Clerk Karen Herrera
City of Duarte, California

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

I, Karen Herrera, Deputy City Clerk of the City of Duarte, County of Los Angeles, State of California, do hereby attest to the above signature and certify that the foregoing Ordinance No.17-01 was regularly introduced and placed upon its first reading at a regular meeting of the City Council on January 10, 2017. That, thereafter said Ordinance No. 17-01 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the day of , 2017, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Deputy City Clerk Karen Herrera
City of Duarte, California

APPROVED AS TO FORM:

City Attorney David Cosgrove

San Gabriel Valley Newspaper Group
Valley Tribune•Star-News•Daily News•Highlander

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 10, 2017, in the Council Chambers, 1600 Huntington Drive, Duarte, California, to consider an ordinance to be enacted under Elections Code section 1301, to move the City's regular municipal election date to coincide with the statewide elections in November. This is being done to comply with new election requirements enacted by the State of California. If passed and approved by the Los Angeles County Board of Supervisors, the ordinance will move the next Duarte municipal election from November 2017 to November 2018, and all subsequent municipal elections will be in November of even-numbered years. The ordinance will also have the effect of extending all existing City Councilmembers' terms by one year.

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, 1600 Huntington Drive, Duarte, CA 91010-2592.

Further information may be obtained from Karen Herrera, Deputy City Manager, (626) 357-7931 in the City Manager's Office, 1600 Huntington Drive, Duarte, CA., 91010, Monday through Thursday at (626) 357-7931, ext. 221, between the hours of 7:30 a.m. and 6:00 p.m.

Karen Herrera
Deputy City Clerk

PUBLISH: Duartean, Saturday, December 31, 2016
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte Library – Thursday, December 29.2016

Para información en Español, favor de llamar a City Hall de Duarte, (626) 357-7931.
AD#877905

AGENDA MEMO

TO: MAYOR FINLAY & MEMBERS OF THE DUARTE CITY COUNCIL

FROM: Karen A. Herrera, Deputy City Manager

SUBJECT: **Approval of Ordinance 17-02 Moving the Date of Duarte's Municipal Election to Coincide with the Statewide Primary or General Election Effective November, 2018**

DATE: 1/10/17

RECOMMENDATION: It is recommended, that the Duarte City Council, by motion, introduce, and give first reading to Ordinance 17-02 moving Duarte's Municipal Elections to Novembers of even numbered years.

BACKGROUND: The City of Duarte currently holds its general municipal elections of City Councilmembers in November of odd-numbered years. The next municipal election is scheduled for November 2017. However, Senate Bill 415 ("SB 415") entitled "Voter Participation Rights Act," adopted late last year, prohibits local governments from holding an election on any date other than on a statewide election date if voter turnout for its prior municipal elections was at least 25% below the average turnout in that jurisdiction in the previous four statewide general elections.

According to Los Angeles County Registrar's past voter participation data, Duarte meets the triggering criteria of SB 415. Duarte's average turnout for the previous four statewide election dates in November was 60.1%. In order to meet the 25% threshold to keep its elections on an odd-year cycle, the City's prior municipal elections must therefore have reached a turnout figure of 75% of this average, or 45.16%.

The turnout figures for the City's past odd year elections were as follows: 2009 = 29.68%. 2011 = 22.89%. 2013 = 24.99%. 2015 = [Election Cancelled]. None of the City's prior election turnouts meet the 45.16% threshold for retaining an odd-year election cycle.

As a result, the City must move its general municipal election date from November of odd numbered years. It may move the election to either the June primary date, or November general election date, for statewide elections in even

numbered years. (Elections Code § 1301(b)(1).) The change can be implemented immediately, or alternatively, the City must have a plan in place to do so by January 1, 2018, which is the effective date of SB 415.

Based on the information presented at the SB 415 workshop on December 10, 2016, Staff is recommending that the City Council move to implement SB 415 immediately, adopting a transition plan to move its municipal election date and synchronize its general municipal election with a statewide election date to be held no later than November 8, 2018.

There are a number of reasons for this. First, the City's odd-year elections are currently consolidated with those of the Duarte Unified School District ("DUSD"). DUSD has already begun its SB 415 compliance efforts, and has indicated that it will seek to have its next 2017 election consolidated with the November, 2018 statewide election. Given that the City's election partner will likely not be conducting an election in 2017, staff has requested the Los Angeles County Registrar/Recorder ("Registrar") to provide an estimate for the cost difference between the City conducting its 2017 election in the current normal course, and the cost of holding it in November, 2018. The Registrar's estimate for a stand-alone 2017 election is $66,621. The estimate for November 2018 is $22,000-less than one third. (A copy of the Registrar's letter is attached.) Staff believes this cost savings is compelling.

Second, information from the Registrar indicates that voter turnout County-wide is notably higher in November statewide elections than in June primaries. Since the obvious purpose of the legislation is to maximize turnout, picking the November date seems best to comport with the Legislature's intent. Third, local voters have become accustomed to the City and DUSD elections being held at the same time. Assuming DUSD continues its present course of moving its election to November 2018, having the City do likewise will continue this pattern, and minimize disruptions to voters.

Under the requirements of Elections Code 1301(b), the ordinance, once adopted, must be presented to the Los Angeles County Board Supervisors for approval. Upon approval by the Los Angeles County Board of Supervisors, the ordinance would then go into effect, and the City Clerk would be required to give notice to all registered voters. In conversations staff has had with the Registrar, we have been led to believe that such approval is likely, given that the requirement for the change is coming from State law. In the event the County Board of Supervisors does not approve the ordinance, it would be brought back to the City Council for consideration of an alternative.

Finally, compliance with SB 415, and the consequent change to the City's municipal election date, of necessity implicates extension or reduction of City officials' existing terms. If the City Council proceeds with implementation of

SB 415 immediately, the earliest an election could be held under the new system (and keeping with the City's history of Fall elections) would be November of 2018. As a result, those terms set to expire in 2017 would have to be extended to November 2018. State law allows such an extension, so long as no term is extended by more than 12 months. (Elections Code § 10403.5.)

Likewise, those seats up for election in 2019 could either be extended so that the seat will be up for election in November 2020; or alternatively, reduced to coincide with the 2018 election. If the latter approach is chosen, then all five (5) elected city officials would be elected on the same date; breaking from the City's tradition of electing its councilmembers to staggered terms. Due to considerations of both tradition and continuity, City staff does not recommend having all five seats elected on the same election cycle. Staff therefore recommends that the 2019 terms likewise be extended to 2020, meaning a one-year extension would be added to all existing councilmembers' terms. This not only preserves the City's time-tested staggered election cycle, but prevents potential disparate treatment of councilmembers under SB 415 based upon the mere fact of the timing of their particular election cycle.

Staff therefore recommends introduction for first reading and approval the attached Ordinance No. 17-02.

FISCAL IMPACT: The Registrar's estimate for a stand-alone 2017 election is $66,621. The estimate for November 2018 is $22,000-less than one third. (A copy of the Registrar's letter is attached.) Staff believes this cost savings is compelling.

ATTACHMENTS:

Attachment A: Dec. 22, 2016 Letter from Registrar - Election Cost Estimates.
Attachment B: Ordinance 17-02

Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 22, 2016

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

ESTIMATED COSTS FOR THE NOVEMBER 7, 2017 CONSOLIDATED ELECTION AND THE NOVEMBER 6, 2018 GENERAL ELECTION

Dear Ms. Akana:

As requested by David Cosgrove, City Attorney, below are two election cost estimate scenarios for the City of Duarte:

Scenario	Estimated Cost
November 7, 2017 Consolidated Elections (3 Offices)	$ 66,621
November 6, 2018 General Election (3 Offices)	$ 22,000

Note: This communication is strictly an estimate and is not a consent or agreement to hold, consolidate, or provide support services for these elections. Election requests submitted to the Registrar-Recorder/County Clerk and/or the County of Los Angeles, especially those indicating interest in even year consolidation, will be considered by the Board of Supervisors (Board) at the appropriate time. The Board Policy is enclosed for your reference.

If you have any questions regarding this estimate, please contact Bernice Liang of my staff at (562) 462-2690.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

Ann Smith

ANN SMITH, Manager
Fiscal Operations

Enclosure

Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Exhibit A

Policy #:	Title:	Effective Date:
3.170	Consolidation of Elections	09/01/15

PURPOSE

Establishes a policy regarding election consolidation to direct the Registrar-Recorder/County Clerk to provide an enhanced evaluation for the Board of Supervisors to consider when it receives requests for consolidation with statewide elections, which may include requests for election date changes.

REFERENCE

November 12, 1981 – Board Order 105

May 26, 2015 – RR/CC Report: Proposed Revision to Board's Current Policy Regarding Election Consolidation with Statewide Primary or General Election Cycles

September 1, 2015 – Board Order #

POLICY

If the Board of Supervisors receives a request from a jurisdiction to consolidate its election with the Statewide Primary or General Election Cycles or to change its election date to coincide with the Statewide Primary or General Election Cycles, then the Registrar-Recorder/County Clerk will take the following actions:

1. Conduct a data-driven assessment of requests for consolidation with statewide elections on a case-by-case basis. The criteria for the analysis shall include information which will allow the Board of Supervisors to approve or deny the request consistent with the Elections Code. The information may include, but is not limited to, a jurisdiction's unique circumstances (e.g. CVRA/California Voting Rights Act judgments/settlements, consolidation of or with adjacent districts/jurisdictions, projection of increased voter participation, etc.) as well as current and future potential impacts and risks to the ballot and voting system capacity in affected areas;
2. Based on this assessment, make a recommendation that may include approval of such requests when the ballot style, voting equipment, or computer capacity can handle the additional elections or materials, and on the condition that the consolidated election is able to be conducted in a uniform manner consistent with State law and relevant County election procedures and practices.

After considering the Registrar-Recorder/County Clerk's recommendation and supporting documents, the Board of Supervisors shall approve the request for election consolidation or for an election date change to facilitate consolidation, consistent with the California Elections Code, unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled.

RESPONSIBLE DEPARTMENT

Registrar-Recorder/County Clerk

DATE ISSUED/SUNSET DATE

Issue Date: September 1, 2015 **Sunset Date: September 1, 2020**

ORDINANCE NO. 17-02

AN ORDINANCE OF THE CITY OF DUARTE MOVING THE CITY'S GENERAL MUNICIPAL ELECTIONS FROM NOVEMBER OF ODD-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EACH EVEN- NUMBERED YEAR BEGINNING IN NOVEMBER OF 2018

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED on this_____day of_____2017.

_____

Mayor Margaret Finlay

ATTEST:

_____

Karen Herrera Deputy City Clerk

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

I, Karen Herrera, Deputy City Clerk of the City of Duarte, County of Los Angeles, State of California, do hereby attest to the above signature and certify that the foregoing Ordinance No.17-02 was regularly introduced and placed upon its first reading at a regular meeting of the City Council on January 10, 2017. That, thereafter said Ordinance No. 17-02 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the _____ day of, _____2017, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

_____
Deputy City Clerk Karen Herrera
City of Duarte, California

APPROVED AS TO FORM:

_____
David Cosgrove City Attorney

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: January 3, 2017

SUBJECT: **FISCAL YEAR 2017-18 BUDGET CALENDAR**

Background

Attached is the proposed calendar for the fiscal year 2017-18 budget preparation process.

As shown on the attached calendar the City Council budget workshops have been tentatively scheduled for May 1st and May 2nd 2017. Staff would like to start the budget workshop at 4pm. Typically, we are able to complete this phase in one meeting, but we have scheduled a second date in case it is needed. At this time, it would be helpful for the City Council to set specific times and dates for its budget workshop meetings.

Recommendation

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

BUDGET CALENDAR
FISCAL YEAR 2017-18

December 21	Mid-year instructions and budget materials distributed to departments.
January 5	Completed mid-year materials are due from departments.
January 9-12	Meetings scheduled as necessary with City Manager to review department mid-year projections.
January 24	Mid-year budget report presented to City Council
February 16	City Manager and department heads meet to establish budget parameters.
February 23	Budget preparation instructions and materials are distributed to departments.
March 9	Completed budget materials are due from departments.
March 21	Meetings scheduled as necessary with City Manager and department heads to review budget requests.
March 30	Preliminary budget surplus/deficit projection completed.
April 10-13	City Manager/City Council one-on-one review budget requests.
May 1 & 2	City Council budget workshop.
May 23	Gann Limit calculation submitted to City Council for approval.
June 13	Final budget submitted to City Council for approval.

MEMORANDUM

TO: MAYOR FINLAY AND MEMBERS OF THE DUARTE CITY COUNCIL

FROM: PARKS AND RECREATION COMMISSION
CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: STAFF ANALYSIS AND COMMISSION RECOMMENDATION RELATED TO DEVELOPING A DOG PARK IN DUARTE

DATE: JANUARY 10, 2017

Commission Recommendation

After several months of staff presentations, research, analysis and consideration, the Commission recommendation is as follows: The Duarte Parks and Recreation Commission has concluded that, at this time and based on locations studied, there is not a viable location in the City of Duarte to locate a dog park that meets the minimum standards prescribed by the Joint Powers Insurance Authority for the minimum design and construction of a dog park. In addition, they had a concern about the minimum size and location needed to replicate a successful, high quality and safe dog park similar to those located throughout the region.

Background

Over the last several months, staff has worked with the Parks and Recreation Commission to determine if a dog park would be a viable option in the City of Duarte. Fifteen years ago, the Commission entered into this same process in regard to determining if the Royal Oaks Park Extension was a dog park possibility with a negative determination being made, due to the maintenance, noise and odor issues associated with dog parks so close to residences.

In trying to successfully identify a feasible location for a dog park, the following goals were established:

- Review and discuss the possibility of adding a dog park in the City.
- Determine feasibility and approximate costs.
- Determine maintenance and park management considerations.
- Determine community needs and design.
- Determine location.
- Make a positive or negative recommendation to the City Council.

The Commission reviewed the following specific Southern California city parks and analyzed the locations, design and amenities:

1. Brea Wildcatters Dog Park
2. Fullerton Pooch Dog Park
3. Glendora Dog park
4. Pasadena Alice's Dog Park
5. Whittier Dog Park
6. Diamond Bar Pantera Dog Park
7. Beverly Hills Dog Park (Residents only)
8. Encinitas Dog Park
9. Arcadia Dog Park

Several potential locations in Duarte were studied and several were not considered due to previous analysis and rejection (Royal Oaks Park) and no DUSD owned/City leased parkland was considered except the Glenn Miller Park area. Areas studied:

1. Encanto Park
2. Glenn Miller Park and adjacent land
3. Empty lot at the corner of Bradbourne Ave./Huntington Dr.
4. Empty lot at the corner of Mountain Ave./Duarte Rd.
5. Empty lot/Edison right of way across from Hacienda Park
6. East of City Maintenance Yard/Army Corps land

None of these locations were determined to be suitable due to zoning, current designated usage, up to 5-year K-Rail deployment, proximity to residences, environmental run-off issues, parking issues and inadequate space.

Discussion

Dog Park Configurations

There are many issues to contemplate when considering adding a dog park to a community, aside from the location, cost, maintenance and safety concerns that must be addressed. There are also certain expectations for human and dog behavior in an off leash dog area and JPIA offers very specific recommendations for the design, signage and enforcement for dog parks. A review of existing and potentially new codes, regulations and management options would need to be considered for any new off leash location. Additional regulations may be more specific regarding what type of dog would be allowed to use the off leash area (vaccinated, socialized), expectations for humans (clean up dog waste, re-bury holes dug by dogs, have a six-foot leash available at all times, etc.), and enforcement protocols and issues that the City's Animal Control Department would need to be considered and must be reviewed. Dogs are usually segregated, with large and small dogs in separate enclosed areas and off leash areas may have multiple uses, including some that generate revenue from dog training classes, agility tournaments, and dog washing facilities. Not all communities have established off leash areas, while others are currently in the process of reviewing requests for off leash parks such as the City of Duarte. There are three main configurations for off leash dog areas:

1. **Dedicated Facilities** - Dedicated park facilities intended for off leash use are not intended for any other recreational uses so these are dog park uses only. The general consensus across jurisdictions nationwide is that an ideal dedicated off leash area has at least one acre of fenced area, however, available sites, potential number of visitors and cost are often factors when considering size.

2. **Shared Dog Parks** - Shared use parks include off leash use as well as other recreational uses, so a dog park located within a larger community park, as an example. The off leash and other uses may overlap in the same area or may occur in separate areas of the park, but the uses are usually separated by a physical barrier, such as a fence, or by use time schedules. Separation by time schedules is achieved by allowing dogs off leash during a specific period of the day or week. In several polled municipalities, most polled residences thought it was not appropriate to allow dogs off leash, unfenced, near playgrounds or where children gather.

   Contrary to those polling results, the City of Encinitas, CA, has three neighborhood parks that allow dogs off leash that also have children's playgrounds or other uses within the park. A fence does not separate these uses; the city council did not want the children fenced in and did not want the dog area fenced off. Instead, Encinitas park uses are separated by scheduled time. Dogs are allowed off leash during certain hours and days of the week when children are less likely to be present. Although the Encinitas hours and regulations for dog owners are stated on signage, there are still many conflicts between uses in these parks. For example, the children's tot lot has signs stating dogs were not allowed in that area (at any time), but owners didn't keep their dogs out of the playground. Occasionally, dogs left a mess in the children's play area or urinated on play structures. Also, there were complaints regarding people not adhering to the limits on dog hours. Because of these problems, the new $40 million 44 acre Encinitas Community Park that opened in January 2015 included a fenced 2 acre dog park in the design, along with regular park amenities.

   In another example, off leash areas can create conflict with the surrounding neighborhood. The City of Olympia, WA, closed the off leash dog area in Sunrise Park after three years of operation. Complaints from neighbors included noisy dogs and owners, bad odors, urine and dog waste and visitors taking up neighborhood parking. As a result of these conflicts, Olympia now has an off leash advocacy group and a dedicated staff person for off leash enforcement and a dedicated five-acre off leash park area opened in December 2013.

3. **Off Leash Trails** - These are trails usually located in specific areas such as wilderness and large scale parklands where, during designated times, dogs are allowed off leash.

Dog Park Design Considerations

There are a number of considerations for developing off leash dog areas or parks. Physical characteristics include size, fencing, surface, hardware (signage and other amenities), vegetation and environmental resources, access and compatibility with other park uses.

Other considerations include noise, advocacy groups and maintenance/management. Many dog parks become regional locations for non-resident visitors who sometimes outnumber residents due to far distances between dog park locations such as in the San Gabriel Valley.

Parks within the developed areas of a city are more likely to be more readily accessible to dog owners due to their close proximity to residential areas but consequently non-dog owners as well as dog owners are historically against the additional barking noises, smells and activity associated with a large number of congregated dogs. All park designs analyzed by the Commission were significantly removed from residences and were located next to foothills, washes, industrial areas etc. While diverse, Duarte's park system is characterized by small parks scattered throughout neighborhoods, larger community parks embedded in residential areas, recreational sport fields and many sites are not City-owned and are in fact leased from DUSD. Smaller parks are less feasible for off leash areas due to limited space and potential competition for other park resources and recreation uses and parking issues. At Encanto Park the most feasible areas available for dogs would range from 1/3 to .75-acres; unless there is a complete redesign of the park's popular multi-purpose field, a prospect the Commission was against.

Park compatibility considerations include both existing recreational uses and park habitats and vegetation. Given the popularity of all city parks for a variety of recreational activities, the development of fenced off leash areas under most circumstances would most likely have the greatest park compatibility to allow for the other activities to continue. A perimeter fence around an off leash area allows different recreational uses in the park at the same time, discourages spillover and increases safety but there needs to be sufficient space available to do this and also continue providing recreational activities that have been successful at that location. Additionally, parks with environmentally sensitive areas are also not ideal due to the potential impacts to wildlife, native habitat and water quality and at Encanto Park the park has been designed with a Bioswale that directs and channels rain run off throughout the park through a man made creek that drains towards the San Gabriel River and spreading grounds.

Noise and parking are key considerations for neighborhood compatibility, as well as the style of the off leash area and other park uses. Our neighborhood parks are generally bordered by residences and have limited or no off street parking. The parks are smaller and may already include children's playgrounds or provide other drop-in recreation uses such as at Lena Valenzuela Park or Aloysia Moore Park as examples. The ideal scenario would be to have adequate frontage or off-street parking as well as an off leash area at least 150 feet away or 50 yards (1/2 a football field) from residences and/or have noise screening in place. Olympia, WA, performed a feasibility study and reported that most jurisdictions recommended that an off leash park area be situated at least 150 feet away from the nearest residence or other noise sensitive land use. Noise can be generated by barking dogs, people yelling at dogs or vehicle noise associated with the destination location. If a site is suitable, except for the noise buffer, a sound barrier such as vegetation, a hill, or sound proof fencing could be installed. In the case of the other city dog parks that the Commission studied that had a dog parks constructed within the park, shared parks, most of the parks were very large in size; 23, 44 acres etc.

1. **Size** - Though there is no set minimum size for dog parks, some jurisdictions, such

as Boulder, Colorado, have established one acre as the minimum size for dedicated off leash dog parks, although this is not always feasible given available parkland or funding. Portland's Citizen Task Force for Off Leash Dogs recommends 0.11 acres as a minimum size and San Francisco has set 0.23 acres as a minimum, although 0.75 acres is preferable; but these are large concentrated cities with extremely limited available land and a high concentration of residents congested in limited space. The city of Diamond Bar has a 1.35-acre dog park of its own in one corner of Pantera Park, an existing 23-acre sports park east of Diamond Bar Boulevard and west of Chino Hills Parkway. The park consists of two separate dog runs: a 19,400-square-foot area for small dogs and a 39,400-square-foot-area for large dogs.

Most dog parks studied in this region consist of 2 areas; one for small dogs and one for larger dogs and occupy approximately 1.25 to 2 plus acres in total size.

2. **Fencing** - Fencing is common especially when adjacent uses include street traffic, playgrounds, sport fields, picnic areas, or other recreation uses and it is a strong recommendation from JPIA. Fencing separates recreational uses and helps prevent spillover in a shared park, and protects dogs from traffic and neighbors from dogs in a dedicated park. Fencing is also used to segregate large dogs from small dogs. The City of Bishop fenced 0.5 acres of their 2-acre dog park to segregate small dogs. Small dogs can sometimes incite a predator response from larger dogs, especially if the small dog cries out while playing or if they like to be chased. The City of Brea's dog park also has 2 separate areas. Chain link is the preferred fencing material and heights can range from 2.5 to 6 feet, depending on the location though JPIA recommends 6 feet or higher. The City of Bishop and other jurisdictions recommend a six-foot fence, although some dogs are capable of jumping even that height.

3. **Ground Surfaces** - Several surface types, such as grass, wood chips, decomposed granite (DG) or crushed rocks, are used in off leash locations. Grass is the surface in most Santa Barbara area parks and at Arcadia's dog park. Currently the Arcadia dog park grass area is in very poor condition, consisting mostly of dirt due to many visitations, urine and fecal matter damage. Diamond Bar and Whittier use DG. Surface selection is critical with factors such as maintenance costs and disease and infection transfer all being important factors.

4. **Vegetation and Environmental Resources** - Not all off leash park areas provide shade. Trees inside the off leash area or at the edge of the park can be impacted by off leash dogs due to soil compaction and from dog urine. Sensitive resources, such as wetlands, wildlife areas, and other native habitat within a park should be protected. A dog off leash area may need a water quality buffer at the edge of fencing to mitigate the potential for urea or silt to move offsite, especially if near a storm drain outlet or creek.

5. **Parking** - Parking needs to be provided either by a lot or available street parking. In addition to providing access, people need to be able to remove a leashed dog from their vehicle safely. Currently there exist parking challenges at Encanto Park due to the popularity of the park for sports and picnicking and especially as a hub for cyclists.

Fiscal Impact:

The Duarte Parks and Recreation Commission has concluded that at this time there is not a viable location in the City of Duarte to locate a dog park that meets the minimum standards prescribed by the Joint Powers Insurance Authority for the minimum design and construction of dog parks.

However, should the Council direct staff to pursue the development of a dog park by exploring other locations within the City, below are some costs associated with dog park construction, maintenance, and in some cases, land acquisition.

- The City of Diamond Bar Pantera Park Dog Park cost of design and construction on an existing 23-acre park was about $131,000.

- Mission Viejo spent $850,000 to build a dog park and annual maintenance is estimated at $35,000 a year.

- The estimated cost of construction for Beverly Hills' new dog park is approximately $298,000.

- The new Whittier Dog Park that included land acquisition and the addition of 19 parking spots for park visitors cost a total of about $900,000 to design and build.

San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

December 2, 2016

RE: SPECIAL ELECTION FOR WQA BOARD MEMBER CITIES WITHOUT WATER PUMPING RIGHTS

Dear City Manager:

The nomination period for the special election of the WQA board member representing cities without water pumping rights was closed on November 18, 2016 at 5:00 p.m. Enclosed is an election ballot, a sample resolution, a list of nominees, and a list of cities without pumping rights and the number of votes each is entitled.

Each city may cast their votes for only **one** of the listed nominees in the form of a resolution. ***The resolution must be received at the above address by January 17, 2017 at 12:00 p.m. via hand delivery, certified mail, FedEx, or UPS WITH SIGNATURE REQUIRED***.

ANY RESOLUTIONS THAT ARE RECEIVED AFTER 12:00 P.M. ON JANUARY 17, 2017WILL NOT BE ACCEPTED.

Our office hours are Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Votes will be officially counted during the Water Quality Authority's regular meeting on January 18, 2017 at 12:00 p.m.

Each city has one vote for each 10,000 residents or majority thereof, as determined by the 2010 U.S. census data. The enclosed ballot indicates the number of votes your city may cast. Please note that a city must cast all of their votes to only one candidate and cannot split their votes. Please also note that a city is not limited to voting for its own city council members and that a city may vote in an election whether or not it nominated a candidate.

If you should have any questions, please contact me at (626) 338-5555 or by email at Stephanie@wqa.com

Sincerely,

Stephanie Moreno

Stephanie Moreno
San Gabriel Basin Water Quality Authority
Stephanie@wqa.com
Enclosures

EXHIBIT "B-2"

BALLOT

SPECIAL ELECTION OF CITY MEMBER FROM
CITIES WITHOUT PUMPING RIGHTS
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY
PURSUANT TO SB 1679

CITY: DUARTE

NUMBER OF VOTES TO BE CAST: 2

TO THE CITY COUNCIL:

The following candidates have been duly nominated by qualified cities for the office of city member of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities without pumping rights.

The election of the city member will take place at an adjourned meeting of the Board of the Authority set for January 18, 2017, at 12:00 p.m., at 1720 W. Cameron Ave., Suite 100, West Covina, California.

Your city may cast its votes for one candidate by resolution of the city council. The number of votes to which your city is entitled, based upon population, is set forth above.

The resolution of the city council casting its votes must be delivered by certified mail, FedEx, UPS with **signature required** or hand delivered to the Authority **by January 17, 2017 at 12:00 p.m. or will not be counted.**

This Ballot may accompany the resolution of the city council casting its votes for city member and alternate from cities without pumping rights.

SPECIAL ELECTION FOR WQA BOARD MEMBER
REPRESENTING CITIES WITHOUT
PRESCRIPTIVE PUMPING RIGHTS

LIST OF NOMINATIONS

(In the order in which they were received)

Name	Nominated by
Margaret Clark City of Rosemead	City of Rosemead City of San Dimas City of Sierra Madre City of Bradbury City of La Verne
Valerie Munoz City of La Puente	City of Baldwin Park City of West Covina City of South El Monte City of La Puente

RESOLUTION NO. 17-R-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, CASTING ITS VOTE FOR LA PUENTE COUNCILMEMBER VALERIE MUNOZ TO REPRESENT CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members, with three appointed members from each of the three municipal water districts, one elected City Council person from cities in the San Gabriel Basin with prescriptive pumping rights, and one elected City Council person from cities in the San Gabriel Basin without prescriptive pumping rights; and two members representing water producers in the San Gabriel Basin; and

WHEREAS, the City of Duarte is one of the cities in the San Gabriel Basin without prescriptive pumping rights; and

WHEREAS, the City of Duarte may cast its vote for a representative by resolution no later than January 18, 2017, at 12:00 p.m.;

NOW, THEREFORE, the City Council of the City of Duarte, California, hereby casts its full vote for Councilmember Valerie Munoz as the representative for cities in the San Gabriel Basin without prescriptive pumping rights.

PASSED, APPROVED, and ADOPTED this 10th day of January, 2017.

_____

Mayor Margaret Finlay

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

I, Karen Herrera, Deputy City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 17-01 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 10th day of January, 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

_____

Deputy City Clerk Karen Herrera
City of Duarte, California

RESOLUTION NO. 17-R-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, CASTING ITS VOTE FOR ROSEMEAD COUNCILMEMBER MARGARET CLARK TO REPRESENT CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members, with three appointed members from each of the three municipal water districts, one elected City Council person from cities in the San Gabriel Basin with prescriptive pumping rights, and one elected City Council person from cities in the San Gabriel Basin without prescriptive pumping rights; and two members representing water producers in the San Gabriel Basin; and

WHEREAS, the City of Duarte is one of the cities in the San Gabriel Basin without prescriptive pumping rights; and

WHEREAS, the City of Duarte may cast its vote for a representative by resolution no later than January 18, 2017, at 12:00 p.m.;

NOW, THEREFORE, the City Council of the City of Duarte, California, hereby casts its full vote for Councilmember Margaret Clark as the representative for cities in the San Gabriel Basin without prescriptive pumping rights.

PASSED, APPROVED, and ADOPTED this 10th day of January, 2017.

_____

Mayor Margaret Finlay

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

I, Karen Herrera, Deputy City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 17-01 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 10th day of January, 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

_____

Deputy City Clerk Karen Herrera
City of Duarte, California

DUARTE CITY COUNCIL – INTERGOVERNMENTAL ORGANIZATIONS

AREA "D" EMERGENCY SERVICES
City Manager — *Representative*
Full Council — *Alternates*

CALIFORNIA CONTRACT CITIES
Liz Reilly — *Delegate*
Margaret Finlay — *Alternate*
3rd Wednesday - 7:00 p.m.

CITY SELECTION COMMITTEE (COUNTY)
Samuel Kang — *Delegate*
Full Council — *Alternates*
3 or 4 times a year, at the call of the Chairman

COMMUNITY EDUCATION COUNCIL
Tzeitel Paras-Caracci — *Representative*
Samuel Kang — *Alternate*
TBD

DUARTE COMMUNITY SERVICE COUNCIL
Tzeitel Paras-Caracci — *Representative*
John Fasana — *Alternate*
TBD

DUARTE EDUCATION FOUNDATION
Margaret Finlay — *Representative*
Liz Reilly — *Alternate*
1st Monday - 5:30 p.m.

FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM
Samuel Kang — *Delegate*
John Fasana — *Alternate*

FOOTHILL TRANSIT – $150/mtg (4/yr)
Tzeitel Paras-Caracci — *Delegate*
Samuel Kang — *Alternate*

GOLD LINE PHASE II JPA – $100/mtg (1/mo)
Liz Reilly — *Delegate*
Tzeitel Paras-Caracci — *Alternate*
2nd Thursday/month – 11:30 a.m.

JOINT POWERS INSURANCE AUTHORITY
Margaret Finlay — *Director*
City Manager/Full Council — *Alternates*
Annual Meeting – July

LEAGUE OF CALIFORNIA CITIES
Samuel Kang — *Delegate*
Full Council — *Alternates*
1st Thursday - 7:00 p.m.

SGV COUNCIL OF GOVERNMENTS - $50/mo
John Fasana — *Governing Board Rep.*
Margaret Finlay — *Alt. Governing Board Rep.*
3rd Thursday - 6:00 p.m.

SGV ECONOMIC PARTNERSHIP
John Fasana — *Representative*
Full Council — *Alternates*
2nd Tuesday of odd months – 12:00 noon

SGV VECTOR CONTROL DISTRICT - $100/mo
Margaret Finlay — *Representative*
2nd Friday – 7:00 a.m.

SANITATION DISTRICTS #15 AND #22 - $250/mo
Samuel Kang — *Director*
Margaret Finlay — *Alternate*
4th Wednesday - 1:30 p.m.

SO. CAL. ASSOCIATION OF GOVERNMENTS
Margaret Finlay — *Representative*
Full Council — *Alternates*
Annual Meeting - April

*Note: Compensated positions are shown in boxes

Updated: December 8, 2015

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Jason Golding, City Planner

DATE: January 10, 2017

SUBJECT: **Award of Contract for Preparation of a Traffic Study for the Proposed FX Boutix Hotel Project at 1230 Huntington Drive and 1227 Buena Vista Street to RK Engineering Group, Inc.**

Staff recommends that the City Council authorize the City Manager to execute a standard professional services agreement with RK Engineering Group, Inc. to provide traffic engineering services (e.g. traffic/parking study) for the proposed FX Boutix Hotel project, located at 1230 Huntington Drive and 1227 Buena Vista Street ("Property"). The proposed contract amount is $34,810.

Background & Analysis

In July 2016, City Staff received a traffic study prepared by Minegar & Associates for the Duarte FX Boutix Hotel project. This study was conducted independently and the preparers of the report did not discuss the scope of analysis, study intersections or methodology criteria with City Staff. Furthermore, the traffic study was based upon preliminary project plans that had yet to be reviewed by the City. As Staff reviewed the study, a major concern was identified - traffic counts that were much higher than several other recent traffic studies conducted for the Town Center and City of Hope Specific Plans and Environmental Impact Reports (EIR). These counts are a primary basis of analysis for the remainder of a study. By relying on these higher traffic counts, the proposed mitigation included significant and costly traffic improvements, several within other abutting cities.

The original traffic study was incomplete because of the use of inflated traffic counts (and subsequent mitigation reliant upon the higher counts), established upon an incomplete project scope, data was based upon preliminary project plans, and because the study was conducted by the applicant for their own project (technical studies are almost always conducted by neutral third parties, selected by the City). Therefore, Staff decided to solicit proposals for the preparation of a new traffic study. While conceptual plans for the project have been with the City for the past several months, Staff had been waiting for a series of submittal requirements that made the application incomplete, including but not limited to: application fees, application and support documents, an operational description, and revised project plans. These items are necessary for the traffic engineer in order to conduct the circulation study. Although the applicant has submitted many of these items over the last month, plan revisions are currently ongoing and Staff is awaiting another revised plan submittal from the applicant before the traffic study can proceed.

In late October 2016, a request for proposals (RFP) was sent to five (5) traffic engineering firms: Fehr & Peers (who performed the City of Hope EIR traffic study), Cambridge Systematics (who prepared the Town Center EIR traffic study), Albert Grover & Associates (who conducted the Huntington Drive Intersection analysis), RK Engineering Group, and Crain & Associates. The RFP's (see Attachment A) sent to these firms requested both an off-site analysis, which is typically conducted as part of a traffic study, and an on-site analysis. The on-site analysis is a critical component of the study since the FX project includes several complicated circulation components, including but not limited to: several stories of subterranean parking, extensive use of valet parking, use of off-site buses and shuttles between the hotel and City of Hope, significant use of tandem and other non-traditional parking stalls, and Fire Department access and turning movements that affect adjoining properties.

Staff received RFP's from all five firms. The costs for services ranged from $34,000 to $77,000. RK Engineering Group, Inc. was one of the two lowest bidders and submitted a very thorough and detailed explanation of the requested scope of services. Fehr & Peers was the second low bidder; however, their RFP lacked sufficient detail related to the scope of services, particularly related to valet operations.

Conclusion & Recommendation

An interview was conducted with RK Engineering. Both the City Engineer and Staff were impressed by the knowledge and experience of the firm and the former projects and clients they have worked with, their understanding of the project and their desire to accomplish the analysis in a timely and professional manner. Furthermore, RK Engineering's Staff has been both engaging and communicative with City Staff, seeking to coordinate and understand the goals for the project.

The proposal by RK Engineering Group (see Attachment B), Inc. would entail the preparation of both the off-site traffic and on-site circulation analysis, numerous AutoTURN simulations related to on-site turning movements, a sufficient number of hours dedicated to meetings or calls with Staff, and attendance at public hearings associated with project consideration before the Planning Commission and City Council, if desired.

Based upon the reasons stated above, Staff is recommending RK Engineering Group, Inc. to provide traffic engineering services for the proposed FX Boutix Hotel project.

Attachments:

A - RFP and Scope of Work (off and on-site analysis)
B - RK Engineering Group, Inc. proposal

CITY OF DUARTE
REQUEST FOR PROPOSALS (RFP)

SOLICITATION OF TRAFFIC ENGINEERING SERVICES FOR A PROPOSED PROJECT WHICH CONTAINS A HOTEL, THREE (3) RESTAURANTS, BANQUET FACILITIES, LOUNGE, AND CONDOMINIUM/APARTMENT UNITS

The City of Duarte invites proposals to complete a traffic and circulation study for a proposed FX Boutix Hotel, located at 1230 Huntington Drive and 1227 Buena Vista Street. FX Hotel proposes to construct two (2) connected and integrated buildings (Site A and B) which will include:

Site A & B

- 293-room hotel (daily and extended stay room rentals) **or** 140-room hotel (daily and extended stay room rentals) and 87 condominiums/apartments. (Traffic impact analysis should be based on the option that generates the highest impact; however on-site circulation analysis should address either potential scenario). Site A contains 161,788 s.f. of floor area. Site B contains 57,283 s.f. of floor area.
- Two-levels of subterranean parking on site A and three (3) levels of subterranean parking on site B. The proposed parking design connects both sites A and B.

Site A

- Three restaurants
  - 5,680 s.f. Chinese restaurant
  - 4,040 s.f. buffet restaurant, with abutting 4,068 s.f. courtyard
  - 3,100 s.f. steakhouse
- 4,546 s.f. banquet hall
- 2,000 s.f. VIP Lounge
- 6,090 s.f. wedding deck/rooftop catering venue
- 722 s.f. coffee shop
- Pool, jacuzzi, cabanas, spa, game room, kids room, equaling approximately 9,600 s.f.

Site B

- 4,545 s.f. ground floor medical office

The submitted study will need to consider off-site traffic intersection analysis and impacts, as well as on or near-site ingress/egress (turning movements), and on-site parking and circulation analysis and impacts, including consideration for the hotel's operational components. The detailed scope of work for off-site analysis is included in Attachment #1; on-site scope of work is included in Attachment #2.

The proposed project is allowed within the newly formed Town Center Specific Plan (TCSP), with the approval of several entitlements, including a conditional use permit, parcel merger and design review. The project was environmentally cleared through the use of a supplemental EIR to the City's General Plan EIR. However, on-site circulation issues and analysis of the targeted intersections necessitate the preparation of a project-specific traffic and circulation study. The study considered under this RFP will be used to assess project impacts, develop conditions of approval and will be integral in the decision making process for this project.

ATTACHMENT A

A traffic study, by Cambridge Systematics, was produced for the TCSP area as part of the Supplemental EIR for that project. That study was produced recently (May 2016) and will be provided as reference, if requested. All firms will be asked to collect new traffic intersection counts, as shown on Attachment #3.

Proposal Submittal

Submit three hard copies & one digital copy (on thumb drive or by email) as soon as possible. Deliver hard copies and CD to: City of Duarte, Community Development Department, Attn: Jason Golding, 1600 Huntington Drive, Duarte, CA 91010.

Proposals Requirements

Proposals shall include the following information:

1. Brief description of firm, contact person, address, telephone number, and e-mail address;
2. Description of the proposed work program (Scope of Work) to complete the following:
    a. Off-site traffic intersection analysis, impacts and recommended conditions;
    b. On or near site turning movement analysis, impacts and recommended conditions for ingress and egress to/from the project location;
    c. On-site circulation and parking analysis, impacts and conditions;
3. Qualifications (resumes) of key personnel to be assigned, and identification of Project Manager, including subcontractor's qualifications;
4. Proposed project schedule;
5. Estimate of costs, both in aggregate, and as organized by off-site and on-site analysis, impacts and conditions.

Inquiries

Questions regarding the RFP shall be directed in writing to Jason Golding, City Planner via e-mail to: goldingj@accessduarte.com.

Selection Process

The consultant will be selected primarily based on the experience and ability of the firm and staff to accomplish the work program. However, the traffic and circulation study is a prerequisite to initiating the entitlement process - completing the study in a time-efficient manner is critical to the overall project schedule. The Community Development Department and City Engineer will review the proposals, as they are submitted. Consultant interviews will be held at the discretion of the Community Development Director. The Director may elect not to interview consultants if proposals received suffice to make a determination of the most qualified consultant.

The City reserves the right to reject any or all proposals and to negotiate with any consultant who offers a proposal that appears to be in the best interest of the City and the project.

Project Costs/Payments: The consultant to whom a contract is awarded will receive payments for tasks completed per the contract agreement, which must be accompanied with proper documentation before disbursement. Invoices for completed work must be submitted to the City of Duarte and will be paid based upon the warrant calendar established by the City's Finance Department.

Indemnification: The consultant to who a contract is awarded will be required to indemnify and hold the City harmless from any and all liabilities arising from the consultant's performance of the work. Indemnification provisions to this effect will be incorporated in the contract agreement for consultant services.

Insurance: The consultant to whom a contract is awarded will be required to furnish to the City evidence of insurance coverage(s) including, but not limited to, general liability, professional liability, and workers compensation insurance, as appropriate.

Attachments:

1. Scope of work - off-site analysis
2. Scope of work - on-site analysis
3. Map of intersections to be studied
4. Approved and pending project approvals - Duarte
5. Project plans

* - A complete operational description for the project will be provided to the selected firm

Scope of Work - Off-Site Analysis

Based on preliminary trip generation estimates for the proposed project and a discussion with the City Engineer, it is anticipated the traffic study will be required to analyze eight (8) intersections. The intersections will have to be analyzed for both AM/PM peak hour conditions.

The traffic study will analyze the following conditions:

- Existing conditions
- Existing Plus Project conditions
- Project Buildout Year 2036 Without the Project
- Project Buildout Year 2036 With the Project

The following Scope of Work (off-site analysis) must be conducted as part of the overall work product:

1. Field review the site and surrounding area to determine existing conditions.

2. Obtain AM/PM peak hour counts at eight (8) study area intersections.

3. Obtain 24-hour counts on Buena Vista Street and Huntington Drive.

4. Determine existing levels of service at eight (8) study area intersections based upon the HCM for CalTrans controlled intersections, off-ramps and on-ramps; and ICU methodology for all other intersections.

5. Determine the project's trip generation, trip distribution and traffic assignment to the adjoining roadway system.

6. Determine existing plus project traffic impacts and level of service at eight (8) study area intersections.

7. Determine Project Buildout Year 2036 traffic impacts and level of service without and with the project at eight (8) study area intersections.

8. Determine project's traffic contribution to the study area intersections.

9. Review project access and determine the need for any special turn lanes, adjustments to existing turn lanes or other roadway modifications that may be required to serve the project.

10. Develop conditions of approval (e.g. mitigation measures), such as traffic signals, additional traffic lanes, etc., that may be required to accommodate the project.

11. Develop project recommendations.

Scope of Work - On-Site Analysis (Circulation/Parking Study)

The City has performed a review of the preliminary project plans and dialogued with the applicant regarding the operational characteristics of their proposed development. Based upon this, there are multiple issues and questions about on-site circulation, parking and operational protocols for the project. This on-site circulation and parking study will need to provide a thorough and comprehensive review of all on-site traffic and parking issues and develop recommendations for parking and operational standards for the development. As the plans are still preliminary, and to the extent feasible, the study should provide industry accepted standards for parking and circulation movements that could address potential modifications to the plans.

The following is a list of topics for the on-site analysis to consider:

1. General internal circulation analysis. Identify vehicle movements or parking arrangement that do not function to accepted industry standards. Provide suggestions on movements and arrangements that may work.

2. Provide analysis for standard vehicular traffic, buses and delivery trucks; from both the existing median island left hand turn lane and from a potential westerly extension of the median island left hand turn lane.

3. Provide proposed traffic analysis and any potential mitigation for turning movements at ingress/egress location on Buena Vista St.

4. Validate turning movements on-site, including within the parking structure. Analyze and propose improvements for parking circulation, including, but not limited to: back-up distances, vehicular navigation near or around structural columns, improvements to turn-around movements at dead-end aisles, etc. Since there may be additional modifications to the parking structure design, provide industry accepted turning movement standards.

5. Provide internal turning templates. Ensure that most up-to-date parking site plan considers locations of structural columns and that parking design analyzes parking around such columns.

6. Provide analysis and truck turning templates to/from ROW to loading docks/areas.

7. Provide additional analysis of operational characteristics, number, frequency, size, usage, and passenger volumes of proposed buses involved in the operation of the project. All anticipated bus turning movements must be validated. Provide additional information on where they will park, if they choose to park within the vicinity.

8. Provide additional analysis on use of shuttle system proposed by the applicant.

9. Does the proposed use of shuttles and buses justify the amount of parking provided on-site, compared to the uses proposed by the project? Should additional parking credit be granted or should additional parking be provided based upon the comparison of hotel functions and shuttle/bus usage?

10. Propose parking standards for those parking arrangements (e.g. compact tandem, triple tandem, etc.) not currently addressed in the Duarte Development Code (or provide validation for modifications to existing Duarte standards). Compact stalls are not recognized in this zoning designation. Any parking type not justified within the Town Center Specific Plan will need to be justified.

11. Provide analysis of proposed valet operations. Provide valet standards, operational protocols, locations of valet stations, staffing, differences between hotel and resident usage, etc. Standards for how valet parking should be utilized for the project should be included. How many valets are needed for the different uses being proposed as part of this project? Are multiple valet stations needed?

12. A parking management system should be proposed to address how different unit types (e.g. hotel, extended-stay, apartments, etc.) would be accommodated by the proposed parking lot design and valet program (e.g. tandem stalls, etc.).

13. There are several areas on the proposed plans that are of significant concern to our City Engineer. Provide analysis and recommendations to these particular areas:
    - The turning movement from the northerly valet area (front entrance) to the south-bound ramp, east of the building;
    - The turning movement from the ramp to the main driveway behind the hotel; and
    - Consider closure of the easterly entrance to the parking area under the hotel, since that proposed turning movement seems to be challenging and potentially dangerous to motorists.

TRAFFIC ENGINEERING SERVICES PROPOSAL FOR THE PROPOSED FX BOUTIX HOTEL

Prepared for:

CITY OF DUARTE COMMUNITY DEVELOPMENT DEPARTMENT
1600 HUNTINGTON DRIVE
DUARTE, CA 91010
ATTN: Mr. JASON GOLDING

Prepared by:

4000 WESTERLY PLACE, SUITE 280, NEWPORT BEACH, CALIFORNIA 92660
CONTACT: ROBERT KAHN, PE, TE, rk@rkengineer.com, 949.474.0809
CONTACT: ALEX TABRIZI, PE, TE, at@rkengineer.com, 949.474.0809

December 2016

ATTACHMENT B

RK engineering group, inc.

traffic engineering ▪ transportation planning
acoustical engineering ▪ parking studies
air quality & greenhouse gas analysis

December 22, 2016
Mr. Jason Golding
CITY OF DUARTE CIMMUNITY DEVELOPMENT DEPARTMENT
1600 Huntington Drive
Duarte, CA 91010

Subject: Traffic Engineering Services Proposal for the Proposed FX Boutix Hotel Project, City of Duarte, CA (Updated December 22, 2016)

Dear Mr. Golding:

RK ENGINEERING GROUP, INC. (RK) is pleased to submit this proposed Agreement to provide traffic engineering services to the City of Duarte for the proposed FX Boutix Hotel project.

A. Staff & Firm

RK, incorporated originally as Robert Kahn & Associates, Inc. in 1988, is a full service traffic and transportation engineering firm located in the City of Newport Beach, California. RK consists of a team of transportation planning professionals and transportation engineers representing over 80 years of cumulative experience in traffic engineering and related services with extensive local knowledge of Southern California and Orange County.

The staff work closely together to provide a large number of private sector and public agency clients with complete traffic engineering and transportation planning services from evaluation of transportation and circulation needs and deficiencies, developing feasible solutions, to final engineering design and providing engineering cost estimates. RK has successfully completed hundreds of transportation planning, traffic engineering, speed survey studies, signal design, and traffic impact analysis projects throughout Southern California. RK also has had the privilege of serving as the consultant traffic engineer to various Cities and agencies in Southern California.

Attachment A contains information on some of the representative projects completed by RK.

RK's Founding Principal, Mr. Robert Kahn, PE, TE, has worked professionally in traffic engineering and transportation planning since 1968 and has provided traffic and transportation services to major planned communities including Aliso Viejo, Coto De Caza, Foothill Ranch, Highlands Ranch in Denver, Colorado, Mission Viejo, Talega Planned

4000 westerly place, suite 280
newport beach, california 92660
tel 949.474.0809 fax 949.474.0902
www.rkengineer.com

Community in San Clemente, and Wolf Valley Ranch in Temecula. He has also provided contract traffic engineering services to the Cities of Irvine, Norwalk, Perris and San Jacinto in Riverside County, California. Mr. Kahn has prepared traffic impact studies for numerous communities throughout Southern California, Nevada, and in Colorado.

Mr. Kahn is currently serving as the ad-hoc committee member on the Senate Bill 743 (SB 743) Review Task Force. SB 743 is a new legislation signed by Governor Brown which makes several changes to the California Environmental Quality Act (CEQA) and will require a new approach from analyzing project-related transportation impacts under CEQA.

RK's Associate Principal, Mr. Alex Tabrizi, PE, TE, will be serving as the project manager and main point of contact for the FX Boutix Hotel project. Mr. Tabrizi has extensive experience in successfully completing numerous transportation planning and engineering projects, for a large number of private sector as well as public sector clients throughout the State of California. *Mr. Tabrizi will be available throughout the duration of the project and can be reached via email at at@rkengineer.com, and via phone at 949.474.0809, or 949.344.1828 (mobile).*

Attachment B contains the RK Qualifications including hourly rates, and resumes for key staff.

The traffic analysis would require collection of existing traffic volumes during typical conditions and as we are approaching the holiday season, we are left with a short window of time to collect the counts. RK in fully aware of the urgency and the fast project schedule and has the staffing level and availability to deliver on a tight and fast schedule.

Our experience, hands-on approach and senior staff involvement always ensures the highest quality of service. We would like to thank you for your consideration. If you have any questions regarding our firm, or if you would like to arrange an interview, please do not hesitate to call us at (949) 474-0809.

Kind regards,

Robert Kahn, P.E., T.E.	Alex Tabrizi, P.E., T.E.	Rogier Goedecke
Founding Principal	Associate Principal	President

JN:2637-2016-01AT:dt/RK11994

B. Project Description

The proposed FX Boutix Hotel project site is located at 1230 Huntington Drive (referred to as Site A) and 1227 Buena Vista Street (referred to as Site B) in the City of Duarte. The proposed project will displace the existing structures and uses on the project site. The proposed project will construct two (2) connected and integrated structures on Sites A & B. Currently, two land use alternatives are being considered for the proposed project as summarized in Table 1.

Table 1
FX Boutix Hotel Proposed Land Uses

Location/ Site	Land Use Alternative 1	Land Use Alternative 2
Sites A & B	293-Room Hotel	140-Room Hotel
Sites A & B	None	87 Dwelling Units of Condominiums/Apartments
Site A	Two Levels of Subterranean Parking	Two Levels of Subterranean Parking
Site B	Three Levels of Subterranean Parking	Three Levels of Subterranean Parking
Site A	5,680 SF of Chinese Restaurant	5,680 SF of Chinese Restaurant
Site A	4,040 SF of Buffet Restaurant with 4,068 SF of Courtyard	4,040 SF of Buffet Restaurant with 4,068 SF of Courtyard
Site A	3,100 SF Steakhouse	3,100 SF Steakhouse
Site A	4,546 SF of Banquet Hall	4,546 SF of Banquet Hall
Site A	2,000 SF of VIP Lounge	2,000 SF of VIP Lounge
Site A	6,090 SF of Wedding Deck/Rooftop Catering Venue	6,090 SF of Wedding Deck/Rooftop Catering Venue
Site A	722 SF Coffee Shop	722 SF Coffee Shop
Site A	9,600 SF of Jacuzzi, Cabanas, Spa, Game Room, Kids Room	9,600 SF of Jacuzzi, Cabanas, Spa, Game Room, Kids Room
Site B	4,545 SF of Medical Office	4,545 SF of Medical Office

Note: SF = square feet.

The proposed project is allowed within the newly formed Town Center Specific Plan (TCSP) with the approval of several entitlements. The proposed project was environmentally cleared through the use of a supplemental EIR to the City of Duarte's General Plan EIR. However, analysis of on-site circulation and specific off-site intersections is required to address project-specific circulation issues and potential impacts.

RK will provide traffic engineering services to evaluate on-site and off-site traffic conditions for the proposed project, as requested in the RFP. The following section provides a detailed description of the tasks and the work program proposed by RK.

C.1. Off-Site Traffic Analysis

RK will prepare a traffic impact analysis to evaluate potential off-site traffic impacts of the proposed project on the surrounding circulation system.

Since two land use alternatives are under consideration for the proposed project, the off-site traffic analysis will evaluate the single land use alternative with the higher peak hour trip generation.

This scope of work assumes the proposed project will be evaluated in a single phase.

Project Trip Generation: Utilizing *ITE* trip generation rates or other similar source as directed by City staff, RK will determine the weekday peak hour and daily trip generation for the two (2) proposed land use alternatives previously shown in Table 1.

Weekday peak hour and daily trip generation associated with any existing land use planned to be displaced by the proposed project will be determined either by utilization of *ITE* trip generation rates, or conducting 24-hour traffic counts during one typical weekday at the existing driveways.

The trip generation will account for adjustments associated with existing trip generation of the project site and *ITE* trip adjustments such as pass-by trips, and internal capture for the proposed land uses.

The trip generation analysis will determine the land use alterative with the higher peak hour trip generation.

The analysis will determine and exhibit the trip distribution and traffic assignment of the land use alternative with the higher peak hour trip generation.

Study Area: The traffic analysis will evaluate the following eight (8) study intersections during the weekday AM peak hour and the PM peak hour as requested by the RFP:

1. Buena Vista Street / Huntington Drive;
2. Buena Vista Street / Central Avenue;
3. Buena Vista Street / Evergreen Street;
4. Buena Vista Street / Duarte Road;
5. Hope Drive / Duarte Road;
6. Mountain Avenue / Evergreen Avenue;
7. Mountain Avenue / Central Avenue; and
8. Mountain Avenue / Huntington Drive.

Additionally, the analysis will evaluate the project access locations and determine any potential need for turn lanes or other modifications required to achieve acceptable operations.

Collection of Existing Traffic Count Data & Field Review: RK will collect existing AM peak period (7:00 AM to 9:00 AM) and PM peak period (4:00 PM to 6:00 PM) traffic count data at the eight (8) study intersections during one typical weekday.

Additionally, RK will collect 24-hour average daily traffic (ADT) counts at the following roadway segments during one typical weekday:

- Buena Vista Street south of Huntington Drive; and
- Huntington Drive west of Buena Vista Street.

This scope of work assumes the traffic count data will not be collected by vehicle classification.

RK will also conduct a field review of the study area and document existing roadway conditions, including intersection geometry and control.

Analysis Scenarios: The analysis will evaluate the eight (8) study intersections for the following analysis scenarios:

- Existing Conditions;
- Forecast Existing Plus Project Conditions;
- Forecast Project Buildout Year 2036 Without Project Conditions; and
- Forecast Project Buildout Year 2036 With Project Conditions.

Analysis Methodology: Study intersections under the jurisdiction of Caltrans will be evaluated utilizing the Highway Capacity Manual (HCM) methodology. All other study intersections will be evaluated utilizing the Intersection Capacity Utilization (ICU) methodology.

Methodology for Derivation Traffic Volumes: Forecast Existing Plus Project Conditions traffic volumes will be derived by adding project-generated trips to existing collected traffic volumes.

Forecast Project Buildout Year 2035 Without Project Conditions traffic volumes will be derived by applying a growth rate to existing conditions and also addition of background trips associated with individual cumulative projects provided by City staff.

Forecast Project Buildout Year 2035 With Project Conditions traffic volumes will be derived by adding project-generated trips to Forecast Project Buildout Year 2035 Without Project Conditions traffic volumes.

Impact Analysis: The analysis will determine the peak hour Level of Service (LOS) of the study intersections for the analysis scenarios. The project's potential impacts will be evaluated and determined utilizing the applicable agency thresholds of significance.

The analysis will determine the project's traffic contribution to the study area and identify mitigation measures and recommendations required to eliminate identified significant impacts.

The report will provide a summary of potential mitigation measures and recommendations to be utilized in developing conditions of approval for the proposed project.

HCM 95th Percentile Peak Hour Vehicular Queue Analysis of Access on Huntington Drive: Utilizing the HCM 95th Percentile methodology, the analysis will evaluate the peak hour queue of vehicles accessing the project site via the existing median break and left-turn pocket on Huntington Drive. The analysis will be prepared for all study scenarios evaluated in the traffic study and will determine the potential need to lengthen the turn pocket into the project site.

Utilizing the site plan provided to RK in AutoCAD format, RK will conduct an analysis of the inbound maneuver from this left-turn pocket into the project site to identify the need for any adjustments to the location of the turn pocket and median nose.

Traffic Impact Analysis Report: RK will summarize the results of the analysis in a traffic impact study report.

This scope of work does not assume preparation of any of the following analyses. If required, these analyses can be prepared under a separate scope and fee:

- Freeway mainline analysis;
- Freeway ramp merge/diverge analysis;
- Freeway ramp or intersection queueing analysis;
- Purchase and utilization of traffic model runs; and
- Phased analysis of the proposed project.

C.2. On-Site Turning Movements, Circulation, & Parking Analysis

There are a number of on-site elements for the proposed project that would require detailed analysis to ensure the proposed on-site circulation results in acceptable operation.

RK will prepare an analysis and evaluation of the following on-site circulation elements for the proposed project. Since two land use alternatives are under consideration for the proposed project, the on-site circulation analysis will evaluate both land use alternative site plans.

General Internal Circulation Analysis: RK will conduct a visual evaluation and review of the proposed internal circulation and identify areas of potential vehicular and/or pedestrian conflict. Utilizing detailed layouts to be provided to RK, this evaluation will also include

each level of the subterranean parking facilities on Site A and Site B. Recommendations will be made to mitigate or improve the identified areas of potential conflict.

Ingress/Egress Analysis of Standard Vehicles, Buses, and Delivery Trucks: Utilizing the site plan provided to RK in AutoCAD format, RK will conduct an analysis of ingress and egress turning movements and maneuvers in and out of the site utilizing the AutoTurn software. The analysis will evaluate passenger vehicles, buses, and the largest type of delivery truck planned to serve the proposed project. This analysis will show travel paths and sweeps of the vehicles entering and exiting the site and also utilizing the left-turn pockets to access the site. Areas of conflict will be identified and recommendation will be made to improve or mitigate the identified deficiencies. This scope of work assumes evaluation of up to twenty-five (25) total vehicular movements/templates for this task.

Analysis of Turning Movements at Project Access along Buena Vista Street: RK will prepare a peak hour LOS analysis for the project's access location on Buena Vista Street. Based on the LOS results, the vehicular traffic volumes, and the turning movement maneuver analysis from the previous section, recommendations will be made to mitigate or improve and identified potential deficiencies.

Analysis of On-Site & Parking Structure Vehicle Maneuvers: Utilizing the site plan provided to RK in AutoCAD format, RK will conduct an analysis of vehicle maneuvers on the project site utilizing the AutoTurn software. The analysis will evaluate passenger vehicles, buses, and the largest type of delivery truck planned to serve the proposed project. Utilizing detailed layouts to be provided to RK, this evaluation will also include each level of the subterranean parking facilities on Site A and Site B and identify areas of potential conflict such as maneuvers in and out of parking spaces that might be difficult to access, placement of structural columns, and aisle end layouts. Recommendations will be made to mitigate or improve the identified areas of potential conflict. This scope of work assumes evaluation of up to thirty-five (35) total vehicular movements/templates for this task.

Analysis of Loading Area Vehicle Maneuvers: Utilizing the AutoTurn software and the site plan provided to RK in AutoCAD format, RK will conduct an analysis of delivery truck maneuvers accessing the proposed loading areas to and from the right-of-way. The analysis will evaluate the largest type of delivery truck planned to serve the proposed project for each loading area. Recommendations will be made to mitigate or improve the identified areas of potential conflict. This scope of work assumes evaluation of up to ten (10) total vehicular movements/templates for this task.

Analysis of Bus & Shuttle Maneuvers & Planned Operations: Utilizing the AutoTurn software and the site plan provided to RK in AutoCAD format, RK will conduct an analysis of bus and shuttle maneuvers entering and exiting the proposed project and circulating on the project site. Based on information provided to RK, the report will disclose information related to the planned characteristics of the buses and shuttles, the frequency, size, usage, passenger capacity, and location of the staging/parking area(s). The report will identify any potential conflicts resulting from the planned location of the bus and shuttle staging area(s) and planned operations. This scope of work assumes evaluation of up to ten (10) total vehicular movements/templates for this task.

Parking Demand & Effect of Shuttle & Bus Use: RK will determine the parking demand for the proposed project based on the City of Duarte applicable parking code for the proposed project. For land uses that are not covered in the City of Duarte's Municipal Code, RK will determine parking demand based on ITE Parking Generation data, or data available through the Municipal Code of similar jurisdictions.

Additionally, RK will gather information from the City and/or the project applicant on the planned operations and use of the bus and shuttle vehicles, including the routes, destinations, frequency, and expected passenger capacity and occupancy of the vehicles. Based on the provided information, RK will qualitatively evaluate the effect of the bus and shuttle on the parking demand for the proposed project.

Depending on the planned nature and operations of the shuttles, the shuttle use could potentially increase or decrease forecast parking demand for the proposed project.

For instance, if the shuttles bring users and patrons into the project site from outside and then take them back, without the need for individuals to drive to the site, the shuttles would potentially reduce both the trip generation and the parking demand for the proposed project.

Alternatively, if the guests arrive to the hotel in their own personal vehicle and park the vehicle on the site during their stay and then utilize the shuttle service to get around, that would potentially increase the parking demand for the proposed project since the parking space is constantly occupied and does not turn over.

If required, based on detailed estimates relating to the utilization of the shuttles, frequency, and expected reduction in number of passenger car vehicles provided by the

project applicant and approved by the City, RK can forecast the effect of the shuttle use on the overall parking requirement.

It should be noted this scope of work does not assume preparation of any surveys or studies relating to the quantitative effect of shuttle use on parking demand at hotels or other similar sites. However, such analysis and supportive survey can be accommodated and conducted under a revised scope and fee.

Parking Arrangements & Types: RK review the proposed parking spaces and make recommendations on the type of parking spaces, such as tandem, compact, etc. Generally, compact and tandem spaces are preferable in locations that facilitate long term parking (locations where the parking space does not turn over frequently) or at locations utilized by valet operators.

If compact or tandem parking spaces are proposed in some areas, RK will visually review the proposed spaces and make recommendations on changing the spaces and parking types, as found necessary. RK will also make recommendations on use and conversion of standard spaces into compact and/or tandem spaces where found beneficial and applicable.

Valet Operations: Based on information provided by the City and/or the project applicant regarding the proposed land use types and planned operations of the retail and restaurant uses and types, RK will make recommendations on the utilization of valet service, including placement of valet pick up and drop off areas, areas to be utilized for valet parking, and estimation on number of valet staff to serve the proposed project.

Parking Management: A parking management plan will be developed for the proposed project to make recommendations on parking operations for the proposed project including allocation and placement of the parking spaces between different users such as valet, hotel guests, retail and restaurant users, and residents. The recommendations will consider use of gated entry and other means to ensure separation of parking capacity and availability and protection of resident parking.

Evaluation of Fire Access: Based on criteria provided by the City, such as required roadway widths and curb radii, RK will evaluate the on-site circulation on the ground level of the project site for compliance with Fire Access requirements. Areas of deficiency will be identified and reported.

RK will also attend one meeting to present the final site plan to the Fire Authority and receive feedback and verbal approval.

Other Analysis Items: As requested by the City, the analysis will evaluate the following elements for the proposed project:

- Evaluation of the turning movement and vehicle maneuvers from the northerly valet area (front entrance) to the southbound ramp east of the building utilizing the AutoTurn software;

- Evaluation of the turning movement and vehicle maneuvers from the ramp to the main driveway access behind the hotel utilizing the AutoTurn software; and

- Consideration and qualitative evaluation of closure of the easterly entrance to the parking area under hotel.

Report: RK will summarize the results of the on-site analysis in text and exhibit format in the traffic impact study report.

C.3. Conference Calls & Coordination

RK will participate in up to ten (10) hours of conference calls to discuss the project with the City and coordinate during the preparation of the analysis.

If additional time is required for conference calls, RK will gladly participate in any additional calls for a fee in accordance with the hourly rates contained in Attachment B.

C.4. Meetings & Public Hearings

RK will participate in up to fifteen (15) hours of meetings to discuss the project with the City and coordinate during the preparation of the analysis, including one Planning Commission Hearing and one City Council Hearing.

If additional time is required for meetings, RK will gladly participate in any additional meetings for a fee in accordance with the hourly rates contained in Attachment B plus applicable travel costs.

D. Project Schedule

It is estimated that the off-site and on-site analysis and study will take approximately 15 to 20 working days to complete from the date of authorization, and date of receipt of data essential for the study. Additionally, any delays resulting from circumstances beyond our control, such as weather, shall extend the time schedule.

E. Professional Fees

The fixed fee to accomplish the above Scope of Work is as follows:

C.1. Off-Site Traffic Analysis (Assumes up to 8 Intersections).....$14,800
C.2. On-Site Turning Movements, Circulation, & Parking Analysis.....$15,660
C.3. Conference Calls & Coordination (Assumes up to 10 Hours).....$ 1,500
C.4. Meetings & Public Hearings (Assumes up to 15 Hours).....$ 2,850

Total **$34,810**

This fee is based upon analysis of the Original Site Plan received by RK from the Client at the time RK initiates the work. Should the original Site Plan received by RK be modified (per the Client or their respective associates) after the work is initiated by RK, then RK will require a change Order and budget modification to accommodate changes before completing the work.

Three copies (two bound and one original for the client's use) of the project report would be prepared. Monthly billings for RK will be based upon the attached Exhibit A - BILLING RATES FOR RK ENGINEERING GROUP, INC. Invoices that are more than 90 days past due are subject to interest at the maximum permitted by law.

RK engineering group, inc.

Mohammad "Alex" Tabrizi, P.E., T.E. Associate Principal Engineer

Areas of Expertise

Traffic Engineering

Transportation Planning & Engineering

Traffic Impact Analysis

Transportation Demand Management Plans & Strategies

Due Diligence Studies

Traffic Signal Timing & Progression Analysis

Site Access, Wayfinding & Circulation System Design & Review

Project & Infrastructure Phasing

Roundabout Analysis

Traffic Control Device Warrants

Traffic Calming & Traffic Safety Studies

Parking Demand Studies

Traffic Control Plans

Parking Lot Design

Professional History

RK Engineering Group, Inc.
2014-Present

RBF Consulting, Associate, 2005-2014

Urban Crossroads, Inc., Engineering Aide, 2003-2005

Education

University of California, Irvine, B.S., Civil Engineering, 2005

Registrations

California Registered Civil Engineer
No. 78923 – December 2011

California Registered Traffic Engineer
No. 2722 – December 2014

Affiliations

American Society of Civil Engineers (ASCE)

Orange County Traffic Engineers Council (OCTEC)

Representative Experience

Alex Tabrizi, P.E., T.E., has worked professionally in the field traffic engineering and transportation planning/engineering since 2003. He received his bachelors of science degree in civil engineering with an emphasis on structural engineering from the University of California, Irvine.

Mr. Tabrizi has extensive experience in providing transportation planning and engineering consulting services and expertise to a wide range of clients including private sector, land developers, public agencies, various districts of California Department of Transportation (Caltrans), and local governments. Mr. Tabrizi has completed and supervised preparation of hundreds of complex transportation planning and parking demand/utilization studies over the past decade with successful track record in providing innovative, cost-effective and practical technical consulting services and solutions for politically sensitive, complex, and unique projects involving numerous stakeholders and requiring to meet accelerated project schedules.

Mr. Tabrizi has performed transportation planning studies dealing with various stages of project development, such as signal warrant analysis, circulation analysis, full traffic impact analysis, roundabout analysis and parking studies. He has prepared traffic flow visual simulations combining measured vehicular and pedestrian volumes with aerial imagery to show existing and future traffic circulation for public understanding and discussion.

Mr. Tabrizi has also completed a number of transportation engineering and roadway design projects ranging from preparing preliminary studies and reports such as Caltrans Project Reports (PR) and City street improvement concepts to final construction plans, specifications, and cost estimates for Caltrans highway improvement projects.

Mr. Tabrizi is knowledgeable in computer applications for transportation engineering and planning, including, AutoCAD, Microstation with InRoads, Traffix, HCS, Synchro/ SimTraffic, and aaSIDRA.

RK engineering group, inc.

Billing Rates and Related Fees

RK engineering group, inc.

Billing Rates for RK ENGINEERING GROUP, INC

Compensation for Services

The Consultants Billing rates for services are as follows:

Position	Hourly Rate
Principal	$165.00
Associate Principal	$150.00
Senior Associate	$140.00
Associate	$130.00
Principal Engineer/Principal Planner/Principal Designer	$120.00
Senior Engineer/Senior Planner/Senior Designer	$110.00
Engineer/Planner III	$105.00
Engineer/Planner II	$ 95.00
Engineer/Planner I	$ 90.00
Assistant Engineer/Planner	$ 80.00
Transportation Analyst	$ 65.00
Senior Engineering Technician	$ 75.00
Engineering Technician III	$ 70.00
Engineering Technician II	$ 60.00
Engineering Technician I	$ 50.00
Engineering Aide	$ 45.00
Executive Assistant	$ 65.00
Administrative Assistant	$ 50.00
Administrative Aide	$ 40.00
Clerical Aide	$ 35.00

General

(1) Reimbursable direct costs, such as reproduction, supplies, messenger service, long-distance telephone calls, travel and traffic counts will be billed at cost plus ten (10) percent.

(2) Hourly rates apply to work time, travel time and time spent at public hearings and meetings. For overtime work and expert witness work, the above rates may be increased 50 percent. Hourly rates for depositions and trials will be increased by 100%

(3) Client payment for professional services is not contingent upon the client receiving payment from other parties.

(4) Billing statements for work will be submitted monthly. Statements are payable within thirty (30) days of the receipt by client of statement. Any statement unpaid after thirty (30) days shall be subject to interest at the maximum permitted by law.

Rev. March 31, 2015

RK engineering group, inc.

Partial List of Projects

Traffic Impact Analysis

Kern County

- Cambridge Village Traffic Study
- Castle & Cooke Parcel Map 7394 Traffic Study
- International Trade & Transportation Center Traffic Study
- The Marketplace Traffic Impact Study
- West Kern Corp. Southwest Development Traffic Study

Los Angeles County

- Target Store T-294 Expansion Traffic Impact Study
- Bouquet Canyon Tract 52192 and 52193 Traffic Impact Study
- Agua Dulce Vesting Tentative Tract No. 50385 Traffic Study
- Airport Distributors Warehouse Traffic Study
- Claremont Commercial Project Traffic Study
- Claremont Court Traffic Study
- Heritage Village Senior Housing Project Traffic Study
- Peter J. Pitchess Honor Rancho Feasibility Study Traffic Analysis
- Pomona College Hahn Academic Building Traffic Study
- Pomona College Mall Traffic Study
- State Farm Insurance Site, San Dimas, Site Specific Traffic Study
- Victory/Tampa Medical Plaza

Orange County

- Aliso Viejo Marketplace Traffic Access Review
- Foothill Ranch Marketplace Traffic Study
- Foothill Ranch Towne Center Traffic Study and Shared Parking Analysis
- Irvine MPC Industries Traffic Study
- McGaw Business Center Traffic Study
- Mission Viejo Barbadanes Park Traffic/Parking Study
- Mission Viejo Country Club Center II Traffic Study
- Mission Viejo PA 12 Park Sites Traffic/Parking Study
- Mission Viejo Tract Map 12632 Traffic Study
- Ortega Rock Quarry Traffic Study
- Pepsi-Cola Pacific Park Facility Traffic Study
- Chino Hills Harvest/Greening Development Traffic Study
- Chino Hills Tentative Parcel Map 13024 Traffic Study
- Saddleback Meadows Growth Management/CMP Traffic Analysis
- Talega Specific Plan Amendment Traffic Study
- University of California, Irvine Group Housing Traffic Study
- University of California, Irvine Parking Structure No. 2 Traffic Study
- Valley View/Lincoln Shopping Center Traffic Impact Study
- Weir Canyon/La Palma Commercial Project Traffic Study
- Vantis Aliso Viejo Updated Traffic Study
- Alicia Parkway MPAH Widening Traffic Impact Study
- Honeyman Ranch Residential Development in San Juan Capistrano
- Green Lantern Inn Traffic Impact Study
- San Juan Elementary School Expansion Traffic Impact Study
- Moffett Meadows Focused Traffic Impact Study
- Tustin Villas Focused Traffic Impact Study
- Gilbert Estates, Garden Grove-Traffic Impact Study

Riverside County

- Elisnore City Center Condo Project Traffic Impact Analysis
- Creekside Ranch Norco Specific Plan Traffic Impact Analysis
- Alessandro Village Traffic Impact Study
- Apis Plaza Traffic Impact Study
- Bear Creek Inn, CUP 3109 Traffic Impact Study
- Crestmore Materials Aggregate and Quarrying Facilities Traffic Study
- Desert Hospital Expansion Traffic Analysis
- Horsethief Canyon Ranch Traffic Impact Study
- MacLeod Commercial Palm Desert Traffic Impact Study
- Murrieta Highlands Traffic Analysis
- Murrieta North County Bank Traffic Impact Study
- Murrieta Springs Mall Traffic Mitigation Study
- Murrieta Valley High School Traffic Impact Study
- Ramona Expressway Center Access Study
- Redhawk Town Center Traffic Impact Study
- Temecula Tent. Maps 24085, 24086, 25139 and 25408 Traffic Study
- The Vineyard PM 24031 Traffic Impact Study
- Wolf Store Retail Center Traffic Impact Study
- Soboba Springs Village 6 Traffic Impact Study
- The Trails in San Jacinto Traffic Impact Study
- McCall Mesa K-8 School Traffic Impact Study

RK engineering group, inc.

Partial List of Projects

San Bernardino County

- 71/Eucalyptus Center, Parcel Map 11801 Traffic
- Chino Hills Harvest/Greening Development Traffic Study
- Chino Hills Tentative Parcel Map 13024 Traffic Study
- Fairfield Ranch CMP Traffic Impact Analysis
- Highland Central Commercial Site - Traffic Study
- Lake Arrowhead TT Map 11142 - Traffic Study
- Rialto Airport S.P./Mid-Valley Landfill Traffic Study
- Sterling Downs PUD, Rincon Village Traffic Analysis
- Terracina Apartments at Redlands - Traffic Study
- Victorville Motorsports Complex Traffic Impact Analysis
- WAL-MART Center, Fontana-Traffic Study
- Buie Majestic, Chino-Traffic Impact Study

Nevada County

- Las Vegas Boulevard/Diablo Drive Commercial Traffic Study (Clark County)
- MacDonald Ranch Traffic Evaluation (Henderson)
- Buffalo Drive/Washington Ave. Commercial Traffic Study (Las Vegas)
- Beazer Homes - Village of Craig Traffic Study (North Las Vegas)
- Cheyenne Airpark Traffic Study (North Las Vegas)
- Hometown Subdivision Traffic Study (North Las Vegas)

Other

- Avenue 9/SR-99 Freeway Commercial Traffic Study (Madera County)
- Mammoth North Village Specific Plan (Mono County)
- Mammoth Starwood Subdivision Traffic Evaluation (Mono County)

Circulation Planning

Kern County

- Desert Highlands Traffic Study
- Pacificana Specific Plan Traffic Study
- Rosedale Ranch Traffic Study
- Seven Oaks Traffic Study

Orange County

- Aliso/Wood Canyons Regional Park Traffic Study
- Dana Point Headlands Specific Plan Traffic Study
- Foothill Aliso Planned Community Traffic Study
- Foothill Ranch Planned Community Circulation Plan
- Saddleback Community Church Traffic Study
- Santa Ana Heights Traffic Analysis
- Emery Street/Darlington Avenue Vacation Traffic Study
- Crown Valley Retail Center Mission Viejo Planning Area 50 Traffic Plan
- Mission Viejo Planning Area 38-Lot 7, Site Specific Traffic Study
- Silver Leaf Private High School Traffic Study

Riverside County

- Alberhill Ranch Specific Plan Traffic Study
- Borel Airpark Center Traffic Study
- Canyon Heights Specific Plan 272 Traffic Study
- Jurupa Community Plan, I-15 West Study Area Traffic Analysis
- Kohl Ranch Specific Plan Traffic Study
- La Laguna Estates Specific Plan Traffic Study
- Menifee North Specific Plan 260 Traffic Analysis
- Olympus Golf Club Specific Plan 287 Traffic Study
- Perris Downtown Specific Plan Traffic Study
- Quinta Do Lago (SP 284) Traffic Study
- Riverpark Specific Plan Traffic Analysis
- Riverside County Regional Equestrian Center Traffic Study
- Sycamore Creek Specific Plan Traffic Study
- Temecula Old Town Traffic Study
- Winchester 1800 Traffic Study
- Winchester Hills Specific Plan Traffic Study
- Keller Commercial/Retail Site Focused Traffic Study
- Kiwi II Headquarter Focused Traffic Study
- JBH Structural Concrete-28175 Lee Lane, Murrieta Focused Traffic Study
- Perris Downtown Promenade Traffic Study
- City of San Jacinto General Plan Traffic Study
- City of Beaumont General Plan Traffic Study

RK engineering group, inc.

Partial Project List

San Bernardino County

- City of Yucaipa Road Fee Program Traffic Assessment
- East Highlands Ranch Traffic Study
- Lytle Creek Specific Plan Traffic Study
- Rancho Cucamonga Sports Complex Traffic Study
- San Bernardino Specific Plan 90-002 Traffic Study
- San Bernardino Valley Water Conservation District Traffic Study
- Westgate Specific Plan Traffic Study

Other

- City of Norwalk Circulation Element Update (Los Angeles County)
- Mammoth Redevelopment Plan Transportation Analysis (Mono County)
- El Dorado Ranch Circulation Plan (Pinal County, Arizona)
- Edgemont Ranch Traffic Study (La Plata County, Colorado)

Transit Planning

Orange County

- Aliso Viejo Multi-Modal Circulation Plan
- Aliso Viejo PA 40 Public Transportation Assessment
- Aliso Viejo Public Transportation Study
- Mission Viejo Multi-Modal Terminal Location Study
- Mission Viejo PA 32 Public Transportation Assessment
- Route 91 High Occupancy Vehicle Lane PSR Traffic Projections

Other

- Bakersfield AMTRAK Station Traffic Analysis (Kern County)
- Mammoth Multi-Modal Transportation Plan (Mono County)
- Rialto Commuter Rail Station Traffic Analysis (San Bernardino County)

Parking Studies

Orange County

- Aliso Viejo Town Center shared parking study
- Barbadanes Park Parking Study
- Eastbluff School Parking/Traffic Evaluation
- Foothill Ranch Towne Center Shared Parking Study
- High Park Parking Evaluation
- Irvine Inn SRO
- Koll Pacific Park Parking Study
- Marguerite Center Shared Parking Analysis
- Market on the Lake Parking Evaluation
- Meadowpark School Parking Lot Evaluation
- Mission Viejo Planning Area 12 Park Sites A, B & C Parking Study
- Monarch Beach Plaza Parking Study
- Roger Miller Ford Parking Study
- Saddleback Community Church Parking Management Plan
- Santa Margarita Plaza Parking Study
- Trabuco Hills Center Parking Study
- Westcorp II Parking Study
- Western Country Plaza Parking Study
- Chrisanta Office Building Parking Lot Redesign, City of Mission Viejo
- Meadowpark School Parking Lot Redesign
- Park Plaza, Aliso Viejo Town Center Parking Lot Review
- University High School Parking Lot Revisions
- Placentia Linda Medical Plaza Office Building Traffic and Parking Study
- Mission Viejo Country Suites Expansion Trip Generation and Parking Review
- Mission Heritage Center Parking Study
- Miramar San Clemente Parking Study
- Trabuco Hills Plaza Shared Parking Study
- Way of Life Church Parking Study
- Vienna Palace Restaurant
- Foothill Ranch Medical Office Building Parking Study

RK engineering group, inc.

Partial Project List

Other

- Bakersfield Convention Center Parking Study (Kern County)
- American Instorage (El Segundo) Parking Analysis (Los Angeles County)
- Senior Apartments Research (USA Properties) (Sacramento County)
- Rancho Cucamonga Stadium Parking Study (San Bernardino County)
- Artesia Oasis Shared Parking Study (Los Angeles County)
- Colonies Crossroads Planning Area 19A and 19B (San Bernardino County)]
- Mt. San Antonio College (Los Angeles County)
- New Harvest Christian Church Youth Recreation Facility (Los Angeles County)

Transportation Demand Management

Orange County

- Burke Commercial Development TMA
- Capistrano Gateway Transportation Management Plan
- Foothill Ranch TSM Plan
- Talega - TSM Plan

Riverside County

- Orangecrest Plaza Trip Reduction Plan
- Preissman Property Specific Plan 246 TDM Plan

Acoustical Engineering

Kern County

- Heart Hospital Noise Study
- International Trade and Transportation Center Noise Study
- Pacificana Acoustical Analysis

Los Angeles County

- Home Depot Noise Analysis
- Lancaster Veterans Home Final Noise Study
- Stearn Street/Redondo Avenue Residential Project Final Noise Study
- Vesting Tentative Tract Map No. 5053 Noise Study

Orange County

- Aliso Viejo Auto Retail Center Noise Study
- Aliso Viejo Golf Club Acoustical Analysis
- Chiles and Macaroni Grill Final Noise Study
- Coto de Caza Hunt Club Acoustical Analysis
- CUSD Transportation Center Noise Study
- Hellman Ranch Specific Plan Noise Study
- Imperial Highway and Fairmont Boulevard Overcrossing Noise Study
- Irvine Coastal Area Preliminary and Final Acoustical Analysis
- Kid's View Preschool Noise Study
- Kindercare Learning Center Acoustical Analysis
- Leisure World Noise Assessment Widening Moulton Parkway
- Lincoln Drive-In Theater Site Acoustical Analysis
- Market on the Lake Acoustical Study
- Northwood Tentative Tract 15382 Final Noise Study
- Olympiad Park Acoustical Study
- Plaza Bellogente Acoustical Analysis
- Saint Paul's Greek Orthodox Church Final Acoustical Study
- Trabuco Hills Center Acoustical Study

Riverside County

- California Avenue Noise Study
- Center Street Widening Acoustical Evaluation
- Domenigoni Valley Reservoir Noise Study
- Elsinore Hills Apartments Acoustical Study
- Greer Ranch Noise Study
- Hamilton Property Noise Study
- Highland Springs Resort Master Plan Noise Study
- Nutrilite Plant New Dehydrator Noise Impact Study
- Summit Heights Specific Plan Preliminary Acoustical Study

RK engineering group, inc.

Partial Project List

- Sun City Palm Springs Preliminary and Final Noise Studies
- Villa La Quinta Apartments Revised Acoustical Study
- Foothill Gateway Plaza Phase II
- KTM Sport Motorcycles
- Park Hill Preliminary EIR Acoustical Study

San Bernardino County

- Los Serranos Commercial Center Final Noise Study
- Lytle Creek Project EIR Noise Assessment
- Tentative Tract 14652 Final Noise Study
- Town of Yucca Valley General Plan Program Noise Element
- Victorville Motorsports Complex Noise Study
- Ramona Avenue Guard Separation
- Orchard Lane at Chapman Heights Tract Map NO. 15878

San Diego County

- Albertsons Shopping Center Noise Impact Analysis
- Aviara Planning Area 5 Final Noise Study
- Mariners Point Noise Studies
- Old Coach Golf Estate Updated Noise Study
- Park View West Final Noise Study
- Rancho Penasquitos Tract Noise Study
- Sambi Housing Development Tentative Tract 92-02 Noise Study

Traffic Signal And Signing/Striping Design

Orange County

- 17th Street at Esplanade Signal Modification
- Aliso Viejo Assessment District Traffic Signal
- Aliso Viejo Parkway at Vantis
- Enterprise and Summit, City of Aliso Viejo
- Glenwood and Golf, City of Aliso Viejo
- Avenida Pico at La Pata Traffic Signals
- Barranca Pkwy. Widening, City of Irvine
- City of Mission Viejo Assessment District Traffic Signals
- Imperial Highway - Birch Hills Mall, City of Brea
- Jeffrey Road at Roosevelt, City of Irvine
- Marina Hills Drive at Tropea Traffic Signal Design
- Medical Center Drive Striping Plan
- Michelson at University Dr., City of Irvine, Traffic Signal Modification
- Orangetree at Irvine Center Drive Signal Modification
- Portola Pkwy., Culver Dr. to Jeffrey Rd., Traffic Signal Designs
- Traffic Signal Modification Harvard Avenue at Warner Avenue
- Traffic Signals at VTTM 12632
- University Drive at Mesa Road Traffic Signal Design

Riverside County

- Adams Street Signing and Striping Plan
- Cactus Avenue, Nason Street to Moreno Beach Drive, City of Moreno Valley
- City of Perris, Perris Blvd. Traffic Signals
- Crowne Hill-Butterfield Stage Road at Royal Crest Traffic Signal Design
- Crowne Hill Development Traffic Signals and Striping
- Gene Autry Drive Striping and Traffic Signal Plans
- Orangecrest Trautwein and Van Buren Traffic Signals
- Murrieta Hot Springs Road Traffic Signals
- Washington Street Striping Plan
- UCR Parking Lot Traffic Signals
- Beaumont Avenue (SR-79) at 1st Street
- Catavina Tract 33719 Straight Distance Analysis
- Villines Avenue at Park Avenue Intersection Review
- Florida Left Turn Phasing Warrant Analysis

San Bernardino County

- Chino Avenue Traffic Signal Designs
- Traffic Signal Design and Warrants for Baseline at Church Street
- Knickerbocker Road at Big Bear Boulevard (ST -18)
- Buttrfield Ranch Road at Slate Street

Traffic safety and Improvement Studies

Los Angeles County

- Sierra Madre Sight Distance Analysis
- Tentative Tract 47467 (Glendale) Access Analysis
- Traffic Control for Lemon Avenue

RK engineering group, inc.

Partial Project List

Orange County

- Coto de Caza Traffic Evaluation
- Crossroads Shopping Center Shell Station
- John Wayne Airport Roadway Operations and Signage Modifications
- Marguerite Pkwy. at Oso Pkwy. Intersection Upgrade Evaluation
- Saddleback Community Church Access Road Striping Plan

Riverside County

- Del Webb Palm Springs Bicycle Circulation Plan
- Jefferson Street/I-10 Interchange Concept Design Study
- Ramona Expressway, City of Perris
- Washington Street Realignment Traffic Analysis

San Bernardino County

- Greentree Blvd. at 7th St. & Valles Center Dr. Intersection Review
- Rialto Gateway/Restaurant Row Access Study

San Diego County

- Denver St. at Clairemont Ave., City of San Diego
- Olivenhain Elementary School Traffic Assessment
- Pio Pico Dr. at Carlsbad Village Dr., City of Carlsbad

Traffic Control Plans

Orange County

- Beach at Edinger Traffic Control Plan
- Chrisanta Reclaimed Water Pipeline
- Culver Dr. Undercrossing at AT&SF Railroad Plan Check Services
- Laguna Niguel Waterline
- Oso Parkway Traffic Control Plan
- Segerstrom at Bristol Traffic Control Plan
- Westminster Ave. Pipeline

Riverside County

- Perris Boulevard Traffic Control Plan
- Ramona Expressway Rehabilitation Traffic Control Plan

San Diego County

- Carlsbad Village at Pio Pico Traffic Control Plan
- Claremont at Denver Traffic Control Plan

RK engineering group, inc.

Partial Client List

Builders/Developers

AMERICAN ASSETS, INC.
ARVIDA CORPORATION
BALDWIN COMPANY, THE
BARRATT AMERICAN, INC.
BEDFORD PROPERTIES
BENNETT PROPERTIES
BETHEL DEVELOPMENT CORP.
BOURESTON DEVELOPMENT, INC.
BREHM COMPANIES, THE
BRIGHTON HOMES
BROOKSTONE DEVELOPMENT, INC.
BUIE CORPORATION
BURKE COMMERCIAL DEVELOPMENT
CALIFORNIA OAKS DEVELOPMENT CO.
CASTLE & COOK DEVELOPMENT CORP.
CHARISMA GROUP, INC.
CITATION HOMES
COMMERCIAL CENTER DEVELOPMENT
COSCAN CALIFORNIA, INC.
COTO DE CAZA COMPANY
COUSSOULIS DEVELOPMENT CO.
CROSSROADS DEVELOPMENT
CT REALTY CORPORATION
D.R. HORTON, INC.
DELGAR PARTNERS
DEL WEBB CALIFORNIA CORP.
DON WILSON DEVELOPMENT
DONAHUE SCHRIBER
EMERALD DEVELOPMENT
F.C. IRVINE, INC.
FIELDSTONE COMMUNITIES
FIRST CITY PROPERTIES, INC.
FOCUS DEVELOPMENT
FOOTHILL RANCH COMPANY
FORECAST HOMES, INC.
GATLIN/BERGER DEVELOPMENT, INC.
GOLDEN PACIFIC INDUSTRIES, INC.
GREAT AMERICAN DEVELOPMENT CO.
GROVE CORPORATION
HARBOR CREST DEVELOPMENT
HILLMAN PROPERTIES WEST, INC.
HUNTINGTON CAPITAL CORPORATION
INDUSTRIAL COMMERCIAL PROPERTIES
INTERAMERICAN BUILDERS CORP.
IRVINE COMPANY, THE
JAMES MANLEY AND ASSOCIATES
JOHNSON & JOHNSON DEVEL. CORP.
KATHRYN G. THOMPSON DEVEL. CO.
KAUFMAN AND BROAD
KOLL COMPANY
LEBANOFF-MCKNIGHT DEVEL. GROUP
LENNAR COMMUNITIES
PREFERRED EQUITIES
PRESLEY OF SOUTHERN CALIFORNIA
PULTE HOME CORPORATION
RAEL DEVELOPMENT CORPORATION
RANCON FINANCIAL CORPORATION
RANPAC COMMUNITIES
RECREATIONS GROUP OF COMPANIES
REGIS HOMES
RESCO
ROBERTSON HOMES
SANDERSON - J. RAY DEVELOPMENT
SHEA HOMES, INC.
SHEA PROPERTIES
SHERMAN CO./CHANDIS SECURITIES CO.
STANDARD PACIFIC OF ORANGE COUNTY
STERLING BUILDERS
SUDBERRY PROPERTIES, INC.
SUN CAL DEVELOPMENT
SUN PACIFIC
TAIT & ASSOCIATES, INC.
TALEGA ASSOCIATES, LLC
TAYLOR WOODROW HOMES
TMC
TOLD DEVELOPMENT CORPORATION
TOSS INTERNATIONAL, INC.
TOZAI, INC.
TRIAD PARTNERS
TRIQUEST DEVELOPMENT
U.S. HOMES
U.S. SUNBELT DEVELOPMENT
VSL ENTERPRISES
WATT BUSINESS PROPERTIES
WEST MAR COMMERCIAL BROKERAGE
WESTERN NATIONAL PROPERTIES
WESTERN PACIFIC HOUSING
WESTERN SKYLINES DEVELOP. CORP.
WOODCREST DEVELOPMENT COMPANY

Planners/Engineers

ADKAN ENGINEERS
ALBERT A. WEBB ASSOCIATES
ARCHITECTS ORANGE
ASSOCIATED ENGINEERS, INC.
BALLEW & ASSOCIATES, INC.
BRAMALEA CALIFORNIA, INC.
CARTER, ROMANEK LANDSCAPE ARCH.
CHAMBERS GROUP, INC.

RK engineering group, inc.

Partial Client List

CHURCH ENGINEERING, INC.
CM ENGINEERING ASSOCIATES, INC.
COURTON & ASSOCIATES
CROSBY AND ASSOCIATES
CULBERTSON, ADAMS & ASSOC., INC.
CYP, INC.
DAVID TAUSSIG AND ASSOC., INC.
EIP ASSOCIATES
ENGINEERING VENTURES
ENVIRONMENTAL PERSPECTIVES
EPT LANDSCAPE ARCHITECTURE
FLORIAN MARTINEZ ASSOCIATES
GRAYNER-ROGERS ENGINEERING
GREINER, INC.
GRILLIAS, PIRC, ROSIER AND ALVES
HDR ENGINEERING, INC.
HRP LAND DESIGN
HUNSAKER AND ASSOCIATES
IMPACT SCIENCES
JOHN BATES ASSOCIATES
J. L. WEBB PLANNING
KEITH COMPANY, THE
LIGHTFOOT PLANNING GROUP, THE
LOHR AND ASSOCIATES, INC.
LPA, INC.
L.D. KING, INC.
M. MARJAN ARCHITECTS
MARKHAM & ASSOCIATES
MDS CONSULTING
MICHAEL BRANDMAN ASSOCIATES
NBS/LOWRY
NOLTE AND ASSOCIATES
PACIFIC LAND SERVICES
PBR
PLANNING ASSOCIATES, THE
PLANNING CENTER, THE
PLANNING CONSORTIUM, THE
PLANNING NETWORK
POMEROY ASSOCIATES
PROJECT DESIGN CONSULTANTS
PSOMAS AND ASSOCIATES
RANPAC ENGINEERING CORPORATION
ROBERT BEIN, WILLIAM FROST
SOUTHLAND ENGINEERING
T & B PLANNING
TEMPLETON PLANNING GROUP
TERRA NOVA
TRANS-PACIFIC CONSULTANTS
TRI-LAKE CONSULTANTS, INC.
URBAN DESIGN STUDIO
URBAN VISION

Public Agencies/Institutions

BEAUMONT UNIFIED SCHOOL DISTRICT
CAPISTRANO UNIFIED SCHOOL DISTRICT
CARLSBAD SCHOOL DISTRICT
CENTRALIA SCHOOL DISTRICT
CITY OF BEAUMONT
CITY OF BUENA PARK
CITY OF CANYON LAKE
CITY OF CHINO
CITY OF CLAREMONT
CITY OF CYPRESS
CITY OF HEMET
CITY OF HESPERIA
CITY OF HUNTINGTON BEACH
CITY OF INDIAN WELLS
CITY OF INDIO
CITY OF IRVINE
CITY OF LAKE ELSINORE
CITY OF MORENO VALLEY
CITY OF MURRIETA
CITY OF PALM DESERT
CITY OF PERRIS
CITY OF MONTCLAIR
CITY OF NORWALK
CITY OF RANCHO CUCAMONGA
CITY OF RANCHO MIRAGE
CITY OF RIVERSIDE
CITY OF SAN JACINTO
CITY OF TEMECULA
CITY OF YUCAIPA
TOWN OF YUCCA VALLEY
COASTLINE COMMUNITY COLLEGE
COLTON UNIFIED SCHOOL DISTRICT
COUNTY OF IMPERIAL
COUNTY OF ORANGE
COUNTY OF RIVERSIDE
DESERT HOSPITAL
EAGLES NEST CHRISTIAN FELLOWSHIP
EASTERN MUNICIPAL WATER DISTRICT
ENCINITAS UNION SCHOOL DISTRICT
FOUNTAIN VALLEY SCHOOL DISTRICT
HUNTINGTON BEACH SCHOOL DISTRICT
IRVINE SCHOOL DISTRICT
JOAQUIN RANCH FACILITIES DISTRICT
LAGUNA BEACH SCHOOL DISTRICT
LA MONTE ACADEMIE
LOS ALAMITOS SCHOOL DISTRICT
METROPOLITAN WATER DISTRICT (MWD)
MURRIETA VALLEY SCHOOL DISTRICT

RK engineering group, inc.

Partial Client List

ORANGE COUNTY TRANSPORTATION AUTHO RITY
POMONA COLLEGE
RIVERSIDE CO. ECONOMIC DEV. CORP.
RIVERSIDE CO. TRANSPORTATION DEPT.
ROMOLAND SCHOOL DISTRICT
SADDLEBACK COMMUNITY CHURCH
SADDLEBACK SCHOOL DISTRICT
SANTEE SCHOOL DISTRICT
SOKA UNIVERSITY
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ST. PAUL'S GREEK ORTHODOX CHURCH
SUNRISE PRESCHOOLS
TEMECULA SCHOOL DISTRICT
TOWN OF MAMMOTH LAKES
UNIVERSITY OF CALIFORNIA, IRVINE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

Other

AIRPORTER INN HOTEL
AL SHANKLE CONSTRUCTION COMPANY
ALL AMERICAN ASPHALT
BRUNSWICK CORPORATION
CHEVRON U.S.A., INC.
CZ MASTER ASSOCIATION
KENNETH A. RUBY CONSTRUCTION CO.
MALCOLM SMITH
MERIT PROPERTY MANAGEMENT CO.
NATIONAL RESOURCES GROUP, INC.
NORTH COUNTY BANK
PEPSI-COLA
RALPHS GROCERY COMPANY
SHELL OIL COMPANY
SHIMIZU AMERICA CORP.
SMART & FINAL
SOUTHERN CALIF. PLANT GROWERS
SOUTHSHORE PLUMBING, INC.
U.S. STORAGE, INC.
WYROCK, INC.

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Kristen Petersen, Assistant City Manager

DATE: January 3, 2017

SUBJECT: **FISCAL YEAR 2017-18 BUDGET CALENDAR**

Background

Attached is the proposed calendar for the fiscal year 2017-18 budget preparation process.

As shown on the attached calendar the City Council budget workshops have been tentatively scheduled for May 1st and May 2nd 2017. Staff would like to start the budget workshop at 4pm. Typically, we are able to complete this phase in one meeting, but we have scheduled a second date in case it is needed. At this time, it would be helpful for the City Council to set specific times and dates for its budget workshop meetings.

Recommendation

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

BUDGET CALENDAR
FISCAL YEAR 2017-18

December 21	Mid-year instructions and budget materials distributed to departments.
January 5	Completed mid-year materials are due from departments.
January 9-12	Meetings scheduled as necessary with City Manager to review department mid-year projections.
January 24	Mid-year budget report presented to City Council
February 16	City Manager and department heads meet to establish budget parameters.
February 23	Budget preparation instructions and materials are distributed to departments.
March 9	Completed budget materials are due from departments.
March 21	Meetings scheduled as necessary with City Manager and department heads to review budget requests.
March 30	Preliminary budget surplus/deficit projection completed.
April 10-13	City Manager/City Council one-on-one review budget requests.
May 1 & 2	City Council budget workshop.
May 23	Gann Limit calculation submitted to City Council for approval.
June 13	Final budget submitted to City Council for approval.

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