MEMORANDUM

TO: City Council

FROM: City Manager

DATE: November 17, 2016

SUBJECT: Comments on Agenda Items, Meeting of November 22, 2016

ITEM 8.A. The reorganization of the City Council will be undertaken. The City Manager will preside over the election of the new Mayor/Chairperson, and the Mayor will then preside over the election of the Mayor Pro Tem/Vice Chairperson.

ITEM 8.B. The City Council will recognize outgoing Assemblymember Roger Hernandez, in appreciation of his service to the City from November 2010 until December 2016.

ITEM 8.C. Public Safety Director Brian Villalobos will provide an update on public safety matters over the past month.

ITEM 12.D (Consent). The declaration of a local emergency due to the San Gabriel Complex Fire will be continued.

ITEM 12.F (Consent). This is a resolution that would approve and adopt a City-wide salary and pay schedule. This item does not involve any changes to existing employee salary or pay rates. Existing employee salary and pay rates are simply being expressed in one document in order to make salary and pay rate information easy for the public to understand, and to ensure that final retirement benefits are appropriately calculated.

ITEM 14. This is a Public Hearing to consider the first reading of an Ordinance which would amend the Duarte Municipal Code related to building laws. Every three years, the California Building Standards Commission publishes an update of the California Building Codes (CBC). The 2016 CBC goes into effect on January 1, 2017, and should be adopted by the City. Proposed Ordinance 16-O-11 provides for the adoption of the new codes.

NOTE: After the Adjournment, a Mayoral reorganization "Dessert Reception" will take place.

Respectfully submitted,

Darrell J. George
City Manager

Council Check Register Over $5000
By Payment Number

City of Duarte

Payment Dates 11/09/2016 - 11/22/2016

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
206276	**11/10/2016**	**2461**	**MOUNTAIN VISTA PLAZA**			**9,953.32**
	11/2016	Public Safety Lease		100-1205-7787		9,953.32
206283	**11/10/2016**	**5339**	**TOWNSEND PUBLIC AFFAIRS INC**			**5,000.00**
	11865	Consulting Services 7/2016		100-1010-7965		5,000.00
206296	**11/16/2016**	**5641**	**TRAILERSPLUS REDLANDS**			**7,758.15**
	60945	Emergency Services Trailer		100-1205-8100	201632-Cap Acq-Fish Fire Comples	7,758.15
206308	**11/22/2016**	**4838**	**BURKE, WILLIAMS & SORENSEN LLP**			**11,877.42**
	202214	Labor Legal 5/2016		100-1015-7682		6,097.42
	206098	Labor Legal 9/2016		100-1015-7682		2,655.00
	207531	Labor Legal 10/2016		100-1015-7682		3,125.00
206310	**11/22/2016**	**5120**	**CHARLES ABBOTT ASSOCIATES INC**			**18,009.00**
	56267	Building & Safety Srvcs 10/2016		100-1405-7800		18,009.00
206311	**11/22/2016**	**1117**	**COUNTY OF LOS ANGELES PROBATION DEPARTMENT**			**14,909.09**
	1617-03PIP	GAPP Contract (DPO-EN) 9/1/16 - 11/		100-1205-7783	201616-GAPP Program-Calgrip FY16-2017	14,909.09
206322	**11/22/2016**	**5343**	**THE HARDWOOD FLOOR GUY**			**7,587.19**
	2011	SC Dining Room Floor		100-1610-8100		7,587.19
206331	**11/22/2016**	**5299**	**JOSEPH A MARTINEZ**			**9,600.81**
	INV0035	Furnish & Install Floor at Senior Cent		100-1610-8100		9,600.81
206333	**11/22/2016**	**5224**	**PLACEWORKS**			**41,367.02**
	60779	COH Specific Plan/EIR 10/2016		100-1405-7965	201406-Prof Serv-City of Hope EIR Reimb	41,367.02
206339	**11/22/2016**	**0196**	**RUTAN & TUCKER LLP**			**26,223.84**
	759671	Environmental/Stormwater Litigation		100-1015-7686		26,223.84
206354	**11/22/2016**	**1521**	**WEST COAST ARBORISTS INC**			**6,372.00**
	119850	Tree & Stump Removal		240-2410-7906		850.00
	120298	Tree & Stump Removal		240-2410-7909		5,522.00
33	**11/9/2016**	**4286**	**MAXTREME INC**			**9,210.60**
	13232	Phone Case & Power Cord		100-1610-7618		92.61
	13233	IT Helpdesk 10/2016		100-1815-7965		8,700.00
	13233	Crash Plan Recovery 10/2016		100-1815-7980		200.00
	13235	External Hard Drive		100-1815-7980		217.99
					Payment Total:	**167,868.44**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	161,496.44
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	6,372.00
Grand Total:	**167,868.44**

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7965	Professional Services	5,000.00
100-1015-7682	Labor Counsel	11,877.42
100-1015-7686	Other Legal Services	26,223.84
100-1205-7783	GAPP Program	14,909.09
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1205-8100	Other Capital Acquisitio	7,758.15
100-1405-7800	Building Department Ser	18,009.00
100-1405-7965	Professional Services	41,367.02
100-1610-7618	Building Supplies	92.61
100-1610-8100	Other Capital Improvem	17,188.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	417.99
240-2410-7906	Tree Trim-Citywide	850.00
240-2410-7909	Tree Trim-Residential	5,522.00
	Grand Total:	**167,868.44**

Project Account Summary

Project Account Key	Payment Amount
None	103,834.18
201406-Prof Serv-City of Hope EIR Reimb	41,367.02
201616-GAPP Program-Calgrip FY16-2017	14,909.09
201632-Cap Acq-Fish Fire Comples	7,758.15
Grand Total:	**167,868.44**

Council Warrant Register by Account
By Fund

City of Duarte

Payment Dates 11/09/2016 - 11/22/2016

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7641	U.S. BANK	John Fasana League Luncheon 10/5/16	206297		25.00
100-1005-7641	U.S. BANK	John Fasana Sam Olivito Retirement Dinner 11/5/16	206297		65.00
100-1005-7642	U.S. BANK	M Finlay Sam Olivito Retirement Dinner 11/5/16	206297		65.00
100-1005-7646	U.S. BANK	Paras-Caracci SGVCOG General Assembly 10/26/16	206297		25.00
100-1005-7647	U.S. BANK	Liz Reilly Sam Olivito Retirement Dinner 11/5/16	206297		65.00
100-1005-7980	U.S. BANK	Closed Sesison Mtg 10/11/16 (Tropicana Market)	206284		94.98
100-1005-7980	U.S. BANK	Closed Session Mtg 9/27/16 (Old Spaghetti Factory)	206284		99.90
100-1010-7610	U.S. BANK	Jackie Ruiz MMASC Conference 12/7-/12/9/16	206297		330.00
100-1010-7610	U.S. BANK	Darrell George League Mtg 10/7/16	206297		6.43
100-1010-7610	U.S. BANK	Darrell George NAACP Awards Parking 10/13/16	206297		10.00
100-1010-7610	U.S. BANK	Darrell George LTF Board Mtg 9/29/16	206297		49.32
100-1010-7610	U.S. BANK	Darrell George Mtg w/Councilmember 9/26/16	206297		4.98
100-1010-7610	U.S. BANK	Darrell George League Conf Hotel 10/5-10/7/16	206297		510.48
100-1010-7610	U.S. BANK	Darrell George Water Board Mtg 10/18/16	206297		17.00
100-1010-7610	U.S. BANK	Darrell G Sam Olivito Retirement Dinner 11/5/16	206297		65.00
100-1010-7610	U.S. BANK	Darrell George League Mtg 10/5/16	206297		11.30
100-1010-7610	U.S. BANK	Darrell George SCAG Mtg Parking 10/11/16	206297		15.00
100-1010-7610	U.S. BANK	Darrell George League Mtg 10/7/16	206297		9.81
100-1010-7610	U.S. BANK	Karen H SGVCOG General Assembly 10/26/16	206297		25.00
100-1010-7610	U.S. BANK	Darrell George SGVCOG General Assembly 10/26/16	206297		25.00
100-1010-7610	U.S. BANK	Karen H Sam Olivito Retirement Dinner 11/5/16	206297		65.00
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	206347		275.56
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	206347		64.48
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 10/2016	206340		345.34
100-1010-7965	TOWNSEND PUBLIC AFFAIRS INC	Consulting Services 7/2016	206283		5,000.00
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 5/2016	206308		6,097.42
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 9/2016	206308		2,655.00
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 10/2016	206308		3,125.00
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater Litigation 9/2016	206339		26,223.84
100-1020-7711	U.S. BANK	Annual Awards/Holiday Dinner Decoratons (Allstate)	206284		966.29
100-1020-7711	MICHELLE BROWN	TurkeyFeast Supplies	206289		25.58
100-1020-7711	MICHELLE BROWN	Holiday Party Supplies	206289		95.47
100-1020-7711	SMART & FINAL	Thanksgiving Table Decorations/Giveaways	206345		76.19
100-1020-7722	MAD HAUS CREATIVE INC	Website Hosting & Maintenance 9/2016	206330		850.00
100-1020-7726	U.S. BANK	Levon Y Adobe Creative Cloud	206284		49.99
100-1020-7980	U.S. BANK	Annual Awards/Holiday Dinner Invitations	206284		479.60
100-1020-7980	U.S. BANK	Easel Chalkboards (Target.com)	206284		43.60
100-1205-7610	U.S. BANK	SCE Grant Funds Meeting 10/3/16 (The Derby)	206299		39.61
100-1205-7615	U.S. BANK	Disaster Shelter Supplies (SmartSurvivalKits.com)	206285	201632-Fish Fire-Emergency Supplies	286.59
100-1205-7615	U.S. BANK	Water Storage Kits (Aquamira)	206285	201632-Fish Fire-Emergency Supplies	399.98
100-1205-7615	U.S. BANK	Disaster Shelter Supplies Tents (Walmart)	206285	201632-Fish Fire-Emergency Supplies	1,089.21
100-1205-7615	U.S. BANK	Disaster Shelter Supplies (EmergencyKits.com)	206285	201632-Fish Fire-Emergency Supplies	599.36
100-1205-7615	PROPAC INC	Emergency Shelter Supplies	206335	201632-Fish Fire-Emergency Supplies	3,076.81
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 24 Tire Repair	206304		24.50
100-1205-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 36 Smog Inspection/PM Service	206304		279.11
100-1205-7650	ADVANTAGE FORD LINCOLN	Veh 34 PM Service	206261		41.60
100-1205-7655	VISION COMMUNICATIONS CO	Base 2 Two-Way Radio Repair	206301		493.93
100-1205-7779	U.S. BANK	DART Knott's Berry Farm Parking 10/1/16	206299		23.99
100-1205-7779	U.S. BANK	DART Johnny Rockets Dinner 10/1/16	206299		245.51
100-1205-7779	U.S. BANK	Wireless Presentation Remote (Target)	206299		38.14
100-1205-7779	U.S. BANK	Snow Day LA Tickets 11/17/16 (GoldStar)	206299		55.50
100-1205-7779	U.S. BANK	Snow Day LA Tickets 11/17/16 (GoldStar)	206299	201616-Youth Programs-Calgrip FY 2016-	342.00
100-1205-7779	U.S. BANK	DART Knott's Berry Farm Tickets 10/1/16	206299		210.99

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7779	U.S. BANK	Snow Day LA Tickets 11/17/16 (GoldStar)	206299		85.50
100-1205-7779	CURO MANAGED PRINT PRODUCTI	Red Ribbon Week Event T-Shirts/Postcards	206266		1,002.80
100-1205-7779	DUARTE PIZZA COMPANY	Red Ribbon Week 10/26/16	206315		135.55
100-1205-7779	DUARTE PIZZA COMPANY	Red Ribbon Remvoal 10/30/16	206315		39.22
100-1205-7779	DUARTE PIZZA COMPANY	Red Ribbon Removal Event	206315		31.60
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 10/2016	206313		288.00
100-1205-7783	COUNTY OF LOS ANGELES PROBATI	GAPP Contract (DPO-EN) 9/1/16 - 11/4/16	206311	201616-GAPP Program-Calgrip FY16-2017	14,909.09
100-1205-7787	MOUNTAIN VISTA PLAZA	Public Safety Lease	206276		9,953.32
100-1205-7980	U.S. BANK	CSO Interview Panel Lunch 10/10/16 (Villa Italia)	206299		32.25
100-1205-7984	STEPHEN MARTINEZ	Phone Reimbursement	206274		90.00
100-1205-8100	TRAILERSPLUS REDLANDS	Emergency Services Trailer	206296	201632-Cap Acq-Fish Fire Comples	7,758.15
100-1211	DONALD VAILLANCOURT	Computer Loan	206286		1,554.25
100-1405-7610	U.S. BANK	Craig Hensley SGVCOG General Assembly 10/26/16	206298		25.00
100-1405-7612	U.S. BANK	Pasadena Star News Digital Access	206298		0.99
100-1405-7613	RICOH USA INC	Lg Format Copier Maintenance 11/1/16 - 1/31/17	206337		49.30
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206347		27.42
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206347		101.25
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206347		87.77
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	206347		21.78
100-1405-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 19 Door Handle/Latch Assembly	206304		620.47
100-1405-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 32 Smog Inspection	206304		35.00
100-1405-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 19 PM Service	206304		229.71
100-1405-7650	AUTOZONE	Veh 19 Steering Wheel Cover	206306		18.52
100-1405-7650	NISSAN OF DUARTE	Veh 32 PM Service/Rear Brakes	206277		369.90
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Srvcs 10/2016	206310		18,009.00
100-1405-7965	RKA CONSULTING GROUP	Speed Survey Prof Engineering 9/2016	206338		320.00
100-1405-7965	PLACEWORKS	COH Specific Plan/EIR 10/2016	206333	201406-Prof Serv-City of Hope EIR Reimb	41,367.02
100-1405-7969	RKA CONSULTING GROUP	Complex Fire Engineering 9/2016	206338	201632-Fish Fire-Engineering Svcs	450.00
100-1405-7975	GCR MARKETING NETWORK	Website Demographics	206319		450.00
100-1405-7975	U.S. BANK	Facebook Ads	206297		17.83
100-1405-7975	U.S. BANK	Balance-City Canopies (Eurmax.com)	206284		187.71
100-1405-7975	CURO MANAGED PRINT PRODUCTI	Media Signs	206312		126.44
100-1405-7980	HOME DEPOT CREDIT SERVICES	Fire Sign (Fish Cyn Area)	206325		58.53
100-1410-7612	U.S. BANK	Hightail Subscription-Lg Data Format	206298		15.99
100-1410-7612	STATE OF CALIFORNIA-DEPARTME	Efren Castro Pesticide License Renewal	206348		60.00
100-1410-7621	AIRGAS USA LLC	Welding Wire	206303		41.14
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	206303		43.55
100-1410-7636	RED DOT UNIFORMS	Field Service Uniforms	206336		1,554.60
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 8 Water Pump Replacement	206304		494.67
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 5 Smog Inspection/PM Service	206304		304.30
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 7 PM Service	206304		75.45
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 11 Smog Inspection/PM Service	206304		230.97
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 15 Smog Inspection	206304		35.00
100-1410-7650	ALEX ROMO AUTO & TRUCK REPAI	Veh 12 Smog Inspection	206304		35.00
100-1410-7650	10-8 RETROFIT INC	Veh 9 Install Radio/Antenna/Lights	206302		1,292.03
100-1410-7656	LOS ANGELES COUNTY FIRE DEPAR	Underground Fuel Tank Permit	206329		1,964.00
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Graffiti Removal 10/2016	206349		140.54
100-1410-7815	GEORGE OR ELIZABETH L GONZALE	Brush Clearance-Greenbank & Mesa	206321		3,500.00
100-1410-7980	U.S. BANK	Custom Street Signs-Duarte Mesa	206298		125.36
100-1410-7980	HOME DEPOT CREDIT SERVICES	Work Gloves	206325		16.32
100-1410-7980	HOME DEPOT CREDIT SERVICES	Shop Supplies (Level/Gloves/Paint)	206325		46.66
100-1500	MARGARET DIAMOND	Advance-SC Classes/Christmas Dinner party	206268		370.00
100-1500	MARGARET DIAMOND	Advance-SC Wall Clock/Silk Plants	206291		800.00
100-1500	KELLY BARNES	Advance-SC Christmas Dinner Dessert	206288		450.00
100-1500	KRISTEN PETERSEN	Advance-Holiday Party Deserts	206294		550.00
100-1500	VICTOR VALENZUELA	Advance-San Diego Boxing Tournament	206300		2,883.28
100-1500	MARILYN MAYS	Advance-San Diego Boxing Tournament	206293		399.04
100-1605-7002	PAMELA ROMERO	CPR Stipend	206295		76.92
100-1605-7610	U.S. BANK	Peggy D/Kelly B Sr Symposium 10/28/16	206285		60.00
100-1605-7614	STAPLES ADVANTAGE	Binders	206347		12.97

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7614	STAPLES ADVANTAGE	Printer Ink/Staples/Binder Clips	206347		87.22
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	206347		40.37
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	206347		70.58
100-1605-7693	DUARTE PIZZA COMPANY	TC/MYC Dinner	206315		145.35
100-1605-7728	U.S. BANK	AmeriCorps Health Insurance (Ascension)	206285	201709- Duarte's Promise - America's Pro	489.24
100-1605-7728	DUARTE RECREATION PETTY CASH	VIP Promise Lunch	206316	201709- Duarte's Promise - America's Pro	27.51
100-1605-7728	ASCENSION BENEFITS & INSURANC	VIP Fellows Insurance 11/16	206287	201709- Duarte's Promise - America's Pro	489.24
100-1605-7728	ASCENSION BENEFITS & INSURANC	VIP Fellows Insurance 12/16	206287	201709- Duarte's Promise - America's Pro	489.24
100-1605-7730	HOLIDAY GOO INC	Halloween Howl Supplies	206324		195.69
100-1605-7730	SMART & FINAL	Halloween Supplies	206345		33.00
100-1605-7730	SMART & FINAL	Halloween Refreshments	206282		20.69
100-1605-7730	STAPLES ADVANTAGE	Halloween Supplies	206347		44.78
100-1605-7730	DUARTE PIZZA COMPANY	Halloween Haunt Set-up	206315		46.80
100-1605-7733	CINDY HAYWARD	SC Thanksgiving Dinner Entertainment	206271		125.00
100-1605-7733	U.S. BANK	SC Sewing Machine (Costco)	206285		348.79
100-1605-7733	U.S. BANK	SC Netflix	206284		8.71
100-1605-7733	MANUEL ROBLES	SC Turkey Carving	206280		125.00
100-1605-7733	THEO SIEGEL	SC Movie Screening-The Maltese Falcom	206343		150.00
100-1605-7733	DR BRICE HARRIS JR	SC Great Decisions Session	206323		50.00
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Special Event Supplies	206316		14.54
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Special Event Prizes	206316		50.00
100-1605-7733	SMART & FINAL	SC Parking Lot Sale	206282		85.53
100-1605-7733	SMART & FINAL	SC Ice Cream Supplies	206282		223.08
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	206282		141.50
100-1605-7733	SMART & FINAL	SC Kitchen Supplies	206282		38.52
100-1605-7733	SMART & FINAL	SC Thanksgiving Party Favor Candy	206282		26.97
100-1605-7733	CURO MANAGED PRINT PRODUCTI	SC Christmas Party Photo Booth	206312		300.00
100-1605-7735	DUARTE CHAMBER OF COMMERCE	TC Special Event Movie Tickets	206314		67.00
100-1605-7735	WELLS FARGO VENDOR FINANCIAL	TC Computer Lease #24	EFT03711		347.72
100-1605-7735	DUARTE RECREATION PETTY CASH	TC Special Event Supplies	206316		25.07
100-1605-7735	SMART & FINAL	TC Unity March Supplies	206345		388.14
100-1605-7735	SMART & FINAL	TC Unity March Supplies	206345		4.89
100-1605-7735	FSP DESIGNS	TC Unity March Shirts	206318		129.78
100-1605-7736	AGI ACADEMY	Instructor Fee-SC Computer Class	206262		318.50
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics	206292		362.25
100-1605-7737	SMART & FINAL	Beach Trip Excursion Water	206282		13.18
100-1605-7738	DUARTE RECREATION PETTY CASH	TC Excursion Parking	206316		20.00
100-1605-7739	THE SAUCE CREATIVE SERVICES	Basketball Flyers	206341		327.00
100-1605-7739	WEBER'S PRINTING	SC Newsletter 11/2016	206353		235.31
100-1605-7745	DELONG UNLIMITED SCREEN PRINT	TC Boxing Coach Shirts	206290		101.37
100-1605-7750	INLAND EMPIRE TOURS & TRANSP	Excursion Trans-Pala Casino 11/3/16	206272		656.00
100-1605-7980	RALPHS GROCERY COMPANY	Store Copy Charge	206279		2.00
100-1605-7980	RALPHS GROCERY COMPANY	Employee Recognition Awards	206279		110.00
100-1605-7980	U.S. BANK	Scoreboard/Deck Chair w/Side Table (Amazon)	206285		79.37
100-1605-7980	U.S. BANK	Birthday Cards/Staff Incentives (Target)	206285		39.90
100-1605-7980	U.S. BANK	Popcorn Machine (Amazon)	206285		255.90
100-1605-7980	U.S. BANK	Volleyballs & Coolers (Amazon)	206285		305.28
100-1605-7980	SOUTHLAND SPORTS OFFICIALS	Football Referee	206346		96.00
100-1605-7980	DUARTE RECREATION PETTY CASH	Halloween Gift Card	206316		25.00
100-1605-7980	BSN SPORTS LLC	Youth Sports Supplies	206263		1,597.76
100-1605-7980	BSN SPORTS LLC	Return - Credit	206263		-179.94
100-1605-7980	SCMAF-SAN GABRIEL VALLEY	SGV Swim Meet Participants	206342		876.00
100-1605-7980	SCMAF-SAN GABRIEL VALLEY	Track Finals Federation Entries	206342		325.00
100-1610-7616	CALIBER COMMERCIAL POOL SERVI	Pool Pump Motor Repairs	206309		421.89
100-1610-7618	SMART & FINAL	SC Coffee Supplies	206282		158.51
100-1610-7618	MAXTREME INC	Phone Case & Power Cord	33		92.61
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Wall Repairs	206325		12.33
100-1610-7618	HOME DEPOT CREDIT SERVICES	Paint/Wall Repairs	206325		138.45
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	206325		128.71
100-1610-7618	HOME DEPOT CREDIT SERVICES	South Yard Flood Light Repair	206325		356.42

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Supplies/Repairs	206325		30.24
100-1610-7652	SCHUYLER HARVEY	Senior Ctr Dining Hall Painting	206344		2,600.00
100-1610-7652	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		174.00
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 12/1/16 - 12/31/16	206334		42.00
100-1610-7830	U.S. BANK	SC Elevator 911-Vonage	206284		18.42
100-1610-8100	THE HARDWOOD FLOOR GUY	SC Dining Room Floor	206322		7,587.19
100-1610-8100	JOSEPH A MARTINEZ	Furnish & Install Floor at Senior Center	206331		9,600.81
100-1805-7610	U.S. BANK	Kristen Petersen PERLA Conf Train 9/28/16	206284		56.00
100-1805-7610	U.S. BANK	Kristen Petersen PERLA Conf Taxi 9/28/16	206284		12.70
100-1805-7610	U.S. BANK	Kristen Petersen CSMFO Mtg 11/16/16	206284		40.00
100-1805-7610	U.S. BANK	Kristen Petersen League Conf Reg 11/29 - 12/1/16	206284		375.00
100-1805-7610	U.S. BANK	Kristen Petersen PERLA Conf Meal 9/28/16	206284		2.25
100-1805-7610	U.S. BANK	Kristen Petersen PERLA Hotel/Meals 9/28-9/30/16	206284		338.56
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/Councilmember 9/27/16	206284		45.61
100-1805-7614	U.S. BANK	Kristen Petersen iPhone Charger	206284		19.42
100-1805-7614	KRISTEN PETERSEN	iPhone Accessories	206278		40.29
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	206347		39.46
100-1805-7614	STAPLES ADVANTAGE	Credit for Invoice #3309614157	206347		-129.67
100-1805-7980	U.S. BANK	Microsoft 365 9/28/16 - 10/27/16	206284		12.00
100-1810-7610	U.S. BANK	Credit-Hyatt Regency Hotel (MB JPIA 10/16)	206284		-216.50
100-1810-7614	STAPLES ADVANTAGE	Office Supplies	206347		4.43
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 10/2016	206265		20.00
100-1810-7671	U.S. BANK	Receptionist Interview Panel Lunch 10/17/16	206284		147.72
100-1810-7673	BDA MORNEAU SHEPELL	Drug and/or Alcohol Testing 7/16 - 9/16	206307		94.00
100-1810-7980	U.S. BANK	2016 W-2 & ACA Forms (Tyler Business Forms)	206284		202.20
100-1815-7632	U.S. BANK	Admin/Marla-Jackie Adobe Creative Cloud	206284		49.99
100-1815-7632	U.S. BANK	Parks & Rec/Pam Adobe Creative Cloud	206284		49.99
100-1815-7632	U.S. BANK	Public Safety/Susie Adobe Creative Cloud	206284		49.99
100-1815-7632	U.S. BANK	Domain.COM Renewal 3 Yr Exp 12/9/19	206284		113.97
100-1815-7632	U.S. BANK	Admin Srvcs/R Breceda Adobe Creative Cloud	206284		49.99
100-1815-7632	U.S. BANK	Admin/Receptionist Adobe Creative Cloud	206284		49.99
100-1815-7965	MAXTREME INC	IT Helpdesk 10/2016	33		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 10/2016	33		200.00
100-1815-7980	MAXTREME INC	External Hard Drive	33		217.99
100-1825-7613	U.S. BANK	Business License Stickers (Carstickers.com)	206284		233.58
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	206347		86.45
100-1825-7613	OFFICE SOLUTIONS INC	Copier Paper	206332		306.55
100-1825-7614	USI EDUCATION AND GOVERNME	Laminating Film	206351		236.68
100-2120	DUARTE HIGH SCHOOL ASB	Fireworks Deposit Refund	206269		375.00
100-2120	L & G CABLE CONSTRUCTION	Cash Bond Pmt#5604 Refund	206326		3,750.00
100-2120	MICHAEL DE LA CRUZ	Gazebo Rent Deposit Refund	206267		50.00
100-2120	ELIZABETH CALVO	ROP Bldg Rent Deposit Refund	206264		150.00
100-2120	VICSINC.COM	ROW #5901 Cash Bond Refund	206352		1,000.00
100-2120	FILM THIS	Film Deposit Refund-Sonic 10/25/16	206270		500.00
100-2120	ROSE MIRELES	CC Rent Deposit Refund	206275		500.00
100-4201	MARAVILLA FOUNDATION	Mechanical Pmt Refund-2014 Buena Vista #N	206273		56.20
				Fund 100 - GENERAL FUND Total:	**218,822.80**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7813	TRAFFIC MANAGEMENT INC	No Parking Signs	206350		919.31
				Fund 220 - GAS TAX FUN Total:	**919.31**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Street Light Photo Cells	206325		28.27
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Maintenance 12/2015	206281		773.19
240-2405-7890	SIEMENS INDUSTRY INC	Traffic Signal Call Outs 12/2015	206281		665.41
240-2410-7663	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		1,102.00
240-2410-7888	FRONTIER HARDWARE	BV @ 3 Ranch Bus Stop Paint	206317		9.23
240-2410-7888	ARBOR NURSERY PLUS	Plant Replacement-Duarte Rd	206305		147.15
240-2410-7896	LANDSCAPE WAREHOUSE INC	Irrigation Repair-Encanto Park	206328		67.49
240-2410-7906	WEST COAST ARBORISTS INC	Tree & Stump Removal	206354		850.00
240-2410-7909	WEST COAST ARBORISTS INC	Tree & Stump Removal	206354		5,522.00
240-2420-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		58.00
240-2421-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		116.00
240-2422-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		58.00
240-2424-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		58.00
240-2425-7887	HOME DEPOT CREDIT SERVICES	Irrigation Controller	206325		29.40
240-2425-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		116.00
240-2427-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		58.00
240-2429-7887	GLENDORA PLUMBING & HEATING	Backflow Inspections	206320		58.00
			Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:		**9,716.14**

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	STAPLES ADVANTAGE	Office Supplies	206347		73.01
440-4405-7614	OFFICE SOLUTIONS INC	Transit Bus Signs	206332		8.49
440-4405-7619	AUTOZONE	Bus Coolant	206306		84.95
440-4405-7814	SUPERIOR PROPERTY SERVICES INC	Graffiti Removal 10/2016	206349		210.81
440-4405-7887	ALEX ROMO AUTO & TRUCK REPAI	Veh 28 Tires/PM Service/Tune-up	206304		1,427.13
440-4405-7887	ALEX ROMO AUTO & TRUCK REPAI	Veh 28 Replace Rear Vent Window Latch	206304		189.07
440-4405-7887	ALEX ROMO AUTO & TRUCK REPAI	Veh 30 Smog Inspection/PM Service	206304		130.44
440-4405-7887	ALEX ROMO AUTO & TRUCK REPAI	Veh 33 Smog Inspection	206304		35.00
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 Replaced Heater Hoses/Clamps/Coolant	206327		105.00
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 102 Replaced Fuel Filter	206327		274.88
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 104 A/C Service/PM Service	206327		2,981.67
440-4405-7887	LA MOBO BUS SERVICE INC	Bus 103 Turbo Air Charger Repair	206327		1,417.49
			Fund 440 - PROPOSITION A TRANSIT FUND Total:		**6,937.94**
				Grand Total:	**236,396.19**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	218,822.80
220 - GAS TAX FUN	919.31
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	9,716.14
440 - PROPOSITION A TRANSIT FUND	6,937.94
Grand Total:	**236,396.19**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7641	Travel & Exp - Fasana	90.00
100-1005-7642	Travel & Exp - Finlay	65.00
100-1005-7646	Travel & Exp - Paras	25.00
100-1005-7647	Travel & Exp - Reilly	65.00
100-1005-7980	Other Expenses	194.88
100-1010-7610	Travel, Mtgs & Conf	1,144.32
100-1010-7614	Office Supplies	340.04
100-1010-7670	Legal Notices	345.34
100-1010-7965	Professional Services	5,000.00
100-1015-7682	Labor Counsel	11,877.42
100-1015-7686	Other Legal Services	26,223.84
100-1020-7711	Employee Recognition C	1,163.53
100-1020-7722	City Web Site	850.00
100-1020-7726	Council Cablecasting	49.99
100-1020-7980	Other Expenses	523.20
100-1205-7610	Travel, Mtgs & Conf	39.61
100-1205-7615	Emergency Supplies	5,451.95
100-1205-7650	Vehicle Maintenance	345.21
100-1205-7655	Emergency Services	493.93
100-1205-7779	Youth Programs	2,210.80
100-1205-7780	Animal Control	288.00
100-1205-7783	GAPP Program	14,909.09
100-1205-7787	Public Safety Cntr Lease	9,953.32
100-1205-7980	Other Expenses	32.25
100-1205-7984	Gang Interv Cal Grip FY1	90.00
100-1205-8100	Other Capital Acquisitio	7,758.15
100-1211	Computer Loan Program	1,554.25
100-1405-7610	Travel, Mtgs & Conf	25.00
100-1405-7612	Publications and Dues	0.99
100-1405-7613	Duplications And Photos	49.30
100-1405-7614	Office Supplies	238.22
100-1405-7650	Vehicle Maintenance	1,273.60
100-1405-7800	Building Department Ser	18,009.00
100-1405-7965	Professional Services	41,687.02
100-1405-7969	City Engineer	450.00
100-1405-7975	Economic Development	781.98
100-1405-7980	Other Expenses	58.53
100-1410-7612	Publications and Dues	75.99
100-1410-7621	Other Supplies	84.69
100-1410-7636	Uniforms	1,554.60
100-1410-7650	Vehicle Maintenance	2,467.42
100-1410-7656	Emergency Generator	1,964.00
100-1410-7814	Graffiti Removal	140.54
100-1410-7815	Brush Clearance	3,500.00
100-1410-7980	Other Expenses	188.34
100-1500	Advances	5,452.32
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	60.00
100-1605-7614	Office Supplies	211.14

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7693	Youth Council	145.35
100-1605-7728	Americorp's VIP Progra	1,495.23
100-1605-7730	Special Events	340.96
100-1605-7733	Senior Center	1,687.64
100-1605-7735	Teen Center	962.60
100-1605-7736	Recreation Classes	680.75
100-1605-7737	Adult Excursions	13.18
100-1605-7738	Teen Excursions	20.00
100-1605-7739	Publicity	562.31
100-1605-7745	Boxing Program	101.37
100-1605-7750	Bus Rentals	656.00
100-1605-7980	Other Expenses	3,532.27
100-1610-7616	Pool Supplies	421.89
100-1610-7618	Building Supplies	917.27
100-1610-7652	Building Maint Services	2,816.00
100-1610-7830	Telephones	18.42
100-1610-8100	Other Capital Improvem	17,188.00
100-1805-7610	Travel, Mtgs & Conf	870.12
100-1805-7614	Office Supplies	-30.50
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	-216.50
100-1810-7614	Office Supplies	4.43
100-1810-7660	Other Services	20.00
100-1810-7671	Recruiting Advertisemen	147.72
100-1810-7673	Physical Exams	94.00
100-1810-7980	Other Expenses	202.20
100-1815-7632	Software Maintenance	363.92
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	417.99
100-1825-7613	Duplications And Photos	626.58
100-1825-7614	Office Supplies	236.68
100-2120	Refundable Deposits	6,325.00
100-4201	Building Permits	56.20
220-2210-7813	Regulatory Signs	919.31
240-2405-7888	Repairs-Citywide	28.27
240-2405-7890	Repairs-Traffic Signal	1,438.60
240-2410-7663	Other Serv-Medians	1,102.00
240-2410-7888	Repairs-Citywide	156.38
240-2410-7896	Tree Planting-Citywide	67.49
240-2410-7906	Tree Trim-Citywide	850.00
240-2410-7909	Tree Trim-Residential	5,522.00
240-2420-7887	Repairs & Replacements	58.00
240-2421-7887	Repairs & Replacements	116.00
240-2422-7887	Repairs & Replacements	58.00
240-2424-7887	Repairs & Replacements	58.00
240-2425-7887	Repairs & Replacements	145.40
240-2427-7887	Repairs & Replacements	58.00
240-2429-7887	Repairs & Replacements	58.00
440-4405-7614	Office Supplies	81.50
440-4405-7619	Fuel And Oil	84.95
440-4405-7814	Graffiti Removal	210.81
440-4405-7887	Repairs & Replacements	6,560.68
	Grand Total:	**236,396.19**

Project Account Summary

Project Account Key	Payment Amount
None	164,622.75
201406-Prof Serv-City of Hope EIR Reimb	41,367.02

Project Account Summary

Project Account Key	Payment Amount
201616-GAPP Program-Calgrip FY16-2017	14,909.09
201616-Youth Programs-Calgrip FY 2016-17	342.00
201632-Cap Acq-Fish Fire Comples	7,758.15
201632-Fish Fire-Emergency Supplies	5,451.95
201632-Fish Fire-Engineering Svcs	450.00
201709- Duarte's Promise - America's Promise Exp	1,495.23
Grand Total:	**236,396.19**

Successor Agency Council Check Register
By Payment Number

City of Duarte

Payment Dates 11/09/2016 - 11/22/2016

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
2036	**11/10/2016**	**SA5002**	**CALEDGE INVESTMENTS LLC**			**119,811.60**
	110816	Pmt 13 of 18-Best Buy Price Reductio		690-6905-7971		119,811.60
2037	**11/10/2016**	**SA0196**	**RUTAN & TUCKER LLP**			**110.00**
	759604	City as Successor Agency to RDA 9/20		690-6905-7312	201301-Legal-SA Legal Costs	110.00
2038	**11/10/2016**	**SA1304**	**U.S. BANK**			**825.00**
	4328933b	2007 TAB-A Trustee Fees 6/1/16 - 5/3		690-6905-8314		825.00
					Payment Total:	**120,746.60**

Report Summary

Fund Summary

Fund		Payment Amount
690 - Successor Agency Debt Service		120,746.60
	Grand Total:	**120,746.60**

Account Summary

Account Number	Account Name	Payment Amount
690-6905-7312	SA Legal Counsel	110.00
690-6905-7971	SA Cost Of Land Sold	119,811.60
690-6905-8314	SA Trustee Services	825.00
	Grand Total:	**120,746.60**

Project Account Summary

Project Account Key		Payment Amount
None		120,636.60
201301-Legal-SA Legal Costs		110.00
	Grand Total:	**120,746.60**

From: **Marla Akana** akanam@accessduarte.com
Subject: Fwd: Moving
Date: November 8, 2016 at 8:28 AM
To:

From: Krista
Subject: Re: Moving
Date: November 7, 2016 at 5:48:39 PM PST
To: Marla Akana <akanam@accessduarte.com>

Hi Marla,

I have moved out of the City of Duarte and must resign from the Economic Development Commission.

Regards,

Krista Granger

===

> On Aug 15, 2016, at 4:50 PM, Craig Hensley <chensley@accessduarte.com> wrote:
>
> Sorry to hear that you are leaving. Since you are a member of the Economic Development Commission, You should send a resignation letter or e-mail to the City Clerk, Marla Akana at Marla Akana <akanam@accessduarte.com>.
>
> **Craig Hensley, AICP**
> Community Development Director
> City of Duarte
> 1600 Huntington Drive
> Duarte, CA 91010-2592
> p - 626.357.7931
> f - 626.358.0018
> chensley@accessduarte.com
>
> **Duarte: LAEDC's Most Business Friendly City**
>
> On Aug 15, 2016, at 4:20 PM, Krista Elise <kgranger28@gmail.com> wrote:
>
>> Hi Craig,
>>
>> Hope all is well with you. Wanted to let you know that I've got a work meeting tonight and can't attend the community open house tonight.
>>
>> Additionally, I'm moving out of the City of Duarte in several weeks. I've enjoyed being part of the Town Center Ad Hoc and the Economic Development committee and am not sure how my moving affects my participation in same. I've been a Duarte resident for over a decade and want to do my part to see this town become the best it can, regardless of where I reside. Please let me know when you get an opportunity.
>>
>> Thanks,
>>
>> Krista Granger

MEMORANDUM

TO: Darrell George, City Manager
FROM: Kristen Petersen, Assistant City Manager
DATE: November 14, 2016
SUBJECT: CITY-WIDE CONSOLIDATED PAY SCHEDULE

<u>Background</u>:

This item does not involve any changes to existing employee salary or pay rates. Existing employee salary and pay rates are simply being expressed in one document in order to make salary and pay rate information easy for the public to understand and ensure that final retirement benefits are appropriately calculated.

The City of Duarte contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits for its employees.

For purposes of calculating retirement benefits, CalPERS requires that employee pay amounts be paid pursuant to the employer's "publicly available pay schedules." (Government Code 20636(b)(1)). There are eight requirements for publicly available pay schedules, set forth in California Code of Regulations (CCR) Title 2, Section 570.5 as follows:

> (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
> (2) Identifies the position title for every employee position;
> (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
> (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
> (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
> (6) Indicates an effective date and date of any revisions;
> (7) Is retained by the employer and available for public inspection for not less than five years; and
> (8) Does not reference another document in lieu of disclosing the payrate.

This CalPERS requirement was also recently addressed in a California Court of Appeal decision, *Tanner v. Public Employees' Retirement System* (June 28, 2016) 248 Cal.App.4th 743, which held that a city manager's contract salary must be simply and separately listed within a publicly available pay schedule.

Even though the City Council has previously approved and adopted existing employee salary and pay rates by way of various resolutions[1], it is important that the City take additional steps to ensure that employee pay rates are documented, approved and posted in a comprehensive and easy to understand manner that conforms to all of the CalPERS requirements of a publicly available pay schedule. Otherwise, CalPERS may be unable to approve a pay rate amount and an employee's final retirement calculation may be negatively impacted.

In order to make salary and pay rate information easy for the public to understand and ensure that final retirement benefits are appropriately calculated and that the salary information is comprehensive and easy for the public to understand, staff recommends that the City Council approve and adopt Resolution No. 16-30 and the attached City-Wide Salary and Pay Schedule.

Fiscal Impact

There is no fiscal impact, because there are no changes to existing employee salary or pay rates. Existing employee salary and pay rates are simply being expressed in one document for purposes of administrative compliance and ease of understanding.

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[1] Existing employee salary and pay rates have been established by City Council action as follows:

- Resolution No. 16-11 (compensation plan for unrepresented employees)
- Resolution Nos. 14-16, 15-26, 15-27 and 16-16 (hourly rate schedules for part-time classified employees)
- City Council approval on May 27, 2014 of MOU for FY 2014/2015 – 2016/2017 (represented general employees), and on June 24, 2014 and February 24, 2015 (adding the Administrative Assistant – City Manager's Office, Community Development Technician, and Maintenance Technician to the represented general employees)
- City Council approval on May 27, 2014 of MOU for FY 2014/2015 – 2016/2017 (represented management and professional employees)
- City Council approval on September 14, 2004 of employment agreement (effective 10/18/2004) and subsequent approval of amendments to employment agreement (compensation for City Manager)
- Ordinance No. 780 (compensation for City Councilmembers)

16-R-30

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING AND ADOPTING A CITY-WIDE SALARY AND PAY SCHEDULE

WHEREAS, the City of Duarte ("City") contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits for its employees; and

WHEREAS, pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City has historically provided this information through individual schedules, and now desires to approve and adopt one consolidated and comprehensive publicly available pay schedule, containing all established employee positions and pay rates, in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5.

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

<u>SECTION 1</u>. That the City-wide Salary and Pay Schedule contained in Exhibit "A" is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5.

<u>SECTION 2</u>. That the City-wide Salary and Pay Schedule will be posted on the City's website, and will be made available for public inspection for not less than five (5) years.

<u>SECTION 3</u>. That any amendments or revisions to the City-wide Salary and Pay Schedule shall be submitted to the City Council for approval and adoption

PASSED, APPROVED AND ADOPTED this 22nd day of November, 2016.

____
Mayor

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify the Resolution No. 16-30 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 22nd day of November, 2016, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective July 1, 2016 unless otherwise stated

Resolution 16-30
Exhibit "A"

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						
	Hourly Pay Rate						
POSITION	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**
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

Legal Notice | Legal Notice | Legal Notice | Legal Notice

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, November 22, 2016 in the Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 16-04: A City-initiated request to amend Chapter 16.04 of the Duarte Municipal Code relating to building laws. The proposed amendment is to adopt the 2016 California Building, Electrical, Plumbing, Mechanical, Residential and Green Standards Codes; the amended Los Angeles County grading Code; and to make other general amendments related to building laws.

This proposed municipal code amendment is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000 et al), pursuant to State CEQA Guidelines Regulation 15306, which exempts information collection, and 15309, which exempts activities limited entirely to inspections; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

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

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

Marla Akana
City Clerk

PUBLISH: Duartean - Saturday, November 12, 2016
POSTED: Duarte City Hall, Duarte Public Safety Office, Duarte Library - Thursday, November 10, 2016

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

Published: San Gabriel Valley Tribune Nov 12, 2016 Ad#863840

MEMORANDUM

Date: November 22, 2016

To: Mayor and City Council

From: Yesenia Serna, Community Development Technician

Subject: **Municipal Code Amendment 16-04** - Proposed Ordinance to Adopt 2016 California Building Codes By Amending Chapter 16.04 of the Duarte Municipal Code

Every three years, the California Building Standards Commission publishes an update of the California Building Codes (CBC). The 2016 CBC goes into effect on January 1, 2017, and should be adopted by the City. Proposed Ordinance 16-O-11 is attached and provides for the adoption of the new Codes.

In October 2013, the City Council adopted Ordinance 842, which included a comprehensive revision to Chapter 16.04, such as: deleting outdated sections of the Code relating to Los Angeles County Building jurisdiction (which were appropriate when the County was our contract building services provider), Municipal Code sections now addressed by the CBC, ADA regulations, updates to the Energy and Green Building Code, and new grey water standards.

For this proposed Code update, changes include: adopting reference to the 2016, rather than 2013 Codes; adding a reference to the City Engineer in relation to grading issues in Chapter 16.04.030; clarifying Chapter 16.04.065 to refer to Certificate of Occupancy instead of Utility Release; and modifying references in Chapter 16.04.080 from Plumbing Code Section 604.2 to Section 604.3.

The 2016 CBC will take effect on January 1, 2017; the statewide effective date established by the California Building Standards Commission. All plans submitted for plan check prior to December 30, 2016 will be subject to the current 2013 CBC; however, all required construction permits must be obtained and construction must commence within 180 days or the plans will need to be revised to meet the 2016 CBC. As a courtesy, the City will plan check plans submitted prior to December 30 under the 2016 CBC at the applicant's request.

Attachments:
Ordinance 16-O-11

ORDINANCE NO.

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

THE CITY COUNCIL OF THE CITY OF DUARTE ORDAINS AS FOLLOWS:

SECTION 1. **Chapter 16.04, "Building Laws," of the Title 16, "Buildings and Construction," of the Duarte Municipal Code, is amended as follows:**

A. Section 16.04.010 is amended in its entirety as follows:

(a) The City adopts by reference, except as otherwise provided in this chapter, the following codes:

(1) The 2016 edition of the California Building Code.
(2) The 2016 edition of the California Electrical Code.
(3) The 2016 edition of the California Plumbing Code.
(4) The 2016 edition of the California Mechanical Code.
(5) The 2016 edition of the California Residential Code.
(6) 2016 edition of the California Green Building Standards Code.
(7) The 2016 edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading.

B. Chapter 16.04.030, of Words and phrases, of the Duarte Municipal Code, is amended by adding Subsection (a)(9), to read as follows:

(9) When referencing the California Building Code, Appendix J as amended by Los Angeles County related to grading, "Building Official" shall be substituted for "City Engineer"

C. Chapter 16.04.065, Section 111 California Building Code Amended – Utility Release, of the Duarte Municipal Code, is amended as follows:

Chapter 16.04.065, Section 111 California Building Code Amended – Certificate of Occupancy

D. Chapter 16.04.080, of the Plumbing Code, of the Duarte Municipal Code, is amended as follows:

Any reference to Section 604.2, shall instead reference Section 604.3

SECTION 2. **CEQA DETERMINATION.**

In adopting this Resolution, the City Council finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following exemptions and each of them independently: Section 15306, relating to "Information Collection", as the collection of data, resource evaluation and research which do not result in serious or major disturbance to an environmental resource; and Section 15309, relating to "Inspections", as to check for performance of an operation, or quality, health, or safety of a project, is categorically exempt from CEQA. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days following its second reading.

PASSED, APPROVED, AND ADOPTED after second reading at a regular meeting of the City Council of the City of Duarte this ___ day of ___________, 2016.

____
Mayor

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. ____ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the _____ day of ________________, 2016, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

____
City Clerk Marla Akana
City of Duarte, California