



WE'RE 61 - LOOK WHAT WE'VE DONE!

As Mayor of the City of Duarte, and on behalf of the Duarte City Council and staff, I would like to invite you to join us for an informal celebration of our City's incorporation in August 1957 to be held on

Tuesday, August 28, 2018

6:00 to 7:00 p.m.

Duarte Community Center

1600 Huntington Drive

~ Light Refreshments ~

You are also invited to attend our community celebration on

Saturday, September 22, 2018

Route 66 Parade - 10:00 a.m. on Huntington Drive

Picnic - 11:00 a.m. - 3:00 p.m.

Royal Oaks Park

2627 Royal Oaks Drive

Games, Food, Booths, and Entertainment

Mayor John Fasana



MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: CESAR MONSALVE, PARKS AND RECREATION DIRECTOR

SUBJECT: ADMINISTRATION OF OATH OF OFFICE TO MAYOR'S YOUTH COUNCIL, AND REQUEST TO APPROVE REVISED RESOLUTION PERTAINING TO MAYOR'S YOUTH COUNCIL

DATE: AUGUST 28, 2018

Recommendation

Approve Council Bill 18-R-31, the revised Resolution pertaining to the Mayor's Youth Council.

Discussion

Per Council's request, the original resolution that was adopted in 2008 establishing the Mayor's Youth Council, as well as the resolution adopted in 2008 revising the number of members, have been updated. The changes are reflected in Council Bill 18-R-31, and include amendments to the new DUSD school year, an adjustment to the term served, an adjustment as to when members are appointed, clarification about maintaining meeting minutes, ability to meet with the Youth and Family Ad Hoc Committee, and finally, it establishes that members will be administered the oath of office by the Mayor or his/her designee, or it will be administered by the Director of Parks and Recreation or his/her designee at the first meeting the appointee will attend, as is the practice for Commissioners.

All current Mayor's Youth Council members have been asked to attend the August 28 meeting to be administered the oath of office by the Mayor.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE AMENDING AND RESTATING RESOLUTION NOS. 08-04 AND 08-23 ESTABLISHING THE MAYOR'S YOUTH COUNCIL

WHEREAS, the City Council of the City of Duarte has established as a key goal improving programs and services for, and the involvement of, youth in the community; and

WHEREAS, to encourage and facilitate the involvement of youth in the community and as a means to obtain the input of youth concerning youth programs and services, the City Council, on April 22, 2008, adopted Resolution 08-04 establishing the Mayor's Youth Council, and on September 9, 2008, adopted Resolution 08-23 amending the number of its members; and

WHEREAS, the City Council desires to amend Section 2, Section 3, and Section 5 of Resolution 08-23 to reflect the new Duarte Unified School District school year, adjust the term served and when members are appointed, clarify maintaining of meeting minutes, include the ability to meet with the Youth and Family Ad Hoc Committee, and to establish that members will be administered the Oath of Office by the Mayor or his/her designee, or by the Director of Parks and Recreation or his/her designee at the first meeting the appointee will attend;

NOW, THEREFORE, the City Council of the City of Duarte resolves as follows:

SECTION 1. The City Council hereby establishes the Mayor's Youth Council in accordance with the following terms and provisions:

MAYOR'S YOUTH COUNCIL

1.0 Mayor's Youth Council Established—Purpose and Functions.

The Mayor's Youth Council of the City of Duarte is hereby established. The youth council is a leadership development program in which teens in grades 8 through 12 are given an opportunity to advise, recommend, assist, and encourage activities to be undertaken for and with teens in the City. Members selected for the youth council will be provided an opportunity to learn and contribute to the community, engage in volunteer activities, network with professionals within the community, undertake leadership and training programs, and implement ideas through practical actions and programs in the community. Youth council members will participate in, and encourage other teens to participate in, programs and activities at the Duarte Teen Center, will assist in the creation, development, and implementation of programs and activities for teens at the Duarte Teen Center and in the City, and such other duties and functions as may be assigned by the City Council or the Director of Parks and Recreation.

2.0 Meetings—Regulations—Quorum—Minutes—Quarterly Report to Parks and Recreation Commission—Joint meetings.

The youth council shall hold a regular meeting on the first Monday of each month at six p.m. in the multipurpose room of the Duarte Teen Center, or such other location as may be permitted by law. The youth council shall comply with

all applicable laws and regulations, including but not limited to California Government Code Section 54950 et seq. (also known as the Brown Act). The Director of Parks and Recreation or authorized designee shall prepare meeting agendas and post the agendas in accordance with the Brown Act. The quorum for meetings of the youth council shall be a majority of all of the members of the youth council. Minutes of the youth council's meetings shall be maintained by the City's Director of Parks and Recreation or authorized staff designee. On a quarterly basis, the president of the youth council or his/her designee shall attend a meeting of the Parks and Recreation Commission to report on recent activities of the youth council. On an as needed basis, the youth council may meet jointly with the Parks and Recreation Commission and Youth and Family Ad Hoc Committee to discuss matters of mutual interest.

3.0 Members and Terms.

The total number of members of the youth council will be determined at the discretion of the City Council during the appointment process. Notwithstanding the fixed terms of office called for hereinafter, members of the youth council shall serve at the pleasure of the City Council. Members of the youth council shall be appointed for a term of one year, which shall run from the date of City Council appointment through the end of the following school year.

4.0 Eligibility and qualifications.

To be eligible for appointment as a member of the youth council, the candidate must meet all of the following requirements:

- (a) be a Duarte resident or attend a public or private school located within the boundaries of the Duarte Unified School District;
- (b) be a student in the 7th through 11th grade at the time of application;
- (c) be able to attend all youth council meetings and events;
- (d) be motivated and committed to represent the teens of Duarte; and
- (e) file a city application with the Director of Parks and Recreation on a form prepared by the Director of Parks and Recreation.

5.0 Selection of youth council members.

The Director of Parks and Recreation shall forward the applications of all eligible candidates to the City Council for consideration. Eligible candidates may be asked to interview with the City Council at the Council's discretion. Members of the City Council may nominate one or more eligible candidates to be members of the youth council. Appointment and reappointment of youth council members shall be by majority vote of all of the members of the City Council. Reappointments of a member of the youth council for a subsequent term shall be subject to the same process as for appointments, and incumbent youth council members shall compete with new candidates. Nothing in this resolution requires the City Council to make any appointments to the youth council or to make any specific number of appointments to the youth council. The Mayor or City Council Mayoral designee will administer the oath of office. In the absence of the Mayor or

Mayoral designee, the Director of Parks and Recreation or authorized staff designee will administer the oath during the first youth council meeting the appointee will attend. Oaths will be kept on file by the City's Director of Parks and Recreation.

6.0 Vacancies—Removal.

If vacancies shall occur, other than by expiration of term, they shall be filled by appointment by the City Council for the unexpired portion of the term. Nothing in this resolution requires the City Council to fill any vacancy. Any member of the youth council may be removed from the youth council at any time by a majority vote of all of the members of the City Council. In addition, and without limiting the authority of the City Council set forth in the preceding sentence, if a member of the youth council shall be absent from two consecutive meetings of the youth council, with or without cause or excuse, the City Council may determine whether the term of such member shall be terminated, and the office of such member deemed vacant.

7.0 Officers.

The members of the youth council shall elect a president and vice president to serve a one-year term. Election of president and vice president shall be by majority vote of the members of the youth council then present.

SECTION 2. This Resolution shall supersede all prior resolutions concerning the subject matter hereof, including but not limited to Resolution 08-04 and Resolution 08-23.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 28th day of August, 2018.

Mayor John Fasana

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 18-31 was adopted by the City Council of the City of Duarte at a regular meeting of said Council held on the 28th day of August, 2018, by the following vote:

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

City Clerk Marla Akana
City of Duarte, California

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 – AUGUST 14, 2018

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Fasana called the meeting to order at 7:11 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Finlay, Kang, Paras-Caracci, Reilly, Fasana ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Reilly seconded to adopt the Agenda, as amended to adjourn in memory of Paul Eaton, and carried unanimously.
PLEDGE TO THE FLAG	Nick Zigic led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Reilly provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Fasana and Finlay provided the warm-up.
SPECIAL ITEMS Mayor's Youth Council update	Faith Peoples and Samantha Martinez presented an update of recent Mayor's Youth Council activities and upcoming Teen Center events.
Recognition – Photography Contest Winners	Iliana Garcia provided information about the City's Second Annual Photography Contest, displayed submitted photos, and announced first, second, and third place winners Gunther Schulz, Nick Zigic, and Olga Garcia, and presented them with their prizes.
Introduction – Anthony Hadloc Homeless Outreach Coordinator	Brian Villalobos introduced the City's new Homeless Outreach Coordinator Anthony Hadloc. City Council congratulated and welcomed him.
ANNOUNCEMENTS	Darrell George introduced Dr. Gordon Amerson, the new Duarte Unified School District Superintendent, who spoke about his upcoming goals, and expressed his appreciation for the strong relationship between the School District and the City. Nick Zigic announced the Duarte Route 66 Parade on September 22, thanked sponsors, and stated there will be a parade flyover. Joanna Gee, Duarte Library, announced upcoming classes, programs, and workshops in August and September.

	Karen Herrera announced upcoming community events, programs, and celebrations in August and September.
ORAL COMMUNICATIONS	The following spoke on items not on the Agenda. Kevin Sexton – Greenbank/Deerlane sign. Nick Zigic – Lime bikes. Mayor Fasana suggested the information provided about Greenbank/Deerlane be referred to either the Traffic Safety Commission or the Public Safety Department. Paras-Caracci welcomed Boy Scout Nick from Troop 174 in the audience who is earning his Citizenship Badge.
CONSENT CALENDAR	Finlay moved, Kang seconded to approve the Consent Calendar as follows, and carried unanimously. Approve Items A, B, C, F, G. Receive and File Item D. Remove Item E.
Item F – RESOLUTION 18-28 Supports HR 113 (Rubio)	Council Bill 18-R-28 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, SUPPORTING HR 113 (RUBIO)
ITEM REMOVED Item E – Budget Amendment and Award of Contract–CDBG Galen Street Improvement Project All American Asphalt, Inc.	Tina Gall, Community Development Block Grant (CDBG) Consultant, presented the staff report about the proposed CDBG budget amendment and project, and answered questions from City Councilmembers.
ITEM E – APPROVED	Reilly moved, Kang seconded to approve a budget amendment to add FY 2018/19 CDBG funds in the amount of \$101,723 to FY 2017/18 CDBG funds, and award a contract to All American Asphalt, Inc., in the amount of \$141,008 for the CDBG Galen Street Improvement Project, and carried unanimously.
BUSINESS ITEMS League Resolutions	George presented the staff report about the two resolutions that will be considered at the upcoming League of California Cities Conference in Long Beach, and noted Councilmember Kang is the City’s voting delegate, and he is the alternate. Kang moved, Finlay seconded to support the two resolutions, and carried unanimously.
Community Garden proposal	Darrell George and Karen Herrera presented the staff report concerning a proposal for a Community Garden, and stated staff is looking for City Council to provide further direction. There was discussion about the proposed project. City Council requested additional information pertaining to estimates, who would oversee it, possibly using open space at parks, possibly using the area next to the Historical Museum, possible use of City-owned property, proposed rules/regulations, tentative negotiated lease, ongoing maintenance costs, survey, fixed cost for

Street Name Signs
Citywide Overhead Signs

meters, costs over time, possibly assessing it neighborhood by neighborhood or neighborhood vs. community, and parkways.

Amanda Hamilton, Public Works Manager, presented the staff report about the bid package for the Citywide Street Name Sign Project that has been prepared and is ready for public bid, stated before starting the public bid process, staff is requesting a consensus on the sign design, displayed the signs, and answered questions from Councilmembers.

Kang stated at night, the "D" cannot be seen on some monument signs.

Paras-Caracci moved, Reilly seconded to select and approve the design that was presented in the staff report and displayed at the meeting for the citywide overhead street name signs, and carried unanimously.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

COSGROVE: Stated the storm water litigation hearing was continued to August 20.

PARAS-CARACCI: Stated her son started pre-school, congratulated CTE graduates at City of Hope, National Night Out was a wonderful event, she has noticed an increase in shopping carts on Huntington Drive and lime bikes on our bike trail and open space, asked for a report or update on the possibility of requiring shopping cart locks on the outer edge of parking lots at shopping centers, she hopes other cities will work on a regional basis in addressing the homeless issue, she held a grand opening of See Jack Play indoor play space, and thanked the Chamber and community.

REILLY: Stated the City of Hope summer mentorship program is a great program, the last concert in the park was very good, she spoke at Royal Oaks Manor about things happening in the City, she formally installed the Mayor's Youth Council, attended the convocation at DUSD, and announced she will miss the August 28 the September 25 Council Meetings.

FINLAY: Congratulated Councilmember Paras-Caracci on the grand opening, attended the homeless summit, National Night Out was excellent, stated there is an election coming up, welcomed her newest grandchild Margaret Johnson, and inquired about the northwest corner of the Walmart parking lot (Hensley responded).

KANG: Congratulated the students who completed the summer program at the City of Hope, hosted a successful export seminar with Grace Napolitano and others, asked if the timing on the light at Buena Vista and Duarte Road has been resolved (George responded), stated homelessness is a big issue, and he would like to see a more holistic solution.

FASANA: Discussed housing conversions for homeless and exporting of people, received request from the County for grand jurors and asked if it can be included on the website, stated some have asked about the service line warranty mailer with the City logo on it, received information about potential pipeline protocols and regional gas/oil lines, regarding brushfires and the upcoming winter, asked if we will maintain the same level of evacuations, stated that might be worth looking at, attended the forum/debate at the Elks Lodge and the homeless summit, and welcomed the new School Superintendent.

ADJOURNMENT

Paras-Caracci moved, Reilly seconded to adjourn the meeting at 9:30 p.m., in memory of Paul Eaton, and carried unanimously.

Mayor John Fasana

ATTEST:

City Clerk

MINUTES

CITY COUNCIL OF THE CITY OF DUARTE SPECIAL MEETING – AUGUST 21, 2018

CALL TO ORDER The City Council of the City of Duarte met in a special meeting in the Duarte City Hall Conference Room, 1600 Huntington Drive, Duarte, California. Mayor Fasana called the meeting to order at 4:02 p.m.

RECORDATION OF ATTENDANCE The following were in attendance:
PRESENT: Finlay, Paras-Caracci, Reilly, Fasana
ABSENT: Kang
ADMINISTRATIVE STAFF: City Manager George

ADOPTION OF AGENDA Paras-Caracci moved, Reilly seconded to adopt the Agenda, as amended to adjourn in memory of Aretha Franklin, and carried with Kang absent.

There was no public input.

RESOLUTION Fasana read by title Council Bill 18-R-29:
Council Bill 18-R-29
Appoint Nominee District 5
Cancel 11/6/18 District 5 Election
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, PROVIDING FOR THE APPOINTMENT TO THE OFFICE OF MEMBER OF THE DUARTE CITY COUNCIL DISTRICT 5 THAT WAS TO BE ELECTED ON TUESDAY, NOVEMBER 6, 2018

RESOLUTION NO. 18-29 Reilly moved, Fasana seconded to adopt Resolution No. 18-29, and carried with Kang absent.

ADJOURNMENT The meeting was adjourned at 4:06 p.m. in memory of Aretha Franklin, to the Regular City Council Meeting, August 28, 2018 (Reception at 6:00 p.m., Regular Session at 7:00 p.m.).

Mayor John Fasana

ATTEST:

City Clerk

8/21/18



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7646	U.S. BANK	Paras-Caracci Duarte Merchandise	114		29.57
100-1010-7610	U.S. BANK	Darrell George Lunch Homeless Mtg (Old Spaghetti)	114		30.72
100-1010-7610	U.S. BANK	Darrell G/Karen H Local Srvc Commission Mtg	114		52.90
100-1010-7610	U.S. BANK	Darrell George Homeless Lunch Mtg (Kendalls)	114		28.19
100-1010-7610	U.S. BANK	Karen Herrera 2018 League Conf/Expo 9/2018	114		525.00
100-1010-7614	STAPLES ADVANTAGE	Office Supplies	210831		89.21
100-1010-7650	U.S. BANK	Darrell George FasTrak Pass Replenish	114		40.00
100-1010-7650	SHELL	Fuel-City Mgr	210776		87.00
100-1010-7651	SAN GABRIEL VALLEY NEWSPAPERS	Legal Ads 7/2018	210825		194.50
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Ads 7/2018	210825		1,052.00
100-1010-7980	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Newsletter Mailing/Office Copies	210826		1,357.30
100-1010-7980	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Duarte Newsletter Design/Layout	210826		1,050.00
100-1010-7980	SMART & FINAL	Council Closed Session Supplies	113		27.46
100-1010-7980	SMART & FINAL	Council Closed Session Supplies	113		10.94
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal (1001 Las Lomas) 7/2018	210828		6,620.67
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal (Arberry) 7/2018	210828		16,792.46
100-1020-7710	LUDECKE PROPERTY MANAGEMEN	Chamber Lease 9/2018	210818		1,600.00
100-1020-7712	U.S. BANK	iTunes	114		0.99
100-1020-7712	U.S. BANK	Hootsuite 7/2/18 - 8/1/18	114		14.99
100-1020-7716	U.S. BANK	Cheers to 60 Celebration 6/30/18 (Max's Cuisine)	112		273.75
100-1020-7726	U.S. BANK	Adobe Creative Cloud	111		34.99
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 7/2018	210841		1,100.00
100-1025-7705	LOS ANGELES COUNTY AUDITOR-C	LAFCO Membership FY19	210816		522.88
100-1205-7613	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Newsletter Mailing/Office Copies	210826		1,357.30
100-1205-7613	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Duarte Newsletter Design/Layout	210826		1,050.00
100-1205-7614	HOME DEPOT CREDIT SERVICES	Office Supplies	210772		20.77
100-1205-7614	HOME DEPOT CREDIT SERVICES	Office Supplies	210772		8.63
100-1205-7615	U.S. BANK	Misc Credit-Emergency Supplies (Propac Inc)	112		-15.54
100-1205-7615	U.S. BANK	Emergency Ham Radio (Amazon)	112		62.89
100-1205-7615	U.S. BANK	Emergency Fire Radio (Amazon)	112		186.15
100-1205-7636	TOM'S CLOTHING & UNIFORMS INC	CSO Meresca Uniforms	210838		112.24
100-1205-7636	U.S. BANK	Larry Breceda Work Boots (Gall's)	112		140.12
100-1205-7650	DUARTE PUBLIC SAFETY PETTY CAS	Vehicle 35 Carwash	210766		12.00
100-1205-7655	THOMSON REUTERS-WEST PUBLIS	Emergency Software 7/1/18 - 7/31/18	210778		148.53
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS AN	Citation Revenue Tax 7/2018	210835		4,363.00
100-1205-7779	VALERIE VAZQUEZ	DART Scholarship	210781	201331-PS Youth Programs	150.00
100-1205-7779	U.S. BANK	Clean-up Event-Concerts In Park 7/11/8 (Tropicana)	112		34.95
100-1205-7779	U.S. BANK	Youth Workout Thursday Dinner (Subway)	112		38.08
100-1205-7779	U.S. BANK	Movie Night Craft (Oriental Trading)	112		82.90
100-1205-7779	U.S. BANK	Youth Candytopia Trip Dinner (Fritto Misto)	112		133.35
100-1205-7779	U.S. BANK	Clean-up Events-Concerts In Park 7/11/18-Tropicana	112		49.93
100-1205-7779	U.S. BANK	DART Santa Monica Thursday 7/19/18 (Candytopia)	112		320.00
100-1205-7779	U.S. BANK	DART Dinner & Movie 7/24/18 (Blaze Pizza)	112		86.34
100-1205-7779	U.S. BANK	Tobacco Education Program (Nimcoinc.com)	112	201904-Youth Prgm-Tobacco Grant	541.88
100-1205-7779	U.S. BANK	Youth Santa Monica Trip (Candytopia) Parking	112		28.00
100-1205-7779	U.S. BANK	Clean-up Event-Concerts In Park 7/18/18-Tropicana	112		77.89
100-1205-7779	U.S. BANK	Youth Santa Monica Thursday 7/19/18 (Candytopia)	112		32.50
100-1205-7779	U.S. BANK	DART Fundraiser Backpacks (Macy's)	112		43.75
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 7/2018	210801		316.80
100-1205-7980	SMART & FINAL	National Night Out Supplies	113		202.79
100-1205-7980	U.S. BANK	CERT Meeting 7/19/18 (Subway)	112		70.00
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	Tobacco Education-CBO 7/2018	210791	201904-Other Exp-Tobacco Grant	4,884.24
100-1205-7980	DUARTE PUBLIC SAFETY PETTY CAS	Outreach Coordinator Interviews	210766		72.38

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7980	DUARTE PUBLIC SAFETY PETTY CAS	CERT Meeting 7/19/18	210766		35.00
100-1205-7980	AIDA TORRES	Table Rental	210779		80.00
100-1405-7612	U.S. BANK	Hightail-Lg File Transfer Site Subscription	115		15.99
100-1405-7612	U.S. BANK	Daily Bulletin Online Subscription	115		10.23
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	210831		58.41
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	210831		51.24
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Srvcs 7/2018	210796		20,053.30
100-1405-7802	CURO MANAGED PRINT PRODUCTI	NPDES Public Outreach	210800		104.57
100-1405-7802	GWMA	Harbor Toxic Pollutants TMPL Monitoring	210809		56.25
100-1405-7965	MORSE PLANNING GROUP	West Huntington 25 MND Srvcs 7/2018	210820	201913-Prof Svcs-25 West Huntington M	17,948.20
100-1405-7965	PLACEWORKS	City of Hope Specific Plan/EIR 7/2018	210821	201406-Prof Serv-City of Hope EIR Reimb	787.95
100-1405-7969	RKA CONSULTING GROUP	City Engineer-Plan Check 7/2018	210824		4,880.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs-Royal Oaks Signal 7/2018	210824	201725-Royal Oaks Signal-Cap Improvem	3,280.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs-Beardslee School Traffic Impacts	210824		75.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Eningeer 7/2018	210824		3,525.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 7/2018	210824		597.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs FY19 LLD 7/2018	210824		3,972.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs-Gold Line Parking Lot 7/2018	210824		512.50
100-1405-7975	ECONOMIC & PLANNING SYSTEMS	Sales Tax Assessment (946,952,962 Hunt Dr)	210806		4,203.75
100-1405-7975	FSP DESIGNS	Pop Socket Phone Holders (Promo Items)	210807		636.68
100-1405-7975	U.S. BANK	2018/19 LAEDC Membership	115		2,500.00
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	210785		50.81
100-1410-7630	SIMON EQUIPMENT RENTALS	Stump Grinder Rental	210829		200.20
100-1410-7650	ALEX ROMO INC.	Veh 18 PM Srvc/Right Side Mirror Assembly	210787		479.14
100-1410-7650	10-8 RETROFIT INC	Tractor Strobe light	210782		521.22
100-1410-7650	HOME DEPOT CREDIT SERVICES	Vehicle Cleaning Supplies	210772		28.60
100-1410-7650	HOME DEPOT CREDIT SERVICES	Vehicle Cleaning Supplies	210772		3.26
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Training	210834		100.00
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Citywide Graffiti Removal 7/2018	210837		322.85
100-1410-7887	HOME DEPOT CREDIT SERVICES	Trash Can Repairs	210772		36.63
100-1410-7887	POOL & ELECTRICAL PRODUCTS IN	Plaza Fountain Repair	210822		110.19
100-1410-7887	HOME DEPOT CREDIT SERVICES	Shop Supplies	210772		20.50
100-1410-7887	AIRGAS USA LLC	Drain Repair Supplies	210785		104.74
100-1410-7980	HOME DEPOT CREDIT SERVICES	Tool Repair	210772		5.66
100-1410-7980	HOME DEPOT CREDIT SERVICES	Shop Supplies	210772		22.92
100-1410-7980	HOME DEPOT CREDIT SERVICES	Ladder	210772		109.46
100-1410-7980	HOME DEPOT CREDIT SERVICES	Shop Supplies	210772		14.17
100-1410-7980	HOME DEPOT CREDIT SERVICES	Shop Supplies	210772		18.99
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Irrigation Time Clock	210772		29.53
100-1415-7889	LANDSCAPE WAREHOUSE INC	Sports Park Irrigation Repair	210815		810.05
100-1415-7889	SITEONE LANDSCAPE SUPPLY HOLD	Sports Field Irrigation Repair	210830		254.53
100-1415-7907	WEST COAST ARBORISTS INC	Sports Park Palm Removal	210839		1,130.00
100-1605-7612	CALIFORNIA PARK & RECREATION S	Kelly Barnes CPRS Membership 10/1/18 - 9/30/19	210793		150.00
100-1605-7612	CALIFORNIA PARK & RECREATION S	George Dang CPRS Membership 11/1/18 - 10/31/19	210793		150.00
100-1605-7612	CALIFORNIA PARK & RECREATION S	Lupe Valerio CPRS Membership 10/1/18 - 9/30/19	210793		145.00
100-1605-7614	STAPLES ADVANTAGE	Laminating Sheets	210831		61.40
100-1605-7650	ALEX ROMO INC.	Veh 28 PM Srvc/Radiator/Backflush Cooling System	210787		1,416.35
100-1605-7650	ADVANTAGE FORD LINCOLN	Veh 31 PM Srvc/Electrical Repair	210784		593.71
100-1605-7650	DUARTE RECREATION PETTY CASH	Fuel for Van-George Dang Training	210767		30.00
100-1605-7728	CALIFORNIA STATE DEPARTMENT O	Fingerprints Apps 7/2018	210794	201809- Duarte's Promise - America's Pro	15.00
100-1605-7729	U.S. BANK	Concert in Park Giveaways (Oriental Trading)	110		55.94
100-1605-7730	MT OLIVE HIGH SCHOOL	Dive-In Movie 8/17/18 Food	210757		500.00
100-1605-7730	SMART & FINAL	Dive-In Movie Supplies	113		28.50
100-1605-7730	SMART & FINAL	Dive-In Movie Supplies	113		156.18
100-1605-7730	SMART & FINAL	Dive-In Movie Supplies	113		6.34
100-1605-7730	U.S. BANK	Touch A Truck Event Supplies (Amazon)	110		53.33
100-1605-7730	U.S. BANK	Dive In Movie Night Screen Rental (Ametron)	110		180.68
100-1605-7730	U.S. BANK	Inflatable Guitars-Special Events (Amazon)	110		159.77
100-1605-7730	DUARTE RECREATION PETTY CASH	Dive In Movie Supplies	210767		33.85
100-1605-7730	ID EDGE	Halloween Supplies	210812		68.00

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7730	SWANK MOTION PICTURES INC	Dive-In Movie Rental (Paddington 2)	210777		423.00
100-1605-7730	SWANK MOTION PICTURES INC	Dive-In Movie Rental (Despicable Me 3)	210777		463.00
100-1605-7732	STUDIO V ENTERTAINMENT	Balance-City Picnic Entertainment	210833		750.00
100-1605-7733	J & J SPORTS & TROPHIES	SC Pickleballs	210814		108.41
100-1605-7733	THE SAUCE CREATIVE SERVICES CO	SC Cmty Yard Sale Banner Overlays	210826		121.72
100-1605-7733	SMART & FINAL	Senior Center Supplies	113		59.50
100-1605-7733	SMART & FINAL	SC Travel Presentation Supplies	113		38.52
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	113		54.55
100-1605-7733	U.S. BANK	SC Burlap Tablecloth Dry Cleaning	110		176.00
100-1605-7733	U.S. BANK	SC Pool Ball Set (Amazon)	110		22.72
100-1605-7733	U.S. BANK	SC Table Tent Sign/Cup Sleeves (Amazon)	110		99.34
100-1605-7733	U.S. BANK	SC Garden Party Supplies (Amazon)	110		103.24
100-1605-7733	U.S. BANK	SC Netflix	111		19.74
100-1605-7733	DR BRICE HARRIS JR	SC Foreign Policy Program	210810		50.00
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	210803		100.00
100-1605-7735	THE SAUCE CREATIVE SERVICES CO	TC Duarte Dance T-Shirts	210826		66.52
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	113		151.69
100-1605-7735	U.S. BANK	TC Gift Card Prizes (Target)	110		40.00
100-1605-7736	U.S. BANK	Nature Camp Trip 8/7/18 (London Boat Rentals)	110		186.90
100-1605-7737	DOHENY STATE BEACH	Doheny Beach BBQ Bus Parking	210765		100.00
100-1605-7738	U.S. BANK	Teen Excursion 7/19/18 (Raging Waters)	110		689.70
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Fall Recreation Class Flyers	210826		534.90
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Newsletter Mailing/Office Copies	210826		2,714.62
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Fall 2018 Duarte Newsletter Design/Layout	210826		2,100.00
100-1605-7740	SMART & FINAL	Adventure Club Snacks	113		23.98
100-1605-7740	U.S. BANK	Adv Club Quakes Game Tickets 7/23/18	110		362.50
100-1605-7740	U.S. BANK	Adv Club Excursion 8/3/18 (AMF Bowling Lanes)	110		142.84
100-1605-7741	CPRS DISTRICT 13	Summer Rec Leader Training (15)	210799		225.00
100-1605-7741	J & J SPORTS & TROPHIES	Soccer Medals	210814		254.04
100-1605-7741	SMART & FINAL	Park Art Projects Supplies	113		24.94
100-1605-7741	U.S. BANK	Dance Jam Gifts (Amazon)	110		54.28
100-1605-7741	DUARTE RECREATION PETTY CASH	Playground Pizza	210767		48.77
100-1605-7741	BSN SPORTS LLC	Youth Sports Equipment	210760		183.90
100-1605-7744	U.S. BANK	Summer Health Camp 8/1/18 Transportation	110		534.68
100-1605-7744	U.S. BANK	Summer Health Camp Transportation 7/25/18	110		534.68
100-1605-7744	U.S. BANK	Health Camp T-Shirts (The Sauce Creative Srvcs)	110		971.80
100-1605-7980	J & J SPORTS & TROPHIES	Swim Team Awards	210814		295.65
100-1605-7980	DUARTE PIZZA COMPANY	Swim Team Banquet	210804		327.32
100-1605-7980	SMART & FINAL	Swim Team Banquet Drinks	113		94.12
100-1605-7980	SCMAF-SAN GABRIEL VALLEY	Swim Team Fees	210827		1,131.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	210769		719.42
100-1610-7617	POOL & ELECTRICAL PRODUCTS IN	Pool Chemicals	210822		184.09
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Maint/Repair Supplies	210772		23.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Repairs	210772		62.27
100-1610-7618	HOME DEPOT CREDIT SERVICES	Tile & Grount Steam Cleaner Rental	210772		39.81
100-1610-7618	HOME DEPOT CREDIT SERVICES	Misc Maint/Repair Supplies	210772		9.83
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maint Supplies/Tools	210772		215.11
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	210772		66.65
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	210772		49.49
100-1610-7618	HOME DEPOT CREDIT SERVICES	Deposit-Tile & Grout Steam Cleaner	210772		100.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	210772		74.91
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	210772		204.89
100-1610-7618	HOME DEPOT CREDIT SERVICES	Building Maintenance Supplies	210772		268.30
100-1610-7618	HOME DEPOT CREDIT SERVICES	Refund (Purchase on Inv 6071760)	210772		-16.31
100-1610-7618	MAINTEX INC	Janitorial Supplies	210819		107.40
100-1610-7618	MAINTEX INC	Janitorial Supplies	210819		972.16
100-1610-7618	MAINTEX INC	Janitorial Supplies	210819		174.73
100-1610-7618	HOME DEPOT CREDIT SERVICES	9 Volt Batteries	210772		32.75
100-1610-7618	U.S. BANK	SC Coffee Cup Sleeves (Amazon)	110		58.30
100-1610-7618	U.S. BANK	Credit-Protectiv Cup Sleeves (Amazon)	110		-54.36

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1610-7618	U.S. BANK	SC Fire Marshall Required Upgrades (Amazon)	110		66.98
100-1610-7618	GRAINGER	Wall Mount Fans	210808		135.78
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Staff Uniforms	210797		39.26
100-1610-7650	ALEX ROMO INC.	Veh 20 Flat Repair	210787		36.53
100-1610-7652	COIT RESTORATION SERVICES	FC Locker Room Tile/Grout Cleaning	210763		1,130.00
100-1610-7652	STAR-BRITE CARPET CARE	Museum Carpet Cleaning	210832		300.00
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 9/1/18 - 9/30/18	210823		42.00
100-1610-7652	UNITED SITE SERVICES	Sports Park Restroom Rental 7/17/18 - 8/13/18	210780		101.23
100-1610-7652	DEWEY PEST CONTROL INC	Teen Ctr Pest Control Srvcs 8/2018	210802		30.00
100-1610-7652	DEWEY PEST CONTROL INC	Senior Ctr Pest Control Srvcs 8/2018	210802		49.00
100-1610-7652	DEWEY PEST CONTROL INC	Fitness Ctr Pest Control Srvcs 8/2018	210802		30.00
100-1610-7652	DEWEY PEST CONTROL INC	Cmty Ctr Pest Control Srvcs 8/2018	210802		30.00
100-1610-7652	DEWEY PEST CONTROL INC	City Hall Pest Control Srvcs 8/2018	210802		30.00
100-1610-7652	DEWEY PEST CONTROL INC	S Yard Pest Control Srvcs 8/2018	210802		38.00
100-1610-7652	DEWEY PEST CONTROL INC	Museum Pest Control Srvcs 8/2018	210802		38.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	Kitchen HVAC Water Leak Repair	210783		405.83
100-1610-7652	ALBERTOS PLUMBING	Chamber Water Heater Repair	210786		395.00
100-1610-7652	JOSEPH A MARTINEZ	CH Conference Room Carpet Repair	210773		175.00
100-1610-7652	JOSEPH A MARTINEZ	Chamber of Commerce Bathroom Floor Repair	210773		125.00
100-1805-7610	U.S. BANK	Kristen P Mtg w/Councilmember (Villa Italia)	111		52.71
100-1805-7612	U.S. BANK	Kristen Petersen GFOA Membership 8/1/18-731/19	111		225.00
100-1805-7980	SMART & FINAL	National Night Out Giveaway	113		19.98
100-1805-7980	U.S. BANK	Microsoft 365 6/27/18 - 7/26/18	111		12.00
100-1810-7660	CALIFORNIA STATE DEPARTMENT O	Fingerprints Apps 7/2018	210794		32.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 7/2018	210798		43.00
100-1810-7673	BDA MORNEAU SHEPELL	Drug/Alcohol Testing 4/2018 - 6/2018	210790		142.50
100-1815-7632	INTELLI-TECH	Barracuda Essentials 7/1/18 - 6/30/2021	210813		6,120.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud	111		314.91
100-1815-7632	U.S. BANK	Teresa/Amanda-Adobe AcroPro	111		14.99
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	111		18.48
100-1815-7965	MAXTREME INC	IT Helpdesk 8/2018	116		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recover 8/2018	116		200.00
100-1820-7775	CALIFORNIA JOINT POWERS INSUR	Property Insurance 7/1/2018 - 7/1/2019	210792		55,439.00
100-1825-7626	FEDEX	Document Delivery	210768		65.44
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-PS 7/2018 - 9/2018	210761		1,199.01
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-CH(2),SC,TC 8/1/18 - 8/31/18	210761		869.55
100-1825-7747	YESENIA CHAVEZ	Recycling Worker	210762	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	MONICA BARRAGAN	Recycling Worker	210759	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	KALINA JENKINS GITTENS	Recycling Worker	210771	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	MYKELL PRESLEY	Recycling Worker	210775	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	MONICA BARRAGAN	Recycling Worker	210759	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	YESENIA CHAVEZ	Recycling Worker	210762	201803-Beverage Container Recycle Progr	66.25
100-1825-7747	MYKELL PRESLEY	Recycling Worker	210775	201803-Beverage Container Recycle Progr	39.75
100-1825-7747	ANDY MIRANDA	Recycling Worker	210774	201803-Beverage Container Recycle Progr	66.25
100-2023	NOHEMI HERNANDEZ	City Kitty TW Separation Payment Dinner	210811		30.00
100-2023	TROY WITTENBROCK	City Kitty Separation Payment	210840		250.00
100-2120	CYNTHIA ABBAS	Pool Rent Deposit Refund	210758		200.00
100-2120	MERCEDES CORREA	CC Rent Deposit Refund	210764		500.00
100-2120	CHERYL GIL	Pool Rent Deposit Refund	210770		200.00
100-2121	DUARTE PIZZA COMPANY	Union Meeting Lunch 7/30/18	210804		207.13
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 8/2018	210805		
				250004 - Property Rent - Nextel Rent (Oti	1,581.82
				Fund 100 - GENERAL FUND Total:	215,470.95

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7812	SUPERIOR PAVEMENT MARKINGS I	School Zone Legends & Striping	210836		8,218.20
Fund 220 - GAS TAX FUN Total:					8,218.20

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Citywide Street Light Repair	210772		71.40
240-2405-7888	HOME DEPOT CREDIT SERVICES	Refund (Original Inv 8011040)	210772		-65.66
240-2405-7888	B & K ELECTRIC WHOLESALE	Citywide Street Light Repairs	210789		71.79
240-2410-7888	LANDSCAPE WAREHOUSE INC	Northview Irrigation Repair	210815		104.75
240-2410-7896	LANDSCAPE WAREHOUSE INC	Tree Stake Driver	210815		78.13
240-2410-7896	SITEONE LANDSCAPE SUPPLY HOLD	Tree Ties	210830		71.50
240-2410-7906	WEST COAST ARBORISTS INC	Citywide Tree Trimming	210839		18,790.00
240-2427-7887	WEST COAST ARBORISTS INC	Rancho Verde Tree Removal	210839		1,380.00
240-2427-7887	ARBOR NURSERY PLUS	Rancho Verde Landscape Improvements	210788		735.84
240-2430-7887	HOME DEPOT CREDIT SERVICES	Mesa Gas Lamp Lighter	210772		5.44
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					21,243.19

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7785	LOS ANGELES COUNTY SHERIFF'S D	Saturation Patrol 6/15/18	210817		788.64
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					788.64

Council Warrant Register by Account

Payment Dates: 08/15/2018 - 08/28/2018

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	STAPLES ADVANTAGE	Office Supplies	210831		78.83
440-4405-7620	CANYON TIRE SALES INC	Bus 104 Tirès	210795		1,657.07
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,735.90
Grand Total:					247,456.88

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	215,470.95
220 - GAS TAX FUN	8,218.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	21,243.19
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	788.64
440 - PROPOSITION A TRANSIT FUND	1,735.90
Grand Total:	247,456.88

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7646	Travel & Exp - Paras	29.57
100-1010-7610	Travel, Mtgs & Conf	636.81
100-1010-7614	Office Supplies	89.21
100-1010-7650	Vehicle Maintenance	127.00
100-1010-7651	Election Services	194.50
100-1010-7670	Legal Notices	1,052.00
100-1010-7980	Other Expenses	2,445.70
100-1015-7684	Code Enforcement Legal	23,413.13
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7712	Community Information	15.98
100-1020-7716	Special Community Even	273.75
100-1020-7726	Council Cablecasting	1,134.99
100-1025-7705	LAFCO Membership	522.88
100-1205-7613	Duplications And Photos	2,407.30
100-1205-7614	Office Supplies	29.40
100-1205-7615	Emergency Supplies	233.50
100-1205-7636	Uniforms	252.36
100-1205-7650	Vehicle Maintenance	12.00
100-1205-7655	Emergency Services	148.53
100-1205-7761	Parking Ticket Collect	4,363.00
100-1205-7779	Youth Programs	1,619.57
100-1205-7780	Animal Control	316.80
100-1205-7980	Other Expenses	5,344.41
100-1405-7612	Publications and Dues	26.22
100-1405-7614	Office Supplies	109.65
100-1405-7800	Building Department Ser	20,053.30
100-1405-7802	NPDES Requirements	160.82
100-1405-7965	Professional Services	18,736.15
100-1405-7969	City Engineer	16,842.50
100-1405-7975	Economic Development	7,340.43
100-1410-7621	Other Supplies	50.81
100-1410-7630	Equipment Rentals	200.20
100-1410-7650	Vehicle Maintenance	1,032.22
100-1410-7656	Emergency Generator	100.00
100-1410-7814	Graffiti Removal	322.85
100-1410-7887	Repairs & Replacements	272.06
100-1410-7980	Other Expenses	200.73
100-1415-7889	Repairs-Sports Park	1,064.58
100-1415-7907	Tree Trim-Sports Park	1,130.00
100-1605-7612	Publications and Dues	445.00
100-1605-7614	Office Supplies	61.40
100-1605-7650	Vehicle Maintenance	2,040.06
100-1605-7728	Americorp's VIP Progra	15.00
100-1605-7729	Concerts In The Park	55.94
100-1605-7730	Special Events	2,072.65
100-1605-7732	City Picnic	750.00
100-1605-7733	Senior Center	953.74
100-1605-7735	Teen Center	258.21

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7736	Recreation Classes	186.90
100-1605-7737	Adult Excursions	100.00
100-1605-7738	Teen Excursions	689.70
100-1605-7739	Publicity	5,349.52
100-1605-7740	Youth Excursions	529.32
100-1605-7741	Sports/Playground Progr	790.93
100-1605-7744	Nutrition Program Costs	2,041.16
100-1605-7980	Other Expenses	1,848.09
100-1610-7617	Pool Chemicals	903.51
100-1610-7618	Building Supplies	2,592.04
100-1610-7636	Uniforms	39.26
100-1610-7650	Vehicle Maintenance	36.53
100-1610-7652	Building Maint Services	2,919.06
100-1805-7610	Travel, Mtgs & Conf	52.71
100-1805-7612	Publications and Dues	225.00
100-1805-7980	Other Expenses	31.98
100-1810-7660	Other Services	75.00
100-1810-7673	Physical Exams	142.50
100-1815-7632	Software Maintenance	6,449.90
100-1815-7830	Telephones	18.48
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7775	Property Coverage	55,439.00
100-1825-7626	Postage	65.44
100-1825-7630	Equipment Lease	2,068.56
100-1825-7747	Beverage Cont Recycling	450.50
100-2023	EE City Kitty Contributio	280.00
100-2120	Refundable Deposits	900.00
100-2121	Pass Through Deposits	207.13
100-4408	Property Rental	1,581.82
220-2210-7812	Street Striping & Markin	8,218.20
240-2405-7888	Repairs-Citywide	77.53
240-2410-7888	Repairs-Citywide	104.75
240-2410-7896	Tree Planting-Citywide	149.63
240-2410-7906	Tree Trim-Citywide	17,790.00
240-2427-7887	Repairs & Replacements	2,115.84
240-2430-7887	Repairs & Replacements	5.44
290-2905-7785	Special Events Patrol	788.64
440-4405-7614	Office Supplies	78.83
440-4405-7620	Tires	1,657.07
Grand Total:		247,456.88

Project Account Summary

Project Account Key	Payment Amount
None	217,817.29
201331-PS Youth Programs	150.00
201406-Prof Serv-City of Hope EIR Reimb	787.95
201725-Royal Oaks Signal-Cap Improvements	3,280.00
201803-Beverage Container Recycle Program	450.50
201809- Duarte's Promise - America's Promise Exp	15.00
201904-Other Exp-Tobacco Grant	4,884.24
201904-Youth Prgm-Tobacco Grant	541.88
201913-Prof Svcs-25 West Huntington MND	17,948.20
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,581.82
Grand Total:	247,456.88



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 08/15/2018 - 08/28/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
116	8/23/2018	4286	MAXTREME INC			8,900.00
	13365	IT Helpdesk 8/2018		100-1815-7965		8,700.00
	13365	Crash Plan Recover 8/2018		100-1815-7980		200.00
210792	8/28/2018	0216	CALIFORNIA JOINT POWERS INSURANCE AUTHORITY			55,439.00
	PROP01709	Property Insurance 7/1/2018 - 7/1/20		100-1820-7775		55,439.00
210796	8/28/2018	5120	CHARLES ABBOTT ASSOCIATES INC			20,053.30
	58516	Building & Safety Svcs 7/2018		100-1405-7800		20,053.30
210813	8/28/2018	5930	INTELLI-TECH			6,120.00
	14255	Barracuda Essentials 7/1/18 - 6/30/2		100-1815-7632		6,120.00
210820	8/28/2018	5344	MORSE PLANNING GROUP			17,948.20
	2018-0017	West Huntington 25 MND Svcs 7/20		100-1405-7965	201913-Prof Svcs-25 West Huntington MND	17,948.20
210824	8/28/2018	0904	RKA CONSULTING GROUP			16,842.50
	27890	City Engineer-Plan Check 7/2018		100-1405-7969		4,880.00
	27891	Engineering Svcs-Royal Oaks Signal 7		100-1405-7969	201725-Royal Oaks Signal-Cap Improvements	3,280.00
	27892	Engineering Svcs-Beardslee School Tr		100-1405-7969		75.00
	27893	Contract City Eningeer 7/2018		100-1405-7969		3,525.00
	27907	Engineering Consulting 7/2018		100-1405-7969		597.50
	27909	Engineering Svcs FY19 LLD 7/2018		100-1405-7969		3,972.50
	27910	Engineering Svcs-Gold Line Parking L		100-1405-7969		512.50
210826	8/28/2018	4241	THE SAUCE CREATIVE SERVICES CORP			10,352.36
	2659	TC Duarte Dance T-Shirts		100-1605-7735		66.52
	2719	SC Cmty Yard Sale Banner Overlays		100-1605-7733		121.72
	2722	Fall Recreation Class Flyers		100-1605-7739		534.90
	2726	Fall 2018 Newsletter Mailing/Office C		100-1010-7980		1,357.30
	2726	Fall 2018 Newsletter Mailing/Office C		100-1205-7613		1,357.30
	2726	Fall 2018 Newsletter Mailing/Office C		100-1605-7739		2,714.62
	3078	Fall 2018 Duarte Newsletter Design/L		100-1010-7980		1,050.00
	3078	Fall 2018 Duarte Newsletter Design/L		100-1205-7613		1,050.00
	3078	Fall 2018 Duarte Newsletter Design/L		100-1605-7739		2,100.00
210828	8/28/2018	5441	SILVER & WRIGHT LLP			23,413.13
	24597	Code Enforcement Legal (1001 Las Lo		100-1015-7684		6,620.67
	24598	Code Enforcement Legal (Arberry) 7/		100-1015-7684		16,792.46
210836	8/28/2018	4917	SUPERIOR PAVEMENT MARKINGS INC			8,218.20
	10116	School Zone Legends & Striping		220-2210-7812		8,218.20
210839	8/28/2018	1521	WEST COAST ARBORISTS INC			21,300.00
	139006	Citywide Tree Trimming		240-2410-7906		18,790.00
	139012	Sports Park Palm Removal		100-1415-7907		1,130.00
	139051	Rancho Verde Tree Removal		240-2427-7887		1,380.00
Payment Total:						188,586.69

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	160,198.49
220 - GAS TAX FUN	8,218.20
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	20,170.00
Grand Total:	188,586.69

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7980	Other Expenses	2,407.30
100-1015-7684	Code Enforcement Legal	23,413.13
100-1205-7613	Duplications And Photos	2,407.30
100-1405-7800	Building Department Ser	20,053.30
100-1405-7965	Professional Services	17,948.20
100-1405-7969	City Engineer	16,842.50
100-1415-7907	Tree Trim-Sports Park	1,130.00
100-1605-7733	Senior Center	121.72
100-1605-7735	Teen Center	66.52
100-1605-7739	Publicity	5,349.52
100-1815-7632	Software Maintenance	6,120.00
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1820-7775	Property Coverage	55,439.00
220-2210-7812	Street Striping & Markin	8,218.20
240-2410-7906	Tree Trim-Citywide	18,790.00
240-2427-7887	Repairs & Replacements	1,380.00
Grand Total:		188,586.69

Project Account Summary

Project Account Key	Payment Amount
None	167,358.49
201725-Royal Oaks Signal-Cap Improvements	3,280.00
201913-Prof Svcs-25 West Huntington MND	17,948.20
Grand Total:	188,586.69

MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: David B. Cosgrove , City Attorney
DATE: August 22, 2018
FILE NO.: 012225-0101
RE: 2018 Biennial Review of City Conflict of Interest Code

Every two years the City must review its conflict of interest code, and report to its “code reviewing body”(the City Council) whether it requires any amendment or revisions and, if so, the general nature of the amendment or revisions. (Government Code § (b).) The City last undertook this effort in 2016, and it is time to do so again.

The Fair Political Practices Commission (“FPPC”) has provided a form called “2018 Local Agency Biennial Notice” (the “2018 Notice”), for that purpose. The 2018 Notice is to be completed and submitted to the City Council by October 1, 2018.

The City’s current conflict of interest code is the FPPC’s “model conflict of interest code” which incorporates by reference all of the state law requirements. Pursuant to FPPC regulations, it also: (a) lists those “designated positions” in the City the holders of which are required to file the annual disclosure forms; and (b) lists the categories of disclosure each position must report. (The City traditionally requires all filers disclose as to all categories, and proposes to continue doing so).

Working with the City Clerk, our office reviewed the City’s conflict of interest code. The regulatory provisions of the code itself need not be amended, and there have been no changes in the “designated positions” of filers, which are set periodically by resolution of the City Council (last set forth in Resolution No. 16-17, adopted July 12, 2016). That resolution incorporates this list as the local conflict of interest code “Appendix” required under FPPC Regs. § 18703(b)(2).

Staff therefore recommends passage of Resolution No. 18-R-30, which memorializes that the City has completed its biennial review of its conflict of interest code, confirms no changes are necessary, and adopts the report of the City Attorney’s Office.

A copy of the 2018 Notice reflecting the amendment is also attached, and is presented to the City Council to “receive and file.” The form will then be retained by the City; it is not returned to the FPPC.

Staff will be available to answer any questions that may arise regarding this local conflict of interest code update.

2018 Local Agency Biennial Notice

Name of Agency: City of Duarte
Mailing Address: 1600 Huntington Drive, Duarte, CA 91010
Contact Person: Marla Akana, City Clerk Phone No. 626-357-7931, ex. 223
Email: akanam@accessduarte.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☒ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
CALIFORNIA, ADOPTING BIENNIAL REPORT ON THE
CONFLICT OF INTEREST CODE FOR THE CITY OF DUARTE**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. and regulations adopted pursuant to the PRA ("FPPC Regs; 2 Cal. Code of Regs. 18700, et seq.) ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the City of Duarte ("City") has previously adopted a Conflict of Interest Code by Ordinance 777 § 1 in 2005, codified at Chapter 2.44 of the Duarte Municipal Code; and

WHEREAS, Section 2.44.030 of Chapter 2.44 of the Duarte Municipal Code specifies that the City Council shall adopt a resolution designating positions, the holders of which are required to file statements of economic interests, and the disclosure categories applicable to each position; and

WHEREAS, the City Council adopted Resolution No. 05-02 on January 25, 2005, Resolution No. 06-6 on February 14, 2006, Resolution No. 08-05 on May 13, 2008, and Resolution No. 16-17 on July 12, 2016, designating positions and the applicable disclosure categories; and

WHEREAS, Government Code Section 87306(b) requires each agency to undertake a biennial review of its conflict of interest code and prepare a report identifying changes in its code; and

WHEREAS, on or about July 2018, the City Attorney's Office conducted a review of the City's conflict of interest code in accordance with Government Code Section 87306.5 and determined that the City's conflict of interest code does not need to be amended.

NOW, THEREFORE, the City Council of the City of Duarte resolves as follows:

The City Council adopts the biennial report on the City's conflict of interest code and authorizes the City Manager to execute the "2018 Local Agency Biennial Notice" confirming that "no amendment is required."

PASSED, APPROVED, AND ADOPTED this 28th day of August, 2018.

Mayor John Fasana

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 18-30 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 28th day of August, 2018, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

Duarte and Duarte Dispatch

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

5007700

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

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

STATE OF CALIFORNIA County of Los Angeles

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

08/18/2018

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

Executed at Monrovia, LA Co. California
On this 21th day of August, 2018.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011160814**

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

CITY COUNCIL NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that, pursuant to State law, the City Council of the City of Duarte will conduct a Public Hearing on August 28, 2018 at 7:00 p.m., in the City Hall Council Chambers, 1600 Huntington Drive, Duarte, California, to consider the following:

Municipal Code Amendment 18-2: A City initiated request to add Chapter 13.-12 to the Duarte Municipal Code. The amendment proposes a tree preservation and protection ordinance, designed to protect existing and significantly sized native and non-native trees on private properties and development sites. The new chapter establishes a permit process for removal, alteration and associated replacement tree requirements, and also includes definitions, exemptions, and related penalties.

This proposed municipal code amendment is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000 et al), pursuant to State CEQA Guidelines Regulation, Title 14 Article 19, Sections 15306, 15307, 15308, and 15321 which exempts information collection, actions taken by regulatory agencies to protect natural resources, actions taken by regulatory agencies to protect the environment, and enforcing such regulations; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

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

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

Marla Akana, City Clerk

PUBLISH: Saturday, August 18, 2018 (The Duartean)
POSTED: Duarte City Hall, Duarte Public Safety Office, and
Duarte Library
Thursday, August 16, 2018.

Para información en Español, favor de llamar a City Hall de Duarte,
(626) 357-7931 ext 262.
AD#1160814



City Council STAFF REPORT

Date: August 28, 2018

To: Mayor and City Council

From: Yesenia Serna

Location: City-wide

Project: **MUNICIPAL CODE AMENDMENT 18-02;** Proposed addition of DMC Chapter 13.12, adopting a Tree Preservation and Protection Ordinance

SUMMARY

The proposed ordinance focuses on updating the City's existing provisions found in Title 13, Trees and Vegetation, of the Duarte Municipal Code (Exhibit C) by adding Chapter 13.12, "Tree Preservation and Protection". The provisions of Municipal Code Amendment 18-02 aim to protect existing and significantly sized oak trees, a variety of other native trees, and specimen trees on private properties and development sites. Furthermore, the ordinance establishes a permit process for removal and associated replacement tree requirements, and also includes definitions, exemptions, and related penalties.

Staff is recommending City Council approval of Municipal Code Amendment 18-02, which would introduce Ordinance 18-O-06, in order to create regulations and procedures for the preservation and protection of native and large specimen trees on private property.

BACKGROUND

The Duarte Municipal Code includes Chapter 13.04 dedicated to trees and vegetation on public property as well as street trees. Since the adoption of Chapter 13.04 in 1963, the City has protected all trees and shrubs within any street, park, parkway or public place. However, this Chapter is silent on the protection of trees on private property.

Even without tree preservation laws, the City encourages the protection of native and specimen trees on private property in several different ways. First, Community Development Staff works with applicants when tree preservation issues are associated with a development project. This includes adjusting site planning, preserving trees that are significant to the overall project or not in conflict with proposed development plans, relocating trees, and requiring tree replacement through a design review process. This form of tree preservation is generally negotiated, informal in nature, and is not backed by regulatory authority. A good example of this form of tree preservation can be seen in the Susan Brook/Westvale residential development, built in the late 1990's. Boxing and relocation of several on-site oak trees and the replacement planting of other trees (many oaks), was required as part of the approval of the 15-unit subdivision. Second, questions regarding the pruning or preservation of Oak trees are forwarded to the Planning Division, where we have promoted the Los Angeles County Oak Tree Ordinance, although we have ever officially adopted the County's regulations. Currently, the preservation and protection of trees on private property is handled during design review through a negotiation process for new developments. However, there are no regulations in place that require property owners (without a proposed development) to obtain City approval for the pruning or removal of trees. Recently, oak trees were cut down on a vacant residential parcel in the Duarte Mesa area. The Ordinance being considered would address

unauthorized removal, create a process for the elimination of trees, provide a replacement ratio for removed trees, and authorize penalties for unapproved tree removals.

ENVIRONMENTAL

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to exemption in Section 15306, 15307, 15308, and 15321 of the California Code of Regulations. Therefore, no further environmental review is necessary in accordance with CEQA Guidelines and a Notice of Exemption will be prepared for this project.

PLANNING COMMISSION

On July 16, 2018, staff gave a presentation to the Planning Commission on the proposed Tree Preservation and Protection Ordinance. The presentation included a brief description of the draft ordinance, an explanation of the formal process, replacement ratios, penalties, and a demonstration of how the tree review process would work. The commissioners had the opportunity to comment and suggest any changes before the item was publically notified and presented before the Council. Although the commissioners did not suggest any changes, relative questions were asked and answered by staff. Overall, commissioners felt the proposed ordinance was reasonable and met Duarte's needs.

ANALYSIS

The City has a variety of both larger native and specimen trees that add to the fabric of our community, offer abundant shade, and provide an attractive focal element to many private properties. Due to many factors, including: ongoing drought issues, the size and maturity of trees, and potential development opportunities; the City is experiencing an increase in tree losses and removals. Unfortunately, there are no current regulations or processes available to consider the pruning, alteration or removal of a tree on private property, nor are there penalties for the unauthorized removal of trees that may be significant or beneficial to a property or the surrounding neighborhood. Establishing regulations and a permit/review process will help the City preserve much of the oak, native, and larger specimen trees that are left in our community. Ultimately, the intent of the proposed Tree Preservation and Protection Ordinance is to develop a set of reasonable regulations that address tree pruning, alteration or removal for the most significant private property trees within the City, create a process to consider trees proposed for removal, provide a tree replacement program that helps mitigate trees approved for removal, and to establish enforceable regulations that would discourage violators, but allow the average property owner to alter or remove non-applicable tree species and types without obtaining City approvals or permits.

Survey and Research

Staff researched and surveyed a variety of local cities who have implemented a tree preservation ordinance, including: Claremont, Thousand Oaks, La Verne, San Dimas, Monrovia, Bradbury, Alhambra, and Los Angeles County (Exhibit A). A primary factor for surveying other cities was to understand the level of regulation and procedures used by other jurisdictions, and then create an ordinance that is customized for Duarte to protect larger and more mature native and specimen trees. There were a few differences within the surveyed ordinances, including: variety of protected tree species (or only Oak trees); measurement thresholds for preservation ranging anywhere between 2" to 36" in diameter; replacement ratios or program; and level of review. Most ordinances

included similarities such as: definitions, formal permit/review process, replacement ratios, exceptions, appeals, and penalties for violation.

A comprehensive field assessment was conducted within our City to determine the types of trees that could be protected by the Ordinance. It was determined that we have a substantial number of oak, native, and specimen trees that should be considered for preservation. In most cases, these trees exist on developed properties; however, there are some undeveloped properties where these regulations would be helpful in preserving significant trees or providing a reasonable number of replacement trees. Exhibit B includes a photo collage of both tree types and sizes that are being proposed for conservation.

Applicability

The Tree Preservation and Protection Ordinance is proposed to apply to the removal, alteration, and maintenance of larger oak, native, and specimen trees on all private properties within residential, commercial, manufacturing, hospital, open space and specific plan zones. For the purposes of the Ordinance, oak trees are listed under the definition of “native” trees. Normal maintenance that meets Industry standards and clearance for public safety or utility purposes are exempt.

Undeveloped, single-family residential (R-1) zoned properties will have more restrictive requirements, while developed properties in that zone will have regulations only for larger trees within yards that face a street. In all other zones, regulations will apply to all trees on both developed and undeveloped properties.

Trees to be included in the ordinance are:

Oak Trees	Native Trees	Specimen Trees
12” in diameter or greater measured by DBH – oaks indigenous to Southern California, including but not limited to: Coast Live, Engelmann, Canyon, Black, Interior Live, and Valley Oak.	12” in diameter or greater as measured by DBH – trees endemic to Southern California, including but not limited to: Southern California Black Walnut, California Sycamore, California Bay Laurel, and Toyon	24” in diameter or greater as measured by DBH - larger and/or older ornamental trees that make a significant aesthetic or environmental contribution to their immediate surroundings. Fruit trees are not included.
Diameter at Breast Height (DBH) - The measurement of tree diameter measured at 4.5 ft. above ground level.		

Oak and native trees grow slower than most ornamental and non-native trees. For this reason, Staff has established the applicability threshold for native trees at 12” DBH or greater.

Review and Permitting Process

Prior to the proposed removal or alteration of a qualified native or specimen tree, an applicant would apply for a “tree permit” from the Community Development Department. The application would ask for basic information, including a written explanation as to why the tree’s removal is necessary, the location of all trees on site (and those to be removed) identified on a plan or map, photos, and any

applicable fee. At this time, there is no fee associated with this type of permit, but the City Council could elect to establish a fee for this review in the future. Based upon the tree removal request, the applicant may also be required to submit a certified Arborist's tree report that includes information regarding the genus/species, age, size (canopy, caliper, trunk, and height), relative health, and any preservation proposals for all protected trees on the site.

For most tree permits, the review process will be performed at a staff level, with final approval by the Community Development Director or their designee. Architectural Review Board, Planning Commission or City Council review is not required unless the tree removal application is part of a discretionary process including one or more other permits that would require a public hearing before the Commission or Council. Most subdivision actions that would allow significant development of a property require Planning Commission or City Council approval.

In our analysis, the level of review is consistent with other cities in which the decision is left primarily at a Staff level. The recommended review process is similar in comparison to the cities surveyed as they all have a formal application to submit along with detailed information necessary to determine the approval or denial of a protected tree removal or alteration.

Required Replacement Trees

Overall, the cities surveyed implemented a replacement ratio for all tree removals. While some cities left the replacement ratio decision to the discretion of the reviewer, other cities enforced ratios between 1:1 to 4:1. The City of Bradbury for example, requires tree restoration by replanting a tree of equal size, significance, and prominence for any illegal removals. Other cities, like Alhambra, do not require replacement for the removal of a diseased or hazardous protected tree. However, a removed oak or native tree would require a 2:1 oak replacement, and any non-native mature tree would require a 1:1 replacement, with a minimum 24" box replacement tree. Alhambra also permits replanting at off-site locations or in-lieu payments deposited into a tree fund.

Staff is proposing a replacement program that allows flexibility in the size and location of the replacement trees, including off-site locations or an in-lieu payment to be deposited into a fund dedicated to an urban forestry program. In addition, a section has been added to ensure that on-site tree replacement plantings would be maintained, or replaced if the tree does not survive the first year.

For the removal of qualified trees, replacement tree container size shall be equivalent to the diameter (DBH) of the removed tree, and in no case less than a 24" box size is allowed to be planted. The decision-making body would have the ability to regulate the size, species and location of the replacement tree(s). For instance, a project requests the removal of three, 20" native trees, and one 36" specimen tree equaling 96" of tree diameter removed. Replacement trees would need to include at least 96" of tree replacement container size. This could be required as one, 96" tree; or as a 60" and 36" tree; or as four (4), 24" sized container trees. Details on the size, location, species, and irrigation are subject to the discretion of the approving authority.

Off-site plantings and in-lieu fees would be permitted for up to 50% of the required replacement, subject to the approval of the directing body. The value of any replacement tree using the in-lieu fee method, including installation, would be established by a certified Arborist.

Definitions, Appeals, Penalties, Enforcement

Similarly to other cities, a list of definitions, appeal process, and enforcement are included in the draft ordinance.

The list of definitions varied from simple to complex. For our community, the list of definitions was simplified to include the basic terminology that best fit within the needs of the City. The following terminology is defined within the proposed ordinance: diameter at breast height (DBH), native tree, specimen tree, tree alteration, and tree removal.

It is also important to include an appeal process, in which the applicant has the right to file an appeal in writing to the appropriate appellate body. The proposed Ordinance includes more details on the timing and required City response to appeals.

In order to discourage illicit tree removal or alteration, penalties have been incorporated into the ordinance. Similar to other surveyed cities, penalties for violation include a combination of notices of violation, stop work notices, fines, and/or prosecution. Some cities impose a higher replacement ratio. The City is proposing to enforce violations through the traditional remedies and penalties already provided within our Codes, in addition to requiring a higher 3:1 tree replacement ratio as a penalty for those who violate the Ordinance.

CONCLUSION

After reviewing ordinances in other cities, our Tree Preservation and Protection Ordinance has been designed to meet several goals:

- Recognize, protect and replace larger and more mature oak, native, and specimen trees that benefit private properties and the greater community.
- Create practical regulations and reasonable replacement requirements for the preservation of native and significant specimen trees for the benefit of current and future residents of Duarte.
- Institute a formal process of review when requesting to remove a protected tree to ensure consideration of both tree preservation and development interests.
- Provides penalties to deter offenders and establishes authority to regulate violators who remove trees without the appropriate permits.

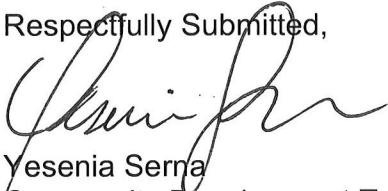
Additionally, it is important to remember that our community benefits from tree preservation. Trees help reduce air pollution by keeping the air clean and producing oxygen. Property values increase when properties and neighborhoods include well maintained, healthy trees. Removing healthy trees also displaces wildlife habitats for squirrels, birds, or other types of creatures.

STAFF RECOMMENDATION

Staff recommends that City Council hold a public hearing, and review, consider and approve proposed Municipal Code Amendment 18-02 (Exhibit C, Ordinance 18-O-06); to add chapter 13.12 to the Duarte Municipal Code, "Tree Preservation and Protection", which will protect existing and

significantly sized oak trees, a variety of other native trees, and specimen trees on private properties and development sites.

Respectfully Submitted,



Yesenia Serna
Community Development Technician

ATTACHMENTS

- Exhibit A: Survey Research – Existing Oak Tree Preservation Ordinances
- Exhibit B: Existing Oak Tree Photos – DBH
- Exhibit C: Ordinance 18-O-06

Oak Tree Ordinance Survey

City	Oak Tree Ordinance	Application Process	Fee	Level of Review	Penalty	Replacement Ratio	Protected Trees
City of San Dimas	Yes	Submit application along with site plan, replacement plan, and photographs of the tree(s) to be removed, and when deemed necessary and arborist report.	Residents No Fee HOA/Industrial \$109 New Development \$274	Staff	Misdemeanor, each tree a separate offense, and/or higher replacement ratio	2 to 1 No fruit trees or palm trees, must be a shade tree	Any Oak tree measuring 8 inches or more in trunk diameter, and/or any other species of tree that measures 10 inches or more in diameter, and any multi-trunk tree having a total circumference of 38 inches or more, with at least one trunk having a minimum diameter of 4 inches. The diameter must be measured at a point 36 inches above the ground at the base of the tree
City of Monrovia	Yes	Submit application along with a tree location map drawn to scale. The map shall detail trunk diameter, base elevation, height and condition of each oak tree as done by a certified arborist.	No Fee	Review Committee – Director of Public Services, Police Chief, Fire Chief, and the Director of Community Development	Single Family Homes- Infraction Other - Misdemeanor	Determined by the Review Committee	Any oak tree ten inches in diameter or more measured at two feet above the level ground. OAK TREES -native California Live Oak (<i>Quercus Agrifolia</i>) and or any other trees of the oak family.
City of Bradbury	Yes	Submit application and specifications of work proposed.	No Fee	City Manager		Illegal removal of or damage to trees shall be required to restore the	<i>Diameter at breast height (DBH)</i> of a specific tree trunk at 4.5 feet (1.4 m) above finished grade. Any <i>Native tree</i> of any woody plant species indigenous to the desert, foothills or canyons of

Oak Tree Ordinance Survey

						tree by replanting a tree of equal size, significance, and prominence.	southern California prior to the California Mission Period, provided that the plant has an expected mature trunk size of six inches DBH and has an expected mature height of 15 feet or higher. Giant sequoias, redwoods (<i>Sequoiadendron semperivirens</i>), and dawn redwoods (<i>Metasequoia glyptostroboides</i>), evergreen native oaks (such as <i>Quercus agrifolia</i> , <i>engelmannii</i>), deciduous oaks (such as <i>Quercus lobata</i> , and <i>kelloggii</i>) are to be regarded as important native trees even though they have been planted by man, introduced (or possibly reintroduced) into the Southern California foothill and canyon environments.
LA County	Yes	Submit application; home ownership evidence, site plan to scale that indicates the location of all oak trees to be removed/and/or/relocated, information of all trees (size) including the size of	Yes	Director with public hearing	Each individual tree cut, destroyed, removed, relocated or damaged in violation shall be deemed a separate offense.	2-1 Replacement, must be exclusively of indigenous oak tree, at least 15-gallon size, measure 1 inch diameter one foot	Any tree of the oak genus which is (a) 25 inches or more in circumference (eight inches in diameter) as measured four and one-half feet above mean natural grade; in the case of an oak with more than one trunk, whose combined circumference of any two trunks is at least 38 inches (12 inches in diameter) as

Oak Tree Ordinance Survey

		the replacement trees, oak tree report when necessary				above the base. The reviewer might impose a larger container specimen for larger oak tree removals.	measured four and one half feet above mean natural grade
Alhambra	Yes		Per City's Fee Schedule	Staff	Stop work order, and a fine assessed. Up to a double replacement ratio.	Oak: 2-1 10" diameter replaced by 24" Oak Mature: 1-1 10" diameter replaced by a 24" Mature or Native	Oak, Native, and Mature trees.

Existing Native and Specimen Trees

Native Trees:



8" Coast Live Oak
Spinks Canyon



8" Coast Live Oak
Spinks Canyon



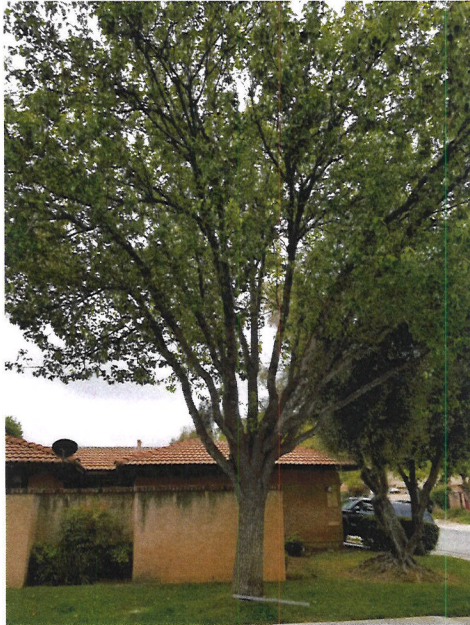
12" Coast Live Oak
Golden Meadow



Coast Live Oak
Oak Avenue

Existing Native and Specimen Trees

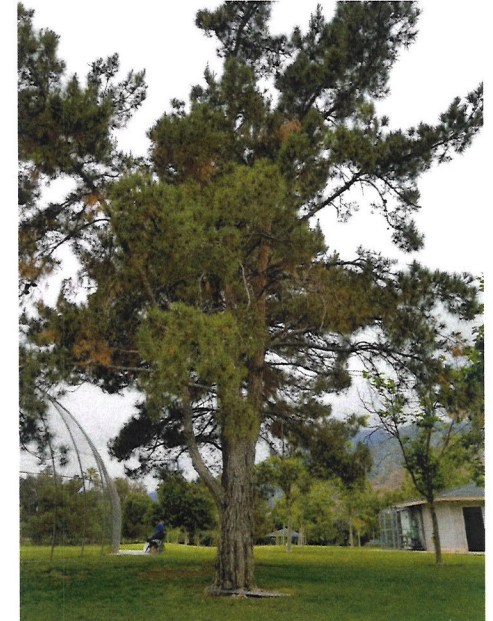
Specimen Trees:



Pear – 18"
Calle Martos



Jacaranda – 24"
Vineyard Avenue



Pine – 24"
Encanto Park

EXHIBIT C

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA ADOPTING MUNICIPAL CODE AMENDMENT 18-02 WHICH WOULD ADD, CHAPTER 13.12 "TREE PRESERVATION AND PROTECTION" IN ITS ENTIRETY, TO TITLE 13 "TREES AND VEGETATION" OF THE DUARTE MUNICIPAL CODE, TO ESTABLISH REGULATIONS ADDRESSING TREE PRESERVATION AND PROTECTION APPLICABLE TO PRIVATE PROPERTIES AND DEVELOPMENT SITES

WHEREAS, trees reduce air pollution by keeping the air clean and producing oxygen; and

WHEREAS, property values increase when properties and neighborhoods include well maintained, healthy trees; and

WHEREAS, removing healthy trees displaces wildlife habitat for birds and other types of creatures; and

WHEREAS, the City has determined that it is appropriate to create a Tree Preservation and Protection ordinance to consistently and objectively manage the preservation and protection of trees on all private properties and development sites; and

WHEREAS, the City seeks to protect trees on private property and development sites in order to preserve cultural heritage, maintain and enhance the scenic beauty of the city, preserve and enhance property values; and

WHEREAS, the Ordinance will be consistent with the goals, objectives and policies of the General Plan, specifically Conservation Element Goal 3, which desires to protect Duarte's environment through the proper consideration of the environmental implications of new development in the City; and

WHEREAS, notice of a public hearing of the City Council on the proposed Municipal Code Amendment 18-02 were given in accordance with applicable law; and

WHEREAS, on August 28, 2018, the City Council of the City of Duarte held a duly noticed public hearing on the proposed Municipal Code Amendment 18-02, and related environmental review. At the public hearing the City Council received and independently considered the staff report and all of the information, evidence, and testimony presented in connection with the foregoing.

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

SECTION 1. CHAPTER 13.12 ADDED IN ITS ENTIRETY

Add Chapter 13.12 "Tree Preservation and Protection" in its entirety to Title 13, "Trees and

Vegetation” of the Duarte Municipal Code in its entirety, to protect existing and significantly sized native and non-native trees and establish regulations addressing tree preservation and protection applicable to private properties and development sites, as well as, establish a permit process for removal, alterations, and associated replacement tree requirements; and the inclusion of definitions, exemptions, and related penalties.

Chapter 13.12 is depicted on the exhibit attached hereto and made a part of this resolution by reference marked "Exhibit A" for identification.

SECTION 2. CEQA DETERMINATION.

The City Council finds and determines that, pursuant to provisions of the California Environmental Quality Act (CEQA), the addition of Chapter 13.12 to the Duarte Municipal Code to create regulations, to preserve and protect oak, native, and specimen trees on private properties and development sites are categorically exempt under Section 15306, 15307, 15308, and 15321 which exempts information collection, actions taken by regulatory agencies to protect the environment, and enforcing such regulations.

The City Council further finds that the adoption of this Municipal Code Amendment will result in the preservation and protection of oak, native, and specimen trees on private properties and development sites in the City, and will not result in negative impact to the environment; therefore, it is exempt from the provisions of CEQA and no further environmental review is necessary.

SECTION 3. SEVERABILITY.

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

SECTION 4. POSTING OF ORDINANCE.

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

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 _____, 2018.

Mayor John Fasana

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that 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 _____, 2018, by the following Roll Call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

Exhibit A

Chapter 13.12 - TREE PROTECTION AND PRESERVATION**13.12.010 - Purpose**

The purpose of this chapter is to protect certain trees in order to preserve cultural heritage, maintain and enhance the scenic beauty of the city, improve air quality, abate soil and slope erosion, preserve and enhance property values, and thereby promote public health, safety and welfare by:

- A. Identifying native and specimen trees and establishing procedures to encourage their conservation;
- B. Including consideration of existing trees and their protection in the review and implementation of development proposals;
- C. Requiring permits for the removal and alteration of native and specimen trees except in emergencies; and
- D. Requiring replacement plantings when native and specimen trees are removed.

13.12.020 - Applicability

The provisions of this chapter shall apply to all the following with respect to the removal and maintenance of native and specimen trees:

- A. *Trees subject to this Chapter.* Any of the following tree types are subject to the provisions of this Chapter. For the purposes of this Chapter, the word “tree(s)” shall refer to:
 - 1. Native trees 12” inches in diameter or greater, as measured from DBH; and
 - 2. Specimen trees 24” inches in diameter or greater, as measured from DBH.
- B. *Properties subject to this Chapter.*
 - 1. Developed, single-family residential zoned properties with trees in the front or street-facing side yard(s);
 - 2. Undeveloped, single-family residential zoned properties with trees on the property;
 - 3. Developed or undeveloped properties in multiple-family residential, commercial, industrial, hospital, and open space zones, with trees on the property; and
 - 4. Developed or undeveloped properties in specific plan zones, with trees on the property, unless otherwise regulated by the individual specific plan.
- C. *Activities subject to this Chapter.*
 - 1. Tree removal; and
 - 2. Tree alteration

13.12.030 - Definitions

The following words and phrases as used in this Chapter are defined as follows:

- A. *Diameter at breast height (DBH).* The measurement of tree diameter measured at 4.5 ft above ground level. In the situation where measurement of DBH is unclear, DBH shall be calculated using recognized arboricultural resources, such as: A Simplified Guide to Measuring DBH by the International Society of Arboriculture (<http://www.isa-arbor.com/Portals/0/Assets/PDF/Certification/Tree-Ordinance->

Guidelines.pdf); and/or Measuring Guidelines Handbook by American Forests (www.americanforests.org/wp-content/uploads/2014/12/AF-Tree-Measuring-Guidelines_LR.pdf).

- B. *Native tree*. Trees indigenous to the desert, foothills or canyons of southern California prior to the California Mission Period. For the purposes of this Chapter, native trees are defined as: all endemic California oak species, (including but not limited to: *Quercus agrifolia*, *chrysolepis*, *engelmannii*, *kelloggii*, *lobata*, and *wislizeni*); California bay laurel (*Umbellularia californica*); California black walnut (*Juglans californica*); California sycamore (*Platanus racemosa*); and Toyon (*Heteromeles arbutifolia*).
- C. *Specimen tree*. Generally larger and/or older trees (except Native trees) that make a significant aesthetic or environmental contribution to their immediate surroundings.
- D. *Tree alteration*. Actions taken by cutting or pruning any branch, trunk or root of a tree, or by filling, surfacing, grading, compacting or changing the drainage pattern of the soil around any tree in a manner that threatens to diminish the vigor of the tree; provided that, as used in this chapter, the term *alteration* does not include:
 - 1. Normal seasonal trimming, shaping, thinning or pruning of a tree necessary to its health and growth on less than one-fourth of the tree's foliage, and within national pruning standards as defined in the ANSI 300A Standards;
 - 2. Trimming, pruning or clearance of tree branches, performed by a utility company or their contractors, from lines of any public utility necessary to the maintenance of the lines; and
 - 3. Trimming, clearing or pruning by the Community Development Director or their designee of any tree necessary for:
 - a. The clearance of streets for pedestrian or vehicular traffic; or
 - b. Compliance with fire, building and wildland urban interface codes and/or requirements.
- E. *Tree removal*. Complete or partial removal of a tree or any other actions including but not limited to acts which inflict damage upon the roots systems or other parts of the tree by fire, cutting, application of toxic substances, operation of equipment or machinery, or by changing the natural grade of land by excavation or filling the drip line area around the trunk resulting in the death of a tree or permanent damage to its health, or removal of more than one-fourth of the tree's foliage in any 12-month period.

13.12.040 - Permits

No person shall remove or cause the removal of, or alter any native or specimen tree unless a tree permit is first obtained from the Community Development Department.

13.12.050 - Permit Process

Prior to the granting of a tree permit, an application for alteration and/or removal shall be submitted to the Community Development Department. The application shall be in the form required by the Community Development Department and shall be accompanied by any fees established by the City Council.

13.12.060 - Review Required

An application for a tree permit for the removal or alteration of a native or specimen tree shall be made to the Community Development Department. The content, form, instructions, procedures, and requirements of the application package deemed necessary and appropriate for the proper enforcement of this Chapter shall be established by the Community Development Department.

As a part of any development application, the Community Development Director may require that the applicant submit a tree report which shall include, as a minimum: data regarding genus and/or species, age, size (including canopy, caliper, trunk and height), relative health, and any preservation proposals for all protected trees on the site. The tree report shall be prepared by a certified Arborist approved by the City, and funded by the applicant. The application shall also include, but not be limited to the following:

- A. An explanation as to why the tree's removal is necessary;
- B. The location of all trees on the site, including those to be removed, shall be identified on a plan or map indicating species and trunk diameter;
- C. Photographs of the proposed trees to be removed or relocated shall be included; and
- D. Any fees (established by the City Council).

13.12.070 - Review Authority

The Community Development Director or their designee shall review and have authority to approve, conditionally approve, or deny tree permit applications. Pursuant to Duarte Development Code, Chapter 19.122.050, if any tree permit application is filed concurrently with another discretionary land use application, the decision to approve, conditionally approve, or deny the tree permit shall be made by the authority responsible for reviewing the other discretionary land use application.

13.12.080 - Replacement Required

Tree permit applications which approve tree removal(s) shall provide replacement tree(s) in the following manner:

- A. *Native tree(s) removed*
 - 1. The aggregate replacement tree(s) box container size shall be equivalent to the DBH of the tree(s) removed.
 - 2. An individual replacement tree container size shall be no less than a 24" box, irrespective of the DBH removed.
 - 3. Replacement tree(s) shall be a native tree species.
- B. *Specimen tree(s) removed*
 - 1. The aggregate replacement tree(s) box container size shall be equivalent to the DBH of the tree removed.
 - 2. An individual replacement tree container size shall be no less than a 24" box.
- C. *Off-site planting*
 - 1. A minimum of fifty percent (50%) of required replacement trees shall be planted on-site. The remaining balance of required replacement trees may be planted off-site, subject to the applicable review authority.
- D. *In-lieu fee payment*

1. A maximum of fifty percent (50%) of required replacement trees may be substituted with an in-lieu fee payment, subject to the applicable review authority.
2. The value of each replacement tree, including the cost of installation, shall be established by a certified Arborist, selected by the City and paid for by the applicant. All in-lieu fees shall be dedicated to an urban forestry program administered by the City of Duarte or its approved urban forestry partner.

E. *Replacement tree details*

1. The applicable review authority shall have the ability to regulate the details of the replacement tree(s) planted, including but not limited to: container size, species, location, appropriateness of irrigation, amount of off-site planting (up to 50%), and amount of in-lieu fee payment (up to 50%).

F. *Replacement tree maintenance and survivability*

1. Any required replacement tree must be maintained and/or irrigated by the property owner.
2. On-site replacement tree(s) that do not survive a minimum of 12 months from the date of planting shall be replaced by the applicant at their own cost.

13.12.090 - Exceptions

All trees should be protected, but there are a few cases where this Chapter does not apply, as follows:

- A. Trees planted, grown, and/or held for sale by licensed nurseries and/or tree farms or the removal or transplanting of such trees pursuant to the operation of licensed nursery and/or farm;
- B. Any trees or parts thereof growing upon private property, that due to health, condition, shape, or growth habits that interfere with the use of any public street, parkway, sidewalk, improvement, utility or public place of the City which endangers the life, health, safety or property of the public, as determined by the Director of Community Development;
- C. Trees where their removal or relocation is necessary to obtain adequate line-of-site distances as required by the Director of Community Development;
- D. Trees which, in the opinion of the Director of Community Development, will cause damage to existing public improvements or infrastructure;
- E. Trees which require maintenance or removal for the protection of existing public utility electrical power or communication lines or other property of a public utility;
- F. Trees damaged by thunderstorms, windstorms, flood, earthquakes, fire, widespread organic disease or insect infestation, or other natural disaster and determined to be dangerous by any of the following Departments: Sheriff, Fire, Public Safety, or Community Development;
- G. Minor trimming and/or pruning of trees on developed property within the scope of typical and reasonable tree maintenance, as further described under the definition of Tree Alteration in this Chapter;
- H. Trees declared by the Director of Community Development to be dead, diseased, or dying. The Community Development Director may require that the applicant submit a tree report prepared by a certified Arborist approved by the City, and funded by the applicant;

- I. Trees declared by the Director of Community Development to be known to reproduce itself excessively, thus becoming weedlike;
- J. Fruit trees, including: citrus, plum, nectarine, cherry, apricot, peach, pear, pomegranate, persimmon, loquat, fig, avocado and other species determined similar by the Director of Community Development; and
- K. In case of emergency when a tree is hazardous or dangerous to life or property, it may be removed by order of any member of the Sheriff, Fire, Public Safety, or Community Development Departments; provided, further, that any franchised public utility or representative of the city may remove trees which interfere with the safe and efficient operation of the public service for which they are responsible.

13.12.100 - Prohibited Activities

It is prohibited and unlawful for any person to do, cause or allow the following activities or conditions to occur:

- A. No person shall cause, authorize or permit any brine, oil, liquid dye or other substance deleterious to tree life to lie, leak, pour, flow or drip upon or into the soil about the base of protected trees at a point from which such substance may flow, drip or seep into such soil, injure such protected tree, or to otherwise harm or kill any such protected tree.
- B. Cause or allow irrigation on or close proximity in such a manner as to cause harm, decline or death to a protected tree.

13.12.110 - Appeals

Any interested party may appeal any determination of the Community Development Director, Architectural Review Board, or Planning Commission made under this chapter to the City Council by filing a written notice of appeal with the City Clerk within fifteen (15) days following the actual date the decision is rendered. The City Council shall hold a public hearing within sixty (60) days after its receipt of such written appeal, giving to the appellant at least ten days written notice of the date of such hearing, by first class mail. At such hearing, the appellant shall have the right to be heard and to present witnesses in his behalf. The City Council shall make its determination and shall mail written notice thereof to the appellant within twenty-one (21) days of the date of the hearing. The decision and determination of the City Council shall be final.

13.12.120 - Penalty for Violation

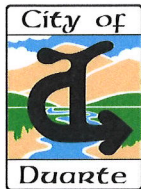
Anyone found in violation of this Chapter is subject to the following:

- A. Violations of this Chapter shall be governed by Chapter 1.04.100 of the Duarte Municipal Code and Chapter 19.154 of the Duarte Development Code.
- B. Tree(s) removed without approval of a City tree permit shall be replaced at a time established by the Director of Community Development. The aggregate replacement tree(s) box container size shall be equivalent to triple the DBH of the tree(s) removed. All other regulations promulgated by section 13.12.080 remain.

13.12.130 - "Non-liability of city"

Nothing in this ordinance shall be deemed to impose any liability for damages or a duty of care and maintenance upon the City or upon any of its officers or employees. The person in

possession of public property or the owner of any private property shall have a duty to keep native and specimen trees upon the property and under their control in a safe, healthy condition. Except as provided in the Exceptions Section, any person who feels a tree located on property possessed, owned or controlled by them is a danger to the safety of themselves, others or structural improvements on-site or off-site shall have an obligation to secure the area around the tree or support the tree, as appropriate to safeguard both persons and improvements from harm.



MEMORANDUM

To: Mayor and City Council

From: Amanda Hamilton, Public Works Manager

Date: August 28, 2018

Subject: Request to Authorize the City Manager to Sign the Local Match Fund Commitment Letter for the Mel Canyon Debris and Sediment Catchment Basin – Project Number DR-4344-0397

RECOMMENDED ACTION

Staff recommends that the City Council authorize the City Manager to sign the Local Match Fund Commitment Letter for the Mel Canyon Debris and Sediment Catchment Basin – Project Number DR-4344-0397.

BACKGROUND

On October 24, 2017, the Duarte City Council motioned to authorize Staff to develop a design for the Mel Canyon Debris Basin. The scope of work for this project includes the installation of a debris basin located at the north end of Mel Canyon Road and a storm drain system that flows from the facility to Fish Canyon Drive. This project has been a long term need in the area and its importance was accentuated by the recent mudflow issues.

In June of 2018 the Office of Disaster Management sent out a press release advertising the Hazardous Mitigation Grant Program (HMGP) that was extended due to recent fire and mudslide areas throughout California. As the initial step of the grant process a Notice of Interest was created and submitted by staff to the California Governor's Office of Emergency Services (Cal OES). This Notice of Interest described the mudflows the City of Duarte experienced in 2016 and 2017 along with the proposed Mel Canyon Debris Basin Project design and cost estimate.

On July 6, 2018, Cal OES notified the City of Duarte that the project for the Mel Canyon Debris Basin was determined to be eligible for HMGP funding. After receiving the formal invitation to develop a full subapplication for the consideration of HMGP funding we are now in the lengthy process of gathering the required information for submittal on September 4, 2018. One component of the subapplication is the Local Match Fund

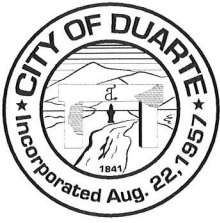
Commitment Letter. The overall project cost for the Mel Canyon Debris Basin is \$2,116,208. This includes land acquisition and consultant fees. The local share amount that the City of Duarte is to match the federal share request is 25% totaling \$529,052. Staff estimates the funding sources availability in the upcoming 19/20 fiscal year.

Should the City of Duarte be fortunate enough to receive funding for the debris basin, Council may consider using funding from the Safe Clean Water Program being proposed by LA County Public Works. This funding source would be paid for by a parcel tax that will go before voters in November 2018. The 2.5 cent tax would only apply to impermeable areas such as concrete roofs and sidewalks. The measure will raise an estimated \$300 million per year. If the measure is not passed, the Council may opt out of the Cal OES grant or use other funds.

Some local debris basins are County owned and maintained while some are City owned and maintained. At this point, Staff has discussed this issue with the County in general but has received no commitment or interest. It is likely that this is a project that the City would be responsible for like the Greenbank Debris Basin.

The Mel Canyon debris basin was engineered to address water and debris flow in the area and to have positive aesthetic qualities, since it would be more visible than other basins in the city. It would have a percolation feature that addresses storm water mitigation goals. If the Council chooses to direct Staff to move forward with the grant application, we will continue to encourage the County and Supervisor Kathryn Barger's Office to participate in funding this project.

Attachment: Local Match Fund Commitment Letter
Project Design
Project Cost Estimate



City of Duarte

1600 Huntington Drive | Duarte, CA 91010 | Bus. 626.357.7931 | Fax 626.358.0018 | www.accessduarte.com

LOCAL MATCH FUND COMMITMENT LETTER

September 4, 2018

CalOES
Hazard Mitigation Officer
3650 Schriever Avenue
Mather, CA 95655

RE: DR-4344-0397 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as the City of Duarte's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

SOURCE OF NON-FEDERAL FUNDS:

LOCAL
AGENCY
FUNDING
☒

OTHER
AGENCY
FUNDING
☐

PRIVATE
NON-
PROFIT
FUNDING
☐

STATE
AGENCY
FUNDING
☐

NAME OF FUNDING SOURCE:

Safe Clean Water Program/ General Fund

FUNDS AVAILABILITY DATE:

7/1/19

PROVIDE EXACT MONTH/DATE/YEAR OF AVAILABILITY OF FUNDS

FEDERAL SHARE AMOUNT REQUESTED:

\$2,116,208

MUST MATCH \$ AMOUNT PROVIDED IN SUBAPPLICATION

LOCAL SHARE AMOUNT MATCH:

\$529,052

MUST EQUAL A MINIMUM OF THE 25% FEDERAL SHARE REQUESTED

FUNDING TYPE:

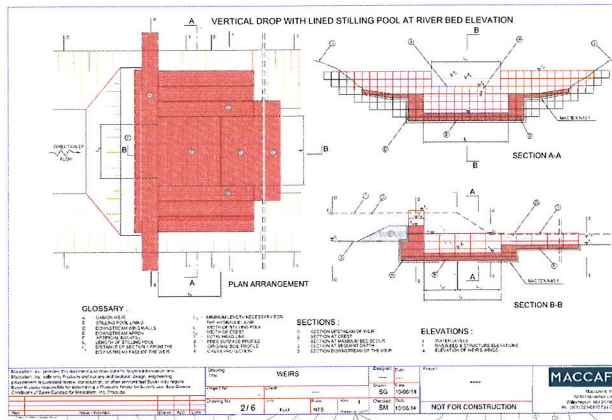
Cash

EXAMPLES: ADMINISTRATION, CASH, CONSULTING FEES, ENGINEERING FEES, FORCE ACCOUNT LABOR, AGENCY PERSONNEL, PROGRAM INCOME, ETC.

If additional federal funds are requested, an additional local match fund commitment letter will be required. Please contact Amanda Hamilton at (626) 357-7931 or ahamilton@accessduarte.com with questions.

Sincerely,

Darrell George
City Manger



MACCAFERRI GABION VERTICAL DROP STRUCTURE

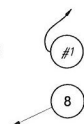
MEL CANYON PROJECT, DUARTE, CA COORDINATES IN WGS-84 DATUM		
PT #	LATITUDE	LONGITUDE
STRUCTURE AREA COORDINATES		
1	34.151389	117.938889
2	34.151667	117.938889
3	34.152500	117.938889
4	34.152500	117.939167
5	34.151944	117.939444
6	34.152500	117.940000
7	34.151417	117.940000
8	34.151111	117.940278
9	34.151111	117.939444
10	34.151111	117.939722
STAGING AREA COORDINATES		
11	34.151111	117.940278
12	34.151111	117.939444
13	34.150556	117.939444
14	34.150556	117.940278

CONSTRUCTION NOTES:

- PERFORATED STANDPIPE OUTLET
- SIDE-OPENING CATCH BASIN
- PAVED 12-FOOT-WIDE ACCESS ROAD
- NEW STORM DRAIN EXTENDED FROM EXISTING LINE "C" CONST. NOTE OF PROJECT 3250, UNIT 1, STORM DRAIN.
- NEW RETAINING WALL.
- RCP CULVERT WITH INLET AND OUTLET STRUCTURES
- NEW GRATED CATCH BASIN & LATERAL
- GABION WALL WITH WEIR NOTCH

LEGEND:

COORD. POINT #



SEE SHEETS 2 & 3 FOR SECTIONS AND DETAILS.

GRAPHIC SCALE
ON FEET
SCALE: 1" = 30'

ENGINEER'S NOTE:
THE IMPROVEMENTS DEPICTED HEREON ARE NOT INTENDED FOR CONSTRUCTION OR PERMITTING UNDER THIS DOCUMENT AND THE ENGINEER'S SIGNATURE AND STAMP DOES NOT CONTRADICT THAT UNDERSTANDING.



DATE	CHANGED BY	REVISIONS

THE CITY OF DUARTE

PROJECT PLANS
HMCP SUBAPPLICATION
MEL CANYON DEBRIS AND SEDIMENT
CATCHMENT BASIN

LOCATED IN THE CITY OF DUARTE, STATE OF CALIFORNIA

PREPARED BY:
LAND DESIGN CONSULTANTS, INC.
Land Planning, Civil Engineering, Surveying & Environmental Services
800 Boyd Drive, Suite 200, Milpitas, California 95034
Tel: (408) 578-7000, Fax: (408) 578-7075
www.landscape.com

DATE: 10-1-19
SHEET 1 OF 3

LDC

Proj No: 17022-001
AUGUST 15, 2018

HMGP Cost Estimate Spreadsheet

DATE	JURISDICTION NAME	DISASTER & PROJECT OR PLANNING #	PROJECT OR PLANNING TITLE		
8/16/18	City of Duarte	DR-4344-0397	Mel Canyon Debris and Sediment Catchment Basin		
#	Item Name	Unit Quantity	Unit of Measure	Unit Cost	Cost Estimate Total
	CLEARING AND GRADING (ON-SITE)				
1	Clearing, Grubbing & Tree Removal	3	AC	\$ 1,500.00	\$ 4,500
2	Excavation (Normal) Cut	7,400	CY	\$ 4.00	\$ 29,600
3	Rock Removal	1	EA	\$ 7,000.00	\$ 7,000
4	Fill Placement (Import Handling)	7,285	CY	\$ 5.00	\$ 36,425
5	Alluvial/Landslide/Topsoils Removal/Coll	7,500	CY	\$ 3.00	\$ 22,500
6	Mobilization & Prewet (Dust Control)	1	EA	\$ 15,000.00	\$ 15,000
7	Erosion Control/NPDES/Gravel Bagging/ Reports	1	EA	\$ 40,000.00	\$ 40,000
	SITE IMPROVEMENTS				
8	Splash/Slough Walls	185	LF	\$ 75.00	\$ 13,875
9	Pave 3" AC over 4" base	19476	SF	\$ 3.00	\$ 58,428
10	Access Gate (16' wide) Wrought Iron	3	EA	\$ 4,000.00	\$ 12,000
11	Fencing 6' High Wrought Iron	350	LF	\$ 54.00	\$ 18,900
12	36" RCP	65	LF	\$ 133.00	\$ 8,645
13	36"x36" CB w/grate	1	EA	\$ 2,600.00	\$ 2,600
14	Outlet Headwall w/Protection Barrier (36")	1	EA	\$ 6,000.00	\$ 6,000
15	Inlet Structure w/ trash rack	1	EA	\$ 5,500.00	\$ 5,500
16	Outlet Tower (48" perf. CMP w/top)	1	EA	\$ 4,000.00	\$ 4,000
17	Grounded Rip Rap (12" Thick)	60	CY	\$ 155.00	\$ 9,300
18	6" PCC Driveway Apron (16-20' wide)	432	SF	\$ 6.00	\$ 2,592
	STORM DRAIN SYSTEM				
19	24" RCP	122	LF	\$ 77.00	\$ 9,394
20	39" RCP	1,291	LF	\$ 150.00	\$ 193,650
21	Catch Basin 7'	1	EA	\$ 4,200.00	\$ 4,200
22	Catch Basin 14'	1	EA	\$ 4,600.00	\$ 4,600
23	Catch Basin 21'	1	EA	\$ 5,200.00	\$ 5,200
24	Catch Basin 28'	2	EA	\$ 6,000.00	\$ 12,000
25	Junction Structure	3	EA	\$ 2,200.00	\$ 6,600
26	4" AC Pavement w/ 6.5" AB	9,000	SF	\$ 4.00	\$ 36,000
27	Sawcut Pavement	2,544	LF	\$ 4.00	\$ 10,176
28	Trenching	2,235	CY	\$ 76.00	\$ 169,860
29	Backfill & Compaction	1,147	CY	\$ 27.00	\$ 30,969
30	Traffic Control	1	EA	\$ 6,000.00	\$ 6,000
31	Mobilization	1	EA	\$ 15,000.00	\$ 15,000
	MACCAFERRI DEVICES				
32	Gabion Structures (in place)	1482	CY	\$ 350.00	\$ 518,700
33	Ringnet Debris Barriers (in place)	40	SY	\$ 1,000.00	\$ 40,000
	RETAINING WALLS				
34	1'-2' High CMU	23	LF	\$ 60.00	\$ 1,380
35	2'-4' High CMU	40	LF	\$ 115.00	\$ 4,600
36	4'-6' High CMU	106	LF	\$ 150.00	\$ 15,900
37	Keystone Wall w/geogrid	1	EA	\$ 56,000.00	\$ 56,000
	LANDSCAPING				
38	Spread imported topsoil	570	CY	\$ 20.00	\$ 11,400
39	Fertilizing	1710	SY	\$ 1.00	\$ 1,710
40	Mechanical Seeding	1710	SY	\$ 1.00	\$ 1,710
41	Plant Shrubs	20	EA	\$ 72.00	\$ 1,440
42	Plant Trees	6	EA	\$ 400.00	\$ 2,400
43	Irrigation Systems	1.06	AC	\$ 30,900.00	\$ 32,754
44	Water Service Connection & Meter	1	EA	\$ 1,500.00	\$ 1,500
45	Irrig. Backflow Preventer	1	EA	\$ 800.00	\$ 800
46	Irrig. Controllers	2	EA	\$ 200.00	\$ 400
	CONSULTANTS				
47	Landscape Architect	1	EA	\$ 15,000.00	\$ 15,000
48	Engineering & Design Survey	1	EA	\$ 70,000.00	\$ 70,000
49	Soils Engineer	1	EA	\$ 40,000.00	\$ 40,000
	LAND ACQUISITION				
50	Land Acquisition	1	EA	\$ 500,000.00	\$ 500,000
				Total Project Cost Estimate:	\$ 2,116,208