

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: July 18, 2019
SUBJECT: Comments on Agenda Items, Meeting of July 23, 2019

ITEM 8.A. Two longstanding employees, Roger Cathey and David Eoff IV, will be recognized for their nine years of service with the City. Roger has been our Financial Services Manager, and David our Associate Planner. We thank them and wish them both much happiness and success as they move on to the next chapter of their personal and professional lives.

ITEM 8.B. A proclamation will be presented declaring Tuesday, August 6, 2019, as National Night Out in the City of Duarte. This calls upon all citizens to join with the Neighborhood Watch volunteers to support this year's 35th anniversary of National Night Out and the City in adopting the theme of "Together We Can." In recognition of this, we ask that neighbors join us at our fourth annual Community Movie Night to celebrate National Night Out in Duarte.

ITEM 8.C. Our trash hauler, Burrtec Waste Industries, will present a legislative update on Solid Waste and Recycling. Topics will include China's National Sword Policy, AB 341, AB 1826, AB 1594, and AB 901. Other legislation related to Title 14 and SB 1383 will be included in the report.

ITEM 8.D. The Duarte Chamber of Commerce will present its 2018-2019 Annual Report.

ITEM 12.D. (Consent) This is to authorize the execution of the annual agreement with Community Media of the Foothills (CMF) for FY 2019/20 to provide public access programming. The agreement primarily covers such services as studio/shooting, volunteer training, staging, and programming coordination.

ITEM 12.E. (Consent) This is to authorize approval of the Agreement with Duarte Community Television, Inc. (DCTV) to provide governmental and educational access programming for the City. The agreement covers such services as training, playback/cablecasting, on-demand programming on the web, recording and producing City special events, and programming coordination.

ITEM 12.F. (Consent) This is a resolution to consider approving an application for funding from the Statewide Park Development and Community Revitalization Program. There is approximately \$650 million available for the program in Proposition 68, of which roughly \$265 million is available in the current round of funding. Applications for competitive project funding from the program are due on August 5, 2019.

ITEM 12.H-M. (Consent) City staff recently participated in a legislative briefing webinar from the League of California Cities. The California legislature is on summer recess until August 12, 2019. The League wanted cities to have an opportunity to voice support or opposition on several pieces of legislation that are nearing completion.

(12.H) SB-5 Affordable Housing and Community Development Investment Program (Support): This measure would restore RDA-type funding for state-approved affordable housing, infrastructure, and economic development projects. This bill was co-authored by Duarte's State Senator Anthony Portantino.

(12.I) SB-667 Greenhouse Gases. Recycling Infrastructure and Facilities (Support): Increasingly over the years, the State has legislated requirements on cities to increase their waste diversion rates

with no financial assistance in building strategies, developing the markets, and increasing public education – essentially, unfunded mandates. Given the current lack of existing infrastructure and other countries not accepting our recycling at previous rates, our residents will likely experience increases to their solid waste bills in the foreseeable future. This bill would create several different financing tools and options to help local government and the solid waste industry in achieving these goals.

(12.J) AB-429 Seismically vulnerable buildings. Inventory. (Support): Requires the Alfred E. Alquist Seismic Safety Commission (SSC) to identify funding and develop a bidding process for hiring a third-party contractor to create an inventory of potentially vulnerable buildings. Knowing what buildings are vulnerable would assist the City in taking precautionary steps in safeguarding those spaces, but having the list is a needed and expensive first step. This bill would make the cost and effort more manageable.

(12.K) SB-670 Telecommunications. Outages affecting public safety. (Support): Requires telecommunications providers to notify the California Office of Emergency Services (CalOES) of 911 service of emergency warning outages, and also notify local first responder agencies.

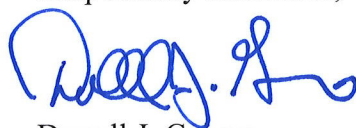
(12.L) AB-497 Deaf and disabled telecommunications program. (Support): Extends the half-cent surcharge on telephone service to support the Deaf and Disabled Telecommunications Program until 2025. The program supports the California Telephone Access Program, which provides telephone equipment to qualified participants, the California Relay Service, which allows individuals to communicate by dialing 711, and the speech generating devices program that provides highly individualized and complex communicating devices to individuals with speech disabilities.

(12.M) SB-266 Public Employees' Retirement System: disallowed compensation: benefit adjustment. (Oppose): Requires a public agency to pay directly from its General Fund any shortfall of a benefit should CalPERS determine that a retiree or their beneficiary has received disallowed compensation. Additionally, the measure would permit the retiree to determine if they would like to receive one lump sum of the projected amortized amount of the benefit or force the City to pay a monthly annuity from its general fund.

ITEM 14.A. The League of California Cities 2019 Annual Conference is scheduled for October 16-18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate. The Council may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

ITEM 14.B. At the time of preparing this July 23, 2019, City Council Agenda packet, there were no items identified for the August 13, 2019, Council meeting. Unless any items are held over or new items agendized, staff is recommending cancellation of the August 13, 2019 meeting.

Respectfully submitted,



Darrell J. George
City Manager



AGENDA MEMO

To: City Council

From: Brian Villalobos; Director of Public Safety Services

Subject: National Night Out 2019

Date: July 23, 2019

The City of Duarte Public Safety Department has personally invited all of Duarte neighborhoods, specifically those who participate in the Neighborhood Watch Program, to join Duarte's Sheriff Deputies and the National Association of Town Watch in this year's "National Night Out." This nationwide crime, drug, and violence prevention program will take place on Tuesday, August 6, 2019.

Over the last four years, the Community Movie Night to celebrate National Night Out has been a well-attended event welcomed by all Duarte families. Through these gatherings neighbors find a common ground in their mutual interest to have a safe environment. Deputies and residents have had very positive experiences interacting in a social environment. We ask that neighbors join us at our fourth Annual National Movie Night Out in Duarte and help us promote this year's *theme of "Together We Can."* Deputy Sheriffs will share important neighborhood watch information, raffle prizes donated by Target, inflatables donated by Seidner's Collision Center, and a Superhero Costume Contest sponsored by SCE Federal Credit Union. Join us and connect with fellow Duarte residents because "Together We Can".

For more information, please contact the Crime Prevention Department at the Duarte Public Safety Office at (626) 359-5671 ext. 316, and speak with the Crime Prevention Specialist, Aida Torres.



Proclamation

NATIONAL NIGHT OUT 2019

WHEREAS, the National Association of Town Watch is sponsoring a unique, nationwide crime, drug and violence prevention program on August 6, 2019, entitled "National Night Out"; and

WHEREAS, the "35th Annual National Night Out" provides a unique opportunity for the City of Duarte to join forces with thousands of other communities across the country in promoting cooperative, law enforcement-community crime efforts; and

WHEREAS, Duarte's Neighborhood Watch program plays a vital role in assisting the L.A. County Sheriff's Department through joint crime, drug and violence prevention efforts in the City of Duarte, and is supporting "National Night Out 2019" locally; and

WHEREAS, it is essential that all citizens of the City of Duarte be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs, and violence in the City of Duarte; and

WHEREAS, participants will be donating canned food for the Duarte Community Service Council in recognition of the law enforcement-community cooperative efforts highlighted on "National Night Out"; and

WHEREAS, crime and drug prevention, awareness and cooperation, as well as having a peaceful and united neighborhood, are important themes of the "National Night Out" program;

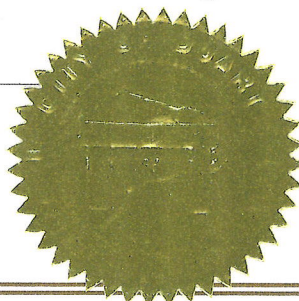
NOW, THEREFORE, BE IT RESOLVED that the City of Duarte hereby proclaims Tuesday, August 6th, 2019, as NATIONAL NIGHT OUT in the City of Duarte, and calls upon all citizens of Duarte to join with the Neighborhood Watch volunteers and the 34 million National Association of Town Watch participants in supporting this year's 35th Anniversary of National Night Out and the City of Duarte in adopting the theme of "Together We Can."

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk Marla Akana
Duarte, California

July 23, 2019



Solid Waste and Recycling Legislative Update

July 2019

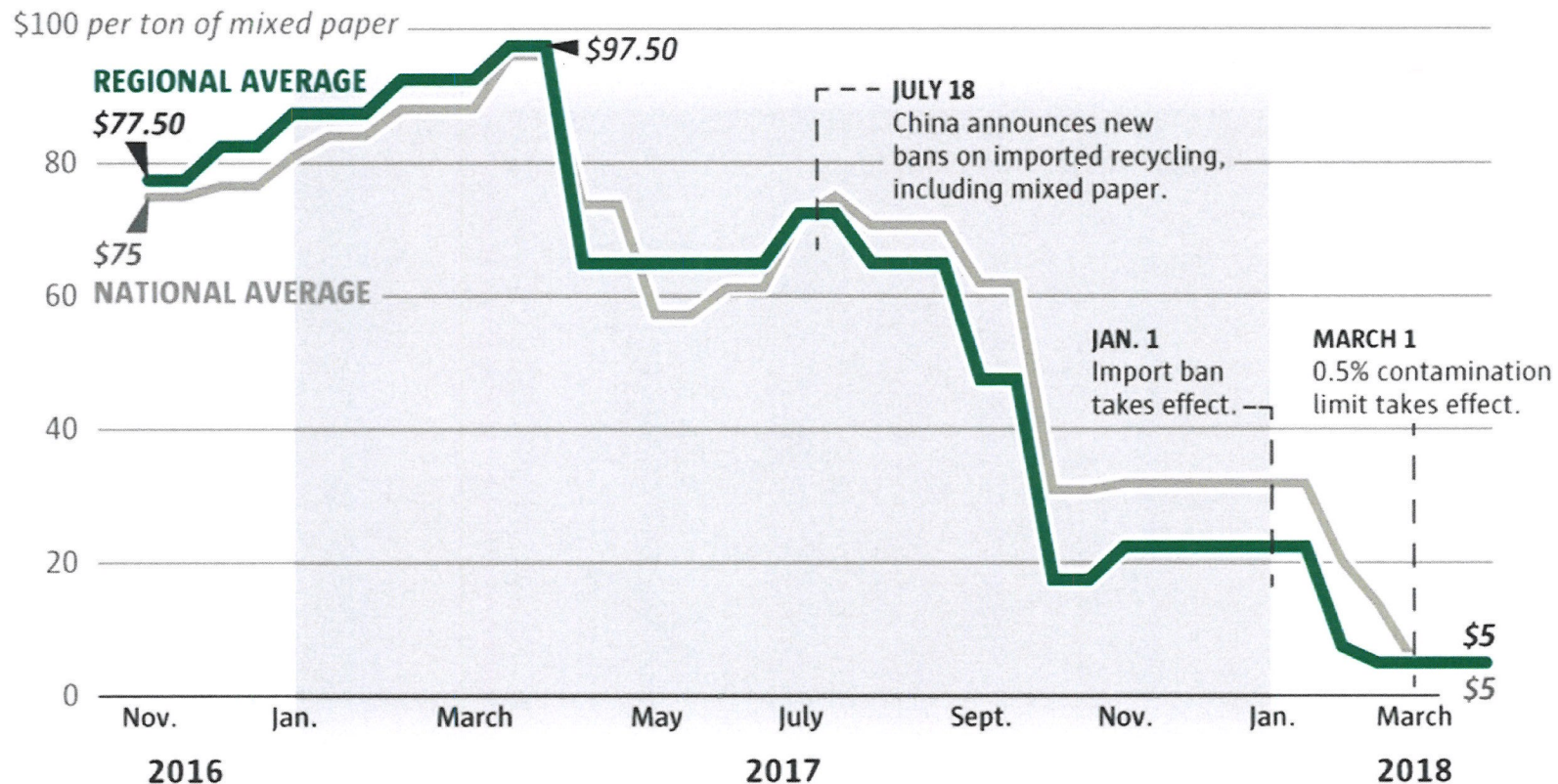
Recycling: Global Markets & China's National Sword

- China has been the largest importer of recycled commodities
- In 2017, China announced efforts to clean up the country causing dramatic changes for imported recyclables
- Reduction in acceptable contamination to 0.5% for recovered paper and plastic
- China's National Sword Policy banned all mixed paper from import, regardless of contamination levels
- Recyclable Commodity markets collapse in early 2018
- Impact: Mixed paper market decline of 82%;
\$181/ton in 2011 decreased to \$32/ton in October 2018

Recyclables: China's Policy Impacts

China closes the door, prices crash

The average price paid to recyclers for a ton of mixed paper in the Pacific Northwest and across North America has plummeted in the last year.



Source: RecyclingMarkets.net

EMILY M. ENG / THE SEATTLE TIMES

Recyclables: Global Impacts

- In 2018, China declared their intent to ban all recyclable material imports by 2020
- Indonesia now requires 100 percent inspection of scrap paper and plastic imports
- Malaysia imposed import tax on scrap plastics and has tightened permit requirements
- Taiwan has limited fiber and plastic scrap imports
- Thailand has announced an indefinite ban on scrap plastic and electronic imports
- Vietnam has stopped issuing new scrap plastic import licenses and placed a ban on plastic scrap imports until further notice

AB 341 Mandatory Commercial Recycling

- Effective 2011
- Reduce greenhouse gas emissions
- Goal of 75 % diversion from landfill by 2020
- Requires local jurisdictions implement Commercial Recycling Programs
- Commercial business that generate 4 cubic yards or more of solid waste per week
- Multifamily residential dwelling of 5 units or more



Duarte AB 341 Compliance

Commercial

AB 341 accounts recycling with Burrtec	AB 341 accounts without recycling with Burrtec	AB 341 Total number	AB 341 Participation Rate
88	38	126	70%

Multi-Family

AB 341 accounts recycling with Burrtec	AB 341 accounts without recycling with Burrtec	AB 341 Total number	AB 341 Participation Rate
44	7	51	86%

AB 1826 Mandatory Organics Recycling

Food Waste ONLY  **BURRTEC**
"We'll Take Care Of It"



- Effective 2014
- Reduce greenhouse gas emissions
- Establishes Mandatory Commercial Organic Waste Recycling through composting, mulching, and anaerobic digestion processes
- Organic Waste: Food Waste, Green Waste and Landscape Waste
- Commercial business that generate 4 cubic yards or more of solid waste per week are required to recycle food waste and landscape waste
- Multifamily residential dwelling of 5 units or more and 4 cubic yards of solid waste per week are required to recycle landscape waste
- If statewide disposal of organic waste in 2020 has not been reduced by 50 percent of the level of disposal during 2014, requirements will expand to business that generate 2 cubic yards of solid waste per week

Duarte AB 1826 Compliance

Commercial

Accounts recycling with Burrtec	Accounts without recycling with Burrtec	Total number	AB 1826 Participation Rate
23	103	126	18%

Multi-Family

Accounts recycling with Burrtec	Accounts without recycling with Burrtec	Total number	AB 1826 Participation Rate
6	45	51	12%

AB 1594 Alternative Daily Cover Diversion Eliminated

- Effective January 2020
- Use of green material as alternative daily cover (ADC) will no longer constitute diversion
- ADC will count as disposal and impact City diversion goals



AB 901 Reporting Requirements

- Effective 2015
- Changes how organics, recyclable material, and solid waste are reported to CalRecycle
- Requires disposal, recycling, and compost facilities, as well as exporters, brokers, and transporters of recyclables or compost to submit information directly to CalRecycle
- Requires reporting directly to CalRecycle on the types, quantities and destination of materials that are disposed of, sold, or transferred inside or outside the state
- Provides CalRecycle with enforcement authority to collect information

Title 14 Compost Contamination Limits

- Effective 2018
- Contamination limits for compost and land application
- Compost shall not contain more than 0.5% by dry weight of physical contaminants greater than 4 millimeters
- Compost shall contain no more than 20% by dry weight of the film plastic contaminants greater than 4 millimeters
- Compost with contaminants in excess of these limits shall be designated for additional processing, disposal, or other use
- Sample every 5,000 cubic-yard of compost produced and determine the percentage of physical contaminants greater than 4 millimeters

SB 1383 Reducing Greenhouse Gas Emissions

- Effective 2016
- Establishes a 50 percent reduction in the level of statewide organic waste disposal from the 2014 level by 2020, and a 75 percent reduction by 2025
- Provides CalRecycle the authority required to achieve the organic waste reduction targets (includes potential monetary penalties)
- Recover 20 percent of edible food for human consumption by 2025
- Enforcement provisions including penalties for noncompliance effective January 2022
- Expanded enforcement may require local jurisdictions to impose penalties for noncompliance starting January 2024

SB 1383 Resulting Impacts

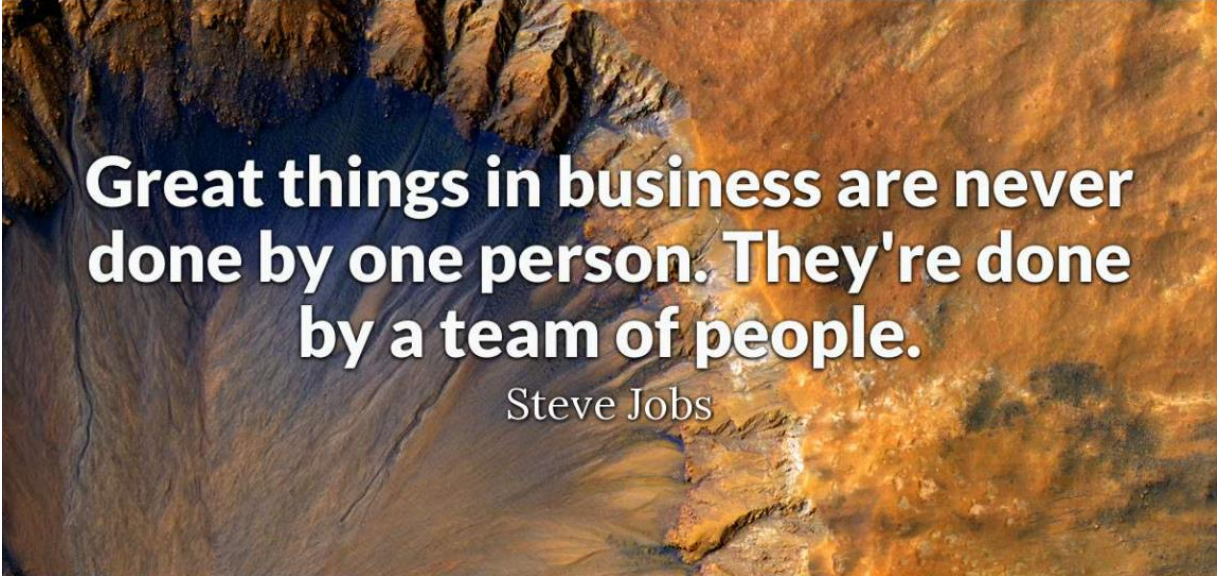
- Ordinances for Commercial Commingled Recycling and Organics Recycling that include enforcement
- Monitor compliance to include inspections and maintain recordkeeping
- Identify edible food waste generators and food recovery outlets and track results of recovered edible food
- Use state approved cart colors (gray, blue, green, brown)
- Bin and cart messaging
- Required Multi-lingual outreach materials for linguistically isolated households
- City to procure recycled and recovered organic products
- Establish Residential Food waste recycling program

Pending Legislation

- SB 54 and AB 1080 - California Circular Economy and Plastic Pollution Reduction Act
 - Directs CalRecycle to adopt regulations by 2024 that require manufacturers of single-use packaging/products to achieve a 75% reduction of waste generated from single-use packaging/products in California by 2030. SB 54 requires covered entities to source reduce single-use plastics through a combination of source reduction, recycling or composting by 2030. It also requires all single-use plastic products to be recyclable or compostable by 2030.
- SB 667 - Greenhouse Gases, Recycling and Infrastructure and Facilities
 - Requires CalRecycle to develop by January 2021, a five year needs assessment to support innovation and technological and infrastructure development, in order to meet the state's 2025 organic waste reduction target. It also seeks to identify priorities and strategies for financial incentive mechanisms for recycling markets.



2018-2019 Annual Report



**Great things in business are never
done by one person. They're done
by a team of people.**

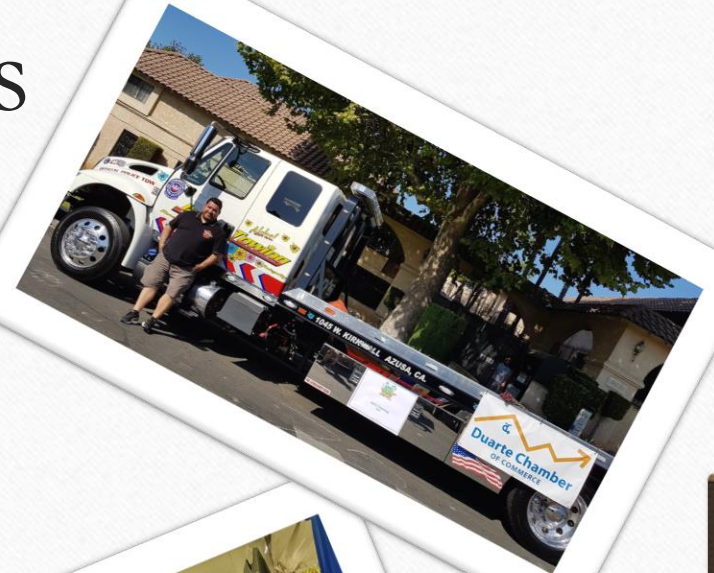
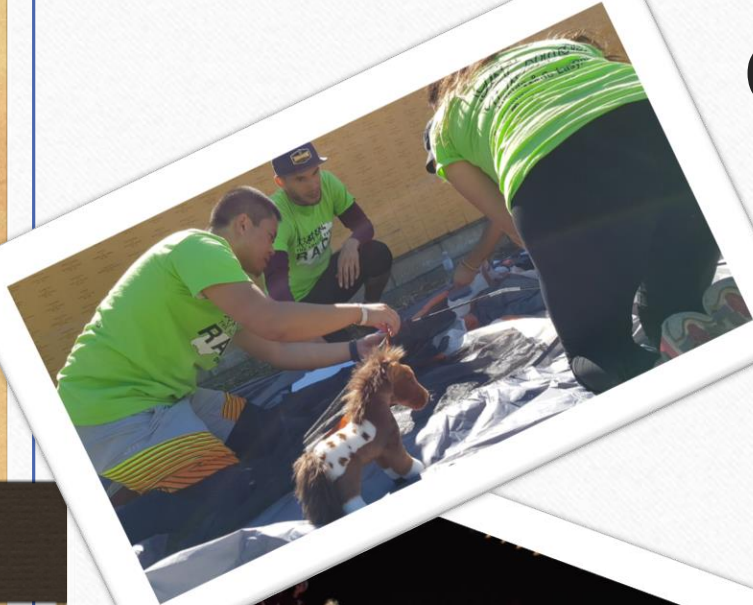
Steve Jobs



Chamber Charley Horse

Community Events

Concerts and Movies in the Park
Route 66 Parade & City Picnic
Community Awards
Amazing Family Race
Family Fun Fest
State of the City & School District



Taste of Duarte & Business Expo

976 attendees

32 restaurant booths

55 business & organization booths

SAVE THE DATE: May 6, 2020

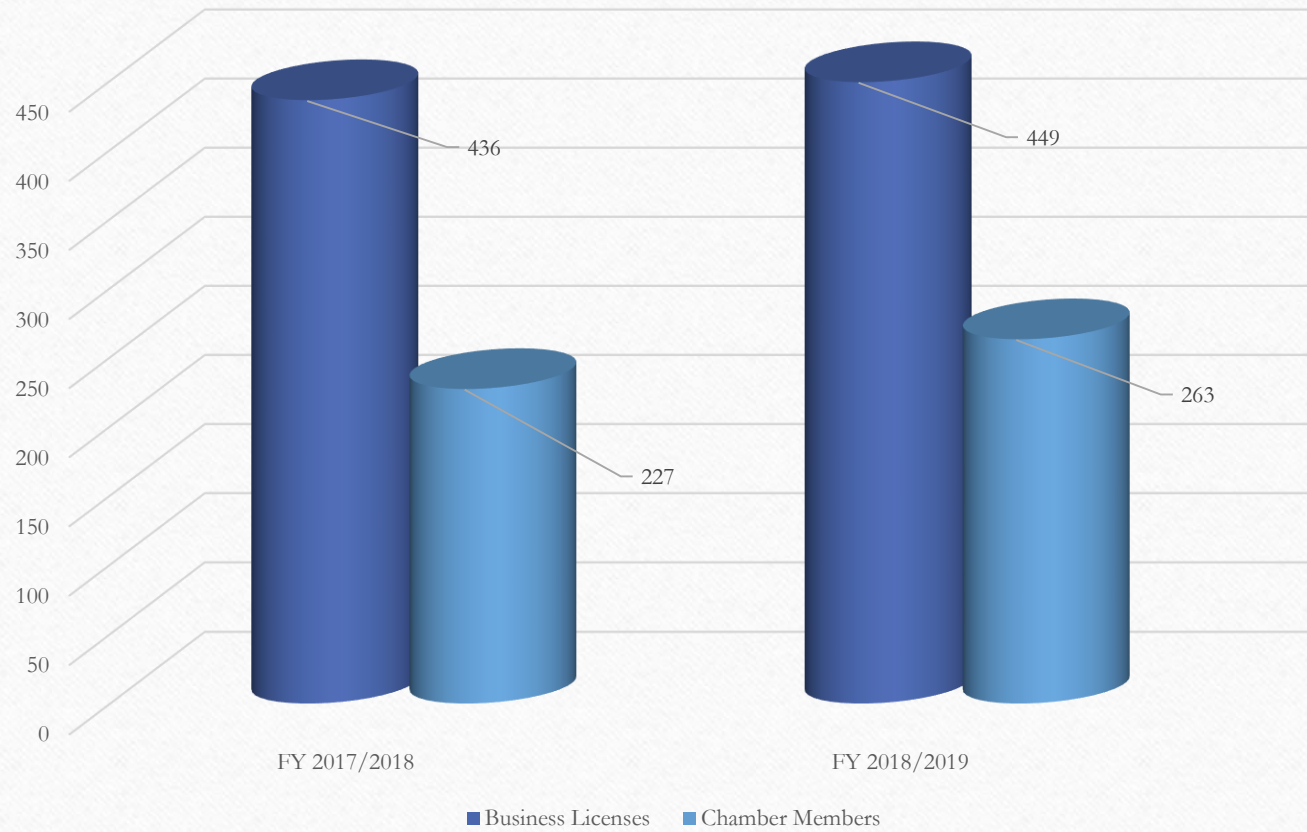


Improvements, Experiments & Recognition

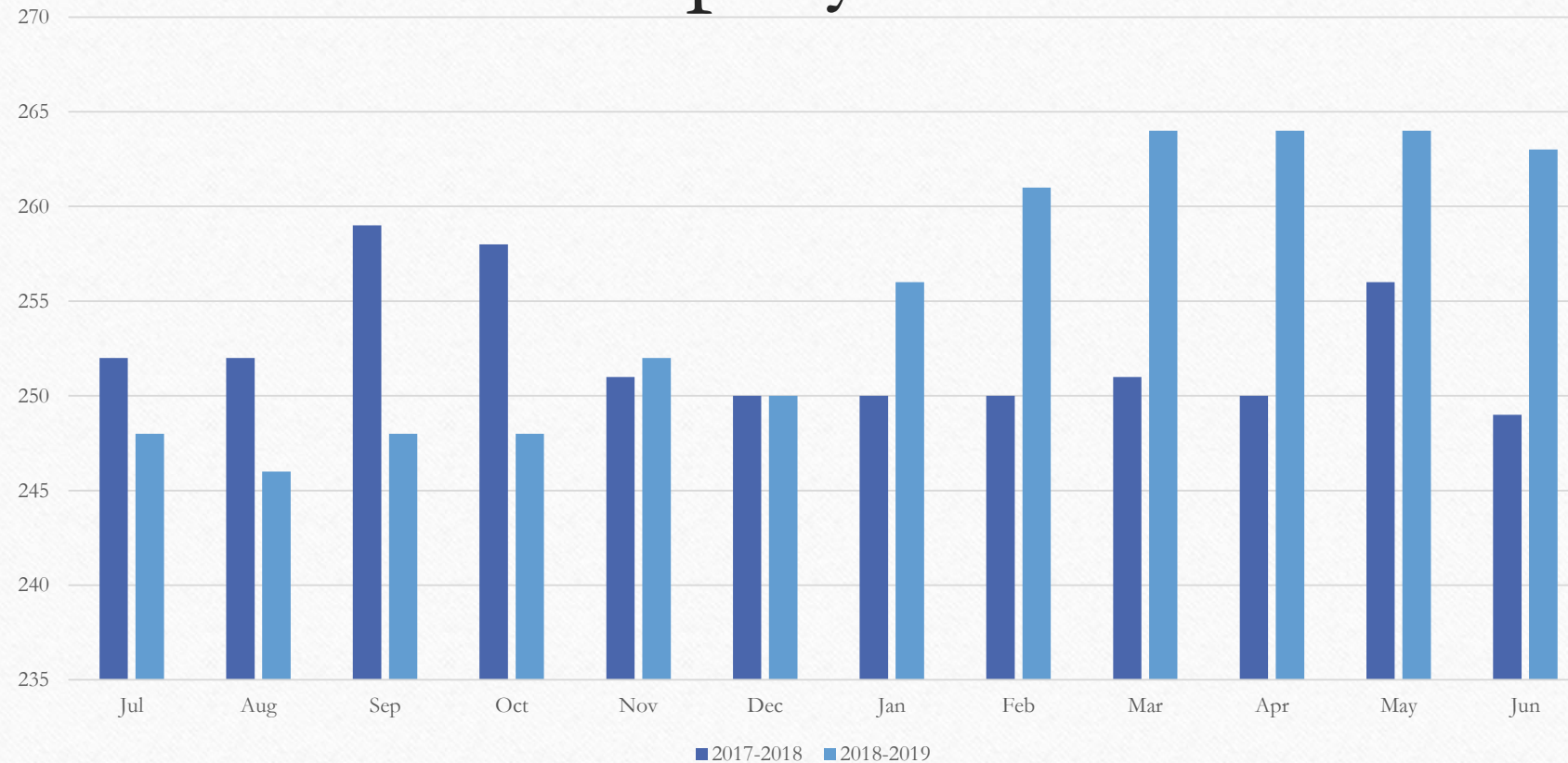


- Improvements
 - Financial Software Upgrades
 - File Automation
 - Business Card & Flyer Display Racks
- Experiments
 - Cheese, Crackers & Conversation
 - Lunch Meets
 - Merchandise Sales Expansion (bling & Charley)
- Recognition
 - 2018 Women in Business Non-Profit Executive Director Recognition by Senator Anthony Portantino
 - Participation in July at the NAF Conference in Detroit

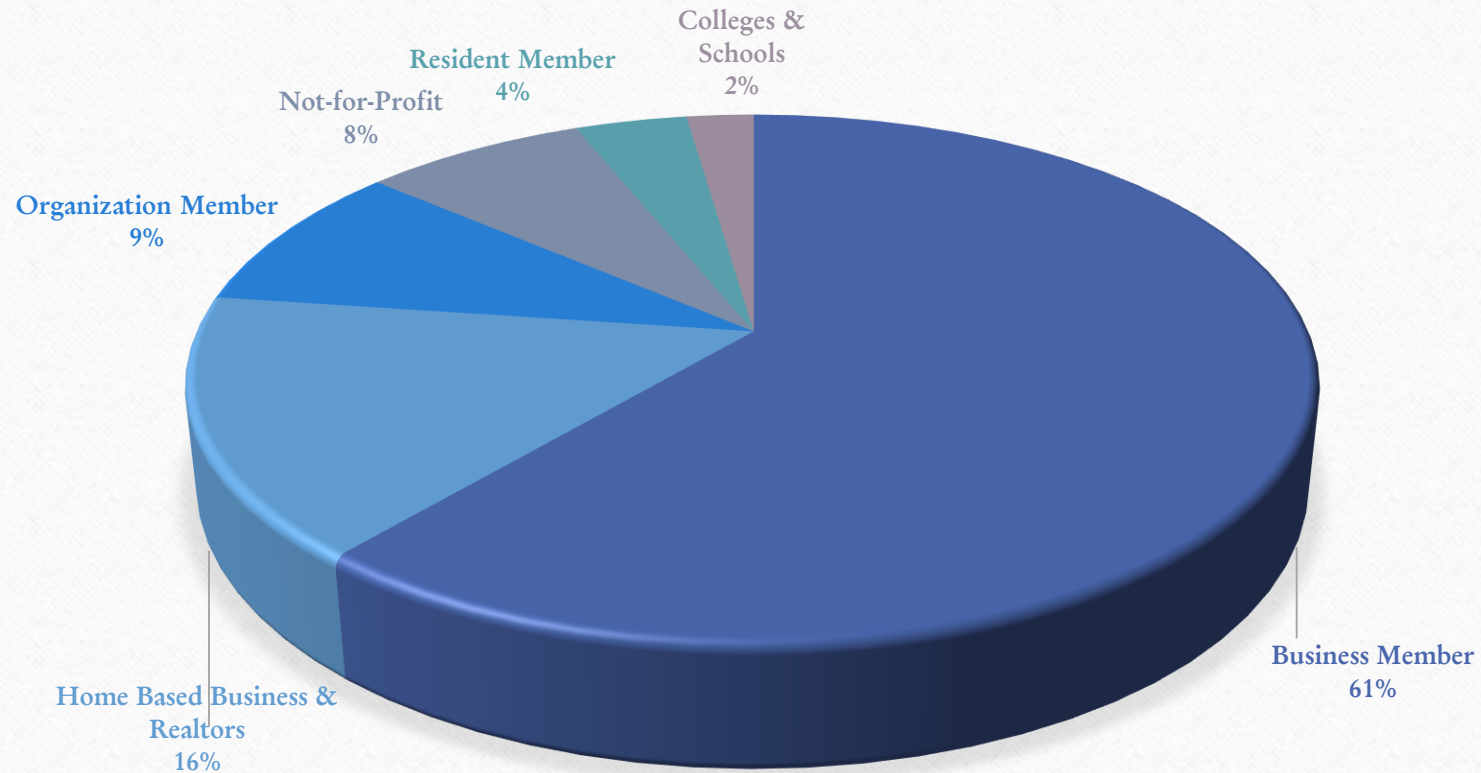
Chamber Participation in Duarte



Membership by the Numbers



Membership by Category



Business Seminars & Women's Business Expo

- Business Seminars
 - Growing Your Business Begins with You! - 22
 - Workforce Development - 37
 - Active Shooter: Being Prepared, Any Time, Any Place - 40
- Women's Business Expo & Seminar
 - 80 attendees
 - 37 exhibitors
 - 2 micro-grants awarded



Mixers, Breakfasts, and Ladies Brown Bag Lunch

3 Mixers – Over 300 attendees
11 Breakfasts – 313 attendees
11 Ladies Brown Bag Lunch – 220 attendees



3,019
People Reached

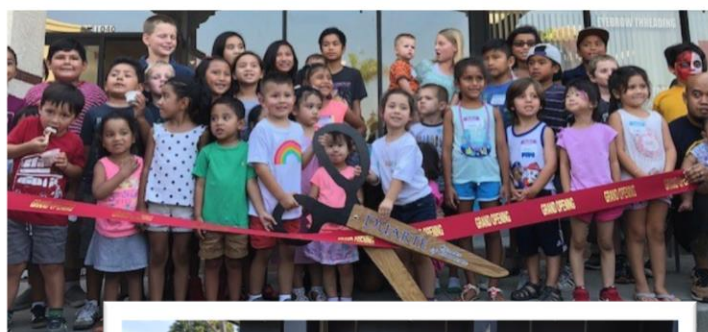
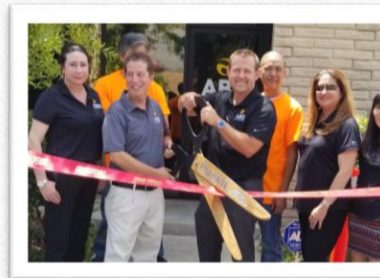


27

864
Engagements



9 Grand Openings
1 Grand Re-Opening
1 Expansion Celebration
1 Open House



Partnerships

- SCORE
- Business Visits
- Volunteer Opportunities
- Job Shadowing
- Principal for a Day
- Regional Organizations VACE, SGVLCC, FWDB, SGVER, Town Center Ad Hoc Committee

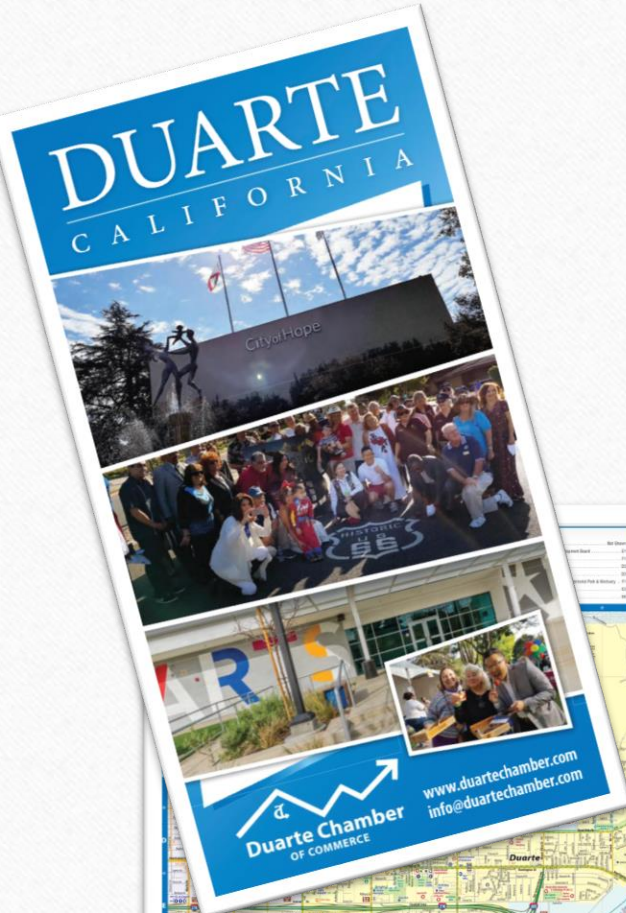


Pop Up Shops

Started and held 3 this FY



Publications



Advocacy & Community Involvement

Oppositions/Support
Educate
Candidates Forums



Focus Workforce Development

Public Education
K-12 Foothill Consortium Advisory Board



Board of Directors Installation

96 attendees





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 – JULY 9, 2019

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Paras-Caracci called the meeting to order at 7:05 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay (arrived at 7:07 p.m.), Kang, Lewis, Reilly, Urias, Paras-Caracci ABSENT: None ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Fasana moved, Kang seconded to adopt the Agenda, and carried with Finlay not present.
PLEDGE TO THE FLAG	Joanna Gee led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Paras-Caracci provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Finlay provided the warm-up.
SPECIAL ITEMS WIN Program Participants	Aida Torres, Crime Prevention Specialist, described the Workforce Investment Network internship program, and thanked the sponsors. Sarah Wicochea, Teen Center, introduced the program participants.
Introduction – Mayor’s Youth Council	Manuel Enriquez introduced the 2019/20 Mayor’s Youth Council members. Mayor Paras-Caracci presented them with certificates, and administered a special oath to them.
Proclamation – Parks Make Life Better in Duarte Month	Mayor Paras-Caracci read and presented the Proclamation for Parks Make Life Better in Duarte Month to Manuel Enriquez and the Parks and Recreation Department staff.
Recognition – Ham radio training graduates	Tony Hadloc described the ham radio certification program, and introduced the graduates. Mayor Paras-Caracci presented certificates, and Councilmember Kang presented the graduates with ham radios.
Public Safety update	Tony Hadloc discussed the recent earthquakes and preparedness kits. Brian Villalobos presented an update about the 4 th of July activities, including citations and observations. Finlay asked that in the future, we check to see the highest fine we can legally charge for discharging of fireworks.

ANNOUNCEMENTS

Tina Heany, Duarte Chamber, announced upcoming events and mixers in July.

Joanna Gee, Duarte Library, announced upcoming programs, story times, classes, and workshops in the Summer months.

Karen Herrera announced upcoming community events, activities, meetings, park programs, and Route 66 Parade.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Andrew Raubitschek – Video surveillance, Neighborhood Watch.
Michelle Silence – 4th of July celebration, suggestions.

CONSENT CALENDAR

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

Approve Items A, B, C, D.

PUBLIC HEARING

Council Bill 19-R-15

Orders levy of assessments

2019/20 Landscape/Ltg District

Mayor Paras-Caracci announced this was the time and place set for a Public Hearing to consider this item.

Council Bill 19-R-15 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2019-2020 WITHIN THE LANDSCAPE AND LIGHTING DISTRICT PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972

Dominic Milano, City Engineer, presented a staff report about the item.

Notice of the hearing was given, the affidavit is on file, and no written communications were received concerning the item.

Mayor Paras-Caracci asked if there was anyone in the audience who wished to speak on the matter. There were none.

Fasana moved, Kang seconded to close the Public Hearing, and carried unanimously.

There was discussion pertaining to charges in various zones, easements, management of the assessment district, some residents wanting to maintain the areas themselves, setbacks, property owners' rights, the City's rights, importance of standardization and level of upkeep, and possible workshop for further information.

Cosgrove restated the direction to staff, with City Council concurrence, as follows: 1) Staff to come back with a review of the history and current status of the Landscape and Lighting Districts and the assessments, options for potentially modifying that, and the pros and cons in terms of a policy overview of the same. 2) A broader discussion, perhaps a memorandum, of the different encumbrances on private property for the City in the way of rights left to the landowner, and the rights of the landowner with regard to the City, for different things like street

RESOLUTION NO. 19-15

Agreement – Cerrell Associates
Public education outreach
(Continued from 6/11/19)

easements, sidewalks, how the zoning setbacks work, and with utility or other easements.

Reilly moved, Urias seconded to adopt Resolution No. 19-15, and carried unanimously.

George presented a staff report about the item, and noted this was continued from the meeting of June 11, 2019.

Fasana moved, Urias seconded to authorize the City Manager to execute an Agreement with Cerrell Associates for public education outreach regarding a potential revenue measure in the amount of \$7,000 per month.

Brandon Stephenson, Cerrell, answered questions from Councilmembers, and provided additional information about the timeline and updates.

Finlay requested there be an update at every Council meeting. Paras-Caracci stated she would like one additional staff member to be part of the meeting(s) with Cerrell Associates, suggested Kristen Petersen, and Reilly agreed.

The motion to approve the item, as stated above, carried unanimously.

PUBLIC SAFETY COMM.
Overnight RV permit fee
City right-of-way

Brian Villalobos presented a staff report about the Public Safety Commission recommendation pertaining to overnight RV permit fee for parking on the City's right-of-way.

Gina Coburn stated she disagrees with the wording, they cannot park their RV in the driveway because of the slope of the street and the driveway, she already pays for storage, this feels like a luxury tax, and it feels punitive.

Jim Dunn stated his personal view is this is an infringement, it is assessing a tax on law-abiding citizens, it's like a use tax, and having a fee feels a little unreasonable.

There was discussion about the concern with motor homes being parked on streets, it affects everyone in the community, this benefits the community as a whole, the cost is nominal, and it is a reasonably good compromise.

The consensus of the City Council was that the Public Safety Commission recommendation is workable, and directed staff to arrange for a public hearing and resolution outlining the fees.

ORAL COMMUNICATIONS
(Continued)

The following spoke on items not on the Agenda.
Steve Hernandez – Lee Iacocca, Ross Perot, 4th July event.

REPORTS/COMMUNICATIONS
FROM COUNCIL/MANAGER/
ATTORNEY

GEORGE: Announced the American Red Cross is in need of blood, thanked the Deputy City Manager for suggesting July 3rd for the Independence Day celebration, and provided an update on the City Manager recruitment.

FASANA: Stated the 4th of July celebration was fabulous, he looks forward to a report back on the future of K-rails, stated Cal-Am water rates are going up 12%, some have turned medians into food gardens, and received an inquiry about buying the old street signs (Hensley responded).

LEWIS: Thanked staff for the Independence Day celebration.

FINLAY: Commented on the news coverage of the Independence Day event, thanked Michelle Silence for spearheading the fireworks measure, she is concerned about who will become the City Manager, inquired about a closed session about recruitment (Cosgrove responded), stated two concrete benches on the bike path near Vineyard and Royal Oaks Drive tend to lean back, people do not sit on them as droppings from the tree and water collects on them, inquired about use of goats on the hillside and asked about cleaning the bike path (Hensley responded), inquired about ADA compliant bus stops (Petersen responded), and suggested when we redo the bike trail, a plaque about its history be placed there.

URIAS: Commended staff on the fantastic Independence Day event, thanked staff for cleaning the lot on Buena Vista/Duarte Road, and asked staff to look into the process of receiving the designation Tree City USA.

KANG: Stated the Independence Day event was awesome, the new street signs make us look good and add value to our City, thanked staff, and congratulated Steve Hernandez on his recognition.

REILLY: Stated the Duarte Museum may be interested in some of the old street signs, congratulated Steve Hernandez as Senior of the Year, commented on her recent vacation, and noted July 20 is the 50th anniversary of the first man on the moon.

PARAS-CARACCI: Stated the Independence Day event was sponsor-worthy, thanked Congressman Napolitano, Senator Portantino, and Assemblymember Rubio, requested a follow-up on a thank you letter to the honor guard for their presence at the June 11 meeting, congratulated Mr. Hernandez, requested a six-month report about E-bus ridership, stated there were many staff members who volunteered at the Independence Day event, it says a lot about our community, and the employees show pride in their work.

MEETINGS ATTENDED

In addition to the meetings reported on the Agenda, the following attendance reports were provided:

Finlay – Senior volunteer dinner.

Kang – Senior appreciation event, pool party dive-in.

Mayor Paras-Caracci noted that the next meeting with the Los Angeles County Sheriff and Fire Departments will be held on Wednesday, October 2, 2019, at 7:30 a.m., in the Duarte Community Center Lounge, for a general discussion.

ADJOURNMENT

The meeting was adjourned at 9:49 p.m. in memory of Lee Iacocca, Ross Perot, and Zach Winstead.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk



City of Duarte

Council Warrant Register by Account By Fund

Payment Dates 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7614	GRAND PRINTING INC	Samuel Kang Business Cards	10858		163.83
100-1005-7614	GRAND PRINTING INC	Toney Lewis Business Cards	10858		95.70
100-1005-7642	MARGARET FINLAY	NLC Conference Airfare	6302019		351.96
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY20 Q1 Dues	FY20 Q1		110.00
100-1005-7649	U.S. BANK	Bryan Urias CA Contract Cities 5/2019 Conf Refund	6252019DG		-550.00
100-1005-7980	VERIZONWIRELESS	VW-Urias Phone 5/19/19 - 6/18/19	9832334882		62.53
100-1005-7980	VERIZONWIRELESS	VW-Urias iPad 5/19/19 - 6/18/19	9832334882		30.08
100-1005-7980	VERIZONWIRELESS	VW-Nunez iPad 5/19/19 - 6/18/19	9832334882		30.07
100-1010-7003	GOVERNMENT STAFFING SERVICES I...	Part-Time Receptionist 6/24/19 - 6/30/19	129373		1,444.00
100-1010-7003	GOVERNMENT STAFFING SERVICES I...	Part-Time Receptionist 7/1/19 - 7/7/19	129373july		1,707.00
100-1010-7610	U.S. BANK	Darrell George Council Meeting 6/11/19 (Super 8)	6252019DG		82.50
100-1010-7610	U.S. BANK	Victoria Rocha MMASC Conference 6/11/19	6252019DG		115.00
100-1010-7610	U.S. BANK	Darrell George Mtg w/USC CMF Board Members	6252019DG		36.14
100-1010-7610	U.S. BANK	Darrell George Lunch Mtg w/Oliver (Max's)	6252019DG		16.13
100-1010-7614	STAMP-OUT	Office Stamps	127656		77.75
100-1010-7614	SMART & FINAL	Employee Appreciation (Part-Time Receptionist)	58049		29.51
100-1010-7614	U.S. BANK	Darrell George Car iPhone Equipment (Best Buy)	6252019DG		55.80
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 6/2019	443375		2,172.00
100-1010-7980	U.S. BANK	Council Workshop 6/11/19 (Young's Gourmet)	6252019KP		306.60
100-1010-7980	U.S. BANK	Council Mtg/Workshop 5/28/19 (Grano)	6252019KP		308.09
100-1010-7980	U.S. BANK	Council Workshop 6/10/19 (Tropicana Mkt)	6252019KP		144.97
100-1010-7980	DUARTE PETTY CASH	Budget Workshop (Starbucks)	6302019		7.10
100-1010-7980	DUARTE PETTY CASH	Council Workshop Dessert (Grocery Outlet)	6302019		5.99
100-1010-7980	DUARTE PETTY CASH	Budget Workshop (Costco)	6302019		15.98
100-1010-7980	VERIZONWIRELESS	VW-City Hall (DG) 4/19/19 - 5/18/19	9832334880		53.50
100-1010-7980	VERIZONWIRELESS	VW-Rocha Phone 5/19/19 - 6/18/19	9832334882		62.53
100-1010-7980	VERIZONWIRELESS	VW-Herrera Phone 5/19/19 - 6/18/19	9832334882		62.53
100-1010-7980	VERIZONWIRELESS	VW-Pascua Phone 5/19/19 - 6/18/19	9832334882		62.53
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 5/2019	840900		6,284.38
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 5/2019	25701		2,044.30
100-1015-7684	SILVER & WRIGHT LLP	Arberry Legal 5/2019	25701		5,200.08
100-1015-7684	SILVER & WRIGHT LLP	2026 Broadland Legal 5/2019	25701		2,350.04
100-1015-7684	SILVER & WRIGHT LLP	1939 Wardell Legal 5/2019	25701		1,241.40
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 6/2019	25814		5,337.86
100-1015-7684	SILVER & WRIGHT LLP	2026 Broadland Legal 6/2019	25814		4,518.96
100-1015-7684	SILVER & WRIGHT LLP	1398 Huntington Dr 6/2019	25814		147.70
100-1015-7684	SILVER & WRIGHT LLP	1939 Wardell Legal 6/2019	25814		751.00
100-1015-7684	SILVER & WRIGHT LLP	Arberry Legal 6/2019	25814		305.20
100-1015-7686	DAN SLATER	Legal Services 2/19 - 5/19	062019		360.00
100-1015-7686	LOS ANGELES COUNTY DISTRICT ATT...	District Attorney Fees 4/1/19 - 4/30/19	19-1055		287.11
100-1015-7686	RUTAN & TUCKER LLP	D & Design Legal 9/2018	822130		43.00
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation (Cal Am Water) 5/2019	840901		552.00
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 5/2019	840902		795.50
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater Litigation (NPDES) 5/2019	840905		25,399.61
100-1020-7711	DUARTE PETTY CASH	EE Appreciation Supplies	6302019		19.71
100-1020-7711	DUARTE PETTY CASH	EE Appreciation Supplies	6302019		5.48
100-1020-7712	U.S. BANK	Hootsuite 7/2/19 - 8/1/2019	6252019DG		14.99
100-1020-7712	U.S. BANK	Online Marketing (Constant Contact)	6252019DG		770.00
100-1020-7712	U.S. BANK	Spotify	6252019DG		9.99
100-1020-7713	VERIZONWIRELESS	VW-Museum Internet 6/19/19 - 7/18/19	9832334879		37.04
100-1020-7713	VERIZONWIRELESS	VW-Museum Phone 6/19/19 - 7/18/19	9832334879		23.63
100-1020-7715	U.S. BANK	Green Home Award Gift Cards (Home Depot)	6252019ME		140.00
100-1020-7716	J & J SPORTS & TROPHIES	July 3rd Celebration Sports Supplies	26495		27.92

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1020-7716	BOTANICA FLORIST	Duarte Resident 100th Birthday Celebration	43425		32.85
100-1020-7716	SHAFFER AWARDS	Duarte Library Engraved Plaque	5106		22.69
100-1020-7716	U.S. BANK	July 3rd Postcard/Banner Design/Print (Curo)	6252019ME		740.69
100-1020-7716	U.S. BANK	July 3rd Supplies (Amazon)	6252019ME		30.76
100-1020-7716	U.S. BANK	(10) Flag Banners (Amazon)	6252019ME		119.90
100-1020-7716	JAG ENDEAVORS LLC	July 3rd Event T-Shirts	736		610.94
100-1020-7719	DUARTE PIZZA COMPANY	SC Volunteer Dinner Star Wars Character Meal	269552		136.15
100-1020-7719	U.S. BANK	Deposit-SC Volunteer Dinner (St Kitchen LA)	6252019ME		500.00
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 8/1/19 - 10/31/19	7700987494		2,048.41
100-1020-7726	U.S. BANK	Adobe Creative Cloud	6252019KP		34.99
100-1205-7610	U.S. BANK	Brian V Lunch Mtg w/Captain Flores (Grano)	6252019BV		51.80
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY20 Q1 Dues	FY20 Q1		230.00
100-1205-7615	U.S. BANK	CERT Ham Class Snacks (Smart & Final)	6252019BV		86.03
100-1205-7615	U.S. BANK	CERT Ham Class Coffee (Starbucks)	6252019BV		35.90
100-1205-7615	U.S. BANK	(11) CPR/FA Cards (American Red Cross)	6252019ME		330.00
100-1205-7636	TOM'S CLOTHING & UNIFORMS INC	J Robles ACO Uniforms	14027		241.95
100-1205-7636	U.S. BANK	Juan Oseguera Uniform Shirts (Condor Elite)	6252019BV		81.59
100-1205-7650	AUTOZONE	Veh 22 Battery Core Charge	2814621653		19.71
100-1205-7650	AUTOZONE	Veh 22 Battery Core Credit	2814665656		-18.00
100-1205-7650	AUTOZONE	Veh 34 Washer Fluid/Freshner	2814678551		9.27
100-1205-7655	T-MOBILE	Emergency Asset Tracking 5/21/19 - 6/20/19	062119		12.75
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radios 5/19/19 - 6/18/19	9832334877		661.18
100-1205-7655	VERIZONWIRELESS	VW-Jeff Risley 6/19/19 - 7/18/19	9832334879		29.28
100-1205-7760	DUARTE PETTY CASH	TAP Cards (Homeless Program)	6302019	201826-Homelss Outreach	35.00
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS ANG...	Citation Revenue Tax 6/2019	71019		6,105.75
100-1205-7762	CALE AMERICA	WTP Fees 5/2019	154597		281.20
100-1205-7762	CALE AMERICA	WTP Fees 6/2019	155020		367.45
100-1205-7779	THE SAUCE CREATIVE SERVICES CORP	Community Events Signage	3563		240.90
100-1205-7779	AIDA TORRES	Youth Beach Trip Parking/Livescan (WIN Student)	6/2019		58.00
100-1205-7779	U.S. BANK	Relay for Life Volunteer Meal 6/8/19 (In-N-Out)	6252019BV		74.62
100-1205-7779	U.S. BANK	Youth Getty Museum Trip Lunch 6/10/19 (Subway)	6252019BV		236.45
100-1205-7779	U.S. BANK	Youth A-Team Beach Trip Supplies (Costco)	6252019BV		427.95
100-1205-7779	U.S. BANK	WIN Student Metro Cards/Reload (R2227)	6252019BV		92.00
100-1205-7779	U.S. BANK	DART Hike Lunch 6/6/19 (Youngs Gourmet)	6252019BV		60.65
100-1205-7779	U.S. BANK	Youth Workout Monday (Chick-Fil-A)	6252019BV		54.60
100-1205-7779	U.S. BANK	Youth A-Trip Movie Trip 6/17/19 Lunch (Jimmy John)	6252019BV		385.65
100-1205-7779	U.S. BANK	Youth A-Team Beach Trip Supplies (Walgreens)	6252019BV		18.70
100-1205-7779	U.S. BANK	2019 Red Ribbon Week Ribbons (Nimco)	6252019BV		246.87
100-1205-7779	U.S. BANK	Relay for Life Volunteer Meal 6/8/19 (Subway)	6252019BV		8.75
100-1205-7779	U.S. BANK	WIN Student Metro Pass Reload (R2252)	6252019BV		8.00
100-1205-7779	U.S. BANK	Field Trip Wristbands (Amazon)	6252019BV		9.99
100-1205-7779	U.S. BANK	DART Wagon (Amazon)	6252019BV		77.30
100-1205-7779	U.S. BANK	WIN Student Metro Pass Cards/Reload	6252019BV		52.00
100-1205-7779	U.S. BANK	Youth A-Team Beach Trip Parking 6/13/19	6252019BV		15.00
100-1205-7779	U.S. BANK	WIN Student Metro Pass Reload (R2228)	6252019BV		8.00
100-1205-7779	U.S. BANK	DART End of Year Banquet (Grano)	6252019BV		279.18
100-1205-7779	U.S. BANK	Canopy Stakes (Amazon)	6252019ME		30.42
100-1205-7780	U.S. BANK	Rabies Clinic Supplies (Smart & Final)	6252019BV		6.39
100-1205-7780	U.S. BANK	Rabies Clinic Lunch (Tropicana Mkt)	6252019BV		128.97
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 6/2019	85226		316.80
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S DEP...	Tobacco Enforcement 5/2019	194267CY	201904-Contract Law-Tobacco Grant	431.78
100-1205-7783	COUNTY OF LOS ANGELES PROBATIO...	Abernathy PIP Program 4/1/19 - 6/30/19	DUA1819-04	201914-GAPP-Cal VIP	22,828.31
100-1205-7980	BC TRAFFIC SPECIALIST	Retention-No Smoking Sign Installation	510205	201904-Other Exp-Tobacco Grant	951.95
100-1205-7980	SMART & FINAL	South Yard Breakroom Supplies	52455		30.24
100-1205-7980	FSP DESIGNS	Youth Program Uniforms	5986	201904-Other Exp-Tobacco Grant	896.91
100-1205-7980	U.S. BANK	Tobacco Control Class Supplies (Amazon)	6252019BV	201904-Other Exp-Tobacco Grant	26.83
100-1205-7980	U.S. BANK	Tobacco Enforcement Supplies (Staples)	6252019BV	201904-Other Exp-Tobacco Grant	78.72
100-1205-7980	U.S. BANK	Tobacco Control Ed Program Supplies (Nimco)	6252019BV	201904-Other Exp-Tobacco Grant	943.38
100-1205-7980	U.S. BANK	Adobe Creative Cloud	6252019BV	201904-Other Exp-Tobacco Grant	39.99
100-1205-7980	U.S. BANK	Tobacco Control Luncheon (Janet's Mediterranean)	6252019BV		262.80

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7980	AIDA TORRES	July 3rd Volunteer/Staff Dinner	7/3/2019		109.98
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOTHIL...	TLEP Grant CBO Srvcs 6/1/19 - 6/30/19	71119	201904-Other Exp-Tobacco Grant	5,443.78
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOTHIL...	Cal VIP CBO Srvcs 6/1/19 - 6/30/19	7112019	201914-Other Expenses-Cal VIP	5,778.19
100-1405-7610	MAINTENANCE SUPERINTENDENTS A...	Amanda Hamilton MSA Conference 2019	0023		475.00
100-1405-7610	U.S. BANK	Craig Hensley Metro Mtg 5/30/19 (Metro Pass)	6252019CH		7.00
100-1405-7613	U.S. BANK	Hightail Lg Data Format Transfer	6252019CH		15.99
100-1405-7614	U.S. BANK	Shelf Dividers (Amazon)	6252019CH		30.98
100-1405-7965	ELIE FARAH INC	CH Complex Parking Circulation Study	1 DUA19-29		4,000.00
100-1405-7965	BUCKNAM INFRASTURE GROUP INC	GIS Upgrade	352-02.05	201935-Prof Svcs-GIS Upgrade	885.00
100-1405-7965	LDM ASSOCIATES INC	FY19 Federal Grant Administration 6/2019	6270		200.00
100-1405-7965	KOA CORPORATION	Duarte Stop Sign Policy 6/2019	J893060 - 3		5,680.00
100-1405-7967	RKA CONSULTING GROUP	Duarte Public Works Inspections 5/2019	28893		4,440.00
100-1405-7969	RKA CONSULTING GROUP	Dedication of Sidewalk (Central/BV Traffic Signal)	28866		1,802.50
100-1405-7969	RKA CONSULTING GROUP	Contract Engineering 5/2019	28895		2,850.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 5/2019	28896		480.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 5/2019	28897		1,315.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Svc-FY20 LLD 5/2019	28943		887.50
100-1405-7975	BECKER BOARDS SMALL LLC	210/605 Fwy Billboard Ad 6/3/19 - 6/30/19	4-6393		1,500.00
100-1405-7980	DUARTE PETTY CASH	CMD Public Works Tablecloth Cleaning	6302019		20.00
100-1405-7980	COUNTY OF LOS ANGELES, CHIEF INF...	GIS Aerial Upgrade	991420519...	201935-GIS Upgrade	21,560.00
100-1410-7612	GERARD BATISTA	ISA-Certified Arborist Recertification	917563		120.00
100-1410-7621	U.S. BANK	Field Srvcs Water Coolers (Amazon)	6252019CH		141.60
100-1410-7621	AIRGAS USA LLC	Welding Cyliner Tank Purchase	9090213983		357.00
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 6/27/19	190521-069		145.00
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Graffiti Removal 6/2019	15981		669.30
100-1410-7815	WEST COAST ARBORISTS INC	Royal Oaks Trail Brush Clearance	149247		20,880.00
100-1410-7980	SMART & FINAL	South Yard Breakroom Supplies	52455		30.25
100-1410-7980	VERIZONWIRELESS	VW-FS Tablet 5/19/19 - 6/18/19	9832334882		30.07
100-1410-7980	VERIZONWIRELESS	VW-FS Mike 5/19/19 - 6/18/19	9832334883		60.02
100-1410-7980	VERIZONWIRELESS	VW-FS Efren 5/19/19 - 6/18/19	9832334883		60.02
100-1410-7980	VERIZONWIRELESS	VW-FS Gerard 5/19/19 - 6/18/19	9832334883		38.88
100-1410-7980	VERIZONWIRELESS	VW-FS Lamberto 5/19/19 - 6/18/19	9832334883		60.02
100-1410-7980	VERIZONWIRELESS	VW-FS Manny 5/19/19 - 6/18/19	9832334883		60.02
100-1410-7980	VERIZONWIRELESS	VW-FS Josh 5/19/19 - 6/18/19	9832334883		60.02
100-1410-8100	CT&T CONCRETE PAVING INC	Retention-City Hall Concrete Repair	CT5467		2,417.60
100-1415-7661	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
100-1500	MARILYN MAYS	Advance-Hip Hop Dance Competition	8/2/19 - 8/4...		480.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3418427562		95.93
100-1605-7650	EAN SERVICES LLC	Park to Pool Transportation 6/19/19	21620490		144.54
100-1605-7693	DUARTE PIZZA COMPANY	TC MYC Dinner	469578		80.67
100-1605-7693	FSP DESIGNS	Mayor's Youth Council Polo Shirts	5967		387.08
100-1605-7693	U.S. BANK	MYC Dinner 6/3/19 (Young's Gourmet)	6252019ME		160.70
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Supplies	62819	201909- Duarte's Promise - America's Promi...	13.19
100-1605-7729	SMART & FINAL	Concerts in the Park Snacks/Water	51519		44.43
100-1605-7729	U.S. BANK	Summer Concert Giveaways (Oriental Trading)	6252019ME		284.66
100-1605-7729	U.S. BANK	Concerts/Movies in Park Banners (The Sauce)	6252019ME		1,060.50
100-1605-7730	SMART & FINAL	Dive-In Movie Supplies	31636		185.23
100-1605-7730	SMART & FINAL	Touch-A-Truck Event Supplies	33687		53.80
100-1605-7730	SMART & FINAL	Touch-A-Truck Event Supplies	51635		39.87
100-1605-7730	U.S. BANK	Cotton Candy Cover Shield (Amazon)	6252019ME		87.59
100-1605-7730	DUARTE RECREATION PETTY CASH	Dive-In Movie Decorations/Foil	62819		57.96
100-1605-7730	SMART & FINAL	Touch-A-Truck Event Supplies	69300		179.56
100-1605-7730	ALEX FLORIO	Splashtacular Supplies	8400		93.68
100-1605-7733	RALPHS GROCERY COMPANY	Receipt Copy Charge	000416		5.00
100-1605-7733	RALPHS GROCERY COMPANY	SC Volunteer Dinner Supplies	103713		325.04
100-1605-7733	RALPHS GROCERY COMPANY	SC Mother's Day Tea	175051		65.00
100-1605-7733	J & J SPORTS & TROPHIES	SC Pickleballs	26510		140.16
100-1605-7733	RALPHS GROCERY COMPANY	SC Volunteer Dinner Supplies	312447		65.48
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	33685		53.03
100-1605-7733	SMART & FINAL	SC Volunteer Dinner Supplies	49584		149.28

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7733	SMART & FINAL	SC Volunteer Dinner Supplies	49585		32.11
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	56365		3.98
100-1605-7733	U.S. BANK	SC Netflix	6252019KP		21.74
100-1605-7733	U.S. BANK	Return-SC Square Envelopes	6252019ME		-43.18
100-1605-7733	U.S. BANK	SC Volunteer Dinner Glass Vase (WGV Int'l)	6252019ME		128.30
100-1605-7733	U.S. BANK	SC Frames (Dollar Tree)	6252019ME		87.08
100-1605-7733	U.S. BANK	SC Volunteer Dinner Black Paper (Amazon)	6252019ME		28.99
100-1605-7733	U.S. BANK	SC Volunteer Dinner Supplies (Amazon)	6252019ME		344.16
100-1605-7733	U.S. BANK	SC Volunteer Dinner Plates (Amazon)	6252019ME		69.90
100-1605-7733	U.S. BANK	SC Volunteer Dinner Supplies (Amazon)	6252019ME		184.64
100-1605-7733	U.S. BANK	Senior Ctr Supplies (Amazon)	6252019ME		64.56
100-1605-7733	U.S. BANK	SC Beverage Napkins (Party City)	6252019ME		19.67
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Volunteer Dinner Crystals/Strawberries	62819		48.39
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Display Items/Crafts/Desserts	62819		61.24
100-1605-7733	DUARTE RECREATION PETTY CASH	SC July 3 Booth Items	62819		30.17
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	65039		82.69
100-1605-7733	DOUGLAS EDWARDS	SC Speaking Engagement	7/23/2019		100.00
100-1605-7733	BEN RUSHING	SC Vinyl Record Night Entertainment	7/24/2019		125.00
100-1605-7735	U.S. BANK	Fanny Packs (Amazon)	6252019ME		62.97
100-1605-7735	U.S. BANK	Teen Ctr Supplies (Amazon)	6252019ME		43.40
100-1605-7735	U.S. BANK	TC We Glow Necklaces (Virginia Toys & Novelty)	6252019ME		243.51
100-1605-7735	U.S. BANK	TC Food 6/10/19 (Hilltop's Jamaican Mkt)	6252019ME		250.00
100-1605-7735	U.S. BANK	Duarte Dance Costumes (Amazon)	6252019ME		19.94
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	69264		174.24
100-1605-7736	J & J SPORTS & TROPHIES	Nature Camp T-Shirts	26421		461.32
100-1605-7736	J & J SPORTS & TROPHIES	Nature Camp T-Shirts	26481		34.49
100-1605-7736	STAPLES ADVANTAGE	Duarte Pk Class White boards	3418175597		118.25
100-1605-7736	STAPLES ADVANTAGE	Cutting Board	3418427560		73.46
100-1605-7736	SMART & FINAL	Nature Camp Supplies	55460		14.72
100-1605-7736	U.S. BANK	Summer Camp Supplies (Amazon)	6252019ME		80.98
100-1605-7736	AGI ACADEMY	Instructor Fees-Math Workshop	71119		111.30
100-1605-7736	AMERICASIA	Instructor Fee-Golf	71119		227.50
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics	71119		472.50
100-1605-7736	YOUNG REMBRANDTS	Instructor Fees-Preschool Drawing	71119		168.00
100-1605-7736	YOUNG REMBRANDTS	Instructor Fees-Intro to Drawing	71119		210.00
100-1605-7736	AGI ACADEMY	Instructor Fees-Critical Reading	71119		296.80
100-1605-7740	KIDS EMPIRE MONROVIA	Adventure Club Excursion	7/23/2019		260.00
100-1605-7740	KNOTT'S BERRY FARM	Adventure Club Trip	7/25/2019		952.00
100-1605-7740	OC ROPES COURSE	Adventure Club Excursion	7/29/2019		435.00
100-1605-7740	SPEEDZONE	Adventure Club Excursion	7/31/2019		478.28
100-1605-7740	THE COVE, STAND GUARD AQUATICS	Adventure Club Excursion	8/1/2019		348.00
100-1605-7740	THE COVE, STAND GUARD AQUATICS	Adventure Club Excursion	916520		473.00
100-1605-7741	CHALLENGER TEAMWEAR	T-Ball Trophies	1033211-IN		399.96
100-1605-7741	SMART & FINAL	Park Supplies	49848		38.49
100-1605-7741	U.S. BANK	Summer Day Camp Supplies (Amazon)	6252019ME		743.31
100-1605-7741	U.S. BANK	Summer Day Camp Supplies (Amazon)	6252019ME		193.91
100-1605-7741	U.S. BANK	Summer Day Camp Supplies (Amazon)	6252019ME		13.12
100-1605-7741	U.S. BANK	Summer Day Camp Supplies (Amazon)	6252019ME		330.99
100-1605-7741	U.S. BANK	(2) Pop Up Canopies (Amazon)	6252019ME		30.42
100-1605-7741	U.S. BANK	Food Coloring (Amazon)	6252019ME		11.43
100-1605-7741	U.S. BANK	Summer Day Camp Supplies (Amazon)	6252019ME		345.79
100-1605-7741	U.S. BANK	T-Ball Supplies (Amazon)	6252019ME		83.58
100-1605-7741	DUARTE RECREATION PETTY CASH	Day Camp Supplies/Cart/Pizza	62819		137.28
100-1605-7741	SMART & FINAL	Summer Day Camp Supplies	66912		3.58
100-1605-7741	SMART & FINAL	T-Ball Supplies	69299		20.62
100-1605-7745	U.S. BANK	TC Boxing Equipment (Pro Boxing Equipment)	6252019ME		648.10
100-1605-7980	U.S. BANK	Swim Team Caps (Swim Outlet)	6252019ME		300.30
100-1605-7980	U.S. BANK	Swim Team Suits (Swimoutlet.com)	6252019ME		685.88
100-1605-7980	U.S. BANK	Staff Training Supplies (Target)	6252019ME		32.83
100-1605-7980	U.S. BANK	Swim Team Suit (Swimoutlet.com)	6252019ME		24.66

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7980	U.S. BANK	Part-Time Staff Recognition Gift Cards (Pavillion)	6252019ME		331.60
100-1605-7980	MANUEL ENRIQUEZ	Uber Ride (Staff Return from Hospital Visit)	6302019		11.41
100-1605-7980	MANUEL ENRIQUEZ	PT Staff Recognition (Target)	6302019		156.00
100-1605-7980	VERIZONWIRELESS	VW-Kelly Barnes 6/19/19 - 7/18/19	9832334879		36.66
100-1605-7980	VERIZONWIRELESS	VW-AmeriCorps (SC) 6/19/19 - 7/18/19	9832334879		36.66
100-1605-7980	VERIZONWIRELESS	VW-George Dang 6/19/19 - 7/18/19	9832334879		36.66
100-1610-7616	CALIBER COMMERCIAL POOL SERVICE	Training Pool Chlorine Pump Repair	19260601		287.57
100-1610-7616	CALIBER COMMERCIAL POOL SERVICE	Training Pool Heater Repair	19260602		473.21
100-1610-7618	IT'S A GAS INC	Helium Tank Refills	123013		764.72
100-1610-7618	SMART & FINAL	SC Coffee Supplies	33686		56.29
100-1610-7618	SMART & FINAL	Council Mtg Supplies	51657		22.98
100-1610-7618	U.S. BANK	Wireless Monitor System (Amazon)	6252019ME		28.58
100-1610-7618	SMART & FINAL	SC Coffee Supplies	65038		144.55
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 8/1/19 - 8/31/19	1180784		43.26
100-1610-7652	MONROVIA LOCK SHOP	CC Door Lock Repair	23169		245.00
100-1610-7652	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		232.00
100-1610-7915	BRIGHTVIEW LANDSCAPE SERVICES I...	Median/Sidewalk Planting Project	6390524	201618-Lndscp/Tree/Kiewitt	6,672.28
100-1610-7915	IRONWOOD UNLIMITED INC	Duarte Rd Median Planting Project	SI-76711	201618-Lndscp/Tree/Kiewitt	1,614.85
100-1610-7915	IRONWOOD UNLIMITED INC	Duarte Rd Sidewalk Planting Project	SI-76713	201618-Lndscp/Tree/Kiewitt	1,464.78
100-1610-7915	IRONWOOD UNLIMITED INC	Huntington Dr Median Planting Project	SI-76714	201618-Lndscp/Tree/Kiewitt	2,048.09
100-1610-8100	U.S. BANK	Balance-SC Furniture (La-Z-Boy)	6252019ME		914.30
100-1805-7610	U.S. BANK	Audit Week Staff Meeting (T-Burgers)	6252019KP		54.24
100-1805-7612	GOVERNMENT FINANCE OFFICERS AS...	Kristen Petersen Membership 8/1/19 - 7/31/20	0123001-64...		225.00
100-1805-7614	U.S. BANK	Office Supplies (Amazon)	6252019KP		64.48
100-1805-7654	MOSS, LEVY & HARTZHEIM LLP	FY19 Interim Audit Work	9217		10,000.00
100-1805-7980	U.S. BANK	Microsoft 365 5/27/19 - 6/26/19	6252019KP		12.00
100-1805-7980	VERIZONWIRELESS	VW-City Hall (KP) 4/19/19 - 5/18/19	9832334880		53.50
100-1810-7660	CALIFORNIA STATE DEPARTMENT OF ...	Fingerprint Apps 6/2019	388072		320.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICES	Livescan Services 6/2019	CMC-2295		253.00
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physicals 6/2019	132424-898...		100.00
100-1810-7980	DUARTE PETTY CASH	Postage (Personnel Litigation Request)	6302019		11.85
100-1810-7980	DUARTE PETTY CASH	Postage (Subpeona Records Mailing)	6302019		25.50
100-1815-7632	MAXTREME INC	Gsuite Hosting 6/2019	13417		1,045.20
100-1815-7632	U.S. BANK	Adobe AcroPro-CMD Amanda/Teresa	6252019KP		14.99
100-1815-7632	U.S. BANK	Adobe Creative Cloud	6252019KP		314.91
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 7/2019	11071		553.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Svcs 7/2019	11068		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 7/2019	11069		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 7/2019	11070		567.60
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	6252019KP		19.52
100-1815-7980	THE TECHNOLOGY DEPOT INC	Access Point Installation (CH Front Lobby)	11030-R1		1,345.41
100-1815-7980	U.S. BANK	Drobo 5-Drive Direct Attached Storage (Amazon)	6252019KP		655.91
100-1815-7980	U.S. BANK	WD Red Pro 8TB Internal Hard Drive (Amazon)	6252019KP		350.35
100-1815-7980	U.S. BANK	(1) LG Monitor/(1) Seagate 8TB Internal Hard Drive	6252019KP		681.88
100-1815-7980	CDW GOVERNMENT LLC	Recycling Fee	SWT9981		10.00
100-1815-7980	CDW GOVERNMENT LLC	Apple MacBook Pro 13" Core i5 2.4GHz	SWT9981		4,908.38
100-1815-7980	CDW GOVERNMENT LLC	AppleCare+ Extened Service Agreement 3 yr	SWW2011		423.30
100-1825-7613	GRAND PRINTING INC	Erwin Mendez Business Cards	10858		95.70
100-1825-7626	DUARTE PETTY CASH	CMD Package Postage	6302019		14.80
100-1825-7747	CITY OF LOS ANGELES	FY20 LARA Membership Dues	48H-50-381...		4,502.09
100-2023	DAVID EOFF	City Kitty Separation Payment	7/25/2019		100.00
100-2023	NOHEMI HERNANDEZ	David Eoff City Kitty Separation Lunch/Dinner	7172019		30.00
100-2120	ESTHER RIVAS	TC Rent Deposit Refund	R00001418		300.00
100-2120	BEATRIZ MONRAZ	ROP Bldg Rent Deposit Refund 7/13/19	R1498		150.00
100-2120	RUTH BROWN	Pool Rent Deposit Refund 6/30/19	R2095		200.00
100-2120	ANA LAURA VIVAS	CC Rent Deposit Refund 7/13/19	R2206		500.00
100-2120	RAQUEL SOLORZANO	CC Rent Deposit Refund	R2230		500.00
100-2120	KIRKLEY CORPORATION INC	Cash Bond Refund (Planet Fitness)	R80164		5,000.00
100-2120	JACINTO MACIAS	Pool Rent Deposit Refund 6/29/19	R80261		200.00
100-2121	MOORE IACOFANO GOLTSMAN INC	Duarte Station Specific Plan/EIR 5/2019	0059222	201915-Duarte Station Specific Plan-Expense	53,242.61

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-2121	MOORE IACOFANO GOLTSMAN INC	Duarte Station Specific Plan/EIR 6/2019	0059533	201915-Duarte Station Specific Plan-Expense	34,433.38
100-2121	MONROVIA REPRODUCTION	Large Format Copies (Russell Pina)	205042		38.87
100-2121	THE SAUCE CREATIVE SERVICES CORP	Fidel del Real (US Army) Military Banner	3557		123.74
100-2121	U.S. BANK	Kristen Petersen Offset Entry	6252019KP		0.65
100-2124	SANDRA AVILA	Gazebo Rent Deposit Refund	2000641.002		50.00
100-2124	GEORGE JIMENEZ	Gazebo Rent Deposit Refund	2000643.002		50.00
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Refill 6/2019	6010007		354.00
100-2126	JAMIE KARG	Const/Demo Permit Refund 2019-149	R01722		2,000.00
100-2200	ALBERTA LOCKHART	Cancellation-CC Rent 9/7/19 Down Pymt	R2431		100.00
100-4202	HEILLER CONSTRUCTION INC	Refund for Inspections (R02267)	R002267		3,840.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 7/2019	80246	250004 - Property Rent - Nextel Rent (Otis G...	1,645.10
100-5004	JAMIE KARG	Administrative Fee	R01722		-125.00
Fund 100 - GENERAL FUND Total:					350,220.92

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2220-7980	STAPLES ADVANTAGE	Public Works Supplies	3418427561		69.12
220-2220-7980	VERIZONWIRELESS	VW-Amanda 5/19/19 - 6/18/19	9832334883		38.88
220-2220-7980	VERIZONWIRELESS	VW-Teresa 5/19/19 - 6/18/19	9832334883		38.88
220-2225-7980	STAPLES ADVANTAGE	Public Works Supplies	3417690357		61.35
220-2225-7980	STAPLES ADVANTAGE	Public Works Supplies	3418175599		23.06
220-2225-8100	ELIE FARAH INC	Traffic Signal Battery Backup System	DUA18-04 #5	201906-Capital Improv-Phase I Batt Bkup-Pe...	400.00
Fund 220 - GAS TAX FUN Total:					631.29

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	C.E.S. (Colorado Electric Supply) a Div...	Citywide Street Light Repairs	PDA/009165		567.63
240-2405-7888	C.E.S. (Colorado Electric Supply) a Div...	Citywide Street Light Repairs	PDA/009265		122.05
240-2410-7662	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		1,218.00
240-2410-7663	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		348.00
240-2410-7896	BRIGHTVIEW LANDSCAPE SERVICES I...	Median/Sidewalk Planting Project	6390524		1,975.73
240-2420-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		174.00
240-2421-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		116.00
240-2422-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
240-2423-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
240-2424-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
240-2425-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVICES I...	Hearthstone Brush Clearance	6390521		3,166.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVICES I...	Hearthstone Brush Clearance	6390522		1,536.00
240-2425-7913	BRIGHTVIEW LANDSCAPE SERVICES I...	Hearthstone Brush Clearance	6390591		448.00
240-2427-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		116.00
240-2429-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
240-2431-7887	GLENDORA PLUMBING & HEATING I...	Backflow Testing	76350		58.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					10,135.41

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8060	LDM ASSOCIATES INC	FY19 CDBG Curb Ramp Administration 6/2019	6271	201912-Sidewalk Imprv-CDBG ADA Ramp Pr...	300.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					300.00

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7980	WEST COAST ARBORISTS INC	Tree Trimming @ Bus Stops	147552		1,950.00
440-4405-7980	SMART & FINAL	South Yard Breakroom Supplies	52455		30.25
440-4405-7980	REGIONAL TAP SERVICE CENTER	TAP Card Sales	6010007		-18.00
Fund 440 - PROPOSITION A TRANSIT FUND Total:					1,962.25

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-4705-8060	SITEONE LANDSCAPE SUPPLY HOLDI...	Las Lomas Sidewalk Project Irrigation Materials	92457667-0...		141.93
Fund 470 - MEASURE R LR TRANSIT FUND Total:					141.93

Council Warrant Register by Account

Payment Dates: 07/10/2019 - 07/23/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 520 - TOWN CENTER DEBT SERVICE FUND					
520-1100	US BANK NATIONAL ASSOCIATION	COPS 2013 July 2019 Payment	1440025		-9.93
520-5205-8340	US BANK NATIONAL ASSOCIATION	COPS 2013 July 2019 Payment	1440025		70,409.83
520-5205-8350	US BANK NATIONAL ASSOCIATION	COPS 2013 July 2019 Payment	1440025		5,105.20
Fund 520 - TOWN CENTER DEBT SERVICE FUND Total:					75,505.10
Grand Total:					438,896.90

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	350,220.92
220 - GAS TAX FUN	631.29
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	10,135.41
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	300.00
440 - PROPOSITION A TRANSIT FUND	1,962.25
470 - MEASURE R LR TRANSIT FUND	141.93
520 - TOWN CENTER DEBT SERVICE FUND	75,505.10
Grand Total:	438,896.90

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7614	Office Supplies	259.53
100-1005-7642	Travel & Exp - Finlay	461.96
100-1005-7649	Travel & Exp - Urias	-550.00
100-1005-7980	Other Expenses	122.68
100-1010-7003	Part-Time/Temp Salaries	3,151.00
100-1010-7610	Travel, Mtgs & Conf	249.77
100-1010-7614	Office Supplies	163.06
100-1010-7670	Legal Notices	2,172.00
100-1010-7980	Other Expenses	1,029.82
100-1015-7680	City Attorney Legal	6,284.38
100-1015-7684	Code Enforcement Legal	21,896.54
100-1015-7686	Other Legal Services	27,437.22
100-1020-7711	Employee Recognition C...	25.19
100-1020-7712	Community Information (...)	794.98
100-1020-7713	Historical Museum Bldg ...	60.67
100-1020-7715	Green Home Awards	140.00
100-1020-7716	Special Community Events	1,585.75
100-1020-7719	Volunteer Recognition	636.15
100-1020-7724	Post Office Parking	2,048.41
100-1020-7726	Council Cablecasting	34.99
100-1205-7610	Travel, Mtgs & Conf	51.80
100-1205-7612	Publications and Dues	230.00
100-1205-7615	Emergency Supplies	451.93
100-1205-7636	Uniforms	323.54
100-1205-7650	Vehicle Maintenance	10.98
100-1205-7655	Emergency Services	703.21
100-1205-7760	Homeless Outreach Progr...	35.00
100-1205-7761	Parking Ticket Collect	6,105.75
100-1205-7762	Parking Pass Kiosk Costs	648.65
100-1205-7779	Youth Programs	2,385.03
100-1205-7780	Animal Control	452.16
100-1205-7781	Contract Law Enforcement	431.78
100-1205-7783	GAPP Program	22,828.31
100-1205-7980	Other Expenses	14,562.77
100-1405-7610	Travel, Mtgs & Conf	482.00
100-1405-7613	Duplications And Photos	15.99
100-1405-7614	Office Supplies	30.98
100-1405-7965	Professional Services	10,765.00
100-1405-7967	Public Works Inspections	4,440.00
100-1405-7969	City Engineer	7,335.00
100-1405-7975	Economic Development E...	1,500.00
100-1405-7980	Other Expenses	21,580.00
100-1410-7612	Publications and Dues	120.00
100-1410-7621	Other Supplies	498.60
100-1410-7656	Emergency Generator	145.00
100-1410-7814	Graffiti Removal	669.30

Account Summary

Account Number	Account Name	Payment Amount
100-1410-7815	Brush Clearance	20,880.00
100-1410-7980	Other Expenses	399.30
100-1410-8100	K Rail/Other Capital Impr...	2,417.60
100-1415-7661	Other Serv-Sports Park	58.00
100-1500	Advances	480.00
100-1605-7614	Office Supplies	95.93
100-1605-7650	Vehicle Maintenance	144.54
100-1605-7693	Youth Council	628.45
100-1605-7728	Americorp's VIP Program	13.19
100-1605-7729	Concerts In The Park	1,389.59
100-1605-7730	Special Events	697.69
100-1605-7733	Senior Center	2,192.43
100-1605-7735	Teen Center	794.06
100-1605-7736	Recreation Classes	2,269.32
100-1605-7740	Youth Excursions	2,946.28
100-1605-7741	Sports/Playground Progr...	2,352.48
100-1605-7745	Boxing Program	648.10
100-1605-7980	Other Expenses	1,652.66
100-1610-7616	Pool Supplies	760.78
100-1610-7618	Building Supplies	1,017.12
100-1610-7652	Building Maint Services	520.26
100-1610-7915	Landscape-Citywide-Kiew...	11,800.00
100-1610-8100	Other Capital Improvemnts	914.30
100-1805-7610	Travel, Mtgs & Conf	54.24
100-1805-7612	Publications and Dues	225.00
100-1805-7614	Office Supplies	64.48
100-1805-7654	Audit Services	10,000.00
100-1805-7980	Other Expenses	65.50
100-1810-7660	Other Services	573.00
100-1810-7673	Physical Exams	100.00
100-1810-7980	Other Expenses	37.35
100-1815-7632	Software Maintenance	1,375.10
100-1815-7821	Personal Computer Suppo...	553.00
100-1815-7830	Telephones	1,573.12
100-1815-7980	Other Expenses	8,375.23
100-1825-7613	Duplications And Photos	95.70
100-1825-7626	Postage	14.80
100-1825-7747	Beverage Cont Recycling	4,502.09
100-2023	EE City Kitty Contributions	130.00
100-2120	Refundable Deposits	6,850.00
100-2121	Pass Through Deposits	87,839.25
100-2124	Gazebo Refundable Depos..	100.00
100-2125	Metro Pass Through (TAP)	354.00
100-2126	Construction and Demolit...	2,000.00
100-2200	Unearned Revenue	100.00
100-4202	Engineering Permits	3,840.00
100-4408	Property Rental	1,645.10
100-5004	Other Revenue	-125.00
220-2220-7980	Other Expenses	146.88
220-2225-7980	Other Expenses	84.41
220-2225-8100	Other Capital Improvemnts	400.00
240-2405-7888	Repairs-Citywide	689.68
240-2410-7662	Other Serv-Citywide	1,218.00
240-2410-7663	Other Serv-Medians	348.00
240-2410-7896	Tree Planting-Citywide	1,975.73
240-2420-7887	Repairs & Replacements	174.00
240-2421-7887	Repairs & Replacements	116.00
240-2422-7887	Repairs & Replacements	58.00

Account Summary

Account Number	Account Name	Payment Amount
240-2423-7887	Repairs & Replacements	58.00
240-2424-7887	Repairs & Replacements	58.00
240-2425-7887	Repairs & Replacements	58.00
240-2425-7913	Brush Clearance	5,150.00
240-2427-7887	Repairs & Replacements	116.00
240-2429-7887	Repairs & Replacements	58.00
240-2431-7887	Repairs & Replacements	58.00
260-2605-8060	Sidewalk Improvements (...)	300.00
440-4405-7980	Other Expenses	1,962.25
470-4705-8060	Sidewalk/Concrete Repair ..	141.93
520-1100	Cash/Invest- Fiscal Agent	-9.93
520-5205-8340	Principal Payments	70,409.83
520-5205-8350	Interest Expense	5,105.20
Grand Total:		438,896.90

Project Account Summary

Project Account Key	Payment Amount
None	277,162.78
201618-Lndscp/Tree/Kiewitt	11,800.00
201826-Homelss Outreach	35.00
201904-Contract Law-Tobacco Grant	431.78
201904-Other Exp-Tobacco Grant	8,381.56
201906-Capital Improv-Phase I Batt Bkup-Ped Head	400.00
201909- Duarte's Promise - America's Promise Exp	13.19
201912-Sidewalk Imprv-CDBG ADA Ramp Proj	300.00
201914-GAPP-Cal VIP	22,828.31
201914-Other Expenses-Cal VIP	5,778.19
201915-Duarte Station Specific Plan-Expense	87,675.99
201935-GIS Upgrade	21,560.00
201935-Prof Svcs-GIS Upgrade	885.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,645.10
Grand Total:	438,896.90



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 07/10/2019 - 07/23/2019

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description				Item Amount
212979	7/17/2019	T4019	KIRKLEY CORPORATION INC			5,000.00
	R80164	Cash Bond Refund (Planet Fitness)		100-2120		5,000.00
212999	7/23/2019	5155	BOYS & GIRLS CLUBS OF THE FOOTHILLS			5,443.78
	71119	TLEP Grant CBO Svcs 6/1/19 - 6/30/19		100-1205-7980	201904-Other Exp-Tobacco Grant	5,443.78
213	7/16/2019	1035	US BANK NATIONAL ASSOCIATION			75,505.10
	1440025	COPS 2013 July 2019 Payment		520-1100		-9.93
	1440025	COPS 2013 July 2019 Payment		520-5205-8340		70,409.83
	1440025	COPS 2013 July 2019 Payment		520-5205-8350		5,105.20
213000	7/23/2019	5155	BOYS & GIRLS CLUBS OF THE FOOTHILLS			5,778.19
	7112019	Cal VIP CBO Svcs 6/1/19 - 6/30/19		100-1205-7980	201914-Other Expenses-Cal VIP	5,778.19
213001	7/23/2019	3889	BRIGHTVIEW LANDSCAPE SERVICES INC			13,798.01
	6390521	Hearthstone Brush Clearance		240-2425-7913		3,166.00
	6390522	Hearthstone Brush Clearance		240-2425-7913		1,536.00
	6390524	Median/Sidewalk Planting Project		100-1610-7915	201618-Lndscp/Tree/Kiewitt	6,672.28
	6390524	Median/Sidewalk Planting Project		240-2410-7896		1,975.73
	6390591	Hearthstone Brush Clearance		240-2425-7913		448.00
213007	7/23/2019	1102	CDW GOVERNMENT LLC			5,341.68
	SWT9981	Apple MacBook Pro 13" Core i5 2.4GHz		100-1815-7980		4,908.38
	SWT9981	Recycling Fee		100-1815-7980		10.00
	SWW2011	AppleCare+ Extended Service Agreement...		100-1815-7980		423.30
213010	7/23/2019	1117	COUNTY OF LOS ANGELES PROBATION DEPARTMENT			22,828.31
	DUA1819-04	Abernathy PIP Program 4/1/19 - 6/30/19		100-1205-7783	201914-GAPP-Cal VIP	22,828.31
213011	7/23/2019	5313	COUNTY OF LOS ANGELES, CHIEF INFORMATION OFFICE			21,560.00
	99142051901	GIS Aerial Upgrade		100-1405-7980	201935-GIS Upgrade	21,560.00
213025	7/23/2019	4501	IRONWOOD UNLIMITED INC			5,127.72
	SI-76711	Duarte Rd Median Planting Project		100-1610-7915	201618-Lndscp/Tree/Kiewitt	1,614.85
	SI-76713	Duarte Rd Sidewalk Planting Project		100-1610-7915	201618-Lndscp/Tree/Kiewitt	1,464.78
	SI-76714	Huntington Dr Median Planting Project		100-1610-7915	201618-Lndscp/Tree/Kiewitt	2,048.09
213030	7/23/2019	6009	KOA CORPORATION			5,680.00
	JB93060 - 3	Duarte Stop Sign Policy 6/2019		100-1405-7965		5,680.00
213037	7/23/2019	5454	MOORE IACOFANO GOLTSMAN INC			87,675.99
	0059222	Duarte Station Specific Plan/EIR 5/2019		100-2121	201915-Duarte Station Specific Plan-Expense	53,242.61
	0059533	Duarte Station Specific Plan/EIR 6/2019		100-2121	201915-Duarte Station Specific Plan-Expense	34,433.38
213038	7/23/2019	5794	MOSS, LEVY & HARTZHEIM LLP			10,000.00
	9217	FY19 Interim Audit Work		100-1805-7654		10,000.00
213042	7/23/2019	0904	RKA CONSULTING GROUP			11,775.00
	28866	Dedication of Sidewalk (Central/BV Traff..		100-1405-7969		1,802.50
	28893	Duarte Public Works Inspections 5/2019		100-1405-7967		4,440.00
	28895	Contract Engineering 5/2019		100-1405-7969		2,850.00
	28896	Engineering Plan Check 5/2019		100-1405-7969		480.00
	28897	Engineering Consulting 5/2019		100-1405-7969		1,315.00
	28943	Engineering Svc-FY20 LLD 5/2019		100-1405-7969		887.50
213044	7/23/2019	0196	RUTAN & TUCKER LLP			33,074.49
	822130	D & Design Legal 9/2018		100-1015-7686		43.00
	840900	General City Attorney (Retainer) 5/2019		100-1015-7680		6,284.38

Council Warrant Register Over \$5000

Payment Dates: 07/10/2019 - 07/23/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	840901	General City Litigation (Cal Am Water) 5...		100-1015-7686		552.00
	840902	Telecommunications Legal 5/2019		100-1015-7686		795.50
	840905	Environmental/Stormwater Litigation (...)		100-1015-7686		25,399.61
213048	7/23/2019	5441	SILVER & WRIGHT LLP			21,896.54
	25701	Arberry Legal 5/2019		100-1015-7684		5,200.08
	25701	2026 Broadland Legal 5/2019		100-1015-7684		2,350.04
	25701	1001 Las Lomas Legal 5/2019		100-1015-7684		2,044.30
	25701	1939 Wardell Legal 5/2019		100-1015-7684		1,241.40
	25814	1398 Huntington Dr 6/2019		100-1015-7684		147.70
	25814	2026 Broadland Legal 6/2019		100-1015-7684		4,518.96
	25814	1001 Las Lomas Legal 6/2019		100-1015-7684		5,337.86
	25814	1939 Wardell Legal 6/2019		100-1015-7684		751.00
	25814	Arberry Legal 6/2019		100-1015-7684		305.20
213055	7/23/2019	3661	SUPERIOR CT OF CAL CO OF LOS ANGELES			6,105.75
	71019	Citation Revenue Tax 6/2019		100-1205-7761		6,105.75
213061	7/23/2019	1521	WEST COAST ARBORISTS INC			22,830.00
	147552	Tree Trimming @ Bus Stops		440-4405-7980		1,950.00
	149247	Royal Oaks Trail Brush Clearance		100-1410-7815		20,880.00
215	7/17/2019	4484	U.S. BANK			9,788.94
	6252019ME	Green Home Award Gift Cards (Home D...		100-1020-7715		140.00
	6252019ME	(10) Flag Banners (Amazon)		100-1020-7716		119.90
	6252019ME	July 3rd Supplies (Amazon)		100-1020-7716		30.76
	6252019ME	July 3rd Postcard/Banner Design/Print (...)		100-1020-7716		740.69
	6252019ME	Deposit-SC Volunteer Dinner (St Kitchen...		100-1020-7719		500.00
	6252019ME	(11) CPR/FA Cards (American Red Cross)		100-1205-7615		330.00
	6252019ME	Canopy Stakes (Amazon)		100-1205-7779		30.42
	6252019ME	MYC Dinner 6/3/19 (Young's Gourmet)		100-1605-7693		160.70
	6252019ME	Summer Concert Giveaways (Oriental T...		100-1605-7729		284.66
	6252019ME	Concerts/Movies in Park Banners (The S...		100-1605-7729		1,060.50
	6252019ME	Cotton Candy Cover Shield (Amazon)		100-1605-7730		87.59
	6252019ME	Senior Ctr Supplies (Amazon)		100-1605-7733		64.56
	6252019ME	SC Volunteer Dinner Supplies (Amazon)		100-1605-7733		344.16
	6252019ME	SC Frames (Dollar Tree)		100-1605-7733		87.08
	6252019ME	SC Volunteer Dinner Black Paper (Amaz...		100-1605-7733		28.99
	6252019ME	Return-SC Square Envelopes		100-1605-7733		-43.18
	6252019ME	SC Volunteer Dinner Plates (Amazon)		100-1605-7733		69.90
	6252019ME	SC Beverage Napkins (Party City)		100-1605-7733		19.67
	6252019ME	SC Volunteer Dinner Supplies (Amazon)		100-1605-7733		184.64
	6252019ME	SC Volunteer Dinner Glass Vase (WGV I...		100-1605-7733		128.30
	6252019ME	Teen Ctr Supplies (Amazon)		100-1605-7735		43.40
	6252019ME	TC Food 6/10/19 (Hilltop's Jamaican Mk...		100-1605-7735		250.00
	6252019ME	Fanny Packs (Amazon)		100-1605-7735		62.97
	6252019ME	Duarte Dance Costumes (Amazon)		100-1605-7735		19.94
	6252019ME	TC We Glow Necklaces (Virginia Toys & ...		100-1605-7735		243.51
	6252019ME	Summer Camp Supplies (Amazon)		100-1605-7736		80.98
	6252019ME	T-Ball Supplies (Amazon)		100-1605-7741		83.58
	6252019ME	Summer Day Camp Supplies (Amazon)		100-1605-7741		743.31
	6252019ME	Summer Day Camp Supplies (Amazon)		100-1605-7741		13.12
	6252019ME	Summer Day Camp Supplies (Amazon)		100-1605-7741		345.79
	6252019ME	Food Coloring (Amazon)		100-1605-7741		11.43
	6252019ME	Summer Day Camp Supplies (Amazon)		100-1605-7741		330.99
	6252019ME	(2) Pop Up Canopies (Amazon)		100-1605-7741		30.42
	6252019ME	Summer Day Camp Supplies (Amazon)		100-1605-7741		193.91
	6252019ME	TC Boxing Equipment (Pro Boxing Equi...		100-1605-7745		648.10
	6252019ME	Swim Team Suits (Swimoutlet.com)		100-1605-7980		685.88
	6252019ME	Swim Team Caps (Swim Outlet)		100-1605-7980		300.30
	6252019ME	Staff Training Supplies (Target)		100-1605-7980		32.83

Council Warrant Register Over \$5000

Payment Dates: 07/10/2019 - 07/23/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	6252019ME	Part-Time Staff Recognition Gift Cards (...)		100-1605-7980		331.60
	6252019ME	Swim Team Suit (Swimoutlet.com)		100-1605-7980		24.66
	6252019ME	Wireless Monitor System (Amazon)		100-1610-7618		28.58
	6252019ME	Balance-SC Furniture (La-Z-Boy)		100-1610-8100		914.30
EFT08309	7/15/2019	5308	CALIFORNIA AMERICAN WATER			5,133.73
	71519e	CAL AM-Sports Pk-2351 Central 5/17/19...		100-1415-7843		5,133.73
EFT14300	7/12/2019	2715	SOUTHERN CALIFORNIA EDISON			7,324.28
	71219g	SCE-Town Ctr 5/31/19 - 7/1/19		100-1610-7867		7,324.28
Payment Total:						381,667.51

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	297,086.68
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,125.73
440 - PROPOSITION A TRANSIT FUND	1,950.00
520 - TOWN CENTER DEBT SERVICE FUND	75,505.10
Grand Total:	381,667.51

Account Summary

Account Number	Account Name	Payment Amount
100-1015-7680	City Attorney Legal	6,284.38
100-1015-7684	Code Enforcement Legal	21,896.54
100-1015-7686	Other Legal Services	26,790.11
100-1020-7715	Green Home Awards	140.00
100-1020-7716	Special Community Events	891.35
100-1020-7719	Volunteer Recognition	500.00
100-1205-7615	Emergency Supplies	330.00
100-1205-7761	Parking Ticket Collect	6,105.75
100-1205-7779	Youth Programs	30.42
100-1205-7783	GAPP Program	22,828.31
100-1205-7980	Other Expenses	11,221.97
100-1405-7965	Professional Services	5,680.00
100-1405-7967	Public Works Inspections	4,440.00
100-1405-7969	City Engineer	7,335.00
100-1405-7980	Other Expenses	21,560.00
100-1410-7815	Brush Clearance	20,880.00
100-1415-7843	Water-Sports Park	5,133.73
100-1605-7693	Youth Council	160.70
100-1605-7729	Concerts In The Park	1,345.16
100-1605-7730	Special Events	87.59
100-1605-7733	Senior Center	884.12
100-1605-7735	Teen Center	619.82
100-1605-7736	Recreation Classes	80.98
100-1605-7741	Sports/Playground Progr...	1,752.55
100-1605-7745	Boxing Program	648.10
100-1605-7980	Other Expenses	1,375.27
100-1610-7618	Building Supplies	28.58
100-1610-7867	Electric-Town Center	7,324.28
100-1610-7915	Landscape-Citywide-Kiew...	11,800.00
100-1610-8100	Other Capital Improvemnts	914.30
100-1805-7654	Audit Services	10,000.00
100-1815-7980	Other Expenses	5,341.68
100-2120	Refundable Deposits	5,000.00
100-2121	Pass Through Deposits	87,675.99
240-2410-7896	Tree Planting-Citywide	1,975.73
240-2425-7913	Brush Clearance	5,150.00
440-4405-7980	Other Expenses	1,950.00
520-1100	Cash/Invest- Fiscal Agent	-9.93
520-5205-8340	Principal Payments	70,409.83
520-5205-8350	Interest Expense	5,105.20
Grand Total:		381,667.51

Project Account Summary

Project Account Key	Payment Amount
None	226,581.24
201618-Lndscp/Tree/Kiewitt	11,800.00
201904-Other Exp-Tobacco Grant	5,443.78
201914-GAPP-Cal VIP	22,828.31

Project Account Summary

Project Account Key	Payment Amount
201914-Other Expenses-Cal VIP	5,778.19
201915-Duarte Station Specific Plan-Expense	87,675.99
201935-GIS Upgrade	21,560.00
Grand Total:	381,667.51



City of Duarte

Successor Agency Council Warrant Register

By Payment Number

Payment Dates 07/10/2019 - 07/23/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
2063	7/23/2019 5401983	SA1304 Trustee Fees 2007 TAB-A 6/1/19 - 5/3	U.S. BANK	690-6905-8314		4,779.50 4,779.50
Payment Total:						4,779.50

Report Summary

Fund Summary

Fund	Payment Amount
690 - Successor Agency Debt Service	4,779.50
Grand Total:	4,779.50

Account Summary

Account Number	Account Name	Payment Amount
690-6905-8314	SA Trustee Services	4,779.50
Grand Total:		4,779.50

Project Account Summary

Project Account Key	Payment Amount
None	4,779.50
Grand Total:	4,779.50

Agenda Memo City Manager's Office

To: Mayor Paras-Caracci and Members of the Duarte City Council
From: Karen A. Herrera, Deputy City Manager
Date: 7/17/19
Re: **Approval of Annual Service Agreement with Community Media of the Foothills (CMF) for Public Access Programming in the City of Duarte**

Recommendation: City staff is recommending that the City Council, by motion approve an annual Service Agreement with Community Media of the Foothills, (CMF) in the amount of \$24,500 for Public Access Programming for the City of Duarte, and authorize the City Manager to execute.

Background: During Fiscal year 2017-18, per Council direction, City staff completed the task of executing two agreements with two different local non-profits, one for public access programming production and the other for governmental/educational access programming production and overall programming of the station. As such, Duarte Community Television (DCTV) now exclusively handles governmental and educational access and Community Media of the Foothills (CMF/KGEM) now handle public access programming. The Duarte City Council felt the "hybrid" approach to delivering public, educational and governmental access programming to the community by capitalizing on the strong points associated with both CMF and DCTV was the best and most cost-effective way to deliver the service.

Hybrid Option for Public, Educational and Governmental Access Programming Overview:

- Public Access Services for Duarte Residents would be provided by CMF at KGEM studios in Monrovia, CA at an annual contract cost of - \$24,500
- Educational and Governmental Access would be provided by DCTV at Duarte High School at an annual contract cost of \$27,605
- Also included two, one-time costs for capital investment at both studios; \$22,000 at CMF/KGEM studios for public access programming equipment and \$45,000 to purchase educational and governmental access programming equipment at Duarte High School.

Discussion: The agreement with CMF has now completed its first full year and both City and CMF staff have been actively promoting the availability of the service to the community since then. Also during this year, Staff in conjunction with both CMF and DCTV finalized a monthly reporting system that was utilized by both entities throughout the recently concluded fiscal year. The types of categories that the report contains include such data as number of programming hours per month, number of volunteers trained, number of new programs produced, amount of dollars fundraised, etc.

CMF Contract Highlights

In terms of contract content with CMF, it would continue to contain the following key service elements:

- **Hours of Operation** – CMF/KGEM studio/soundstage is open from 10:00 am to 7:00 pm Tuesdays thru Fridays, 10:00 am to 5:00 pm Saturdays, for use by volunteer community producers to produce their own local origination cable shows.

- **Studio/Shooting** - The studio has a 25X30 soundstage with a hanging light grid and 3 HD cameras that are live switched and sound mixed in a director's booth. Shooting is done in an HD format and then converted down to an SD format for channel playback on local cable.
- **Volunteer Training** – CMF conducts volunteer producer training on a regular, monthly schedule.
- **Staging** – There are also waiting areas and multiple edit bays available for local producers to foster a unique, creative environment.
- **Staffing** – Additionally, a CMF staff, technical director is also made available to the public to oversee the space and provide basic technical assistance i.e., lighting, stage maintenance; record material and check out equipment specifically for Duarte producers.
- **Public Access Programming** – CMF, with the talent of its volunteer producers, creates well over 100-productions annually for its community channels and would regularly provide programming to DCTV to be programmed on the Duarte channel.
- **Recitals** – A new recital strengthening the distinction between the types of programming Duarte Community Television ("DCTV") produces and the types produced by CMF/KGEM consistent with principles set forth in both organization's official By-laws, rules and regulations, and Articles of Incorporation.
- **Storage and Redundancy** – In addition to the distribution requirements, CMF shall maintain a cloud storage or other digital storage program that is reasonably acceptable to the City that will serve as a backup for CMF's content, should CMF's data and/or information storage system be compromised.
- **Records Retention** – To the extent any programming, documents, files, or any other type of record is created, stored, received or maintained by CMF, they shall comply with the City's document retention policy. For those records not specifically addressed by the City's document retention policy, CMF shall maintain a copy of that file for a period of a minimum of two (2) years.
- **Programming Coordination** – To ensure that the channel includes the most current public, governmental and educational access programming, CMF will submit all new public access programming to DCTV by close of business every Tuesday. On every Friday, CMF will coordinate with DCTV to update the following week's DCTV channel video programming cablecast to include and integrate any new programming produced by CMF and/or DCTV. CMF and DCTV will also meet at the beginning of each month to discuss any channel issues including programming that may have occurred during the previous 30-day period.

New contract element is as follows:

- **Monthly Reporting** - Statistics on programming and/or services provided shall be reported by the 15th of the following month on a City approved form. This requirement is under Miscellaneous Provisions.

Fiscal Impact: During fiscal year 2019-20, the City will make a \$24,500 annual contribution (payable in two installments) to CMF for public access services.

Attachment:

- 1) CMF Agreement 2019-20
- 2) CMF Monthly Reports – 2018-19

**AGREEMENT
BETWEEN CITY OF DUARTE AND COMMUNITY MEDIA OF THE FOOTHILLS FOR PUBLIC
ACCESS TELEVISION SERVICES**

OFFICE LOCATION

Community Media of the Foothills 847 E. Olive Ave. Monrovia, CA 91016

THIS AGREEMENT FOR PUBLIC ACCESS SERVICES ("Agreement") is entered into and effective as of July 23, 2019 ("Effective Date"), by and between the **CITY OF DUARTE**, ("City") and **COMMUNITY MEDIA OF THE FOOTHILLS** ("CMF"), a California nonprofit corporation as follows:

RECITALS

- A. The City desires to provide support for the use of cable access channels provided pursuant to 47 USC Section 531 of the Cable Communication Policy Act of 1934 as amended by the Cable Communications Policy Act of 1984, the Cable Television Consumer Protection Act of 1992 (The Act") and the Telecommunications Act of 1996.
- B. The Duarte Municipal Code, Section 5.86.200 provides that the City may designate a nonprofit organization to serve as the public access management entity to provide public access programming services and programming to the residents of the City.
- C. The State has granted one franchise to Charter Communication to operate cable television in the City.
- D. Both the State Franchise and Duarte Ordinance No. 794 provide that payments consisting of a franchise and PEG fees shall be made by cable service providers to the City for purposes consistent with state and federal law, i.e., capital equipment, facilities, educational and government access channel.
- E. Community Media of the Foothills, a nonprofit public access entity and post production facility, (KGEM) has provided public access management and video services to the City pursuant to an agreement dated September 12, 2017, and has indicated its continuing interest in serving the City of Duarte by providing public access programming and studio operation services.
- F. The City and Duarte Community Television ("DCTV") have entered into agreement for DCTV to provide broadcast public access channel services, and production of educational and governmental programming to be broadcast on same, in a manner consistent with principles set forth in DCTV's Official By-laws, rules and regulations, and Articles of Incorporation. DCTV may broadcast the public programming content that is originally produced at the CMF facilities by the public, in conjunction with DCTV's original content for governmental and educational purposes for broadcast.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein and the foregoing Recitals, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree to the duties and responsibilities of CMF as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until June 30, 2020 unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the parties.

2. SERVICES AND PERFORMANCE

CMF shall perform the following services:

A. Channel Programming Contribution. Contribute public access programming to the City's public /government/educational access cable channel in a manner consistent with principles set forth in CMF's Official By-laws, rules and regulations, and Articles of Incorporation.

B. Studio Operation and Usage. Manage and staff a video production facility and equipment that shall be available for public access use at such hours and times as determined by CMF, but not less than 43 hours per week. Any change in the hours of operation shall be posted twenty-four (24) hours in advance of such change and when possible, prior notification will be listed on channel scroll and DCTV/CMF websites. CMF may choose to close its facility for up to two weeks per year for maintenance and/or other facility related issues. All efforts will be made to notify the public in advance of the closure. Studio soundstage use and equipment permanently assigned in studio needs to maintain first priority to Monrovia residents per CMF's current agreements with Monrovia. If a schedule conflict should arise, it will be settled by CMF's Station Manager, but Duarte residents would be notified of the conflict ahead of time and would be allowed reasonable access and times to reschedule studio use in a timely manner. If Duarte public access production demand reaches a level where CMF can't handle studio scheduling, labor, or it becomes a hindrance to Monrovia producers, CMF reserves the right to notify Duarte in writing, that a reasonable limit has been superseded and be able to cap usage of in studio soundstage usage. No cap shall ever be placed on equipment check-out or usage of edit stations. Cap limits shall be determined by ensuring reasonable access for both Monrovia and Duarte even if it means cutting back in studio scheduling or work with Duarte producers.

C. Equipment - Equipment purchased for Duarte will have priority for Duarte residents, and vice versa for Monrovia residents. Residents of both cities can share equipment and resources and CMF staff and volunteers in general can use Duarte equipment for staff needs as long as similar assets are available whenever required by Duarte residents.

D. Equal Access. Provide access to the use of the equipment, facilities and service on a non-discriminatory basis to all members of the public access community for non-commercial programming purposes, whether individuals, groups or organizations, on a first-come, first served non-discriminatory basis. Access to equipment and facilities shall be open to all those who satisfactorily complete: a) training class(es) provided by CMF; or b) who receive a certification from CMF, identifying said user as having satisfied training requirements through means other than CMF training classes.

E. Operating Policies and Procedures. Follow reasonable policies, procedures and guidelines for the use and operation of access equipment and facilities, and make such

policies, procedures, and guidelines available to the public. CMF shall submit all changes, amendments or alterations of policies, procedures, and guidelines to City for comment prior to formal ratification.

F. Rules and Regulations. Administer the access facility and equipment in compliance with the Duarte Municipal Code and CMF's adopted Rules and Regulations.

G. Training. Train Duarte residents, business owners, City and school employees in the techniques of video production, and provide technical advice in the execution of productions. Such training shall be held monthly at such times and upon such terms as CMF determines.

H. Programming Coordination. To ensure that the channel includes the most current public, governmental and educational access programming, CMF will submit all new public access programming to DCTV by close of business every Tuesday. On every Friday, CMF will coordinate with DCTV to update the following week's DCTV channel video programming cablecast to include and integrate any new programming produced by CMF and/or DCTV. Should Friday be a City-recognized holiday, DCTV shall update the following week's video programming cablecast on the following business day. CMF and DCTV will also meet at the beginning of each month to discuss any channel issues including programming that may have occurred during the previous 30-day period.

I. Marketing. Actively promote the use and benefit of the public access production and facility to cable subscribers, the public, access users, and Charter Communications through a variety of methods including but not limited to community networking events, cable scroll, press releases, access programming, website, etc.

J. Complaint Management. Handle public complaints regarding its operations by first accepting a complaint at the station, and forwarding the complaint to the Station Manager for initial attempt at resolution. If the problem cannot be resolved by the Station Manager, it shall be agendized for the next CMF Board meeting for discussion.

K. Indemnification. CMF shall indemnify, defend, and hold harmless the City, and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against all damages and liability caused by the negligent actions or willful misconduct of CMF or by its officers, officials, employees, agents, representatives, and volunteers when acting for or on behalf of CMF. CMF shall not be responsible for any damages or liability to the extent caused by the sole negligence or willful misconduct of the City or any of its officers, officials, employees, agents, representatives, or volunteers acting in an official capacity.

L. Copyright Clearance. Before submitting any public access programming for cablecasting or video transmissions, CMF may require all users to agree, in writing, that they have made all legally necessary and appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organization, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material over DCTV's authorized channels.

M. Copyright and Ownership. CMF shall own the copyright for any programs that it may choose from time to time to produce. Copyright of programming produced by any other public access user shall be held by the person who produces that program.

N. Storage and Redundancy. In addition to the distribution requirements discussed herein, CMF shall maintain a cloud storage or other digital storage program that is reasonably acceptable to the City that will serve as a backup for CMF's content, should CMF's data and/or information storage system be compromised.

O. Records Retention. To the extent any programming, documents, files, or any other type of record is created, stored, received or maintained by CMF pursuant to, or in performance of, this Agreement ("Records"), CMF shall comply with the City's document retention policy as to those particular Records. For those Records not specifically addressed by the City's document retention policy, CMF shall maintain a copy of that file for a period of a minimum of two (2) years following the date that CMF last utilized the Record. A copy of the City's applicable document retention policy shall be made available to CMF at its request within a reasonable amount of time.

P. Distribution.

- a) CMF may require that producers of programs using the equipment, facilities or staff of CMF grant to CMF/DCTV a non-exclusive license to cablecast such program on the channel or website operated by CMF/DCTV, and to copy, perform and/or prepare derivative works based upon the program for educational, training and/or promotional purposes.
- b) CMF may require that programs produced using CMF equipment, facilities or staff be cablecast at least once on channels operated by CMF/DCTV.
- c) CMF may require that programs produced using CMF equipment, facilities or staff not be used for commercial purposes.
- d) At least at the beginning and the end of each day that video programming cablecast on the channels whose use is authorized by this Agreement, CMF shall display a credit stating "Partial Funding" for the operation of this channel is provided by the City of Duarte."

3. FUNDING

Fiscal Year Funding. City agrees to pay to CMF the amount of \$24,500 per fiscal year in two payments; one on or before October 31 and the other on or before January 31, during the term of this contract, and of any extensions thereto. To request a payment, CMF must submit an invoice to the City's Administrative Services Department a minimum of thirty days in advance for processing.

4. INSURANCE

A. Without limiting CMF's indemnification obligations as set forth in this Agreement, the DCTV shall procure and maintain, at its sole cost and expense, during the entire term of this Agreement including any extension thereof, the following policies of insurance: (a) Commercial General Liability insurance written on a per occurrence basis in an amount not less than

\$1,000,000 per occurrence; (b) Business Auto Coverage written on a per accident basis in an amount not less than \$1,000,000 per accident (if CMF has owned or leased vehicles), and if CMF's employees use personal autos in connection with the performance of work under this Agreement, CMF shall provide evidence of personal auto liability coverage for each such employee; and (c) if applicable, Worker's Compensation insurance providing statutory benefits as required by California law. All of the insurance policies except the personal auto policies and Worker's Compensation policies shall be endorsed to name City and its officers, officials, employees, agents, and representatives as additional insured'. No work or services under this Agreement shall commence until the CMF has provided the City with Certificates of Insurance evidencing the above insurance coverage's and said Certificates of Insurance are reasonably approved by the City. Certificates are to reflect that the insurer will provide 30 days written notice to City of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, the CMF shall, prior to the cancellation date, submit new evidence of insurance, in conformance with this Paragraph. CMF agrees to provide immediate notice to City of any claim or loss against CMF arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right to monitor the handling of any such claim or claims if they are likely to involve City.

5. MISCELLANEOUS PROVISIONS

A. Non-discrimination in Employment and Service. CMF shall not discriminate against any person, employee or applicant for employment or subcontractor on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap. Further, CMF shall not discriminate in the delivery of service on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap.

B. Independent Contractor. It is understood and agreed that CMF is an independent contractor and that no relationship of principal/agent or employer/employee exists between the City and CMF. If in the performance of this Agreement any third persons employed by CMF such person(s) shall be entirely and exclusively under the control, direction and supervision of CMF. All terms of employment, including hours, wages, working conditions, discipline, hiring, discharge, or any other term of employment shall be determined by CMF.

C. Board of Directors Membership. CMF shall actively recruit members of the Duarte community to serve on its Board in accordance with its By-Laws and also designate one seat on their Board to be filled by a Duarte resident or business owner.

D. Assignment or Subletting. Neither this Agreement nor any interest in it shall be assigned or transferred by CMF without the express written consent of the City.

E. Monthly Reporting - Statistics on programming and/or services provided shall be reported by the 15th of the following month on a City approved form.

F. Annual Reporting. Prior to September 15th of each year, CMF shall submit to City an annual report for the preceding fiscal year (July 1 – June 30). The report shall contain, the following information:

- Current and complete listing of CMF's Board and their terms;
- Year-end financial statements;
- Any revisions to the by-laws, rules and regulations approved during the prior fiscal year.

G. Records, Fiscal Audit. CMF shall maintain all necessary books and records in accordance with generally accepted accounting principles and retain all such records for a period of not less than three years following the expiration of this Agreement or such longer period as provided by law.

H. Annual Plan and Budget. On or before May 15th City shall provide CMF with an estimate of available PEG fees and general fund dollars that will be available for the upcoming fiscal year. Prior to annual budget workshop, CMF will provide City Council with year to date budget expenditures and any anticipated capital/program expenses for the upcoming fiscal year.

I. Funding from Other Sources. CMF is encouraged, during the course of this Agreement, to pursue supplemental funds from other sources, including but not limited to fundraising.

J. Termination. The City may terminate this Agreement at any prior to the expiration of its term or any extension thereof, with or without cause. Prior to exercising any such termination right, however, the City will provide CMF a public hearing before the City Council, on no less than 60 days' notice, to consider the proposed termination.

K. Time. Time is of the essence in this Agreement and for the performance of all covenants and conditions of this Agreement.

L. Cooperation. Each party agrees to execute all documents and do all things necessary to appropriately carry out the provisions of this Agreement.

M. Governing Law; . The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement.

N. Attorney's Fees; Litigation Matters. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding anything in this Agreement to the contrary, in no event shall CMF be entitled to economic or consequential damages or to punitive damages against City. In the event of any litigation arising from or related to this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on CMF shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

O. Interpretation; Entire Agreement. This Agreement shall be construed in accordance with its fair meaning, and without regard to rules of construction regarding draftsmanship. Both parties acknowledge they have had the opportunity to fully and fairly negotiate its terms, and to have the same reviewed by counsel, and neither party is acting under duress in agreeing to the terms herein. This document is the entire agreement of the parties and supersedes all other prior agreements either written or oral. The document may be amended only by written agreement executed by the parties.

6. NOTICES

Any notices which either party may desire to give or may be required to give to the other party under this Agreement must be in writing and may be given either by (a) personal service, or (b) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (c) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

If to City: City of Duarte
City Manager's Office
1600 Huntington Drive
Duarte, California 91010
Attn: Karen Herrera

If to Consultant: Community Media of the Foothills
Box 227
Monrovia, CA 91017
Attn: David Palomares

7. RIGHTS AND REMEDIES ARE CUMULATIVE; AND WAIVER

A. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

B. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8. EXECUTION OF CONTRACT

The persons executing this Agreement on behalf of each of the parties hereto represent and warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9. EFFECTIVE DATE

The Effective Date of this Agreement shall be the date set next to the signature of the City Manager below, which date shall be inserted into the preamble of this Agreement.

[end –signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Agreement as of the Effective Date.

CITY OF DUARTE

By: _____
Darrell George
City Manager

Date: _____

CONSULTANT

By: _____
David Palomares
Community Media of the Foothills

Date: _____

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

By: _____
David Cosgrove, City Attorney

CMF MONTHLY REPORT FOR DUARTE - OCTOBER 2018

MONTH	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
OCT WEEK 1	None	None	No Complaints	None	43 Hours	None	1	7 Shows
OCT WEEK 2	2 Studio Shows	None	No Complaints	None	43 Hours	None	None	7 Shows
OCT WEEK 3	3 Studio Shows	None	No Complaints	None	43 Hours	None	None	3 Shows
OCT WEEK 4	None	None	No Complaints	None	43 Hours	None	1	7 Shows

CMF MONTHLY REPORT FOR DUARTE - NOVEMBER 2018

MONTH	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
NOV WEEK 1	None	None	No Complaints	None	43 Hours	None	1	7 Shows
NOV WEEK 2	2 Studio Shows	None	No Complaints	None	34 Hours Closed Veterans Day	None	None	4 Shows
NOV WEEK 3	None	None	No Complaints	None	28 Hours Closed Thanksgiving Holiday	None	None	4 Shows
NOV WEEK 4	None	None	No Complaints	None	43 Hours	1	None	3 Shows

CMF MONTHLY REPORT FOR DUARTE - DEC 2018

MONTH	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
DEC WEEK 1	1 Studio Show	1 Video	No Complaints	None	43 Hours	None	1	5 Shows
DEC WEEK 2	1 Studio Show	None	No Complaints	None	43 Hours	None	None	5 Shows
DEC WEEK 3	None	None	No Complaints	None	43 Hours	None	1	5 Shows
DEC WEEK 4	None	None	No Complaints	None	Studio Closed for the Holidays	None	None	None

CMF MONTHLY REPORT FOR DUARTE - JAN 2019

MONTH	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
JAN WEEK 1	None	None	No Complaints	None	34 Hours Closed Monday Dec 31, 2018	None	None	4 Shows
JAN WEEK 2	None	None	No Complaints	None	43 Hours	None	None	4 Shows
JAN WEEK 3	None	Constant Contact & Facebook Video Production for Live Events Seminar	No Complaints	None	43 Hours	None	None	4 Shows
JAN WEEK 4	1 Studio	None	No Complaints	None	43 Hours	1	1	3 Shows
JAN WEEK 5	None	Constant Contact & Facebook Video Production for Live Events Seminar	No Complaints	None	43 Hours	1	1	3 Shows

CMF MONTHLY REPORT FOR DUARTE - FEB 2019

MONTH	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
WEEK 1	None	None	No Complaints	None	7 Hours (Friday)	None	None	
WEEK 2	None	Video Production for Live Events Seminar	No Complaints	None	43 Hours	5	None	3 Shows
WEEK 3	None	None	No Complaints	None	43 Hours	None	None	3 Shows
WEEK 4	2 Studio	None	No Complaints	None	43 Hours	1	1	4 Shows
WEEK 5	None	Duarte Coordinating Council at DCTV	No Complaints	None	36 Hours (M-TH)	1	1	4 Shows

CMF MONTHLY REPORT FOR DUARTE - MARCH 2019

WEEK	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
WEEK 1	None	None	No Complaints	None	43 Hours	1	None	4 Shows
WEEK 2	None	CMF Meeting	No Complaints	None	43 Hours	1	None	5 Shows
WEEK 3	2 Studio	None	No Complaints	None	47 Hours Saturday - Studio	None	None	4 Shows
WEEK 4	2 Studio	Duarte Coordinating Council Duarte City Council Actors Youth Academy	No Complaints	None	49 Hours Saturday - Studio	3	3	6 Shows

CMF MONTHLY REPORT FOR DUARTE - APRIL 2019

WEEK	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
WEEK 1	2	None	No Complaints	None	39 Hours Saturday - Studio	0	None	4 Shows
WEEK 2	5	None	No Complaints	None	39 Hours Saturday - Studio	1	None	5 Shows
WEEK 3	1	PSA Workshop For Public and Non-profits	No Complaints	None	40 Hours Saturday - Studio	12	None	5 Shows
WEEK 4	2	PSA Taping Day For Public and Non-profits Duarte Community Coordinating Council	No Complaints	None	42 Hours Saturday - Studio	7	1	5 Shows

CMF MONTHLY REPORT FOR DUARTE - MAY 2019

WEEK	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
WEEK 1	2	Attended Taste of Duarte	No Complaints	None	39 Hours Saturday - Studio	1	None	4 Shows
WEEK 2	1	None	No Complaints	None	39 Hours Saturday - Studio	0	None	4 Shows
WEEK 3	0	Duarte Community Coordinating Council	No Complaints	None	37 Hours Saturday - Studio	3	None	4 Shows
WEEK 4	0	None	No Complaints	None	38 Hours	0	1	4 Shows

CMF MONTHLY REPORT FOR DUARTE - JUNE 2019

WEEK	NUMBER OF PROGRAMS PRODUCED	DESCRIPTION OF MARKETING ACTIVITIES / COMMUNITY OUTREACH (I.E., SOCIAL MEDIA, WEBSITE)	COMPLAINTS HANDLED	AMOUNT OF \$ FUNDRAISED	NUMBER OF HOURS STUDIO OPEN TO THE PUBLIC	NUMBER OF PERSONS TRAINED	NUMBER OF TRAINING SESSIONS / PRODUCER MEETINGS	NUMBER OF PROGRAMS SENT TO DCTV
WEEK 1	1	None	No Complaints	None	43 Hours	0	None	4 Shows
WEEK 2	2	None	No Complaints	None	43 Hours	0	None	4 Shows
WEEK 3	1	None	No Complaints	None	43 Hours	0	None	4 Shows
WEEK 4	2	Duarte Community Coordinating Council	No Complaints	None	43 Hours	0	1	4 Shows

Agenda Memo City Manager's Office

To: Mayor Paras-Caracci and Members of the Duarte City Council
From: Karen A. Herrera, Deputy City Manager
Date: 7/17/19
Re: **Approval of 2019-20 Service Agreement with Duarte Community Television, Inc. (DCTV) for Governmental and Educational Access Programming in the City of Duarte**

Recommendation: City staff is recommending that the City Council, by motion approve an annual Service Agreement with Duarte Community Television, Inc. (DCTV) in the amount of \$27,605 for Governmental and Educational Access Programming for the City of Duarte, and authorize the City Manager to execute.

Background: During Fiscal year 2017-18, per Council direction, City staff completed the task of executing two agreements with two different local non-profits. One for public access programming production and the other for governmental/educational access programming production and overall programming of the station. As such, Duarte Community Television (DCTV) now exclusively handles governmental and educational access and Community Media of the Foothills (CMF/KGEM) now handle public access programming. The Duarte City Council felt the "hybrid" approach to delivering public, educational and governmental access programming to the community by capitalizing on the strong points associated with both CMF and DCTV was the best and most cost-effective way to deliver the service.

Hybrid Option for Public, Educational and Governmental Access Programming Overview:

- Public Access Services for Duarte Residents would be provided by CMF at KGEM studios in Monrovia, CA at an annual contract cost of - \$24,500
- Educational and Governmental Access would be provided by DCTV at Duarte High School at an annual contract cost of \$27,605
- This option also included two, one-time costs for capital investment at both studios; \$22,000 at CMF/KGEM studios for public access programming equipment and \$45,000 to purchase educational and governmental access programming equipment at Duarte High School.

Discussion: The new hybrid agreement approach with both CMF and DCTV has now completed its first full year. Also during this year, Staff in conjunction with both CMF and DCTV finalized a monthly reporting system that was utilized by both entities on a trial basis throughout the recently concluded fiscal year. The types of categories that the report contains include such data as number of programming hours per month, number of volunteers trained, number of new programs produced, amount of dollars fundraised, etc. In terms of the contract content with DCTV (See Attachment 1), it would continue to contain the following elements:

- **Studio Operation** – Weekly: Wednesday and Thursdays – 3:30 pm to 8:30 pm (10 hours per week)
- **Training** - Train Duarte students and, when requested, City/school employees in the techniques of video production, and provide technical advice in the execution of productions;

- **Playback/Cablecast** – Provide for the playback/cablecasting of programs on public access an average of 84 hours per week (Current schedule is 10:00 am to 10:00 pm, seven days per week, on a year-round basis;
- **Provide 24/7 on-demand programming on the web at www.dctvduarte.com;**
- **Record and Produce City Special Events** – Provide as available student/volunteer camera operators and production related support for annual special community events including State of the City, State of the School District, the Route 66 parade and picnic, Mayor's Prayer Breakfast, Concerts in the Park, and annual Tree Lighting Ceremony.
- Other key elements of the contract include each group functioning as an independent contractor; thus, being responsible for maintaining all books and records in accordance with generally accepted accounting principles, actively recruiting board of director members for their board, engaging in fundraising, maintaining the equipment, as well as having a \$1,000,000 public liability policy naming the City as additionally insured.
- **Recitals** – A recital strengthening the distinction between the types of programming Duarte Community Television ("DCTV") produces and the types produced by CMF/KGEM consistent with principles set forth in both organization's official By-laws, rules and regulations, and Articles of Incorporation has been included.
- **Storage and Redundancy** – In addition to the distribution requirements, DCTV shall maintain a cloud storage or other digital storage program that is reasonably acceptable to the City that will serve as a backup for DCTV content, should DCTV's data and/or information storage system be compromised.
- **Records Retention** – To the extent any programming, documents, files, or any other type of record is created, stored, received or maintained by DCTV, they shall comply with the City's document retention policy. For those records not specifically addressed by the City's document retention policy, DCTV shall maintain a copy of that file for a period of a minimum of two (2) years.
- **Programming Coordination** – To ensure that the channel includes the most current public, governmental and educational access programming, CMF will submit all new public access programming to DCTV by close of business every Tuesday. On every Friday, DCTV will coordinate with CMF to update the following week's DCTV channel video programming cablecast to include and integrate any new programming produced by CMF and/or DCTV. DCTV and CMF will also meet at the beginning of each month to discuss any channel issues including programming that may have occurred during the previous 30-day period.

New contract element is as follows:

- **Monthly Reporting** - Statistics on programming and/or services provided shall be reported by the 15th of the following month on a City approved form. This requirement is under Miscellaneous Provisions.

Fiscal Impact: During fiscal year 2019-20, the City will make a \$27,605 annual contribution (payable in two installments) to DCTV for government and educational access services. **Note:** The Duarte Unified School District will also continue to subsidize the cost of the DCTV studio and has also purchased four cameras with CTE (Career Tech Ed) funds at a cost of \$12,000. Although the District owns the cameras, they will continue to be primarily used by DCTV.

Attachments:

- 1) DCTV Agreement 2019-20
- 2) Monthly reports for FY 2018-19

**AGREEMENT
BETWEEN CITY OF DUARTE
AND
DUARTE COMMUNITY TELEVISION (DCTV)
FOR EDUCATIONAL AND GOVERNMENT ACCESS TELEVISION**

OFFICE LOCATION

Duarte High School, 1565 Central Ave., Duarte, CA 91010

THIS AGREEMENT BETWEEN CITY OF DUARTE AND DUARTE COMMUNITY TELEVISION (DCTV) FOR EDUCATIONAL AND GOVERNMENT ACCESS TELEVISION ("Agreement") is entered into by and between THE CITY OF DUARTE, a municipal corporation (City") and DUARTE COMMUNITY TELEVISION ("DCTV"), a California nonprofit corporation, as follows:

RECITALS

A. The City desires to provide support for the use of cable access channels provided pursuant to 47 USC Section 531 of the Cable Communication Policy Act of 1934 as amended by the Cable Communications Policy Act of 1984, the Cable Television Consumer Protection Act of 1992 (The Act") and the Telecommunications Act of 1996.

B. The Duarte Municipal Code, Section 5.86.200 provides that the City may designate a nonprofit organization to serve as the access management entity to provide educational and/or government programming services and programming to the residents of the City.

C. The State has granted one franchise to Charter Communication to operate cable television in the City.

D. Both the State Franchise and Duarte Ordinance No. 794 provide that payments consisting of a franchise and PEG fees shall be made by cable service providers to the City for purposes consistent with state and federal law, i.e., capital equipment, facilities, educational and government access channel.

E. DCTV, being the nonprofit access entity which previously provided access management and video services to the City since November, 1991, has indicated its continuing interest in serving the public by providing continued education and government access programming and studio operation services. DCTV has relocated its studio facilities to the campus of Duarte High School, which due to campus security and other requirements of the use of the campus for instructional and educational activities, is not compatible with full public accessibility to the studio facilities by the members of the public.

F. The City and Community Media of the Foothills ("CMF") have entered into agreement to provide alternate studio facilities and production assistance to the public for programming content to be broadcast on the City's public/government/educational cable channel operated by DCTV, in a manner consistent with principles set forth in CMF's

Official By-laws, rules and regulations, and Articles of Incorporation. DCTV may broadcast the public programming content that was originally produced at the CMF facilities by the public, and as well will create its own original content for governmental and educational purposes for broadcast.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein and the foregoing Recitals, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree to the duties and responsibilities of DCTV as follows:

I. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until July 30, 2019, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the parties.

II. SERVICES AND PERFORMANCE

DCTV shall perform the following services:

1. Channel Operation. Operate the City's government/educational access cable channel in a manner consistent with principles set forth in DCTV's Official By-laws, rules and regulations, and Articles of Incorporation, with the primary purpose being to administer, coordinate and assist government and educational access, including nondiscriminatory access, and broadcasting such other public access programming as may be consistent with principles set forth in DCTV's Official By-laws, rules and regulations, and Articles of Incorporation.

2. Studio Operation. Manage and staff a video production facility and equipment that shall be available for DUSD and governmental use at such hours and times as determined by DCTV, but not less than 10 hours per week, up to 15 hours per week. Any change in the hours of operation shall be posted twenty four (24) hours in advance of such change and when possible, prior notification will be listed on channel scroll and DCTV website. DCTV may choose to close its facility for up to two weeks per year for maintenance and/or other facility related issues. All efforts will be made to notify the public in advance of the closure. Initial hours of operation shall be:

- Wednesdays and Thursdays – 3:00 pm to 8:00 pm

3. Equal Access. Provide access to the use of the equipment, facilities, channels and service on a non-discriminatory basis to all members of the educational and government community for non-commercial programming purposes, whether individuals, groups or organizations, on a first-come, first served non-discriminatory basis. Access to equipment and facilities shall be open to all those who satisfactorily complete: a) training class(es) provided by DCTV; or b) who receive a certification from DCTV, identifying said user as having satisfied training requirements through means other than DCTV training classes.

4. Operating Policies and Procedures. DCTV shall operate the channel in a reasonable manner, and shall ensure that all programming is of acceptable quality prior to airing and/or displaying any programming. To accomplish this goal, DCTV shall follow reasonable policies, procedures and guidelines for the use and operation of access equipment, facilities, and channel(s) and make such policies, procedures, and guidelines available to the public. DCTV shall submit all changes, amendments or alterations of policies, procedures, and guidelines to City for comment prior to formal ratification.

5. Rules and Regulations. Administer the access channel(s) and facility in compliance with the Duarte Municipal Code and DCTV's adopted Rules and Regulations.

6. Training. Train Duarte City and school employees in the techniques of video production, and provide technical advice in the execution of productions. Such training shall be held monthly at such times and upon such terms as DCTV determines.

7. Playback/Cablecast. Provide for the playback/cablecasting of programs on the educational and government access channel. DCTV shall cablecast an average of not less than 84 hours per week of local origination, replayed, and outside programming, and shall do so seven days per week, on a year-round basis. Additionally, DCTV shall be required to consult with FMN (or any replacement entity that may be designated by the City in its sole and absolute discretion) on a monthly basis to discuss the playback/cablecasting schedule, inclusion into same of public access programming originating from FMN facilities, and any technical issues that may impact FMN or its duly designated replacement.

8. Website. Provide 24/7 on-demand programming on the web at www.dctvduarte.com.

9. Record and Produce City Special Events. Pending availability of staff and/or volunteers, provide camera operators and production-related support to record and rebroadcast for the City on an as-requested basis, a variety of community events annually. Program requests are not cumulative, vary from year to year, and could include any combination of the following:

- Mayor's Prayer Breakfast
- Concerts in the Park Series
- Annual City Picnic/Parade
- State of the City
- Candidates Forum (when applicable)
- Duarte Boxing Show
- Halloween Howl
- Holiday Tree Lighting Ceremony
- Community Movie Nights
- Veteran's Day Event
- Easter Egg Hunt

10. Marketing. Actively promote the use and benefit of the educational/governmental access channel and facility to cable subscribers, the public, access users, and Charter Communications through a variety of methods including but not limited to community networking events, cable scroll, press releases, access programming, website and Duarte High School CTE video courses.

11. Complaint Management. Handle public complaints regarding its operations by first accepting a complaint at the station, and forwarding the complaint to the Station Manager for initial attempt at resolution. If the problem cannot be resolved by the Station Manager, it shall be agendaized for the next DCTV Board meeting for discussion.

12. Channel Open to Public. DCTV shall keep the access channel(s) open to eligible users in the manner prescribed by FCC regulations, the Act and other laws. Nothing shall prevent the City from producing or sponsoring programming.

13. Indemnification. DCTV shall indemnify, defend, and hold harmless the City, and its officers, officials, employees, agents, representatives, and volunteers acting in an official capacity, from and against all damages and liability caused by the negligent actions or willful misconduct of DCTV or by its officers, officials, employees, agents, representatives, and volunteers when acting for or on behalf of DCTV. DCTV shall not be responsible for any damages or liability to the extent caused by the sole negligence or willful misconduct of the City or any of its officers, officials, employees, agents, representatives, or volunteers acting in an official capacity.

14. Copyright Clearance. Before cablecasting any public, government, or education video transmissions or programming, DCTV may require all users to agree, in writing, that they have made all legally necessary and appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organization, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material over DCTV authorized channels.

15. Copyright and Ownership. DCTV shall own the copyright for any programs that it may choose from time to time to produce. Copyright of programming produced by any other governmental or educational user shall be held by the person who produces that program.

16. Distribution.

- a) DCTV may require that producers of programs using the equipment, facilities or staff of DCTV grant to DCTV a non-exclusive license to cablecast such program on the channel or website operated by DCTV, and to copy, perform and/or prepare derivative works based upon the program for educational, training and/or promotional purposes.

- b) DCTV may require that programs produced using DCTV equipment, facilities or staff be cablecast at least once on channels operated by DCTV.
- c) DCTV may require that programs produced using DCTV equipment, facilities or staff not be used for commercial purposes.
- d) At least at the beginning and the end of each day that video programming cablecast on the channels whose use is authorized by this MOU, DCTV shall display a credit stating "Partial Funding" for the operation of this channel is provided by the City of Duarte."
- e) To maintain a high standard of technical quality on the channel, DCTV is responsible to complete a quality check of all programming received from CMF on a weekly basis. DCTV is not responsible for program content of this material.

17. Storage and Redundancy. In addition to the distribution requirements discussed herein, DCTV shall maintain a cloud storage or other digital storage program that is reasonably acceptable to the City that will serve as a backup for DCTV's content, should DCTV's data and/or information storage system be compromised.

18. Records Retention. To the extent any programming, documents, files, or any other type of record is created, stored, received or maintained by DCTV pursuant to, or in performance of, this Agreement ("Records"), DCTV shall comply with the City's document retention policy as to those particular Records. For those Records not specifically addressed by the City's document retention policy, DCTV shall maintain a copy of that file for a period of a minimum of two (2) years following the date that DCTV last utilized the Record. A copy of the City's applicable document retention policy shall be made available to DCTV at its request within a reasonable amount of time.

19. Programming Coordination. To ensure that the channel includes the most current public, governmental and educational access programming, CMF will submit all new public access programming to DCTV by close of business every Tuesday. On every Friday, CMF will coordinate with DCTV to update the following week's DCTV channel video programming cablecast to include and integrate any new programming produced by CMF and/or DCTV. Should Friday be a City-recognized holiday, DCTV shall update the following week's video programming cablecast on the following business day. CMF and DCTV will also meet at the beginning of each month to discuss any channel issues including programming that may have occurred during the previous 30-day period.

II. FUNDING

1. Fiscal Year Funding. City agrees to pay to DCTV the amount of \$27,605 per fiscal year in two payments; one on or before July 31 and the other on or before January 31, during the term of this contract, and of any extensions thereto. To request a payment, DCTV must submit an invoice to the City's Administrative Services Department a minimum of thirty days in advance for processing.

III. INSURANCE

1. Without limiting DCTV's indemnification obligations as set forth in this Agreement, the DCTV shall procure and maintain, at its sole cost and expense, during the entire term of this Agreement including any extension thereof, the following policies of insurance: (a) Commercial General Liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per occurrence; (b) Business Auto Coverage written on a per accident basis in an amount not less than \$1,000,000 per accident (if DCTV has owned or leased vehicles), and if DCTV's employees use personal autos in connection with the performance of work under this Agreement, DCTV shall provide evidence of personal auto liability coverage for each such employee; and (c) if applicable, Worker's Compensation insurance providing statutory benefits as required by California law. All of the insurance policies except the personal auto policies and Worker's Compensation policies shall be endorsed to name City and its officers, officials, employees, agents, and representatives as additional insured'. No work or services under this Agreement shall commence until the DCTV has provided the City with Certificates of Insurance evidencing the above insurance coverage's and said Certificates of Insurance are reasonably approved by the City. Certificates are to reflect that the insurer will provide 30 days written notice to City of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, the DCTV shall, prior to the cancellation date, submit new evidence of insurance, in conformance with this Paragraph. DCTV agrees to provide immediate notice to City of any claim or loss against DCTV arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right to monitor the handling of any such claim or claims if they are likely to involve City.

IV. MISCELLANEOUS PROVISIONS

1. Non-discrimination in Employment and Service. DCTV shall not discriminate against any person, employee or applicant for employment or subcontractor on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap. Further, DCTV shall not discriminate in the delivery of service on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap.

2. Independent Contractor. It is understood and agreed that DCTV is an independent contractor and that no relationship of principal/agent or employer/employee exists between the City and DCTV. If in the performance of this Agreement any third persons employed by DCTV such person(s) shall be entirely and exclusively under the control, direction and supervision of DCTV. All terms of employment, including hours, wages, working conditions, discipline, hiring, discharge, or any other term of employment shall be determined by DCTV.

3. Board of Directors Membership. DCTV shall actively recruit members of the public to serve on its seven-member Board in accordance with its By-laws.

4. Assignment or Subletting. Neither this MOU nor any interest in it shall be assigned or transferred by DCTV without the express written consent of the City.

5. Monthly Reporting - Statistics on programming and/or services provided shall be reported by the 15th of the following month on a City approved form.

6. Annual Reporting. Prior to September 15th of each year, DCTV shall submit to City an annual report for the preceding fiscal year (July 1 – June 30). The report shall contain, the following information:

- Current and complete listing of DCTV's Board and their terms;
- Year-end financial statements;
- Any revisions to the by-laws, rules and regulations approved during the prior fiscal year;

7. Records, Fiscal Audit. DCTV shall maintain all necessary books and records in accordance with generally accepted accounting principles and retain all such records for a period of not less than three years following the expiration of this Agreement or such longer period as provided by law.

8. Annual Plan and Budget. On or before May 15th City shall provide DCTV with an estimate of available PEG fees and general fund dollars that will be available for the upcoming fiscal year. Prior to annual budget workshop, DCTV will provide City Council with year to date budget expenditures and any anticipated capital/program expenses for the upcoming fiscal year.

9. Funding from Other Sources. DCTV is encouraged, during the course of this Agreement, to pursue supplemental funds from other sources, including but not limited to fundraising.

10. Termination. The City may terminate this Agreement at any prior to the expiration of its term or any extension thereof, with or without cause. Prior to exercising any such termination right, however, the City will provide DCTV a public hearing before the City Council, on no less than 60 days' notice, to consider the proposed termination.

11. Time. Time is of the essence in this Agreement and for the performance of all covenants and conditions of this Agreement.

12. Cooperation. Each party agrees to execute all documents and do all things necessary to appropriately carry out the provisions of this Agreement.

13. Governing Law; . The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement.

14. Attorney's Fees; Litigation Matters. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy

consistent with the purposes of this Agreement. Notwithstanding anything in this Agreement to the contrary, in no event shall DCTV be entitled to economic or consequential damages or to punitive damages against City. In the event of any litigation arising from or related to this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on DCTV shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

15. Notices. All notices and other communication to be given to either party shall be in writing, depositing the same in the United States mail, postage prepaid and addressed to the appropriate party as follows:

To DCTV:	DCTV Board President c/o Duarte High School 1565 Central Avenue Duarte, CA 91010
To City:	Karen Herrera Deputy City Manager 1600 Huntington Drive Duarte, CA 91010

Any party may change its address for notice by written notice to the other party at any time. The City shall designate a person who shall act as liaison between the City and DCTV.

16. Interpretation; Entire Agreement. This Agreement shall be construed in accordance with its fair meaning, and without regard to rules of construction regarding draftsmanship. Both parties acknowledge they have had the opportunity to fully and fairly negotiate its terms, and to have the same reviewed by counsel, and neither party is acting under duress in agreeing to the terms herein. This document is the entire agreement of the parties and supersedes all other prior agreements either written or oral. The document may be amended only by written agreement executed by the parties.

[Signatures Continue on Next Page]

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Agreement to be effective as of the Effective Date.

CONTRACTOR:

DUARTE COMMUNITY TELEVISION

Dated: _____

By: _____
DCTV Board President

CITY:

CITY OF DUARTE

Dated: _____

By: _____
Darrell J. George, City Manager

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
David B. Cosgrove, City Attorney



MEMORANDUM

TO: Mayor and City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

DATE: July 17, 2019

SUBJECT: Approval to File an Application for Funding from the Statewide Park Development and Community Revitalization Program

RECOMMENDATION:

That the City Council adopt the Resolution authorizing the City Manager to develop and submit an application for Statewide Park Development and Community Revitalization Program grant funds.

BACKGROUND

On June 5, 2018, California voters approved Proposition 68, authorizing \$4 billion in general obligation bonds for State and local parks, environmental protection projects, water infrastructure projects, and flood protection projects. Approximately \$1.2 billion of the \$4 billion was included in the 2018-19 Budget that was signed by the Governor. A little over \$460 million of what was included in the Budget is part of the per capita formulaic allocation to local governments and other local and regional grant programs, including the Statewide Park Development and Community Revitalization Program.

There is approximately \$650 million available for Statewide Park Development and Community Revitalization Program in Proposition 68, of which roughly \$265 million is available in the current round of funding. Applications for competitive project funding from this program are due on August 5, 2019.

City staff is currently working on an application for funding of development costs for the Renovation of Royal Oaks Park & Extension Amenities Project. Recent efforts have focused on soliciting community input regarding the type of facility and amenities to include in the funding proposal. To date, three of five community planning meetings have been held with different park user groups to solicit input and feedback. Now, staff is taking the results of the community input and is developing the application proposal, including conceptual plans and cost estimates of the proposed park facility.

The proposed project aims to replace the existing playground structure and surface at Royal Oaks Park with a brand-new inclusive playground that is designed to ensure all youth are provided equal opportunities for physical and social play. Additionally, the park renovation would include a Splashpad at the extension of the park (a recreation area with ground nozzles that sprays water upwards out of the splashpad's rain deck).

FISCAL IMPACT

There is no fiscal impact from the filing of an application.

Attachments:

- A) Resolution

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE
APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND
COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Duarte hereby approves the filing of an application for the Renovation of Royal Oaks Park and Extension Amenities Project; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project if the grant is awarded; and

2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and

3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

4. Delegates the authority to the City Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

PASSED, APPROVED, and ADOPTED this 23rd day of July, 2019.

Mayor Tzeitel Paras-Caracci

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 19-17 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 23rd day of July, 2019, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



MEMORANDUM

RECEIVED

JUL 12 2019

CITY OF DUARTE
COMMUNITY DEVELOPMENT

TO: CITY COUNCIL

FROM: COMMISSIONER Bylsma Houghton

SUBJECT: NOTICE OF ABSENCE FROM PARKS & RECREATION COMMISSION MEETING

DATE: July 15, 2019

REASON FOR ABSENCE:

_____ ACCIDENT _____ VACATION X OTHER*

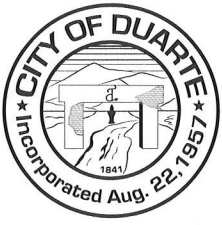
_____ SICKNESS _____ DEATH IN FAMILY

DATE OF MEETING ABSENCE Aug. 12, 2019

* EXPLANATION OF ABSENCE Hawaii for a wedding

[Signature]
SIGNATURE

ABSENCE NOTED BY CITY COUNCIL



City of Duarte

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

July 23, 2019

The Honorable Lorena Gonzalez
Chair, Assembly Appropriations Committee
State Capitol Building, Room 2114
Sacramento, CA 95814

**RE: SB-5 (Beall/McGuire/Portantino). Affordable Housing and Community Development
Investment Program.**
Notice of Support

Dear Assembly Member Gonzalez,

The City of Duarte **supports** SB-5, the Local-State Sustainable Investment Incentive Program.

The elimination of redevelopment in 2011 created a huge deficit in community revitalization resources throughout California including an annual loss of \$1 billion in funding for low-and-moderate-income housing. In the City of Duarte alone, we lost over \$9 million in local affordable housing dollars.

SB-5 provides opportunities for communities to access additional tax increment revenues to fund affordable housing, infrastructure, and economic development projects that advance state and local priorities, including reducing greenhouse gas emissions, expanding transit-oriented developments (TOD), addressing poverty, and revitalizing neighborhoods.

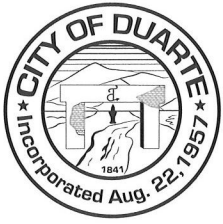
Our City is currently in the process of developing a vibrant, mixed-used transit village around the Duarte/City of Hope Metro Gold Line Station that focuses on residential, commercial and urban green space usages. Renewed state investment is the support cities need to ensure that these types of developments are sustainable, accessible and beneficial to residents of all economic levels.

The time is right for the state to fill the void left by the elimination of redevelopment and provide more tools to support local efforts to build more affordable housing and provide essential infrastructure. The City of Duarte applauds the legislatures leadership in this effort to give cities the tools they need to improve their communities.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Anthony Portantino
The Honorable Blanca Rubio



City of Duarte

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

July 23, 2019

The Honorable Lorena Gonzalez
Chair, Assembly Appropriations Committee
State Capitol Building, Room 2114
Sacramento, CA 95814

RE: SB-667 (Hueso): Organic Waste Recycling Infrastructure Investment Act
Notice of Support

Dear Assembly Member Gonzalez,

The City of Duarte is pleased to **support** SB-667, the Organic Waste Recycling Infrastructure Investment Act. The Act would require CalRecycle to develop a five-year investment strategy to drive innovation and support technological development and infrastructure that would help California achieve its organic waste diversion and short-lived climate pollutants reduction goals. Specifically, the bill would direct development of additional financial incentive mechanisms and state the intent to dedicate ongoing resources from the California's Greenhouse Gas Reduction Fund to organic waste diversion programs and infrastructure.

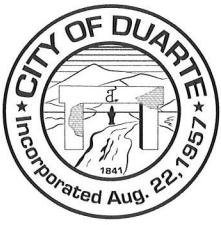
The City of Duarte appreciates the intent of this measure because we firmly believe without a clear and specific strategy to build infrastructure, develop markets and increase public education, we will not be able to achieve our diversion goals. Additionally, because of the lack of existing infrastructure in close proximity to our community combined with the devastating effects of the "China Sword" policy, our residents in all likelihood will be experiencing double digit increases to their solid waste bills this year as well as for the years in the foreseeable future.

The Organic Waste Recycling Infrastructure Investment Act is a critical starting point to begin the work to create several different financing tools and options to help local governments like our City and the solid waste industry implement California's important organic waste diversion and short-lived climate pollutant goals.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Anthony Portantino
The Honorable Blanca Rubio



City of Duarte

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

July 23, 2019

The Honorable Anthony Portantino
Chair, Senate Committee on Appropriations
State Capitol Building, Room 3086
Sacramento, CA 95814

RE: AB-429 (Nazarian). Seismically Vulnerable Buildings. Inventory
Notice of Support

Dear Senator Portantino,

The City of Duarte is pleased to **support** AB-429 which addresses seismically vulnerable buildings. Specifically, this bill would require the Alfred E. Alquist Seismic Safety Commission (SSC) to identify funding and develop a bidding process for hiring a third-party contractor to create an inventory of potentially vulnerable buildings, as defined in this measure.

AB-429 requires:

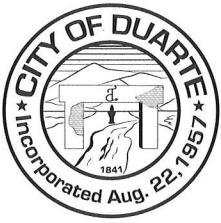
- A review and inventory of all publicly accessible and multi-family buildings constructed before 1976.
- Applying this review and inventory to only seismically prone counties.
- Identifying funding from the state General Fund or federal grants.
- The SSC to contract with a third party to develop the inventory.

This bill will provide a significant enhancement to the safety of our built environment, while balancing the burden placed on local jurisdictions and property owners.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Blanca Rubio



City of Duarte

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

July 23, 2019

The Honorable Lorena Gonzalez
Chair, Assembly Appropriations Committee
State Capitol Building, Room 2114
Sacramento, CA 95814

RE: SB-670 (McGuire). Telecommunications. Outages Affecting Public Safety
Notice of Support

Dear Assembly Member Gonzalez,

On behalf of the City of Duarte, I am writing to express our **support** for SB-670 which would require telecommunications providers to notify the California Office of Emergency Services (CalOES) of 911 service or emergency warning outages.

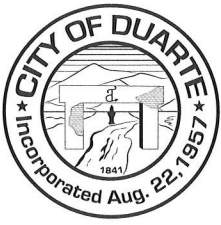
SB-670 would require telecommunication providers to notify CalOES within 60 minutes of a 911-service outage or any outage affecting emergency warning capabilities. CalOES would be responsible for notifying affected local offices of emergency services. The outage information would provide a description of the estimated area affected, approximate number of customers affected, estimated time to repair the outage, and a contact person that can provide CalOES with further updates. Additionally, telecommunication providers would be required to notify CalOES when 911 services are restored. An industry standard for this type of emergency notification would be the Southern California Edison Company who has been providing this type of communication for its customers through a combination of texting, emailing and a smartphone app for years.

SB-670 would ensure that state and local offices of emergency services have the crucial information they need to address 911 service interruptions in a timely manner. The League believes SB-670 will help local governments to more readily respond to these outages.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Anthony Portantino
The Honorable Blanca Rubio



City of Duarte

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

July 23, 2019

The Honorable Anthony Portantino
Chair, Senate Committee on Appropriations
State Capitol Building, Room 3086
Sacramento, CA 95814

RE: AB-497 (Santiago). Deaf and Disabled Telecommunications Program.
Notice of Support

Dear Senator Portantino,

The City of Duarte is pleased to **support AB-497** which would extend the half-cent surcharge on telephone service to support the Deaf and Disabled Telecommunications Program until 2025.

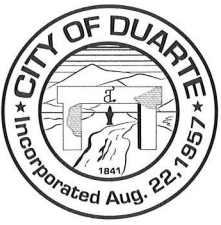
This bill will help ensure the program can continue to provide telecommunication devices to individuals who are deaf or disabled. The program is funded through a surcharge on each customer's phone bill and is currently set to sunset in 2020. The program also supports the California Telephone Access Program, which provides telephone equipment to qualified participants, the California Relay Service, which allows individual to communicate by dialing 711, and the speech generating devices program that provides highly individualized and complex communicating devices to individuals with speech disabilities.

The City of Duarte highly values providing support programs to our seniors and residents with disabilities that facilitate independence, autonomy and the ability to stay connected to natural support systems such as family and friends. We want to ensure that state programs remain in place for our community members and for that reason, the City of Duarte supports AB-497.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Blanca Rubio



City of Duarte

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

July 23, 2019

The Honorable Lorena Gonzalez
Chair, Assembly Appropriations Committee
State Capitol Building, Room 2114
Sacramento, CA 95814

RE: SB-266 (Leyva) Public Employees' Retirement System: Disallowed Compensation: Benefit Adjustments.
Notice of Opposition

Dear Assembly Member Gonzalez,

The City of Duarte must respectfully **oppose** SB 266, which would require public agencies to directly pay retirees and/or their beneficiaries, disallowed retirement benefits using general fund dollars. Our objections to this measure are rooted in policy, operational cost, and legal concerns that will inevitably face virtually every local government agency should this measure be signed into law.

Double Payment:

Under current law, once a benefit is determined to be disallowed, both the employer and the employee cease making future payments on that benefit, past contributions from the employee are returned to the employee, while past contributions from the employer are applied towards future payment. We the employer have already made our contributions; we should not be double paying for the benefit.

As Amended CalPERS has no Incentive to Properly Calculate Benefit Payments:

Recent amendments to the measure remove all responsibility by CalPERS to ensure benefits are reviewed, calculated and administered correctly. Instead, SB 266 places sole responsibility on the employer—even if the employer exercises their right to have CalPERS review their compensation proposal. While we understand that CalPERS has asserted that they face IRS plan qualification concerns for paying out an unlawful benefit, the fact that there is zero accountability or assurances afforded to the state or local agency when CalPERS reviews a compensation agreement is irrational.

Requirements under SB 266 will Create Compliance and Implementation Issues:

Under SB 266, we would be issuing direct General Fund payments to retirees, which would trigger GASB 68 reporting requirements. Given the unique circumstances surrounding these overpayments, we would have to track and report these liabilities. Such additional responsibilities will require us to hire costly outside actuarial and legal experts to ensure that they follow federal reporting laws. SB 266 is a de facto and retroactive benefit enhancement bill that would further strain our budget at a time where retirement obligations are making it financially difficult to provide critical services for the public.

This measure also fails to consider the common practice of employees moving from jurisdiction to jurisdiction throughout their careers. Under normal circumstances, CalPERS pays out the benefit if an employee works for multiple agencies who enjoy reciprocity. However, under SB 266 it is unclear. Such confusion will lead to compliance, legal and implementation challenges.

This measure would also require the City of Duarte to track and maintain current records of all retirees and their beneficiaries in order to deliver the direct payment. SB 266 would present us with a costly logistical challenge.

Gift of Public Funds is a Violation of the California Constitution:

Under SB 266, City of Duarte would be issuing monthly, unlawful, payments to former employees and/or their beneficiaries in perpetuity. Continued payment of a disallowed benefit to a retiree would constitute a gift of public funds, in violation of Section 6, Article 16 of the California Constitution. Such violation would leave a public agency left to defend itself from costly litigation lawsuits filed by members of the public.

Sincerely,

Mayor Tzeitel Paras-Caracci
City of Duarte

cc: The Honorable Blanca Rubio
The Honorable Anthony Portantino

Council Action Advised by August 30, 2019
--

June 10, 2019

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 16 - 18, Long Beach

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2019 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email: _____

Mayor or City Clerk _____
(circle one) (signature)

Date: _____ Phone: _____

Please complete and return by Friday, October 4, 2019

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254

Duarte City Councilmember Meeting Attendance Report

Per Government Code Section 53232.3 (d): Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

City Council Agenda dated July 23, 2019

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of July 18, 2019		
Sam Kang	None reported as of July 18, 2019		
John Fasana	None reported as of July 18, 2019		
Liz Reilly	SGV Homeless Consortium, Points of Entry Meeting TALK, Balanced Energy Needs Chamber Networking Mixer County Library Commission Meeting Annual Report	7/10/19 7/15/19 7/16/19 7/17/19	Mileage Mileage & Lunch Mileage Coffee
Margaret Finlay	None reported as of July 18, 2019		
Bryan Urias	None reported as of July 18, 2019		
Toney Lewis	None reported as of July 18, 2019		

Meetings attended that did not require financial support from the City.

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of July 18, 2019		
Sam Kang	None reported as of July 18, 2019		
John Fasana	None reported as of July 18, 2019		
Liz Reilly	None reported as of July 18, 2019		
Margaret Finlay	None reported as of July 18, 2019		
Bryan Urias	None reported as of July 18, 2019		
Toney Lewis	None reported as of July 18, 2019		