

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: May 23, 2019
SUBJECT: Comments on Agenda Items, Meeting of May 28, 2019

At 5:00 p.m., a Closed Session will be held, followed by a Workshop to review the results of the recent survey conducted by FM3 Research related to a potential sales tax revenue measure.

ITEM 8.A. A presentation will be given to recognize the winners of the Green Home Awards. The Green Home Awards Program is designed to reward homeowners who have maintained the beauty of their homes, while excelling in their lawn and garden water conservation efforts, including switching to water conserving irrigation systems, and/or adding drought tolerant landscaping and gardening practices. Businesses demonstrating water conservation efforts are also eligible for the program.

All winners, 44 homeowners and three businesses, as well as judges, have been invited to attend the City Council meeting. All winners will receive various awards including a gift card, signed certificate by the Mayor, a lawn sign, and a water conservation/landscaping book provided by California American Water.

ITEM 8.B. The City Council will conduct interviews of seven applicants for the District 7 City Council seat that was vacated upon the resignation of Councilmember Jocelyn Nunez. The application process for the vacancy was from April 24-May 20, 2019. Applications were received from the following eight residents: Jack Chang, Steve Hernandez, Joseph Hoover, Carlyn Lee, Toney Lewis, Briseyda Serna, Mike Sharble, and Julio Rivera; however, Mr. Rivera has notified the City Manager that he will not be able to attend the meeting due to a previously scheduled vacation.

On June 4, 2019, at 8:00 a.m., City Council will conduct a public meeting to appoint the City Councilmember who will represent District 7. At that meeting, a resolution naming the newly appointed Councilmember will be scheduled for adoption, and the Oath of Office will be administered to the appointed Councilmember, so he/she may begin his/her term immediately.

ITEM 8.C. A Proclamation will be read and presented declaring May 2019 as Older Americans Month, and expressing congratulations to Steve Hernandez as this year's Senior Center Volunteer of the Year. Steve was recognized this past Thursday at the 2019 Los Angeles County Board of Supervisors Annual Older Americans Recognition Day Awards Ceremony, and will be honored again during the Duarte Senior Center Volunteer Recognition Dinner on June 28, an invitation-only private event for our volunteers.

ITEM 12.D (Consent). This is a resolution to declare the City's intention to levy and collect assessments for fiscal year 2019-2020 within the Citywide Landscape and Lighting District, and fixing a time and place for the Public Hearing. Each year, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The hearing will be held on July 9, 2019, as stated in

the resolution. This is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

ITEM 12.E (Consent). This is a resolution establishing an appropriations limit pursuant to the California Constitution. Each year, State and local governments must adopt resolutions establishing appropriations limits. FY 1978-79 appropriations served as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and service responsibility transfers. The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

ITEM 12.F (Consent). This item requests authorization for the City Manager to execute an agreement with All City Management Services, Inc., for crossing guard services from July 1, 2019 through June 30, 2020. All City Management Services will provide crossing guards at seven locations (two at Royal Oaks, one at Valley View, one at Andres Duarte, one at Beardslee, two at CSArts) as agreed upon with Duarte Unified and CSArts. Additionally, All City Management Services will hire all of the City's existing crossing guards, and will keep them at their existing locations.

ITEM 12.H (Consent). This is to authorize the City Manager to execute a contract extension with Charles Abbott Associates, Inc., for building department services. The City hired Charles Abbott Associates (CAA) in 2013 to provide building department services. Services include inspection, plan check services, building permit software, and related administrative oversight of the building department process. The initial contract period is ending, and staff recommends that the City Council initiate a five-year contract extension with CAA, with a City option for future extensions.

ITEM 14. In order to assess the City's long-term financial outlook and provide recommendations to the City Council for revenue enhancements and cost containments, the City Council requested the establishment of an Ad Hoc Citizens Finance Advisory Committee. A total of twelve potential candidates have been identified for Council consideration. Selection of the candidates will be discussed and officially appointed at the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Darrell J. George', with a stylized flourish at the end.

Darrell J. George
City Manager



MEMORANDUM

TO: Mayor and City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

DATE: May 21, 2019

SUBJECT: Green Home Awards – Recognizing Home Beautification and Drought Tolerant Landscaping Efforts

The Green Home Awards Program is designed to reward homeowners who have maintained the beauty of their homes while excelling in their lawn and garden water conservation efforts including; switching to water conserving irrigation systems, and/or adding drought tolerant landscaping and gardening practices. Businesses demonstrating water conservation efforts are also eligible for this awards program.

Parks and Recreation Supervisor, Lupe Valerio, organized this program that relies on the dedication and commitment of local service groups and volunteers who served as judges. The guidelines and criteria used by the judges included evaluating the general overall appearance of the home exterior and confirmation that the homeowner used water conserving irrigation and/or drought tolerant landscaping.

The judges were assigned to 11 different zones located throughout the City and during the month of April they selected up to 5 homes within their assigned zone. Duarte Public Safety reviewed all the judges' selections for disqualifying code violations and California American Water assisted in finalizing the winners. This year's judging groups were: Duarte Chamber, Duarte Community Service Council, Duarte Education Foundation, Duarte Woman's Club, Duarte's Promise and Duarte Parks and Recreation Commission.

All winners, 44 homeowners and 3 businesses, and judges have been invited to attend tonight's City Council meeting. All winners will receive various awards including; a gift card, signed certificate by the mayor, a lawn sign and a water conservation/landscaping book provided by California American Water.

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: May 28, 2019
Re: Selection of District #7 Councilmember to fill Vacancy



Recommendation: Pursuant to California Government Code Section 36512(b), fill the City Council office that became vacant upon Councilmember Nunez's resignation on April 8, 2019, by conducting interviews of seven potential candidates during the May 28 City Council meeting, and appoint the Council selected candidate at an Adjourned Regular Meeting on June 4, 2019, at 8:00 am.

Background: Effective April 8, 2019, District 7 Councilmember Jocelyn Nunez resigned her position as a Councilmember. As a result, City Council decided to fill the vacancy by opening the appointment process to any qualified resident of District 7. Because the vacancy is occurring within the first half of Ms. Nunez's term, the person appointed to fill the vacancy would hold office until the expiration of her term, which is December 8, 2020. At that time, the appointed person, should they desire, may run for a second term of office.

Based on input to staff at the April 23rd meeting, the City Council decided to accept and screen applicants for appointment, with candidate interviews occurring in open session on May 28th. This direction provided a reasonable time for advertising the position to the District #7 community including a direct mailing, issuing a press release, displaying a website story featuring a downloadable application, making applications available at all City Facilities, and displaying electronic sign and social media announcements. Interested candidates would be required to complete an application, and submit a letter of interest along with a resume.

Discussion: The application process for the District #7 vacancy was from April 24 to May 20, 2019. Applications were received from the following eight residents: Jack Chang, Steve Hernandez, Joseph Hoover, Carlyn Lee, Toney Lewis, Briseyda Serna, Mike Sharble, and Julio Rivera; however, Mr. Rivera has notified the City Manager that he will not be able to attend the meeting due to a previously scheduled vacation. Interviews will be conducted during the regular City Council Meeting on Tuesday, May 28, 2019. The City Council Meeting begins at 7:00 p.m. Since the City Council is on a legal time limit for completing the appointment process; it was made clear to potential candidates via a letter sent on May 21 that the interview date was firm.

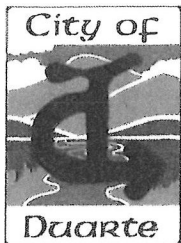
The following interview process will be followed:

- Each applicant will be invited to make an opening statement not to exceed three minutes, then answer a few questions posed by City Councilmembers, followed by a two-minute closing statement made by the applicant.
- Public comment will be received before the process starts. City Council is not required to deliberate in public after the interviews conclude.

On June 4, 2019, at 8:00 a.m., City Council will conduct a public meeting to appoint the City Councilmember who will represent District 7. At that meeting, a resolution naming the newly appointed Councilmember will be scheduled for adoption, and the Oath of Office will be administered to the appointed Councilmember, so he/she may begin his/her term immediately.

Fiscal Impact: Expenses related to filling the vacancy by appointment could be accommodated in the City's budget.

Attachments: Attachment A – Applications
Attachment B – Letter to Proposed District #7 Candidates



City of Duarte
1600 Huntington Drive
Duarte, California 91010
Phone (626) 357-7931

**APPLICATION FOR CITY COUNCIL VACANCY
IN DISTRICT #7**

ATTACHMENT "B"
RECEIVED

MAY -7 2019

CITY OF DUARTE

This application is for one City Councilmember vacancy in District #7. The applicant appointed will serve the balance of the term for the seat that was elected in November 2018, with the term ending December 8, 2020.

**Please submit this application to Duarte City Hall no later than
Monday, May 20, 2019, at 6:00 p.m.**

Interviews will be conducted during the Regular City Council Meeting on May 28, 2019.

The appointment will be made at a Special City Council Meeting on June 4, 2019, at 8:00 a.m.

1. PERSONAL

Chang, Jack, Corson

2. ELIGIBILITY

To be eligible for appointment as a City Councilmember in District #7, the applicant must meet all of the following requirements:

- A United States citizen
- 18 years of age or older
- A registered voter and a resident within District #7

3. RÉSUMÉ AND STATEMENT OF INTEREST

Please submit your résumé with this application, and a written statement of not more than 200 words describing background, qualifications, and objectives in serving on the City Council.

4. ADDITIONAL REQUIREMENTS AND INFORMATION

- **Form 700, Statement of Economic Interests** – Must be filed with the City Clerk pursuant to State Law, and it becomes a matter of public record. The form requires a disclosure of real property (excluding your home), investments other than retirement, certain gifts you may have received, and other financial disclosures. Form 700 will be provided after appointment.
- **Ethics Training** – All City Councilmembers are required to complete a two-hour Ethics Training course once every two years. Information will be provided upon appointment. The Certificate of Completion is kept on file with the City Clerk.
- **Harassment Prevention Training** – All City Councilmembers are required to complete a two-hour training regarding harassment within six months of appointment, and every two years thereafter. Information will be provided upon appointment.

By signing below, I declare under penalty of perjury that the information contained in my application is true and correct, and does not contain any material misrepresentations or omissions.

5/7/2019

Date

Signature

JACK CORSON CHANG

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MAY -7 2019

CITY OF DUARTE

I was trained as a civil engineer and have participated in high-speed railway and subway construction projects abroad. I currently operate a local licensed construction company as well as a door and window company. My business projects involve commercial buildings such as hotels while I also work with residential properties.

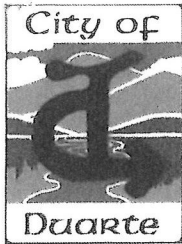
I have been a permanent resident of Duarte for eight years and am committed to my community. In 2018, I participated in the election for Duarte's *City Council*. With my strong background in business and construction I am confident that by attracting investment and designers to advance municipal development I can contribute to Duarte's future interests and beautification.

SINCERELY

JACK CORSON CHANG

X 

Jack C Chang / May 6, 2019



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MAY 20 2019

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1. PERSONAL

HORNIMIER, STAKE

2. ELIGIBILITY

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MAY 20, 2019
Date

[Signature]
Signature

May 20, 2019

To whom it may concern;

My name is Steve Hernandez, my qualifications are continued attendance at council meetings, city commissions and workshops. I am well versed in city policies and planning and long term planning/visions of the future.

I am a retired air quality scientist, my positions have included project management and advising clients on regulatory compliance

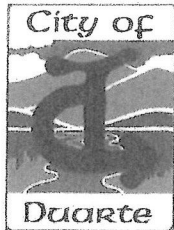
Since my retirement, I have kept myself busy volunteering with membership in two service clubs and I attend 5 commission meetings monthly as well as school board meetings and I am currently on various rule committee's at the South Coast Air Quality Management District in Diamond Bar.



Steve Hernandez

Duarte Resident

P.S. MY PREFERENCE IS TO BE THE LAST CHOICE
IF CHOSSES
END



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MAY 20 2019

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1. PERSONAL

Hoover Joseph Wayne

2. ELIGIBILITY

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3. RÉSUMÉ AND STATEMENT OF INTEREST

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5/19/2019

Date

Joe Hoover

Signature

To whom it may concern,

If selected to serve District 7 for the City of Duarte, I plan to bring my experience in industry and technology to help benefit, not only the people who reside in District 7 but, Duarte as whole. I have experience in helping shape policies that affect not only the employees who work for the City of Los Angeles, but the citizens who reside in downtown as well. I feel these skills are easily applicable to local politics and I'm interested in utilizing them to benefit others.

The current political climate has caused me to feel that I need to step up and take action to better our society. Duarte is my home, and I'd like to see it continue to grow and thrive as a community. I want to participate in making the City of Duarte the best city it can be.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Hoover". The signature is fluid and extends to the right with a long, sweeping underline.

Joseph Hoover





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1. **PERSONAL**
Lee, Carlyn Brito

2. **ELIGIBILITY**

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- 18 years of age or older
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3. **RÉSUMÉ AND STATEMENT OF INTEREST**

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5/20/2019

Date

Carlyn Lee

Signature

May 20, 2019

Statement of Intent for District #7 City Council Applicant – Carlyn Lee

To the City of Duarte Council:

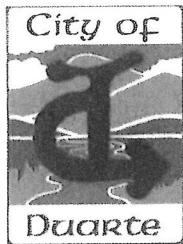
I am applying for City Council, District #7. I'm an active member in the Duarte Community and reside in Beardslee. I am applying because my background and skills can make a positive impact on my community. As a newly certificated Community Emergency Response Team member, I am prepared to help my neighbors during emergencies. As councilmember, I hope to also educate my community about preventative steps to avoid potential dangers.

My involvement as block captain for Neighborhood Watch keeps me connected with my immediate neighbors. This role helps me understand the concerns of my community, which I can effectively address as a member of the council. I'm a software engineer by training so I am familiar with the role technology plays in my community. I wish to employ under-utilized technology to make my neighborhood a safer and happier place to live. As council member I can also encourage my community to think critically about various technologies.

Lastly, I want to give back to my community, which makes vast improvements to my quality of life daily. Serving as councilmember will help me learn how to more effectively make a positive impact at a greater scale and reach out to underserved communities.

Please see my attached application and resume for a summary of work experience and qualifications.

Regards,
Carlyn Lee



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Phone (626) 357-7931

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MAY 20 2019

CITY OF DUARTE

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1. PERSONAL

Lewis, Toney

2. ELIGIBILITY

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- A United States citizen
- 18 years of age or older
- A registered voter and a resident within District #7

3. RÉSUMÉ AND STATEMENT OF INTEREST

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May 20, 2019
Date

[Signature]
Signature

Statement of interest

Toney Lewis

This serves as a Statement of Interest for the position of Duarte City Councilman. My name is Toney Lewis, and I believe that I am an excellent candidate for this position primarily due to my love for and close ties to the community for several decades. Having grown up in Duarte, I attended Maxwell Elementary School and Northview Middle school. I also am a proud alumnus of Duarte high school (Class of 1987).

As a youth, I played Little League Baseball and Pop Warner Football right in the city of Duarte. During my junior year of high school, I interned at City of Hope Hospital where I worked directly with many individuals from the community. In most instances, the citizens I worked with were from low-income homes. This exposure, I believe, will greatly aid me in my role as City Councilman to connect with citizens from all walks of life and to have compassion for those who lack and/or have limited access to the resources that will greatly enhance their quality of life and the quality of life of their children.

Each of these experiences, and countless others, have deepened my roots, emotional bond, and sense of loyalty to the city of Duarte. This is why, after more than twenty years of living out my childhood dream of being a Los Angeles County Firefighter, the next chapter of my life is one in which I would like to give back to my community in a very different kind of way. I would like to be able to contribute more to the social interactions and social vibe and energy of our community as well as to the policies and laws that affect the citizens of Duarte.



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1. PERSONAL

Briseyda Serna

2. ELIGIBILITY

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3. RESUME AND STATEMENT OF INTEREST

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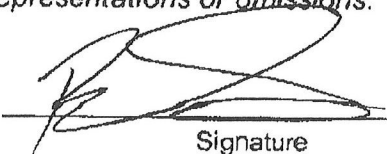
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5/20/19
5/20/19

Date


Signature

STATEMENT OF BRISEYDA SERNA
CANDIDATE FOR MEMBER OF THE CITY COUNCIL,
7th District

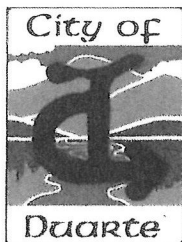
My name is Briseyda Serna and I would be honored to represent District 7 in the City of Duarte. As a lifelong resident of Duarte's District 7, I am familiar with the various issues our communities face and hold a strong passion for improving our neighborhoods.

I believe I would be a great fit for city council; I am a dedicated public servant. As a student at Duarte High School, I was involved in several community service projects with groups such as Interact and D.A.R.T. In college, I became involved with Roteract. I also founded a new club to help animal rescues and shelters through fundraising and facilitating volunteer work. In my career, I have chosen a path in healthcare that allows me to help patients with mental illness. I actively stay informed with up to date news on politics and I believe it is time my generation had a voice on its behalf, in Duarte.

My objectives as a city council member would be to 1. Improve the safety of our neighborhoods and public spaces, 2. Strengthen our communities and neighborhood bonds, 3. Increase the community's involvement and awareness in the City of Duarte's decisions and projects.

Thank you,

Briseyda Serna



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1. **PERSONAL**

SHARBLE MIKE JOHN

2. **ELIGIBILITY**

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3. **RÉSUMÉ AND STATEMENT OF INTEREST**

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- **Harassment Prevention Training** – All City Councilmembers are required to complete a two-hour training regarding harassment within six months of appointment, and every two years thereafter. Information will be provided upon appointment.

By signing below, I declare under penalty of perjury that the information contained in my application is true and correct, and does not contain any material misrepresentations or omissions.

5-16-2019

Date

Mike Sharble

Signature

Mike Sharble

5-16-2019

Dear Honorable Mayor and City Council:

I am applying for the vacant seat in my District 7. Being on the city council would be a way for me to give back to our community that I have been part of for over 40 years.

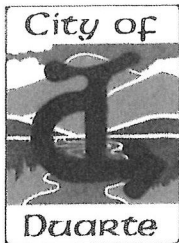
My 35 year career in the automotive business covering, Public Relations, financing, and budgeting have provided me with skills and insight of running small business up to corporate businesses and managing large groups of employees by leading by example to provide team work and self-worth that I believe would be useful at the counsel table and serving the people of our city.

Being a part of this district 7 and having roots and ties with my neighbors and surrounding businesses and I plan to have an active role in listening to our residence, businesses, and working together in our community to grow profitable developments. I'm asking the council to give me the opportunity to learn and be part of your team.

We are more than 7 Districts together we are The City of Duarte.

Sincerely,
Mike Sharble

A handwritten signature in black ink that reads "Mike Sharble". The signature is written in a cursive style with a large, looping "M" and a long, sweeping underline.



City of Duarte
1600 Huntington Drive
Duarte, California 91010
Phone (626) 357-7931

ATTACHMENT "B"
RECEIVED

MAY 14 2019

CITY OF DUARTE

**APPLICATION FOR CITY COUNCIL VACANCY
IN DISTRICT #7**

This application is for one City Councilmember vacancy in District #7. The applicant appointed will serve the balance of the term for the seat that was elected in November 2018, with the term ending December 8, 2020.

Please submit this application to Duarte City Hall no later than

Monday, May 20, 2019, at 6:00 p.m.

Interviews will be conducted during the Regular City Council Meeting on May 28, 2019.

The appointment will be made at a Special City Council Meeting on June 4, 2019, at 8:00 a.m.

1. PERSONAL

Rivera Julio Cesar

2. ELIGIBILITY

To be eligible for appointment as a City Councilmember in District #7, the applicant must meet all of the following requirements:

- A United States citizen
- 18 years of age or older
- A registered voter and a resident within District #7

3. RÉSUMÉ AND STATEMENT OF INTEREST

Please submit your résumé with this application, and a written statement of not more than 200 words describing background, qualifications, and objectives in serving on the City Council.

4. ADDITIONAL REQUIREMENTS AND INFORMATION

- **Form 700, Statement of Economic Interests** – Must be filed with the City Clerk pursuant to State Law, and it becomes a matter of public record. The form requires a disclosure of real property (excluding your home), investments other than retirement, certain gifts you may have received, and other financial disclosures. Form 700 will be provided after appointment.
- **Ethics Training** – All City Councilmembers are required to complete a two-hour Ethics Training course once every two years. Information will be provided upon appointment. The Certificate of Completion is kept on file with the City Clerk.
- **Harassment Prevention Training** – All City Councilmembers are required to complete a two-hour training regarding harassment within six months of appointment, and every two years thereafter. Information will be provided upon appointment.

By signing below, I declare under penalty of perjury that the information contained in my application is true and correct, and does not contain any material misrepresentations or omissions.

5-14-19

Date

[Signature]
Signature

Julio Rivera

May 14, 2019

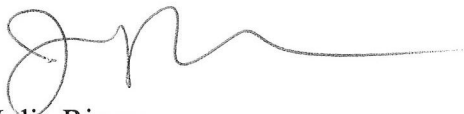
To: Whom it may concern

In response to your volunteer posting for a City Council Vacancy in District #7 I am enclosing my resume for your consideration.

I am an achiever, with over 6 years of experience in the social services field building community and bridging the gap to empower members of the community to reach their full potential. I have had the opportunity to work with diverse populations from all walks of life to support them in their skill building for successful academic achievement and integration into the community. In my work experience with Department of Rehabilitation and Foothill Employment and Training connection I was able to work with community stakeholders to plan, strategize and implement change in our services that would foster better opportunities for our participants. Being able to build healthy relationships in the community is a key factor why I'm interested in participating in the City Council. I wanted to learn how to best participate and contribute to the current community in Duarte.

I am excited about the opportunity to be associated with the City of Duarte City Council and hope to hear from you soon to set up an interview to discuss your position further.

Sincerely,

A handwritten signature in black ink, appearing to be 'JR' followed by a long, horizontal, wavy line that extends to the right.

Julio Rivera

May 21, 2019

Name
Address
Duarte, California 91010

Application for City Council Vacancy in District #7

The Duarte City Council looks forward to conducting an interview with you and the other applicants for the City Council vacancy in District #7. Applications were received from the following eight residents: Jack Chang, Steve Hernandez, Joseph Hoover, Carlyn Lee, Toney Lewis, Julio Rivera, Briseyda Serna, and Mike Sharble.

Interviews will be conducted during the regular City Council Meeting on Tuesday, May 28, 2019, held in the Duarte Community Center. The City Council Meeting begins at 7:00 p.m. City Council is on a legal time limit for completing the appointment process; therefore, the interview date is firm. We trust all interested applicants will make themselves available for this important step in the appointment process.

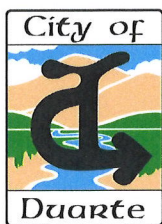
The following interview process will be followed:

- To determine the interview order, all applicants' names will be placed in a container, names will be drawn, and individual interviews will be conducted in the order in which the names are drawn.
- Each applicant will be invited to make an opening statement not to exceed three minutes, then answer a few questions posed by City Councilmembers, followed by a two-minute closing statement made by the applicant.
- To maintain the maximum level of fairness, applicants will be asked to step out during the other interviews and wait in the adjoining Community Center Conference Room. Staff will invite them in when it is their turn, and they may remain in the main room after they have been interviewed.
- Public comment will be received before the process starts. City Council is not required to deliberate in public after the interviews conclude.
- On June 4, 2019, at 8:00 a.m., City Council will conduct a public meeting to appoint the City Councilmember who will represent District 7. At that meeting, a resolution naming the newly appointed Councilmember will be scheduled for adoption, and the Oath of Office will be administered to the appointed Councilmember, so he/she may begin his/her term immediately.

Should you have any questions, please feel free to contact the City Manager's office. We look forward to seeing you at the City Council Meeting on May 28, 2019. Thank you.

Sincerely,

Darrell George
City Manager



MEMORANDUM

TO: Mayor and City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

DATE: May 21, 2019

SUBJECT: Recognition of Duarte Senior Center Volunteer of the Year-Steve Hernandez

The Duarte Senior Center is happy to announce that Steve Hernandez has been selected as this year's Senior Center Volunteer of the Year.

Prior to retiring, Steve worked as an air quality scientist for over 40 years. Outside of his work responsibilities, he collaborated with other engineers and scientists to mentor at risk 8th graders in math and science. Throughout his career, Steve was active in community as time permitted. Once he retired, he became a vital and dedicated volunteer in many of our community forums and activities.

Steve can be found regularly attending Duarte City Council meetings, city workshops, and city commission meetings. Steve serves as Public Safety Commissioner, on our Youth and Family Masterplan Committee, and is a member of the Duarte Unified School District's Community Education Council and Citizens Oversight Committee for Measure E bond money. He also is a member of two local service clubs, The Rotary Club of Duarte and Friends of Duarte Library.

While participating in all these community organizations and committees, Steve still finds time to be an invaluable volunteer resource for the Duarte Senior Center. He sets up tables and chairs for meals and classes, serves lunches daily, makes popcorn on movie days and handles delivery of monthly birthday cakes. Steve is also our "go to guy" for any unusual or challenging task that pops up at the center.

Steve say's, "I have always felt giving back is the best way to thank all of those that have mentored and supported me through school, my profession and my life." For this and much more, we thank Steve for his efforts to support and better our community.

Steve was recognized this past Thursday at the 2019 Los Angeles County's Board of Supervisors Annual Older Americans Recognition Day Awards ceremony and will be honored again during our Duarte Senior Center Volunteer Recognition Dinner on June 28th at 6:00pm, an invitation-only private event for our volunteers.



Proclamation

OLDER AMERICANS MONTH

WHEREAS, May is traditionally Older Americans Month, a time to celebrate and pay tribute to seniors; and

WHEREAS, California's older population remains one of the State's most enduring resources; and

WHEREAS, older Americans have contributed many years of service in their communities through volunteer programs; and

WHEREAS, seniors possess and share a wealth of experience, background and history, making them an important part of the ties that bind both family and community; and

WHEREAS, today's efforts in designing a coordinated community-based system of care and services for seniors will contribute to the well-being of older Californians in the 21st century; and

WHEREAS, recognition within the State of California offers the State's residents an opportunity to reflect upon the multiple talents and accomplishments of the State's older residents; and

WHEREAS, Steve Hernandez has been chosen as the Older American for the City of Duarte for 2019;

NOW, THEREFORE, LET IT BE RESOLVED, that the City of Duarte hereby declares May 2019 as OLDER AMERICANS MONTH, and expresses congratulations to Steve Hernandez, and urges all residents to participate in appropriate ceremonies honoring these men and women who have given of their time and talents to improve the quality of life for all.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk Marla Akana
Duarte, California

May 28, 2019



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 – MAY 14, 2019

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Paras-Caracci called the meeting to order at 6:08 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Finlay, Kang (arrived during Interviews), Reilly, Urias, Paras-Caracci ABSENT: Fasana (COG, Metro) VACANCY: District 7 ADMINISTRATIVE STAFF PRESENT: City Manager George, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Reilly seconded to adopt the Agenda, and carried with Fasana absent and Kang not present.
INTERVIEWS – Mayor’s Youth Council	City Council conducted interviews for the Mayor’s Youth Council. The interviews concluded at 7:10 p.m. City Council reconvened at 7:16 p.m., with five members present, Fasana absent, and one vacancy.
PLEDGE TO THE FLAG	Mayor Paras-Caracci led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Urias provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Urias and Finlay provided the warm-up.
SPECIAL ITEMS	Samantha Martinez provided an update of recent Mayor’s Youth Council activities and upcoming Teen Center events.
Mayor’s Youth Council update	
Presentation – Metro parking lot	Shannon Hamelin, Senior Director, Metro Parking Management, presented a PowerPoint about the Supportive Transit Parking Program which will begin at the Duarte Station on June 3, including program overview, parking management program, and implementation details, and answered questions from Councilmembers. Steve Hernandez stated the parking lot is small, and it has always been full.
ANNOUNCEMENTS	Joanna Gee, Duarte Library, announced upcoming story times, classes, services, and programs in May and June. Karen Herrera announced upcoming community events, activities, classes, and programs in May and June.

CONSENT CALENDAR

Paras-Caracci asked that attendance at the ACT-SO National competition in July be added to an upcoming Consent Calendar.

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

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

Receive and File Item H.

Remove Items F, G, I, J.

ITEMS REMOVED

Item F – Council Bill 19-R-07
Supports AB 1725
After-School Program funding

COUNCIL BILL 19-R-07 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, SUPPORTING AB 1725 (CARRILLO) PERTAINING TO INCREASED FUNDING FOR AFTER-SCHOOL PROGRAMS

George presented a staff report about the proposed resolution. Representatives from Think Together provided additional information about after-school programs.

ITEM F – APPROVED RESOLUTION NO. 19-07

Finlay moved, Kang seconded to adopt Resolution No. 19-07, and carried unanimously by the members who were present.

Item G – Council Bill 19-O-03
RV Overnight Parking
(Second Reading)

COUNCIL BILL 19-O-03 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, ADDING A NEW CHAPTER 11.15 TO THE DUARTE MUNICIPAL CODE RELATING TO PERMIT AND LICENSE REQUIREMENTS FOR OVERNIGHT PARKING OF RECREATIONAL VEHICLES ON CITY RIGHT OF WAY
(Second Reading)

Villalobos presented a staff report about the proposed ordinance.

Theresa Swartz stated she had never heard about this ordinance, asked if she needs a permit when she brings her RV home, stated the refrigerator in the RV needs to be kept level, and she doesn't feel she should have to pay to park on the street.

Jack Denniston inquired about parking his RV in the driveway.

Villalobos stated parking legally in one's driveway is allowed, the item was discussed at the Public Safety Commission meeting and noticed as a Public Hearing for the previous City Council meeting, and a number of complaints were received from residents about RVs not being moved and being parked on streets.

James Dunn stated he feels residents are being taxed for having an RV, there are work trucks and cars parked on the street for days, it seems like they are being singled out, and stated RVs require maintenance.

There was discussion about the ordinance being drafted as a preventive measure, homeless population, not wanting to discourage people who have RVs, cost recovery, whether the objec-

tionable issue is the \$5 permit fee, surrounding cities' implementation of this restriction, and possibly sending the discussion about fees back to the Public Safety Commission for consideration.

Finlay moved, Reilly seconded to send the item back to the Public Safety Commission, and not adopt the ordinance. There was additional discussion about the ordinance not including a fee amount, as a resolution adopted the fee. Finlay withdrew the motion, and Reilly withdrew the second.

Item G – APPROVED
ORDINANCE NO. 891

Finlay moved, Urias seconded to adopt Ordinance No. 891, and direct that a discussion regarding the fee for the permit be sent back to the Public Safety Commission for consideration, and carried unanimously by the members who were present.

Item I – Letter opposing AB 516
Authority to remove vehicles

Villalobos presented a staff report about AB 516, and answered questions from Councilmembers.

ITEM I – APPROVED

Finlay moved, Kang seconded to approve the letter opposing AB 516 (Chiu) pertaining to the authority to remove vehicles, and carried unanimously by the members who were present.

Item J – SGV Humane Society

Villalobos presented a staff report about the item.

ITEM J – APPROVED

Reilly moved, Urias seconded to authorize the City Manager to execute a contract with San Gabriel Valley Humane Society in the amount of \$62,000 for FY 2019/20 animal control services, and carried unanimously by the members who were present.

BUSINESS ITEM
Appointments to Mayor's Youth
Council

Urias moved, Finlay seconded to appoint Carlos Mejia, Elizabeth Perez, Chance Gentry, Vanessa Valadez, Mariah MacMurphy, Ariel Gonzalez, Sargis Bederian, Dylan Rodriguez, Casey Carrillo, Samantha Martinez, Bryan Garcia, Andy Miranda, and Faith Peoples to the Mayor's Youth Council for terms ending June 30, 2020, and carried unanimously by the members present.

REPORTS/COMMUNICATIONS
FROM COUNCIL/MANAGER/
ATTORNEY

COSGROVE: Stated the position letter regarding SB 50 has been drafted and will be presented at the next meeting.

REILLY: Discussed a scam phone call she received, and stated the area on Las Lomas south of Huntington (City of Irwindale) has a number of dumped items on it.

KANG: Inquired if deputies provide police reports for auto accidents. Villalobos responded.

URIAS: Inquired about resident status requirement for serving on the Ad Hoc Finance Committee. Herrera responded.

There was discussion about the Ad Hoc Committee. It was determined that the deadline for the Ad Hoc Citizens Finance Advisory Committee would be extended to May 22 at 6:00 p.m., and the Duarte resident requirement would be removed.

FINLAY: Inquired about the possibility of having stop signs on Bloomdale north of Duarte Park. Hensley responded.

MEETINGS ATTENDED

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

Paras-Caracci: Little Free Library at Royal Oaks Park, Taste of Duarte, Mother's Day Tea & Fashion Show, Jr. Golf Program.

Urias: Taste of Duarte.

Mayor Paras-Caracci stated she would like to invite Jerry from the San Gabriel Junior Golf program to a future meeting.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m. in memory of Juanito Aposaga.

Mayor Tzeitel Paras-Caracci

ATTEST:

City Clerk



City of Duarte

Council Warrant Register by Account

By Fund

Payment Dates 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 100 - GENERAL FUND					
100-1005-7646	AIDA TORRES	Tzeitel Paras ACT-SO Airfare 7/2019	212596		426.60
100-1005-7650	U.S. BANK	Bryan Urias CCCA Conference 5/16/19 - 5/19/19	187		600.00
100-1005-7980	U.S. BANK	Closed Session Snacks (Target)	187		46.75
100-1010-7610	MMASC	Darrell George SGVCMA Luncheon	212513		35.00
100-1010-7610	U.S. BANK	Darrell George SGV Economic Partnership Reception	187		50.00
100-1010-7610	U.S. BANK	Karen Herrera SGV Economic Partnership Reception	187		50.00
100-1010-7610	U.S. BANK	Darrell George Lunch Mtg w/CC Urias 4/23/19	187		43.77
100-1010-7610	U.S. BANK	Darrell George CC Breakfast Mtg Hotel 4/23/19	187		82.50
100-1010-7610	U.S. BANK	Darrell George Business Lunch w/Commissioners	187		28.47
100-1010-7610	U.S. BANK	Darrell George Meeting w/Staff 3/25/19 (Max's)	187		22.93
100-1010-7610	U.S. BANK	Karen Herrera Women's Leadership Training Hotel	187		78.61
100-1010-7610	U.S. BANK	Darrell George Mtg w/City Mgrs 3/27/19 (Cleaman's)	187		24.20
100-1010-7610	U.S. BANK	Contract Cities Best Buy Gift Card	187		50.00
100-1010-7650	CITY OF MONROVIA	Fuel-City Manager 3/2019	212573		179.83
100-1010-7650	U.S. BANK	City Mgr Car Floor Mats (Cars on R66)	187		27.24
100-1010-7650	U.S. BANK	Darrell George FasTrak Pass Replenish	187		40.00
100-1010-7650	EXXONMOBIL	Fuel-City Manager 4/2019	212507		128.03
100-1010-7651	COLANTUONO, HIGHSMITH & WHA	Revenue Measure (TUT Proposal Advise)	212550		175.00
100-1010-7670	SAN GABRIEL VALLEY NEWSPAPERS	Legal Advertising 4/2019	212585		284.00
100-1010-7980	U.S. BANK	Closed Session Mtg 4/22/19 (Sushi Fire)	186		230.38
100-1010-7980	U.S. BANK	Council Workshop 4/9/19 (Thai City)	186		301.28
100-1010-7980	U.S. BANK	Council Workshop 4/9/19 (Tropicana Mkt)	186		44.99
100-1010-7980	SMART & FINAL	Council Meeting Food	190		19.58
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 2/2019	212582		5,259.70
100-1015-7682	BURKE, WILLIAMS & SORENSEN LL	Labor Legal 4/2019	212539		562.50
100-1015-7684	SILVER & WRIGHT LLP	1398 Hunt Dr Code Enforcement Legal 3/2019	212590	201904-Code Enforce Legal-Tobacco Gran	3,317.60
100-1015-7684	SILVER & WRIGHT LLP	1939 Wardell Code Enforcement Legal 3/2019	212590		3,631.70
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Code Enforcement Legal 3/2019	212590		1,208.90
100-1015-7684	SILVER & WRIGHT LLP	Arberry Code Enforcement Legal 3/2019	212590		1,431.95
100-1015-7684	SILVER & WRIGHT LLP	2026 Broadland Code Enforcement Legal 3/2019	212590		2,442.63
100-1015-7686	RUTAN & TUCKER LLP	D & Design (Trademark) Legal 2/19	212582		125.00
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 2/2019	212582		301.00
100-1015-7686	RUTAN & TUCKER LLP	Environmental/Stormwater (NPDES) Litigation 2/2019	212582		13,824.00
100-1020-7710	LUDECKE PROPERTY MANAGEMEN	Chamber Lease 6/2019	212570		1,600.00
100-1020-7711	U.S. BANK	Employee Appreciation Event Candy	186		15.15
100-1020-7711	U.S. BANK	Employee Appreciation Event 5/16/19 Raffle Prizes	186		240.00
100-1020-7712	U.S. BANK	Facebook Ads	187		10.00
100-1020-7712	U.S. BANK	Spotify	187		9.99
100-1020-7712	U.S. BANK	Hootsuite 5/2/19 - 6/1/19	187		14.99
100-1020-7716	U.S. BANK	Earth Day Gift Cards (Starbucks)	187		50.40
100-1020-7716	U.S. BANK	LARA Event Gift Cards (Starbucks)	187		90.00
100-1020-7716	U.S. BANK	Earth Day Food 4/8/19 (Tropicana Market)	187		244.95
100-1020-7716	U.S. BANK	Earth Day Craft (Amazon)	186		41.97
100-1020-7726	U.S. BANK	Adobe Creative Cloud	186		34.99
100-1205-7610	U.S. BANK	LASD Breakfast w/Council 4/3/19 (Corner Bakery)	184		176.20
100-1205-7615	U.S. BANK	Emergency Protective Equipment	184		1,136.92
100-1205-7636	U.S. BANK	Uniform Patches & Name Tags (Keystone Uniform)	184		270.11
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 3/2019	212573		975.12
100-1205-7650	AUTOZONE	Truck 22 Battery	212534		127.99
100-1205-7650	ADVANTAGE FORD LINCOLN	Veh 25 Oil Change	212531		55.43
100-1205-7650	ADVANTAGE FORD LINCOLN	Veh 27 Replace DPFE Hose/Sensor	212531		378.09
100-1205-7650	SIERRA CHRYSLER DODGE JEEP RA	Veh 24 Alternator/Belt Tensioner	212589		2,148.22
100-1205-7655	T-MOBILE	Emergency Asset Tracking 3/21/19 - 4/20/19	212526		12.75

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1205-7655	THOMSON REUTERS-WEST PUBLIS	Emergency Software 4/1/19 - 4/30/19	212525		148.53
100-1205-7761	DATA TICKET INC	Parking Citation Processing 3/2019	212553		3,020.74
100-1205-7761	SUPERIOR CT OF CAL CO OF LOS AN	Citation Revenue Tax 4/2019	212593		8,950.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 2/2018	212553		2,007.70
100-1205-7761	DATA TICKET INC	DUI Processing 4/2018	212553		17.00
100-1205-7761	DATA TICKET INC	Admin Citation Processsing 3/2019	212553		1,116.21
100-1205-7762	CALE AMERICA	WTP Fees 4/2019	212541		285.40
100-1205-7779	U.S. BANK	DART Spring Break Trip Dinner 3/26/19 (Yan Flower)	184		30.60
100-1205-7779	U.S. BANK	Spring Break Trip UCSB Lunch (Coral Tree Cafe)	184		34.26
100-1205-7779	U.S. BANK	DART Senior Sashes (FSP Designs)	184		194.75
100-1205-7779	U.S. BANK	DART Movie Tickets 4/18/19 (Studio Movie Grill)	184		113.25
100-1205-7779	U.S. BANK	DART Movie Trip 4/18/19 (Blaze Pizza)	184		115.86
100-1205-7779	U.S. BANK	Youth Movie Trip 4/9/19 (Studio Movie Grill)	184		122.00
100-1205-7779	U.S. BANK	Youth Trip 4/9/19 Meal (Blaze Pizza)	184		155.49
100-1205-7779	U.S. BANK	DART Spirng Break Trip Dinner 3/27/19	184		49.05
100-1205-7779	U.S. BANK	DART Spring Break Breakfast 3/27/19 (Starbucks)	184		36.75
100-1205-7779	U.S. BANK	DART Spring Break Trip UCSB Parking Pass 3/26/19	184		6.00
100-1205-7779	U.S. BANK	See Jack Play Event Groceires (Smart & Final)	184		33.17
100-1205-7779	U.S. BANK	Youth Movie Tickets 4/16/19 (Studio Movie Grill)	184		123.50
100-1205-7779	U.S. BANK	Youth Trip 4/12/19 (APU-The Adams Family Play)	184		196.00
100-1205-7779	U.S. BANK	Youth Trip Dinner 4/16/19 (Blaze Pizza)	184		111.14
100-1205-7779	U.S. BANK	See Jack Play Event 4/11/19 (Little Caesars)	184		124.62
100-1205-7779	U.S. BANK	DART Hiking Trip 4/8/19 Lunch (Chipotle)	184		61.59
100-1205-7779	U.S. BANK	DART Spring Break Dinner 3/27/19 (Hulas Island)	184		28.41
100-1205-7779	U.S. BANK	DART Hiking Trip 4/8/19 (Claremont Parking Pass)	184		5.00
100-1205-7779	U.S. BANK	DART Trip 4/12/19 Dinner (Chick-fil-A)	184		98.56
100-1205-7779	U.S. BANK	DART Spring Break Trip 3/27/19 (Laser Tag)	184		105.00
100-1205-7779	U.S. BANK	DART Spring Break Trip Car Rental (Enterprise)	184		476.65
100-1205-7779	U.S. BANK	DART Spring Break Trip Lunch 3/27/19 (Beach St)	184		262.22
100-1205-7779	U.S. BANK	DART Spring Break Trip Groceries (Food Maxx)	184		166.31
100-1205-7779	U.S. BANK	DART Spring Break Trip Lunch 3/28/19 (In-N-Out)	184		74.59
100-1205-7780	COUNTY OF LOS ANGELES - ANIMA	Animal Shelter Services 3/2019	212551		2,924.91
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 4/2019	212552		316.80
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 3/2019	212573		4,605.65
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contract 3/2019	212569		314,836.96
100-1205-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contract 3/2019	212569	201914-Sheriff Contract-Cal VIP	16,502.05
100-1205-7980	U.S. BANK	Tobacco Surveillance Equipment (Amazon)	184	201904-Other Exp-Tobacco Grant	121.42
100-1205-7980	U.S. BANK	Tobacco Surveillance Charger (Amazon)	184	201904-Other Exp-Tobacco Grant	26.27
100-1205-7980	U.S. BANK	LASD Special Assignment MTG 4/3/19 (Janet's)	184		175.20
100-1205-7980	U.S. BANK	Tobacco Surveillance Equipment (Amazon)	184	201904-Other Exp-Tobacco Grant	115.33
100-1205-7980	U.S. BANK	Adobe Creative Cloud	184	201904-Other Exp-Tobacco Grant	39.99
100-1205-7980	U.S. BANK	DART Spring Break Trip Lunch 3/26/19 (Woodstocks)	184		108.34
100-1205-7980	U.S. BANK	Crossing Guard Interviews 4/22/19 (Max's)	184		29.92
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	TLEP Grant CBO 4/1/19 - 4/30/19	212538	201904-Other Exp-Tobacco Grant	4,173.85
100-1205-7980	BOYS & GIRLS CLUBS OF THE FOOT	Cal VIP Grant CBO 4/1/19 - 4/30/19	212537	201914-Other Expenses-Cal VIP	6,153.50
100-1211	DONALD VAILLANCOURT	Computer Loan	212527		2,664.87
100-1405-7610	U.S. BANK	Credit-Amanda Hamilton PW Conf Hotel 4/2019	188		-200.00
100-1405-7610	U.S. BANK	Craig Hensley Meeting Parking	188		3.00
100-1405-7612	U.S. BANK	Daily Bulletin Online Subscription	188		10.71
100-1405-7612	U.S. BANK	Hightail-Lg Data File Transfer Subscription	188		15.99
100-1405-7613	RICOH USA INC	Lg Format Copier Maint 5/1/19 - 7/31/19	212518		61.71
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	212592		78.50
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 3/2019	212573		56.50
100-1405-7800	CHARLES ABBOTT ASSOCIATES INC	Building & Safety Srvcs 4/2019	212547		34,773.03
100-1405-7802	U.S. BANK	Teresa Renteria Nat'l Stormwater Workshop	188		774.00
100-1405-7965	KOA CORPORATION	Duarte CIP 2019-2023	212565		2,795.00
100-1405-7965	KOA CORPORATION	Duarte Stop Sign Policy	212565		7,760.00
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 3/2019	212580		2,920.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engieering 3/2019	212580		2,587.50
100-1405-7969	RKA CONSULTING GROUP	Engineering Srvcs-Plan Check 3/2019	212580		640.00

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting Svcs 3/2019	212580		1,280.00
100-1405-7975	KOSMONT COMPANIES	Duarte Station Economic & Revenue Analysis 4/2019	212566		3,244.09
100-1410-7612	CASHIER DEPARTMENT OF PESTICI	Josh Hernandez QAC #152253 License Renewal	212505		30.00
100-1410-7621	AIRGAS USA LLC	Welding Cylinder Rental	212532		49.75
100-1410-7636	L & M FOOTWEAR	Josh Hernandez Safety Workboots	212588		138.59
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 3/2019	212573		782.81
100-1410-7650	ADVANTAGE FORD LINCOLN	Truck 2 Stop Boards	212531		262.80
100-1410-7650	LA MOBO BUS SERVICE INC	VEh 2 PM Srvc/Inspection/2-Tires/2-Batteries	212567		1,470.45
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 15 PM Srvc/Inspection/Top-Beacon/Mounts	212567		1,899.73
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 5 PM Srvc/Inspection	212567		372.13
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 3 Gearbox/Brake Chambers/Valves	212567		4,554.37
100-1410-7650	LA MOBO BUS SERVICE INC	Veh 3 PM Srvc/Inspection	212567		407.13
100-1410-7814	SUPERIOR PROPERTY SERVICES INC	Citywide Graffiti Removal 4/2019	212594		422.20
100-1605-7002	PAMELA ROMERO	CPR Stipend	212521		76.92
100-1605-7610	U.S. BANK	La County Parks-Park Summit Registration	189		30.00
100-1605-7610	U.S. BANK	(2) LA County Parks-Park Summit Registration	189		60.00
100-1605-7610	U.S. BANK	Manuel Enriquez CPRS Conf Transportation 3/24/19	189		33.45
100-1605-7612	SOUTHERN CALIFORNIA MUNICIPA	2019 SCMAF Membership (3)	212523		130.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	212592		43.48
100-1605-7614	STAPLES ADVANTAGE	Meeting Recorder & Case	212592		86.82
100-1605-7614	STAPLES ADVANTAGE	Lined Paper Pads	212592		17.77
100-1605-7614	U.S. BANK	Card Stock (Michaels's)	189		9.20
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2019	212573		88.57
100-1605-7650	LA MOBO BUS SERVICE INC	Veh 100 PM Srvc/Inspection/Vacuum Hose	212567		561.90
100-1605-7693	DUARTE PIZZA COMPANY	TC MYC Dinner	212556		77.17
100-1605-7728	DUARTE RECREATION PETTY CASH	AmeriCorps Volunteer Recognition Supplies	212557	201909- Duarte's Promise - America's Pro	4.38
100-1605-7728	SMART & FINAL	AmeriCorps Volunteer Recognition	190	201909- Duarte's Promise - America's Pro	125.20
100-1605-7728	SMART & FINAL	Little Library Supplies	190	201909- Duarte's Promise - America's Pro	97.83
100-1605-7728	RELATION INSURANCE	AmeriCorps Health Premiums 6/2019	212579	201909- Duarte's Promise - America's Pro	1,521.25
100-1605-7733	DUARTE RECREATION PETTY CASH	SC Monthly Birthday Cake	212557		10.99
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Dessert	190		38.70
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Supplies	190		36.42
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Supplies	190		87.78
100-1605-7733	U.S. BANK	SC Netflix	186		19.74
100-1605-7733	U.S. BANK	SC Recognition Supplies (Smart & Final)	189		78.95
100-1605-7733	U.S. BANK	Phone Case/Battery Pack (Amazon)	189		29.98
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Supplies	190		242.52
100-1605-7733	SMART & FINAL	SC Party Supplies	190		66.40
100-1605-7733	SHAFFER AWARDS	SC Volunteer Recognition Plaque (Steve Hernandez)	212587		11.78
100-1605-7733	BEN RUSHING	SC In-N-Out/Car Show Entertainment	212581		400.00
100-1605-7733	SMART & FINAL	SC Mother's Day Tea Favors	190		71.95
100-1605-7733	DUARTE PETTY CASH/BINGO PRIZE	SC Bingo Prize Money	212555		100.00
100-1605-7733	DR BRICE HARRIS JR	SC Great Decisions-Decoding US-China Trade	212561		50.00
100-1605-7733	IN-N-OUT BURGER	Balance-SC In-N-Out Day 5/30/2019	212563		1,524.66
100-1605-7735	U.S. BANK	Cesar Chavez Essay Contest Winners (Smart & Final)	189		83.90
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	190		195.33
100-1605-7736	AGI ACADEMY	Instructor Fee-Critical Reading	212501		110.60
100-1605-7736	ALEJANDRO FUENTES	Instructor Fee-Circus Gymnastics	212509		504.00
100-1605-7736	CITY OF LONG BEACH	Nature Camp Trip (Balance)	212568		66.00
100-1605-7736	CALIFORNIA SCIENCE CENTER	Nature Camp Trip	212543		129.90
100-1605-7736	THE COVE, STAND GUARD AQUATIC	Nature Camp Trip	212595		371.00
100-1605-7736	GEORGINA OROZCO	Folklorico Class Supplies	212516		586.50
100-1605-7737	MYRTLE CREEK BOTANICAL GARDE	Adult Excursion Tour	212499		1,349.55
100-1605-7739	THE SAUCE CREATIVE SERVICES CO	Summer Class Flyers	212586		534.90
100-1605-7739	MINUTEMAN PRESS OF RANCHO C	T-Ball / Basketball Flyers	212512		507.07
100-1605-7739	MINUTEMAN PRESS OF RANCHO C	T-Ball Flyer Design	212512		168.09
100-1605-7740	U.S. BANK	Youth Spring Break Trip 3/27/19 (AMC)	189		107.66
100-1605-7740	U.S. BANK	Youth Spring Break Trip 3/27/19 (AMC)	189		132.16
100-1605-7741	DUARTE RECREATION PETTY CASH	Soccer Pizza Party Supplies	212557		114.19
100-1605-7741	SMART & FINAL	Soccer Party Supplies	190		38.15

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1605-7741	U.S. BANK	Soccer Goals/Cones (Amazon)	189		505.96
100-1605-7741	U.S. BANK	C Division Goals (Amazon)	189		319.98
100-1605-7741	U.S. BANK	Little All Star Goals (Amazon)	189		99.99
100-1605-7741	SMART & FINAL	Sports/Playground Meeting Supplies	190		87.12
100-1605-7741	SMART & FINAL	Soccer Party Supplies	190		10.99
100-1605-7741	SMART & FINAL	Return-Sports/Playground Meeting Supplies	190		-64.12
100-1605-7980	U.S. BANK	Manuel Enriquez July 3rd Event Lunch Mtg (Grano)	189		30.27
100-1605-7980	U.S. BANK	(2) MP3 Players (Amazon)	189		119.98
100-1605-7980	U.S. BANK	Easter Egg Hunt Supplies (Paper Source)	189		18.56
100-1605-7980	U.S. BANK	Helium Kit (Target)	189		34.48
100-1605-7980	JOSE R SALAZAR	Staff Training Catering	212584		360.00
100-1605-7980	JOSE R SALAZAR	Staff Training Catering	212583		360.00
100-1610-7616	CALIBER COMMERCIAL POOL SERVI	Comp Pool Acid Feed System Overhaul	212542		660.68
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	212510		626.44
100-1610-7618	SMART & FINAL	SC Coffee Supplies	190		257.69
100-1610-7618	SMART & FINAL	SC Coffee Supplies	190		18.43
100-1610-7618	MAINTEX INC	Janitorial Supplies	212571		229.18
100-1610-7618	MAINTEX INC	Janitorial Supplies	212571		377.14
100-1610-7618	WAXIE SANITARY SUPPLY	Bristle Brush Floor Machine	212528		156.86
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	212548		35.00
100-1610-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 3/2019	212573		303.54
100-1610-7650	LA MOBO BUS SERVICE INC	Veh 20 PM Service/Inspection	212567		282.90
100-1610-7652	POST ALARM SYSTEMS	S Yard Alarm Monitoring 6/1/19 - 6/30/19	212578		43.26
100-1610-7652	DUARTE UNIFIED SCHOOL DISTRICT	DHS Tennis Court Resurface	212559		18,073.80
100-1610-7652	SIGN A RAMA COVINA	Duarte Flags (3)	212522		859.95
100-1610-7652	SIGN A RAMA COVINA	Public Safety Work Hours Vinyl Graphics	212522		147.05
100-1610-7652	PACIFIC COAST TERMITE INC	City Hall Termite Treatment	212575		5,400.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	Pest Control Srvcs-CH/CC 4/2019	212529		60.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	Pest Control Srvcs-CH 4/2019	212529		60.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	Pest Control Srvcs-FC/Pool 4/2019	212529		60.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	Pest Control Srvcs-SC 4/2019	212529		60.00
100-1610-7652	WESTERN EXTERMINATOR COMPA	Pest Control Srvcs-TC 4/2019	212529		60.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maintenance-TC	212530		1,001.50
100-1610-7652	WAXIE SANITARY SUPPLY	Extractor Repairs	212528		351.92
100-1805-7610	U.S. BANK	Kristen Petersen GFOA Conference 5/19/19 - 5/22/19	186		465.00
100-1805-7610	U.S. BANK	Kristen Petersen Mtg w/San Marino Staff	186		50.16
100-1805-7610	U.S. BANK	Admin Svc Staff Meeting 3/28/19 (T Burgers)	186		52.59
100-1805-7610	KRISTEN PETERSEN	City of Palmdale Interview Panel	212577		84.68
100-1805-7654	DEMSEY, FILLIGER & ASSOCIATES LL	GASB 75 Refresh	212554		750.00
100-1805-7980	U.S. BANK	Duarte Hat Promo Item (FSP Designs)	186		16.54
100-1805-7980	U.S. BANK	Microsoft 365 3/27/19 - 4/26/19	186		12.00
100-1810-7614	U.S. BANK	Credit-Amazon Two-Drawer Filing Cabinet-HR	186		-317.54
100-1810-7614	U.S. BANK	HR Office Cleaning Supply	186		6.16
100-1810-7660	CALIFORNIA STATE DEPARTMENT O	Fingerprint Apps 4/2019	212544		64.00
100-1810-7660	CMC LIVESCAN & NOTARY SERVICE	Livescan Services 4/2019	212549		391.00
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physical 4/2019	212564		50.00
100-1810-7673	BDA MORNEAU SHEPELL	Drug and/or Alcohol Testing 1/2019 - 3/2019	212535		175.00
100-1815-7632	U.S. BANK	Adobe AcroPro-CMD	186		14.99
100-1815-7632	U.S. BANK	Adobe Creative Cloud	186		314.91
100-1815-7632	CDW GOVERNMENT LLC	(25)Parallels 3 Year Subscription	212546		5,540.75
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 5/2019	212524		553.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Srvcs 5/2019	212524		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 5/2019	212524		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 5/2019	212524		567.60
100-1815-7830	U.S. BANK	SC Elevator 911-Vonage	186		19.52
100-1815-7980	U.S. BANK	Airpods-Mitel Phones (Apple Pasadena)	186		525.90
100-1825-7613	CANON SOLUTIONS AMERICA INC	Copier Paper	212503		220.10
100-1825-7626	FEDEX	Document Delivery	212508		25.14
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 5/1/19 - 5/31/19	212502		399.67
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/SC/TC Copier Lease 5/1/19 - 5/31/19	212502		869.55

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 4/1/19 - 4/30/19	212502		238.91
100-1825-7631	CANON SOLUTIONS AMERICA INC	CH (2) Copier Maintenance 4/16/19 - 5/15/19	212545		700.73
100-1825-7631	CANON SOLUTIONS AMERICA INC	SC Copier Maintenance 4/16/19 - 5/15/19	212545		88.10
100-1825-7631	CANON SOLUTIONS AMERICA INC	TC Copier Maintenance 4/16/19 - 5/15/19	212545		36.23
100-1825-7747	MAINTEX INC	Recycle Grant Supplies (Trash Can Liners)	212571	201803-Beverage Container Recycle Progr	759.83
100-1825-7980	SMART & FINAL	Secretary Meeting Supplies	190		7.99
100-2023	DAVID RENDON	City Kitty Retirement Gift	212500		250.00
100-2026	NICHOLETTE DELFIN	Equipment Deposit Refund	212506		25.00
100-2120	AUGUSTINE GALLARDO	Gazebo Rent Deposit Refund	212511		50.00
100-2120	EDGAR PITTS	Field Deposit Rent Refund	212517		260.00
100-2120	ROBERT RODRIGUEZ	CC Rent Deposit Refund	212520		500.00
100-2120	ESTHER RIVAS	TC Rent Deposit Refund	212519		300.00
100-2120	ROSA CARRASCO	Damage to Walls	212504		-46.00
100-2120	ROSA CARRASCO	CC Rental Deposit Refund	212504		500.00
100-2120	AGUSTIN MORALES	CC Rent Deposit Refund	212514		500.00
100-2120	TURBO PRODUCTIONS	Film Deposit Refund	212597		500.00
100-2121	MOORE IACOFANO GOLTSMAN INC	Duarte Station Specific Plan/EIR 4/2019	212574	201915-Duarte Station Specific Plan-Expe	39,348.25
100-2121	MJW INVESTMENTS LLC	Refund of Unused Deposit (942/952/962 Hunt Dr)	212572	201816-MJW Invest Exp- 945/952/962 Hu	14,268.75
100-2121	CITY OF HOPE	Return Unused Deposit East Pkg Lot Pmt #2017-421	212562	201812-Exp-COH, Surface Parking, East	4,633.35
100-2121	CITY OF HOPE	Return Unused Deposit West Pkg Lot Pmt # 2017-422	212562	201813-COH-Exp, Surface Parking, West	4,633.35
100-2121	RUTAN & TUCKER LLP	General City Attorney (Retainer) 2/2019	212582	201921-Pass Through-Tipping CC&R's	40.30
100-2123	U.S. BANK	Special Event Insurance 1/1/19 - 3/31/19	186		749.00
100-4402	ROSA CARRASCO	Overpayment	212504		30.00
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 5/2019	212558	250004 - Property Rent - Nextel Rent (Oti	1,645.10
Fund 100 - GENERAL FUND Total:					604,559.78

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 220 - GAS TAX FUN					
220-2210-7811	PACIFIC PRODUCTS & SERVICES LLC	Street Sign Posts Anchors	212576		558.45
220-2225-8100	ELECNOR BELCO ELECTRIC INC	Phase I BB & PedHead/Pushbutton Improvements	212560	201906-Capital Improv-Phase I Batt Bkup-	88,016.08
Fund 220 - GAS TAX FUN Total:					88,574.53

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

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	Citywide Street Light Supplies/Repairs	212540		2,621.77
240-2410-7662	BEE REMOVERS	Bee Removal-1600 Huntington Dr	212536		117.00
240-2410-7662	SITEONE LANDSCAPE SUPPLY HOLD	Citywide Irrigation Inventory Supplies	212591		497.17
240-2410-7663	ARCHITERRA DESIGN GROUP	Huntington Drive Medians	212533		152.28
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					3,388.22

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'S D	Sheriff Contract 3/2019	212569		15,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					15,000.00

Council Warrant Register by Account

Payment Dates: 05/15/2019 - 05/28/2019

Account Number	Vendor Name	Description (Item)	Payment No	Project Key	Amount
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7619	CITY OF MONROVIA	Fuel-Transit Dept 3/2019	212573		7,900.17
440-4405-7619	HUNTINGTON & DUARTE INC	Vehicle 26 Fuel	212515		37.08
440-4405-7650	AUTOZONE	Yard Supplies	212534		8.74
440-4405-7980	U.S. BANK	Duarte Bus Promo Giveaway (FSP Designs)	186		15.44
Fund 440 - PROPOSITION A TRANSIT FUND Total:					7,961.43
Grand Total:					719,483.96

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	604,559.78
220 - GAS TAX FUN	88,574.53
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	3,388.22
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,000.00
440 - PROPOSITION A TRANSIT FUND	7,961.43
Grand Total:	719,483.96

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7646	Travel & Exp - Paras	426.60
100-1005-7650	Travel & Exp - Urias	600.00
100-1005-7980	Other Expenses	46.75
100-1010-7610	Travel, Mtgs & Conf	465.48
100-1010-7650	Vehicle Maintenance	375.10
100-1010-7651	Election Services	175.00
100-1010-7670	Legal Notices	284.00
100-1010-7980	Other Expenses	596.23
100-1015-7680	City Attorney Legal	5,259.70
100-1015-7682	Labor Counsel Legal	562.50
100-1015-7684	Code Enforcement Legal	12,032.78
100-1015-7686	Other Legal Services	14,250.00
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C	255.15
100-1020-7712	Community Information	34.98
100-1020-7716	Special Community Even	427.32
100-1020-7726	Council Cablecasting	34.99
100-1205-7610	Travel, Mtgs & Conf	176.20
100-1205-7615	Emergency Supplies	1,136.92
100-1205-7636	Uniforms	270.11
100-1205-7650	Vehicle Maintenance	3,684.85
100-1205-7655	Emergency Services	161.28
100-1205-7761	Parking Ticket Collect	15,111.65
100-1205-7762	Parking Pass Kiosk Costs	285.40
100-1205-7779	Youth Programs	2,724.77
100-1205-7780	Animal Control	3,241.71
100-1205-7781	Contract Law Enforceme	335,944.66
100-1205-7980	Other Expenses	10,943.82
100-1211	Computer Loan Program	2,664.87
100-1405-7610	Travel, Mtgs & Conf	-197.00
100-1405-7612	Publications and Dues	26.70
100-1405-7613	Duplications And Photos	61.71
100-1405-7614	Office Supplies	78.50
100-1405-7650	Vehicle Maintenance	56.50
100-1405-7800	Building Department Ser	34,773.03
100-1405-7802	NPDES Requirements	774.00
100-1405-7965	Professional Services	10,555.00
100-1405-7967	Public Works Inspection	2,920.00
100-1405-7969	City Engineer	4,507.50
100-1405-7975	Economic Development	3,244.09
100-1410-7612	Publications and Dues	30.00
100-1410-7621	Other Supplies	49.75
100-1410-7636	Uniforms	138.59
100-1410-7650	Vehicle Maintenance	9,749.42
100-1410-7814	Graffiti Removal	422.20
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	123.45
100-1605-7612	Publications and Dues	130.00

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7614	Office Supplies	157.27
100-1605-7650	Vehicle Maintenance	650.47
100-1605-7693	Youth Council	77.17
100-1605-7728	Americorp's VIP Progra	1,748.66
100-1605-7733	Senior Center	2,769.87
100-1605-7735	Teen Center	279.23
100-1605-7736	Recreation Classes	1,768.00
100-1605-7737	Adult Excursions	1,349.55
100-1605-7739	Publicity	1,210.06
100-1605-7740	Youth Excursions	239.82
100-1605-7741	Sports/Playground Progr	1,112.26
100-1605-7980	Other Expenses	923.29
100-1610-7616	Pool Supplies	660.68
100-1610-7617	Pool Chemicals	626.44
100-1610-7618	Building Supplies	1,039.30
100-1610-7636	Uniforms	35.00
100-1610-7650	Vehicle Maintenance	586.44
100-1610-7652	Building Maint Services	26,177.48
100-1805-7610	Travel, Mtgs & Conf	652.43
100-1805-7654	Audit Services	750.00
100-1805-7980	Other Expenses	28.54
100-1810-7614	Office Supplies	-311.38
100-1810-7660	Other Services	455.00
100-1810-7673	Physical Exams	225.00
100-1815-7632	Software Maintenance	5,870.65
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	1,573.12
100-1815-7980	Other Expenses	525.90
100-1825-7613	Duplications And Photos	220.10
100-1825-7626	Postage	25.14
100-1825-7630	Equipment Lease	1,269.22
100-1825-7631	Equipment Maintenance	1,063.97
100-1825-7747	Beverage Cont Recycling	759.83
100-1825-7980	Other Expenses	7.99
100-2023	EE City Kitty Contributio	250.00
100-2026	EE Equipment Deposit	25.00
100-2120	Refundable Deposits	2,564.00
100-2121	Pass Through Deposits	62,924.00
100-2123	Special Event Insurance (	749.00
100-4402	Community Center Rent	30.00
100-4408	Property Rental	1,645.10
220-2210-7811	Street Maintenance	558.45
220-2225-8100	Other Capital Improvem	88,016.08
240-2405-7888	Repairs-Citywide	2,621.77
240-2410-7662	Other Serv-Citywide	614.17
240-2410-7663	Other Serv-Medians	152.28
290-2905-7781	Contract Law Enforceme	15,000.00
440-4405-7619	Fuel And Oil	7,937.25
440-4405-7650	Vehicle Maintenance	8.74
440-4405-7980	Other Expenses	15.44
Grand Total:		719,483.96

Project Account Summary

Project Account Key	Payment Amount
None	533,940.28
201803-Beverage Container Recycle Program	759.83
201812-Exp-COH, Surface Parking, East	4,633.35
201813-COH-Exp, Surface Parking, West	4,633.35

Project Account Summary

Project Account Key	Payment Amount
201816-MJW Invest Exp- 945/952/962 Hunt Drive	14,268.75
201904-Code Enforce Legal-Tobacco Grant	3,317.60
201904-Other Exp-Tobacco Grant	4,476.86
201906-Capital Improv-Phase I Batt Bkup-Ped Head	88,016.08
201909- Duarte's Promise - America's Promise Exp	1,748.66
201914-Other Expenses-Cal VIP	6,153.50
201914-Sheriff Contract-Cal VIP	16,502.05
201915-Duarte Station Specific Plan-Expense	39,348.25
201921-Pass Through-Tipping CC&R's	40.30
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,645.10
Grand Total:	719,483.96



City of Duarte

Council Warrant Register Over \$5000

By Payment Number

Payment Dates 05/15/2019 - 05/28/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
212537	5/28/2019 5132019	5155 Cal VIP Grant CBO 4/1/19 - 4/30/19	BOYS & GIRLS CLUBS OF THE FOOTHILLS	100-1205-7980	201914-Other Expenses-Cal VIP	6,153.50 6,153.50
212546	5/28/2019 SDM5546	1102 (25)Parallels 3 Year Subscription	CDW GOVERNMENT LLC	100-1815-7632		5,540.75 5,540.75
212547	5/28/2019 59553	5120 Building & Safety Srvcs 4/2019	CHARLES ABBOTT ASSOCIATES INC	100-1405-7800		34,773.03 34,773.03
212553	5/28/2019 100007 87435 89371 99467	5501 Parking Citation Processing 3/2019 Parking Citation Processing 2/2018 DUI Processing 4/2018 Admin Citation Processsing 3/2019	DATA TICKET INC	100-1205-7761 100-1205-7761 100-1205-7761 100-1205-7761		6,161.65 3,020.74 2,007.70 17.00 1,116.21
212559	5/28/2019 1432	4410 DHS Tennis Court Resurface	DUARTE UNIFIED SCHOOL DISTRICT	100-1610-7652		18,073.80 18,073.80
212560	5/28/2019 14-0318-001	6042 Phase I BB & PedHead/Pushbutton I	ELECNOR BELCO ELECTRIC INC	220-2225-8100	201906-Capital Improv-Phase I Batt Bkup-Ped H	88,016.08 88,016.08
212562	5/28/2019 64141 64141	T2336 Return Unused Deposit East Pkg Lot P Return Unused Deposit West Pkg Lot	CITY OF HOPE	100-2121 100-2121	201812-Exp-COH, Surface Parking, East 201813-COH-Exp, Surface Parking, West	9,266.70 4,633.35 4,633.35
212565	5/28/2019 JB83152 - 3 JB93060 - 1	6009 Duarte CIP 2019-2023 Duarte Stop Sign Policy	KOA CORPORATION	100-1405-7965 100-1405-7965		10,555.00 2,795.00 7,760.00
212567	5/28/2019 8387 8389 8396 8400 8463 8471 8472	5637 Veh 20 PM Service/Inspection VEh 2 PM Srvc/Inspection/2-Tires/2-B Veh 100 PM Srvc/Inspection/Vacuum Veh 15 PM Srvc/Inspection/Top-Beac Veh 5 PM Srvc/Inspection Veh 3 Gearbox/Brake Chambers/Valv Veh 3 PM Srvc/Inspection	LA MOBO BUS SERVICE INC	100-1610-7650 100-1410-7650 100-1605-7650 100-1410-7650 100-1410-7650 100-1410-7650 100-1410-7650		9,548.61 282.90 1,470.45 561.90 1,899.73 372.13 4,554.37 407.13
212569	5/28/2019 193220CY 193220CY 193220CY	0056 Sheriff Contract 3/2019 Sheriff Contract 3/2019 Sheriff Contract 3/2019	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT	100-1205-7781 100-1205-7781 290-2905-7781	201914-Sheriff Contract-Cal VIP	346,339.01 314,836.96 16,502.05 15,000.00
212572	5/28/2019 100374	T3986 Refund of Unused Deposit (942/952/	MJW INVESTMENTS LLC	100-2121	201816-MJW Invest Exp- 945/952/962 Hunt Driv	14,268.75 14,268.75
212573	5/28/2019 1900538 1900539 1900539 1900540 1900541 1900542 1900543 1900544	0903 Fuel-Field Services 3/2019 Fuel-Parks & Recreation 3/2019 Fuel-Parks & Recreation 3/2019 Fuel-Public Safety 3/2019 Fuel-Cmty Development 3/2019 Fuel-Sheriff's Dept 3/2019 Fuel-Transit Dept 3/2019 Fuel-City Manager 3/2019	CITY OF MONROVIA	100-1410-7650 100-1605-7650 100-1610-7650 100-1205-7650 100-1405-7650 100-1205-7781 440-4405-7619 100-1010-7650		14,892.19 782.81 88.57 303.54 975.12 56.50 4,605.65 7,900.17 179.83

Council Warrant Register Over \$5000

Payment Dates: 05/15/2019 - 05/28/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
212574	5/28/2019 0058518	5454	MOORE IACOFANO GOLTSMAN INC	100-2121	201915-Duarte Station Specific Plan-Expense	39,348.25
		Duarte Station Specific Plan/EIR 4/20				39,348.25
212575	5/28/2019 4/23/2019	6044	PACIFIC COAST TERMITE INC	100-1610-7652		5,400.00
		City Hall Termite Treatment				5,400.00
212580	5/28/2019	0904	RKA CONSULTING GROUP			7,427.50
	28712	Public Works Inspections 3/2019		100-1405-7967		2,920.00
	28713	Contract City Engineering 3/2019		100-1405-7969		2,587.50
	28714	Engineering Srvcs-Plan Check 3/2019		100-1405-7969		640.00
	28715	Engineering Consulting Srvcs 3/2019		100-1405-7969		1,280.00
212582	5/28/2019	0196	RUTAN & TUCKER LLP			19,550.00
	835668	D & Design (Trademark) Legal 2/19		100-1015-7686		125.00
	835961	Telecommunications Legal 2/2019		100-1015-7686		301.00
	835962	Environmental/Stormwater (NPDES) L		100-1015-7686		13,824.00
	836391	General City Attorney (Retainer) 2/20		100-1015-7680		5,259.70
	836391	General City Attorney (Retainer) 2/20		100-2121	201921-Pass Through-Tipping CC&R's	40.30
212590	5/28/2019	5441	SILVER & WRIGHT LLP			12,032.78
	25559	1939 Wardell Code Enforcement Lega		100-1015-7684		3,631.70
	25559	Arberry Code Enforcement Legal 3/20		100-1015-7684		1,431.95
	25559	2026 Broadland Code Enforcement L		100-1015-7684		2,442.63
	25559	1001 Las Lomas Code Enforcement Le		100-1015-7684		1,208.90
	25559	1398 Hunt Dr Code Enforcement Lega		100-1015-7684	201904-Code Enforce Legal-Tobacco Grant	3,317.60
212593	5/28/2019	3661	SUPERIOR CT OF CAL CO OF LOS ANGELES			8,950.00
	51519	Citation Revenue Tax 4/2019		100-1205-7761		8,950.00
Payment Total:						656,297.60

Report Summary**Fund Summary**

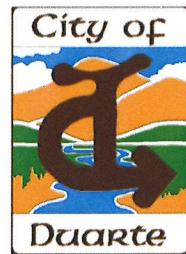
Fund	Payment Amount
100 - GENERAL FUND	545,381.35
220 - GAS TAX FUN	88,016.08
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	15,000.00
440 - PROPOSITION A TRANSIT FUND	7,900.17
Grand Total:	656,297.60

Account Summary

Account Number	Account Name	Payment Amount
100-1010-7650	Vehicle Maintenance	179.83
100-1015-7680	City Attorney Legal	5,259.70
100-1015-7684	Code Enforcement Legal	12,032.78
100-1015-7686	Other Legal Services	14,250.00
100-1205-7650	Vehicle Maintenance	975.12
100-1205-7761	Parking Ticket Collect	15,111.65
100-1205-7781	Contract Law Enforceme	335,944.66
100-1205-7980	Other Expenses	6,153.50
100-1405-7650	Vehicle Maintenance	56.50
100-1405-7800	Building Department Ser	34,773.03
100-1405-7965	Professional Services	10,555.00
100-1405-7967	Public Works Inspection	2,920.00
100-1405-7969	City Engineer	4,507.50
100-1410-7650	Vehicle Maintenance	9,486.62
100-1605-7650	Vehicle Maintenance	650.47
100-1610-7650	Vehicle Maintenance	586.44
100-1610-7652	Building Maint Services	23,473.80
100-1815-7632	Software Maintenance	5,540.75
100-2121	Pass Through Deposits	62,924.00
220-2225-8100	Other Capital Improvem	88,016.08
290-2905-7781	Contract Law Enforceme	15,000.00
440-4405-7619	Fuel And Oil	7,900.17
Grand Total:		656,297.60

Project Account Summary

Project Account Key	Payment Amount
None	479,384.37
201812-Exp-COH, Surface Parking, East	4,633.35
201813-COH-Exp, Surface Parking, West	4,633.35
201816-MJW Invest Exp- 945/952/962 Hunt Drive	14,268.75
201904-Code Enforce Legal-Tobacco Grant	3,317.60
201906-Capital Improv-Phase I Batt Bkup-Ped Head	88,016.08
201914-Other Expenses-Cal VIP	6,153.50
201914-Sheriff Contract-Cal VIP	16,502.05
201915-Duarte Station Specific Plan-Expense	39,348.25
201921-Pass Through-Tipping CC&R's	40.30
Grand Total:	656,297.60



MEMORANDUM

TO: Mayor and City Council
FROM: Craig Hensley, Community Development Director 
DATE: May 28, 2019
SUBJECT: Set the Public Hearing to Establish Property Assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

Each year, City Council holds a Public Hearing to establish property assessments for the Citywide Landscape and Lighting Assessment District and for the City's Neighborhood Districts. The hearing will be held on July 9, 2019 and attached Resolution 19-R-09 declares the City's intention to hold that public hearing. This is part of the annual process required to continue property assessments for the Citywide Landscape and Lighting Assessment District and Neighborhood Districts.

The Engineer's Report is attached and is available for review at City Hall at any time between now and the public hearing indicating the amounts of the proposed assessment, district boundaries, assessment zones, descriptions of improvements, and method of assessment. There is no change to that assessment.

In some neighborhood zones, the assessment is allowed to increase by CPI. This year the December 31, 2018 CPI was 3.2%. In the zones where the assessment may be increased, the assessments are allowed to increase up to 3% proposed. The Engineer's report addresses this issue in detail. These assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code.

Staff recommends that the City Council adopt Resolution 19-R-09.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2019-2020 WITHIN THE CITYWIDE LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972; AND FIXING A TIME AND PLACE FOR THE PUBLIC HEARING TO HEAR OBJECTIONS THERETO

The City Council of the City of Duarte, pursuant to the provisions of the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California, does resolve as follows:

DESCRIPTION OF WORK

SECTION 1. That the public interest and convenience requires and it is the intention of the City Council of the City of Duarte, California, to levy and collect assessments within the Citywide Landscape and Lighting Maintenance District for Fiscal Year 2019-2020 within which the following work is to be done:

1. Maintenance and servicing of street landscaping and street trees.
2. Maintenance and servicing of street lighting facilities.
3. Maintenance and servicing of traffic signals.
4. The cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti within street right-of-way.
5. Funding for the construction of the Senior Center.
6. Maintenance and servicing of Parks.
7. Any and all work and materials appurtenant thereto.

LOCATION OF WORK

SECTION 2. The foregoing described work is to be located within streets, easements and City-owned property within the City of Duarte particularly described on a map on file in the City Clerk's office entitled "Landscape and Lighting Maintenance District, Assessment Diagram," said district boundary being the same as the City boundary.

DESCRIPTION OF ASSESSMENT DISTRICT

SECTION 3. That the contemplated work, in the opinion of said City Council, is of benefit to and the said City Council hereby makes the expense of the said work chargeable upon a district, which said district is assessed to pay the costs and expenses thereof and which district is described as follows:

The City Council has determined that pursuant to Section 22595 of the Streets and Highways Code of the State of California that the public utility property is to be assessed.

All that certain property within the City of Duarte, exclusive of public streets.

REPORT OF THE ENGINEER

SECTION 4. The City Council of said City does hereby tentatively approve the report of the Engineer, which indicates the amount of the proposed assessments, the district boundary, assessment zones, detailed description of improvements, and the method of assessment. The report entitled "Engineer's Report, Landscape and Lighting Maintenance District" is on file in the Office of the City Clerk and reference to said report is hereby made for all particulars.

ASSESSMENTS

SECTION 5.

- (a) Pursuant to Section 5 of Article XIID of the California Constitution an assessment existing on November 5, 1996 imposed exclusively to finance capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control is exempt from the procedures and approved process set forth in Section 5 of Article XIID of the California Constitution.
- (b) The proposed assessments relating to Zones 1 through 15 were existing on the effective date of Article XIID of the California Constitution and were previously imposed and are proposed for fiscal year 2019-2020 to be imposed exclusively to finance the capital costs of maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.
- (c) The proposed assessments relating to Zones 16 through 18 were voted upon and approved by a majority of property owners in accordance with the requirements of Article XIID of the California Constitution.
- (d) The assessments are proposed to increase by 3.0% in Zones 4, 7, and 8 as previously approved by the property owners, and also by 3.0% in Zones 14, 15, 16, 17, and 18 as allowed for in the formation of the zones. This assessment is subject to the notice, protest, and hearing requirements of Section 53753 of the Government Code. Levies will increase in only Zones 7,8,15 and 16 as permitted.

TIME AND PLACE OF PUBLIC HEARING

SECTION 6. Notice is hereby given that on the 9th day of July 2019, at the hour of 7:00 p.m., in the Council Chambers of City Hall, 1600 Huntington Drive, Duarte, California, any and all persons having any objections to the work or intent of the assessment district may appear and show cause why said work should not be done or carried out, or why said assessments should not be levied in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

LANDSCAPING AND LIGHTING ACT OF 1972

SECTION 7. All work herein proposed shall be done in accordance with the Landscape and Lighting Act of 1972, Division 15 of the Streets and Highways Code of the State of California.

NOTICE

SECTION 8. The City Clerk is hereby ordered to give notice in accordance with Section 22626 of the Streets and Highways Code of the State of California.

PASSED, APPROVED and ADOPTED this 28th day of May, 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. 19-09 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 28th day of May, 2019, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

ENGINEER'S REPORT
SIDEWALKS, STREETS, SENIOR CENTER PAYMENT,
PARK AND SPECIAL ZONES
OF THE CITY OF DUARTE
LANDSCAPE AND LIGHTING MAINTENANCE DISTRICT
2019-2020 ASSESSMENT LEVY

SECTION 1. AUTHORITY FOR REPORT

This report is prepared pursuant to an order of the City Council of the City of Duarte in compliance with the requirements of Article 4, Chapter 1, Landscape and Lighting Act of 1972, being Part 2, Division 15, of the Streets and Highways Code of the State of California (The "Act").

The Act was originally created by the State Legislature in 1972. On June 13, 1978, the City of Duarte created the City of Duarte Landscape and Lighting Maintenance District for the maintenance and servicing of Landscaping and Lighting. Since 1972, the Legislature has expanded the definition of landscaping, lighting, and the work that may be done under the Act. The City of Duarte has, over time; expanded the work to be done by the District to include all the work allowed under the Act.

This Assessment District, by special benefit assessments, provides funding for the maintenance of City-owned parks, for the maintenance of the public landscaping in public owned properties or public right-of-way within the City, graffiti removal, maintenance of public-owned lighting, street lighting, traffic signals within the City, and funding towards the debt service of the Senior Center bond issue. The Senior Center bond issue was paid off in Fiscal Year 2017-18, thus the City wide street maintenance for a single family home has been reduced by \$5.84.

The voters on November 5, 1996 voted to adopt Proposition 218. Proposition 218 has the potential to have a great impact upon the way special assessments are used and assessed. The City Council has determined that the portion of the assessment devoted to street maintenance and the payment of the Senior Center bond is exempt from Prop. 218. In 1997, by majority vote of the property owners of all single family and condominiums within the City, it was determined to levy a park assessment of \$59.42 against single family and condominium units within the City.

SECTION 2. PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The plans and specifications for the irrigation, landscaping and lighting of streets, traffic signals and easements and authorized improvements within the City are on file in the Department of Community Development. The lighting locations and specifications for Edison-owned lights are on file with Southern California Edison Company. Reference is hereby made to said plans and specifications for the exact location and nature of the landscape and lighting of park improvements. Said plans and specifications by reference are hereby made a part of this report.

SECTION 3. ESTIMATE OF COST OF IMPROVEMENT

The cost of the initial improvements of median island landscaping, street landscaping, traffic signals, street lighting, parking lot lighting, and bike paths were paid for from capital improvement funds, special grants, gas tax, prior assessment districts, subdividers, and general City revenues. The City Council in 1991 and 1992, as a result of two public hearings, determined to fund a portion of the Senior Center construction from the landscape assessment in accordance with the Act. With the Senior Center bond issue being paid off, no facilities are proposed to be funded from the district.

SECTION 4. CITYWIDE STREET AND SIDEWALK LANDSCAPING

The cost to maintain street landscaping and parkway trees as described in this section. The following is a general description of the areas being maintained:

1. All parkway trees maintained by the City.
2. Trees adjacent to Caltrans right-of-way on Evergreen Avenue, Flower Avenue to Brightside Avenue, Central Avenue, Buena Vista Street to Santo Domingo Avenue and Evergreen Street east of Mountain Avenue.
3. Street Landscaping
 - A. Duarte Road – Highland Avenue to Mountain Avenue hardscape, turf, trees, irrigation and groundcover.
 - B. Buena Vista Street – North and south of the 210 freeway turf, irrigation and groundcover.
 - C. Mountain Avenue – North and south of the 210 freeway turf, irrigation and groundcover.
 - D. Central Avenue – East and west of Buena Vista Street turf, trees, irrigation and groundcover.
 - E. Huntington Drive – Mountain Avenue to the east City limits, hardscape, turf, trees, irrigation and groundcover.
 - F. Encanto Parkway – Huntington Drive to Markwood, west side landscaping and irrigation. Fifty percent only of landscaping along Zone 5.

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, removal or covering of graffiti and repair and replacement of lighting.

The cost to maintain and construct these facilities is considered a general property benefit and is assessed as a unit cost to each lot within the City, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

SECTION 5. CITYWIDE LANDSCAPING AND PARK COSTS

The cost to maintain parks, landscape area, and recreational facilities is described in this section. The following is a general description of the areas, parks and related landscaped areas being maintained as approved in the special

Assessment vote:

Parks

- A. Bike Trail – Turf, trees, groundcover, asphalt and irrigation.
- B. Thorsen Park – Turf, trees, groundcover and irrigation.
- C. Moore Park – Turf, trees, groundcovers, playground and irrigation.
- D. Entrance Park – Turf, trees, groundcover and irrigation.
- E. Encanto Park – Turf, trees, groundcover, irrigation, tennis courts, basketball courts, athletic courts, restrooms and parking areas.
- F. Beardslee Park – Turf, trees, groundcover, irrigation, hardscape and playground.
- G. Duarte Park – Turf, trees, groundcovers, irrigation, hardscape, recreation building, playground and athletic courts.
- H. Royal Oaks Park and Extension – Turf, trees, groundcover, irrigation, hardscape, recreation building, tennis courts, playgrounds and parking area.
- I. Glenn Miller Park – Turf, trees, groundcover, irrigation, hardscape and playgrounds.
- J. Hacienda Park – Turf, trees, groundcover, irrigation and playground.
- K. Third Street Park – Turf, trees, groundcovers, irrigation, and playground.
- L. Town Center – Turf, trees, groundcover, irrigation, hardscape, swimming pool, recreation building, and parking area.
- M. Northview Park – Turf and irrigation.
- N. Senior Center – Turf, trees, groundcover, irrigation hardscape, recreation area and parking lot.
- O. Otis Gordon Park
- P. Lena Valenzuela Park

The cost to maintain shall include, but not limited to, watering, fertilizing, mowing, weed control, shrubbery, tree removal and pruning, maintenance of irrigation facilities, maintenance of park building and equipment, maintenance and replacement of recreation equipment, removal or covering of graffiti and repair and replacement of lighting.

SECTION 6. SENIOR CENTER

In Fiscal Year 2017/18 the bond issue was paid off, thus there will be no assessment.

SECTION 7. LIGHTING MAINTENANCE

The cost to maintain shall include, but not limited to, electrical service for all public lighting including parking lighting, repair and replacement of City-owned lights within public right-of-way, servicing of Southern California Edison owned lights as defined by the Act, repair and replacement of traffic signals.

The net amount to be assessed upon lands within the Assessment District in accordance with this Report is apportioned by a formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements, namely the maintenance and servicing of public lighting facilities within such District. The maintenance and servicing of public lighting facilities installed and constructed in public places provides a special benefit which is received by each and every assessed lot or parcel within the District, tending to enhance their value. The streets within the District improve access to all lots or parcels assessed. Street lighting also provides advertising visibility for business and commercial establishments. The intensity or degree of illumination provided can have a bearing on the benefits of street lighting. Thus, primary benefits of street lighting are for the convenience, safety, security, and protection of people. Secondary benefits are security or protection to property, property improvements and goods as set forth below:

1. Improvement to traffic circulation.
2. Reduction in night accidents and attendant human misery and economic loss.
3. Less vulnerability to criminal assault at night.
4. Promotion of business during nighttime hours for commercial properties.
5. Increased nighttime safety on roads and highways.
6. Improved ingress and egress to lots and parcels.
7. Reduction in vandalism and other criminal acts.
8. Reduction in burglaries.
9. The enhancement to the value of property which results from the foregoing benefits.

Intensity or degree of illumination provided on streets varies with the type of street, date of installation and the use of the property adjacent thereto.

The majority of parcels within the Lighting District are residential properties. A value of one (1) basis unit has been assigned to a residential unit. A residential unit is defined as a single-family unit, condominium unit, rental unit or apartment unit. Parcels in other land use categories, not used as residential, were then evaluated and rated by comparison with the basis unit.

Each land use evaluation takes into consideration – foot traffic, vehicular traffic, and hours of occupancy. Commercial and industrial properties have been assigned additional units based on the comparative benefits, number of people that would be expected to benefit from the lighting, security and intensity of the lights provided. The average light intensities and energy consumption for commercial areas is greater than that required for residential areas.

SECTION 8. GRAFFITI REMOVAL

The cost for graffiti removal shall include, but not limited to, the cost of cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Graffiti removal is considered a general property benefit and is assessed in the same manner and is included in the Street and Sidewalk Landscape Assessment.

SECTION 9. TRAFFIC SIGNALS

The following traffic signals are entirely or partially maintained by the City.

- * Mountain Avenue and Huntington Drive.
- * Mountain Avenue and Central Avenue.
- * Mountain Avenue and Evergreen Street.
- * Mountain Avenue and Duarte Road.
- * Mountain Avenue at Walmart/Home Depot
- * Mountain Avenue at Best Buy
- * Buena Vista Street and Huntington Drive.
- * Buena Vista Street and Central Avenue.
- * Buena Vista Street and Evergreen Street.
- * Buena Vista Street and Duarte Road.
- * Highland Avenue and Huntington Drive.
- * Mount Olive Drive and Huntington Drive.
- * Las Lomas Road and Huntington Drive.
- * Crestfield Road and Huntington Drive
- * Mountain Vista Plaza at Huntington Drive
- * Huntington Drive and Pops Road
- * Royal Oaks Drive at Royal Oaks School

SECTION 10. DIAGRAM FOR THE ASSESSMENT DISTRICT

A copy of the proposed assessment diagram is on file in the City Clerk's office, and includes all the property within the City limits of the City of Duarte. Reference is made to the Los Angeles County Assessor Maps as to parcel location and dimensions. The City Council, at the time of formation of the District of 1978, determined that the public utilities right-of-ways should be assessed based upon the actual benefit to the public utility right-of-ways.

SECTION 11. ASSESSMENT ZONES

Zone 1 All the Property within the City except those Properties in Zones 2 through 18

All properties that are not in a special zone are assessed within this zone. Assessment for areas without street lighting are reduced to reflect the cost component of the City's budget. Areas with street lighting are assessed based upon a unit basis for single family zoned property and residentially used property. Commercial, industrial and multi-residential zone properties are assessed based upon lot size and street frontage.

All of the properties in Zones 3 through 18 are assessed their share of the citywide lighting, street, sidewalk and park maintenance in addition to special maintenance assessment. Zone 2 is assessed specifically for their gas lights.

Street Lighting

The cost for street lighting in all zones is assessed to all residential lots based upon the special benefit and to commercial and industrial based upon frontage and area benefit.

Citywide Park Maintenance

The cost of park maintenance determined as a direct benefit is assessed to all single-family units and all condominium units based upon a unit assessment.

Citywide Street Maintenance Cost

The cost in all zones is assessed to all lots on a unit cost per lot, and to each apartment unit, hotel/motel room, trailer park space, and nursing home bed.

Zone 2 Mesa Area Gaslights

This area is served by gaslights. There are no "electric" street lights on the Mesa. Only the intersection lighting component of the street lighting cost is included in this zone. The cost of gas lighting is assessed equally to all lots. The cost to maintain the Rim Road slope constructed in 2008, which was a general fund expense is no longer included in this report. Reserve in this district is held for future fixture replacements and refurbishments over time. A refurbishment project began last Fiscal Year and is proposed to continue this Fiscal Year. Light fixtures will be repainted. Regulators are to be replaced. Damaged light fixtures will be replaced.

Zone 3 Emblem House Tract 33532

This zone was created at the request of the Developer (Emblem Homes), in lieu of a homeowner's association. The Developer installed sprinkler guns to irrigate the natural area north of the homes for fire protection. The maintenance of the sprinkler guns is a special benefit to all lots within the subdivision. The areas adjacent to the landscaping are given a benefit of 30% greater than the remainder of the lots.

Lots 1, 2, 18-119 are not adjacent to landscape areas

Lots 3-17 are assessed a 30% surcharge.

As in previous years, the City's General Fund has paid for this fire protection.

Zone 4 Las Lomas Villas Tracts 33964, 34892 & 35709

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The Developer, for the benefit of all lots, installed the landscaping as a special benefit to all lots, within the tract and is assessed equally to all lots. The assessment is based on a voter-approved formula, which provides for an annual C.P.I. increase not to exceed 3%. The C.P.I. for the year ending December 31, 2018 was 3.2%. A 3% C.P.I. would allow for an assessment increase of \$12.03 per parcel to \$418.10 per parcel. No increase in the levy is being proposed for Fiscal Year 2019-20. The levy will remain at last Fiscal Year's levy of \$389.39.

Zone 5 Kaufman and Broad Development Phase 1 – Tract 35415(Encanto Parkway)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The entrance landscaping on Encanto Parkway was installed by the Developer, as a special benefit to all lots, within the tract and is assessed equally to all lots. Since the extension landscaping along Encanto Parkway is also being considered a Citywide benefit, fifty (50) percent of the cost (\$7,250.00) has been moved to the Citywide Street portion of the Assessment District. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. Consequently, the level of maintenance was reduced to balance the expenditures with the assessment.

Zone 6 Kaufman and Broad Development Phase II – Tracts 35631 and 41717 (Rancho Verde)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. A major re-landscaping project is proposed for this Fiscal Year using reserves.

Zone 7 Amberwood Tract 35711

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2018 was 3.2%. A C.P.I. of 3% would allow for an assessment increase of \$13.63 per parcel to a maximum of \$467.73 per parcel. For Fiscal Year 2019-20, the levy is proposed to increase to the maximum in order to maintain a reserve fund for a re-landscaping project.

Zone 8 Village at Windsor Tract 39457

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. The assessment formula is based upon a voter approved formula which provides for an assessment increase (CPI) not to exceed 3% a year. The C.P.I. for the year ending December 31, 2018 was 3.2%. A 3% C.P.I. would allow for an assessment increase of \$10.70 per parcel to a maximum of \$373.01 per parcel. For Fiscal Year 2019-20, the levy is proposed be at the maximum assessment of \$373.01.

Zone 9 Tract 32993 (Kendrick Tract) and Tracts 35135, 35136, 35137 (Hearthstone Homes)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit of all lots, and is assessed equally to all lots. An increase in assessment was proposed for Fiscal Year 2010-11. This increase was subject to the requirements of Proposition 218 "the Right to Vote on Taxes Act". The increase was not approved by the property owners. The level of maintenance was reduced to balance the budget with the assessment.

Zone 10 Tracts 35138, 35139, 38393 & 39932 (Hearthstone Del Norte)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The tracts are specially benefited equally by the landscaping installed by the Developer except for the lots adjacent to that landscaping maintained by the district, which has an additional special benefit of 10%. A major brush clearing project is proposed for this fiscal year using previous years surpluses.

Total lot count not assessed the additional 10% = 170 lots

Lots assessed 10% additional benefit:

(2) Lots 18, 20 (Tract 35139)

(4) Lots 25-28 (Tract 39932)

(11) Lots 10, 11, 17-20, 31-34, 39 (Tract 38393)

Zone 11 Tract 42150 (TKI Townhomes)

This zone was created at the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots. The Board of Directors of the Home Owners Association in 2004 requested that the City allow the Home Owners Association to maintain the landscaping. The request was approved. A zero assessment for the landscaping within this zone has thus been shown.

Zone 12 Tract 33704 (Benchmark Homes)

This zone has been eliminated.

Zone 13 Mike's Center

This zone was created, at the request of the property owners, to maintain improvements installed by the City and financed by the property owners with assistance from Community Development Block Grant Funds. The lighting and landscaping was installed as a special benefit to all lots and is assessed based on lot area.

Zone 14 Tract 51911 (Las Brisas Development)

This zone was created upon the request of the Developer in lieu of a homeowner's association maintaining the landscaping. The landscaping was installed by the Developer, for the special benefit to all lots, and is assessed on a per lot basis. This zone was formed in 1995. At the time of the formation of this zone, the assessment was based upon a formula, which recognized the increase of inflation. The C.P.I. for the year ending December 31, 2018 was 3.2%. A maximum of 3% C.P.I. would allow for an assessment increase of \$15.68 per parcel to \$538.48 per parcel. For Fiscal Year 2019-20, a Levy of \$517.07 is required to balance the expenses which is less than the maximum allowed assessment of \$538.48 per parcel.

Zone 15 Tracts 52121 and 52255 (Las Posadas Development)

This zone was created in 1997 upon the request of the developer in lieu of a homeowners association maintaining the landscaping. The landscaping was installed by the developer, for the special benefit to all lots, and is assessed on a per lot basis. At the time of formation of the zone, the assessment was based upon a formula which allows for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2018 was 3.2%. A 3% C.P.I. would allow for an assessment increase of \$14.60 per parcel to \$501.49 per parcel. A C.P.I. increase of 3% is proposed for Fiscal Year 2019-20 with the general fund transferring \$138.00 to balance the budget.

Zone 16 Tract 52337 (Buena Vista Villas)

This zone was created upon the request of the developer and a vote of the property owner in 1998. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. This zone was created in 1998. The assessment is based upon a formula which provides for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2018 was 3.2%. A C.P.I. increase of 3% raises the maximum assessment by \$15.56 per parcel from \$518.77 to \$534.33 per parcel. A landscape improvement project for this fiscal year is planned utilizing reserves. For Fiscal Year 2019-20, the maximum levy of \$534.45 per parcel is required, with the utilization of reserves to balance expenses.

Zone 17 Tract 52704 (Citrus Collection)

This zone was created upon the request of the developer and a vote of the property owner in 2000. The developer installed all the landscaping to specially benefit all lots equally, therefore the assessment is levied on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase of up to 3 percent per year. The C.P.I. for the year ending December 31, 2018 was 3.2%. A C.P.I. increase of 3% raises the maximum assessment by \$22.18 per parcel from \$739.29 to \$761.47 per parcel. For Fiscal Year 2019-20, a levy of \$595.45 per parcel is required to balance expenses which is less than the maximum allowed assessment of \$761.47 per parcel.

This zone was created upon the request of the developer and a vote of the property owners in 2011. The developer installed all the landscaping to specially benefit all lots equally and the drainage improvements to benefit the development specifically and the City generally equally. The development share of the drainage improvements benefits all the lots equally. The assessment is levied thus on a per lot basis. The assessment formula is based upon a formula which provides for an assessment increase based on the CPI with a maximum of 3% per year. The special assessment was approved on December 13, 2011 per Resolution 11-49. The CPI for the year ending December 31, 2018 was 3.2%. A CPI increase of 3% raises the maximum assessment by \$46.05 per parcel from \$1,534.02 to \$1,580.07. For Fiscal Year 2019-20, a levy of \$800.00 per parcel (same as last fiscal year) is required to balance expenses with the application of reserves which is less than the maximum allowed assessment of 1,580.07. A major brush clearance and replanting project is planned for this fiscal year utilizing the reserve fund.

2019-20 CITYWIDE DISTRICT AND SPECIAL BENEFIT ZONE CALCULATIONS
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Citywide Parks, Lighting and Street

Parks, Lighting, & Street	\$1,019,500.00	
General Fund Contribution (Deficit)	<u>\$ 321,255.00</u>	
<u>Total Citywide Assessment for 2019-2020</u>		\$ 698,245.00

Parks

Park Maintenance*	\$ 408,700.00
General Fund Contribution (Deficit)	<u>\$ (73,690.00)</u>
Total Parks Assessment	\$ 335,010.00

Street Lighting

Lighting Maintenance	\$ 325,000.00
General Fund Contribution (Deficit)	<u>\$ (144,906.00)</u>
Total Citywide Lighting Assessments	\$ 180,094.00

Citywide Street

Street Maintenance Cost (Includes \$147,000 for a drought tolerant median project)	\$ 285,800.00
General Fund Contribution (Deficit)	<u>\$ (102,659.00)</u>
Total Citywide Street Assessments	\$ 183,141.00

Special Benefit Zone Maintenance Cost

Maintenance Expenses***	\$ 349,394.00***
Credited Reserves from Zones	\$ (57,076.00)
General Fund Obligated Expenses **	<u>\$ (15,179.00)</u>
Total Special District Assessments for 2019-2020	\$ 277,139.00

<u>Grand Total Citywide and Special Benefit Zones Assessments for 2019-20</u>	\$ 975,394.00
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- * This does not include the sports park maintenance costs which cannot be included in the District.
- ** Includes \$4,500.00 (Emblem Homes), \$7,250.00 (Encanto Parkway), \$753.00 (Windsor), \$1,538.00 (Kendrick), \$138.00 (Las Pasadas) and \$1,000.00 (Ridgecrest Estates).
- *** Includes \$354.00 (Zone 7), \$1,133.00 (Zone 13) and \$1,607.00 (Zone 15) transfers to Reserve from Assessment.

**2019-20 CITYWIDE STREET LIGHTING AND
SENIOR CENTER BOND PAYMENT
AND SPECIAL BENEFIT ZONE CALCULATIONS**

ZONE	DISTRICT	2017-18	2018-19	2019-20
1	Lighting	\$30.44	\$30.44	\$30.44
	Street Maintenance	\$21.58	\$15.74	\$15.74
	Parks	\$59.42	\$59.42	\$59.42
	(Average Single Family)			
	Sub-Total	\$111.44	\$105.60	\$105.60
2	Mesa Area	\$224.22	\$218.38	\$218.38
3	Emblem Homes			
	Base Cost	\$111.44	\$105.60	\$105.60
	Surcharge Lots	\$111.44	\$105.60	\$105.60
4	Las Lomas Villas	\$500.83	\$495.28	\$495.28
5	Encanto Parkway	\$173.18	\$167.34	\$167.34
6	Rancho Verde	\$329.88	\$324.10	\$324.10
7	Amberwood	\$506.30	\$559.70	\$573.61
8	Windsor	\$437.08	\$467.91	\$478.61
9	Kendrick, Hearthstone	\$144.39	\$139.05	\$139.05
10	Hearthstone			
	Base Cost	\$257.43	\$251.59	\$251.59
	Surcharge Lots	\$273.65	\$267.81	\$267.81
11	T.K.I. Townhomes	\$111.44	\$105.60	\$105.60
12	Benchmark Homes	\$111.44	\$105.60	\$105.60

SPECIAL DISTRICT ASSESSMENT COMPARISON

ZONE	DISTRICT	2017-18	2018-19	2019-20
13	Mike's Center			
	8530-018-027	\$2,249.29	\$2,249.29	\$2,249.29
	8530-018-028	\$1,107.02	\$1,107.02	\$1,107.02
	8530-018-029	\$1,151.32	\$1,151.32	\$1,151.32
	8530-018-030	\$ 525.08	\$ 525.08	\$ 525.08
	8530-018-031	\$ 525.08	\$ 525.08	\$ 525.08
	8530-018-032	\$ 525.08	\$ 525.08	\$ 525.08
	8530-018-033	\$2,318.65	\$2,318.65	\$2,318.65
	8530-018-034	\$2,907.77	\$2,907.77	\$2,907.77
	8530-018-054	\$1,810.27	\$1,810.27	\$1,810.27
	8530-018-055	<u>\$8,813.93</u>	<u>\$8,813.93</u>	<u>\$8,813.93</u>
		\$21,933.49	\$21,933.49	\$21,933.49
14	Las Brisas	\$582.17	\$622.67	\$622.67
15	Las Posadas	\$584.05	\$592.39	\$607.09
16	Buena Vista Villas	\$567.69	\$624.37	\$640.05
17	Citrus Collection	\$634.17	\$701.05	\$701.05
18	Ridgecrest Estates	\$811.44	\$905.60	\$905.60

*Citywide only within this Special Benefit Zone.

**ZONE 2 – MESA AREA
(FUND 2430)**

ESTIMATED EXPENSES 2019-20

Gas	\$ 6,000.00	
Repairs	\$ 3,000.00	
Capital Improvements (Replacement)	\$ 15,000.00	
Personnel	\$ 3,800.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$27,800.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$12,800.00	
Transfer From Reserve	\$ 15,000.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$27,800.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$14,044.00
2016	\$18,013.82
2017	\$21,675.00
2018	\$21,440.25
2019	\$20,074.00 (est)

Zone 2 Information

Number of lots to be assessed	<u>100</u>
GAS LIGHTING – COST PER LOT	\$ 128.00
Intersection Only Lighting – Cost Per Lot	\$ 15.22
Citywide Street Maintenance - Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 218.38

**ZONE 3 – EMBLEM HOMES
(FUND 2429)**

ESTIMATED EXPENSES 2019-20

Water	\$ 2,100.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,000.00	
Personnel	\$ 1,100.00	
Transfer to Reserve	\$ 0	
Total Expenses		\$4,500.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 0.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	\$ 4,500.00	
Total Revenue		\$4,500.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$0
2016	\$0
2017	\$0
2018	\$0
2019	\$0

Zone 3 Information

Number of lots to be assessed	<u>121</u>
<u>LANDSCAPE COST PER LOT</u>	
Base Cost 100	\$ 0
Surcharge Lots 19 + 30%	\$ 0
Street Lighting Cost Per Lot	\$ 30.44
City-Wide Street Maintenance Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	
Base Cost	\$ 105.60
Surcharge	\$ 105.60

**ZONE 4 – LAS LOMAS VILLAS
(FUND 2421)**

ESTIMATED EXPENSES 2019-20

Water	\$ 18,000.00	
Electric	\$ 500.00	
Repairs and Replacement	\$ 5,000.00	
Landscape Maintenance	\$ 15,600.00	
Personnel	\$ 10,000.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$49,100.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 49,100.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$49,100.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	(\$3,318.00)
2016	\$5,643.66
2017	\$13,381.00
2018	\$12,404.06
2019	\$4,369.00 (est)

Zone 4 Information

Number of lots to be assessed	<u>126</u>
Landscape Per Lot	\$ 389.68
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 495.28

**ZONE 5 – ENCANTO PARKWAY
(FUND 2422)**

ESTIMATED EXPENSES 2019-20

Water	\$ 2,000.00	
Electric	\$ 1,100.00	
Repairs and Replacement	\$ 2,500.00	
Landscape Maintenance	\$ 5,500.00	
Personnel	\$ 3,400.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$14,500.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 7,250.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 7,250.00</u>	
Total Revenue		\$14,500.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$0
2016	\$0
2017	\$0
2018	\$1,953.79
2019	\$4,752.00 (est)

Zone 4 Information

Number of lots to be assessed	<u>122</u>
Landscape Per Lot	\$ 61.74
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 167.34

**ZONE 6 – RANCHO VERDE
(FUND 2427)**

ESTIMATED EXPENSES 2019-20

Water	\$ 9,000.00	
Electric	\$ 600.00	
Repairs and Replacement	\$ 1,300.00	
Landscape Maintenance	\$ 8,600.00	
Personnel	\$ 5,900.00	
Transfer to Reserve	\$ 0.00	
Total Expenses		\$25,400.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 25,346.00	
Transfer From Reserve	\$ 54.00	
Transfer From General Fund	\$ 0.00	
Total Revenue		\$25,400.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$17,640.00
2016	\$10,447.72
2017	(\$1,005.00)
2018	(\$2,251.07)
2019	(8,092.00) (est)

Zone 6 Information

Number of lots to be assessed	<u>116</u>
Special Landscape Per Lot	\$ 218.50
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 324.10

**ZONE 7 – AMBERWOOD
(FUND 2423)**

ESTIMATED EXPENSES 2019-20

Water	\$ 9,000.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,500.00	
Landscape Maintenance	\$10,500.00	
Personnel	\$ 2,200.00	
Transfer to Reserve	<u>\$ 354.00</u>	
Total Expenses		\$23,854.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 23,854.00	
Transfer From Reserve	\$ 00.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$23,854.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2014	\$2,256.00
2015	\$2,654.00
2016	\$7,213.14
2017	\$8,976.00
2018	\$8,125.02
2019	\$8,362.49 (est)

Zone 7 Information

Number of lots to be assessed	<u>51</u>
Landscape Per Lot	\$ 467.73
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 573.61

**ZONE 8 – WINDSOR
(FUND 2424)**

ESTIMATED EXPENSES 2019-20

Water	\$ 4,000.00	
Electric	\$ 300.00	
Repairs and Replacement	\$ 1,600.00	
Landscape Maintenance	\$ 6,600.00	
Personnel	\$ 2,800.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$15,300.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$14,547.00	
Transfer from Reserve	\$ 00.00	
Transfer from General Fund	<u>\$ 753.00</u>	
Total Revenue		\$15,300.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$826.00
2016	\$2,566.97
2017	\$3,249.00
2018	\$1,259.33
2019	(\$538.00) (est)

Zone 8 Information

Number of lots to be assessed	<u>39</u>
Special Landscape per Lot	\$ 373.01
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
CITYWIDE ONLY COST PER LOT	\$ 478.61

**ZONE 9 – KENDRICK (TRACT 32993)
HEARTHSTONE (TRACTS 35135, 35136, 35137)
(FUND 2420)**

ESTIMATED EXPENSES 2019-20

Water	\$ 3,000.00	
Repairs and Replacement	\$ 500.00	
Landscape Maintenance	\$ 4,100.00	
Personnel	\$ 2,200.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$9,800.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 8,262.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 1,538.00</u>	
Total Revenue		\$9,800.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	(\$1,637.00)
2016	(\$1,467.08)
2017	(\$1,613.00)
2018	(\$2,146.01)
2019	(\$1,055.00) (est)

Zone 9 Information

Number of lots to be assessed	<u>247</u>
Special Landscape Per Lot	\$ 33.45
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance – Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 139.05

ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)

ESTIMATED EXPENSES 2019-20

Other Services	\$ 5,300.00	
Water	\$ 7,500.00	
Electric	\$ 3,600.00	
Repairs and Replacements	\$ 500.00	
Landscape Maintenance	\$ 4,800.00	
Brush Clearance & Related Maintenance	\$15,000.00	
Personnel	\$ 3,200.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$39,900.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 27,576.00	
Transfer From Reserve	\$ 12,324.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$39,900.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$23,854.00
2016	\$35,847.13
2017	\$41,884.00
2018	\$27,576.00
2019	\$22,067.00 (est)

Zone 10 Information

Number of lots to be assessed	<u>187</u>
LANDSCAPE COST PER LOT	
Base Cost (170)	\$ 145.99
Surcharge Lots (17)	\$ 162.21
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42

**ZONE 10 – HEARTHSTONE DEL NORTE
(TRACTS 35128, 35139, 38393, 39932)
(FUND 2425)**

TOTAL COST PER LOT

Base Cost	\$ 251.59
Surcharge Lots	\$ 267.81

**ZONE 11 – T.K.I. TOWNHOMES
(FUND 2428)**

ESTIMATED EXPENSES 2019-20 **\$0**

ESTIMATED REVENUE 2019-20 **(\$0)**

Zone 11 Information

Number of lots to be assessed	<u>17</u>
LANDSCAPE COST PER LOT	\$ 0
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance Cost Per Lot	\$ 15.74
Park Assessment Per Lot	\$ 59.42
 TOTAL COST PER LOT	 \$ 105.60

**ZONE 13 – MIKE’S CENTER
(FUND 2426)**

ESTIMATED EXPENSES 2019-20

Parking Lot Sweeping	\$ 9,000.00	
Water	\$ 700.00	
Electric	\$ 5,600.00	
Repairs and Replacements	\$ 700.00	
Landscape Maintenance	\$ 2,200.00	
Personnel	\$ 2,600.00	
Transfer to Reserve	<u>\$ 1,133.00</u>	
Total Expenses		\$21,933.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$21,933.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$21,933.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	(\$952.00)
2016	(\$126.39)
2017	\$13.00
2018	\$1,105.58
2019	\$3,226.55 (est)

Zone 13 Information

Number of lots to be assessed 10

LANDSCAPE COST PER LOT

TOTAL COST PER AREA: **\$0.09503/sq. ft.**

**ZONE 13 – MIKE’S CENTER
(FUND 2426)**

Parcel Number	Square Feet	2019/20 Landscape Assessment	Frontage Feet	2019/20 Citywide Street Maintenance	2019/20 Total Assessment
8530-018-027	22,216	\$2,111.24	89.21	\$138.05	\$2,249.29
8530-018-028	10,890	1,034.90	43.92	72.12	1,107.02
8530-018-029	11,325	1,076.24	46.08	75.08	1,151.32
8530-018-030	5,125	487.04	20.50	38.04	525.08
8530-018-031	5,125	487.04	20.50	38.04	525.08
8530-018-032	5,125	487.04	20.50	38.04	525.08
8530-018-033	23,087	2,194.01	80.00	124.64	2,318.65
8530-018-034	28,750	2,732.18	115.00	175.59	2,907.77
8530-018-054	17,860	1,697.28	72.00	112.99	1,810.27
8530-018-055	<u>87,560</u>	<u>8,321.03</u>	<u>333.00</u>	<u>492.90</u>	<u>8,813.93</u>
	217,063	\$20,628.00	840.71	\$1,305.49	\$21,933.49

**ZONE 14 – LAS BRISAS HOMES
(FUND 2431)**

ESTIMATED EXPENSES 2019-20

Water	\$ 5,000.00	
Electric	\$ 400.00	
Repairs and Replacements	\$ 2,700.00	
Landscape Maintenance	\$ 9,600.00	
Personnel	\$ 3,500.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$21,200.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 21,200.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$21,200.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$6,161.00
2016	\$9,244.46
2017	\$12,247.00
2018	\$13,901.22
2019	\$5,518.00 (est)

Zone 14 Information

Number of lots to be assessed	<u>41</u>
Landscape Per Lot	\$ 517.07
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 622.67

**ZONE 15 – LAS POSADAS HOMES
(FUND 2432)**

ESTIMATED EXPENSES 2019-20

Water	\$ 3,400.00	
Electric	\$ 300.00	
Repairs and Replacements	\$ 1,400.00	
Landscape Maintenance	\$ 10,000.00	
Personnel	\$ 6,500.00	
Transfer to Reserve	<u>\$ 1,607.00</u>	
Total Expenses		\$23,207.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 23,069.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 138.00</u>	
Total Revenue		\$23,207.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	(\$2,658.00)
2016	(\$674.62)
2017	(\$2,947.00)
2018	(\$2,010.35)
2019	(\$2,024.51) (est)

Zone 15 Information

Number of lots to be assessed	<u>46</u>
LANDSCAPE COST PER LOT	\$ 501.49
Street Lighting Cost Per Lot	\$ 30.44
City-wide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 607.09

**ZONE 16 – BUENA VISTA VILLAS
(FUND 2433)**

ESTIMATED EXPENSES 2019-2020

Water	\$ 7,400.00	
Electric	\$ 300.00	
Repairs and Replacements	\$ 6,100.00	
Landscape Maintenance	\$ 6,400.00	
Personnel	\$ 3,700.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$23,900.00

Estimated Revenue 2019-20

Special Zone Assessment 2019-20	\$ 17,102.00	
Transfer From Reserve	\$ 6,798.00	
Transfer From General Fund	<u>\$ 0.00</u>	
General Revenue		\$23,900.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$6,522.00
2016	\$10,046.36
2017	\$11,631.00
2018	\$10,733.19
2019	\$7,767.00 (est)

Zone 16 Information

Number of lots to be assessed	<u>32</u>
LANDSCAPE COST PER LOT	\$ 534.45
Street Lighting Cost per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 640.05

**ZONE 17 – CITRUS COLLECTION
(FUND 2434)**

ESTIMATED EXPENSES 2019-20

Water	\$ 5,000.00	
Electric	\$ 300.00	
Repairs and Replacements	\$ 500.00	
Landscape Maintenance	\$ 4,400.00	
Personnel	\$ 2,900.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$13,100.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$ 13,100.00	
Transfer From Reserve	\$ 0.00	
Transfer From General Fund	<u>\$ 0.00</u>	
Total Revenue		\$13,100.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND

Fiscal Year Ending	Balance
2015	\$2,444.00
2016	\$4,871.51
2017	\$3,848.00
2018	\$3,298.66
2019	\$2,881.00 (est)

Zone 17 Information

Number of lots to be assessed	<u>22</u>
LANDSCAPE COST PER LOT	\$ 595.45
Street Lighting Cost Per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 701.05

**ZONE 18 – RIDGECREST ESTATES
(FUND 2435)**

ESTIMATED EXPENSES 2019-20

Fuel Modification	\$ 4,500.00	
Water	\$ 8,000.00	
Electric	\$ 400.00	
Repairs and Replacements	\$ 500.00	
Landscape Maintenance	\$ 6,000.00	
Debris Basins/Storm Drain System**	\$ 2,000.00	
Brush Clearance & Replanting Project	\$ 13,000.00	
Personnel	\$ 1,500.00	
Reserve/Contingency (15% max)	\$ 0.00	
Transfer to Reserve	<u>\$ 0.00</u>	
Total Expenses		\$35,900.00

ESTIMATED REVENUE 2019-20

Special Zone Assessment 2019-20	\$12,000.00	
Transfer From Reserve	\$ 22,900.00	
Transfer From General Fund**	<u>\$ 1,000.00</u>	
Total Revenue		\$35,900.00

5-YEAR CAPITAL LANDSCAPE RESERVE FUND***

Fiscal Year Ending	Balance
2015	\$38,158.00
2016	\$55,017.50
2017	\$59,554.00
2018	\$48,122.41
2019	\$48,905.00 (est)

Zone 18 Information

Number of lots to be assessed	<u>15</u>
LANDSCAPE COST PER LOT	\$ 800.00
Street Lighting Cost per Lot	\$ 30.44
Citywide Street Maintenance	\$ 15.74
Park Assessment Per Lot	\$ 59.42
TOTAL COST PER LOT	\$ 905.60

*Previously approved by Resolution 11-49.

**One half actual estimated cost, City general fund contributing one half for General benefit.

***Reserve Fund necessary for extraordinary debris removal from debris basins resulting from high intensity storms.

MEMORANDUM

TO: Darrell J. George, City Manager

FROM: Roger Cathey, Financial Services Manager

DATE: May 16, 2019

SUBJECT: GANN APPROPRIATION LIMIT

Background

On November 6, 1979, California voters approved the Gann Spending Limitation Initiative (Proposition 4) establishing Article XIII B of the State Constitution. Article XIII B sets limits on the amount of tax revenues that the State and most local governments can appropriate within a given fiscal year. Its basic provisions are as follows:

- Each year, State and local governments must adopt resolutions establishing appropriation limits. FY 1978-79 appropriations served as the base for this limit, with adjustments being made annually to reflect increases in population, the cost of living, and service responsibility transfers.
- Only tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations, and other non-tax proceeds are not subject to the limit. Exemptions are also made for voter-approved debt, debt that existed prior to January 1, 1979, and for the cost of compliance with court and federal government mandates.
- All tax revenues received in excess of the appropriations limit must be refunded to taxpayers within a two-year period.
- Voters may approve an increase in the appropriations limit. For the increase to remain in effect, however, it must be re-approved by voters at four-year intervals.

On June 5, 1990, California voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111), which made various amendments to Article XIII B of the State Constitution. The major changes, which became effective July 1, 1990, are as follows:

- The change in the cost of living is now defined to be either the change in California per capita personal income or the change in assessed valuation due to the addition of non-residential new construction. Previously, the change in the cost of living was defined as the lesser of the change in the U.S. Consumer Price Index or the change in California per capita personal income.
- The change in population is now defined to be either the change in the City's population or the change in the population of Los Angeles County as a whole. Previously, the change in Gann Limit population was defined to be the change in the City's population.

- "Qualified capital outlay projects" have been added to the items exempted from the appropriations limit. Qualified capital outlay projects must have a useful life of ten or more years, and a cost, which equals or exceeds \$100,000.
- Tax revenues received in excess of the appropriations limit must be refunded to taxpayers only if the limit is exceeded over a two-year period.
- The annual calculation of the appropriations limit must be reviewed as part of the City's annual financial audit.

Computation

The information used to calculate the City's FY 2019-20 appropriations limit is presented in Attachment 1. The City's appropriations limit for FY 2018-19 was \$33,205,319.83. The change allowed by Proposition 111, due to population change and the increase in the cost of living, is 1.03839615%. This results in a FY 2019-20 appropriations limit of \$34,480,276.

As indicated above, Proposition 111 provides several options for calculating changes in the appropriations limit. With respect to the change in population, the County's calculation used the greater of the percentage increase in either the City or the County population. Therefore, the decrease in County population was used since it was smaller than the City's decrease (-.01% vs. -.25%). With respect to the cost of living, the change in California per capita personal income was used.

Recommendation

It is recommended that the City Council adopt Resolution 19-10 establishing the City of Duarte's Appropriations Limit for the fiscal year 2019-20.

Attachment 1

**CITY OF DUARTE
COMPUTATION OF APPROPRIATIONS LIMIT**

FY 2018-19 Appropriations Limit	\$33,205,319.83
Change in per capita personal income	103.85%
Change in County population (Change in City population = -0.25%)	.9999%
Cumulative compound change (103.85 x .9999)	1.03839615
FY 2019-20 Appropriations Limit	\$34,480,276

Source: State of California, Department of Finance, Price and Population Information, May 2019.

RESOLUTION NO.**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
ESTABLISHING AN APPROPRIATIONS LIMIT PURSUANT TO THE PROVISIONS
OF ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

WHEREAS, the voters approved the Gann Spending Limitation Initiative (Proposition 4) on November 6, 1979, adding Article XIII B to the Constitution of the State of California to establish and define annual appropriations limits on state and local government entities; and

WHEREAS, SB 1352 provides for the implementation of Article XIII B by defining various terms used in the article and prescribing procedures to be used in implementing specific provisions of the article, including the establishment by resolution each year by the governing body of each local jurisdiction of its appropriations limit; and

WHEREAS, the voters approved the Traffic Congestion Relief and Spending Limitation Act (Proposition 111) on June 5, 1990, amending Article XIII B of the Constitution of the State of California; and

WHEREAS, SB 88 provides for the implementation of Proposition 111 by defining various terms used in the article and prescribing procedures to be used in implementing the amendments to the article; and

WHEREAS, the required computations to determine the appropriations limit for FY 2019-20 have been performed by the Administrative Services Department and are on file with the Office of the City Clerk, and are available for public review; and

WHEREAS, these computations are provided in Attachment 1, which is herein incorporated by reference and attached hereto.

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

SECTION 1: The Appropriations Limit for the City of Duarte for FY 2019-20 is \$34,480,276.

SECTION 2: The adjustment factors for the City's Appropriations Limit are: a) the change in County population; and b) the change in California per capita personal income.

PASSED, APPROVED AND ADOPTED this 28th day of May, 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. 19-10 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 28th day of May, 2019, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California

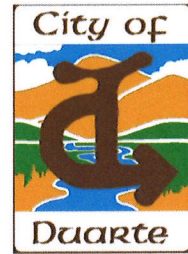
Resolution 19-10

Attachment 1

**CITY OF DUARTE
COMPUTATION OF APPROPRIATIONS LIMIT**

FY 2018-19 Appropriations Limit	\$33,205,319.83
Change in per capita personal income	103.85%
Change in County population (Change in City population = -0.25%)	.9999%
Cumulative compound change (103.85 x .9999)	1.03839615
 FY 2019-20 Appropriations Limit	 \$34,480,276

Source: State of California, Department of Finance, Price and Population Information, May 2019.



AGENDA MEMO

TO: DUARTE CITY COUNCIL
FROM: Brian Villalobos, Director of Public Safety
DATE: May 28, 2019
SUBJECT: Approval of Agreement for Crossing Guard Services

SUMMARY:

The City of Duarte currently has an agreement with the Duarte Unified School District and the San Gabriel Valley School of the Arts to supply crossing guard services. As such, the Public Safety Department recruits, hires, trains, schedules, and supplies all equipment, for the school crossing guards.

However, for the past two years it has become increasingly difficult to hire and retain school crossing guards. A case in point, is that we have had two vacant positions (Valley View School and Andres Duarte School) for the entire school year of 2018/2019. Due to the vacancies and the inability to retain back up crossing guards there have been numerous vacancies in all of the positions this past school year.

This has led the Public Safety Office to conduct research on what other cities do for crossing guard services. The City of Duarte is one of a very few city's that still maintains their own crossing guard services. The vast majority of cities have been contracting out their services for quite some time.

Due to the above, the Public Safety Staff reached out to All City Management Services who provide several neighboring cities with crossing guard services to see if they would be able to contract with the City of Duarte.

All City Management Services is able to provide the City of Duarte with crossing guard services. They would provide crossing guards at seven locations (2- Royal Oaks, 1- Valley View, 1- Andres Duarte, 1- Beardslee, 2- CSArts) as agreed upon with Duarte Unified and CSArts. Additionally, All City Management Services will hire all of the City's existing crossing guards and would keep them at their existing locations.

RECOMMENDATION:

It is staff's recommendation that the City Council approve the agreement with All City Management Services for Crossing Guard Services.

FISCAL IMPACT:

This item was a part of the approved items as discussed at the annual budget meeting held on May 6, 2019. The allocated budget for this item is \$45,000. Duarte Unified and CSArts will reimburse the City for an additional \$45,000 as part of an existing annual agreement.



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated May __, 2019 and is between the CITY OF DUARTE (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2019 and ends on June 30, 2020 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide seven (7) personnel for City of Duarte equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". Contractor will perform Department of Justice background check and E-Verify on prospective personnel in accordance with criminal background investigation requirements as specified per state. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City's representative in dealing with the Contractor shall be designated by City of Duarte.
4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
8. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City's jurisdiction. The

Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City.
11. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify City will be limited accordingly.
 - d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$9,000,000 (Nine Million Dollars).

12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.
14. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty Dollars and Seventy-one Cents (**\$20.71**) per hour, per Crossing Guard during the term. Contractor shall bill a minimum of 3.0 hours per day, per Crossing Guard, unless Contractor fails to perform service. Crossing Guard shifts shall be a maximum of 1.0 hours in the morning and 1.5 hours in the afternoon, unless otherwise requested by the City.
15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.
17. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
18. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

CITY

CONTRACTOR

City of Duarte

All City Management Services, Inc.

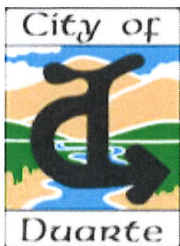
By _____
Signature

By _____
D. Farwell, Corporate Secretary

Print Name and Title

Date _____

Date _____



MEMORANDUM

TO: CITY COUNCIL

FROM: COMMISSIONER Daniel J. Yrigoyen

SUBJECT: NOTICE OF ABSENCE FROM TRAFFIC SAFETY COMMISSION MEETING

DATE: May 7, 2019

REASON FOR ABSENCE:

_____ ACCIDENT _____ VACATION X OTHER*

_____ SICKNESS _____ DEATH IN FAMILY

DATE OF MEETING ABSENCE May 7, 2019

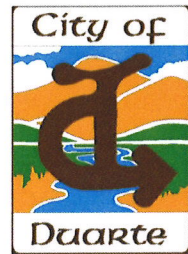
* EXPLANATION OF ABSENCE _____

Had a work emergency that I couldn't walk away from.

Dan Yrigoyen
SIGNATURE

ABSENCE NOTED BY CITY COUNCIL

DATE



MEMORANDUM

TO: Mayor and City Council
FROM: Craig Hensley, Community Development Director 
DATE: May 28, 2019
SUBJECT: Authorize the City Manager to Sign a Contract Extension with Charles Abbott Associates for Building Department Services

The City hired Charles Abbott Associates (CAA) in 2013 to provide building department services. Services include: inspection, plan check services, building permit software and related administrative oversight of the building department process. The initial contract period is ending and Staff recommends that the City Council authorize the City Manager to initiate a contract extension with CAA. A five year extension with a City option for future extensions.

Throughout the contract period, the service provided has been exceptional. The inspectors provided have been competent and professional as well as helpful to the public and City Staff. The plan check timing has been excellent; one developer reported that Duarte provides the quickest and best plan check process they have ever experienced. Also, the building permit software developed and provided by CAA has proven to be easy to use and accurate.

CAA has provided a proposal that would ensure that the current level of service be maintained which includes: building inspection from a certified building inspector from 32-36 hours a week minimum with additional back-up inspectors as needed; plan check will be provided to meet the agreed to turn around times; administrative oversight as needed; and building permitting software.

There will be no increase in the current service fee arrangement with CAA taking a percentage of total permit revenue as explained in the table below:

Monthly Permit Revenue	CAA's % of Fees
First \$500,000	35%
\$500,001 - \$750,000	30%
\$750,001 +	25%

Attached: Professional Services Agreement

CITY OF DUARTE
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and effective as of _____ ("Effective Date"), by and between the **CITY OF DUARTE**, ("City") and **CHARLES ABBOTT ASSOCIATES, INC.**, a California corporation ("Consultant"). City and Consultant may sometimes herein be referred to individually as a "party" and collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect for a period of five (5) years unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended for additional two (2) year periods upon approval of the City.

2. SERVICES AND PERFORMANCE

- A. In compliance with all terms and conditions of this Agreement, the Consultant shall provide building department services, which services may be referred to herein as the "services" or "work" hereunder. The Scope of Service may also include additional tasks described in Consultant's letter attached hereto as Exhibit "A." In the event of any inconsistency between the terms of Exhibit "A" and this Agreement, the terms of this Agreement shall govern.
- B. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder.
- C. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City's sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or in part the services required hereunder, or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) this Agreement.
- D. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

- E. Consultant shall provide all services rendered hereunder in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included, and this Agreement shall be read and enforced as though they were included. Without limiting the scope of the foregoing or any other provision of this Agreement, including but not limited to the rights of City to terminate this Agreement with or without cause as set forth in Section 5, any violation of this Section 2.E due to any evidence of corruption, fraud, or dishonesty, shall be grounds for termination of this Agreement and return of such portion of fees earned by Consultant related to the corruption, fraud, or dishonesty.
- F. Consultant and all of its employees assigned to City shall place a focus on customer service and dealing with the public and City Staff in a positive and professional way at all times.
- G. The Consultant shall provide building permitting software, maintenance and upgrade of such software and training of City staff to utilize such software as a part of the contract to the satisfaction of the Community Development Director.
- H. Consultant shall be responsible for supervision of staff assigned to City and shall be responsible for responding to public complaints as part of this contract. All public complaints and resolution thereof shall be reported in writing to Community Development Director within a reasonable timeframe.

3. MANAGEMENT

The City's Community Development Director shall represent City in all matters pursuant to the administration of this Agreement, review and approval of the services performed by Consultant, and the City Manager shall have the authority, subject to the limitations set forth in Section 4, to enlarge the Scope of Services or increase the compensation due to Consultant. Consultant's official representative in the administration of this Agreement shall be Rusty Reed, President of Consultant, who shall have the authority to make all decisions for Consultant and bind Consultant to the terms of this Agreement.

4. COMPENSATION

- A. City agrees to pay Consultant in accordance with Consultant's Proposal to Provide Services attached hereto as Exhibit A.
- B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time

City's written authorization is given.

- C. Consultant shall be paid on a monthly basis and shall submit monthly invoices/reports to City, within ten (10) days following the end of each month, showing actual services performed. Consultant shall be paid on the next regular council warrant after all required paperwork is submitted. If the City disputes whether Consultant has earned its fee or any portion, City shall give written notice to Consultant within thirty (30) days of receipt of Consultant's monthly report stating the basis for such dispute.

5. SUSPENSION OR TERMINATION OF AGREEMENT

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (a), Consultant shall submit a final report to the City pursuant to Section 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the services set forth in Exhibit "A." In City's sole and absolute discretion, prior to effecting a suspension or termination pursuant to this subparagraph (a), the City may first serve upon the Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. In the event that the Consultant fails to cure the default within the specified period of time, the City shall have the right to immediately terminate this Agreement pursuant to subparagraph (a). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (a) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.
- B. Consultant may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to the City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy of such default.

6. RECORDS AND OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to produce an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at

reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment

- B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. Consultant shall provide such items to City promptly upon completion of the Agreement. Any use of such documents for other projects by the City shall be without liability to Consultant.
- C. Any information gained by Consultant in the performance of this Agreement shall be considered confidential and such information and the reports, records, documents and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly or to any other client of Consultant without the prior written approval of the City Manager.

7. INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City from and against all damages and liability caused by the negligent actions or willful misconduct of the Consultant or its employees, agents, or representatives. Consultant shall not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the City or any of its employees, agents, or representatives acting in an official capacity.

8. INSURANCE

Without limiting Consultant's indemnification obligations as set forth in this Agreement, the Consultant 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 Consultant or Consultant's employees use personal autos in connection with the performance of work under this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person.
- C. Worker's Compensation providing statutory benefits as required by California law.

- D. Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate.
- E. All of the insurance policies required hereunder, except the worker's compensation insurance, shall comply with the following requirements:
- (1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Bests rating of B++ or better and a minimum financial size VII.
 - (2) The policies shall be endorsed to name the City and its officers, officials, employees, agents, and volunteers as additional insureds.
 - (3) All of Consultant's insurance: (i) shall contain no special limitations on the scope of protection afforded to the additional insureds; (ii) shall be primary insurance and any insurance or self-insurance maintained by the additional insureds or any of them shall be in excess of the Consultant's insurance and shall not contribute with it; (iii) shall be "occurrence" rather than "claims made" insurance; (iv) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (v) shall prohibit Consultant from waiving the right of subrogation prior to a loss except for professional liability; and (vi) shall not contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured.
 - (4) The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change.
- F. Consultant shall renew the required coverage annually as long as City or its employees or agents face an exposure from the Consultant's operations pursuant to this Agreement. Termination of this obligation shall survive the termination or expiration of this Agreement and shall not be effective until City executes a written statement to that effect.
- G. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance evidencing the above insurance coverages 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 Consultant shall, prior to the

cancellation date, submit new evidence of insurance, in conformance with this Paragraph 8.

- H. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
- I. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant 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.

9. INDEPENDENT CONSULTANT

- A. Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.
- B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. NO UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City shall receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.

11. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to the Agreement during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

12. COVENANT AGAINST DISCRIMINATION

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

13. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer, official, employee, agent, representative, or volunteer of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

14. 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 Community Development Department 1600 Huntington Drive Duarte, California 91010
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If to Consultant:	Rusty Reed, President Charles Abbott Associates, Inc. 27401 Los Altos, Suite 220 Mission Viejo, CA 92691
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15. GOVERNING LAW; ATTORNEY'S FEES; LITIGATION MATTERS

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. 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 Consultant be entitled to economic or consequential damages or to punitive damages. 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 Consultant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

16. 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 nondefaulting 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.

17. SEVERABILITY

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

18. INTERPRETATION; ENTIRE AGREEMENT

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect.

19. 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.

20. 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.

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

CHARLES ABBOTT ASSOCIATES, INC.

By _____
Rusty Reed, President

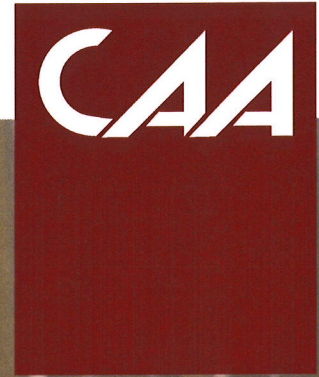
Date: _____

EXHIBIT "A"

CONSULTANT PROPOSAL

[SEE FOLLOWING PAGES]

Charles Abbott Associates, Inc.



"Helping public agencies provide effective and efficient municipal services to improve communities since 1984"

Proposal for Building Inspection Services

**Prepared for
City of Duarte**

**Craig Hensley
Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010**

**By:
Charles Abbott Associates, Inc.**

27401 Los Altos # 220
Mission Viejo, CA 92691
Toll Free: (866) 530-4980

www.caaprofessionals.com

TABLE OF CONTENT

Letter of Introduction.....	3
Project Understanding.....	5
Key Staff.....	6
Company Background.....	7
Resumes of Key Personnel.....	9
Staff Qualifications	9
Key Personnel.....	10
Resumes	10
Rusty R. Reed, P.E	11
Ron Grider, PE, CBO, QSD	12
Greg Robinson, CBO	14
Carlos Grider, CBO	15
Ray Proffitt, CBO.....	16
Renee Meriaux, CBO, CASP, MCP	17
Steve Ahuna, PE, CBO	19
Hiep Tran, PE.....	20
Juliet DeMoss, PE, MSCE	21
Qualifications	22
Experience	22
Services	23
References.....	23
Our Approach.....	27
Continued Service Plan.....	27
Building Official Services.....	28
Plan Review	28
Building Inspection	30
Continuous Staff Training.....	31
Reliable Emergency Response.....	31
Service Fees	32
Building and Safety Services	32
Accelerated Plan Review	32
Hourly Fees for Additional Services	32

LETTER OF INTRODUCTION

May 6, 2019

City of Duarte
Craig Hensley
Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Subject: Proposal for Continued Building Inspection Services

Dear Mr. Hensley,

We greatly appreciate the opportunity to continue serving the City of Duarte ("City") with Building Inspection Services. Having assisted the City since 2013, **Charles Abbott Associates, Inc. (CAA)** has played a key role in the City's growth and offers a unique **knowledge and experience** of the City and its stakeholders no other provider can match.

CAA has enjoyed the working relationship with City staff and the great working relationship with the community. Our mission is to continue to provide the high quality comprehensive service you have become accustomed to within the City of Duarte. Our submittal is responsive to all of the requirements set forth by the City.

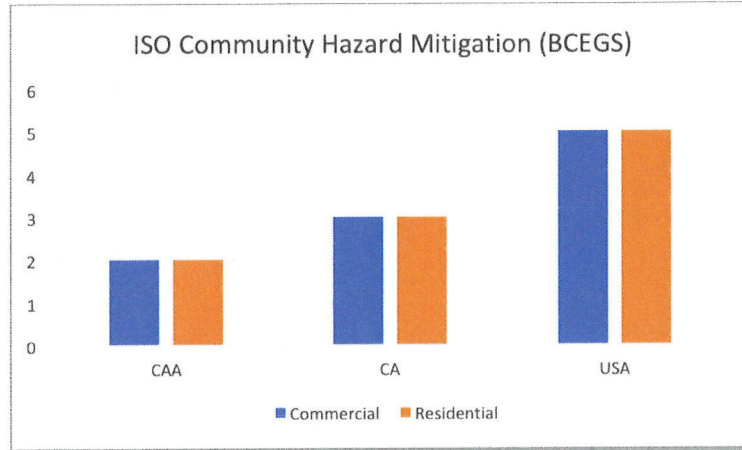
CAA is exceptionally qualified to continue to provide the requested services. Our project team brings many years of construction and related project experience together with a **deep understanding of the City and its characteristics**, making **CAA** uniquely qualified to continue providing the requested services to the City as described in our submittal. **CAA** will continue to provide the City with a team of highly qualified individuals to support your building inspection and plan check service needs, which include but are not limited to Code Official Administration, Inspections, Plan Check, as well as Records Maintenance and Reporting. Our staff continues to be committed to fast turnaround times with maximum efficiency while maintaining a high quality of workmanship. We will continue with over-the-counter information and plan checking services, as well as daily pick-up and delivery or overnight mail service, and digital plan review service available throughout the life of the contract. With the availability of our building service resources, we can quickly respond to the City's needs.

CAA staff regularly attends and sponsors training courses, seminars, and conferences to ensure staff is up-to-date on the most relevant issues in the industry. For example, **CAA** staff complies with State Law in Health and Safety Code Section 18949.29, which requires 45 hours of continuing education every three years, 8 of which must be in subjects relating to accessibility requirements. As a further illustration of **CAA's** advanced industry-training standards, the International Code Council (ICC) has recognized **CAA** as a **Preferred Provider**, the first entity in California and the 14th in the entire Country to receive such recognition.



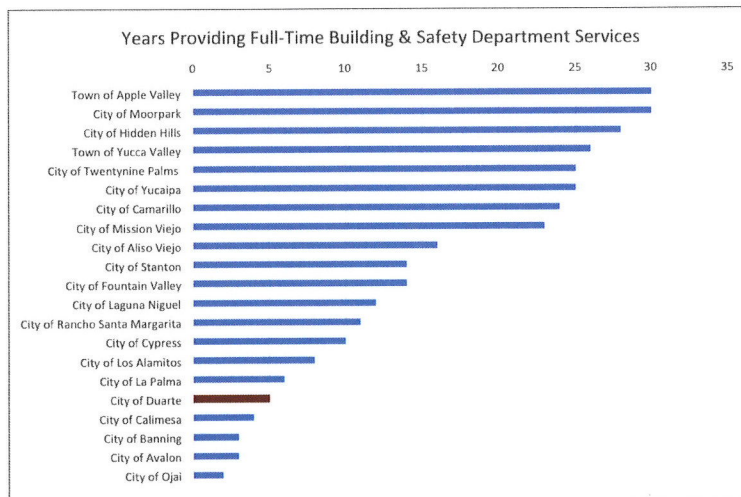
CAA's Certified Building Officials have also assisted jurisdictions in achieving high **Insured Services Office (ISO)** ratings. The ISO assesses each community on a scale of 1 to 10 with regards to the administration and

enforcement of the building codes and mitigation of losses from natural hazards. **CAA** received a company rating of “2” by ISO for all of our California Cities in 2014, with “1” being the highest and 3 being the average for the State of California as seen in the ISO's Building Code Effectiveness Grading Schedule (BCEGS). **This high ISO rating** illustrates **CAA's** commitment to mitigating losses and enforcing codes to improve safety in our communities.



CAA is an **industry leader** in cross-training employees in order to streamline the inspection process. Each inspector is able to perform multiple discipline inspections, which is both cost effective to the City and simplifies the process for contractors, causing less wait times for inspections to be approved. We are devoted to keeping our certified and licensed staff up-to-date on the latest practices, techniques and skills in their areas of specialization. Our approach to training is ongoing and not just occasional, assuring clients of work that is in full compliance to current standards. In addition, because our people are well trained, they face no learning curve and are able to get to work immediately.

CAA's concept of delivering **high quality service** is different than other companies who provide similar functions. CAA does not operate as a staffing agency and looks to invest in its employees for the long term. We provide on-site staff to bridge the disconnect that can occur between cities and contracted service providers, which has allowed us to retain our first client of 33 years, and has lead to an average length of service of more than 16 years with each of our California clients. We continue to be regularly commended for the staff's commitment to excellent customer service by other clients as well.



The following promises demonstrate why **CAA** is the best-qualified service provider:

Service Above and Beyond: CAA employees believe that just doing a “good” job is not always enough for our clients. Our aim is to excel. This means that we do not function simply by the language of our contract with the City, but that we constantly look out for the general good of the City, local neighborhoods, and its residents.

Customer Service: Our employees are passionate about customer service. In performing our duties we are always willing to meet with clients for pre-design meetings, pre-submittal meetings, or as needed to resolve complex code related plan review issues in the most efficient manner possible. In addition, the staff at CAA brings a can-do attitude to their work - always focused on efficiency and project success.

Project Staff: CAA’s organizational culture empowers our project managers to act on the client’s behalf immediately, without interference from a larger organizational structure. Empowering our project managers allows us to provide clients with the individual attention that only a small organization can deliver. At the same time, we maintain the advantages of a larger organization because we have the expertise needed when a situation requires special attention.

Responsive Project Management: By providing a cooperative work environment with all of the entities responsible for project approval, we form a collaborative working relationship that centers on successful project processing. We have the know-how to work closely with other City departments and outside agencies, resulting in a timely, seamless and efficient development approval process. We minimize surprises that can lead to costly delays due to plan revisions late in the approval process by beginning work early with the project design team involved with major construction projects.

Availability to Meet with the City: If required, CAA staff will be available to meet with City staff, the design team, applicants, and/or contractors at the City’s request to discuss and resolve plan review and code related issues. Our staff can be available to meet with the City’s staff within 24 hours of notice. Those meetings will be attended by our staff at no additional cost.

Innovations in Service Delivery: CAA continuously strives for innovations to improve public services. Government must be more accessible to its citizens, more convenient, timelier in responses, more cost effective, and highly performance oriented. Accountability in government has never been higher than it is today. We want to continue to be your partner in delivering exceptional public service and promoting the City. We pledge the full resources and backing of our firm to assure that the City delivers outstanding public service at the highest quality, while also achieving cost effectiveness.

Project Understanding

CAA understands the City is currently seeking to continue its inspection services to provide 32-36 hours per week of quality inspection and counter service. **CAA** also understands that the City is also seeking to continue providing quality plan review and the consultant’s ability to provide timely plan review in an efficient and effective manner.

Key Staff

CAA will perform all services outlined and will not be using any sub-consultants, sub-contractors, suppliers or manufacturers to fulfill the scope of the City's services. We employ full-time personnel to staff municipal work engagements. The firm recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing experienced staff that can work as a team with City staff, augmenting their efforts and reach.

The following key staff will be assigned to the positions indicated:

- Ron Grider, PE, CBO and Greg Robinson, CBO will continue to serve as Project Manager
- Carlos Grider, CBO will provide Building Official/ Inspections Services
- Additional personnel will be available for support as needed

Other **CAA** employees will serve to support the CAA personnel above including structural engineers, certified plan reviewers, administrative, CAD, and drafting staff.

CAA is unaware of any conflict of interest in performing the proposed work. This proposal shall remain valid for a period of not less than 90 days from the date of this submittal.

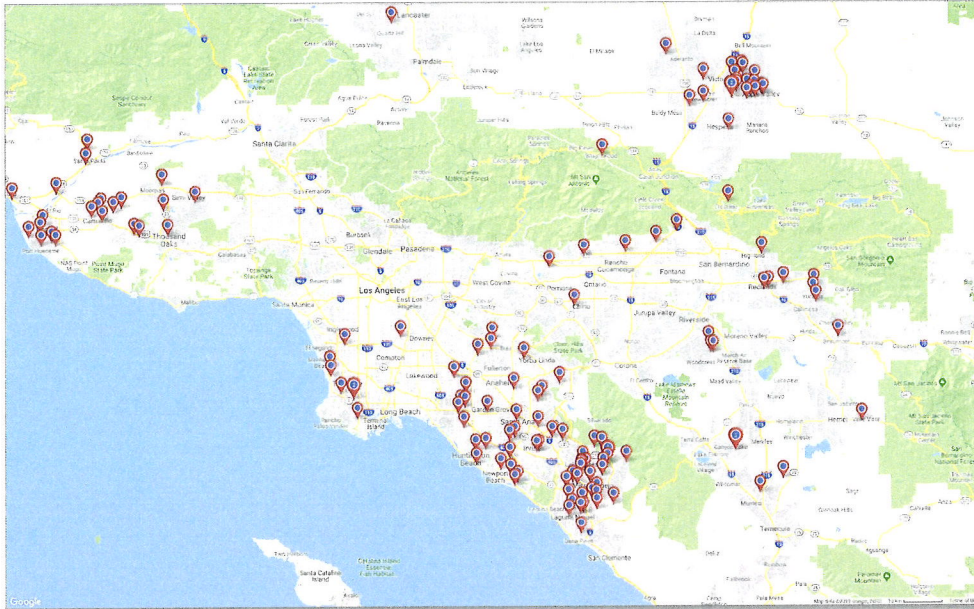
We continue to pledge the full resources and backing of our firm to assure that the City has the **most efficient and cost effective building services strategy** available. Should the City have any questions or require additional information, please contact Greg Robinson or myself. Thank you in advance for your consideration.

Sincerely,


Rusty R. Reed, PE President

COMPANY BACKGROUND

Our corporate headquarter for the past 16 years has been located in relative proximity to the City at in Mission Viejo, CA 92691. In addition, a total of **43.16% of our California employees reside locally within Orange County**, giving us the ability to provide additional staff without delay if workload increases or emergencies arise.



Our Plan Review Office is also located at our main office in Mission Viejo, where we have full-time and part-time plan reviewers available to meet additional workload as required.

Official name and address: Charles Abbott Associates, Inc.

27401 Los Altos, #220
Mission Viejo, CA 92691

Primary point of contact: Ron Grider, PE, CBO

27401 Los Altos, #220
Mission Viejo, CA 92691
Tel: (909) 215-2042
rongrider@caaprofessionals.com

Entity type: Corporation
Federal Tax ID: 33-00753899

Additional locations: **GEORGIA**
100 Hartsfield Centre Parkway, Suite 500
Atlanta, GA 30354
(866) 530-4980

COLORADO
390 Interlocken Crescent, 3rd Floor
Broomfield, CO 80021
(866) 530-4980

NEVADA

200 S. Virginia, 8th Floor
Reno, NV 89501
(866) 530-4980

ARIZONA

60 E Rio Salado Parkway, Suite 900
Tempe, AZ 85281
(866) 530-4980

TEXAS

9595 Six Pines, Bldg. 8, Level 2, Suite 8210
The Woodlands, TX 77380
(866) 530-4980

SOUTH CAROLINA

4000 S. Faber Place Drive, Suite 300
Charleston, SC 29405
(866) 530-4980

FLORIDA

3001 North Rocky Point Drive East, Suite 200
Tampa, FL 33607
(866) 530-4980

Structure:

CAA is not owned in any part by another business organization or individual other than the owners listed below.

Years in Business:

35

Failures to Complete:

CAA has never failed to complete any work awarded, or been removed from any project due to wrongdoing or failure to provide the requested services.

Ownership:

CAA is a private corporation owned by Rusty R. Reed, President and Susan Abbott, Majority Owner/Secretary

Financial Interests:

CAA has no financial interests in any other lines of business, unlike some of our competitors where a conflict of interest may exist.

RESUMES OF KEY PERSONNEL

Staff Qualifications

Since our incorporation in 1984, CAA has grown to a full-time staff of over 200 total full-time employees, with 139 of those employees located throughout the State of California, and 60 employees living directly within Orange County.

Number of Employees: 210

California Employees: 139

	Number	Percentage
Total	139	100%
Orange County	60	43%
Other	79	57%

CAA has a record of very low staff turnover, which has proven highly beneficial to our clients. CAA employs a fully credentialed, cross-trained staff that effectively meets our engineering and building and safety commitments to our clients. Each one of our team members has worked on similar projects, and has served the public sector for many years. CAA's proposed staff has numerous years of experience analyzing and reviewing plans and related submittal documents for compliance with state and local codes and amendments. Our team of highly qualified engineers and plan review staff are well trained, experienced and familiar with the adopted codes.

The general make up of our staff is as follows:

Principals	2
Civil/Structural Engineers	20
Engineering Associates	16
Building & Safety	109
Environmental & Planning	15
Technicians	38
Administrative	10
TOTAL	210

CAA's approach to providing excellence in customer service sets us apart from other companies by providing a City Hall based staff as dictated by workload. We will provide an ICC Certified Building Official, Plans Examiners, and Registered Professional Engineers to handle plan review, as well as ICC Certified Building Inspectors and Permit Technicians to meet the City's needs. CAA staffing levels will ensure that all City inspections and plan reviews are conducted in an efficient and courteous manner that is responsive to the City and public's needs. CAA has the experience, knowledge, and ability to manage such tasks, assignments, and responsibilities while reducing the City's financial and staffing burdens. And when workload demands increase, CAA has the ability to add certified and qualified staff to effectively meet a change of scope or

increase in workload.

Key Personnel

Our team of highly qualified and experienced staff has provided similar services to many cities and counties, including Duarte, and brings numerous combined years of related experience to the City. All employees work directly for the firm and are not independent contractors.

CAA's Project Manager for this engagement, Ron Grider, PE, Director will continue to supervise the project and maintain continuous communication with City of Duarte. Ron will continue the assurance that the City is 100% satisfied with our staff, our turnaround times, the quality of our work, and the overall teamwork between our staff and yours. Any shortcomings from the City's perspective will be dealt with promptly. He will be available to coordinate all staffing assignments to assure quality reviews within specified turnaround times.

CAA is committed to staff continuity and aims to assign the same professionals who have served the City successfully in the past, while being flexible enough to add other certified professionals as needed. Below is a matrix of the key staff assigned to the City.

Proposed Staff	Years of Experience	Role
Rusty Reed, PE	35	President
Ron Grider, PE, CBO, CASp	32	Project Manager
Greg Robinson, CBO	30	Project Manager
Carlos Grider, CBO	39	Building Official
Steve Ahuna, PE	30	Plans Examiner
Heip Tran, PE	35	Structural Plans Examiner
Ray Proffit, CBO	33	Plans Examiner
Renee Meriaux, CBO, CASp	15	Certified Access Specialist
Juliet DeMoss, PE, MSCE	40	Plans Examiner

Resumes

CAA employs full time personnel to staff municipal work engagements. The firm recruits individuals who are looking for long-term employment with a stable firm and a rewarding career. We are proposing dedicated, qualified, on-site staff that has proven to work as a team with Duarte staff, augmenting their efforts and reach, and providing a consistent level of exceptional service. With those principles in mind, the proposed key professionals are as follows:

Rusty R. Reed, P.E

Principal-in-charge/ Chief Executive Officer/President

Years of Experience

42+

Education

B.S., Civil Engineering, University of Illinois

Registration

Civil Engineer in California, Arizona, Florida, Georgia, Texas, Utah, Colorado, and South Carolina

License

General Contractor "A" – California

Mr Reed is the President of Charles Abbott Associates, Inc. He directs the firm's business affairs and oversees all client services. Mr Reed is involved in all aspects of Environmental Services, Building and Safety, City Engineering, Planning, Public Works, Capital Improvement Programs and Redevelopment for CAA's municipal clients. He is directly accessible to all our clients to ensure that performance standards, schedule and budget targets are met.

Previous Project Experience

- Wrote and identified codes, ordinances, and resolutions for implementation.
- Administered city design services for preparation of plans, specifications, and construction; managed and administered engineering and public works permit procedures, inspection services and records.
- Administered the implementation of Public Works Maintenance Contracts.
- Developed short and long-range capital improvement programs, and coordinated and identified methods of funding.
- Served as Town Engineer for the Town of Apple Valley for over 15 years.

KEY QUALIFICATIONS

- Registered Civil Engineer
- Municipal Background
- Hands-on Engineering Experience
- Project Oversight
- Project Commitment

Ron Grider, PE, CBO, QSD

Regional Director

Certified Building Official/Plans Examiner/Inspector

Years of Experience

37+

Education

B.S., Civil Engineering, California State University, Los Angeles

Professional Licenses

Professional Engineer GA, CA, CO, FL, NV, TX

Certifications

CALBO Certified Building Official
ICC Certified Building Official (0878901-CB)
IAEI Certified Electrical Inspector
ICC Certified Building Inspector (0878901-B5,K1,10)
ICC Certified Electrical Inspector (0878901-K2,E5)
ICC Certified Mechanical Inspector (0878901-M5,K4,44)
ICC Certified Plumbing Inspector (0878901-P5,K3,34)
ICC Certified Plans Examiner (878901-K6)
ICC Certified Combination Inspector (0878901-K8,K4,C8,50)
ICC Certified Combination Dwelling Inspector (0878901-R5,56)
ICC Certified Fire Inspector I (878901)
OES/CALEMA DISASTER SERVICE WORKER (61525)
Level IB Certified Inspector
Level II Certified Design Professional
Certified Access Specialist (CAsp)
Qualified SWPPP Developer (QSD)

KEY QUALIFICATIONS

- Extensive Project Management Experience
- Registered Civil Engineer in CO, NV, CA, FL, and TX
- Municipal Experience
- Hands-on Public Works Experience
- Extensive Plans Review Experience
- Multiple Certifications

Mr Grider has over 37 years of construction, public works, and building & safety experience. He has held the position of Building Official, County Engineer, Sr. Engineering Manager as well as numerous other key positions in the field. Well known in the public sector as a compassionate leader focused on customer service, he is routinely involved in the presentation of building code, engineering principles and advancing the cause of preventing life loss and protecting property. As Director for CAA, he directs the services CAA provides in building and safety, engineering, and fire prevention. He is also responsible for quality control and evaluation.

Professional Memberships & Affiliations

Member American Society of Civil Engineer (ASCE)
Member Structural Engineers Association of Southern California (SEAOSC)
Member Structural Engineers Institute (SEI)

Member California Building Officials (CALBO)
Member International Code Council (ICC)
Safety Assessment Emergency Services – State of California SAPC61525

Previous Project Experience

- Thousands of Single Family Homes- Custom and Tract homes
- Hundreds of Retail Buildings, & Centers, new and tenant improvements
- Several Industrial/Office Buildings

Greg Robinson, CBO

Regional Director

Project Manager/Chief Building Official

Years of Experience

30+

Education

B.A., Economics, University of California, Los Angeles

License

General Building Contractor, California

Professional Memberships

ICC, CALBO

Certifications

ICC Certified Building Official
ICC Certified Building Code Official
ICC Certified Plans Examiner
ICC Certified Mechanical Inspector

KEY QUALIFICATIONS

- Certified Building Inspector
- Certified Building Official
- Certified Plans Examiner
- Local Government Background
- Extensive Building and Safety Experience
- Multiple Certifications

ICC Certified Plumbing Inspector
ICC Certified Building Inspector
ICC Certified Combination Dwelling Inspector

Mr Robinson has over 30 years of Building & Safety and construction experience. Presently, he is the Building Official responsible for supervising all Building & Safety services for our firm. He also has supervisory responsibilities for code enforcement in the City of Hidden Hills. His responsibilities include conducting construction inspections, plan reviews, permit issuance and updating codes, services, fees, and operations for local clients. Mr. Robinson shares CAA's corporate responsibility for quality control and plays an active role in interviewing, hiring, training, and development of staff.

Recent Project Experience

Building Official for the City of Rancho Santa Margarita
Building Official for the Cities of Hidden Hills and Camarillo
Oversaw the Building and Safety functions in the City of Palos Verdes Estates
Served as the Building Official for the City of Moorpark
Developed CAA's guidelines for Insurance Services Office (ISO) compliance

Professional Affiliations

ICC Ventura Chapter:

Past President
President
Treasurer
Secretary

Carlos Grider, CBO

Certified Building Official/Inspector/Plans Examiner

Years of Experience

39+

Professional Memberships

ICC

Certifications

ICC Certified Building Official
ICC Certified Building Plans Examiner
ICC Certified Commercial Building Inspector
ICC Certified Commercial Electrical Inspector
ICC Certified Residential Building Inspector
ICC Certified Residential Electrical Inspector
ICC Certified Residential Mechanical Inspector
ICC Certified Residential Plans Examiner
ICC Certified Residential Plumbing Inspector
ICC Certified Commercial Mechanical Inspector
ICC Certified Commercial Plumbing Inspector
ICC Certified Legal Module Certification
ICC Certified Management Module Certification

KEY QUALIFICATIONS

- Hands-On Construction Experience
- Commercial & Residential Design Experience
- Excellent Project Management Skills
- Certified Building Inspector
- Municipal Experience
- Customer Service Oriented

With over 39 years of experience, Mr. Grider has an extensive background in the construction industry, working both the residential and commercial sides. He is experienced in the design and construction of commercial and residential projects, including carpentry, framing, cost estimation, and drafting, and has been involved in all aspects of construction projects from start to finish.

Mr. Grider currently serves as the Building Inspector and Plans Examiner for the City of Duarte, CA as well as the City of Apple Valley, CA.

Recent Project Experience

Completed plan review and building inspections for:

- City of Hope, CA: New Cancer Research facility completed 2017-2018
- City of Duarte, CA: New Mixed Use, commercial and 161 condominium complex and parking structure, plan checked 2018 scheduled to start construction in 2019
- City of Duarte, CA: New McDonald's building completed Dec 2018
- City of Duarte, CA: 25 Unit Condominium project, plan check completed, scheduled to start around March
- City of Apple Valley, CA: New Dental Building off Hwy 18 and New Hospital Building on Hwy 18

Ray Proffitt, CBO

Certified Building Official

Years of Experience

32+

Education

A.A. Liberal Arts, San Bernardino Valley College

Professional Memberships

ICC

Certifications

ICC Certified Building Official
ICC Certified Building Inspector
ICC Certified Plans Examiner

KEY QUALIFICATIONS

- Certified Building Official
- Certified Plans Examiner
- Training and Project Management Experience
- Extensive Construction and Building Inspection Experience
- Quality Control Experience
- 24 Years Municipal Background

Mr. Proffitt, with over 32 years of building & safety experience, has held the position of Building Official and Interim Building Official, as well as, numerous other positions throughout his career. In total, Ray has been involved in the field of construction and building inspection for over 40 years. His building and safety career has focused on inspection training and customer service in the public sector. Ray has been involved in the presentation of building code updates and changes to the affected contractors and advancing the cause of preventing life loss and property protection. As a Building Official, Ray helps CAA provide services in building and safety as well as fire safety in California and Nevada. Ray has also worked on quality control and evaluation of inspection and plan review services.

Recent Project Experience

- Regional Supervisor - (3 different offices) San Bernardino County, CA
- 3-Story Senior Assisted Living Facility, Twin Peaks, CA
- Lake Arrowhead Retail Commercial Complex, Lake Arrowhead, CA
- Transition of the newly incorporated areas of Highland and Yucaipa, CA
- Building Official, Hollister, CA
- Residential and commercial construction, Hollister, CA
- Interim Building Official, Gilroy, CA
- New two story police facility, Gilroy, CA
- Deputy Building Official, Marina, CA

Renee Meriaux, CBO, CASP, MCP

Years of Experience

27 Years Municipal Experience

Education

B.S. Applied Science and Technology,
Thomas Edison State College
A.S., Associates of Science, Ventura College

Professional Memberships

ICC, CALBO

Certifications

Ms. Meriaux holds a total of 48 ICC
Certifications, including:

ICC Certified Building Official
ICC Certified Master Code Professional
California Certified Access Specialist (CASp)
ICC Certified California Plans Examiner
ICC Certified CALGreen Inspector
ICC Certified Combination Inspector
ICC Certified Building Plans Examiner
ICC/AACE Property Maintenance & Housing Inspector
ICC Certified California Combination Inspector

Certified Combination Inspector – State of Utah
Certified Building Code Administrator – State of Florida

Certified California Safety Assessment Program –
Evaluator
Coordinator
Trainer

Ms. Meriaux is a Certified Access Specialist (CASp) who will provide plan review and accessibility support. Ms. Meriaux brings over 27 years of municipal and over 37 years of construction experience to this project. She is an experienced and certified Building Official/Building Inspector/Plans Examiner capable of providing all the necessary administrative support. She is active with ICC and CALBO serving on several exam development committees.

Recent Project Experience

- Currently serving as Building Official for the Cities of Camarillo, Moorpark, and Port Hueneme CA
- Currently also serving as Project Manager for the City of Stanton
- Previously served the Cities of Hidden Hills and Mission Viejo, and the County of Los Angeles

KEY QUALIFICATIONS

- Certified Building Official
- Certified Access Specialist
- Master Code Professional
- CBC, UBC, and IBC certified
- Multiple Certifications
- Hands-on Construction and Building & Safety Experience
- Past President ICC Ventura Chapter
- Thorough Knowledge of Building Codes, Regulations and Construction Industry Standards

Committees

CALBO California Inspector Exam Committee
ICC Building Code/Plans Examiner Exam Committee

ICC Ventura Chapter

Past President, President, Treasurer, Secretary

Steve Ahuna, PE, CBO

Registered Civil Engineer/Certified Plans Examiner

Years of Experience

31+

Education

M.S., Applied Economics, Santa Clara University, Santa Clara, CA
B.S., Architectural Engineering, California State University, San Luis Obispo

Professional Memberships

ICC, CALBO, SEAOSC, ASCE

Certifications

ICC Certified Building Official (1036330-CB)
ICC Certified Plans Examiner (1036330-B3)
ICC Certified Plans Examiner UBC (1036330-60)
OES/CALEMA DISASTER SERVICE WORKER
Post Disaster Assessment SAP

KEY QUALIFICATIONS

- Licensed and Certified
- Certified Building Official
- Building Plans Examiner
- PE License CA, CO, NV, FL and AZ
- Municipal Experience
- Structural and Architectural Review
- Extensive Plans Review Experience

Registration

Civil Engineer in California (C 34264), Colorado, Nevada, Florida, Arizona and Texas

Mr. Ahuna has over 30 years of experience in architectural and structural review of residential and non-residential plans. He has plan review experience working for both private and municipal entities. Prior to working as a plan checker, he worked for a private consulting structural engineering firm as a design engineer for residential and non-residential buildings. He will oversee the plan review staff in the review of plans and calculations for compliance with adopted codes and any adopted amendments.

Recent Project Experience

- 3-Story Senior Complex, Laguna Niguel, CA
- 20 Unit Townhouse Project, Huntington Beach, CA
- Several Industrial/Office Buildings, Huntington Beach, CA
- Preliminary Review of a 300 Unit Condo Project, Huntington Beach, CA
- Nevada Cancer Institute
- Fairfield Apartments
- City of Laguna Niguel Community Center, Laguna Niguel, CA
- Forbes Road Apartments 6 Story Parking Structure, Laguna Niguel, CA
- Retail Stores Building, Calimesa, CA

Hiep Tran, PE

Registered Civil Engineer/Plans Examiner/Engineering & Code Professional

Years of Experience
34+

Education

B.S. Civil Engineering, California State University, Long Beach

License

Civil Engineer, C 35581

Professional Memberships

ICC, CALBO, SEAOSC

KEY QUALIFICATIONS

- Municipal Background
- Public and Private Sector Experience
- 30 years of building code plan review
- 15 years of engineering design, problem solving skills through management and hands on experience with design and construction

Mr. Tran has over 34 years of engineering construction, building and safety experience. He has held the position of Plan Check Engineer for the City of Newport Beach, California for over 21 years and was responsible for all civil, architectural and structural plans examining, accessibility plans reviews, and fire sprinkler alarm review assignments. Hiep has reviewed projects including residential, commercial, and industrial structures. Hiep also had his own practice in designing architectural and structural residential projects in California for several years.

Recent Project Experience

Plan Check Engineer for Newport Beach, CA for 21 years

Juliet DeMoss, PE, MSCE

Structural Plan Reviewer

Years of Experience

40+

Education

M.S., Structural Engineering, University of Southern California

B.S., Civil Engineering, University of Washington

License

Civil Engineer: California, Nevada, Washington
Disaster Worker: California

Certifications

CABO Certified Building Official
ICC Certified Plans Examiner
Cal OES Safety Assessment Program (SAP) Certified

KEY QUALIFICATIONS

- Registered Civil Engineer
- Certified Plans Examiner
- Extensive Plan Review Experience
- Municipal Experience
- Registered Disaster Worker

Mrs. DeMoss has over 40 years of civil/structural engineering experience, including 11 years of aerospace structural experience. She reviews plans for completeness and compliance with codes and writes correction notices for several municipalities in Southern California, including Camarillo, Hidden Hills, Moorpark, Palos Verdes Estates, Rancho Palos Verdes, and Redondo Beach.

She is very familiar with all types of building construction methods and structural systems including timber and masonry design, steel design, reinforced and pre-stressed concrete design, structural systems, and foundation design. She is a Registered Disaster Service Worker for California and has performed earthquake assessments and evaluations.

Recent Project Experience

Numerous residential plan reviews for the Cities of Hidden Hills, Palos Verdes Estates, Rancho Palos Verdes, and Redondo Beach, CA
Camarillo Premium Outlets, Camarillo, CA
Pardee Homes – 7 Residential Tracts, Camarillo, CA
The Shops at Mission Viejo, Mission Viejo, CA

Professional Memberships & Affiliations

Board Member of Rotary International
Member Structural Engineers Association of Southern CA
Member LA Basin ICC

QUALIFICATIONS

Experience

Charles Abbott Associates, Inc. (CAA) is the most qualified building & safety services provider for cities who want services above and beyond the industry standard. Our aim is to excel by providing unsurpassed customer service. For the last 35+ years, CAA has been selectively expanding its client base to cost conscious agencies that appreciate consultants who perform better than expected. We have had successful involvement with construction projects since 1984, which has given us the reputation of being the best in the industry.

CAA has the range of services that the City of Duarte requires to handle the municipal functions of Codes Inspection and Plan Check Services. No two cities are alike and we customize our services to meet the particular needs of the constituents we serve at any one location. The CAA Building & Safety staff assigned to the City of Duarte have numerous years of experience to supplement the City's existing departments.

The CAA project team chosen to serve the City of Duarte includes personnel with proven track records in varied projects throughout Southern California. The combinations and overlap of these individual's talents will provide for both thorough and consistent service. Carlos Grider, CBO a certified Building Official, will provide consistency in Building and Safety. Supporting the Building Division, Ray Proffit, CBO has 32+ years of inspection and plan checking experience. We have also included a number of support staff for plan review and inspections.

The purpose of this proposal is to continue to demonstrate the depth and experience of CAA and the unique abilities and expertise of the team CAA is committed to providing to the City of Duarte. We would appreciate the opportunity to continue providing our services along side the City Staff to further demonstrate the commitment to providing the highest level of personal and professional service to your City.

As a part of all our Building & Safety services, we provide timely review services that are priced attractively to both our contract cities and the development community. Our experience in building review includes review starting at the construction document preparation, construction, and inspection. We have experience in a full range of different types and sizes of development, ranging from single rural properties to master planned communities, mixed-use developments, planned unit developments and industrial/commercial business parks.

CAA has proven to have the most comprehensive Building and Safety Services in the industry, providing all functions of a full service department, as well as part time functions. We have some of the most qualified and experienced professionals for the services requested, Carlos Grider, CBO has performed these services in the City for the past two years. He will continue to work with a fully trained support team that will continue to provide licensed and certified engineers and plans examiners, as well as experienced and certified inspectors.

In summary, CAA has demonstrated the experience, staffing, and professional relationship to make the City of Duarte a success in all the departments we serve. We believe that as you evaluate our service you will find that we have demonstrated the

technical skills necessary, and most of all the customer service skills to continue providing the services that you are seeking.

Services

CAA has provided services similar to those you are requesting since 1984. We have provided such services to many cities and counties in the Southern California region of Los Angeles, Ventura, Orange, Riverside, and San Bernardino Counties, as well as Nye County, Lyon and Clark County, Nevada. CAA has successfully established long-term working relationships with a number of cities and counties in Southern California. The following table list services provided to meet client needs.

SERVICE ROLES	SERVICES
Building Official Building Inspector Code Compliance Officer Public Counter Technician Public Works Director City Engineer Plan Checker Fire Prevention Specialist/Inspector Map Check Surveyor Certified Environmental Trainers Project/Construction Engineer Landscape Manager/Supervisor Landscape Architect Redevelopment Agency Engineer Assessment Engineer Traffic Engineer CASP Certified Specialist	Building & Safety Administration Plan Review Building Inspections Accessibility Assessments Grading and Improvement Review Environmental Assessments Municipal NPDES Programs NPDES Review Public Works Administrative Services Public Works Contracting Work Management and Budgeting Systems Organizational/Personnel Audits Evaluation of Fee Structures Grant/Funding Applications AB 939 Implementation Pavement Management Asset Management

References

CAA is extremely proud of the track record and length of time we have continuously provided high quality, responsive, cost effective, and customer-oriented services to our clients. It is important to note that CAA has successfully met all the service requests of our clients. Close interaction and sensitivity to our clients' needs have been vital to our success. The following contains a list of current California customers with an outline of services provided to each client, as well as the period of time that we have been performing the referenced service. We invite you to contact any of them to obtain their opinion of the services we provide for them.

REFERENCES	SERVICES	SINCE
City of Ojai Steve McClary, City Manager (805) 646-5581 401 S. Ventura Street, Ojai, CA 93023	Building & Safety Code Enforcement	2016

City of Rancho Palos Verdes Lauren Ramezani, Sr. Administrative Analyst- Public Works (310) 544-5245 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275	Building Plan Check Environmental/NPDES	1984 2016
City of Lake Forest Angela Redding, City Manager (949) 461-3575 25550 Commercentre Drive, Suite 100 Lake Forest, CA 92630	Street Maintenance	2016
City of Avalon Jordan Monroe, Management Aide (310) 510-0220 x 128 410 Avalon Canyon Rd., Avalon, CA 90704	Environmental/NPDES	2015
City of Banning Patty Nevins, Community Development Director (951) 922-3120 99 E. Ramsey St., Banning, CA 92220	Building & Safety City Engineering As Needed	2015
City of Moreno Valley Ahmad Ansari, Director of Public Works (951) 413-3000 14177 Frederick Street, Moreno Valley, CA 92552	Environmental/NPDES	2014
City of Pico Rivera Gladis Deras, Associate Engineer (562) 801-4332 6615 Passons Boulevard, Pico Rivera, CA 90660	Environmental/NPDES	2014
City of Calimesa Bonnie Johnson, City Manager (909) 795-9801 908 Park Avenue, Calimesa, CA 92320	Building & Safety Full Service Planning Public Works Code Enforcement	2014
City of San Dimas Krishna Patel, Community Dev. Director (909) 394-6200 245 E Bonita Ave, San Dimas, CA 91773	Environmental/NPDES	2014
City of Duarte Craig Hensley, Community Dev. Director (626) 386-6835 1600 Huntington Dr, Duarte, CA 91010	Building & Safety Inspection & Plan Check, Code Administration	2013
City of Redondo Beach Geraldine Trivedi, Project Manager (310) 372-1171 415 Diamond Street Redondo Beach, CA 135277	Environmental/NPDES	2013
City of La Palma Laurie Murray, City Manager (714) 690-3334 7822 Walker Street, La Palma, CA 90623	Building & Safety Environmental/NPDES	2012
City of Laguna Hills Ken Rosenfield, Assist. City Manager/Public Services Director (949) 707-2655	Street Maintenance	2012

24035 El Toro Road, Laguna Hills, CA 92653		
City of Laguna Woods Chris Macon, City Manager (949) 639-0500 24264 El Toro Road, Laguna Woods, CA 92637	Environmental/NPDES	2010
City of Los Alamitos Les Johnson, Community Dev. Director (562) 431-3538 3191 Katella Avenue, Los Alamitos, CA 90270	Building & Safety Environmental/NPDES	2010
City of Pomona Julie Carver Environmental Programs Supervisor (909) 620-2261 505 South Garey Ave, Pomona, CA 91766	Environmental/NPDES	2010
City of Cypress Douglas Dancs, Director of Public Works (714) 229-6752 5257 Orange Avenue, Cypress, CA 90630	Plan Check Building Inspection NPDES Inspection and Plan Review	2008
City of Laguna Niguel Leslie Roseberry, Community Development Director (949) 362-4313 30111 Crown Valley Parkway, Laguna Niguel, CA 92677	Building & Safety	2006
City of Fountain Valley Brian James, Planning & Building Director (714) 593-4426 10200 Slater Avenue, Fountain Valley, CA 92708-4736	Building & Safety	2004
City of Stanton Kelly Hart, Community Dev. Director (714) 890-4213 7800 Katella Avenue, Stanton, CA 90680	Building & Safety	2004
City of Aliso Viejo David Doyle, City Manager (949) 425-2500 12 Journey, Suite 100, Aliso Viejo, CA 92656	Building & Safety Engineering Support Code Enforcement Environmental	2002
City of Mission Viejo Elaine Lister, Community Dev. Director (949) 470-3000 200 Civic Center, Mission Viejo, CA 92691	Building & Safety Public Works Plan Check Public Works Inspection	1995
City of Camarillo Dave Norman, City Manager (805) 388-5307 601 Carmen Drive, Camarillo, CA 93010	Building & Safety Public Works Inspections Environmental/NPDES	1994
City of Yucaipa Ray Casey, City Manager (909) 797-2489 34272 Yucaipa Boulevard, Yucaipa, CA 92399	Building & Safety Engineering Support Fire Marshall Services	1993

City of Twentynine Palms Frank Luckino, City Manager (760) 367-6799 6136 Adobe Road, Twentynine Palms, CA 92277	Building & Safety City Engineering Traffic Engineering	1993
Town of Yucca Valley Shane Steuckle, Community Dev. Director (760) 369-7207 57090 Twentynine Palms Highway, Yucca Valley, CA 92284	Building & Safety	1992
Town of Apple Valley Lori Lamson, Assistant Town Manager (760) 240-7000 14955 Dale Evans Parkway, Apple Valley, CA 92307	Building & Safety Public Work Administration Town Engineering	1990
City of Hidden Hills Kerry Kallman, City Manager (818) 888-9281 6165 Spring Valley Road, Hidden Hills, CA 91302	Building & Safety City Engineering	1990
City of Moorpark Troy Brown, City Manager (805) 517-6221 799 Moorpark Avenue, Moorpark, CA 93021	Building & Safety Environmental/NPDES	1988

OUR APPROACH

CAA staff members from our pool of resources will continue their dedication to the project. This core staff will carry out the duties for Inspection and Plan Review Services, as well as other duties as assigned.

When workload demands require more than the core staff to meet turnaround times, CAA's corporate staff of certified inspectors, plans examiners, registered engineers and other staff with specialized expertise will support the core staff when the complexity and nature of the workload increase dictate such.

The Project Manager will continue to make periodic reviews of our team's work to assure that the quality, work flow processes, inspection and turnaround times are fully achieved.

CAA is committed to tailoring our service to best meet the particular needs of the City of Duarte, expediting the plan review process in an efficient, high-quality manner with the highest degree of professional care.

Continued Service Plan

CAA is prepared to continue providing the following:

- ✓ A Certified Building Official/Inspector with broad experience in jurisdictional procedures, a solid background in code compliance with a strong commitment to customer service
- ✓ Alternate back-up Inspector Certified and Qualified with experience with municipal government
- ✓ CAA will continue providing clear, concise corrections for the applicant, corrections will be provided in a professional manner
- ✓ Perform all necessary liaisons with the applicant designee via phone, email, or meetings.
- ✓ Provide recommendations and act as liaison to the Community Development Director
- ✓ Attend meetings as requested
- ✓ Provide next-day inspections of all requested inspections called in
- ✓ Coordinate with Community Development Director on all discretionary decisions and request for alternate materials or types of construction.
- ✓ Coordinate with Community Development Director and other departments and agencies on all Certificates of Occupancy
- ✓ Maintain clear and concise Inspection records
- ✓ CAA will provide Building and /or Engineering Staff for emergency situations; all CAA building and engineering staff are Disaster Service Worker (DSW) certified
- ✓ CAA will complete Code required paperwork and any additional requirements by the City.
- ✓ Additional services as needed and as requested by the City

Building Official Services

CAA has the resources and technical capabilities to meet the demands of the Community Development Department of the City as outlined in the RFP. The Building Official assigned to the City will be onsite as needed, and will be available at all times to respond to urgent matters within one hour of notification. Our Building Officials and Inspectors are ICC certified, and have a minimum of 2+ years experience in the State of California. The Building Official assigned to the City will continue to:

- Manage all Building Services functions
- Enforce and interpret building codes and other regulations
- Respond to concerns from residents, businesses, and other parties as required
- Prepare various documentation such as reports and inventories
- Conduct process reviews and make recommendations for process improvements, if applicable
- Be available to provide testimony for administrative and legal proceedings
- Conduct training and public outreach programs
- Assist with other related duties as assigned by the City

Plan Review

CAA will provide the plan review of any and all types of commercial and residential structures for compliance with all local ordinances and State and Federal laws pertaining to Building Codes, and for compliance with the adopted Building Code, Plumbing Code, Electrical Code, Mechanical Code, Disabled Access requirements, Energy requirements, and/or Fire Code. Plan review will be performed in-house as well as off-site as needed. Plan review includes, but is not limited to, single family dwellings, multi-family dwellings, industrial and commercial buildings for compliance with all local ordinances and State and Federal laws that pertain to Building and Safety, and for compliance with the adopted California Building Code, California Residential Code, California Plumbing Code, California Electrical Code, and California Mechanical Code, California Green Building Standards Code, California Accessibility and Energy Standards, and the City Municipal Code. Plan review will be performed in-house in most cases and off-site when the need arise due to workload variations and in order to meet our committed timelines.

By cooperating and working closely with all of the entities responsible for project approval, CAA forms a collaborative working relationship that centers on successful project processing. As a result, the development approval process with other City departments is timely, seamless and efficient. Team members minimize surprises that can lead to costly delays due to plan revisions late in the approval process by beginning work early with the project design team involved in major construction projects. CAA plan reviewers are always willing to meet with clients for pre-design meetings, pre-submittal meetings or as needed to resolve complex code related plan review issues in the most efficient manner possible; this is just part of the facilitative approach to plan review which emphasizes building safety while allowing for innovation to resolve complicated building design issues.

Our approach to plan review ensures that plans submitted to CAA for review are properly tracked and processed. Our system ensures that each plan or permit is assigned, returned, and handled on time and within budget. The status of any plan can

easily be determined at any point in time. CAA will provide the City with one red-lined plan set along with comments describing the red-lines or code compliance issues.

Our registered professionals and certified plan examiners review all plans and calculations, thus assuring that the technical components and all code items are thoroughly reviewed. Most of our plans examiners are cross-trained and also certified as inspectors, providing a very efficient use of personnel and expediting the process for the applicant. We provide timely turnaround of plan reviews and re-reviews based on guaranteed turn-around times. Our staff also handles any coordination required as part of the review.

A certified plan reviewer will conduct a reasonable and lawful plan review of submitted construction documents for compliance with the following items, among others:

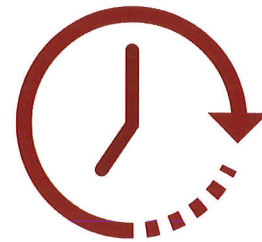
- Administrative Requirements
- Building Planning Requirements
- Occupant Needs Requirements
- Architectural
- Structural System and Material Requirements
- Mechanical, Plumbing, and Electrical System Requirements
- Energy
- Accessibility
- LEED
- Green Building Code Review

General Plan Review Services

Most plan review and rechecks can be performed in City Hall Offices. Plan reviews will be performed in our corporate office in Mission Viejo when the need arise in order to meet our turn around time commitment and subject to work load variations. CAA plan check staff is familiar with construction utilizing various state-of-the-art structural systems as well as the latest technology in mechanical and electrical systems. Staff project experience ranges from single-family dwellings to large multi-story buildings, including essential service buildings, commercial buildings, and industrial facilities.

Plan Review Timeframes

All initial reviews will be returned within 10 business days for single family residential, small and large commercial projects, and improvement plans. Rechecks will be returned within 5 working days. These are maximum times, and we average 6.6 days 85% of the time.



Initial Checks	5-10 days
Recheck	5 days
Plan Change	5 days
Single Family Dwelling	5-10 days
Apartments	10 days
Tenant Improvements	5-10 days
New Commercial/Industrial	10 days
Revisions to Approved Plans	1-5 days

Residential Improvements (i.e. room additions, etc.)	5-10 days
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CAA provides accelerated plan review for additional cost. Plans are turned around in 48 hours for first plan check and rechecks from day of submittal.

Communicating Plan Review Results

Plan reviews, when not immediately approved, will result in two complete typewritten plan check letters with comments referring to specific details and drawings, and referencing applicable code sections. We will provide a clear, concise, and thorough comment letter from which clients, designers, contractors, and owners can work. Comment letters are delivered to our clients and other designated recipients via email, fax, and/or reliable overland carrier unless directed otherwise. CAA will transmit plan review comments and coordinate re-checks directly to the City or to the applicant if desired, and completed plan review documents ready for approval will be returned to the City for final approval.

Building Inspection

CAA assigned staff will perform inspection services as required by the City on the same day if requested by 6am.

CAA will provide a full-time Inspector and additional inspectors as required by workload. Our highly qualified and certified inspectors are thoroughly trained on the codes in use, and master the local amendments of each code. They maintain a close working relationship with planning, code enforcement and public works personnel. A CAA Building Inspector will be available at all times to conduct urgent building inspections, should they arise. A qualified Building Inspector will be provided whose background, experience, applicable certifications and demeanor demonstrates the ability to conduct inspections in accordance with jurisdictional standards.

Inspection Personnel Qualifications

CAA assigned staff will perform inspection services as required by the City. Our staff will meet or exceed the City's minimum qualifications for all position(s). Competent inspectors will be provided whose background, experience, applicable certifications and demeanor demonstrates the ability to conduct inspections in accordance with jurisdiction standards. All CAA inspectors are ICC certified.

Inspection Responsibilities

Inspectors assigned to the City will perform periodic construction inspections to verify that the work of construction is in conformance with the approved project plans, as well as identifying issues of non-compliance with applicable codes. Projects under construction by permit from the City will be inspected for compliance with the State of California Building, Mechanical, Plumbing, Electrical, Energy, Green Building, and Accessibility Codes as adopted by the State and amended by the City, as well as the Fire Codes. Inspectors are accessible and available to meet with the project design team and/or the client's representatives to work out problems and help resolve issues quickly and efficiently. Our inspection staff easily integrates into client organizations.

Guaranteed Response Times

In an effort to provide quality assurance, CAA proposes to use our "best service guarantee" program. This program assures the City that all turn around times are met or improved, all inspections are conducted when requested, and emergency response is timely and effective.

- CAA will conduct any necessary or required building investigations as directed by the City. Investigations will include field and office research, investigation follow-ups and preparation of notices, letters, or documents.
- CAA will provide and maintain all vehicles and equipment required or necessary to carry out inspections and duties of the Building Services Division.

Continuous Staff Training

Maintaining high quality services is what has made CAA as successful as we are today. CAA becoming an ICC Preferred Provider underscores our commitment to outstanding quality. We understand that having experienced and qualified personnel is a fundamental requirement of being able to delivery quality service to our clients, and we place considerable effort in attracting and retaining our highly trained staff.

CAA is devoted to keeping our certified and licensed staff up-to-date on the latest practice, techniques and skills in their areas of specialization. Our staff regularly attends and teaches training courses, seminars, and conferences to ensure each is up-to-date with the most relevant issues in the industry. Additionally, we provide financial incentives to encourage participation in obtaining International Code Council (ICC) and other nationally recognized certifications. The knowledge obtained in achieving these certifications helps our professionals to keep up with the “State of the Art” and therefore gives us the ability to constantly improve the quality of service we are able to deliver to our clients.

We strongly believe in cross-training our employees in order to streamline the inspection process. Each inspector is able to perform multiple inspections, which is both cost effective to the City and simplifies the process for contractors, causing less wait times for inspections to be approved. Providing Cities with an efficient inspection process allows local communities to become more competitive in attracting economic development projects. Our approach to training is on going and not just occasional, assuring clients of work that is in full compliance to current standards. In addition, because the staff is well trained, they face virtually no learning curve and are able to get to work immediately.

Reliable Emergency Response

In the event of a local or regional disaster, all on-site CAA assigned staff will be accessible, available and prepared to respond to emergency calls regarding building related issues. We create rotational schedules to service emergencies as they occur, with a calling order to ensure no issues are left unaddressed. CAA provides and ensures disaster service kits are maintained to respond to disasters. CAA employees are required to be Disaster Service Worker certified in within 6 months of hire date.

In addition, CAA will provide additional Building and/or Engineering Staff for emergency situations.

For example, during the recent Woolsey Fire that burned 96,949 acres of land in Los Angeles and Ventura Counties in November 2018, CAA provided emergency Engineering and Building and Safety staff to the City of Hidden Hills. During this emergency, CAA staff provided 24-hour assistance (including sleeping at City Hall) to City staff, the Fire Department, and the Sheriff Department.

Assistance included: evacuation of residents, pets, and livestock; manning hoses to protect perimeter properties; field reconnaissance and building assessments during and

after the fire, working phone lines in the EOC, community outreach, meetings with the City staff, Council members, and emergency services; feeding and watering animals left behind during the evacuation; repopulating the City; and implementing a debris removal program.

All overtime hours were contributed to the City **at no charge as part of CAA's Emergency Response Services.**

SERVICE FEES

Fees below are inclusive of all costs, including general and administrative, travel, per diem, training, materials, supplies, and other items necessary to complete the project. Fees also include our permit issuance and tracking system. Additional staffing can be provided as needed, when approved in advance by the City, and will be billed at the hourly rates specified in our hourly rate sheet.

Building and Safety Services

For augmented building & safety service, we propose to continue our tiered approach to the regular permit and plan review fee charged by the City of Duarte in accordance with the current format of 2x County of Los Angeles Building Permit and Plan Check Fee Schedule currently in use.

CAA offers to provide the entire Building Department Staffing, including a Building Official, all Residential and Commercial Building Plan Review and Inspection Services for the following share of total permit fees calculated and collected for each assigned project:

Monthly Fees Collected*	CAA's % of Fees
First \$500,000	35%
\$500,001 - \$750,000	30%
Over \$750,000	25%

**Fees are cumulative*

Accelerated Plan Review

For accelerated plan review services we propose a fee of 120 % of the regular plan review fee charged by Duarte.

Hourly Fees for Additional Services

Service	Hourly rate
Building Official	\$110
Plan Check Engineer	\$120

Building Inspector	\$75
Permit Technician	\$54
CASp Specialist	\$110

MEMORANDUM

TO: Mayor and Councilmembers

FROM: Darrell J. George, City Manager

DATE: May 23, 2019

SUBJECT: Conference Attendance – City Council Meeting of May 28, 2019

NAACP ACT-SO event
110th National Convention
Detroit, Michigan
July 18-24, 2019

Airfare and Hotel



110TH NATIONAL CONVENTION

July 18-24, 2019

Register →



JOIN US IN DETROIT

Leading policymakers, activists, and
organizers

Schedule →

50th Annual NAACP Experience

The 50th Annual NAACP Experience is your one-stop-shop, where corporate, government, minority and non-profit exhibitors display their products and services.

Interactive Exhibits and Experiences

Authors' Pavilion + Health Pavilion + Retail Expo +
Career Fair

Learn More →

Getting Here

COBO Center is located right in the heart of
downtown Detroit.

Travel & Transportation →

Where to Stay

We have hotel blocks reserved at select hotels, all
near the convention.

Special Rate Hotels →

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: May 28, 2019
Re: Selection of Ad Hoc Citizens Finance Advisory Committee Members

RECOMENDATION: It is recommended that the City Council, based on the applications submitted and City Council direct appointees, appoint members to the recently formed Ad Hoc Citizens Finance Advisory Committee that will meet from June to September of 2019 presenting a final report to the City Council and Community on October 8, 2019 with a sunset date of October 22nd.

BACKGROUND: At the City Council meeting on April 9, 2019, the City Council requested that the City Manager's office present a proposal to create the Ad Hoc Citizens Finance Advisory Committee. With full access to necessary City staff, the mission of the Committee would be to assess the City's long-term financial outlook and provide recommendations to the City Council for revenue enhancements and cost containment. At the April 23 meeting, staff presented both a proposed application and process which was approved with some additional inclusions, including adding a member of labor and the business community, not requiring Duarte residency, and having the Assistant City Manager head up the effort. The final structure and timeline for the group was as follows:

Ad Hoc Citizens Finance Advisory Committee Structure and Timeline

- The Committee shall be comprised of a minimum of seven (7) persons including residents, members of the business community, labor and/or current City commissioners appointed by the Council. Prospective members would ideally have some knowledge of municipalities and/or finance;
- Appointments would be made at the May 28, 2019 City Council meeting;
- The Committee would be tasked with reviewing the City's long-range financial forecast and providing recommendations to the City Council for revenue enhancements and cost containment, to include input on the proposed tax measure;
- The Committee shall select a Chairperson and Vice Chairperson from among its membership at its first meeting;
- The Committee will meet one to two times per month for the months of June through September. A final report shall be made by the Committee to the City Council on October 8, 2019. City staff will work on and bring forward any subsequent work regarding the final report as directed by the City Council to the October 22, 2019 City Council meeting. Upon conclusion of the October 22nd meeting, the Committee's term shall expire, and the Committee shall no longer be in effect;
- The Assistant City Manager shall staff the Committee and provide background information, including input regarding municipal finance, fund accounting, revenues and expenditures, service delivery, legal limitations, and other related issues.

Upon approval from the City Council, staff reached out to the various candidate pools and Councilmembers, providing committee background and applications to potential candidates from April 24, 2019 to May 22, 2019.

DISCUSSION: A total of twelve potential candidates have been submitted for Council consideration including eleven applications received at City Hall from the various candidate pools including labor, commissioners, business community members, and one from direct Council input. The names of the applicants are George Farra, Pattie Dalessandro, Wallace Wolff, Thomas Tsui, Tina Heany, Sheryl Lefmann, Scott Moses, Andrew Raubitschek, Steve Hernandez, Robert Cruz, Lupe Valerio, and Lydia Carswell.

As previously mentioned, the Ad Hoc Citizens Finance Advisory Committee will explore options regarding the City's long-term financial outlook, which would include the proposed revenue enhancement measure and information from the extensive public opinion survey completed by FM3 on the need for additional revenue, where the revenue would be best spent, and to gauge the overall support for a measure of this nature. Although Duarte has been financially solvent in recent years through local taxes, grants, and large land sale proceeds, in addition to prudent spending, the City is projecting rapidly increasing financial stress. Future land sales will not be an available revenue source for the City, and recent policy changes from CalPERS are impacting the financial health of cities statewide, including Duarte.

FISCAL IMPACT: The costs associated with the formation of the Citizens Finance Advisory Committee include staff and consultant time, supplies, and materials. Total costs are expected to be minimal.

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 May 28, 2019

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Tzeitel Paras-Caracci	None reported as of May 23, 2019		
Sam Kang	None reported as of May 23, 2019		
John Fasana	None reported as of May 23, 2019		
Liz Reilly	CCCA Executive Board Meeting Forest Service Meeting EENR Meeting Solid Waste Task Force CCCA Municipal Seminar TALK Meeting RMC Meeting	5/8/19 5/9/19 5/15/19 5/16/19 5/16-19/19 5/20/19 5/20/19	Mileage Mileage Mileage Mileage Mileage & Registration Mileage Mileage
Margaret Finlay	None reported as of May 23, 2019		
Bryan Urias	None reported as of May 23, 2019		
VACANT (District 7)			

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 May 23, 2019		
Sam Kang	None reported as of May 23, 2019		
John Fasana	None reported as of May 23, 2019		
Liz Reilly	Senior Center Meeting Parks & Recreation Commission Duarte Chamber Breakfast Duarte Chamber Workforce Development and Education Meeting	5/13/19 5/13/19 5/21/19 5/22/19	
Margaret Finlay	None reported as of May 23, 2019		
Bryan Urias	None reported as of May 23, 2019		
VACANT (District 7)			