

# MEMORANDUM

**TO:** City Council  
**FROM:** City Manager  
**DATE:** March 2, 2021  
**SUBJECT:** Comments on Agenda Items, Meeting of March 9, 2021

**ITEM 6.A. (Special Items).** Representatives from Duarte Residents United, a citizens group working to address homelessness in the San Gabriel Riverbed, will provide a presentation to the City Council.

**ITEM 6.B. (Special Items).** Representatives from the San Gabriel Council of Governments (SGVCOG) will address the City Council on the findings and recommendations of the SGVCOG-authored white paper on the shortcomings of the current approach to homelessness across Los Angeles County. The white paper is meant to provide input to the Los Angeles County Board of Supervisors as they consider options for reforming the Los Angeles Homeless Services Authority (LAHSA). In addition to the presentation, SGVCOG is requesting, and staff is recommending, that the City Council adopt a Resolution in support of SGVCOG's White Paper on LAHSA Reform. (The Resolution is presented for Council approval as Item 10.G. of the Consent Calendar.)

**ITEM 10.F. (Consent Calendar).** Staff is recommending that the City Council adopt a proclamation that declares March as Women's History Month.

**ITEM 10.G. (Consent Calendar).** Staff is recommending that the City Council send a letter to California's two U.S. Senators – Senator Dianne Feinstein and Senator Alex Padilla – supporting passage of the provision in the latest federal relief bill that would provide \$350 billion in direct funding to state and local governments, including an estimated \$4.0 million to the City of Duarte. The bill, the American Rescue Plan Act of 2021, has been passed by the U.S. House of Representatives, and a vote in the Senate is expected to occur no later than March 14, 2021. The template for the letter was provided by the League of California Cities, which is urging cities to express their support for this federal aid.

**ITEM 10.H. (Consent Calendar).** Staff is recommending that the City Council send a letter to California State Senator Toni Atkins expressing an "Oppose Unless Amended" position on SB 9 (Atkins), which would require a local government to ministerially approve a housing development containing two residential units in single-family residential zones. Additionally, this measure would require local governments to ministerially approve urban lot splits. The letter lists a series of amendments to the bill to address the City's concerns. The template for the letter was provided by the San Gabriel Valley Council of Governments (SGVCOG), which is urging cities to express an "Oppose Unless Amended" position on this bill.

**ITEM 12. (Public Hearing).** Staff is recommending that the City Council consider Ordinance 21-O-02, which would establish limitations on third-party food delivery fees charged to retail food establishments. This item was first brought before the City Council on February 9<sup>th</sup> as an Urgency Ordinance, but no vote was taken at that time. It is now being brought to the City Council for a First Reading.

The Ordinance, as proposed, would enact provisions similar to those enacted by numerous other jurisdictions in Los Angeles County and throughout the state. Specifically, the Ordinance would cap a "Delivery Fee" (as defined) to fifteen percent (15%) of the Purchase Price of an Online Order. The ordinance also puts a cap of an additional five percent (5%) on fees, commission, or other costs, and requires that any discretionary tip amount be paid directly to the delivery person, prohibiting "forced shares" by the Delivery Service of discretionary tip amounts. The ordinance also prohibits charges not related to the delivery of food or beverage items.



Also included is a disclosure requirement, by which the Delivery Service must advise delivery customers of the delivery fee, costs and commissions, other fees, and any forced or "automatic" gratuity amount. This provision is designed to assure transparency in the charging and collection of fees, and to prevent gouging or "ad hoc" charging practices.

**ITEM 13. (Business Item).** Staff is recommending that the City Council discuss a potential resolution to express opposition to state actions that diminish local control and authority over planning, zoning, and housing issues, and to express support for the activities of the advocacy group "California Cities for Local Control" (CCLC). Consideration of this item was prompted when Councilmember Mike Griffiths of the City of Torrance contacted members of the City Council requesting that the City of Duarte join CCLC. In response, Mayor Pro Tem Margaret Finlay requested that staff bring an information item to the City Council to discuss the group's mission, its support among California cities and local elected officials, and the potential for the Duarte City Council to adopt a resolution that expresses support for local control of planning, zoning, and housing issues.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dr. Daniel Jordan", with a long horizontal flourish extending to the right.

Dr. Daniel Jordan  
City Manager



## 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 – FEBRUARY 23, 2021

NOTE: Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020) addressing Brown Act regulations. This new order states that the City does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows the City to hold City Council meetings via teleconferencing and allows for members of the public to observe and address the meeting electronically.

To follow the new Order issued by the Governor, the City Council meeting was closed to the public. Members of the public were able to participate on Zoom, and view/listen to the live City Council meeting broadcast on the City's website. Public comments were submitted electronically by emailing [duarteinfo@accessduarte.com](mailto:duarteinfo@accessduarte.com) before or during the meeting, prior to the close of public comment. Emailed public comments were read into the record.

#### 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 by teleconference in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Urias called the meeting to order at 7:01 p.m.

#### RECORDATION OF ATTENDANCE

The following were in attendance:

PRESENT: Finlay, Kang, Lewis, Paras-Caracci, Schulz,  
Truong, Urias

ABSENT: None

ADMINISTRATIVE STAFF PRESENT: City Manager  
Jordan, City Attorney Cosgrove

#### PLEDGE TO THE FLAG

Truong the Pledge of Allegiance to the Flag.

#### ADOPTION OF AGENDA

Finlay moved, Paras-Caracci seconded to adjourn the meeting in memory of the over 500,000 persons who have died from COVID in the United States, and carried unanimously by the following Roll Call vote:

AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay,  
Urias

NOES: None

ABSENT: None

## SPECIAL ITEMS

(Considered out of sequence)

Presentation—Allegra Consulting  
Clean Air Duarte

Allegra Consulting representatives Brenda Morales, Zev Smith-Danford, Suzanne Madison, Madison Manning, and Aly Rosales presented the educational video “Clean Air Duarte,” describing the campaign background, smoke-free multi-unit housing policies, tobacco control grades, personal stories, outreach, letters of support, and next steps.

There was City Council discussion pertaining to enforcement, California Apartment Association, landlords, problems experienced in other cities, smokers who live in multi-unit housing areas, tobacco control grading, and the need for a comprehensive thorough discussion.

Statice Wilmore stated Pasadena adopted a smoke-free policy in 2011, this policy is needed, it has been adopted by more than 100 communities Statewide, and she would like this agendized.

Finlay moved, Schulz seconded to agendize a discussion about smoke-free multi-unit housing policies, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay, Urias

NOES: None

ABSENT: None

Mayor’s Youth Council update

Faith Peoples and Elizabeth Perez, Mayor’s Youth Council, provided an update on Teen Center activities, including tutoring services, special video, speaker series, and upcoming programs.

## ANNOUNCEMENTS

Sheryl Lefmann, Duarte Chamber, announced upcoming events, including Chamber check-ins and Champion Hero Awards.

Victoria Rocha announced upcoming community events and programs, stated the deadline for Planning Commission applications has been extended to March 16, and provided information about the blood drive and ADA survey.

Paras-Caracci requested information about the Planning Commission vacancy be sent to Councilmembers.

Brian Villalobos provided information about the City’s successful vaccination site held on the weekend, which was sponsored by the City of Hope and Duarte Unified School District.

Ruben Cardenas, Carpenter’s Union 213 Los Angeles, stated union members have supported the City’s blood drives.

## ORAL COMMUNICATIONS

The following spoke on items not on the agenda.

Sheryl Lefmann – Moving to South Carolina, working remotely.

Statice Wilmore – Frontier, mushroom-shaped City trees.

## CONSENT CALENDAR

Finlay moved, Paras-Caracci seconded to adopt the Consent Calendar, as follows, and carried by the following Roll Call vote:

Approve Items A, B, C, G.  
Receive and File Items D, E.  
Remove Item F.  
AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay,  
Urias  
NOES: None  
ABSENT: None

ITEM REMOVED  
Item F – Final Tract Map 82518

Jason Golding, Planning Manager, presented a staff report about the item.

ITEM F – APPROVED

Kang moved, Finlay seconded to approve Final Tract Map 82518, and authorize the Mayor to execute the associated Sub-division Agreement for the completion of public works improvements associated with the development, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay,  
Urias  
NOES: None  
ABSENT: None

BUSINESS ITEMS  
Appointment - SGVCOG  
Committee

Victoria Rocha, Assistant to the City Manager, presented the staff report about the item.

Finlay moved, Kang seconded to appoint Councilmember Paras-Caracci as the representative to the San Gabriel Valley Council of Governments Energy, Environment, and Natural Resources Committee, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay,  
Urias  
NOES: None  
ABSENT: None

2020/21 Mid-Year Budget report  
Budget Amendments

Kristen Petersen presented the staff report and a PowerPoint, including changes since budget adoption, projected general fund revenues and expenses, and mid-year summary.

Paras-Caracci asked that a discussion about City trees be included in the budget workshop.

Finlay moved, Paras-Caracci seconded to receive and file the 2020/21 mid-year budget report, and approve the budget amendments as outlined in the staff report, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Kang, Lewis, Schulz, Truong, Finlay,  
Urias  
NOES: None  
ABSENT: None

ITEMS FROM CITY COUNCIL/  
CITY MANAGER

COSGROVE: Provided an update on the storm water litigation, thanked Sheryl Lefmann for her help, and stated he is sorry to see her leave.



PARAS-CARACCI: Appreciated the Union Carpenters who attended the meeting and who helped out at functions, wished Sheryl and her husband the best, and stated she has done a wonderful job at the Chamber.

LEWIS: Appreciated the Allegra presentation, discussed the results of second-hand smoke experienced by his sister, and wished Sheryl good luck.

KANG: Stated he has received phone calls about street vendors selling flowers (Villalobos responded), stated there has been an influx of homeless persons staying on Huntington Drive, and inquired about increasing our services (Jordan responded).

TRUONG: Thanked the Carpenter's Union for showing support to Duarte, stated Sheryl will be missed, we need to build off the successes we have had with the homeless, and he looks forward to the budget workshop.

SCHULZ: Stated it was nice to meet the Union Carpenters, congratulated Sheryl and wished her all the best, she is looking forward to the next presentation about smoke-free areas, she hopes we can figure something out about the homeless issue, she will be happy to volunteer at the vaccination clinic, and discussed the cupid's box from Parks and Recreation.

FINLAY: She appreciated the Carpenters Union at the meeting and the Allegra presentation, looks forward to visiting Sheryl, and asked if a sign could be put up at the new dental clinic location.

URIAS: Thanked staff for being fiscally responsible and for the voters' approval of Measure D, stated Sheryl has done a tremendous job at the Chamber and he will miss her, thanked City of Hope, the School District, and the City for the vaccination event, encouraged all eligible residents to sign up and be vaccinated, and inquired about lowering flags (Enriquez responded).

## ADJOURNMENT

The meeting was adjourned at 8:48 p.m. in memory of the over 500,000 persons who have died from COVID in the United States, and those who have lost their lives in the City of Duarte.

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Mayor Bryan Urias

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City Clerk



City of Duarte

# Council Warrant Register By Vendor By Fund

Payment Dates 2/25/2021 - 3/10/2021

| Account Number                                                 | Vendor Name                    | Description (Item)                              | Payable Number | Project Account Key | Amount          |
|----------------------------------------------------------------|--------------------------------|-------------------------------------------------|----------------|---------------------|-----------------|
| <b>Fund: 100 - GENERAL FUND</b>                                |                                |                                                 |                |                     |                 |
| <b>Vendor: 1570 - A1 MAINTENANCE SERVICES CA</b>               |                                |                                                 |                |                     |                 |
| 100-1410-7810                                                  | A1 MAINTENANCE SERVICES        | Las Brisas Sweeping 2/2021                      | 196087         |                     | 61.00           |
| 100-1410-7810                                                  | A1 MAINTENANCE SERVICES        | Las Posadas Sweeping 2/2021                     | 196088         |                     | 61.00           |
| <b>Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:</b>         |                                |                                                 |                |                     | <b>122.00</b>   |
| <b>Vendor: 5561 - ALBERTOS PLUMBING</b>                        |                                |                                                 |                |                     |                 |
| 100-1610-7652                                                  | ALBERTOS PLUMBING              | Senior Ctr Plumbing Repairs                     | 681453         |                     | 605.00          |
| 100-1610-7652                                                  | ALBERTOS PLUMBING              | Fitness Ctr Plumbing Repairs                    | 681454         |                     | 1,290.00        |
| <b>Vendor 5561 - ALBERTOS PLUMBING Total:</b>                  |                                |                                                 |                |                     | <b>1,895.00</b> |
| <b>Vendor: 3417 - AMERICAN PLANNING ASSOCIATION</b>            |                                |                                                 |                |                     |                 |
| 100-1405-7612                                                  | AMERICAN PLANNING ASSOCIATION  | Nicholas Baldwin Membership 4/1/2021 - 3/21     | 216739-2113    |                     | 672.00          |
| <b>Vendor 3417 - AMERICAN PLANNING ASSOCIATION Total:</b>      |                                |                                                 |                |                     | <b>672.00</b>   |
| <b>Vendor: 6212 - ARDURRA GROUP INC</b>                        |                                |                                                 |                |                     |                 |
| 100-1405-7967                                                  | ARDURRA GROUP INC              | PW Inspections-COH Traffic Signals 1/2021       | 113679         |                     | 4,320.00        |
| 100-1405-7967                                                  | ARDURRA GROUP INC              | PW Inspections-Station/Esperanza Apt1/2021      | 113679         |                     | 2,295.00        |
| 100-1405-7967                                                  | ARDURRA GROUP INC              | PW Inspections-2137 Hunt Dr 1/2021              | 113679         |                     | 1,755.00        |
| <b>Vendor 6212 - ARDURRA GROUP INC Total:</b>                  |                                |                                                 |                |                     | <b>8,370.00</b> |
| <b>Vendor: 1994 - BOURRET GLASS &amp; UPHOLSTERY INC</b>       |                                |                                                 |                |                     |                 |
| 100-1610-7650                                                  | BOURRET GLASS & UPHOLSTERY INC | Truck #20 Windshield                            | WO D0007946    |                     | 547.51          |
| <b>Vendor 1994 - BOURRET GLASS &amp; UPHOLSTERY INC Total:</b> |                                |                                                 |                |                     | <b>547.51</b>   |
| <b>Vendor: 6006 - BRYAN URIAS</b>                              |                                |                                                 |                |                     |                 |
| 100-1005-7649                                                  | BRYAN URIAS                    | Council Vehicle Allowance                       | 3/2021         |                     | 75.00           |
| <b>Vendor 6006 - BRYAN URIAS Total:</b>                        |                                |                                                 |                |                     | <b>75.00</b>    |
| <b>Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC</b>         |                                |                                                 |                |                     |                 |
| 100-1405-7980                                                  | BUCKNAM INFRASTRUCTURE         | GIS Updates                                     | 352-03.15      |                     | 2,097.50        |
| <b>Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:</b>   |                                |                                                 |                |                     | <b>2,097.50</b> |
| <b>Vendor: 5559 - CALE AMERICA INC</b>                         |                                |                                                 |                |                     |                 |
| 100-1205-7762                                                  | CALE AMERICA INC               | WTP Fees 1/2021                                 | 162560         |                     | 244.10          |
| <b>Vendor 5559 - CALE AMERICA INC Total:</b>                   |                                |                                                 |                |                     | <b>244.10</b>   |
| <b>Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE</b>          |                                |                                                 |                |                     |                 |
| 100-1610-7616                                                  | CALIBER COMMERCIAL POOL        | 20 HP Impeller Replacement                      | 21260201       |                     | 3,121.56        |
| <b>Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:</b>    |                                |                                                 |                |                     | <b>3,121.56</b> |
| <b>Vendor: 5719 - CANON FINANCIAL SERVICES INC</b>             |                                |                                                 |                |                     |                 |
| 100-1825-7630                                                  | CANON FINANCIAL SERVICES INC   | CH(2)/SC/TC Copier Lease 2/1/21 - 2/28/21       | 26243721       |                     | 875.49          |
| 100-1825-7630                                                  | CANON FINANCIAL SERVICES INC   | PS Copier Lease 2/1/2021 - 2/28/2021            | 26243722       |                     | 402.41          |
| 100-1825-7631                                                  | CANON FINANCIAL SERVICES INC   | PS Copier Maintenance 1/1/2021 - 1/31/2021      | 26243722       |                     | 107.73          |
| <b>Vendor 5719 - CANON FINANCIAL SERVICES INC Total:</b>       |                                |                                                 |                |                     | <b>1,385.63</b> |
| <b>Vendor: 5720 - CANON SOLUTIONS AMERICA INC</b>              |                                |                                                 |                |                     |                 |
| 100-1825-7631                                                  | CANON SOLUTIONS AMERICA        | Admin Srvcs Printer Maint 11/4/2020 - 2/3/2021  | 4035365060     |                     | 154.05          |
| 100-1825-7631                                                  | CANON SOLUTIONS AMERICA        | CH (2) Copier Maintenance 1/16/2021 - 2/15/2021 | 4035430347     |                     | 272.93          |
| 100-1825-7631                                                  | CANON SOLUTIONS AMERICA        | SC Copier Maintenance 1/16/2021 - 2/15/2021     | 4035430348     |                     | 26.90           |
| <b>Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:</b>        |                                |                                                 |                |                     | <b>453.88</b>   |

## Council Warrant Register By Vendor

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                                               | Vendor Name               | Description (Item)                        | Payable Number | Project Account Key        | Amount            |
|------------------------------------------------------------------------------|---------------------------|-------------------------------------------|----------------|----------------------------|-------------------|
| <b>Vendor: 0028 - CATHERINE BRATTA</b>                                       |                           |                                           |                |                            |                   |
| 100-1825-7674                                                                | CATHERINE BRATTA          | Health Insurance Reimbursement            | 3/2021         |                            | 435.00            |
| <b>Vendor 0028 - CATHERINE BRATTA Total:</b>                                 |                           |                                           |                |                            | <b>435.00</b>     |
| <b>Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC</b>                          |                           |                                           |                |                            |                   |
| 100-1405-7800                                                                | CHARLES ABBOTT ASSOCIATES | Building & Safety Srvc 1/202              | 62128          |                            | 369,759.73        |
| 100-1405-7965                                                                | CHARLES ABBOTT ASSOCIATES | Planning Services 1/2021                  | 62129          | 202117-COH Exps-Charles Ab | 9,150.00          |
| <b>Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:</b>                    |                           |                                           |                |                            | <b>378,909.73</b> |
| <b>Vendor: 2025 - CHARLES R SIMPSON</b>                                      |                           |                                           |                |                            |                   |
| 100-1610-7652                                                                | CHARLES R SIMPSON         | Sports Park & Yard Fence Repairs          | 05672024       |                            | 800.00            |
| 100-1610-7652                                                                | CHARLES R SIMPSON         | Duarte Pk Enrty Gate                      | 05672025       |                            | 2,875.00          |
| <b>Vendor 2025 - CHARLES R SIMPSON Total:</b>                                |                           |                                           |                |                            | <b>3,675.00</b>   |
| <b>Vendor: 5938 - CHRISTINA HEANY</b>                                        |                           |                                           |                |                            |                   |
| 100-1405-7690                                                                | CHRISTINA HEANY           | Planning Commission Meetin                | 2/16/2021      |                            | 50.00             |
| <b>Vendor 5938 - CHRISTINA HEANY Total:</b>                                  |                           |                                           |                |                            | <b>50.00</b>      |
| <b>Vendor: 5140 - CINTAS CORPORATION #693</b>                                |                           |                                           |                |                            |                   |
| 100-1610-7636                                                                | CINTAS CORPORATION #693   | Facility Maintenance Uniform              | 4074717564     |                            | 39.16             |
| 100-1610-7636                                                                | CINTAS CORPORATION #693   | Facility Maintenance Uniform              | 4075350224     |                            | 39.16             |
| 100-1610-7636                                                                | CINTAS CORPORATION #693   | Facility Maintenance Uniform              | 4076013631     |                            | 39.16             |
| <b>Vendor 5140 - CINTAS CORPORATION #693 Total:</b>                          |                           |                                           |                |                            | <b>117.48</b>     |
| <b>Vendor: 0903 - CITY OF MONROVIA</b>                                       |                           |                                           |                |                            |                   |
| 100-1410-7650                                                                | CITY OF MONROVIA          | Fuel-Field Services 1/2021                | 2101555        |                            | 721.01            |
| 100-1605-7650                                                                | CITY OF MONROVIA          | Fuel-Parks & Recreation 1/2021            | 2101556        |                            | 45.95             |
| 100-1205-7650                                                                | CITY OF MONROVIA          | Fuel-Public Safety 1/2021                 | 2101557        |                            | 989.94            |
| 100-1205-7781                                                                | CITY OF MONROVIA          | Fuel-Sheriff's Dept 1/2021                | 2101559        |                            | 4,480.00          |
| 100-1610-7650                                                                | CITY OF MONROVIA          | Fuel-Facility Maintenance 1/2021          | 2101561        |                            | 321.63            |
| <b>Vendor 0903 - CITY OF MONROVIA Total:</b>                                 |                           |                                           |                |                            | <b>6,558.53</b>   |
| <b>Vendor: T4343 - CONAM BUILDING CO</b>                                     |                           |                                           |                |                            |                   |
| 100-2126                                                                     | CONAM BUILDING CO         | Const/Demo Deposit Refund (Pmt #2020-454) | R87033         |                            | 8,000.00          |
| <b>Vendor T4343 - CONAM BUILDING CO Total:</b>                               |                           |                                           |                |                            | <b>8,000.00</b>   |
| <b>Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS</b>       |                           |                                           |                |                            |                   |
| 100-1405-7801                                                                | COUNTY OF LOS ANGELES DEP | Industrial Waste Inspections 1/2021       | 21020804174    |                            | 5,118.86          |
| <b>Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:</b> |                           |                                           |                |                            | <b>5,118.86</b>   |
| <b>Vendor: 5494 - CURO MANAGED PRINT PRODUCTION</b>                          |                           |                                           |                |                            |                   |
| 100-1605-7612                                                                | CURO MANAGED PRINT PROD   | Publicity Signs                           | 4537           |                            | 1,002.20          |
| 100-1605-7612                                                                | CURO MANAGED PRINT PROD   | Publicity (Photobooth Packag              | 4538           |                            | 275.63            |
| 100-1020-7718                                                                | CURO MANAGED PRINT PROD   | City Newsletter                           | 4551           |                            | 1,157.63          |
| <b>Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:</b>                    |                           |                                           |                |                            | <b>2,435.46</b>   |
| <b>Vendor: 5025 - DARRELL RAY CARROLL</b>                                    |                           |                                           |                |                            |                   |
| 100-1610-7618                                                                | DARRELL RAY CARROLL       | Padlocks                                  | 23881          |                            | 431.08            |
| 100-1610-7652                                                                | DARRELL RAY CARROLL       | ROP Bldg Lock Repair                      | 23897          |                            | 220.00            |
| <b>Vendor 5025 - DARRELL RAY CARROLL Total:</b>                              |                           |                                           |                |                            | <b>651.08</b>     |
| <b>Vendor: 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC</b>                  |                           |                                           |                |                            |                   |
| 100-1815-7630                                                                | DE LAGE LANDEN FINANCIAL  | iMac Lease Pymt 19 of 24                  | 71184219       |                            | 1,015.63          |
| <b>Vendor 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC Total:</b>            |                           |                                           |                |                            | <b>1,015.63</b>   |
| <b>Vendor: 1077 - DFM ASSOCIATES</b>                                         |                           |                                           |                |                            |                   |
| 100-1010-7651                                                                | DFM ASSOCIATES            | Elections Code                            | 3012021        |                            | 58.99             |
| <b>Vendor 1077 - DFM ASSOCIATES Total:</b>                                   |                           |                                           |                |                            | <b>58.99</b>      |
| <b>Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH</b>                        |                           |                                           |                |                            |                   |
| 100-1205-7980                                                                | DUARTE PUBLIC SAFETY PETT | COVID Vaccine POD (Starbuck               | 3022021        |                            | 35.90             |

## Council Warrant Register By Vendor

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                       | Vendor Name               | Description (Item)                          | Payable Number | Project Account Key           | Amount   |
|------------------------------------------------------|---------------------------|---------------------------------------------|----------------|-------------------------------|----------|
| 100-1205-7980                                        | DUARTE PUBLIC SAFETY PETT | COVID Vaccine POD (Smart & Final)           | 3022021        |                               | 48.85    |
| Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total: |                           |                                             |                |                               | 84.75    |
| Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT        |                           |                                             |                |                               |          |
| 100-4408                                             | DUARTE UNIFIED SCHOOL DIS | Nextel Lease 2/2021                         | R87840         | 250004 - Property Rent - Next | 1,779.34 |
| 100-4408                                             | DUARTE UNIFIED SCHOOL DIS | Nextel Lease 3/2021                         | R88128         | 250004 - Property Rent - Next | 1,779.34 |
| Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:  |                           |                                             |                |                               | 3,558.68 |
| Vendor: 1533 - EFREN CASTRO                          |                           |                                             |                |                               |          |
| 100-1825-7674                                        | EFREN CASTRO              | Health Insurance Reimbursement              | 3/2021         |                               | 566.00   |
| Vendor 1533 - EFREN CASTRO Total:                    |                           |                                             |                |                               | 566.00   |
| Vendor: 6189 - ENTERPRISE FM TRUST                   |                           |                                             |                |                               |          |
| 100-1830-8100                                        | ENTERPRISE FM TRUST       | Vehicle 30 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                               | 584.85   |
| 100-1830-8100                                        | ENTERPRISE FM TRUST       | Vehicle 23 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                               | 433.48   |
| 100-1830-8100                                        | ENTERPRISE FM TRUST       | Vehicle 22 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                               | 431.65   |
| 100-1830-8100                                        | ENTERPRISE FM TRUST       | Vehicle 28 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                               | 591.64   |
| 100-1830-8100                                        | ENTERPRISE FM TRUST       | Vehicle 18 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                               | 574.64   |
| Vendor 6189 - ENTERPRISE FM TRUST Total:             |                           |                                             |                |                               | 2,616.26 |
| Vendor: 4039 - FSP DESIGNS                           |                           |                                             |                |                               |          |
| 100-1205-7636                                        | FSP DESIGNS               | Villalobos & Breceda Uniform Polos          | 7527           |                               | 92.00    |
| Vendor 4039 - FSP DESIGNS Total:                     |                           |                                             |                |                               | 92.00    |
| Vendor: 4690 - FULLER ENGINEERING INC                |                           |                                             |                |                               |          |
| 100-1610-7617                                        | FULLER ENGINEERING INC    | Pool Chemicals                              | 143207         |                               | 77.67    |
| Vendor 4690 - FULLER ENGINEERING INC Total:          |                           |                                             |                |                               | 77.67    |
| Vendor: 5517 - GEORGE K FARRA                        |                           |                                             |                |                               |          |
| 100-1405-7690                                        | GEORGE K FARRA            | Planning Commission Meetin                  | 2/16/2021      |                               | 50.00    |
| Vendor 5517 - GEORGE K FARRA Total:                  |                           |                                             |                |                               | 50.00    |
| Vendor: 0124 - GINNY JOYCE BELBA                     |                           |                                             |                |                               |          |
| 100-1825-7674                                        | GINNY JOYCE BELBA         | Health Insurance Reimbursement              | 3/2021         |                               | 218.00   |
| Vendor 0124 - GINNY JOYCE BELBA Total:               |                           |                                             |                |                               | 218.00   |
| Vendor: 1092 - GRAINGER                              |                           |                                             |                |                               |          |
| 100-1610-7618                                        | GRAINGER                  | Cart Wheels                                 | 9802430422     |                               | 70.03    |
| Vendor 1092 - GRAINGER Total:                        |                           |                                             |                |                               | 70.03    |
| Vendor: 0788 - HOME DEPOT CREDIT SERVICES            |                           |                                             |                |                               |          |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 6533332        |                               | 140.65   |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 1526713        |                               | 2.67     |
| 100-1205-7887                                        | HOME DEPOT CREDIT SERVIC  | Public Safety Repairs                       | 3611961        |                               | 55.64    |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 7535588        |                               | 218.38   |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 0604765        |                               | 41.67    |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 7610387        |                               | 109.15   |
| 100-1610-7618                                        | HOME DEPOT CREDIT SERVIC  | Facility Maint Supplies/Repair              | 2304083        |                               | 155.47   |
| Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:      |                           |                                             |                |                               | 723.63   |
| Vendor: 5408 - HUNTINGTON & DUARTE INC               |                           |                                             |                |                               |          |
| 100-1605-7650                                        | HUNTINGTON & DUARTE INC   | Vehicle #16 Fuel                            | 9357/452706    |                               | 54.01    |
| Vendor 5408 - HUNTINGTON & DUARTE INC Total:         |                           |                                             |                |                               | 54.01    |
| Vendor: 3821 - JACQUELINE BURCKHARD                  |                           |                                             |                |                               |          |
| 100-1825-7674                                        | JACQUELINE BURCKHARD      | Health Insurance Reimbursement              | 3/2021         |                               | 218.00   |
| Vendor 3821 - JACQUELINE BURCKHARD Total:            |                           |                                             |                |                               | 218.00   |



## Council Warrant Register By Vendor

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                              | Vendor Name             | Description (Item)                           | Payable Number     | Project Account Key         | Amount          |
|-------------------------------------------------------------|-------------------------|----------------------------------------------|--------------------|-----------------------------|-----------------|
| <b>Vendor: 3957 - JCL TRAFFIC SERVICES</b>                  |                         |                                              |                    |                             |                 |
| 100-1020-7712                                               | JCL TRAFFIC SERVICES    | Message Board Rental<br>1/8/2021 - 2/7/2021  | 107768             |                             | 1,800.00        |
| <b>Vendor 3957 - JCL TRAFFIC SERVICES Total:</b>            |                         |                                              |                    |                             | <b>1,800.00</b> |
| <b>Vendor: 0128 - JIM KIRCHNER</b>                          |                         |                                              |                    |                             |                 |
| 100-1825-7674                                               | JIM KIRCHNER            | Health Insurance<br>Reimbursement            | 3/2021             |                             | 435.00          |
| <b>Vendor 0128 - JIM KIRCHNER Total:</b>                    |                         |                                              |                    |                             | <b>435.00</b>   |
| <b>Vendor: 6204 - JODY ERRANDI SCHULZ</b>                   |                         |                                              |                    |                             |                 |
| 100-1005-7644                                               | JODY ERRANDI SCHULZ     | Council Vehicle Allowance                    | 3/2021             |                             | 75.00           |
| <b>Vendor 6204 - JODY ERRANDI SCHULZ Total:</b>             |                         |                                              |                    |                             | <b>75.00</b>    |
| <b>Vendor: 3443 - KAREN HERRERA</b>                         |                         |                                              |                    |                             |                 |
| 100-2023                                                    | KAREN HERRERA           | City Kitty Retirement Gift                   | 6012020            |                             | 250.00          |
| <b>Vendor 3443 - KAREN HERRERA Total:</b>                   |                         |                                              |                    |                             | <b>250.00</b>   |
| <b>Vendor: 6009 - KOA CORPORATION</b>                       |                         |                                              |                    |                             |                 |
| 100-1405-7969                                               | KOA CORPORATION         | Kellwil Way & Buena Vista TS<br>1/2021       | JB93113 - 4        |                             | 6,750.00        |
| <b>Vendor 6009 - KOA CORPORATION Total:</b>                 |                         |                                              |                    |                             | <b>6,750.00</b> |
| <b>Vendor: 6211 - KOFF &amp; ASSOCIATES INC</b>             |                         |                                              |                    |                             |                 |
| 100-1810-7965                                               | KOFF & ASSOCIATES INC   | Compensation Study<br>12/31/2020             | 6654               |                             | 9,712.50        |
| <b>Vendor 6211 - KOFF &amp; ASSOCIATES INC Total:</b>       |                         |                                              |                    |                             | <b>9,712.50</b> |
| <b>Vendor: 5438 - LDM ASSOCIATES INC</b>                    |                         |                                              |                    |                             |                 |
| 100-1405-7965                                               | LDM ASSOCIATES INC      | FY21 Federal Grant<br>Administration 1/2021  | 6970               |                             | 100.00          |
| <b>Vendor 5438 - LDM ASSOCIATES INC Total:</b>              |                         |                                              |                    |                             | <b>100.00</b>   |
| <b>Vendor: 5761 - LIFE STORAGE #530</b>                     |                         |                                              |                    |                             |                 |
| 100-1405-7800                                               | LIFE STORAGE #530       | Building Plans Storage 3/1/21<br>- 4/1/21    | 64496              |                             | 267.00          |
| 100-1405-7800                                               | LIFE STORAGE #530       | Building Plans Storage 3/1/21<br>- 4/1/21    | 64497              |                             | 247.00          |
| <b>Vendor 5761 - LIFE STORAGE #530 Total:</b>               |                         |                                              |                    |                             | <b>514.00</b>   |
| <b>Vendor: 5060 - LINDA HENDERSON</b>                       |                         |                                              |                    |                             |                 |
| 100-1825-7674                                               | LINDA HENDERSON         | Health Insurance<br>Reimbursement            | 3/2021             |                             | 435.00          |
| <b>Vendor 5060 - LINDA HENDERSON Total:</b>                 |                         |                                              |                    |                             | <b>435.00</b>   |
| <b>Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC</b>       |                         |                                              |                    |                             |                 |
| 100-1020-7710                                               | LUDECKE PROPERTY MANAGE | Chamber Lease 3/2021                         | 1735-huntplaz-0321 |                             | 1,600.00        |
| <b>Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:</b> |                         |                                              |                    |                             | <b>1,600.00</b> |
| <b>Vendor: 5868 - MAINTEX INC</b>                           |                         |                                              |                    |                             |                 |
| 100-1610-7618                                               | MAINTEX INC             | Janitorial Supplies                          | 827577-00          |                             | 791.32          |
| 100-1610-7618                                               | MAINTEX INC             | Janitorial Supplies                          | 827577-01          |                             | 388.26          |
| 100-1825-7747                                               | MAINTEX INC             | Trash Liners                                 | 829658-00          | 202003-Beverage Recycling 2 | 1,197.45        |
| <b>Vendor 5868 - MAINTEX INC Total:</b>                     |                         |                                              |                    |                             | <b>2,377.03</b> |
| <b>Vendor: 5981 - MARCUS LEON BANKS SR</b>                  |                         |                                              |                    |                             |                 |
| 100-1610-7652                                               | MARCUS LEON BANKS SR    | Futsal Court Lighting Repair                 | 000042             |                             | 475.00          |
| <b>Vendor 5981 - MARCUS LEON BANKS SR Total:</b>            |                         |                                              |                    |                             | <b>475.00</b>   |
| <b>Vendor: T4372 - MARGARET CHEUNG</b>                      |                         |                                              |                    |                             |                 |
| 100-2126                                                    | MARGARET CHEUNG         | Const/Demo Deposit Refund<br>(Pmt #2019-561) | R83755             |                             | 3,527.10        |
| <b>Vendor T4372 - MARGARET CHEUNG Total:</b>                |                         |                                              |                    |                             | <b>3,527.10</b> |
| <b>Vendor: 0285 - MARGARET FINLAY</b>                       |                         |                                              |                    |                             |                 |
| 100-1005-7642                                               | MARGARET FINLAY         | Council Vehicle Allowance                    | 3/2021             |                             | 75.00           |
| <b>Vendor 0285 - MARGARET FINLAY Total:</b>                 |                         |                                              |                    |                             | <b>75.00</b>    |
| <b>Vendor: 4286 - MAXTREME INC</b>                          |                         |                                              |                    |                             |                 |
| 100-1815-7965                                               | MAXTREME INC            | IT Helpdesk 2/2021                           | 13509              |                             | 8,700.00        |
| 100-1815-7980                                               | MAXTREME INC            | Crash Plan Recovery 2/2021                   | 13509              |                             | 200.00          |

## Council Warrant Register By Vendor

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| Account Number                                         | Vendor Name                | Description (Item)                           | Payable Number | Project Account Key | Amount    |
|--------------------------------------------------------|----------------------------|----------------------------------------------|----------------|---------------------|-----------|
| 100-1815-7632                                          | MAXTREME INC               | Office 365 1/1/2021 - 2/28/2021              | 13511          |                     | 858.00    |
| 100-1815-7830                                          | MAXTREME INC               | AirPods                                      | 13511          |                     | 275.61    |
| 100-1815-7980                                          | MAXTREME INC               | Misc Computer Supplies                       | 13511          |                     | 411.17    |
| Vendor 4286 - MAXTREME INC Total:                      |                            |                                              |                |                     | 10,444.78 |
| Vendor: 6193 - MCKENTLY MALAK ARCHITECTS INC           |                            |                                              |                |                     |           |
| 100-1405-7975                                          | MCKENTLY MALAK ARCHITEC    | Design Assistance-Town Ctr North 11/2020     | 30228          |                     | 2,465.00  |
| Vendor 6193 - MCKENTLY MALAK ARCHITECTS INC Total:     |                            |                                              |                |                     | 2,465.00  |
| Vendor: 1042 - MICHAEL TARR                            |                            |                                              |                |                     |           |
| 100-1825-7674                                          | MICHAEL TARR               | Health Insurance Reimbursement               | 3/2021         |                     | 566.00    |
| Vendor 1042 - MICHAEL TARR Total:                      |                            |                                              |                |                     | 566.00    |
| Vendor: 2461 - MVP, LLC                                |                            |                                              |                |                     |           |
| 100-1205-7787                                          | MVP, LLC                   | Public Safety Lease                          | 3/2021         |                     | 12,039.00 |
| Vendor 2461 - MVP, LLC Total:                          |                            |                                              |                |                     | 12,039.00 |
| Vendor: 5845 - NEC FINANCIAL SERVICES LLC              |                            |                                              |                |                     |           |
| 100-1815-7830                                          | NEC FINANCIAL SERVICES LLC | Mitel Phone System Pymt 38 of 60             | 21921-38       |                     | 1,340.10  |
| Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:        |                            |                                              |                |                     | 1,340.10  |
| Vendor: 1197 - PAMELA ROMERO                           |                            |                                              |                |                     |           |
| 100-1605-7002                                          | PAMELA ROMERO              | CPR Stipend                                  | 3/2021         |                     | 76.92     |
| Vendor 1197 - PAMELA ROMERO Total:                     |                            |                                              |                |                     | 76.92     |
| Vendor: 4998 - RICOH USA INC                           |                            |                                              |                |                     |           |
| 100-1405-7613                                          | RICOH USA INC              | Lg Format Copier Maintenance 2/1/2021 - 4/30 | 5061326238     |                     | 96.63     |
| Vendor 4998 - RICOH USA INC Total:                     |                            |                                              |                |                     | 96.63     |
| Vendor: 0904 - RKA CONSULTING GROUP                    |                            |                                              |                |                     |           |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Civic Center Plaza Engineering 11/2020       | 30649          |                     | 400.00    |
| 100-1405-7967                                          | RKA CONSULTING GROUP       | Public Works Inspections 11/2020             | 30667          |                     | 360.00    |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Contract Engineer 11/2020                    | 30668          |                     | 3,640.00  |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Engineering Plan Check 11/2020               | 30669          |                     | 2,560.00  |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Engineering Consulting 11/2020               | 30670          |                     | 400.00    |
| 100-1405-7967                                          | RKA CONSULTING GROUP       | City of Hope PW Inspections 11/2020          | 30683          |                     | 1,440.00  |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Engineering Consulting 1/202                 | 30827          |                     | 2,620.75  |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Plan Check Engineering 1/202                 | 30828          |                     | 1,600.00  |
| 100-1405-7967                                          | RKA CONSULTING GROUP       | Duarte Public Works Inspections 1/2021       | 30829          |                     | 4,720.00  |
| 100-1405-7969                                          | RKA CONSULTING GROUP       | Contract City Engineer 1/2021                | 30830          |                     | 3,120.00  |
| 100-1405-7967                                          | RKA CONSULTING GROUP       | City of Hope PW Inspections 1/2021           | 30859          |                     | 1,080.00  |
| 100-1405-7965                                          | RKA CONSULTING GROUP       | Duarte Rd Lighting/Ped Improvements 1/2021   | 30860          |                     | 6,161.25  |
| Vendor 0904 - RKA CONSULTING GROUP Total:              |                            |                                              |                |                     | 28,102.00 |
| Vendor: 6214 - ROSENDO GEDDES                          |                            |                                              |                |                     |           |
| 100-1610-7618                                          | ROSENDO GEDDES             | Public Safety Microwave                      | 2062021        |                     | 88.19     |
| Vendor 6214 - ROSENDO GEDDES Total:                    |                            |                                              |                |                     | 88.19     |
| Vendor: 5263 - SAMUEL KANG                             |                            |                                              |                |                     |           |
| 100-1005-7648                                          | SAMUEL KANG                | Council Vehicle Allowance                    | 3/2021         |                     | 75.00     |
| Vendor 5263 - SAMUEL KANG Total:                       |                            |                                              |                |                     | 75.00     |
| Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY       |                            |                                              |                |                     |           |
| 100-1205-7780                                          | SAN GABRIEL VALLEY HUMAN   | Animal Shelter Fees 2/2021                   | 2-2021D        |                     | 5,166.67  |
| Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total: |                            |                                              |                |                     | 5,166.67  |

## Council Warrant Register By Vendor

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| Account Number                                                   | Vendor Name                | Description (Item)                     | Payable Number | Project Account Key         | Amount           |
|------------------------------------------------------------------|----------------------------|----------------------------------------|----------------|-----------------------------|------------------|
| <b>Vendor: 5497 - SARA VASQUEZ</b>                               |                            |                                        |                |                             |                  |
| 100-1405-7690                                                    | SARA VASQUEZ               | Planning Commission Meetin             | 2/16/2021      |                             | 50.00            |
| <b>Vendor 5497 - SARA VASQUEZ Total:</b>                         |                            |                                        |                |                             | <b>50.00</b>     |
| <b>Vendor: 5409 - SHRED-IT USA LLC</b>                           |                            |                                        |                |                             |                  |
| 100-1825-7980                                                    | SHRED-IT USA LLC           | Document Shredding<br>2/12/2021        | 8181458085     |                             | 63.63            |
| <b>Vendor 5409 - SHRED-IT USA LLC Total:</b>                     |                            |                                        |                |                             | <b>63.63</b>     |
| <b>Vendor: 5441 - SILVER &amp; WRIGHT LLP</b>                    |                            |                                        |                |                             |                  |
| 100-1015-7684                                                    | SILVER & WRIGHT LLP        | 1230 Hunt Dr Legal 11/2020             | 27212          |                             | 313.60           |
| 100-1015-7684                                                    | SILVER & WRIGHT LLP        | 1001 Las Lomas Legal 11/202            | 27212          |                             | 6,456.55         |
| 100-1015-7684                                                    | SILVER & WRIGHT LLP        | Arberry Legal 11/2020                  | 27212          |                             | 730.40           |
| 100-1015-7684                                                    | SILVER & WRIGHT LLP        | Arberry Legal 1/2021                   | 27437          |                             | 165.00           |
| 100-1015-7684                                                    | SILVER & WRIGHT LLP        | 1001 Las Lomas Legal 1/2021            | 27437          |                             | 3,071.00         |
| <b>Vendor 5441 - SILVER &amp; WRIGHT LLP Total:</b>              |                            |                                        |                |                             | <b>10,736.55</b> |
| <b>Vendor: 2688 - STAPLES ADVANTAGE</b>                          |                            |                                        |                |                             |                  |
| 100-1405-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3468935744     |                             | 22.04            |
| 100-1405-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3468935745     |                             | 25.47            |
| 100-1410-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3469084996     |                             | 28.08            |
| 100-1605-7614                                                    | STAPLES ADVANTAGE          | Card Stock                             | 3469558444     |                             | 20.31            |
| 100-1605-7614                                                    | STAPLES ADVANTAGE          | Large Envelopes                        | 3469891750     |                             | 9.89             |
| 100-1405-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3469891751     |                             | 22.03            |
| 100-1205-7887                                                    | STAPLES ADVANTAGE          | D Vaillancourt Office Chair            | 3469943993     |                             | 159.86           |
| 100-1805-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3470188895     |                             | 9.23             |
| 100-1825-7613                                                    | STAPLES ADVANTAGE          | Copier Paper                           | 3470188895     |                             | 422.24           |
| 100-1805-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3470188896     |                             | 21.75            |
| 100-1605-7614                                                    | STAPLES ADVANTAGE          | Office Supplies                        | 3470188897     |                             | 67.19            |
| <b>Vendor 2688 - STAPLES ADVANTAGE Total:</b>                    |                            |                                        |                |                             | <b>808.09</b>    |
| <b>Vendor: 0083 - STEVE ESBENSHADE</b>                           |                            |                                        |                |                             |                  |
| 100-1825-7674                                                    | STEVE ESBENSHADE           | Health Insurance<br>Reimbursement      | 3/2021         |                             | 218.00           |
| <b>Vendor 0083 - STEVE ESBENSHADE Total:</b>                     |                            |                                        |                |                             | <b>218.00</b>    |
| <b>Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES</b>       |                            |                                        |                |                             |                  |
| 100-1205-7761                                                    | SUPERIOR CT OF CAL CO OF L | Citation Revenue Tax 1/2021            | 2182021        |                             | 2,582.50         |
| <b>Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:</b> |                            |                                        |                |                             | <b>2,582.50</b>  |
| <b>Vendor: 6215 - THE ECOHERO SHOW LLC</b>                       |                            |                                        |                |                             |                  |
| 100-1825-7747                                                    | THE ECOHERO SHOW LLC       | Beverage Container<br>Presentation     | 1629           | 202003-Beverage Recycling 2 | 275.00           |
| <b>Vendor 6215 - THE ECOHERO SHOW LLC Total:</b>                 |                            |                                        |                |                             | <b>275.00</b>    |
| <b>Vendor: 5029 - THE TECHNOLOGY DEPOT INC</b>                   |                            |                                        |                |                             |                  |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC   | Mitel Software 3/1/2021 -<br>2/28/2022 | 15513          |                             | 1,686.00         |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC   | Telephone Cloud Services<br>3/2021     | 15558          |                             | 564.00           |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC   | Mitel Maintenance 3/2021               | 15559          |                             | 422.00           |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC   | SD Wan w/VELO Cloud<br>Connect 3/2021  | 15560          |                             | 567.60           |
| 100-1815-7821                                                    | THE TECHNOLOGY DEPOT INC   | VITA Mgmt 3/2021                       | 15561          |                             | 553.00           |
| 100-1815-7830                                                    | THE TECHNOLOGY DEPOT INC   | SC Tax Class-SSID                      | 15652          |                             | 90.00            |
| <b>Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:</b>             |                            |                                        |                |                             | <b>3,882.60</b>  |
| <b>Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP</b>       |                            |                                        |                |                             |                  |
| 100-1205-7655                                                    | THOMSON REUTERS-WEST PU    | EOC Software 1/1/2021 -<br>1/31/2021   | 843775648      |                             | 166.88           |
| <b>Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:</b> |                            |                                        |                |                             | <b>166.88</b>    |
| <b>Vendor: 6100 - TONEY LEWIS</b>                                |                            |                                        |                |                             |                  |
| 100-1005-7650                                                    | TONEY LEWIS                | Council Vehicle Allowance              | 3/2021         |                             | 75.00            |
| <b>Vendor 6100 - TONEY LEWIS Total:</b>                          |                            |                                        |                |                             | <b>75.00</b>     |

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| Account Number                                                                     | Vendor Name                | Description (Item)                          | Payable Number | Project Account Key | Amount            |
|------------------------------------------------------------------------------------|----------------------------|---------------------------------------------|----------------|---------------------|-------------------|
| <b>Vendor: 5284 - TRIPEPI SMITH &amp; ASSOCIATES</b>                               |                            |                                             |                |                     |                   |
| 100-1020-7712                                                                      | TRIPEPI SMITH & ASSOCIATES | Communication/Social Media Mgmt 1/2021      | 5837           |                     | 8,355.00          |
| 100-1020-7718                                                                      | TRIPEPI SMITH & ASSOCIATES | City Newsletter 1/2021                      | 5837           |                     | 1,300.00          |
| <b>Vendor 5284 - TRIPEPI SMITH &amp; ASSOCIATES Total:</b>                         |                            |                                             |                |                     | <b>9,655.00</b>   |
| <b>Vendor: 0567 - TZEITEL PARAS-CARACCI</b>                                        |                            |                                             |                |                     |                   |
| 100-1005-7646                                                                      | TZEITEL PARAS-CARACCI      | Council Vehicle Allowance                   | 3/2021         |                     | 75.00             |
| <b>Vendor 0567 - TZEITEL PARAS-CARACCI Total:</b>                                  |                            |                                             |                |                     | <b>75.00</b>      |
| <b>Vendor: 6196 - VINH TRUONG</b>                                                  |                            |                                             |                |                     |                   |
| 100-1005-7643                                                                      | VINH TRUONG                | Council Vehicle Allowance                   | 3/2021         |                     | 75.00             |
| <b>Vendor 6196 - VINH TRUONG Total:</b>                                            |                            |                                             |                |                     | <b>75.00</b>      |
| <b>Vendor: 5835 - WALLACE WOLFF</b>                                                |                            |                                             |                |                     |                   |
| 100-1405-7690                                                                      | WALLACE WOLFF              | Planning Commission Meetin                  | 2/16/2021      |                     | 50.00             |
| <b>Vendor 5835 - WALLACE WOLFF Total:</b>                                          |                            |                                             |                |                     | <b>50.00</b>      |
| <b>Vendor: 6113 - WARDS SERVICE</b>                                                |                            |                                             |                |                     |                   |
| 100-1410-7650                                                                      | WARDS SERVICE              | Vehicle #2 Light Repair                     | 82569          |                     | 291.56            |
| <b>Vendor 6113 - WARDS SERVICE Total:</b>                                          |                            |                                             |                |                     | <b>291.56</b>     |
| <b>Vendor: 0237 - WAXIE SANITARY SUPPLY</b>                                        |                            |                                             |                |                     |                   |
| 100-1610-7618                                                                      | WAXIE SANITARY SUPPLY      | Janitorial Supplies                         | 79787290       |                     | 477.20            |
| 100-1610-7618                                                                      | WAXIE SANITARY SUPPLY      | Janitorial Supplies                         | 79799055       |                     | 76.41             |
| <b>Vendor 0237 - WAXIE SANITARY SUPPLY Total:</b>                                  |                            |                                             |                |                     | <b>553.61</b>     |
| <b>Vendor: 4797 - WEX BANK</b>                                                     |                            |                                             |                |                     |                   |
| 100-1410-7650                                                                      | WEX BANK                   | Fuel-CNG 1/1/21 - 1/31/21                   | 69868590       |                     | 44.04             |
| <b>Vendor 4797 - WEX BANK Total:</b>                                               |                            |                                             |                |                     | <b>44.04</b>      |
| <b>Vendor: 4413 - YOUNG REMBRANDTS</b>                                             |                            |                                             |                |                     |                   |
| 100-1605-7736                                                                      | YOUNG REMBRANDTS           | Recreation Class Instructor Fee 2/2021      | 9884877        |                     | 80.00             |
| <b>Vendor 4413 - YOUNG REMBRANDTS Total:</b>                                       |                            |                                             |                |                     | <b>80.00</b>      |
| <b>Fund 100 - GENERAL FUND Total:</b>                                              |                            |                                             |                |                     | <b>552,607.35</b> |
| <b>Fund: 220 - GAS TAX FUN</b>                                                     |                            |                                             |                |                     |                   |
| <b>Vendor: 6216 - ALLIED PAVING COMPANY INC</b>                                    |                            |                                             |                |                     |                   |
| 220-2225-7980                                                                      | ALLIED PAVING COMPANY INC  | Concrete Repair (Windsor Cir/Hunt Dr)       | 01-0209-01     |                     | 15,450.00         |
| <b>Vendor 6216 - ALLIED PAVING COMPANY INC Total:</b>                              |                            |                                             |                |                     | <b>15,450.00</b>  |
| <b>Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC</b>                             |                            |                                             |                |                     |                   |
| 220-2205-8100                                                                      | BUCKNAM INFRASTRUCTURE     | Pavement Management Update                  | 352-04.02      |                     | 1,018.00          |
| <b>Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:</b>                       |                            |                                             |                |                     | <b>1,018.00</b>   |
| <b>Fund 220 - GAS TAX FUN Total:</b>                                               |                            |                                             |                |                     | <b>16,468.00</b>  |
| <b>Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND</b>                            |                            |                                             |                |                     |                   |
| <b>Vendor: 1570 - A1 MAINTENANCE SERVICES CA</b>                                   |                            |                                             |                |                     |                   |
| 240-2426-7810                                                                      | A1 MAINTENANCE SERVICES    | Grocery Outlet Sweeping 2/2021              | 196086         |                     | 784.00            |
| <b>Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:</b>                             |                            |                                             |                |                     | <b>784.00</b>     |
| <b>Vendor: 3824 - ARBOR NURSERY PLUS</b>                                           |                            |                                             |                |                     |                   |
| 240-2434-7887                                                                      | ARBOR NURSERY PLUS         | Citrus Villas Landscape Repair              | 6641           |                     | 41.90             |
| <b>Vendor 3824 - ARBOR NURSERY PLUS Total:</b>                                     |                            |                                             |                |                     | <b>41.90</b>      |
| <b>Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS &amp; MEASURES</b>       |                            |                                             |                |                     |                   |
| 240-2410-7663                                                                      | COUNTY OF LOS ANGELES AG   | Turf Median Gopher Control 12/8/2020        | 1219P          |                     | 266.62            |
| <b>Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS &amp; MEASURES Total:</b> |                            |                                             |                |                     | <b>266.62</b>     |
| <b>Vendor: 0788 - HOME DEPOT CREDIT SERVICES</b>                                   |                            |                                             |                |                     |                   |
| 240-2410-7888                                                                      | HOME DEPOT CREDIT SERVIC   | Landscape & Irrigation Repairs-ROP Ext Park | 7303381        |                     | 44.96             |
| <b>Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:</b>                             |                            |                                             |                |                     | <b>44.96</b>      |

## Council Warrant Register By Vendor

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                                    | Vendor Name               | Description (Item)                          | Payable Number | Project Account Key          | Amount            |
|-------------------------------------------------------------------|---------------------------|---------------------------------------------|----------------|------------------------------|-------------------|
| <b>Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC</b>        |                           |                                             |                |                              |                   |
| 240-2433-7887                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Repairs-Buena Vista Villas       | 106193962-002  |                              | 30.37             |
| 240-2433-7887                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Repairs-Buena Vista Villas       | 106275563-001  |                              | 30.09             |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 106374674-001  |                              | 268.19            |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 106375138-001  |                              | 54.59             |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 106395324-001  |                              | 57.29             |
| 240-2410-7663                                                     | SITEONE LANDSCAPE SUPPLY  | Median Backflow Repair                      | 106503979-001  |                              | 60.23             |
| 240-2410-7888                                                     | SITEONE LANDSCAPE SUPPLY  | Citywide/ROP Ext Irrigation Repairs         | 106517261-001  |                              | 534.96            |
| <b>Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:</b>  |                           |                                             |                |                              | <b>1,035.72</b>   |
| <b>Vendor: 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC</b>         |                           |                                             |                |                              |                   |
| 240-2410-7888                                                     | SOUTHEAST CONSTRUCTION    | ROP Ext Trash Receptacle Base               | 2102-203221    |                              | 91.95             |
| <b>Vendor 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC Total:</b>   |                           |                                             |                |                              | <b>91.95</b>      |
| <b>Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:</b>     |                           |                                             |                |                              | <b>2,265.15</b>   |
| <b>Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>       |                           |                                             |                |                              |                   |
| <b>Vendor: 5438 - LDM ASSOCIATES INC</b>                          |                           |                                             |                |                              |                   |
| 260-2605-8061                                                     | LDM ASSOCIATES INC        | FY21 CDBG City Hall ADA Improvements 1/2021 | 6971           | 202102-CDBG ADA Improv       | 50.00             |
| 260-2605-7965                                                     | LDM ASSOCIATES INC        | LACDA Small Business Grant Program 1/2021   | 6972           | 202108- CDBG- Professional S | 550.00            |
| <b>Vendor 5438 - LDM ASSOCIATES INC Total:</b>                    |                           |                                             |                |                              | <b>600.00</b>     |
| <b>Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:</b> |                           |                                             |                |                              | <b>600.00</b>     |
| <b>Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)</b>             |                           |                                             |                |                              |                   |
| <b>Vendor: 6189 - ENTERPRISE FM TRUST</b>                         |                           |                                             |                |                              |                   |
| 320-3205-8013                                                     | ENTERPRISE FM TRUST       | Vehicle 31 Lease/Maint 2/1/2021 - 2/28/2021 | fbn4145818     |                              | 560.71            |
| <b>Vendor 6189 - ENTERPRISE FM TRUST Total:</b>                   |                           |                                             |                |                              | <b>560.71</b>     |
| <b>Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:</b>       |                           |                                             |                |                              | <b>560.71</b>     |
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>                     |                           |                                             |                |                              |                   |
| <b>Vendor: 0903 - CITY OF MONROVIA</b>                            |                           |                                             |                |                              |                   |
| 440-4405-7650                                                     | CITY OF MONROVIA          | Fuel-Transportation Dept 1/2021             | 2101560        |                              | 46.32             |
| <b>Vendor 0903 - CITY OF MONROVIA Total:</b>                      |                           |                                             |                |                              | <b>46.32</b>      |
| <b>Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC</b>              |                           |                                             |                |                              |                   |
| 440-4405-7814                                                     | SUPERIOR PROPERTY SERVICE | Graffiti Removal 1/2021                     | 16520          |                              | 859.82            |
| 440-4405-7887                                                     | SUPERIOR PROPERTY SERVICE | Bus Stop Cleaning 1/27/2021                 | 16521          |                              | 1,278.75          |
| <b>Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:</b>        |                           |                                             |                |                              | <b>2,138.57</b>   |
| <b>Fund 440 - PROPOSITION A TRANSIT FUND Total:</b>               |                           |                                             |                |                              | <b>2,184.89</b>   |
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>                     |                           |                                             |                |                              |                   |
| <b>Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC</b>              |                           |                                             |                |                              |                   |
| 460-4605-7814                                                     | SUPERIOR PROPERTY SERVICE | Graffiti Removal 1/2021                     | 16520          |                              | 703.48            |
| 460-4605-7980                                                     | SUPERIOR PROPERTY SERVICE | Bus Stop Cleaning 1/27/2021                 | 16521          |                              | 1,046.25          |
| <b>Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:</b>        |                           |                                             |                |                              | <b>1,749.73</b>   |
| <b>Fund 460 - PROPOSITION C TRANSIT FUND Total:</b>               |                           |                                             |                |                              | <b>1,749.73</b>   |
| <b>Grand Total:</b>                                               |                           |                                             |                |                              | <b>576,435.83</b> |



## Report Summary

## Fund Summary

| Fund                                         | Payment Amount    |
|----------------------------------------------|-------------------|
| 100 - GENERAL FUND                           | 552,607.35        |
| 220 - GAS TAX FUN                            | 16,468.00         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND   | 2,265.15          |
| 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB | 600.00            |
| 320 - AIR QUALITY MANAGEMENT FUND (AQMD)     | 560.71            |
| 440 - PROPOSITION A TRANSIT FUND             | 2,184.89          |
| 460 - PROPOSITION C TRANSIT FUND             | 1,749.73          |
| <b>Grand Total:</b>                          | <b>576,435.83</b> |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 100-1005-7642  | Travel & Exp - Finlay     | 75.00          |
| 100-1005-7643  | Travel & Exp - Truong     | 75.00          |
| 100-1005-7644  | Travel & Exp - Schulz     | 75.00          |
| 100-1005-7646  | Travel & Exp - Paras      | 75.00          |
| 100-1005-7648  | Travel & Exp - Kang       | 75.00          |
| 100-1005-7649  | Travel & Exp - Urias      | 75.00          |
| 100-1005-7650  | Travel & Exp - Lewis      | 75.00          |
| 100-1010-7651  | Election Services         | 58.99          |
| 100-1015-7684  | Code Enforcement Legal    | 10,736.55      |
| 100-1020-7710  | Chamber Of Commerce       | 1,600.00       |
| 100-1020-7712  | Community Information     | 10,155.00      |
| 100-1020-7718  | City Newsletter           | 2,457.63       |
| 100-1205-7636  | Uniforms                  | 92.00          |
| 100-1205-7650  | Vehicle Maintenance       | 989.94         |
| 100-1205-7655  | Emergency Services        | 166.88         |
| 100-1205-7761  | Parking Ticket Collect    | 2,582.50       |
| 100-1205-7762  | Parking Pass Kiosk Costs  | 244.10         |
| 100-1205-7780  | Animal Control            | 5,166.67       |
| 100-1205-7781  | Contract Law Enforceme    | 4,480.00       |
| 100-1205-7787  | Public Safety Cntr Lease  | 12,039.00      |
| 100-1205-7887  | Repairs & Replacements    | 215.50         |
| 100-1205-7980  | Other Expenses            | 84.75          |
| 100-1405-7612  | Publications and Dues     | 672.00         |
| 100-1405-7613  | Duplications And Photos   | 96.63          |
| 100-1405-7614  | Office Supplies           | 69.54          |
| 100-1405-7690  | Planning Commission       | 200.00         |
| 100-1405-7800  | Building Department Ser   | 370,273.73     |
| 100-1405-7801  | Industrial Waste Inspecti | 5,118.86       |
| 100-1405-7965  | Professional Services     | 15,411.25      |
| 100-1405-7967  | Public Works Inspection   | 15,970.00      |
| 100-1405-7969  | City Engineer             | 21,090.75      |
| 100-1405-7975  | Economic Development      | 2,465.00       |
| 100-1405-7980  | Other Expenses            | 2,097.50       |
| 100-1410-7614  | Office Supplies           | 28.08          |
| 100-1410-7650  | Vehicle Maintenance       | 1,056.61       |
| 100-1410-7810  | Street Sweeping           | 122.00         |
| 100-1605-7002  | Regular Salaries          | 76.92          |
| 100-1605-7612  | Publications and Dues     | 1,277.83       |
| 100-1605-7614  | Office Supplies           | 97.39          |
| 100-1605-7650  | Vehicle Maintenance       | 99.96          |
| 100-1605-7736  | Youth & Adult Recreatio   | 80.00          |
| 100-1610-7616  | Pool Supplies             | 3,121.56       |
| 100-1610-7617  | Pool Chemicals            | 77.67          |
| 100-1610-7618  | Building Supplies         | 2,990.48       |
| 100-1610-7636  | Uniforms                  | 117.48         |
| 100-1610-7650  | Vehicle Maintenance       | 869.14         |

**Account Summary**

| Account Number      | Account Name              | Payment Amount    |
|---------------------|---------------------------|-------------------|
| 100-1610-7652       | Building Maint Services   | 6,265.00          |
| 100-1805-7614       | Office Supplies           | 30.98             |
| 100-1810-7965       | Professional Services     | 9,712.50          |
| 100-1815-7630       | Equipment Lease           | 1,015.63          |
| 100-1815-7632       | Software Maintenance      | 858.00            |
| 100-1815-7821       | Personal Computer Supp    | 553.00            |
| 100-1815-7830       | Telephones                | 4,945.31          |
| 100-1815-7965       | Professional Services     | 8,700.00          |
| 100-1815-7980       | Other Expenses            | 611.17            |
| 100-1825-7613       | Duplications And Photos   | 422.24            |
| 100-1825-7630       | Equipment Lease           | 1,277.90          |
| 100-1825-7631       | Equipment Maintenance     | 561.61            |
| 100-1825-7674       | Retiree Health Insurance  | 3,091.00          |
| 100-1825-7747       | Beverage Cont Recycling   | 1,472.45          |
| 100-1825-7980       | Other Expenses            | 63.63             |
| 100-1830-8100       | Vehicle Replacement (Ca   | 2,616.26          |
| 100-2023            | EE City Kitty Contributio | 250.00            |
| 100-2126            | Construction and Demol    | 11,527.10         |
| 100-4408            | Property Rental           | 3,558.68          |
| 220-2205-8100       | Other Capital Improvem    | 1,018.00          |
| 220-2225-7980       | Other Expenses            | 15,450.00         |
| 240-2410-7662       | Other Serv-Citywide       | 380.07            |
| 240-2410-7663       | Other Serv-Medians        | 326.85            |
| 240-2410-7888       | Repairs-Citywide          | 671.87            |
| 240-2426-7810       | Street Sweeping           | 784.00            |
| 240-2433-7887       | Repairs & Replacements    | 60.46             |
| 240-2434-7887       | Repairs & Replacements    | 41.90             |
| 260-2605-7965       | Professional Services     | 550.00            |
| 260-2605-8061       | ADA Curb Ramps (Capita    | 50.00             |
| 320-3205-8013       | Vehicles (Capital)        | 560.71            |
| 440-4405-7650       | Vehicle Maintenance       | 46.32             |
| 440-4405-7814       | Graffiti Removal          | 859.82            |
| 440-4405-7887       | Repairs & Replacements    | 1,278.75          |
| 460-4605-7814       | Graffiti Removal          | 703.48            |
| 460-4605-7980       | Other Expenses            | 1,046.25          |
| <b>Grand Total:</b> |                           | <b>576,435.83</b> |

**Project Account Summary**

| Project Account Key                                | Payment Amount    |
|----------------------------------------------------|-------------------|
| **None**                                           | 561,654.70        |
| 202003-Beverage Recycling 2018-2019 PROG FY21      | 1,472.45          |
| 202102-CDBG ADA Improv                             | 50.00             |
| 202108- CDBG- Professional Services                | 550.00            |
| 202117-COH Exps-Charles Abbott Contract Planner    | 9,150.00          |
| 250004 - Property Rent - Nextel Rent (Otis Gordon) | 3,558.68          |
| <b>Grand Total:</b>                                | <b>576,435.83</b> |



City of Duarte

# Council Warrant Register By Account

## By Fund

Payment Dates 2/25/2021 - 3/10/2021

| Account Number                  | Vendor Name                | Description (Item)                           | Payment Number | Project Account Key        | Amount     |
|---------------------------------|----------------------------|----------------------------------------------|----------------|----------------------------|------------|
| <b>Fund: 100 - GENERAL FUND</b> |                            |                                              |                |                            |            |
| 100-1205-7636                   | FSP DESIGNS                | Villalobos & Breceda Uniform Polos           | 969            |                            | 92.00      |
| 100-1015-7684                   | SILVER & WRIGHT LLP        | Arberry Legal 11/2020                        | 984            |                            | 730.40     |
| 100-1015-7684                   | SILVER & WRIGHT LLP        | 1230 Hunt Dr Legal 11/2020                   | 984            |                            | 313.60     |
| 100-1015-7684                   | SILVER & WRIGHT LLP        | 1001 Las Lomas Legal 11/202                  | 984            |                            | 6,456.55   |
| 100-1405-7975                   | MCKENTLY MALAK ARCHITEC    | Design Assistance-Town Ctr North 11/2020     | 215915         |                            | 2,465.00   |
| 100-1405-7969                   | RKA CONSULTING GROUP       | Civic Center Plaza Engineering 11/2020       | 215919         |                            | 400.00     |
| 100-1405-7967                   | RKA CONSULTING GROUP       | Public Works Inspections 11/2020             | 215919         |                            | 360.00     |
| 100-1405-7969                   | RKA CONSULTING GROUP       | Contract Engineer 11/2020                    | 215919         |                            | 3,640.00   |
| 100-1405-7969                   | RKA CONSULTING GROUP       | Engineering Plan Check 11/2020               | 215919         |                            | 2,560.00   |
| 100-1405-7969                   | RKA CONSULTING GROUP       | Engineering Consulting 11/2020               | 215919         |                            | 400.00     |
| 100-1405-7967                   | RKA CONSULTING GROUP       | City of Hope PW Inspections 11/2020          | 215919         |                            | 1,440.00   |
| 100-2023                        | KAREN HERRERA              | City Kitty Retirement Gift                   | 973            |                            | 250.00     |
| 100-1605-7002                   | PAMELA ROMERO              | CPR Stipend                                  | 982            |                            | 76.92      |
| 100-1810-7965                   | KOFF & ASSOCIATES INC      | Compensation Study 12/31/2020                | 975            |                            | 9,712.50   |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair               | EFT11111       |                            | 140.65     |
| 100-1405-7612                   | AMERICAN PLANNING ASSOCI   | Nicholas Baldwin Membership 4/1/2021 - 3/21  | 215888         |                            | 672.00     |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair               | EFT11111       |                            | 2.67       |
| 100-1020-7712                   | TRIEPEI SMITH & ASSOCIATES | Communication/Social Media Mgmt 1/2021       | 988            |                            | 8,355.00   |
| 100-1020-7718                   | TRIEPEI SMITH & ASSOCIATES | City Newsletter 1/2021                       | 988            |                            | 1,300.00   |
| 100-1205-7887                   | HOME DEPOT CREDIT SERVIC   | Public Safety Repairs                        | EFT11111       |                            | 55.64      |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC   | Mitel Software 3/1/2021 - 2/28/2022          | 987            |                            | 1,686.00   |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair               | EFT11111       |                            | 218.38     |
| 100-1205-7762                   | CALE AMERICA INC           | WTP Fees 1/2021                              | 964            |                            | 244.10     |
| 100-1405-7800                   | CHARLES ABBOTT ASSOCIATES  | Building & Safety Svcs 1/202                 | 966            |                            | 369,759.73 |
| 100-1405-7965                   | CHARLES ABBOTT ASSOCIATES  | Planning Services 1/2021                     | 966            | 202117-COH Exps-Charles Ab | 9,150.00   |
| 100-1610-7618                   | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair               | EFT11111       |                            | 41.67      |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC   | Telephone Cloud Services 3/2021              | 987            |                            | 564.00     |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC   | Mitel Maintenance 3/2021                     | 987            |                            | 422.00     |
| 100-1815-7830                   | THE TECHNOLOGY DEPOT INC   | SD Wan w/VELO Cloud Connect 3/2021           | 987            |                            | 567.60     |
| 100-1815-7821                   | THE TECHNOLOGY DEPOT INC   | VITA Mgmt 3/2021                             | 987            |                            | 553.00     |
| 100-1205-7780                   | SAN GABRIEL VALLEY HUMAN   | Animal Shelter Fees 2/2021                   | 215920         |                            | 5,166.67   |
| 100-1015-7684                   | SILVER & WRIGHT LLP        | 1001 Las Lomas Legal 1/2021                  | 984            |                            | 3,071.00   |
| 100-1015-7684                   | SILVER & WRIGHT LLP        | Arberry Legal 1/2021                         | 984            |                            | 165.00     |
| 100-1405-7613                   | RICOH USA INC              | Lg Format Copier Maintenance 2/1/2021 - 4/30 | 215918         |                            | 96.63      |
| 100-1205-7655                   | THOMSON REUTERS-WEST PU    | EOC Software 1/1/2021 - 1/31/2021            | 215928         |                            | 166.88     |
| 100-1610-7636                   | CINTAS CORPORATION #693    | Facility Maintenance Uniform                 | 215900         |                            | 39.16      |
| 100-1405-7614                   | STAPLES ADVANTAGE          | Office Supplies                              | 985            |                            | 22.04      |
| 100-1405-7614                   | STAPLES ADVANTAGE          | Office Supplies                              | 985            |                            | 25.47      |
| 100-1610-7618                   | WAXIE SANITARY SUPPLY      | Janitorial Supplies                          | 992            |                            | 477.20     |

## Council Warrant Register By Account

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number | Vendor Name                | Description (Item)                                 | Payment Number | Project Account Key | Amount   |
|----------------|----------------------------|----------------------------------------------------|----------------|---------------------|----------|
| 100-1830-8100  | ENTERPRISE FM TRUST        | Vehicle 18 Lease/Maint<br>2/1/2021 - 2/28/2021     | EFT11080       |                     | 574.64   |
| 100-1830-8100  | ENTERPRISE FM TRUST        | Vehicle 22 Lease/Maint<br>2/1/2021 - 2/28/2021     | EFT11080       |                     | 431.65   |
| 100-1830-8100  | ENTERPRISE FM TRUST        | Vehicle 23 Lease/Maint<br>2/1/2021 - 2/28/2021     | EFT11080       |                     | 433.48   |
| 100-1830-8100  | ENTERPRISE FM TRUST        | Vehicle 30 Lease/Maint<br>2/1/2021 - 2/28/2021     | EFT11080       |                     | 584.85   |
| 100-1830-8100  | ENTERPRISE FM TRUST        | Vehicle 28 Lease/Maint<br>2/1/2021 - 2/28/2021     | EFT11080       |                     | 591.64   |
| 100-1825-7631  | CANON SOLUTIONS AMERICA    | Admin Srvcs Printer Maint<br>11/4/2020 - 2/3/2021  | 215897         |                     | 154.05   |
| 100-1610-7618  | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair                     | EFT11111       |                     | 109.15   |
| 100-1610-7618  | MAINTEX INC                | Janitorial Supplies                                | 978            |                     | 791.32   |
| 100-1610-7618  | DARRELL RAY CARROLL        | Padlocks                                           | 215898         |                     | 431.08   |
| 100-1610-7652  | DARRELL RAY CARROLL        | ROP Bldg Lock Repair                               | 215898         |                     | 220.00   |
| 100-1410-7614  | STAPLES ADVANTAGE          | Office Supplies                                    | 985            |                     | 28.08    |
| 100-1610-7652  | CHARLES R SIMPSON          | Sports Park & Yard Fence<br>Repairs                | 215922         |                     | 800.00   |
| 100-1405-7980  | BUCKNAM INFRASTRUCTURE     | GIS Updates                                        | 215894         |                     | 2,097.50 |
| 100-1405-7801  | COUNTY OF LOS ANGELES DEP  | Industrial Waste Inspections<br>1/2021             | 215903         |                     | 5,118.86 |
| 100-1610-7618  | MAINTEX INC                | Janitorial Supplies                                | 978            |                     | 388.26   |
| 100-1605-7650  | HUNTINGTON & DUARTE INC    | Vehicle #16 Fuel                                   | 215917         |                     | 54.01    |
| 100-1610-7616  | CALIBER COMMERCIAL POOL    | 20 HP Impeller Replacement                         | 215895         |                     | 3,121.56 |
| 100-1610-7618  | HOME DEPOT CREDIT SERVIC   | Facility Maint Supplies/Repair                     | EFT11111       |                     | 155.47   |
| 100-1825-7630  | CANON FINANCIAL SERVICES I | CH(2)/SC/TC Copier Lease<br>2/1/21 - 2/28/21       | 215896         |                     | 875.49   |
| 100-1825-7630  | CANON FINANCIAL SERVICES I | PS Copier Lease 2/1/2021 -<br>2/28/2021            | 215896         |                     | 402.41   |
| 100-1825-7631  | CANON FINANCIAL SERVICES I | PS Copier Maintenance<br>1/1/2021 - 1/31/2021      | 215896         |                     | 107.73   |
| 100-1610-7636  | CINTAS CORPORATION #693    | Facility Maintenance Uniform                       | 215900         |                     | 39.16    |
| 100-1610-7652  | ALBERTOS PLUMBING          | Senior Ctr Plumbing Repairs                        | 215886         |                     | 605.00   |
| 100-1610-7618  | WAXIE SANITARY SUPPLY      | Janitorial Supplies                                | 992            |                     | 76.41    |
| 100-1610-7652  | MARCUS LEON BANKS SR       | Futsal Court Lighting Repair                       | 215890         |                     | 475.00   |
| 100-1610-7652  | ALBERTOS PLUMBING          | Fitness Ctr Plumbing Repairs                       | 215886         |                     | 1,290.00 |
| 100-1610-7618  | GRAINGER                   | Cart Wheels                                        | 970            |                     | 70.03    |
| 100-1610-7617  | FULLER ENGINEERING INC     | Pool Chemicals                                     | 215909         |                     | 77.67    |
| 100-1815-7830  | THE TECHNOLOGY DEPOT INC   | SC Tax Class-SSID                                  | 987            |                     | 90.00    |
| 100-1405-7965  | LDM ASSOCIATES INC         | FY21 Federal Grant<br>Administration 1/2021        | 976            |                     | 100.00   |
| 100-1605-7614  | STAPLES ADVANTAGE          | Card Stock                                         | 985            |                     | 20.31    |
| 100-1405-7969  | KOA CORPORATION            | Kellwil Way & Buena Vista TS<br>1/2021             | 215913         |                     | 6,750.00 |
| 100-1815-7965  | MAXTREME INC               | IT Helpdesk 2/2021                                 | 979            |                     | 8,700.00 |
| 100-1815-7980  | MAXTREME INC               | Crash Plan Recovery 2/2021                         | 979            |                     | 200.00   |
| 100-1410-7810  | A1 MAINTENANCE SERVICES    | Las Brisas Sweeping 2/2021                         | 215885         |                     | 61.00    |
| 100-1410-7810  | A1 MAINTENANCE SERVICES    | Las Posadas Sweeping 2/2021                        | 215885         |                     | 61.00    |
| 100-1825-7980  | SHRED-IT USA LLC           | Document Shredding<br>2/12/2021                    | 215921         |                     | 63.63    |
| 100-1020-7712  | JCL TRAFFIC SERVICES       | Message Board Rental<br>1/8/2021 - 2/7/2021        | 215911         |                     | 1,800.00 |
| 100-1825-7631  | CANON SOLUTIONS AMERICA    | CH (2) Copier Maintenance<br>1/16/2021 - 2/15/2021 | 215897         |                     | 272.93   |
| 100-1825-7631  | CANON SOLUTIONS AMERICA    | SC Copier Maintenance<br>1/16/2021 - 2/15/2021     | 215897         |                     | 26.90    |
| 100-1610-7636  | CINTAS CORPORATION #693    | Facility Maintenance Uniform                       | 215900         |                     | 39.16    |
| 100-1405-7690  | GEORGE K FARRA             | Planning Commission Meetin                         | 215908         |                     | 50.00    |
| 100-1405-7690  | CHRISTINA HEANY            | Planning Commission Meetin                         | 971            |                     | 50.00    |
| 100-1405-7690  | WALLACE WOLFF              | Planning Commission Meetin                         | 215930         |                     | 50.00    |
| 100-1405-7690  | SARA VASQUEZ               | Planning Commission Meetin                         | 215929         |                     | 50.00    |

## Council Warrant Register By Account

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number | Vendor Name                | Description (Item)                         | Payment Number | Project Account Key           | Amount    |
|----------------|----------------------------|--------------------------------------------|----------------|-------------------------------|-----------|
| 100-1405-7969  | RKA CONSULTING GROUP       | Engineering Consulting 1/202               | 215919         |                               | 2,620.75  |
| 100-1405-7969  | RKA CONSULTING GROUP       | Plan Check Engineering 1/202               | 215919         |                               | 1,600.00  |
| 100-1405-7967  | RKA CONSULTING GROUP       | Duarte Public Works Inspections 1/2021     | 215919         |                               | 4,720.00  |
| 100-1405-7969  | RKA CONSULTING GROUP       | Contract City Engineer 1/2021              | 215919         |                               | 3,120.00  |
| 100-1605-7614  | STAPLES ADVANTAGE          | Large Envelopes                            | 985            |                               | 9.89      |
| 100-1405-7614  | STAPLES ADVANTAGE          | Office Supplies                            | 985            |                               | 22.03     |
| 100-1825-7747  | MAINTEX INC                | Trash Liners                               | 978            | 202003-Beverage Recycling 2   | 1,197.45  |
| 100-1020-7710  | LUDECKE PROPERTY MANAGE    | Chamber Lease 3/2021                       | 215914         |                               | 1,600.00  |
| 100-1410-7650  | CITY OF MONROVIA           | Fuel-Field Services 1/2021                 | 215916         |                               | 721.01    |
| 100-1605-7650  | CITY OF MONROVIA           | Fuel-Parks & Recreation 1/2021             | 215916         |                               | 45.95     |
| 100-1205-7650  | CITY OF MONROVIA           | Fuel-Public Safety 1/2021                  | 215916         |                               | 989.94    |
| 100-1205-7781  | CITY OF MONROVIA           | Fuel-Sheriff's Dept 1/2021                 | 215916         |                               | 4,480.00  |
| 100-1610-7650  | CITY OF MONROVIA           | Fuel-Facility Maintenance 1/2021           | 215916         |                               | 321.63    |
| 100-1205-7761  | SUPERIOR CT OF CAL CO OF L | Citation Revenue Tax 1/2021                | 215925         |                               | 2,582.50  |
| 100-1405-7967  | RKA CONSULTING GROUP       | City of Hope PW Inspections 1/2021         | 215919         |                               | 1,080.00  |
| 100-1405-7965  | RKA CONSULTING GROUP       | Duarte Rd Lighting/Ped Improvements 1/2021 | 215919         |                               | 6,161.25  |
| 100-1205-7887  | STAPLES ADVANTAGE          | D Vaillancourt Office Chair                | 985            |                               | 159.86    |
| 100-4408       | DUARTE UNIFIED SCHOOL DIS  | Nextel Lease 2/2021                        | 215907         | 250004 - Property Rent - Next | 1,779.34  |
| 100-1825-7747  | THE ECOHERO SHOW LLC       | Beverage Container Presentation            | 215927         | 202003-Beverage Recycling 2   | 275.00    |
| 100-1815-7830  | NEC FINANCIAL SERVICES LLC | Mitel Phone System Pymt 38 of 60           | EFT11079       |                               | 1,340.10  |
| 100-1805-7614  | STAPLES ADVANTAGE          | Office Supplies                            | 985            |                               | 9.23      |
| 100-1825-7613  | STAPLES ADVANTAGE          | Copier Paper                               | 985            |                               | 422.24    |
| 100-1805-7614  | STAPLES ADVANTAGE          | Office Supplies                            | 985            |                               | 21.75     |
| 100-1605-7614  | STAPLES ADVANTAGE          | Office Supplies                            | 985            |                               | 67.19     |
| 100-1610-7652  | CHARLES R SIMPSON          | Duarte Pk Enrty Gate                       | 215922         |                               | 2,875.00  |
| 100-1405-7967  | ARDURRA GROUP INC          | PW Inspections-COH Traffic Signals 1/2021  | 962            |                               | 4,320.00  |
| 100-1405-7967  | ARDURRA GROUP INC          | PW Inspections-2137 Hunt Dr 1/2021         | 962            |                               | 1,755.00  |
| 100-1405-7967  | ARDURRA GROUP INC          | PW Inspections-Station/Esperanza Apt1/2021 | 962            |                               | 2,295.00  |
| 100-1610-7618  | ROSENDO GEDDES             | Public Safety Microwave                    | 215910         |                               | 88.19     |
| 100-2126       | MARGARET CHEUNG            | Const/Demo Deposit Refund (Pmt #2019-561)  | 215899         |                               | 3,527.10  |
| 100-1815-7632  | MAXTREME INC               | Office 365 1/1/2021 - 2/28/2021            | 979            |                               | 858.00    |
| 100-1815-7830  | MAXTREME INC               | AirPods                                    | 979            |                               | 275.61    |
| 100-1815-7980  | MAXTREME INC               | Misc Computer Supplies                     | 979            |                               | 411.17    |
| 100-1605-7612  | CURO MANAGED PRINT PROD    | Publicity Signs                            | 215904         |                               | 1,002.20  |
| 100-1605-7612  | CURO MANAGED PRINT PROD    | Publicity (Photobooth Packag               | 215904         |                               | 275.63    |
| 100-1605-7736  | YOUNG REMBRANDTS           | Recreation Class Instructor Fee 2/2021     | 993            |                               | 80.00     |
| 100-4408       | DUARTE UNIFIED SCHOOL DIS  | Nextel Lease 3/2021                        | 215907         | 250004 - Property Rent - Next | 1,779.34  |
| 100-1610-7650  | BOURRET GLASS & UPHOLSTE   | Truck #20 Windshield                       | 215892         |                               | 547.51    |
| 100-1205-7787  | MVP, LLC                   | Public Safety Lease                        | 980            |                               | 12,039.00 |
| 100-1410-7650  | WEX BANK                   | Fuel-CNG 1/1/21 - 1/31/21                  | EFT11110       |                               | 44.04     |
| 100-1410-7650  | WARDS SERVICE              | Vehicle #2 Light Repair                    | 991            |                               | 291.56    |
| 100-2126       | CONAM BUILDING CO          | Const/Demo Deposit Refund (Pmt #2020-454)  | 215901         |                               | 8,000.00  |
| 100-1005-7642  | MARGARET FINLAY            | Council Vehicle Allowance                  | 968            |                               | 75.00     |
| 100-1005-7643  | VINH TRUONG                | Council Vehicle Allowance                  | 989            |                               | 75.00     |
| 100-1005-7644  | JODY ERRANDI SCHULZ        | Council Vehicle Allowance                  | 983            |                               | 75.00     |
| 100-1005-7646  | TZEITEL PARAS-CARACCI      | Council Vehicle Allowance                  | 981            |                               | 75.00     |
| 100-1005-7648  | SAMUEL KANG                | Council Vehicle Allowance                  | 974            |                               | 75.00     |
| 100-1005-7649  | BRYAN URIAS                | Council Vehicle Allowance                  | 990            |                               | 75.00     |

## Council Warrant Register By Account

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                                    | Vendor Name               | Description (Item)                          | Payment Number | Project Account Key          | Amount            |
|-------------------------------------------------------------------|---------------------------|---------------------------------------------|----------------|------------------------------|-------------------|
| 100-1005-7650                                                     | TONY LEWIS                | Council Vehicle Allowance                   | 977            |                              | 75.00             |
| 100-1825-7674                                                     | LINDA HENDERSON           | Health Insurance Reimbursement              | 972            |                              | 435.00            |
| 100-1825-7674                                                     | JACQUELINE BURCKHARD      | Health Insurance Reimbursement              | 963            |                              | 218.00            |
| 100-1825-7674                                                     | MICHAEL TARR              | Health Insurance Reimbursement              | 986            |                              | 566.00            |
| 100-1825-7674                                                     | JIM KIRCHNER              | Health Insurance Reimbursement              | 215912         |                              | 435.00            |
| 100-1825-7674                                                     | CATHERINE BRATTA          | Health Insurance Reimbursement              | 215893         |                              | 435.00            |
| 100-1825-7674                                                     | EFREN CASTRO              | Health Insurance Reimbursement              | 965            |                              | 566.00            |
| 100-1825-7674                                                     | GINNY JOYCE BELBA         | Health Insurance Reimbursement              | 215891         |                              | 218.00            |
| 100-1825-7674                                                     | STEVE ESBENSHADE          | Health Insurance Reimbursement              | 967            |                              | 218.00            |
| 100-1010-7651                                                     | DFM ASSOCIATES            | Elections Code                              | 215905         |                              | 58.99             |
| 100-1020-7718                                                     | CURO MANAGED PRINT PROD   | City Newsletter                             | 215904         |                              | 1,157.63          |
| 100-1205-7980                                                     | DUARTE PUBLIC SAFETY PETT | COVID Vaccine POD (Smart & Final)           | 215906         |                              | 48.85             |
| 100-1205-7980                                                     | DUARTE PUBLIC SAFETY PETT | COVID Vaccine POD (Starbuck                 | 215906         |                              | 35.90             |
| 100-1405-7800                                                     | LIFE STORAGE #530         | Building Plans Storage 3/1/21 - 4/1/21      | EFT11140       |                              | 267.00            |
| 100-1405-7800                                                     | LIFE STORAGE #530         | Building Plans Storage 3/1/21 - 4/1/21      | EFT11141       |                              | 247.00            |
| 100-1815-7630                                                     | DE LAGE LANDEN FINANCIAL  | iMac Lease Pymt 19 of 24                    | EFT11139       |                              | 1,015.63          |
| <b>Fund 100 - GENERAL FUND Total:</b>                             |                           |                                             |                |                              | <b>552,607.35</b> |
| <b>Fund: 220 - GAS TAX FUN</b>                                    |                           |                                             |                |                              |                   |
| 220-2225-7980                                                     | ALLIED PAVING COMPANY INC | Concrete Repair (Windsor Cir/Hunt Dr)       | 215887         |                              | 15,450.00         |
| 220-2205-8100                                                     | BUCKNAM INFRASTRUCTURE    | Pavement Management Update                  | 215894         |                              | 1,018.00          |
| <b>Fund 220 - GAS TAX FUN Total:</b>                              |                           |                                             |                |                              | <b>16,468.00</b>  |
| <b>Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND</b>           |                           |                                             |                |                              |                   |
| 240-2410-7663                                                     | COUNTY OF LOS ANGELES AG  | Turf Median Gopher Control 12/8/2020        | 215902         |                              | 266.62            |
| 240-2410-7888                                                     | HOME DEPOT CREDIT SERVIC  | Landscape & Irrigation Repairs-ROP Ext Park | EFT11111       |                              | 44.96             |
| 240-2433-7887                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Repairs-Buena Vista Villas       | 215923         |                              | 30.37             |
| 240-2433-7887                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Repairs-Buena Vista Villas       | 215923         |                              | 30.09             |
| 240-2434-7887                                                     | ARBOR NURSERY PLUS        | Citrus Villas Landscape Repair              | 215889         |                              | 41.90             |
| 240-2426-7810                                                     | A1 MAINTENANCE SERVICES   | Grocery Outlet Sweeping 2/2021              | 215885         |                              | 784.00            |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 215923         |                              | 268.19            |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 215923         |                              | 54.59             |
| 240-2410-7662                                                     | SITEONE LANDSCAPE SUPPLY  | Irrigation Inventory Supplies               | 215923         |                              | 57.29             |
| 240-2410-7888                                                     | SOUTHEAST CONSTRUCTION    | ROP Ext Trash Recepticle Base               | 215924         |                              | 91.95             |
| 240-2410-7663                                                     | SITEONE LANDSCAPE SUPPLY  | Median Backflow Repair                      | 215923         |                              | 60.23             |
| 240-2410-7888                                                     | SITEONE LANDSCAPE SUPPLY  | Citywide/ROP Ext Irrigation Repairs         | 215923         |                              | 534.96            |
| <b>Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:</b>     |                           |                                             |                |                              | <b>2,265.15</b>   |
| <b>Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>       |                           |                                             |                |                              |                   |
| 260-2605-8061                                                     | LDM ASSOCIATES INC        | FY21 CDBG City Hall ADA Improvements 1/2021 | 976            | 202102-CDBG ADA Improv       | 50.00             |
| 260-2605-7965                                                     | LDM ASSOCIATES INC        | LACDA Small Business Grant Program 1/2021   | 976            | 202108- CDBG- Professional S | 550.00            |
| <b>Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:</b> |                           |                                             |                |                              | <b>600.00</b>     |



## Council Warrant Register By Account

Payment Dates: 2/25/2021 - 3/10/2021

| Account Number                                              | Vendor Name               | Description (Item)                             | Payment Number | Project Account Key | Amount            |
|-------------------------------------------------------------|---------------------------|------------------------------------------------|----------------|---------------------|-------------------|
| <b>Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)</b>       |                           |                                                |                |                     |                   |
| 320-3205-8013                                               | ENTERPRISE FM TRUST       | Vehicle 31 Lease/Maint<br>2/1/2021 - 2/28/2021 | EFT11080       |                     | 560.71            |
| <b>Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:</b> |                           |                                                |                |                     | <b>560.71</b>     |
| <b>Fund: 440 - PROPOSITION A TRANSIT FUND</b>               |                           |                                                |                |                     |                   |
| 440-4405-7814                                               | SUPERIOR PROPERTY SERVICE | Graffiti Removal 1/2021                        | 215926         |                     | 859.82            |
| 440-4405-7887                                               | SUPERIOR PROPERTY SERVICE | Bus Stop Cleaning 1/27/2021                    | 215926         |                     | 1,278.75          |
| 440-4405-7650                                               | CITY OF MONROVIA          | Fuel-Transportation Dept<br>1/2021             | 215916         |                     | 46.32             |
| <b>Fund 440 - PROPOSITION A TRANSIT FUND Total:</b>         |                           |                                                |                |                     | <b>2,184.89</b>   |
| <b>Fund: 460 - PROPOSITION C TRANSIT FUND</b>               |                           |                                                |                |                     |                   |
| 460-4605-7814                                               | SUPERIOR PROPERTY SERVICE | Graffiti Removal 1/2021                        | 215926         |                     | 703.48            |
| 460-4605-7980                                               | SUPERIOR PROPERTY SERVICE | Bus Stop Cleaning 1/27/2021                    | 215926         |                     | 1,046.25          |
| <b>Fund 460 - PROPOSITION C TRANSIT FUND Total:</b>         |                           |                                                |                |                     | <b>1,749.73</b>   |
| <b>Grand Total:</b>                                         |                           |                                                |                |                     | <b>576,435.83</b> |

## Report Summary

## Fund Summary

| Fund                                         | Payment Amount    |
|----------------------------------------------|-------------------|
| 100 - GENERAL FUND                           | 552,607.35        |
| 220 - GAS TAX FUN                            | 16,468.00         |
| 240 - LIGHTING AND LANDSCAPE DISTRICT FUND   | 2,265.15          |
| 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB | 600.00            |
| 320 - AIR QUALITY MANAGEMENT FUND (AQMD)     | 560.71            |
| 440 - PROPOSITION A TRANSIT FUND             | 2,184.89          |
| 460 - PROPOSITION C TRANSIT FUND             | 1,749.73          |
| <b>Grand Total:</b>                          | <b>576,435.83</b> |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 100-1005-7642  | Travel & Exp - Finlay     | 75.00          |
| 100-1005-7643  | Travel & Exp - Truong     | 75.00          |
| 100-1005-7644  | Travel & Exp - Schulz     | 75.00          |
| 100-1005-7646  | Travel & Exp - Paras      | 75.00          |
| 100-1005-7648  | Travel & Exp - Kang       | 75.00          |
| 100-1005-7649  | Travel & Exp - Urias      | 75.00          |
| 100-1005-7650  | Travel & Exp - Lewis      | 75.00          |
| 100-1010-7651  | Election Services         | 58.99          |
| 100-1015-7684  | Code Enforcement Legal    | 10,736.55      |
| 100-1020-7710  | Chamber Of Commerce       | 1,600.00       |
| 100-1020-7712  | Community Information     | 10,155.00      |
| 100-1020-7718  | City Newsletter           | 2,457.63       |
| 100-1205-7636  | Uniforms                  | 92.00          |
| 100-1205-7650  | Vehicle Maintenance       | 989.94         |
| 100-1205-7655  | Emergency Services        | 166.88         |
| 100-1205-7761  | Parking Ticket Collect    | 2,582.50       |
| 100-1205-7762  | Parking Pass Kiosk Costs  | 244.10         |
| 100-1205-7780  | Animal Control            | 5,166.67       |
| 100-1205-7781  | Contract Law Enforceme    | 4,480.00       |
| 100-1205-7787  | Public Safety Cntr Lease  | 12,039.00      |
| 100-1205-7887  | Repairs & Replacements    | 215.50         |
| 100-1205-7980  | Other Expenses            | 84.75          |
| 100-1405-7612  | Publications and Dues     | 672.00         |
| 100-1405-7613  | Duplications And Photos   | 96.63          |
| 100-1405-7614  | Office Supplies           | 69.54          |
| 100-1405-7690  | Planning Commission       | 200.00         |
| 100-1405-7800  | Building Department Ser   | 370,273.73     |
| 100-1405-7801  | Industrial Waste Inspecti | 5,118.86       |
| 100-1405-7965  | Professional Services     | 15,411.25      |
| 100-1405-7967  | Public Works Inspection   | 15,970.00      |
| 100-1405-7969  | City Engineer             | 21,090.75      |
| 100-1405-7975  | Economic Development      | 2,465.00       |
| 100-1405-7980  | Other Expenses            | 2,097.50       |
| 100-1410-7614  | Office Supplies           | 28.08          |
| 100-1410-7650  | Vehicle Maintenance       | 1,056.61       |
| 100-1410-7810  | Street Sweeping           | 122.00         |
| 100-1605-7002  | Regular Salaries          | 76.92          |
| 100-1605-7612  | Publications and Dues     | 1,277.83       |
| 100-1605-7614  | Office Supplies           | 97.39          |
| 100-1605-7650  | Vehicle Maintenance       | 99.96          |
| 100-1605-7736  | Youth & Adult Recreatio   | 80.00          |
| 100-1610-7616  | Pool Supplies             | 3,121.56       |
| 100-1610-7617  | Pool Chemicals            | 77.67          |
| 100-1610-7618  | Building Supplies         | 2,990.48       |
| 100-1610-7636  | Uniforms                  | 117.48         |
| 100-1610-7650  | Vehicle Maintenance       | 869.14         |

**Account Summary**

| Account Number      | Account Name              | Payment Amount    |
|---------------------|---------------------------|-------------------|
| 100-1610-7652       | Building Maint Services   | 6,265.00          |
| 100-1805-7614       | Office Supplies           | 30.98             |
| 100-1810-7965       | Professional Services     | 9,712.50          |
| 100-1815-7630       | Equipment Lease           | 1,015.63          |
| 100-1815-7632       | Software Maintenance      | 858.00            |
| 100-1815-7821       | Personal Computer Supp    | 553.00            |
| 100-1815-7830       | Telephones                | 4,945.31          |
| 100-1815-7965       | Professional Services     | 8,700.00          |
| 100-1815-7980       | Other Expenses            | 611.17            |
| 100-1825-7613       | Duplications And Photos   | 422.24            |
| 100-1825-7630       | Equipment Lease           | 1,277.90          |
| 100-1825-7631       | Equipment Maintenance     | 561.61            |
| 100-1825-7674       | Retiree Health Insurance  | 3,091.00          |
| 100-1825-7747       | Beverage Cont Recycling   | 1,472.45          |
| 100-1825-7980       | Other Expenses            | 63.63             |
| 100-1830-8100       | Vehicle Replacement (Ca   | 2,616.26          |
| 100-2023            | EE City Kitty Contributio | 250.00            |
| 100-2126            | Construction and Demol    | 11,527.10         |
| 100-4408            | Property Rental           | 3,558.68          |
| 220-2205-8100       | Other Capital Improvem    | 1,018.00          |
| 220-2225-7980       | Other Expenses            | 15,450.00         |
| 240-2410-7662       | Other Serv-Citywide       | 380.07            |
| 240-2410-7663       | Other Serv-Medians        | 326.85            |
| 240-2410-7888       | Repairs-Citywide          | 671.87            |
| 240-2426-7810       | Street Sweeping           | 784.00            |
| 240-2433-7887       | Repairs & Replacements    | 60.46             |
| 240-2434-7887       | Repairs & Replacements    | 41.90             |
| 260-2605-7965       | Professional Services     | 550.00            |
| 260-2605-8061       | ADA Curb Ramps (Capita    | 50.00             |
| 320-3205-8013       | Vehicles (Capital)        | 560.71            |
| 440-4405-7650       | Vehicle Maintenance       | 46.32             |
| 440-4405-7814       | Graffiti Removal          | 859.82            |
| 440-4405-7887       | Repairs & Replacements    | 1,278.75          |
| 460-4605-7814       | Graffiti Removal          | 703.48            |
| 460-4605-7980       | Other Expenses            | 1,046.25          |
| <b>Grand Total:</b> |                           | <b>576,435.83</b> |

**Project Account Summary**

| Project Account Key                                | Payment Amount    |
|----------------------------------------------------|-------------------|
| **None**                                           | 561,654.70        |
| 202003-Beverage Recycling 2018-2019 PROG FY21      | 1,472.45          |
| 202102-CDBG ADA Improv                             | 50.00             |
| 202108- CDBG- Professional Services                | 550.00            |
| 202117-COH Exps-Charles Abbott Contract Planner    | 9,150.00          |
| 250004 - Property Rent - Nextel Rent (Otis Gordon) | 3,558.68          |
| <b>Grand Total:</b>                                | <b>576,435.83</b> |



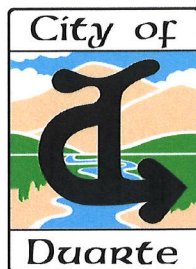
## COMMUNITY DEVELOPMENT STATUS REPORT MARCH 2021

| PROJECT/PROGRAM                                                      | STATUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>IN PROCESS</u></b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>New Traffic Signals</b>                                           | <p>CalTrans will start signal installation at the 210 Freeway and Central Avenue the first part of March.</p> <p>City of Hope Signal Work</p> <ul style="list-style-type: none"> <li>- Duarte Road at Hope Drive – in process</li> <li>- Duarte Road at Circle Drive – completed</li> <li>- Duarte Road at Village Rd. – planned for 2021</li> </ul> <p>Buena Vista St. at Village Rd. – in process</p>                                                                                                                                  |
| <b>Slow Streets Program</b>                                          | In the first round of sign installation 63 signs have been installed. Signs will be added to second side to increase visibility. Weekly installs continuing.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Annual Sidewalk Repair</b>                                        | In process citywide.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>DEVELOPMENT</u></b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>New Hope Village</b>                                              | New 150 room hotel. Permits were issued in early June. Winter 2021-22 completion expected.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Esperanza at Duarte Station<br/>1700 Business Center Dr.</b>      | Former Woodward building has been demolished. MBK submitted for building plan check on the 344 unit project. <b>Grading and utility installation on-going.</b> Esperanza chosen by MBK as project name.                                                                                                                                                                                                                                                                                                                                  |
| <b>The Residences at Duarte Station<br/>1750 Business Center Dr.</b> | MBK, developer of Building A has been purchased this property. The 292 unit building will be a second phase scheduled for 2022.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>The Huntington (1413 Huntington Drive)</b>                        | A 161 unit mixed use project. In construction. Framing near completion; stucco drywall in process. Late 2021 completion expected. <b>Project information signs approved March 1.</b>                                                                                                                                                                                                                                                                                                                                                     |
| <b>City of Hope</b>                                                  | Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces) construction to begin in September; Radial Imaging Center (9,000 s.f. building, in construction); infrastructure improvements, including three new traffic lights Summer 2020, Circle Rd. and Duarte Rd. first intersection; Medical Office Building completed recently completed; Duarte Outpatient Clinic (DOC) is in plan check. It is an 8 story, 350,000 square foot building; and several other upcoming projects. |

| PROJECT/PROGRAM                                                 | STATUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wyndham Hawthorn Suites Hotel</b> (1230 Huntington Drive)    | The project was approved. It is a two phase project with a total of 178 rooms with 72 in the first phase. Demo completed. <b>Staff had progress meeting with Architect in early March.</b> No date set for plan check submittal.                                                                                                                                                                                                                                                                                                                           |
| <b>Verizon Cell Tower Construction</b><br>2701 Royal Oaks Drive | Project completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>New Commercial Building</b><br>2137 Huntington               | <b>Framing is nearly completed.</b> This will be a commercial building, Bright Smile Dental and retail space. <b>Staff discussed project information sign with Architect March 1. In process.</b>                                                                                                                                                                                                                                                                                                                                                          |
| <b>Arbor Capital</b><br>Liquor Store Corner                     | Some renewed interest from commercial tenants. City and developer working on a plan to revise the plans to include not just parking lot upgrades to adjacent center but also a major façade upgrade. City has used design assistance program and had an architect develop concept plans for a façade upgrade. It appears as if this development is starting to move in the right direction.                                                                                                                                                                |
| <b>Housing Element</b>                                          | Staff and the consultant continue to work on the project. A FlashVote survey was done in February and a community workshop is planned with the Planning Commission at its March 15 meeting.                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>PUBLIC WORKS</u></b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>General Utility Work</b>                                     | <p>CalAm Water is currently upgrading some of its main lines. This includes the installation of several new fire hydrants in the Fish Canyon area.</p> <p>Edison is upgrading the Honeywell circuit in the northeast portion of the city.</p> <p>SoCal Gas just completed a project in the Windsor Circle area, upgrading gas lines.</p> <p>Frontier is working on a couple of areas: Duarte Road and Delford and Central and Bradbourne.</p> <p>Crown Castle is working on restoring communications lines on Mountain between Huntington and Central.</p> |
| <b>Royal Oaks Extension Parking Lot Upgrade</b>                 | ADA upgrades to Royal Oaks Parking Lot Extension. R&R of existing asphalt, new ADA compliant sidewalk around the parking lot, additional stalls, and landscape upgrades. <b>Project complete.</b>                                                                                                                                                                                                                                                                                                                                                          |

| PROJECT/PROGRAM                                                                                                                                                         | STATUS                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Buena Vista &amp; Kellwil Traffic Signal Design</b>                                                                                                                  | KOA will start the PS&E services for the warranted traffic signal at Buena Vista & Kellwil. The PS&E phase will be completed soon. |
| <b>Town Center Sidewalk and Lighting Improvements</b>                                                                                                                   | In design phase.                                                                                                                   |
| <b>City Hall Courtyard Design</b>                                                                                                                                       | Draft engineer's plans completed. Had several meetings with Landscape Architect. Council input session April 2021.                 |
| <b><u>Climatec</u></b>                                                                                                                                                  |                                                                                                                                    |
| <b>Solar Panels</b><br><b>Solar Thermal</b><br><b>HVAC</b><br><b>Irrigation Controls</b><br><b>LED Lighting</b><br><b>Building Controls</b><br><b>Building Lighting</b> | Completed.<br>Completed.<br>Completed.<br>95% complete.<br>90% complete.<br>Completed.<br>Completed.                               |





# PARKS AND RECREATION STATUS REPORT March 2021

| PROJECT/PROGRAM STATUS                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>YOUTH AND SENIOR PROGRAMS</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Spring Registration                     | Registration for the Department's spring recreational classes will begin the week of Monday, March 8 <sup>th</sup> . To view the full list of this upcoming spring offerings or register for a class, visit <a href="http://accessduarte.com">accessduarte.com</a> and then click on the "Register for Recreation Programs" icon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Parking Lot Bingo                       | Starting April 7 <sup>th</sup> , the Duarte Senior Center will be offering Drive-In Bingo! Seniors 55+ should plan to enter the Duarte Civic Center off Pops Road, to check-in, pay the \$1 fee, and receive their 8 game cards. Games will be played while everyone remains in their vehicle. Numbers will be called through a radio station channel, which will be shared with participants at the time of check-in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SPECIAL EVENTS</u></b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Cesar Chavez Day 2021                   | To commemorate the labor and civil rights activist Cesar Chavez, the Department and the City's AmeriCorps cohort invites residents to walk through its pop-up exhibition along the Donald and Bernice Watson Recreation Trail. This all new exhibit will tell the story of Chavez's life and run from Saturday, March 27 <sup>th</sup> – Wednesday, March 31 <sup>st</sup> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| EGGFEST 2021 Drive Thru                 | Grab your household peeps and come drive-thru Duarte Parks and Recreation's EGGFESST 2021! This egg-stremely safe and fun springtime event will take place the day before Easter at the Duarte Civic Center – 1600 Huntington Drive. Vehicles driving thru will head down the bunny trail to find plenty of eggs filled with candy or treats, colorful decorations, some bunny really special waiting to see them, and possibly a golden egg!<br>Pre-registration is required for this event, so register your vehicle and children, 12 and under, at <a href="http://accessduarte.com">accessduarte.com</a> today! <b>Note:</b> No registration will be taken the day of the event and event is subject to cancellation pending weather conditions. <b>Event Fee:</b> FREE for residents and \$15 per car for non-residents. For any questions, please contact the Department at (626) 357-7931. |



# Proclamation

## WOMEN'S HISTORY MONTH

**WHEREAS**, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our community, our Nation, and the world in countless ways; and

**WHEREAS**, women have played and continue to play critical economic, cultural, and social roles in every sphere of life, and constitute a significant portion of the labor force, working both inside and outside of the home; and

**WHEREAS**, women have served as early leaders in spearheading every major progressive social change movement; and

**WHEREAS**, women also have a rich history of civilian and military leadership, service, and sacrifice, and have been at the forefront in the establishment of charitable, philanthropic, and cultural institutions, which motivates and empowers today's women to advocate for their beliefs and pursue their dreams without hesitation; and

**WHEREAS**, women have created a legacy that continues to inspire generations of women to live with confidence, and to have a positive impact on their communities;

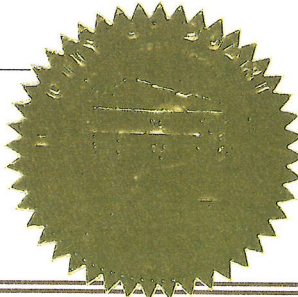
**NOW, THEREFORE, BE IT RESOLVED** that the City of Duarte hereby proclaims March 2021 as WOMEN'S HISTORY MONTH in the City of Duarte, and encourages all residents to celebrate the countless women whose courage and resolve have contributed to the character and success of our community, our Nation, and the world, and to express gratitude for all women who continue to strengthen our families and communities, recognizing that our future is brighter because of their contributions.

\_\_\_\_\_  
Mayor Bryan Urias

ATTEST:

\_\_\_\_\_  
City Clerk Marla Akana  
Duarte, California

March 9, 2021







Agenda Item: \_\_\_\_\_

CM Review: \_\_\_\_\_

Fiscal Review: \_\_\_\_\_

# AGENDA REPORT

MEETING DATE: March 9, 2021

TO: Mayor and Members of the City Council

FROM: Brian Villalobos; Director of Public Safety

SUBJECT: Adoption of the San Gabriel Valley Council of Governments' White Paper on LAHSA Reform

RECOMMENDATION: City Council adopts the San Gabriel Valley Council of Governments' White Paper on LAHSA reform

FISCAL IMPACT: No fiscal Impact

---

## BACKGROUND

In response to the Countywide homelessness crisis and challenges within the current homelessness services system, the Los Angeles County Board of Supervisors approved a motion on September 1, 2020, seeking to explore changes to the structure and function of the Los Angeles Homeless Services Authority (LAHSA) and highlighting the need to examine the system as a whole. A similar motion was approved by the City of Los Angeles City Council. Meanwhile, LAHSA itself convened an Ad Hoc Committee on Governance to consider similar concerns. Subsequent events, including the election of three new Los Angeles City Councilmembers and the announced retirement of the Director of the County Homeless Initiative, have further set the stage for reform in these areas.

In response, the SGVCOG convened a working group to draft a white paper to ensure the San Gabriel Valley had a leading voice in these reform efforts. This working group consisted of representatives from eleven cities. From September to November 2020, the working group met five times (Outreach Coordinator Tony Hadloc participated in all five meetings).

## DISCUSSION/ANALYSIS

The resulting white paper (Attachment B) is organized around the following discussion topics:

- Exploring the causes and impacts of systemic problems with the current homelessness response system, especially as they relate to smaller cities;
- Identifying comprehensive solutions; and
- Confirming the San Gabriel Valley's commitment to best practices and programs and to affirming a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness.

Specifically, the paper identifies several problems with the current system, including a lack of collaborative relationship with smaller cities, a lack of funding for locally-based and supported

initiatives and programs, and poor communication and lack of transparency. To address these problems, the white paper proposes potential solutions including increasing representation for smaller cities within the current system and providing more autonomy within the current system, as well as leaving the door open to pursue independent control of homelessness funds if these strategies are unsuccessful at sufficiently resolving the stated concerns.

The City Manager's Steering Committee, the Homelessness Committee, and the Executive Committee of the San Gabriel Valley Council of Governments reviewed the white paper at their respective meetings in November and December and recommended that the Governing Board adopt the White Paper, which subsequently adopted the paper at its January meeting.

#### RECOMMENDATION

City Council adopts the San Gabriel Valley Council of Governments' White Paper on LAHSA reform.

#### FISCAL IMPACT

No Fiscal Impact.

#### ATTACHMENTS

- A. Resolution No. 21-03
- B. SGVCOG White Paper on LAHSA reform

**RESOLUTION NO.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE,  
CALIFORNIA, ADOPTING THE SAN GABRIEL VALLEY  
COUNCIL OF GOVERNMENTS' WHITE PAPER ON LAHSA REFORM**

**WHEREAS**, Duarte is a member of the San Gabriel Valley Council of Governments (SGVCOG); and

**WHEREAS**, the SGVCOG serves as a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley; and

**WHEREAS**, Duarte and the other member cities of the SGVCOG cities provide homelessness services and work with the Los Angeles Homeless Services Authority (LAHSA), the LA County Homeless Initiative, the LA County Department of Mental Health, the LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities; and

**WHEREAS**, the 2020 Homeless Count identified 25 people experiencing homelessness in Duarte. It identified 4,555 people experiencing homelessness in the San Gabriel Valley, representing an increase of 47% over the last five years. With the inclusion of the separate count within the separate Pasadena Continuum of Care, the homeless population of the San Gabriel Valley represents nearly 10% of the Countywide total; and

**WHEREAS**, the Los Angeles County Board of Supervisors approved a motion on September 1, 2020, seeking to explore changes to the structure and function of LAHSA and highlighting the need to examine the system as a whole; and

**WHEREAS**, the SGVCOG convened a working group to draft a white paper to ensure the San Gabriel Valley had a leading voice in these reform efforts and this working group consisted of representatives from eleven cities and met five times from September to November 2020; and

**WHEREAS**, this working group drafted a white paper (Attachment A) that outlined the causes and impacts of systemic problems with the current homelessness response system, identified comprehensive solutions, confirmed the San Gabriel Valley's commitment to best practices and programs, and affirmed a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness; and

**WHEREAS**, this white paper was subsequently reviewed and adopted by the SGVCOG Governing Board; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Duarte does hereby adopt the SGVCOG White Paper on LAHSA Reform (Attachment A).

**PASSED, APPROVED, AND ADOPTED** this 9<sup>th</sup> day of March, 2021.

---

Mayor Bryan Urias

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. 21-03 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 9<sup>th</sup> day of March, 2021, by the following vote:

AYES:       Councilmembers:

NOES:       Councilmembers:

ABSENT:     Councilmembers:

---

City Clerk Marla Akana  
City of Duarte, California

**United We Stand:**  
**Supporting a comprehensive, coordinated structure and strategy to meet  
the homelessness crisis in Los Angeles County**

*A White Paper  
Prepared and Adopted  
by the San Gabriel Valley Council of Governments*

*January 21, 2021*



**SGVCOG**

San Gabriel Valley Council of Governments



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## INTRODUCTION

The ever-worsening homeless crisis is a growing threat to the wellbeing, prosperity and quality of life of our region. It is likely only to intensify due to the ongoing COVID-19 pandemic. The gravity and urgency of the crisis requires a comprehensive, coordinated, Countywide structure and strategy to end the shame of tens of thousands of people living on our streets.

Acknowledging this crisis and the problems with the current homelessness services system, the Los Angeles County Board of Supervisors approved a motion, “Exploring New Governance Models to Improve Accountability and Oversight of Homeless Funds” on September 1, 2020. This motion focused on the structure and function of Los Angeles Housing Services Authority (LAHSA) but highlighted the need to examine the system as a whole. Meanwhile, LAHSA itself has convened an Ad Hoc Committee on Governance to consider similar concerns.

While we support the efforts of the County, LAHSA and the City of Los Angeles to seek a more effective coordinating structure, we believe it is critical to directly involve the remaining 87 cities that make up the County. These cities represent 60% of the County’s population, nearly 40% of the population of those experiencing homelessness and are the source of the majority of the tax revenue for Measure H.

Municipalities in the San Gabriel Valley are committed to be leaders in the fight to combat homelessness. We have the need and the desire to serve the most vulnerable in our communities and to maximize local ideas, resources, and programs to this end. The San Gabriel Valley Council of Governments (SGVCOG) and its member cities developed this white paper to demonstrate our commitment to creating a more coordinated, effective homelessness services system which is capable of solving our homelessness crisis.

As demonstrated in our Homeless Report (Attachment A), we bring tangible resources to the table. Our city governments, non-profits, faith communities, healthcare providers, businesses, civic organizations and volunteers are already actively engaged in meeting this crisis. We already have boots on the ground working every day on all aspects of this challenge. What we lack is participation in a focused, flexible and responsive Countywide structure to coordinate strategy, services and funding to effectively address the causes and solutions for homelessness.

In this white paper, we lay out the background and our perspective on the shortcomings of the current approach to homelessness across LA County. We lay out a range of potential solutions. Our concerns are substantive and we believe our alternatives are realistic. We believe that failure is not an option.

The cities of the San Gabriel Valley pledge to work with the County of Los Angeles, the City of Los Angeles, our sister communities and the myriad of private, non-profit, academic, philanthropic and civic institutions across the County to mobilize an effective, efficient and equitable response to the homelessness crisis.

## EXECUTIVE SUMMARY

The SGVCOG is a joint powers authority that supports regional issues and implements regional programs. The SGVCOG includes the 31 cities and unincorporated areas of Los Angeles County Supervisorial Districts 1, 4, and 5, representing 20% of the population of Los Angeles County.

The 2020 Homeless Count identified 4,555 people experiencing homelessness in the San Gabriel Valley. This represents an increase of 47% over the last five years. With the inclusion of the separate count within the separate Pasadena Continuum of Care, the homeless population of the San Gabriel Valley represents nearly 10% of the Countywide total.

Of those counted in 2020, two-thirds were unsheltered with the majority of those staying in vehicles (59.8%) and the remainder (40.2%) on the streets. One third were sheltered. People of color represent 75% of those experiencing homelessness

The SGVCOG cities are actively engaged in providing homelessness services and work with LAHSA, LA County Homeless Initiative, LA County Department of Mental Health, LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities. The cities of Claremont, Pomona, and La Verne are also served by Tri-City Mental Health.

Most San Gabriel Valley cities have adopted formal homelessness response plans and others are currently developing them. Several cities have used Measure H implementation funding to offer Housing Navigation services to their communities. In 2018, the City of Pomona opened a 200-bed interim housing facility, contributing much of the capital funding themselves. The region has strong networks of outreach efforts, shelters, housing assistance programs and a range of public, non-profit and faith-based social services. Finally, twenty-one SGVCOG member cities have joined the San Gabriel Valley Regional Housing Trust (SGVRHT) that is financing the planning and construction of affordable housing, including permanent supportive housing for homeless individuals and families.

### **Problems with the Current System:**

- **Lack of Collaborative Relationship with Smaller Cities:** LAHSA and the broader County homeless services delivery system do not engage with SGV cities as partners. Yet our cities are on the front line when residents have complaints or concerns about homelessness. Without effective collaboration from LAHSA or the County, cities are largely left on their own to address the needs of their homeless residents. At worst, this can lead to duplicative efforts with LAHSA that are a waste of precious resources. County and LAHSA programs would be more effective if they built on the close relationship that city governments have with their communities and their knowledge of local conditions. To do this, there must be an effort to understand the specific needs of these small communities and collaborate with jurisdictions to implement these more targeted approaches. Communication and transparency need to be improved to build trust and collaboration.
- **Lack of Funding for Locally-Based and Supported Initiatives and Programs:** Cities throughout the County have constrained funding to address a wide range of issues, including homelessness, transportation, public safety, parks, and stormwater. Under the

current system, when cities propose an innovative solution, it does not appear to be taken seriously unless it can be applied County-wide. Funding for locally-based and locally-supported initiatives and programs can leverage Measure H funding for greater impact. Other countywide tax measures, including Measure W (Water), Measure A (Parks), Measure M (Transportation), Measure R (Transportation), have all included a “local return” component that have allowed cities to implement projects and programs customized to local needs.

- **Poor Communication and Lack of Transparency:** If one thing is clear about the homelessness crisis in LA County, it is that it’s not clear who is accountable. The roles, missions and responsibilities of County government, the County’s Homeless Initiative and LAHSA and individual cities overlap or leave gaps. Currently, cities struggle to access information about programs, do not have direct access to appropriate contacts that can answer questions and respond to concerns. There is a lack of timely and accurate shared data about people experiencing homelessness served in their communities. When cities are able to find appropriate contacts, it can be difficult to get clear and concise direction from LAHSA and the County. At times, staff receive different answers from different people, creating confusion and making program implementation more difficult. Further complicating these issues is that cities often interact with LAHSA in both its capacity as an administrator of funding and as a direct service provider through its outreach teams.

#### **Potential Solutions:**

- **Increasing Representation Within the Current System:** LAHSA was created nearly three decades ago as a joint structure for the County and the City of Los Angeles to administer funding for homeless programs, primarily from the Federal government. Much has changed since then, including the passage of Measure H and the increased role of the State government in funding homeless programs. The nature and distribution of homelessness has also fundamentally changed. There is widespread recognition that greater clarity, coordination and innovation is necessary to effectively deal with the growing homelessness crisis. Many options have been proposed for restructuring the governance of homeless strategy, funding, programs and policies. Among the models are restructuring LAHSA to act as the primary entity for expanded countywide coordination. These include using the Metro board as a model; adding representatives from all the Service Planning Areas or the Councils of Government; and a new model implemented in King County (Seattle) that has a bifurcated board structure to direct policy and operations and includes representation from elected officials, experts and people with lived experience.
- **More Autonomy Within the Current System:** Even without restructuring governance, there can be improvements within the current system by granting greater autonomy on programming and funding within each Service Planning Area and with the cities they cover.

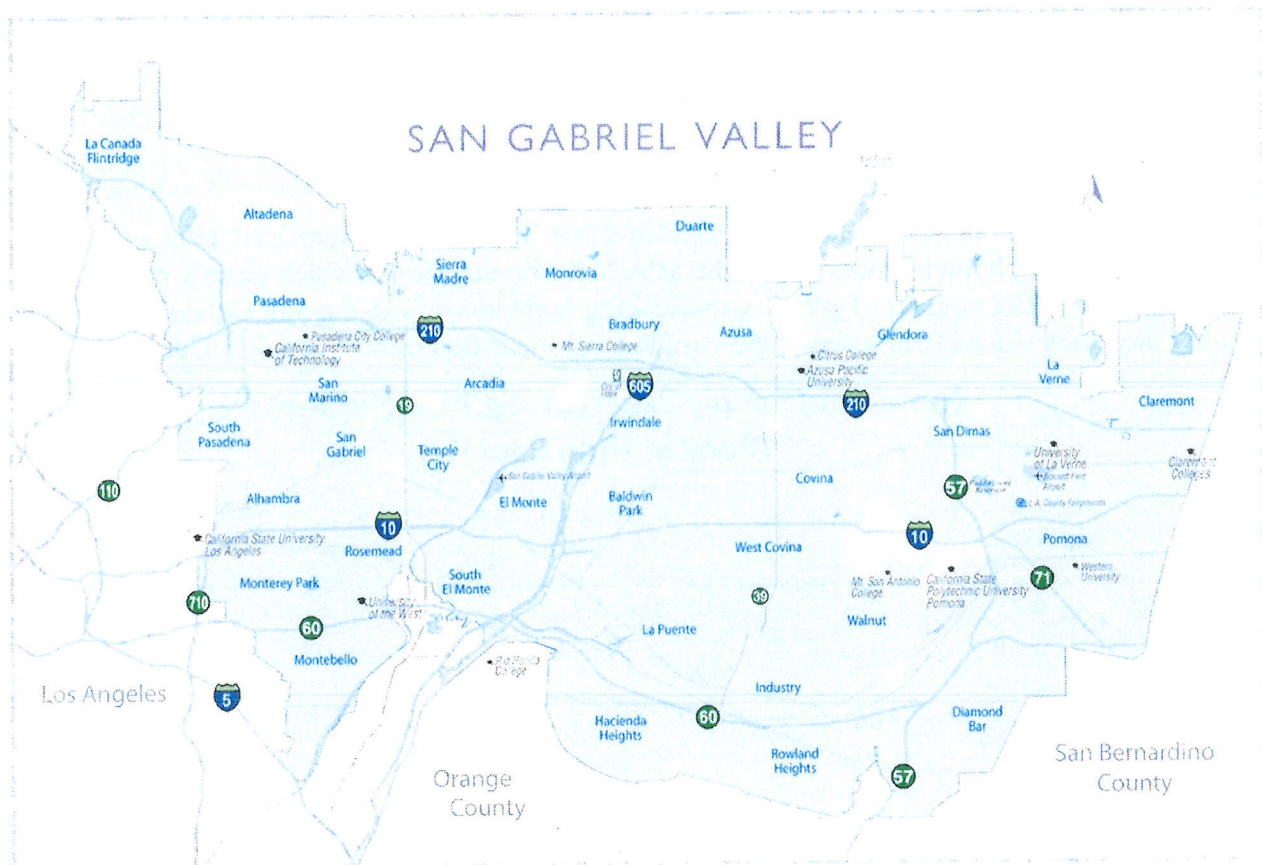
The white paper proposes additional proposals for improving the delivery of services to reduce homelessness. Finally, it poses the option that in the absence of consensus on a comprehensive coordinated strategy and structure to effectively address the growing crisis, the San Gabriel Valley is prepared to accept independent responsibility for administering our own Continuum of Care. Of

course, this would require an appropriate allocation of resources. We are hopeful we can work together, collaboratively, to improve the current system.



## BACKGROUND

The San Gabriel Valley Council of Governments (SGVCOG) is a regional government planning agency that aims to maximize the quality of life in the San Gabriel Valley. We are a joint powers authority that consists of 31 incorporated cities, unincorporated communities in Los Angeles County Supervisorial Districts 1, 4, and 5, and three San Gabriel Valley Municipal Water Districts. The SGVCOG works on issues of importance to its member agencies, including homelessness, transportation, the environment, and water, and seeks to address these regionally.



The SGVCOG is the largest and most diverse sub-regional council of governments in Los Angeles County. The San Gabriel Valley encompasses nearly 400 square miles and has more than two million residents of thirty-one cities that are represented by 161 councilmembers. In comparison, the City of Los Angeles, with a population of four million, is represented by fifteen councilmembers. This allows councilmembers in San Gabriel Valley cities to be closely in tune with the concerns of their constituents and to shape local policy accordingly.

Our communities each have a unique character and history and often face unique challenges that they have varying resources to address. Our member cities' populations range from 1,008 in the City of Industry and 1,084 in the City of Bradbury to 117,000 in the City of El Monte and 156,000 in the City of Pomona.



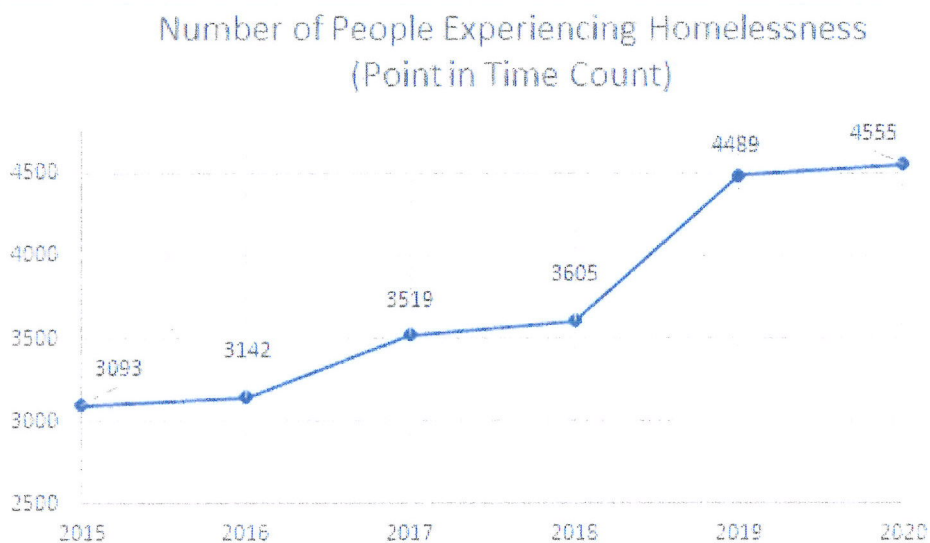
It's a diverse region: of the residents in the San Gabriel Valley, 44.7% identify as Hispanic or Latino; 25.7% as Asian; 24.8% as white non-Hispanic; 2.4% as Black; and 2.4% as Native American, Alaskan Native, Native Hawaiian, or another race.

At the time of the 2010 Census, 61% of residents in the San Gabriel Valley lived in owner-occupied housing, while 39% lived in rental housing units.

While our member cities have unique needs and resources, our communities also face many of the same challenges and have developed a unified voice to maximize resources, achieve sustainable solutions, and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley.

### Scope of Homelessness

In January 2020, the Greater Los Angeles Point-in-Time (PIT) Count determined there were 4,555 people experiencing homelessness within the SPA 3, the boundaries of which closely mirror those of the SGVCOG. The number of people experiencing homelessness in the San Gabriel Valley has steadily increased since 2015, when 3,093 people were identified through the PIT Count.



Just as our cities have varying populations, needs, and resources, our communities experience varying levels of homelessness. The 2020 Point-In-Time Count determined there was a range of homelessness in each of our cities - from 0 people experiencing homelessness (PEH) in some communities to 723 people experiencing homelessness in another, with a median of 68 PEH in each SGV city.

Of the people experiencing homelessness within the San Gabriel Valley who were captured through the PIT Count, the majority are unsheltered: 66.5% were unsheltered, with 59.8% of those staying in vehicles (59.8%) and the remaining (40.2%) staying outdoors on the streets, in parks, or in tents. 33.5% were sheltered, sleeping in emergency shelters or transitional housing.

Other key concerns from the region's 2020 Point-in-Time Count data of concern to our region include the following:

- People experiencing chronic homelessness rose 40%
- Number of seniors 62 and over experiencing homelessness rose 13%, 68.7% of whom are unsheltered
- People of color represent 75% of those experiencing homelessness

Our cities recognize the complex vulnerabilities many of those living on the street in the San Gabriel Valley face, with 28% living with serious mental illness and 33% having a substance use disorder. We seek to prioritize the expansion of the mental health and substance abuse services these individuals need to rebuild their lives.

Our region also has deep concern with the impacts of the COVID-19 pandemic on housing stability and homelessness. The 2020 PIT count data predates the pandemic, and the full effects on homelessness in the region remain to be seen.

While the PIT count data provides one metric for measurement, it does not capture the full breadth of homelessness in the region. The PIT count records the presence of homelessness on just a few nights supplemented with metrics and formulas that are extrapolated to determine the PIT count, which can produce significant over-counts and under-counts. The PIT count data also does not account for those persons experiencing homelessness (PEH) that may not reside permanently in the region but may travel and spend time here.

### **Regional Homelessness Response**

As the homeless population has risen over the last 5 years, so too has the amount of San Gabriel Valley resources allocated to policies and programs to respond to the regional homelessness crisis. The cities of the SGVCOG are strongly committed to providing homelessness services and have supplemented the programs and funding administered by LAHSA and the County to provide additional resources to PEH in their communities. Nineteen cities have developed homelessness response plans, with five more cities currently developing plans to be approved by their City Councils in the coming months. The SGVCOG received an influx of \$5.625 million from the State Budget in FY 2020, and the majority of those funds have been allocated to these cities to implement their homeless plans. With additional funding supported by the County's Measure H Innovation Fund - which provided approximately \$1.5 million to the San Gabriel Valley - in total, 22 cities are utilizing these funds to implement prevention, diversion, rapid rehousing programs, and other pilot programs aimed at reducing homelessness in the San Gabriel Valley. This funding has supplemented funding that some communities received from Measure H implementation grants, which they also used to provide additional housing navigation services to their communities. Recently, during spring and summer 2020, 11 cities participated in the SGVCOG's hygiene program (funded by the County) to provide people experiencing homelessness increased access to hygiene services during the pandemic and to mitigate the spread of COVID-19 in our unhoused neighbors.

These programs often fill key gaps in the larger homeless services system. For example, there is currently a serious lack of funding for rapid rehousing in the San Gabriel Valley, with CES programs often unable to take new clients after the first few months of the fiscal year. With the funding sources listed above, the SGVCOG and its member cities are able to provide additional case management and housing navigation and rapid rehousing slots - as well as targeted outreach

and incentives to landlords to increase the supply of available units - to provide more resources to house our homeless population.

Even with limited staff, cities have also allocated staff resources to ensure that their city can respond to homelessness. Cities' homelessness response falls within a variety of city departments, often working in coordination with one another. Cities' homelessness response teams are staffed in different departments, with some in the City Manager's Offices, some in departments of community/neighborhood/human services, housing departments, economic development departments, police departments, and fire departments. Our cities work with LAHSA, the LA County Homeless Initiative, LA County Department of Mental Health, LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities. The cities of Claremont, Pomona, and La Verne are also served by Tri-City Mental Health.

Our region is committed to providing shelter to those experiencing homelessness and developing affordable housing to stop the inflow into homelessness. In 2018, the City of Pomona opened a 200-bed interim housing facility, contributing much of the capital funding themselves. The region has strong networks of churches, one of which provides shelter for families, and another of which provides winter shelter locations, in addition to those operated at County parks each year. Smaller scale programs offer transitional housing to youth or families, or residential treatment for substance use disorder. The cities of Baldwin Park and Pomona operate housing authorities to offer rental assistance to qualifying families and individuals through a Housing Choice Voucher Program (HCV). Our cities have engaged in advocacy to use surplus and underutilized public properties to meet the needs of those with mental illness. In 2020, the SGVCOG also started the San Gabriel Valley Regional Housing Trust (SGVRHT) - which has been joined by twenty-one SGVCOG member cities to date - to fund and finance the planning and construction of homeless housing, and extremely-low, very-low, and low-income housing projects. Already, the SGVRHT has issued funding letters of commitment to projects that would provide more than 100 housing units for the region, 30% of which would serve extremely-low income households or homeless residents.

### **White Paper Development Process**

To inform the white paper, the SGVCOG engaged its thirty-one member cities and formed a working group of representatives from the following 11 cities: Arcadia, Baldwin Park, Claremont, Duarte, Glendora, Montebello, Monterey Park, Pomona, San Dimas, South El Monte, and South Pasadena. Stakeholders included City Managers, Assistant City Managers, Directors of Community/Neighborhood/Human Services, Public Safety Outreach Coordinators, and Police Chiefs. During a three-month period from September to November 2020, the working group met five times.

The white paper was developed through a multi-phase process. The first component included information gathering and assessment to understand the problems with the existing homelessness response system, as well as our region's current resources and programs. Subsequent meetings each focused on one section of the white paper.

The white paper was reviewed by the SGVCOG's City Manager's Steering Committee, Homelessness Committee (made up of elected officials and staff from 10 of our member cities and one LA County Supervisorial District), and ultimately approved by the SGVCOG Governing Board.

The purpose of this white paper is to address the systemic problems with the current homelessness response system, identify comprehensive solutions, confirm our commitment to best practices and programs, and demonstrate our desire to lead the region to a more effective, County-wide coordinated strategy to combat homelessness. While the white paper includes a strong focus on recommendations for reform at LAHSA, it also acknowledges and discusses other challenges within the LA County homeless services system, including administration and distribution of Measure H funds and the implementation of other County programs. This approach has allowed us to look more comprehensively – and make broader recommendations – on the County's entire homeless services system.

The white paper does this by approaching the following topics:

- Exploring the causes and impacts of systemic problems with the current homelessness response system, especially as they relate to smaller cities;
- Identifying comprehensive solutions; and
- Confirming the San Gabriel Valley's commitment to best practices and programs and to affirming a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness.

## PROBLEMS WITH THE CURRENT SYSTEM

To identify solutions, it is important to have a good understanding of the existing problems. To that end, the first section of this white paper articulates these obstacles, provides examples of how this impacts service delivery to PEH, and identifies potential root causes. These problems prevent the SGVCOG's cities, the County, and LAHSA from most effectively assisting and housing people experiencing homelessness (PEH) and prevent homelessness.

The SGVCOG has identified the following specific problems and their impacts, which will be discussed in more detail below:

- Lack of Collaborative Relationship with Smaller Cities
- Poor Communication and Lack of Transparency
- Lack of Funding for Locally-Based and Supported Initiatives and Programs

### **Lack of Collaborative Relationship with Smaller Cities**

In general, LAHSA and the broader County homeless services delivery system often do not effectively collaborate with cities. While the County provides opportunities for consultation on Measure H funding priorities, that input has limited impact on the ultimate decision-making. Cities do not feel informed of programs before they are implemented and, at times, it appears that cities are viewed as obstacles rather than partners.

In small cities, the relationship between residents and the city is much closer than in larger jurisdictions (e.g. County of Los Angeles; City of Los Angeles). Cities' councils and staff are on the front line in addressing homelessness and responding to residents, and they are expected to address issues. This means that programs that are much more localized and responsive to city-specific conditions. With limited support from and collaboration with LAHSA or the County, cities are largely left on their own to address the needs of their homeless residents. At worst, this can lead to duplicative efforts with LAHSA that are a waste of precious resources.

### ***Examples***

Specific examples of this lack of collaboration between LAHSA, the County, and the cities are as follows:

- **Project Roomkey:** During the recent initial rollout of Project Roomkey, cities were not consulted or informed as potential project sites were identified and pursued. This approach not only created the impression that cities were being deliberately excluded from the discussion but also likely created more opposition, as cities were not able to properly prepare for the launch of Project Roomkey in their communities. Neither staff nor councilmembers had adequate information on the program implementation and had many questions that were unanswered, such as the following:
  - What additional city services/resources (if any) would need to be provided to those sites?
  - Would cities receive transient occupancy tax on the occupied rooms?
  - Who would be housed in these Project Roomkey sites?
  - Would homeless residents from their communities have first priority?
  - Where would Project Roomkey residents go after sites were decommissioned?



Instead, the County's and LAHSA's efforts moved forward without the cities' engagement, leaving councilmembers and residents concerned and frustrated by the lack of up-front information and engagement. It was difficult to overcome this initial lack of collaboration: even as LAHSA and the County attempted to engage cities as Project Roomkey advanced, there was still distrust and uncertainty about the program and its implementation. With a collaborative approach, questions could have been discussed and addressed prior to project launch which would have led to a more successful launch of the Project Roomkey program.

- **Point-in-Time Count:** Cities have often raised the issue that the LAHSA Homeless Count methodology produces a PIT count which is substantially different from a city's understanding of its homeless count, based on its knowledge of its homeless populations. This has in the past included either a substantial undercount or overcount. For example, from 2019 to 2020, the City of Baldwin Park experienced a 100% increase in its homeless count, to 555. This number seemed improbable given Baldwin Park's size, efforts related to address homelessness locally, and observations of staff. To that end, Baldwin Park City staff spent significant time and effort to identify the reason for the significant increase and raised these concerns to LAHSA. However, no action was taken and City staff were left unable to provide an adequate explanation to the community. Baldwin Park's experience is consistent with the experience of other San Gabriel Valley communities. When cities have raised these concerns and presented specific corrections to the official count, no action has been taken.

City staff are deeply knowledgeable about their communities, and, in some instances, may have collected data throughout the year. LAHSA and the County should collaborate with cities on this data, in order to make better decisions and better direct resources and services to specific areas. This is extremely important from both a political and technical level. City level counts are also highly significant to each community's perception of progress made against homelessness. A PIT count is less accurate at smaller geographies, so it's important to fully vet and understand the data and analyze the reasons for significant changes, especially to assess if the significant change is the result of an error. Input from and meaningful collaboration with cities could resolve these serious discrepancies.

### ***Key Cause: Lack of Representation***

The SGVCOG believes that these issues may arise from the fact that LAHSA only represents the City of Los Angeles and the County of Los Angeles, and only representatives from the City and County of Los Angeles are seated on the LAHSA Commission. There are 84 other cities in the County that are also part of the LA Continuum of Care that do not have representation at the level where the most impactful decisions about homelessness are made. Instead, cities are considered as one of many stakeholders within the process, rather than as an independent partner that is also responsible for providing services to its residents. County Departments that provide numerous services to PEH have a seat at the table in discussions on how to address homelessness. However, departments that provide services to PEH in the other 84 cities are not a recognized part of these discussions. Without a seat at the table, it is impossible for true collaboration with all cities.

The SGVCOG recognizes that collaboration is challenging in a region so large and diverse, with thirty-one jurisdictions in the San Gabriel Valley, each with its own council members, ordinances, programs, and staff. However, it is critical to providing the most effective services and resources to our unhoused residents. San Gabriel Valley cities have a shared goal of ending homelessness,



and each city implements the approach that is most responsive to the needs of all of its community members and is based on the resources available, historical knowledge of their communities, and previous experiences.

LAHSA programs could benefit from the close relationship that cities have with their communities and their knowledge of local conditions. To do this, there must be an effort to understand the specific needs of these small communities and collaborate with jurisdictions to implement these more targeted approaches.

### **Lack of Funding for Locally-Based and Supported Initiatives and Programs**

Cities have had limited access to funding that can be used to develop and implement programs that would best serve their communities. This is despite the fact that County residents passed Measure H, voting to tax themselves to provide additional resources to address homelessness. Other tax measures - Measure W (Water), Measure A (Parks), Measure M (Transportation), Measure R (Transportation) - have all included a “local return” component that have allowed cities to implement these unique programs. In each of these instances, the “local return” is only one component of the funding allocation, and there is still significant funding that is allocated towards regional projects and programs.

Local return is missing from Measure H. Instead, Measure H funding is managed by the County, where cities participate merely as minor stakeholders amongst a group of other stakeholders. This mindset has been demonstrated in the various stakeholder meetings used to develop the Measure H Approved Strategies to Combat Homelessness. At these meetings, the majority of representatives have been from County departments or the homeless services system, with very limited representation from cities.

As a result, cities have had limited access to funding that could be used to develop and implement programs that would best serve their communities. This has severely limited cities’ flexibility or creativity to create programs that uniquely serve their own communities. Moreover, even when cities propose an innovative solution, it does not appear to be taken seriously unless it can be applied County-wide.

### ***Examples***

Specific examples demonstrating the lack of locally-available funding are as follows:

- **Burdensome Funding Requirements:** When Measure H funding from the County is provided, it comes with numerous restrictions. When cities received grants for the implementation of their homeless plans, the County placed restrictions on how the funding could be used and provided cities with little ability to reprogram funds. This left funding that could have supported PEH unused because cities could not use the funds as originally intended but also could not reprogram it. Funding also cannot be used for law enforcement, even if the funding is not used for enforcement activities. Funding also has program standards which small cities are not equipped to provide, such as retaining Licensed Clinical Social Worker (LCSW) level staff. This is especially problematic given that many small cities cannot support enough city staffing to adequately address homelessness issues. Finally, LAHSA appears to apply Federal restrictions to the Measure H, locally-generated

funds. These overly-burdensome requirements do not increase the transparency or effectiveness of the use of funds - they merely increase the time and capacity required by cities and LAHSA to administer and implement the funds.

- **Prohibition on Funding for Law Enforcement Implementation:** In some communities, police or fire departments are the first responders to PEH in their communities and, as such, lead cities' homeless response efforts. With limited resources, cities must use the resources that they have in order to make an impact. Moreover, police officers are on the streets in their communities and often know their local homeless populations. However, with LAHSA's and the County's restrictions, cities that engage their law enforcement to implement homeless programs are precluded from many resources that could support their efforts to address homelessness. They do not have access to data; they have limited access to the county-wide resources that are intended to serve the whole County. Law enforcement has been prevented from communicating directly with the SPA 3 outreach coordinator, even though a strong prior relationship existed. While partnerships with LAHSA's Homeless Engagement Teams (HET) have been made, these teams don't have the resources to adequately communicate and build partnerships with each city. Departments have specialized staff and trained mental health personnel that respond to the homeless within their communities and help to place PEH into housing. For example, in Monterey Park, where the Police Department leads homeless outreach efforts and where several Project Roomkey sites were located, officers were able to house several individuals in temporary Project Roomkey housing. Monterey Park officers worked closely with their assigned County Mental Health team to provide mental health services to those PEH in need.

With LAHSA's and the County's restrictions, cities that engage their law enforcement to implement homeless programs are precluded from many resources that could support their efforts to address homelessness. These blanket determinations prohibiting engagement with law enforcement have hampered efforts to address homelessness in those communities. PEH would be better served by improving coordination and identifying opportunities to fund those innovative and unique programs, even if they fall within law enforcement agencies. In the longer-term, PEH would also be well-served by efforts to develop and implement a mental health-first response, rather than enforcement, first response. The SGVCOG is currently undertaking an effort to incorporate these services on a regional level. However, even as this effort advances, law enforcement will play a role and, to most effectively provide services to PEH, they should be provided with access to the data and services to do so effectively.

### ***Key Cause: Lack of Understanding of Cities***

The 31 independent cities in the San Gabriel Valley - and an additional 54 other independent cities also in the LA Continuum of Care - are each unique, and operate differently from the City and County of Los Angeles. Cities have unique and diverse stakeholders and different programs, procedures, and policies to serve these stakeholders. Neither LAHSA nor the County Homeless Initiative appears to understand this diversity or to value the diversity and information that cities do bring to the table. As discussed previously, cities have an intimate knowledge of their communities, as well as their homeless populations. The overall homeless services system would benefit greatly if LAHSA and the Homeless Initiative made a more concerted effort to understand

the diversity of individual cities and worked with them to support more localized homelessness programs, rather than try to apply a one-size-fits-all approach across the entire County.

City government is the most effective level of government where residents, service providers, faith communities, businesses, and non-profit organizations can work together to develop solutions that work best for their communities. Acknowledging this fact would allow for more opportunities to identify and implement unique solutions.

### **Poor Communication and Lack of Transparency**

As alluded to previously, there is poor communication between LAHSA, the County, and cities. Cities have no centralized point of contact at LAHSA or the County, nor do they have access to appropriate contacts that can answer questions about programs, respond to concerns, and provide data about PEH served in their communities. Further complicating these issues is that cities often interact with LAHSA in both its capacity as an administrator of funding and as a direct service provider through its outreach teams.

When cities are able to find appropriate contacts, it can be difficult to get clear and concise direction from LAHSA and the County. At times, staff receive different answers from different people, creating confusion and making program implementation more difficult. It often seems that information is being withheld from cities, creating the appearance of a lack of transparency.

### ***Examples***

Specific examples of this lack of communication and transparency are as follows:

- **Data Sharing:** HMIS is the critical component of data sharing in the County's homeless services system. However, staff are often denied access. In some instances, HMIS access is denied because city staff are members of law enforcement, or, in some cases, simply work closely with law enforcement. Cities are working to use HMIS as a part of an effort to better coordinate their services with the broader system, to share knowledge of individual clients' whereabouts, and to better target city resources and avoid duplication. Without HMIS access, cities are hindered from embracing the principles of the Coordinated Entry System (CES) - intended to be a no-wrong door, county-wide system - while at the same time being encouraged to follow the CES process. It has led to numerous instances of cities working with a particular person experiencing homelessness, only to learn later that they had a case manager elsewhere actively looking for them, or that a service provider was working with someone actively receiving services from a city program. Alternatively, when clients working with a city are later connected to services, their new provider does not have the context which could have been already entered into HMIS. Though cities attempt to facilitate information sharing through individual communications, this is much less efficient or effective. There likely are legitimate issues related to privacy; however, LAHSA has not partnered with cities to attempt to overcome these issues. With genuine collaboration and communication, LAHSA could learn from other contexts in which cities or law enforcement have access to sensitive information and apply these best practices to HMIS and other data.

Without full access to data and information-sharing systems, work done by cities or smaller community-based providers (either separately or in coordination with cities) is not effectively coordinated within the system. As a result, services remain fractured. Even as new initiatives, such as Housing Central Command, aim to unify diverse resources, smaller cities or independent public housing authorities are not included. The need for improved communication is especially critical when cities are impacted by homelessness in areas outside of their jurisdiction. Cities have few options related to homelessness in County parks or Caltrans property within or near their borders, or in unincorporated County which borders the city, and which may not even be in the same SPA.

- **Undermining Public Support for and Success of Measure H:** Beyond the impact on PEH, these problems jeopardize the success of Measure H and challenge the goodwill of residents that want to see progress in addressing homeless in their communities. San Gabriel Valley cities receive numerous complaints regarding the lack of progress made surrounding homelessness, despite the promises of Measure H. Cities, shut off from influencing the services delivery system, cannot assist in a meaningful way. Cities that do not have their own housing navigators - funded using separate funding - or existing relationships with CES providers or outreach teams can only themselves access services for their homeless residents by using the Homeless Outreach Portal (LA-HOP), which can only commit to a response within days. Alternatively, cities can direct their residents to use the same process to request services. If and when an outreach team arrives days later - at which time the PEH may or may not still be there in need of services - nothing appears to change. Then, when programs like Project Roomkey are launched in a community and are not preceded by community engagement, city staff and elected officials are the ones responsible for addressing community complaints. Because they are provided little or no information - and are not in control of the programs, they have little to offer. Community members who wish to serve their homeless neighbors have comparatively few options to get involved. This sours future support in communities for any measure to extend homeless services funding, putting in jeopardy the future of Measure H, as well as the system we have all worked so hard to build.

#### ***Key Cause: Lack of Trust***

It appears that LAHSA and the County do not trust the cities' partnership in addressing homelessness. They do not appear to trust cities' ability to develop and administer programs responsibly, nor do they appear to trust cities to appropriately use the data to serve their homeless populations. LAHSA and the County have focused on creating an overarching system and establishing best practices but have not actively involved the cities in this process. As a result, an understanding of local context and situation is not included.

Our cities truly are willing partners in the fight against homelessness and having more communication with and trust in cities to develop and implement programs that are responsive to the local communities will lead to a stronger system. Currently, nonexistent and/or slow communication prevents the timely resolution of problems, creates confusion, and, ultimately makes program implementation more difficult. It undermines the intended approach of CES and the County homeless system to have a no-wrong door approach and ensure that PEH receive services as quickly and efficiently as possible.

Cities have developed - and want to continue to develop - their own programs that serve their communities, and they want these programs to be recognized as legitimate components of the County's homeless services system.

## POTENTIAL SOLUTIONS

The SGVCOG believes there are multiple alternatives that would address the issues discussed in detail in the previous section. The SGVCOG believes these alternatives would strengthen the County's overall homeless services delivery system. These alternatives would be more responsive to the partners in small cities around the County and allow for more robust collaboration and coordination between all partners participating in the fight to end homelessness in LA County.

Our proposed solutions include both recommendations to improve the system at a high level as well as smaller-scale adjustments to be made concurrently. While most of these recommendations focus on LAHSA, we recognize that many would instead require changes to the policies of the County and its respective departments. In particular, our recommendations 1b, 2b, 2c, 2d, 2e, 3a, and 3c are just as applicable to the County system as to LAHSA. All fall into one of the following categories:

- Increasing Representation Within the Current System
- More Autonomy Within the Current System
- Additional Improvements to the Current System
- Independent Control

Our hope is that it will be possible to resolve the issues identified without necessitating a wholesale overhaul of the current system or the creation of new entities. We believe that starting from scratch in that way is only in the best interest of all involved if sufficient alternatives cannot be agreed upon. To that end, it is our intent to only advocate for the options in the "Independent Control" category after first attempting to find an agreeable resolution to our concerns from among the other categories.

### **Increasing Representation Within the Current System**

#### ***Recommendation 1a: Increase Representation and Seats on the LAHSA Commission***

The SGVCOG believes that, within the current system, there must be increased representation for jurisdictions besides the City and County of Los Angeles. Seats should be added to the LAHSA Commission, to provide a voice to and increase knowledge of other areas of the region and smaller cities.

The SGVCOG proposes that jurisdictions other than the City of Los Angeles and the County of Los Angeles should have representation that is equal to that of the City and the County. Four potential approaches are summarized in Table 1, below.



| Model                                                                  | Representation Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Council of Government (COG) Based Representation                   | <ul style="list-style-type: none"> <li>• 5 seats for the City of Los Angeles</li> <li>• 5 seats for the County of Los Angeles</li> <li>• 5 seats allocated to COGs according to their population, excluding portions in the City of Los Angeles and unincorporated County. That could be divided potentially as follows: <ul style="list-style-type: none"> <li>• San Gabriel Valley COG (approx. 2 million people)</li> <li>• Gateway Cities COG (approx. 2 million people)</li> <li>• South Bay Cities COG (approx. 1.3 million people)</li> <li>• Westside Cities COG and the Las Virgenes/Malibu COG (Combined) (approx. 500,000 people)</li> </ul> </li> <li>• San Fernando COG, Arroyo Verdugo COG, and North Los Angeles County COG (Combined) (approx. 1.35 million people)</li> </ul> |
| Los Angeles County Metropolitan Transportation Authority (Metro) board | <ul style="list-style-type: none"> <li>• 5 seats for the City of Los Angeles</li> <li>• 5 seats for the County of Los Angeles</li> <li>• 5 seats selected by the City Selection Committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Add Service Planning Area (SPA) Based Representation                   | <ul style="list-style-type: none"> <li>• 5 seats for the City of Los Angeles</li> <li>• 5 seats for the County of Los Angeles</li> <li>• 5 seats allocated to all 8 SPAs according to their population, excluding portions in the City of Los Angeles and unincorporated County. That could be divided potentially as follows: <ul style="list-style-type: none"> <li>• SPAs 1 and 2 (Combined) (approx. 1.3 million people)</li> <li>• SPA 3 (approx. 2 million people)</li> <li>• SPAs 4 and 5 (Combined) (approx. 550,000 people)</li> <li>• SPA 7 (approx. 2 million people)</li> <li>• SPAs 6 and 8 (Combined) (approx. 1.8 million people)</li> </ul> </li> </ul>                                                                                                                        |
| King County (Seattle) Regional Homelessness Authority                  | <ul style="list-style-type: none"> <li>• A Governing Committee <ul style="list-style-type: none"> <li>• One seat for the Mayor of Los Angeles, three seats for LA Councilmembers</li> <li>• Five seats for the Supervisors</li> <li>• Five seats for elected officials representing the other 87 cities</li> <li>• Two seats representing people with lived experience with homelessness</li> </ul> </li> <li>• An Implementation Board of twelve members with specialized skills and experience appointed by the County, the City of Los Angeles and the smaller cities in the County.</li> </ul>                                                                                                                                                                                             |

**Table 1.**  
**Summary of Possible Governance Structures.**

Many problems identified stem from the fact that LAHSA does not represent the other 84 cities in LA County that are also members of the LA CoC and behaves accordingly. While this solution does not solve other specific problems immediately, it allows for appropriate representation to ensure issues in all categories can be addressed over time. It takes the existing structure and improves it incrementally, preventing the disruption associated with building out a new system. Because small cities would have direct authority within the LAHSA structure, LAHSA staff would start to appropriately prioritize their needs, and those cities would have advocates within LAHSA they could call upon as specific situations arise. It also would provide cities with trusted insight into how decisions are being made.

#### *Issue(s) Addressed*

- Lack of Collaborative Relationship with Smaller Cities
- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Poor Communication and Lack of Transparency.

#### *Key Considerations*

We recommend an option that provides representation directly to COGs so that the representatives can be more fully accountable to the diverse interests of cities within those regions, rather than only the city they represent. If such alternatives are chosen, the portions of each COG or SPA which are composed of the City of Los Angeles or unincorporated County should not be considered for population weighting purposes, and those entities should recuse themselves from the selection of representatives. Otherwise, this will continue to provide them with disproportionate influence over the homeless services system. Where a seat is to be shared by multiple COG's or SPA's, they could be provided with the option of jointly selecting their representative or rotating who makes the selection. Additionally, policies would need to be created surrounding cities which are not members of any COG or are members of multiple COG's.

This change must still be accompanied by a shift in perspective by LAHSA to view cities and their commissioners as full partners and to endeavor to understand how cities function. Because small cities would not be able to collectively enact any change on their own even with five votes, cities would need to feel assured that the voices of their new commissioners would be listened to.

Critically, this would not resolve cities' concerns as to funding allocations and other decisions related to homelessness made by the County, which must be addressed separately.

#### ***Recommendation 1b: Increase Small City Representation on Stakeholder Groups***

The SGVCOG requests that LAHSA and the County commit to providing seats dedicated to small cities on advisory bodies, ad hoc committees, and/or stakeholder groups whenever they are formed. The County Homeless Initiative and County Departments should make frequent use of such groups when making decisions which affect the entire County. This will allow for important, otherwise overlooked considerations to be raised from the beginning and provide cities with influence in more areas.

Specifically, the County should form a standing advisory group comprised of cities to provide input on funding decisions. This will better ensure equitable distribution of Measure H funding to regions and jurisdictions around the County.

#### *Issue(s) Addressed*

- Lack of Collaborative Relationship with Smaller Cities

#### *Key Considerations*

A thoughtful process would need to be developed to determine which entities select these representatives. Those selected would need to bring the perspective of small cities as a group, but it is also necessary for each region to advocate for their distinct needs. Whenever possible, representation from multiple areas should be provided. We also recommend adding additional seats to such bodies for people with lived experience with homelessness.

#### **More Autonomy Within the Current System**

##### ***Recommendation 2a: Modify LAHSA's Mission to Acknowledge its Services to All Cities***

The SGVCOG recommends modifications to LAHSA's mission to specify that it represents and services all 85 cities that are members of the LA CoC, to clarify responsibilities, and to provide more responsibilities to the cities. This would include, for example, committing to always consult cities for input on siting locations and for developing overall strategy in each area. By including the need to be accountable to smaller cities in its mission, LAHSA staff would better grasp the importance of understanding the priorities and structures of all member cities. By requiring that LAHSA obtain early input from cities on matters which affect them, strategies will be better tailored to local needs and foreseeable problems would be averted.

#### *Issue(s) Addressed*

- Lack of Collaborative Relationship with Smaller Cities

#### *Key Considerations*

Modifications to written policy must be accompanied by good faith collaboration. Because any outline of responsibilities will not be able to capture all circumstances, it will be important to develop strong relationships and active lines of communication to address each new situation.

##### ***Recommendation 2b: Incorporate City Input into Program Design***

Cities should be given the opportunity to provide input on program design and on the development of Requests for Proposals (RFPs) and Scopes of Required Services, as well as a process to request exemptions from certain requirements. This should also include public funding related to homelessness administered through any County department. This would allow for the removal of barriers to small cities or small providers being awarded funding through the LAHSA RFP process or otherwise. These changes could include, but not be limited to:

- Allowing for programs to target a catchment area approved by the cities but smaller than the whole SPA.
- Removing requirements related to having Licensed Clinical Social Worker level staff.
- Removing prohibitions on funding law enforcement.

This would better facilitate cities being directly awarded funding and to support smaller scale programs by trusted community providers. Both cities and smaller-scale community providers are sometimes unable to meet the program requirements that LAHSA and/or the County require, which unreasonably restricts funding to larger social services providers with the expansive

infrastructure necessary to meet these program requirements. It would allow cities who operate their local homeless services through or in close coordination with their police departments to continue these programs, taking advantage of the knowledge that police departments have of their communities. It would allow cities to prioritize the use of surplus or underutilized public properties in innovative ways.

While homelessness is a regional issue, the SPA is too broad a catchment area for providing services and housing to PEH in a region as large and diverse as the San Gabriel Valley. This requirement could prevent PEH from receiving services in their own communities. For many in our region, PEH may be unable to receive services in their community, separating them from those who speak their language or from foods from their community of origin. This undermines our shared goals related to cultural competency. Our communities may be understanding of serving some PEH from neighboring cities, but requiring the acceptance of referrals from the entire SPA can displace PEH from their established communities, which serves neither housed nor unhoused residents of the San Gabriel Valley. Allowing cities to collaboratively determine a local catchment area of 2-5 cities solves these problems while allowing for flexibility.

*Issue(s) Addressed*

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

*Key Considerations*

This process would need to be ongoing and allow for flexibility as new programs are designed or new problems are identified.

***Recommendation 2c: Create No-Wrong Door Communication Approach with Cities***

LAHSA and the County should provide a “no wrong door” style central point of contact for cities who would be empowered to determine answers to new, city-specific problems. LAHSA and the County would develop better, formal mechanisms within their own structures for engaging with cities as stakeholders and incorporating their input when making decisions.

This would solve a variety of issues related to a collaborative relationship and responsiveness to questions or needs. It would create a mechanism for solutions to novel problems to be developed in a timely manner. This point of contact could be tasked with ensuring there is always outreach to cities when a new program may be located in their jurisdiction.

*Issue(s) Addressed*

- Poor Communication and Lack of Transparency
- Lack of Collaborative Relationship with Smaller Cities

*Key Considerations*

A key element to this solution is that the contact would have the ability to prioritize these issues within LAHSA and facilitate decision making. Providing a single point of contact without this ability only solves a small portion of the problem.

***Recommendation 2d: Make Funding and Programming Decisions at the SPA-level***

Funding and programming decisions should be made at the SPA-level rather than at the County-level, incorporating meaningful input and engagement from stakeholders in each SPA. This could

include distinct allocations for each Measure H strategy to each SPA and/or SPA-specific RFPs. This could also include allowing SPAs to determine the most impactful ways of allocating funding and implementing programs at the SPA-level, for example developing catchment areas for the purposes of providing services to PEH. This could resolve issues of a mismatch between the strategies for programs and funding determined for each sub-region at the County level and their actual needs. This could also allow for SPAs to develop a more thoughtful approach to providing services and housing for PEH

*Issue(s) Addressed*

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

*Key Considerations*

A thoughtful engagement of SPA-level stakeholders would be needed to make these decisions.

***Recommendation 2e: Increase Measure H Allocations to Cities and COGs***

The County should increase the Measure H allocation to cities and COGs, with a dedicated minimum funding level for each year.

Ensuring a consistent local return will bring Measure H more in line with other County sales tax measures. It would help to address a variety of concerns which were raised with respect to local control and needs. Creating more locally-controlled programs allows for more responsiveness to community concerns and improves public perception about the impact made by Measure H.

*Issue(s) Addressed*

- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Lack of Collaborative Relationship with Smaller Cities

*Key Considerations*

The use of previous allocations of funding to COGs demonstrated their ability to use this funding effectively to create city-specific programs while also maximizing opportunities to build regional partnerships and economies of scale. By providing dedicated funding on an ongoing basis, it will become possible to create long-term programs.

***Recommendation 2f: Collect Input on the PIT Methodology from Cities Prior to Finalizing***

LAHSA should provide an opportunity for input from each City on the data and methodology used to calculate their city level PIT count before it is finalized, as may be possible within HUD guidelines. This can include input on the correct multiplier to use for the number of individuals per car, tent, or makeshift structure, as well as ensuring the census includes a count of areas within each city with disproportionately high or low concentrations of unsheltered individuals.

This lowers the likelihood of an official overcount or undercount which is at odds with the observations of those who know the city well. It prevents fluctuations from year to year related more to how the count was conducted than changes in reality. It will allow for better data related to the geographic distribution of the homeless population within SPA 3 to inform program targeting decisions.



#### *Issue(s) Addressed*

- Lack of Collaborative Relationship with Smaller Cities

#### *Key Considerations*

Cities can provide valuable information about their homeless population both when planning for the PIT count and when functioning as a check against inaccurate data or conclusions afterwards.

#### **Additional Improvements to the Current System**

##### ***Recommendation 3a: Increase Flexibility in Implementing Programs***

LAHSA and the County should provide increased flexibility in implementing programs. Overall, there should be more flexibility, whether through modifications to existing program types or the option of proposing new ones. This could include, for example, funding more, smaller programs rather than fewer, larger programs, or the funding of creative programs proposed by cities. LAHSA should not set minimum numbers of PEH to be served by proposed programs and should not restrict the number of providers to be awarded in each SPA. Program funding levels should be set to make smaller programs feasible. This would allow for more access centers, interim housing programs, winter shelters, safe parking sites, and rapid rehousing providers. Currently, the limited number of these programs in each SPA hinders program access by PEH, prevents access to funds by smaller providers, and leads to greater neighborhood pushback as compared to the same funds split across more programs. Program implementation should acknowledge the resources and needs across the region. For example, there should be a greater priority placed on expanding resources for those that suffer with mental health and substance abuse challenges. Program implementation should focus on identifying opportunities to use and expand existing programs and facilities, including vacant, government-owned buildings, to better provide the services these individuals need to rebuild their lives.

This will allow for versions of programs which fit better into communities or otherwise better meet local needs. Using the same amount of funding for smaller programs allows for better geographic distribution, lowers neighborhood impact, and facilitates the participation of smaller providers. For example, in the 2020 Access Centers RFP, in which LAHSA added more funding overall to SPA 3 but did not increase the number of sites. The funding available would have been sufficient to fund two or three smaller programs capable of carrying out the full scope of required services. The current approach leaves most of the region without any nearby access center.

#### *Issue(s) Addressed*

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

#### *Key Considerations*

This should be addressed both through the creation of the “menu” of programs available to be implemented, but also within RFP documents themselves. RFPs should be less specific in mandating, for example, how many programs will be selected per SPA, and should state more generally the goals that programs must meet, allowing for some discretion in the proposal itself.



***Recommendation 3b: Allow Cities to Access HMIS***

LAHSA should create a streamlined way for cities to access HMIS and collaborating to resolve any legitimate privacy concerns. LAHSA should provide a clear process for beginning HMIS participation, and standard policies related to privacy concerns cities are likely to face.

This will allow cities to participate in HMIS who do not currently do so either because of lack of a clear avenue to gain access, or because they are prohibited from doing so. Where privacy concerns must be addressed, a collaborative process could result in cities adopting the appropriate policies to resolve them.

*Issue(s) Addressed*

- Poor Communication and Lack of Transparency

*Key Considerations*

This should include a clear mechanism to produce city level data and reports to best take advantage of increased HMIS use.

***Recommendation 3c: Better Integrate Law Enforcement into Homeless Response***

LAHSA and the County should better incorporate homeless outreach within law enforcement. This could be based on the existing model operated by the Department of Mental Health (DMH) with local law enforcement. For example, Monterey Park has a DMH psychiatric social worker assigned to their police department. This person works in conjunction with their officers who focus on homeless outreach. This clinician is mandated to follow the County's privacy and program standards and policies, but this individual is integrated with this local city team. LAHSA could utilize a similar model, assigning an outreach worker to each independent city or to groups of cities depending on their size and/or PIT count. This integration could better tailor outreach to specific community needs.

This will allow the homeless services system to take advantage of the knowledge local law enforcement has of their city. It will reduce fragmentation between the larger system and the work currently taking place in cities who operate their homelessness programs through their police departments.

*Issue(s) Addressed*

- Poor Communication and Lack of Transparency
- Lack of Collaborative Relationship with Smaller Cities

*Key Considerations*

The appropriate points of contact and areas for integration will vary by city depending on their law enforcement structure or methods of operating homeless services within their city.

***Recommendation 3d: Expand Participation in Housing Central Command***

LAHSA and the County should expand participation in Housing Central Command by smaller cities and independent public housing authorities (PHAs) once it expands beyond its pilot phase. This would better streamline the use of these entity's resources to address homelessness in their communities.

### *Issue(s) Addressed*

- Poor Communication and Lack of Transparency

### *Key Considerations*

PHAs have different policies and differing approaches to homelessness which may influence their relationship to Housing Central Command.

### **Independent Control**

Should all attempts to reform or restructure LAHSA fail or be determined to be infeasible, the San Gabriel Valley could pursue the creation or expansion of an entity or entities independent of LAHSA to administer and manage Measure H and other funding. This could include:

- Administration of the majority of funds and programs directly through the COGs
- Forming new homeless services authorities to serve each sub-region.
- Forming a new homeless services authority to serve the County minus the City of LA
- Administration of the majority of funds and programs directly through each city.

Such an entity or entities could, with the necessary approvals, join the Pasadena, Glendale, or Long Beach Continuums of Care (CoC) or create independent CoCs.

Managing funding independently would allow cities to solve all or most of the problems we have identified. Because such an overhaul comes with downsides in terms of disruption of the current system, we hope that these problems can be resolved through other means. However, we view these options as effective solutions to prioritize if other methods fail.

These smaller entities also may be better equipped to act as the fiscal agent to administer funds, as LAHSA struggles to do. Smaller entities could provide more timely payments to providers and cities and be responsive to fiscal questions.

### *Issue(s) Addressed*

- Lack of Collaborative Relationship with Smaller Cities
- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Poor Communication and Lack of Transparency

### *Key Considerations*

The governance structure of any new entity created would need to be thoughtful to ensure problems of representation are not duplicated and that the needs of all member cities are taken into account. Additionally, Measure H funding would need to be allocated to the respective entities proportionally, either by PIT count, population, or amount of sales taxes collected within their borders. The costs associated with these options should be borne by new or existing County funding.

| <b>Recommendation</b>                                                                                                                              | <b>Collaboration with Smaller Cities</b> | <b>Funding for Local Programs</b> | <b>Communication and Transparency</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------|---------------------------------------|
| Additional LAHSA Commission seats for smaller cities                                                                                               | X                                        | X                                 | X                                     |
| Dedicated seats for smaller cities on advisory bodies, ad hoc committees, and/or stakeholder groups.                                               | X                                        |                                   |                                       |
| Expansion/clarification of LAHSA's mission and responsibilities to specify that it represents and serves all 88 cities.                            | X                                        |                                   |                                       |
| Formally incorporate cities' input into program design, RFPS, and SOWS and allow cities to be exempted from certain RFP requirements               |                                          | X                                 |                                       |
| Provide a "no wrong door" style central point of contact for cities who would be empowered to determine answers to new, city-specific problems.    | X                                        |                                   | X                                     |
| Making funding and programming decisions at the SPA-level rather than Countywide.                                                                  |                                          | X                                 |                                       |
| Increasing the Measure H allocation to cities and COG's, with a dedicated minimum annual funding level.                                            | X                                        | X                                 |                                       |
| Providing an opportunity for input from each City on the data and methodology used to calculate their city level PIT count before it is finalized. | X                                        |                                   |                                       |
| Increased flexibility in implementing programs.                                                                                                    |                                          | X                                 |                                       |
| Streamline access for cities to HMIS, collaborating to resolve any legitimate privacy concerns.                                                    |                                          |                                   | X                                     |
| Better incorporating homeless outreach within law enforcement.                                                                                     | X                                        |                                   | X                                     |

|                                                                                                        |   |   |   |
|--------------------------------------------------------------------------------------------------------|---|---|---|
| Participation in Housing Central Command by smaller cities and independent public housing authorities. |   |   | X |
| The selection of an entity or entities independent of LAHSA to manage Measure H and other funding.     | X | X | X |

**Table 2.**  
**Summary of Proposed Recommendations.**

## DEMONSTRATING COMMITMENT TO QUALITY PROGRAMS AND SERVICES

The San Gabriel Valley is committed to continuing to pursue philosophies which lead to quality programs and services and align with nationally recognized best practices. Our existing practices and plans demonstrate this, and we intend to deepen our commitment to them as our work expands. This demonstrates that funding will be used effectively as the San Gabriel Valley is provided with more autonomy as our recommended solutions are put into effect. While this may look different depending on the level of autonomy provided, these principles will guide the work to combat homelessness in the San Gabriel Valley regardless.

### **Pursuing Best Practices**

All programs in the San Gabriel Valley will follow nationally and regionally recognized best practices, such as those mandated by HUD or recommended by the National Alliance to End Homelessness. These include, but are not limited to, Housing First, Harm Reduction, Trauma-informed Care, Cultural Competency, and a focus on equity, including racial equity and a distribution of funds and services among subpopulations.

Our programs will be operated in accordance with program standards, facilities standards, and performance targets substantially similar to those currently in use by LAHSA. They will follow best practices in terms of caseload ratios and the use of interventions such as motivational interviewing. With respect to unsheltered homelessness in our communities, cities will follow a public health approach which prioritizes services over enforcement as recommended by LAHSA's Principles and Practices for Local Responses to Unsheltered Homelessness. PEH served in our communities will benefit from non-discrimination, equal access, and grievance policies similar to those currently in use. Overall, funds which cities or the COG control will be put to use according to the Measure H strategies.

In order to support the implementation of these philosophies, staff at individual cities who focus on homelessness will provide education on the importance of these best practices to their city councils, particularly to councilmembers who may sit on the LAHSA commission or other boards which oversee homeless services.

### **CES Participation and Regional Services**

Programs in the San Gabriel Valley will participate in the Coordinated Entry System and operate from a regional perspective. Our work will continue to prioritize administering the VI-SPDAT in all programs and entering all participants into CES. City or COG funded programs will require collaboration with CES providers through case conferencing and other venues. Any permanent housing we control will be allocated according to LA County CES prioritization policies. Our programs will participate in HMIS and use it to the fullest extent possible. The only exception to this would be where prohibited by LAHSA, as outlined in the "problems" section of this paper.

Site based programs, such as interim housing, will be structured to serve a portion of the region. Many of our cities already address homelessness in cohorts of neighboring cities. As locally-controlled homelessness programming expands, the remaining cities can form themselves into self-selected cohorts of two to five cities each. These cohorts will form the basis of the catchment

area that each site based program would serve, rather than the entire SPA, and eligibility criteria would include having contact with an outreach team while in that area or otherwise having ties to a member city. In this way, local programs will have a regional approach while serving PEH from the communities where the sites are located.

### **Use of Local Resources and Control**

Our communities commit to using local resources and control to effectively expand the homeless services delivery system. Once the above-mentioned cohorts of cities are formed, we will work to site interim housing beds in each one. By doing so, interim housing options will be available to PEH anywhere in the SPA, resolving a key limitation of this approach. The number of beds within each catchment area will be in accordance with targets to be determined at a later time, for example, 10% of each area's PIT count.

It will be important for member cities to maintain a level of control over beds in their catchment area. This could include the targeting of specific encampments, the use of preference lists, or a set-aside of beds to be filled specifically by city referral. This will not preclude the integration of interim housing into CES, such as by using eligibility criteria related to acuity or housing match status.

Our communities will also support the siting of permanent supportive housing within our communities. We will prioritize using surplus land for homeless services and affordable housing and are actively working to identify parcels for this purpose. We will also prioritize leveraging funding such as CDBG and the Regional Housing Trust to support regional goals. Our cities will prioritize the use of surplus or underutilized public properties, particularly to address the needs of those with mental illness or substance use disorder.

### **CONCLUSION**

The challenges and recommendations emphasized in the sections above highlight the opportunity for all stakeholders in the County of Los Angeles to come together and build a comprehensive, coordinated, Countywide structure and strategy to end the shame of tens of thousands of people living on our streets. Business-as-usual will not solve this problem, so all County stakeholders must rise to face this challenge. The SGVCOG looks forward to actively participating in the formation of a better and more responsive homeless services system for all.





**JANUARY 2021**

# **Housing & Homelessness Report**



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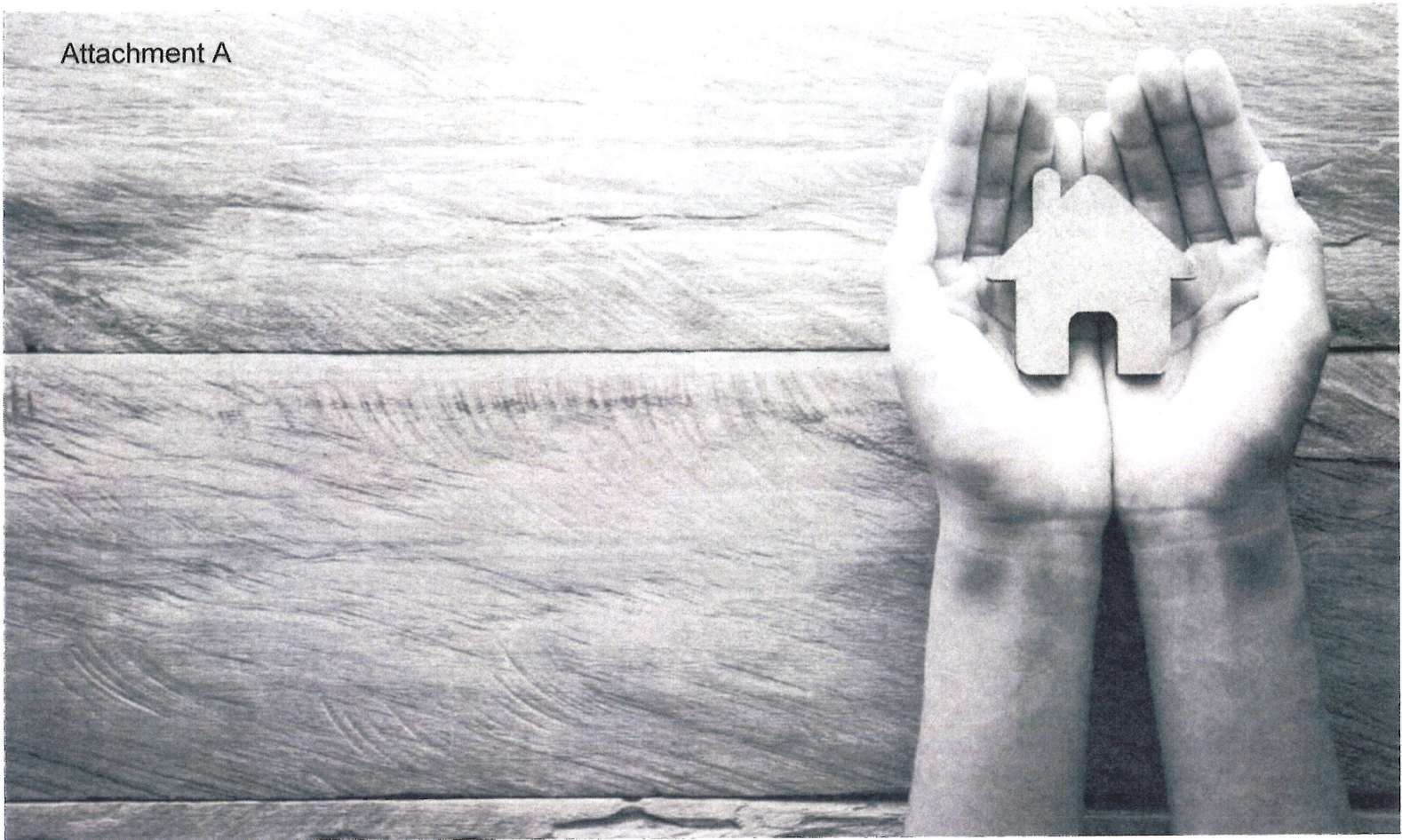
**51** South El Monte

**52** South Pasadena

**53** Temple City

**54** West Covina





## BACKGROUND

In 2019 and 2020, the San Gabriel Valley Council of Governments (SGVCOG) was awarded more than \$7.2 million – through a \$5.6 million State budget allocation, a \$1.5 million Los Angeles County Measure H Innovation Funds allocation, and a \$113,320 State COVID-19 Emergency Homelessness Funds allocation via the County – to support housing and homelessness programs in the San Gabriel Valley. Given that homelessness is a multi-faceted crisis, the SGVCOG aims to tackle homelessness with a multi-faceted approach.

**\$5.6M** IN STATE FUNDING

**\$1.5M** IN COUNTY FUNDING

**\$113K** IN COVID-19 EMERGENCY FUND

**\$7.2M** IN TOTAL FUNDING



Based on extensive stakeholder engagement, the following ten regional needs were identified. The SGVCOG Governing Board allocated funding to ten categories of programming accordingly.

- **Affordable housing** to meet current demand and to stop the inflow to homelessness due to inadequate housing supply
- **City homeless plan implementation resources**
- **Development of homeless plans** for those cities that had not previously completed plans
- **Prevention and diversion assistance** and problem solving resources to prevent residents from becoming homeless
- **Pilot programs** to test innovative, scalable solutions to homelessness
- **Workforce development and training** for youth at risk of homelessness
- **Landlord outreach and incentives** to encourage landlords to accept tenants who are experiencing homelessness
- **Increased City-service provider coordination** to build capacity
- **Alternative crisis response** for people experiencing homelessness (PEH) and mental health crises

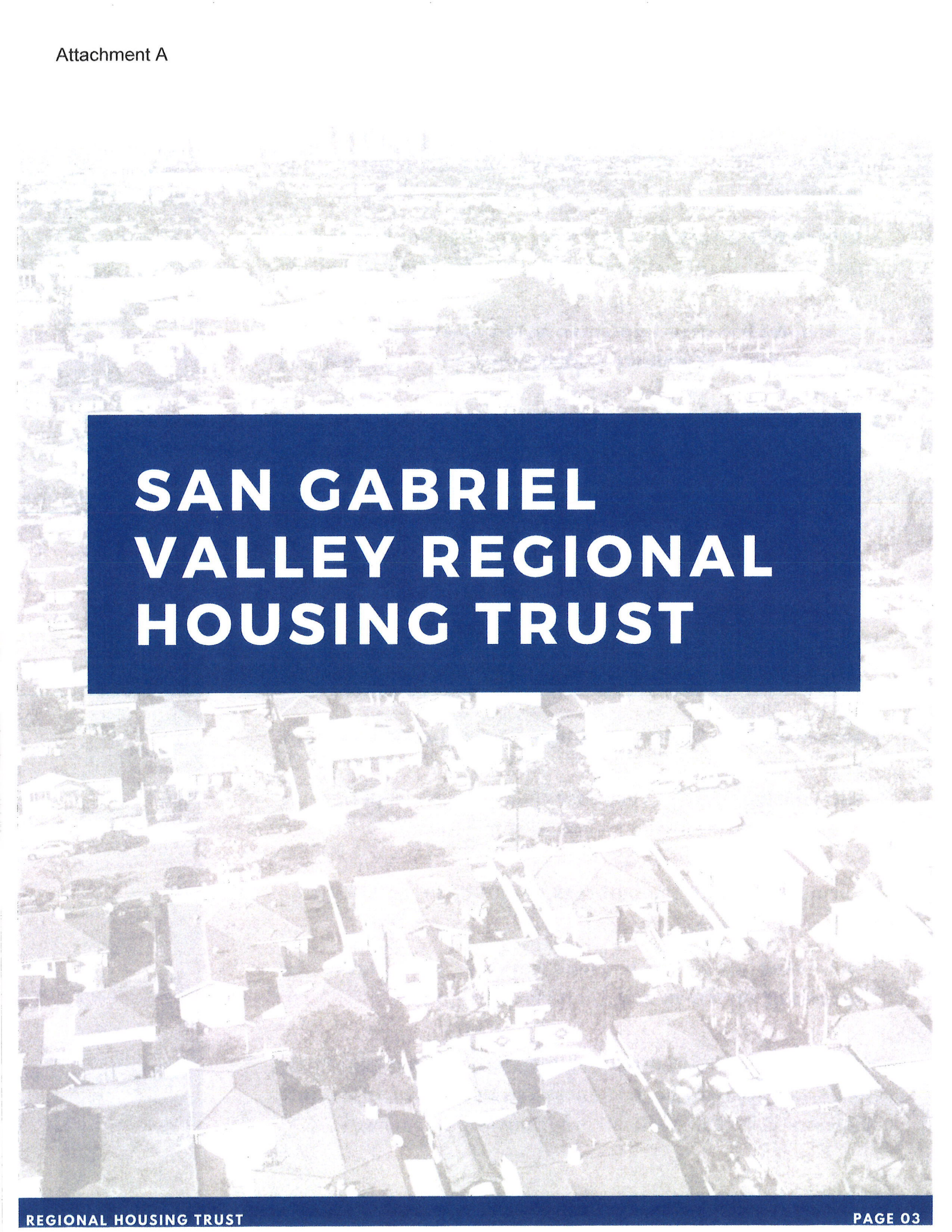
By Spring 2020 with the outbreak of COVID-19, an additional urgent need became clear:

- **Increased access to hygiene services to mitigate the spread of COVID-19** in our unhoused neighbors

These ten categories of programming aim to both serve people actively experiencing homelessness and to stop the inflow into homelessness. By fall 2020, all programs were underway.

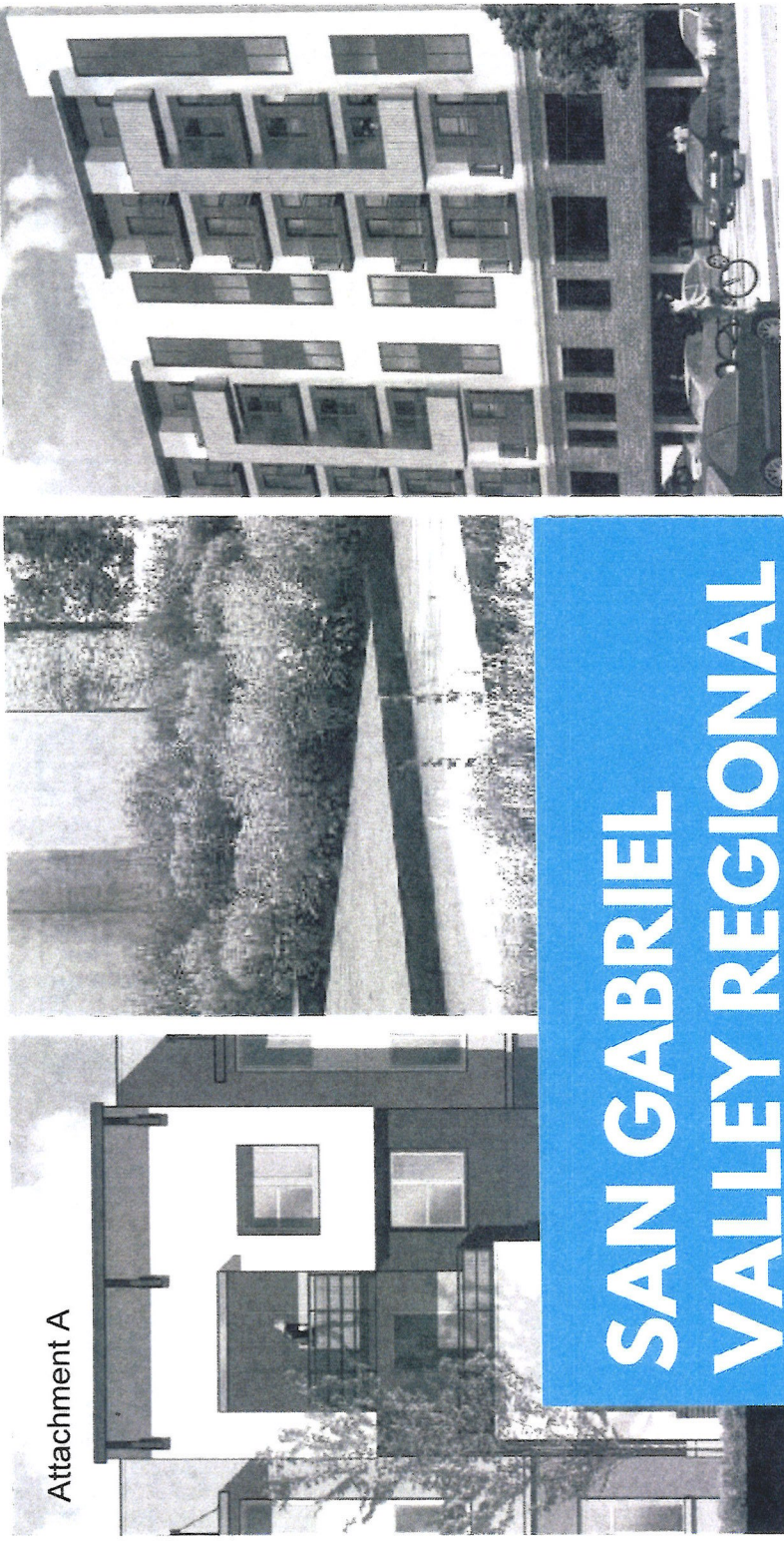




An aerial photograph of a residential neighborhood, showing numerous houses with varying roof colors and styles, interspersed with trees and greenery. A large, dark blue rectangular box is superimposed over the center of the image, containing the organization's name in white, bold, sans-serif capital letters.

# **SAN GABRIEL VALLEY REGIONAL HOUSING TRUST**





# SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

**21** MEMBER CITIES

**\$1.55M** IN INITIAL FUNDING

**\$1.00M** IN STATE FUNDING  
FOR CAPITAL COSTS

**\$350K** IN COUNTY FUNDING  
FOR CAPITAL COSTS

**\$200K** IN COUNTY FUNDING  
FOR OPERATIONS

The San Gabriel Valley Regional Housing Trust (SGVRHT) was **formed in February 2020 as a Joint Powers Authority (JPA)** to finance the planning and construction of affordable and homeless housing. The SGVRHT is governed by a nine-member Board of Directors composed of elected officials from seven cities that are members of the SGVRHT and two housing and homelessness experts. The SGVRHT currently boasts **21 member cities**. Membership is required to serve on the Board of Directors and to be eligible for SGVRHT project financing.



## Legend

- ★ SGVRHT awarded project
- ★ SGVRHT pipeline project

## SAN GABRIEL VALLEY



## MEMBER CITIES

|              |                      |                |
|--------------|----------------------|----------------|
| Alhambra     | Duarte               | Montebello     |
| Arcadia      | El Monte             | Pasadena       |
| Azusa        | Glendora             | Pomona         |
| Baldwin Park | Irwindale            | San Gabriel    |
| Claremont    | La Cañada Flintridge | South El Monte |
| Covina       | La Verne             | South Pasadena |
| Diamond Bar  | Monrovia             | West Covina    |



## PROJECT PIPELINE

In July 2020, the SGVRHT adopted bylaws, underwriting criteria, and loan guidelines and established the San Gabriel Valley **Project Pipeline**, a list of 13 projects totaling 672 units of affordable and permanent supportive housing in need of gap financing in the region.

## PLHA FUNDS

Several cities have allocated a portion or the entirety of their 2020 Permanent Local Housing Allocation (PLHA) funds to the SGVRHT. Member cities can allocate their PLHA funds to the SGVRHT for program eligible expenses, including use as capital funds to finance affordable and homeless housing and activity costs incurred to operate the SGVRHT's programs. PLHA funds dedicated to the SGVRHT are eligible for use as matching funds for the LHTF program.

## PROJECT PIPELINE

### CITY | FUNDING GAP/REQUEST

#### ALHAMBRA | \$3,000,000

50 units of low and extremely low-income housing

#### ARCADIA | \$1,800,000

9 units of affordable housing

#### BALDWIN PARK | \$7,500,000

120 units for low-income families and homeless veterans

#### BALDWIN PARK | \$1,500,000

55 units of affordable housing

#### BALDWIN PARK | \$6,000,000

13 units of affordable housing plus workforce housing

#### CLAREMONT | \$500,000

15 units of affordable housing for low-income and homeless seniors

#### DUARTE | \$7,000,000

60-70 units of affordable housing

#### EL MONTE | \$37,000,000

Up to 100 units of transitional housing for homeless housing

#### POMONA | \$2,000,000

125 units of affordable housing for low and very low-income families

#### POMONA | \$1,350,000

56 units of affordable housing

#### SOUTH EL MONTE | \$1,300,000

140 units of affordable housing for low-income seniors

#### SOUTH EL MONTE | \$4,000,000

Transitional housing for homeless families

#### SOUTH PASADENA | \$14,000,000

Rehab Caltrans property for affordable housing



The SGVRHT received planning funds from sources including the State, member cities, and Southern California Association of Governments through Regional Early Action Planning (REAP). These funds will be used to increase the SGVRHT's capacity to obtain and leverage funds to increase affordable housing in the San Gabriel Valley.

## PROJECTS UNDERWAY AND ANTICIPATED THIS YEAR INCLUDE:

- **Strategic plan and funding strategy development** to best address the specific housing needs of the region and most effectively leverage funds to augment affordable and homeless housing production
- **Donor recognition program and capital campaign development to secure private funds.** As a JPA, the SGVRHT is eligible to receive both public and private funds. The funding strategy will enable the SGVRHT to solicit private investment and increase capital funds to be invested in affordable and homeless housing projects across the region.
- **Housing construction and financing innovation study.** The SGVRHT is investing in a study to identify innovations in both construction and financing methods to reduce the cost and time required to produce affordable and homeless housing to help meet the urgent need.

Planning efforts to increase affordable and homeless housing including:

- affordable housing incubator
- housing leadership academy
- surplus land inventory
- land trust

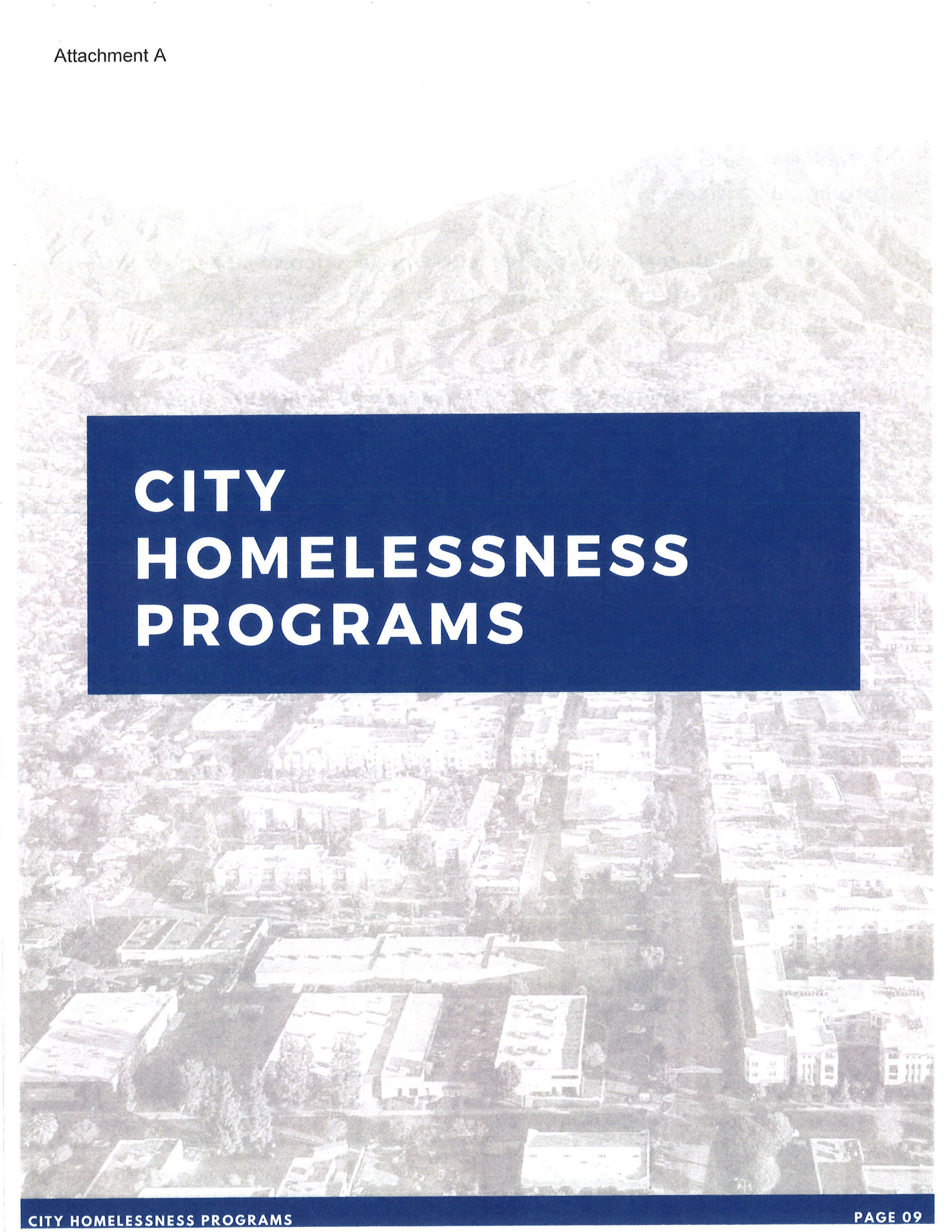


- **Homeless housing pilot program.** The SGVRHT is providing capital and technical assistance to:
  - **create small-scale emergency shelters** in interested member cities through the **use of prefabricated tiny home shelters** (non-congregate shelter)
  - **collaborate with the County and member cities** to ensure onsite service provision
  - **address the emergency shelter needs of the San Gabriel Valley** quickly and at a relatively low cost



*Tiny home shelter example*



An aerial photograph of a city, likely Los Angeles, showing a dense urban area with various buildings and streets. In the background, a large, rugged mountain (Mount Hollywood) rises above the city. A dark blue rectangular box is superimposed over the middle of the image, containing the title text in white.

# **CITY HOMELESSNESS PROGRAMS**





# CITY HOMELESSNESS PROGRAMS

**22** CITIES

**\$4.08M** IN FUNDING

**79%** OF FUNDING TO  
DIRECT SERVICES

The SGVCOG is providing \$4,075,495 in funding to its member cities to implement three programs:

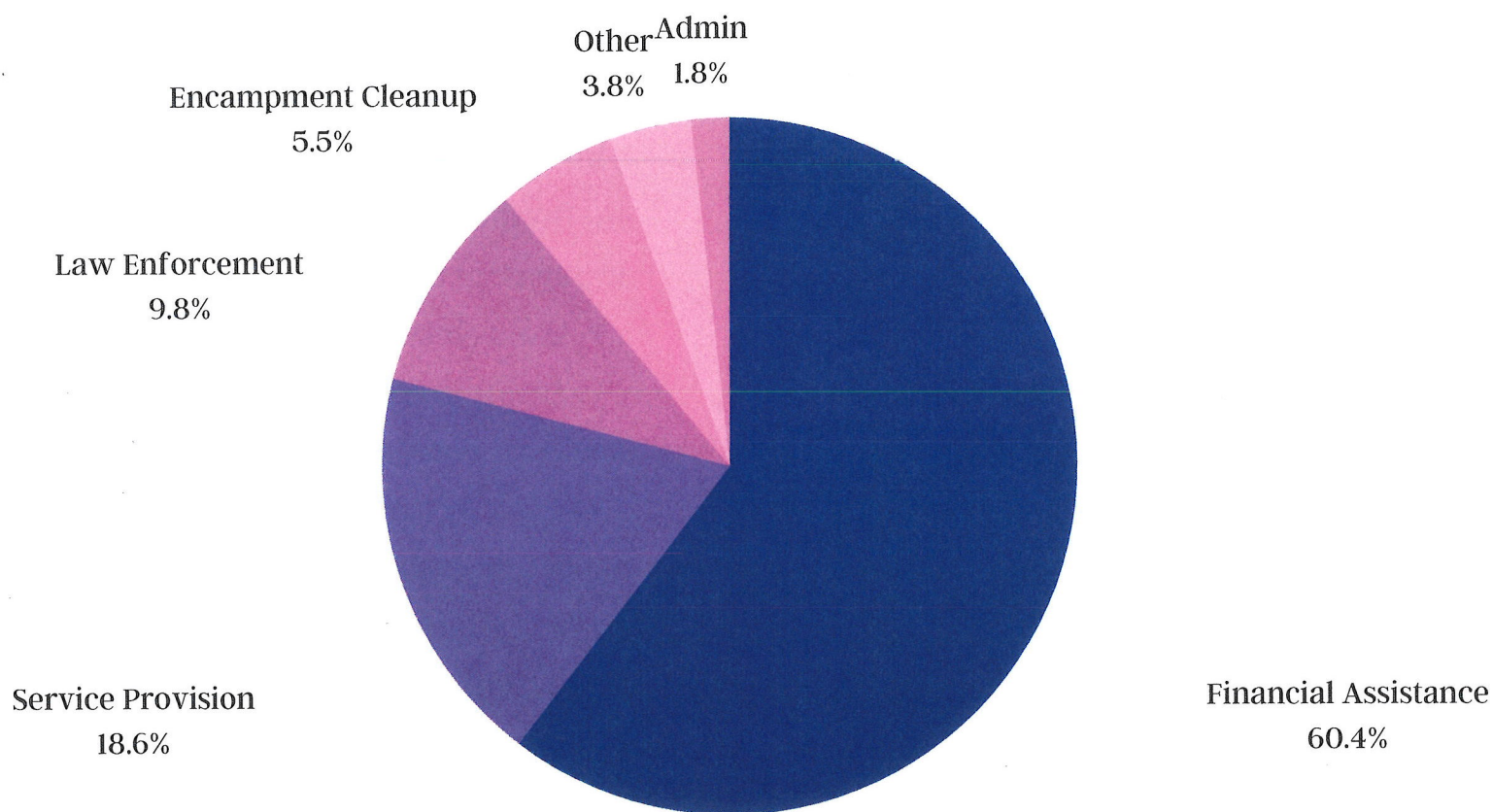
- Homeless Plan Implementation
- Prevention and Diversion
- Pilot Programs

Cities submitted applications for these programs during the Spring 2020, with the Pilot Programs being the only competitive program.



# CITY HOMELESSNESS PROGRAMS

Cities are receiving an average of \$185,454 to implement these three programs. 78.8% of the funding has been allocated towards direct services, with the majority (60.3%) going towards financial assistance and 18.6% towards the provision of those services. 10.1% is assigned to law enforcement, 5.5% to encampment cleanup, 3.8% to other categories, like data collection and marketing, and 1.8% to administration.





# HOMELESS PLAN IMPLEMENTATION

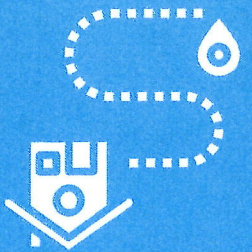
**19** CITIES

**\$3.3M** IN STATE FUNDING

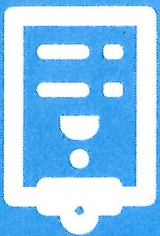
**\$50-250K** ALLOCATION  
PER CITY

Resources to implement city homelessness response plans have been a major need for the SGVCOG's member cities. Cities with completed homeless plans were allocated funding based on population. Nineteen member cities are using this funding to undertake a variety of activities to implement their plans, from providing case management, housing navigation, and legal services to supporting local shelters and food banks and supplementing the city prevention and diversion program.

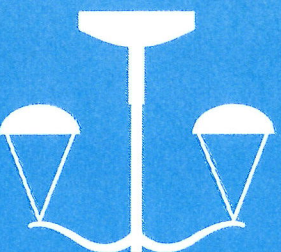




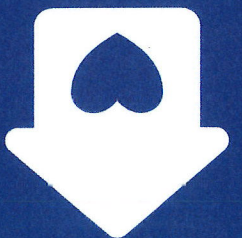
Housing  
Navigation



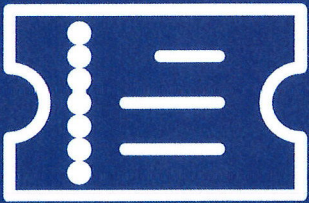
Case  
Management



Legal  
Services



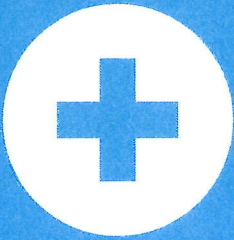
Shelter and  
Food Bank  
Support



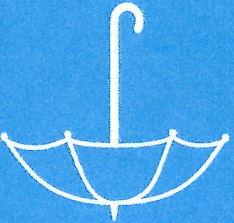
Rental  
Assistance and  
Vouchers



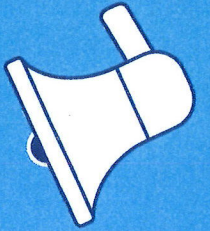
Data  
Collection



First Response  
Training



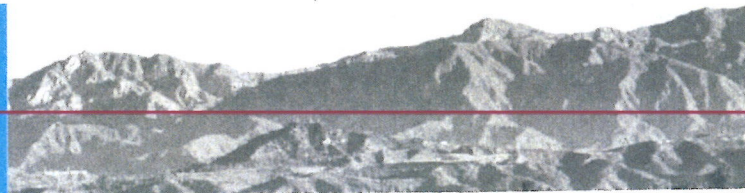
Prevention  
and Diversion



Public Outreach  
and Education

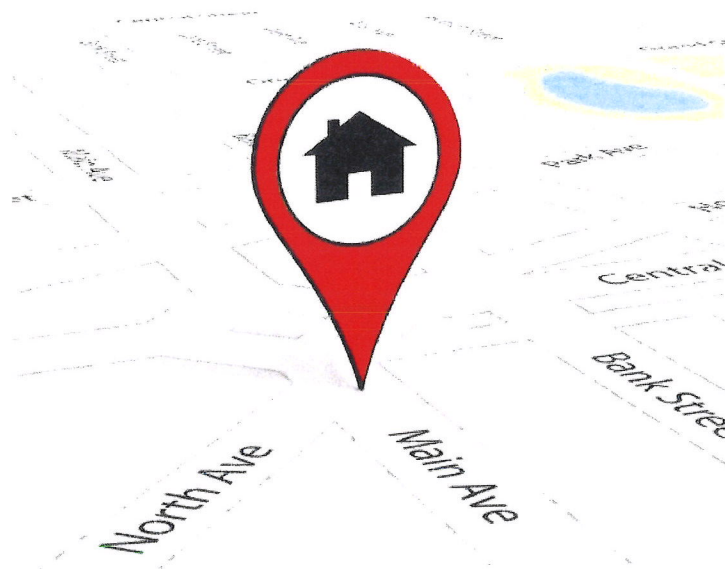


# SHARED HOUSING NAVIGATION



Several cities expressed the need for housing navigation services, including a part-time housing navigator. An efficient and cost-effective way to provide these services was to procure a single provider, with **Union Station Homeless Services** ultimately selected as the provider. Cities were able to opt into the program with their homeless plan implementation funds and were able to choose city-specific services (e.g. a city-dedicated housing navigator just for their city) or to add supplemental housing placements. The program was also structured to include funding for rapid rehousing rental subsidies.

Housing navigation uses a case manager to work with homeless clients and direct them towards housing as quickly as possible.



## SHARED NAVIGATOR

Alhambra, Baldwin Park,  
Irwindale, La Puente,  
South Pasadena, West Covina

## CITY-DEDICATED NAVIGATOR

Arcadia, La Verne



# PREVENTION AND DIVERSION

Recognizing the need to stop the inflow into homelessness, **22 member cities** are implementing Prevention and Diversion programs. Program activities include:

- **conducting** problem solving conversations with each client
- **determining** each client's needs and resources
- **empowering** clients to identify existing resources to overcome their barriers
- **providing** financial assistance if determined to prevent clients from becoming homeless

**22** CITIES

**\$450K** IN TOTAL FUNDING

**\$400K** IN COUNTY FUNDING

**\$50K** IN STATE FUNDING

**\$15K** ALLOCATION PER CITY

## ACCOMPLISHMENTS



**5 individuals and 4 families provided assistance to prevent homelessness**



**52 City staff completed SGVCOG or LAHSA problem solving training**



# PILOT PROGRAMS

The Pilot Programs aim to test innovative direct homeless solutions and is providing initial funding for the set-up or implementation of innovative pilot projects on a small scale. The program will focus on collecting data and performance metrics on the pilot projects in order to assess whether they could be successfully implemented on a wider scale.

## \$610K

IN TOTAL  
FUNDING

## \$515K

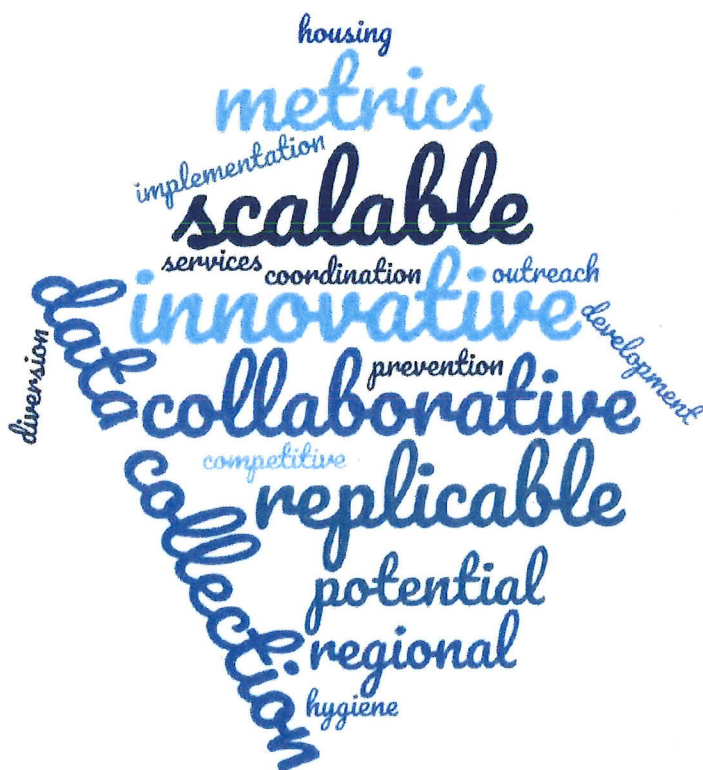
IN COUNTY  
FUNDING

## \$95K

IN STATE  
FUNDING

## \$103K

AVERAGE  
ALLOCATION  
PER CITY



Four cities are implementing the following Pilot Programs. More details can be found on each City's program overview page.

- **Arcadia:** Pop-up homeless services center with restrooms, showers, laundry facilities, food, etc.
- **Claremont:** Roommate matching program to identify residents with vacant rooms available for roommates
- **Covina:** Mobile hygiene program with case management services
- **Monrovia:** Emergency COVID Housing Impact Program ("eCHIP")



# GREEN PATH CAREERS PILOT PROGRAM



## GREEN PATH CAREERS

Five cities (Baldwin Park, Duarte, Irwindale, La Verne, West Covina) are enrolled in the Green Path Careers Program, a Transition Age Youth (TAY) workforce development pilot program. The program is a collaborative effort between the SGVCOG, the Southern California Regional Energy Network, Hathaway-Sycamores, and the LA County Department of Workforce Development, Aging and Community Services (WDACS)



Launched in December 2020, the program enrolled 10 youth from the San Gabriel Valley who will be provided:

- no-cost home energy audit training
- workforce and financial literacy skills
- a paid work experience
- job application and interview assistance to enter the high-growth energy efficiency field



## ACCOMPLISHMENTS



**10 youth enrolled  
in program**



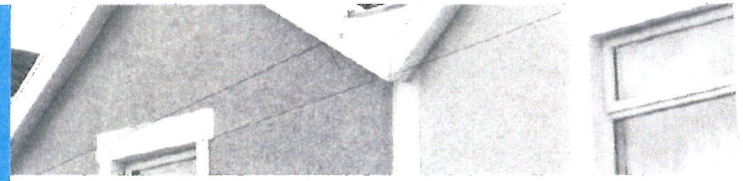
**5 partner agencies  
engaged**



# HOMELESS PLAN DEVELOPMENT



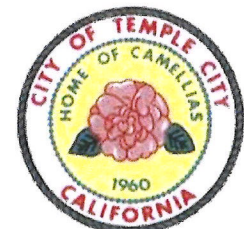
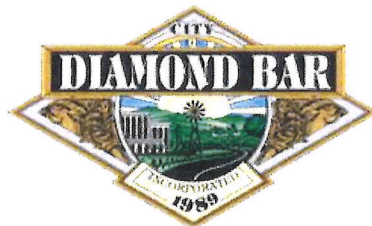
# HOMELESS PLAN DEVELOPMENT



Five cities are currently developing homelessness response plans. **Diamond Bar, Monterey Park, Rosemead, San Gabriel, and Temple City** have worked with Focus Strategies and have conducted internal and external stakeholder engagement, identified current resources and needs, and developed key goals, supporting actions, and metrics for evaluating success. The plans will be adopted by City Councils in January and February 2021.

## Key goals from the five homeless plans are as follows:

- **Promote** affordable housing development and preservation
- **Enhance** City homelessness response services, including prevention and diversion efforts
- **Advance** strategies to maximize opportunities in existing rental market to house people experiencing or at-risk of homelessness
- **Participate** in ongoing regional and countywide strategies to develop a more robust regional service delivery system
- **Increase** community education on homelessness and resources





# LANDLORD OUTREACH & INCENTIVE





# LANDLORD OUTREACH & INCENTIVE



The Landlord Outreach and Incentive Program will support landlords willing to accept clients who have experienced homelessness and provide financial support to encourage landlord participation for **20 participating cities**.

**SGA Marking and Union Station Homeless Services** are coordinating to implement the program.

- SGA has conducted outreach to landlords, distributing a survey that received over 100 responses.
  - Based on survey data, program will target individual owners rather than property management companies and will highlight the program as a business opportunity offering stability
- SGA will identify potential participating landlords and enroll in program
- Union Station will work with those landlords to provide financial incentives to accept tenants experiencing homelessness.

The program will soon be available at **LandlordIncentives.org** with the taglines **"The Most Rewarding Way to Rent"** and **"Lease With Peace of Mind"**.

## ACCOMPLISHMENTS



**100 responses to  
landlord survey**



**Marketing and outreach  
plan developed from  
survey data**



# **SERVICES COORDINATION PROGRAM**

# SERVICES COORDINATION PROGRAM

The services coordination program aims to enhance coordination between municipalities and service providers in the San Gabriel Valley. The program will enable the region to continually plan, execute, evaluate, and enhance its programs and projects, as well as strengthen inter-agency communication, program marketing, and community outreach and engagement. The project will do so in two ways:

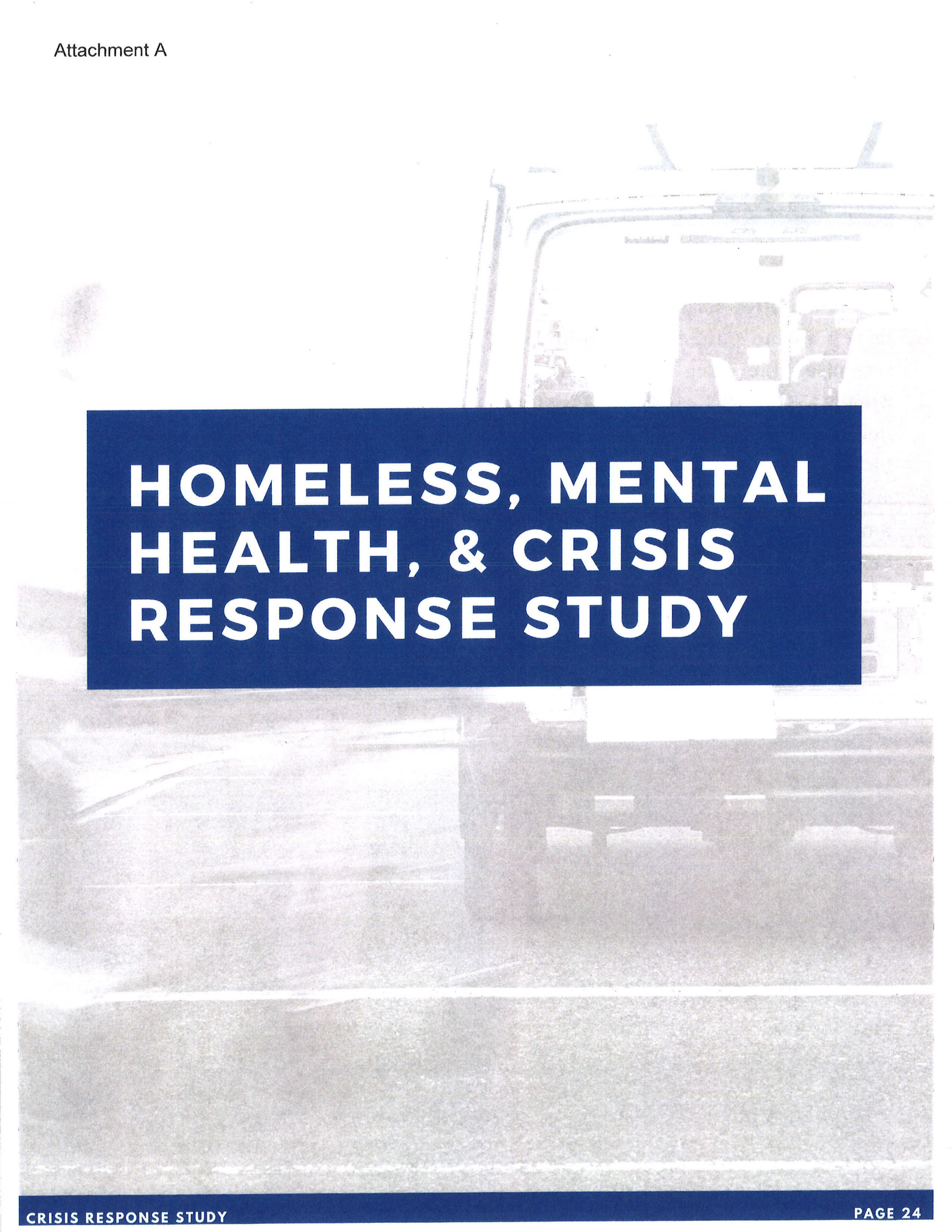
## Virtual Resource Hub & Map

- Development and maintenance of a virtual “one-stop shop” resource hub that municipal staff, members of the public, and other stakeholders can use to find resources and information about homelessness and homeless services in the San Gabriel Valley
- Include GIS mapping of all service providers and Coordinated Entry System (CES) access points in the region

## Targeted City Meetings

- Targeted meetings with cities to determine gaps in services and create action plans
- Connect City staff with additional resources and increase coordination with service providers
- Leverage existing technology including the “one-stop shop” website, resources, and existing partnerships to promote information-sharing and facilitate shared decision-making





# **HOMELESS, MENTAL HEALTH, & CRISIS RESPONSE STUDY**



# CRISIS RESPONSE STUDY



As communities across the country aim to re-imagine public safety and crisis response, the long-standing Eugene, Oregon CAHOOTS (Crisis Assistance Helping Out On The Streets) program has gained national attention. Cities around the country, from Oakland and New York to Denver and Austin, have begun to replicate the CAHOOTS model.

Based on regional interest in a mobile crisis response program like CAHOOTS,

the SGVCOG will be conducting a study on how such a regional homeless, mental health, and crisis response program could be developed and implemented in the San Gabriel Valley. The project will deeply involve regional stakeholder and community engagement and will produce an actionable implementation plan for the region.



*CAHOOTS in Eugene, Or*



# CRISIS RESPONSE STUDY



## Key issues to be analyzed by the study are as follows:

- What is the existing volume of emergency and non-emergency calls and what percent could be responded to by this type of approach?
- How would the program work alongside local police departments, LA County Sheriff's Department, local fire departments, other first responders, emergency communications centers, and mental health service providers (e.g. DMH, Tri-City Mental Health)?
- What services could the program provide? (e.g. crisis counseling, housing assistance, suicide prevention, substance abuse support, etc.)
- How would the program specifically serve people experiencing homelessness?
- Who else is implementing this type of work in the region? In the country? How are they implementing the program?
- Are there agencies in the region with the capacity and expertise to implement the program? What qualifications/certifications would be needed of personnel?
- How much would the program cost? What are potential funding sources?
- What would the potential cost savings be? (e.g. police department costs? emergency medical systems costs, including ambulance, transport and emergency room services?)

# HYGIENE PROGRAM



# HYGIENE PROGRAM

In May 2020, the SGVCOG received \$113,320 of State COVID-19 Emergency Homelessness funds from the County Homeless Initiative to expand hygiene services for people experiencing homelessness. The program launched in June and concluded in August.

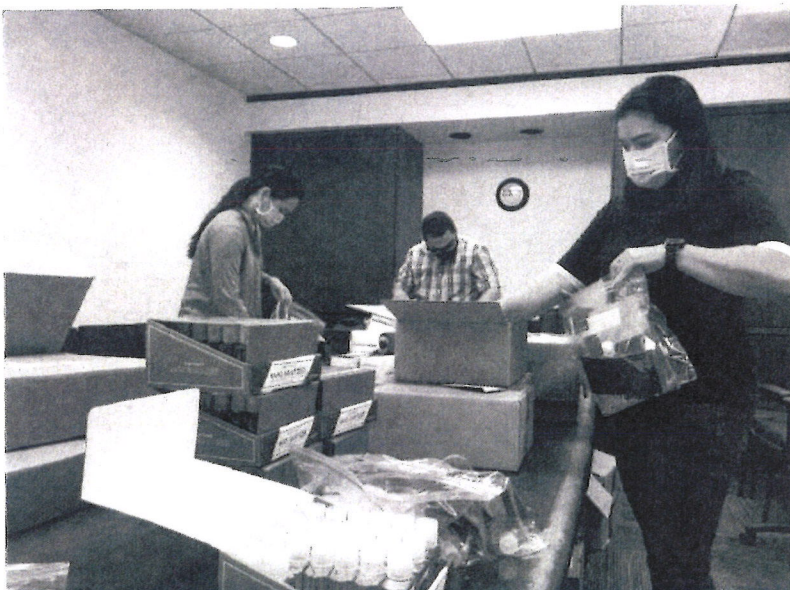
Participating cities used the funding to add portable toilets and handwashing stations, open public restrooms that had closed, extend public restroom hours, provide mobile showers, and distribute hygiene kits.

With remaining funding, SGVCOG staff assembled 2000 hygiene kits and provided them to cities and Union Station to distribute.

With the closure of so many public spaces due to the pandemic, this program provided increased access to hygiene services mitigating COVID-19 outbreaks in the region's unhoused community.

**\$113K** IN FUNDING

**11** CITIES



*SGVCOG staff hygiene kit assembly*



# HYGIENE PROGRAM



## ACCOMPLISHMENTS

**11** new locations with services made available

**71** new hand soap dispensers installed

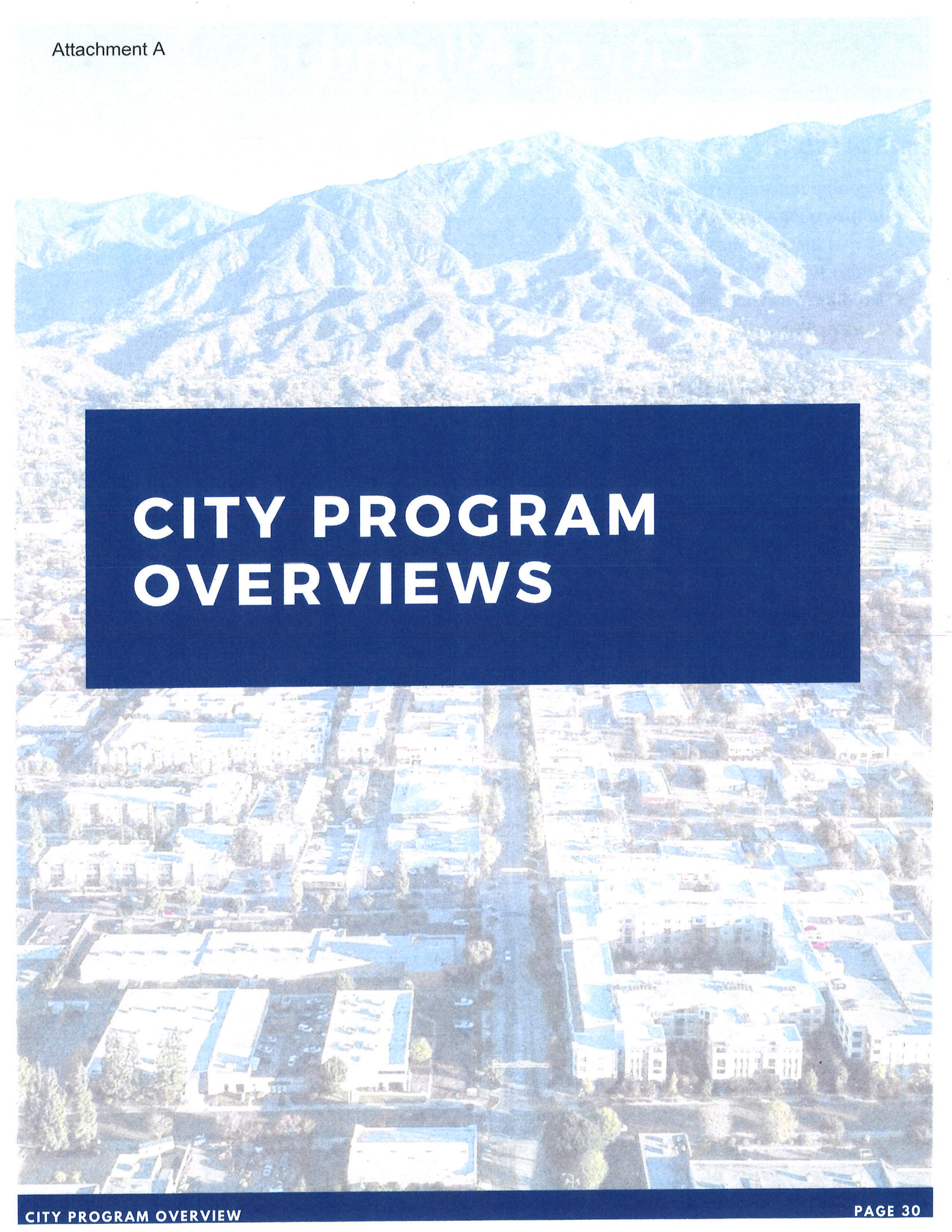
**400** showers provided

**500** people provided access to hygiene services per day

**4,030** hygiene kits distributed

**21,228** hours of expanded service



An aerial photograph of a city, likely San Francisco, showing a dense urban area with many buildings and a prominent redwood tree in the foreground. In the background, a large, rugged mountain range is visible under a clear sky. A dark blue rectangular box is overlaid on the middle of the image, containing the title text.

# CITY PROGRAM OVERVIEWS



## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigator*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) and the City will provide street outreach services and vouchers for overnight stays, transitional housing, or permanent housing.

## HOMELESS PLAN IMPLEMENTATION

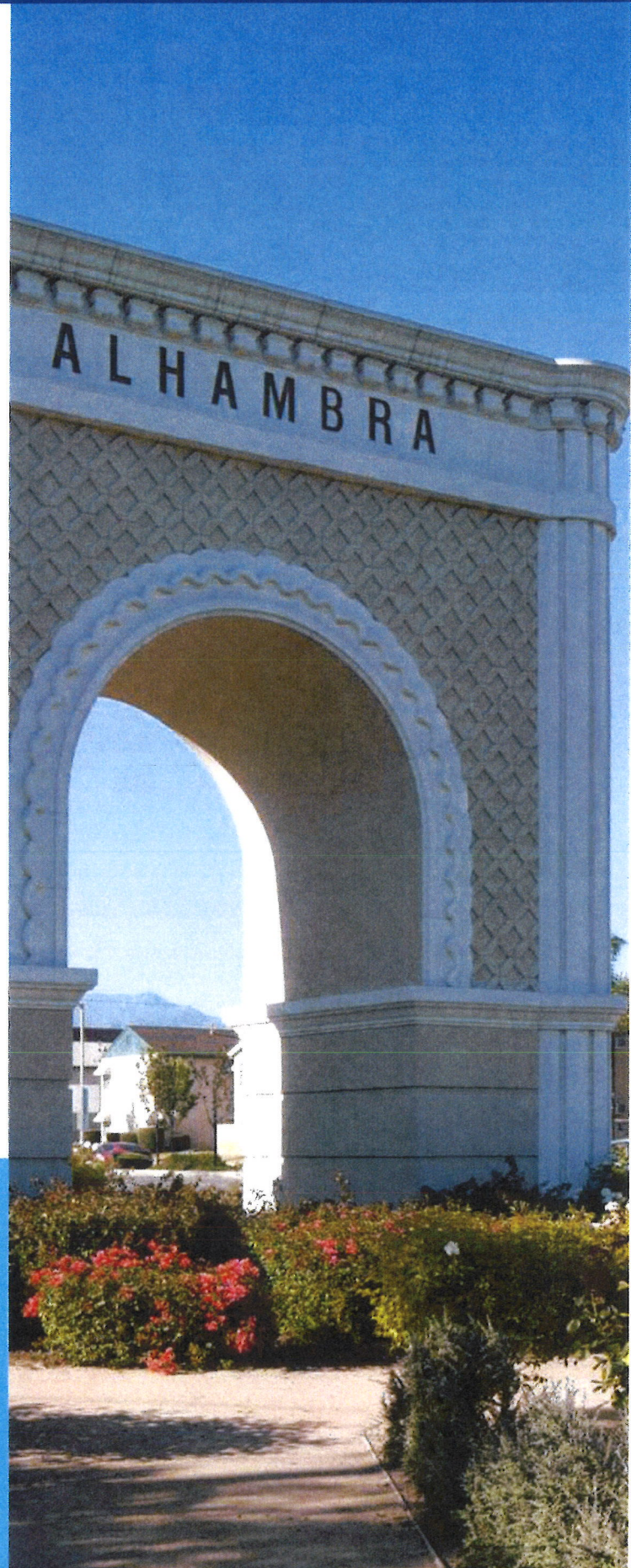
- Funding allocated to shared housing navigator and housing vouchers
- Officer/Corporal will participate on the Homeless Outreach Mental Evaluation (HOME) Team along with the Alhambra School District and Union Station to connect people experiencing homelessness to resources.

## ACCOMPLISHMENTS

### HYGIENE PROGRAM



**1000 hygiene kits  
purchased and distributed**





## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

## HOMELESS PLAN IMPLEMENTATION

- City-dedicated housing navigator through SGVCOG contract with Union Station Homeless Services
- Housing vouchers for housing navigator to place clients into housing
- Emergency resources (housing, meals, etc.) for City staff to provide people experiencing homelessness
- Homeless Education and Liaison Program (HELP) team and Police and Fire Department outreach

## ACCOMPLISHMENTS

### PILOT PROGRAM - HOMELESS RESOURCE HUB

The City launched a pop-up Homeless Resource Hub to provide services to individuals experiencing homelessness, including **mobile showers, a laundry facility, restrooms, case managers/housing navigators from Union Station Homeless Services, and medical support from the Arcadia Fire Department.** The program launched on **November 5, 2020** and will operate once per week. The City plans on holding a **total of 27 events** throughout the course of the pilot program.





## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Expand existing City Library Neighborhood Connections program and create a housing displacement response plan, including creating an application process and eligibility requirements and tracking services provided and the outcomes.

## HOMELESS PLAN IMPLEMENTATION

- Expand the Neighborhood Connections program to March 2022 to provide food, clothing, hygiene supplies, and other basic needs, conduct care coordination screening and provide problem solving-solving assistance.
  - Goal to enroll 75 unduplicated and 200 duplicated individuals or family members
- Homeless Assistance Liaison Officer (HALO) and Code Enforcement outreach to provide resource guides and referrals to case management services.

## ACCOMPLISHMENTS



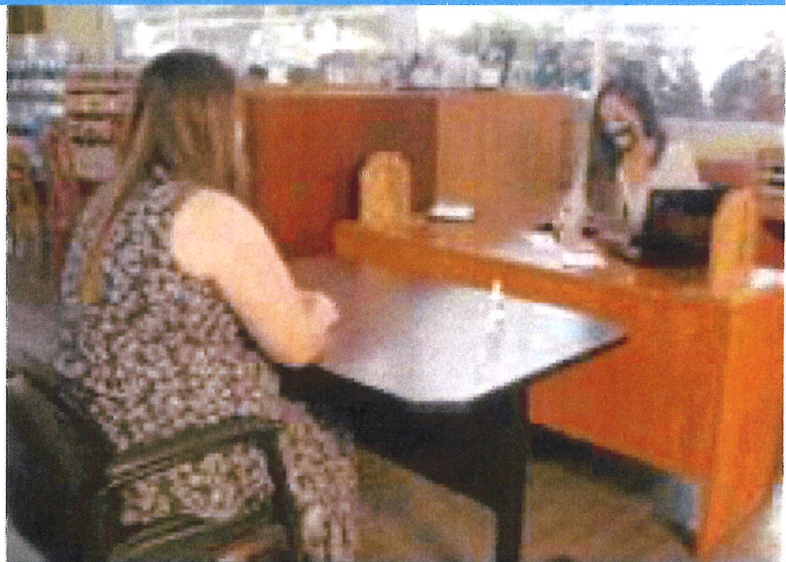
**Integrated new programming into existing library-based Neighborhood Connections program**



**Developed guidelines for problem solving interventions, eligibility, consent and follow-up and referrals from Union Station**



**NEIGHBORHOOD  
CONNECTIONS**





# City of Baldwin Park

## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## HOMELESS PLAN IMPLEMENTATION

- Funding allocated to shared housing navigator and housing vouchers
- Funding allocated to prevention, diversion, and rapid rehousing program

## PREVENTION AND DIVERSION

- Emergency housing response program under the Baldwin Park Housing Division and Recreation and Community Services to support individuals and families who are newly homeless or are at risk of becoming homeless by providing rental and mortgage assistance
- Focus on strategies to assist lower-income households in gaining self-sufficiency
- Focus on specific populations, such as highly vulnerable populations who experience homelessness at higher rates, and those affected by emergency situations such as the COVID-19 pandemic that have resulted in a loss of income

## ACCOMPLISHMENTS



**Served 380 individuals with hygiene kits**



**Placed 1 family in emergency shelter after house fire and assisted with securing new housing**



**Installed handwashing stations and portable toilets**





# City of Claremont

## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Supplement City's existing Senior Case Management Program which provides senior residents and families at risk of homelessness with comprehensive resources for social services..

## HOMELESS PLAN IMPLEMENTATION

- Secure family rooms at Inland Valley Hope Partners' (IVHP) Our House Family Shelter in Pomona
- Coordinate with IVHP to provide services such as weekly case management, life skills classes, psychosocial counseling, and weekly support groups

## PILOT PROGRAM

- Engage landlords and homeowners to create a network of vacant rentals within city boundaries
- Engage tenants and develop a roommate matching process
- House individuals, execute tenant-roommate contracts, and execute tenant-NPO contracts

## ACCOMPLISHMENTS



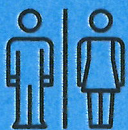
**1 family referred to IVHP, moved into shelter, and 2 months later, moved into an affordable apartment**



**2 individuals and 1 family provided prevention and diversion assistance**



**Affordable housing project awarded PLHA funding**



**Expanded available hours of and opened previously-closed public restrooms to unsheltered community**



## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Assist low-income eligible residents who need utility bill and financial assistance due to a temporary set-back/crisis (e.g. termination from employer, furlough/reduction in hours/pay, illness/disability, unexpected family emergency, eviction notice, etc.)

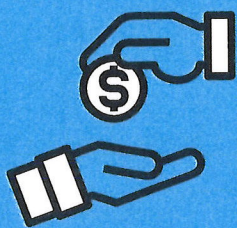
## HOMELESS PLAN IMPLEMENTATION

- Support YWCA's Women in Need Growing Strong (WINGS) program to house women and children escaping domestic violence
- Support 29:11 to sustain and expand their food bank that provide meals to homeless and at-risk individuals
- Prevent 3-4 families from becoming homeless and rapidly rehouse 4 families and 7 individuals experiencing homelessness
- Develop bicycle outreach program to help make officers more approachable

## PILOT PROGRAM

- Provide funding to Support Solutions to purchase a used truck to tow mobile showers to service areas within the City
- Fund an on-site case manager to assist those accessing mobile shower, connecting individuals to shelter and housing, mental health support, job training, and other services

## ACCOMPLISHMENTS:



**Secured additional Los Angeles Homeless Services Authority (LAHSA) grant funding to launch mobile shower pilot program by end of January 2021**

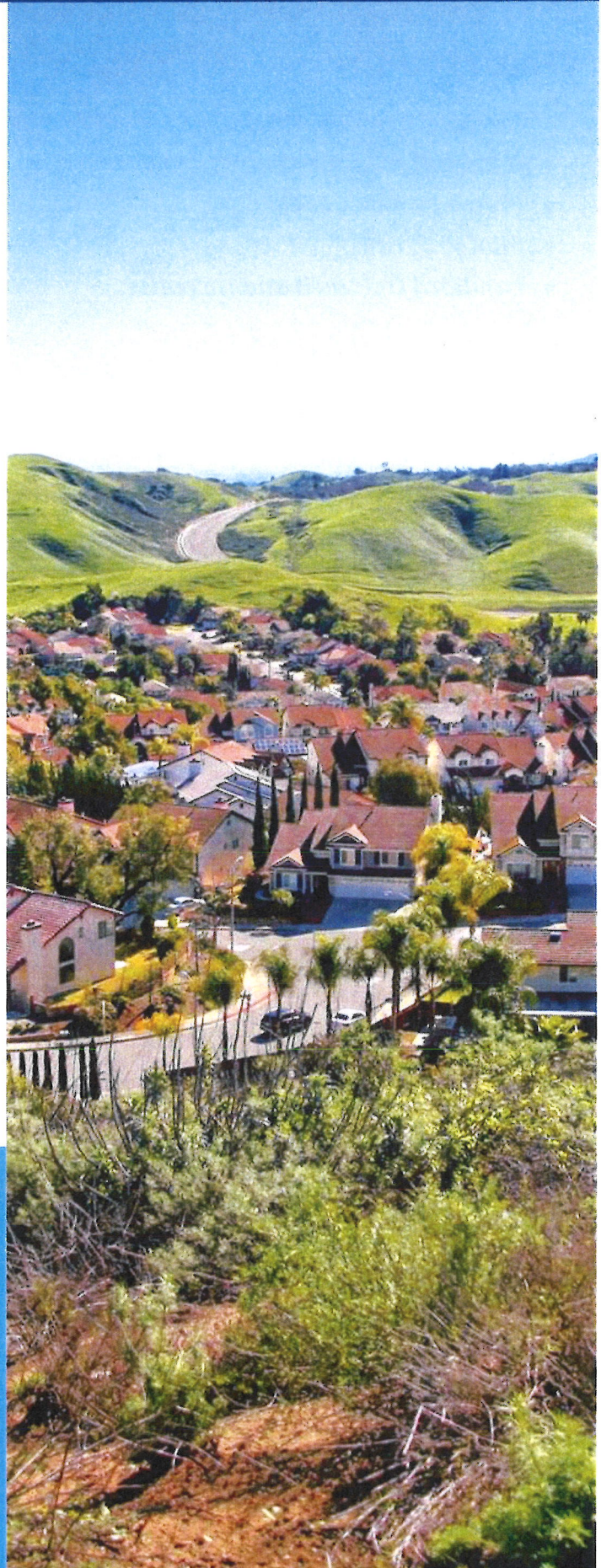


## ENROLLED IN:

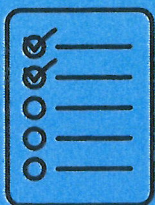
- *Regional Housing Trust*
- *Homeless Plan Development*
- *Landlord Outreach and Incentive*

## HOMELESS PLAN DEVELOPMENT

- Conducted internal and external stakeholder engagement to assess current resources and needs. Interviews and input sessions were held with City staff members, County homelessness response system leaders, and non-profit and faith-based service providers.
- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response resources
  - insufficient supply of affordable housing
- City staff identified key goals to respond to these key findings and concerns related to homelessness and align with broader regional system strategies and efforts
- City staff will hold study session with City Council in February to review plan and will bring plan to Council for adoption in early March



## ACCOMPLISHMENTS:



**Developed a  
homelessness response  
plan (to be approved  
by City Council)**



## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

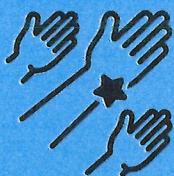
- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

## HOMELESS PLAN IMPLEMENTATION

- Duarte Public Safety Outreach Coordinator to connect those experiencing homelessness by building street-level relationships..
- Housing rights assistance by providing housing counseling for both tenants and landlords.
- Provide portable bathroom and handwashing facility for at-risk and vulnerable homeless persons.

## ACCOMPLISHMENTS:

### PLAN IMPLEMENTATION



**15 individuals  
outreached to by  
Public Safety**

### HYGIENE PROGRAM



**1,319 services provided**

**174 individuals served**





## ENROLLED IN:

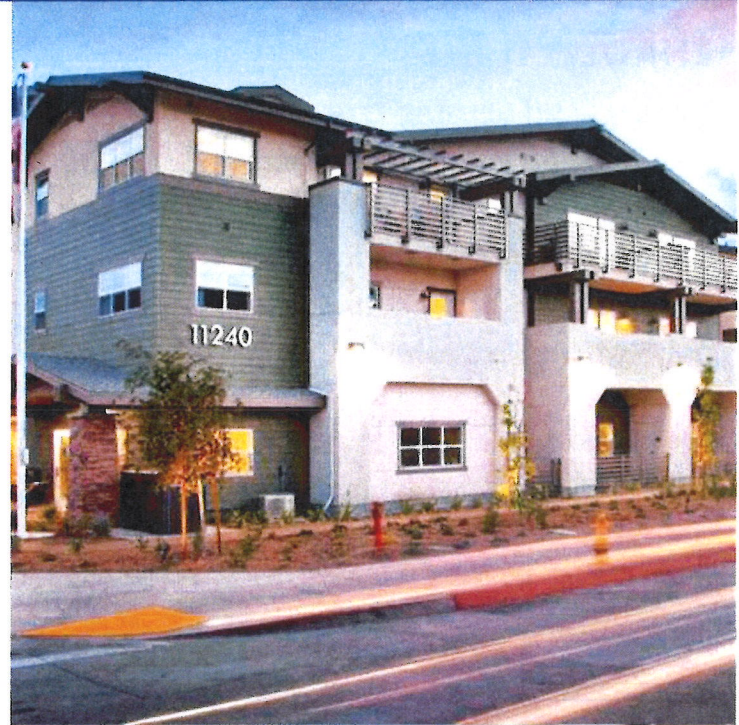
- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

## HOMELESS PLAN IMPLEMENTATION

- Utilize Police Department's TOUCH (Transient Outreach Using Community Hands) Team to conduct outreach to connect homeless population to resources and temporary housing.
- Partner with TriCity Homelessness Cohort to implement the City's homeless plan, including developing a communications implementation plan, and developing and administering surveys to identify core principles.



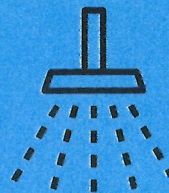
## ACCOMPLISHMENTS:

### PREVENTION AND DIVERSION



**15 individuals  
outreached to by  
Public Safety**

### HYGIENE PROGRAM



**10 portable shower  
events held  
400 showers offered to  
unhoused community**



## ENROLLED IN:

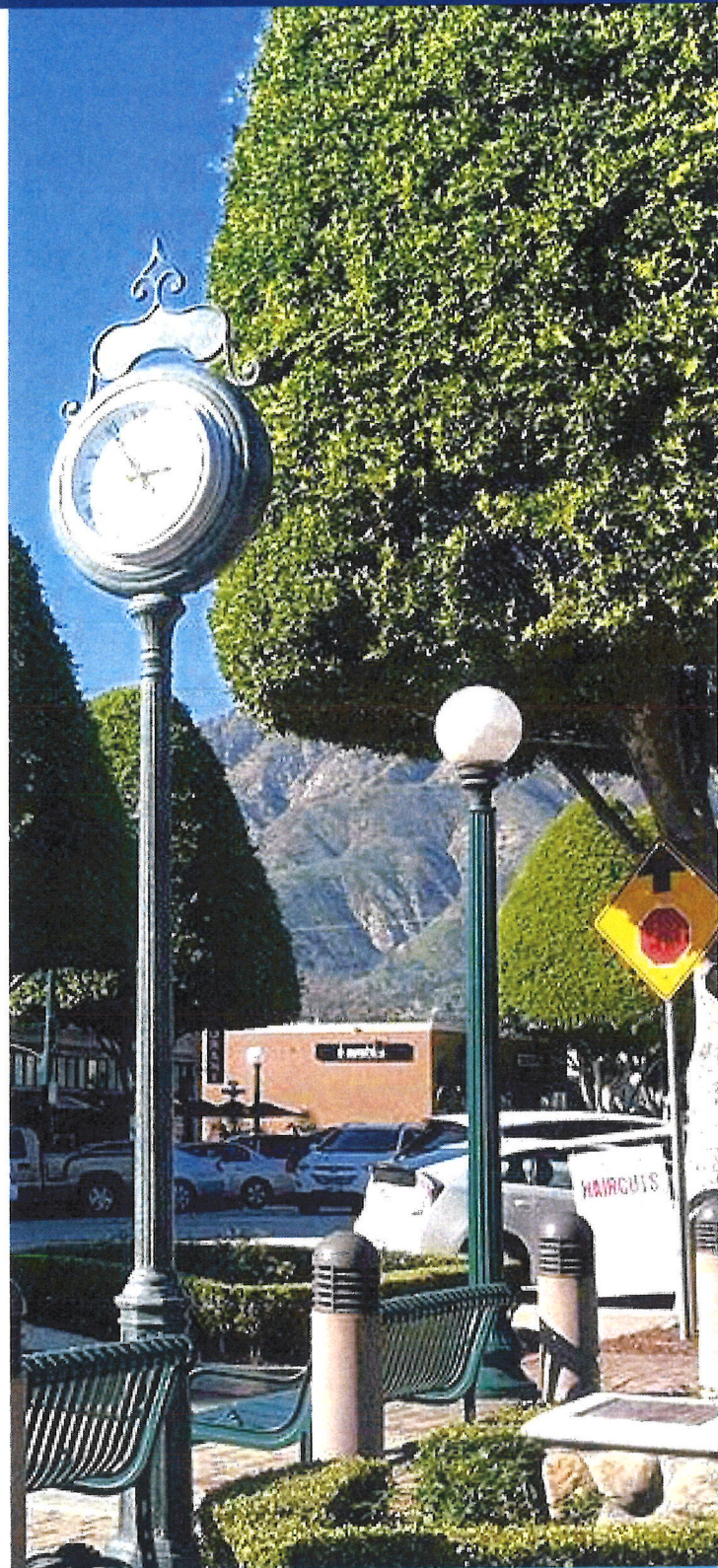
- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

## HOMELESS PLAN IMPLEMENTATION

- Homeless Outreach Services. Teams and the Community Impact Team provide outreach to the City's homeless population by providing assistance, including motel vouchers, hygiene kits, clothing, shoes, food, and gift cards.
- Partner with Glendora Unified and Charter Oak School Districts to help identify families and youth experiencing homelessness or at-risk of homelessness.



## ACCOMPLISHMENTS:

*Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report*



## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

## HOMELESS PLAN IMPLEMENTATION

- Outreach by Irwindale Police Department Homeless Outreach Coordinator to connect those experiencing homelessness to the cities' Union Station Housing Navigators and LAHSA, in addition to other direct services, such as motel vouchers.
- Housing rights assistance by providing housing counseling for both tenants and landlords.

## ACCOMPLISHMENTS:

### PREVENTION AND DIVERSION



**2 individuals  
outreached to by  
Public Safety**





## ENROLLED IN:

- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*

## HOMELESS PLAN IMPLEMENTATION

- Participate in the Shared Housing Navigator program by providing input and support to the assigned housing navigator as needed. City will receive an allocation of housing vouchers that will be used by the housing navigator to house homeless clients within the City.
- Direct resources for Sheriff's Department to provide to people experiencing homelessness, including housing or motel vouchers, food, and other services.

## PREVENTION AND DIVERSION

- Union Station housing navigator will implement a prevention and diversion program in the City

## ACCOMPLISHMENTS:

*Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report*





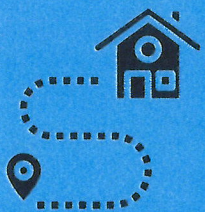
## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*

## HOMELESS PLAN IMPLEMENTATION/ PREVENTION AND DIVERSION

- Union Station housing navigator will provide rapid re-housing, prevention, and diversion interventions, and case management for La Verne residents at risk of homelessness.
- Goal of serving 6 households under the rapid re-housing program, 16 households under the prevention and diversion rental/deposit interventions, and 40 households under the prevention and diversion low-cost interventions.

## ACCOMPLISHMENTS:



**Leveraged existing Housing Navigator from Union Station to provide rapid re-housing, prevention and diversion interventions**





## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## HOMELESS PLAN IMPLEMENTATION

- Monrovia Homeless Outreach Team works with individuals experiencing homelessness to share information on local resources and services available
- Develop fundraising and public awareness campaign to benefit the Foothill Unity Center

## PREVENTION AND DIVERSION

- Supplement City's existing Housing Displacement Response Program (HDRP)

## PILOT PROGRAM - eCHIP

- Emergency COVID Housing Impact Program ("eCHIP") meets the immediate needs of residents who would face homelessness if intervention is not provided
- Utilizes existing HDRP advocates to administer necessary funds to residents, verify eligibility, and work through available financial relief options
- Tracks residents to ensure long term stability and housing retention. Success will be measured through metrics such as eviction avoidance, number of families receiving direct support, number of school-aged children who avoided housing displacement, among other metrics.

## ACCOMPLISHMENTS



**141 individuals and 42 families provided assistance through eCHIP Pilot Program**



**53 individuals outreached to by Public Safety**



**3 individuals and 2 families served by prevention and diversion program**



**2 additional portable toilets installed at Monrovia Community Center**



## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Montebello Community Assistance Program (MCAP) will implement the program, conduct problem solving conversations, determine eligibility requirements, execute tenant-landlord agreements, and provide rental and other financial assistance

## HOMELESS PLAN IMPLEMENTATION

- Launch the Montebello Community Assistance Program (MCAP) within the fire department
- Conduct mental health training for all fire personnel
- Develop a Dashboard to End Homelessness to collect and analyze data to better identify outreach locations, improve outreach response times, increase communication among providers, evaluate the success of adopted strategies, and drive the City's strategic planning efforts
- Create partnerships with organizations that provide housing, homeless services, behavioral and other types of services that support those impacted by homelessness
- Create a "Hub" or "One-Stop" model for homeless services that will be client driven

## ACCOMPLISHMENTS

**Launched Montebello Community Assistance Program (MCAP), hiring a social worker supervisor and field response case coordinator who along with a paramedic will provide assistance to those experiencing homelessness**





## ENROLLED IN:

- *Homeless Plan Development*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## PREVENTION AND DIVERSION

- Utilize existing Community Service Bureau and Problem Oriented Policing (POP) Officers to identify clients in need, conduct problem solving conversations, and provide assistance

## HOMELESS PLAN DEVELOPMENT

- Conducted stakeholder engagement with members of multiple city departments, elected officials, business leaders, and community and non-profit service providers to assess current resources and needs
- The following key findings emerged through the stakeholder engagement process:
  - increases in homelessness
  - public health and safety concerns
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- City will bring plan to Council for adoption in February or March 2021

## ACCOMPLISHMENTS:



**Developed a homelessness response plan (to be approved by City Council)**



**Opened 4 hygiene stations**





## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

## PREVENTION AND DIVERSION

- Volunteers of America Los Angeles (VOALA) at the Hope for Home (H4H) Homeless Services Center will implement program using the problem solving model and approach.

## HOMELESS PLAN IMPLEMENTATION

- Police Officers connect individuals to the Hope for Home Access Center to help individuals to gain initial access to the Coordinated Entry System.
- Provide support to Neighborhood Legal Services Los Angeles to improve the availability of legal services to residents experiencing homelessness or at risk of homelessness by providing legal help for tenants in eviction proceedings.

## ACCOMPLISHMENTS:

The Neighborhood Services Department partnered with the GIS Department to design a Survey 123 tool specific to law enforcement outreach. The survey captures and collects data on the type of services the Pomona Police Department provides during outreach, the number of individuals housed, and the number of individuals directed to a Tri-City Community Navigator.



**39 individuals completed Survey 123. 38 out of 39 individuals were given a housing referral**



**Affordable housing project awarded PLHA funding**





## ENROLLED IN:

- *Homeless Plan Development*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Eviction Prevention Program for renters in the City who do not qualify or receive any other form of financial or housing subsidies, and who are met with imminent eviction due to a crisis

## HOMELESS PLAN DEVELOPMENT

- Conducted stakeholder engagement with elected officials, city staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs
- The following key findings emerged through the stakeholder engagement process:
  - increases in homelessness
  - public health and safety concerns
  - lack of available, accessible homelessness response services and resources
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- Council will consider adoption in January 2021

## ACCOMPLISHMENTS:



**Engaged 26 stakeholders to provide input on the City's needs and services**



**Received 40 responses to homeless plan community survey**



**Developed a homelessness response plan (to be approved by City Council)**





## ENROLLED IN:

- *Prevention and Diversion*
- *Homeless Plan Implementation*
- *Landlord Outreach and Incentive*

## PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

## HOMELESS PLAN IMPLEMENTATION

- Offer an Emergency Rental Assistance Program designed to assist eligible residents, impacted by the COVID-19 Pandemic in hope of providing assistance to avoid homelessness.

## ACCOMPLISHMENTS:

*Programs leverage existing connections and staffing to maximize funding towards direct rental assistance.*





## ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Development*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

## HOMELESS PLAN DEVELOPMENT

- Conducted internal and external stakeholder engagement with elected officials, City staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs.
- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response services and resources
  - public health and safety concerns
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- City will bring plan to Council for adoption in January 2021

## ACCOMPLISHMENTS:



**Engaged over 50 stakeholders to provide input on the City's needs and services**



**Received 32 responses to homeless plan community survey**



**Developed a homelessness response plan (to be approved by City Council)**





## ENROLLED IN:

- *Regional Housing Trust*
- *Landlord Outreach and Incentive*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

## HOMELESS PLAN IMPLEMENTATION

- Conducting a land use analysis to facilitate affordable and supportive housing.
- Law enforcement will receive training on mental health issues and will coordinate with the Department of Mental Health

## PREVENTION AND DIVERSION

- Expanding existing prevention and diversion program to offer rental assistance and other resources

## ACCOMPLISHMENTS:

*Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report*





## ENROLLED IN:

- *Regional Housing Trust*
- *Shared Housing Navigator*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Hygiene Program*

## HOMELESS PLAN IMPLEMENTATION

- Shared Housing Navigator will have six rapid re-housing vouchers dedicated to South Pasadena.
- Law enforcement will provide referrals to community resources.
- The City will conduct a public outreach campaign with educational videos and workshops about homelessness.
- Portable bathroom and hygiene facilities will be added.

## PREVENTION AND DIVERSION

- Existing Union Station Housing Navigator will provide financial assistance to those at risk of homelessness.

## ACCOMPLISHMENTS:

**An ADA accessible portable toilet with a hand sanitizer and hand washing station is available 24/7 outside the City's Library. Approximately 25 people per day use these facilities.**



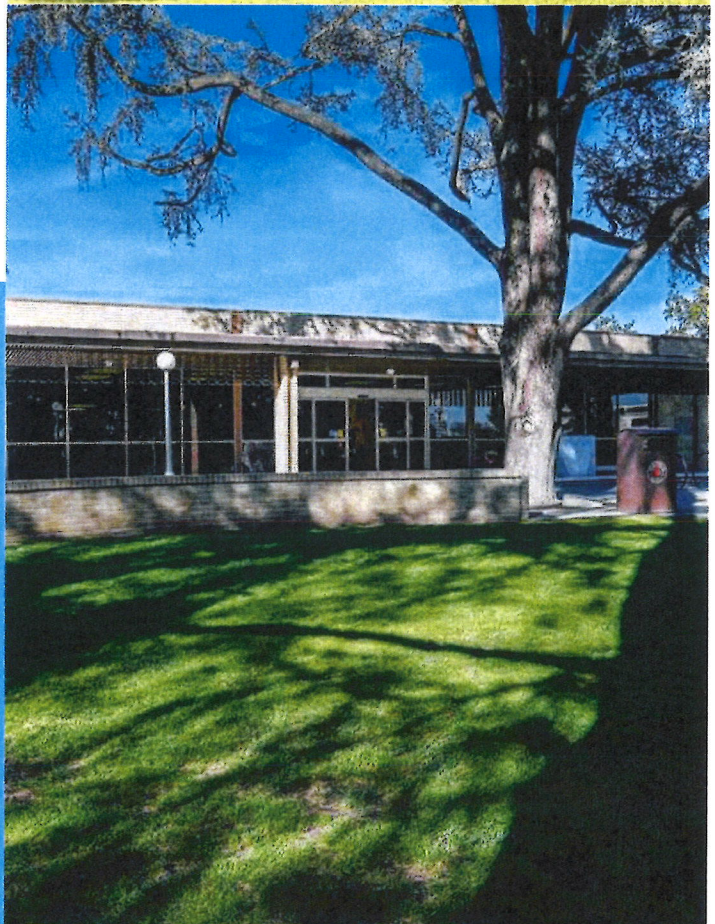


## ENROLLED IN:

- *Homeless Plan Development*

## HOMELESS PLAN DEVELOPMENT

- Conducted internal and external stakeholder engagement with elected officials, City staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs
- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response services
  - public health and safety concerns
  - insufficient supply of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- City will bring plan to Council for adoption in February 2021



## ACCOMPLISHMENTS:



**Engaged 27 stakeholders to provide input on the City's needs and services**



**Developed a homelessness response plan (to be approved by City Council)**



## ENROLLED IN:

- *Regional Housing Trust*
- *Shared Housing Navigator*
- *Workforce Development Pilot*
- *Landlord Outreach and Incentive*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

## HOMELESS PLAN IMPLEMENTATION

- Shared Housing Navigator will have four rapid re-housing vouchers dedicated to West Covina
- Law enforcement will provide referrals to housing navigation and other resources

## PREVENTION AND DIVERSION

- Existing Union Station Housing Navigator will provide financial assistance to those at risk of homelessness
- Motel vouchers can act as "bridge housing" for those working with the navigator

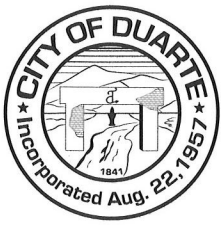
## ACCOMPLISHMENTS:

**Program leverages existing Union Station staff resources to devote more funding to direct financial assistance**

**Close collaboration with LAHSA allows staff to effectively identify those in need of program services**







# City of Duarte

1600 Huntington Drive | Duarte, CA 91010 | Bus. 626.357.7931 | Fax 626.358.0018 | [www.accessduarte.com](http://www.accessduarte.com)

March 9, 2021

The Honorable Dianne Feinstein  
U.S. Senate  
331 Hart Senate Office Building  
Washington, D.C. 20510

The Honorable Alex Padilla  
U.S. Senate  
B03 Russell Senate Office Building  
Washington, D.C. 20510

**Mayor**  
Bryan Urias

**Mayor Pro Tem**  
Margaret Finlay

**Councilmembers**  
Samuel Kang  
Toney Lewis  
Tzeitel Paras-Caracci  
Jody Schulz  
Vinh Truong

**City Manager**  
Daniel Jordan

## **RE: Support for Federal Relief Package for Cities**

Dear Senators Feinstein and Padilla:

The City of Duarte writes today to offer our strong endorsement of the budget reconciliation language providing \$350 billion in direct and flexible aid for our states, cities, counties, tribes, and territories. We encourage the U.S. Senate to swiftly pass this urgently needed aid and distribute it to cities immediately.

Our country's economic crisis from the pandemic is not over, and our cities are still waiting to receive meaningful levels of federal aid. By separating, and ultimately dropping, state and local aid from the omnibus appropriations and emergency spending bill in December, Congress has injected significant uncertainty into the capability of local governments to carry out their operations, just as a third wave of COVID-19 infections threatened to spread uncontrollably.

Based on the most recently available fiscal data and updated survey results from the National League of Cities, municipal governments nationwide are facing a \$90 billion shortfall to their current year revenues.

For nearly a year, California cities have been on the front lines taking action to protect their residents and maintain the delivery of essential city services, despite the substantial unplanned expenses and revenue shortfalls caused by the pandemic. Cities are managing resources to support the efforts of first responders, coordinating regionally with other leaders across jurisdictional lines, enacting difficult and fiscally challenging emergency measures to slow the coronavirus epidemic, passing ordinances to limit the worst economic outcomes for residents and small businesses on the margins, and spending as necessary to protect public health and the economy in this extraordinary time.

In response to the pandemic, Duarte, a small contract city of 22,000 people nestled in the heart of the San Gabriel Valley, took the follow measures to assist our residents and small businesses:

- Suspending programs that could compound pandemic-related loss of income such as overnight parking restrictions and waiving dog license penalties;
- Providing free personal protective equipment to residents;
- Paying over \$1,000 per week since June for City staff to work at our local food bank, Foothill Unity Center to assist in collection and distribution due to increased need;
- Implementing an expedited temporary use permit process for qualifying businesses to offer outdoor dining and curbside pick-up services, in addition to partnering with the Chamber of Commerce for a banner program signaling to the community which businesses were open;



- Allocating \$97,824 in federal Community Development Block Grant funds for a Duarte Small Business Grant program, administered by Los Angeles County Development Authority, which supported nine businesses to hire and retain staff;
- City Council approved an urgency ordinance on July 28, 2020 requiring (with certain exceptions) face coverings in public areas to protect high-risk populations and reduce the spread of COVID-19;

At the same time, the still urgent, unmet need for federal aid has struck at the heart of local capacity to both carry out emergency response and participate in economic recovery. Without support, cities have been forced to cut budgets, services, and jobs. The City of Duarte has been fortunate to be able to maintain services and positions, but as the City begins our FY 2021-22 budget process, the over \$300,000 revenue loss due to COVID-19 impacts compounds pre-pandemic budgetary issues of rising healthcare and pension costs that will need to be accounted for in the next fiscal year.

Without additional emergency funding in appropriate, fair, and equitable allocations for all cities, counties, and states, a preventable setback to response, recovery, and vaccination distribution, will be unavoidable. We urge you to maintain the following provisions in the reconciliation bill to reverse the fiscal shortfalls resulting from the pandemic:

- Emergency funding should be fair and appropriate for each and every local government, with no minimum population threshold for eligibility.
- Aid should be directly allocated through familiar and proven government revenue sharing programs.
- Entanglement of state and local funding should be minimized.

To be clear, our cities are not asking for a “bail-out” of local governments. Rather, we are seeking an emergency lifeline so local governments can delay and ultimately avoid making temporary cuts permanent at a time when our communities need local services most, laying-off furloughed city and county employees who comprise a large share of America’s middle class, and indefinitely cancelling capital projects that will further impact economic recovery.

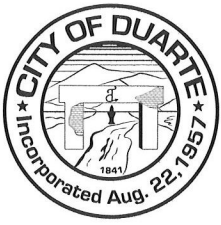
Ultimately, we are seeking emergency federal assistance that will ensure local leaders are part of the solution to our country’s economic recovery.

We appreciate the thoughtful work of the U.S. House of Representatives so communities of all sizes can receive the help they need. As the Senate considers this legislation, we ask that you maintain the \$350 billion fund that will get aid quickly to all corners of the country including your constituents.

Sincerely,

Mayor Bryan Urias  
City of Duarte

Cc: Jennifer Quan League Regional Public Affairs Manager (via email)  
League of California Cities, [SupportLocalRecovery@cacities.org](mailto:SupportLocalRecovery@cacities.org)



# City of Duarte

1600 Huntington Drive | Duarte, CA 91010 | Bus. 626.357.7931 | Fax 626.358.0018 | [www.accessduarte.com](http://www.accessduarte.com)

March 9, 2021

The Honorable Toni Atkins  
President Pro Tempore, California State Senate  
State Capitol Building, Room 205  
Sacramento, CA 95814

**RE: SB 9 (Atkins) Increased Density in Single-Family Zones  
Oppose Unless Amended (As Introduced 12/7/2020)**

Dear President Pro Tempore Atkins and Senator Portantino:

The City of Duarte writes to express an Oppose Unless Amended position on your SB 9, which would require a local government to ministerially approve a housing development containing two residential units in single-family residential zones. Additionally, this measure would require local governments to ministerially approve urban lot splits.

Housing affordability and homelessness are among the most critical issues facing California cities. Affordably priced homes are out of reach for many people and housing is not being built fast enough to meet the current or projected needs of people living in the state. Cities lay the groundwork for housing production by planning and zoning new projects in their communities based on extensive public input and engagement, state housing laws, and the needs of the building industry.

While your desire to pursue a housing production proposal is appreciated, unfortunately, SB 9 as currently drafted would not spur much needed housing construction in a manner that supports local flexibility, decision-making, and community input. State driven ministerial or by-right housing approval processes fail to recognize the extensive public engagement associated with developing and adopting zoning ordinances and housing elements that are certified by the California Department of Housing and Community Development (HCD).

Duarte City Council has shown great leadership to support zoning that accommodates regional housing need requirements. In the rezoning of the Town Center and Duarte Station project, Council created the potential for up to 2,200 additional residential units. Currently, there are 813 units either under construction or entitled waiting for construction. In the past year, 43 new townhouse units were construction. All of this local development was well-planned, included extensive public engagement, and will be a tremendous advantage for the entire community.

SB 9 strips out the integral components of diligent, long-term, sustainable planning. Short-sighted planning will do little to make housing more affordable. In fact, SB 9 will encourage developers to come into existing neighborhoods that will result in permanent changes that create greater strain on street parking, utilities and general public services, in addition to increasing rental rates.

**Mayor**

Bryan Urias

**Mayor Pro Tem**

Margaret Finlay

**Councilmembers**

Samuel Kang

Toney Lewis

Tzeitel Paras-Caracci

Jody Schulz

Vinh Truong

**City Manager**

Daniel Jordan



The City of Duarte requests the following amendments in order to address our concerns:

- **Support Planned Growth:** Local jurisdictions should be authorized to adopt a finding that existing and planned infrastructure and public services in the R-1 neighborhood can sustain the new housing and new residents likely to result under SB 9. This finding would be based on, but not be limited to, an evaluation of sewers, water systems, roads, parks and open space, EV charging, public schools and public safety and transit services. We note that although duplexes and lot splits will result in greater density than Accessory Dwelling Units (ADUs), the Legislature saw fit to grant local governments authority to make such a finding before permitting ADUs by right in R-1 neighborhoods (see Government Code § 65852.2, subdivision (a) (1)).
- **Provide Housing Credit:** Local governments have been required since 1969 to plan for and rezone their communities to accommodate allocations by the State of California of new affordable to market-rate housing through the Regional Housing Needs Assessment (RHNA) process. Local jurisdictions should be granted RHNA credit for R-1 neighborhoods that are subject to the provisions of SB 9, consistent with RHNA credit granted for ADUs (see Government Code § 65852.2, subdivision (m) and § 65583.1).
- **Support Affordable Housing:** SB 9 provides no state financial support to help foster the construction of affordable – as opposed to market-rate – duplex housing and the bill should be amended to do so especially given the high land costs in major metropolitan areas.
- **Stop Land Speculation:** If the intent of SB 9 is to foster housing production, lot splits of R-1 parcels under the provisions of SB 9 which do not result in the construction of new multifamily housing should be prohibited.
- **Maintain Police/Fire Protection:** SB 9 should defer to local requirements, such as fire lane widths and fire engine turning radii, as applicable, to maintain access and response times to multifamily units.
- **Avoid Parking Shortages:** SB 9 waives all parking requirements if the development is located within one-half mile of transit or one block to a car share vehicle and otherwise requires no more than two “off-street” spaces. SB 9 should defer to local parking requirements which typically require four covered parking spaces per two-family duplex to avoid severe shortages of curbside parking in residential neighborhoods.
- **Uphold Dwelling Habitability:** SB 9 proposes rear yard setbacks of four feet to replace typical setbacks for duplexes of 15 feet. Minimizing rear setbacks will significantly diminish light, privacy and open space for the residents of duplexes.
- **Prohibit Duplex Add-On Units:** Single-family neighborhoods are already contending with a significant increase in ADU construction. To avoid excessive density, the ministerial

approval of ADUs should be prohibited in residential areas subject to the provisions of SB 9.

- Prevent Wildfire Catastrophes: SB 9 does not exempt high fire severity zones from denser development, and it would be prudent to incorporate in the legislation exemptions for such zones as designated by the California Department of Forestry and Fire Protection or by localities.
- Protect Historic Character: We appreciate and support the exemptions to the provisions of the bill that is provided for historic properties, landmarks and districts designated by the state, counties or cities.
- Provide an Opt-Out Provision: If the above amendments are not implemented, offering an opt-out provision to those cities that have taken steps to promote housing construction to zoned properties to meet the current RHNA numbers – do not punish cities that have met the State's current requirements.

The City of Duarte is committed to being part of the solution to the housing shortfall across all income levels, but as SB 9 is currently written, the City believes that the bill will unintentionally drive land speculation, adversely impacting homeownership in the State's most modest neighborhoods, such as the smaller single family lots found in Duarte, which make up much of the southern half of our City. For these reasons, the City of Duarte opposes SB 9 (Atkins) unless it is amended to address our concerns.

Thank you for your attention to this matter and consideration for the above amendments.

Sincerely,

Bryan Urias  
Mayor, City of Duarte

cc: The Honorable Anthony Portantino  
The Honorable Blanca Rubio  
Jennifer Quan, Executive Director, LA County Division, League of California Cities  
Marcel Rodarte, Executive Director, California Contracts Cities Association  
San Gabriel Valley Council of Governments



## Duarte and Duarte Dispatch

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

5007700

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

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

#### STATE OF CALIFORNIA County of Los Angeles

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

02/20/2021

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

Executed at Monrovia, LA Co. California  
On this 26th day of February, 2021.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011443227**

**CITY OF DUARTE  
CITY COUNCIL**

#### NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Duarte will conduct a public hearing on Tuesday, March 9, 2021, at 7:00 p.m., in the Council Chambers, 1600 Huntington Drive, Duarte, California, to consider an ordinance establishing limitations of third-party food delivery fees during the time of impacts from the COVID-19 pandemic.

As City Council Meetings are currently held via teleconferencing, any interested party may submit comments electronically by emailing [duarteinfo@accessduarte.com](mailto:duarteinfo@accessduarte.com) before or during the meeting, prior to the Public Hearing.

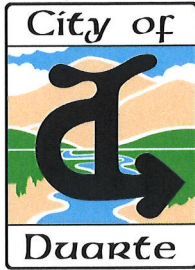
If this matter is challenged in Court, there will be a limit to only those issues that were raised at the Public Hearing described in this Notice, or in written correspondence submitted by email or sent to Duarte City Hall prior to the Public Hearing. Written correspondence may be sent to Duarte City Hall, City Clerk's Office, 1600 Huntington Drive, Duarte, CA 91010.

Further information may be obtained from the City Manager's Office, at (626) 357-7931.

Marla Akana  
City Clerk

PUBLISH:  
POSTED:  
Ad#11443227

Duarte, Saturday, February 20, 2021  
Duarte City Hall, Duarte Public Safety Office



Agenda Item: \_\_\_\_\_

CM Review: \_\_\_\_\_

Fiscal Review: \_\_\_\_\_

# AGENDA REPORT

MEETING DATE: March 9, 2021

TO: Mayor and Members of the City Council

FROM: David B. Cosgrove, City Attorney  
Daniel Jordan, City Manager

SUBJECT: Food Delivery Service Fee Limitations; Ordinance (First Reading)

RECOMMENDATION: It is recommended that the City Council introduce Ordinance No. 21-O-02, imposing fee caps on Delivery Services for food and beverage deliveries during times of impacts from the COVID-19 pandemic.

FISCAL IMPACT: None Anticipated

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## BACKGROUND

At the regular City Council meeting of January 26, 2021, City Council requested staff to investigate the possibility of an urgency ordinance regulating the amount of delivery fees and other charges restaurant carry out and delivery service providers might charge to both the restaurants utilizing their services, and the customers to whom deliveries are made. Such an urgency ordinance was brought before the Council at its regular meeting on February 9, 2021, but no vote was taken at that time. It is now being brought before the City Council for introduction and a first reading.

## DISCUSSION/ANALYSIS

Under the proposed ordinance, a "Delivery Fee" (as defined) may not exceed fifteen percent (15%) of the Purchase Price of an Online Order. The "Purchase Price" is defined as the price, as listed on the menu of the by the Retail Food Establishment on the Third-Party Food Delivery Service's website or mobile application or, if no price is set by the Retail Food Establishment on the Third-Party Food Delivery Service's website or mobile application, the price listed on the Retail Food Establishment's own menu, less any coupons or discounts. The ordinance likewise puts a cap of an additional five percent (5%) on fees, commission, or other costs, and requires that any discretionary tip amount be paid directly to the delivery person, prohibiting "forced shares" by the Delivery Service of discretionary tip amounts. The ordinance likewise prohibits charges not related to the delivery of food or beverage items.

Also included is a disclosure requirement, by which the Delivery Service must advise delivery customers of the delivery fee, costs and commissions, other fees, and any forced or "automatic" gratuity amount. This provision is designed to assure transparency in the charging and collection of fees, and prevent gouging or "ad hoc" charging practices.



Further, the ordinance's restrictions are tied to the COVID-19 emergency itself. Section 2(E) of the ordinance "sunset" the effectiveness of the measure upon the expiration of the COVID-19 emergency declaration, unless extended by City Council, or the Emergency Services Director. Other findings supporting the urgency needs for the measure are listed in the findings section of the ordinance itself.

Enforcement of the measure is by civil action, with an attorney's fees award provision, to prevent the expected smaller amounts at stake from proving prohibitive to resort to judicial processes for compliance. More useful, perhaps, the ordinance also incorporates a "notice and opportunity to cure" provision, that will allow aggrieved parties and Delivery Services to identify and correct, violations before they escalate to more formal legal remedies.

### RECOMMENDATION

It is recommended that the City Council introduce Ordinance No. 21-O-02, imposing fee caps on Delivery Services for food and beverage deliveries during times of impacts from the COVID-19 pandemic.

### FISCAL IMPACT

None anticipated.

### ATTACHMENTS

Attachment A – Survey Chart of Regulatory Measures by Other Jurisdictions  
Attachment B – Ordinance No. 21-O-02.

## Third-Party Food Delivery Service Fee Cap Comparison Chart

| City or County | Cap on Delivery Fee | Other Fees or Charges                                       | Required Disclosures                                       | Gratuity                   | Enforcement                                 | Type of Action    | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|-------------------------------------------------------------|------------------------------------------------------------|----------------------------|---------------------------------------------|-------------------|----------|----------------|------------------------|
| Alameda County | 15%                 | Must charge "menu" price                                    | Fees<br>Gratuities<br>Discounts offered                    | Must go to delivery person | Civil action<br>Recoverable attorneys' fees | Urgency Ordinance | No       | 09-22-2020     | Charter                |
| Alhambra       | 15%                 | Total fees cannot exceed 20%                                | Purchase price<br>Fees<br>Gratuities                       | Must go to delivery person | Civil action<br>Recoverable attorneys' fees | Urgency Ordinance | No       | 12-17-2020     | Charter                |
| Berkeley       | 10%                 | Other fees cannot exceed 5%<br><br>Must charge "menu" price | Purchase Price<br>Delivery Fee<br>Other fees<br>Gratuities | Must go to delivery person | Civil action<br>Recoverable attorneys' fees | Urgency Ordinance | Yes      | 07-07-2020     | Charter                |



| City or County | Cap on Delivery Fee | Other Fees or Charges                                       | Required Disclosures                    | Gratuity                   | Enforcement                                                                                         | Type of Action                                        | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|-------------------------------------------------------------|-----------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|----------------|------------------------|
| Danville       | 15%                 | Other fees cannot exceed 10%                                | None                                    | Must go to delivery person | Civil action<br>Recoverable attorneys' fees                                                         | Urgency Ordinance                                     | No       | 12-25-2020     | General law            |
| Fremont        | 15%                 | N/A                                                         | Fees<br>Gratuities<br>Discounts offered | N/A                        | Civil action<br>Recoverable attorneys' fees<br>Misdemeanor<br>Infraction<br>Administrative Citation | Executive Order of the Director of Emergency Services | No       | 07-23-2020     | General law            |
| Fresno         | 15%                 | Other fees cannot exceed 5%<br><br>Must charge "menu" price | N/A                                     | Must go to delivery person | Misdemeanor<br>Administrative Citation                                                              | Emergency Ordinance                                   | Yes      | 09-17-2020     | Charter                |

| City or County | Cap on Delivery Fee | Other Fees or Charges        | Required Disclosures                    | Gratuity                                        | Enforcement                                                                           | Type of Action                              | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|----------|----------------|------------------------|
| Glendale       | N/A                 | Total fees cannot exceed 15% | Fees<br>Gratuities<br>Discounts offered | Retail food establishment may charge gratuities | Civil action<br>Recoverable attorneys' fees<br>Misdemeanor<br>Administrative citation | Resolution                                  | No       | 06-03-2020     | Charter                |
| Hayward        | N/A                 | Total fees cannot exceed 15% | N/A                                     | N/A                                             | Civil action<br>Recoverable attorneys' fees<br>Misdemeanor                            | Emergency Ordinance                         | No       | 09-22-2020     | Charter                |
| Livermore      | N/A                 | Total fees cannot exceed 15% | Fees<br>Gratuities<br>Discounts offered | N/A                                             | Civil action<br>Recoverable attorneys' fees                                           | Order of the Director of Emergency Services | No       | 08-12-2020     | General law            |



| City or County                     | Cap on Delivery Fee | Other Fees or Charges                                                                           | Required Disclosures                                                   | Gratuity                                                                                                    | Enforcement                                                                                                         | Type of Action                   | Codified | Effective Date | General Law or Charter |
|------------------------------------|---------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------|----------|----------------|------------------------|
| Los Angeles (City); second version | 15%                 | Other fees cannot exceed 5%<br><br>Must charge "menu" price                                     | Purchase price<br><br>Delivery fee<br><br>Other fees<br><br>Gratuities | Must go to delivery person                                                                                  | Civil action<br><br>Recoverable attorneys' fees<br><br>Misdemeanor                                                  | Urgency Ordinance                | Yes      | 10-16-2020     | Charter                |
| Los Angeles (County)               | 15%                 | Total fees cannot exceed 20%                                                                    | Purchase price<br><br>Fees<br><br>Gratuities                           | Compensation to delivery person cannot be reduced as a result of the caps                                   | Civil action<br><br>Recoverable attorneys' fees                                                                     | Ordinance (Board of Supervisors) | Yes      | 09-03-2020     | Charter                |
| Millbrae                           | 15%                 | Fees charged to the retail food establishment cannot exceed 10%<br><br>Must charge "menu" price | Fees<br><br>Gratuities<br><br>Discounts offered                        | Must go to delivery person<br><br>Compensation to delivery person cannot be reduced as a result of the caps | Civil action<br><br>Recoverable attorneys' fees<br><br>Misdemeanor<br><br>Infraction<br><br>Administrative Citation | Urgency Ordinance                | No       | 10-03-2020     | General law            |

| City or County | Cap on Delivery Fee | Other Fees or Charges                                                                          | Required Disclosures                                                   | Gratuity                                                                                                    | Enforcement                                                                     | Type of Action    | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|----------|----------------|------------------------|
| Milpitas       | 15%                 | Other fees cannot exceed 10%<br><br>Up to 3% may be charged for credit card processing fees    | Fees<br><br>Gratuities<br><br>Discounts offered                        | Must go to delivery person<br><br>Compensation to delivery person cannot be reduced as a result of the caps | Civil action<br><br>Recoverable attorneys' fees                                 | Urgency Ordinance | No       | 10-20-2020     | General law            |
| Oakland        | 15%                 | Retail food establishment cannot be charged any other fees, except credit card processing fees | N/A                                                                    | N/A                                                                                                         | Civil action<br><br>Recoverable attorneys' fees<br><br>Civil monetary penalties | Ordinance         | Yes      | 07-28-2020     | Charter                |
| Palm Springs   | 15%                 | Other fees cannot exceed 5%<br><br>Must charge "menu" price                                    | Purchase Price<br><br>Delivery Fee<br><br>Other fees<br><br>Gratuities | Must go to delivery person                                                                                  | Civil action<br><br>Recoverable attorneys' fees                                 | Urgency Ordinance | No       | 10-08-2020     | Charter                |



| City or County                  | Cap on Delivery Fee | Other Fees or Charges        | Required Disclosures                 | Gratuity                                                                                                    | Enforcement                                                                                     | Type of Action                                                            | Codified | Effective Date | General Law or Charter |
|---------------------------------|---------------------|------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------|----------------|------------------------|
| Pasadena                        | 15%                 | Total fees cannot exceed 20% | Purchase price<br>Fees<br>Gratuities | Must go to delivery person<br><br>Compensation to delivery person cannot be reduced as a result of the caps | Civil action<br><br>Recoverable attorneys' fees                                                 | Resolution Ratifying the Supplement to the Declaration of Local Emergency | No       | 07-20-2020     | Charter                |
| San Diego                       | 15%                 | Other fees cannot exceed 3%  | N/A                                  | N/A                                                                                                         | N/A                                                                                             | Executive Order by the Mayor                                              | No       | 01-25-2021     | Charter                |
| San Francisco (City and County) | N/A                 | Total fees cannot exceed 15% | N/A                                  | N/A                                                                                                         | Civil action<br><br>Recoverable attorneys' fees                                                 | Supplement to Mayoral Proclamation Declaring a Local Emergency            | No       | 04-13-2020     | Charter                |
| San Jose                        | 15%                 | Total fees cannot exceed 18% | N/A                                  | Compensation to delivery person cannot be reduced as a result of the caps                                   | Not specified in Ordinance<br><br>Municipal Code states an ordinance violation is a misdemeanor | Urgency Ordinance                                                         | No       | 12-15-2020     | Charter                |

| City or County | Cap on Delivery Fee | Other Fees or Charges        | Required Disclosures                            | Gratuity                                                                                                    | Enforcement                                                                                       | Type of Action                                                          | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------|----------------|------------------------|
| San Leandro    | N/A                 | Total fees cannot exceed 15% | N/A                                             | N/A                                                                                                         | Civil action<br><br>Recoverable attorneys' fees                                                   | Declaration of the Director of Emergency Services                       | No       | 07-13-2020     | Charter                |
| Santa Clara    | N/A                 | Total fees cannot exceed 15% | Fees<br><br>Gratuities<br><br>Discounts offered | Must go to delivery person<br><br>Compensation to delivery person cannot be reduced as a result of the caps | Civil Action<br><br>Recoverable attorneys' fees                                                   | Emergency Ordinance                                                     | No       | 09-01-2020     | Charter                |
| Santa Cruz     | N/A                 | Total fees cannot exceed 15% | N/A                                             | N/A                                                                                                         | Civil Action<br><br>Recoverable attorneys' fees                                                   | Executive Order of the Emergency Services Director                      | No       | 04-16-2020     | Charter                |
| Santa Monica   | 15%                 | Other fees cannot exceed 5%  | N/A                                             | N/A                                                                                                         | Civil Action<br><br>Recoverable attorneys' fees<br><br>Misdemeanor<br><br>Administrative Citation | Supplement to the Executive Order of the Director of Emergency Services | No       | 05-26-2020     | Charter                |



| City or County | Cap on Delivery Fee | Other Fees or Charges        | Required Disclosures                 | Gratuity                                                                  | Enforcement                                 | Type of Action                                         | Codified | Effective Date | General Law or Charter |
|----------------|---------------------|------------------------------|--------------------------------------|---------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------|----------|----------------|------------------------|
| South Pasadena | 15%                 | Total fees cannot exceed 20% | Purchase price<br>Fees<br>Gratuities | Compensation to delivery person cannot be reduced as a result of the caps | Civil action<br>Recoverable attorneys' fees | Resolution to adopt by reference LA County's Ordinance | No       | 08-05-2020     | General law            |
| West Hollywood | 15%                 | Other fees cannot exceed 10% | N/A                                  | N/A                                                                       | N/A                                         | Urgency Ordinance                                      | No       | 06-15-2020     | General law            |

## ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
DUARTE ESTABLISHING LIMITATIONS OF THIRD-PARTY  
FOOD DELIVERY FEES

**WHEREAS**, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named “SARS-CoV-2” and the disease it causes has been named “Coronavirus Disease 2019,” abbreviated COVID-19 (“COVID-19”); and

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency in response to COVID-19; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a National Emergency due to the continuing spread and the effects of COVID-19; and

**WHEREAS**, on March 17, 2020, the Director of Emergency Services for the City of Duarte proclaimed the existence of a local emergency due to the spread and potential further spread of COVID-19, which the City Council for the City of Duarte ratified at its regular meeting on March 24, 2020; and

**WHEREAS**, as of February 9, 2021, the Los Angeles County Department of Public Health reported 1,155,309 laboratory confirmed cases of COVID-19 in Los Angeles County, which included 2,172 laboratory confirmed cases in the City of Duarte; and

**WHEREAS**, various orders issued by the Governor of the State of California and the California Department of Public Health regarding COVID-19 and the COVID-19 pandemic prohibited retail food establishments throughout the County of Los Angeles, including within the City of Duarte, from providing indoor or on-site dining, which prohibitions led to a substantial increase in the use of third-party food delivery services, and reports of high delivery fees tending to have the effect of discouraging the use of said third-party delivery services; and

**WHEREAS**, many consumers and retail food establishments use third-party food delivery services, and due to the high fees imposed by third-party food delivery services (ranging from 12 to 30 percent), retail food establishments often increase food prices to stay in business, yet residents who rely on food delivery may not be able to absorb increased food prices; and

**WHEREAS**, some retail food establishments being charged high fees struggle to remain financially viable. Retail food establishments, particularly those that are small businesses with few locations, have limited bargaining power to negotiate lower fees with third-party food delivery services given the high market saturation of third-party food delivery services and the dire financial straits small business retail food establishments are facing in



the COVID-19 pandemic. If these retail food establishments close, their workers will lose employment, which affects their ability to provide for their families; and

**WHEREAS**, during this period when on-site or indoor dining is restricted, it is in the interest of protecting the public health and safety to limit third-party food delivery service fees, given the strains on retail food establishments and customers, as well as the likelihood that dining limitations are likely to extend beyond the time that many retail food establishments can remain in business; and

**WHEREAS**, restricting retail food establishments to takeout and delivery offerings, with limited outdoor dining and decreased capacity, has placed a sudden and severe financial strain on many retail food establishments, particularly those that are small businesses operating on thin margins, adding to financial pressures in the industry that predate the COVID-19 pandemic; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, pursuant to the authority provided in Chapter 2.32.010 of the Duarte Municipal Code, the Director of Emergency Services recommends the City Council of the City of Duarte issue this ordinance related to the protection of life and property; and

**WHEREAS**, the City Council has carefully reviewed and considered all of the evidence, including the staff report and public comments presented; and

**WHEREAS**, the City Council finds that approval of this ordinance would accomplish the following:

1. Make the use of third-party delivery services more affordable, thereby enabling an increase in their use by consumers and reducing the potential for spread of the COVID-19 virus from both on-site dining and increased numbers of people traveling away from home to pick up food from retail food establishments.
2. Reduce the economic impacts to retail food establishments and food consumers.

**WHEREAS**, this ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to result in a direct or reasonably foreseeable indirect physical change to the environment because it is merely the formation of an organization. (14 Cal. Code Regs. § 15378(a).) Further, this ordinance is exempt from CEQA because there is no possibility that this ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3).) The City Clerk shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.

**NOW THEREFORE, IN LIGHT OF ALL OF THE FOREGOING, THE CITY COUNCIL OF THE CITY OF DUARTE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** FINDINGS. That the findings and determinations reflected in the Recitals above are true and correct, and are incorporated herein by this reference.

**SECTION 2.** ADOPTION OF LIMITS ON THIRD-PARTY DELIVERY SERVICES.

**A. DEFINITIONS.**

For purposes of this Ordinance, the following definitions apply.

1. “City” means the City of Duarte.
2. “Delivery Fee” means a fee charged by a Third-Party Food Delivery Service for providing a Retail Food Establishment with a service that delivers food and beverages from such establishment to customers. The term does not include any other fee or cost that may be charged by a Third-Party Food Delivery Service to a Retail Food Establishment, such as fees for listing or advertising the Retail Food Establishment on the Third-Party Food Delivery Service platform or fees related to processing the online order, including, but not limited to, service fees, fees for facilitating Online Orders for pick-up, and credit card processing fees.
3. “Online Order” means an order placed by a customer through or with the assistance of a platform provided by a Third-Party Food Delivery Service, including a telephone order, for delivery or pick-up within the City.
4. “Purchase Price” means the price, as listed on the menu of the by the Retail Food Establishment on the Third-Party Food Delivery Service’s website or mobile application or, if no price is set by the Retail Food Establishment on the Third-Party Food Delivery Service’s website or mobile application, the price listed on the Retail Food Establishment’s own menu, for the items contained in an Online Order, minus any applicable coupon or promotional discount provided to the customer by the Retail Food Establishment through the Third-Party Food Delivery Service. This definition does not include taxes, gratuities, and any other fees or costs that may make up the total amount charged to the customer of an Online Order.
5. “Retail Food Establishment” means a restaurant, delicatessen, bakery, coffee shop, or other eat-in or carry-out service of processed or prepared raw or ready-to-eat food or beverages.
6. “Third-Party Food Delivery Service” means any website, mobile application, or other internet-based service that offers or arranges for the sale of food and beverages prepared by, and the delivery or pick-up of food and beverages from, no fewer than 20 Retail Food Establishments located in the City that are each owned and operated by different persons or entities.

**B. PROHIBITIONS.**



1. It shall be unlawful for a Third-Party Food Delivery Service to charge a Retail Food Establishment a Delivery Fee that totals more than fifteen (15) percent of the Purchase Price of each Online Order.
2. It shall be unlawful for a Third-Party Food Delivery Service to charge a Retail Food Establishment any amount designated as a Delivery Fee for an Online Order that does not involve the delivery of food or beverages.
3. It shall be unlawful for a Third-Party Food Delivery Service to charge a Retail Food Establishment any combination of fees, commissions, or costs, in addition to or part from the Delivery Fee, for the Retail Food Establishment's use of the Third-Party Food Delivery Service that is greater than five (5) percent of the Purchase Price of each Online Order.
4. It shall be unlawful for a Third-Party Food Delivery Service to charge a Retail Food Establishment any fee, commission, or cost that is to be paid to the Third-Party Food Delivery Service, other than as permitted in Subsections 1 through 3, above.
5. It shall be unlawful for a Third-Party Food Delivery Service to charge a customer any Purchase Price for a food or beverage item that is higher than the price set by the Retail Food Establishment on the Third-Party Food Delivery Service's website or mobile application or, if no price is set by the Retail Food Establishment on the Third-Party Food Delivery Service's website or mobile application, the price listed on the Retail Food Establishment's own menu.
6. It shall be unlawful for a Third-Party Food Delivery service to retain any portion of amounts designated as a tip or gratuity to the delivery person who performs the delivery. Any tip or gratuity amount, in its entirety, shall be paid by the Third-Party Delivery Service to the person delivering the food or beverages.

C. DISCLOSURES.

The Third-Party Food Delivery Service shall disclose to the customer an accurate, clearly identified, and itemized cost breakdown of each transaction, including, but not limited to the following:

1. The Purchase Price of the food and beverages at the cost listed on the Retail Food Establishment's menu;
2. The Delivery Fee charged to the Retail Food Establishment;
3. Each fee, commission, or cost, other than the Delivery Fee, charged to the Retail Food Establishment;

4. Each fee, commission, or cost, other than the Delivery Fee or the Purchase Price of the food, charged to the customer by the Third-Party Food Delivery Service; and

5. Any required or automatic tip or gratuity that will be paid to the person delivering the food or beverages.

**D. ENFORCEMENT.**

A violation of this Ordinance shall subject the violator to the following:

1. A civil action in the Superior Court of the State of California to recover all actual damages resulting from a violation of this Ordinance;

2. Reasonable attorneys' fees and costs awarded by a court to a plaintiff that prevails in an action against a Third-Party Food Delivery Service. If a plaintiff fails to prevail against a Third-Party Food Delivery Service, a court may award reasonable attorneys' fees and costs to the Third-Party Food Delivery Service upon a determination by the court that the plaintiff's action was frivolous.

3. A civil action in the Superior Court of the State of California alleging a violation of any provision of this Ordinance shall commence only after the following requirements have been met:

a. Written notice is provided to the Third-Party Food Delivery Service of the provisions of this Ordinance alleged to have been violated and the facts to support the alleged violation; and

b. The Third-Party Food Delivery Service is provided fifteen (15) days from the date of the written notice to cure any alleged violation.

c. Notwithstanding any provision of this Ordinance, or any other ordinance or provision of the Duarte Municipal Code to the contrary, no criminal penalties shall attach for a violation of this Ordinance.

**E. SUNSET.**

This Ordinance shall automatically sunset at the expiration/termination of the March 17, 2020, proclamation of local emergency for the COVID-19 pandemic, unless extended by the City Council or the Emergency Services Director.

**SECTION 3.** SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is held for any reason to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, clause, phrase or portion



thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

**SECTION 4.** CERTIFICATION AND PUBLICATION. The City Clerk shall certify as to the adoption of this Ordinance and shall cause this Ordinance to be posted in the manner provided for in the Duarte Municipal Code.

**SECTION 5.** EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days following its second reading.

PASSED, APPROVED, AND ADOPTED after second reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Bryan Urias

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

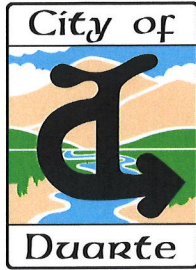
I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. \_\_\_\_\_ was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the following Roll Call vote:

AYES:           Councilmembers:

NOES:           Councilmembers:

ABSENT:        Councilmembers:

\_\_\_\_\_  
City Clerk Marla Akana  
City of Duarte, California



|                |           |
|----------------|-----------|
| Agenda Item:   | _____     |
| CM Review:     | <u>AD</u> |
| Fiscal Review: | _____     |

# AGENDA REPORT

MEETING DATE: March 9, 2021

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

SUBJECT: Local control and authority over planning, zoning, and housing issues

RECOMMENDATION: It is recommended that the City Council discuss a potential resolution to express opposition to state actions that diminish local control and authority over planning, zoning, and housing issues, and to express support for the activities of the advocacy group "California Cities for Local Control"

FISCAL IMPACT: No direct fiscal impact should the City Council adopt such a resolution

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## BACKGROUND

Councilmember Mike Griffiths of the City of Torrance contacted members of the City Council requesting that the City of Duarte join the advocacy group "California Cities for Local Control." In response, Mayor Pro Tem Margaret Finlay requested that staff bring an information item to the City Council to discuss the group's mission, its support among California cities and local elected officials, and the potential for the Duarte City Council to adopt a resolution that expresses support for local control of planning, zoning, and housing issues.

## DISCUSSION/ANALYSIS

According to the group's website (<https://localcontrolca.com/>), California Cities for Local Control is "an advocacy group for local control over zoning and land use decisions", which is attempting to "reach out to every elected Mayor and Councilmember for every city in California." Its mission is to "spread awareness and enlist support to ensure that cities can continue to manage their own land use and zoning issues... We do this by signing onto petitions, having cities pass resolutions in support of our efforts, and seeking out allies for possible legal action against the State and/or to promote efforts for a ballot initiative to legislate the desired results."

The group, which was founded in July 2020 by Councilmember Griffiths, lists as supporters 347 current and former mayors and councilmembers from across California as of February 25, 2021.<sup>1</sup> The group also cites 48 California cities that have "passed resolutions supporting our mission",

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<sup>1</sup> The group counts "supporters" as individual councilmembers who expressed "support via "Yes" vote on resolution passed in support of local control."



and it has compiled those adopted resolutions on its website. Among the cities that have adopted such a resolution include several in the San Gabriel Valley, including Arcadia, Bradbury, Glendora, and West Covina.

With respect to issues of local control over land use and zoning raised in this staff report, the City Council may want to deliberate on the following questions:

1. Does the City Council concur with the underlying premise of the group California Cities for Local Control, which is that State legislation and other State actions are increasingly usurping the authority of local jurisdictions over land use practices and policies, and that such authority is best exercised at the local level?
2. If the answer to #1 above is “yes”, does the City Council believe it is useful and appropriate to adopt a resolution expressing support for actions that strengthen local control over land use and housing issues, as well as expressing opposition to State actions that diminish local authority over these issues?
3. Finally, if the City Council desires to adopt such a resolution, should it include explicit mention of and support for California Cities for Local Control?

#### RECOMMENDATION

It is recommended that the City Council discuss a potential resolution to express opposition to state actions that diminish local control and authority over planning, zoning, and housing issues, and to express support for the activities of the advocacy group California Cities for Local Control.

#### FISCAL IMPACT

No direct fiscal impact should the City Council adopt such a resolution.