

MEMORANDUM

TO: City Council
FROM: Interim City Manager
DATE: February 20, 2020
SUBJECT: Comments on Agenda Items, Meeting of February 25, 2020

ITEM 6.A. City Council will be introduced to the Youth at Work Interns and the new members of the Teen Nutrition Council. This year's interns are Elayssa Aquino- Facilities Maintenance, China Pride- Parks and Recreation Office, Joan Ruiz- Teen Center, Mariah MacMurphy-Teen Center, Sadi Lopez- City Manager's Office, Jacqueine Magana- Duarte Chamber of Commerce. The Teen Nutrition Council members are Olga Garcia, Sarah Dowiri, Alexandria Tapia, Elizabeth Perez, Yesenia Flores, Bryanna Morales, Nicholas Monterroza, Michael Ambeguia.

ITEM 6.B. City Council will be introduced to Bryon Hurst, new President for the Monrovia Duarte Black Alumni Association.

ITEM 6.C. Sheryl Lefmann, President/CEO of the Duarte Chamber of Commerce, will present the Chamber's Quarterly Report. Following the presentation, City Council will recognize Diana Burchard for her 20 years of service with the Duarte Chamber of Commerce.

ITEM 10. E. (Consent) Staff is recommending that City Council approve a Memorandum of Understanding (MOU) between the City and Duarte Unified School District (DUSD). The MOU would allow the Public Safety Department to expand its existing partnership with DUSD to deliver existing grant services from the California Department of Justice, Office of Attorney General for the Tobacco Law Enforcement Grant Program and the Board of State and Community Corrections grant for California Violence Intervention Program (CalVIP). The City would continue to contract with Los Angeles County Sheriff's and Probation Department and Azusa Pacific to expand anti-tobacco prevention, intervention, education and delivery of additional evidence-based programs to reduce risky behavior amongst DUSD students.

ITEM 12. This item is a resolution to authorize the Interim City Manager to execute a Joint Powers Agreement with the San Gabriel Valley Regional Housing Trust (SGVRHT). There will be a presentation from the San Gabriel Valley Council of Governments with regards to participating in SGVRHT. The SGVRHT would provide increased access to funding and financing the planning and construction of affordable housing and housing for the homeless. Currently, \$1.35 million in funding has been allocated to the SGVRHT. This seed money will be awarded to projects for the region's extremely low, very low, and low-income residents and homeless residents in cities that join the SGVRHT. City staff has been working closely with COG staff and are on the short list of cities with projects that have expressed interest in assistance funds. That project is the proposed joint project with Jamboree Homes and Metro, located on the Metro Gold Line parking lot. Participating in this agreement, the City would incur an annual administration fee of \$10,000.

ITEM 13.A. This item for City Council consideration and approval is a Vehicle Replacement and Maintenance Program between the City and Enterprise Fleet Management. Currently, the City's existing light duty fleet includes 30 vehicles assigned to various departments. The City has traditionally replaced two to three vehicles per year and as a result, more than half of the current fleet is over 10 years old. Given our aged fleet, the City experiences higher maintenance costs, lower fuel efficiency and lower trade in value when replacing. Recognizing this is not an efficient or sustainable operational practice, staff is recommending that the City partner with Enterprise, who recently was awarded the Fleet Management contract with Sourcewell (formerly NJPA), which provides government, education and nonprofit organizations with a cooperative purchasing program that manages solicitation requirements through a competitive process & offers a network of awarded contracts. The proposed plan includes replacement of 30 City vehicles starting with the oldest highest mileage vehicles through a Vehicle Leasing and Replacement Program with Enterprise over the course of the next five (5) years. In 2020, the first year of the Program, 6 vehicles will be replaced. In subsequent years, 5, 6, 6 and 7 vehicles will be replaced respectively. Then the cycle would begin again, resulting in a 5-year fleet age. Additionally, the City would participate in the maintenance program offered by Enterprise Fleet Management, Inc., which for the first year on average would cost \$32.62 per vehicle, per month. The program would inherently produce a substantial savings in fuel cost and also increase safety of our employees and our risk management program overall, as new vehicles incorporate safety technologies that do not currently exist in our aged fleet. As indicated in the staff report, the City's average cost for vehicle replacement, fuel and maintenance is approximately \$195k per year. While the source of funds for this program will still come from the General Fund, it's anticipated that the City's savings would be approximately \$44,000. The following years see a savings as well, but range based on the number of vehicles replaced, resale equity and reduced maintenance and fuel costs. Over the course of the next 10 years, the cumulative savings is estimated to be \$433,000.

ITEM 13.B. Staff is bringing back information regarding Sister/Friendship Cities as requested by Council at the December 10, 2019 City Council meeting. A sister city is a broad-based, long-term partnership between two communities in different countries. A relationship is officially recognized after the highest elected or appointed officials from both communities sign an agreement to become sister cities. A city may have any number of sister cities and select to engage in activities that are important to the community including economic development, educational, and cultural exchanges and projects. Typically formalized by Sister Cities International (SCI), a membership for a city our size would be \$440 annually. Friendship cities also seek to foster international ties between two communities but with a less formal arrangement and without a membership with Sister Cities International.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Manuel Enriquez', followed by a period.

Manuel Enriquez
Interim City Manager



MEMORANDUM

To: Manuel Enriquez, Interim City Manager & Director of Parks and Recreation
From: Marilyn Mays, Recreation Supervisor
Subject: Youth@Work Student Intern Program & Teen Nutrition Council Members
Date: February 19, 2020

Duarte Student Intern Program-Youth at Work

In an effort to provide our youth meaningful and relevant on-the job experience while enhancing our operations, we are once again offering the Duarte Student Intern Program-Youth at Work. After completing an application and interview process, these young people were selected to work as volunteers in various departments throughout the City, in hopes to gain additional skills as they further their education and/or prepare to enter the workforce. The program will run this year from February through May and each intern will work on average about 6-8 hours per week, performing administrative duties that support their assigned department. Additionally, each intern will also earn a small stipend per month for his or her contribution and participation in the program. This year's student interns are:

Elayssa Aquino- Facilities Maintenance
China Pride- Parks and Recreation Office
Joan Ruiz- Teen Center
Mariah MacMurphy-Teen Center
Sadi Lopez- City Manager's Office
Jacqueine Magana- Duarte Chamber

2020 Teen Nutrition Council

The Parks and Recreation Department, in partnership with the City of Hope, continues to facilitate the Teen Nutrition Council. The council is a nutrition education and outreach program designed to provide proper health and nutrition awareness to their peers and younger youth. The Teen Nutrition program employs 8 youth annually, which all receive a \$100 monthly stipend. The City of Hope CARE program, funded by the SCALE grant, provides these students the highest caliber of training and we are thankful for this partnership. This year's Teen Nutrition Council Members are:

Olga Garcia
Sarah Dowiri
Alexandria Tapia
Elizabeth Perez
Yesenia Flores
Bryanna Morales
Nicholas Monterroza
Michael Ambeguia

Quarterly City Council Report for October – December 2019

Advocacy, Community Input, & Workforce Development (includes Business Visit)

Business Costs – In October, there was an outcry from some residents on social media regarding a business (who is a Chamber member) regarding additional charges on their receipts. This matter was referred to the Chamber to possibly assist. The Chamber did reach out to the business, who was extremely receptive to the meeting, and eager to address the issue.

After reviewing both sides, the Chamber wrote a post to on the social media platform to articulate the position of the business (as well as a written response by the business) and to provide them with the link of an extensive blog item we wrote. The blog was an educational piece on the costs businesses incur and how they affect the consumer. That blog entry can be found on our website and was our top blog post in 2019

(<https://www.duartechamber.com/blog/business-costs-and-you-as-a-consumer>).



Letter of Agency – Local businesses were suffering a rash of burglaries in the wee hours of the evening that came to the attention of the City Council. The council asked the Public Safety office and the Chamber to work together to help keep their businesses safe. Working in partnership, the two entities produced a letter to inform over 300 brick and motor businesses in Duarte of a valuable tool available to them, the Letter of Agency, and invite them to Duarte's Director of Public Safety, and Los Angeles Sheriff's Department (LASD) regarding the burglaries.

In addition to the letter, the two organizations also assisted with questions from companies before the

meetings on December 5th of last year, two meetings were convened to let the businesses come in to meet with Public Safety. The first outreach was a business visit held at The Patio Mediterranean Cuisine during the afternoon. Several businesses came together, along with representatives from Duarte's City Manager's Office and the Community Development Department.

They were given information regarding how statistics are compiled, alarm calls are handled, crimes reported within the guidelines of local, state and federal guidelines, how to best report a crime, and the Letter of Agency (LOA). The businesses also took advantage of the opportunity to ask several questions

of the City that related not only to the issue of burglaries, but very important to them. That same day, a second meeting was held in the evening at the Chamber office, with the public safety and sheriff's offices. Four Duarte businesses turned in LOA's directly to the Duarte Sub-Station. It is unknown how many turned them in directly to LASD Temple Station (which was on the instructions).

Work Force Development Goes to KFI – On October 19th DUSD's Culinary Entrepreneurship Program was honored to appear on Neil Saavedra's "The Fork Report" on KFI - AM 640. This appearance was as a result of the Duarte Chamber's appearance in late spring to promote the Taste of Duarte. Neil was so impressed with not only the ice cream the students made, but also the story of their program. He invited them to appear on his program to hear more. They also discussed the pops ups, the tilapia farm, and aquaponics and their partnerships with NAF and the Duarte Chamber of Commerce. Neil and his crew enjoyed cricket flour cookies (learning about alternate proteins) and a drink prepared from guava and cheese that they couldn't get enough of. Neil and his team, producer Mondo Hernandez and engineer Jajuan were so gracious in making the group feel welcomed. The students even got a special tour of the iHeart Radio studios. You can listen to the broadcast on The Fork Report podcast entitled "@forkreporter – Crickets Fall Over The Crowd", starting at 62:22 minutes.



Holiday Mixer



Once again, the Duarte Chamber partnered with Advantage Ford and Lincoln to hold our annual Holiday Mixer and Toy Drive on December 4th. Admission to the event was an unwrapped toy. The Duarte Rotary Club's Interact group served at check in and had fun as well. The toys were given to the Duarte Community Service Council to be given to children in the community. Even with the rain, everyone came out to support and enjoy a delicious meal provided by Dickey's Barbeque.

Chamber Charley's Holiday Tour

Chamber Charley was on the move during the holiday season making appearances at 12 member locations from November 4th to December 15th. Nearly 150 entries were received, with the most entries at Planet Fitness and Baskin Robbins (tied with 31 entries each).



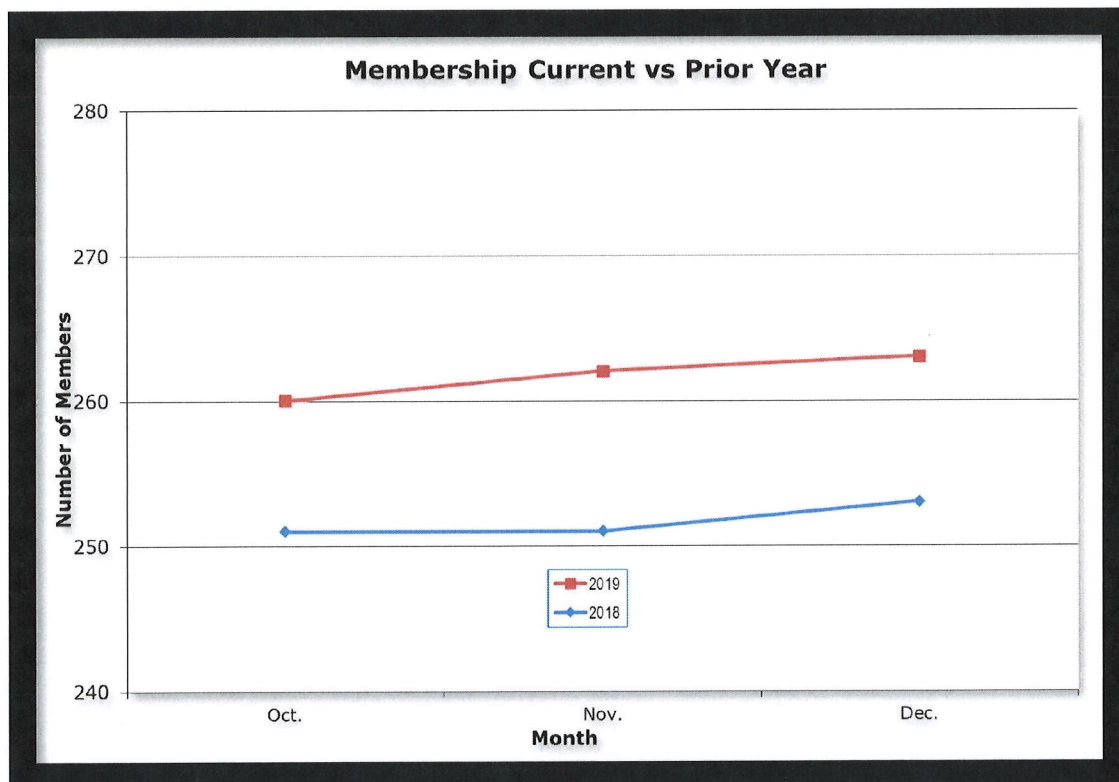
Community Activity

It's time to play the Duarte Family Feud Fun – and that we did. Several chamber members aided in making this event a complete blast. And the survey says - well done team DFFF! And that was the #1 answer.



Membership Activity

The last quarter had a slight increase in membership.



HOLIDAY POP UP SHOP – Six of our homebased businesses were excited to bring their goods to the Holiday Pop Up Shop on November 12th. As usual, this holiday event was our highest attended pop up and a ton of merchandise was sold. From what we have heard, most of them have repeat customers from that event. Thank you to Rodan and Fields (Lindsay Passarello), Origami Owl (Cheryl Reynolds), Cherry Blossom Subscription (Alicia Hynson), Hast-Eas-Y Crafter (Jacqueline Hasty), Jafra (Gail Jamison), and Tupperware (Karen Wilson).



Monthly Networking, Mixers and More



Ladies Brown Bag Lunch – These are monthly networking meetings held at different Chamber member locations. Starting in January, the lunches are changed to include all members.

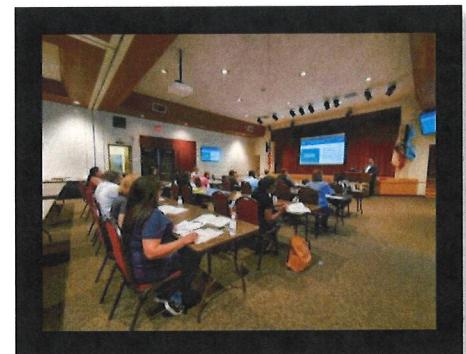
<u>Month</u>	<u>Attendees</u>
October	16
November	19
December	Dark

Duarte Networking Breakfast – Held on the third Tuesday of each month, at Cabrera's Mexican Cuisine. A program of local interest is presented, and networking time is available with current, new and prospective members.

<u>Month</u>	<u>Speaker/Topic</u>	<u>Attendees</u>
October	<i>DUSD – Partner in Learning</i>	27
November	<i>SCORE – Mentoring to Small Businesses</i>	22
December	Dark	

Business Seminar

October 24th, the Chamber's business seminar on Branding 101 was presented by member Curo Managed Print Production. Thirty-five attendees were challenged to think of branding differently than they had in the past and as a result, several contacted Curo directly to continue the conversation.



31 Reasons to Love A Grand Opening



We haven't seen a grand opening like this in a long time. Binny and Arun Malik from Baskin Robbins (31 Flavors) went all out to celebrate their newest store, right here in Duarte!

The event was several hours long, and we estimate several hundred showed up throughout that time. We even heard some of our board members went back. We love a good grand opening!

A Tempting Event

As you may know, our breakfast group is well known for their love of the Motown music, especially the Temptations (My Girl). In 2019 we sang and danced to Motown every meeting. And then, as fate would have it, the Temptations came to perform in our backdoor. We took the leap of faith and purchased 30 tickets for a special member-only rate for the November 17th concert at the Haugh Performing Arts Center at Citrus College (one of our members). In no time at all, we sold out and had a waiting list. Because of this success, we are actively looking to do more of these events for our members.



Holiday Fun for Members



We wanted to do something fun for our members this holiday season and decided to get a little 2-3' tree and let the members decorate it. The caveat was that the tree would be decorated with their custom decorated businesses cards. Walmart heard of our idea and donated a 6' artificial tree complete with lights! We put the tree in the front window so that everyone could see. Our little idea turned out to be a blast. Thanks to everyone who brought out their creative side to share with the community.



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 11, 2020

CALL TO ORDER	The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Pro Tem Urias called the meeting to order at 6:08 p.m.
RECORDATION OF ATTENDANCE	The following were in attendance: PRESENT: Fasana, Finlay, Lewis, Paras-Caracci (arrived during Closed Session, left at 8:59 p.m.), Reilly, Urias, Kang (arrived during Closed Session) ABSENT: None ADMINISTRATIVE STAFF PRESENT: Interim Successor City Manager Enriquez, City Attorney Cosgrove
ADOPTION OF AGENDA	Finlay moved, Fasana seconded to adopt the Agenda, and carried unanimously by those present.
CLOSED SESSION Existing Litigation – Two items	There was no public input. The first Closed Session item was pursuant to Government Code Section 54956.9(a) and (d)(1) regarding an existing rate case filed by California American Water Company with the California Public Utilities Commission, Application No. 19-07-004 (Filed July 1, 2019.) The second Closed Session was pursuant to Government Code Section 54956.9(a) and (d)(1) regarding the Cities of Duarte and Huntington Park v. State Water Resources Control Board, et al, OCSC Case No. 30-2016-00833614-CU-WM-CJC (Related Case No. 30-2016-00833722). The Closed Session concluded at 7:10 p.m. City Council reconvened at 7:24 p.m., with all members present.
PLEDGE TO THE FLAG	Peggy Diamond led the Pledge of Allegiance to the Flag.
MOMENT OF REFLECTION	Reilly provided a moment of reflection.
FITNESS/MENTAL WARM-UP	Finlay provided the warm-up.
PUBLIC REPORT OF CLOSED SESSION	Cosgrove reported that the City Council met to discuss the items as stated above, with no reportable action taken.
SPECIAL ITEMS Mayor's Youth Council update	Faith Peoples, Mayor's Youth Council, announced upcoming Teen Center events and activities.
Presentation – Annual Service Awards	Kristen Petersen presented a PowerPoint report about the City employees and Commissioners who were recognized at the recent annual service awards event. Mayor Kang presented Certificates to the award recipients in appreciation of their years of service.

02/11/20

ANNOUNCEMENTS

Vic Benavides, Duarte Chamber, announced upcoming Chamber events in February, and Taste of Duarte on May 6.

Michelle Wright announced Choose 2 Live event on March 21.

Joanna Gee, Duarte Library, announced events, workshops, and programs in February and March.

Karen Herrera announced upcoming community events, programs, and activities in February and March.

ORAL COMMUNICATIONS

The following spoke on items not on the Agenda.

Pam Romero – Employee recognition, Measure D.

Rita Kwasnik – Wall, signal, Encanto Park/Huntington Drive.

Karen Vance – Riverbed safety issues, hazards.

CONSENT CALENDAR

Fasana moved, Paras-Caracci seconded to approve the Consent Calendar as follows, and carried unanimously.

Approve Items A, B, C, E.

Remove Item D.

ITEM REMOVED

Item D – Council Bill 20-R-02
Assistant City Attorney

Council Bill 20-R-02 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE UPDATING THE ASSISTANT CITY ATTORNEY DESIGNATION

Lino Paras inquired about the replacement of the Assistant City Attorney. Cosgrove responded.

ITEM D – APPROVED RESOLUTION NO. 20-02

Reilly moved, Urias seconded to adopt Resolution No. 20-02, and carried unanimously.

BUSINESS ITEMS

Contract – Pyro Spectaculars, Inc.
July 3rd Fireworks Display

Enriquez presented a staff report about the proposed contract, and answered questions from Councilmembers pertaining to sponsorships and opportunities for non-profits. Kristen Petersen answered additional questions about the Ad Hoc Finance Committee suggestions.

Fasana moved, Urias seconded to authorize the Interim Successor City Manager to execute a contract with Pyro Spectaculars, Inc., in the amount of \$23,000 for the 2020 July 3rd Independence Day Celebration Fireworks Display, and carried unanimously.

City Manager Employment
Agreement – Daniel Jordan

Lino Paras stated the contract is good, and he would like to know more about Mr. Jordan than what is in the memo. Finlay provided additional information about Mr. Jordan's background and qualifications.

Fasana moved, Finlay seconded to approve the Employment Agreement with Daniel Jordan to serve as Duarte City Manager commencing March 3, 2020, and to permit formatting changes and minor editorial changes to the Agreement at the request of the City Attorney, and carried unanimously.

Daniel Jordan introduced himself, and stated he is honored to soon be a part of the community.

ORAL COMMUNICATIONS
(Continued)

The following spoke on items not on the Agenda.
Steve Hernandez – Mayor Pro Tem Urias, new City Manager.
Lino Paras – Mayor Pro Tem Urias, new City Manager.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

ENRIQUEZ: Thanked all who attended the ribbon cutting for the Donald & Bernice Watson Recreation Trail, thanked the Community Development Department for their assistance, and thanked Department heads for their support and help.

COSGROVE: Stated the presentation about SB 330 housing legislation will be scheduled for a City Council meeting in March, and welcomed Mr. Jordan.

REILLY: Welcomed Dr. Jordan, thanked staff and Manuel for the admirable job they did in the interim, stated the Donald & Bernice Watson trail opening was wonderful, the new signs for the 605/210 ramp look good, and discussed the Coronavirus and 1918-19 flu epidemic.

URIAS: Welcomed Dan Jordan, and stated he is looking forward to working together.

FINLAY: Welcomed Dan Jordan, discussed her wish list for City Manager, she met with CEO Brian Kelly of the High Speed Rail Authority of California and provided statistics about the cost of the project, and suggested the monthly meetings Councilmember Reilly has been holding at the Senior Center could be rotated among all the Council.

LEWIS: Welcomed Dan Jordan, thanked staff for the Valentine candy, and thanked staff for assisting with graffiti removal and other issues he brought forward.

PARAS-CARACCI: Welcomed Mayor Pro Tem Urias back, she appreciates the patience from the community and staff, acknowledged the Interim City Manager and Directors, stated the team continued without a negative impact on the community, welcomed Dr. Dan Jordan, noted the service awards show investment and commitment in the community, congratulated the Watson family, and stated it meant a lot to her personally and she is appreciative of the outcome.

FASANA: Stated SB 50 did not get out of the Senate, discussed comments made by Assemblymember Portantino pertaining to the legislation, he will attend the COG meeting on Thursday, he opposed the high speed rail measure, Metro will be choosing Route 60 alignment and it looks like they will be recommending the Whittier alignment, the Watsons made incredible contributions to this community, thanked staff for accomplishments during the interim period, and congratulated and welcomed Dr. Jordan.

Reilly stated she has been holding monthly meetings at the Senior Center since she was elected, she has secured that time, she wishes to continue, and stated Councilmembers may also hold meetings at any time.

KANG: Congratulated the Watson family on the renaming of the trail, stated the overhead street signs look impeccable, the cost for high speed rail is costly and does not make sense, discussed the homelessness situation by Encanto Park, stated we need to be vigilant about the Coronavirus, announced Welcome Reception for our new City Manager Dan Jordan on March 10 at 6:00 p.m., thanked staff for their dedication and commitment during the search, and stated he is looking forward to working with Dr. Jordan.

ADJOURNMENT

Mayor Kang adjourned the meeting at 9:11 p.m.

Mayor Samuel Kang

City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 02122020 - 022520

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7652	ALBERTOS PLUMBING	Beardslee Park Plumbing Repair	214356		345.00
100-1410-7900	BURRTEC WASTE INDUSTRIES	Sweeping for K-Rail Removal (MelCanyon)	214363		664.65
100-1020-7712	GOVERNANCE SCIENCES GRO	Community Information & Engagement Tool	214389		4,916.67
100-1825-7688	GOVERNANCE SCIENCES GRO	Community Information & Engagement Tool	214389	202001-Used Oil-Expense-OP	983.33
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 1/1/20 - 3/31/20	214431		11,684.25
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Software 3/1/2020 - 2/28/2021	330		1,686.00
100-1605-7741	ZEENI INC	Basketball Jerseys	214435		1,882.31
100-1410-7612	CALIFORNIA WATER ENVIRON	Gerard Batista Association Dues 4/1/20 - 3/31/21	214365		192.00
100-1025-7702	NATIONAL LEAGUE OF CITIES	Direct Member Dues 4/1/20 - 3/31/21	214405		1,953.00
100-1405-7801	COUNTY OF LOS ANGELES DEP	Industrial Waste Inspections 12/2019	214373		2,302.75
100-1410-7810	A1 MAINTENANCE SERVICES	Las Brisas Sweeping 1/2020	214353		61.00
100-1410-7810	A1 MAINTENANCE SERVICES	Las Posadas Sweeping 1/2020	214353		61.00
100-1405-7975	ARCHITECTS ORANGE LLP	Duarte Station Office Concept 12/2019	214359		3,687.50
100-1605-7728	CURO MANAGED PRINT PROD	MLK Event Supplies	214375	202009- Duarte's Promise - A	234.03
100-1205-7655	T-MOBILE	Emergency Asset Tracking 12/21/19 - 1/20/20	214430		12.75
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm Beam Service Call	325		165.00
100-1410-7656	SUNWEST ENGINEERING	UFT Secondary Containment Testing 1/15/20	329		525.00
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	328		60.21
100-1610-7618	ULINE	ROP Bldg Folding Chairs	214432		2,279.73
100-1205-7610	U.S. BANK	Strategies for Addressing Homelessness Webinar	331		25.00
100-1205-7610	U.S. BANK	Meeting w/Captain Flores 1/13/20 (Janet's Cuisine)	331		29.54
100-1205-7610	U.S. BANK	Public Safety Meeting 1/16/20 (Max's Mexican)	331		31.25
100-1205-7779	U.S. BANK	DART Team Trip 1/24/20 (Johns Incredible Pizza)	331		427.56
100-1205-7779	U.S. BANK	Youth Trip 1/11/20 (Bowlero Arcadia)	331		209.28
100-1205-7779	U.S. BANK	Clipper Game Food 1/14/20 (In N Out)	331		199.17
100-1205-7779	U.S. BANK	Youth Hike Lunch 1/20/20 (Ramen Yukinoya)	331		162.50
100-1205-7779	U.S. BANK	(10) APU Theater Tickets (To Kill A Mockingbird)	331		150.00
100-1205-7779	U.S. BANK	Youth Trip Lunch 1/11/20 (Chipotle)	331		49.39
100-1205-7779	U.S. BANK	Youth Trip Lunch 1/11/20 (Chicken Now)	331		112.66
100-1205-7779	U.S. BANK	Youth Dinner 1/8/20 (The Habit Burger)	331		108.39
100-1205-7779	U.S. BANK	Youth Trip Dinner 12/27/19 (In N Out Burger)	331		85.41
100-1205-7779	U.S. BANK	Youth Programming (Target)	331		16.63

Council Warrant Register By Account

Payment Dates: 02122020 - 022520

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	PS Intern Lunch 1/7/20 (Subway)	331		12.46
100-1205-7779	U.S. BANK	Staples Center Parking 1/9/2020	331		80.00
100-1205-7779	U.S. BANK	Intern Luncheon 1/15/20 (Raising Cane's)	331		55.56
100-1205-7779	U.S. BANK	Youth Trip Dinner 12/27/19 (Hong Kong Express)	331		41.86
100-1205-7779	U.S. BANK	Youth Trip 12/27/19 (Sky Zone)	331		538.00
100-1205-7779	U.S. BANK	MLK March Lunch 1/18/20 (Subway)	331		39.99
100-1205-7779	U.S. BANK	Youth Socks (Sky Zone)	331		50.00
100-1205-7779	U.S. BANK	Office Food (Smart & Final)	331		48.40
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	331		42.03
100-1205-7980	U.S. BANK	Adobe Creative Cloud (Tobacco Education)	331	201904-Other Exp-Tobacco Gr	52.99
100-1205-7980	U.S. BANK	Tobacco Outreach Program T- Shirts (David's)	331	201904-Other Exp-Tobacco Gr	1,000.00
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	331		75.35
100-1205-7980	U.S. BANK	Sheriff Breakfast w/Council (Corner Bakery)	331		264.56
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 1/8/20	329		145.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	327		60.12
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	327		56.90
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation (Cal Am Water) 12/2019	326		726.46
100-1015-7686	RUTAN & TUCKER LLP	NPDES Litigation 12/2019	326		23,290.15
100-1205-7980	TONY HADLOC	Body Camera	214391		142.35
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 12/2019	214414		1,080.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/201	214414		4,240.00
100-1610-7618	SMART & FINAL	Council Supplies	327		223.06
100-1605-7741	SMART & FINAL	Youth Sports Supplies	327		10.94
100-1405-7967	RKA CONSULTING GROUP	City of Hope Inspection 12/2019	214414		240.00
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Services 1/12/20 - 1/25/20	317		4,048.81
100-1610-7652	ALBERTOS PLUMBING	TC Drain Unclog	214356		230.00
100-1610-7652	ALBERTOS PLUMBING	Snack Bar Main Line Unclog	214356		120.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	322		624.53
100-1205-7650	WARDS SERVICE	Vehicle 24 Brakes/Rotors/Struts/PM Srvc	332		1,821.04
100-1810-7614	COAST TO COAST COMPUTER	HR Printer Ink	214371		328.47
100-1610-7652	CHARLIE'S FENCE CO	South Yard Fence Repair	214368		425.00
100-1805-7610	ANGELA CHIAROMONTE	LA County Oversight Board Meeting	319		43.47
100-1205-7980	QUALITY APPRAISAL SERVICE	1001 Las Lomas Rd Appraisal	214410		3,500.00
100-1605-7735	DUARTE PIZZA COMPANY	TC Special Event	214378		69.65
100-1610-7650	WARDS SERVICE	Vehicle 21 Air Filter/Software/PM Srvc	332		541.59
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 1/2020	214376		316.80
100-1810-7673	MORNEAU SHEPELL LIMITED	Drug and/or Alcohol Testing 10/1/19 - 12/31/19	324		175.00
100-1205-7762	CALE AMERICA	WTP Fees 1/2020	214364		287.85
100-1010-7980	CERRELL ASSOCIATES INC	Tax Measure Education 1/202	214367		7,075.00
100-1205-7980	EAN SERVICES LLC	Tobacco Grant Van Rental	214382	201904-Other Exp-Tobacco Gr	1,408.28
100-1010-7670	SOUTHERN CALIFORNIA NEW	Legal Advertising 1/2020	214423		1,212.00
100-2125	REGIONAL TAP SERVICE CENT	TAP Reload Sales 1/2020	214412		50.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint-Teen Ctr (Quarterly)	214354		1,001.50
100-1610-7652	JOSEPH A MARTINEZ	ROP Bldg Floor Repair	214400		350.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officials	214424		120.00
100-1205-7780	SAN GABRIEL VALLEY HUMAN SERVICES	Animal Shelter Services 2/2020	214420		5,166.67
100-1205-7655	THOMSON REUTERS-WEST PUBLISHING	Emergency Software 1/1/2020 - 1/31/2020	214429		158.93
100-1810-7660	CMC LIVESCAN & NOTARY SERVICES	Livescan Services 1/2020	320		115.00
100-1405-7975	MOORE IACOFANO GOLTSMAN	Duarte Station SP Website 11/1/19 - 12/31/19	214403		1,532.50
100-1610-7618	SMART & FINAL	SC Coffee Supplies	327		74.24
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maint 1/2020	214383		135.00
100-1405-7610	AMANDA HAMILTON	Two-Day Business Writing Skills Workshop	214392		56.22
100-1410-7887	ARMSTRONG & WALKER LANDSCAPE	Landscape Design for Royal Oaks Bike Trail Sign	214360		1,150.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	214370		35.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	322		1,414.09
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY20 Q3 Dues	214417		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY20 Q3 Dues	214417		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY20 Q3 Dues	214417		240.00
100-1805-7610	ANGELA CHIAROMONTE	2020 CSMFO Conference Expenses	319		87.62
100-1810-7660	CALIFORNIA STATE DEPARTMENT	Fingerprint Apps 1/2020	318		64.00
100-1605-7728	SMART & FINAL	Job Shadow Breakfast Items	327	202009- Duarte's Promise - A	146.11
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 2/2020	214380	250004 - Property Rent - Next	1,710.90
100-1825-7747	VIVIAN ZAVALA	Recycling Worker	214434	201903-Beverage Recycling 2	53.00
100-1825-7747	YESENIA CHAVEZ	Recycling Worker	214369	201903-Beverage Recycling 2	66.25
100-1825-7747	MALCHEDAELA BLANCO	Recycling Worker	214362	201903-Beverage Recycling 2	26.50
100-1825-7747	ANDY MIRANDA	Recycling Worker	214401	201903-Beverage Recycling 2	79.50
100-1825-7747	OLGALIVIER GARCIA	Recycling Worker	214387	201903-Beverage Recycling 2	53.00
100-1825-7747	YESSENIA FLORES	Recycling Worker	214385	201903-Beverage Recycling 2	53.00
100-1825-7747	CASEY CARRILLO	Recycling Worker	214366	201903-Beverage Recycling 2	39.75
100-1825-7747	EVELYN SALMERON	Recycling Worker	214419	201903-Beverage Recycling 2	53.00
100-1825-7747	DYLAN RODRIGUEZ	Recycling Worker	214415	201903-Beverage Recycling 2	39.75
100-1825-7747	FABIANA MARCE	Recycling Worker	214398	201903-Beverage Recycling 2	39.75
100-1825-7747	MICHAEL AMBEGUIA	Recycling Worker	214357	201903-Beverage Recycling 2	53.00
100-1815-7632	MAXTREME INC	Gsuite accessduarte.com 11/2019 - 1/2020	323		3,357.28
100-1005-7647	MAXTREME INC	Liz Reilly iPhone Case/Screen Protector	323		75.85
100-1010-7980	MAXTREME INC	Manuel Enriquez iPhone Case/Screen Protector	323		90.08
100-1815-7631	MAXTREME INC	Apple Accessories/APC Back UPS (Finance Dept)	323		264.90
100-1815-7632	MAXTREME INC	Office 365 11/2019 - 1/2020	323		1,287.00
100-1825-7747	BRYANNA MORALES	Recycling Worker 12/26/2019	214404	201903-Beverage Recycling 2	53.00
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 12/26/2019	214388	201903-Beverage Recycling 2	53.00
100-1825-7747	ANNA PEREZ	Recycling Worker 1/8/2020	214406	201903-Beverage Recycling 2	53.00
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 12/7/2019	214388	201903-Beverage Recycling 2	39.75
100-1825-7747	ANNA PEREZ	Recycling Worker 1/14/2020	214406	201903-Beverage Recycling 2	39.75
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 1/14/2020	214388	201903-Beverage Recycling 2	39.75
100-1825-7747	ANNA PEREZ	Recycling Worker 12/7/2019	214406	201903-Beverage Recycling 2	39.75
100-1825-7747	BRYANNA MORALES	Recycling Worker 1/14/2020	214404	201903-Beverage Recycling 2	39.75
100-1825-7747	BRYANNA MORALES	Recycling Worker 12/7/2019	214404	201903-Beverage Recycling 2	39.75
100-1405-7614	SKILLPATH	Reference Books	214422		163.39
100-1605-7733	SMART & FINAL	SC Valentine's Day Brunch Supplies	327		40.32
100-1610-7618	MAINTEX INC	Janitorial Supplies	322		474.35
100-1410-7650	WARDS SERVICE	Vehicle 3 Safety Inspection	332		213.33
100-1205-7614	STAPLES ADVANTAGE	PS Office Supplies	328		282.52
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	328		108.37
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	328		42.38
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	214433		408.03
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	214433		108.80

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7010	SOUTHLAND SPORTS OFFICIALS	Basketball Officials	214424		180.00
100-1605-7733	RUBEN FLORES	SC Valentine Brunch	214352		682.66
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 1/2020	214427		7,994.50
100-1015-7686	COLANTUONO, HIGHSMITH &	TUT Legal Services 1/2020	214372		140.00
100-1605-7650	WARDS SERVICE	Vehicle 100 Inspection	332		132.00
100-1605-7733	RALPHS GROCERY COMPANY	Return-SC Valentine's Day Brunch Supplies	214411		-119.00
100-1605-7733	RALPHS GROCERY COMPANY	SC Valentine's Day Brunch Supplies	214411		164.98
100-1605-7733	RALPHS GROCERY COMPANY	SC Valentine's Day Brunch Supplies	214411		72.70
100-1605-7002	PAMELA ROMERO	CPR Stipend	214416		76.92
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	214370		35.00
100-1020-7712	CURO MANAGED PRINT PROD	Census Banners and Bus Signs	214375	202019 - Census 2020- Comm	284.70
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 2/1/20 - 3/1/20	EFT09223		267.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 2/1/20 - 3/1/20	EFT09224		247.00
100-1815-7630	DE LAGE LANDEN FINANCIAL	iMac Lease Pymt 6	EFT09225		1,015.63
100-1020-7713	VERIZONWIRELESS	VW-Museum Internet 1/19/20 - 2/18/20	EFT09226		37.31
100-1020-7713	VERIZONWIRELESS	VW-Museum Phone 1/19/20 - 2/18/20	EFT09226		23.91
100-1205-7655	VERIZONWIRELESS	VW-Jeff Risley 1/19/20 - 2/18/20	EFT09226		36.93
100-1605-7980	VERIZONWIRELESS	VW-AmeriCorps (SC) 1/19/20 - 2/18/20	EFT09226		36.93
100-1605-7980	VERIZONWIRELESS	VW-George Dang 1/19/20 - 2/18/20	EFT09226		36.93
100-1605-7980	VERIZONWIRELESS	VW-Kelly Barnes 1/19/20 - 2/18/20	EFT09226		36.93
100-1805-7980	VERIZONWIRELESS	VW-KP 12/19/19 - 1/18/20	EFT09227		53.76
100-1005-7980	VERIZONWIRELESS	VW-Urias Phone 12/19/19 - 1/18/20	EFT09229		41.66
100-1005-7980	VERIZONWIRELESS	VW-Lewis iPad 12/19/19 - 1/18/20	EFT09229		30.07
100-1005-7980	VERIZONWIRELESS	VW-Urias iPad 12/19/19 - 1/18/20	EFT09229		30.08
100-1010-7980	VERIZONWIRELESS	VW-Rocha Phone 12/19/19 - 1/18/20	EFT09229		41.66
100-1010-7980	VERIZONWIRELESS	VW-Pascua Phone 12/19/19 - 1/18/20	EFT09229		37.58
100-1010-7980	VERIZONWIRELESS	VW-Herrera Phone 12/19/19 - 1/18/20	EFT09229		37.58
100-1410-7980	VERIZONWIRELESS	VW-FS Tablet 12/19/19 - 1/18/20	EFT09229		30.07
100-1410-7980	VERIZONWIRELESS	VW-FS Josh 12/19/19 - 1/18/20	EFT09228		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Manny 12/19/19 - 1/18/20	EFT09228		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Mike 12/19/19 - 1/18/20	EFT09228		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Lamberto 12/19/19 - 1/18/20	EFT09228		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Gerard 12/19/19 - 1/18/20	EFT09228		41.66
100-1605-7614	DUARTE RECREATION PETTY C	Swifter Duster	214379		5.13
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps MLK Supplies	214379	202009- Duarte's Promise - A	34.37
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps Job Shadow Day Supplies	214379	202009- Duarte's Promise - A	184.11
100-1605-7735	CHINA PRIDE	Youthworks Internship Progra	214409		100.00
100-1605-7735	SADIE LOPEZ	Youthworks Internship Progra	214395		100.00
100-1605-7735	JACQUELINE MAGANA	Youthworks Internship Progra	214397		100.00
100-1605-7735	MARIAH MACMURPHY	Youthworks Internship Progra	214396		100.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7735	ELAYSSA AQUINO	Youthworks Internship Progra	214358		100.00
100-1605-7735	JOAN RUIZ	Youthworks Internship Progra	214418		100.00
100-1605-7744	ALEXANDRA TAPIA	Teen Nutrition Council	214428		100.00
100-1605-7744	NICHOLAS MONTERROZA	Teen Nutrition Council	214402		100.00
100-1605-7744	ELIZABETH PEREZ	Teen Nutrition Council	214407		100.00
100-1605-7744	SARAH DOWIRI	Teen Nutrition Council	214377		100.00
100-1605-7744	MICHAEL AMBEGUIA	Teen Nutrition Council	214357		100.00
100-1605-7744	OLGALIVIER GARCIA	Teen Nutrition Council	214386		100.00
100-1605-7744	YESSENIA FLORES	Teen Nutrition Council	214385		100.00
100-1605-7744	BRYANNA MORALES	Teen Nutrition Council	214404		100.00
100-2120	MARIA LOPEZ	CC Rent Deposit Refund	214394		500.00
100-2120	FELICIA STERLING	TC Rent Deposit Refund	214426		100.00
100-1605-7728	RELATION INSURANCE	AmeriCorps Health Insurance 3/2020	214413	202009- Duarte's Promise - A	964.86
100-1825-7626	FEDEX	Document Delivery	214384		88.19
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radios 12/19/19 - 1/18/20	EFT09230		775.47
100-1005-7980	VERIZONWIRELESS	Paras-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1005-7980	VERIZONWIRELESS	Reilly-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	ME-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	KH-Social Media iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	CH-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	KP-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	City Mgr-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	Admin-Social Media iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1010-7980	VERIZONWIRELESS	BV-Granicus iPad 1/19/20 - 2/18/20	EFT09231		18.60
100-1605-7980	VERIZONWIRELESS	SC ActiveNet 1/19/20 - 2/18/20	EFT09231		18.60
100-1005-7980	VERIZONWIRELESS	VW-Reilly Phone 1/19/20 - 2/18/20	EFT09232		39.15
100-1005-7980	VERIZONWIRELESS	VW-Tzeitel Phone 1/19/20 - 2/18/20	EFT09232		39.15
100-1005-7980	VERIZONWIRELESS	VW-TL 1/19/20 - 2/18/20	EFT09232		60.29
100-1405-7980	VERIZONWIRELESS	VW-CH Phone 1/19/20 - 2/18/20	EFT09232		39.15
100-1605-7980	VERIZONWIRELESS	VW-ME Phone 1/19/20 - 2/18/20	EFT09232		957.89
100-1815-7980	VERIZONWIRELESS	VW-City Hall 1/19/20 - 2/18/20	EFT09232		39.15
100-2120	IRENE MARQUEZ	CC Rent Deposit Refund	214399		500.00
100-2120	ADRIANA BANUELOS	ROP Bldg Rent Deposit Refun	214361		150.00
100-2120	LUZ GUTIERREZ	CC Rent Deposit Refund	214390		500.00
100-1005-7646	DUARTE WOMEN'S CLUB	Tzeitel Paras-Carraci 2020 Due	214381		30.00
Fund 100 - GENERAL FUND Total:					130,361.69
Fund: 220 - GAS TAX FUN					
220-2210-7813	JTB SUPPLY COMPANY	Overhead Sign Replacement @ Mountain (Deposit)	214393		5,631.04
220-2225-7811	IMPERIAL PIPE SERVICES LLC	Traffic Signal Improvements	321		2,586.00
220-2220-7980	VERIZONWIRELESS	VW-Amanda 12/19/19 - 1/18/20	EFT09228		41.66
220-2220-7980	VERIZONWIRELESS	VW-Teresa 12/19/19 - 1/18/20	EFT09228		41.66
Fund 220 - GAS TAX FUN Total:					8,300.36
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 12/2019	214373		406.17

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 12/2019	214373		128.21
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 12/2019	214373		6,564.89
240-2405-7877	STATE OF CALIFORNIA DEPT O	Cal Trans Signal Maintenance 10/1/19 - 12/31/19	214425		809.00
240-2410-7906	WEST COAST ARBORISTS INC	Tree Trimming	333		1,140.00
240-2410-7909	WEST COAST ARBORISTS INC	Tree Trimming	333		2,560.00
240-2426-7810	A1 MAINTENANCE SERVICES	Grocery Outlet Sweeping 1/2020	214353		784.00
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Bike Trail Landscape Supplies	214421		277.29
240-2410-7888	POOL & ELECTRICAL PRODUC	Duarte Plaza Fountain Cleaner	214408		17.16
240-2405-7890	COUNTY OF LOS ANGELES DEP	BV/Hunt Dr Traffic Signal Repair 4/1/18 - 12/31/19	214374		2,426.12
240-2410-7662	ACOSTA GROWERS INC	Citywide Landscape	214355		268.28
240-2410-7662	ACOSTA GROWERS INC	Citywide Landscape	214355		69.80
240-2410-7662	ACOSTA GROWERS INC	Bike Trail Landscape Supplies	214355		353.14
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					15,804.06
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7614	COAST TO COAST COMPUTER	Transportation Dept Printer In	214371		84.28
440-4405-7614	COAST TO COAST COMPUTER	Transportation Dept Printer In	214371		21.89
440-4405-7821	VERIZONWIRELESS	VW-Transit Internet 1/19/20 - 2/18/20	EFT09232		55.14
Fund 440 - PROPOSITION A TRANSIT FUND Total:					161.31
Grand Total:					154,627.42

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	130,361.69
220 - GAS TAX FUN	8,300.36
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	15,804.06
440 - PROPOSITION A TRANSIT FUND	161.31
Grand Total:	154,627.42

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7646	Travel & Exp - Paras	30.00
100-1005-7647	Travel & Exp - Reilly	75.85
100-1005-7980	Other Expenses	277.60
100-1010-7670	Legal Notices	1,212.00
100-1010-7980	Other Expenses	7,412.10
100-1015-7686	Other Legal Services	24,156.61
100-1020-7712	Community Information	5,201.37
100-1020-7713	Historical Museum Bldg	61.22
100-1025-7702	Natn'L League Of Cities	1,953.00
100-1205-7610	Travel, Mtgs & Conf	85.79
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	324.90
100-1205-7650	Vehicle Maintenance	1,821.04
100-1205-7655	Emergency Services	984.08
100-1205-7761	Parking Ticket Collect	7,994.50
100-1205-7762	Parking Pass Kiosk Costs	287.85
100-1205-7779	Youth Programs	2,387.26
100-1205-7780	Animal Control	5,483.47
100-1205-7782	Crossing Guard Contract	4,048.81
100-1205-7980	Other Expenses	6,485.56
100-1405-7610	Travel, Mtgs & Conf	56.22
100-1405-7614	Office Supplies	223.60
100-1405-7800	Building Department Ser	514.00
100-1405-7801	Industrial Waste Inspecti	2,302.75
100-1405-7967	Public Works Inspection	1,320.00
100-1405-7969	City Engineer	4,240.00
100-1405-7975	Economic Development	5,220.00
100-1405-7980	Other Expenses	39.15
100-1410-7612	Publications and Dues	192.00
100-1410-7650	Vehicle Maintenance	213.33
100-1410-7656	Emergency Generator	670.00
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	1,150.00
100-1410-7900	Emergency Cleanup/Mai	664.65
100-1410-7980	Other Expenses	238.35
100-1605-7002	Regular Salaries	76.92
100-1605-7010	Playgrd Superv Salaries	300.00
100-1605-7614	Office Supplies	5.13
100-1605-7650	Vehicle Maintenance	132.00
100-1605-7728	Americorp's VIP Progra	1,563.48
100-1605-7733	Senior Center	898.56
100-1605-7735	Teen Center	669.65
100-1605-7741	Sports/Playground Progr	1,893.25
100-1605-7744	Nutrition Program Costs	800.00
100-1605-7980	Other Expenses	1,087.28
100-1610-7618	Building Supplies	5,666.95
100-1610-7636	Uniforms	70.00
100-1610-7650	Vehicle Maintenance	541.59

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7652	Building Maint Services	2,771.50
100-1805-7610	Travel, Mtgs & Conf	131.09
100-1805-7980	Other Expenses	53.76
100-1810-7614	Office Supplies	328.47
100-1810-7660	Other Services	179.00
100-1810-7673	Physical Exams	175.00
100-1815-7630	Equipment Lease	1,015.63
100-1815-7631	Equipment Maintenance	264.90
100-1815-7632	Software Maintenance	4,644.28
100-1815-7820	Finance System Support	11,684.25
100-1815-7830	Telephones	1,686.00
100-1815-7980	Other Expenses	39.15
100-1825-7613	Duplications And Photos	108.37
100-1825-7626	Postage	88.19
100-1825-7688	Oil Recycling Grant	983.33
100-1825-7747	Beverage Cont Recycling	954.00
100-2120	Refundable Deposits	1,750.00
100-2125	Metro Pass Through (TA	50.00
100-4408	Property Rental	1,710.90
220-2210-7813	Regulatory Signs	5,631.04
220-2220-7980	Other Expenses	83.32
220-2225-7811	Street Maintenance	2,586.00
240-2405-7877	Electric-Traffic Signal	809.00
240-2405-7890	Repairs-Traffic Signal	9,525.39
240-2410-7662	Other Serv-Citywide	968.51
240-2410-7888	Repairs-Citywide	17.16
240-2410-7906	Tree Trim-Citywide	1,140.00
240-2410-7909	Tree Trim-Residential	2,560.00
240-2426-7810	Street Sweeping	784.00
440-4405-7614	Office Supplies	106.17
440-4405-7821	Person'l Computr Suppo	55.14
	Grand Total:	154,627.42

Project Account Summary

Project Account Key	Payment Amount
None	146,669.74
201903-Beverage Recycling 2017-2018 PROG FY20	954.00
201904-Other Exp-Tobacco Grant	2,461.27
202001-Used Oil-Expense-OPP9-18-0016 FY18/19	983.33
202009- Duarte's Promise - America's Promise Exp	1,563.48
202019 - Census 2020- Community Information	284.70
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,710.90
Grand Total:	154,627.42



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES	Las Brisas Sweeping 1/2020	192217		61.00
100-1410-7810	A1 MAINTENANCE SERVICES	Las Posadas Sweeping 1/2020	192218		61.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					122.00
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	HVAC Maint-Teen Ctr (Quarterly)	750118		1,001.50
Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:					1,001.50
Vendor: T4115 - ADRIANA BANUELOS					
100-2120	ADRIANA BANUELOS	ROP Bldg Rent Deposit Refun	R83842		150.00
Vendor T4115 - ADRIANA BANUELOS Total:					150.00
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Beardslee Park Plumbing Repair	681176		345.00
100-1610-7652	ALBERTOS PLUMBING	TC Drain Unclog	681281		230.00
100-1610-7652	ALBERTOS PLUMBING	Snack Bar Main Line Unclog	681282		120.00
Vendor 5561 - ALBERTOS PLUMBING Total:					695.00
Vendor: 5855 - ALEXANDRA TAPIA					
100-1605-7744	ALEXANDRA TAPIA	Teen Nutrition Council	2/2020		100.00
Vendor 5855 - ALEXANDRA TAPIA Total:					100.00
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV	Crossing Guard Services 1/12/20 - 1/25/20	66328		4,048.81
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					4,048.81
Vendor: 5846 - AMANDA HAMILTON					
100-1405-7610	AMANDA HAMILTON	Two-Day Business Writing Skills Workshop	1/30/2020		56.22
Vendor 5846 - AMANDA HAMILTON Total:					56.22
Vendor: 5770 - ANDY MIRANDA					
100-1825-7747	ANDY MIRANDA	Recycling Worker	11032019	201903-Beverage Recycling 2	79.50
Vendor 5770 - ANDY MIRANDA Total:					79.50
Vendor: 6131 - ANGELA CHIAROMONTE					
100-1805-7610	ANGELA CHIAROMONTE	LA County Oversight Board Meeting	1/23/2020		43.47
100-1805-7610	ANGELA CHIAROMONTE	2020 CSMFO Conference Expenses	1/29/20-1/31/20		87.62
Vendor 6131 - ANGELA CHIAROMONTE Total:					131.09
Vendor: 6156 - ANNA PEREZ					
100-1825-7747	ANNA PEREZ	Recycling Worker 12/7/2019	2062020	201903-Beverage Recycling 2	39.75
100-1825-7747	ANNA PEREZ	Recycling Worker 1/14/2020	2062020	201903-Beverage Recycling 2	39.75
100-1825-7747	ANNA PEREZ	Recycling Worker 1/8/2020	2062020	201903-Beverage Recycling 2	53.00
Vendor 6156 - ANNA PEREZ Total:					132.50
Vendor: 6133 - ARCHITECTS ORANGE LLP					
100-1405-7975	ARCHITECTS ORANGE LLP	Duarte Station Office Concept 12/2019	3912251		3,687.50
Vendor 6133 - ARCHITECTS ORANGE LLP Total:					3,687.50
Vendor: 6051 - ARIEL GONZALEZ					
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 12/26/2019	2062020	201903-Beverage Recycling 2	53.00
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 1/14/2020	2062020	201903-Beverage Recycling 2	39.75

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1825-7747	ARIEL GONZALEZ	Recycling Worker 12/7/2019	2062020	201903-Beverage Recycling 2	39.75
Vendor 6051 - ARIEL GONZALEZ Total:					132.50
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-1410-7887	ARMSTRONG & WALKER LAN	Landscape Design for Royal Oaks Bike Trail Sign	2042020		1,150.00
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					1,150.00
Vendor: 6046 - BRYANNA MORALES					
100-1825-7747	BRYANNA MORALES	Recycling Worker 12/26/2019	2062020	201903-Beverage Recycling 2	53.00
100-1825-7747	BRYANNA MORALES	Recycling Worker 1/14/2020	2062020	201903-Beverage Recycling 2	39.75
100-1825-7747	BRYANNA MORALES	Recycling Worker 12/7/2019	2062020	201903-Beverage Recycling 2	39.75
100-1605-7744	BRYANNA MORALES	Teen Nutrition Council	2/2020		100.00
Vendor 6046 - BRYANNA MORALES Total:					232.50
Vendor: 1398 - BURRTEC WASTE INDUSTRIES INC					
100-1410-7900	BURRTEC WASTE INDUSTRIES	Sweeping for K-Rail Removal (MelCanyon)	5/29/2162		664.65
Vendor 1398 - BURRTEC WASTE INDUSTRIES INC Total:					664.65
Vendor: 5559 - CALE AMERICA					
100-1205-7762	CALE AMERICA	WTP Fees 1/2020	158102		287.85
Vendor 5559 - CALE AMERICA Total:					287.85
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTME	Fingerprint Apps 1/2020	430891		64.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					64.00
Vendor: 6099 - CALIFORNIA WATER ENVIRONMENT ASSOCIATION					
100-1410-7612	CALIFORNIA WATER ENVIRON	Gerard Batista Association Dues 4/1/20 - 3/31/21	0003356891-11020		192.00
Vendor 6099 - CALIFORNIA WATER ENVIRONMENT ASSOCIATION Total:					192.00
Vendor: 5848 - CASEY CARRILLO					
100-1825-7747	CASEY CARRILLO	Recycling Worker	1142020	201903-Beverage Recycling 2	39.75
Vendor 5848 - CASEY CARRILLO Total:					39.75
Vendor: 5046 - CERRELL ASSOCIATES INC					
100-1010-7980	CERRELL ASSOCIATES INC	Tax Measure Education 1/202	18227		7,075.00
Vendor 5046 - CERRELL ASSOCIATES INC Total:					7,075.00
Vendor: 2025 - CHARLIE'S FENCE CO					
100-1610-7652	CHARLIE'S FENCE CO	South Yard Fence Repair	05671019		425.00
Vendor 2025 - CHARLIE'S FENCE CO Total:					425.00
Vendor: 6159 - CHINA PRIDE					
100-1605-7735	CHINA PRIDE	Youthworks Internship Progra	2/2020		100.00
Vendor 6159 - CHINA PRIDE Total:					100.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4041741708		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4042365320		35.00
Vendor 5140 - CINTAS CORPORATION #693 Total:					70.00
Vendor: 5504 - CMC LIVSCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVSCAN & NOTARY SER	Livscan Services 1/2020	CMC-2305		115.00
Vendor 5504 - CMC LIVSCAN & NOTARY SERVICES Total:					115.00
Vendor: 6151 - COAST TO COAST COMPUTER PRODUCTS INC					
100-1810-7614	COAST TO COAST COMPUTER	HR Printer Ink	A2090341		328.47
Vendor 6151 - COAST TO COAST COMPUTER PRODUCTS INC Total:					328.47
Vendor: 6045 - COLANTUONO, HIGHSMITH & WHATLEY, PC					
100-1015-7686	COLANTUONO, HIGHSMITH &	TUT Legal Services 1/2020	41249		140.00
Vendor 6045 - COLANTUONO, HIGHSMITH & WHATLEY, PC Total:					140.00
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP	Industrial Waste Inspections 12/2019	REPW-20011303183		2,302.75
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					2,302.75

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7728	CURO MANAGED PRINT PROD	MLK Event Supplies	3760	202009- Duarte's Promise - A	234.03
100-1020-7712	CURO MANAGED PRINT PROD	Census Banners and Bus Signs	3826	202019 - Census 2020- Comm	284.70
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					518.73
Vendor: 1722 - D & D SERVICES INC					
100-1205-7780	D & D SERVICES INC	Deceased Animal Disposal 1/2020	107964		316.80
Vendor 1722 - D & D SERVICES INC Total:					316.80
Vendor: 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC					
100-1815-7630	DE LAGE LANDEN FINANCIAL	iMac Lease Pymt 6	66451152		1,015.63
Vendor 6064 - DE LAGE LANDEN FINANCIAL SERVICES INC Total:					1,015.63
Vendor: 1809 - DUARTE PIZZA COMPANY					
100-1605-7735	DUARTE PIZZA COMPANY	TC Special Event	469593		69.65
Vendor 1809 - DUARTE PIZZA COMPANY Total:					69.65
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7614	DUARTE RECREATION PETTY C	Swifter Duster	02132020		5.13
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps Job Shadow Day Supplies	02132020	202009- Duarte's Promise - A	184.11
100-1605-7728	DUARTE RECREATION PETTY C	AmeriCorps MLK Supplies	02132020	202009- Duarte's Promise - A	34.37
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					223.61
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DIS	Nextel Lease 2/2020	83846	250004 - Property Rent - Next	1,710.90
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,710.90
Vendor: 5191 - DUARTE WOMEN'S CLUB					
100-1005-7646	DUARTE WOMEN'S CLUB	Tzeitel Paras-Carraci 2020 Due	2192020		30.00
Vendor 5191 - DUARTE WOMEN'S CLUB Total:					30.00
Vendor: 5627 - DYLAN RODRIGUEZ					
100-1825-7747	DYLAN RODRIGUEZ	Recycling Worker	12/7/2019	201903-Beverage Recycling 2	39.75
Vendor 5627 - DYLAN RODRIGUEZ Total:					39.75
Vendor: 6040 - EAN SERVICES LLC					
100-1205-7980	EAN SERVICES LLC	Tobacco Grant Van Rental	23796558	201904-Other Exp-Tobacco Gr	1,408.28
Vendor 6040 - EAN SERVICES LLC Total:					1,408.28
Vendor: 5684 - ELAYSSA AQUINO					
100-1605-7735	ELAYSSA AQUINO	Youthworks Internship Progra	2/2020		100.00
Vendor 5684 - ELAYSSA AQUINO Total:					100.00
Vendor: 6162 - ELIZABETH PEREZ					
100-1605-7744	ELIZABETH PEREZ	Teen Nutrition Council	2/2020		100.00
Vendor 6162 - ELIZABETH PEREZ Total:					100.00
Vendor: 6048 - EVELYN SALMERON					
100-1825-7747	EVELYN SALMERON	Recycling Worker	12/26/2019	201903-Beverage Recycling 2	53.00
Vendor 6048 - EVELYN SALMERON Total:					53.00
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maint 1/2020	88171		135.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					135.00
Vendor: 6050 - FABIANA MARCE					
100-1825-7747	FABIANA MARCE	Recycling Worker	12/7/2019	201903-Beverage Recycling 2	39.75
Vendor 6050 - FABIANA MARCE Total:					39.75
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery	6-928-28095		88.19
Vendor 0087 - FEDEX Total:					88.19
Vendor: T4116 - FELICIA STERLING					
100-2120	FELICIA STERLING	TC Rent Deposit Refund	R83552		100.00
Vendor T4116 - FELICIA STERLING Total:					100.00

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6158 - GOVERNANCE SCIENCES GROUP INC					
100-1020-7712	GOVERNANCE SCIENCES GRO	Community Information & Engagement Tool	19-Duarte		4,916.67
100-1825-7688	GOVERNANCE SCIENCES GRO	Community Information & Engagement Tool	19-Duarte	202001-Used Oil-Expense-OP	983.33
Vendor 6158 - GOVERNANCE SCIENCES GROUP INC Total:					5,900.00
Vendor: T2668 - IRENE MARQUEZ					
100-2120	IRENE MARQUEZ	CC Rent Deposit Refund	R83742		500.00
Vendor T2668 - IRENE MARQUEZ Total:					500.00
Vendor: 5996 - JACQUELINE MAGANA					
100-1605-7735	JACQUELINE MAGANA	Youthworks Internship Progra	2/2020		100.00
Vendor 5996 - JACQUELINE MAGANA Total:					100.00
Vendor: 6161 - JOAN RUIZ					
100-1605-7735	JOAN RUIZ	Youthworks Internship Progra	2/2020		100.00
Vendor 6161 - JOAN RUIZ Total:					100.00
Vendor: 5299 - JOSEPH A MARTINEZ					
100-1610-7652	JOSEPH A MARTINEZ	ROP Bldg Floor Repair	INV0213		350.00
Vendor 5299 - JOSEPH A MARTINEZ Total:					350.00
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 2/1/20 - 3/1/20	55115		267.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 2/1/20 - 3/1/20	55116		247.00
Vendor 5761 - LIFE STORAGE #530 Total:					514.00
Vendor: T4053 - LUZ GUTIERREZ					
100-2120	LUZ GUTIERREZ	CC Rent Deposit Refund	R84021		500.00
Vendor T4053 - LUZ GUTIERREZ Total:					500.00
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	763211-00		624.53
100-1610-7618	MAINTEX INC	Janitorial Supplies	764365-00		1,414.09
100-1610-7618	MAINTEX INC	Janitorial Supplies	764747-00		474.35
Vendor 5868 - MAINTEX INC Total:					2,512.97
Vendor: 6155 - MALCHEDAELA BLANCO					
100-1825-7747	MALCHEDAELA BLANCO	Recycling Worker	11022019	201903-Beverage Recycling 2	26.50
Vendor 6155 - MALCHEDAELA BLANCO Total:					26.50
Vendor: T2575 - MARIA LOPEZ					
100-2120	MARIA LOPEZ	CC Rent Deposit Refund	R82736		500.00
Vendor T2575 - MARIA LOPEZ Total:					500.00
Vendor: 5994 - MARIAH MACMURPHY					
100-1605-7735	MARIAH MACMURPHY	Youthworks Internship Progra	2/2020		100.00
Vendor 5994 - MARIAH MACMURPHY Total:					100.00
Vendor: 4286 - MAXTREME INC					
100-1815-7632	MAXTREME INC	Gsuite accessduarte.com 11/2019 - 1/2020	13448		3,357.28
100-1005-7647	MAXTREME INC	Liz Reilly iPhone Case/Screen Protector	13449		75.85
100-1010-7980	MAXTREME INC	Manuel Enriquez iPhone Case/Screen Protector	13449		90.08
100-1815-7631	MAXTREME INC	Apple Accessories/APC Back UPS (Finance Dept)	13449		264.90
100-1815-7632	MAXTREME INC	Office 365 11/2019 - 1/2020	13450		1,287.00
Vendor 4286 - MAXTREME INC Total:					5,075.11
Vendor: 6154 - MICHAEL AMBEGUIA					
100-1825-7747	MICHAEL AMBEGUIA	Recycling Worker	1262019	201903-Beverage Recycling 2	53.00
100-1605-7744	MICHAEL AMBEGUIA	Teen Nutrition Council	2/2020		100.00
Vendor 6154 - MICHAEL AMBEGUIA Total:					153.00

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-1405-7975	MOORE IACOFANO GOLTSMA	Duarte Station SP Website 11/1/19 - 12/31/19	0062749		1,532.50
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					1,532.50
Vendor: 6129 - MORNEAU SHEPELL LIMITED					
100-1810-7673	MORNEAU SHEPELL LIMITED	Drug and/or Alcohol Testing 10/1/19 - 12/31/19	1117870		175.00
Vendor 6129 - MORNEAU SHEPELL LIMITED Total:					175.00
Vendor: 0716 - NATIONAL LEAGUE OF CITIES					
100-1025-7702	NATIONAL LEAGUE OF CITIES	Direct Member Dues 4/1/20 - 3/31/21	157996		1,953.00
Vendor 0716 - NATIONAL LEAGUE OF CITIES Total:					1,953.00
Vendor: 6164 - NICHOLAS MONTERROZA					
100-1605-7744	NICHOLAS MONTERROZA	Teen Nutrition Council	2/2020		100.00
Vendor 6164 - NICHOLAS MONTERROZA Total:					100.00
Vendor: 5851 - OLGALIVIER GARCIA					
100-1825-7747	OLGALIVIER GARCIA	Recycling Worker	1112020	201903-Beverage Recycling 2	53.00
100-1605-7744	OLGALIVIER GARCIA	Teen Nutrition Council	2/2020		100.00
Vendor 5851 - OLGALIVIER GARCIA Total:					153.00
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	2/2020		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	Yard Alarm Beam Service Call	1239191		165.00
Vendor 2466 - POST ALARM SYSTEMS Total:					165.00
Vendor: 6153 - QUALITY APPRAISAL SERVICE					
100-1205-7980	QUALITY APPRAISAL SERVICE	1001 Las Lomas Rd Appraisal	35497		3,500.00
Vendor 6153 - QUALITY APPRAISAL SERVICE Total:					3,500.00
Vendor: 0768 - RALPHS GROCERY COMPANY					
100-1605-7733	RALPHS GROCERY COMPANY	Return-SC Valentine's Day Brunch Supplies	000000-021120		-119.00
100-1605-7733	RALPHS GROCERY COMPANY	SC Valentine's Day Brunch Supplies	093114		164.98
100-1605-7733	RALPHS GROCERY COMPANY	SC Valentine's Day Brunch Supplies	093308		72.70
Vendor 0768 - RALPHS GROCERY COMPANY Total:					118.68
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENT	TAP Reload Sales 1/2020	6012159		50.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					50.00
Vendor: 5837 - RELATION INSURANCE					
100-1605-7728	RELATION INSURANCE	AmeriCorps Health Insurance 3/2020	T454-C-0320	202009- Duarte's Promise - A	964.86
Vendor 5837 - RELATION INSURANCE Total:					964.86
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspections 12/2019	29591		1,080.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/201	29592		4,240.00
100-1405-7967	RKA CONSULTING GROUP	City of Hope Inspection 12/2019	29609		240.00
Vendor 0904 - RKA CONSULTING GROUP Total:					5,560.00
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY20 Q3 Dues	FY20 Q3		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY20 Q3 Dues	FY20 Q3		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY20 Q3 Dues	FY20 Q3		240.00
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					590.00

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Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5762 - RUBEN FLORES					
100-1605-7733	RUBEN FLORES	SC Valentine Brunch	011999		682.66
				Vendor 5762 - RUBEN FLORES Total:	682.66
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation (Cal Am Water) 12/2019	858338		726.46
100-1015-7686	RUTAN & TUCKER LLP	NPDES Litigation 12/2019	858339		23,290.15
				Vendor 0196 - RUTAN & TUCKER LLP Total:	24,016.61
Vendor: 6160 - SADIE LOPEZ					
100-1605-7735	SADIE LOPEZ	Youthworks Internship Progra	2/2020		100.00
				Vendor 6160 - SADIE LOPEZ Total:	100.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Services 2/202	2-2020D		5,166.67
				Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:	5,166.67
Vendor: 6013 - SARAH DOWIRI					
100-1605-7744	SARAH DOWIRI	Teen Nutrition Council	2/2020		100.00
				Vendor 6013 - SARAH DOWIRI Total:	100.00
Vendor: 4415 - SKILLPATH					
100-1405-7614	SKILLPATH	Reference Books	2283502		163.39
				Vendor 4415 - SKILLPATH Total:	163.39
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	61521		60.12
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	61522		56.90
100-1610-7618	SMART & FINAL	Council Supplies	47220		223.06
100-1605-7741	SMART & FINAL	Youth Sports Supplies	55265-012820		10.94
100-1610-7618	SMART & FINAL	SC Coffee Supplies	48858		74.24
100-1605-7728	SMART & FINAL	Job Shadow Breakfast Items	49604	202009- Duarte's Promise - A	146.11
100-1605-7733	SMART & FINAL	SC Valentine's Day Brunch Supplies	64643		40.32
				Vendor 0209 - SMART & FINAL Total:	611.69
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEW	Legal Advertising 1/2020	470225		1,212.00
				Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:	1,212.00
Vendor: 5650 - SOUTHLAND SPORTS OFFICIALS					
100-1605-7010	SOUTHLAND SPORTS OFFICIA	Basketball Officials	2/1/2020		120.00
100-1605-7010	SOUTHLAND SPORTS OFFICIA	Basketball Officials	2/8/2020		180.00
				Vendor 5650 - SOUTHLAND SPORTS OFFICIALS Total:	300.00
Vendor: 2688 - STAPLES ADVANTAGE					
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3437059204		60.21
100-1205-7614	STAPLES ADVANTAGE	PS Office Supplies	3438784903		282.52
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3438784903		108.37
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3438784904		42.38
				Vendor 2688 - STAPLES ADVANTAGE Total:	493.48
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	UFT Secondary Containment Testing 1/15/20	191203-082		525.00
100-1410-7656	SUNWEST ENGINEERING	Unergground Fuel Tank Inspection 1/8/20	191203-081		145.00
				Vendor 1610 - SUNWEST ENGINEERING Total:	670.00
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 1/2020	21020		7,994.50
				Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:	7,994.50
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Software 3/1/2020 - 2/28/2021	12500		1,686.00
				Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:	1,686.00

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST PU	Emergency Software 1/1/2020 - 1/31/2020	841765743		158.93
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					158.93
Vendor: 5866 - T-MOBILE					
100-1205-7655	T-MOBILE	Emergency Asset Tracking 12/21/19 - 1/20/20	1212020		12.75
Vendor 5866 - T-MOBILE Total:					12.75
Vendor: 5870 - TONY HADLOC					
100-1205-7980	TONY HADLOC	Body Camera	285719		142.35
Vendor 5870 - TONY HADLOC Total:					142.35
Vendor: 4674 - TYLER TECHNOLOGIES INC					
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 1/1/20 - 3/31/20	025-280638		11,684.25
Vendor 4674 - TYLER TECHNOLOGIES INC Total:					11,684.25
Vendor: 4484 - U.S. BANK					
100-1205-7610	U.S. BANK	Strategies for Addressing Homelessness Webinar	1272020BV		25.00
100-1205-7610	U.S. BANK	Public Safety Meeting 1/16/20 (Max's Mexican)	1272020BV		31.25
100-1205-7610	U.S. BANK	Meeting w/Captain Flores 1/13/20 (Janet's Cuisine)	1272020BV		29.54
100-1205-7779	U.S. BANK	Youth Trip 1/11/20 (Bowlero Arcadia)	1272020BV		209.28
100-1205-7779	U.S. BANK	Clipper Game Food 1/14/20 (In N Out)	1272020BV		199.17
100-1205-7779	U.S. BANK	Youth Hike Lunch 1/20/20 (Ramen Yukinoya)	1272020BV		162.50
100-1205-7779	U.S. BANK	(10) APU Theater Tickets (To Kill A Mockingbird)	1272020BV		150.00
100-1205-7779	U.S. BANK	Youth Trip Lunch 1/11/20 (Chicken Now)	1272020BV		112.66
100-1205-7779	U.S. BANK	PS Intern Lunch 1/7/20 (Subway)	1272020BV		12.46
100-1205-7779	U.S. BANK	Youth Trip Lunch 1/11/20 (Chipotle)	1272020BV		49.39
100-1205-7779	U.S. BANK	MLK March Lunch 1/18/20 (Subway)	1272020BV		39.99
100-1205-7779	U.S. BANK	Youth Trip Dinner 12/27/19 (Hong Kong Express)	1272020BV		41.86
100-1205-7779	U.S. BANK	Office Food (Smart & Final)	1272020BV		48.40
100-1205-7779	U.S. BANK	Youth Trip Dinner 12/27/19 (In N Out Burger)	1272020BV		85.41
100-1205-7779	U.S. BANK	Youth Socks (Sky Zone)	1272020BV		50.00
100-1205-7779	U.S. BANK	Intern Luncheon 1/15/20 (Raising Cane's)	1272020BV		55.56
100-1205-7779	U.S. BANK	Staples Center Parking 1/9/2020	1272020BV		80.00
100-1205-7779	U.S. BANK	Youth Programming (Target)	1272020BV		16.63
100-1205-7779	U.S. BANK	DART Team Trip 1/24/20 (Johns Incredible Pizza)	1272020BV		427.56
100-1205-7779	U.S. BANK	Youth Dinner 1/8/20 (The Habit Burger)	1272020BV		108.39
100-1205-7779	U.S. BANK	Youth Trip 12/27/19 (Sky Zone)	1272020BV		538.00
100-1205-7980	U.S. BANK	Tobacco Outreach Program T- Shirts (David's)	1272020BV	201904-Other Exp-Tobacco Gr	1,000.00
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	1272020BV		75.35
100-1205-7980	U.S. BANK	Adobe Creative Cloud (Tobacco Education)	1272020BV	201904-Other Exp-Tobacco Gr	52.99
100-1205-7980	U.S. BANK	Office Water (Sparkletts)	1272020BV		42.03

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7980	U.S. BANK	Sheriff Breakfast w/Council (Corner Bakery)	1272020BV		264.56
Vendor 4484 - U.S. BANK Total:					3,907.98
Vendor: 5907 - ULINE					
100-1610-7618	ULINE	ROP Bldg Folding Chairs	116445038		2,279.73
Vendor 5907 - ULINE Total:					2,279.73
Vendor: 5168 - VERIZONWIRELESS					
100-1020-7713	VERIZONWIRELESS	VW-Museum Internet 1/19/20 - 2/18/20	9846540327		37.31
100-1020-7713	VERIZONWIRELESS	VW-Museum Phone 1/19/20 - 2/18/20	9846540327		23.91
100-1205-7655	VERIZONWIRELESS	VW-Jeff Risley 1/19/20 - 2/18/20	9846540327		36.93
100-1605-7980	VERIZONWIRELESS	VW-George Dang 1/19/20 - 2/18/20	9846540327		36.93
100-1605-7980	VERIZONWIRELESS	VW-Kelly Barnes 1/19/20 - 2/18/20	9846540327		36.93
100-1605-7980	VERIZONWIRELESS	VW-AmeriCorps (SC) 1/19/20 - 2/18/20	9846540327		36.93
100-1805-7980	VERIZONWIRELESS	VW-KP 12/19/19 - 1/18/20	9846540328		53.76
100-1005-7980	VERIZONWIRELESS	VW-Lewis iPad 12/19/19 - 1/18/20	9846540329		30.07
100-1005-7980	VERIZONWIRELESS	VW-Urias Phone 12/19/19 - 1/18/20	9846540329		41.66
100-1005-7980	VERIZONWIRELESS	VW-Urias iPad 12/19/19 - 1/18/20	9846540329		30.08
100-1010-7980	VERIZONWIRELESS	VW-Rocha Phone 12/19/19 - 1/18/20	9846540329		41.66
100-1010-7980	VERIZONWIRELESS	VW-Herrera Phone 12/19/19 - 1/18/20	9846540329		37.58
100-1010-7980	VERIZONWIRELESS	VW-Pascua Phone 12/19/19 - 1/18/20	9846540329		37.58
100-1410-7980	VERIZONWIRELESS	VW-FS Tablet 12/19/19 - 1/18/20	9846540329		30.07
100-1410-7980	VERIZONWIRELESS	VW-FS Lamberto 12/19/19 - 1/18/20	9846540330		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Mike 12/19/19 - 1/18/20	9846540330		41.65
100-1410-7980	VERIZONWIRELESS	VW-FS Gerard 12/19/19 - 1/18/20	9846540330		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Josh 12/19/19 - 1/18/20	9846540330		41.66
100-1410-7980	VERIZONWIRELESS	VW-FS Manny 12/19/19 - 1/18/20	9846540330		41.66
100-1205-7655	VERIZONWIRELESS	VW-Emergency Radios 12/19/19 - 1/18/20	9846540325		775.47
100-1005-7980	VERIZONWIRELESS	Reilly-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1005-7980	VERIZONWIRELESS	Paras-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	CH-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	Admin-Social Media iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	City Mgr-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	KP-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	BV-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	KH-Social Media iPad 1/19/20 - 2/18/20	9846540326		18.60
100-1010-7980	VERIZONWIRELESS	ME-Granicus iPad 1/19/20 - 2/18/20	9846540326		18.60

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7980	VERIZONWIRELESS	SC ActiveNet 1/19/20 - 2/18/20	9846540326		18.60
100-1005-7980	VERIZONWIRELESS	VW-Tzeitel Phone 1/19/20 - 2/18/20	9846540324		39.15
100-1005-7980	VERIZONWIRELESS	VW-Reilly Phone 1/19/20 - 2/18/20	9846540324		39.15
100-1005-7980	VERIZONWIRELESS	VW-TL 1/19/20 - 2/18/20	9846540324		60.29
100-1405-7980	VERIZONWIRELESS	VW-CH Phone 1/19/20 - 2/18/20	9846540324		39.15
100-1605-7980	VERIZONWIRELESS	VW-ME Phone 1/19/20 - 2/18/20	9846540324		957.89
100-1815-7980	VERIZONWIRELESS	VW-City Hall 1/19/20 - 2/18/20	9846540324		39.15
Vendor 5168 - VERIZONWIRELESS Total:					2,855.93
Vendor: 6157 - VIVIAN ZAVALA					
100-1825-7747	VIVIAN ZAVALA	Recycling Worker	1/11/2020	201903-Beverage Recycling 2	53.00
Vendor 6157 - VIVIAN ZAVALA Total:					53.00
Vendor: 6113 - WARDS SERVICE					
100-1205-7650	WARDS SERVICE	Vehicle 24 Brakes/Rotors/Struts/PM Srvc	78954		1,821.04
100-1610-7650	WARDS SERVICE	Vehicle 21 Air Filter/Software/PM Srvc	78960		541.59
100-1410-7650	WARDS SERVICE	Vehicle 3 Safety Inspection	79016		213.33
100-1605-7650	WARDS SERVICE	Vehicle 100 Inspection	79082		132.00
Vendor 6113 - WARDS SERVICE Total:					2,707.96
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	78883990		408.03
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	78884449		108.80
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					516.83
Vendor: 5365 - YESENIA CHAVEZ					
100-1825-7747	YESENIA CHAVEZ	Recycling Worker	10262019	201903-Beverage Recycling 2	66.25
Vendor 5365 - YESENIA CHAVEZ Total:					66.25
Vendor: 6047 - YESSSENIA FLORES					
100-1825-7747	YESSSENIA FLORES	Recycling Worker	1112020	201903-Beverage Recycling 2	53.00
100-1605-7744	YESSSENIA FLORES	Teen Nutrition Council	2/2020		100.00
Vendor 6047 - YESSSENIA FLORES Total:					153.00
Vendor: 5089 - ZEENI INC					
100-1605-7741	ZEENI INC	Basketball Jerseys	28619		1,882.31
Vendor 5089 - ZEENI INC Total:					1,882.31
Fund 100 - GENERAL FUND Total:					130,361.69
Fund: 220 - GAS TAX FUN					
Vendor: 6152 - IMPERIAL PIPE SERVICES LLC					
220-2225-7811	IMPERIAL PIPE SERVICES LLC	Traffic Signal Improvements	PL27308--3		2,586.00
Vendor 6152 - IMPERIAL PIPE SERVICES LLC Total:					2,586.00
Vendor: 6141 - JTB SUPPLY COMPANY					
220-2210-7813	JTB SUPPLY COMPANY	Overhead Sign Replacement @ Mountain (Deposit)	106834		5,631.04
Vendor 6141 - JTB SUPPLY COMPANY Total:					5,631.04
Vendor: 5168 - VERIZONWIRELESS					
220-2220-7980	VERIZONWIRELESS	VW-Amanda 12/19/19 - 1/18/20	9846540330		41.66
220-2220-7980	VERIZONWIRELESS	VW-Teresa 12/19/19 - 1/18/20	9846540330		41.66
Vendor 5168 - VERIZONWIRELESS Total:					83.32
Fund 220 - GAS TAX FUN Total:					8,300.36

Council Warrant Register By Vendor

Payment Dates: 021220 - 022520

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES	Grocery Outlet Sweeping 1/2020	192216		784.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					784.00
Vendor: 5210 - ACOSTA GROWERS INC					
240-2410-7662	ACOSTA GROWERS INC	Citywide Landscape	45780		268.28
240-2410-7662	ACOSTA GROWERS INC	Citywide Landscape	45821		69.80
240-2410-7662	ACOSTA GROWERS INC	Bike Trail Landscape Supplies	45854		353.14
Vendor 5210 - ACOSTA GROWERS INC Total:					691.22
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 12/2019	REPW-20011303235		406.17
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Maintenance 12/2019	REPW-20011303242		128.21
240-2405-7890	COUNTY OF LOS ANGELES DEP	Traffic Signal Repairs 12/2019	REPW-20011303494		6,564.89
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					7,099.27
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP	BV/Hunt Dr Traffic Signal Repair 4/1/18 - 12/31/19	IN200000578		2,426.12
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					2,426.12
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
240-2410-7888	POOL & ELECTRICAL PRODUC	Duarte Plaza Fountain Cleaner	21095952		17.16
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					17.16
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Bike Trail Landscape Supplies	96909637-001		277.29
Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:					277.29
Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION					
240-2405-7877	STATE OF CALIFORNIA DEPT O	Cal Trans Signal Maintenance 10/1/19 - 12/31/19	SL200482		809.00
Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total:					809.00
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7906	WEST COAST ARBORISTS INC	Tree Trimming	156489		1,140.00
240-2410-7909	WEST COAST ARBORISTS INC	Tree Trimming	156489		2,560.00
Vendor 1521 - WEST COAST ARBORISTS INC Total:					3,700.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					15,804.06
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 6151 - COAST TO COAST COMPUTER PRODUCTS INC					
440-4405-7614	COAST TO COAST COMPUTER	Transportation Dept Printer In	A2092173		84.28
440-4405-7614	COAST TO COAST COMPUTER	Transportation Dept Printer In	A2094231		21.89
Vendor 6151 - COAST TO COAST COMPUTER PRODUCTS INC Total:					106.17
Vendor: 5168 - VERIZONWIRELESS					
440-4405-7821	VERIZONWIRELESS	VW-Transit Internet 1/19/20 - 2/18/20	9846540324		55.14
Vendor 5168 - VERIZONWIRELESS Total:					55.14
Fund 440 - PROPOSITION A TRANSIT FUND Total:					161.31
Grand Total:					154,627.42

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	130,361.69
220 - GAS TAX FUN	8,300.36
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	15,804.06
440 - PROPOSITION A TRANSIT FUND	161.31
Grand Total:	154,627.42

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7646	Travel & Exp - Paras	30.00
100-1005-7647	Travel & Exp - Reilly	75.85
100-1005-7980	Other Expenses	277.60
100-1010-7670	Legal Notices	1,212.00
100-1010-7980	Other Expenses	7,412.10
100-1015-7686	Other Legal Services	24,156.61
100-1020-7712	Community Information	5,201.37
100-1020-7713	Historical Museum Bldg	61.22
100-1025-7702	Natn'L League Of Cities	1,953.00
100-1205-7610	Travel, Mtgs & Conf	85.79
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	324.90
100-1205-7650	Vehicle Maintenance	1,821.04
100-1205-7655	Emergency Services	984.08
100-1205-7761	Parking Ticket Collect	7,994.50
100-1205-7762	Parking Pass Kiosk Costs	287.85
100-1205-7779	Youth Programs	2,387.26
100-1205-7780	Animal Control	5,483.47
100-1205-7782	Crossing Guard Contract	4,048.81
100-1205-7980	Other Expenses	6,485.56
100-1405-7610	Travel, Mtgs & Conf	56.22
100-1405-7614	Office Supplies	223.60
100-1405-7800	Building Department Ser	514.00
100-1405-7801	Industrial Waste Inspecti	2,302.75
100-1405-7967	Public Works Inspection	1,320.00
100-1405-7969	City Engineer	4,240.00
100-1405-7975	Economic Development	5,220.00
100-1405-7980	Other Expenses	39.15
100-1410-7612	Publications and Dues	192.00
100-1410-7650	Vehicle Maintenance	213.33
100-1410-7656	Emergency Generator	670.00
100-1410-7810	Street Sweeping	122.00
100-1410-7887	Repairs & Replacements	1,150.00
100-1410-7900	Emergency Cleanup/Mai	664.65
100-1410-7980	Other Expenses	238.35
100-1605-7002	Regular Salaries	76.92
100-1605-7010	Playgrd Superv Salaries	300.00
100-1605-7614	Office Supplies	5.13
100-1605-7650	Vehicle Maintenance	132.00
100-1605-7728	Americorp's VIP Progra	1,563.48
100-1605-7733	Senior Center	898.56
100-1605-7735	Teen Center	669.65
100-1605-7741	Sports/Playground Progr	1,893.25
100-1605-7744	Nutrition Program Costs	800.00
100-1605-7980	Other Expenses	1,087.28
100-1610-7618	Building Supplies	5,666.95
100-1610-7636	Uniforms	70.00
100-1610-7650	Vehicle Maintenance	541.59

Account Summary

Account Number	Account Name	Payment Amount
100-1610-7652	Building Maint Services	2,771.50
100-1805-7610	Travel, Mtgs & Conf	131.09
100-1805-7980	Other Expenses	53.76
100-1810-7614	Office Supplies	328.47
100-1810-7660	Other Services	179.00
100-1810-7673	Physical Exams	175.00
100-1815-7630	Equipment Lease	1,015.63
100-1815-7631	Equipment Maintenance	264.90
100-1815-7632	Software Maintenance	4,644.28
100-1815-7820	Finance System Support	11,684.25
100-1815-7830	Telephones	1,686.00
100-1815-7980	Other Expenses	39.15
100-1825-7613	Duplications And Photos	108.37
100-1825-7626	Postage	88.19
100-1825-7688	Oil Recycling Grant	983.33
100-1825-7747	Beverage Cont Recycling	954.00
100-2120	Refundable Deposits	1,750.00
100-2125	Metro Pass Through (TA	50.00
100-4408	Property Rental	1,710.90
220-2210-7813	Regulatory Signs	5,631.04
220-2220-7980	Other Expenses	83.32
220-2225-7811	Street Maintenance	2,586.00
240-2405-7877	Electric-Traffic Signal	809.00
240-2405-7890	Repairs-Traffic Signal	9,525.39
240-2410-7662	Other Serv-Citywide	968.51
240-2410-7888	Repairs-Citywide	17.16
240-2410-7906	Tree Trim-Citywide	1,140.00
240-2410-7909	Tree Trim-Residential	2,560.00
240-2426-7810	Street Sweeping	784.00
440-4405-7614	Office Supplies	106.17
440-4405-7821	Person'l Computr Suppo	55.14
	Grand Total:	154,627.42

Project Account Summary

Project Account Key	Payment Amount
None	146,669.74
201903-Beverage Recycling 2017-2018 PROG FY20	954.00
201904-Other Exp-Tobacco Grant	2,461.27
202001-Used Oil-Expense-OPP9-18-0016 FY18/19	983.33
202009- Duarte's Promise - America's Promise Exp	1,563.48
202019 - Census 2020- Community Information	284.70
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,710.90
Grand Total:	154,627.42



Memorandum

To: City Council

From: Traffic Safety Commission

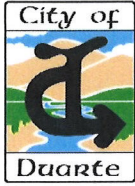
CC: Amanda Hamilton, Public Works Manager *ah*

Date: February 6, 2020

Subject: Commission Reorganization

At the regular meeting of the Traffic Safety Commission held on Tuesday, February 4, 2020 the Commission organized as follows:

- Chairperson – Shiu Kei Thomas Tsui
- Vice-Chairperson – Victor Bruno



AGENDA MEMO

To: City Council

From: Aida Torres, Crime Prevention Specialist

CC: Brian Villalobos, Director of Public Safety

Subject: Duarte Unified School District Partnership

Date: February 25, 2020

Recommendation: The Duarte Public Safety Department recommends that the City Council approve (by motion) a Memorandum of Understanding (MOU) to be executed between Duarte Unified School District (DUSD) and the City. This motion will accept that the Duarte Public Safety Office expand the current DUSD partnership to further deliver and administer existing grant services from the California Department of Justice (DOJ), Office of the Attorney General for the Tobacco Law Enforcement Grant Program and the Board of State and Community Corrections grant for California Violence Intervention Program (CalVIP)

Background: Following over two decades of effective program delivery utilizing city and grant funding, DUSD desires the assistance of the Duarte Public Safety office to provide prevention and early intervention services for children and their families to promote the educational development and academic progress of students.

Discussion: This MOU will allow the Duarte Public Safety Department to utilize substantial experience in the research, design, and delivery of community and school based services. In order to implement grant approved prevention, intervention and suppression best practices through qualified providers or professional services contractors. It will also allow new program expansion with the assistance of multi-agency regional collaborative and will include anti-tobacco enforcement, prevention and intervention approach including, vaping intervention through cognitive behavior therapy in-school and after school through group mentoring programs.

City will continue to contract with Los Angeles County Sheriff's and Probation Departments and new partner Azusa Pacific University to expand prevention, intervention, education, and research services. The program will help improve in-school and after-school interventions, education and delivery of additional evidence-based programs to reduce risky behavior among DUSD students.

City contractors have all agreed to expand the scope of anti-tobacco and crime prevention programs as needed through education, prevention and intervention services. The new emphasis will include school campus enforcement through other means of correction. University researchers have worked with the school and law enforcement to develop an intervention program utilizing evidence-based interactive web training for pre-teens and teens engaged in tobacco use on school grounds. Duarte deputies and crime prevention staff will conduct an anti-tobacco prevention educational campaign through positive after-school programming to promote family wellness, and empowerment with cultural competency.

The Duarte Public Safety Crime Prevention Specialist will manage grant-related reports and submit quarterly financial and program reports. She will also work with law enforcement contractors and partners for planning, program execution, course correction and evaluation to satisfy the grant terms showing actual services performed and grant manager visits.

Fiscal Impact: DUSD will be reimbursed for any grant related expenses by the City and 100% of all costs associated with this partnership will be reimbursed in full by grant funding.

For more information, please contact Crime Prevention Specialist, Aida Torres (626) 359-5671 ext. 316.

**Memorandum of Understanding
Among
Duarte Unified School District,
AND
City of Duarte,**

This Memorandum of Understanding ("MOU") is entered into as of January 1, 2020 (the "Effective Date"), by and among the Duarte Unified School District ("District") and City of Duarte ("City").

WHEREAS, the District is engaged in educating students in Pre-Kindergarten through twelfth grade;

WHEREAS, the District desires the assistance of professionals to provide prevention and early intervention services such as emotional and behavioral counseling, alcohol and drug prevention, and facilitation of referrals to community and school resources ("Services") for children and their families to promote the educational development and academic progress of students;

WHEREAS, the City has obtained grants from the State of California Department of Justice and the Board of State and Community Corrections and will continue to seek State and Federal grants to fund programming (hereinafter referred to as, the "Grants") to provide District students with Services;

WHEREAS, City and its partners possess substantial experience in the research, design, and delivery of community and school-based Services;

WHEREAS, the District desires for the City and its partners to provide Services to its students;

WHEREAS, the City desire to provide such Services to the District on the terms and conditions set forth herein.

NOW, THEREFORE, the Parties agree as follows:

I. RESPONSIBILITIES AND DUTIES OF THE PARTIES

A. City

1. The City shall maintain the Grants for the benefit of District students and cooperate with the District to ensure compliance and when and if possible, renewal of the Grants.
2. The City shall provide the Services pursuant to its rights and responsibilities in this MOU, utilizing partnerships with, but not limited to, the Los Angeles Sheriff's Department, Los Angeles Probation Department, Azusa Pacific University, and other qualified partners.

3. The City represents that the individuals retained by it or its partnership entities referenced above serving as Service providers are qualified to do so and will be appropriately licensed, credentialed, certified, fingerprinted and/or otherwise experienced or trained to provide such services to public school students in the State of California hereinafter referred to as "Qualified Providers."
4. The City shall furnish the District the names of the individuals providing Services, and upon request, copies of their background checks, certifications or licenses, if applicable.
5. The City shall maintain confidential all personal and private student information related to their participation and type of Services they receive.

B. District

1. The District shall provide the City, a confidential, private, and professional space to provide the Services.
2. Access will be provided to the City's identified Qualified Providers, provided however that the District reserves the right to refuse entry to its sites or facilitates by any agent of the City and Qualified Providers in the sole discretion of the District, poses any risk to students, staff, or property of the District.
3. The District shall collaborate with the City and Qualified Providers to determine which students are eligible for Services.
4. The District shall provide the City and Qualified Providers access to District students eligible for Services.
5. The District shall collaborate with the City and Qualified Providers in the process of treatment planning and delivery of Services for eligible students.
6. The District shall collect completed parental consent forms, or similar paperwork from students in advance of the date(s) on which the Services are to be delivered, and delivering the completed paperwork to the City and its Qualified Providers as far in advance of the Service delivery date(s) as reasonably possible. Designated District personnel will deliver paperwork to the City, in a manner that protects the confidentiality of the information.
7. The District, its personnel, and Qualified Partners shall maintain confidential all personal and private student information related to their participation and the type of Services provided.

8. The District shall provide a liaison between school sites, the City, and Qualified Providers to facilitate communication and implementation.
9. The District shall collaborate with the City, and Qualified Providers to schedule dates and locations for the provision of Services.
10. The District shall allow students to receive Services during and after school hours at District sites and/or at any location that is agreed upon by the District and City.

II. **COST OF SERVICES.** All costs associated with the delivery of Services identified in the MOU shall be the sole responsibility of the City. Grant funds as specified in each program proposal will be reimbursed to the District and require timely invoices and back up documentation as approved by the grantee. The students shall not pay for any portion of the Services received.

III. **CONDUCT OF THE CITY AND QUALIFIED PARTNERS.** The City and Qualified Providers will each insure that all employees, agents, representatives, contractors, volunteers, student interns, or medical residents or anyone employed directly or indirectly by such party to provide, manage, evaluate and or assess the Services provided herein will adhere to proper standards of public conduct. There is to be no consumption or sale of intoxicating liquors or other controlled substances, smoking, gambling, quarreling, fighting, use of profane language, or indecent exposure on or near District sites. Firearms, weapons, and explosives are prohibited at any District site regardless whether carried openly or concealed, or stored.

IV. **ACCIDENT/INCIDENT REPORTS.** The City and Qualified Providers shall submit written accident/incident reports to District Representative within twenty-four (24) hours of any accident or incident that occurs during or involving the provision of Services.

V. **DATA AND INFORMATION SHARING.**

- A. In order to provide students Services under this MOU, it is necessary for the Parties to share personally identifiable student data with each other.
- B. All Student Data or any other Pupil Records transmitted to the Parties pursuant to the MOU is and will continue to be the property of and under the control of the District. The Parties agree that as between them all rights, including all intellectual property rights, in and to Student Data or any other Pupil Records contemplated per the MOU, shall remain the exclusive property of the District. For the purposes of FERPA, the City, and Qualified Providers shall be considered a School Official, under the control and direction of the District, but only insofar as it pertains to the use of student data obtained through this MOU notwithstanding the above.
- C. The City and Qualified Providers shall enter into written agreements with all Subprocessors performing functions pursuant to the MOU, whereby the

Subprocessors will expressly agree to protect Student Data to the same degree or more stringent than the requirements of the MOU. All applicable terms and conditions of the MOU shall be incorporated into any agreement with a Subprocessor. The City shall be liable and indemnify the District for any negligence or intentional misconduct in such party's breach of such obligations by the Subprocessor(s).

- D. The following documentation may be kept by the Parties for student participants that may contain identifying information: Referral form, Consent for Participation, Confidentiality Statement, Receipt of Notice of Privacy Practices, Release of Information, Participant's Rights, Demographic/Intake Form, Outcome Measures, Encounter Documents, Progress Notes, and any other documents deemed necessary for the provision of Services.
- E. For purposes of this MOU, the District agrees to provide the City and Qualified Providers with personally identifiable student data, including but not limited to enrollment, student demographics, student contact information, course information, attendance data, graduation, and disciplinary information (e.g., detention, suspension, expulsion, etc.). Such data will be shared via encrypted flash drive or encrypted hard drive or secured network system to the designated research team member. The process for the City to request such data from the District is as follows: All data requests shall be submitted to the District's Director of Student Services. The District shall provide the City with the requested data within 72 hours of such request. If the data request cannot be completed, the District shall provide reasonable notice to the requesting party and provide the grounds for which the data cannot be provided.
- F. The City and Qualified Providers shall provide personally identifiable student data to the District regarding outcomes related to the Services provided pursuant to this MOU.
- G. The Parties shall use appropriate and reliable password protected and encrypted storage media, regularly backup data and retain such back copies for the duration of the MOU.
- H. Authorized representatives of the Parties shall be responsible for transmitting all data requests and maintaining a log to record all data requested, transmitted and received pursuant to this MOU.
- I. The data collected and shared under this MOU will be used strictly for the provision of Services. Except as provided in Section S, below, City and Qualified Providers agrees not to share data received under this MOU with any other entity not in program partnership, without advance written approval of the District.
- J. No Party shall use any student data to engage in soliciting or targeted advertising.

- K. The Parties will ensure that all student data is kept in secure facilities and access to student data is limited to designated personnel who are authorized and have need to access such data for purposes of the delivery of Services to District students.
- L. All employees, contractors, and agents of the Parties will comply with all applicable provisions of federal, state, and local laws with respect to the data shared under this MOU, including but not limited to the Family Educational Rights and Privacy Act (20 U.S.C. §. 1232g) ("FERPA"). The Parties warrant that they are familiar with the confidentiality, security and disclosure requirements of FERPA, its implementing regulations and student data privacy and confidentiality requirements of California law.
- M. The Parties will take reasonable steps to insure the physical security of the data under its control, including, but not limited to: fire protection, water damage, alarm systems, locked files, guards, and other devices reasonably expected to prevent loss or unauthorized access to electronic data.
- N. Procedures such as good practices for assigning passwords and limiting personnel access shall be implemented to maintain the integrity of the systems used to secure computer databases and transmit data under this MOU.
- O. To the extent any Party maintains any student-generated content created as a result of the provision of Services and a student desires access to such content, that student may contact the District Representative who shall then work with the Parties to address that student's concerns.
- P. If a parent or student desires to review or correct any of that student's data, that parent or student may contact the District Representative, who shall then work with the Parties to address that parent's or student's concerns.
- Q. The Parties agree to comply reasonably with any litigation holds and/or court orders to preserve any data shared under this MOU.
- R. Immediately upon becoming aware of a compromise of any student data subject to this MOU, or of circumstances that could have resulted in an unauthorized access to or disclosure of student data subject to this MOU, the Parties agree to notify the other Parties in writing within two (2) business days, fully investigate the incident and fully cooperate with the other Party's investigation of the incident, implement remedial measures and respond in a timely manner.
- S. The City and Qualified Providers shall:
 - 1. Remove the names and all personally identifying information of all students from all research data sets and replace them with a unique identifier. The names of students shall be replaced with the unique identifier during the initial data cleaning process.

2. Keep all research data on an encrypted and password protected flash or hard drive.
3. Only Qualified Provider grant evaluators and research assistants who have passed human subjects training shall interact with student participants and/or have access to data.
4. The presentation of data by Qualified Providers shall maintain the anonymity of students, schools, city and geographical location. Specifically, in reporting findings, data will be presented in the aggregate. Where a subject might represent a statistical minority and may be easy to identify, the subject's case will be removed from the findings or aggregated to another group, so as to avoid identification.
5. All data, collection instruments, and both qualitative and quantitative data/research will be put before Qualified Providers' Internal Review Board to ensure the protection of human subjects and all data collected.
6. Upon the expiration of this MOU, City of Duarte and Qualified Providers shall have two (2) years to use the data collected pursuant to the provision of Services under this MOU for academic publication and/or grant proposals. Thereafter, use of the data for academic publication must be requested and approved in writing by the students and their parents/guardians. At the end of the two year period, all data collected pursuant to this MOU shall be destroyed and the City and Qualified Providers shall confirm the destruction of the data to the District in writing within five days of the destruction of the data.

VI. RECORDS. The Parties shall keep complete and accurate records as required by law for the Services performed pursuant to this Agreement. Those records shall only be released in accordance with appropriate provisions of law. The Parties shall assure the confidentiality of any records that are required by law to be so maintained.

VII. MONITORING. The City, and Qualified Providers understand that the District reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; and contractual, legal, and procedural compliance. The City and Qualified Providers each and individually agree to provide the District reasonable assurance of such compliance.

VIII. TERM.

- A. This MOU shall commence on the 13th day of February 2020, and end on June 31st of 2023, unless sooner terminated hereunder. Upon termination, or notice thereof,

the Parties agree to cooperate with each other in the orderly transfer of service responsibilities, records, and pertinent documents.

B. Early Termination.

1. For Cause. This MOU may be terminated by any Party upon thirty (30) days' written notice for a material breach of the MOU, unless the defaulting Party cures such default within the thirty (30) days. This MOU may be terminated immediately by the District for unsafe and/or dangerous conditions and/or imminent threats to life or property; and
2. Without Cause. This Agreement may be terminated without cause by any Party by giving not less than sixty (60) days written notice to the other Parties.

IX. COMPLIANCE WITH LAWS. It is the intent of the Parties that this Agreement and each of its provisions comply, in all respects, with applicable laws. During the term of this Agreement, City and their Qualified Providers shall keep themselves fully informed of the applicable state and federal laws and regulations relating to the performance of and compliance with this MOU, and shall at all times comply with such laws as they may be amended from time to time. The City and Qualified Providers hereby acknowledge and agree that they accept all risks and responsibilities for their failure to comply with applicable federal and state laws and regulations, and shall indemnify District for all liability, loss, damage and expense (including reasonable attorneys' fees) result from or arising out of their respective negligence or intentional misconduct in failing to comply with such federal and state laws and regulations. This relates to, among other things: compliance with the Americans with Disabilities Act and any and all other applicable disability rights legislation; fingerprinting; and credentialing and licensing requirements for any and all Services provided for in this Agreement. The City and Qualified Providers shall comply with all applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures regarding student health and safety. The Parties shall comply at all times with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law, 111-0005 ("HITECH"), and regulations promulgated thereunder by the US Department of Health and Human Services and other applicable laws.

X. HEALTH AND SAFETY.

- A. The Parties shall comply with the provisions of Education Code sections 35021.1 or 45125.1, as applicable, regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the agency, its employees, or its volunteers.

- B. The Parties shall not permit any employee or volunteer to have any contact with District students until such time as the District has verified that each Service provider has not been convicted of a felony, as defined in Education Code 35021.1 or 45125.1.
- C. Each Service provider staff member, supervisor, or volunteer must show evidence of a negative tuberculosis ("TB") test within the past six (6) months before having contact with District students or families at District facilities.
- D. The City is responsible for costs related to fingerprinting of the Service providers.

XI. CONFIDENTIALITY. Services provided by the Parties are confidential in nature. Confidential information obtained by the District, its officers, agents or employees, in the course of receiving Services under this MOU, including without limitation, the identity of program participants or the fact that Services are being provided, may not be disclosed unless prior written authorization from the District is secured.

XII. INDEMNIFICATION.

- A. Each Party agrees to indemnify, defend, and hold harmless the other Parties and their officers, directors, trustees, employees and agents from any claim, liability or loss (including reasonable attorneys' fees) arising out of or resulting from the negligent acts or intentional misconduct of the indemnifying party or any of its employees or agents in connection with this MOU.
- B. The Parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities of this MOU, including but not limited to (1) Notifying the other immediately in writing of any claim of injury or damage or claim related to activities performed pursuant to this MOU, whether or not a threat or claim is made verbally, in writing, informally or by summons or complaint or if there are circumstances which indicate that a claim is reasonably likely to be made in the future; (2) Making reasonably available for meetings, interviews, testimony or depositions employees or other person within the reasonable control of the Party; (3) Responding in a timely manner to reasonable inquiries or requests from another Party; and (4) Providing reasonably-requested documents or other information or evidence within the possession, custody or control of the party; provided, however, that nothing shall require either party to disclose any documents, records or communications that are protected under the peer review privilege, the attorney-client privilege or the attorney work-product privilege.

The provisions of this Section shall survive the termination or expiration of this Agreement.

XIII. NOTICES. Any notice required or desired to be served by either Party shall be personally delivered or delivered by United States Mail, postage-prepaid, certified, return receipt requested, or by reputable document delivery service that provides a receipt showing date and time of delivery. Notices delivered by mail shall be effective at 5:00 p.m. on the second

calendar day following dispatch. Notices personally delivered or delivered by document delivery service shall be effective upon receipt. Notices shall be delivered to the Parties at the following addresses:

To City: Duarte Public Safety Department
Attn: Director Brian Villalobos
1042 Huntington Drive Duarte, CA 91010
FAX: 626-303-0694
EMAIL: Bcvillal@lasd.org
TELEPHONE: 626-359-5671 ext. 302

To DISTRICT: Duarte Unified School District
Attn: Jim Bauler, Assistant Superintendent of Business Services, and
Naelh Othman, Director of Student Services
1620 Huntington Drive,
Duarte, CA 91010
FAX: 626-599-5069
EMAIL: jbauler@duarteusd.org, nothman@duarteusd.org
TELEPHONE: 626-599-5000

Notice of change of address shall be given by written notice in the manner described in this Article. The Parties will provide each other after-hours emergency contact phone numbers of appropriate supervisory staff which shall be periodically updated.

XIV. INDEPENDENT RELATIONSHIP. The Parties acknowledge and agree that the relationship created among the Parties is strictly that of an Independent Contractor with respect to the Services described. Nothing contained in this Agreement shall be construed as creating any other type of relationship between the Parties such as that of a principal-agent, master-servant, partner or joint venturer, or employer-employee among the District, City, or Qualified Providers. No Party to this Agreement or any of its agents shall have any claim hereunder or otherwise against the other Party for payment of employment taxes, workers' compensation, vacation, sick leave, retirement benefits, social security benefits, disability benefits, unemployment insurance, or employee compensation benefits of any kind.

XV. OFFICIAL REPRESENTATIVES. The official representative for District shall be Director of Student Services, or his/her designee. The official representative for City shall be Brian Villalobos, Director of Public Safety or his designee.

XVI. INSURANCE. The City and District shall each secure and individually maintain a Commercial General Liability Policy (including coverage for contractual liability) with limits of not less than \$1,000,000 per occurrence or claim. The City and the District will each individually secure and maintain Malpractice Errors and Omissions Policy with limits of \$1,000,000 per claim and \$3,000,000 aggregate. The City and the District will each individually secure and maintain Business Automobile Liability Insurance for automobiles

owned, lease or hired by them with a combined single limit of not less than \$1,000,000 per occurrence. The City and District will each deliver a copy of such insurance policies to each other upon request. The City and the District will further provide all required workers compensation insurance for their employees, if any. All of the insurance policies described in this paragraph will be maintained at the City and District's expense. The District and City shall be listed as an additional named insured each of the policies described in this paragraph.

XVII. DISPUTE RESOLUTION.

- A. **Mediation.** Disputes between the Parties hereto concerning the meaning, requirements or performance of this Agreement shall be negotiated in good faith between the Parties. In the event of disputes that cannot be resolved through negotiation, the Parties agree to engage in mediation. The Party requesting mediation shall request a list of six from the Judicial Arbiter Group (JAG) in Sacramento, California. Each Party, beginning with the Party requesting mediation, will strike one name from the list until one name remains, which shall be the mediator. The mediator shall conduct such proceedings as he or she deems appropriate to resolve the dispute. The fees and expenses of the mediator shall be divided equally between the Parties, provided each Party shall be responsible for their own costs, including the costs of counsel, related to the mediation. Absent written agreement of the Parties to the contrary, the mediation process shall be completed or terminated within forty-five (45) days of the initial request for mediation.
- B. **Arbitration of Disputes.** Any dispute that cannot be settled by mediation may, upon the demand by either party, be submitted to binding arbitration by an Arbitrator. The Arbitrator shall be JAMS, or if JAMS is not then in operation or is not then available, the American Arbitration Association, and the arbitration shall be in accordance with the Arbitrator's then applicable rules, as amended by the following:
1. Any demand for arbitration shall be given in writing to the other Party to this Agreement and to the Arbitrator. The demand shall specifically describe the dispute, including the relief sought. A demand for arbitration shall be made within a reasonable time after the right to demand arbitration under this Agreement has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such dispute would be barred by the applicable statute of limitations. A Party who files a notice of demand for arbitration must assert in the demand all disputes arising under this Agreement then known to that Party.
 2. The dispute shall be heard by one arbitrator mutually selected by the parties, or if the parties cannot agree on a single mutual arbitrator within ten (10) days following the demand for

arbitration, the dispute shall be heard by an arbitrator selected in accordance with the procedure described for selection of a mediator in Section XVII.A., above; provided, however, that the arbitrator shall be a former trial Judge of the federal or state courts in California.

3. The arbitrator shall take such reasonable steps as may be necessary to hold a private hearing within sixty (60) days after the initial demand for arbitration and to conclude the hearing within two (2) days thereafter. Not later than seven (7) days prior to the hearing date set by the arbitrator each Party shall submit a brief with a single proposal for settlement. Evidence concerning the financial position of the parties, any offer made or the details of any negotiation prior to arbitration and the cost to the parties of their representatives, selected arbitrators and counsel shall not be permissible. The place of the arbitration hearing shall be in Los Angeles County, California.
4. The sole and exclusive remedies that may be ordered by the arbitrator shall be (i) to enforce by specific performance the obligations hereunder of the defaulting Party and (ii) to exercise any other remedies set forth herein.
5. NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL BINDING ARBITRATION IN ACCORDANCE WITH THIS AGREEMENT.

District's Initials _____ City's Initials _____

XVIII. MISCELLANEOUS

- A. **Attorneys' Fees; Litigation.** If any legal action is necessary to enforce any of the terms or conditions of this MOU, each Party shall bear their own attorneys' fees.
- B. **Assignment.** No Party shall assign, transfer or subcontract the rights, duties or obligations called for under this MOU without the written consent of the other Party.
- C. **Time of the Essence.** Time is of the essence with respect to each of the terms, covenants, and conditions of this MOU.
- D. **Severability.** If any provision in this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- E. **Entire Agreement.** This MOU incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to all or part of the subject matter thereof.
- F. **Waivers and Amendments.** All waivers of the provisions of this MOU must be in writing and signed by the appropriate authorities of the Party to be charged. The failure or delay of District to insist on strict enforcement of any term, covenant, or condition herein shall not be deemed a waiver of any right or remedy that the District may have and shall not be deemed a waiver of any subsequent or other breach of any term, covenant, or condition herein. District's consent to or approval of any act by the other Parties requiring District's consent or approval shall not be deemed to waive District's consent or approval of any subsequent act of the Parties. Any amendment or modification to this MOU must be in writing and executed by the Parties.
- G. **Interpretation; Governing Law.** This MOU shall be construed as if prepared by all Parties hereto. This Agreement shall be governed by the laws of the State of California. Any action to enforce this Agreement shall be brought in the Superior Court of the County of Los Angeles.
- H. **Execution in Counterpart.** This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all Parties hereto, notwithstanding that all Parties are not signatories to the original or the same counterpart.

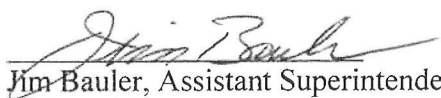
- I. **Effect of Recitals.** The Recitals above are deemed true and correct, are hereby incorporated into this Section as though fully set forth herein, and the Parties acknowledge and agree that they are each bound by the same.
- J. **Conflicts of Interest.** No director, officer, official, representative, agent or employee of any Party shall have any financial interest, direct or indirect, in this MOU.
- K. **Nondiscrimination.** In providing the Services, the Parties shall comply with all applicable non-discrimination laws and shall not discriminate against any person on account of race, color, religion, age, sex, marital status, mental or physical disability, gender, gender identity, gender expression, sexual orientation, genetic information, ethnicity, ethnic group identification, national origin or nationality, ancestry, or a perception that a person has any of these characteristics or that the person is associated with a person who has, or is perceived to have, any of these characteristics. In the event of allegations of unlawful harassment against any Service provider providing Services pursuant to this MOU, the Parties shall cooperate reasonably with the District's investigation practices and procedures.
- L. **Rights and Remedies are Cumulative.** Except as may be otherwise expressly stated in this MOU, the rights and remedies of the Parties are cumulative, and the exercise by any Party of one or more of its right or remedies shall not preclude the exercise by it, at the same time or at different times, of any other rights or remedies for the same default or any other default by another Party.
- M. **Provisions Required by Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this MOU shall be deemed to be inserted herein and the MOU shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of any Party, the MOU shall forthwith be physically amended to make such insertion or correction.
- N. **Cooperation.** The Parties acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to accomplish the objectives and requirements that are set out in this MOU. The Parties hereby agree to cooperate reasonably with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete this transaction in accordance with the intent of the Parties as evidenced in this MOU.
- O. **Days/Holidays.** All references to days herein shall refer to calendar days unless otherwise noted. When performance of an obligation or satisfaction of a condition set forth in this MOU is required on or by a date that is a Saturday, Sunday, or legal holiday, such performance or satisfaction shall instead be required on or by the next business day following that Saturday, Sunday, or holiday, notwithstanding any other provisions of this MOU.
- P. **Third Party Beneficiaries.** Nothing in this MOU shall be construed to confer any rights upon any party not signatory to this MOU, as specifically noted herein. No

term or provision of this MOU is intended to be, or shall be, for the benefit of any person, firm, organization or corporation not a party hereto, and no such other person, firm organization or corporation shall have any right or cause of action hereunder.

- Q. **Approval.** This MOU is not valid or an enforceable obligation until approved or ratified by motion of the District's Board of Education and Duarte's City Council duly passed and adopted.

IN WITNESS WHEREOF, authorized representatives of the Parties have entered into this Agreement, in the County of Los Angeles as asserted to below.

DUARTE UNIFIED SCHOOL DISTRICT

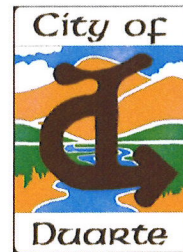

Jim Bauler, Assistant Superintendent of Business Services

2/14/2020
Date

CITY OF DUARTE

Manuel Enriquez, Interim City Manager

Date



MEMORANDUM

TO: Mayor and City Council

FROM: Craig Hensley, Community Development Director
San Gabriel Valley Council of Governments Staff 

DATE: February 25, 2020

SUBJECT: Proposed Joint Powers Agreement for Participation in the San Gabriel Valley Regional Housing Trust

In October 2019, Governor Gavin Newsom signed SB 751 (Rubio), legislation that allows the cities in the San Gabriel Valley and the County of Los Angeles to form the San Gabriel Valley Regional Housing Trust (SGVRHT) joint powers authority (JPA). The Trust is intended to provide a stronger opportunity for San Gabriel Valley cities to attract and secure funding for supportive housing and affordable housing projects.

In order to join the SGVRHT, the City needs to execute the joint powers agreement, which sets forth the powers of the Trust that the member Parties would share. Any city within the San Gabriel Valley is eligible – though not required – to join by executing the agreement. Joining the Trust would provide additional potential funding resources for the planning and construction of affordable housing and homeless housing projects in the City.

The SGVRHT is being created to increase the availability of funding for the planning and construction of housing projects for the homeless and extremely low, very low, and low-income populations within the San Gabriel Valley. It will be able to receive public and private financing and funds and will also be able to authorize and issue bonds. The SGVRHT will be governed by elected officials from the San Gabriel Valley, so they will be able to direct funding to those projects and programs that are most important to the region.

As indicated above, the SGVRHT is a joint powers authority (JPA) that any city and the Los Angeles County Supervisorial Districts within the San Gabriel Valley can join by executing the joint powers agreement (Agreement). The Agreement was developed by a working group of city staff from approximately seventeen cities in the San Gabriel Valley. Staff from every city was invited to these bi-weekly meetings. Before finalization, the Agreement was also circulated to city managers and city attorneys for additional comment and review.

The Agreement sets forth the powers authorized to the SGVRHT in support of its purpose of funding and financing the planning and construction of affordable housing and housing

for the homeless. The Agreement also establishes the limitations on the powers of the SGVRHT. Specifically, the SGVRHT cannot do the following:

- regulate land use within the jurisdiction of any of the Parties;
- levy, advocate for, incentivize the levying of an impact fee, charge, or other land use exaction as a condition of approval for the funding for a development project;
- require inclusionary zoning requirements;
- fund or otherwise approve an agreement for a housing project that is not supported by the Party; or
- require the Parties to this Agreement to accept or provide any specific number of housing units as a prerequisite to joining or remaining a Party to this Agreement.

The SGVRHT will be responsible for preparing an annual audit and annual financial report to describe the funds received by the SGVRHT, the use of said funds, and how they have furthered the purpose of the SGVRHT.

The City could decide to leave the SGVRHT at the end of any fiscal year, with at least six months notice to the SGVRHT Board of Directors. If the City decided to leave the SGVRHT and a project was currently being funded in its jurisdiction, it would be responsible for an exit fee associated with the cost of the SGVRHT's completion of the project. If the City were to leave and return to the SGVRHT, it would be responsible for additional administrative fees upon its re-entry into the SGVRHT.

The Agreement establishes that the SGVRHT shall be governed by a Board of Directors of nine Directors composed of the following members:

- Seven members from jurisdictions that are parties to the Agreement (i.e. any city or the County of Los Angeles); and
- Two members that are experts in housing or homeless policy.

The SGVRHT Board of Directors will be named by the Governing Board of the San Gabriel Valley Council of Governments (SGVCOG) for two-year terms. These criteria for the SGVRHT Board of Directors were established in the authorizing legislation.

The SGVCOG Governing Board is anticipated to use a district-based approach to appoint the seven jurisdictional members. The following districts would be used:

- Northeast District: Azusa, Claremont, Glendora, La Verne, San Dimas
- Southeast District: Covina, Diamond Bar, Industry, La Puente, Pomona, Walnut
- Central District: Baldwin Park, El Monte, Rosemead, South El Monte, Irwindale, West Covina
- Northwest District: Arcadia, Bradbury, Duarte, La Canada Flintridge, Monrovia, San Marino, Sierra Madre
- Southwest District: Alhambra, Montebello, Monterey Park, San Gabriel, South Pasadena, Temple City

- Two at-large members from any city that is a Party to the Agreement, or the County if it is a Party to the Agreement.

If only one city from a district were to join the SGVRHT, an at-large election amongst any jurisdiction that is a Party to the Agreement (including any city and the County of Los Angeles). This will help to ensure that there is regional representation amongst the Parties, while also ensuring that there is adequate opportunity for every city to have representation on the Board, regardless of their district.

The SGVCOG Governing Board will develop and adopt a process by which to appoint members all members of the SGVRHT Board of Directors, including the two housing and homeless experts. At this time, the SGVCOG anticipates that the Governing Board will approve this process at its February 2020 meeting and hold elections for the SGVRHT Board of Directors at its April 2020 meeting.

Annual Administrative Fees -

The Agreement establishes an annual administrative fee for Parties to the Agreement. This fee is based on population size.

Population	Administrative Fee
Up to 30,000	\$10,000
30,001 – 60,000	\$15,000
60,001 – 100,000	\$20,000
100,001 – 175,000	\$25,000
County (per district)	\$25,000

The SGVRHT will actively pursue public and other grant funding and private donations. However, there are some activities that the SGVRHT will likely undertake – i.e. fundraising, advocacy efforts – that may not eligible for these funding sources. The annual administrative fees will provide the SGVRHT with a funding source for these important activities and will also allow for consistent operations even during periods when the SGVRHT receives less outside funding.

SGVRHT Staffing -

The SGVRHT will not have its own staff but will instead contract with another public entity for its core staff. The SGVRHT will also procure and hire consultants to provide additional technical support and expertise for more specialized topics. At this time, the participating cities have indicated that they intend to contract with the SGVCOG for core staffing support. The contract between the SGVRHT and the SGVCOG for core staffing would be considered and executed by the SGVRHT Board of Directors upon its seating.

Next Steps -

At this time, twenty cities in the San Gabriel Valley have indicated intent to consider joining the SGVRHT. Currently, the cities of Arcadia, La Verne, and South El Monte have joined the SGVRHT. The following cities will also consider the agreement in the coming weeks:

- Alhambra
- Azusa
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- El Monte
- Montebello
- Monrovia
- Pomona
- San Gabriel
- West Covina

Currently, \$1.35 million in funding has been allocated to the SGVRHT. This seed money will be awarded to projects for the region's extremely low, very low, and low-income residents and homeless residents in cities that join the SGVRHT. In addition, it is anticipated that the SGVRHT will apply for funding from the State's Local Housing Trust Fund Grant Program. The SGVRHT would be eligible to apply for between \$500,000 - \$5,000,000 in funding through this Program. The State has indicated that the notice of funding availability (NOFA) for this program is anticipated to be released in spring 2020.

As indicated above, it is anticipated that the SGVCOG Governing Board will hold elections for and appoint members to the SGVRHT Board of Directors in April 2020. The SGVRHT Board of Directors would be seated shortly thereafter. The SGVRHT Board of Directors will initially consider a process for awarding the \$1.35 million in funding available to the SGVRHT. Over the first year of its operation, the SGVRHT will also undertake a number of foundational efforts, including development of a housing pipeline, development of priorities and a strategic plan, and development of a long-term funding strategy.

Staff recommends that the Council authorize the City Manager to execute the San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement.

RESOLUTION NO. 20-03**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING
THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT)
JOINT POWERS AGREEMENT BETWEEN THE CITY AND LOS ANGELES
COUNTY**

WHEREAS, SGVRHT is a joint power authority (JPA) that any city and the Los Angeles County Supervisorial Districts within the San Gabriel Valley can join by executing the joint powers agreement (Agreement); and

WHEREAS, the Agreement sets forth the powers authorized to SGVRHT in support of its purpose of funding and financing the planning and construction of affordable housing and housing for the homeless; and

WHEREAS, SGVRHT will be responsible for preparing an annual audit and annual financial report to describe the funds received by SGVRHT, the use of said funds, and how they have furthered the purpose of SGVRHT; and

WHEREAS, the City could decide to leave SGVRHT at the end of any fiscal year, with at least 6 months' notice to the SGVRHT Board of Directors; and

WHEREAS, if the City decided to leave SGVRHT and a project was currently being funded in its jurisdiction, it would be responsible for an exit fee associated with the cost of SGVRHT's completion of the project. If the City were to leave and return to SGVRHT, it would be responsible for additional administrative fees upon its re-entry into SGVRHT; and

WHEREAS, the City Council now wishes to join the SGVRHT by approving of the SGVRHT JPA Agreement and authorizing the execution of the same.

NOW, the City Council of the City of Duarte hereby RESOLVES as follows:

SECTION 1. The City Council hereby approves the San Gabriel Valley Regional Housing Trust Joint Powers Authority Agreement.

SECTION 2. The City Manager is authorized to execute the San Gabriel Valley Regional Housing Trust Joint Powers Authority Agreement, and any amendments thereto, on behalf of the City as required by the San Gabriel Valley Regional Housing Trust Fund (SGVRHTF).

Passed, Approved and Adopted on the 25th day of February, 2020.

Mayor Samuel Kang

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. 20-03 was adopted by the City Council of the City of Duarte at a regular meeting of said Council held on the 25th day of February, 2020, by the following vote:

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

City Clerk Marla Akana
City of Duarte, California

THE SAN GABRIEL VALLEY REGIONAL HOUSING
TRUST JOINT EXERCISE OF POWERS AGREEMENT

THIS JOINT EXERCISE OF POWERS AGREEMENT (the "Agreement") is made this ____ day of _____ 2020 (the "Effective Date"), by and between the public agencies listed in the attached Exhibit "A" (hereafter, individually, a "Party" and collectively, the "Parties").

RECITALS

- A. The Parties are authorized to take such actions that promote the public health, safety and welfare of residents.
- B. The Parties acknowledge that a shortage of affordable housing exists as a result of various causes.
- C. The Parties are committed to providing additional housing opportunities and reducing homelessness in a coordinated and comprehensive manner.
- D. The Parties acknowledge that an adequate supply of housing will provide social and economic benefits to residents and taxpayers of each Party.
- E. Each Party has the individual power to fund the planning and construction of affordable housing projects within its jurisdictional boundaries and to carry out all of the purposes of this Agreement.
- F. The Parties find it in their mutual interest to enter into this Agreement to provide a coordinated response to addressing shortages in workforce housing, affordable housing, and supportive housing in the San Gabriel Valley.
- G. California Government Code sections 6500 et seq. ("Joint Exercise of Powers Act" or "Act") permits two or more public agencies to create a joint powers authority for the purposes cited herein, and permits such agencies to exercise jointly any power that the public agencies could exercise separately.

H. California Government Code section 6539.6 authorizes the County of Los Angeles and any of the cities within the jurisdiction of the San Gabriel Valley Council of Governments to create a joint powers agency known as the San Gabriel Valley Regional Housing Trust ("SGVRHT"), which may do any of the following:

1. fund the planning and construction of housing of all types and tenures for the homeless population and persons and families of extremely low, very low, and low income, as defined in Section 50093 of the Health and Safety Code, including, but not limited to, permanent supportive housing;
2. receive public and private financing and funds; and
3. authorize and issue bonds, certificates of participation, or any other debt instrument repayable from funds and financing received and pledged by SGVRHT.

I. The Parties are establishing the SGVRHT to promote public-private partnerships, nonprofit collaborations, and community building to maximize sources of public and private funds, when available, to efficiently accelerate housing for homeless, low, very low and extremely low-income individuals and families.

J. This Agreement shall not in any way be interpreted to limit any Party's authority over land-use decisions within their respective jurisdictions, including, but not limited to, whether any project or program supported by SGVRHT is to be implemented within such Party's jurisdiction.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the parties agree as follows:

Section 1. Creation and Purpose.

- a) Creation of SGVRHT. Pursuant to the Joint Exercise of Powers Act, including Section 6539.6 of the Government Code, there is hereby created a public entity to be known as the "San Gabriel Valley Regional Housing Trust." SGVRHT shall be a public entity separate and apart from the Parties, and shall administer this Agreement.

- b) Purpose. This Agreement is made pursuant to the Joint Exercise of Powers Act for the purpose of creating SGVRHT as a public entity separate from the Parties to: (i) exercise common powers with respect to providing funding for the planning and construction of housing of all types and tenures for the homeless population and persons and families of extremely low, very low, and low income, as defined in Section 50093 of the Health and Safety Code, including, but not limited to, permanent supportive housing; and (ii) receive public and private financing and funds. The purpose of this Agreement shall be accomplished and common powers exercised in the manner set forth in the Agreement. Nothing contained in this Agreement shall preclude any Party from establishing, maintaining or providing social programs or services to its respective residents as it deems proper and necessary.

Section 2. Term and Termination.

- a) Term. This Agreement shall become effective, and SGVRHT shall come into existence, on the Effective Date, which date shall be the date upon which this Agreement has been approved by four eligible members, and this Agreement shall thereafter continue in full force and effect until terminated pursuant to subdivision (b) of this section.
- b) Termination. This Agreement may be terminated by agreement of a majority of the Parties, but shall remain in full force and effect until all bonds or SGVRHT liabilities have been paid. Upon such liabilities being paid, the assets of SGVRHT shall be distributed to the Parties in proportion to the contributions of each Party to SGVRHT and the amounts paid by, each Party in connection with SGVRHT's activities.

Section 3. Powers and Duties of SGVRHT.

- a) General Powers. SGVRHT shall have all the powers common to the Parties to this Agreement necessary or convenient, specified or implied, to accomplish the purpose of this Agreement as set forth in Section 1, subject to the restrictions set forth in Section 3, subdivision (c) below. Said powers shall be exercised in the manner provided in the Joint Exercise of Powers Act, including without limitation all powers set forth in Government Code section 6539.6, and, except as expressly

set forth herein, subject only to such restrictions upon the manner of exercising such powers as are imposed upon the City of West Covina, a general city.

b) Specific Powers. Without limiting the generality of the powers conferred in subdivision (a) of this Section 3, SGVRHT is hereby authorized, in its own name, to do all of the acts necessary or convenient to the accomplishment of the purposes of this Agreement and the full exercise of the powers conferred in subdivision (a) of this Section 3, including but not limited to the following:

1. to make and enter into contracts;
2. to contract for staff assistance, including, but not limited to, contracting with other public agencies;
3. to sue and be sued in its own name;
4. to apply for, accept, receive and disburse grants, loans and other aids from any Federal, State or local program that is related to the purposes of this Agreement;
5. to invest any money in the treasury pursuant to Section 6505.5 of the Joint Exercise of Powers Act that is not required for the immediate necessities of SGVRHT, as SGVRHT determines is advisable, in the same manner and upon the same conditions as local agencies, pursuant to Section 53601 of the California Government Code;
6. to apply for letters of credit or other forms of financial guarantees in order to enter into agreements in connection therewith;
7. to incur and discharge debts, liabilities, and obligations, subject to the limitations provided in this Agreement and to the extent permitted under the law;
8. to issue and receive loans;
9. to engage the services of private consultants to render professional, financial and technical assistance and advice in carrying out the purposes of this Agreement;
10. to employ and compensate legal counsel, including bond counsel, determined appropriate by SGVRHT in the accomplishment of the purposes of this Agreement;
11. to contract for engineering, construction, architectural, accounting,

environmental, land use, or other services determined necessary or convenient by SGVRHT in connection with the accomplishment of the purposes of this Agreement;

12. for the purposes of enforcing affordable housing covenants or holding security interests for loans, to take title to, and transfer, sell by installment sale or otherwise, lands, structures, real or personal property, rights, rights-of-way, franchises, easements, and other interests in real or personal property which SGVRHT determines are necessary or convenient in connection with the accomplishment of the purposes of this Agreement;

13. for the purposes of renting space for SGVRHT to operate, to lease to, and to lease from, a Party or any other person or entity lands, structures, real or personal property, rights, rights-of-way, franchises, easements, and other interests in real or personal property which SGVRHT determines are necessary or convenient in connection with the accomplishment of the purposes of this Agreement;

14. to solicit charitable contributions from private sources;

15. to acquire, hold, or dispose of property, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and government entities;

16. to partner with Parties on funding solicitations and other opportunities for the purposes set forth in this Agreement, including but not limited to jointly exercising powers with a Party pursuant to the Joint Exercise of Powers Act;

17. to the extent not herein specifically provided for, to exercise any powers in the manner and according to methods provided under the laws applicable to the SGVRHT; and

18. to carry out and enforce all the provisions of this Agreement in compliance with the Joint Exercise of Powers Act.

c) Limitation on Powers. This Agreement does not authorize SGVRHT do any of the following:

1. regulate land use within the jurisdiction of any of the Parties;

2. levy, or advocate or incentivize the levying of, any land use exaction such as an impact fee, charge, dedication, reservation or tax assessment, as a condition of approving the funding for or approval of, a development project;
3. require inclusionary zoning requirements;
4. fund or otherwise approve an agreement for a housing project that is not supported by the Party within whose jurisdiction the project is proposed to be located; or
5. require the Parties to this Agreement to accept or provide any specific number of housing units as a prerequisite to joining or remaining a Party to this Agreement.

Section 4. Members/Affiliates.

- a) Members. The members of SGVRHT shall be the Parties to this Agreement who have not withdrawn from SGVRHT, and such other entities that may join SGVRHT after execution of this Agreement. New members may join on the terms and conditions set forth in Section 10 hereof. Only the County of Los Angeles and cities within the jurisdiction of the San Gabriel Valley Council of Governments may become members of SGVRHT.
- b) Affiliates. Entities that are eligible to be a party to this Agreement may join the SGVRHT as an affiliate. Entities that join as an affiliate are not eligible to have a member of their governing board serve on the Board of Directors or receive funding for a project within their jurisdiction until such time, if ever, they become of a Party of SGVRHT. An eligible entity may become an affiliate through written notice from the executive officer of the entity, but shall not be a Party to this Agreement.

Section 5. Board of Directors.

- a) Selection of Directors. The membership of the Board of Directors of SGVRHT shall be governed by Government Code section 6539.6 and as it may be amended. As currently provided therein, SGVRHT shall be governed by a Board of Directors selected by the San Gabriel Valley Council of

Governments Governing Board ("SGVCOG Board") consisting of nine Directors selected as follows:

1. Seven Directors who are members of the SGVCOG Board that either represent: (i) a County of Los Angeles board of supervisor district that is located wholly or partially within the territory of the San Gabriel Valley Council of Governments, provided the County of Los Angeles is a Party to this Agreement; or (ii) a city that is a Party to this Agreement.
 2. Two Directors that are experts in homeless or housing policy.
 3. Alternates for each Director position may be established by the Board of Directors under bylaws adopted by the Board of Directors; provided that such alternates meet the requirements established in Government Code section 6539.6 and as it may be amended.
- b) Board Powers. Subject to the limitations of this Agreement and the laws of the State of California, the powers of SGVRHT shall be vested in and exercised by and its property controlled and its affairs conducted by the Board of Directors.
- c) Director Terms. At its first regular meeting following the Effective Date or at such other time as it determines, the SGVCOG Board shall select the Directors for the SGVRHT Board of Directors. Each Director shall serve a term of two years. At a regular SGVCOG Board meeting preceding the end of the Directors' terms by at least 15 days, the SGVCOG Board shall select new Directors or re-select current Directors for the new terms of office. There is no limit on the number of terms a Director may serve. In the event of a vacancy on the Board of Directors, the SGVCOG Board shall appoint a replacement within 60 days of such vacancy who shall serve out the remainder of term of the Director that he or she has replaced.
- d) Advisory Board. The Board of Directors may appoint advisory boards that may include such persons as designated by the Board of Directors. The Board of Directors shall adopt bylaws that govern the appointment of advisory boards should it determine in its discretion to appoint such advisory boards.

e) Compensation. Directors shall serve without compensation but may be reimbursed for any expenses actually incurred in connection with serving as a Director; provided such expenses have been previously approved by the Board of Directors and incurred in accordance with any SGVRHT policies or procedures governing same.

f) Meetings of the Board of Directors.

1. Call, Notice and Conduct of Meetings. All meetings of the Board of Directors, including without limitation, regular, adjourned regular, special meetings and adjourned special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950 *et seq.*
2. Regular Meetings. Regular meetings of the Board of Directors shall be held at such dates and times as the Board of Directors may fix by resolution; a copy of such resolution shall be furnished to each Party hereto. If any day so fixed for a regular meeting shall fall upon a legal holiday, then such regular meeting shall be held on the next succeeding business day at the same hour, unless otherwise determined by the Board of Directors. No notice of any regular meeting of the Board of Directors need be given to the individual Directors.
3. Special Meetings. Special meetings of the Board of Directors shall be held whenever called by the Chairperson of the Board or by a majority of the Directors. Notices of all special meetings shall be provided to all Parties.
4. Quorum. A quorum is established if at least five (5) Directors are present at a meeting, except that less than a quorum may adjourn a meeting to another time and place or constitute a "committee of the whole" for purposes of hearing reports or other matters not requiring action by the Board of Directors. Unless otherwise provided in this Agreement, actions and decisions of the Board of Directors may be taken by a majority of the quorum present at any meeting.

5. Minutes. The Board of Directors shall cause minutes of all regular, adjourned regular, and special meetings to be kept and present same for approval by the Board of Directors.
6. Officers. The Board of Directors shall elect a chairperson and a vice chairperson from among its Directors at the first meeting held in each calendar year. In the event that the chairperson or vice chairperson so elected ceases to be a Director, the resulting vacancy shall be filled at the next regular meeting of the Board of Directors held after such vacancy occurs or at a special meeting called for that purpose. In the absence or inability of the chairperson to act, the vice chairperson shall act as chairperson. The chairperson, or in the chairperson's absence, the vice chairperson, shall preside at and conduct all Board of Director meetings.
7. Rules and Regulations. The Board of Directors may adopt, from time to time, by resolution, such rules, regulations and bylaws for the conduct of its meetings and affairs as the Board determines is necessary or convenient.

Section 6. Additional Officers and Employees

a) Officers and Contract Staff.

1. SGVRHT may contract for officers and staff with a Party to this Agreement, the San Gabriel Valley Council of Governments or other independent contractors, agents, or volunteers as the Board of Directors may deem necessary to carry out any of SGVRHT's powers, upon such terms and conditions as the Board may require, including the retaining of professional and technical assistance, provided that adequate funds are available in SGVRHT's budget and are appropriated by SGVRHT therefore.
2. None of the officers, agents or staff, if any, directly contracted by SGVRHT shall be deemed, by reason of their roles or duties or contracted status, to be employed by any Party.
3. If SGVRHT contracts with a Party to this Agreement to provide SGVRHT

with administrative services through persons who are employees and/or officers of the Party, then any retirement liabilities associated with that Party's employees and/or officers shall not constitute a liability of SGVRHT or any other Party to this Agreement.

4. All privileges and immunities from liability, exemptions from laws, ordinances and rules, and benefits that apply to officers, agents or employees of a member Party shall apply to the same extent when performing duties for SGVRHT.

- b) Treasurer and Auditor/Controller. Pursuant to Government Code Sections 6505.5 and 6505.6, the Board of Directors shall appoint an officer or employee of SGVRHT, the treasurer of a Party to this Agreement or a certified public accountant to hold the offices of treasurer and auditor for SGVRHT. Such person or persons shall possess the powers of and shall perform the treasurer and auditor functions for SGVRHT required by Sections 6505, 6505.5 and 6505.6 of the Government Code, including any amendments thereto. Pursuant to Government Code Section 6505.1, the auditor and treasurer shall have charge of certain property of SGVRHT. The treasurer and auditor shall ensure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of SGVRHT. The treasurer and auditor of SGVRHT shall be required to file an official bond as required by Government Code section 6505.1 with the Board of Directors in an amount, which shall be established by the Board. Should the existing bond or bonds of any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be an appropriate expense of SGVRHT.
- c) Attorney. The Board of Directors shall have the power to appoint one or more legal advisors to SGVRHT who shall perform such duties as may be prescribed by the Board.

Section 7. Financial Provisions

- a) Fiscal Year. The Fiscal Year of SGVRHT shall, unless and until changed by the

Board of Directors, commence on the 1st day of July of each year and shall end on the 30th day of June of the next succeeding year except that the initial Fiscal Year of SGVRHT shall commence on the effective date of this Agreement and end on the immediately following 30th day of June.

b) Budget.

1. General Budget. Within one hundred and twenty days (120) after the first meeting of the Board of Directors, a general budget for the first fiscal year shall be adopted by the vote of a majority of the membership of the Board of Directors.
2. Expenditures for the Approved Budget. The payment of all SGVRHT obligations is limited to the amount of appropriations allowed in SGVRHT's approved budget, except as it may be revised with the approval of a majority of all of the Directors of the Board of Directors.

c) Contributions by the Parties.

1. Administrative Cost Contributions. The Parties agree that they shall make annual contributions ("Administrative Fee") towards the budgeted administrative costs of SGVRHT in accordance with a cost allocation formula as outlined below:

Population	Annual Administrative Fee
Up to 30,000	\$10,000
30,001 – 60,000	\$15,000
60,001 – 100,000	\$20,000
100,001 – 175,000	\$25,000
County (per district)	\$25,000

Affiliate Membership

Population	Annual Administrative Fee
Up to 30,000	\$2,000
30,001 – 60,000	\$3,000
60,001 – 100,000	\$4,000

100,001 – 175,000	\$5,000
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The Administrative Fee and Affiliate Fee (collectively, "Fees") shall be assessed annually. After the first fiscal year, the Fees shall increase annually in an amount equal to the U.S. Bureau of Labor Statistics consumer price index for the Los Angeles-Long Beach-Anaheim area for the 12-month period preceding the year the Fees are assessed. Payment of the Fees shall be due within 30 days of receipt of an invoice from the SGVRHT. The invoice shall indicate how the Fees were calculated. A Party's contribution to SGVRHT's administrative costs shall be in the form of money, unless the Board of Directors approves another form of contribution such as services, personal property or use of real or personal property, or other in-kind contributions. The acceptance and valuation of any such non-monetary contributions may be used to offset in whole or part a Party's contribution as determined in the sole and absolute discretion of the Board of Directors. If a Party has received funding through the County Measure H Program and allocates that funding to support the start-up and operations of the SGVRHT, the funding will be credited towards the Party's first year Administrative Fee only. Notwithstanding the above, after the first fiscal year the Board of Directors may establish Fees in an amount the Board of Directors deems financially prudent; provided it shall roughly be proportional as to each Party in the amounts reflected in the table above.

2. Program Cost Contributions. In addition to a Party's annual Administrative Fee set forth above, the level of, and mechanism for involvement by SGVRHT or a Party to any particular programs and program budget, funded, sponsored or operated by SGVRHT, shall be determined and approved by the Board of Directors.

d) Accounts and Reports.

1. Books and Records. There shall be strict accountability of all SGVRHT funds and accounts and report of all SGVRHT receipts and disbursements.

Without limiting the generality of the foregoing, SGVRHT shall establish and maintain such funds and accounts as may be required by good government accounting practice. The books and records of SGVRHT shall be open to inspection at all reasonable times by each Party and its duly authorized representatives.

2. Annual Audit. The person appointed by the Board of Directors to perform the auditor function for SGVRHT shall cause an annual independent audit of the accounts and records of SGVRHT and records to be made by a certified public accountant or firm of certified public accountants in accordance with Government Code section 6505. Such audits shall be delivered to each Party and shall be made available to the public.
 3. Annual Financial Report. Pursuant to section 6539.6 of the Government Code, SGVRHT shall publish an Annual Financial Report that shall describe the funds received by SGVRHT and the use of such funds by SGVRHT. The Annual Financial Report shall describe how the funds received by SGVRHT have furthered the purpose of SGVRHT.
- e) Funds. Subject to the applicable provisions of any instrument or agreement which SGVRHT may enter into, which may provide for a trustee or other fiscal agent to receive, have custody of and disburse SGVRHT funds, the person appointed by the Board of Directors to perform the treasurer function for SGVRHT shall receive, have the custody of and disburse SGVRHT funds in accordance with generally accepted accounting practices, shall make the disbursements required by this Agreement or to carry out any of the provisions or purposes of this Agreement.

Section 8. Amendments.

Unless otherwise specifically provided herein, this Agreement may not be amended or modified except by writing and with approval of two-thirds of the governing bodies of all the Parties and no other amendment or modification shall be of any force and effect unless approved in accordance with this Agreement.

Section 9. Non-Liability for Obligations of SGVRHT.

The debts, liabilities and obligations of SGVRHT shall not be considered the debts, liabilities or obligations of any Party or its respective officers, agents, employees, representatives or volunteers.

- a) Indemnification. The SGVRHT shall defend, indemnify and hold harmless each Party, its officers, agents, employees, representatives and volunteers (the "Indemnitees") from and against any loss, injury, claim, lawsuit, liability, expense, or damages of any kind or nature (collectively, "Claims") brought by a third party which arises out of or in connection with SGVRHT's administration of this Agreement, including such third party claims arising out of or in connection with any Indemnitees acting within their authorized capacity as an officer, agent, employee, representative or volunteer of SGVRHT. The SGVRHT's duty to defend and indemnify under this Section shall not extend to Claims otherwise arising out of the Indemnitees' own active negligence, omissions or willful misconduct, whether in whole or part. The SGVRHT shall finance its obligation pursuant to this Subsection by establishing a liability reserve fund, and/or by purchasing commercial insurance, and/or by joining a joint powers insurance authority (JPIA) as determined by the Board. In the event the SGVRHT's financial obligations to indemnify, defend and hold harmless, pursuant to this Subsection, exceed the liability reserve fund and/or the proceeds from any applicable insurance and/or JPIA coverage maintained by the SGVRHT (hereinafter "Unfunded Liability"), a Party or Parties may meet and confer with SGVRHT in good faith to negotiate alternative means or mechanisms by which SGVRHT may fund such Unfunded Liability; however, in no event shall the event of an Unfunded Liability relieve, limit or waive SGVRHT's obligations of indemnity or defense to each Party as first set forth above in this Section. Nothing herein shall obligate any Party to indemnify or hold harmless SGVRHT for any Unfunded Liability.
- b) Assignment. Each Party shall assign to the SGVRHT its rights, title, and interest to recover damages from any third party for Claims arising out of this Agreement, to the extent that the SGVRHT has met its obligations to defend and indemnify such Party pursuant to this Section.

- c) Survival. SGVRHT's duty to defend, indemnify and hold harmless shall survive and continue in full force and effect after withdrawal of any Party from this Agreement, including as to the withdrawing Party, or termination of this Agreement for any reason with respect to any Claims that occurred before the date of such withdrawal or termination.

Section 10. Admission and Withdrawal of Parties.

- a) Admission of New Parties. It is recognized that additional eligible entities other than the Parties, may wish to join SGVRHT after the Effective Date. Such eligible entities may become a Party to this Agreement upon such terms and conditions as are established by this Agreement and the Board of Directors. As a condition precedent to becoming a Party more than six months after the Effective Date, an eligible entity may thereafter become a Party to this Agreement; provided that (1) this Agreement is adopted by its governing body and (2) the eligible entity pays, a late joining fee. The late joining fee shall be calculated by totaling the annual affiliate fee the eligible entity would have paid under this Agreement had it been an affiliate in all years prior to becoming a Party, minus any affiliate fees it actually paid during those years. Notwithstanding the foregoing, an eligible entity's late joining fee shall not exceed two times the amount of the applicable annual administrative fee existing at the time it becomes a Party. Payment shall be due within 30 days of receipt of an invoice from SGVRHT.
- b) Withdrawal from SGVRHT. A Party may withdraw from SGVRHT upon its governing board's adoption of a resolution stating its intent withdraw from SGVRHT. The withdrawal of any Party, unless otherwise provided by the Board of Directors, shall be conditioned as follows:
1. The withdrawal shall be effective at the end of the SGVRHT fiscal year which is at least six months after the receipt by SGVRHT of a written notice of the Party's intent to withdraw, accompanied by a copy of the governing board resolution stating its intent to withdraw; and
 2. Unless otherwise provided by a unanimous vote of the Board of Directors, withdrawal shall result in the forfeiture of the withdrawing Party's rights and

claims relating to distribution of property and funds upon termination of SGVRHT as set forth in Section 2 above. Withdrawn members shall not be entitled to any reimbursement of Administrative Fees.

Section 11. Notices.

Notices required or permitted hereunder shall be sufficiently given if made in writing and delivered either personally or by registered or certified mail, postage prepaid, to the persons and entities listed at the addresses set forth in the attached Exhibit "A", or to such other address as may be designated to SGVRHT for formal notice.

Section 12. Miscellaneous.

- a) Section Headings. The section headings herein are for convenience only and are not to be construed as modifying or governing or in any manner affecting the scope, meaning or intent of the provisions or language of this Agreement.
- b) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same Agreement.
- c) Laws Governing. This Agreement is made in the State of California under the Constitution and laws of such State and shall be construed and enforced in accordance with the laws of California.
- d) Severability. Should any part, term, portion or provision of this Agreement, or the application thereof to any person or circumstance, be held to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, it shall be deemed severable, and the remainder of this Agreement or the application thereof to other persons or circumstances shall continue to constitute the agreement the Parties intended to enter into in the first instance.
- e) Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the respective Parties hereto. No party may assign any right or obligation hereunder without the written consent of a majority of the other Parties.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be executed and attested by their duly authorized officers, as follows:

Party: _____

By: _____

Supervisor/Mayor

Attest: _____

Clerk

EXHIBIT A

Parties to This Agreement and Their Addresses for Notice
Pursuant to Section 11 of This Agreement Are as Follows:

MEMORANDUM

TO: Manuel Enriquez, Interim City Manager

FROM: Kristen Petersen, Assistant City Manager/Director of Administrative Services

DATE: February 19, 2020

SUBJECT: VEHICLE REPLACEMENT AND MAINTENANCE PROGRAM

BACKGROUND

The City's light duty fleet includes 30 vehicles assigned to various departments. These vehicles range from regular sedans to vans to specialty trucks. Traditionally the City has replaced two to three vehicles per year and as a result, more than half of the fleet is over 10 years old. Given our aged fleet, the City experiences higher maintenance costs, lower fuel efficiency and lower trade in value when replacing. This is not an efficient or sustainable mode of operation, so several months ago, staff started to research various options to improve the status quo by implementing a viable "Vehicle Replacement and Maintenance Program".

DISCUSSION

Staff's review of other comparable Cities fleet replacement and maintenance programs indicated that several cities have adopted a vehicle lease program as well as, using contract services for maintenance of their fleet. Their programs have resulted in substantial cost savings while allowing them to benefit from the use of newer vehicles, which in turn has contributed to a reduction of maintenance costs, fuel expenses and increased safety enhancements.

Staff found that a number of these agencies have partnered with Enterprise Fleet Management, including Temple City, Baldwin Park and Rosemead to implement fleet replacement and maintenance programs with very positive feedback and results. Enterprise was awarded a Fleet Management contract with Sourcewell (formerly NJPA), which provides government, education & nonprofit organizations with a cooperative purchasing program that manages solicitation requirements through a competitive process & offers a network of awarded contracts. Duarte is a member of Sourcewell and has used the joint powers authority for purchases in the past.

In order to evaluate the feasibility of implementing a similar program in Duarte, over the course of the last several months, staff has met with representatives of Enterprise Fleet Management to put together a plan. In doing so, certain parameters were established:

1. The City's proposed Fleet Replacement and Maintenance Program would encompass the 30 light duty vehicles.
2. City staff would develop the detailed list and prioritization of vehicles slated for replacement.
3. City staff would identify the required specifications and types of replacement vehicles.
4. Lower the average age of the fleet.

Vehicle Replacement and Maintenance Program

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5. Reduce net operating costs, knowing that newer vehicles significantly lower maintenance expenses and that newer vehicles have increased fuel efficiency.

After several meetings and evaluations of various options based on the above listed parameters, it was decided that a five-year replacement cycle will best suit the City's needs.

This program could be addressed through an "open-ended" lease structure which would allow the City to replace more vehicles with less upfront capital. Below are highlights of this program:

- No mileage restrictions, no abnormal wear and tear, and no early termination penalties
- The City has all rights of ownership and can upfit the vehicles with aftermarket equipment (utility bodies, tool boxes, etc.)
- Leasing will minimize the amount of large capital outlays necessary for purchasing vehicles, and allow the City to get back on track with vehicle replacement
- The City would establish a proactive fleet replacement plan to acquire vehicles on a more consistent basis.

The proposed plan includes replacement of 30 City vehicles starting with the oldest highest mileage vehicles through a Vehicle Leasing and Replacement Program with Enterprise over the course of the next five (5) years. In 2020, the first year of the Program, 6 vehicles will be replaced. In subsequent years, 5, 6, 6 and 7 vehicles will be replaced respectively. Then the cycle would begin again, resulting in a 5-year fleet age.

With regards to the City's fleet maintenance needs, it is proposed that the new leased vehicles be maintained by participating in a maintenance program offered by Enterprise Fleet Management, Inc. (EFM). Through this program, EFM pays directly or reimburses the City for its payment of all maintenance or repair costs of the covered vehicle. Therefore, during the first year, 6 of the 30 vehicles designated for replacement would be maintained through the Agreement with EFM. The balance of the vehicles would be handled by the City directly. In subsequent years, as vehicles get replaced through the vehicle leasing mechanism; they would be included in the Maintenance Agreement with EFM. The maintenance cost of this program for Year 1 is on average \$32.62 per vehicle per month. All necessary leased vehicle service and repairs would be completed by one of the many participating and authorized repair and service centers in the City of Duarte or its neighboring cities. EFM's Fleet Maintenance Program includes a fully automated record keeping tool by supplying a robust client website which provides visibility and tracking of vehicle data, customized dashboards with easy reporting, real-time alerts, self-service features including driver changes, vehicle descriptors, mileage information and more.

Refreshing the aged fleet will have a positive impact on fuel expenses. With Corporate Average Fuel Economy (CAFE) standards and technology increasing the MPGs of newer vehicles, the City can increase the miles per gallon of its fleet. There is a substantial savings in fuel by replacing the old vehicles with more fuel-efficient ones. We also have the ability to choose electric vehicles, if in the future, the City finds that electric is the best option for a vehicle and invests in the charging infrastructure.

Replacing the aged fleet will also increase safety with the new vehicles. Many of our vehicles predate the standardization of electronic stability control, forward collision and blind spot warning systems and rear view cameras. The incorporation of these safety technologies into our fleet will not only increase safety for our

Vehicle Replacement and Maintenance Program

Page 3 of 3

employees and the community that we drive in, but also enhance our risk management program in general.

Another very positive aspect of the program for our smaller staff size is that Enterprise provides a local Account Team to assist the City with implementing and executing the Vehicle Lease and Replacement program. Their services are included in the program:

- Make recommendations on the most cost effective vehicles in each class
- Review and recommend for staff consideration, the best time to order or sell vehicles
- Monitor the fleet to ensure efficiencies with maintenance and fuel
- Compile analysis on the best alternative fuel vehicles
- Review mileage patterns and fuel miles per gallon
- Assist in establishing a proactive replacement plan

Historically the City has used General Funds and when available, AQMD funds for fleet costs. As shown on the attached table the average cost of vehicle replacement, fuel and maintenance is approximately \$195k per year. While the source of funds will be the same, it is estimated that in the first year of the Program, the projected savings would be approximately \$44,000. Each year is projected to have a savings, based on the number of vehicles replaced, resale equity and reduced maintenance and fuel costs. Over 10 years, the cumulative savings is estimated to be \$433,000.

So, implementation of this Program not only meets the goal of reducing net costs, but it will also assist the City in maintaining a safe, reliable service fleet while, at the same time, remaining fiscally prudent. Finally, this program will also provide Council with more predictable costs to use when budgeting for fleet expenses during the annual budgeting process.

RECOMMENDATION

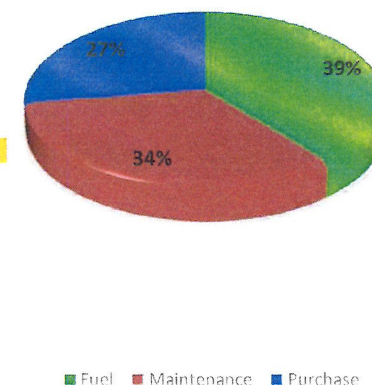
It is recommended that the City Council approve a Vehicle Replacement and Maintenance Program and Authorize Enterprise Fleet Management to sell designated surplus vehicles on behalf of the City of Duarte; and Authorize the City Manager to enter into a Master Equity Lease Agreement and a Vehicle Maintenance Agreement between the City of Duarte and Enterprise Fleet Management.

City of Duarte - Fleet Planning Analysis

Current Fleet	30	Fleet Growth	0.00%	Proposed Fleet	30
Current Cycle	14.00	Annual Miles	6,800	Proposed Cycle	5.00
Current Maint.	\$182.00	Insurance	\$0.00	Proposed Maint.	\$32.62
Fuel Info		MPG	10	Price/Gallon	\$3.75

Fleet Costs Analysis

Fleet Mix			Fleet Cost					Annual			
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Maintenance	Estimated Equity from Vehicle Resale	Fuel	Fleet Budget	Net Cash
Incl. Tax											
Average	30	2.1	30	0	53,516	0	65,520	-1,000	76,500	194,536	0
'20	30	6	24	6	0	36,864	54,765	-10,400	68,850	150,079	44,457
'21	30	5	19	11	0	62,414	45,802	-19,450	65,025	153,791	40,744
'22	30	6	13	17	0	94,273	35,047	-26,650	61,200	163,870	30,665
'23	30	6	7	23	0	125,260	24,292	-81,900	57,375	125,027	69,508
'24	30	7	0	30	0	162,236	11,745	-143,265	53,550	84,266	110,270
'25	30	6	0	30	0	162,236	11,745	-53,890	53,550	173,640	20,896
'26	30	5	0	30	0	162,236	11,745	-72,540	53,550	154,991	39,545
'27	30	6	0	30	0	162,236	11,745	-50,189	53,550	177,341	17,194
'28	30	6	0	30	0	162,236	11,745	-66,466	53,550	161,065	33,471
'29	30	7	0	30	0	162,236	11,745	-58,765	53,550	168,766	25,770
10 Year Savings										\$432,521	
Avg. Sustainable Savings										\$43,252	



Current Fleet Equity Analysis

YEAR	2020	2021	2022	2023	2024
QTY	6	5	6	6	7
RESALE	\$1,733	\$3,242	\$4,442	\$13,650	\$14,083
TOTAL	\$10,400	\$19,450	\$26,650	\$81,900	\$84,500
Estimated Current Fleet Equity**					\$222,900

Key Objectives

- Lower average age of the fleet
 - 57% of the light duty fleet is over 10 years old
 - Resale of the aging fleet is significantly reduced
- Safety considerations
 - 0 of 30 vehicles predate Airbag standardization (1998)
 - 10 of 30 vehicles predate Anti-Lock Brake standardization (2007)
 - 17 of 30 vehicles predate Electronic Stability Control standardization (2012), the most significant safety innovation since the invention of the seatbelt
 - 30 of 30 vehicles predate Forward Collision Warning, Blind Spot Warning, and Off-set Crash Test (2017)
 - 30 of 30 vehicles predate Rear View Camera standardization (2018)
- Reduce operating costs
 - Newer vehicles have a significantly lower maintenance expense
 - Newer vehicles have increased fuel efficiency with new technology implementations. Fuel Savings is calculated at 30%
- Maintain a manageable vehicle budget
 - Challenged by inconsistent yearly budgets
 - Currently vehicle budget is underfunded

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

***Net Cash is the sum of the 10 year savings from the Fleet Planning Analysis and the Estimated Current Fleet Equity



AGENDA MEMO

TO: Mayor & Members of the Duarte City Council
FROM: Victoria Rocha, Management Analyst
SUBJECT: Sister/Friendship Cities
DATE: February 25, 2020

RECOMMENDATION: The City Council is requested to hold a discussion regarding a possible Sister City or Friendship City program and provide staff with further direction as Council deems appropriate, including considering the establishment of a community-based Duarte Sister or Friendship City Association or Committee.

BACKGROUND: On May 14, 2013, the Community Development Department made a presentation on establishing a Friendship City Policy. At the request of Council, the Economic Development Commission had reviewed and unanimously approved the policy, prior to it coming before Council. At that time, Council elected to receive and file the Friendship City Policy by a 3-2 vote. Council opted to forgo adopting the policy until having a greater understanding of the costs, staff time, and process for country selection before determining the scope of the program.

At the December 10, 2020, City Council meeting, Councilmember Urias requested information about the possibility of creating a Sister City Committee and to include costs.

DISCUSSION: A sister city is a broad-based, long-term partnership between two communities in different countries. A relationship is officially recognized after the highest elected or appointed officials from both communities sign an agreement to become sister cities. A city may have any number of sister cities and select to engage in activities that are important to the community including economic development, educational, and cultural exchanges and projects. Typically, formal sister cities relationships hold membership with Sister Cities International (SCI), a 501(3)(3) established in 1956 to assist in fostering sister city programs by providing tools, staff, networking, and best practices. The 2020 membership cost for a city with a population of 10,000-25,000 is \$440 annually.

Friendship cities also seek to foster international ties between two communities with a less formal arrangement and without membership with Sister Cities International.

Both programs necessitate establishing a structure and process for developing a sister or friendship city, which should take into consideration scope of the relationship, community roles, monetary commitments, and staffing costs.

In reviewing local sister city models at Pasadena, Temple City, and La Cañada Flintridge, the first step was identifying engaged and interested community individuals and organizations that could comprise a governing board of a Sister City Association or Committee. City representatives were voting members, but not necessarily the long-term organizer. Pat Fallin, the Southern California representative for SCI, stated that community

leadership in establishing these programs was important to define scope, select the country, promote the program, and assist in securing funding for long-term sustainability of the desired programmatic activities that are reflective of the community's values.

Of the three neighboring cities researched, the scope of their programs focus on educational and cultural development through youth exchange but incorporate specific partners particular to the city. For example, in La Cañada Flintridge, NASA's Jet Propulsion Laboratory and La Cañada High School partner with SEK International School in Sister City Villanueva de la Cañada, Spain, and the European Space Astronomy Centre to provide real-life international business experiences for students. Students from both schools communicate weekly to jointly build a model spacecraft and launcher, start a company, and participate in a simulated stock market. Students of the program may then apply to visit Spain and the European Space Astronomy Centre through the sister city program.

In addition to sitting on the Association or Committee Board, each of the three cities also allocate funding to support the program. In Temple City, the City Council dedicates about \$7,000 to use specifically for the travel of Temple City exchange students. In La Cañada Flintridge, the City grants about \$5,000 to be used on student leadership development, the Reception and Annual Meeting Dinner for delegates visiting from Villanueva de la Cañada, and to support the educational activities with the NASA Jet Propulsion Lab. In 2019, \$5,000 was about 18 percent of the program's overall budget. The rest of the program costs and administrative expenses were covered through the Association's fundraising.

Although the emphasis is cultural and educational youth exchange in the neighboring cities researched, attached is the Sister Cities International Guide on "How-to Build a Sister Cities Program," (Attachment B) which details other types of economic, technical, professional, and art exchanges.

FISCAL IMPACT: There is no fiscal impact at this time. Becoming a member of Sister Cities International would cost \$440 for the year. Additional costs would be at the discretion of the City Council based on program design.

ATTACHMENTS:

Attachment A – Staff report and minutes from May 14, 2013 City Council meeting
Attachment B – Sister Cities International Guide on "How-to Build a Sister Cities Program"

Friendship City Policy

Irma Hernandez, Senior Planner, presented a staff report about friendship city programs, including the Economic Development Commission's study and review of a possible program for Duarte, proposed friendship city policy recommended by the Commission, criteria for selection of a friendship city, and monitoring of costs.

Reilly stated she would like the policy to include "provide cultural and education exchanges" and "promote global understanding at a community level."

There was discussion about costs to move forward, other priorities identified by the Commission, staff time and travel, fiscal impact, other California cities with a policy, a more public driven process, choice of cities by City Councilmembers, and where this is on the list of priorities.

Steve Hernandez stated cities of similar size and revenue should be added, the purpose is to have things in common and things you can achieve together, trips could be made by those other than Council, and inquired about cities visited by two Councilmembers.

Lino Paras stated there is a difference between sister and friendship cities, there are rules, there has to be some sort of commonality, and the vote should be 2/3.

Allen Field stated we are going through budget talks, asked who needs this, we are spending money we do not have, and he does not believe this is a good idea.

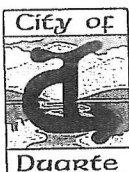
There was further discussion about population, amendments to proposed policy, economic growth, budget, number of City employees, use of staff time, driven by Council, choices available, setting a precedent, friendship, trust, and investment.

Reyes moved, Reilly seconded to adopt the policy with some changes, adding "Mayor, Mayor Pro Tem, or designee" as the City's representative, adding "cultural, educational, and global understanding" where appropriate, not requiring a unanimous vote, rather a simple majority, and adding "businesses" to Procedures Item 2.b.

Fasana moved, Paras-Caracci seconded a substitute motion to receive and file the Friendship City Policy, and carried by the following Roll Call vote:

AYES: Paras-Caracci, Fasana, Finlay

NOES: Reyes, Reilly



MEMORANDUM

To: Mayor and City Council

From: Craig Hensley, Community Development Director 

Date: May 14, 2013

Subject: Adoption of Friendship City Policy

The City Council requested that the Economic Development Commission (EDC) review the idea of establishing a Friendship City program. EDC discussed the item at its April and May meetings and on May 1 voted unanimously to recommend approval of the attached Friendship City Policy.

The City Council, as it sees fit, may take action to approve, amend or take some other action to address the recommended policy.

The Friendship City Policy is the first step in establishing an official friendship relationship with another city or cities in the world. If the policy is adopted, the next steps would be: the City Council or Councilperson would recommend a possible friendship city; contact would be made with the political leaders of the potential friendship city and a draft Friendship City Agreement would be developed that met the criteria in the Friendship City Policy; the EDC would review the proposed Friendship City Agreement and make a recommendation to City Council; the City Council would take unanimous action; and the Mayor would sign the final agreement. When an initial friendship city relationship is made, the City Manager would also draft an administrative policy to address issues such as designating an official City representative and developing a process for setting meetings and monitoring costs.

What is a Friendship Cities Program?

A Friendship Cities Program (FCP) is a way for a city to initiate relationships on a municipal government to municipal government basis with international cities on a less formal basis than through a sister city relationship. Friendship city engagement with foreign municipalities are said to foster increased global cooperation and communication at the municipal level for the benefit of participating cities. A FCP allows a city to form flexible ties with international cities without having to apply the more formal process proscribed under the guidelines of Sister Cities International. While funding limitations may preclude travel or more formal program activities, a FCP can provide the opportunity to initiate information exchanges and the ability to generate community interest and support.

A primary goal of a friendship city relationship is to open lines of communication between the home city (i.e. City of Duarte) and the friendship (international) city. Friendship City programs are generally designed to establish an informal relationship

between the home city and a participating international city or cities, creating an atmosphere of goodwill.

How is a Friendship City Different from a Sister City Program?

Although the terms Sister City and Friendship City are often used interchangeably, a Friendship City relationship generally means a partnership has a less formal arrangement. Sister Cities International (SCI) certifies both types of relationships, although forming a Sister or Friendship relationship does not require SCI membership.

How Does a City Initiate a Friendship City Program?

Many cities that operate FCPs have adopted formal policies and guidelines for forming a Friendship City partnership. Friendship City Program guidelines address topics such as: administration and coordination of the program; program mission and goals; level of community involvement; criteria for selecting a friendship city; tool that will be used to formalize the friendship; and program needs and funding. In some cases, a citizens ad hoc committee has been formed for the purpose of recommending the structure and organization of a Friendship Cities Program and to develop the program guidelines. For Duarte, the EDC provided this input in its review of the issue and development of a policy.

What does the Friendship City Policy Address?

The Friendship City Policy sets forth a process for developing a Friendship City. It also establishes a set of issues to consider when selecting a Friendship City. The policy is an important starting point in developing a Friendship City program. It is important to set controls for this process since there may be monetary and staffing costs associated with establishing an official friendship city relationship. So in a sense, if the City were to choose a Friendship City, it would be important for Duarte to give that City preference over other cities.

In addition to the Draft Friendship City Policy, Staff has also attached a matrix of other cities with friendship and sister city relationships.

Attachments:

Draft Friendship City Policy
Example Friendship City partnerships

City of Duarte Friendship City Policy

Purpose

To promote greater understanding, respect, and mutual exchange of information between the City of Duarte and an international city or cities.

Goals of a Friendship Cities Program

The Friendship City program will promote goals set forth in the City of Duarte's Economic Development Strategy. The program will promote the City of Duarte as a City of global significance, through the exchange of information that focus on: preparing an educated workforce, creating a business friendly environment, enhancing Duarte's Quality of Life, Smart Land Use, and Building 21st Century Infrastructure. In addition, the relationship shall provide knowledge sharing and cultural enrichment experiences.

Friendship Cities Agreement

A Friendship City relationship shall only occur on a municipal government to municipal government level. A "Friendship City Agreement" must be unanimously approved by Resolution by the Duarte City Council and signed by the Mayors of both cities in order to be valid. The proposed Friendship City Agreement shall include the following provisions:

- Language focusing on each city's commitment to foster understanding, cooperation, and mutual benefit to the precise, with particular areas of interest, specific activities, or more concrete goals related to anything from number of exchanges to economic development.
- Identify specific tasks or programs between friendship cities, which shall be attached to the Friendship City Agreement as an Exhibit.
- Language that states that both cities will strive to learn from one another through information sharing opportunities to promote the goals of the Friendship Cities Program.
- Language stating that the Friendship City Agreement may be terminated, in whole or in part, when such action is deemed to be in the City's interest.

Procedures

1. The Friendship Cities Program is coordinated and managed through the City Manager's Office.
2. Selection and adoption of friendship cities shall be based upon, but not limited to the following:
 - a. Careful consideration of Duarte's current and prospective ties to the country; relevant political, cultural and economic issues; human rights issues; and an appraisal of the benefits that would accrue from the friendship relationship (*Discussion: human rights, language, time zone*).
 - b. Support from individuals, groups, or organizations in the Duarte community with a demonstrated interest in the friendship relationship.

- c. Strong consideration will be given to cities comparable to Duarte in areas such as population, demographics, time zone, official language, business industries, culture, and economic development goals.

3. Requests for Friendship City Relationships

- a. A friendship city proposal will require sponsorship and recommendation by a member of the City Council or potential friendship city.
 - b. All proposals shall be submitted in writing and shall provide evidence the potential friendship city will meet the selection criteria and that the friendship city agreement will meet the goals of the friendship city program.
 - c. All friendship city proposals shall be processed through the City Manager's Office.
4. Proposed friendship city agreements shall be reviewed by the Economic Development Commission which shall make a recommendation to the City Council. City Council shall take unanimous approval of a friendship city agreement prior to enactment and signature by the Mayor. A friendship city agreement shall be deemed approved when approved by the Duarte City Council and signed by the Mayor and when signed by the participating friendship city.
5. A translation of the agreement (if not in English) shall be provided to the City Council.
6. City of Duarte funding for the Friendship Cities Program shall be limited to the following:
- a. Visitors' gifts, City staff time to coordinate meetings for visiting dignitaries with City Council and City staff, and securing appropriate City facilities for such meetings.
 - b. Any additional cost beyond that referenced above, including costs for travel by City representatives to friendship cities, shall require separate and formal City Council approval.
 - c. Funding limitations may preclude travel or more formal program activities such as visitation by delegations to each other's home country. However, should funding become available, the City Council may choose to fund a delegation visit or activities that provide an opportunity to exchange information consistent with the goals of the friendship city program.
7. Delegates (to represent the City of Duarte), shall be selected by the City Council, and shall include at least one Council Member, and other delegates may include but are not limited to other government officials, San Gabriel Valley Economic Partnership, Duarte Chamber of Commerce representative(s), Los Angeles Economic Development Corporation, Duarte Unified School District, doctors, nurses, students, etc.
8. The City Manager shall have authority to develop and implement administrative policies and practices deemed necessary to support City Council approved friendship city agreements.



How to Build a Sister Cities Program In Your Community

What is a sister city?

When a community of any size or character joins with a community in another nation to learn more about each other and to develop friendly and meaningful exchanges, the two may propose a formal affiliation leading to official designation as “sister cities.” The ideal affiliation involves a large number of citizens and organizations in both communities who are engaged in continuing projects of mutual interest.

This interchange helps to further international understanding at all levels of the community on a continuing long-term basis. Within the program, cities and their citizens exchange people, ideas, and culture in a variety of educational, municipal, professional, technical, and youth projects.

The sister city program was launched at a White House conference in 1956 when President Dwight D. Eisenhower called for massive exchanges between Americans and the peoples of other lands.

Hundreds of American cities responded to that call, and are continuing to carry out meaningful exchanges with their partners in 136 nations around the world.

Why have a sister city?

A sister city program enables the citizens of both communities become directly involved in international relations in unique and rewarding exchanges that benefit everyone. It enables all who participate to: exchange ideas and develop friendships with their counterparts in another culture on a direct personal basis; establish an identity as members of the global family involved in the constructive process of building world peace; develop a way for the many and diverse elements of each community to come together to enjoy and profit from a cooperative program; open new dialogues with the people of another culture to find unique solutions to improving the quality of life of all citizens; participate in a program with a real partner in another country so all members of the community can feel they are contributing to international understanding in a direct, personal way; and better understand their own community by interpreting their way of life to the people of another culture.

What to do first?

Hundreds of communities of all sizes around the world have discovered the rewards of participating in an international program in which each member can realize deep personal satisfaction and benefits. Your community can join this growing movement, but you should first develop support for the idea in your own community.

This can be easy and fun. You will have a lot of help from Sister Cities International, the national membership association for sister city programs in the United States, as well as from hundreds of volunteer leaders across the country who are available to share their experiences in the program.



The sister city concept, like all good programs, must have broad support if it is to succeed. If your community understands the program, it can succeed and the rewards will be well worth the effort. Once you've secured community-wide support for a sister cities program, begin your search for a partner. Nearly every member of your community, young or old, belongs to some kind of organization or another. Nearly everyone works in a business or industry, has a hobby, goes to school, belongs to a service or professional society, or volunteers his or her time in any number of local organizations that can be linked to counterparts in another country. Thus, the linking of skills, crafts, and interests of people and organizations in both cities can enrich your newly formed sister city committee, open new avenues for program adventure, and secure the initial contacts you'll need to find an appropriate partner community.

No catalog could possibly list all the ways in which sister cities operate because the varieties of exchanges are only limited by the imagination and resources of the two communities.

There are two principal objectives to keep in mind when planning your activities. You don't establish and maintain friendships by a single effort. It requires continuing activity. You do establish such continuity by a broad base of activity in which many people and organizations participate.

Everyone Can Participate

The concept is simple once two communities have taken the initial step of actually affiliating as sister cities. A catalog of organizations should be developed that will give you an idea of the potential areas of exchange possible. Don't forget to include your schools, hobby groups, business and professional organizations, scouting groups, service clubs, and so on. This list can then be sent to your partner to determine which organizations they have in their community to match yours. In some cases, a similar organization won't exist. Perhaps you can start one.

Sister city programs must always strive to ensure that each project undertaken by its members reflects the diversity of its network. Specifically, you should promote the inclusion of ethnic and racial minorities, people with disabilities, youth, women, and people of diverse socio-economic status in all sister city activities.

Each project should be planned with the knowledge that each person will be able to individually become a part of a person-to-person, organization-to-organization, city-to-city approach to citizen diplomacy.

Above all, remember that the uniqueness of the sister city program is that it is two-way. The give and take is shared by both communities through planned and continuous contact.

Projects You Can Do

Sister City programs and projects are developed out of mutual desires and interest. There is no cut-and-dry pattern. Through visits and exchange of correspondence, cities discuss the types of projects they would like to carry out. When one or more projects are agreed upon, the program is developed and can take place.

As you start out, send promotional materials (e.g., photographs, brochures, videos) to offer a comprehensive introduction to your community. Remember, language barriers can be overcome very easily through simple visual



presentations. Your new partner city may want to publish these in their local newspaper. You should ask for photos and news of the city as well so your local newspaper can acquaint your own citizens with your sister city.

Here are some of the types of projects that have been carried out successfully by other communities. The projects you choose may be more comprehensive, depending upon your resources and ingenuity.

- Exchanges of visitors, officials, prominent citizens, musicians, students, teachers, professionals, media, radio and TV, labor, etc.
- Organized tours, including hospitality and ceremonies for visiting groups.
- Club affiliations, such as the development of relationships between such groups as Rotary, Lions, Boy and Girl Scouts, women's clubs, hobby clubs, and more with their counterparts in the sister city.
- School affiliations can be a stimulating activity if organized within your educational system. They can be a strong adjunct to your school's language, history, cultural, and other programs. There is no end to the fascinating projects young people can engage in to enlarge their horizons of learning.
- Technical and professional exchanges can have benefits both communities far in excess of the limited costs involved. Many communities have exchanged experts in transportation, housing, health care, the environment, public safety, and more.
- Radio contacts between sister cities can be made by amateur radio operators. Special broadcasts on records or tape can be made for use abroad.
- Art exhibits. Both school children and members of local art clubs exchange art work with their overseas counterparts. The material is often exhibited in public buildings and merchants' windows in both communities.
- Photo exhibits. Camera clubs exchange stills, slides, and documentary motion pictures.
- Sending of mementos, not on a charitable basis, but of mutual interest and respect. Gifts are generally modest.
- Exchange of music, recordings, and plays.
- Publications and preparation of food recipes from the foreign country.

Duarte City Councilmember Meeting Attendance Report

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

City Council Agenda dated February 25, 2020

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Sam Kang	None reported as of February 19, 2020		
Bryan Urias	None reported as of February 19, 2020		
Tzeitel Paras-Caracci	None reported as of February 19, 2020		
John Fasana	None reported as of February 19, 2020		
Liz Reilly	SGV Homeless Consortium Energy, Environment, and Natural Resources Committee Meeting Contract Cities Directors Meeting	2/12/20 2/19/20 2/19/20	Mileage Mileage Mileage
Margaret Finlay	None reported as of February 19, 2020		
Toney Lewis	None reported as of February 19, 2020		

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

COUNCILMEMBER NAME	EVENT DESCRIPTION	DATE OF EVENT	PURPOSE/VALUE
Sam Kang	None reported as of February 19, 2020		
Bryan Urias	None reported as of February 19, 2020		
Tzeitel Paras-Caracci	None reported as of February 19, 2020		
John Fasana	None reported as of February 19, 2020		
Liz Reilly	Regional Housing Trust and Affordable Housing Forum DUSD Board Meeting Duarte Chamber Networking Breakfast	2/13/20 2/13/20 2/19/20	
Margaret Finlay	None reported as of February 19, 2020		
Toney Lewis	None reported as of February 19, 2020		