



AGENDA
**REGULAR JOINT MEETING OF THE CITY
COUNCIL OF THE CITY OF DUARTE, THE
DUARTE HOUSING AUTHORITY, AND THE
DUARTE COMMUNITY FACILITIES
FINANCING AUTHORITY**

TUESDAY, FEBRUARY 14, 2023
7:00 PM

CITY COUNCIL CHAMBERS,
1600 HUNTINGTON DRIVE,
DUARTE, CALIFORNIA 91010

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future

JODY SCHULZ, MAYOR
VINH TRUONG, MAYOR PRO TEM
MARGARET FINLAY, COUNCILMEMBER
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
CESAR GARCIA, COUNCILMEMBER
TERA MARTIN DEL CAMPO, COUNCILMEMBER

City/Agency/Authority Staff:
Daniel Jordan, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Community Development Director
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Thai Viet Phan, City Attorney
Annette Juarez, City Clerk

ADA ACCESSIBILITY NOTICE: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Notice: Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall, 1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice: Duarte City Council meetings are videotaped for later broadcast on DCTV. Attendance at the

meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may listen/view the City Council meeting broadcast on the City's website following each meeting. To access the meeting, log onto www.accessduarte.com then on the homepage, click on the Agendas/View Meetings icon under the LATEST NEWS/QUICK LINKS banner, then on the Agendas & Minutes page, click on the City Council Meeting link. City Council meetings are also broadcast following each meeting through Spectrum Cable, Channel 3, daily at 12:00 p.m. and 7:00 p.m.

Public comments can be submitted by emailing duarteinfo@accessduarte.com, prior to 6:00 p.m. on the day of the meeting and will be distributed to the City Council and made available for public review. PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Public comments are a matter of public record, including content that include emails and addresses, so consider content and remove private information as you deem appropriate.

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

A. Community Development Department Update

B. Parks and Recreation Department Update

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. CONSENT CALENDAR

A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)

B. Approve absence(s) of City Councilmember(s) from the City Council meeting.

C. Approval of Minutes - January 24, 2023 (CC/HA/FA)

D. Approval of Warrants - February 14, 2023 (CC/HA/FA)

E. Receive and file the Community Development Department Status Report

F. Receive and file the Parks and Recreation Department Status Report

G. Consideration and Approval of the Job Description and Salary Schedule for Part-Time Duarte

Dance Instructor

Recommendation: 1) Adopt the job description for the position of part-time Duarte Dance Instructor; and 2) Approve the hourly pay rate of \$50 for the position of part-time Duarte Dance Instructor.

H. Consideration of Award of Contract to Duthie Power Services for Professional Services for the Replacement of the Duarte Town Center Emergency Generator

Recommendation: Award a contract to Duthie Power Services for professional services for the replacement of the Duarte Town Center Emergency Generator.

I. Consideration of Award of Contract for the Citywide Curb House Address Number Project (FY 2022-23)

Recommendation: 1) Approve the award of contract for the Citywide Curb House Address Number Project to Care for the Children; and 2) Approve a budget amendment of \$63,000 to the Gas Tax Fund as part of the Mid-Year Budget review.

J. Consideration of Facility Use Agreement between the City of Duarte and Duarte Unified School District for the 2023 Swim Team Season

Recommendation: Authorize the City Manager to execute the Facility Use Agreement with Duarte Unified School District for use of the Fitness Center Pools for Duarte High School's 2023 Swim Team season.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS - None

10. BUSINESS ITEMS

A. Consideration of Award of Vendor Services Agreement for Civic Center Electronic Message Boards Replacement and Budget Amendment

Recommendation: 1) Award the vendor services agreement for the Civic Center Electronic Message Boards Replacement to Square Signs, DBA Front Signs, in the amount of \$80,351; and 2) Approve a budget amendment of \$80,500 from the General Fund (100-1610-8100).

B. Consideration of Professional Services Agreement with LPA for Conceptual Design Services of Initial Phase of Civic Center Master Plan

Recommendation: Authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project - Civic Center Buildings (exterior), City Hall and Community Center (interiors).

11. CONTINUATION OF ORAL COMMUNICATIONS

12. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING
AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE

DIRECTOR

13. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (www.accessduarte.com) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 9th day of February, 2023.

Annette Juarez
City Clerk



MEMORANDUM

TO: City Council
FROM: City Manager
DATE: February 9, 2023
SUBJECT: Comments on Agenda Items, Meeting of February 14, 2023

ITEM 4A. (Special Items). Staff will present the monthly Community Development Department update.

ITEM 4B. (Special Items). Staff will present the monthly Parks and Recreation Department update.

ITEM 7.G. (Consent Calendar). Staff is recommending that the City Council adopt the part-time Duarte Dance Instructor job description, and approve the hourly pay rate of \$50 for the position.

ITEM 7.H. (Consent Calendar). Staff is recommending that the City Council award a contract to Duthie power Services for professional services for the replacement of the Duarte Town Center emergency generator.

ITEM 7.I. (Consent Calendar). Staff is recommending that the City Council award a contract for the Citywide Curb House Address Number Project to Care for the Children, and approve a budget amendment of \$63,000 to the Gas Tax Fund as part of the mid-year budget review.

ITEM 7.J. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute the Facility Use Agreement with the Duarte Unified School District for use of the Fitness Center pools for Duarte High School's 2023 Swim Team season.

ITEM 10.A. (Business Items). Staff is recommending that the City Council award the vendor services agreement for the Civic Center Electronic Message Boards Replacement to Square Signs, DBA Front Signs, in the amount of \$80,351, and approve a budget amendment of \$80,500 from the General Fund.

ITEM 10.B. (Business Items). Staff is recommending that the City Council authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project – Civic Center Buildings (exterior), City Hall and Community Center (interiors).

Respectfully submitted,

Dr. Daniel Jordan
City Manager

CITY OF DUARTE

**MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL,
THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY
FACILITIES FINANCING AUTHORITY**

**TUESDAY, JANUARY 24, 2023
7:00 PM – Regular Session**

1. CALL TO ORDER

Mayor Schulz called the meeting to order at 7:03 p.m.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Truong, Garcia, Martin Del Campo, Schulz
Councilmembers Absent:	None
Staff Present:	Daniel Jordan, City Manager Thai Viet Phan, City Attorney Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development Manuel Enriquez, Director of Parks and Recreation Brian Villalobos, Director of Public Safety Services Victoria Rocha, Assistant to the City Manager Annette Juarez, City Clerk Christine Soo, Deputy City Clerk/ Administrative Secretary

2. PLEDGE TO THE FLAG

The flag salute was led by Hope Peoples.

3. ADOPTION OF THE AGENDA

Mayor Schulz announced that Business Item 10A will be pulled from the agenda; she added that Mayor Pro-Tem Truong will be saying a few words regarding the tragedy that occurred over the weekend in Monterey Park.

Mayor Pro-Tem addressed the tragic event that happened in Monterey Park; he expressed sentiments of Monterey Park as a home away from home for many immigrant families and shared the importance of Lunar New Year; he wished everyone peace and good health and offered support to the City of Monterey Park.

Councilmember Kang expressed sadness and sympathy over the tragedy; he also highlighted the importance of disseminating services to address mental health issues; he applauded 26-year-old Brandon Tsay for his courageous actions; he wished everyone prosperity and happiness in the new year.

Councilmember Lewis offered condolences to the victims' families; he also commended Brandon Tsay for his bravery.

Mayor Schulz offered help and support to colleagues, the families of the victims, and the City of Monterey Park.

City Manager Jordan reported that the City Council meeting would be adjourned in memory of the 11 victims who lost their lives and the mother of Duarte Chamber of Commerce Director Shoshana Puccia, Olivia de La Garza.

Moved by Mayor Pro-Tem Truong, seconded by Councilmember Finlay, and carried by the following vote of the Council to adopt the agenda as amended.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO,
SCHULZ
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

Hope Peoples, Mayor's Youth Council term president, announced upcoming events and reported on events the Council has attended.

B. Public Safety Department Update

Public Safety Services Director Villalobos reported on Part One Crimes, the homeless count, and termination of the local emergency related to the Fish Fire.

Discussion ensued regarding the City's portable security cameras.

Council directed staff to conduct research for a suitable number of additional cameras to purchase and report back at the next meeting.

C. Presentation by Frontier – Local Broadband Expansion

Doug McAllister, Vice President of External Affairs at Frontier Communications, gave a presentation on the expansion of installation of fiber optics throughout the City.

Discussion ensued regarding the placement of fiber optics, the impact on city streets, and alternate forms of installation.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library events.

Dan Yrigoyen, Parade Committee Chair, announced the return of the Duarte Route 66 Parade and upcoming events to be held at Duarte High School.

Assistant to the City Manager Rocha announced upcoming city events.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None.

7. CONSENT CALENDAR

- A. Motion to read all Resolutions and ordinances presented for consideration by Title only and waive further reading. (CC/HA/FA)
- B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes – January 10, 2023. (CC/HA/FA)
- D. Approval of Warrants – January 24, 2023. (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report for January 2023.
- F. Approval of Revised Personnel Rules and Regulations.

- G. Adoption of Resolution No. 23-02 proclaiming the termination of a local emergency related to the Fish Fire.
- H. Approval of a Professional Services Agreement with LPA for the Fitness Center and Aquatic Preliminary Assessment in the amount of \$39,000 which includes potential options for the general replacement of the existing pool deck and ADA site improvements; and approval of a budget amendment of \$30,000.
- I. Adoption of Ordinance No. 915 regarding electronic and paperless filings of Fair Political Practices Commission Campaign Disclosure Statements.
- J. Approval of Certificates of Appreciation Recognizing Duarte Historical Museum Volunteers.
- K. Approval of a Thank You Letter to Congresswoman Napolitano.

Moved by Councilmember Finlay, seconded by Mayor Pro-Tem Truong, and carried by the following vote of the Council to approve Items 7A-7K of the Consent Calendar.

AYES: FINLAY, KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
 NOES: NONE
 ABSTAIN: NONE
 ABSENT: NONE

Councilmember Finlay left the City Council Meeting at 8:02 p.m.

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. PUBLIC HEARINGS

None.

10. BUSINESS ITEMS

- A. Consideration of a Professional Services Agreement with Architerra, Inc to Develop Construction Drawings for Huntington Drive Medians

This Item was pulled during the Adoption of the Agenda.

- B. Consideration of a Resolution to Establish a Reward for Information Leading to the Identification, Apprehension, and Conviction of Any Person for the Application of Graffiti in Violation of the Duarte Municipal Code

Public Safety Services Director Villalobos gave a staff report regarding a reward for anyone who provides information leading to identification, apprehension, and conviction of those graffitiing and violating the Duarte Municipal Code.

Moved by Councilmember Garcia, seconded by Councilmember Lewis, and carried by the following vote of the Council to adopt Resolution No. 23-03 to establish a reward for information leading to the identification, apprehension, and conviction of any person for the application of graffiti in violation of the Duarte Municipal Code.

AYES: KANG, LEWIS, TRUONG, GARCIA, MARTIN DEL CAMPO, SCHULZ
 NOES: NONE
 ABSTAIN: NONE
 ABSENT: FINLAY

11. CONTINUATION OF ORAL COMMUNICATIONS

None.

**12. ITEMS FROM CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/
FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE
DIRECTOR**

City Manager Jordan discussed setting a date for a City Council Goal Session.

Mayor Schulz recommended having status updates for set goals along with timelines, financial assessments, and a report on next steps to ensure effectiveness.

Councilmember Martin Del Campo offered thoughts and prayers to everyone affected by the recent shootings and gave a shout out to local business, 805 Highland.

Mayor Pro-Tem Truong commended staff for their great work and wished everyone a happy new year.

Councilmember Garcia thanked Staff for handling graffiti situations; he reported on attending the Martin Luther King, Jr. Day event; and he shared that his thoughts were with Shoshana's family and the victims of the Monterey Park shooting.

Councilmember Kang expressed concerns regarding the homeless situation around Duarte Library and the impacts of inflation.

Councilmember Lewis offered condolences to the victims and cities of Monterey Park and Half Moon Bay; he wished happy birthday to Hope Peoples, his son, Dominic, and Councilmember Kang.

Mayor Schulz expressed sympathy for the victims of the recent shootings, and she shared that she is looking forward to the new pilot mental health program with the San Gabriel Valley Council of Government.

13. ADJOURNMENT

At 8:36 p.m., the City Council adjourned the meeting in memory of the victims of the Monterey Park shooting, their families, and Olivia de La Garza.

Jody Schulz, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1010-7965	BAKER TILLY US LLP	Staff Report/Memo Healthcare Worker Minimum Wage	2892		10,829.00
100-2122	Bienek Roofing-Construction	Business License Refund (BL 0139822)	218271		4.00
100-4004	Bienek Roofing-Construction	Business License Refund (BL 0139822)	218271		76.50
100-4903	Bienek Roofing-Construction	Business License Refund (BL 0139822)	218271		35.00
100-1610-7652	ALTA PRO FIRE INC	SC Fire System Service Call	218266		395.00
100-1605-7612	CALIFORNIA PARK & RECREATI...	A Castaneda-Salazar Membership 3/1/23 - 2/28/24	218277		170.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD23-0990		124.53
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies/Wall Clock	2932		210.96
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD23-0990		41.41
100-1020-7716	HOME DEPOT CREDIT SERVICES	Holiday in the Park Santa's Backdrop	BD23-0990		161.73
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Patio Heater Propane Tanks	BD23-0990		226.46
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD23-0990		80.81
100-1020-7716	HOME DEPOT CREDIT SERVICES	Holiday in the Park Santa's Backdrop	BD23-0990		344.82
100-1605-7733	THEODORE SIEGEL	SC 'Dog Day Afternoon' Screening/Presentation	218307		150.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Supplies	BD23-0990		293.77
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	CC Semi-Annual Fire System Service	218286		182.91
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY INC	(2) Drinking Fountain/Bottle Refill Station	218290	202302-Exp-Bev.Container FY21...	3,689.11
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY INC	(2) Drinking Fountain/Bottle Refill Stations	218290	202202/1825-7747-Exp-Bev Re...	2,124.67
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	SC Tissue Dispensers (8)	2932		939.72
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Fountain Repair/Office Heater	BD23-0990		153.22
100-1205-7787	MVP, LLC	Public Safety Lease	2921		12,881.37
100-1610-7618	HOME DEPOT CREDIT SERVICES	Electrical Repairs	BD23-0990		70.95
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Supplies	BD23-0990		177.41
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceasd Animal Disposal 12/2022	2923		94.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvcs 12/11/2022 - 12/24/2022	2891		5,467.40
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	Snack Bar Semi-Annual Fire System Service	218286		143.00
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	CC Fire System Service/Repairs	218286		541.47
100-1010-7612	CIVICPLUS LLC	Municipal Code Updates	2897		2,483.79
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 12/2022	218287		54.00
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 12/2022	218303		90.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 12/2022	2895		30,977.38
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 12/2022	2933		1,891.82
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 12/2022	2933		863.50
100-1015-7684	SILVER & WRIGHT LLP	General Code Enforcement Legal 12/2022	2933		212.40
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 12/2022	2933		4,500.00
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions Costs 12/2022	2933		124.39
100-1605-7733	RODOLFO CARDENAS	SC Entertainment DJ	218279		175.00
100-1605-7733	TIFFANY'S CATERING	SC New Year Brunch	218309		1,867.50

Council Warrant Register By Account

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7652	IMS REFRIGERATION INC	SC Ice Machine Service	218293		406.21
100-1610-7652	IMS REFRIGERATION INC	CC Ice Machine Service	218293		406.21
100-1605-7614	STAPLES ADVANTAGE	FC Office Supplies	2936		80.05
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		431.65
100-1610-7618	KULLY SUPPLY INC	Drinking Fountain Filters	2912		616.50
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	BD23-0990		144.35
100-1405-7980	BUCKNAM INFRASTRUCTURE G...	GIS Services 12/1/2022 - 12/31/2022	218275		4,092.50
100-1610-7618	MAINTEX INC	Janitorial Supplies	2917		498.28
100-1805-7653	SECTRAN SECURITY INC	January 2023 Courier Pick-up	2931		312.38
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	2916	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	2916		195,872.27
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 10/19/22 - 10/23/22	2916	202105-Contract Law Enforcem...	1,276.59
100-1205-7783	COUNTY OF LOS ANGELES PRO...	PIP Program DPO Abernathy 10/1/2022 - 12/31/2022	2898		26,250.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Cmty Ctr 1/2023	2950		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-City Hall 1/2023	2950		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Fitness Ctr/Pool 1/2023	2950		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Senior Ctr 1/2023	2950		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Teen Ctr 1/2023	2950		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Program-Teen Ctr 1/2023	2950		179.20
100-1020-7980	CURO MANAGED PRINT PRODU...	Employee Party Signage	218282		405.72
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 1/2023	2890		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 1/2023	2890		61.00
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Communication & Social Media Management 1/2023	2941		9,030.00
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	2932		700.39
100-1605-7741	BSN SPORTS LLC	Youth Basketball Supplies	218274		984.04
100-1605-7002	PAMELA ROMERO	CPR Stipend	2927		76.92
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2896		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2896		8.64
100-1825-7687	SAN GABRIEL VALLEY COUNCIL ...	Regional Food Recovery Program	218305		29,834.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 1/13/2023	2937		160.00

Council Warrant Register By Account

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	2905		1,071.28
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 12/4/2022	2916	202105-Contract Law Enforcem...	382.02
100-1020-7980	SHAFFER AWARDS	Duarte Pins	218306		1,488.38
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 12/2022	2929		12,082.27
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 12/2022	2929		2,258.50
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 12/2022	2929		198.00
100-1015-7686	RUTAN & TUCKER LLP	Mel Canyon Eminent Domain Legal 12/2022	2929		15,271.49
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	2932		1,045.94
100-1825-7613	GRAND PRINTING INC	Business Cards	218291		98.56
100-1405-7965	LAND DESIGN CONSULTANTS I...	Civil Eng Srvcs-Mel Cyn Rd Storm Water Improvement	2913	202316/1405-7965-Melcanyon...	1,578.99
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	2936		199.71
100-1605-7741	CURO MANAGED PRINT PRODU...	Field Closure Signs	218282		88.20
100-1205-7781	HUNTINGTON & DUARTE INC	Sheriff Dept Vehicle Cleaning	218299		541.54
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/PS/SC/TC Copier Lease 2/1/23 - 2/28/23	218278		1,723.34
100-1825-7631	CANON FINANCIAL SERVICES INC	CH(2)/PS/SC/TC Copier Maint 12/1/22 - 12/31/22	218278		405.46
100-2121	MOORE IACOFANO GOLTSMAN ...	Westminster Gardens Project 12/2022 (R94281)	218298	202217-Dep-Westminster Gard...	980.00
100-1020-7711	KRISTEN PETERSEN	Annual Awards Years of Service Gift Cards	2889		650.00
100-1500	KRISTEN PETERSEN	Annual Awards Centerpieces	2889		200.00
100-1010-7610	CALIFORNIA ASSOCIATION OF ...	Albert Nunez 2023 CAPIO State of Communications	218276		45.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 12/2022	2926		720.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2022	2926		1,960.00
100-1405-7969	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvements 12/2023	2926	202118-ATP Cycle 4-City Engine...	5,630.00
100-1020-7711	PAUL D MCCULLOUGH JR	Balance-Annual Awards Caterer 1/27/2023	218262		3,192.21
100-1610-7636	CURO MANAGED PRINT PRODU...	Uniform Name Tags	218282		25.63
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Secondary Containment Test	2937		1,130.10
100-1815-7980	MAXTREME INC	Computer Cables/AirPods (2)	2920		436.55
100-1815-8011	MAXTREME INC	(3) MacBook Air/Misc Computer Equipment	2920		3,607.02
100-1205-7787	MVP, LLC	Public Safety Lease	2921		12,881.37
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel (SWA) License 3/1/2023 - 2/28/2024	2939		2,118.45
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2896		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2896		8.64
100-1610-7650	WARDS SERVICE	Vehicle #20 Service/Repair	2949		390.78
100-1410-7650	WARDS SERVICE	Vehicle #11 Smog Certification	2949		67.25
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 1/2023 - 3/2023	2907		3,262.28
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Cups	2934		99.02
100-1605-7733	SMART & FINAL	SC Monthly Dance Snacks	2934		139.24
100-1205-7610	U.S. BANK	Meeting w/Special Assignment Team (Monrovia Pizza)	2944		47.06
100-1205-7610	U.S. BANK	Emily Lepone SCC College Parking Permit (RSCCD)	2944		30.00
100-1205-7610	U.S. BANK	Meeting w/City of Hope (Mikomi Sushi)	2944		39.03
100-1205-7614	U.S. BANK	Office Supplies (Michaels)	2944		119.06
100-1205-7614	U.S. BANK	Office Supplies (Target)	2944		22.69
100-1205-7614	U.S. BANK	Office Supplies (Merengue)	2944		38.04

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Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	DART Big Bear Trip Fuel (Nicks Auto Ctr)	2944		43.69
100-1205-7779	U.S. BANK	DART Hiking Trip Lunch 1/21/23 (In-N-Out)	2944		98.13
100-1205-7779	U.S. BANK	DART Trip 1/12/23 Parking (PCIL713)	2944		15.00
100-1205-7779	U.S. BANK	DART Big Bear Trip Food (Smart & Final)	2944		219.76
100-1205-7779	U.S. BANK	DART Trip Dinner (IRV's Burgers)	2944		102.68
100-1205-7779	U.S. BANK	DART Big Bear Trip Breakfast 1/4/23 (McDonalds)	2944		118.55
100-1205-7779	U.S. BANK	DART Big Bear Trip 1/3/2023 (AirBnB)	2944		1,675.33
100-1205-7779	U.S. BANK	DART Big Bear Trip Activity (Big Bear Snow Play)	2944		408.00
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/10/23 (Chili's)	2944	202315-Flood Response & Clea...	154.78
100-1205-7980	U.S. BANK	Neighborhood Watch Items (Dot com Products)	2944		115.45
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/7/23 (Max's)	2944	202315-Flood Response & Clea...	103.54
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/6/23 (Max's)	2944	202315-Flood Response & Clea...	64.82
100-1205-7980	U.S. BANK	Tobacco Enforcement (Target)	2944		22.05
100-1205-8030	U.S. BANK	Refund-LASD Tactical Equipment (Botach Inc)	2944		-1,156.54
100-1405-7612	U.S. BANK	Lg Data File Transfer Subscription (Hightail)	2943		15.99
100-1405-7614	U.S. BANK	Return-Extra Large File Tote (Amazon)	2943		-133.63
100-1405-7614	U.S. BANK	Extra Large File Tote (Amazon)	2943		159.31
100-1410-7610	U.S. BANK	(2) PAPA Multi-Day Conference	2943		440.00
100-1410-7610	U.S. BANK	(2) Traffic Control/Flagger Training (MSA)	2943		103.50
100-1410-7610	U.S. BANK	Gerard Batista MSA Meeting 1/5/23	2943		25.88
100-1410-7612	U.S. BANK	(3) 2023 PAPA Membership	2943		50.00
100-1010-7612	U.S. BANK	Online Subscription (Pasadena Star News)	2945		18.00
100-1010-7980	U.S. BANK	CC Dinner 1/10/23 (DoorDash-The Habit)	2945		119.54
100-1010-7980	U.S. BANK	CC Dinner 1/10/23 (GrubHub-Janet's)	2945		24.03
100-1020-7712	U.S. BANK	Spotify Subscription	2945		9.99
100-1020-7712	U.S. BANK	QR Code Generator Annual Subscription	2945		119.88
100-1825-7688	U.S. BANK	Victoria R Used Oil/HHW Training (CalRecycle)	2945	202301/1825-7688/Exp-Used Oi..	485.93
100-1825-7688	U.S. BANK	A Caballero 2023 Used Oil/HHW Training Airfare	2945	202301/1825-7688/Exp-Used Oi..	304.97
100-1020-7711	U.S. BANK	Annual Awards Event (Costco)	2948		181.95
100-1020-7711	U.S. BANK	EE Party Champagne Flutes (Amazon)	2948		113.50
100-1020-7711	U.S. BANK	City of Duarte Candles (Personalization Mall)	2948		479.85
100-1020-7711	U.S. BANK	Service Pins (Brown Industries)	2948		47.25
100-1020-7711	U.S. BANK	Annual Awards Event Dessert (Merengue)	2948		320.83
100-1020-7726	U.S. BANK	Adobe Creative Cloud 1/13/23 - 2/12/23	2948		34.99
100-1020-7980	U.S. BANK	Annual Awards Event Candles (TJ Maxx)	2948		66.08

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1020-7980	U.S. BANK	Annual Awards Event Dessert (Merengue)	2948		43.86
100-1020-7980	U.S. BANK	Annual Awards Event Candles (Yummicandles)	2948		479.00
100-1020-7980	U.S. BANK	Annual Awards Event (Smart & Final)	2948		487.55
100-1020-7980	U.S. BANK	Annual Awards Event (Trader Joes)	2948		170.90
100-1410-7650	U.S. BANK	Tractor Tire Repair	2948		190.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 1/12/23 - 2/3/23	2948		4.99
100-1605-7735	U.S. BANK	Kristen Netflix-Teen Ctr 1/12/23 - 2/3/23	2948		5.00
100-1805-7614	U.S. BANK	AA Batteries (Amazon)	2948		19.79
100-1805-7965	U.S. BANK	STR Trend Report Q4 2022	2948		660.00
100-1805-7980	U.S. BANK	Staff Meeting Breakfast (T Burgers)	2948		49.33
100-1815-7632	U.S. BANK	Finance Webinar 1/7/23 - 2/6/23 (Zoom)	2948		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud 1/13/23 - 2/12/23	2948		675.74
100-1815-7980	U.S. BANK	Credit-Microsoft 365 12/27/22 - 1/26/23	2948		-7.60
100-2121	U.S. BANK	KP Personal Expenses (Reimbursed R97879) (Costco)	2948		74.39
100-2123	U.S. BANK	Special Event Insurance Q4 2022 (Alliant Ins)	2948		850.00
100-1010-7980	U.S. BANK	DashPass 1/5/2023 - 2/5/2023 (DoorDash)	2946		9.99
100-1020-7980	U.S. BANK	Awards Event Chinese Lanterns (Amazon)	2946		54.42
100-1205-7655	U.S. BANK	(4) Water Safety Instructor Course (Am Red Cross)	2946		184.50
100-1605-7610	U.S. BANK	Manuel Enriquez JPIA Academy Dinner (The Hatch)	2946		41.06
100-1605-7614	U.S. BANK	Charger (Target)	2946		21.74
100-1605-7614	U.S. BANK	Laptop Cover (Amazon)	2946		20.94
100-1605-7614	U.S. BANK	SC Desk Calendars (Amazon)	2946		13.30
100-1605-7614	U.S. BANK	Partition Garment Hooks (Amazon)	2946		16.67
100-1605-7729	U.S. BANK	Susie Perez Concert Share Event (CODiamond Bar)	2946		25.63
100-1605-7730	U.S. BANK	Return-Gingerbread Party Supples (Amazon)	2946		-16.48
100-1605-7730	U.S. BANK	Job Shadow Day Plastic Tablecloths (Amazon)	2946		46.20
100-1605-7730	U.S. BANK	Job Shadow Day Raffle Gift Cards (Amazon)	2946		60.00
100-1605-7733	U.S. BANK	Return-SC Decorations (Amazon)	2946		-38.58
100-1605-7733	U.S. BANK	SC Valentine's Decorations (Amazon)	2946		498.93
100-1605-7733	U.S. BANK	SC Seewing Machine Lights (Amazon)	2946		71.60
100-1605-7733	U.S. BANK	SC Themed Monthly Dance Decorations (Amazon)	2946		100.83
100-1605-7733	U.S. BANK	Return-SC Christmas Decorations (Amazon)	2946		-31.96
100-1605-7735	U.S. BANK	MYC Dinner 1/9/2023 (Subway)	2946		167.29
100-1605-7735	U.S. BANK	TC MLK Prize Gift Cards (Amazon)	2946		150.00
100-1605-7735	U.S. BANK	TC Survivor Event Supplies (Amazon)	2946		108.96

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7737	U.S. BANK	Grammy Museum Tour 1/12/2023 (GM Foundation)	2946		762.00
100-1605-7740	U.S. BANK	Winter Day Camp New Year Party (Little Caesars)	2946		56.16
100-1605-7741	U.S. BANK	Youth Basketball Supplies (Amazon)	2946		193.89
100-1605-7741	U.S. BANK	Youth Basketball Floor Traction Mat (Amazon)	2946		66.14
100-1605-7745	U.S. BANK	Victor Valenzuela USA Boxing 2023 Membership	2946		122.00
100-1605-7980	U.S. BANK	Staff Valentine Supplies (Target)	2946		6.62
100-1605-7980	U.S. BANK	Valentine's Day Supplies (Michaels)	2946		29.49
100-1610-7616	U.S. BANK	Pool Test Kit Supplies (Superior Pool)	2946		150.23
100-1610-7618	U.S. BANK	Weight Stack Pins (Amazon)	2946		70.56
100-1610-7618	U.S. BANK	Hitch Pin Sets/Outdoor Bulbs (Amazon)	2946		162.69
100-1610-7618	U.S. BANK	Return-(3) Tablecloths (Amazon)	2946		-40.76
100-1610-7618	U.S. BANK	Tablecloths (Amazon)	2946		120.09
100-1610-7618	U.S. BANK	(15) Black/(16) White Tablecloths (Amazon)	2946		656.84
100-1610-7650	U.S. BANK	JPIA Risk Mgmt Academy Travel (76 Petro)	2946		58.04
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Improvement 12/2022	2926	202102-Cap Improv-CH CDBG ...	320.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	2936		57.86
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvcs 1/8/2023 - 1/21/2023	2891		5,467.40
100-2126	ERIC & CRISTINA GUTIERREZ	Const/Demo Deposit Refund (Pmt #2022-083)	218292		3,000.00
100-5004	ERIC & CRISTINA GUTIERREZ	Administrative Fee (Pmt #2022- 083)	218292		-125.00
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 2/2023	218285	250004 - Property Rent - Nextel...	1,924.53
100-1005-7640	CESAR A GARCIA	Kiwanis Dues 1/1/2022 - 12/31/2023	2906		480.00
100-1005-7644	JODY ERRANDI SCHULZ	Meeting with Staff	2930		41.89
100-1005-7644	JODY ERRANDI SCHULZ	Meeting w/DUSD	2930		55.35
100-1205-7779	AIDA TORRES	DART Cal State LA Tour Expense Reimbursement	2940		192.04
100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 3033519)	BD23-0990		-2.62
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 2/2023	218296		1,600.00
100-1020-7980	ACOSTA GROWERS INC	Plants for Event Decor	218263		330.75
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceasd Animal Disposal 1/2023	2923		46.00
100-1020-7980	DOLPHIN RENTS INC	Employee Awards Event Table/Chair Rental	2899		3,910.37
100-1020-7711	KRISTEN PETERSEN	Annual Service Awards/Misc Supplies	2924		91.27
100-1020-7980	KRISTEN PETERSEN	Annual Service Awards/Misc Supplies	2924		84.76
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 11/2022	218297		1,010.72
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 11/2022	218297		406.26
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 11/2022	218297		166.61
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2022	218297		1,347.62
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2022	218297		6,516.36
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 12/2022	218297		822.82
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2022	218297		638.17

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7650	CITY OF MONROVIA	Fuel-Park & Recreation 12/2022	218297		188.31
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2022	218297		1,272.68
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2022	218297		6,462.29
100-4204	WILLIE AREVALO	Refund-Cat License (Address not in Duarte)	218267		20.00
100-2126	ROCK SOLID CONSTRUCTION INC	Const/Demo Deposit Refund (Pmt#2022-229)	218304		3,500.00
100-5004	ROCK SOLID CONSTRUCTION INC	Administrative Fee (Pmt#2022-229)	218304		-125.00
100-1605-7730	SMART & FINAL	Job Shadow Day Supplies	2934		107.71
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	2934		252.35
100-1605-7733	SMART & FINAL	Senior Ctr Snacks	2934		220.53
100-1500	GERARD BATISTA	Advance-PAPA Multi-Day Seminar	218268		195.00
100-1500	LAMBERTO FLORES	Advance-PAPA Multi-Day Seminar	218289		195.00
100-1010-7965	BERKSON ASSOCIATES	Royal Oak Manor Annexation Final Impact Analysis	218270		2,062.50
100-1025-7699	LEAGUE OF CALIFORNIA CITIES	2023 Membership dues	218295		9,437.00
100-1405-7690	SHAFFER AWARDS	Commissioner Name Plates	218306		57.11
100-1605-7730	DUARTE RECREATION PETTY CA...	Job Shadow Day Balloons	218284		8.27
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Tripod (MLK Event)	218284		44.08
100-1610-7618	DUARTE RECREATION PETTY CA...	Facility Maintenance Rake	218284		21.53
100-1405-8100	PUB CONSTRUCTION INC	Change Order 6	218302	202102-Cap Improv-CH CDBG ...	1,886.00
100-1405-8100	PUB CONSTRUCTION INC	City Hall ADA Improvement Project	218302	202102-Cap Improv-CH CDBG ...	171,697.51
100-1405-8100	PUB CONSTRUCTION INC	Change Order 9	218302	202102-Cap Improv-CH CDBG ...	11,960.00
100-1405-8100	PUB CONSTRUCTION INC	Change Order 8	218302	202102-Cap Improv-CH CDBG ...	-1,000.00
100-1405-8100	PUB CONSTRUCTION INC	Change Order 7	218302	202102-Cap Improv-CH CDBG ...	1,150.00
100-2127	PUB CONSTRUCTION INC	Retention	218302	202102- Retention CDBG ADA I...	-9,284.68
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 2/01/2023 - 4/30/2023	2935		2,238.25
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Svcs	2909		1,723.28
100-1820-7771	COUNTY OF LOS ANGELES DEP...	BV/Central Signal Damage Repair	218281	DMGE072-City Signal Light Pole...	8,842.32
100-2126	ADALBERTO COLDIVAR	Const/Demo Deposit Refund (Pmt #2021-438)	218280		1,600.00
100-1405-7610	SMART & FINAL	Misc Supplies	2934		59.23
100-1211	LARRY BRECEDA	Computer Loan	218273		3,000.00
100-1010-7612	SOUTHERN CALIFORNIA ASSOC...	FY23 Membership Dues	218308		2,567.00
100-1020-7720	DUARTE PUBLIC ACCESS INC	PEG Channel Agreement	2900		13,800.00
100-1205-7610	DUARTE PUBLIC SAFETY PETTY ...	Meeting w/Sgt Fiedler	218283		40.79
100-1205-7760	DUARTE PUBLIC SAFETY PETTY ...	TAP Card	218283		7.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Office Water	218283		8.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Code Enforcement Investigation	218283		67.00
100-4406	ADULT SPORTS MANAGEMENT	Field/Restroom Rental Refund (Jan 14,21,28)	218264		320.00
100-4406	PASILLAS BASEBALL LEAGUE	Field/Restroom Use Refund (Jan 8,15,22)	218301		120.00
100-4407	PASILLAS BASEBALL LEAGUE	Field/Restroom Use Refund (Jan 8,15,22)	218301		180.00
100-4407	ADULT SPORTS MANAGEMENT	Field Use Refund (Jan 14,21,28)	218264		480.00
100-2120	IRMA VENEGAS	CC Rent Deposit Refund	218310		500.00
100-2120	VERONICA AGUIRRE	TC Rent Deposit Refund	218265		300.00
100-2120	KARENT FIGUEROA	CC Rent Deposit Refund	218288		500.00
100-2120	ALONDRA BECERRIL	SC Rent Deposit Refund	218269		500.00
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	2906		75.00
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	2918		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	2903		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	2942		75.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	2930		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	2910		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	2915		75.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	2908		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	2938		566.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	2902		435.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	2901		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	218272		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	2894		566.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	2925		566.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	2911		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	2893		218.00
100-1605-7733	ABRAHAM MARTINEZ	SC Sweetheart Dance Entertainment	2919		800.00
100-1605-7733	TIFFANY'S CATERING	SC Sweethearts Dance Food	218309		3,504.68
Fund 100 - GENERAL FUND Total:					935,649.61
Fund: 220 - GAS TAX FUN					
220-2210-7812	WGJ ENTERPRISES INC	Highland Ave Temp Striping for Excel Paving	2951		1,800.00
220-2127	PALP INC	Retention	218300	202125/220-2127-Highland/Hu...	-8,804.60
220-2205-8100	PALP INC	Highlan & Huntington Traffic Signal Upgrades	218300	202125-Highland/Huntington T...	71,083.00
220-2205-8100	PALP INC	Change Order 1	218300	202125-Highland/Huntington T...	17,905.00
220-2205-8100	PALP INC	Change Order 3	218300	202125-Highland/Huntington T...	2,492.27
220-2205-8100	PALP INC	Change Order 2	218300	202125-Highland/Huntington T...	904.58
220-2205-8100	PALP INC	Change Order 4	218300	202125-Highland/Huntington T...	887.89
220-2205-8100	PALP INC	Change Order 5	218300	202125-Highland/Huntington T...	-1,880.80
220-2205-8070	WS PAVE INC	Repair Sinkhole @ Evergreen/Eastford	2952		2,500.00
Fund 220 - GAS TAX FUN Total:					86,887.34
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7896	ACOSTA GROWERS INC	Citywide Tree Planting- Huntington Dr	218263		88.20
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Sweeping 1/2023	2890		784.00
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Park	2928		130.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					1,002.20
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-8061	LDM ASSOCIATES INC	FY23 CDBG City Hall ADA Improvements 12/2023	2914	202102-CDBG ADA Improv	3,420.00
260-2127	PUB CONSTRUCTION INC	Retention	218302	202102-Retention-CDBG ADA I...	-2,594.50
260-2605-8062	PUB CONSTRUCTION INC	City Hall ADA Improvement Project	218302	202102-Exp-CDBG ADA Improv...	51,890.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					52,715.50
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	2916		11,650.00
290-2905-7785	LOS ANGELES COUNTY SHERIFF'...	Holiday Enforcement 12/2/22 - 12/17/22	2916		6,758.89
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					18,408.89

Council Warrant Register By Account

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		527.38
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 1/01/2023 - 1/31/2023	BD23-0978		615.05
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,609.56
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Grant Project Admin	2922	202214-Exp-Fish Cyn Trail Resto...	2,998.35
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					2,998.35
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 12/2022	218287		27.00
440-4405-8013	FOOTHILL TRANSIT	46th Installment of 3rd Bus 1/2023	2904		3,887.05
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 11/2022	218297		434.30
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2022	218297		263.11
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2022	2904		30,412.84
440-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2022	2904		-1,652.16
Fund 440 - PROPOSITION A TRANSIT FUND Total:					33,372.14
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	46th Installment of 3rd Bus 1/2023	2904		3,180.31
460-4605-7788	INLAND EMPIRE STAGES LTD	Grammy Museum Trip Transportation 1/12/2023	218294		896.00
460-4605-7788	INLAND EMPIRE STAGES LTD	Casino Morongo 1/28/23 Transportation	218294		1,377.60
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2022	2904		24,883.23
460-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2022	2904		-1,351.77
Fund 460 - PROPOSITION C TRANSIT FUND Total:					28,985.37
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
620-6210-8100	PALP INC	Highland/Huntington Traffic Signal Improvements	218300	202125-Highland/Huntington T...	84,700.00
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					84,700.00
Grand Total:					1,246,328.96

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	935,649.61
220 - GAS TAX FUN	86,887.34
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	1,002.20
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	52,715.50
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	18,408.89
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
400 - PARK DEVELOPMENT GRANT FUND	2,998.35
440 - PROPOSITION A TRANSIT FUND	33,372.14
460 - PROPOSITION C TRANSIT FUND	28,985.37
620 - COMMUNITY IMPROVEMENT FUND	84,700.00
Grand Total:	1,246,328.96

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	555.00
100-1005-7641	Travel & Exp - Martin Del ...	75.00
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	172.24
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	45.00
100-1010-7612	Publications and Dues	5,068.79
100-1010-7965	Professional Services	12,891.50
100-1010-7980	Other Expenses	153.56
100-1015-7680	City Attorney Legal	12,082.27
100-1015-7684	Code Enforcement Legal	7,592.11
100-1015-7686	Other Legal Services	17,727.99
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C...	5,076.86
100-1020-7712	Community Information (...)	9,159.87
100-1020-7716	Special Community Events	506.55
100-1020-7720	DCTV	13,800.00
100-1020-7724	Post Office Parking	2,238.25
100-1020-7726	Council Cablecasting	34.99
100-1020-7980	Other Expenses	7,521.79
100-1025-7699	League Of Calif Cities	9,437.00
100-1205-7610	Travel, Mtgs & Conf	156.88
100-1205-7614	Office Supplies	179.79
100-1205-7650	Vehicle Maintenance	2,674.30
100-1205-7655	Emergency Services	184.50
100-1205-7760	Homeless Outreach Progr...	7.00
100-1205-7779	Youth Programs	2,873.18
100-1205-7780	Animal Control	140.00
100-1205-7781	Contract Law Enforcement	423,070.90
100-1205-7782	Crossing Guard Contract ...	10,934.80
100-1205-7783	GAPP Program	26,250.00
100-1205-7787	Public Safety Cntr Lease	25,762.74
100-1205-7980	Other Expenses	535.64
100-1205-8030	Other Equipment	-1,156.54
100-1211	Computer Loan Program	3,000.00
100-1405-7610	Travel, Mtgs & Conf	59.23
100-1405-7612	Publications and Dues	15.99
100-1405-7614	Office Supplies	25.68
100-1405-7690	Planning Commission	57.11
100-1405-7800	Building Department Serv...	30,977.38
100-1405-7965	Professional Services	1,578.99

Account Summary

Account Number	Account Name	Payment Amount
100-1405-7969	City Engineer	8,310.00
100-1405-7980	Other Expenses	4,092.50
100-1405-8100	Other Capital Improveme...	186,013.51
100-1410-7610	Travel, Mtgs & Conf	569.38
100-1410-7612	Publications and Dues	50.00
100-1410-7650	Vehicle Maintenance	1,301.68
100-1410-7656	Emergency Generator	1,290.10
100-1410-7810	Street Sweeping	122.00
100-1410-7980	Other Expenses	177.41
100-1500	Advances	590.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	41.06
100-1605-7612	Publications and Dues	170.00
100-1605-7614	Office Supplies	210.56
100-1605-7650	Vehicle Maintenance	354.92
100-1605-7729	Concerts In The Park	25.63
100-1605-7730	Special Events	205.70
100-1605-7733	Senior Center	7,462.76
100-1605-7735	Teen Center	475.33
100-1605-7737	Adult Excursions	762.00
100-1605-7740	Day Camps	56.16
100-1605-7741	Sports/Playground Progr...	1,332.27
100-1605-7745	Boxing Program	122.00
100-1605-7980	Other Expenses	36.11
100-1610-7616	Pool Supplies	150.23
100-1610-7617	Pool Chemicals	1,071.28
100-1610-7618	Building Supplies	6,486.99
100-1610-7636	Uniforms	78.35
100-1610-7650	Vehicle Maintenance	2,282.36
100-1610-7652	Building Maint Services	4,360.81
100-1805-7614	Office Supplies	19.79
100-1805-7653	Bank Charges	312.38
100-1805-7965	Professional Services	3,922.28
100-1805-7980	Other Expenses	49.33
100-1815-7632	Software Maintenance	755.74
100-1815-7830	Telephones	2,118.45
100-1815-7980	Other Expenses	428.95
100-1815-8011	Computer Equipment (Cap..	3,607.02
100-1820-7771	Repair Of City Property	8,842.32
100-1825-7613	Duplications And Photos	298.27
100-1825-7630	Equipment Lease	1,723.34
100-1825-7631	Equipment Maintenance	405.46
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7687	Waste Mgmt Services	29,834.00
100-1825-7688	Oil Recycling Grant	790.90
100-1825-7747	Beverage Cont Recycling	5,813.78
100-1830-8100	Vehicle Replacement (Cap...	5,472.50
100-2120	Refundable Deposits	1,800.00
100-2121	Pass Through Deposits	1,054.39
100-2122	Disability Access & Educ P...	4.00
100-2123	Special Event Insurance (P...	850.00
100-2125	Metro Pass Through (TAP)	90.00
100-2126	Construction and Demolit...	8,100.00
100-2127	Retention Payable	-9,284.68
100-4004	Business License Tax	76.50
100-4204	Animal Licenses	20.00
100-4406	Restroom & Gazebo Renta..	440.00
100-4407	Sports Field Rentals	660.00

Account Summary

Account Number	Account Name	Payment Amount
100-4408	Property Rental	1,924.53
100-4903	Business Lic Appl Fees	35.00
100-5004	Other Revenue	-250.00
220-2127	Retention Payable	-8,804.60
220-2205-8070	Street Improvements (Cap...	2,500.00
220-2205-8100	Other Capital Improveme...	91,391.94
220-2210-7812	Street Striping & Marking	1,800.00
240-2410-7662	Other Serv-Citywide	130.00
240-2410-7896	Tree Planting-Citywide	88.20
240-2426-7810	Street Sweeping	784.00
260-2127	Retention Payable	-2,594.50
260-2605-8061	ADA Curb Ramps (Capital)	3,420.00
260-2605-8062	ADA Improvements	51,890.00
290-2905-7781	Contract Law Enforcement	11,650.00
290-2905-7785	Special Events Patrol	6,758.89
320-3205-8013	Vehicles (Capital)	1,609.56
400-4005-7965	Professional Services	2,998.35
440-4405-7650	Vehicle Maintenance	724.41
440-4405-7960	Foothill Transit Operations	30,412.84
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,652.16
460-4605-7788	Shuttle Services	2,273.60
460-4605-7960	Foothill Tranist Operations	24,883.23
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-1,351.77
620-6210-8100	Other Capital Improveme...	84,700.00
Grand Total:		1,246,328.96

Project Account Summary

Project Account Key	Payment Amount
None	607,036.84
202102- Retention CDBG ADA Improvement	-9,284.68
202102-Cap Improv-CH CDBG ADA Improvement	186,013.51
202102-CDBG ADA Improv	3,420.00
202102-Exp-CDBG ADA Improvement	51,890.00
202102-Retention-CDBG ADA Improv Project	-2,594.50
202105-Contract Law Enforcement	1,658.61
202118-ATP Cycle 4-City Engineer	5,630.00
202125/220-2127-Highland/Hunt Traffic Signal	-8,804.60
202125-Highland/Huntington Traffic Signal Impro	84,700.00
202125-Highland/Huntington Traffic Signal Improv	91,391.94
202202/1825-7747-Exp-Bev Recycle FY20-21 PROG FY23	2,124.67
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202214-Exp-Fish Cyn Trail Restoration/Access Plan	2,998.35
202217-Dep-Westminster Garden/Morrison House Proj	980.00
202301/1825-7688/Exp-Used Oil Grant-OPP12-21-0016	790.90
202302-Exp-Bev.Container FY21-22 CCP-21-081 FY24	3,689.11
202315-Flood Response & CleanUp/ Other Expenses	323.14
202316/1405-7965-Melcanyon Debris Catch Basin	1,578.99
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,924.53
DMGE072-City Signal Light Pole-NW BV/Central	8,842.32
Grand Total:	1,246,328.96



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 1/26/2023 - 2/15/2023

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 CA	Las Brisas Sweeping 1/2023	202751		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 1/2023	202752		61.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					122.00
Vendor: 5706 - ABRAHAM MARTINEZ					
100-1605-7733	ABRAHAM MARTINEZ	SC Sweetheart Dance Entertainment	2/10/2023		800.00
Vendor 5706 - ABRAHAM MARTINEZ Total:					800.00
Vendor: 5210 - ACOSTA GROWERS INC					
100-1020-7980	ACOSTA GROWERS INC	Plants for Event Decor	50648		330.75
Vendor 5210 - ACOSTA GROWERS INC Total:					330.75
Vendor: T4581 - ADALBERTO COLDIVAR					
100-2126	ADALBERTO COLDIVAR	Const/Demo Deposit Refund (Pmt #2021-438)	R91701		1,600.00
Vendor T4581 - ADALBERTO COLDIVAR Total:					1,600.00
Vendor: T4363 - ADULT SPORTS MANAGEMENT					
100-4406	ADULT SPORTS MANAGEMENT	Field/Restroom Rental Refund (Jan 14,21,28)	1/2023		320.00
100-4407	ADULT SPORTS MANAGEMENT	Field Use Refund (Jan 14,21,28)	1/2023		480.00
Vendor T4363 - ADULT SPORTS MANAGEMENT Total:					800.00
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Cal State LA Tour Expense Reimbursement	1232023		192.04
Vendor 1388 - AIDA TORRES Total:					192.04
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERVICE INC	Crossing Guard Svcs 12/11/2022 - 12/24/2022	82459		5,467.40
100-1205-7782	ALL CITY MANAGEMENT SERVICE INC	Crossing Guard Svcs 1/8/2023 - 1/21/2023	82901		5,467.40
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					10,934.80
Vendor: T4435 - ALONDRA BECERRIL					
100-2120	ALONDRA BECERRIL	SC Rent Deposit Refund	R97792		500.00
Vendor T4435 - ALONDRA BECERRIL Total:					500.00
Vendor: 4537 - ALTA PRO FIRE INC					
100-1610-7652	ALTA PRO FIRE INC	SC Fire System Service Call	07751		395.00
Vendor 4537 - ALTA PRO FIRE INC Total:					395.00
Vendor: 6455 - BAKER TILLY US LLP					
100-1010-7965	BAKER TILLY US LLP	Staff Report/Memo Healthcare Worker Minimum Wage	INV10928		10,829.00
Vendor 6455 - BAKER TILLY US LLP Total:					10,829.00
Vendor: 6466 - BERKSON ASSOCIATES					
100-1010-7965	BERKSON ASSOCIATES	Royal Oak Manor Annexation Final Impact Analysis	2023.01-546		2,062.50
Vendor 6466 - BERKSON ASSOCIATES Total:					2,062.50
Vendor: T4539 - Bienek Roofing-Construction					
100-2122	Bienek Roofing-Construction	Business License Refund (BL 0139822)	R95931		4.00
100-4004	Bienek Roofing-Construction	Business License Refund (BL 0139822)	R95931		76.50

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-4903	Bienek Roofing-Construction	Business License Refund (BL 0139822)	R95931		35.00
Vendor T4539 - Bienek Roofing-Construction Total:					115.50
Vendor: 0243 - BSN SPORTS LLC					
100-1605-7741	BSN SPORTS LLC	Youth Basketball Supplies	920231820		984.04
Vendor 0243 - BSN SPORTS LLC Total:					984.04
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7980	BUCKNAM INFRASTRUCTURE G...	GIS Services 12/1/2022 - 12/31/2022	352-06.05		4,092.50
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					4,092.50
Vendor: 4210 - CALIFORNIA ASSOCIATION OF PUBLIC INFORMATION OFFICIALS					
100-1010-7610	CALIFORNIA ASSOCIATION OF ...	Albert Nunez 2023 CAPIO State of Communications	17404		45.00
Vendor 4210 - CALIFORNIA ASSOCIATION OF PUBLIC INFORMATION OFFICIALS Total:					45.00
Vendor: 1563 - CALIFORNIA PARK & RECREATION SOCIETY					
100-1605-7612	CALIFORNIA PARK & RECREATI...	A Castaneda-Salazar Membership 3/1/23 - 2/28/24	133984-111722		170.00
Vendor 1563 - CALIFORNIA PARK & RECREATION SOCIETY Total:					170.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/PS/SC/TC Copier Lease 2/1/23 - 2/28/23	29888432		1,723.34
100-1825-7631	CANON FINANCIAL SERVICES INC	CH(2)/PS/SC/TC Copier Maint 12/1/22 - 12/31/22	29888432		405.46
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,128.80
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	2/2023		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Kiwanis Dues 1/1/2022 - 12/31/2023	1/17/2023		480.00
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	2/2023		75.00
Vendor 6340 - CESAR A GARCIA Total:					555.00
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 12/2022	65166		30,977.38
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					30,977.38
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4143711942		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4143711942		8.64
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4144447149		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4144447149		8.64
Vendor 5140 - CINTAS CORPORATION #693 Total:					70.00
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maint 11/2022	2301120		1,010.72
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 11/2022	2301121		406.26
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 11/2022	2301122		166.61
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2022	2301123		1,347.62
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2022	2301124		6,516.36
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 12/2022	2301128		822.82
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 12/2022	2301129		638.17
100-1605-7650	CITY OF MONROVIA	Fuel-Park & Recreation 12/2022	2301130		188.31
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 12/2022	2301131		1,272.68
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 12/2022	2301132		6,462.29
Vendor 0903 - CITY OF MONROVIA Total:					18,831.84

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6427 - CIVICPLUS LLC					
100-1010-7612	CIVICPLUS LLC	Municipal Code Updates	251293		2,483.79
Vendor 6427 - CIVICPLUS LLC Total:					2,483.79
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1820-7771	COUNTY OF LOS ANGELES DEP...	BV/Central Signal Damage Repair	IN230000520	DMGE072-City Signal Light Pole...	8,842.32
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					8,842.32
Vendor: 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT					
100-1205-7783	COUNTY OF LOS ANGELES PRO...	PIP Program DPO Abernathy 10/1/2022 - 12/31/2022	DUA2223-02		26,250.00
Vendor 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT Total:					26,250.00
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1020-7980	CURO MANAGED PRINT PRODU...	Employee Party Signage	6363		405.72
100-1605-7741	CURO MANAGED PRINT PRODU...	Field Closure Signs	6372		88.20
100-1610-7636	CURO MANAGED PRINT PRODU...	Uniform Name Tags	6375		25.63
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					519.55
Vendor: 1381 - DOLPHIN RENTS INC					
100-1020-7980	DOLPHIN RENTS INC	Employee Awards Event Table/Chair Rental	01-212367-08		3,910.37
Vendor 1381 - DOLPHIN RENTS INC Total:					3,910.37
Vendor: 0568 - DUARTE PUBLIC ACCESS INC					
100-1020-7720	DUARTE PUBLIC ACCESS INC	PEG Channel Agreement	2022023		13,800.00
Vendor 0568 - DUARTE PUBLIC ACCESS INC Total:					13,800.00
Vendor: 3165 - DUARTE PUBLIC SAFETY PETTY CASH					
100-1205-7610	DUARTE PUBLIC SAFETY PETTY ...	Meeting w/Sgt Fiedler	2022023		40.79
100-1205-7760	DUARTE PUBLIC SAFETY PETTY ...	TAP Card	2022023		7.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Code Enforcement Investigation	2022023		67.00
100-1205-7980	DUARTE PUBLIC SAFETY PETTY ...	Office Water	2022023		8.00
Vendor 3165 - DUARTE PUBLIC SAFETY PETTY CASH Total:					122.79
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7730	DUARTE RECREATION PETTY CA...	Job Shadow Day Balloons	2012023		8.27
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Tripod (MLK Event)	2012023		44.08
100-1610-7618	DUARTE RECREATION PETTY CA...	Facility Maintenance Rake	2012023		21.53
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					73.88
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 2/2023	R97842	250004 - Property Rent - Nextel...	1,924.53
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,924.53
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	2/2023		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		555.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		574.64
Vendor 6189 - ENTERPRISE FM TRUST Total:					5,472.50
Vendor: T4580 - ERIC & CRISTINA GUTIERREZ					
100-2126	ERIC & CRISTINA GUTIERREZ	Const/Demo Deposit Refund (Pmt #2022-083)	R94337		3,000.00
100-5004	ERIC & CRISTINA GUTIERREZ	Administrative Fee (Pmt #2022-083)	R94337		-125.00
Vendor T4580 - ERIC & CRISTINA GUTIERREZ Total:					2,875.00
Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO					
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	CC Semi-Annual Fire System Service	4281		182.91
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	Snack Bar Semi-Annual Fire System Service	4284		143.00
100-1610-7652	FAITH FIRE EXTINGUISHER & SA...	CC Fire System Service/Repairs	4285		541.47
Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total:					867.38
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 12/2022	5206		54.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					54.00
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	147883		1,071.28
Vendor 4690 - FULLER ENGINEERING INC Total:					1,071.28
Vendor: 1694 - GERARD BATISTA					
100-1500	GERARD BATISTA	Advance-PAPA Multi-Day Seminar	2/15/23-2/17/23		195.00
Vendor 1694 - GERARD BATISTA Total:					195.00
Vendor: 4539 - GLOBAL INDUSTRIAL SUPPLY INC					
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY INC	(2) Drinking Fountain/Bottle Refill Station	119941878	202302-Exp-Bev.Container FY21...	3,689.11
100-1825-7747	GLOBAL INDUSTRIAL SUPPLY INC	(2) Drinking Fountain/Bottle Refill Stations	119941878	202202/1825-7747-Exp-Bev Re...	2,124.67
Vendor 4539 - GLOBAL INDUSTRIAL SUPPLY INC Total:					5,813.78
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Business Cards	112436		98.56
Vendor 5340 - GRAND PRINTING INC Total:					98.56
Vendor: 3570 - HDL COREN & CONE					
100-1805-7965	HDL COREN & CONE	Property Tax Srvcs 1/2023 - 3/2023	SIN024825		3,262.28
Vendor 3570 - HDL COREN & CONE Total:					3,262.28
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	1445715		124.53
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	8020366		41.41
100-1020-7716	HOME DEPOT CREDIT SERVICES	Holiday in the Park Santa's Backdrop	5515573		161.73
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Patio Heater Propane Tanks	4302509		226.46
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	4614904		80.81
100-1020-7716	HOME DEPOT CREDIT SERVICES	Holiday in the Park Santa's Backdrop	3302671		344.82
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Repairs/Supplies	9603657		293.77
100-1610-7618	HOME DEPOT CREDIT SERVICES	SC Fountain Repair/Office Heater	3740820		153.22
100-1610-7618	HOME DEPOT CREDIT SERVICES	Electrical Repairs	2511546		70.95
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Supplies	7530164		177.41
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	3033519		144.35

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100-1610-7618	HOME DEPOT CREDIT SERVICES	Early Pay Discount (Inv 3033519)	791723		-2.62
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					1,816.84
Vendor: 5408 - HUNTINGTON & DUARTE INC					
100-1205-7781	HUNTINGTON & DUARTE INC	Sheriff Dept Vehicle Cleaning	1016		541.54
Vendor 5408 - HUNTINGTON & DUARTE INC Total:					541.54
Vendor: 1614 - IMS REFRIGERATION INC					
100-1610-7652	IMS REFRIGERATION INC	SC Ice Machine Service	52877		406.21
100-1610-7652	IMS REFRIGERATION INC	CC Ice Machine Service	52878		406.21
Vendor 1614 - IMS REFRIGERATION INC Total:					812.42
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs	974422		1,723.28
Vendor 6309 - INX BUILDING MAINTENANCE Total:					1,723.28
Vendor: T3030 - IRMA VENEGAS					
100-2120	IRMA VENEGAS	CC Rent Deposit Refund	R97623		500.00
Vendor T3030 - IRMA VENEGAS Total:					500.00
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	2/2023		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	2/2023		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Meeting with Staff	1/23/2023		41.89
100-1005-7644	JODY ERRANDI SCHULZ	Meeting w/DUSD	1/24/2023		55.35
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	2/2023		75.00
Vendor 6204 - JODY ERRANDI SCHULZ Total:					172.24
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	2/2023		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: T4584 - KARENT FIGUEROA					
100-2120	KARENT FIGUEROA	CC Rent Deposit Refund	R97687		500.00
Vendor T4584 - KARENT FIGUEROA Total:					500.00
Vendor: 1592 - KRISTEN PETERSEN					
100-1020-7711	KRISTEN PETERSEN	Annual Awards Years of Service Gift Cards	1/27/2023		650.00
100-1500	KRISTEN PETERSEN	Annual Awards Centerpieces	1/27/2023		200.00
100-1020-7711	KRISTEN PETERSEN	Annual Service Awards/Misc Supplies	1272023		91.27
100-1020-7980	KRISTEN PETERSEN	Annual Service Awards/Misc Supplies	1272023		84.76
Vendor 1592 - KRISTEN PETERSEN Total:					1,026.03
Vendor: 4583 - KULLY SUPPLY INC					
100-1610-7618	KULLY SUPPLY INC	Drinking Fountain Filters	599590		616.50
Vendor 4583 - KULLY SUPPLY INC Total:					616.50
Vendor: 5471 - LAMBERTO FLORES					
100-1500	LAMBERTO FLORES	Advance-PAPA Multi-Day Seminar	2/15/23-2/17/23		195.00
Vendor 5471 - LAMBERTO FLORES Total:					195.00
Vendor: 5828 - LAND DESIGN CONSULTANTS INC					
100-1405-7965	LAND DESIGN CONSULTANTS I...	Civil Eng Srvcs-Mel Cyn Rd Storm Water Improvement	2212011	202316/1405-7965-Melcanyon...	1,578.99
Vendor 5828 - LAND DESIGN CONSULTANTS INC Total:					1,578.99

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4206 - LARRY BRECEDA					
100-1211	LARRY BRECEDA	Computer Loan	2012023		3,000.00
Vendor 4206 - LARRY BRECEDA Total:					3,000.00
Vendor: 0139 - LEAGUE OF CALIFORNIA CITIES					
100-1025-7699	LEAGUE OF CALIFORNIA CITIES	2023 Membership dues	643289		9,437.00
Vendor 0139 - LEAGUE OF CALIFORNIA CITIES Total:					9,437.00
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	2/2023		435.00
Vendor 5060 - LINDA HENDERSON Total:					435.00
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	231738EC	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	231738EC		195,872.27
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 10/19/22 - 10/23/22	231494EC	202105-Contract Law Enforcem...	1,276.59
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Tobacco Enforcement 12/4/2022	231846EC	202105-Contract Law Enforcem...	382.02
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					409,550.71
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 2/2023	1735-huntplaz-0223		1,600.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,600.00
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	1019080-00		498.28
Vendor 5868 - MAINTEX INC Total:					498.28
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	2/2023		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4286 - MAXTREME INC					
100-1815-7980	MAXTREME INC	Computer Cables/AirPods (2)	13653		436.55
100-1815-8011	MAXTREME INC	(3) MacBook Air/Misc Computer Equipment	13653		3,607.02
Vendor 4286 - MAXTREME INC Total:					4,043.57
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	2/2023		566.00
Vendor 1042 - MICHAEL TARR Total:					566.00
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMAN ...	Westminster Gardens Project 12/2022 (R94281)	0079103	202217-Dep-Westminster Gard...	980.00
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					980.00
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	1/2023		12,881.37
100-1205-7787	MVP, LLC	Public Safety Lease	2/2023		12,881.37
Vendor 2461 - MVP, LLC Total:					25,762.74
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceasd Animal Disposal 12/2022	3051342		94.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceasd Animal Disposal 1/2023	3055123		46.00
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					140.00
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	2/2023		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: T4326 - PASILLAS BASEBALL LEAGUE					
100-4406	PASILLAS BASEBALL LEAGUE	Field/Restroom Use Refund (Jan 8,15,22)	1/2023		120.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-4407	PASILLAS BASEBALL LEAGUE	Field/Restroom Use Refund (Jan 8,15,22)	1/2023		180.00
Vendor T4326 - PASILLAS BASEBALL LEAGUE Total:					300.00
Vendor: 6334 - PAUL D MCCULLOUGH JR					
100-1020-7711	PAUL D MCCULLOUGH JR	Balance-Annual Awards Caterer	3380-2023Bal		3,192.21
Vendor 6334 - PAUL D MCCULLOUGH JR Total:					3,192.21
Vendor: 6425 - PUB CONSTRUCTION INC					
100-1405-8100	PUB CONSTRUCTION INC	Change Order 8	4	202102-Cap Improv-CH CDBG ...	-1,000.00
100-1405-8100	PUB CONSTRUCTION INC	Change Order 7	4	202102-Cap Improv-CH CDBG ...	1,150.00
100-1405-8100	PUB CONSTRUCTION INC	Change Order 6	4	202102-Cap Improv-CH CDBG ...	1,886.00
100-1405-8100	PUB CONSTRUCTION INC	City Hall ADA Improvement Project	4	202102-Cap Improv-CH CDBG ...	171,697.51
100-1405-8100	PUB CONSTRUCTION INC	Change Order 9	4	202102-Cap Improv-CH CDBG ...	11,960.00
100-2127	PUB CONSTRUCTION INC	Retention	4	202102- Retention CDBG ADA I...	-9,284.68
Vendor 6425 - PUB CONSTRUCTION INC Total:					176,408.83
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 12/2022	6018432		90.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					90.00
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 12/2022	33107		720.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 12/2022	33108		1,960.00
100-1405-7969	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Improvements 12/2023	33109	202118-ATP Cycle 4-City Engine...	5,630.00
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Improvement 12/2022	33156	202102-Cap Improv-CH CDBG ...	320.00
Vendor 0904 - RKA CONSULTING GROUP Total:					8,630.00
Vendor: T4582 - ROCK SOLID CONSTRUCTION INC					
100-2126	ROCK SOLID CONSTRUCTION INC	Const/Demo Deposit Refund (Pmt#2022-229)	R95514		3,500.00
100-5004	ROCK SOLID CONSTRUCTION INC	Administrative Fee (Pmt#2022-229)	R95514		-125.00
Vendor T4582 - ROCK SOLID CONSTRUCTION INC Total:					3,375.00
Vendor: 6293 - RODOLFO CARDENAS					
100-1605-7733	RODOLFO CARDENAS	SC Entertainment DJ	2/23/2023		175.00
Vendor 6293 - RODOLFO CARDENAS Total:					175.00
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 12/2022	949706		12,082.27
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 12/2022	949707		2,258.50
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 12/2022	949708		198.00
100-1015-7686	RUTAN & TUCKER LLP	Mel Canyon Eminent Domain Legal 12/2022	949709		15,271.49
Vendor 0196 - RUTAN & TUCKER LLP Total:					29,810.26
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	2/2023		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 2699 - SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS					
100-1825-7687	SAN GABRIEL VALLEY COUNCIL ...	Regional Food Recovery Program RFR-01-05			29,834.00
Vendor 2699 - SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS Total:					29,834.00
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	January 2023 Courier Pick-up	23010581		312.38
Vendor 6277 - SECTRAN SECURITY INC Total:					312.38
Vendor: 0202 - SHAFFER AWARDS					
100-1020-7980	SHAFFER AWARDS	Duarte Pins	7098		1,488.38

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100-1405-7690	SHAFFER AWARDS	Commissioner Name Plates	7140		57.11
Vendor 0202 - SHAFFER AWARDS Total:					1,545.49
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies/Wall Clock	031980		210.96
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	SC Tissue Dispensers (8)	032648		939.72
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	034187		700.39
100-1610-7618	SIGNAL HILL AUTO ENTERPRISES	Janitorial Supplies	034391		1,045.94
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					2,897.01
Vendor: 5441 - SILVER & WRIGHT LLP					
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 12/2022	30824		863.50
100-1015-7684	SILVER & WRIGHT LLP	General Code Enforcement Legal 12/2022	30824		212.40
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 12/2022	30824		1,891.82
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 12/2022	30841		4,500.00
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions Costs 12/2022	30842		124.39
Vendor 5441 - SILVER & WRIGHT LLP Total:					7,592.11
Vendor: 0209 - SMART & FINAL					
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Cups	0170		99.02
100-1605-7733	SMART & FINAL	SC Monthly Dance Snacks	0171		139.24
100-1605-7730	SMART & FINAL	Job Shadow Day Supplies	0102		107.71
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	0155		252.35
100-1605-7733	SMART & FINAL	Senior Ctr Snacks	0157		220.53
100-1405-7610	SMART & FINAL	Misc Supplies	0668		59.23
Vendor 0209 - SMART & FINAL Total:					878.08
Vendor: 0529 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS					
100-1010-7612	SOUTHERN CALIFORNIA ASSOC...	FY23 Membership Dues	2022023		2,567.00
Vendor 0529 - SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS Total:					2,567.00
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDISON	PO Pkg Lot Lease 2/01/2023 - 4/30/2023	7701178502		2,238.25
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					2,238.25
Vendor: 2688 - STAPLES ADVANTAGE					
100-1605-7614	STAPLES ADVANTAGE	FC Office Supplies	3527217389		80.05
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3528305509		199.71
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3528701352		57.86
Vendor 2688 - STAPLES ADVANTAGE Total:					337.62
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	2/2023		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection SA-28804 1/13/2023			160.00
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Secondary SA-28165 Containment Test			1,130.10
Vendor 1610 - SUNWEST ENGINEERING Total:					1,290.10
Vendor: 6457 - TERA MARTIN DEL CAMPO					
100-1005-7641	TERA MARTIN DEL CAMPO	Council Vehicle Allowance	2/2023		75.00
Vendor 6457 - TERA MARTIN DEL CAMPO Total:					75.00
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	2/2023		566.00
Vendor 3904 - TERESA RENTERIA Total:					566.00

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Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel (SWA) License 3/1/2023 - 2/28/2024	20432		2,118.45
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					2,118.45
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC 'Dog Day Afternoon' Screening/Presentation	2/16/2023		150.00
Vendor 5544 - THEODORE SIEGEL Total:					150.00
Vendor: 6310 - TIFFANY'S CATERING					
100-1605-7733	TIFFANY'S CATERING	SC New Year Brunch	1042023		1,867.50
100-1605-7733	TIFFANY'S CATERING	SC Sweethearts Dance Food	2102023		3,504.68
Vendor 6310 - TIFFANY'S CATERING Total:					5,372.18
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	2/2023		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIEPEI SMITH & ASSOCIATES	Communication & Social Media Management 1/2023	9330		9,030.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					9,030.00
Vendor: 4484 - U.S. BANK					
100-1205-7610	U.S. BANK	Meeting w/City of Hope (Mikomi Sushi)	1252023BV		39.03
100-1205-7610	U.S. BANK	Emily Lepone SCC College Parking Permit (RSCCD)	1252023BV		30.00
100-1205-7610	U.S. BANK	Meeting w/Special Assignment Team (Monrovia Pizza)	1252023BV		47.06
100-1205-7614	U.S. BANK	Office Supplies (Michaels)	1252023BV		119.06
100-1205-7614	U.S. BANK	Office Supplies (Merengue)	1252023BV		38.04
100-1205-7614	U.S. BANK	Office Supplies (Target)	1252023BV		22.69
100-1205-7779	U.S. BANK	DART Big Bear Trip Food (Smart & Final)	1252023BV		219.76
100-1205-7779	U.S. BANK	DART Trip Dinner (IRV's Burgers)	1252023BV		102.68
100-1205-7779	U.S. BANK	DART Big Bear Trip 1/3/2023 (AirBnB)	1252023BV		1,675.33
100-1205-7779	U.S. BANK	DART Hiking Trip Lunch 1/21/23 (In-N-Out)	1252023BV		98.13
100-1205-7779	U.S. BANK	DART Big Bear Trip Activity (Big Bear Snow Play)	1252023BV		408.00
100-1205-7779	U.S. BANK	DART Big Bear Trip Breakfast 1/4/23 (McDonalds)	1252023BV		118.55
100-1205-7779	U.S. BANK	DART Big Bear Trip Fuel (Nicks Auto Ctr)	1252023BV		43.69
100-1205-7779	U.S. BANK	DART Trip 1/12/23 Parking (PCL713)	1252023BV		15.00
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/7/23 (Max's)	1252023BV	202315-Flood Response & Clea...	103.54
100-1205-7980	U.S. BANK	Neighborhood Watch Items (Dot com Products)	1252023BV		115.45
100-1205-7980	U.S. BANK	Tobacco Enforcement (Target)	1252023BV		22.05
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/10/23 (Chili's)	1252023BV	202315-Flood Response & Clea...	154.78
100-1205-7980	U.S. BANK	EOC/Debris Flow Food 1/6/23 (Max's)	1252023BV	202315-Flood Response & Clea...	64.82
100-1205-8030	U.S. BANK	Refund-LASD Tactical Equipment (Botach Inc)	1252023BV		-1,156.54
100-1405-7612	U.S. BANK	Lg Data File Transfer Subscription (Hightail)	1252023CH		15.99
100-1405-7614	U.S. BANK	Return-Extra Large File Tote (Amazon)	1252023CH		-133.63
100-1405-7614	U.S. BANK	Extra Large File Tote (Amazon)	1252023CH		159.31

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1410-7610	U.S. BANK	(2) Traffic Control/Flagger Training (MSA)	1252023CH		103.50
100-1410-7610	U.S. BANK	(2) PAPA Multi-Day Conference	1252023CH		440.00
100-1410-7610	U.S. BANK	Gerard Batista MSA Meeting 1/5/23	1252023CH		25.88
100-1410-7612	U.S. BANK	(3) 2023 PAPA Membership	1252023CH		50.00
100-1010-7612	U.S. BANK	Online Subscription (Pasadena Star News)	1252023DJ		18.00
100-1010-7980	U.S. BANK	CC Dinner 1/10/23 (GrubHub-Janet's)	1252023DJ		24.03
100-1010-7980	U.S. BANK	CC Dinner 1/10/23 (DoorDash-The Habit)	1252023DJ		119.54
100-1020-7712	U.S. BANK	Spotify Subscription	1252023DJ		9.99
100-1020-7712	U.S. BANK	QR Code Generator Annual Subscription	1252023DJ		119.88
100-1825-7688	U.S. BANK	A Caballero 2023 Used Oil/HHW Training Airfare	1252023DJ	202301/1825-7688/Exp-Used Oi..	304.97
100-1825-7688	U.S. BANK	Victoria R Used Oil/HHW Training (CalRecycle)	1252023DJ	202301/1825-7688/Exp-Used Oi..	485.93
100-1020-7711	U.S. BANK	City of Duarte Candles (Personalization Mall)	1252023KP		479.85
100-1020-7711	U.S. BANK	Annual Awards Event Dessert (Merengue)	1252023KP		320.83
100-1020-7711	U.S. BANK	Annual Awards Event (Costco)	1252023KP		181.95
100-1020-7711	U.S. BANK	Service Pins (Brown Industries)	1252023KP		47.25
100-1020-7711	U.S. BANK	EE Party Champagne Flutes (Amazon)	1252023KP		113.50
100-1020-7726	U.S. BANK	Adobe Creative Cloud 1/13/23 - 2/12/23	1252023KP		34.99
100-1020-7980	U.S. BANK	Annual Awards Event (Smart & Final)	1252023KP		487.55
100-1020-7980	U.S. BANK	Annual Awards Event Dessert (Merengue)	1252023KP		43.86
100-1020-7980	U.S. BANK	Annual Awards Event Candles (TJ Maxx)	1252023KP		66.08
100-1020-7980	U.S. BANK	Annual Awards Event Candles (Yummicandles)	1252023KP		479.00
100-1020-7980	U.S. BANK	Annual Awards Event (Trader Joes)	1252023KP		170.90
100-1410-7650	U.S. BANK	Tractor Tire Repair	1252023KP		190.00
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 1/12/23 - 2/3/23	1252023KP		4.99
100-1605-7735	U.S. BANK	Kristen Netflix-Teen Ctr 1/12/23 - 2/3/23	1252023KP		5.00
100-1805-7614	U.S. BANK	AA Batteries (Amazon)	1252023KP		19.79
100-1805-7965	U.S. BANK	STR Trend Report Q4 2022	1252023KP		660.00
100-1805-7980	U.S. BANK	Staff Meeting Breakfast (T Burgers)	1252023KP		49.33
100-1815-7632	U.S. BANK	Finance Webinar 1/7/23 - 2/6/23 (Zoom)	1252023KP		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud 1/13/23 - 2/12/23	1252023KP		675.74
100-1815-7980	U.S. BANK	Credit-Microsoft 365 12/27/22 - 1/26/23	1252023KP		-7.60
100-2121	U.S. BANK	KP Personal Expenses (Reimbursed R97879) (Costco)	1252023KP		74.39
100-2123	U.S. BANK	Special Event Insurance Q4 2022 (Alliant Ins)	1252023KP		850.00
100-1010-7980	U.S. BANK	DashPass 1/5/2023 - 2/5/2023 (DoorDash)	1252023ME		9.99
100-1020-7980	U.S. BANK	Awards Event Chinese Lanterns (Amazon)	1252023ME		54.42
100-1205-7655	U.S. BANK	(4) Water Safety Instructor Course (Am Red Cross)	1252023ME		184.50

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7610	U.S. BANK	Manuel Enriquez JPIA Academy Dinner (The Hatch)	1252023ME		41.06
100-1605-7614	U.S. BANK	Charger (Target)	1252023ME		21.74
100-1605-7614	U.S. BANK	Laptop Cover (Amazon)	1252023ME		20.94
100-1605-7614	U.S. BANK	Partition Garment Hooks (Amazon)	1252023ME		16.67
100-1605-7614	U.S. BANK	SC Desk Calendars (Amazon)	1252023ME		13.30
100-1605-7729	U.S. BANK	Susie Perez Concert Share Event (CODiamond Bar)	1252023ME		25.63
100-1605-7730	U.S. BANK	Job Shadow Day Plastic Tablecloths (Amazon)	1252023ME		46.20
100-1605-7730	U.S. BANK	Job Shadow Day Raffle Gift Cards (Amazon)	1252023ME		60.00
100-1605-7730	U.S. BANK	Return-Gingerbread Party Supples (Amazon)	1252023ME		-16.48
100-1605-7733	U.S. BANK	SC Themed Monthly Dance Decorations (Amazon)	1252023ME		100.83
100-1605-7733	U.S. BANK	SC Valentine's Decorations (Amazon)	1252023ME		498.93
100-1605-7733	U.S. BANK	SC Seewing Machine Lights (Amazon)	1252023ME		71.60
100-1605-7733	U.S. BANK	Return-SC Christmas Decorations (Amazon)	1252023ME		-31.96
100-1605-7733	U.S. BANK	Return-SC Decorations (Amazon)	1252023ME		-38.58
100-1605-7735	U.S. BANK	TC Survivor Event Supplies (Amazon)	1252023ME		108.96
100-1605-7735	U.S. BANK	MYC Dinner 1/9/2023 (Subway)	1252023ME		167.29
100-1605-7735	U.S. BANK	TC MLK Prize Gift Cards (Amazon)	1252023ME		150.00
100-1605-7737	U.S. BANK	Grammy Museum Tour 1/12/2023 (GM Foundation)	1252023ME		762.00
100-1605-7740	U.S. BANK	Winter Day Camp New Year Party (Little Caesars)	1252023ME		56.16
100-1605-7741	U.S. BANK	Youth Basketball Floor Traction Mat (Amazon)	1252023ME		66.14
100-1605-7741	U.S. BANK	Youth Basketball Supplies (Amazon)	1252023ME		193.89
100-1605-7745	U.S. BANK	Victor Valenzuela USA Boxing 2023 Membership	1252023ME		122.00
100-1605-7980	U.S. BANK	Staff Valentine Supplies (Target)	1252023ME		6.62
100-1605-7980	U.S. BANK	Valentine's Day Supplies (Michaels)	1252023ME		29.49
100-1610-7616	U.S. BANK	Pool Test Kit Supplies (Superior Pool)	1252023ME		150.23
100-1610-7618	U.S. BANK	(15) Black/(16) White Tablecloths (Amazon)	1252023ME		656.84
100-1610-7618	U.S. BANK	Hitch Pin Sets/Outdoor Bulbs (Amazon)	1252023ME		162.69
100-1610-7618	U.S. BANK	Tablecloths (Amazon)	1252023ME		120.09
100-1610-7618	U.S. BANK	Return-(3) Tablecloths (Amazon)	1252023ME		-40.76
100-1610-7618	U.S. BANK	Weight Stack Pins (Amazon)	1252023ME		70.56
100-1610-7650	U.S. BANK	JPIA Risk Mgmt Academy Travel (76 Petro)	1252023ME		58.04

Vendor 4484 - U.S. BANK Total: 12,970.94

Vendor: T4583 - VERONICA AGUIRRE

100-2120	VERONICA AGUIRRE	TC Rent Deposit Refund	R97630		300.00
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Vendor T4583 - VERONICA AGUIRRE Total: 300.00

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	2/2023		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 6113 - WARDS SERVICE					
100-1610-7650	WARDS SERVICE	Vehicle #20 Service/Repair	89548		390.78
100-1410-7650	WARDS SERVICE	Vehicle #11 Smog Certification	89930		67.25
Vendor 6113 - WARDS SERVICE Total:					458.03
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Cmty Ctr 1/2023	30299972		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-City Hall 1/2023	30299973		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Fitness Ctr/Pool 1/2023	30299978		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Senior Ctr 1/2023	30299979		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Svcs-Teen Ctr 1/2023	30299986		73.25
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Program-Teen Ctr 1/2023	30301286		179.20
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					545.45
Vendor: T4579 - WILLIE AREVALO					
100-4204	WILLIE AREVALO	Refund-Cat License (Address not in Duarte)	DL33197		20.00
Vendor T4579 - WILLIE AREVALO Total:					20.00
Fund 100 - GENERAL FUND Total:					935,649.61
Fund: 220 - GAS TAX FUN					
Vendor: 5554 - PALP INC					
220-2127	PALP INC	Retention	1	202125/220-2127-Highland/Hu...	-8,804.60
220-2205-8100	PALP INC	Change Order 2	1	202125-Highland/Huntington T...	904.58
220-2205-8100	PALP INC	Change Order 4	1	202125-Highland/Huntington T...	887.89
220-2205-8100	PALP INC	Change Order 1	1	202125-Highland/Huntington T...	17,905.00
220-2205-8100	PALP INC	Highlan & Huntington Traffic Signal Upgrades	1	202125-Highland/Huntington T...	71,083.00
220-2205-8100	PALP INC	Change Order 3	1	202125-Highland/Huntington T...	2,492.27
220-2205-8100	PALP INC	Change Order 5	1	202125-Highland/Huntington T...	-1,880.80
Vendor 5554 - PALP INC Total:					82,587.34
Vendor: 5887 - WGJ ENTERPRISES INC					
220-2210-7812	WGJ ENTERPRISES INC	Highand Ave Temp Striping for Excel Paving	11321N-01		1,800.00
Vendor 5887 - WGJ ENTERPRISES INC Total:					1,800.00
Vendor: 1124 - WS PAVE INC					
220-2205-8070	WS PAVE INC	Repair Sinkhole @ Evergreen/Eastford	5145		2,500.00
Vendor 1124 - WS PAVE INC Total:					2,500.00
Fund 220 - GAS TAX FUN Total:					86,887.34
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Sweeping 1/2023	202750		784.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					784.00
Vendor: 5210 - ACOSTA GROWERS INC					
240-2410-7896	ACOSTA GROWERS INC	Citywide Tree Planting- Huntington Dr	50627		88.20
Vendor 5210 - ACOSTA GROWERS INC Total:					88.20

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4142 - RUDY'S PLUMBING INC					
240-2410-7662	RUDY'S PLUMBING INC	Backflow Testing-Royal Oaks Park	9002		130.00
Vendor 4142 - RUDY'S PLUMBING INC Total:					130.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					1,002.20
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	FY23 CDBG City Hall ADA Improvements 12/2023	7708	202102-CDBG ADA Improv	3,420.00
Vendor 5438 - LDM ASSOCIATES INC Total:					3,420.00
Vendor: 6425 - PUB CONSTRUCTION INC					
260-2127	PUB CONSTRUCTION INC	Retention	4	202102-Retention-CDBG ADA I...	-2,594.50
260-2605-8062	PUB CONSTRUCTION INC	City Hall ADA Improvement Project	4	202102-Exp-CDBG ADA Improv...	51,890.00
Vendor 6425 - PUB CONSTRUCTION INC Total:					49,295.50
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					52,715.50
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 12/2022	231738EC		11,650.00
290-2905-7785	LOS ANGELES COUNTY SHERIFF'...	Holiday Enforcement 12/2/22 - 12/17/22	231970EC		6,758.89
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					18,408.89
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					18,408.89
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		615.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 1/01/2023 - 1/31/2023	FBN4652354		527.38
Vendor 6189 - ENTERPRISE FM TRUST Total:					1,609.56
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,609.56
Fund: 400 - PARK DEVELOPMENT GRANT FUND					
Vendor: 6354 - NATURE FOR ALL					
400-4005-7965	NATURE FOR ALL	Fish Canyon Trail Grant Project Admin	WF-06.2058	202214-Exp-Fish Cyn Trail Resto...	2,998.35
Vendor 6354 - NATURE FOR ALL Total:					2,998.35
Fund 400 - PARK DEVELOPMENT GRANT FUND Total:					2,998.35
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 11/2022	2301125		434.30
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 12/2022	2301133		263.11
Vendor 0903 - CITY OF MONROVIA Total:					697.41
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 12/2022	5206		27.00
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					27.00
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	46th Installment of 3rd Bus 1/2023	SI009287		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2022	SI009288		30,412.84
440-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2022	SI009288		-1,652.16
Vendor 3192 - FOOTHILL TRANSIT Total:					32,647.73
Fund 440 - PROPOSITION A TRANSIT FUND Total:					33,372.14

Council Warrant Register By Vendor

Payment Dates: 1/26/2023 - 2/15/2023

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	46th Installment of 3rd Bus 1/2023	SI009287		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 12/2022	SI009288		24,883.23
460-5004	FOOTHILL TRANSIT	Duarte Local Service 12/2022	SI009288		-1,351.77
Vendor 3192 - FOOTHILL TRANSIT Total:					26,711.77
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
460-4605-7788	INLAND EMPIRE STAGES LTD	Grammy Museum Trip Transportation 1/12/2023	59054		896.00
460-4605-7788	INLAND EMPIRE STAGES LTD	Casino Morongo 1/28/23 Transportation	59056		1,377.60
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					2,273.60
Fund 460 - PROPOSITION C TRANSIT FUND Total:					28,985.37
Fund: 620 - COMMUNITY IMPROVEMENT FUND					
Vendor: 5554 - PALP INC					
620-6210-8100	PALP INC	Highland/Huntington Traffic Signal Improvements	1	202125-Highland/Huntington T...	84,700.00
Vendor 5554 - PALP INC Total:					84,700.00
Fund 620 - COMMUNITY IMPROVEMENT FUND Total:					84,700.00
Grand Total:					1,246,328.96

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	935,649.61
220 - GAS TAX FUN	86,887.34
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	1,002.20
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	52,715.50
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	18,408.89
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
400 - PARK DEVELOPMENT GRANT FUND	2,998.35
440 - PROPOSITION A TRANSIT FUND	33,372.14
460 - PROPOSITION C TRANSIT FUND	28,985.37
620 - COMMUNITY IMPROVEMENT FUND	84,700.00
Grand Total:	1,246,328.96

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	555.00
100-1005-7641	Travel & Exp - Martin Del ...	75.00
100-1005-7642	Travel & Exp - Finlay	75.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	172.24
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7610	Travel, Mtgs & Conf	45.00
100-1010-7612	Publications and Dues	5,068.79
100-1010-7965	Professional Services	12,891.50
100-1010-7980	Other Expenses	153.56
100-1015-7680	City Attorney Legal	12,082.27
100-1015-7684	Code Enforcement Legal	7,592.11
100-1015-7686	Other Legal Services	17,727.99
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C...	5,076.86
100-1020-7712	Community Information (...)	9,159.87
100-1020-7716	Special Community Events	506.55
100-1020-7720	DCTV	13,800.00
100-1020-7724	Post Office Parking	2,238.25
100-1020-7726	Council Cablecasting	34.99
100-1020-7980	Other Expenses	7,521.79
100-1025-7699	League Of Calif Cities	9,437.00
100-1205-7610	Travel, Mtgs & Conf	156.88
100-1205-7614	Office Supplies	179.79
100-1205-7650	Vehicle Maintenance	2,674.30
100-1205-7655	Emergency Services	184.50
100-1205-7760	Homeless Outreach Progr...	7.00
100-1205-7779	Youth Programs	2,873.18
100-1205-7780	Animal Control	140.00
100-1205-7781	Contract Law Enforcement	423,070.90
100-1205-7782	Crossing Guard Contract ...	10,934.80
100-1205-7783	GAPP Program	26,250.00
100-1205-7787	Public Safety Cntr Lease	25,762.74
100-1205-7980	Other Expenses	535.64
100-1205-8030	Other Equipment	-1,156.54
100-1211	Computer Loan Program	3,000.00
100-1405-7610	Travel, Mtgs & Conf	59.23
100-1405-7612	Publications and Dues	15.99
100-1405-7614	Office Supplies	25.68
100-1405-7690	Planning Commission	57.11
100-1405-7800	Building Department Serv...	30,977.38
100-1405-7965	Professional Services	1,578.99

Account Summary

Account Number	Account Name	Payment Amount
100-1405-7969	City Engineer	8,310.00
100-1405-7980	Other Expenses	4,092.50
100-1405-8100	Other Capital Improveme...	186,013.51
100-1410-7610	Travel, Mtgs & Conf	569.38
100-1410-7612	Publications and Dues	50.00
100-1410-7650	Vehicle Maintenance	1,301.68
100-1410-7656	Emergency Generator	1,290.10
100-1410-7810	Street Sweeping	122.00
100-1410-7980	Other Expenses	177.41
100-1500	Advances	590.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	41.06
100-1605-7612	Publications and Dues	170.00
100-1605-7614	Office Supplies	210.56
100-1605-7650	Vehicle Maintenance	354.92
100-1605-7729	Concerts In The Park	25.63
100-1605-7730	Special Events	205.70
100-1605-7733	Senior Center	7,462.76
100-1605-7735	Teen Center	475.33
100-1605-7737	Adult Excursions	762.00
100-1605-7740	Day Camps	56.16
100-1605-7741	Sports/Playground Progr...	1,332.27
100-1605-7745	Boxing Program	122.00
100-1605-7980	Other Expenses	36.11
100-1610-7616	Pool Supplies	150.23
100-1610-7617	Pool Chemicals	1,071.28
100-1610-7618	Building Supplies	6,486.99
100-1610-7636	Uniforms	78.35
100-1610-7650	Vehicle Maintenance	2,282.36
100-1610-7652	Building Maint Services	4,360.81
100-1805-7614	Office Supplies	19.79
100-1805-7653	Bank Charges	312.38
100-1805-7965	Professional Services	3,922.28
100-1805-7980	Other Expenses	49.33
100-1815-7632	Software Maintenance	755.74
100-1815-7830	Telephones	2,118.45
100-1815-7980	Other Expenses	428.95
100-1815-8011	Computer Equipment (Cap..	3,607.02
100-1820-7771	Repair Of City Property	8,842.32
100-1825-7613	Duplications And Photos	298.27
100-1825-7630	Equipment Lease	1,723.34
100-1825-7631	Equipment Maintenance	405.46
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7687	Waste Mgmt Services	29,834.00
100-1825-7688	Oil Recycling Grant	790.90
100-1825-7747	Beverage Cont Recycling	5,813.78
100-1830-8100	Vehicle Replacement (Cap...	5,472.50
100-2120	Refundable Deposits	1,800.00
100-2121	Pass Through Deposits	1,054.39
100-2122	Disability Access & Educ P...	4.00
100-2123	Special Event Insurance (P...	850.00
100-2125	Metro Pass Through (TAP)	90.00
100-2126	Construction and Demolit...	8,100.00
100-2127	Retention Payable	-9,284.68
100-4004	Business License Tax	76.50
100-4204	Animal Licenses	20.00
100-4406	Restroom & Gazebo Renta..	440.00
100-4407	Sports Field Rentals	660.00

Account Summary

Account Number	Account Name	Payment Amount
100-4408	Property Rental	1,924.53
100-4903	Business Lic Appl Fees	35.00
100-5004	Other Revenue	-250.00
220-2127	Retention Payable	-8,804.60
220-2205-8070	Street Improvements (Cap...	2,500.00
220-2205-8100	Other Capital Improveme...	91,391.94
220-2210-7812	Street Striping & Marking	1,800.00
240-2410-7662	Other Serv-Citywide	130.00
240-2410-7896	Tree Planting-Citywide	88.20
240-2426-7810	Street Sweeping	784.00
260-2127	Retention Payable	-2,594.50
260-2605-8061	ADA Curb Ramps (Capital)	3,420.00
260-2605-8062	ADA Improvements	51,890.00
290-2905-7781	Contract Law Enforcement	11,650.00
290-2905-7785	Special Events Patrol	6,758.89
320-3205-8013	Vehicles (Capital)	1,609.56
400-4005-7965	Professional Services	2,998.35
440-4405-7650	Vehicle Maintenance	724.41
440-4405-7960	Foothill Transit Operations	30,412.84
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,652.16
460-4605-7788	Shuttle Services	2,273.60
460-4605-7960	Foothill Tranist Operations	24,883.23
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-1,351.77
620-6210-8100	Other Capital Improveme...	84,700.00
Grand Total:		1,246,328.96

Project Account Summary

Project Account Key	Payment Amount
None	607,036.84
202102- Retention CDBG ADA Improvement	-9,284.68
202102-Cap Improv-CH CDBG ADA Improvement	186,013.51
202102-CDBG ADA Improv	3,420.00
202102-Exp-CDBG ADA Improvement	51,890.00
202102-Retention-CDBG ADA Improv Project	-2,594.50
202105-Contract Law Enforcement	1,658.61
202118-ATP Cycle 4-City Engineer	5,630.00
202125/220-2127-Highland/Hunt Traffic Signal	-8,804.60
202125-Highland/Huntington Traffic Signal Impro	84,700.00
202125-Highland/Huntington Traffic Signal Improv	91,391.94
202202/1825-7747-Exp-Bev Recycle FY20-21 PROG FY23	2,124.67
202205/1205-7781-ARPA-Coronavirus Recovery Fed	212,019.83
202214-Exp-Fish Cyn Trail Restoration/Access Plan	2,998.35
202217-Dep-Westminster Garden/Morrison House Proj	980.00
202301/1825-7688/Exp-Used Oil Grant-OPP12-21-0016	790.90
202302-Exp-Bev.Container FY21-22 CCP-21-081 FY24	3,689.11
202315-Flood Response & CleanUp/ Other Expenses	323.14
202316/1405-7965-Melcanyon Debris Catch Basin	1,578.99
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,924.53
DMGE072-City Signal Light Pole-NW BV/Central	8,842.32
Grand Total:	1,246,328.96



COMMUNITY DEVELOPMENT STATUS REPORT February 2023

PROJECT/PROGRAM		STATUS
IN PROCESS		
Recreation Trail Upgrades	Duarte was awarded a \$1.6 million federal appropriation for accessibility and quality of life upgrades to the Donald and Bernice Watson Recreation Trail. This funding was included in the 2023 Omnibus Appropriations Bill, thanks to Congresswoman Napolitano. More to come soon.	
Esperanza at Duarte Station (1700 Fasana Road)	MBK is building a 344-unit luxury apartment building; named Esperanza. Construction is progressing. Leasing of first phase has started. Full opening planned for February 2023.	
Solana at Duarte Station 1750 Fasana Road	MBK is building Solana, a 292-unit apartment. This building will also be the location of the “Duarte Station” sign that will be an icon, located on the roof of the building. Grading is in process, a 2024 completion is expected.	
City Hall Courtyard	Complete reconstruction of the City Hall Courtyard to bring the area up to ADA standards. The project is funded with a combination of CDBG funds and General Fund. Final touches are being put on the project.	
San Gabriel Valley Regional Housing Trust	Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on a possible subsidized housing development in the City. The idea would be to develop one of the affordable housing sites listed in the most recent Housing Element with first priority being City-owned property. SCVGOG and SGVRHT have access to funding that assists in generating interest from developers.	
Melcanyon Debris Basin	FEMA awarded the City a \$1.2 million grant for the construction of a debris basin at the north end of Melcanyon Road. This will require a substantial City match, but it will address debris flow from the area that caused a significant mudflow problem a few years ago and still presents some risk. Staff working on property acquisition with the City Attorney. The CEQA work is now in process.	
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking and construct workforce housing along Fasana Road at Highland Avenue. Metro has recently approved a proposal process for the property. Metro informed the City that an RFP will be issued and Developer selection may happen as early as Winter 2023.	

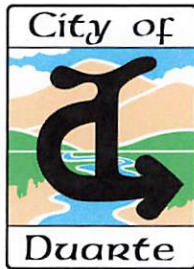
PROJECT/PROGRAM	STATUS
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related improvements. Owners have shown positive interest. The Big Lots sale has gone through and Big Lots has closed. Staff is working, mostly with the new owners, to develop options for moving forward. Property owners are cooperating with the City on Code Enforcement issues. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center.
City Yard Storage Trailer	The new storage trailer has been installed, located just south of the entry gate.
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. Staff is negotiating with the property owner for the additional right of way and final plans should be completed by Spring 2023. Staff discussed the right of way issue with Metro recently.
Evergreen Pedestrian Improvements	This project includes pedestrian sidewalk and lighting along the north side of Evergreen Street and a widening of the sidewalk on the west side of Highland Avenue under the 210 freeway underpass. This project is funded through an ATP cycle 4 grant. Staff and the design engineer are working on a bid set of plans that should be ready to go out to bid in April or May 2023.
<u>DEVELOPMENT</u>	
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	This is a two-phase project with a total of 178 rooms with 72 in the first phase. The first plan check was returned to the Architect in early May 2022, and we await a resubmittal.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. The City of Hope parking structure has won a couple of prestigious awards: National Parking Association (NPA) Innovative Sustainability Project of the Year 2022 and the IPMI Award of Excellence -Architectural Design.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed-use building and to expand the current Life Plan Community by at least 300 units. Staff recently met with HumanGood team and is getting a proposal for third party EIR preparation.

PROJECT/PROGRAM	STATUS
	Application filed for a restoration of Morrison House. This project will start prior to the Specific Plan. Environmental work and an historical analysis are now in process.
New Townhouse Development (1401 Santo Domingo Avenue)	New 20-unit townhouse development. Has received all entitlements, and architect is working on construction documents.
<u>PUBLIC WORKS</u>	
Huntington/ Highland Signal Upgrade	This improvement will add left turn signal north and south bound, extend the westbound Huntington Drive turn pocket and remove unused westbound turn pocket. Construction is in process. Median redesign work is completed. Signal poles should be ready for installation by mid- February.
Curb Numbers	The curb number contract is up for Council approval on February 14. Work should start in a few weeks.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to locate structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design exceeds estimate so a redesign may be needed.



PARKS AND RECREATION STATUS REPORT February 2023

PROJECT/PROGRAM		STATUS
<u>PARKS AND TRAILS</u>		
UPDATE: Fish Canyon Falls Trail Restoration Project		Department leadership and Nature for All continue to meet bi-weekly on this project and have moved into task five, technical studies, of the grant project. Tentatively, Stillwater Sciences has been identified as the environmental consultant to complete the required tasks of this stage in the project and staff intends to bring back a Professional Services Agreement at a future City Council Meeting.
<u>YOUTH AND SENIOR PROGRAMS</u>		
Senior Center Monthly Dance – “Disco Fever”		No matter the month, the Duarte Senior Center keeps dancing! Older adults, 55+, are invited to the Center’s Monthly Dance on Thursday, February 23 starting at 5 PM. This month’s theme is “Disco Fever,” and we are encouraging attendees to dress accordingly, as prizes will be awarded for best dressed. Entry is \$5 for residents and \$8 for non-residents and light refreshments will be provided. For more information, contact the Senior Center at (626) 357-3513.
<u>SPECIAL EVENTS</u>		
Community 3 on 3 Basketball Tournament		Before March Madness gets underway, we invite residential and neighboring basketball players and fans to recreate in a Teen Center’s Annual 3 On 3 Basketball Tournament on March 4. The single-elimination tournament will start at 9 AM until one team takes it all. All games will be held at the Duarte High School Gymnasium (1565 Central Avenue) and the cost to compete is \$50, per team. To register or for additional information, contact the Duarte Teen Center at (626) 303-0863. Deadline to register is February 17.
Duarte Spring Fashion Show in Partnership with Macy’s of Santa Anita		On, Saturday, March 11, the Duarte Teen Center will hold its 2 nd Annual Spring Fashion Show, in Partnership with Macy’s of Santa Anita. Local amateur models, comprised of youth and teens, adults and seniors, and families will walk the runway in this spring’s Macy’s fashions. The show will be held at the Duarte Performing Arts Center at 1 PM and presale tickets are available for purchase at the Teen Center for \$10 but also will also be sold at the door for \$15. See you on the runway!



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Adoption of Part-Time Duarte Dance Instructor Position and Approval of Salary Schedule

RECOMMENDATION: It is recommended that the City Council: 1) Adopt the job description for the position of part-time Duarte Dance Instructor; and 2) Approve the hourly pay rate of \$50 for the position of part-time Duarte Dance Instructor.

FISCAL IMPACT: Adopting the position of part-time Duarte Dance Instructor and the associated salary schedule for the position has no fiscal impact. This provision is budgeted annually, including in Fiscal Year 2022/23, within the Teen Center line item (100-1605-7733), under contracted services. This would only change where the cost for instruction is budgeted annually to Teen Center Salaries (100-1605-7014).

BACKGROUND

In March of 2009, local high school students that frequented the Duarte Teen Center expressed strong interest in a hip-hop dance program to staff. Since those students at the time demonstrated dance skills beyond an introductory level, staff's exploration to meet the needs of attendees entailed securing an experienced industry dancer. Upon securing a seasoned contracted dance instructor, weeklong summer dance camps ran for two consecutive years. The following year, dance instruction took place bi-monthly and then expanded to monthly at the Center based on growing interest and consistent student attendance. After gaining popularity from performances throughout the community at city-wide special events, Duarte Dance Crew was created in 2012, began to be funded annually, and become a permanent contractor-facilitated program out of the Duarte Teen Center.

DISCUSSION/ANALYSIS

Now in its 14th year, and second contracted dance instructor, the Duarte Dance program has served over 500 youth dancers and continues to build upon its popularity and performance reach throughout the region. However, to ensure the year-round program continues to thrive, is classified correctly, and convenes on the days and times deemed best suitable by City personnel, staff is

recommending transitioning the current contracted dance instructor services to an in-house part-time position. Based on staff's research of comparable dance instructor positions, the proposed salary schedule falls in line with the current market.

RECOMMENDATION

It is recommended that the City Council: 1) Adopt the job description for the position of part-time Duarte Dance Instructor; and 2) Approve the hourly pay rate of \$50 for the position of part-time Duarte Dance Instructor.

FISCAL IMPACT

Adopting the position of part-time Duarte Dance Instructor and the associated salary schedule for the position has no fiscal impact. This provision is budgeted annually, including in Fiscal Year 2022/23, within the Teen Center line item (100-1605-7733), under contracted services. This would only change where the cost for instruction is budgeted annually to Teen Center Salaries (100-1605-7014).

ATTACHMENT

Duarte Dance Instructor Job Description



DUARTE DANCE INSTRUCTOR

Part-Time Temporary

Definition:

Under the supervision of the Teen Center Supervisor, the instructor is responsible for the implementation and oversight of the Duarte Dance program. The instructor will supervise and provide high-quality dance instruction to Teen Center participants, while supporting the mission of the Parks and Recreation Department and nurturing creativity and advancement of all participants in the area of dance.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Choreograph and instruct a variety of engaging dance routines and styles that leads to skill development and increased physical fitness.
2. Analyze, demonstrate, and explain basic skills, knowledge, and strategies of movements consistent with the subject.
3. Enforces and follows all rules, regulations, and policies of the City of Duarte.
4. Enforce rules and regulations of recreational facility to ensure safety.
5. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Practices and techniques to achieve group cooperation in dance and recreation programs.
- Appropriate safety precautions and procedures.
- Functions, policies, and procedures of relevant departments and/or operations.

Skill and Ability to:

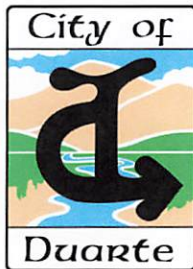
- Experience teaching beginning, intermediate, and/or advance dance levels.
- Work independently, without direct supervision.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Understand and follow verbal and written direction.
- Think and react clearly, quickly, and accurately in emergencies.

Training and Experience:

Experience in the Dance industry, including competitive history, professional experience, and coaching experience.

Licenses and Certificates:

Instructor must possess extensive experience in the discipline or Dance Education. Must possess and maintain current CPR/AED certification.



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Award of Contract: Professional Services for the Replacement of the Duarte Town Center Emergency Generator for Duthie Power Services

RECOMMENDATION: It is recommended that the City Council: Award a Contract for the Replacement of the Duarte Town Center Emergency Generator

FISCAL IMPACT: The total cost of the project is \$312,364.10. The adopted FY 2022-23 General Fund budget included \$200,000 for the project. This is adequate for the current fiscal year. The generator delivery will take several months, so the balance of the amount will be addressed in the FY 2023-24 General Fund budget

BACKGROUND

The emergency generator that services the Duarte City Hall and Community Center was installed in 1981. Equipment has been properly maintained and serviced which has extended the life expectancy of the system significantly. However, in recent years, the industry has evolved and some of the equipment that makes up the current emergency generator system in use is becoming obsolete. Because the age of the system, there is limited availability of parts and as time progresses, maintenance may not be an option.

DISCUSSION/ANALYSIS

This project requires the procurement and installation of special replacement equipment including a new diesel generator, required filters, automatic transfer switch and other electrical components necessary to bring the existing Town Center Emergency Generator system up to current standards. This project also requires special professional services from the selected contractor to ensure the system meets local emission regulations, including the South Coast Air Quality Resources Board (AQMD) and permitting required for the installation.

On December 22, 2022, Staff published the Request for Proposals for professional services for the Replacement of the Duarte Town Center Emergency Generator. On January 12, 2023, the City received four proposals from the four (4) contractors listed below:

- Duthie Power Services
- Global Diversified Voltage
- Endelos Energy
- Blue Ridge Mechanical Corporation

Staff reviewed and evaluated the proposals on criteria that included qualifications of the project team, relevant recent project experience, project references, quality of proposal and cost. The highest rated proposal was submitted by Duthie Power Services. They have performed various similar projects in Southern California and have extensive experience in providing services similar to those required in this project, including expertise in emission regulations and permitting.

Some initial work will be done in the next few weeks and the generator will be ordered. However, the lead time on generators like this one is several months, so final installation will occur when the generator is delivered.

RECOMMENDATION

It is recommended that the City Council: Award a Contract for the Replacement of the Duarte Town Center Emergency Generator.

FISCAL IMPACT

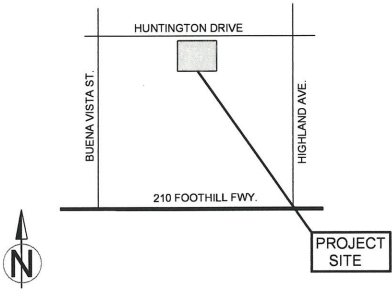
The total cost of the project is \$312,364.10. The adopted FY 2022-23 General Fund budget included \$200,000 for the project. This is adequate for the current fiscal year. The generator delivery will take several months, so the balance of the amount will be addressed in the FY 2023-24 General Fund budget.

ATTACHMENTS

Standby Generator Replacement Plans

CITY OF DUARTE / CITY HALL
1600 HUNTINGTON DR. DUARTE, CA 91010
STANDBY GENERATOR REPLACEMENT

VICINITY MAP:



SCOPE OF WORK:

THE SCOPE OF WORK IS TO REMOVE EXISTING 230KW 120/208V 3-PHASE DIESEL STANDBY GENERATOR SET AND REPLACE WITH NEW 175KW 120/208V 3-PHASE DIESEL STANDBY GENERATOR SET IN SAME LOCATION INSIDE EXISTING GENERATOR ROOM.

SHEET INDEX

- T1.0 TITLE SHEET
- A1.0 PARTIAL SITE PLAN
- A1.1 ENLARGED GEN ROOM FLOOR PLAN
- S1.0 STRUCTURAL GENERAL NOTES
- S1.1 STRUCTURAL DETAILS
- E0.1 ELECT NOTES / SCHEDULES / DETAILS
- E0.2 PANEL SCHEDULE / SINGLE LINE
- E1.0 ELECT SITE PLAN
- E1.1 ELECT GENERATOR ROOM PLAN

APPLICABLE CODES:

- ALL WORK SHALL BE DESIGNED PER:
- 2019 CALIFORNIA BUILDING CODE (CBC)
- 2020 GREEN BUILDING STANDARDS CODE (GBSC)
- 2017 NATIONAL ELECTRIC CODE (NEC)

PROJECT INFO:

APPLICANT: PAUL RASMUSSEN, 16224 ARROW HWY, IRVINDALE, CA 91706

INSTALLING CONTRACTOR: GAMMILL ELECTRIC, INC., 16224 ARROW HWY, IRVINDALE, CA 91706, CA LICENCE NO. 250076

ELECTRICAL ENGINEER: PROENGINEERING, 2712 LOKER AVE, #1063, CARLSBAD, CA 92010

STRUCTURAL ENGINEER: DOAK ENGINEERING INC., 1000 S CHINA AVE, ALHAMBRA, CA 91801, CA 308 68019, petrish@doak-engineer.com



NOTES:

- 1. NO PARKING SPACES WILL BE UTILIZED WITH THIS GENERATOR INSTALLATION.
- 2. NO CHANGE IN EXISTING LAND USE.
- 3. GENERATOR TO RUN ONLY DURING UTILITY POWER OUTAGE.
- 4. THE GENERATOR PACKAGE WILL BE INSTALLED INDOORS, ON EXISTING MODIFIED CONC. PAD.
- 5. THE GENERATOR PACKAGE IS OPTIONAL STANDBY PER NEC ARTICLE 702
- 6. THE BACKUP GENERATOR WILL COMPLY WITH CITY OF DUARTE NOISE STANDARDS.



PROPERTY INFO:

AIN: 8530-022-901

Land Information: Use Code = 6843 (Other Property Type), Total SqFt (GIS): 0, Total SqFt (PDB): 38,500, Usable SqFt: 38,330, Acres: 0.88, Land W' x D': 154 x 250

Parcel Status: ACTIVE, Create Date: 03/06/2016, Delete Date: 03/06/2016, Tax Status: EXEMPT, Year Defaulted: None, Exemption: None

Building & Land Overview: Use Code: 8843, # of Units: 0, Beds/Baths: 0, Building SqFt: 0, Year Built: 1985, Effective Year: 1985, Land SqFt: 38,500

Legal Description: TR=SUB OF THE RANCHO AZUSA DE DUARTE LOT COM E ON S LINE OF HUNTINGTON DR PER CSB205-1 610 FT FROM W LINE OF LOT 14 IN SEC 30 T 1 N R 10 W TH E ON SD S LINE 134.7 FT TH S 0°31' W 58.6 FT TH S 29°08' E 52 FT TH S 0°31' W TO A LINE PARALLEL WITH AND DIST S AT R/A 250 FT FROM SD S LINE TH W ON SD PARALLEL LINE TO A PT S 0°35' W FROM BEG TH N 0°35' E TO BEG POR OF LOT 14 IN SEC 30 T 1 N R 10 W

REVISIONS

GAMMILL ELECTRIC INC.

16224 ARROW HIGHWAY IRVINDALE, CA. 91706



GENERATOR REPLACEMENT

CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010

DRAWN

TP

CHECKED

PR

DATE

JUL 2022

SCALE

AS SHOWN

JOB NO.

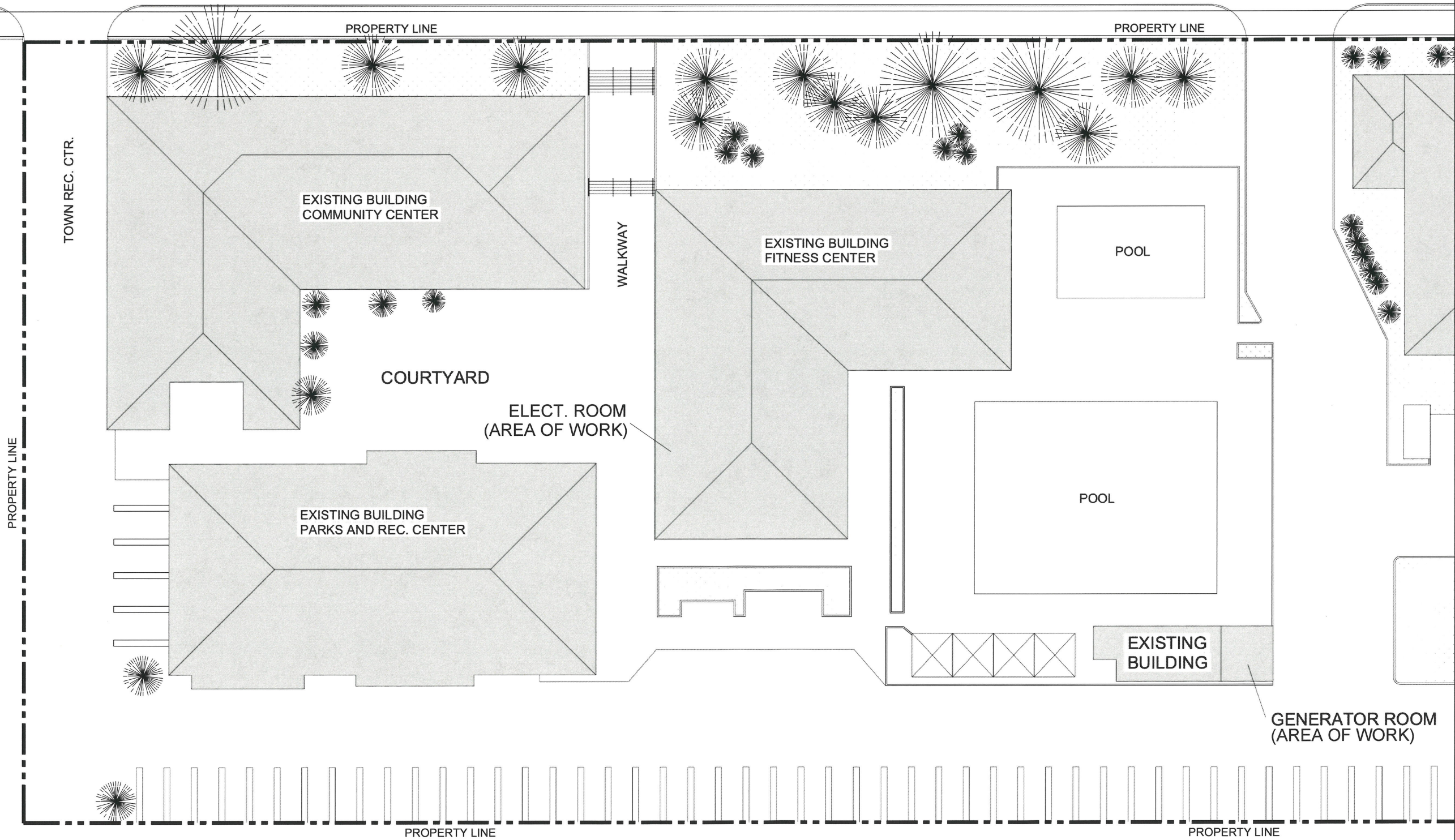
6335

T1.0

CITY OF DUARTE / CITY HALL

1600 HUNTINGTON DR. DUARTE, CA 91010
STANDBY GENERATOR REPLACEMENT

HUNTINGTON DRIVE



PARTIAL SITE PLAN

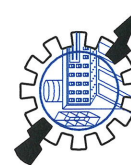
SCALE: 1/16" = 1'-0"



REVISIONS

GAMMILL ELECTRIC INC.

16224 ARROW HIGHWAY IRVINDALE, CA. 91706



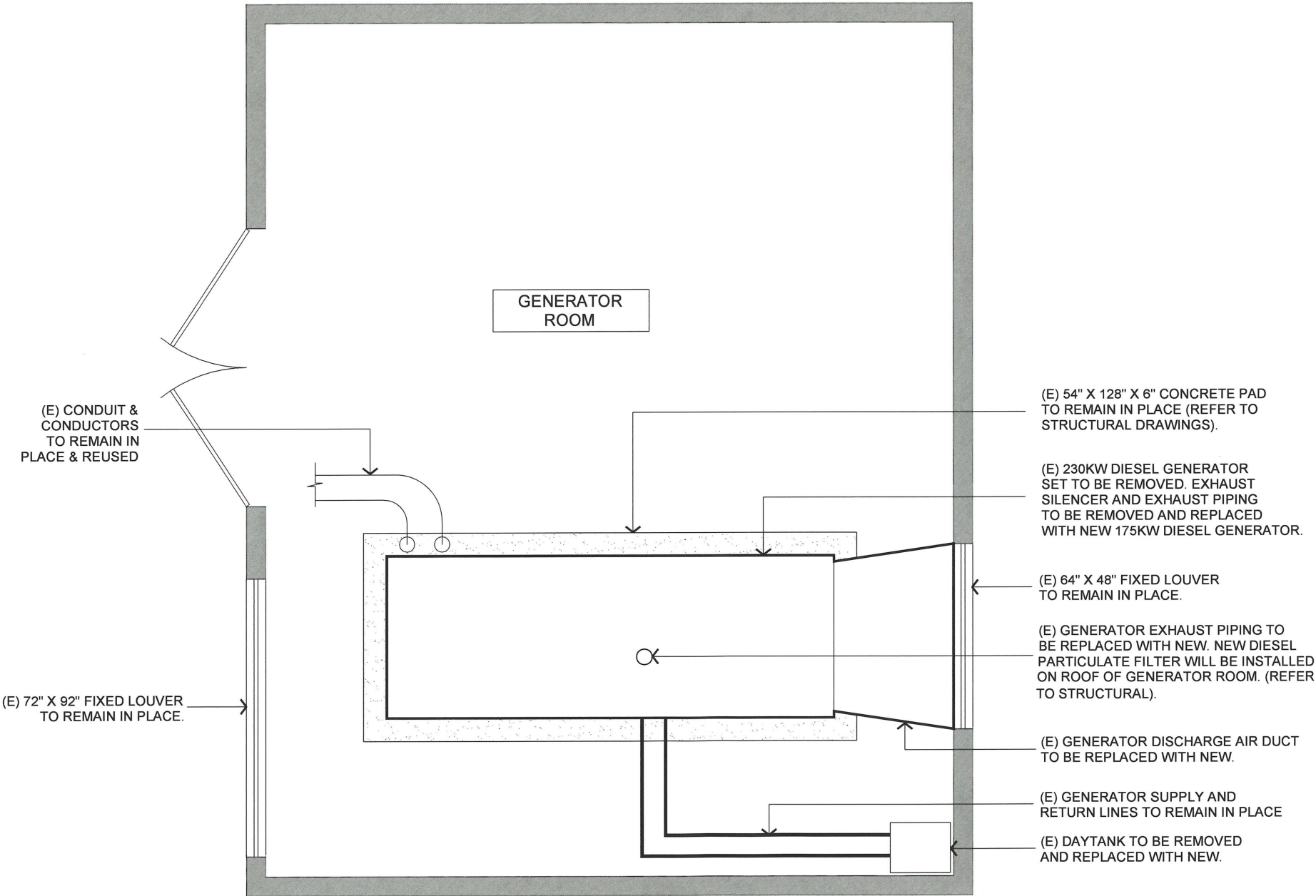
GENERATOR REPLACEMENT

CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010

DRAWN
TP
CHECKED
PR
DATE
JUL 2022
SCALE
AS SHOWN
JOB NO.
6335

A1.0

CITY OF DUARTE / CITY HALL
1600 HUNTINGTON DR. DUARTE, CA 91010
STANDBY GENERATOR REPLACEMENT



ENLARGED GENERATOR ROOM - FLOOR PLAN
SCALE: 3/4" = 1'-0"



REVISIONS

GAMMILL ELECTRIC INC.

16224 ARROW HIGHWAY IRVINDALE, CA. 91706



GENERATOR REPLACEMENT

CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010

DRAWN

TP

CHECKED

PR

DATE

JUL 2022

SCALE

AS SHOWN

JOB NO.

6335

A1.1

SCOPE OF WORK:
REPLACEMENT GENERATOR AND ROOF MOUNTED DPF.

DESIGN PARAMETERS:

1. DESIGN LIVE LOADS:
ROOF LIVE LOAD..... N/A
FLOOR LOAD..... N/A
2. CODE LEVEL WIND LOAD:
BASIC WIND SPEED, V_{ult} 95 MPH
RISK CATEGORY..... II
EXPOSURE CATEGORY..... B
ENCLOSURE CLASSIFICATION..... N/A
INTERNAL PRESSURE COEFFICIENT, GC_p N/A
3. CODE LEVEL SEISMIC LOADING:
MAPPED SPECTRAL RESPONSE ACCEL., S_s 1.793
MAPPED SPECTRAL RESPONSE ACCEL., S_1 0.678
DESIGN SPECTRAL RESPONSE COEFF., S_{DS} 1.435
DESIGN SPECTRAL RESPONSE COEFF., S_{D1} -
OCCUPANCY CATEGORY (T 1604.5)..... II
IMPORTANCE FACTOR, I 1.0

GENERAL NOTES:

1. ALL WORK SHALL CONFORM TO THE CONSTRUCTION DOCUMENT AND THE FOLLOWING STANDARDS:
2019 EDITION OF THE CALIFORNIA BUILDING CODE, AND
ALL OTHER LOCAL OR STATE AGENCIES HAVING AUTHORITY OVER THIS PROJECT.
2. ANY AMENDMENT TO THE CONSTRUCTION DOCUMENT SHALL BE SUBMITTED TO THE STRUCTURAL ENGINEER AND BUILDING DEPARTMENT FOR APPROVAL.
3. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SITE CONDITION PRIOR TO START OF CONSTRUCTION. NOTIFY THE STRUCTURAL ENGINEER FOR ANY DISCREPANCY.
4. DO NOT SCALE DRAWINGS.
5. REFERENCES TO CODES, STANDARDS, AND SPECIFICATIONS, INCLUDING ADDENDA AND SUPPLEMENTS, SHALL BE THE LATEST APPROVED ISSUE, UNLESS NOTED OTHERWISE.
6. HOLES, NOTCHES, ETC. ARE NOT ALLOWED IN STRUCTURAL MEMBERS UNLESS SPECIFICALLY DETAILED ON THE STRUCTURAL DRAWINGS OR APPROVED BY THE STRUCTURAL ENGINEER IN WRITING.
7. TYPICAL DETAILS ARE APPLICABLE THROUGHOUT CONSTRUCTION DOCUMENTS AND MAY NOT BE SPECIFICALLY REFERENCED THEREIN. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING THESE TYPICAL DETAILS AND UNDERSTANDING EXTENT OF THEIR APPLICATION PRIOR TO COMMENCEMENT OF WORK.
8. CONTRACT DOCUMENTS INDICATE INFORMATION SUFFICIENT TO CONVEY DESIGN INTENT. CONTRACTOR SHALL VERIFY EXISTING AND FIELD CONDITIONS WITH CONSTRUCTION DOCUMENTS AND NOTIFY STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.
9. SPLICES ARE NOT ALLOWED IN STRUCTURAL MEMBERS UNLESS SPECIFICALLY DETAILED ON THE STRUCTURAL DRAWINGS OR APPROVED BY THE STRUCTURAL ENGINEER IN WRITING.
10. DEVIATION FROM THE APPROVED SET OF CONSTRUCTION DOCUMENTS ARE NOT ALLOWED UNLESS APPROVED BY THE STRUCTURAL ENGINEER. MODIFICATIONS AND SUBSTITUTIONS OF PRODUCTS AND MATERIALS SPECIFIED ON THE CONSTRUCTION DOCUMENTS MUST BE APPROVED BY STRUCTURAL ENGINEER IN WRITING.
11. THE CONTRACT DOCUMENTS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE MEANS AND METHODS OF CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE MEANS, METHOD, SEQUENCE, PROCEDURE OF CONSTRUCTION, AND ALL NECESSARY MEASURES TO PROTECT THE STRUCTURE DURING CONSTRUCTION.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF THE BUILDING DURING CONSTRUCTION. SAFETY AND BRACING REQUIREMENTS SHALL BE IN ACCORDANCE WITH ALL NATIONAL, STATE, AND LOCAL SAFETY REGULATIONS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE WORK OF ALL TRADES AND SHALL VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.
14. SEE MECHANICAL, PLUMBING AND ELECTRICAL DRAWING FOR SIZE AND LOCATION OF ALL OPENINGS REQUIRED FOR DUCTS, PIPES AND FOR ALL PIPE SLEEVES, ELECTRICAL CONDUITS, OTHER ITEMS TO BE EMBEDDED IN CONCRETE, AND ANCHORAGE OF DUCTWORK, PIPING, ELECTRICAL CONDUITS TO THE STRUCTURE.

EXISTING CONSTRUCTION:

1. INFORMATION RELATED TO EXISTING CONDITIONS SHOWN IN DRAWINGS REPRESENTS CURRENT KNOWLEDGE AND ARE BASED ON INFORMATION PROVIDED. CONTRACTOR SHALL VERIFY THE ACCURACY WITH FIELD CONDITION. CONTRACTOR SHALL NOTIFY ARCHITECT AND/OR OWNER FOR DISCREPANCIES. DO NOT DEVIATE FROM THE APPROVED DRAWINGS WITHOUT WRITTEN AUTHORIZATION FROM THE SEOR.
2. CONTRACTOR SHALL REMOVE AND REPLACE/REPAIR ALL DAMAGED OR INTERFERING ITEMS AS REQUIRED FOR NEW CONSTRUCTION.
3. REMODEL AND ADDITIONS TO THE EXISTING STRUCTURE ARE NOT INTENDED TO BRING THE STRUCTURE TO CURRENT CODE NOR DOES IT INCREASE THE LATERAL RESISTANCE OF THE EXISTING STRUCTURE. THE LATERAL FORCE RESISTING HAS NOT BEEN REVIEWED/ANALYZED.
4. CONTRACTOR SHALL REPAIR OR REPLACE ANY DAMAGED ITEMS CAUSED BY CONSTRUCTION WHEN REQUIRED BY SEOR OR INSPECTOR.
5. THE EXISTING STRUCTURE IS ASSUMED TO BE UNDAMAGED AND THE ORIGINAL DESIGN STRENGTH HAS NOT BEEN COMPROMISED. COMMON COMPROMISES TO STRUCTURAL INTEGRITY MAY INCLUDE BUT ARE NOT LIMITED TO: CUT OR DAMAGED REINFORCING BARS, DAMAGED FRAMING OR CONNECTIONS DUE TO CORROSION OR DETERIORATION, NEGLIGENCE IN CONSTRUCTION METHODS, OPENINGS/PENETRATIONS IN STRUCTURE THAT WERE NOT PERMITTED OR ACCOUNTED FOR IN THE ORIGINAL DESIGN, AND UNDOCUMENTED CONDITIONS THAT WERE NOT PRESENTED DURING DESIGN. THE CONTRACTOR IS RESPONSIBLE FOR SURVEYING THE EXISTING CONDITIONS BY NON-DESTRUCTIVE METHODS (VISUAL INSPECTION, GROUND-PENETRATING-RADAR, X-RAY, ETC.) AS REQUIRED AND SHALL REPORT ANY DAMAGES OR DEFICIENCIES TO THE SEOR.

FOUNDATION NOTES:

1. SOILS INFORMATION: THE DESIGN OF THE FOUNDATION SYSTEM IS BASED UPON THE CRITERIA AND RECOMMENDATION CONTAINED IN CBC TABLE 1806.2, ITEM 5 SOILS DESIGN PRESSURES.
- ALLOWABLE BEARING PRESS: 1500 PSF ($\frac{1}{2}$ INCREASE FOR WIND/SEISMIC)
LATERAL EQUIVALENT FLUID PRESSURE: 35 PCF
LATERAL BEARING PRESSURE: 100 PCF
FRICTIONAL FACTOR:
COHESION: 130 PSF

REINFORCING CONCRETE:

1. CEMENT SHALL CONFORM TO ASTM C150, TYPE II.
2. AGGREGATES FOR NORMAL WEIGHT CONCRETE SHALL CONFORM TO ASTM C33.
3. CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS AS FOLLOWS:

LOCATION IN STRUCTURE	STRENGTH	CONCRETE TYPE
EQUIPMENT PADS	$f_c \approx 2,500$ PSI	NORMAL WEIGHT

4. VIBRATION OF CONCRETE SHALL BE IN ACCORDANCE WITH THE GENERAL PROVISIONS OUTLINED IN PORTLAND CEMENT ASSOCIATION SPECIFICATION ST26.
5. CONCRETE SHALL BE MAINTAINED IN A MOIST CONDITION FOR A MINIMUM OF FIVE DAYS AFTER ITS PLACEMENT. APPROVED CURING COMPOUNDS MAY BE USED IN LIEU OF MOIST CURING.
6. STRENGTH TESTS OF CONCRETE SHALL BE REQUIRED AS PER CODE AND AS OUTLINED IN SPECIFICATION REPORTS TO BE FORWARD TO THE STRUCTURAL ENGINEER.
7. ANCHOR BOLTS, DOWELS, INSERTS, ETC. SHALL BE SECURELY TIED IN PLACE PRIOR TO FOUNDATION INSPECTION.
8. LOCATION OF CONSTRUCTION AND POUR JOINTS SHALL BE APPROVED BY THE ARCHITECT PRIOR TO POURING CONCRETE.
9. CONTINUOUS INSPECTION REQUIRED FOR CONCRETE F_c GREATER THAN 2,500 PSI.

REINFORCING STEEL:

1. ALL REINFORCED STEEL TO CONFORM TO ASTM SPECIFICATION A615 GRADE 60 MINIMUM UNLESS NOTED OTHERWISE ON PLANS. DEFORMATIONS SHALL BE IN ACCORDANCE WITH ASTM A615
2. UNLESS OTHERWISE NOTED, ALL REINFORCING STEEL SHALL BE LAPPED 36 BAR DIAMETER OR 2'-0" MIN. WHICHEVER GOVERNS. ALL SLICES SHALL BE LOCATED AS DETAILED ON PLANS.
3. CERTIFICATION AD TESTING OF REINFORCING STEEL SHALL BE IN ACCORDANCE WITH THE PROVISION OF ASTM STANDARDS.
4. ALL REINFORCING STEEL SHALL BE SUPPORTED AND TIED IN CONFORMANCE WITH LATEST EDITION OF "THE MANUAL OF REINFORCING STEEL PRACTICE FOR REINFORCED CONCRETE STRUCTURES".
5. PROVIDE THE FOLLOWING MIN. PROTECTIVE COVERING OF CONCRETE UNLESS OTHERWISE NOTED:
DEPOSITED AGAINST EARTH..... 3" CLEAR
IN CONTACT WITH EARTH (FORMED)..... 2" CLEAR
6. PROVIDE THE FOLLOWING CONCRETE COVERAGE FOR REINFORCING STEEL PLACED IN CAST-IN-PLACE CONCRETE:
A. CONCRETE CAST AGAINST & PERMANENTLY EXPOSED TO EARTH..... 3"
B. CONCRETE EXPOSED TO EARTH OR WEATHER:
No. 6 THROUGH No. 18 BARS..... 2"
No. 5 BARS, W31 OR D31 WIRE, AND SMALLER..... $1\frac{1}{2}$ "
C. CONCRETE NOT EXPOSED WEATHER OR IN CONTACT WITH GROUND:
SLAB, WALLS, JOISTS:
No. 14 AND No. 18 BARS..... $1\frac{1}{2}$ "
No. 11 BARS AND SMALLER..... 1"
BEAMS AND COLUMNS
PRIMARY REINFORCEMENT, TIES, STIRRUPS, SPIRALS..... $1\frac{1}{2}$ "

MECHANICAL ANCHORS:

1. EXPANSION OR WEDGE ANCHORS INTO CONCRETE SHALL BE IN ACCORDANCE WITH ICC REPORT AND MANUFACTURER'S RECOMMENDATIONS:
ANCHORS INTO CONCRETE : HITLTI KB T2Z (ICC ESR-4266)
ANCHORS INTO MASONRY : HITLTI KB-3 (ICC ESR-1385, LARR #25577M)
2. PROVIDE STAINLESS STEEL FASTENERS FOR EXTERIOR USE OR WHEN EXPOSED TO WEATHER. PROVIDE GALVANIZED CARBON STEEL ANCHORS AT OTHER LOCATIONS, UNLESS OTHERWISE NOTED.
3. USE CARE AND CAUTION TO AVOID CUTTING OR DAMAGING OF EXISTING REINFORCEMENT WHEN INSTALLING MECHANICAL ANCHORS.
4. WHERE REINFORCEMENT IS ENCOUNTERED DURING INSTALLATION, ABANDON AND SHIFT THE HOLE LOCATION TO AVOID THE REINFORCEMENT. PROVIDE LARGER OF 2 ANCHOR DIAMETERS OR 1 INCH BETWEEN ANCHOR AND ABANDONED HOLE. FILL THE ABANDONED HOLE WITH NON-SHRINK GROUT. NOTIFY THE STRUCTURAL ENGINEER IF THE ANCHOR CANNOT BE SHIFTED.
5. PRIOR TO FABRICATING PLATES, MEMBERS, OR OTHER STEEL ASSEMBLIES LOCATE REINFORCEMENT AND CONFIRM FINAL ANCHOR LOCATIONS.
6. ANCHORS SHALL BE INSTALLED AND PROOF-TESTED BY OWNER'S TESTING AND INSPECTION AGENCY. TEST QUANTITY OF ANCHORS AS NOTED BELOW:
STRUCTURAL100%
NON-STRUCTURAL50%
7. IF ANY ANCHOR FAILS TESTING, REPLACE ANCHOR AND TEST ADDITIONAL ANCHORS OF THE SAME CATEGORY NOT PREVIOUSLY TESTED UNTIL 20 CONSECUTIVE TESTS PASS, THEN RESUME INITIAL TESTING FREQUENCY.
8. THE FASTENERS SHALL BE INSTALLED PER THE MANUFACTURER'S INSTRUCTIONS, A COPY OF WHICH SHALL BE AVAILABLE AT EACH JOB SITE.

EXPANSION ANCHOR IN CONCRETE TEST VALUES:				
ANCHOR DIAM. (IN)	EFFECTIVE MINIMUM EMBED (IN)	ANCHORS IN CONCRETE		
		INSTALL TORQUE CARBON STEEL (FT-LBS)	INSTALL TORQUE STAINLESS STEEL (FT-LBS)	MINIMUM THICKNESS (IN)
$\frac{1}{2}$ "	$1\frac{1}{2}$	4	6	$3\frac{1}{4}$
	$1\frac{1}{2}$			$3\frac{1}{4}$
$\frac{3}{8}$ "	2	30	30	4
	$2\frac{1}{2}$			5
	$1\frac{1}{2}$			$3\frac{1}{2}$
$\frac{1}{2}$ "	2	50	40	4
	$2\frac{1}{2}$			5
	$3\frac{1}{4}$			$5\frac{1}{2}$
	$2\frac{1}{2}$			5
$\frac{3}{8}$ "	$3\frac{1}{4}$	40	60	$5\frac{1}{2}$
	4			6
	$3\frac{1}{2}$			$5\frac{1}{2}$
$\frac{1}{2}$ "	$3\frac{1}{2}$	110	125	6
	4 $\frac{1}{2}$			8

STANDARD ABBREVIATIONS

#	POUNDS, NUMBER	FLR	FLOOR
<	LESS THAN	FJ	FLOOR JOIST
>	GREATER THAN	FN	FIELD NAILING
@	AT	FRMG	FULL PENETRATION FRAMING
±	AND	FTG	FOOTING
AB	DEGREE	GA	GAGE
ABV	PLUS OR MINUS	GALV	GALVANIZED
ADD	ANCHOR BOLT	GLB	GLU-LAM BEAM
ALT	ABOVE	GR	GRADE
°	ADDITIONAL	HT	HEIGHT
°	ALTERNATE	HORIZ	HORIZONTAL
°	ANGLE	HSS	HOLLOW STRUCTURAL STEEL
APPROX	APPROXIMATE	IN	INCHES
ARCH	ARCHITECTURAL	INFO	INFORMATION
BEL	BELOW	INSP	INSPECTION
BLDG	BUILDING	JOIST	JOIST
BLKG	BLOCKING	JOINT	JOINT
BM	BEAM	LGTH	LENGTH
BN	BOUNDARY NAILING	LLH	LONG LEG HORIZONTAL
BO	BOTTOM OF	LLV	LONG LEG VERTICAL
BOT	BOTTOM	LOC	LOCATION
B PL	BASE PLATE, BEARING PLATE	MAX	MAXIMUM
BRG	BEARING	MECH	MECHANICAL
BS	BOTH SIDES	MID	MIDDLE
BSMT	BASEMENT	MIN	MINIMUM
BTVN	BETWEEN	(N)	NEW
CANT	CANTILEVER	NO. No. #	NUMBER
CC, C-C	CENTER TO CENTER	NTS	NOT TO SCALE
CIP	CAST IN PLACE	ON CENTER	ON CENTER
CJ	CEILING JOIST	OH	OPPOSITE HAND
CJP	COMPLETE JOINT PENET.	OPNG	OPENING
CLG	CEILING	PAF	POWER ACTUATED FASTENER
CLR	CLEAR	PL	PLATE
CMU	CONCRETE MASONRY UNIT	PT	PRESSURE TREATED
COL	COLUMN	PLYWD	PLYWOOD
CONCR	CONCRETE	REINF	REINFORCEMENT
CONN	CONNECTION	REQD	REQUIRED
CONSTR	CONSTRUCTION	RF	ROOF
CONT	CONTINUOUS	RJ	ROOF JOIST
COORD	COORDINATE	SAD	SEE ARCHIT'L DRAWING
CTR	CENTER	SCHD	SCHEDULE
DC-L	DOUGLAS FIR LARCH	SECT	SECTION
Ø, DIA	DIAMETER	SHTG	SHEATHING
DIAG	DIAGONAL	SIMP	SIMPSON CONNECTORS
DIAPH	DIAPHRAGM	SMS	SHEET METAL SCREWS
DIM	DIMENSION	SOG	SLAB ON GRADE
DO	DITTO	SPEC	SPECIFICATION
DWG	DRAWING	SQ	SQUARE
DWL	DOWEL	STAGR	STAGGER
(E), EXIST	EXISTING	STD	STANDARD
EA	EACH	STL	STEEL
EF	EACH FACE	T&B	TOP AND BOTTOM
EL	ELEVATION	THK	THICK
ELEV	ELEVATOR	TOS	TOP OF STEEL
EMBD	EMBEDMENT, EMBED	TSG	TAPERED STEEL GIRDER
EN	EDGE NAILING	TS	TUBE STEEL
EQ	EQUAL	TYP	TYPICAL
EQUIP	EQUIPMENT	UNO	UNLESS NOTED OTHERWISE
ES	EACH SIDE	VERT. (V)	VERTICAL
EW	EACH WAY	VIF	VERIFY IN FIELD
EXP	EXPANSION	w/ w/	WITH
FIN	FINISH	w/o. W/O	WITHOUT
FLG	FLANGE	WT	WEIGHT

SHEET INDEX:

S1.0 GENERAL NOTES
S1.1 DETAILS

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DRAWN

PD

CHECKED

PD

DATE

JULY 2022

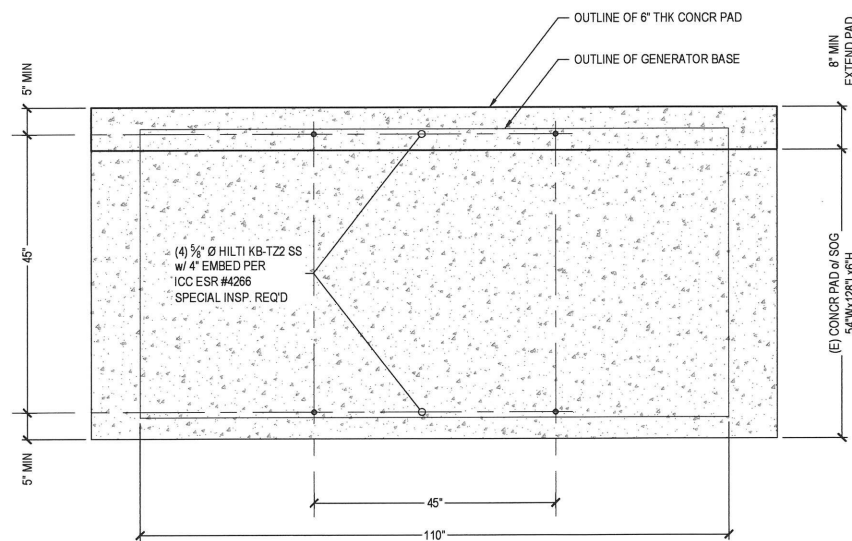
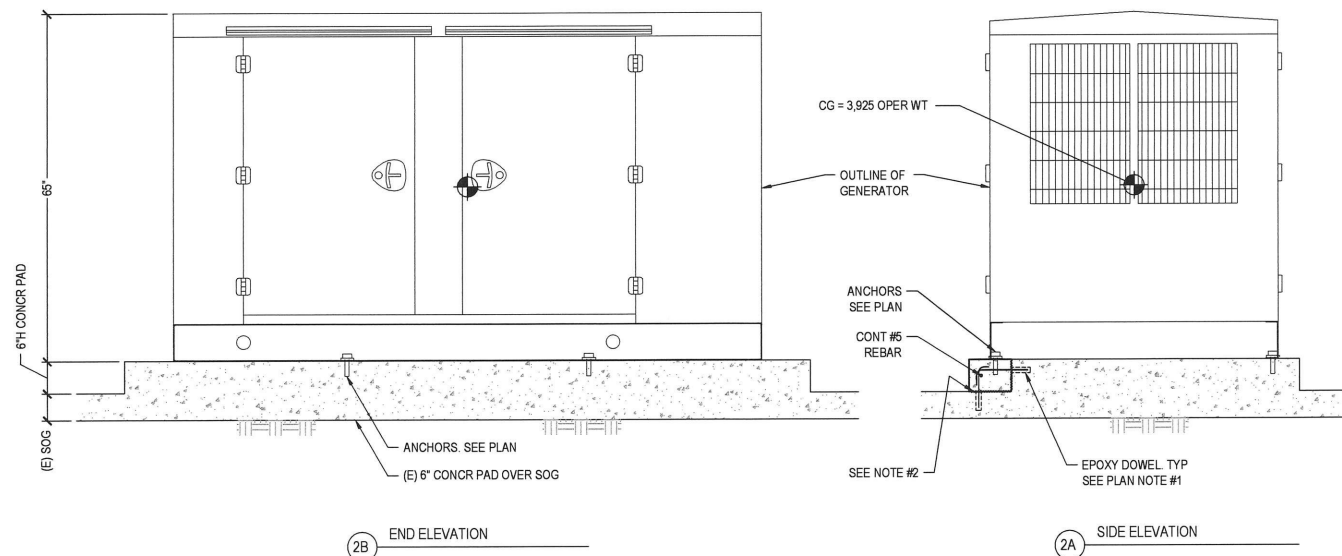
SCALE

AS SHOWN

SHEET TITLE

GENERAL NOTES

S1.0

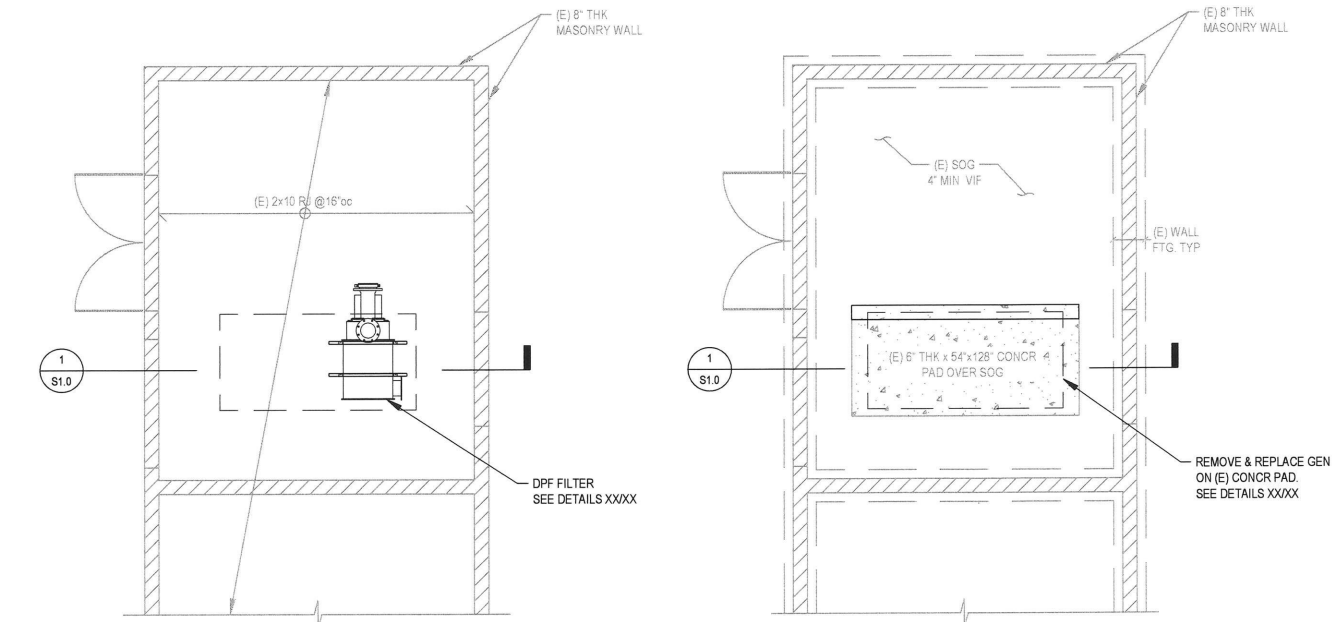


FOUNDATION PLAN

- PLAN NOTES:**
1. EPOXY DOWEL #4 REBAR @ 12"oc w/ HILTI HY-200 & 3" EMBED (PER ICC ESR-3187) TYP
 2. ROUGHEN EXISTING SURFACE TO 1/2" AMPLITUDE
 3. SEE OTHER DRAWINGS FOR SITE PLAN AND AREA OF WORK.
 4. COMPRESSIVE STRENGTH OF CONCRETE $f_c = 2,500$ PSI MIN.

GENERATOR ANCHORAGE DETAIL
SCALE: NONE

2



PARTIAL ROOF PLAN

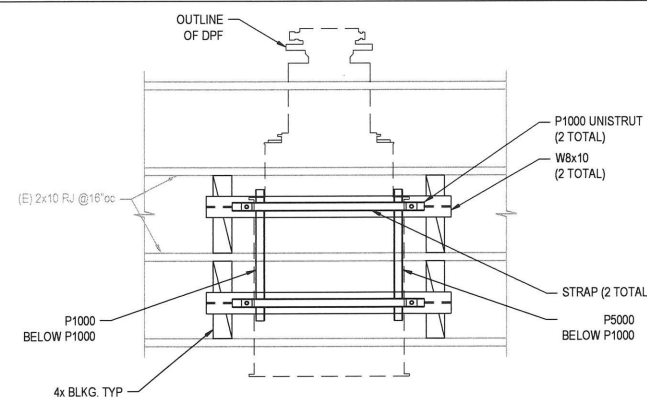
1/4" = 1'-0"

B

PARTIAL FOUNDATION PLAN

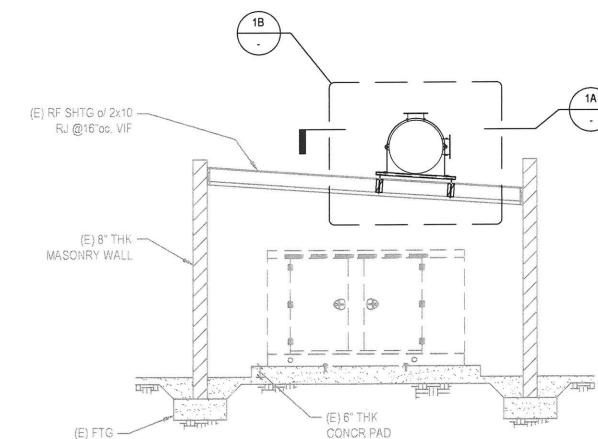
1/4" = 1'-0"

A

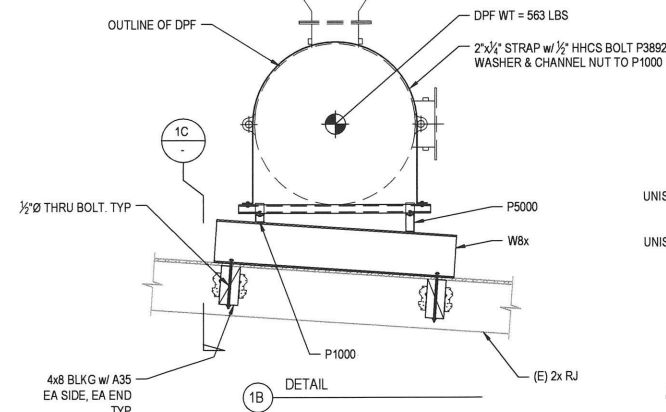


PARTIAL PLAN

1A

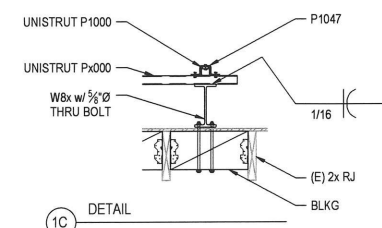


SECTION



DETAIL

1B



DETAIL

1C

BUILDING SECTION
SCALE: 1/2" = 1'-0"

1

DETAIL
SCALE: NONE

4

DETAIL
SCALE: NONE

3

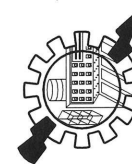
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S1.1

GENERAL ELECTRICAL NOTES

- 1) ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE FOLLOWING CODES:
2019 BUILDING STANDARDS ADMINISTRATIVE CODE
2019 CALIFORNIA BUILDING CODE
2019 CALIFORNIA ELECTRICAL CODE
2019 CALIFORNIA MECHANICAL CODE
2019 CALIFORNIA PLUMBING CODE
2019 CALIFORNIA PLUMBING CODE
2019 CALIFORNIA REFERENCED STANDARDS
2019 CALIFORNIA ENERGY CODE
- 2) BASIC METHOD AND MATERIALS:
1. MATERIALS AND EQUIPMENT FURNISHED BY THE CONTRACTOR SHALL BE NEW AND DELIVERED TO THE SITE IN ORIGINAL CARTONS OR PACKAGES.
2. WIRING SHALL BE INSTALLED IN A CONTINUOUS RACEWAY. WIRING SHALL BE RUN CONCEALED IN FINISHED ROOMS. IN UNFINISHED ROOMS WIRING MAY BE RUN EXPOSED IN RACEWAY. IN WALLS AND CEILING SPACES ROMEX WIRING MAY BE USED WITH PROPER SUPPORTING MEANS.
3. ALL ELECTRICAL EQUIPMENT SHALL BE LISTED BY NATIONAL RESEARCH AND TESTING LABORATORIES, AS LISTED BY OSHA.
- 3) RACEWAYS AND FITTINGS:
1. RIGID CONDUIT SHALL BE STANDARD SIZE, HOT DIPPED GALVANIZED CONDUIT. CONDUITS NOT SUBJECT TO DAMAGE SHALL BE ELECTRICAL METALLIC TUBING. ALL CONDUIT SHALL BE UL APPROVED.
2. THIN WALL CONDUIT SHALL BE STANDARD SIZE, GALVANIZED WITH COMPRESSION TYPE CONNECTORS AND FITTINGS.
3. ALL ELECTRICAL OUTLETS SHALL BE PROVIDED WITH CODE GAUGE STEEL 4-INCH STEEL, GALVANIZED BOXES OR LARGER AS REQUIRED. RECESSED BOXES SHALL BE SET FLUSH WITH THE FINISHED SURFACE USING APPROPRIATE PLASTER RINGS. CAST METAL BOXES WITH NEOPRENE GASKETS SHALL BE USED IN WET AREA AND OUTSIDE LOCATIONS. COVER PLATES SHALL BE SMOOTH, PLASTIC COLOR SELECTED BY ARCHITECT OR IVORY, WITH PROPER OPENINGS FOR THE DESIRED DEVICES.
- 4) CONDUCTORS:
1. ALL CONDUCTORS SHALL BE COPPER WITH RHW, THHW, THW, THWN AND XHHW UNLESS OTHERWISE REQUIRED BY THE CEC.
2. ALUMINUM CONDUCTORS MAY BE SUBSTITUTED FOR COPPER CONDUCTORS (IF APPROVED BY LOCAL JURISDICTION). INCREASE THE CONDUIT AND CONDUCTOR SIZES FOR THE EQUIVALENT AMPACITY. TERMINATIONS (CU-AL) SHALL BE MADE IN ACCORDANCE WITH PRACTICES RECOMMENDED BY THE ALUMINUM ASSOCIATION.
3. USE 10 AWG CONDUCTOR FOR 120V, MAX.16A LOAD BRANCH CIRCUIT, LONGER THAN 58' BUT NOT EXCEEDS 91'.
4. USE 10 AWG CONDUCTOR FOR 277V, MAX.16A LOAD BRANCH CIRCUIT, LONGER THAN 133' BUT NOT EXCEEDS 210'.
5. IN ALL SCENARIOS VOLTAGE DROP (V.D.) CANNOT EXCEED 3% (3.6V FOR 120V & 8.3V FOR 277V) AT THE FARTHEST OUTLET OF POWER AND/OR LIGHTING LOADS. THE MAX. V.D. ON BOTH FEEDERS AND BRANCH CIRCUITS CANNOT EXCEED 5% OF NOMINAL VOLTAGE OF THE LINE. THE MAXIMUM VOLTAGE DROP OF THE FEEDER CONDUCTORS CANNOT EXCEED 2% VOLTAGE DROP.
- 5) WIRING DEVICES:
1. SWITCHES AND RECEPTACLES SHALL BE OF SPECIFICATION GRADE. COLOR SHALL BE WHITE (OR TO MATCH WALLS) UNLESS INDICATED OTHERWISE.
- 6) PANELBOARDS:
1. ALL EQUIPMENT SHALL BE OF ONE MANUFACTURER AND SHALL BE IN ACCORDANCE WITH: ANSI, NEMA, UL, IEEE AND NFPA 70 REQUIREMENTS AND STANDARDS. EACH PANELBOARD ASSEMBLY SHALL BE PROVIDED WITH COPPER BUSES.
2. ALL PANELBOARDS SHALL BE PROVIDED WITH DISCONNECTS AS SHOWN ON THE DRAWINGS OR AS REQUIRED BY THE CEC.
3. MANUFACTURER: COMPANY SPECIALIZING IN MANUFACTURING PRODUCTS WITH MINIMUM FIVE YEARS OF DOCUMENTED EXPERIENCE.
4. USE MOLDED CASE CURRENT-LIMITING CIRCUIT BREAKERS.
5. INSTALL PANELBOARD AND ACCESSORIES ACCORDING TO NEMA PB 1.1 AND CEC. PROVIDE (2) SPARE 1 INCH CONDUITS FROM EACH RECESSED PANELBOARD INTO THE ABOVE SUSPENDED CEILING.
6. PERFORM: A. LOAD BALANCING AND MAKE CIRCUIT CHANGES. B. INFRARED SCANNING.
7. CIRCUIT DESCRIPTIONS SHALL COMPLY WITH CEC 408.4. CEC 408.4: EVERY CIRCUIT AND CIRCUIT MODIFICATION SHALL BE LEGIBLY IDENTIFIED AS TO ITS CLEAR, EVIDENT, AND SPECIFIC PURPOSE OR USE. THE IDENTIFICATION SHALL INCLUDE SUFFICIENT DETAIL TO ALLOW EACH CIRCUIT TO BE DISTINGUISHED FROM ALL OTHERS.
- 7) LIGHTING FIXTURES:
1. LIGHTING FIXTURES SHALL BE AS PER THE LIGHTING FIXTURE SCHEDULE.
2. FURNISH AND INSTALL NEW LAMPS IN ALL FIXTURES.
3. WARRANTY: MINIMUM FIVE YEARS FOR EMERGENCY UNIT BATTERIES AND BALLASTS.
4. QUALITY ASSURANCE: ELECTRICAL DEVICES AND ACCESSORIES AS DEFINED IN NFPA 70-100; FIXTURES FOR HAZARDOUS LOCATIONS SHALL COMPLY WITH FMG; EXIT SIGNS VISIBILITY AND LUMINANCE TO COMPLY WITH NFPA 101.
5. REQUIREMENTS: RECESSED FIXTURES COMPLY WITH NEMA LE4; FIXTURES TO COMPLY WITH UL.
6. BALLAST FOR FLUORESCENT FIXTURES TO COMPLY WITH NEMA C82.11 AND SHOULD BE: INSTANT OR RAPID START; SOUND RATING A; TOTAL HARMONIC DISTORTION LESS THAN 10%; TRANSIENT VOLTAGE PROTECTION CATEGORY A; CREST FACTOR LESS THAN 1.7; MULTIPLE LAMP BALLASTS AND MAINTAIN FULL LIGHT OUTPUT ON SURVIVING LAMPS IF ONE OR MORE LAMPS FAIL; HIGH POWER FACTOR, AT LEAST 90%; DESIGNED FOR SURGE OF HIGH VOLTAGE AND COMPLYING WITH ANSI/IEEE C62.41 CAT.1; AND LISTED FOR LOW ELECTROMAGNETIC-INTERFERENCE ENVIRONMENTS.
7. HIGH INTENSITY DISCHARGE BALLASTS SHOULD COMPLY WITH NEMA C82.4 AND UL 1029, DESIGNED FOR MINIMUM STARTING TEMPERATURE: -22DEG F AND BE LISTED AS LOW-NOISE BALLAST.
8. EXIT SIGNS AND EMERGENCY LIGHTING UNITS TO COMPLY WITH UL 924.
9. INSTALL SUSPENDED LUMINARIES USING PENDANTS SUPPORTED FROM SWIVEL HANGERS.
10. CLEAN ALL FIXTURES AND LAMPS UPON THE CONCLUSION OF THE WORK. FIXTURES THAT ARE CRACKED, BROKEN, RUSTED OR OTHERWISE DAMAGED SHALL BE REPLACED BY THE CONTRACTOR. ALL LIGHTING FIXTURES SHALL BE INSTALLED FREE OF GAPS, UNEVEN ROW EXTENSIONS, OR LIGHT LEAKS AROUND RECESSED FIXTURE TRIM.
- 8) SPECIAL ELECTRICAL SYSTEMS:
1. SPECIAL SYSTEMS ARE: TELEPHONE, SOUND AND DATA AS INDICATED ON DRAWINGS.
2. UNLESS NOTED OTHERWISE ON THE DRAWINGS TELEPHONE SYSTEM SHALL INCLUDE BLANK OUTLET BOXES AS TERMINAL LOCATIONS WITH 3/4 INCH CONDUIT EXTENDING FROM THESE BOXES UP INTO THE LIFT-OUT CEILING SPACE ABOVE. WHERE LIFT-OUT CEILINGS ARE NOT PROVIDED, THE CONDUIT RUNS SHALL EXTEND BACK TO A COMMON LOCATION IN UTILITY CLOSETS & BASEMENT.
- 9) MOUNTING HEIGHTS:
SHALL BE AS FOLLOWS:
RECEPTACLES: MINIMUM: 18" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM BOTTOM OF DEVICE). MAXIMUM: 48" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM TOP OF DEVICE)
WALL SWITCHES: MINIMUM: 18" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM BOTTOM OF DEVICE). MAXIMUM: 48" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM TOP OF DEVICE)
VOICE/ DATA OUTLETS: MINIMUM: 18" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM BOTTOM OF DEVICE). MAXIMUM: 48" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM TOP OF DEVICE)
WALL TELEPHONE OUTLET: MINIMUM: 18" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM BOTTOM OF DEVICE). MAXIMUM: 48" ABOVE FINISHED FLOOR (A.F.F.) (MEASURED FROM TOP OF DEVICE)
CEILING MOUNTED EXIT SIGNS: 7'6" BOTTOM OF FIXTURE A.F.F.
- 10) CONTRACTOR TO FOLLOW THE CITY OF DUARTE, CA SECURITY CODES.

FIELD VERIFY ALL CONDITIONS

DESIGN DRAWINGS ARE SCHEMATIC. THIS CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING OR AWARD OF CONTRACT TO INSPECT EXISTING FIELD CONDITIONS. THIS CONTRACT SHALL INCLUDE ALL LABOR AND MATERIALS NECESSARY FOR FIELD MODIFICATIONS DUE TO EXISTING CONDITIONS.

THE CONTRACTOR SHALL CONTACT THE ARCHITECT, ENGINEER OR OWNER PRIOR TO BIDDING FOR INTERPRETATIONS AND CLARIFICATIONS OF THE DESIGN AND INCLUDE IN HIS BID ALL COSTS TO MEET THE DESIGN INTENT. CLARIFICATIONS MADE BY THE ARCHITECT, ENGINEER OR OWNER AFTER BIDDING WILL BE FINAL AND SHALL BE IMPLEMENTED AT CONTRACTORS COST.

BIDDING CONTRACTORS SHALL HAVE A WORKING KNOWLEDGE OF LOCAL CODES AND ORDINANCES AND SHALL INCLUDE IN THEIR BIDS THE COSTS FOR ALL WORK INSTALLED IN STRICT ACCORDANCE WITH GOVERNING CODES. THE PLANS AND SPECIFICATIONS NOT WITHSTANDING, THE CONTRACTOR SHALL ALERT ARCHITECT, ENGINEER OR OWNER OF ANY APPARENT DISCREPANCIES BETWEEN GOVERNING CODES AND DESIGN INTENT.

ELECTRICAL SYMBOL LEGEND

AFF	ABOVE FINISHED FLOOR.	⦿	DUPLEX RECEPTACLE OUTLET WITH ISOLATED GROUND. MOUNT 18" AFF UON.
BFC	BELOW FINISHED CEILING.	⦿	QUADRUPLEX RECEPTACLE OUTLET WITH ISOLATED GROUND. MOUNT 18" AFF UON.
EX	EXPLOSION PROOF.	⦿	DUPLEX RECEPTACLE OUTLET FLUSH IN FLOOR BOX. WALKER 880C SERIES CAST IRON, GANG TYPE, FULLY ADJUSTABLE FLOOR BOX WITH BRASS COVER PLATE AND FLANGE.
TYP	TYPICAL.	⦿	POWER RECEPTACLE OUTLET. NUMBER INDICATES NEMA CONFIGURATION. MOUNT 18" AFF UON.
UON	UNLESS OTHERWISE NOTED.	⦿	DUPLEX RECEPTACLE OUTLET. FLUSH IN CEILING.
WP	WEATHER PROOF.	⦿	FLUSH MOUNTED OUTLET BOX. HEIGHT AS REQUIRED FOR CONNECTION TO EQUIPMENT.
DSD	DUCT SMOKE DETECTOR.	⦿	SAFETY SWITCH WITH NUMBER OF POLES AND RATING AS REQUIRED. NEMA-3R ENCLOSURE IF LOCATED OUTDOORS.
HOA	HAND - OFF - AUTO	⦿	FUSIBLE SAFETY SWITCH WITH NUMBER OF POLES AND RATING AS REQUIRED. NEMA-3R ENCLOSURE IF LOCATED OUTDOORS. PROVIDE FUSES SIZED AT 125% OF FLA UON.
+46"	INDICATES MOUNTING HEIGHT ABOVE FINISHED FLOOR OR ABOVE FINISHED GRADE TO CENTER OF DEVICE.	⦿	MOTOR SWITCH WITH THERMAL OVERLOADS. WEATHERPROOF IF INSTALLED OUTDOORS.
—	CONDUIT STUBBED AND CAPPED OR BUSHED.	⦿	MOTOR CONTROLLER. NUMBER OF POLES AND RATING AS REQUIRED. NEMA-3R ENCLOSURE IF LOCATED OUTDOORS.
—	CONDUIT UP.	⦿	MOTOR CONNECTION. NUMBER INDICATES HORSEPOWER. F= FRACTIONAL HP. ALL MOTORS SHALL BE PROVIDED WITH DISCONNECTING MEANS AND OVERLOAD PROTECTION.
—	CONDUIT DOWN.	⦿	CIRCUIT BREAKER PANELBOARD.
—	KEYED NOTE.	⦿	POWER DISTRIBUTION PANELBOARD OR SWITCHBOARD.
—	MECHANICAL EQUIPMENT IDENTIFICATION, SEE MECHANICAL EQUIPMENT SCHEDULE.	⦿	JUNCTION BOX.
⦿	SINGLE POLE SWITCH. MOUNT 46" AFF UON. SMALL LETTER INDICATES DEVICE SWITCHED.	⦿	JUNCTION BOX.
⦿	DOUBLE POLE SWITCH. MOUNT 46" AFF UON.	⦿	THERMOSTAT.
⦿	THREE-WAY POLE SWITCH. MOUNT 46" AFF UON.	⦿	TRANSFORMER.
⦿	FOUR-WAY POLE SWITCH. MOUNT 46" AFF UON.	⦿	CONCEALED RACEWAY IN WALLS OR CEILING WITH NEUTRAL, HOT, SWITCHED AND GROUND CONDUCTORS RESPECTIVELY.
⦿	KEYED SWITCH. MOUNT 46" AFF UON.	⦿	HOMERUN TO PANELBOARD WITH CIRCUIT NUMBERS AS INDICATED.
⦿	SWITCH WITH PILOT LIGHT. MOUNT 46" AFF UON.	⦿	CONCEALED RACEWAY IN FLOOR, UNDERFLOOR OR UNDERGROUND.
⦿	SWITCH WITH LOCATOR LAMP. MOUNT 46" AFF UON.	⦿	SURFACE METAL RACEWAY. WIREMOLD OR APPROVED EQUAL.
⦿	SWITCH IN WEATHERPROOF ENCLOSURE. MOUNT 46" AFF UON.	⦿	EMERGENCY POWER CIRCUIT.
⦿	EVAPORATIVE COOLER SWITCHES. FAN SPEED (3-WAY) AND FAN AND PUMP (TWO SINGLE POLE STACKED). PROVIDE HIGH, LOW, FAN AND PUMP LABELS. MOUNT 46" AFF UON.	⦿	TELEPHONE CONDUIT. MINIMUM 3/4" WITH PULL STRING.
⦿	FLUORESCENT FIXTURE AND OUTLET. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	1" TELEPHONE CONDUIT WITH PULL STRING TO TELEPHONE TERMINAL CABINET.
⦿	FIXTURES WITH SHADING SHALL BE CONNECTED TO EMERGENCY POWER SOURCE. LIGHTALARMS #AM12, 1100 LUMEN OUTPUT BATTERY PACK OR APPROVED EQUAL.	⦿	CONNECTION TO GROUNDING ELECTRODE SYSTEM.
⦿	CEILING FIXTURE AND OUTLET. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	FUSE.
⦿	WALL MOUNTED FIXTURE AND OUTLET. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	CIRCUIT BREAKER.
⦿	OUTLET BOX WITH FLEXIBLE CONDUIT CONNECTION TO FIXTURE.	⦿	TRANSFORMER.
⦿	EMERGENCY LIGHTING FIXTURE. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	RELAY OR CONTACTOR COIL.
⦿	CEILING MOUNTED EXIT FIXTURE WITH DIRECTIONAL ARROWS AS INDICATED. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	INDICATOR LAMP, R=RED, G=GREEN, Y=YELLOW.
⦿	WALL MOUNTED EXIT FIXTURE WITH DIRECTIONAL ARROWS AS INDICATED. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	NORMALLY OPEN CONTACTS.
⦿	POLE AND POLE MOUNTED FIXTURE. TYPE AS INDICATED IN FIXTURE SCHEDULE.	⦿	NORMALLY CLOSED CONTACTS.
⦿	DUPLEX RECEPTACLE OUTLET. MOUNT 18" AFF UON.	⦿	FIRE ALARM MANUAL PULL STATION. MOUNT 46" AFF UON. SEE SPECIFICATIONS FOR DEVICE AND WIRING REQUIREMENTS.
⦿	QUADRUPLEX RECEPTACLE OUTLET. MOUNT 18" AFF UON.	⦿	FIRE ALARM SMOKE DETECTOR. PHOTOELECTRIC TYPE UON. "T" INDICATES IONIZATION TYPE. SEE SPECIFICATIONS FOR DEVICE AND WIRING REQUIREMENTS.
⦿	DUPLEX RECEPTACLE OUTLET WITH GROUND FAULT CIRCUIT-INTERRUPTER. MOUNT 18" AFF UON.	⦿	FIRE ALARM DUCT SMOKE DETECTOR. SEE SPECIFICATIONS FOR DEVICE AND WIRING REQUIREMENTS.
⦿	SPLIT WIRED DUPLEX RECEPTACLE OUTLET. MOUNT 18" AFF UON.		
⦿	HARD WIRED CONNECTION. MOUNT AT 18" AFF UON.		
⦿	FUSED DISCONNECT. SIZE PER MANUFACTURER'S SPECIFICATIONS.		
⦿	DATA		
⦿	DATA/TELE		

PROENGINEERING
MEP CONSULTANTS



ELECTRICAL SCHEDULES, NOTES & DETAILS

SCALE: NONE

REVISIONS

GAMMILL ELECTRIC INC.

16224 ARROW HIGHWAY IRVINDALE, CA. 91706



GENERATOR REPLACEMENT

CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010

DRAWN

RP

CHECKED

RP

DATE

08-04-2022

SCALE

NONE

JOB NO.

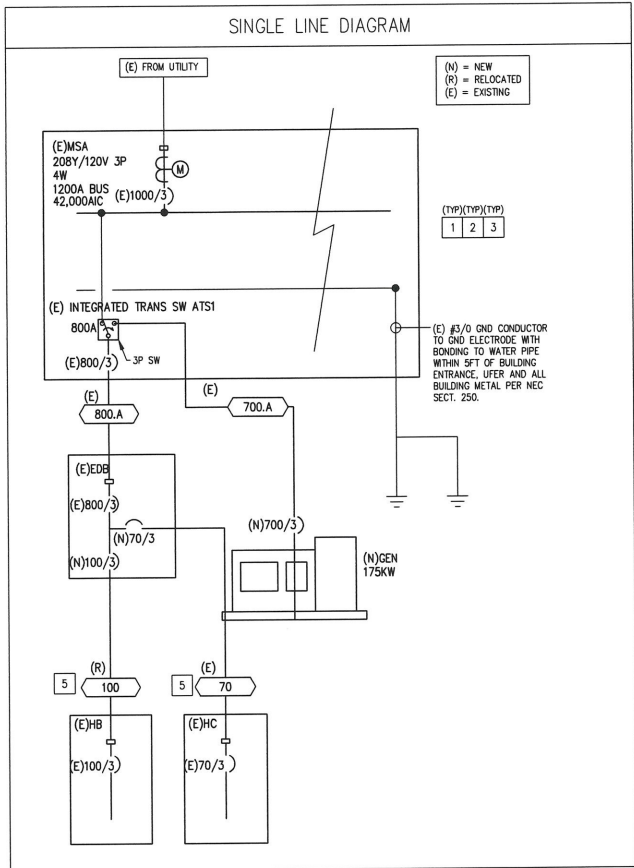
22-314

SHEET TITLE

ELECTRICAL
SCHEDULES, NOTES
& DETAILS

SHEET NUMBER

E0.1



FEEDER SCHEDULE

ID	FEEDER AMPS	CONDUIT AND FEEDER	FEEDING THESE DEVICES
70	70	1-1/4" C, 3#4, #8G	HC
100	100	1-1/2" C, 3#1, #1N, #8G	HB
700.A	700	(2)3-1/2" C, 3#500kcmil, #500kcmil N, #1/0G	ATSI
800.A	800	(3)3" C, 3#300kcmil, #300kcmil N, #1/0G	ATSI, EDB

VOLTAGE DROP SCHEDULE

DEVICE	FEEDER		
	VOLTAGE DROP	WIRE SIZE	LENGTH
GEN	-	-	-
ATSI	0% / 1.85%	(3)#300kcmil / (2)#500kcmil	/ 266'
EDB	1.98%	(3)#300kcmil	21'

GENERATOR SCHEDULE

CALLOUT	VOLTS	TOTAL CALCULATED KVA	TOTAL CALCULATED AMPS	KW	UTILITY FAULT
GEN	208Y/120V 3P 4W	138	384	175	42,000

EDB (EXISTING)

ROOM MOUNTING FLOOR			VOLTS 208Y/120V 3P 4W			AIC 42,000					
FED FROM ATSI			BUS AMPS 800			MAIN BKR 800					
NOTE LOAD TYPES SEPARATED BY INDIVIDUAL BRANCH CIRCUITS.			NEUTRAL 100%			LUGS STANDARD					
CKT #	CKT BKR	CIRCUIT DESCRIPTION	LOAD KVA			CKT #	CKT BKR	CIRCUIT DESCRIPTION	LOAD KVA		
			A	B	C				A	B	C
1	20/1	SPACE	0			2	200/3	MOTOR CONTROL CENTER MCC-C	8		
3	20/1	SPACE		0		4				8	
5	20/1	SPACE			0	6					8
7	20/1	SPACE	0			8	200/3	PANELS CA & CB	7		
9	20/1	SPACE		0		10				7	
11	20/1	SPACE			0	12					7
13	20/1	SPACE	0			14	100/3	PANEL HB	9.33		
15	20/1	SPACE		0		16				9.33	
17	20/1	SPACE			0	18					9.33
19	20/1	SPACE	0			20	70/3	PANEL HC	6.67		
21	20/1	SPACE		0		22				6.67	
23	15/1	FIRE ALARM CONTROL PNLS	0.5		0.5	24					6.67
25	15/1	FIRE ALARM CONTROL PNLS		6.67		26	20/1	SPACE	0	0	
27	150/3	MOTOR CONTROL CENTER MCCB	6.67		6.67	28	20/1	SPACE			0
29				5		30	20/1	SPACE	0	0	
31	150/3	PANEL B			5	32	20/1	SPACE			0
33			5			34	20/1	SPACE			0
35						36	20/1	SPACE	0		
37						38	20/1	SPACE		0	
39	20/1	SPACE		0		40	20/1	SPACE			0
41	20/1	SPACE			0	42	20/1	SPACE			0
TOTAL CONNECTED KVA BY PHASE									43.2	42.7	43.2
CONN KVA			CALC KVA			CONN KVA			CALC KVA		
LIGHTING	10	12.5	(125%)	CONTINUOUS			3	3.75	(125%)		
LARGEST MOTOR	24	6	(25%)	NONCONTINUOUS			48	48	(100%)		
MOTORS	50	50	(100%)	HEATING			12	12	(100%)		
RECEPTACLES	6	6	(50%-10)	COOLING			10	0	(0%)		
TOTAL LOAD							138				
BALANCED 3-PHASE LOAD							384 A				

6 (EXISTING)

ROOM MOUNTING SURFACE		VOLTS 208Y/120V 3P 4W				AIC 10,000					
FED FROM UTILITY		BUS AMPS 100				MAIN BKR 100					
NOTE		NEUTRAL 100%				LUGS STANDARD					
CKT #	CKT BKR	CIRCUIT DESCRIPTION	LOAD KVA			CKT #	CKT BKR	CIRCUIT DESCRIPTION	LOAD KVA		
			A	B	C				A	B	C
1	100/3	MAIN	0			2	20/1	SPACE	0		
3				0		4	20/1	SPACE		0	
5					0	6	20/1	SPACE			0
7	20/1	BLOCK HTR	0.2			8	20/1	SPACE	0		
9	20/1	TIME CLOCK 1		0.5		10	20/1	TIME CLOCK 2		0.5	
11	20/1	TIME CLOCK 3			0.5	12	20/1	TIME CLOCK 4			0.5
13	20/1	XMAS PHOTO CELL	0.5			14	30/1	MAIN POOL HTR	0.5		
15	20/1	FILTER CTRL MAIN		0.6		16	20/1	FILTER CNTRL TRAINING		0.5	
17	20/1	SMALL POOL HTR			0.8	18	30/1	STRANTRLO EAST			0.5
19	20/1	BATTERY CHARGER	0.5			20	20/1	STRANTRLO WEST	0.6		
21	30/1	FILTER PUMP		0.5		22	20/1	SPACE		0	
23	20/1	SPACE			0	24	20/2	SPACE			0
25	30/2	SOLAR PUMP	2			26			0		
27				2		28	15/1	SPACE		0	
29	20/1	SPACE			0	30	20/1	SPACE			0
						TOTAL CONNECTED KVA BY PHASE			4.3	4.6	2.3
			CONN KVA	CALC KVA					CONN KVA	CALC KVA	
LIGHTING			2.5	3.13	(125%)	CONTINUOUS			0.5	0.625	(125%)
LARGEST MOTOR			4	5	(125%)	HEATING			1.5	1.5	(100%)
OTHER MOTORS			1.1	1.1	(100%)	COOLING			0	0	(N/A)
RECEPTACLES			1.6	1.6	(50%-10)	NONCONTINUOUS			0	0	(100%)
KITCHEN EQUIP			0	0	(N/A)	DIVERSE			0	0	(N/A)
						METERED DEMAND			0	0	(125%)
						TOTAL KVA			11.2	13	
						BALANCED 3-PHASE AMPS				35.9	

CALL-OUT NOTES

- ALL BREAKERS TO BE FULLY RATED AT HOUSING PANEL'S FAULT CURRENT RATING.
- NEC SECT 210.4(B) DISCONNECTING MEANS. EACH MULTI-WIRE BRANCH CIRCUIT SHALL BE PROVIDED WITH A MEANS THAT WILL SIMULTANEOUSLY DISCONNECT ALL UNGROUNDED CONDUCTORS AT THE POINT WHERE THE BRANCH CIRCUIT ORIGINATES.
- CONTRACTOR TO VERIFY ALL EXISTING EQUIPMENT IS AS SPECIFIED. CONTACT ELECTRICAL ENGINEER IF ANY DEVIANCE TO THE SINGLE LINE DIAGRAM IS FOUND.
- ALL BREAKERS IN BOXED AREA ARE EXISTING TO REMAIN AS IS. ALL OTHERS ARE NEW. EXISTING DEMAND IS BASED ON 30-DAY METER READINGS.
- PANELS "HB" AND "HC" TO BE INTERCEPTED FROM SWITCHBOARD "MSA" AND LANDED IN PANEL "EDB". (NO EXTENSION IS NECESSARY AS MSA AND EDB ARE JUST A FEW FEET APART IN THE SAME ELECTRICAL ROOM.)

MSA (EXISTING)

ROOM MOUNTING FLOOR		VOLTS 208Y/120V 3P 4W			AIC 42,000	
FED FROM UTILITY		BUS AMPS 1200			MAIN BKR 1000	
NOTE		NEUTRAL 100%			LUGS STANDARD	
CKT #	BREAKER TRIP/POLES	CIRCUIT DESCRIPTION	LOAD KVA			FEEDER RACEWAY AND CONDUCTORS
			A	B	C	
1	125/3	PANEL A	0	0	0	(3)3"C, 3#300kcmil, #300kcmil N, #1/0G
2	-/3	TRANSFER SWITCH ATSI	43.2	42.7	43.2	
3	200/3	SOLAR	0	0	0	
4	125/3	MOTOR CONTROL CENTER MCC-A	0	0	0	
5	60/3	SPACE	0	0	0	
6	175/3	POOL PUMP HOUSE	0	0	0	
7	20/3	SPACE	0	0	0	
8	20/3	SPACE	0	0	0	
9	20/3	SPACE	0	0	0	
10	20/3	SPACE	0	0	0	
TOTAL CONNECTED KVA BY PHASE			43.2	42.7	43.2	
		CONN KVA	CALC KVA		CONN KVA	CALC KVA
LIGHTING		10	12.5	(125%)	3	3.75 (125%)
LARGEST MOTOR		24	6	(25%)	48	48 (100%)
MOTORS		50	50	(100%)	12	12 (100%)
RECEPTACLES		6	6	(50%-10)	10	0 (0%)
			TOTAL LOAD		138	
			BALANCED 3-PHASE LOAD		384 A	



PANEL SCHEDULES & 1-LINE

SCALE: NONE

GAMMILL ELECTRIC INC.
16224 ARROW HIGHWAY IRVINDALE, CA. 91706

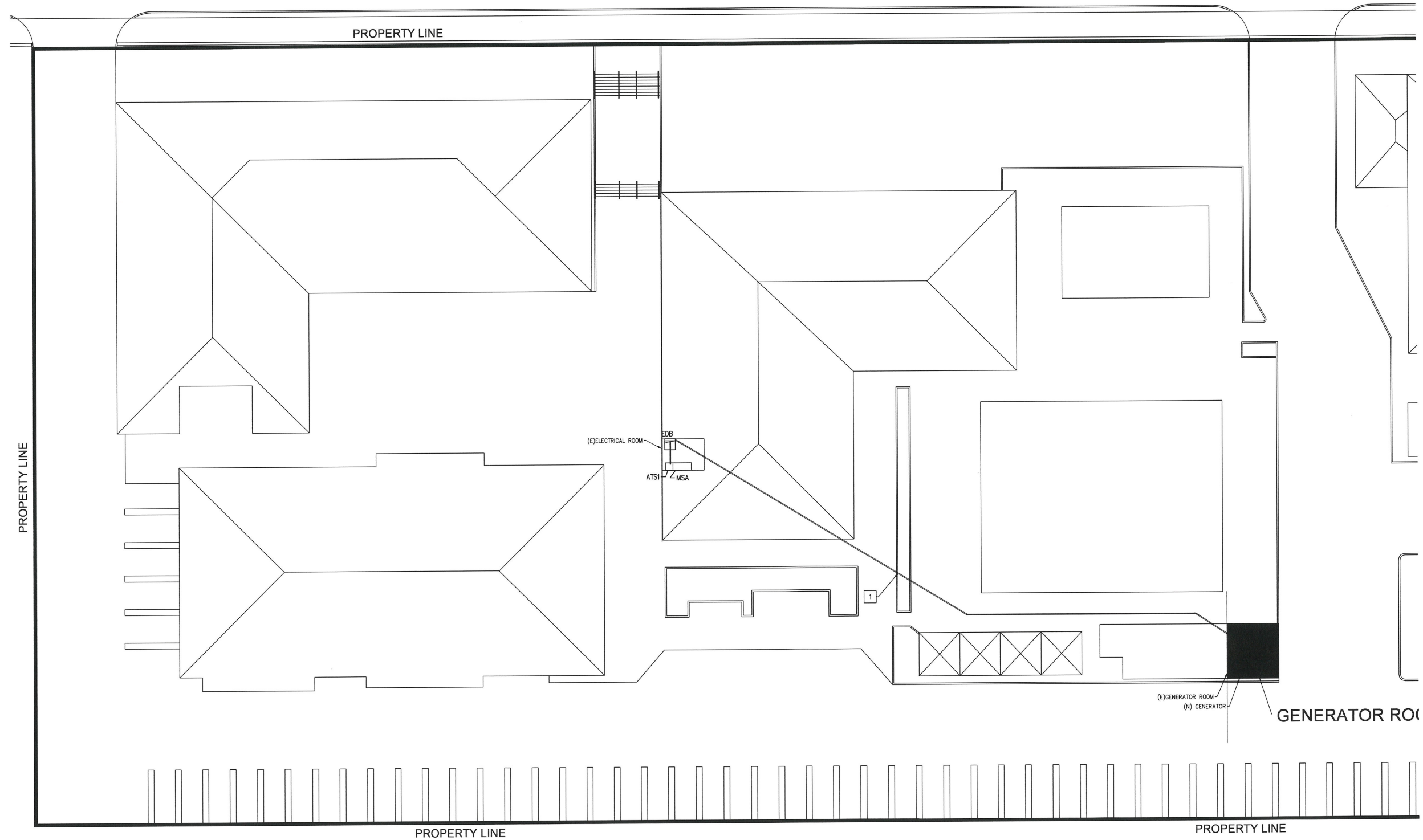


GENERATOR REPLACEMENT
CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010

DRAWN
RP
CHECKED
RP
DATE
08-04-2022
SCALE
NONE
JOB NO.
22-314
SHEET TITLE
PANEL SCHEDULES & 1-LINE

SHEET NUMBER

E0.2



CALL-OUT NOTES

- 1 EXISTING FEEDER FROM PANEL "EDB" TO NEW GENERATOR "GEN". PREVIOUS GENERATOR REQUIRED SAME FEEDER SIZE SO IT CAN REMAIN IN PLACE.
- 2 SEE SHEET E1.1 FOR ENLARGED GENERATOR ROOM.



REVISIONS

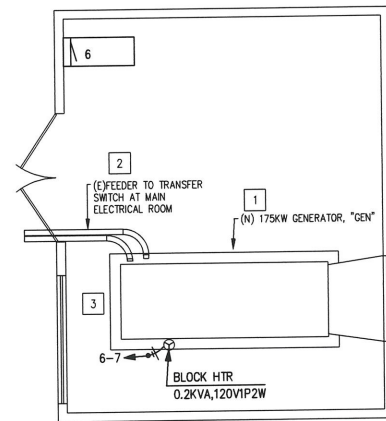
**GAMMILL ELECTRIC INC.**
16224 ARROW HIGHWAY IRVINDALE, CA. 91706

GENERATOR REPLACEMENT
CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010



ELECTRICAL SITE PLAN
SCALE: 1/16"=1'-0"

DRAWN RP
CHECKED RP
DATE 08-04-2022
SCALE 1/16"=1'-0"
JOB NO. 22-314
SHEET TITLE ELECTRICAL SITE PLAN
SHEET NUMBER E1.0



CALL-OUT NOTES

- 1 NEW GENERATOR, 175KW, TO REPLACE PREVIOUS 225KW GENERATOR IN PLACE ON EXISTING CONCRETE PAD.
- 2 RE-USE EXISTING UNDERGROUND FEEDER TO RUN TO NEW GENERATOR LOCATION. SEE SINGLE-LINE DIAGRAM FOR EXISTING FEEDER SIZE.
- 3 RE-USE EXISTING BATTERY CHARGER FEED FROM PANEL 6 TO NEW GENERATOR LOCATION.



REVISIONS



GAMMILL ELECTRIC INC.
16224 ARROW HIGHWAY IRVINDALE, CA. 91706

GENERATOR REPLACEMENT

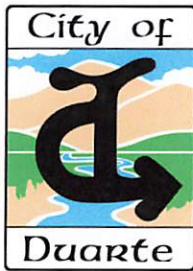
CITY OF DUARTE
1600 HUNTINGTON DR.
DUARTE, CA 91010



ENLARGED GENERATOR PLAN

SCALE: 1/4"=1'-0"

DRAWN	RP
CHECKED	RP
DATE	08-04-2022
SCALE	1/4"=1'-0"
JOB NO.	22-314
SHEET TITLE	ENLARGED GENERATOR PLAN
SHEET NUMBER	E1.1



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Award of Contract for Citywide Curb House Address Number (FY 2022-23)

RECOMMENDATION: It is recommended that the City Council: 1) Approve the award of contract for the Citywide Curb House Address Number Project to Care for The Children; and 2) Approve a budget amendment of \$63,000 to the Gas Tax Fund as part of the Mid-Year Budget review

FISCAL IMPACT: The project will be funded by the Gas Tax Fund. The project cost is \$63,000 which is the total contract amount with an added five percent contingency. This was not included in the FY 2022-23 Budget, so it is recommended that a budget amendment be added to the Mid-Year Budget review

BACKGROUND

Approximately every five years, the City repaints curb address numbers. The last curb painting project was completed in 2017. In a recent Staff survey, it was determined that many locations have seen fading and repainting is warranted. The Citywide Curb House Address Numbers Project consists of the re-marking of house numbers with reflective paint and removal of faded or conflicting paint.

DISCUSSION/ANALYSIS

The specifications for this project were made available and the project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060.

On Jan 12, 2023, the bids were submitted electronically. The results are as follows:

1	Care for the Children	\$60,000.00
2	WGJ Enterprises, Inc.	\$180,000.00

The lowest responsible and responsive bidder is Care for the Children. They have successfully completed multiple similar projects in various cities including "Paint Curb Address Number" in 2017 for the City of Duarte.

As with all contracts, a contingency amount is considered for this project in anticipation of any potential contract changes due to unforeseen circumstances. A minor contingency amount of five percent has been added to this contract as necessary changes with this kind of scope tend to be less than with other construction contracts.

RECOMMENDATION

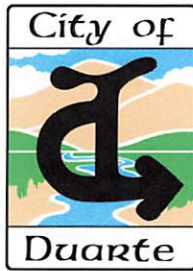
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FISCAL IMPACT

The project will be funded by the Gas Tax Fund. The project cost is \$63,000 which is the total contract amount with an added five percent contingency. This was not included in the FY 2022-23 Budget, so it is recommended that a budget amendment be added to the Mid-Year Budget review

ATTACHMENTS

None



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Facility Use Agreement between the City of Duarte and Duarte Unified School District for the 2023 Swim Team Season

RECOMMENDATION: It is recommended that City Council authorize the City Manager to execute this Facility Use Agreement with Duarte Unified School District for use of the Fitness Center Pools for Duarte High School's 2023 Swim Team season.

FISCAL IMPACT: Depending on the District's final facility usage, the City would generate additional revenue ranging between \$3,000 to \$5,000.

BACKGROUND

Annually, the City and Duarte Unified School District have traditionally entered into a Facility Use Agreement that enables Duarte High School's (DHS) Swim Team to utilize the City's Fitness Center pools and amenities in the springtime for all their practices and sanctioned swim meets. DHS has continued to be good stewards of the space and their usage has minimal impact on the Department's anticipated spring programming at this city facility.

RECOMMENDATION

It is recommended that City Council authorize the City Manager to execute this Facility Use Agreement with Duarte Unified School District for use of the Fitness Center Pools for Duarte High School's 2023 Swim Team season.

FISCAL IMPACT

Depending on the District's final facility usage, the City would generate additional revenue ranging between \$3,000 to \$5,000.

ATTACHMENTS

Facility Use Agreement for Duarte Fitness Center Pools

FACILITY USE AGREEMENT FOR DUARTE FITNESS CENTER POOLS

It is the CITY OF DUARTE'S ("CITY") desire to serve the public interest of the community by supporting organized recreational/sports programs. Organizations periodically use a CITY arena, stadium, field, area, pool, or other property (collectively "FACILITY") for such programs. This Facility Use Agreement ("AGREEMENT") has been set in place to achieve that goal.

RENTER INFORMATION

ORGANIZATION Name: Duarte Unified School District

ORGANIZATION Address: 1620 Huntington Drive, Duarte, CA 91010

Contact name: Perry Skaggs Phone #: (626) 599 - 5000

The goal and purpose of the Duarte Unified School District ("ORGANIZATION," collectively with CITY as "PARTIES" or each individually as "PARTY") is to provide the knowledge, skills and inspiration for each student to be successful in college, career, and life. The ORGANIZATION is responsible for compliance with this AGREEMENT and is required to read, sign, and date the AGREEMENT as part of the rental.

In consideration of the mutual covenants and conditions contained herein, the PARTIES do hereby agree as follows:

I. TERMS OF AGREEMENT

The CITY grants ORGANIZATION the right to use the:

Name of Facility: Duarte Fitness Center (Pools and locker-room amenities)

Address/area/location: 1600 Huntington Drive, Duarte, CA 91010

for Duarte High School Swim Team Season (practices and swim meets)

for the period of time: Begin date: 02/15/2023 End date: 05/05/2023.

Admission fee charged? Yes No ☒

Will food be served? Yes No ☒

Will food be sold? Yes No ☒

This AGREEMENT may be terminated at any time by either PARTY giving to the other PARTY at least fifteen (15) days' written notice of termination. The CITY may renew this AGREEMENT annually, provided the ORGANIZATION operates the FACILITY in conformance with all regulations applicable thereto.

II. USE OF FACILITY

The ORGANIZATION shall have the non-exclusive right to use the FACILITY. ORGANIZATION's right to use the FACILITY will begin on the above stated date and upon submission of the following to the CITY:

- A. Completed and signed AGREEMENT.
- B. Master calendar of events to include practice schedule, competitions, and their start and end times, acceptable to the CITY.
- C. One copy of the certificate(s) of insurance and all applicable endorsements.
- D. Current Red Cross-certified lifeguard certificate for ORGANIZATION's personnel responsible and scheduled to supervise the ORGANIZATION's activities.

The above requested documents must be submitted and approved prior to use. If the documents are not submitted, the CITY may withhold use of the FACILITY.

III. FEES

- 1. CITY will bill the ORGANIZATION the full costs for two CITY lifeguards being provided during all swim meets, and one half the costs of pool utilities (including gas and water) and chemicals used for pools throughout the duration of this AGREEMENT.
- 2. ORGANIZATION is responsible for any lost keys and any costs CITY incurs to replace and/or re-key the FACILITY.
- 3. In the event FACILITY is left damaged, ORGANIZATION shall be charged for any and all janitorial and/or repair fees incurred by CITY as a result of same, and those fees shall be billed to ORGANIZATION.

IV. RESPONSIBILITY FOR ACTIVITIES

The ORGANIZATION shall provide the necessary personnel to supervise and conduct the activities at the FACILITY as set forth in this AGREEMENT and shall furnish and supply any and all equipment and material(s), which may be necessary for such activities conducted at the FACILITY.

- A. ORGANIZATION agrees to observe all rules and regulations as set forth in this AGREEMENT.
- B. Modifications to Facilities. The removal, alteration, painting, or addition to any facility or grounds, and construction of any kind to existing structures must be approved by CITY. This will include any proposed changes altering design or appearance of the existing landscape of demised premises. No trees, shrubs, or ground covers shall be planted, trimmed, or removed without written consent from the CITY. Any requests to modify or improve park fields and facilities shall be submitted for approval to the PARKS & RECREATION DEPARTMENT or other designated CITY department, at least sixty (60) days prior to the date of any proposed changes.
- C. ORGANIZATION agrees to erect no advertising matter of any kind on CITY grounds without prior approval by the CITY.
- D. Pools may be scheduled for closure and rehabilitation to allow for recovery due to heavy usage and/or maintenance. The dates and times of closure to be determined by the CITY.
- E. There will be no use of CITY pools when facilities are unsafe due to rain, lighting, poor air quality or other conditions. Any ORGANIZATION failing to comply with a decision to postpone use is subject to termination of this AGREEMENT and ability to use the FACILITY.
- F. Any damages to the FACILITY or appurtenant CITY facilities caused by ORGANIZATION or its use of the FACILITY, will be the ORGANIZATION's responsibility to replace or repair. In the event ORGANIZATION fails or refuses to replace or repair damage, CITY may cause such replacement and/or repair to be undertaken and ORGANIZATION agrees to reimburse CITY for the costs incurred to do so.
- G. ORGANIZATION is responsible for cleaning areas used, including daily trash produced by users or ORGANIZATION.

- H. ORGANIZATION is solely responsible for supervising and controlling all individuals at the FACILITY and adjoining property during the use of the FACILITY. This includes, but is not limited to, players, participants, referees, and spectators. CITY is not responsible for providing this supervision. However, CITY may evict individuals from the FACILITY if their conduct is not in the best interest of the public or is deemed to be contrary to the protection of public health and safety.
- I. Any violation of this AGREEMENT by ORGANIZATION and/or individuals associated with ORGANIZATION using the FACILITY, shall lose their privilege and use of the FACILITY.

V. COMPLIANCE WITH ALL APPLICABLE LAWS, RULES, REGULATIONS

- 1. ORGANIZATION shall comply with all local, state, and federal laws and regulations related to the use of the FACILITY and public gatherings.
- 2. ORGANIZATION agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
- 3. ORGANIZATION agrees it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the FACILITY, including, but not limited to, use of appropriate sanitation practices, physical distancing, and limits on the size of gatherings.
- 4. CITY reserves the right to immediately revoke ORGANIZATION's right to use of the FACILITY should ORGANIZATION fail to comply with any provision of this section.

VI. USE OF PREMISES

The FACILITY shall be used only for those events as set forth in Sections I and II above. ORGANIZATION shall not permit the FACILITY or any part thereof to be used for:

1. The conduct of any offensive, noisy, or dangerous activity.
2. The creation or maintenance of a public nuisance.
3. Anything which fails to comply with public regulations or rules of any public authority at any time, applicable to the FACILITY.
4. Any purpose or in any manner which will obstruct, interfere with, or infringe upon the rights of the residents, businesses, or organizations of adjoining properties.

VII. EXCLUSIVE RIGHT

This AGREEMENT does not give the ORGANIZATION any right to the exclusive use of the FACILITY, restrooms, or any other public facility. ORGANIZATION agrees that the rights herein granted shall not be assigned to or transferable to any persons, teams, or leagues.

VIII. MAINTENANCE

- A. ORGANIZATION shall be responsible for all damages or injury to property or equipment caused by the ORGANIZATION, its agents, employees, volunteers, participants and/or any other individual at the FACILITY during ORGANIZATION's use of the FACILITY.
- B. All maintenance, such as lane lines, pool divider ropes, and set up of temporary equipment will be performed by ORGANIZATION.
- C. ORGANIZATION is responsible for the FACILITY being free of trash and/or debris caused by group usage upon conclusion of each day's use.
- D. ORGANIZATION is required to report any damage to persons or property or acts of vandalism to the CITY immediately.

IX. INSPECTION

- A. ORGANIZATION shall inspect the FACILITY prior to each use to ensure that it is free from any defects and/or hazards that may pose a danger to participants, spectators, and/or any other person who is at the FACILITY as part of the ORGANIZATION's use of the FACILITY. ORGANIZATION shall immediately

notify CITY of any defect or hazard identified so that the CITY has sufficient time to warn of the defect or hazard and/or remediate the defect or hazard prior to ORGANIZATION's use of the FACILITY. ORGANIZATION agrees that should it fail to conduct any such inspection and/or fail to timely notify CITY of any defect or hazard identified, ORGANIZATION shall be solely responsible for any damage or injury, whether to persons or property, arising from the defect or hazard.

- B. CITY shall have the right to enter the FACILITY utilized hereunder as needed. However, CITY's exercise of the right to enter shall not create any duty on the PARTY of the CITY to inspect the FACILITY for defects or hazards under Section A herein.

X. IMPROVEMENTS

The removal, alteration, or addition to any buildings or grounds and construction of any kind to existing structures must be approved and performed by the CITY. This shall include any proposed changes that would alter the design or appearance of the existing landscape of the FACILITY. No trees, shrubs, or ground covers shall be planted, trimmed, or removed without prior written consent from the CITY.

Furthermore, all requests for removal, alteration, or addition to any facility or grounds, or for construction and painting of any kind to existing structures must be submitted to the CITY for consideration and review at least sixty (60) days prior to the date any proposed change(s) is/are needed.

Assistance by the ORGANIZATION, its agents, employees, or its participants with any such removal, alteration, addition, painting, or construction shall be solely at the discretion and with prior written consent of the CITY.

Nothing in this section shall be interpreted as prohibiting the normal maintenance of the facility by the ORGANIZATION as specified in this section.

XI. TITLE TO IMPROVEMENTS

All alterations and additions to the FACILITY or surrounding grounds and all construction of any kind to existing structures of the FACILITY shall become the property of the CITY. Nothing contained in this paragraph shall authorize the ORGANIZATION to make or place any alterations, changes, or improvements on the FACILITY without the prior written consent of the CITY.

XII. SIGNS

No signs shall be erected on the FACILITY described herein unless written approval is obtained from the CITY. Such a request for approval shall be directed to the DIRECTOR OF PARKS & RECREATION. No sponsor advertising sign shall be installed on buildings or grounds without the prior written consent of the CITY.

XIII. TERMINATION OF THIS AGREEMENT

ORGANIZATION or CITY may terminate this AGREEMENT by serving on the other PARTY such written termination at least fifteen (15) days in advance of such termination at any time.

XIV. NOTICE

All notices respecting this AGREEMENT shall be served by certified mail, postage prepaid, addressed as follows:

To CITY: 1600 Huntington Drive
Duarte, CA 91010
Attention: Director of Parks & Recreation

To ORGANIZATION: 1620 Huntington Drive
Duarte, CA 91010
Attention: DHS Athletics Director

Notice shall be deemed to have been served forty-eight (48) hours after the same has been deposited in the United States Postal Service.

XV. ATTORNEYS' FEES

Should any litigation or other legal action be commenced between the PARTIES hereto to interpret or enforce the provisions of this AGREEMENT, in addition to any other relief to which the PARTY may be entitled in law or equity, the prevailing PARTY in such litigation or legal action shall be entitled to recover costs of suit and reasonable attorneys' fees and costs.

XVI. GOVERNING LAW

This AGREEMENT will be governed by and constructed in accordance with the laws of the State of California. Actions or proceeding brought by any PARTY pursuant to this AGREEMENT shall be brought and enforced in the Superior Court of the County of Los Angeles.

XVII. ASSIGNMENT

Neither this AGREEMENT nor any duties, rights, or obligations under this AGREEMENT may be assigned by ORGANIZATION, either voluntarily or by operation of law without the express written consent of the CITY.

XVIII. INDEMNIFICATION

ORGANIZATION shall indemnify, defend, and hold harmless CITY, its board or city council, members of boards and commissions, its officers, agents, employees, and volunteers ("herein for the purposes of this provision collectively referred to as "CITY") from and against any and all causes of action, claims, liabilities, obligations, judgments, losses, costs, expenses, or damages, including liability for injuries or illnesses to any person or persons or damage to property arising out of or in any way connected with ORGANIZATION's use of the FACILITY. ORGANIZATION's duties hereunder include, but are not limited to, claims, allegations, or liabilities, in whatever form, arising from breach of contract, bodily injury, economic loss, death, personal injury, property damage, loss of use, or property loss. The ORGANIZATION's obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of ORGANIZATION, its officers, employees, agents, participants, representatives, or vendors. It is further agreed, ORGANIZATION's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent active or passive negligence on the part of CITY except for liability resulting from the sole negligence or willful misconduct of CITY relating to ORGANIZATION's use of the FACILITY under this AGREEMENT. In the event the CITY is made a party to any action, lawsuit, or other adversarial proceeding arising from ORGANIZATION's use of the FACILITY encompassed by this AGREEMENT, and upon demand by CITY, ORGANIZATION shall have an immediate duty to defend the CITY at ORGANIZATION's cost with legal counsel approved by CITY or, at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorneys' fees and costs incurred in the defense of such matters.

XIX. INSURANCE

ORGANIZATION shall maintain insurance in conformance with the requirements set forth in this section. ORGANIZATION will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, ORGANIZATION agrees to amend, supplement, or endorse the existing coverage to do so.

ORGANIZATION acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to ORGANIZATION in excess of the limits and coverage identified in this AGREEMENT and which is applicable to a given loss, claim or demand, will be equally available to CITY.

CITY reserves the right to require additional insurance coverage(s) not specified in this section, if, in the sole discretion of the CITY, such additional coverages are necessary to protect the CITY.

ORGANIZATION shall provide the following types and amounts of insurance:

General liability insurance. ORGANIZATION shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$5,000,000 per occurrence, \$10,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

Automobile liability insurance. ORGANIZATION shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the ORGANIZATION arising out of or in connection with the use of the FACILITY, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Workers’ compensation insurance. ORGANIZATION shall maintain workers’ compensation insurance (statutory limits) and employer’s liability insurance (with limits of at least \$1,000,000). ORGANIZATION shall submit to CITY, along with the certificate of insurance, a waiver of subrogation endorsement in favor of CITY, its officers, agents, employees, and volunteers.

CITY reserves the right to require additional lines of insurance, such as:

1. **Sexual abuse/molestation insurance.** ORGANIZATION shall procure and maintain sexual abuse and molestation liability coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. This coverage may be part of commercial general liability coverage, professional liability coverage, or a separate policy.
2. **Other.** If ORGANIZATION contracts with a third-party service provider (e.g., caterer), ORGANIZATION will require the service provider to procure and maintain at its sole cost and expense comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and if applicable, liquor liability coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, or other lines of coverage CITY requires. Both CITY and ORGANIZATION shall be endorsed as additional insureds.

Other provisions or requirements

Proof of insurance. ORGANIZATION shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by CITY prior to commencement of the use of the FACILITY. Current certification of insurance shall be kept on file with CITY at all times during the term of this AGREEMENT. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

CITY reserves the right to apply this provision to other lines of required insurance coverage, e.g., automobile, sexual abuse and molestation, and liquor liability policies.

Duration of coverage. ORGANIZATION shall procure and maintain for the duration of the AGREEMENT insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the use of the FACILITY hereunder by ORGANIZATION, its agents, representatives, employees, or volunteers.

Primary/non-contributing. Coverage provided by ORGANIZATION shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this AGREEMENT shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers, or shall specifically allow ORGANIZATION or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. ORGANIZATION hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its sub-organizations.

Notice of cancellation. ORGANIZATION agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation

(except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

ORGANIZATION agrees to oblige its insurance agent or broker and insurers to provide CITY with a thirty (30) day notice of any change of coverage or limits.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by CITY.

Enforcement of contract provisions (non estoppel). ORGANIZATION acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform ORGANIZATION of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

City's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, CITY has the right, but not the duty, to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by ORGANIZATION. In the alternative, CITY may cancel this AGREEMENT.

Requirements not limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any PARTY or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the ORGANIZATION maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the ORGANIZATION. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that ORGANIZATION's/sub-organization's insurance shall apply separately to each insured against whom claim is made or

suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. ORGANIZATION agrees to ensure that its sub-organizations, vendors, consultants, subcontractors, and any other third party involved with the ORGANIZATION's use of the FACILITY who is brought onto or involved in the FACILITY by ORGANIZATION, provide the same minimum insurance coverage and endorsements required of ORGANIZATION pursuant to this AGREEMENT. ORGANIZATION agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. ORGANIZATION agrees that upon request, all agreements with sub-organizations, vendors, consultants, subcontractors, any other third party, and others engaged in the use of the FACILITY will be submitted to CITY for review and approval.

City's right to revise specifications. CITY reserves the right at any time during the term of the AGREEMENT to change the amounts and types of insurance required by giving the ORGANIZATION at least thirty (30) days advance written notice of such change. However, CITY reserves the right to give less than thirty (30) days notice if CITY first becomes aware of an issue and needs to change the amounts and types of insurance within thirty (30) days of the begin date.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

Timely notice of claims. ORGANIZATION shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from ORGANIZATION's use of the FACILITY under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. ORGANIZATION shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection arising from its use of the FACILITY.

XX. MISCELLANEOUS

1. ORGANIZATION shall not admit a larger number of individuals than can lawfully, safely, and freely move about the FACILITY.
2. Gambling of any kind is not permitted at the FACILITY.
3. Smoking is not permitted at the FACILITY.

4. No animals are permitted at the FACILITY, except for service animals, as defined under the Americans with Disabilities Act, which are individually trained to do work or perform tasks for people with disabilities.
5. If ORGANIZATION violates any part of this AGREEMENT or reports false information to CITY, CITY may refuse ORGANIZATION further use of the FACILITY, and ORGANIZATION shall forfeit a portion, or all, of the rental fee and/or the deposit.
6. CITY may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
7. Any person aggrieved by CITY's decision with respect to this AGREEMENT may appeal to CITY in writing no later than five (5) days after CITY's decision has been communicated to the aggrieved PARTY.
8. If any provision of this AGREEMENT is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XXI. INDEPENDENT CONTRACTOR

Volunteer administrators, volunteer coaches, parents, contractors, employees, and/or officers and directors of the ORGANIZATION shall not be deemed to be employees or agents of the CITY as a result of the performance of this AGREEMENT.

XXII. ENTIRE AGREEMENT OF THE PARTIES

This AGREEMENT supersedes any and all agreements, either oral or written, between the PARTIES hereto with respect to the use of the FACILITY by ORGANIZATION and contains all of the covenants and conditions between the PARTIES with respect to the use of the FACILITY. Each PARTY to this AGREEMENT acknowledges that no representations, inducements, promises, or agreement, orally or otherwise, have been made by any PARTY, or anyone acting on behalf of any PARTY, which are not embodied herein, and that no other agreement, statement, or promise not contained in this AGREEMENT has been made by the PARTIES. Modification of this AGREEMENT can only be made in writing, signed by both PARTIES to this AGREEMENT.

IMPORTANT

The information provided in this AGREEMENT is true and correct. I have read and understand this AGREEMENT and agree to all the aforementioned rules, regulations, and conditions of use. When signing on behalf of ORGANIZATION, I confirm I am an authorized agent of the ORGANIZATION submitting this AGREEMENT and am authorized to sign this AGREEMENT on its behalf.

ORGANIZATION: Duarte Unified School District

By: _____
Signature

Date: _____

Print Name

Title

CITY: City of Duarte
A Municipal Corporation

By: _____
Signature

Date: _____

Print Name

Title

CITY INTERNAL USE ONLY

Rental fee \$ _____

Deposit \$ _____

Total paid \$ _____

Deposit returned \$ _____

Amendments to AGREEMENT: Yes / No

If yes, attach written and signed amendments to original AGREEMENT.

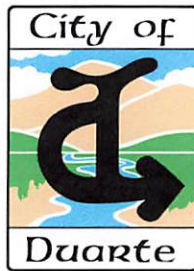
Additional insurance required:

Sexual abuse/molestation Yes / No

Limits \$ _____

Liquor liability Yes / No

Limits \$ _____



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Award of Vendor Services Agreement – Civic Center Electronic Message Boards Replacement; Budget Amendment

RECOMMENDATION: Staff recommends City Council: 1) Award the vendor services agreement for the Civic Center Electronic Message Boards Replacement to Square Signs, DBA Front Signs, in the amount of \$80,351; and 2) Approve a budget amendment of \$80,500 from the General Fund (100-1610-8100).

FISCAL IMPACT: Budget amendment of \$80,500 from the General Fund (100-1610-8100).

BACKGROUND

In July of 2014, City Council authorized and awarded City Project #14-2, the construction of - new LED message boards at the Duarte Civic Center and the demolition of the aging clock tower. Installation of the message displays has enabled the City to advertise and share community information and resources to residents and local audiences driving by the Civic Center on the Historic Route 66 (Huntington Drive). Recognizing that the existing LED displays are approaching the end of their useful life and their quality is diminishing, staff incorporated their replacement into the City's Capital Improvement Plan (CIP) for 2021/22, which City Council approved back in June of 2021 in an amount not to exceed \$100,000. However, the project ended up being delayed due to the extended lead time, about seven months, for product fulfillment because of supply shortages.

DISCUSSION/ANALYSIS

On December 7, 2022, the City released a Request for Proposals (RFP) for the Civic Center Electronic Message Boards Replacement seeking services to include:

- Labor, equipment, and machinery to complete the full scope of work;
- Drawings for proposed displays;
- Removal of the existing two (2) one-sided displays from the monument sign and appropriate disposing;

- Installation of two (2) new one-sided outdoor electronic message board displays;
- Operability by its own 4G or better cellular modem;
- Installation of all hard-wired equipment and software (secure, web-based) programming;
- Staff training to operate signage; and
- One-year workmanship warranty and, at minimum, a five-year manufacture warranty.

Three vendors received an invitation to apply, and the RFP was also posted on PlanetBids. Two proposals were received by the deadline, Square Signs LLC (dba Front Signs) and Sunset Signs. After thorough screening of both proposals by City staff, Sunset Signs' proposal was rejected for - incompleteness.

Based on the remaining proposal, Front Signs has extensive and solid project experience and qualified personnel to complete the requested scope of work. With references including Pasadena City College and the cities of Elk Grove and West Covina, their expertise carrying out the required work in a timely manner will ensure the City continues to safely make a clear, significant visual impact along historic Route 66 for those passing the Duarte Civic Center.

Responsive and responsible vendor results:

1. Square Signs LLC (dba Front Signs) \$ 80,351

RECOMMENDATION

Staff recommends City Council: 1) Award the vendor services agreement for the Civic Center Electronic Message Boards Replacement to Square Signs, DBA Front Signs, in the amount of \$80,351; and 2) Approve a budget amendment of \$80,500 from the General Fund (100-1610-8100).

FISCAL IMPACT

Budget amendment of \$80,500 from the General Fund (100-1610-8100).

ATTACHMENTS

- A. Vendor Services Agreement for Electronic Message Boards
- B. Vendor Proposal for Electronic Message Boards

CITY OF DUARTE
VENDOR SERVICES AGREEMENT

This VENDOR SERVICE AGREEMENT (VSA) ("AGREEMENT"), is made and effective as of _____ 2023, between the City of Duarte ("CITY") a municipal corporation and Square Signs LLC (dba Front Signs) ("VENDOR"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on _____, 2023, and shall remain and continue in effect until tasks described herein are completed, but in no event later than May 30, 2023, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

VENDOR shall perform the tasks described and set forth in Appendix A, attached hereto and incorporated herein as though set forth in full. VENDOR shall complete the tasks according to the schedule of performance which is also set forth in Appendix A. To the extent that Appendix A is a proposal from VENDOR, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing.

III. PERFORMANCE

VENDOR shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. VENDOR shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of VENDOR hereunder in meeting its obligations under this AGREEMENT.

IV. CITY MANAGEMENT

CITY's Director of Parks and Recreation shall represent CITY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by VENDOR, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to VENDOR. CITY's City Manager shall be authorized to act on CITY's behalf and to execute all necessary documents which enlarge the tasks to be performed as set forth in Appendix A or change VENDOR's compensation, subject to Section V hereof.

V. PAYMENT

- A. The CITY agrees to pay VENDOR eighty thousand, three hundred fifty dollars and twenty cents (\$80,350.20), in accordance with the payment rates and terms as set forth in Exhibit C, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed eighty thousand, three hundred fifty dollars and twenty cents (\$80,350.20) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. VENDOR shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the CITY's City Manager. VENDOR shall be compensated for any additional services in the amounts and in the manner as agreed to by the CITY's City Manager and VENDOR at the time CITY's written authorization is given to VENDOR for the performance of said services. The CITY's City Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT, but in no event shall such sum exceed twenty-four thousand nine hundred and nine dollars (\$24,999.00). Any additional work in excess of this amount shall be approved by the Duarte City Council.
- C. VENDOR will submit invoices timely for actual services performed. Payment shall be made in accordance with the CITY's Warrant Schedule of each invoice as to all non-disputed fees. If the CITY disputes any of VENDOR's fees, it shall give written notice to VENDOR within thirty (30) days of receipt of an invoice of any disputed fees set forth in the invoice.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the VENDOR at least ten (10) days' prior written notice. Upon receipt of said notice, the VENDOR shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.

In the event this AGREEMENT is terminated pursuant to this Section VI, the CITY shall pay to VENDOR the actual value of the work performed up to the time of termination, provided that the work performed is of value to the CITY. Upon termination of the AGREEMENT pursuant to this Section VI, the VENDOR will submit an invoice to the CITY pursuant to Section V.

VII. DEFAULT OF VENDOR

- A. The VENDOR's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that VENDOR is in default for cause under the terms of this AGREEMENT, CITY shall have no obligation or duty to continue compensating VENDOR for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the VENDOR. If such failure by the VENDOR to make progress in the performance of work hereunder arises out causes beyond the VENDOR's control, and without fault or negligence of the VENDOR, it shall not be considered a default.
- B. If the CITY's representative or his/her designee determines that the VENDOR is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the VENDOR a written notice of the default. The VENDOR shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the VENDOR fails to cure its default within such period of time or fails to present the CITY with a written plan for the cure of the default, the CITY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

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

CITY or its designees at reasonable times to such books and records; shall give CITY the right to examine and audit said books and records; shall permit CITY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the CITY and may be used, reused, or otherwise disposed of by the CITY without the permission of the VENDOR. With respect to computer files, VENDOR shall make available to the CITY, at the VENDOR's office and upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. VENDOR hereby grants to CITY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by VENDOR in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, VENDOR shall indemnify and hold harmless CITY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of VENDOR, its officers, agents, employees or subcontractors (or any CITY or individual that VENDOR shall bear the legal liability thereof) in the performance of services under this AGREEMENT. VENDOR's duty to indemnify and hold harmless CITY shall not extend to the CITY's sole or active negligence.

B. Duty to Defend

In the event the CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other

adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, VENDOR shall defend the CITY at VENDOR's cost or at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by VENDOR's negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between VENDOR and CITY, as to whether liability arises from the sole or active negligence of the CITY or its officers, employees, or agents, VENDOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely or actively negligent. VENDOR will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees, and costs of litigation.

X. INSURANCE

VENDOR shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Appendix B attached to and part of this AGREEMENT.

XI. INDEPENDENT VENDOR

- A. VENDOR is and shall at all times remain as to the CITY a wholly independent vendor and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of VENDOR shall at all times be under VENDOR's exclusive direction and control. Neither CITY nor any of its officers, employees, or agents shall have control over the conduct of VENDOR or any of VENDOR's officers, employees, or agents, except as set forth in this AGREEMENT. VENDOR shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the CITY. VENDOR shall not incur or have the power to incur any debt, obligation, or liability whatever against CITY, or bind CITY in any manner.
- B. No employee benefits shall be available to VENDOR in connection with the performance of this AGREEMENT. Except for the fees paid to VENDOR as provided in the AGREEMENT, CITY shall not pay salaries, wages, or other compensation to VENDOR for performing services hereunder for CITY. CITY

shall not be liable for compensation or indemnification to VENDOR for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The VENDOR shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The VENDOR shall at all times observe and comply with all such laws and regulations. The CITY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the VENDOR to comply with this Section.

XIII. UNDUE INFLUENCE

VENDOR declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the CITY in connection with the award, terms, or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the CITY has or will receive compensation, directly or indirectly, from VENDOR, or from any officer, employee or agent of VENDOR, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the CITY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by VENDOR in performance of this AGREEMENT shall be considered confidential and shall not be released by VENDOR without CITY's prior written authorization. VENDOR, its officers, employees, agents, or subcontractors, shall not without written authorization from the CITY Manager or unless requested by the CITY Attorney, voluntarily provide declarations, letters of support, testimony at depositions,

response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the CITY. Response to a subpoena or court order shall not be considered "voluntary" provided VENDOR gives CITY notice of such court order or subpoena.

VENDOR shall promptly notify CITY should VENDOR, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the CITY, unless the CITY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless VENDOR is prohibited by law from informing the CITY of such Discovery. CITY retains the right, but has no obligation, to represent VENDOR and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless CITY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to VENDOR in such proceeding, VENDOR agrees to cooperate fully with CITY and to provide the opportunity to review any response to discovery requests provided by VENDOR. However, CITY's right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

- B. VENDOR covenants that neither he/she nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. VENDOR further covenants that in the performance of this AGREEMENT, no person having such interest shall be employed by them as an officer, employee, agent, or subcontractors. VENDOR further covenants that VENDOR has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the CITY or the study area and further covenants and agrees that VENDOR and/or its subcontractors shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning

property in the CITY or the study area prior to the completion of the work under this AGREEMENT.

XVI. NOTICES

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

To CITY: City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Attention: Director of Parks and Recreation

To VENDOR: _____

XVII. ASSIGNMENT

The VENDOR shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the CITY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only VENDOR shall perform the services described in this AGREEMENT. _____ may use assistants, under his/her direct supervision, to perform some of the services under this AGREEMENT. VENDOR shall provide CITY fourteen (14) days' notice prior to the departure of [Insert name] from VENDOR's employ. Should he/she leave VENDOR's employ, the CITY shall have the option to immediately terminate this AGREEMENT, within three (3) days of the close of said notice period. Upon termination of this Agreement, VENDOR's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the VENDOR. Before retaining or contracting with any VENDOR for any services under this AGREEMENT, VENDOR shall provide CITY with the identity of the

proposed VENDOR, a copy of the proposed written contract between VENDOR and such sub-vendor which shall include and indemnity provision similar to the one provided herein and identifying CITY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-vendor carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from CITY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, VENDOR shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT, including a Duarte business license.

XIX. GOVERNING LAW

The CITY and VENDOR understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the CITY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. WORK SCHEDULED/TIME OF COMPLETION

CITY and VENDOR agree that time is of the essence in this AGREEMENT. CITY and VENDOR further agree that VENDOR's failure to perform on or at the times set forth in this AGREEMENT will damage and injure CITY, but the extent of such damage and injury is difficult or speculative to ascertain. Consequently, CITY and VENDOR agree that any failure to perform by VENDOR at or within the times set forth herein shall result in liquidated damages of five hundred dollars

(\$500.00) per day for each and every day such performance is late or delayed. CITY and VENDOR agree that such sum is reasonable and fair. Furthermore, CITY and VENDOR agree that this AGREEMENT is subject to Government Code Section 53069.85 and that each party hereto is familiar with and understands the obligations of said Section of the Government Code.

XXII. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

VENDOR is bound by the contents of CITY's Request for Proposal, and the contents of the proposal submitted by the VENDOR, Appendix C hereto. In the event of conflict, the requirements of CITY's Request for Proposals and this AGREEMENT shall take precedence over those contained in the VENDOR's proposals. The incorporation of the VENDOR's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this AGREEMENT or the relationship between VENDOR and/or CITY, unless expressly agreed to in writing.

XXIII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of VENDOR warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the VENDOR and has the authority to bind VENDOR to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

(Signatures on following page.)

CITY OF DUARTE
A Municipal Corporation

VENDOR
Square Signs, LLC d/b/a Front
Signs

Daniel Jordan, City Manager

By:

ATTEST:

Its:

Annette Juarez, City Clerk

APPROVED AS TO FORM:

Thai Viet Phan, City Attorney

Attachments:	Appendix A	Tasks to Be Performed
	Appendix B	Insurance Requirements
	Appendix C	Vendor's Proposal

APPENDIX A

TASKS TO BE PERFORMED

- Provide necessary labor, equipment, and machinery to complete all work
- Set of drawings for proposed sign
- Preparing the workspace and removing the existing two (2) one sided displays safely and carefully from existing monument sign and disposing accordingly
- Installation of brand new slim outdoor electronic message boards (2), W6mm LED RGB Watchfire Screen, with front ventilation, cabinet size 4 ft 5 in H X 9 ft 3 in L
- Be operable by its own 4G or better cellular modem
- Provide and install all hard-wired equipment and software (secure, web-based) programming
- Provide staff training (on-site and remote)
- One (1) year workmanship warranty and at minimum, a five-year manufacture warranty

APPENDIX B

INSURANCE REQUIREMENTS

Without limiting VENDOR's indemnification of CITY, and prior to commencement of Work, VENDOR shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and, in a form satisfactory to CITY.

General liability insurance. VENDOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. VENDOR shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Vendor arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. VENDOR shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and VENDOR agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. VENDOR shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

VENDOR shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. Vendor shall provide certificates of insurance and required endorsements to CITY as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by CITY's Risk

Manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY for the contract period and any additional length of time required thereafter. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Vendor shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Vendor, their agents, representatives, employees, or subcontractors.

Primary/noncontributing. Coverage provided by Vendor shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non- contributory basis for the benefit of CITY before the CITY's own insurance or self- insurance shall be called upon to protect it as a named insured.

CITY's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by Vendor or CITY will withhold amounts sufficient to pay premium from Vendor payments. In the alternative, CITY may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the CITY's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Vendor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Vendor hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its subcontractors.

Enforcement of contract provisions (non estoppel). Vendor acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform Vendor of non- compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Notice of cancellation. Vendor agrees to oblige its insurance agent or broker and insurers to provide the CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Vendor's insurers are unwilling to provide such notice, then Vendor shall have the responsibility of notifying the CITY immediately in the event of Vendor's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Vendor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Vendor agrees to ensure that its subcontractors, and any other party who is brought onto or involved in the project/service by Vendor (hereinafter collectively "subcontractor"), provide the same minimum insurance coverage and endorsements required of Vendor. Vendor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Vendor's subcontractor cannot comply with this requirement, which proof must be submitted to the CITY, Vendor shall be required to ensure that its subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with subcontractor's scope of

work and services, with limits less than required of the Vendor, but in all other terms consistent with the Vendor's requirements under this agreement. This provision does not relieve the Vendor of its contractual obligations under the agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Vendor with the ability to utilize a subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Vendor under this agreement given the limited scope of work or services provided by the subcontractor. Vendor agrees that upon request, all agreements with subcontractors, and others engaged in the project, will be submitted to CITY for review.

CITY's right to revise specifications. The CITY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Vendor ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Vendor, the CITY and Vendor may renegotiate Vendor's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Vendor shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from Vendor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Vendor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

APPENDIX C

VENDOR 'S PROPOSAL



2022

**PROPOSAL FOR CIVIC CENTER ELECTRONIC MESSAGE
BOARDS REPLACEMENT
City of Duarte**

SUBMITTED BY:

Square Signs LLC DBA Front Signs

Date: 12/22/2022

Cover Letter

To: City of Duarte

Subject: Proposal for Civic Center Electronic Message Boards Replacement, City of Duarte

Dear Mr. Jeff Risley,

Square Signs LLC (dba Front Signs) appreciates the opportunity to submit a proposal for implementing the works under the RFP in subject line.

Our team has solid experience in projects similar to this. All the works under the Project will be executed by highly qualified, skilled staff and with state-of-the-art technologies and equipment. Management of the project will be organized based on PMBOK project management standard. Further details are outlined in the Proposal below.

We are confident that our experienced and qualified personnel and our expertise in the provision of the requested works guarantee the successful completion of the Project and will result in a mutually beneficial cooperation.

We are at your disposal for any further clarifications and inquiries. For future communication please contact the below individual who will be the Project Manager for this project:

Marina Terananyan

Mailing Address: 3520 Valhalla Dr, Burbank, CA 91505

Tel.: 818 290 3269

Email: proc@squaresigns.com

Gevorg Hambardzumyan

A handwritten signature in black ink, appearing to read 'Gevorg Hambardzumyan'.

Square Signs LLC dba Front Signs

Chief Executive Officer

12/22/2022

Note: We acknowledge receipt of Addendum 1

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SECTION 1. VENDOR INFORMATION

General Information

Square Signs LLC dba Front Signs (hereinafter referred to as Front Signs) is a Los Angeles based sign company founded in 2016. It has C-45 Sign Contractor License and is DIR registered.

Front Signs provides comprehensive B2B and B2C sign making services, starting from sign design and 3D rendering to manufacturing, installation and maintenance, as well as permitting services for the signs. Front Signs also provides large format printing services (both on soft and rigid materials), as well as cutting and engraving services.

The range of Products includes Channel Letters, Lobby Signs, Monument Signs, Store Signs, Stadium and Arena Signs, Banners, Wall and Window Decals, Yard and Real Estate Signs, etc.

3D Signs & Letters



Reverse Channel Letters



Aluminum Signs



Acrylic Signs



Monument Signs



Pylon Signs



Marquee Signs



Stadium & Arena Signs



Banners



Wayfinfing Signage



Wall and Window Decals



Car Wraps and Magnets



Front Signs is in good financial standing. There is no any condition, including but not limited to bankruptcy, litigation, planned office closures, merger, etc. that can impede successful implementation of the project. Front Signs can provide performance bonds and insurances if required. The company does not intend to use sub-contractors for this job.

Plant and Equipment

The show room and the plant are located at the address of 3520 Valhalla Drive, Burbank, California. The facility (approx. 25,000 square feet area) is equipped with the latest technology in the industry. From CNC and laser millers to UV printers, Front Signs has got everything required for producing superb indoor and outdoor signs and banners of any complexity.

Front Signs has the latest and most advanced technology and equipment, craftsmen and cutting-edge tools necessary to create products in the exact size, shape, color, design and to meet the specific requirements set forth by its customers. The Services offered by Front Signs include 3D Signage Rendering, Cutting and Engraving, Large Format Printing, Manufacturing and Installation, Permitting, Sign Painting, Sign Repair and Replacement. The range of Products includes Channel Letters, Lobby Signs, Monument Signs, Store Signs, Stadium and Arena Signs, Banners, Wall and Window Decals, Yard and Real Estate Signs, etc.

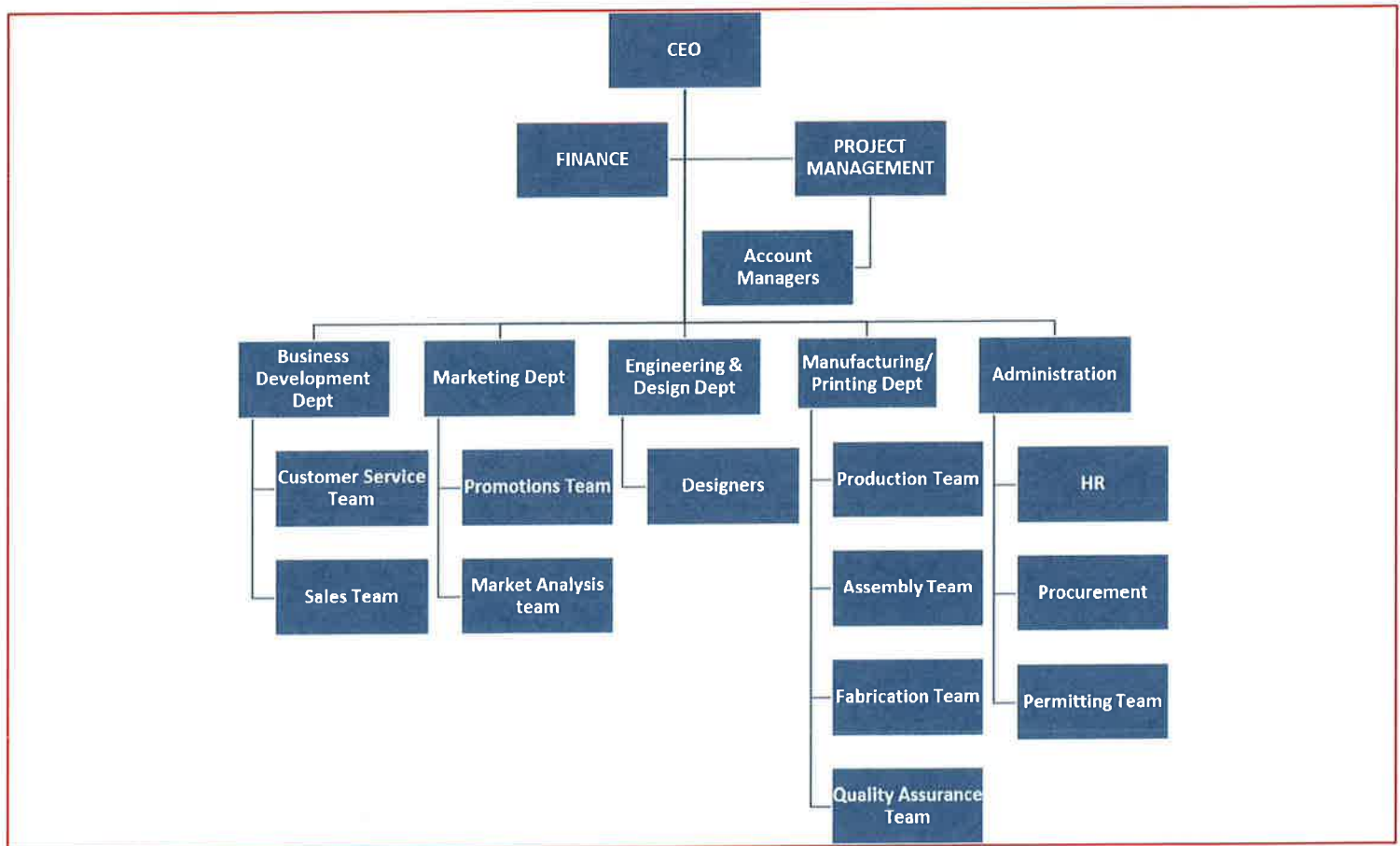
The company owns the following list of equipment, which is fully available for use on the proposed work as required.

Quantity	Name, Type and Capacity	Condition
2	Flatbed Printer, Mimaki UJV55-320	new
1	Large Format Printer, Mimaki, JFX200-2513	new
1	Large Format Printer, Mimaki, JFX200-2513EX	new
1	Cutting Plotter, Mimaki EG-160 FXII	new
1	Automatic Grommet Machine (7/16")	new
1	Hot Laminator, 1700-F1	new
1	Kinco	new
1	Channel Sander, CS-1 CS20020	new
1	Channel Bender, SDS Automation, Super Channel Bender SXP, 21723-SXP	new
1	Channel Bender, Vari Signs, VAM-S40	new
1	Channel Trimmer, SDS Automation ETM-350 21121-ETJ	new
1	Channel Stitcher, SDS Automation, S-25-SAW, BA-51450	new
1	Laser Engraving Machine, 1325, XS1610018G, working area 1300mm x 2500mm, 180 W.	new
1	CNC Machine E2-1530C, serial no: 16091200774, 14 KW	new
1	Fiber Handheld Laser Welder, Vari Signs, GY-WF1500	new
1	Air Compressor HDMC, SC-22A, 22KW 124 CFM	new
4	Compressor Tanks, Husky C602M	new

1	Drill, Ryobi DP103L	new
1	Miter Saw, Ryobi BS904G	new
1	Miter Saw, Grizzly G0555LX	new
1	Miter Saw, Dewalt DW5716	new
1	Forklift Truck, Toyota, 8FGC430	new

Please follow this link to see videos from our plant and production process:
<https://www.frontsigns.com/videos/>

Organizational Chart



SECTION 2. SCOPE OF WORK

Statement of Project Understanding

Step 1. Project Kick-Off Meeting and Mobilization

After Contract is executed, either virtual or in-person project kick-off meeting will be organized so that teams on both sides have the chance to meet, discuss the goals and expected project results, agree on important milestones, communication methods, etc. Mobilization will start, including all planning activities, assignment of resources, development of project schedule, etc.

Step 2. Site Survey

Once Project Schedule is approved by the City, a site survey will be organized to verify dimensions and existing conditions on site.

Step 3. Development of Proof/Drawings

After actual verification of all conditions and dimensions, the Design Team will provide proof/drawings and renderings, including specifications of the screen. This step is important to verify that the entire job is accurate and in accordance with the requirements of the City. Once drawings are approved, a package for obtaining a building permit will be prepared and submitted to the City Planning and Building Departments for review and issuance of the building permit. After permit is issued, Front Signs will place an order with the manufacturer for the new electronic displays.

Step 4. Removal, Disposal, Installation

The removal, disposal of old displays and installation of the new displays will be organized as soon as the new displays are delivered to Front Signs plant.

Step 6. Training, Inspection & Close-Out

Once installation is complete and final inspection is done, project close-out activities will start. Front Signs will organize a staff training and will provide as-built proofs.

*Note: All of the above steps, will be organized based on the Project Management standards and procedures that the company has. Please see **Section 7** for our project management approach.*

Project: Civic Center Electronic Message Boards Replacement

Lead: *Marina Ter-Ananyan*

Project Start
Display period
Display

Thu, 16-Feb-2023
1
Weekly

Stellenanzeigen

PROJECT SCHEDULE

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SECTION 3. IMPLEMENTED PROJECTS & REFERENCES

Projects

The following contracts have been successfully completed in the past years. Please note that the below list is selective and a complete portfolio is available www.frontsigns.com. For videos on our manufacturing processes in our plant and installations in different locations, please visit <https://www.frontsigns.com/videos/>



Customer: City of West Covina

Year: 2022

Project Description: survey, assessment of conditions, demolition of old signs, design, fabrication and installation of new signage including **electronic message boards**.

Customer: Pasadena City College Monument Sign
Year: 2022

Project Description: The project included the following activities: 1. Remove existing EMC unit and scrap. 2. Provide and install a new, Full Color, 6mm Message Unit 3. Connect existing electrical service to the new **EMC unit** 4. Place Cellular 4G communication between the EMC and the Campus. 5. Train school staff and setup webinar if required for repeated training.





Customer: LA Job Corps US Department of Labor Program
Year: 2021
Project Description: Monument Sign for the Los Angeles Job Corps, U.S. Department of Labor Program

Customer: La Cañada High School's (La Cañada Flintridge, CA)
Year: 2022
Project Description: Survey, assessment of conditions, development of proofs and plans, installation of **new electronic message board** for Hotchkin Family Gymnasium of La Cañada High School.



Customer: Julien Hathaway Elementary (Oxnard, California)
Year: 2022
Project Description: Survey, assessment of conditions, development of proofs and plans, installation of **new electronic message board** for Julien Hathaway Elementary.



Customer: Sunkist Elementary School (La Puente, CA)

Year: 2022

Project Description: Survey, assessment of conditions, development of proofs and plans, installation of **new electronic message board** for Sunkist Elementary School.



Customer: E.O. Green Junior High School (Oxnard, CA)

Year: 2022

Project Description: Survey, assessment of conditions, development of proofs and plans, installation of **new electronic message board** for E.O. Green Junior High School.

Customer: Art Haycox Elementary (Oxnard, CA)

Year: 2022

Project Description: Survey, assessment of conditions, development of proofs and plans, installation of **new electronic message board** for Art Haycox Elementary.



Customer: City of Elk Grove

Year: 2022

Project Description: District 56 Signage Project, which included site condition assessment and survey, design, fabrication and installation of 5 monument signs (illuminated and non-illuminated), as well as production of shop drawings, engineering drawings, building permit, inspections, as built drawings.

Customer: Annenberg Space for Photography

Year: 2020

Project Description: Fabrication and Installation of 8'x27' **Solar Battery-Operated Double-Sided Aluminum and Polycarbonate Lightboxes**, sign plans, drawings and building permit.





Customer: Boomers Parks

Year: 2020-2022

Project Description: Site survey, assessment of signage conditions, design, fabrication and installation of signage for Boomers Parks in various locations all over California

References

Client Reference No. 1	
Name	City of West Covina Signage with Electronic Displays
Contact Name	Mike Cresap
Contact Telephone Number	909 224 8657
Contact E-mail Address	MCresap@westcovina.org

Client Reference No. 2	
Name	Elementary and Highschool signages with Electronic Displays in various locations
Contact Name	Nathaniel Walsh
Contact Telephone Number	502 416 1278
Contact E-mail Address	nwalsh@goldenrulesigns.com

Client Reference No. 3	
Name	Chalmers Construction, Moorpark College Main Entry Sign with Digital Screen
Contact Name	Duke Hairapetian
Contact Telephone Number	818 957 4521
Contact E-mail Address	duke@chalmerscs.com

SECTION 4. COMPENSATION

Product	Description	Quantity	Sales Price	Subtotal
Service	Removal and disposal of existing displays 115" x 55".	2.00	\$2,280.00	\$4,560.00
Signs	W6mm LED RGB Watchfire Screen, double-sided slim, cabinet size 4ft 5in H x 9ft 3in L	2.00	\$31,000.00	\$62,000.00
Service	Preparation of Set of Drawings and Plans	1.00	\$860.00	\$860.00
Installation	Installation of new electronic message boards	2.00	\$2,430.00	\$4,860.00
Service	Staff training	1.00	\$600.00	\$600.00

This estimate is valid for 30 days

Subtotal	\$72,880.00
Tax	(10.25%) \$7470.20
Grand Total	\$80,350.20

SECTION 5. INSURANCES

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Certificate of Liability Insurance is on the next page. Endorsements are in the end of this document



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lake Insurance Agency 653 South B Street Lic #0747473 Tustin CA 92780	CONTACT NAME: Sandra Cox PHONE (A/C, No, Ext): (714) 263-3600 E-MAIL ADDRESS: sandra@lakeins.com FAX (A/C, No): (714) 263-3600														
INSURED Square Signs, LLC dba Front Signs 1214 Grandview Ave Glendale CA 91201	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: West American Insurance Company</td><td>44393</td></tr><tr><td>INSURER B: California Automobile Insurance Co.</td><td>38342</td></tr><tr><td>INSURER C: American Fire and Casualty Company</td><td>24066</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: West American Insurance Company	44393	INSURER B: California Automobile Insurance Co.	38342	INSURER C: American Fire and Casualty Company	24066	INSURER D:		INSURER E:		INSURER F:	
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INSURER C: American Fire and Casualty Company	24066														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 21-22 BA/22-23 GL XS EO

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☒ ALL OWNED AUTOS	☒ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	☒ Phys Damage	☒ \$2,000 Deductible					\$
C	☒ UMBRELLA LIAB						EACH OCCURRENCE \$ 5,000,000
	☒ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DED ☒	RETENTION \$ 10,000					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Printers Errors & Omissions						Each Claim Limit \$1,000,000
	\$0.00 Deductible						Aggregate Limit \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY and its officers, officials, employees, agents, and volunteers are Additional Insured as respects General Liability with Primary and Non-Contributory wording and Waiver of Subrogation applies in their favor per endorsement CG88100413 and Additional Insured as respects Automobile Liability with Primary and Non-Contributory wording and Waiver of Subrogation per endorsement MCA04440913.

CERTIFICATE HOLDER**CANCELLATION**

City of Duarte Attention: Director of Parks and Recreation 1600 Huntington Drive Duarte, CA 91010	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Elie Toby/SANDRA <i>Elie Toby</i>

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SECTION 6. KEY PERSONNEL

Resumes

Contact +18182630557 (Work) gevorg@frontsigns.com gevorghambardzumyan (LinkedIn) www.frontsigns.com Top Skills Strategic Planning Project management Business Planning Languages English Armenian Russian	GEVORG HAMBARDZUMYAN Chief Executive Officer and Founder at Fronts Signs (Square Signs LLC), Los Angeles Summary A driven entrepreneur in Los Angeles and CEO of Front Signs. My business is pioneering craftsmanship in the sign-making industry by prioritizing staff and customer relations. My goal is to build prominent partnerships based on brand values and collaboration. My purpose is to positively impact growth in every enterprise through expert signage and branding. Through years of experience, I've mastered the skill of integrating failures into success, which I consider one of my biggest strengths. It means that nothing can stand in the way of my mission. I also know that to succeed, success must be mutual. Experience Front Signs CEO, Founder October 2016-Present Los Angeles Front Signs is a full-service sign making and printing company based in Los Angeles, CA. We have the skills and resources to design, manufacture, permit, install, repair and maintain superlative business signs. We specialize in custom signage to establish your corporate character. GAT Cutting Co-Founder January 2008-Present Yerevan, Armenia GAT Cutting is an outdoor advertising company specializing in sign-making. Our services include signage design, fabrication, installation as well as cutting and selling of promotional materials, large format printing and 3D door printing.
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	"Unimine" LLC Co-Founder January 2018-Present Yerevan, Armenia "Unimine" is a leading Armenian provider of manufacturing automation products, measuring instrumentation, cables and wires, pumps, generators and more. We deliver best-in-class equipment from leading international manufacturers such as Shneider, Kripal, Weir Minerals, Sanch Electronic, Airtop-pneumatics etc. GAT Soft Co-Founder January 2018-Present Yerevan, Armenia GAT Soft is a full-service digital agency specializing in web development and marketing. Qube LLC, Software Development Company Co-Founder January 2015 - May 2021 Software development company specializing in image processing, machine learning and artificial Intelligence. Our team built a mobile photo editor called Pixomatic, bringing Desktop Photoshop level features to mobile. Features include automatic image cut outs and detection of fuzzy edges like hair. The app has over 15,000 reviews with an average 4.8 out of 5 star ratings. Education National Polytechnic University of Armenia Bachelor of Engineering, Transportation/Mobility Management (1997- 2001)
Contact +18182630557 (Work) shushan@frontsigns.com www.frontsigns.com Top Skills Financial management Financial analysis	SHUSHAN HAMBARDZUMYAN Chief Financial Officer at Front Signs (Square Signs LLC), Los Angeles Summary Senior manager responsible for overseeing the financial activities of the company. Primary focus on managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting. Experience

Accounting Federal Regulation Compliance Languages English Armenian	Front Signs CFO October 2016-Present Los Angeles Senior executive responsible for managing the financial activities of the company, tracking cash flow and financial planning and analyzing the company's financial strengths and weaknesses and proposing strategic directions. Developing the company's budget, communicating with the company's banking and insurance partners DDCM (Design Development Construction Management) Resident Manager 09/2011/09/2016 Los Angeles, CA Annual operating budgets and forecasts, accurate, detailed and fully compliant reporting to meet all state, local and federal requirements, monthly and quarterly financial statements Hyasa Center Senior Accountant 04/2012/-01/2015 Los Angeles, CA Inventory control, budget documentation, internal financial audits, reconciling bank statements, and ensuring financial records are accurate, ensure compliance with all company, local, state, and federal accounting and financial regulations. Education Santa Monica College, Santa Monica, CA Completed professional development in accounting (20 units completed) (04/2021) Yerevan State Institute of Economics, Armenia Master of Science Economics/Management (07/2001)
Contact +18182693269 (Work) karen@frontsigns.com www.frontsigns.com	KAREN BASENTSYAN Head of Manufacturing/Printing Dept at Fronts Signs (Square Signs LLC), Los Angeles Summary

Top Skills Production cycle management Installation cycle management Risk Assessment and Management Languages English Armenian Russian	Proven experience in management production and installation processes and cycles of the project. Extensive experience in managing production of multiple large-scale projects. Experience Front Signs Head of Manufacturing/Printing Department October 2017- present Los Angeles Manage manufacturing and installation cycles of the project. Oversee team of installers who are responsible for installing, servicing, and repairing. Ensure that the project milestones are met and adhere to quality standards. Provide production process analysis and make recommendations on solutions to process improvements. PRO DECOR, Armenia Head of production Jan-2012 Jul-2017 Yerevan Manage production and installation of products for TV shows stages, props and various events. Manage the key tasks required to create, edit and release an audiovisual project. 32 ATAM TV Show Tech stuff manager Aug-2009 Jan-2012 Yerevan Manage production of audio and video materials for the TV show. ARD GLOBAL Production manager Jul-2007 Jul-2009 Yerevan Handle the entire sign manufacturing process from start to finish. Lead work within installation team. Lead all aspects of fabrication print and installation of products. Education 2017-2019 Los Angeles Valley Collage Electronics technician
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	2001-2005 National Polytechnic University of Armenia MS in Electronics and computer science
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Contact +18182693269 (Work) ashot@frontsigns.com www.frontsigns.com Top Skills Design for large format and digital print Adobe Illustrator, Adobe Photoshop, Adobe InDesign, SketchUp Pro, CorelDRAW, ArtCAM, Premiere Pro, After Effects, Adobe Animate Languages English Armenian Russian	ASHOT VARDANYAN Head of Engineering/Design Dept at Fronts Signs (Square Signs LLC), Los Angeles Summary Senior-level design experience. Creativity skills to turn briefs into creative projects. In-depth knowledge of graphic design and CAD tools. Great time management and multi-tasking skills. Experience FRONT SIGNS Head of Engineering/Design Team 2020-present Burbank, CA Handle the creative team, train each member, and provide guidance in every part of the designing process. Managing the design from A to Z and insure on-time transition to production team. Checking the digital files and proofs prior to sending over to production and printing. Overseeing the preparation of drawings for building permits. AXIOM PRINT Design expert 2019-2020 Glendale, CA Preparing large format and digital print ready and cut files. includes Labels/Stickers, brochures, booklets/catalogs, banners, posters, business cards. Graphic design, editing artworks, photo retouching, resizing, checking resolution, color correction, etc. SA LABEL LLC Design expert 2014-2019 South El Monte, CA Develop, design and produce creative designs for a wide variety of clients. Preparing files for print, editing artworks, making printing plates. Projects include labels, brochures, charts, banners, posters, business cards, flyers, stickers, and website
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	materials, sketch out ideas for layouts or logos Create uniquely designed products from concept to completion for clients 4OVER LLC Design expert 2017-2019 Yerevan Multitask to run many different printing and cutting machines such as DURST RHO 512R PLUS, EFI VUTEK GS3250, ZUND Digital Cutter etc. Keep equipment running smoothly with routine maintenance. Follow regulations, safety guidelines, and company procedures at all times. Education GCC (Glendale Community College) September 2014-July 2017 Department of Graphic Design Yerevan State University September 1995-June 1999 Department of Digital Design
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Contact +18182693269 (Work) proc@squaresigns.com www.frontsigns.com Top Skills Professional project management Business Administration Business Development Planning, Execution and Monitoring of large-scale projects Languages English Armenian Russian Spanish	MARINA TER-ANANYAN Project Management Consultant at Fronts Signs (Square Signs LLC), Los Angeles. Certified Project Management Professional by (American Project Management Institute) Summary Practical knowledge of fundamental project management processes tools & techniques and methodologies. Vast experience in managing international projects funded by international donors and banks. Experience Front Signs Project Manager (Certified Project Management Professional PMP PMI) June 2021-Present Los Angeles Ensure sign projects are delivered on time, on budget and with the utmost quality. Managing all project activities including Planning, Execution, Monitoring, Closure of large- and small-scale signage projects. Facilitating site surveys, code, and zoning requirements, estimates and cost analysis, and continual communication with clients through the entire process.
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	Suez Consulting (headquartered in Paris, France) Project Manager for Design of Wastewater Treatment Plant, Supervision of Construction of the Plant within the framework communal infrastructure program January 2016-December 2020 Managing the Preliminary and Detailed Design of the Wastewater Treatment Plan, Organization of the Bidding process for selecting a Contractor, Supervision of Construction. Project funded by KFW German Bank Safege Engineering (headquartered in Paris, France) February 2013- December 2015 Assistant Project Manager Assistant project manager withing the frameworks of North-South Corridor Project funded by Asian Development Bank, including support, due diligence, detailed design, supervision consultancy, and preparation of tender and procurement documents for sub-projects within the project portfolio. Education American Project Management Institute (PMI) Certified Project Management Professional since 2019. Active member of PMI US Charter. 2006 European Carlus Magnus University of Belgium Master in Business Administration
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Above are the resumes of the senior personnel. Resumes of other staff is available as requested.

SECTION 7. PROJECT MANAGEMENT APPROACH & METHODOLOGY

General Approach and Methodology

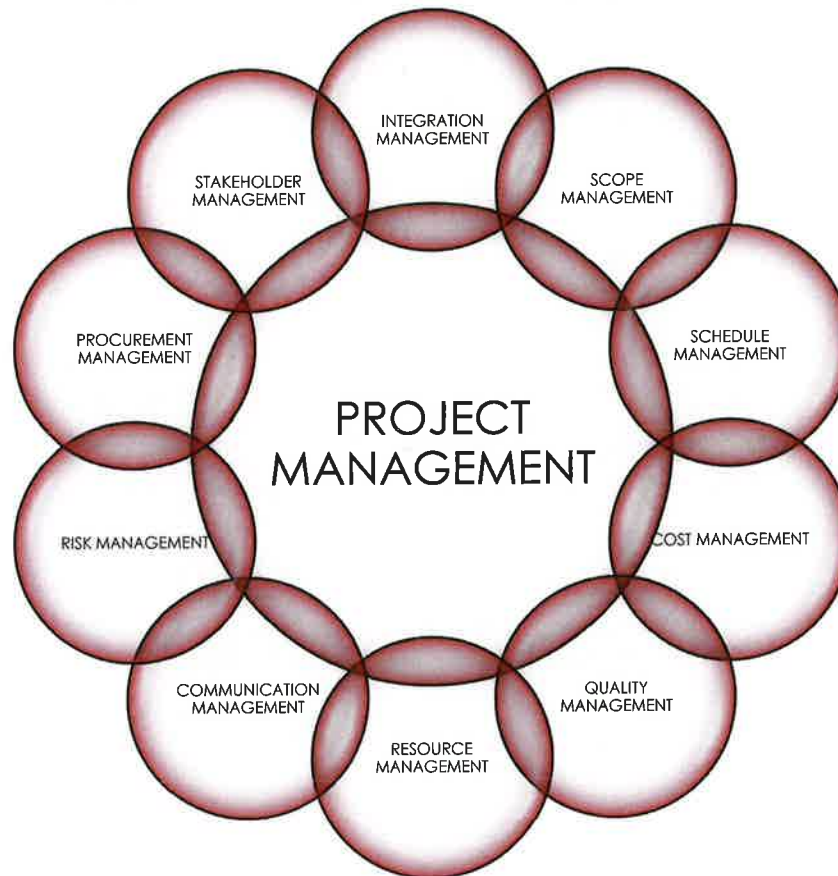
Front Signs is implementing all of its projects based on the PMBOK standard for Project Management. We have certified Project Management Professional (PMP) by American Project Management Institute (PMI), who consults us on managing different phases of the project life cycle and ensuring each project is delivered according to its success criteria. Each project implemented by our company undergoes the PMBOK standardized process groups:



- ✓ **Initiation during**, which the Project Manager develops a draft document with project objectives, stakeholders, processes and resources required to develop the product/service
- ✓ **Planning**, during which the Project Manager and the team develop a detailed planning of the project, including the project schedule and all the milestones, which result in a comprehensive Project Management Plan.
- ✓ **Execution**, during which the actual execution of the planned activities is taking place and the deliverables are produced.
- ✓ **Monitoring and Controlling** – this process is active throughout the project execution with dynamic oversight of all project activities.

- ✓ **Closing**, during which all project activities are closed out and lessons learned are compiled to improve future projects of the company.

To ensure smooth execution of project from Initiation to Closing and to make sure that all process on the project run efficiently, Front Signs, based on the above cited PMBOK standard, utilizes a systematic approach for coordinating all the processes and activities of the project as shown below.



The above items as applicable constitute an integral part of Project Management Plan and are executed along with its individual processes to ensure that every project implemented by our company is completed within the Scope, Time and Budget and as per the approved quality.

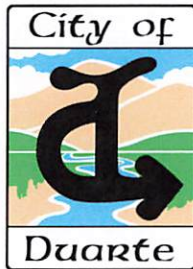
Risk Management

There are always risks associated with projects. The crucial factor here is the ability to identify those risks at the planning stage and put a proper response plan in place. Our main approach is represented in the flow chart below:



Quality Management

Quality Management is the part of Project Management Plan on all our projects. It is broken down into three main components Quality Planning, Quality Assurance and Quality Control. The main goal of the first component is to produce Quality Checklists and Metrics against which the Quality Assurance will be executed to prevent any defect in the manufacturing process of the sign. The third component will focus on verification of the output and end results against planned quality metrics. Quality Management in our production process is based on the P.D.C.A. Cycle, which ensure continuous improvement of our products.



AGENDA REPORT

MEETING DATE: February 14, 2023

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

SUBJECT: Professional Services Agreement with LPA for Conceptual Design Services of Initial Phase of Civic Center Master Plan

RECOMMENDATION: It is recommended that the City Council authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project - Civic Center Buildings (exterior), City Hall and Community Center (interiors).

FISCAL IMPACT: Funds for Civic Center facia and City Hall interior upgrades allocated in FY 2022-23 from the General Fund (100-1610-8100) will be utilized for this project

BACKGROUND

In 1982, Duarte City Hall, Community and Fitness Centers were established at 1600 Huntington Drive. With a combined square footage of about 23,214, the three buildings made up the Duarte Civic Center until the development of the Senior Center in 1994. So, it's no surprise with the 30 to 40 years that these public facilities have been in operation, the community, city staff, and councilmembers, both past and present, have grown attached to them. These public buildings have been the backdrop as the City and stakeholders marked major milestones, but they have also served as essential components to a healthy Duarte.

In 2021, the City Council adopted a five-year Capital Improvement Plan (CIP) that defines funding sources and prioritizes projects that improve the aging infrastructure within the City. While the current CIP addresses majority of the projects, which can be budgeted on a year-by-year basis, staff has re-evaluated certain budgeted CIP projects this Fiscal Year 2022/23 and is proposing a new approach.

DISCUSSION/ANALYSIS

Much has obviously changed since 1982 with regards to building codes – energy, fire, ADA, and electrical. Consequently, the need to have a more comprehensive facilities improvement plan sprung from planning to complete scheduled and approved CIP projects for the exterior siding of the Civic Center buildings and within the interior of City Hall this fiscal year. Certain decisions with those construction projects will have a ripple effect on subsequent projects; thus, instead of

looking at those projects individually, staff is looking to broaden the planning process and lay out a plan for the future of our Civic Center facilities with the goal of addressing their replacement and improving the overall level of service to the public in a financially sustainable way.

The initial phase of the Civic Center Master Plan consists of three planning phases. Each of the proposed phases would provide conceptual design services and a fixed fee proposal for the following:

Phase 1 | Exterior Improvements

Exterior material studies will be performed to assist the City in determining the most appropriate replacement materials to be used on all exterior Civic Center buildings (up to three concept packages).

Phase 2 | City Hall Interior

Assist the City in developing a design for a full interior renovation of City Hall and furniture systems replacement.

Phase 3 | Community Center Renovation

Transformation of the Community Center building into a permanent City Council Chamber with permanent seating and dais, a study/workshop work area, updates to office space, closed session meeting room, and audio and visual updates.

For all three phases, the City could expect a six-to-eight-week planning process, per phase, and the compilation of various Ad-Hoc committees composed of City officials, commissioners, and staff to ensure consensus is built with all key stakeholders and decision makers regarding the direction of each phase.

Given the impact of a multi-phase planning project of this scope, city staff consulted with various firms that have deep experience collaborating with cities on civic design projects. LPA by far stood out for their values, resources, and excellence in great design to help us deliver this project. The LPA team features architects, landscape architects, and engineers - all with specialized expertise creating enduring civic landmarks that reflect the values and vision of both the city and community. Known as leaders in sustainability design, LPA can lighten our project's footprint, while creating a more cost-effective and healthier environment. With project references including the West Hollywood Park Aquatic and Recreation Center, County of Orange Administration North & South, and the Michelle Obama Branch Library to name a few, LPA is certainly positioned to timely and soundly assist Staff with this three-phase project while also preserving the history and memories of the existing facilities.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute this Professional Services Agreement with LPA in the amount of \$45,000 for conceptual design services of the three-phase project - Civic Center Buildings (exterior), City Hall and Community Center (interiors).

FISCAL IMPACT

Funds for Civic Center facia and City Hall interior upgrades allocated in FY 2022-23 from the General Fund (100-1610-8100) will be utilized for this project.

ATTACHMENTS

- A. Professional Services Agreement with LPA

CITY OF DUARTE
PROFESSIONAL SERVICE AGREEMENT FOR NON-CONSTRUCTION PROJECT

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR NON-CONSTRUCTION PROJECT ("AGREEMENT"), is made and effective as of _____ 2023, between the ("CITY") City of Duarte, a municipal corporation and LPA, a corporation, ("CONSULTANT"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on _____ 2023 and shall remain and continue in effect until tasks described herein are completed, but in no event later than August 30, 2023, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. CITY MANAGEMENT

City's Director of Parks & Recreation shall represent CITY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. City's City Manager shall be authorized to act on CITY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section 5 hereof.

V. PAYMENT

- A. The CITY agrees to pay CONSULTANT in accordance with the compensation for the scope of services and upon receipt of invoice as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed forty-five thousand dollars (\$45,000.00) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the CITY's City Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by CITY's City Manager and CONSULTANT at the time CITY's written authorization is given to CONSULTANT for the performance of said services. The City Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT, but in no event shall such sum exceed twenty-five thousand dollars (\$25,000.00). Any additional work in excess of this amount shall be approved by the Duarte City Council.
- C. CONSULTANT will submit invoices for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the CITY disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The CITY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the CITY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.
- B. In the event this AGREEMENT is terminated pursuant to this Section, the CITY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the CITY. Upon termination of the AGREEMENT pursuant to this

Section, the CONSULTANT will submit an invoice to the CITY pursuant to Section 5.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, CITY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out of causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the City Manager or his/her designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the CITY with a written plan for the cure of the default, the CITY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by CITY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of CITY or its designees at reasonable times to such books and records; shall give CITY the right to examine and audit said books and records; shall permit CITY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years following project termination or completion.

- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the CITY and may be used, reused, or otherwise disposed of by the CITY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the CITY, at the CONSULTANT's office and upon reasonable written request by the CITY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to CITY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any City or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless CITY shall not extend to the CITY's sole or active negligence.

B. Duty to defend

In the event the CITY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by CITY, CONSULTANT shall defend the CITY at CONSULTANT's cost or at CITY's option, to reimburse CITY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and CITY, as to whether liability arises from the sole or active negligence of the CITY or its officers, employees, or agents, CONSULTANT will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely or actively negligent.

CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit C attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

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

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The CITY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the CITY in connection

with the award, terms or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the CITY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the CITY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without CITY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the CITY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.
- B. CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the CITY, unless the CITY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the CITY of such Discovery. CITY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless CITY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with CITY and to provide the opportunity to review any

response to discovery requests provided by CONSULTANT. However, CITY's right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

XVI. NOTICES

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

To CITY: City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Attention: Director of Parks & Recreation

To CONSULTANT: LPA
5301 California Avenue, Suite 100
Irvine, CA 92617
Attention: Director of Civic + Cultural

XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the CITY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide CITY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include an indemnity provision similar to the one provided herein and identifying CITY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from CITY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The CITY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the CITY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: _____
(Signature)

(Typed Name)

(Title)

City of Duarte
A Municipal Corporation

City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Payment Schedule
	Exhibit C	Insurance Requirements



EXHIBIT A

SCOPE OF SERVICES

SCOPE OF WORK

CITY OF DUARTE – CITY HALL RENOVATION
JANUARY 10, 2023

PROJECT SCOPE OF WORK, CLARIFICATIONS AND ASSUMPTIONS

Scope of Work

The City of Duarte seeks to renovate their 8,895 SF City Hall and their 6,619 SF Community Center. The initial scope of work shall be accomplished in three separate phases of work, with each phase being independently authorized by the City of Duarte. The proposed Scope of Work for the Duarte City Hall shall include recommendations for refurbishment of the City Hall and Community Center's exterior building materials, interior improvements of City Hall and the conversion of the Community Center to a dedicated Council Chamber.

LPA proposes to provide conceptual design services for these proposed renovations to fully develop and understand the extent of the project's scope. Upon approval of the conceptual design, LPA can provide a fixed fee proposal to complete the project.

The scope of work provided by LPA shall be broken down into the following three phases:

Phase 1 – Exterior Improvements

In Phase 1, LPA shall provide exterior material studies to assist the City in determining the most appropriate replacement materials to be used on the buildings within the Civic Center. The following is a description of services to be provided:

- 101 Existing Facilities Assessment** services consisting of researching, assembling, reviewing, and supplementing information in conjunction with the Civic Center's existing facilities including:
- .01 Photography.
 - .02 Field measurements.
 - .03 Review of existing design data.
 - .04 Review of existing drawings for critical inaccuracies, and the development of required measured drawings.
 - .05 Creation of digital drawings in AutoCAD or Revit format to become Basis of Design going forward.

- 102 Conceptual Building Development** services consisting of preparation and comparative evaluation of conceptual building development designs, including:

- .01 Building material concepts including:
 - a) Elevation Studies
 - b) Material Research
 - c) 3D digital study model.
 - d) Material and finish imagery.
 - e) Concept rendering(s).

- 103 Statement of Probable Construction Cost** services consisting of development of a probable construction cost range for the Phase 1 based on the conceptual design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

- 104 Presentations** services consisting of presentations of Conceptual studies, reports, and data by LPA to the following client representatives:

- .01 the Client.
- .02 Council Ad Hoc Committee.
- .03 Staff committee(s).
- .04 City Council.

- 105 Project Schedule** for Phase 1 is expected to approximately a 6-week duration.

- 106 Summary of Meetings:** services consisting of meeting attendance and presentations of Predesign Phase analyses and recommendations by LPA, as follows:

- .01 One (1) – Kickoff Meeting – In-Person.
- .02 Two (2) – Council Ad Hoc Meeting(s) – In-Person.
- .03 Three (3) – Staff Committee Meeting(s) – Virtual.
- .04 One (1) – City Council Meeting(s) – In-Person.

- 107 Summary of Deliverables:**

- .01 Up to Three (3) Building Material Concepts Packages to include:

- a. Material Boards.
- b. Elevation Studies
- c. One (1) Concept Rendering
- .02 Conceptual Statement of Probable Construction Cost for each of the three (3) concept packages.
- .03 Meeting Minutes.

- d) Concept rendering(s).
- e) Building Wayfinding and Branding Sign Design studies.

203 Furniture Integration services will include **Programming and Concept Design** for systems furniture integration as part of the project and delivered throughout the design phases of the project:

- .01 Lead and prepare furniture planning, ideation, and concepts, focused on establishing design concepts to support functionality, quality, look, feel and overall project experience.
- .02 Facilitate planning, design, material compatibility, and infrastructure coordination with Client and/or Client-provided furniture vendor, including:
 - a. Space planning with generic furniture symbols to develop space utilization, design concepts and compliance with the project Program.
 - b. Recommend and provide feedback on products and materials to align with the established vision and design intent, including review and alignment with existing Client-established furniture standards or design guidelines.

Phase 2 – City Hall Interior

In Phase 2, LPA shall provide interior conceptual design studies to assist the City in developing a conceptual design for interior renovations to City Hall and for Furniture Systems replacement.

- 201 Space Planning Diagrams** services consisting of diagrammatic studies and pertinent descriptive text for:
- .01 Internal functions.
 - .02 Human, vehicular and material flow patterns.
 - .03 General space allocations.
 - .04 Adjacency.
- 202 Existing Facilities Assessment** services consisting of researching, assembling, reviewing, and supplementing information for Projects involving alterations and additions to existing facilities or determining new space usage in conjunction with a new building program and including:
- .01 Photography.
 - .02 Field measurements.
 - .03 Review of existing design data.
 - .04 Review of existing drawings for critical inaccuracies, and the development of required measured drawings.
 - .05 Creation of digital drawings in AutoCAD or Revit format to become Basis of Design going forward.
- 203 Conceptual Building Development** services consisting of preliminary analysis, preparation, and comparative evaluation of conceptual interior building development designs, including:
- .01 Interior Building concepts and forms, including:
 - a) Building plan concepts.
 - b) 3D digital study model.
 - c) Material and finish imagery.

204 Statement of Probable Construction Cost services consisting of development of a probable construction cost range for the Phase 2 based on the conceptual design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

205 Presentations services consisting of presentations of Conceptual studies, reports, and data by LPA to the following client representatives:

- .01 the Client.
- .02 Council Ad Hoc Committee.
- .03 Staff committee(s).
- .04 City Council.

205 Project Schedule for Phase 2 is expected to approximately a 6–8-week duration.

206 Summary of Meetings: services consisting of meeting attendance and presentations of

Predesign Phase analyses and recommendations by LPA, as follows:

- .01 One (1) – Kickoff Meeting – In-Person.
- .02 Two (2) – Council Ad Hoc Meeting(s) – In-Person.
- .03 Three (3) – Staff Committee Meeting(s) – Virtual.
- .04 One (1) – City Council Meeting(s) – In-Person.

207 Summary of Deliverables:

- .01 Up to Two (2) Interior Design Concepts Packages to include:
 - a. Floor Plan Layouts
 - b. Material Boards.
 - c. Elevation Studies
 - d. One (1) Concept Rendering
- .02 Conceptual Statement of Probable Construction Cost for each of the two (2) interior design concept packages.
- .03 Meeting Minutes.

Phase 3 – Community Center Renovation

In Phase 3, LPA shall provide concept design studies to transform the Community Center building into a permanent City Council Chamber to seat 100 people. The program for the City Council Chamber shall include:

- An update to the office space.
- A closed session room.
- A permanent dais.
- Audio/Visual Updates
- Study Session work area

301 Programming services required to establish the following detailed qualitative and quantitative requirements for the Project:

- .01 Design objectives and criteria.
- .02 Space requirements.
- .03 Space relations.
- .04 Number and functional responsibilities of personnel.
- .05 Flexibility and expandability.
- .06 Special equipment and systems.

302 Space Planning Diagrams services consisting of diagrammatic studies and pertinent descriptive text for:

- .01 Internal functions.

- .02 Human, vehicular and material flow patterns.
- .03 General space allocations.
- .04 Adjacency.
- .05 Flexibility and expandability.

303 Existing Facilities Assessment services consisting of researching, assembling, reviewing, and supplementing information for Projects involving alterations and additions to existing facilities or determining new space usage in conjunction with a new building program and including:

- .01 Photography.
- .02 Field measurements.
- .03 Review of existing design data.
- .04 Review of existing drawings for critical inaccuracies, and the development of required measured drawings.
- .05 Creation of digital drawings in AutoCAD or Revit format to become Basis of Design going forward.

304 Conceptual Building Development services consisting of preliminary site analysis, and preparation and comparative evaluation of conceptual site and building development designs, including:

- .01 Building concepts and forms, including:
 - a) Building plan concepts.
 - b) 3D digital study model.
 - c) Material and finish imagery.
 - d) Concept rendering(s).

305 Statement of Probable Construction Cost services consisting of development of a probable construction cost range for the Phase 3 based on the conceptual design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

306 Presentations services consisting of presentations of Conceptual studies, reports, and data by LPA to the following client representatives:

- .01 the Client.
- .02 Council Ad Hoc Committee.
- .03 Staff committee(s).
- .04 City Council.

307 Project Schedule for Phase 3 is expected to approximately an 8-week duration.

308 Summary of Meetings: services consisting of meeting attendance and presentations of Predesign Phase analyses and recommendations by LPA, as follows:

- .01 One (1) – Kickoff Meeting – In-Person.
- .02 Two (2) – Council Ad Hoc Meeting(s) – In-Person.
- .03 Three (3) – Staff Committee Meeting(s) – Virtual.
- .04 One (1) – City Council Meeting(s) – In-Person.

309 Summary of Deliverables:

- .01 Up to Two (2) Interior Design Concepts Packages to include:
 - a. Floor Plan Layouts
 - b. Material Boards.
 - c. Elevation Studies
 - d. One (1) Concept Rendering
- .02 Conceptual Statement of Probable Construction Cost for each of the two (2) interior design concept packages.
- .03 Meeting Minutes.

Clarifications and assumptions include the following:

1. This Scope of Work will not include LPA's preparation of any follow-on contract for design professional services.
 2. LPA will not have any public contracting duties or responsibilities pursuant to the services to be performed under this Scope of Work.
 3. LPA will not be responsible for, nor shall LPA supervise the City's staff.
 4. LPA will not have any authority to, nor shall LPA negotiate contracts or make purchases on the City's behalf.
 5. LPA will have no decision-making authority and shall at all times perform services only at the direction of the City.
 6. All of the work produced by LPA under this Scope of Work shall be the property of the City to be utilized to inform the City's key decision makers.
 7. Any conceptual-design work performed by LPA shall be based on the input and guidance it receives from the City and other stakeholders designated by the City.
- All street lighting, signalization, or temporary power design are excluded.
 - Conditional Use Permit.
 - Permit, Plan Check, testing or any agency fees.
 - Rendering, flythrough, 3D graphics or other presentation, fund raising, or marketing material.
 - Any item not specifically noted as included in the Scope of Services.
 - Improvements to adjacent city streets are excluded.
 - Off-site engineering includes all areas outside the property line.
 - Special disciplines consultation services consisting of retaining, directing and coordinating the work of special disciplines consultants identified from the following list or any other sources not listed, whose specialized training, experience and knowledge relative to specific elements and features of the Project are required for the Project:
 - Construction Management
 - Dry Utilities
 - Environmental
 - Fire Protection
 - Food Service/Kitchen Design
 - Methane
 - Public Relations
 - Reprographics
 - Safety
 - Security Systems Design & Engineering
 - Soils/Foundations

Exclusions

- Utility replacement and upgrade of underground facilities on public streets.
- Any consultant not specifically identified.
- Submittal and coordination with Caltrans, Fish and Game, Army Corps of Engineers, Flood Control or any agency other than the City or as specifically noted.
- Traffic studies.
- Submittal(s) fees.
- Traffic Control Plans/Intersection Signal Design.
- Construction staking services and grade verifications.
- Boundary Survey.
- Record of Survey.
- ALTA/ASCM Land Title Survey.
- Off-Site Improvements.
- Utility line relocation or adjustments.
- Environmental/EIR or biological services.
- Fountain consultant and design.
- Relocation or undergrounding of power lines.
- Easements: The abandonment, revising, or writing of easements is not included in this scope of work.
- Geotechnical services during design and construction are excluded.
- Acoustics.
- Hazardous materials studies.

EXHIBIT B

PAYMENT SCHEDULE

PROPOSED COMPENSATION

The following is the proposed compensation for the Scope of Services identified. Each Phase is proposed to be provided at an hourly not to exceed fee for each phase.

Phases:

Phase 1:	Exterior Improvements	\$12,500
Phase 2:	City Hall Interior	\$17,500
Phase 3:	Community Center Renovation	\$15,000
GRAND TOTAL FEE:		\$45,000
Reimbursable Allowance		\$1,500

Reimbursable expenses are in addition to the base compensation and typically run approximately 5% of a total project fee. The reimbursable allowance will be billed only to the extent used, and typically include items requested by the Client such as additional hard copy milestone review sets, in quantities over and above the minimum number of sets required under the agreement. These expenses are invoiced at cost plus ten percent as incurred.

Supplemental Services: Due to the unknown nature of the requirements for Supplemental, no specific fee has been identified. Fees may be provided by LPA, as requested by the Client and pending clarification of the deliverables.

Hourly Rates: In the event Additional Services are warranted due to a change in the project scope, LPA shall submit a proposal to the Client for review and approval prior to proceeding with the services. Where possible, LPA shall submit a fixed fee proposal, but LPA may, at the Client's option, perform services to be invoiced on an hourly basis. In that scenario, the following hourly rates will apply for professional service fees:

BASIC HOURLY RATES

Role	Rate
Principal	\$280.00
Discipline Director	\$260.00
Project Director	\$250.00
Project Leader	\$200.00
Design Coordinator II	\$170.00
Design Coordinator I	\$145.00
Designer III	\$135.00
Designer II	\$120.00
Designer I	\$110.00
Intern	\$75.00
Support Roles	
Director	\$240.00
Manager	\$165.00
Senior Specialist	\$125.00
Specialist III	\$105.00
Specialist II	\$95.00
Specialist I	\$85.00

NOTE: These rates become effective February 26, 2022 and are subject to change annually.

Billing / Payment: LPA shall invoice the Client monthly for a percentage of the work completed consistent with the terms of the Contract. Payment is due thirty (30) days from the date of the invoice. LPA reserves the right to stop all current services and notify the Client if payment is not received within thirty (30) days.

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of CITY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to CITY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to CITY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with CITY at all times during the term of

this contract. CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against CITY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other

requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to CITY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

City's right to revise specifications. The CITY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the CITY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated,

lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

Timely notice of claims. CONSULTANT shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.