



MEMORANDUM

TO: City Council
FROM: City Manager
DATE: January 19, 2021
SUBJECT: Comments on Agenda Items, Meeting of January 26, 2021

ITEM 4.A. (Special Items). The Mayor's Youth Council will provide an update to the City Council.

ITEM 4.B. (Special Items). The City Council will recognize City of Duarte employee Mike Tarr, who retired from the City at the end of December 2020.

ITEM 4.C. (Special Items). Sheryl Lefmann, Executive Director and Chief Executive Officer of the Duarte Chamber of Commerce, will present the Chamber's Quarterly Report.

ITEM 4.D. (Special Items). Betty McWilliams, Executive Director of Foothill Unity Center, will present information on the programs and services the organization provides to assist low income families and people in crisis, and how those services could be targeted in the Duarte community in partnership with the City.

ITEM 4.E. (Special Items). Carol Pfannkuche, Executive Director of Santa Anita Family YMCA, will present information on the programs and services the organization is providing in light of the COVID-19 pandemic.

ITEM 8.F. (Consent Calendar). Staff is recommending that the City Council adopt Resolution 21-R-02, which would accept grant funds totaling \$210,785 from the California Department of Justice's Tobacco Law Enforcement Grant Program. This grant will support the Duarte Public Safety Department's existing Youth Tobacco Programs, which educate minors about the dangers of tobacco products and enforce state and local tobacco laws.

ITEM 8.G. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to execute a Memorandum of Agreement for the Coordinated Integrated Monitoring Program ("CIMP") with the Rio Hondo/San Gabriel River Water Group in the amount of \$354,942.55. The expenditures will occur over five (5) years, and be funded through Safe, Clean Water Program ("Measure W") local return monies.

ITEM 10. (Business Items). Staff is recommending that the City Council consider several potential assistance programs and/or services to Duarte residents and businesses impacted by the COVID-19 pandemic. This report, which staff developed based on City Council direction provided at the meeting of December 8, 2020, provides five (5) options for the Council to consider, including small business assistance, emergency rental assistance, residential utility subsidies, food resources, and counseling/mental health services. Each option includes a discussion for how the particular program and/or service could be administered. (Note that this item was continued from the City Council meeting of January 12th.)

Respectfully submitted,

Dr. Daniel Jordan
City Manager

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – JANUARY 12, 2021

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

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

CALL TO ORDER

The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting by teleconference in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Pro Tem Finlay called the meeting to order at 7:01 p.m.

RECORDATION OF ATTENDANCE

The following were in attendance:

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

ABSENT: Urias

ADMINISTRATIVE STAFF PRESENT: City Manager
Jordan, City Attorney Cosgrove

PLEDGE TO THE FLAG

Schulz led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

Kang moved, Schulz seconded to adopt the Agenda, as amended to continue Business Item 9.B (Options for assistance programs) to a future meeting, and to also adjourn in memory of Tom LaBonge, Tommy Ross, and Michelle Ross, and carried by the following Roll Call vote:

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

NOES: None

ABSENT: Urias

SPECIAL ITEMS

Recognition – Commissioner
Paula Watson-Gardner

Hensley and Jordan provided information about Paula Watson-Gardner's service on both the Public Safety and Planning Commissions, City Councilmembers expressed their appreciation for

1/12/21

	her service and wished her well, and Ms. Watson-Gardner thanked City Council and staff for the privilege of serving as a Commissioner.
Recognition of City of Duarte SGVCOG – Energy Award	Ana Bordallo, San Gabriel Valley Council of Governments, and Robert Cruz, Southern California Gas Company, described the San Gabriel Valley Energy Wise Partnership and awards program, congratulated the City for winning the Gold Tier Energy Champion Award and for its energy efficiency efforts, and expressed appreciation for the strong partnership.
Community Development Status Report	Craig Hensley presented the monthly Community Development Status Report, including statistics and architectural renderings of current and future projects and developments, and answered questions from Councilmembers.
Parks and Recreation Status Report	Manuel Enriquez presented the monthly Parks and Recreation Status Report, and provided an update about programs, classes, Holiday of Promise, and upcoming annual events.
ANNOUNCEMENTS	Victor Benavides, Duarte Chamber of Commerce, announced upcoming events, membership drive, check-ins, and seminars. Victoria Rocha announced upcoming community events and programs, and invited residents to apply for the vacancy on the Planning Commission.
ORAL COMMUNICATIONS	None.
CONSENT CALENDAR	Kang moved, Lewis seconded to adopt the Consent Calendar, after hearing a staff report on Item H, as follows, and carried by the following Roll Call vote: Approve Items A, B, C, H, I, J. Receive and File Items D, E, F, G. AYES: Paras-Caracci, Lewis, Kang, Schulz, Truong, Finlay NOES: None ABSENT: Urias
ITEM H – RESOLUTION 21-01 Grant Funds – Fish Canyon Trail	Council Bill 21-R-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (PROPOSITION 68), FOR THE FISH CANYON TRAIL RESTORATION AND ACCESS PLANNING PROJECT
BUSINESS ITEMS City Council Appointments to Intergovernmental Organizations (Continued from 12/8/20)	Paras-Caracci moved, Schulz seconded to make the following appointments to intergovernmental organizations, and to appoint Jody Schulz to the Upper San Gabriel River Working Group, and carried by the following Roll Call vote: AYES: Paras-Caracci, Lewis, Kang, Schulz, Truong, Finlay NOES: None ABSENT: Urias

Area “D” Emergency Services

City Manager – Representative; Full Council – Alternates

California Contract Cities

Toney Lewis – Delegate; Full Council – Alternates

City Selection Committee

Bryan Urias – Delegate; Full Council – Alternates

Community Education Council

Jody Schulz – Representative; Tzeitel Paras-Caracci – Alternate

Duarte Community Coordinating Council

Bryan Urias – Representative; Toney Lewis – Alternate

Duarte Community Service Council

Vinh Truong – Representative; Toney Lewis – Alternate

Duarte Education Foundation

Margaret Finlay – Representative; Jody Schulz – Alternate

Foothill Employment and Training Consortium

Vinh Truong – Delegate; Samuel Kang – Alternate

Foothill Transit

Tzeitel Paras-Caracci – Delegate; Toney Lewis – Alternate

Gold Line Phase II JPA

Tzeitel Paras-Caracci – Delegate; Jody Schulz – Alternate

Joint Powers Insurance Authority

Margaret Finlay – Director; City Mgr/Full Council – Alternates

League of California Cities

Toney Lewis – Delegate; Full Council – Alternates

San Gabriel Valley Council of Governments

Samuel Kang – Gov. Bd. Rep; Jody Schulz – Alt. Gov. Bd. Rep.

San Gabriel Valley Economic Partnership

Vinh Truong – Representative; Bryan Urias – Alternate

San Gabriel Valley Vector Control District

Margaret Finlay – Representative

Sanitation Districts #15 and #22

Bryan Urias – Director; Margaret Finlay – Alternate

Southern California Association of Governments

Margaret Finlay – Representative; Full Council – Alternates

Options – Assistance Programs
(Continued to a future meeting)

The item to consider recommendations pertaining to options for providing additional assistance programs and/or services to Duarte residents and businesses impacted by the COVID-19 pandemic was continued to a future meeting.

ITEMS FROM CITY COUNCIL/
CITY MANAGER

COSGROVE: Wished all a happy new year.

JORDAN: Thanked Councilmembers Schulz and Truong for attending the orientation, and thanked everyone for creating a wonderful holiday atmosphere.

PARAS-CARACCI: Wished all a happy new year, and stated she appreciates all who serve.

SCHULZ: Wished all a happy new year, thanked staff for helping with the orientation, and stated the City is a good example of utilizing efficiency.

LEWIS: Wished all a happy new year, and stated he will attend the Public Safety Working Group meeting tomorrow.

KANG: Wished all a happy new year, stated many are working from home, we need internet continuity, asked if we can bring in other companies for internet services (Jordan responded), inquired about cars racing on Huntington Drive, homeless person, and fixing façade and parking lot at Janet's shopping center (Villalobos responded), and thanked Public Safety for dealing with shopping carts.

TRUONG: Appreciated the orientation and efficiency of staff, stated there were great presentations, thanked all for their congratulations on his newborn son, and he looks forward to 2021.

FINLAY: Inquired about compliance and regulations at parks regarding masks (Villalobos and Enriquez responded).

ADJOURNMENT

The meeting was adjourned at 9:42 p.m. in memory of Joanne Montgomery, Brian Lister, Michael Black, Tom LaBonge, Tommy and Michelle Ross, and Tommy Lasorda.

Mayor Pro Tem Margaret Finlay

City Clerk



City of Duarte

Council Warrant Register By Vendor

By Fund

Payment Dates 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5612 - ACTIVE NETWORK LLC					
100-4801	ACTIVE NETWORK LLC	ActiveNet Refunds (COVID-19)	1122021		740.00
100-4809	ACTIVE NETWORK LLC	ActiveNet Refunds (COVID-19)	1122021		100.00
Vendor 5612 - ACTIVE NETWORK LLC Total:					840.00
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	HVAC Rountine Call-Public Safety	405902		136.00
Vendor 2061 - AIR-TRO INC Total:					136.00
Vendor: T4367 - ALEXSIS MAAE					
100-4801	ALEXSIS MAAE	Karate Class Refund	2000835.002		48.00
Vendor T4367 - ALEXSIS MAAE Total:					48.00
Vendor: 6131 - ANGELA CHIAROMONTE					
100-1211	ANGELA CHIAROMONTE	Computer Loan	W822771826		3,000.00
Vendor 6131 - ANGELA CHIAROMONTE Total:					3,000.00
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-2121	ARMSTRONG & WALKER LAN	New Hope Village Landscape Plan Check	1132021		1,275.00
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					1,275.00
Vendor: 1491 - AUTOZONE					
100-1605-7650	AUTOZONE	Vehicle #17 Battery	2814190409		198.94
Vendor 1491 - AUTOZONE Total:					198.94
Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC					
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211	250016-Oper of Acq Prop-122	41.67
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					1,586.67
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7980	BUCKNAM INFRASTRUCTURE	GIS Updates	352-03.14		725.00
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					725.00
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENSE	Labor Legal 12/2020	263286		7,557.00
Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:					7,557.00
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 12/2020	162209		277.35
Vendor 5559 - CALE AMERICA INC Total:					277.35
Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE					
100-1610-7616	CALIBER COMMERCIAL POOL	Small Pool Chlorine Pump Repair	21260101		403.03
Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:					403.03
Vendor: 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION					
100-2012	CALIFORNIA BUILDING STAND	Green Bldg Fees Q4 2020	10/2020 - 12/2020		195.00
100-5004	CALIFORNIA BUILDING STAND	Local Gov't Retainer Q4 2020	10/2020 - 12/2020		-19.50
Vendor 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					175.50
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	CALIFORNIA STATE DEPARTME	Fingerprint Apps 12/2020	486870		64.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					64.00

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6197 - CAMPBELL CORPORATION					
100-1205-8100	CAMPBELL CORPORATION	Public Safety Lobby Security Screen	51905		14,328.00
Vendor 6197 - CAMPBELL CORPORATION Total:					14,328.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I	CH(2)/SC/TC Copier Lease 1/1/21 - 1/31/21	26055152		875.49
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 1/1/21 - 1/31/21	26055153		402.41
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 12/1/20 - 12/31/20	26055153		79.09
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					1,356.99
Vendor: T4369 - CAROL WALKER					
100-4801	CAROL WALKER	Refund-Western Line Dance	2000213.005		23.00
Vendor T4369 - CAROL WALKER Total:					23.00
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Svcs 12/2020	61970		18,651.50
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					18,651.50
Vendor: 0903 - CITY OF MONROVIA					
100-1410-7650	CITY OF MONROVIA	Fuel-Field Svcs 11/2020	2101182		429.56
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2020	2101183		787.98
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2020	2101185		3,663.57
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 11/2020	2101187		351.51
Vendor 0903 - CITY OF MONROVIA Total:					5,232.62
Vendor: 6123 - CLIMATEC LLC					
100-1405-8100	CLIMATEC LLC	Infrastructure Modernization Project	15	202017-Infrastructure Moder	477,500.00
100-2127	CLIMATEC LLC	Retention	15	202017- Retention Infrastruct	-23,875.00
Vendor 6123 - CLIMATEC LLC Total:					453,625.00
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1825-7980	COUNTY OF LOS ANGELES DEP	Sewer Service Charge FY20-21	IN210000518		1,060.50
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,060.50
Vendor: 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT					
100-1205-7783	COUNTY OF LOS ANGELES PR	PIP Program (DPO Abernathy) 10/1/2020 - 12/31/2020	DUA2021-02		26,750.00
Vendor 1117 - COUNTY OF LOS ANGELES PROBATION DEPARTMENT Total:					26,750.00
Vendor: 5025 - DARRELL RAY CARROLL					
100-1205-7887	DARRELL RAY CARROLL	Front Lobby Door Lock Batter	23862		56.23
Vendor 5025 - DARRELL RAY CARROLL Total:					56.23
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 11/2020	119513		17.00
Vendor 5501 - DATA TICKET INC Total:					17.00
Vendor: T4368 - DEBORAH EVANS					
100-4801	DEBORAH EVANS	Refund-Western Line Dance	2000212.005		23.00
Vendor T4368 - DEBORAH EVANS Total:					23.00
Vendor: 5947 - DEKRA-LITE INDUSTRIES INC					
100-1020-7716	DEKRA-LITE INDUSTRIES INC	Santa Sleigh Ride Event Rope Lights	ARINV013423		707.94
Vendor 5947 - DEKRA-LITE INDUSTRIES INC Total:					707.94
Vendor: 5132 - DEPARTMENT OF CONSERVATION					
100-2013	DEPARTMENT OF CONSERVAT	Strong Motion (SMIP) Q4 202	10/2020 - 12/2020		849.90
100-5004	DEPARTMENT OF CONSERVAT	Local Agency Fee Q4 2020	10/2020 - 12/2020		-42.50
Vendor 5132 - DEPARTMENT OF CONSERVATION Total:					807.40

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCHITECT	Disability Access Fee Q4 2020	10/2020 - 12/2020		116.80
Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:					116.80
Vendor: T2371 - DUARTE COMMUNITY SERVICE COUNCIL					
100-4616	DUARTE COMMUNITY SERVICE COUNCIL	Pass Thru Donation (Holiday of Promise)	87480/87511	202107-Donation-Sponsor-A	825.00
Vendor T2371 - DUARTE COMMUNITY SERVICE COUNCIL Total:					825.00
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7730	DUARTE RECREATION PETTY CASH	Santa Sleigh Ride Food (Panda Express)	1072021		42.45
100-1605-7730	DUARTE RECREATION PETTY CASH	Christmas Event Gift Cards (Starbucks)	1072021		40.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					82.45
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTRICT	Nextel Lease 1/2021	R87566	250004 - Property Rent - Next	1,779.34
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					1,779.34
Vendor: 0082 - ENTENMANN-ROVIN COMPANY					
100-1020-7711	ENTENMANN-ROVIN COMPANY	Service Award Pins	0155923-IN		1,173.44
Vendor 0082 - ENTENMANN-ROVIN COMPANY Total:					1,173.44
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 11/2020	91371		135.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					135.00
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery	7-238-67833		42.39
Vendor 0087 - FEDEX Total:					42.39
Vendor: T0183 - FOOTHILL UNITY CENTER					
100-4616	FOOTHILL UNITY CENTER	Pass Thru Donation (Holiday of Promise)	87480/87511	202107-Donation-Sponsor-A	825.00
Vendor T0183 - FOOTHILL UNITY CENTER Total:					825.00
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	142827		424.96
Vendor 4690 - FULLER ENGINEERING INC Total:					424.96
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 12/1/20 - 12/31/20	17838518		1,119.47
Vendor 6181 - GOOGLE LLC Total:					1,119.47
Vendor: 0536 - GOVERNMENT FINANCE OFFICERS ASSOCIATION					
100-1805-7612	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Kristen Petersen Membership 8/1/2020 - 7/31/2021	2023001		225.00
Vendor 0536 - GOVERNMENT FINANCE OFFICERS ASSOCIATION Total:					225.00
Vendor: 5408 - HUNTINGTON & DUARTE INC					
100-1205-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	1013		162.00
100-1605-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	1013		30.00
Vendor 5408 - HUNTINGTON & DUARTE INC Total:					192.00
Vendor: 5212 - IRWINDALE INDUSTRIAL CLINIC					
100-1810-7673	IRWINDALE INDUSTRIAL CLINIC	DOT Physical	132424-1007834		50.00
Vendor 5212 - IRWINDALE INDUSTRIAL CLINIC Total:					50.00
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1020-7716	JAG ENDEAVORS LLC	Santa Sleigh Ride Sweatshirts	953		2,792.55
Vendor 6031 - JAG ENDEAVORS LLC Total:					2,792.55
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	820000-00		575.39
100-1610-7618	MAINTEX INC	Janitorial Supplies	820000-02		338.94
100-1205-7650	MAINTEX INC	Vehicle Sanitizing Supplies	822992-00		70.67

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1410-7650	MAINTEX INC	Vehicle Sanitizing Supplies	822992-00		70.67
100-1605-7650	MAINTEX INC	Vehicle Sanitizing Supplies	822992-00		70.67
100-1610-7650	MAINTEX INC	Vehicle Sanitizing Supplies	822992-00		70.67
Vendor 5868 - MAINTEX INC Total:					1,197.01
Vendor: 4286 - MAXTREME INC					
100-1815-7965	MAXTREME INC	IT Helpdesk 1/2021	13506		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 1/2021	13506		200.00
Vendor 4286 - MAXTREME INC Total:					8,900.00
Vendor: T4291 - PAULA LAPORTE					
100-4801	PAULA LAPORTE	Refund-Western Line Dance (Paula LaPorte)	2000210.005		23.00
100-4801	PAULA LAPORTE	Refund-Western Line Dance (Denis LaPorte)	2000211.005		23.00
Vendor T4291 - PAULA LAPORTE Total:					46.00
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
100-1610-7616	POOL & ELECTRICAL PRODUC	Super Vac Handle (Pool Vacuum)	21113145		63.58
Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:					63.58
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	Teen Ctr Alarm Repair	1331684		288.75
Vendor 2466 - POST ALARM SYSTEMS Total:					288.75
Vendor: 6213 - PREVENTIVE MOBILE INC					
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #2 Repair	9907		478.05
Vendor 6213 - PREVENTIVE MOBILE INC Total:					478.05
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay Q3 FY21 Dues	Q3 FY21		110.00
100-1005-7649	ROTARY CLUB OF DUARTE	Bryan Urias Q3 FY21 Dues	Q3 FY21		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Q3 FY21 Dues	Q3 FY21		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Q3 FY21 Dues	Q3 FY21		240.00
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					700.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Srvcs 1/2021	1-2021D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					5,166.67
Vendor: 5441 - SILVER & WRIGHT LLP					
100-1015-7684	SILVER & WRIGHT LLP	Arberry Legal 12/2020	27313		734.30
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 12/202	27313		4,793.44
Vendor 5441 - SILVER & WRIGHT LLP Total:					5,527.74
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDIS	PO Parking Lot Lease 2/1/2021 - 4/30/2021	7701069500		2,109.75
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					2,109.75
Vendor: 2688 - STAPLES ADVANTAGE					
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3465787140		47.83
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3466363381		6.60
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3466434505		102.66
100-1405-7614	STAPLES ADVANTAGE	Credit for Invoice #346643450	3466503170		-18.73
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3466744920		273.71
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3466744919		21.60
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3466744921		9.38
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3466884136		145.49
100-1825-7614	STAPLES ADVANTAGE	Business License Paper	3467304516		25.90
Vendor 2688 - STAPLES ADVANTAGE Total:					614.44
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 12/2020	1192021		4,056.00
Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:					4,056.00

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7631	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/2021 - 12/31/2021	15057		3,095.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 2/2021	15333		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Services	15334		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 2/2021	15335		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 2/2021	15336		553.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					5,201.60
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST PU	EOC Software 12/1/20 - 12/31/20	843608936		166.88
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					166.88
Vendor: 5866 - T-MOBILE					
100-1205-7655	T-MOBILE	Emergency Asset Tracking 11/21/20 - 12/20/20	122120		12.60
Vendor 5866 - T-MOBILE Total:					12.60
Vendor: 4480 - TONY HAYNES					
100-1205-7980	TONY HAYNES	Public Safety Office Supplies	267		250.00
Vendor 4480 - TONY HAYNES Total:					250.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIEPI SMITH & ASSOCIATES	Communications/Social Media Mgmt 12/2020	5761		8,355.00
100-1020-7718	TRIEPI SMITH & ASSOCIATES	City Newsletter 12/2020	5761		1,300.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					9,655.00
Vendor: 4674 - TYLER TECHNOLOGIES INC					
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 1/1/2021 - 3/31/2021	025-317303		11,684.25
Vendor 4674 - TYLER TECHNOLOGIES INC Total:					11,684.25
Vendor: 1304 - US BANK					
100-1825-7782	US BANK	1999 TAB Trustee Fees 12/1/20 - 11/30/21	5983240		605.00
Vendor 1304 - US BANK Total:					605.00
Vendor: 6208 - VAN DERMYDEN MADDUX LAW CORPORATION					
100-1015-7682	VAN DERMYDEN MADDUX LA	Employee Complaint- Investigation	16150		13,866.64
Vendor 6208 - VAN DERMYDEN MADDUX LAW CORPORATION Total:					13,866.64
Vendor: 6113 - WARDS SERVICE					
100-1610-7650	WARDS SERVICE	Vehicle 21 Service/Repair	81835		765.75
100-1605-7650	WARDS SERVICE	Vehicle #17 Battery	82232		169.80
Vendor 6113 - WARDS SERVICE Total:					935.55
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	79681584		275.14
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	79684463		2,500.96
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					2,776.10
Vendor: T4370 - WEN CONSTRUCTION					
100-2120	WEN CONSTRUCTION	Cash Bond Refund (Pmt #8- 0052)	R84856		500.00
Vendor T4370 - WEN CONSTRUCTION Total:					500.00
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Srvcs-Fitness Ctr/Pool 11/2020	6845232		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Srvcs-Cnty Ctr 11/2020	6845234		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Srvcs-Teen Ctr 11/2020	6845236		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Srvcs-City Hall 11/2020	6845238		60.00

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Srvcs-Senior Ctr 11/2020	6845240		60.00
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					300.00
Fund 100 - GENERAL FUND Total:					623,810.68

Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND

Vendor: 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC

240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		4,845.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		485.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		530.00
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	7156211		500.00
Vendor 3889 - BRIGHTVIEW LANDSCAPE SERVICES INC Total:					20,636.07
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					20,636.07

Fund: 440 - PROPOSITION A TRANSIT FUND

Vendor: 1491 - AUTOZONE

440-4405-7650	AUTOZONE	Yard Supplies	2814190409		28.20
Vendor 1491 - AUTOZONE Total:					28.20

Vendor: 0903 - CITY OF MONROVIA

440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 11/2020	2101184		74.08
Vendor 0903 - CITY OF MONROVIA Total:					74.08

Vendor: 5408 - HUNTINGTON & DUARTE INC

440-4405-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	1013		30.00
Vendor 5408 - HUNTINGTON & DUARTE INC Total:					30.00

Vendor: 5868 - MAINTEX INC

440-4405-7650	MAINTEX INC	Vehicle Sanitizing Supplies	822992-00		70.70
Vendor 5868 - MAINTEX INC Total:					70.70
Fund 440 - PROPOSITION A TRANSIT FUND Total:					202.98

Council Warrant Register By Vendor

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 470 - MEASURE R LR TRANSIT FUND					
Vendor: 6024 - RUIZ CONCRETE AND PAVING INC					
470-2127	RUIZ CONCRETE AND PAVING	Retention-FY19/20 Concrete Repair	4 Retention		7,183.83
Vendor 6024 - RUIZ CONCRETE AND PAVING INC Total:					7,183.83
Fund 470 - MEASURE R LR TRANSIT FUND Total:					7,183.83
Grand Total:					651,833.56

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	623,810.68
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	20,636.07
440 - PROPOSITION A TRANSIT FUND	202.98
470 - MEASURE R LR TRANSIT FUND	7,183.83
Grand Total:	651,833.56

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7649	Travel & Exp - Urias	110.00
100-1015-7682	Labor Counsel Legal	21,423.64
100-1015-7684	Code Enforcement Legal	5,527.74
100-1020-7711	Employee Recognition C	1,173.44
100-1020-7712	Community Information	8,355.00
100-1020-7716	Special Community Even	3,500.49
100-1020-7718	City Newsletter	1,300.00
100-1020-7724	Post Office Parking	2,224.75
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	283.09
100-1205-7650	Vehicle Maintenance	1,020.65
100-1205-7655	Emergency Services	179.48
100-1205-7761	Parking Ticket Collect	4,073.00
100-1205-7762	Parking Pass Kiosk Costs	277.35
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	3,663.57
100-1205-7783	GAPP Program	26,750.00
100-1205-7887	Repairs & Replacements	56.23
100-1205-7980	Other Expenses	250.00
100-1205-8100	Other Capital Acquisitio	14,328.00
100-1211	Computer Loan Program	3,000.00
100-1405-7614	Office Supplies	112.13
100-1405-7800	Building Department Ser	18,651.50
100-1405-7980	Other Expenses	725.00
100-1405-8100	Other Capital Improvem	477,500.00
100-1410-7650	Vehicle Maintenance	978.28
100-1415-7916	Landscape-Sport Park	1,430.00
100-1605-7614	Office Supplies	47.83
100-1605-7650	Vehicle Maintenance	469.41
100-1605-7730	Special Events	82.45
100-1610-7616	Pool Supplies	466.61
100-1610-7617	Pool Chemicals	424.96
100-1610-7618	Building Supplies	3,690.43
100-1610-7650	Vehicle Maintenance	1,187.93
100-1610-7652	Building Maint Services	859.75
100-1805-7612	Publications and Dues	225.00
100-1810-7660	Other Services	64.00
100-1810-7673	Physical Exams	50.00
100-1815-7631	Equipment Maintenance	3,095.00
100-1815-7632	Software Maintenance	1,119.47
100-1815-7820	Finance System Support	11,684.25
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	1,553.60
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1825-7613	Duplications And Photos	145.49
100-1825-7614	Office Supplies	25.90
100-1825-7626	Postage	42.39

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7630	Equipment Lease	1,277.90
100-1825-7631	Equipment Maintenance	79.09
100-1825-7782	Admin Support of SA	605.00
100-1825-7945	Operation Of Acq Prop	41.67
100-1825-7980	Other Expenses	1,060.50
100-2012	Green Building Fees Pay	195.00
100-2013	Strong Motions Fees Pay	849.90
100-2120	Refundable Deposits	500.00
100-2121	Pass Through Deposits	1,275.00
100-2122	Disability Access & Educ	116.80
100-2127	Retention Payable	-23,875.00
100-4408	Property Rental	1,779.34
100-4616	America's Promise Grant	1,650.00
100-4801	Youth & Adult Recreatio	880.00
100-4809	Sports Program Fees	100.00
100-5004	Other Revenue	-62.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
440-4405-7650	Vehicle Maintenance	202.98
470-2127	Retention Payable	7,183.83
Grand Total:		651,833.56

Project Account Summary

Project Account Key	Payment Amount
None	194,737.55
202017- Retention Infrastructure Modernization Pro	-23,875.00
202017-Infrastructure Modernization Program	477,500.00
202107-Donation-Sponsor-Am's Promise Revenue	1,650.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,779.34
250016-Oper of Acq Prop-1229 Pops Road	41.67
Grand Total:	651,833.56



City of Duarte

Council Warrant Register By Account

By Fund

Payment Dates 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Svcs-Fitness Ctr/Pool 11/2020	215821		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Svcs-Cmty Ctr 11/2020	215821		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Svcs-Teen Ctr 11/2020	215821		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Svcs-City Hall 11/2020	215821		60.00
100-1610-7652	WESTERN EXTERMINATOR CO	Pest Control Svcs-Senior Ctr 11/2020	215821		60.00
100-1815-7631	THE TECHNOLOGY DEPOT INC	Annual Hardware Support 1/1/2021 - 12/31/2021	909		3,095.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 11/2020	215797		135.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	215800		424.96
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	913		275.14
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	913		2,500.96
100-1610-7618	MAINTEX INC	Janitorial Supplies	902		575.39
100-1020-7712	TRIEPEI SMITH & ASSOCIATES	Communications/Social Media Mgmt 12/2020	910		8,355.00
100-1020-7718	TRIEPEI SMITH & ASSOCIATES	City Newsletter 12/2020	910		1,300.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	902		338.94
100-2120	WEN CONSTRUCTION	Cash Bond Refund (Pmt #8-0052)	215820		500.00
100-1020-7716	DEKRA-LITE INDUSTRIES INC	Santa Sleigh Ride Event Rope Lights	215790		707.94
100-1015-7682	VAN DERMIDEN MADDUX LA	Employee Complaint-Investigation	215818		13,866.64
100-1205-7655	T-MOBILE	Emergency Asset Tracking 11/21/20 - 12/20/20	215816		12.60
100-1610-7652	POST ALARM SYSTEMS	Teen Ctr Alarm Repair	904		288.75
100-1610-7652	AIR-TRO INC	HVAC Rountine Call-Public Safety	215779		136.00
100-1205-7761	DATA TICKET INC	Admin Citation Processing 11/2020	900		17.00
100-1410-7650	CITY OF MONROVIA	Fuel-Field Svcs 11/2020	215808		429.56
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 11/2020	215808		787.98
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 11/2020	215808		3,663.57
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 11/2020	215808		351.51
100-1825-7782	US BANK	1999 TAB Trustee Fees 12/1/20 - 11/30/21	911		605.00
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 1/1/2021 - 3/31/2021	215817		11,684.25
100-1610-7616	POOL & ELECTRICAL PRODUC	Super Vac Handle (Pool Vacuum)	215810		63.58
100-1205-7762	CALE AMERICA INC	WTP Fees 12/2020	215783		277.35
100-1825-7980	COUNTY OF LOS ANGELES DEP	Sewer Service Charge FY20-21	215788		1,060.50
100-1810-7673	IRWINDALE INDUSTRIAL CLINI	DOT Physical	215803		50.00
100-1405-8100	CLIMATEC LLC	Infrastructure Modernization Project	215787	202017-Infrastructure Moder	477,500.00
100-2127	CLIMATEC LLC	Retention	215787	202017- Retention Infrastruct	-23,875.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	908		47.83
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Svcs 12/2020	898		18,651.50

Council Warrant Register By Account

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	215809		162.00
100-1605-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	215809		30.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 2/2021	909		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Services	909		564.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 2/2021	909		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 2/2021	909		553.00
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 12/202	906		4,793.44
100-1015-7684	SILVER & WRIGHT LLP	Arberry Legal 12/2020	906		734.30
100-1020-7724	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		115.00
100-1415-7916	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		1,430.00
100-1825-7945	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781	250016-Oper of Acq Prop-122	41.67
100-1205-7655	THOMSON REUTERS-WEST PU	EOC Software 12/1/20 - 12/31/20	215815		166.88
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Srvcs 1/2021	215813		5,166.67
100-1205-7783	COUNTY OF LOS ANGELES PR	PIP Program (DPO Abernathy) 10/1/2020 - 12/31/2020	215789		26,750.00
100-4801	ALEXSIS MAAE	Karate Class Refund	215806		48.00
100-1610-7616	CALIBER COMMERCIAL POOL	Small Pool Chlorine Pump Repair	215784		403.03
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	908		6.60
100-1020-7711	ENTENMANN-ROVIN COMPA	Service Award Pins	901		1,173.44
100-1605-7730	DUARTE RECREATION PETTY C	Santa Sleigh Ride Food (Panda Express)	215794		42.45
100-1605-7730	DUARTE RECREATION PETTY C	Christmas Event Gift Cards (Starbucks)	215794		40.00
100-1015-7682	BURKE, WILLIAMS & SORENSE	Labor Legal 12/2020	895		7,557.00
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	908		102.66
100-1205-8100	CAMPBELL CORPORATION	Public Safety Lobby Security Screen	897		14,328.00
100-1205-7650	MAINTEX INC	Vehicle Sanitizing Supplies	902		70.67
100-1410-7650	MAINTEX INC	Vehicle Sanitizing Supplies	902		70.67
100-1605-7650	MAINTEX INC	Vehicle Sanitizing Supplies	902		70.67
100-1610-7650	MAINTEX INC	Vehicle Sanitizing Supplies	902		70.67
100-4616	FOOTHILL UNITY CENTER	Pass Thru Donation (Holiday of Promise)	215799	202107-Donation-Sponsor-A	825.00
100-4616	DUARTE COMMUNITY SERVIC	Pass Thru Donation (Holiday of Promise)	215793	202107-Donation-Sponsor-A	825.00
100-1605-7650	AUTOZONE	Vehicle #17 Battery	215780		198.94
100-1405-7614	STAPLES ADVANTAGE	Credit for Invoice #346643450	908		-18.73
100-1405-7980	BUCKNAM INFRASTRUCTURE	GIS Updates	215782		725.00
100-1825-7626	FEDEX	Document Delivery	215798		42.39
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	908		273.71
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	908		21.60
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	908		9.38
100-1810-7660	CALIFORNIA STATE DEPARTME	Fingerprint Apps 12/2020	896		64.00
100-2012	CALIFORNIA BUILDING STAND	Green Bldg Fees Q4 2020	215785		195.00
100-2013	DEPARTMENT OF CONSERVAT	Strong Motion (SMIP) Q4 202	215791		849.90
100-5004	DEPARTMENT OF CONSERVAT	Local Agency Fee Q4 2020	215791		-42.50
100-5004	CALIFORNIA BUILDING STAND	Local Gov't Retainer Q4 2020	215785		-19.50
100-1205-7887	DARRELL RAY CARROLL	Front Lobby Door Lock Batter	215807		56.23
100-1610-7650	WARDS SERVICE	Vehicle 21 Service/Repair	912		765.75
100-4801	ACTIVE NETWORK LLC	ActiveNet Refunds (COVID-19)	893		740.00
100-4809	ACTIVE NETWORK LLC	ActiveNet Refunds (COVID-19)	893		100.00
100-1805-7612	GOVERNMENT FINANCE OFFI	Kristen Petersen Membership 8/1/2020 - 7/31/2021	215801		225.00
100-1205-7980	TONY HAYNES	Public Safety Office Supplies	215802		250.00

Council Warrant Register By Account

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1020-7716	JAG ENDEAVORS LLC	Santa Sleigh Ride Sweatshirts	215804		2,792.55
100-2121	ARMSTRONG & WALKER LAN	New Hope Village Landscape Plan Check	894		1,275.00
100-1825-7630	CANON FINANCIAL SERVICES I	CH(2)/SC/TC Copier Lease 1/1/21 - 1/31/21	215786		875.49
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 1/1/21 - 1/31/21	215786		402.41
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 12/1/20 - 12/31/20	215786		79.09
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	908		145.49
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay Q3 FY21 Dues	215812		110.00
100-1005-7649	ROTARY CLUB OF DUARTE	Bryan Urias Q3 FY21 Dues	215812		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Q3 FY21 Dues	215812		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Q3 FY21 Dues	215812		240.00
100-4408	DUARTE UNIFIED SCHOOL DIS	Nextel Lease 1/2021	215795	250004 - Property Rent - Next	1,779.34
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 12/1/20 - 12/31/20	EFT10868		1,119.47
100-4801	PAULA LAPORTE	Refund-Western Line Dance (Paula LaPorte)	215805		23.00
100-4801	PAULA LAPORTE	Refund-Western Line Dance (Denis LaPorte)	215805		23.00
100-4801	DEBORAH EVANS	Refund-Western Line Dance	215796		23.00
100-4801	CAROL WALKER	Refund-Western Line Dance	215819		23.00
100-1605-7650	WARDS SERVICE	Vehicle #17 Battery	912		169.80
100-1825-7614	STAPLES ADVANTAGE	Business License Paper	908		25.90
100-1815-7965	MAXTREME INC	IT Helpdesk 1/2021	903		8,700.00
100-1815-7980	MAXTREME INC	Crash Plan Recovery 1/2021	903		200.00
100-2122	DIVISION OF THE STATE ARCHI	Disability Access Fee Q4 2020	215792		116.80
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 12/2020	215814		4,056.00
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #2 Repair	215811		478.05
100-1211	ANGELA CHIAROMONTE	Computer Loan	899		3,000.00
100-1020-7724	SOUTHERN CALIFORNIA EDIS	PO Parking Lot Lease 2/1/2021 - 4/30/2021	907		2,109.75
Fund 100 - GENERAL FUND Total:					623,810.68

Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND

240-2410-7915	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		7,500.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		485.00
240-2410-7917	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		4,845.00
240-2420-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		345.16
240-2421-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		1,300.00
240-2422-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		480.58
240-2423-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		900.00
240-2424-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		550.00
240-2425-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		400.00
240-2426-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		180.00
240-2427-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		630.33
240-2431-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		800.00
240-2432-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		835.00
240-2433-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		530.00

Council Warrant Register By Account

Payment Dates: 1/14/2021 - 1/27/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2434-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		355.00
240-2435-7914	BRIGHTVIEW LANDSCAPE SER	Landscape Maintenance 1/2021	215781		500.00
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					20,636.07
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 11/2020	215808		74.08
440-4405-7650	HUNTINGTON & DUARTE INC	Vehicle Cleaning/Fuel 1/1/20 - 12/31/20	215809		30.00
440-4405-7650	MAINTEX INC	Vehicle Sanitizing Supplies	902		70.70
440-4405-7650	AUTOZONE	Yard Supplies	215780		28.20
Fund 440 - PROPOSITION A TRANSIT FUND Total:					202.98
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-2127	RUIZ CONCRETE AND PAVING	Retention-FY19/20 Concrete Repair	905		7,183.83
Fund 470 - MEASURE R LR TRANSIT FUND Total:					7,183.83
Grand Total:					651,833.56

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	623,810.68
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	20,636.07
440 - PROPOSITION A TRANSIT FUND	202.98
470 - MEASURE R LR TRANSIT FUND	7,183.83
Grand Total:	651,833.56

Account Summary

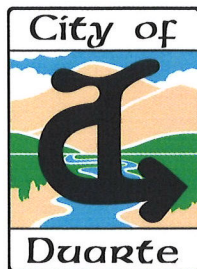
Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7649	Travel & Exp - Urias	110.00
100-1015-7682	Labor Counsel Legal	21,423.64
100-1015-7684	Code Enforcement Legal	5,527.74
100-1020-7711	Employee Recognition C	1,173.44
100-1020-7712	Community Information	8,355.00
100-1020-7716	Special Community Even	3,500.49
100-1020-7718	City Newsletter	1,300.00
100-1020-7724	Post Office Parking	2,224.75
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	283.09
100-1205-7650	Vehicle Maintenance	1,020.65
100-1205-7655	Emergency Services	179.48
100-1205-7761	Parking Ticket Collect	4,073.00
100-1205-7762	Parking Pass Kiosk Costs	277.35
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	3,663.57
100-1205-7783	GAPP Program	26,750.00
100-1205-7887	Repairs & Replacements	56.23
100-1205-7980	Other Expenses	250.00
100-1205-8100	Other Capital Acquisitio	14,328.00
100-1211	Computer Loan Program	3,000.00
100-1405-7614	Office Supplies	112.13
100-1405-7800	Building Department Ser	18,651.50
100-1405-7980	Other Expenses	725.00
100-1405-8100	Other Capital Improvem	477,500.00
100-1410-7650	Vehicle Maintenance	978.28
100-1415-7916	Landscape-Sport Park	1,430.00
100-1605-7614	Office Supplies	47.83
100-1605-7650	Vehicle Maintenance	469.41
100-1605-7730	Special Events	82.45
100-1610-7616	Pool Supplies	466.61
100-1610-7617	Pool Chemicals	424.96
100-1610-7618	Building Supplies	3,690.43
100-1610-7650	Vehicle Maintenance	1,187.93
100-1610-7652	Building Maint Services	859.75
100-1805-7612	Publications and Dues	225.00
100-1810-7660	Other Services	64.00
100-1810-7673	Physical Exams	50.00
100-1815-7631	Equipment Maintenance	3,095.00
100-1815-7632	Software Maintenance	1,119.47
100-1815-7820	Finance System Support	11,684.25
100-1815-7821	Personal Computer Supp	553.00
100-1815-7830	Telephones	1,553.60
100-1815-7965	Professional Services	8,700.00
100-1815-7980	Other Expenses	200.00
100-1825-7613	Duplications And Photos	145.49
100-1825-7614	Office Supplies	25.90
100-1825-7626	Postage	42.39

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7630	Equipment Lease	1,277.90
100-1825-7631	Equipment Maintenance	79.09
100-1825-7782	Admin Support of SA	605.00
100-1825-7945	Operation Of Acq Prop	41.67
100-1825-7980	Other Expenses	1,060.50
100-2012	Green Building Fees Pay	195.00
100-2013	Strong Motions Fees Pay	849.90
100-2120	Refundable Deposits	500.00
100-2121	Pass Through Deposits	1,275.00
100-2122	Disability Access & Educ	116.80
100-2127	Retention Payable	-23,875.00
100-4408	Property Rental	1,779.34
100-4616	America's Promise Grant	1,650.00
100-4801	Youth & Adult Recreatio	880.00
100-4809	Sports Program Fees	100.00
100-5004	Other Revenue	-62.00
240-2410-7915	Landscape-Citywide	7,500.00
240-2410-7917	Landscape-Medians	5,330.00
240-2420-7914	Landscape Maintenance	345.16
240-2421-7914	Landscape Maintenance	1,300.00
240-2422-7914	Landscape Maintenance	480.58
240-2423-7914	Landscape Maintenance	900.00
240-2424-7914	Landscape Maintenance	550.00
240-2425-7914	Landscape Maintenance	400.00
240-2426-7914	Landscape Maintenance	180.00
240-2427-7914	Landscape Maintenance	630.33
240-2431-7914	Landscape Maintenance	800.00
240-2432-7914	Landscape Maintenance	835.00
240-2433-7914	Landscape Maintenance	530.00
240-2434-7914	Landscape Maintenance	355.00
240-2435-7914	Landscape Maintenance	500.00
440-4405-7650	Vehicle Maintenance	202.98
470-2127	Retention Payable	7,183.83
Grand Total:		651,833.56

Project Account Summary

Project Account Key	Payment Amount
None	194,737.55
202017- Retention Infrastructure Modernization Pro	-23,875.00
202017-Infrastructure Modernization Program	477,500.00
202107-Donation-Sponsor-Am's Promise Revenue	1,650.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	1,779.34
250016-Oper of Acq Prop-1229 Pops Road	41.67
Grand Total:	651,833.56

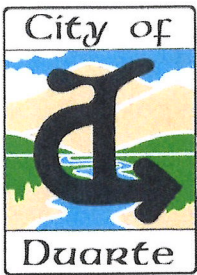


**PUBLIC SAFETY
STATUS REPORT
January 2021**



PROJECT/PROGRAM		STATUS
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>		
1. Part 1 Crimes 2020 Year in Review	We ended 2020 up 10.83% in Part 1 Crimes. The two major causes for us being up in Part 1 Crimes had to do with larceny being up 15.42% and Grand Theft Auto being up 35.71%.	
2. Crime Trends	We are off to a bad start in 2021. Part 1 Crimes are up 52.94%. That is in large part due to larceny being up 140% and Grant Theft Auto being up 14.29%. Special Assignment Deputy Valenzuela has been tracking and mapping the rise in thefts and has been directing patrol to the affected areas. Special Assignment Deputies Milano and Gonzales have put together operations to target catalytic converter theft, theft from vehicles, and stolen vehicles. They will additionally be conducting routine probation/parole compliance checks.	
<u>MEASURE H and OUTREACH COORDINATION</u>		
1. Five Cities Grant	The City of Duarte was assigned a case manager in April from Union Station. The case manager has been telecommuting due to COVID-19 and visits Duarte locations twice a week. She has been working out of the Duarte Park Recreation Center. She continues to communicate daily with our Outreach Coordinator to provide services to the homeless. We are currently working on extending the contract until December 31, 2021 (set to expire on June, 30, 2021). Seven people have been housed to date.	
2. Outreach Coordinator	Through a lot of hard work and dedication, the Outreach Coordinator was able to help the homeless female that resided on the bus bench on Huntington Drive and Highland Avenue. She was transported to a medical facility where she could receive medical treatment and services. The Outreach Coordinator is currently working with Union Station and the Department of Mental Health to assist the homeless female who resides at Duarte Park in finding services.	
<u>EMERGENCY PREPAREDNESS</u>		
1. Emergency Operations Center	The Emergency Operations Center has been operating remotely while monitoring COVID – 19 operations. As of now, there is no end date for COVID – 19 operations.	

PROJECT/PROGRAM	STATUS
2. Thermal camera and Radio Repeater Antenna Installation	The thermal camera and radio repeater were installed and both are currently operational. We are working with the Alert Wildfire Organization to place this camera into their system.



City of Duarte

MONTHLY FINANCIAL REPORT

Month Ended December 31, 2020
(50.0% of FY 2020-21 Completed)

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Cash Balance by Fund

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Budget-to-Actual Report

General Fund Revenue Dashboard

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General Fund Expenditure Dashboard

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Revenue, Expenditures, Transfers and Surplus/Deficit by Fund

12

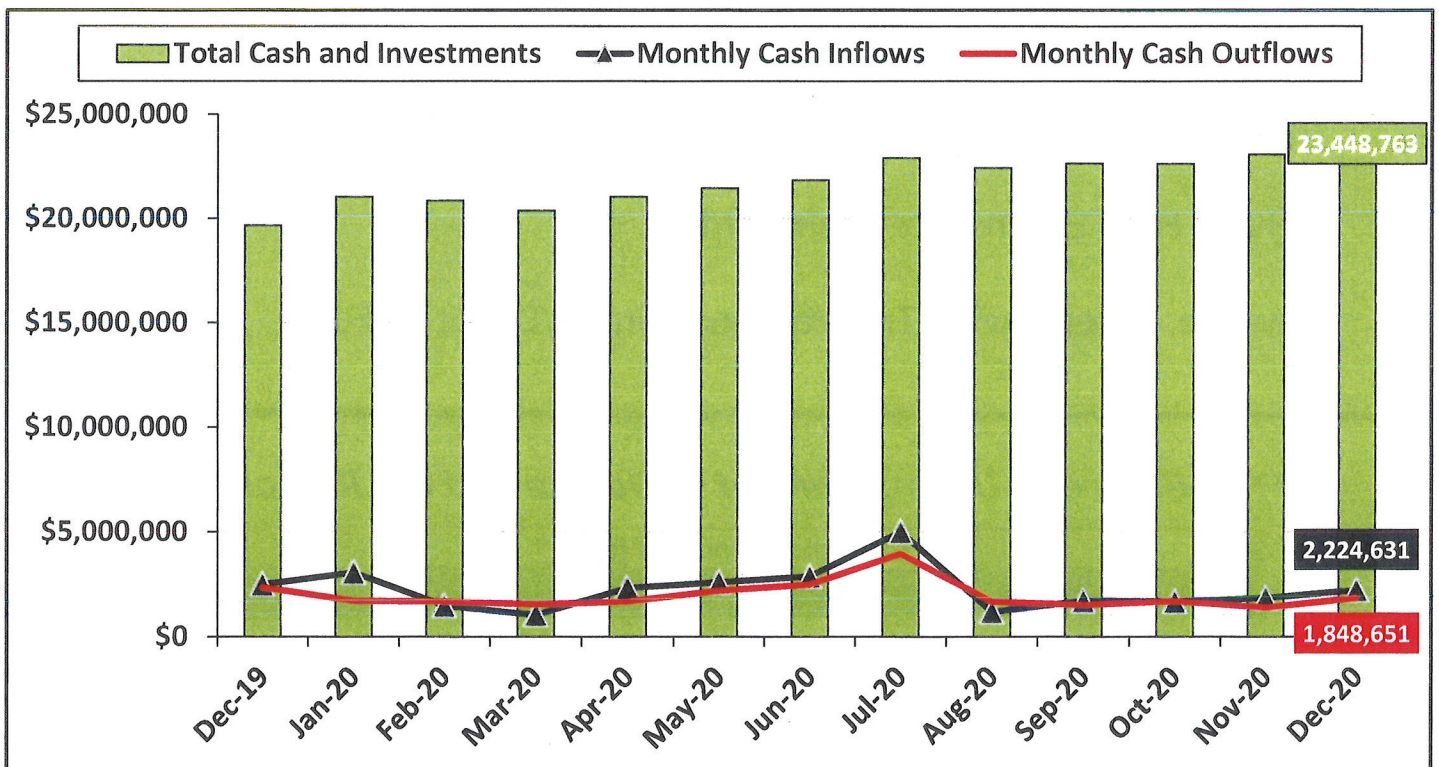
A Glance at Unemployment in Duarte and the Region

Unemployment Rate (in %)*					
	Jan-20	May-20	Sep-20	Oct-20	Nov-20
Irwindale	6.7	28.5	21.6	17.0	15.3
Duarte	5.4	24.3	18.1	14.1	12.6
Baldwin Park	4.7	22.2	16.6	12.9	11.3
Azusa	4.4	18.6	13.7	11.2	10.2
Monrovia	3.8	17.8	13.0	10.0	8.7
Glendora	4.0	17.5	12.1	9.5	8.3
Arcadia	3.4	17.4	12.3	8.8	7.5
Los Angeles County	4.5	20.8	15.3	11.8	10.6

* "Unemployment Rate" is number of unemployed persons as a percentage of the civilian labor force

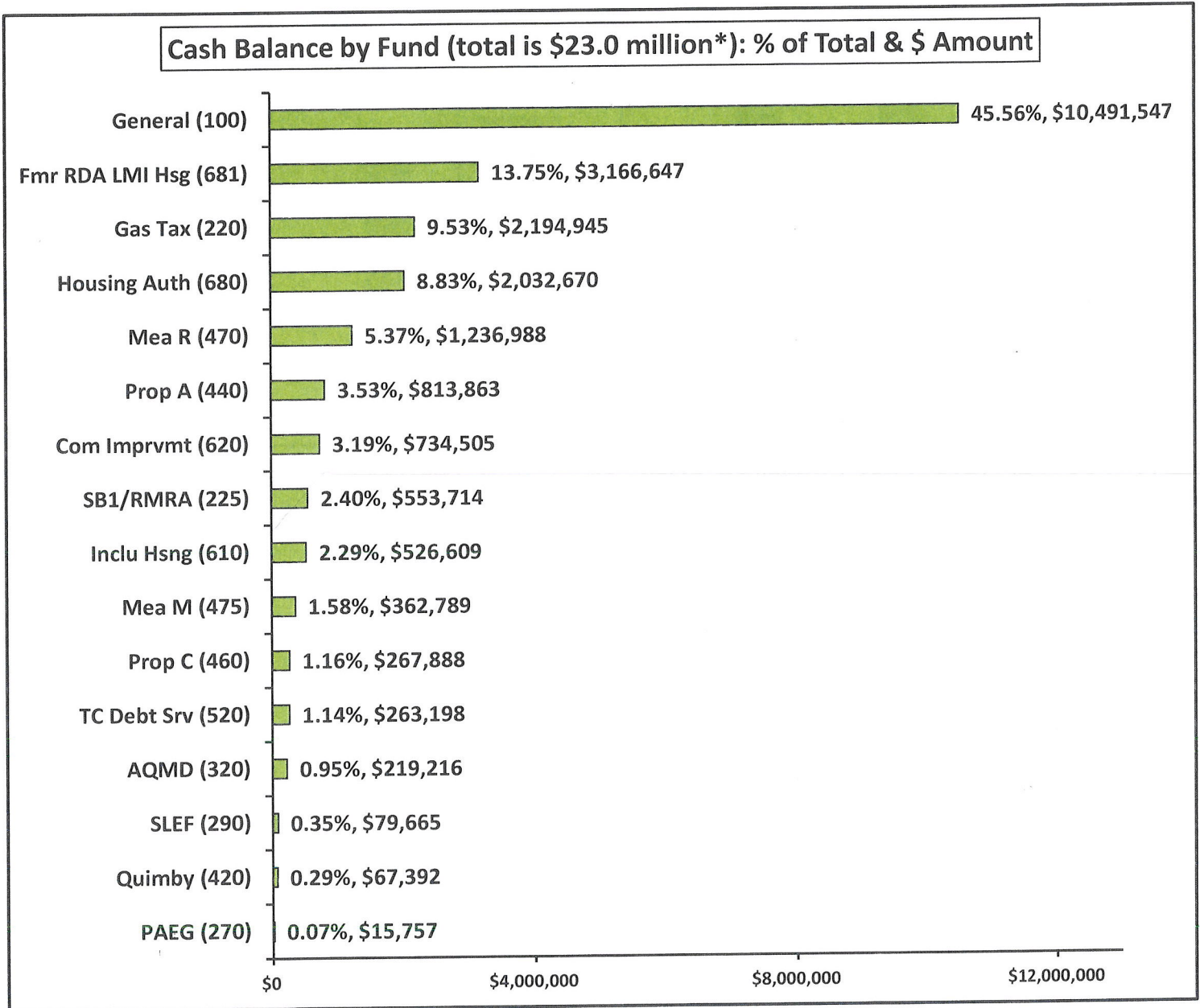
CITY OF DUARTE
Treasury Report - Monthly Activity & Balances
Month Ended December 31, 2020

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (12/01/2020)	\$7,677,497	\$15,395,285	\$23,072,783
Cash Inflows			
Receipts	\$2,224,631	\$0	\$2,224,631
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$2,224,631	\$0	\$2,224,631
Cash Outflows			
Disbursements	\$1,848,651	\$0	\$1,848,651
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$1,848,651	\$0	\$1,848,651
Net Activity	\$375,980	\$0	\$375,980
Ending Balance (12/31/2020)	\$8,053,478	\$15,395,285	\$23,448,763



*The "Bank" balance refers to the balance in the City's primary checking account. The "LAIF" balance refers to the City's investment balance with the Local Agency Investment Fund, which is part of the State of California's Pooled Money Investment Account and administered by the California State Treasurer.

CITY OF DUARTE
Treasury Report - Cash Balance by Fund
Month Ended December 31, 2020

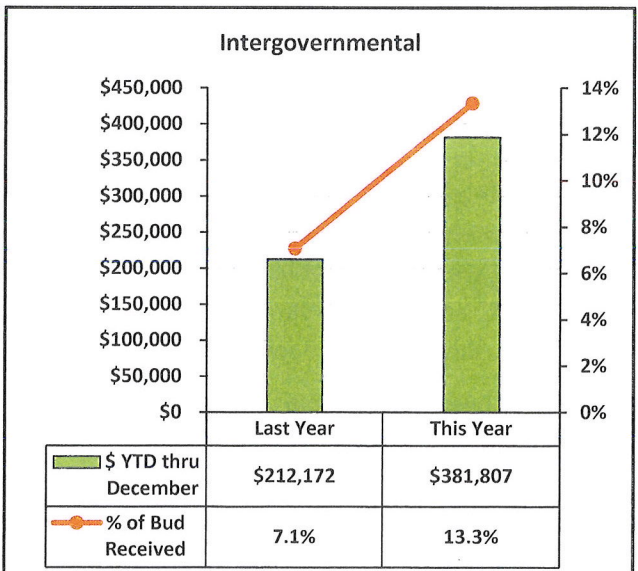
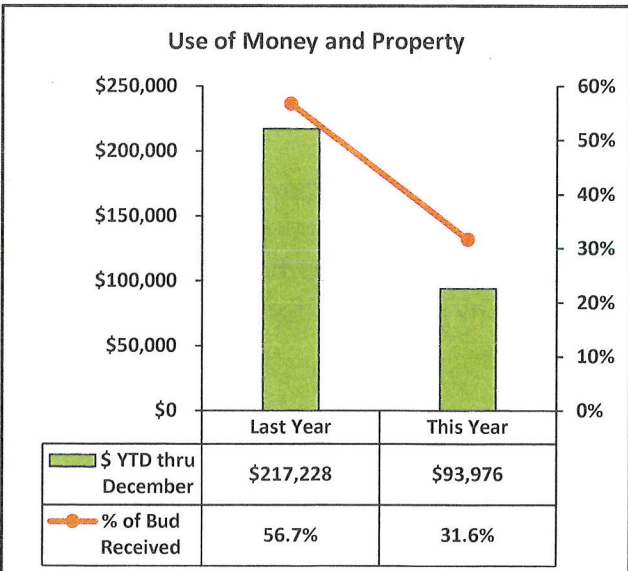
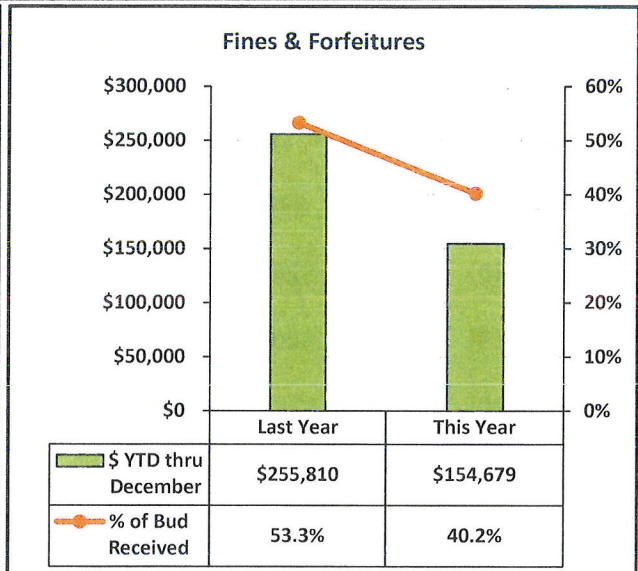
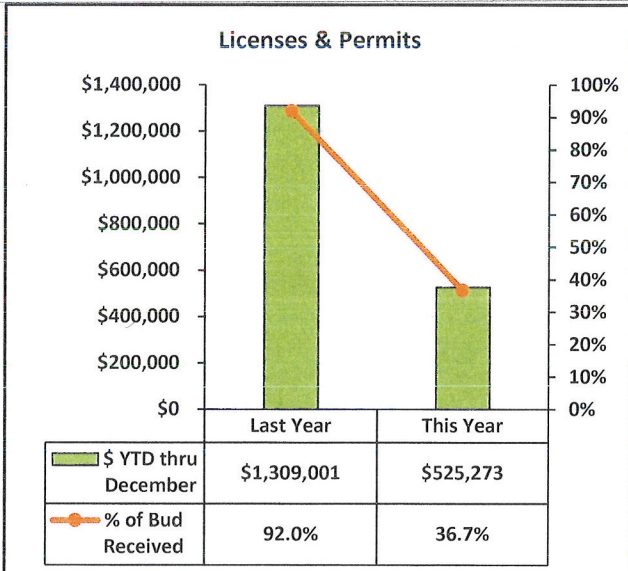
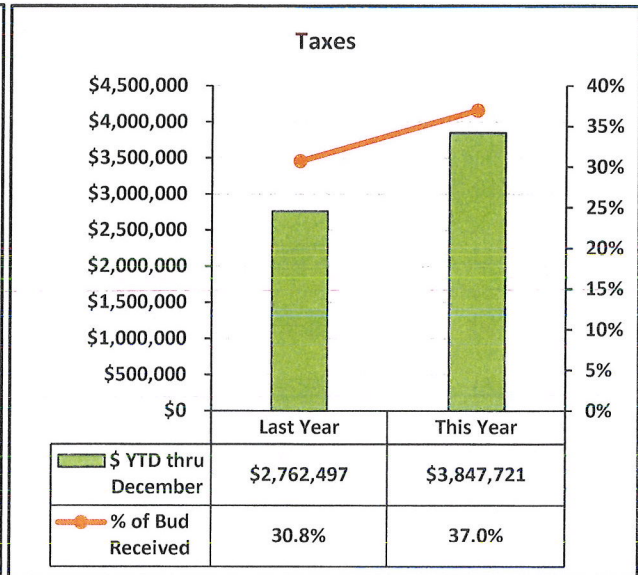
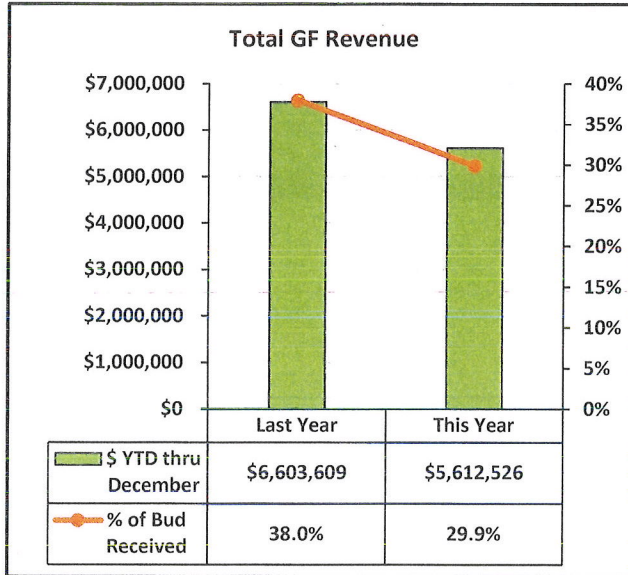


*Source: City of Duarte general ledger. Note that the total cash balance as shown in the City's general ledger does not equal precisely to the combined ending "Bank" and "LAIF" balances shown on the previous page. Because certain transactions are reflected at different times in the general ledger as compared to the City's bank account, the combined "Bank" and "LAIF" balances will rarely equal precisely the City's general ledger cash balance. The City performs a monthly "bank reconciliation" to reconcile these balances.

**Funds with zero or negative cash balances are not shown above.

CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2020-21 Year-to-Date Through December versus Prior Year



CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2020-21 Year-to-Date Through December versus Prior Year



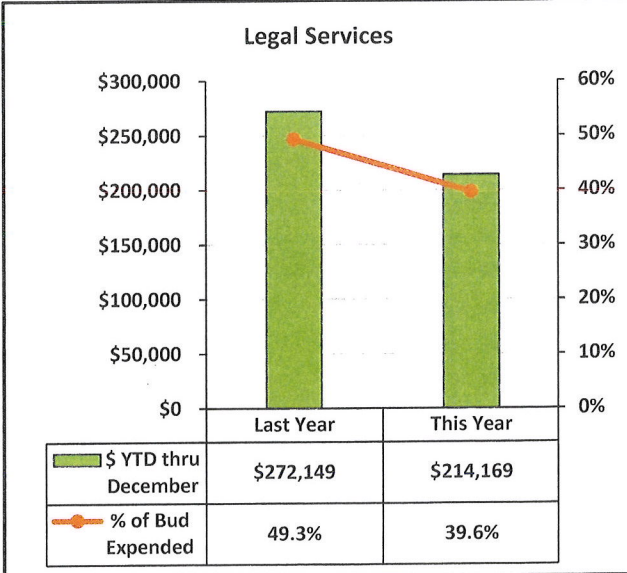
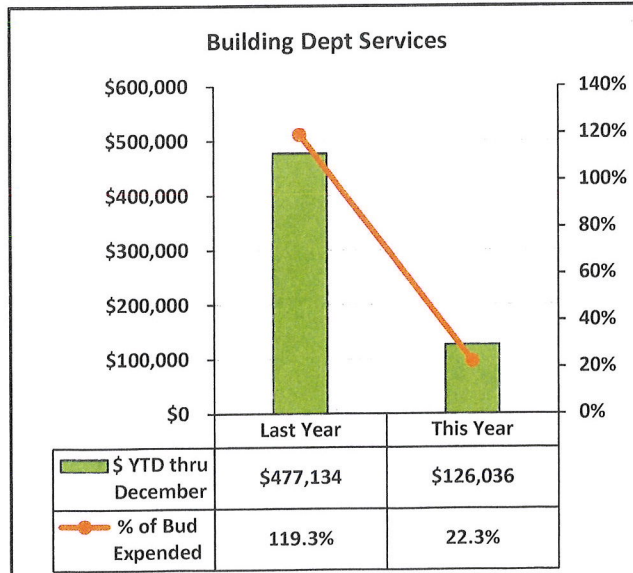
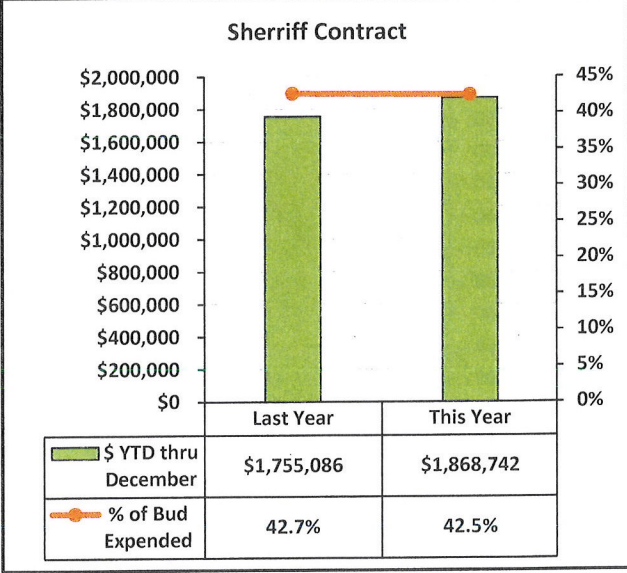
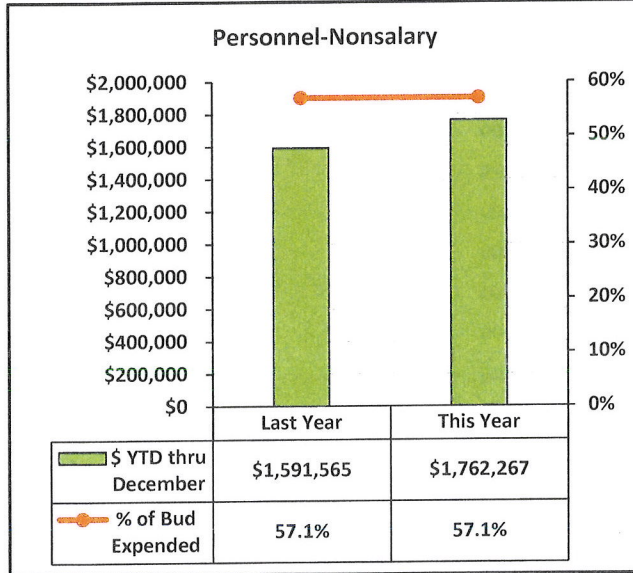
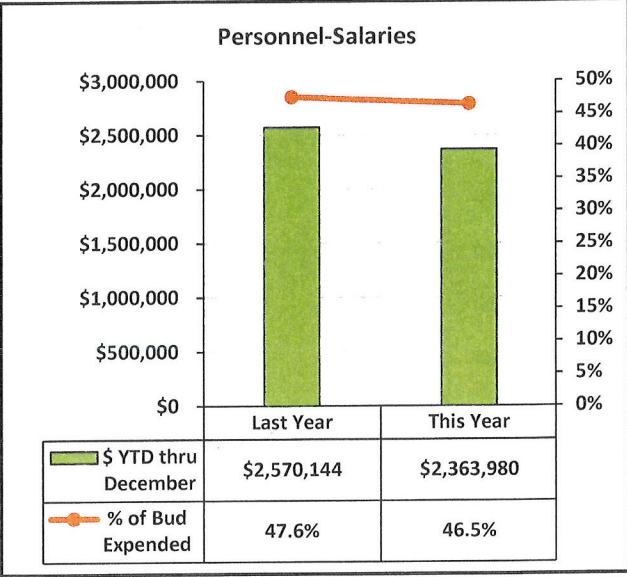
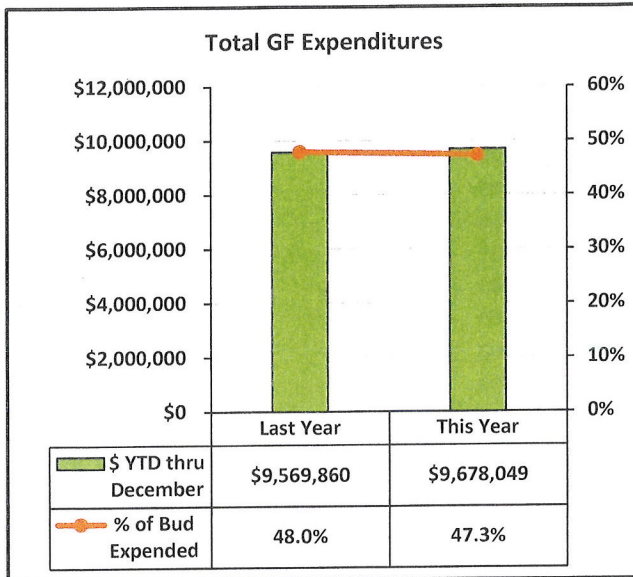
CITY OF DUARTE

General Fund Revenue by Category & Major Sources FY 2020-21 Year-to-Date Through December versus Prior Year



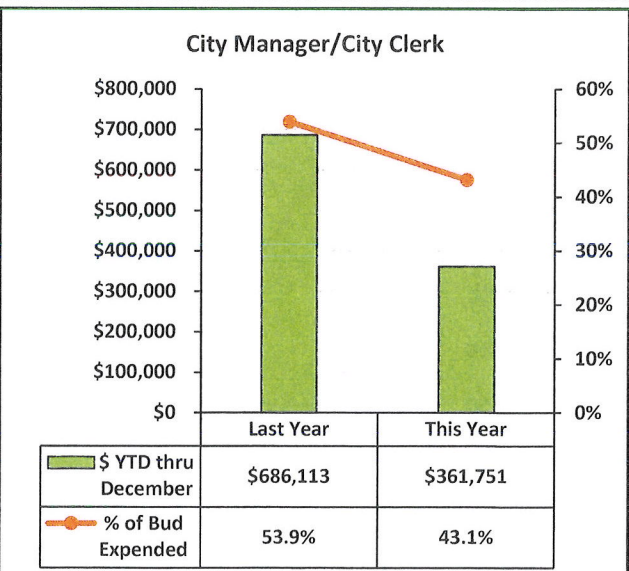
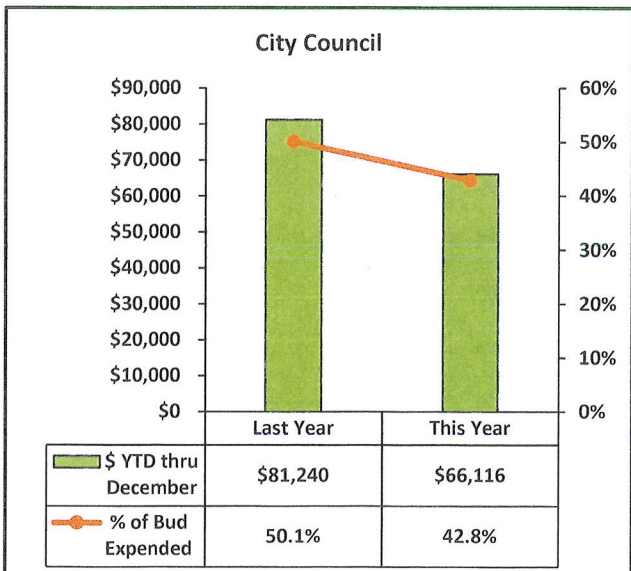
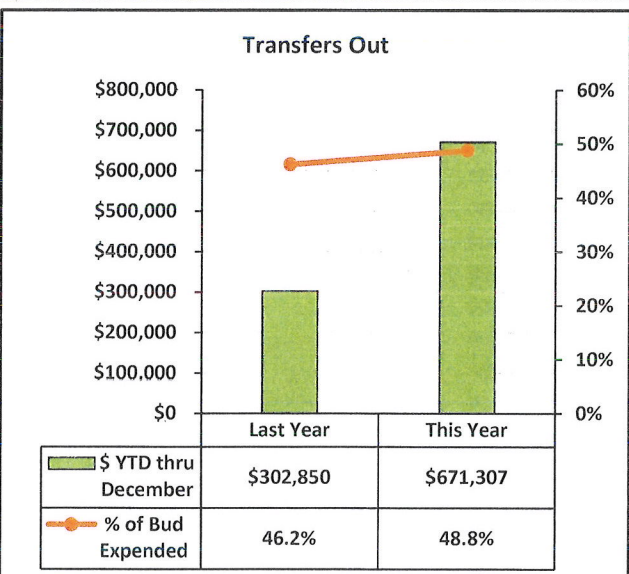
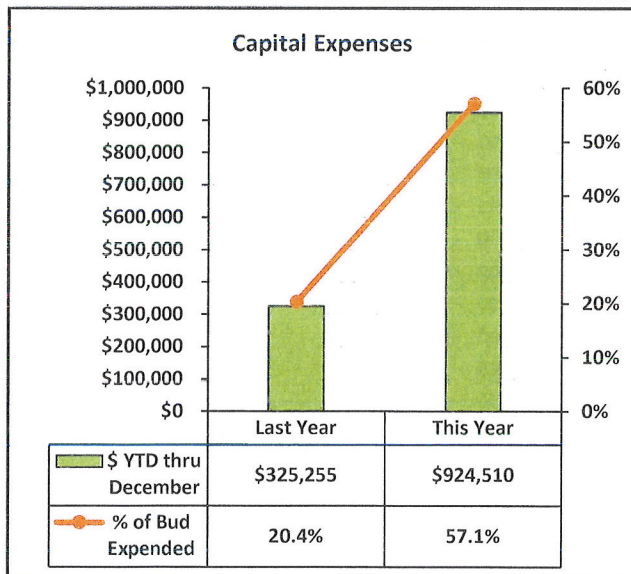
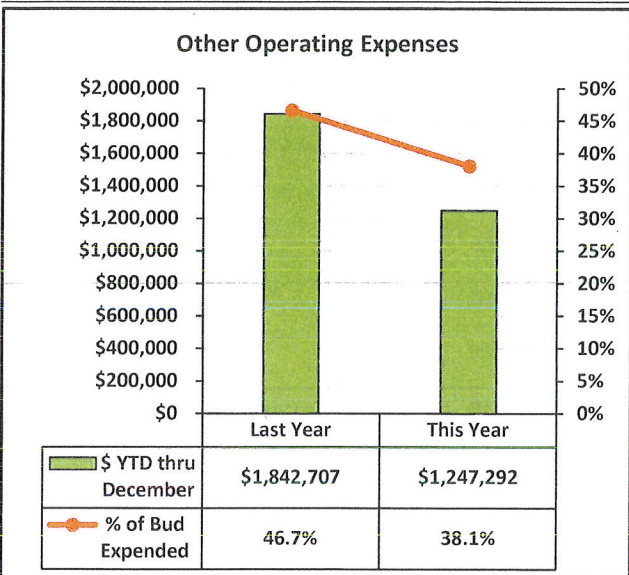
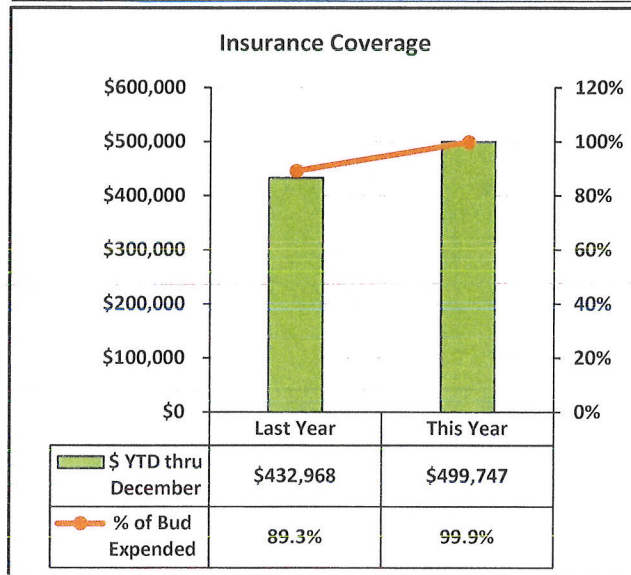
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through December versus Prior Year



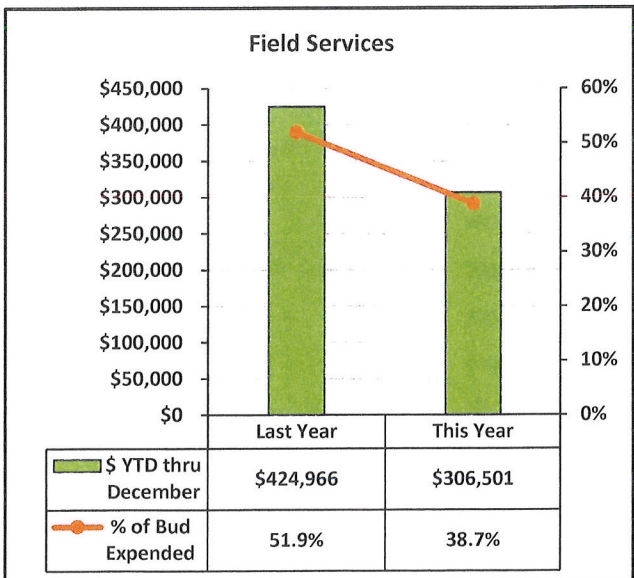
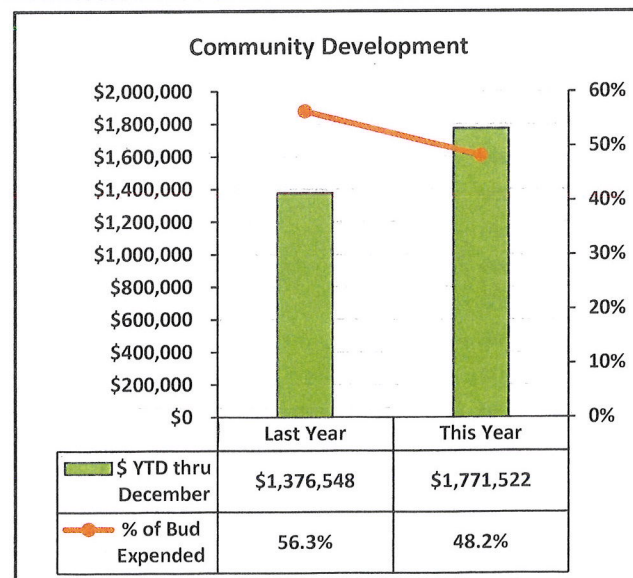
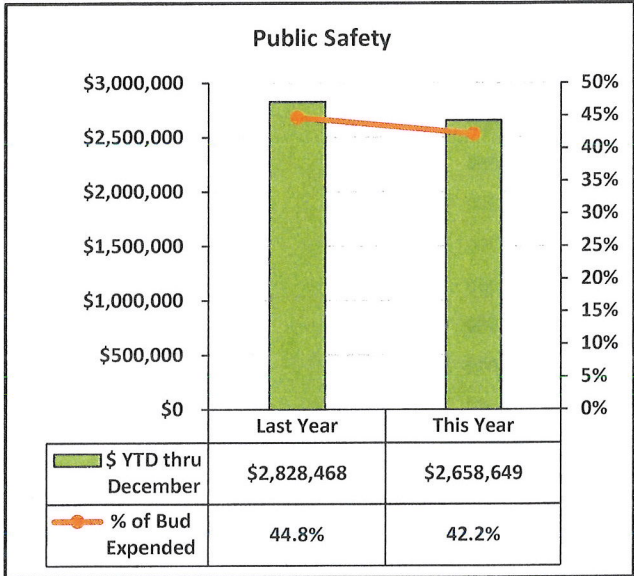
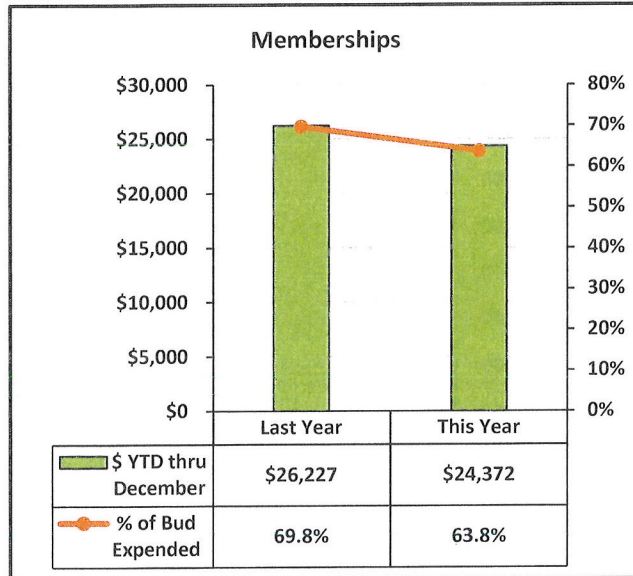
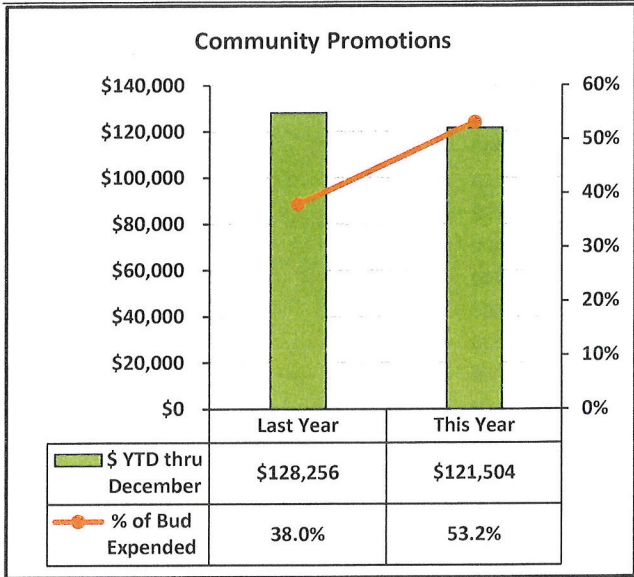
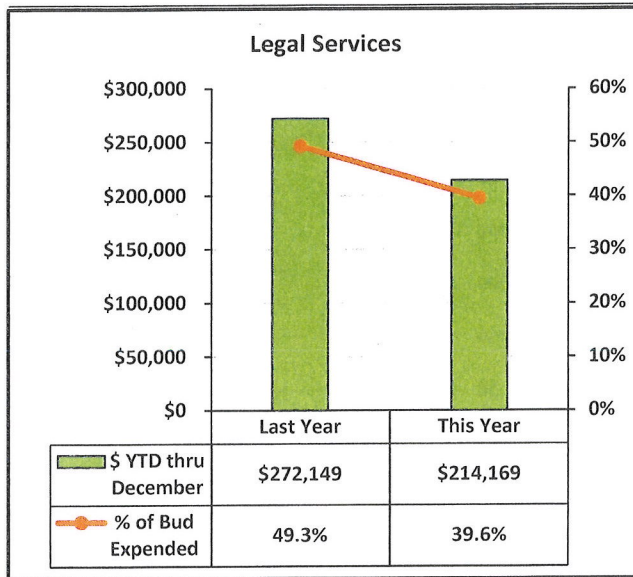
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through December versus Prior Year



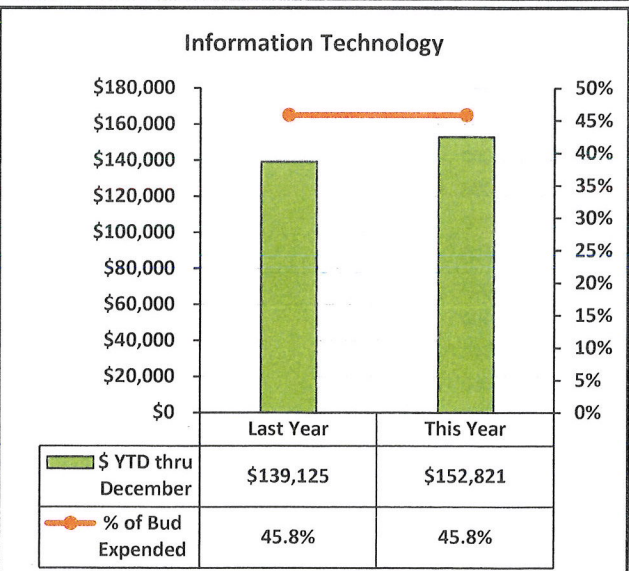
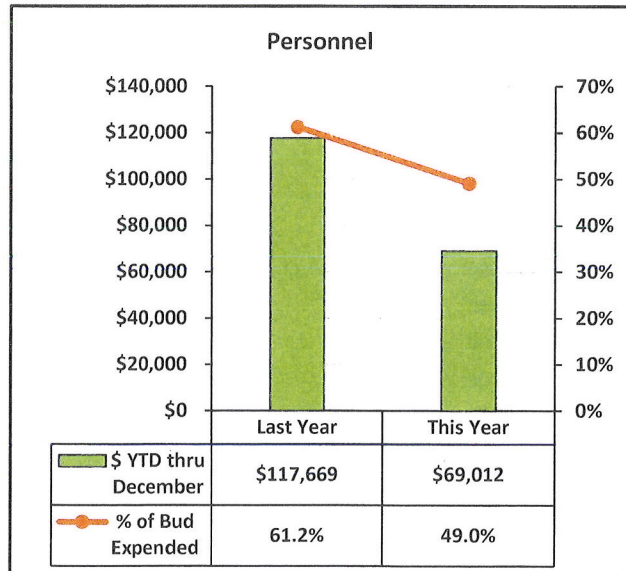
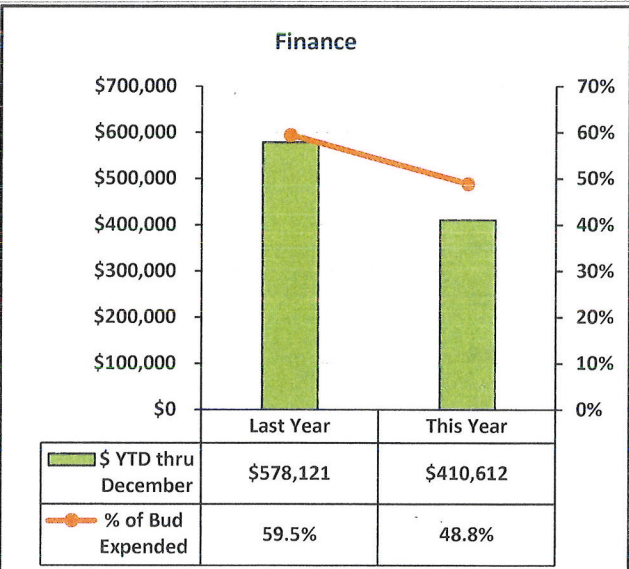
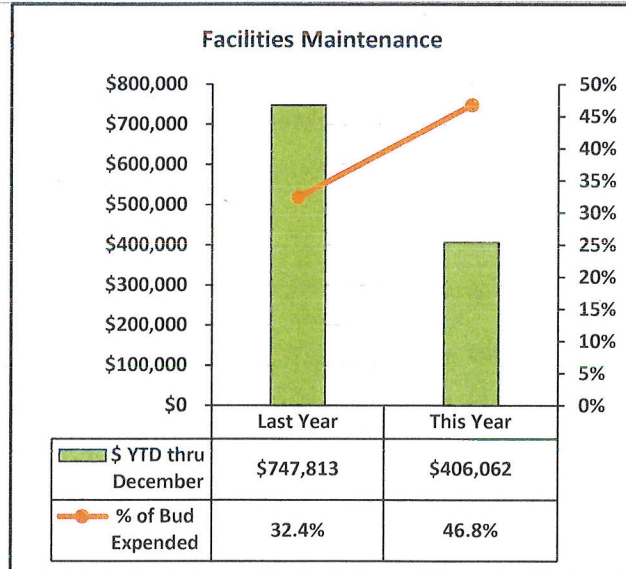
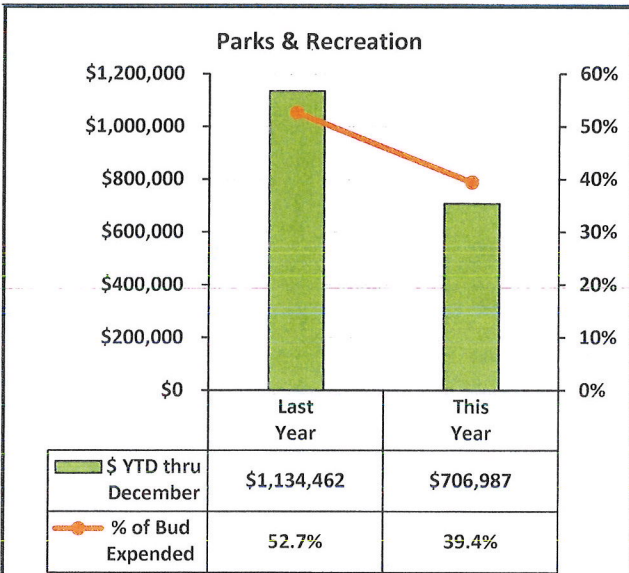
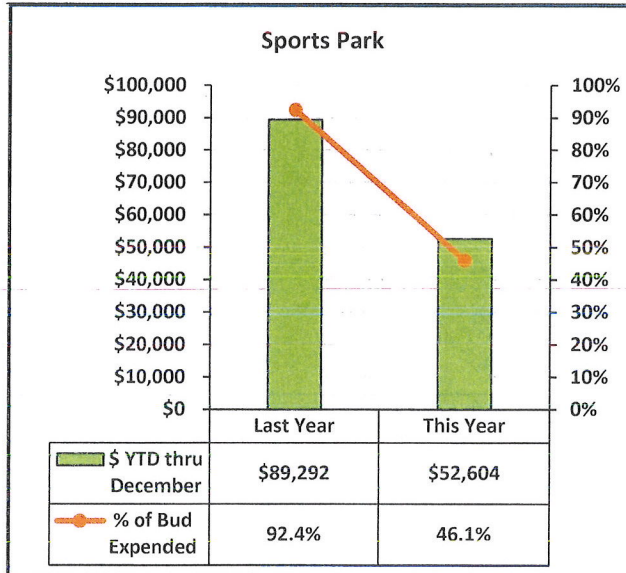
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through December versus Prior Year



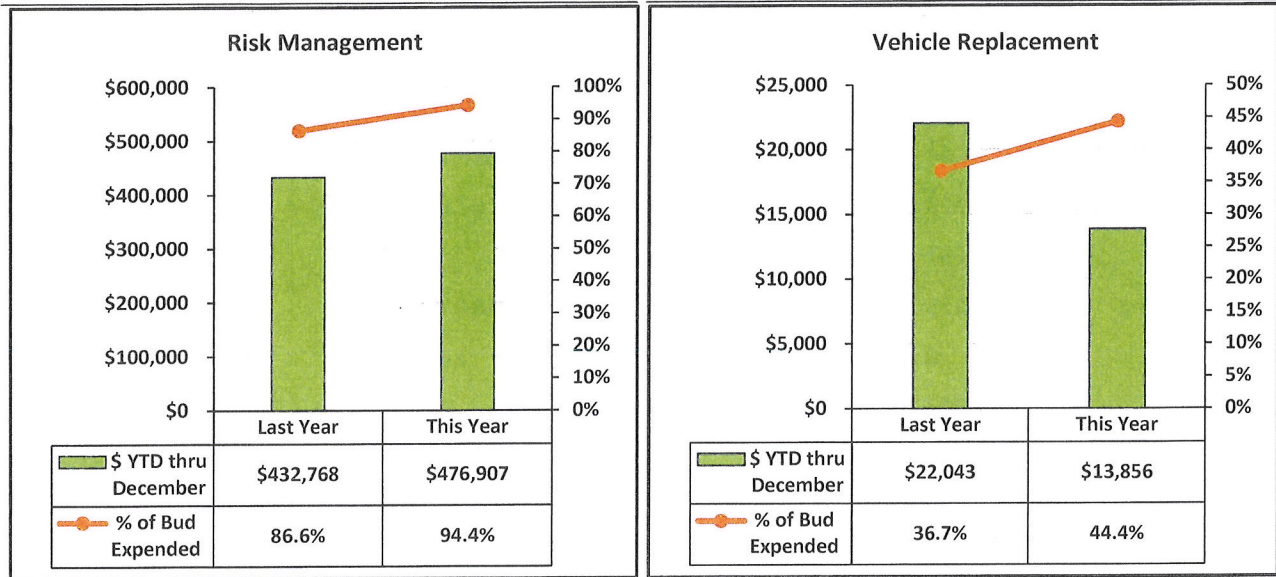
CITY OF DUARTE

General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through December versus Prior Year



CITY OF DUARTE

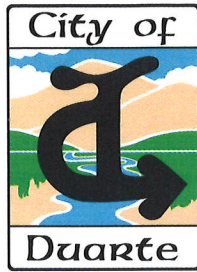
General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through December versus Prior Year



CITY OF DUARTE

Total Revenue, Expenditures, Transfers, and Year-to-Date Surplus/(Deficit) by Fund FY 2020-21 Year-to-Date Through December

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Surplus / (Deficit)	Ending Fund Balance
100	General	17,271,064	5,612,526	0	9,006,742	671,307	(4,065,523)	13,205,541
220	Gas Tax	1,992,923	267,290	0	67,637	0	199,653	2,192,576
225	SB1/RMRA	418,697	135,017	0	0	0	135,017	553,714
240	Lghtng & Lndscpng	53,159	398,918	0	584,790	0	(185,872)	(132,713)
260	CDBG	0	3,240	0	3,650	0	(410)	(410)
270	PAEG	3,599	7,882	0	0	0	7,882	11,481
290	Supp Law Enfrcmnt	(101)	131,722	0	62,956	0	68,766	68,665
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	214,026	7,551	0	2,360	0	5,190	219,216
400	Park Development	0	0	0	0	0	0	0
420	Quimby	67,295	97	0	0	0	97	67,392
440	Prop A	732,149	287,487	0	205,854	0	81,633	813,782
460	Prop C	247,110	179,033	0	158,255	0	20,779	267,889
470	Mea R	1,198,340	136,078	0	104,614	0	31,464	1,229,804
475	Mea M	339,776	153,381	0	260,736	0	(107,355)	232,421
490	Mea W	0	0	0	95,493	0	(95,493)	(95,493)
520	Town Cntr Debt Serv	413,739	489	0	151,030	0	(150,541)	263,198
521	Infra Mod Debt Srv	1,133	37	0	220,837	0	(220,800)	(219,667)
610	Inclusionary Hsng	525,850	759	0	0	0	759	526,609
620	Community Impr	457,196	277,309	0	0	0	277,309	734,505
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	1,401,771	3,175	671,307	44,381	0	630,101	2,031,872
681	Fmr RDA L/M Hsg	4,043,834	4,566	0	0	0	4,566	4,048,400
Total - All Funds		29,381,560	7,606,555	671,307	10,969,333	671,307	(3,362,777)	26,018,783



Agenda Item: _____
CM Review: 
Fiscal Review: 

AGENDA REPORT

MEETING DATE: January 26, 2021

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, Public Safety Director

BY: Aida Torres, Crime Prevention Specialist

SUBJECT: Resolution No. 21-R-02 Accepting a Tobacco Grant Award for FY 2020/21 and 2021/22

RECOMMENDATION: City Council adopt resolution No. 21-R-02 accepting Department of Justice grant funds in the amount of \$210,785, to support the Duarte Public Safety Department's existing Youth Tobacco Programs in educating minors about the dangers of tobacco products, enforcing state and local tobacco laws, and conducting retailer enforcement

FISCAL IMPACT: All costs associated with FY 2020/21 and FY 2021/22 will be reimbursed in full up to the grant amount of \$210,785 by DOJ Office of Attorney General - Tobacco Law Enforcement Grant Program

BACKGROUND

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Proposition 56, hereafter "Tobacco Grant Program") provides local public agencies with funds to support efforts educate minors about the danger of tobacco products and to enforce state and local tobacco laws.

Since this Program's inception, the City of Duarte has been awarded three separate grants (FY 2018/19; FY 2019/20 and FY 2020/21; FY 2020/21 and FY 2021/22) totaling \$705,845.

The Duarte Public Safety Department has utilized these grants to fund its comprehensive Youth Tobacco Programs. These programs have consisted of the following activities:

- An after-school tobacco education program facilitated by the Boys and Girls Club.
- "No smoking" signage at all parks, city buildings, and bus stops.
- "No smoking" promotional materials and social media marketing.
- Purchase and installation of Vape detectors at Duarte High School and Mt. Olive Innovation and Technology High School
- Tobacco business license inspection, tobacco retail education, retailer inspection, and quarterly underage tobacco sale stings.
- Legal fees associated with retailers violating city ordinances.

In addition to funding the City's Tobacco Program, the City, in a unique partnership, has also provided funds to Azusa Pacific University (APU) to create a tobacco prevention, intervention, and educational curriculum.

The City's existing Tobacco Grant Program funding is set to expire at the end of June, 2021. In applying for this latest round of funds, the Duarte Public Safety Department conducted an evaluation of its current tobacco related programs and determined that future grant funds should be allotted to the School Resource Deputy position to work on prevention, intervention, and education for minors related to the dangers of tobacco products.

DISCUSSION/ANALYSIS

The two-year grant agreement will support the Youth Tobacco Programs already in place by implementing intervention and prevention curriculum and support for youth at-risk of using or already using tobacco at school and/or in the community by doing the following:

- Utilizing the existing contract for the School Resource Deputy from the Los Angeles County Sheriff's Department to enhance current enforcement efforts by expanding on evidence-based intervention, prevention, and smoking cessation programming for youth at schools and the community. Programming will also serve parents, teachers and school officials.
- Duarte deputies and crime prevention staff will conduct an anti-tobacco prevention educational campaign through positive after-school programming, refer families to services and resources and help them navigate behavioral healthcare services.
- APU will implement an on-line curriculum to help reduce tobacco consumption among youth.

RECOMMENDATION

City Council adopt resolution No. 21-R-02 accepting Department of Justice grant funds in the amount of \$210,785, to support the Duarte Public Safety Department's existing Youth Tobacco Programs in educating minors about the dangers of tobacco products, enforcing state and local tobacco laws, and conducting retailer enforcement.

FISCAL IMPACT

All costs associated with FY 2020/21 and FY 2021/22 will be reimbursed in full up to the grant amount of \$210,785 by DOJ Office of Attorney General - Tobacco Law Enforcement Grant Program.

ATTACHMENTS

Resolution No. 21-R-02.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE
ACCEPTING GRANT FUNDS IN THE AMOUNT \$210,785 FROM THE STATE OF
CALIFORNIA DEPARTMENT OF JUSTICE, OFFICE OF ATTORNEY GENERAL,
THE TOBACCO LAW ENFORCEMENT GRANT PROGRAM,
DURING FY 20-21 AND FY 21-22**

WHEREAS, the City of Duarte is interested in participating in the Tobacco Law Enforcement Grant Program, which is made available through The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop.56) and administered by the California Department of Justice (DOJ) to support local efforts to reduce the illegal sale of tobacco products to minors in the City; and

WHEREAS, the City of Duarte will contract to work in a collaboration with Los Angeles County Sheriff's and Probation Departments, Duarte Unified School District; and

WHEREAS, the City of Duarte will utilize grant funds for part of the School Resource Deputy contract with the Los Angeles Sheriff's Department; and

WHEREAS, the City of Duarte will support the Duarte Public Safety Department in educating minors about the harms of tobacco products, enforcing state and local tobacco laws, and conducting retailer enforcement: and

WHEREAS, that the City Manager or a designated representative is hereby authorized, on behalf of the City of Duarte, to sign the Grant Agreement with the DOJ, including any amendments thereof; and

WHEREAS, that the City Manager or a designated representative is hereby authorized, on behalf of the City of Duarte, to execute a three-year Professional Service Agreement between the City and DOJ.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City of Duarte will accept grant funds not to exceed the amount of \$210,785 and that the City of Duarte agrees to submit a completed Grant Award Memorandum of Understanding and abide by the terms and conditions of the Grant Agreement as set forth by the State of California DOJ.

PASSED, APPROVED, AND ADOPTED this 26th day of January, 2021.

Mayor Bryan Urias

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

I, Marla Akana, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 21-02 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 26th day of January, 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

City Clerk Marla Akana
City of Duarte, California



Agenda Item:	_____
CM Review:	
Fiscal Review:	

AGENDA REPORT

MEETING DATE: January 26, 2021

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Amanda Hamilton, Public Works Manager

SUBJECT: Authorize and direct the City Manager to execute a Memorandum of Agreement for the Coordinated Integrated Monitoring Program (“CIMP”) with the Rio Hondo/San Gabriel Water Quality Group.

RECOMMENDATION: That the City Council authorize the City Manager to execute a Memorandum of Agreement with Rio Hondo/San Gabriel River Water Quality Group in the amount of \$354,942.55.

FISCAL IMPACT: The Coordinated Integrated Monitoring Program (“CIMP”) will be funded through the Safe, Clean Water Program (Measure W) local return. The project cost is \$354,942.55 and will be dispersed over the Fiscal Years (FY) 2021-2025 budgets.

BACKGROUND

The National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit (“MS4 Permit”, Order No. R4-2012-0175) establishes the waste discharge requirements for stormwater and non-stormwater discharges within the watersheds of Los Angeles County. The MS4 Permit was adopted by the California Regional Water Quality Control Board, Los Angeles Region (“Regional Board”), on November 8, 2012, and became effective on December 28, 2012. The MS4 Permit includes provisions that allow permittees the flexibility to customize their stormwater programs to achieve compliance over time on a watershed scale utilizing customized strategies, control measures, and Best Management Practices (“BMPs”).

In 2013, the Duarte City Council approved a Memorandum of Understanding (“MOU”) with the Cities of Arcadia, Azusa, Bradbury, Monrovia, and Sierra Madre, the County of Los Angeles and the Los Angeles County Flood Control District for cost sharing and development of both the Enhanced Watershed Management Program (“EWMP”) and the Coordinated Integrated Monitoring Program (“CIMP”) Plans for the Rio Hondo/San Gabriel River watersheds. These Plans were submitted to the Regional Board on July 28, 2014. On June 29, 2015, the CIMP was approved.

In December 2014, the Duarte City Council approved a three-year contract with two one-year optional extensions to CWE which is set to expire on December 31, 2020. The City of Azusa was a party to the original CIMP contract in 2014, however, the City of Azusa declined to participate in this new contract.

DISCUSSION/ANALYSIS

The Oversight Committee, comprised of City Managers, directed the technical staff to develop and prepare a new Scope of Services similar to the one that was used in 2014 to continue the implementation of the Group's approved CIMP program and to also develop a separate and distinct MOA for additional activities (See Attachment "A"). The proposed Scope of Services includes:

- Project Management, Coordination, and Meetings
- CIMP Requirements - Receiving Water Monitoring, Storm Water (SW) Outfall Monitoring, TMDL Monitoring and Non-Storm Water (NSW) Outfall Monitoring
- Development of a Health and Safety Plan
- Data Management and Reporting Methodology
- Laboratory Analysis
- Reports
- Field Logs & Site Assessment Photos
- Equipment

On September 7, 2020, the Request for Proposal ("RFP") was published and sent directly to 16 environmental consultants. The proposals were reviewed, evaluated, and ranked by the participating agencies listed in the MOA, with the following results:

RANK	FIRM	LOCATION	COST
1	CWE	Fullerton	\$2,960,675*
2	Tetra Tech	Pasadena	\$2,750,088

*\$2,960,675 is the new proposed cost after further negotiation. \$3,037,482 was the original proposed cost

Each consulting firm was ranked according to quality and responsiveness; thoroughness of the scope of work; familiarity of the project; background and experience; qualifications; and performance tasks outlined in the RFP.

CWE, Inc., was rated highest based on a complete evaluation of the above criteria. While CWE is not the lowest bid, the City is not required to select a firm based solely on price and can instead include a variety of qualitative factors when considering a proposal. The factors supporting the selection include the CWE team's continued support the Group's efforts in the implementation of the monitoring program for the past five years, expertise with the existing MS4 Permit, expertise and experience developing similar plans, and their existing relationships with the Regional Board Staff, Board members, and key stakeholder groups. In addition, Staff determined that that Tetra Tech's proposal did not include two required elements of the RFP (equipment and source investigation) that contributed to the price differential (these concerns were not addressed even after Staff requested clarification).

The MOA specifies the financial commitment for monitoring of both the Rio Hondo and the San Gabriel River watersheds for each agency based on a cost sharing formula. The Los Angeles County Flood Control District agreed to pay for 5% of the total cost of the contracted services for the implementation of the CIMP. The remaining balance will be divided among the rest of the agencies based on the following: 10% for participation, plus 90% on each agency's land area that drains to the Rio Hondo (Los Angeles River) and San Gabriel River.

The City of Monrovia has separately awarded a contract for the development and preparation of Rounds 1 and 2 applications for funding under the Safe Clean Water (Measure W) Regional Project on behalf of the Group. The Group has agreed to share in the cost for the City of Monrovia to prepare the applications. A total of \$72,980 has been expended for these projects, and the Group has agreed to credit the City of Monrovia for these costs. It was also agreed that a Program Project Administration Fee of 5% be charged to the Group to reimburse the City of Arcadia for contract administration and staffing costs in the amount of \$148,034 over the five-year contract period.

Table 1 below shows the cost sharing formula and the cost to each of the participating agencies over the next five years:

Table 1. Cost Allocation Formula for Years 2021-2025
(Includes contract amount, Arcadia Administration Fee (5%) and City of Monrovia)

Party	Acres (Developed Land sq.mi)	Percent of Area	Base Fee (1/6 th of 10%)	Land Use (90%)	Total Cost
City of Arcadia	11	34.16	\$49,221.22	\$907,933.97	\$957,215.19
City of Bradbury	1.9	5.90	\$49,221.22	\$155,835.32	\$206,056.54
City of Duarte	3.6	11.18	\$49,221.22	\$297,161.66	\$346,382.88
City of Monrovia	8	24.84	\$49,221.22	\$660,359.25	\$709,580.47
City of Sierra Madre	2.8	8.70	\$49,221.22	\$231,125.74	\$280,346.96
County of Los Angeles	4.9	15.22	\$49,221.22	\$404,470.04	\$453,691.26
LACFCD (5% Contribution)	-	-	-	-	\$155,435.44
TOTAL	32.2	100	\$295,327.32	\$2,657,945.98	\$3,108,709.00*

Based on the cost sharing formula, the City of Duarte's contribution for the monitoring program is approximately \$354,942.55 over five years. Annual invoices for the remainder of the costs will be due no later than January of each following year.

ENVIRONMENTAL IMPACTS

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt under CEQA.

RECOMMENDATION

That the City Council authorize the City Manager to execute a Memorandum of Agreement with Rio Hondo/San Gabriel River Water Quality Group in the amount of \$354,942.55.

FISCAL IMPACT

The Coordinated Integrated Monitoring Program (“CIMP”) will be funded through the Safe, Clean Water Program (Measure W) local return. The project cost is \$354,942.55 and will be dispersed over the Fiscal Years (FY) 2021-2025 budgets.

Invoice Date	Jan 2021	Jan 2022	Jan 2023	Jan 2024	Jan 2025	Total Invoiced
City of Arcadia	\$196,173.89	\$196,173.89	\$196,173.89	\$196,173.89	\$196,173.89	\$980,869.47
City of Bradbury	\$42,229.70	\$42,229.70	\$42,229.70	\$42,229.70	\$42,229.70	\$211,148.52
City of Duarte	\$70,988.51	\$70,988.51	\$70,988.51	\$70,988.51	\$70,988.51	\$354,942.55
City of Monrovia	\$89,977.90*	\$145,423.06	\$145,423.06	\$145,423.06	\$145,423.06	\$671,670.15
City of Sierra Madre	\$57,454.95	\$57,454.95	\$57,454.95	\$57,454.95	\$57,454.95	\$287,274.77
County of Los Angeles	\$92,980.54	\$92,980.54	\$92,980.54	\$92,980.54	\$92,980.54	\$464,902.68
LACFCD (5%)	\$31,087.09	\$31,087.09	\$31,087.09	\$31,087.09	\$31,087.08	\$155,435.44

Attachments: Exhibit “A” – Memorandum of Agreement

EXHIBIT "A"
MEMORANDUM OF AGREEMENT

**AMONG THE COUNTY OF LOS ANGELES, THE LOS ANGELES COUNTY FLOOD
CONTROL DISTRICT AND THE CITIES OF ARCADIA, BRADBURY, DUARTE,
MONROVIA, AND SIERRA MADRE**

**REGARDING THE ADMINISTRATION AND COST SHARING FOR IMPLEMENTING THE
COORDINATED INTEGRATED MONITORING PROGRAM
FOR THE RIO HONDO/SAN GABRIEL RIVER WATER QUALITY GROUP**

This Memorandum of Agreement ("MOA") is made and entered as of the date of the last signature set forth below by and among the COUNTY OF LOS ANGELES ("COUNTY"), a political subdivision of the State of California, the LOS ANGELES COUNTY FLOOD CONTROL DISTRICT ("LACFCD"), a body corporate and politic, and the CITIES OF ARCADIA, BRADBURY, DUARTE, MONROVIA, and SIERRA MADRE ("CITIES"), municipal corporations. Collectively, these entities shall be known herein as PARTIES or individually as PARTY.

WITNESSETH

WHEREAS, the Regional Water Quality Control Board, Los Angeles Region (REGIONAL BOARD) adopted National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit Order No. R4-2012-0175 (MS4 Permit); and

WHEREAS, the MS4 Permit became effective on December 28, 2012, and requires that the COUNTY, the LACFCD, and 84 of the 88 cities (excluding Avalon, Long Beach, Palmdale, and Lancaster) within the Los Angeles County comply with the prescribed elements of the MS4 Permit; and

WHEREAS, the MS4 Permit identified the PARTIES as MS4 permittees that are responsible for compliance with the MS4 Permit requirements pertaining to the Rio Hondo/San Gabriel Water Quality Group ("GROUP") Watershed Management Area; and

WHEREAS, the Coordinated Integrated Monitoring Program (CIMP) was submitted to the REGIONAL BOARD on June 27, 2014 and approved by the REGIONAL BOARD on June 19, 2015; and

WHEREAS, the PARTIES have agreed to collaborate on the implementation of the CIMP, and have agreed to a cost sharing formula set forth in Table 2 of Exhibit A, which is attached and made part of this MOA; and

WHEREAS, the PARTIES collaboratively prepared a final Scope of Work and Request for Proposal to obtain a CONSULTANT to assist the PARTIES in implementing the CIMP as specified in the Scope of Work (the "CIMP Implementation"), a copy of which is attached hereto and incorporated herein by reference as Exhibit C; and

WHEREAS, the PARTIES propose for the CONSULTANT provide the CIMP Implementation services at a total cost not to exceed \$2,960,675 for five years; and

WHEREAS, the PARTIES have agreed to establish an Oversight Committee (comprised of City Managers and/or designated staff from each PARTY) to provide technical oversight and project management; and

WHEREAS, the CITY OF ARCADIA will be the contracting PARTY, entering into contract(s) with the CONSULTANT, as needed, to govern the CONSULTANT's CIMP Implementation services; and

WHEREAS, the PARTIES agree that each PARTY shall assume full and independent responsibility for ensuring its own compliance with the MS4 Permit despite the collaborative approach of this MOA; and

WHEREAS, the City of Monrovia has entered into a separate contract in the amount of \$72,980 for the development and preparation of Round 1 and Round 2 applications for funding under the Safe Clean Water (Measure W) Regional Program; and

WHEREAS, the COUNTY and the CITIES have agreed to share the cost, and to credit the City of Monrovia for these costs as set forth in Table 2.a of Exhibit A attached hereto and incorporated herein by reference;

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the PARTIES, and of the promises contained in this MOA, the PARTIES agree as follows:

Section 1. Recitals. The PARTIES agree that the recitals set forth above are true and correct, and are incorporated by reference into this MOA.

Section 2. Purpose. The purpose of this MOA is to cooperatively administer and fund the implementation of certain requirements of the CIMP, and to coordinate the payment for and performance of such services.

Section 3. Cooperation. The PARTIES shall make a good faith effort to cooperate with one another to achieve the purposes of this MOA by providing information about project opportunities, reviewing deliverables in a timely manner, and informing their respective administrators, agency heads, and/or governing bodies, as necessary. Notwithstanding the foregoing, it shall not be a breach of this MOA for any PARTY to withhold its consent for any decision contemplated by this MOA.

Section 4. Participation Required. The services to be provided by the CONSULTANT pursuant to this MOA are required by the REGIONAL BOARD's MS4 Permit.

Section 5. Term. This MOA shall become effective on the last date of execution by all of the PARTIES, and shall remain in effect until (1) the CITY OF ARCADIA has provided the

PARTIES with an accounting as set forth in Section 7(f) and the PARTIES have paid all outstanding invoices, or (2) December 31, 2025, whichever comes last.

Section 6. Cost-Sharing

- a. Continuation of Monitoring. Each PARTY, by executing this MOA, expressly agrees that all costs to be shared hereunder shall begin to accrue on January 1, 2021.
- b. The PARTIES shall collectively fund the costs of the CONSULTANT's CIMP Implementation as shown in Table 2, of Exhibit A, which include without limitation a five percent (5%) program project administration cost payable to the CITY OF ARCADIA up to a maximum amount of \$148,034.
- c. If actual costs exceed the cost estimates contained in Table 1 of Exhibit A, the PARTIES may elect to contribute an additional amount, not to exceed ten percent (10%) of their respective contributions, as shown in Table 1 of Exhibit A.

Section 7. The CITY OF ARCADIA agrees:

- a. CONSULTANT Services. To retain a CONSULTANT to perform the Scope of Work, and any work arising from any subsequent changes to the CIMP as agreed upon by unanimous decision of the PARTIES. The CITY OF ARCADIA will comply with all procurement requirements applicable to said selection.
- b. Invoice. To invoice the PARTIES in amounts not exceeding the invoice amounts shown in Table 3 of Exhibit A. The annual payments for the period of July 1 through June 30 ("fiscal year") will be invoiced in July of that annual payment period, except for the first invoice, which will be issued upon the execution of this MOA by all PARTIES. At the end of each fiscal year, any unused funds will be rolled over and used towards the PARTIES' contributions in future years, and the outstanding invoice amounts set forth in Table 3 of Exhibit A for future years will be reduced accordingly.
- c. Expenditure. To utilize the funds deposited by the PARTIES only for the purposes authorized by this MOA. The CITY OF ARCADIA will provide an accounting of funds expended and remaining at the end of each fiscal year.
- d. Contingency. To notify the PARTIES if actual costs are anticipated to exceed the cost estimates contained in Table 1 of Exhibit A and obtain written approval of such additional costs from all PARTIES. Upon approval, the PARTIES agree to reimburse the CITY OF ARCADIA for their proportional share of these additional costs at an amount not to exceed 10 percent of the original cost estimate as shown in Table 1 of Exhibit A. This contingency amount will not be invoiced, unless actual expenditures exceed the original cost estimate.
- e. Report. To submit reports to the REGIONAL BOARD as described in the CIMP and distribute copies of the reports to the PARTIES, prior to submittal to the REGIONAL

BOARD or any other third-party, for review and comment. The CITY OF ARCADIA will provide the PARTIES with an electronic copy of the completed CIMP Annual Report within 7 business days after receipt from the CONSULTANT. In addition, the CITY OF ARCADIA will submit to the PARTIES the data used to prepare the reports. No report shall be submitted to the REGIONAL BOARD unless and until it has been approved, in writing, for submittal by all PARTIES. This data will be transmitted electronically in a format that contains the table structure and syntax agreed upon by the PARTIES, e.g., California Environmental Data Exchange Network format.

- f. Termination or Expiration. To provide an accounting within 90 days of the termination or expiration of this MOA, and to return any unused funds deposited with the CITY OF ARCDIA within 180 days of said termination or expiration, in accordance with the cost allocation formulas set forth in Exhibit A Table 3. Subject to agreement by the CITY OF ARCADIA, any funds which are to be reimbursed to a PARTY may be reimbursed through credits towards future invoices and agreements, if requested in writing by that PARTY.
- g. Permit. To work with the CONSULTANT to obtain all necessary permits for the installation, operation and maintenance of monitoring equipment within storm drains, channels, catch basins, and similar properties (FACILITIES) during monitoring events and maintenance.

Section 8. The LACFCD agrees:

- a. Access. To grant permits for construction or installation of monitoring equipment in LACFCD-owned FACILITIES and for access over LACFCD right of way to operate and maintain the monitoring equipment. Permits for the construction or installation of monitoring equipment will be subject to applicable permit fees; however, access permits shall be granted at no cost to the permittee.

Section 9. The PARTIES further agree:

- a. Oversight Committee & Administration.

(1) The PARTIES agree that each PARTY shall designate a representative to act on the PARTY's behalf. These representatives or their designee shall form the "Oversight Committee." Each member of the Oversight Committee, shall have the requisite authority to participate in the day-to-day operations of the GROUP, and shall administer the terms and conditions of this MOA on behalf of their respective PARTY, except as limited by the PARTY's individual governing regulations, such as municipal codes or county codes. The Oversight Committee shall be authorized to and be responsible for approving all contracts with any future Contractor entered into pursuant to this Agreement. For example, members of the Oversight Committee shall still remain subject to the spending limits and/or authority limitations imposed on employees of governmental agencies for any expenditures above those set forth in Exhibit A. Any action of the Oversight Committee required or authorized by this MOA

(including direction to any CONSULTANT) shall be taken by unanimous approval. However, as a limited exception to this unanimity requirement, the scheduling of meetings and meeting locations shall be determined by a weighted majority vote, with weights assigned to each member of the Oversight Committee in accordance with the percentage of area assigned to that member's PARTY in Table 2 of Exhibit A.

(2) In addition to the day-to-day operations, the Oversight Committee shall be authorized to approve, and be responsible for approving all reports, studies or other submittals and materials created as a result of the CONSULTANT's implementation of the CIMP to be submitted to the REGIONAL BOARD and/or to other agencies on behalf of the GROUP ("SUBMITTAL"). As such, within thirty (30) business days of receiving a draft SUBMITTAL, members of the Oversight Committee or their designees shall provide any revisions or comments to the CONSULTANT, and the CONSULTANT shall incorporate those revisions into the draft SUBMITTAL, and provide a copy of a revised SUBMITTAL to the Oversight Committee promptly and shortly thereafter. In the event the CONSULTANT cannot incorporate a PARTY's revision due to a disagreement among the PARTIES, the PARTIES shall meet and confer in good faith to resolve the dispute, and the Oversight Committee may then direct the CONSULTANT to modify the SUBMITTAL as agreed upon by the PARTIES. Within 30 business days of receiving a revised SUBMITTAL, members of the Oversight Committee or their designees shall approve in writing, or deny the CONSULTANT's submission of, the revised SUBMITTAL to the REGIONAL BOARD. The CONSULTANT shall not, and the CITY OF ARCADIA may not authorize the CONSULTANT, to, submit any SUBMITTAL to the REGIONAL BOARD or any other public agency on behalf of the PARTIES, unless and until such SUBMITTAL has been approved in writing by all PARTIES hereto through the Oversight Committee pursuant to the requirements of this Section 6(b). Under no circumstances may any SUBMITTAL be attributed to or sent on the behalf of any PARTY, or the GROUP in general, that has not provided its written approval as required by this Section 6(b).

(3) In order to approve any SUBMITTAL pursuant to this Section 6(b), each member of the Oversight Committee shall provide the following in regard to their applicable PARTY:

(a) Written confirmation of the PARTY's approval of the SUBMITTAL; and

(b) A written statement that the applicable authority has approved of the SUBMITTAL. For example, if the SUBMITTAL requires City Council approval, the member of the Oversight Committee shall confirm that the City Council provided the requisite approval.

(4) The Oversight Committee may meet periodically, on an as-needed basis, and as agreed by the Oversight Committee.

(5) The PARTIES recognize and agree that no Oversight Committee member, or its designee may commit, bind, or in any way limit the PARTY's individual discretion or authority, absent such representatives being granted proper authority pursuant to the PARTY's own municipal codes and/or regulations.

b. Payment.

(1) The PARTIES shall pay the CITY OF ARCADIA each PARTY'S respective invoice amounts as shown in Table 3 of Exhibit A, within sixty (60) calendar days of receipt of the invoice from the CITY OF ARCADIA. The cost estimates presented in Exhibit A are subject to change based on modifications to the CIMP pursuant to new REGIONAL BOARD requirements and/or unforeseen conditions in the field. Any changes proposed to the PARTIES' contribution amounts will require written agreement of the PARTIES.

c. Documentation.

(1) The PARTIES shall make a good-faith effort to cooperate with one another to achieve the purposes of this MOA by providing all requested information and documentation in their possession and available for release to the CITY OF ARCADIA and the CONSULTANT that is deemed necessary by the GROUP to perform the Scope of Work or other activities contemplated by this MOA.

d. Access.

(1) Each PARTY shall allow reasonable access and entry by the CITY OF ARCADIA and the CONSULTANT, on an as needed basis during the term of this MOA, to each PARTY'S FACILITIES as reasonably necessary to perform the Scope of Work or other activities contemplated by this MOA; provided, however, that prior to entering any of the applicable PARTY'S FACILITIES, the CITY OF ARCADIA and the CONSULTANT shall obtain all necessary permits and provide written notice as required by those permits. The PARTIES agree that the CITY OF ARCADIA shall have the authority to obtain permits, on behalf of all PARTIES, for the use of FACILITIES and right of way of the LACFCD as necessary for the implementation of the Scope of Work or other activities contemplated by this MOA.

e. Permit.

(1) Each PARTY shall work with the CITY OF ARCADIA and the CONSULTANT to obtain all necessary permits for the construction or installation of monitoring equipment, and for access over rights of way to operate and maintain the monitoring equipment, within each PARTY'S jurisdiction.

f. Additional Participants.

(1) The PARTIES agree that if any other entity wishes to participate and cost share any element of the CIMP, the CITY OF ARCADIA will enter into a separate MOA with that entity and will reduce the PARTIES' future invoice amount(s) based on the cost share formula contained in Table 3 of Exhibit A of this MOA.

Section 10. Indemnification:

- a. Each PARTY shall indemnify, defend, and hold harmless each other PARTY, including its special districts, elected and appointed officers, employees, agents, attorneys, and designated volunteers, from and against any and all liability including, but not limited to, demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with, and in relative proportion to, its own negligence or willful misconduct under this MOA; provided, however, that no PARTY shall indemnify another PARTY for said other PARTY's own negligence or willful misconduct.
- b. If any of PARTY pays in excess of its pro rata share in satisfaction of any liability arising out of the implementation of the CIMP, such PARTY shall be entitled to contribution from each of the other PARTIES; provided, however, that the right of contribution is limited to the amount paid in excess of the PARTY 's pro rata share; and further provided that no PARTY may be compelled to make contribution beyond its own pro rata share of the entire liability; and further provided that no PARTY shall indemnify another PARTY for that PARTY 's own negligence or willful misconduct.
- c. The PARTIES agree that any liability borne by or imposed upon any PARTY or PARTIES hereto as a result of this MOA that is not caused by or attributable to the negligence or willful misconduct of any PARTY shall be fully borne by all the PARTIES in accordance with their pro rata cost share, as set forth in CIMP MOA.
- d. To the maximum extent permitted by law, the CITY OF ARCADIA shall require the CONSULTANTS retained pursuant to this MOA to agree to indemnify, defend, and hold harmless each PARTY, its special districts, elected and appointed officers, employees, attorneys, agents, and designated volunteers, from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert fees), arising from or connected with the CONSULTANT's performance of its agreement with the CITY OF ARCADIA. In addition, the CITY OF ARCADIA shall require the CONSULTANTS to obtain, maintain, and keep in full force and effect an insurance policy or policies, and each PARTY, its elected and appointed officers, employees, attorneys, agents and designated volunteers. shall be named as additional insureds on the policy(ies) with respect to liabilities arising out of the CONSULTANT's work. These requirements will also apply to any subcontractors hired by the CONSULTANTS.

Section 11. Termination and Withdrawal:

1. This MOA may be terminated upon the express written agreement of all PARTIES. If this MOA is terminated, then all PARTIES must agree on the date of termination, tasks to be completed prior to termination, payment of invoices due at the time of termination, and equitable redistribution of remaining funds deposited, if there are any. In the event of termination, each PARTY shall also be responsible for the payment of its own fines, penalties or costs incurred as a result of the non-performance of the CIMP. Completed work shall be owned by the PARTY or PARTIES who fund the completion of such work. Rights to uncompleted work by the CONSULTANT still under contract will be held by the PARTY or PARTIES who fund the completion of such work.
2. If a PARTY fails to substantially comply with the payment requirements of this MOA, then that PARTY shall forfeit its rights to any and all work completed through this MOA, but no such forfeiture shall occur unless and until the defaulting PARTY has first been given notice of its default and a reasonable opportunity to cure the alleged default.
3. The CITY OF ARCADIA shall notify all PARTIES in writing of any PARTY failing to cure an alleged default in compliance with the terms or conditions of this MOA. The non-delinquent PARTIES will determine the next course of action. If the default involves cost-shares and payment of invoices, the remaining cost will be distributed based on the existing cost allocation formula in Exhibit A. If the increase is more than the 10 percent contingency, an amendment to this MOA must be executed to reflect the change in the PARTIES' cost share.
4. If a PARTY wishes to withdraw from this MOA for any reason, that PARTY must give the other PARTIES prior written notice thereof. The withdrawing PARTY shall be responsible for its share of the costs through the end of the current monitoring year (July 1 through June 30), including costs for reporting of data and results. The effective date of withdrawal shall be the 6th day after the CITY OF ARCADIA receives written notice of the PARTY'S intent to withdraw. Should any PARTY withdraw from this MOA, the remaining PARTIES' cost share allocation shall be adjusted in accordance with the cost allocation formula in Exhibit A.

Section 12. General Provisions

- a. Notices. Any notices, bills, invoices, or reports relating to this MOA, and any request, demand, statement, or other communication required or permitted hereunder, shall be in writing and shall be delivered to the representatives of the PARTIES at the addresses set forth in Exhibit B attached hereto and incorporated herein by reference. The PARTIES shall promptly notify each other of any change of contact information, including without limitation personnel changes, as provided in Exhibit B. Written notice shall be given by United States registered or certified mail, or shall be delivered via e-mail or fax. A notice shall be deemed to have been received on (a) the date of delivery, if delivered by hand during regular business hours, or by confirmed

facsimile or by e-mail; or (b) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit B.

- b. Administration. For the purposes of this MOA, the PARTIES hereby designate as their respective PARTY representatives the persons named in Exhibit B. The designated PARTY representatives, or their respective designees, shall administer the terms and conditions of this MOA on behalf of their respective PARTY. Each of the persons signing below on behalf of a PARTY represents and warrants that he or she is authorized to sign this MOA on behalf of such PARTY.
- c. Relationship of the PARTIES. The PARTIES are, and shall at all times remain as to each other, wholly independent entities. No PARTY to this MOA shall have power to incur any debt, obligation, or liability on behalf of any other PARTY unless expressly provided to the contrary by this MOA. No employee, agent, or officer of a PARTY shall be deemed for any purpose whatsoever to be an agent, employee, or officer of another PARTY.
- d. Binding Effect. This MOA shall be binding upon, and shall inure to the benefit of the respective successors, heirs, and assigns of each PARTY; provided, however, that no PARTY may assign its respective rights or obligations under this MOA without prior written consent of the other PARTIES.
- e. Amendment. The terms and provisions of this MOA may not be amended, modified, or waived, except by an instrument in writing signed by all non-delinquent PARTIES. For purposes of this MOA, a PARTY shall be considered delinquent if that PARTY fails to timely pay an invoice as required by Section 9(a) or withdraws pursuant to Section 11(d).
- f. Law to Govern. This MOA is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.
- g. Severability. If any provision of this MOA shall be determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOA shall not be affected thereby, and this MOA shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOA.
- h. Entire Agreement. This MOA constitutes the entire agreement of the PARTIES with respect to the subject matter hereof.
- i. Waiver. Waiver by any PARTY to this MOA of any term, condition, or covenant of this MOA shall not constitute a waiver of any other term, condition, or covenant. Waiver by any PARTY with respect to any breach of the provisions of this MOA shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOA.

- j. Counterparts. This MOA may be executed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same instrument; provided, however, that such counterparts shall have been delivered to all PARTIES to this MOA.

Representation by counsel. All PARTIES have been represented by counsel in the preparation and negotiation of this MOA. Accordingly, this MOA shall be construed according to its fair language. Any ambiguities shall be resolved in a collaborative manner by the PARTIES and shall be rectified by amending this MOA as described in section 11(e).I PARTIES' individual obligations. Notwithstanding anything in this MOA to the contrary, the PARTIES agree that this MOA itself shall have no bearing on the PARTIES' individual obligations to comply with the MS4 permit.

IN WITNESS WHEREOF, the PARTIES hereto have caused this MOA to be executed by their duly authorized representatives and affixed as of the date of signature of the PARTIES:

COUNTY OF LOS ANGELES

By _____
MARK PESTRELLA
Director of Public Works

Date

APPROVED AS TO FORM:

RODRIGO A. CASTRO-SILVA
Acting County Counsel

By _____
Deputy

Date

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

By _____
MARK PESTRELLA
Chief Engineer

Date

APPROVED AS TO FORM:

RODRIGO A. CASTRO-SILVA Acting County Counsel

By _____
Deputy

Date

CITY OF ARCADIA

By _____
Name, Title

Date

ATTEST:

By _____
Name, Title

APPROVED AS TO FORM:

By _____
Name, Title

CITY OF BRADBURY

By _____
Name, Title

Date

ATTEST:

By _____
Name, Title

Date

APPROVED AS TO FORM:

By _____
Name, Title

CITY OF DUARTE

By _____
Name, Title

Date

ATTEST:

By _____
Name, Title

Date

APPROVED AS TO FORM:

By _____
Name, Title

CITY OF MONROVIA

By _____
Name, Title

Date

ATTEST:

By _____
Name, Title

Date

APPROVED AS TO FORM:

By _____
Name, Title

CITY OF SIERRA MADRE

By _____
Name, Title

_____ Date

ATTEST:

By _____
Name, Title

_____ Date

APPROVED AS TO FORM:

By _____
Name, Title

EXHIBIT A:

Table 1. Cost for Required Services

	2021	2022	2023	2024	2025
Total Not-to-Exceed Contract Costs	\$673,087.67	\$673,087.67	\$673,087.67	\$470,673	\$470,673

Scope of Work Items		Years 1-3	Year 4	Year 5	TOTAL
1	Project Management, Coordination, Meetings	\$66,099	\$11,474	\$11,474	\$77,573
2	CIMP Requirements	\$1,205,621	\$299,176	\$299,242	\$1,881,612
3	Health and Safety Plan	\$11,066	\$4,404	\$4,404	\$19,874
4	Data Management and Reporting Methodology	\$29,304	\$9,768	\$9,768	\$48,840
5	Laboratory Analysis	\$183,419	\$60,325	\$60,325	\$304,069
6	Reports	\$211,740	\$70,580	\$70,580	\$352,900
7	Field Logs and Site Assessment Photos	\$35,838	\$11,946	\$11,946	\$59,730
8	CIMP Revision	\$73,952	-	-	\$73,952
	Procurement and Installation of Monitoring Equipment	\$202,224	-	-	\$202,224
	Contingency (10%)		-	-	\$296,067.50
			Contract Amount minus Contingency		\$2,960,675

Table 2. Cost Allocation Formula for Required Services

Cost Formula:

- A. 10% Base Fee = [(Total CONSULTANT costs) X 10%] /6 parties
B. 90% Land Use = [(Total CONSULTANT costs X90%] X Percentage of total land area (not including Angeles National Forest)

Party	Acres (Developed Land sq.mi)	Percent of Area	Base Fee (1/6th of 10%)	Land Use (90%)	Total Cost
City of Arcadia	11	34.16	\$49,221.22	\$907,933.97	\$957,215.19
City of Bradbury	1.9	5.90	\$49,221.22	\$155,835.32	\$206,056.54
City of Duarte	3.6	11.18	\$49,221.22	\$297,161.66	\$346,382.88
City of Monrovia	8	24.84	\$49,221.22	\$660,359.25	\$709,580.47
City of Sierra Madre	2.8	8.70	\$49,221.22	\$231,125.74	\$280,346.96
County of Los Angeles	4.9	15.22	\$49,221.22	\$404,470.04	\$453,691.26
LACFCD (5% Contribution)	-	-	-	-	\$155,435.44
TOTAL	32.2	100	\$295,327.32	\$2,657,945.98	\$3,108,709.00*

*Includes five percent (5%) program project administration cost payable to the CITY OF ARCADIA, up to a maximum amount of \$148,034.

Table 2.a Cost Allocation Formula – Preparation of Measure W Regional Program Applications

Party	Acres (Developed Land sq.mi)	Percent of Area	Base Fee (1/6 of 10%)	Land Use (90%)	Total Cost
City of Arcadia	11	34.16	\$1,216.33	\$22,437.95	\$23,654.28
City of Bradbury	1.9	5.90	\$1,216.33	\$3,875.65	\$5,091.98
City of Duarte	3.6	11.18	\$1,216.33	\$7,343.33	\$8,559.66
City of Monrovia	8	24.84	\$1,216.33	\$16,318.51	\$17,534.84
City of Sierra Madre	2.8	8.70	\$1,216.33	\$5,711.48	\$6,927.81
County of Los Angeles	4.9	15.22	\$1,216.33	\$9,995.09	\$11,211.42
TOTAL	32.2	100	\$7,298.00	\$65,682.00	\$72,980.00*

*Monrovia will be credited \$55,445.16

Table 3. Invoicing Schedule for Required Services (Table 2 plus Table 2.a)

Invoice Date	Jan 2021	Jan 2022	Jan 2023	Jan 2024	Jan 2025	Total Invoiced
City of Arcadia	\$196,173.89	\$196,173.89	\$196,173.89	\$196,173.89	\$196,173.89	\$980,869.47
City of Bradbury	\$42,229.70	\$42,229.70	\$42,229.70	\$42,229.70	\$42,229.70	\$211,148.52
City of Duarte	\$70,988.51	\$70,988.51	\$70,988.51	\$70,988.51	\$70,988.51	\$354,942.55
City of Monrovia	\$89,977.90*	\$145,423.06	\$145,423.06	\$145,423.06	\$145,423.06	\$671,670.15
City of Sierra Madre	\$57,454.95	\$57,454.95	\$57,454.95	\$57,454.95	\$57,454.95	\$287,274.77
County of Los Angeles	\$92,980.54	\$92,980.54	\$92,980.54	\$92,980.54	\$92,980.54	\$464,902.68
LACFCD (5%)	\$31,087.09	\$31,087.09	\$31,087.09	\$31,087.09	\$31,087.08	\$155,435.44

*A credit in the amount of \$55,445.16 will be applied against \$145,423.06 for the January 2021 invoice.



Agenda Item: _____

CM Review: 8

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: January 12, 2021

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Daniel Jordan, City Manager
Victoria Rocha, Assistant to the City Manager

SUBJECT: Options for providing additional assistance programs and/or services to Duarte residents and businesses impacted by the COVID-19 pandemic

RECOMMENDATION: It is recommended that the City Council consider several potential assistance programs and/or resources, and provide direction to staff on the desired program(s)/service(s) to pursue, as well as the level of funding to dedicate to these program(s)/service(s)

FISCAL IMPACT: The fiscal impact will depend on the amount of funding allocated, as well as the source(s) of that funding, which could include General Fund reserves, funds diverted from already-budgeted projects, and/or non-General Fund sources (i.e., CDBG funds)

BACKGROUND

On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency in the State of California due to the COVID-19 pandemic. Since the March 4th declaration, Governor Newsom and the Los Angeles County Health Officer have issued several Executive Orders and Public Health Orders limiting in-person activities and group gatherings, requiring persons to wear face coverings, and temporarily limiting, restricting, or closing the operation of “non-essential” businesses.

In response to the pandemic, the Duarte City Council initiated several programs, including:

- Street sweeping and overnight parking restrictions were not enforced from March until September;
- Providing hundreds of Duarte-branded masks to residents on a first-come, first-serve basis. Additionally, Council Members Kang and Truong acquired outside donations and personally donated personal protective equipment (PPE) to residents;
- Passing a resolution on May 12, 2020, waiving dog license penalties fees for the fiscal year;
- Paying over \$1,000 per week since June for City staff to work at Foothill Unity Center to assist in food and clothing collection and distribution due to increased need;
- Creating, in a joint venture with the Duarte Chamber of Commerce, the “Duarte Stronger

Together” banner program, providing signage to businesses that signals to the community that the business is open and ready to serve;

- Implementing an expedited temporary use permit process for qualifying businesses to offer outdoor dining and curbside pick-up services;
- Mayor Urias, alongside City staff, facilitated a regional food distribution in partnership with the L.A. County Food Bank and local labor unions;
- Approving an urgency ordinance on July 28, 2020 requiring (with certain exceptions) face coverings in public areas to protect high-risk populations and reduce the spread of COVID-19;
- Allocating \$97,824 in federal Community Development Block Grant (CDBG-CV) funds for a Duarte Small Business Grant program, administered by the Los Angeles County Development Authority (LACDA), which has supported nine Duarte businesses to hire or retain staff; and
- Launching the Duarte Slow Streets program to give residents greater access to safer open spaces and outdoor recreational activities while more people are working and learning at home.

The City also has and continues to promote State and County resources on the City website under “What You Need to Know About COVID-19” and on City social media including information on:

- COVID-19 testing locations
- Business aid programs
- Food resources
- Tenant, homeowner, and landlord support
- Utility relief
- Mental health assistance

In light of the most recent State and County COVID-19 Health Orders, the City Council, at its meeting on December 8, 2020, directed staff to provide a report discussing potential additional social and/or business assistance for those impacted by the pandemic.

DISCUSSION/ANALYSIS

The following provides a list of potential assistance projects and/or services for the City Council to consider, and includes discussion of how the project/service could be administered:

1. Enhancement of the Small Business Grant program

As noted above, CDBG-CV funds provided nine Duarte businesses with grants of roughly \$10,000 to create or retain jobs for low- and moderate-income persons per the requirements of the U.S. Department of Housing and Urban Development (HUD). Funding provided by HUD is quite restrictive and administratively burdensome due to strict eligibility requirements and high levels of financial review, reporting requirements, and recordkeeping.

To expand this program to make additional grants, the City could re-direct its unused CDBG funds (approximately \$400,000), which are currently allocated for Americans with Disabilities Act (ADA)-compliant improvements at City Hall. It is important to note, however, that it has taken three years of saving annual CDBG funds to accumulate this \$400,000, and the current

project will still require some General Fund monies to complete. Moreover, the needed ADA updates to City Hall will be further deferred. (City staff is researching whether additional CDBG-CV funds have been allocated to Duarte in the most recent COVID appropriation passed by Congress.)

Alternatively, the City could expand the Small Business Grant program using non-CDBG funds (i.e., the General Fund), potentially allowing for less restrictive requirements and expansion to a wider array of Duarte businesses. Additionally, different funding amounts could be considered to maximize funds allocated to the program. For example, the City of Whittier created tiered award amounts based on the sales tax generated by different types and sizes of businesses.

Administration: If using CDBG funding, staff recommends maintaining the current structure and partnership with LACDA and the City's CDBG contractor, MDG/LDM Associates, Inc. If using monies from the General Fund, staff recommends partnering with MDG/LDM Associates, Inc. to implement a new Duarte Small Business Grant program with different parameters that loosen the eligibility requirements.

2. Emergency Rental Assistance

An emergency rental assistance program may be offered to Duarte's low- and moderate-income residents experiencing financial hardship due to the COVID-19 pandemic. Emergency rental assistance may be a grant in a specified amount per household. The landlord would be paid directly on behalf of the eligible household.

Administration: Foothill Unity Center and the Santa Anita Family YMCA are potential community partners that could conduct the intake and screening of participants based on eligibility to include proof of Duarte residency and loss of income or notice of unpaid rent.

3. Residential Utility Subsidy

Residential utility subsidies could include payment of water, gas, and/or electric bills in arrears due to reduction or loss of income caused by COVID-19 or payment to a broadband service to increase a household's internet capacity for COVID-19 related virtual home schooling.

Administration: Foothill Unity Center and the Santa Anita Family YMCA are potential community partners that could conduct the intake and screening of participants based on eligibility to include proof of Duarte residency and loss of income or notice of unpaid bills. Duarte Unified School District (DUSD) could assist in identifying, and potentially with screening, households with inadequate internet for distance learning.

4. Food Resources

The City could consider partnering with local area restaurants for meal voucher programs or purchase cards for the local food retailers to assist eligible households. Eligibility requirements would need to be defined (low income, show proof of loss of income, seniors, etc.). Partnering with local restaurants may require a request for proposals process for restaurants to detail how many meals they could produce daily/weekly, the cost and for what length of time (weeks, months, etc.). Similar programs were created in Los Angeles and Pasadena.

Administration: Depending on the demographic served, DUSD, Duarte Parks & Recreation staff and Foothill Unity could assist in identifying eligible participants.

5. Counseling and Mental Health Services

News and updates about COVID-19 may trigger anxiety, panic, frustration and depression. Los Angeles County Department of Mental Health offers a 24/7 help line to receive mental health support, resources, and referrals. Due to concerns around wait times, some cities are partnering with outside telehealth counseling services providers.

Administration: Talkspace, a telehealth counseling service provider, has reached out to City staff about potential partnership. To ensure that an acquisition process is fair and reasonable, staff can also go through an RFP process to screen other qualified providers.

This is not an exhaustive list of potential programs but the programs listed are found to be the most common in other communities and meet the basic needs of those impacted by the COVID-19 pandemic.

In addition to the local partners identified, if greater administrative capacity was required, several contractors work on the implementation of above programs. For example, MDG/LDM Associates, Inc., which assists the City of Duarte in CDBG program administration, also assists in implementing other municipal program, often in partnership with other private contractors. An RFP process for any of the programs could yield applications from other potential partners.

Programs such as rent assistance and business support need to be allocated large sums of funding to be effective which diminishes the number of individuals and families that can receive help. Duarte's business support program was allocated about \$90,000 which was only able to assist nine organizations. The \$10,000 that each business received is invaluable in keeping doors open and maintaining jobs which props up Duarte's overall economy, but if the Council desires to impact a larger amount of people, then purchasing gift cards for local restaurants or widening Foothill Unity's capacity to provide food assistance may be a preferred approach. City staff also anticipates that any partner will require a 10-20 percent administrative fee which should be calculated into any potential allocation decisions

RECOMMENDATION

It is recommended that the City Council consider several potential assistance programs and/or resources, and provide direction to staff on the desired program(s)/service(s) to pursue, as well as the level of funding to dedicate to these program(s)/service(s).

FISCAL IMPACT

The fiscal impact will depend on the amount of funding allocated, as well as the source(s) of that funding, which could include General Fund reserves, funding diverted from already-budgeted projects, and/or non-General Fund sources (i.e., CDBG funds).