



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

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, November 25, 2025
7:00 PM**

MISSION STATEMENT

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

Cesar A. Garcia, Mayor
Tera Martin Del Campo, Mayor Pro Tem
Margaret Finlay, Councilmember
Samuel Kang, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Martin Calderon, Councilmember

City/Authority Staff:
Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Larry Breceda, Director of Public Safety Services
Thai Viet Phan, City Attorney
Frances Jimenez, City Clerk

ADA ACCESSIBILITY NOTICE:

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

Notice:

Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall,

1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice:

Duarte City Council meetings are videotaped for later broadcast. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

Public comment:

In-Person: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of Closed Session for Closed Session items and prior to the start of the Regular Meeting for all other designated public comment periods as listed below.** Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. **Speakers shall be limited to three (3) minutes per person per designated public comment period.** At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Members of the public may submit written comment by emailing duarteinfo@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting. The subject line of your public comment email must contain the Agenda item number or title. Public comments, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published. Comments will be distributed to the City Council and made available for public review.

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Members of the public may address the City Council on agenda items listed under

Special Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

5. SPECIAL ITEMS

- A. Mayor's Youth Council Update
- B. Recognition of Madison Knight
- C. Recognition of Robert Sanchez
- D. Public Safety Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Members of the public may address the City Council on matters which are not on the agenda but are within the subject matter jurisdiction of the City Council. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

Members of the public may address the City Council on agenda items listed on the Consent Calendar. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

9. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)
- B. Approve absence(s) of City Councilmember(s) from the City Council meeting
- C. Approval of Minutes - November 11, 2025 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of November 11, 2025.

- D. Approval of Warrants - November 25, 2025 (CC/HA/FA)

Recommended Action: Approve the warrants of November 25, 2025.

- E. Public Safety Department Update

Recommended Action: Receive and File the Public Safety Department Update.

F. Award of Contract for the FY 25-26 Citywide Striping and Marking Project No. 26-1

Recommended Action: Approve the award of contract for the FY 25-26 Citywide Striping and Marking Project to Chrisp Company in the amount of \$64,947.50.

G. Notice of Completion – Duarte Teen Center Roof Replacement – Project No. 26-8

Recommended Action: Authorize the Notice of Completion for the Duarte Teen Center Roof Replacement Project in the amount of \$202,674.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS

A. Municipal Code Amendment 25-01 Ordinance to Adopt 2025 California Building Codes by Amending Chapter 16.04 of the Duarte Municipal Code

Recommended Action: 1) Introduce Ordinance No. 25-05, which includes a comprehensive revision and select amendments to Chapter 16.04, reflecting updates to the California Building Codes; and 2) Conduct a public hearing to take public testimony.

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

Members of the public may address the City Council on agenda items listed under Business Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

13. BUSINESS ITEMS

A. Burrtec Waste 2024 Annual Performance Review and 2026 Rate Review

Recommended Action: Approve both the Burrtec Waste Services 2024 Annual Performance Review and Amendment No. 17 to the “Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services,” setting the refuse collection and recycling rates shown in the attached schedule to become effective January 1, 2026.

B. Utility Boxes Arts Ad Hoc Committee Recommendation for Updated Utility Box Art Program Guidelines and 2025 Call for Artists

Recommended Action: 1) Approve the updated Utility Box Art Program Guidelines 2) Approve the 2025 Call for Artists.

14. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS

AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER
GOVERNMENT CODE SECTION 53232.3

15. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 18th day of November 2025.

Frances Jimenez
City Clerk



MEMORANDUM

TO: City Council
FROM: Brian Villalobos, City Manager
DATE: November 18, 2025
SUBJECT: Comments on Agenda Items, Meeting of November 25, 2025

ITEM 5.A. (Special Items). Mayor's Youth Council update - The Mayor's Youth Council will provide an update for the council.

ITEM 5.B. (Special Items). Recognition of Madison Knight, DUSD student and U.S. Martial Arts Team member. Madison recently earned five medals while representing Team USA at the 2025 World Martial Arts Games in Oslo, Norway.

ITEM 5.C. (Special Items). Recognition of Robert Sanchez (AKA the Peanut Man) who is a Duarte resident and who has sold peanuts at Dodger stadium for 52 years.

ITEM 5.D. (Special Items). Public Safety Department Update - Public Safety Director Larry Breceda will provide an update for the council.

ITEM 9.E. (Consent Calendar). The Public Safety Department has submitted the monthly report for November 2025 for review.

ITEM 9.F. (Consent Calendar). Award of Contract for the FY 25-26 Citywide Striping and Marking Project No. 26-1 - Staff annually surveys City streets to identify painted curbs, striping, and pavement markings that need maintenance or restoration. The annual Striping and Marking Project consists of the removal of faded conflicting striping and pavement markings, and replacement with thermoplastic material designed to last approximately eight years. This year's project includes roadway striping elements such as pavement markings, lane lines and crosswalks primarily on Duarte Rd., Mountain Ave., Buena Vista St., and Huntington Drive. The specifications for this project were made available, and the project was published in accordance with the Duarte Municipal Code (DMC) Section 2.36.060. On October 21, 2025, five (5) bids were submitted electronically. The lowest bid received (\$64,947.50) came from Chrisp Company; they have successfully completed work for the City of Calabasas, City of Lancaster, City of Santa Clarita, and City of Torrance. Their federal and state license status has been verified. This year's Annual Striping and Marking Project is included in the FY 25-26 budget. The project cost is \$81,184.37 which is the contract amount with twenty-five percent contingency and is funded by Gas Tax allocations from the State of California.

ITEM 9.G. (Consent Calendar). Notice of Completion – Duarte Teen Center Roof Replacement Project No. 26-8 - At the September 23, 2025, City Council Meeting, the Council awarded the contract for the Duarte Teen Center Roof Replacement Project (Project No. 26-8) to Commercial & Industrial Roofing Co Inc. in the amount of \$190,046, plus a fifteen percent contingency. The scope of the contract included the removal and disposal of the facility's existing roof tiles, flashing, rain gutters, downspouts, replacement of damaged plywood, the application of a new synthetic waterproof underlayment system, installation of Boral Saxony lightweight roof tile, and a new rain gutter flashing system. Funds are available and budgeted for in Fiscal Year 2025/26 from the General Fund (100-1610-8100) for the Duarte Teen Center Roof Replacement Project in the amount of \$202,674.

ITEM 11.A. (Public Hearings). Municipal Code Amendment 25-01 - Ordinance No. 25-05 to adopt the 2025 California Building Codes by amending Chapter 16.04 of the Duarte Municipal Code - Every three

years, the California Building Standards Commission publishes an update of the California Building Codes (CBC). In December 2022, the City Council adopted Ordinance 914, which included a comprehensive revision to Chapter 16.04, such as: deleting outdated sections of the Code, and updating Municipal Code sections addressed within the 2022 CBC. The 2025 CBC goes into effect on January 1, 2026 and should be adopted by the City.

ITEM 13.A. (Business Items). Per the provisions of Amendment No. 9 of Duarte's Municipal Solid Waste Agreement, City staff evaluates the prior-year performance of Burrtec Waste Services (Burrtec) and reviews Burrtec's request for a rate adjustment, annually. If the City Council approves the Performance Review and rates, Burrtec's 10-year contract is extended for an additional year and waste rates go into effect January 1st of the following year. Staff's evaluation finds that Burrtec's 2024 performance complies with the current "Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services" (Agreement). To assess 2026 proposed rates, Staff reviewed the cost data and the rate increase information submitted by Burrtec. Staff confirmed that the cost calculations are consistent with the provisions in the Agreement and that the rate adjustments Burrtec is seeking are comparable to adjustments being made statewide. Staff concluded that Burrtec's request for a 3.10 percent residential increase, effective January 1, 2026, is justified. A refuse survey conducted in October 2025 shows that the City of Duarte's refuse rates are among the lowest one-third of cities surveyed in the San Gabriel Valley for residential services, even with the proposed rate increase. If approved, the proposed rate increases would be put into effect January 1, 2026.

ITEM 13.B. (Business Items). Utility Boxes Arts Ad Hoc Committee recommendation for updated Utility Box Art Program Guidelines and 2025 Call for Artists - At its regular meeting on March 25, 2025, the City Council carried a motion to assign the next round of utility box art projects to an Arts Ad Hoc Committee. To support the implementation of future public art projects, the adopted fiscal year 2025–26 budget includes a \$30,000 allocation specifically designated for utility box art. On June 24, 2025, the City Council adopted Resolution No. 25-17 establishing an Ad Hoc Committee to review and make recommendations relating to public art on utility boxes. To commemorate the upcoming Route 66 Centennial in 2026, the theme for this year's Call for Artists is "Duarte's Route 66 – Past, Present, & Future." If the City Council approves the Program Guidelines and Call for Artists, City staff will distribute the Call for Artists and oversee the application and selection process. Staff will screen all applications, which will then be reviewed and evaluated by the Arts Ad Hoc Committee. The Committee will forward its recommendations to the City Council for final approval. Once an artist's conceptual design is approved, the artist will work with the City's vendor to prepare final artwork files suitable for vinyl production.

CITY OF DUARTE

Minutes of the REGULAR JOINT MEETING OF THE
CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES FINANCING
AUTHORITY

Tuesday, November 11, 2025
7:00 PM — Regular Session

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL

Mayor Garcia called the open session to order at 7:05 p.m.

Councilmembers Present:	Finlay, Lewis, Calderon, Martin Del Campo, Garcia
Councilmembers Absent:	Kang, Truong
Staff Present:	Brian Villalobos, City Manager Thai Viet Phan, City Attorney Kristen Petersen, Assistant City Manager / Director of Administrative Services Craig Hensley, Director of Community Development Bryan Ariizumi, Public Safety Manager Manuel Enriquez, Director of Parks and Recreation Andres Rangel, Assistant to the City Manager Frances Jimenez, City Clerk Patricia Alcala Aparicio, Deputy City Clerk

2. ADOPTION OF THE AGENDA

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the City Council to adopt the agenda.

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

3. PLEDGE TO THE FLAG

The flag salute was led by Melissa Sanchez Quintero.

4. ORAL COMMUNICATIONS - SPECIAL ITEMS

None.

5. SPECIAL ITEMS

A. Recognition of Patsy Bartoli

The City Council introduced Mr. Patsy Bartoli, former New York firefighter who was on ground zero on September 11, 2001.

Mr. Bartoli thanked the City Council for the recognition; shared his experience before and after the incident; he spoke about his love for the community and the diversity as a resident; mentioned that being a firefighter was a childhood dream; and detailed how graduating from the academy and being a 9/11 firefighter for Engine Company 41 is his proudest accomplishment.

The City Council recognized Mr. Bartoli and thanked him for his bravery and heroism during September 11, 2001.

B. Community Development Department Update

Community Development Director Hensley shared information regarding the golf course; gave a brief history of the new owner and explained they are interested in keeping the place operable; and pointed out that the community has received information regarding methane issues, but the AQMD has not verified that information.

The City Council stated that before the golf course was built, the land had been used as an inorganic landfill and was designed so that it would not produce methane.

Director Hensley reported that a minor use permit has been received by SkyZone Trampoline Park with interest in occupying the vacant location that was previously occupied by Big Lots; he also noted improvements would need to be done to both the exterior and interior of the building before opening.

In response to questions asked by the City Council, Director Hensley provided an update on the Huntington Drive Greening and Traffic Calming project and shared that the City has received a grant of \$2.1 million from the Metro Active Transport Program (MAT) to complete the project.

The City Council thanked Director Hensley for being proactive in seeking grants to fund city projects; mentioned the importance of being part of intergovernmental organizations.

In response to questions posed by the City Council, Directory Hensley addressed the timeline pertaining to the Recreation Trail Upgrades; Cal Trans will give the final approval allowing the project to go out to bid, which is estimated to go out in a couple of months; highlighted that the MAT project is estimated to start sooner than anticipated.

The City Council requested a report from AMQD addressing the quality of the golf course.

C. Parks and Recreation Department Update

Parks and Recreation Director Enriquez updated the City Council on the Fitness Center Pool Deck Renovation Project; highlighted that the final design and construction documents are now complete and address all findings that were identified in the Fitness Center and Swimming Pools Assessment; he also shared that staff and the City's contracted grant writing firm are exploring all grant funding opportunities.

Per questions made by the City Council, Director Enriquez mentioned that construction costs have risen slightly but remain in line with the previously estimated costs. Director Enriquez also noted the project timeline would depend on securing grant funding and the contractor's discretion.

Director Enriquez updated the City Council on the completion of the new roof for the teen center and highlighted upcoming City events. He also commended Recreation Coordinator Kelly Barnes on her hard work and introduced Victoria Andrade, who will also be joining the Parks and Recreation department as a Recreation Coordinator.

The City Council welcomed Victoria Andrade.

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Assistant to the City Manager Rangel announced upcoming city events.

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

None.

9. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA).
- B. Approved absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes - October 28, 2025, Regular Meeting (CC/HA/FA).
- D. Approval of Warrants - November 11, 2025 (CC/HA/FA).
- E. Receive and File the Monthly Financial Report for the month of September 2025.
- F. Receive and File the Community Development Department Update.
- G. Receive and File the Parks and Recreation Department Update.

- H. Approval of Resolution No. 25-27 adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements effective January 1, 2025.
- I. Authorization for the City Manager to execute the Three-Year Term Agreement with Kaizen Laboratories Inc. (“Kaizen”) and approve the budget amendment of \$15,825 from the General Fund.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to adopt items 9A - 9I of the Consent Calendar.

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

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

11. PUBLIC HEARINGS - NONE

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

13. BUSINESS ITEMS

A. Amendments to the City of Duarte City Council and Employee Expense Reimbursement Policies

City Manager Villalobos provided information regarding the proposed amendments to the City Council and Employee Expense Reimbursement Policies; shared the proposed changes of modifying the time required to submit reimbursement from 30 days to 90 days, increasing the daily meal reimbursement total to align with the U.S. General Services Administration's Meal and Incidental Expense per diem (GSA M&IE rates), and reducing the number of miles requiring prior City Council approval for overnight lodging from fifty (50) to thirty (30).

The City Council agreed that the City should maintain the same rates as the U.S. General Services Administration.

Moved by Councilmember Lewis, seconded by Councilmember Finlay, and carried by the following vote of the City Council to amend the Expense Reimbursement and Employee Expense Reimbursement Policies.

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

B. Establishment of an Ad Hoc Committee to Review and Make Recommendations Relating to the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup

Assistant to the City Manager Rangel presented a staff report regarding the establishment of an Ad Hoc committee for the 2029 Los Angeles Summer Olympics and 2026 FIFA World Cup. The tasks of the committee include, but not limited to, the establishment of analysts to recruit a NOC (National Olympic Committee) and the opportunity to create fan zones and viewing parties. Staff recommended that the committee consist of three City Council members, two Duarte Unified School Board members, a DCCC representative, a representative of the Chamber of Commerce, a California School of the Arts - San Gabriel Valley representative and a City of Hope representative.

The City Council stated that even though there is a committee, the meetings will be open to the public.

Moved by Councilmember Calderon, seconded by Mayor Garcia, and carried by the following vote of the City Council to adopt Resolution No. 25-28 establishing an Ad Hoc Committee to identify and make recommendations relating to activating the City for the 2028 Los Angeles Summer Olympics and 2026 FIFA World Cup; and appoint Councilmember Finlay, Councilmember Truong, and Mayor Garcia to said committee.

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

The City Council requested the addition of a Monrovia Arcadia Duarte (MAD) Town Council member to the committee. City Attorney Phan addressed the suggestion and stated that in order to add a MAD member to the Ad Hoc committee, there would need to be another motion to reconsider.

The City Council unanimously agreed to connect with the MAD Town Council to confirm their participation before adding an amendment to the resolution at a later meeting.

C. City Councilmember Speaking Time Limits

City Manager Villalobos presented the staff report proposing limiting Councilmembers speaking time during the council meetings and stated that after thorough research in surrounding cities, there is no standard.

The City Council discussed the option of setting speaking limits to 10 minutes for closing remarks only or the possibility of having a variety of times for different sections of the agenda; concerns were also raised on how to monitor a variety of time limits for each section. The City Council agreed to keep the time limit of 5 minutes across all agenda items with subsequent number of rounds for each Councilmember at the Chair's discretion.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Martin Del Campo, and carried by the following vote of the City Council to set a time limit of 5 minutes across all agenda items with a subsequent number of rounds for each Councilmember at the Chair's discretion.

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

D. Adoption of the Duarte Ten Year Strategic Plan

Assistant to the City Manager Rangel introduced the 2035 Duarte Ten-Year Strategic Plan to the City Council; the plan consisted of the strategic planning team engaging with community members, the City Council, and City department leaders to provide input regarding the City's strengths, challenges and goals it anticipates for the next 10 years.

City Manager Villalobos responded to the questions posed by the City Council and confirmed the dashboard will be implemented by MIG Inc; the dashboard that will be used to display and keep track of the goals to display the goals.

Moved by Councilmember Finlay, seconded by Mayor Garcia, and carried by the following vote of the City Council to adopt the Duarte 2035 Ten Year Strategic Plan.

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

14. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

Assistant City Manager / Director of Administrative Services Petersen shared that department heads, managers, and supervisors participated in JPIA supervisor training and thanked staff that attended.

City Manager Villalobos shared that the JPIA training met aspect of the strategic plan.

Mayor Pro Tem Martin Del Campo thanked Mayor Garcia for reading the honorees' stories at the Veterans Day Ceremony; and reported she will be attending the upcoming Foothill Gold Line JPA meeting.

Councilmember Calderon shared appreciation for the Veterans Day Ceremony.

Councilmember Finlay shared appreciation for the Halloween Howl and Dia de Los Muertos Event; shared memorable interactions she’s had with residents; and reported she attended the Southern California Association of Governments meeting where the future of transportation was discussed.

Councilmember Lewis wished everyone a goodnight.

Mayor Garcia thanked the Parks and Recreation department for their Dia de Los Muertos event; shared that the community garden is thriving; invited the community to the Mayor’s Prayer Breakfast; thanked Kelly Barnes for the script reading for the Veteran’s Day Event; shared he attended the Water Education for Latino Leaders graduation; thanked Congressman Gil Cisneros and Assemblymember Blanca E. Rubio for attending the Veteran’s Day Event; and reminded residents that Assemblymember Blanca E. Rubio in partnership with Foothill Unity Center would be having her Annual Turkey and Food Giveaway.

Councilmember Lewis thanked all Veterans for their service.

Councilmember Finlay recognized Veteran Ken Mallory, who passed away last December.

Mayor Garcia expressed his thanks to the community and wished everyone a goodnight.

15. ADJOURNMENT

At 8:18 p.m., the City Council adjourned the meeting.

Cesar A. Garcia, Mayor

Frances Jimenez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1605-7729	SIMON EQUIPMENT RENTALS	Concerts in the Park Lights & Generator 7/10/2025	221639		1,179.24
100-1605-7750	INLAND EMPIRE TOURS & TR...	Fantasy Springs 11/7/25 Bus Transportation	221629		2,203.13
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 8/2025	6565		64.00
100-1020-7716	DAVID WALLACH	Tree Lighting Santa 12/2/2025	221646		150.00
100-1020-7716	DAVID WALLACH	Snow Nite Santa Claus 12/7/2025	221645		200.00
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Garden Specific Plan 8/2025	221632	202417-dep-Westminister Ga...	6,341.25
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Tiny Tumblers 8/21/25 - 9/11/25	6586		168.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Dance Gymnastics 8/21/25 - 9/11/25	6586		63.00
100-1205-7650	Mountain View Tire & Auto Se...	Unit #25 Tire	6584		125.47
100-1020-7722	CIVICPLUS LLC	Website Quality Assurance	6567		3,560.55
100-1825-7614	CANON SOLUTIONS AMERICA ...	CMD-Lg Format Printer Toner	221612		1,385.80
100-1825-7613	GRAND PRINTING INC	Business Cards (Michelle Brown)	221626		98.35
100-1825-7614	CANON SOLUTIONS AMERICA ...	Large Format Printer Toner	221612		386.45
100-2121	DE NOVO PLANNING GROUP	1404 Royal Oaks CEQA 9/2025	221616	202512-100-2121/1404-1411 ...	13,888.20
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Garden Specific Plan 9/2025	221632	202417-dep-Westminister Ga...	10,552.00
100-1010-7980	SHAFFER AWARDS	Aida Torres Recognition Plaque	221638		41.64
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvcs 9/28/25 - 10/11/25	6559		7,752.51
100-1205-7650	Mountain View Tire & Auto Se...	Vehicle #23 Tire	6584		281.27
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 10/8/2025	6596		160.00
100-1605-7636	ACTION DESIGNZ LLC	Recreation Coordinator Staff Jacket	221605		63.70
100-1605-7693	DELONG UNLIMITED, CHAD DE..	MYC Uniforms	221617		818.81
100-1605-7693	DELONG UNLIMITED, CHAD DE..	MYC Uniforms	221617		160.23
100-4302	JOSEPH ARTHUR ESPINOSA	Citation Refund	221623		308.00
100-1825-7614	HOLIDAY SIGNS LLC	2026 Holiday Signs	221627		221.35
100-2127	FS CONTRACTORS INC	Retention-Hunt Dr Median Landscape Improvements	6573	202416-Retention-Huntington...	128,064.15
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 9/2025	6588		480.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2025	6588		3,960.00
100-1405-7965	RKA CONSULTING GROUP	Watson Multi-Use Trail Rehab Grant Support 9/2025	6588	202412-Prof Svc-FY24 Bike Tra...	887.50
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 10/27/2025	221634		73.00
100-1605-7733	CRESS MANUFACTURING CON...	Senior Center Kiln	221615		3,080.00
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Adult Vocal 10/7/25 - 10/28/25	6561		36.40
100-1610-8100	INTELSYS	FC/SC/TC Security Cameras	6578		19,968.11
100-1610-7652	ACCO ENGINEERED SYSTEMS	Senior Ctr HVAC Repair	6555		454.00
100-1410-7900	SOUTHEAST CONSTRUCTION ...	Mel Cyn Rd Erosion Control	221640		164.37
100-1605-7739	BAKERS MAN PRODUCTIONS L...	Santa Coming to Duarte Maps Design	6562		575.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	6566		15.73
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6566		41.11
100-1605-7693	SMART & FINAL	MYC Halloween Fundraiser Supplies	6593		252.82

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Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1610-7650	AUTOZONE	Vehicle 21 Headlights	221608		21.54
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Youth Vocal 10/7/25 - 10/28/25	6561		291.20
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvc 10/12/25 - 10/25/25	6559		6,943.56
100-1825-7614	CANON SOLUTIONS AMERICA ...	Credit for Inv #150039906 (Wrong Toner)	221612		-341.15
100-1205-7762	FLOWBIRD	WTP Fees 10/2025	6564		88.28
100-1410-8030	ULINE INC	Safety Equipment	6600		839.56
100-1205-7980	DELONG UNLIMITED, CHAD DE..	Tobacco Merch Campaign	221617	202419/1205-7980 Other Exps..	6,457.62
100-1010-7965	EVANBROOKSASSOCIATES INC	Fish Canyon Falls Grant Services	221624		14,619.00
100-1610-7650	CITY OF MONROVIA	Facility Maintenance Dept Fuel 8/2025	221631		688.42
100-1410-7650	CITY OF MONROVIA	Field Service Dept Fuel 8/2025	221631		1,289.40
100-1605-7650	CITY OF MONROVIA	Parks & Recreation Dept Fuel 8/2025	221631		190.58
100-1205-7650	CITY OF MONROVIA	Public Safety Dept Fuel 8/2025	221631		2,123.36
100-1205-7781	CITY OF MONROVIA	Sheriff Dept Fuel 8/2025	221631		3,629.13
100-1405-7650	CITY OF MONROVIA	Community Development Dept Fuel 8/2025	221631		96.82
100-1610-7616	SCP DISTRIBUTORS LLC	1000-1650 Corner 90^ Grate	6591		882.28
100-1015-7682	BURKE, WILLIAMS & SORENS...	Labor Legal 9/2025	6563		220.00
100-1605-7733	QUALITY PRINTING AND MAIL...	Senior Ctr Nov/Dec 2025 Newsletter	221644		818.61
100-1605-7733	SMART & FINAL	SC Halloween Snacks	6593		113.39
100-1825-7688	ADAPT AD SPECIALTY	Oil Rags for Used Oil Program	6556	202601-Exp-Used Oil-OPP15-...	881.55
100-1020-7716	SEVEN SEASONS PARTY RENT...	Veteran's Day Tent & Chairs	6582		470.00
100-1010-7965	SHAFFER AWARDS	Recognition Plaque (Jason Golding)	221638		43.40
100-1410-7650	AUTOZONE	Truck #12 Battery	221608		213.04
100-1605-7730	SMART & FINAL	Halloween Howl Candy & Black Tablecloth	6593		263.39
100-1005-7640	DUARTE CHAMBER OF COMM...	Mayor's Prayer Breakfast Sponsorship	6572		250.00
100-1005-7643	DUARTE CHAMBER OF COMM...	Mayor's Prayer Breakfast Sponsorship	6572		250.00
100-1610-7618	SUPPLY SOLUTIONS	Dog Bags	6592		1,750.92
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Snack Bar Kitchen Fire System Service	221625		138.70
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	CC Kitchen Fire System Service	221625		185.43
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making 10/2/25 - 10/23/25	6576		84.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sip N Cricut 10/7/25 - 10/28/25	6576		140.00
100-1205-7779	FABIAN ANDRADE	PS Intern Stipend	221606		100.00
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 10/2025	6581		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 10/2025	6581		76.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 10/2025	6581		2,080.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 10/2025	6581		3,426.72
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 10/2025	6603		930.75
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 10/2025	6594		5,163.40
100-1205-7780	SAN GABRIEL VALLEY HUMAN...	Animal Shelter Services 11/2025	6590		6,666.67
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan w/VELO/SIP&E911 Bundle 12/2025	6568		1,728.18

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Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7730	EAGLE PORTABLES INC	Dia de los Muertos Portable Rental	221622		558.85
100-1605-7730	SIMON EQUIPMENT RENTALS	Halloween Howl Light/Generator Rental	221639		913.00
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Switch Mgmt 12/2025	6597		399.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 12/2025	6597		608.30
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 12/2025	6597		464.20
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 10/2025	6599		237.71
100-1610-7652	INX BUILDING MAINTENANCE	CH/TC/Yard Janitorial Srvcs 11/2025	6579		4,642.07
100-1205-7783	TRAIN UP A CHILD LLC	A-Team Contract Services 11/2025	6554		6,740.00
100-1605-7730	SIMON EQUIPMENT RENTALS	Dia de los Muertos Light Rental	221639		874.38
100-1605-7730	DOLPHIN RENTS INC	Halloween Howl String Lights/Fencing Rental	6571		2,150.57
100-1605-7730	DOLPHIN RENTS INC	Dia de los Muertos String Lights/Wall Rental	6571		2,423.00
100-1205-7779	ELIJAH ROY MORALES	DUSD Tutoring Program	221633	202418-FY23-26-Exp-Tutors,S...	600.00
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	221643		1,812.44
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 11/1/2025 - 11/30/2025	BD26-0564		604.20
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 11/1/2025 - 11/30/2025	BD26-0563		618.20
100-1205-7779	ZASIO BALDELOMAR	DART Officer Meeting Reimbursement	221609		149.21
100-1205-7980	ZASIO BALDELOMAR	Red Ribbon Week Reimbursement	221609		161.99
100-4808	LISA VIGIL	Level Competition Swim Refund (Owen Vigil)	221600		45.00
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 10/2025	6565		128.00
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Brian V & Andres Rangel Meeting	221637		80.00
100-1825-7613	GRAND PRINTING INC	Business Cards (V Andrade/P Aparicio)	221626		197.57
100-1815-7980	MAXTREME SERVICES	iPhone Case/Screen Covers/Cables/Misc	6583		2,539.71
100-1815-7632	MAXTREME SERVICES	Office 365 7/2025 - 9/2025	6583		1,410.75
100-1815-7980	MAXTREME SERVICES	iPhone Cases/Screen Protector/SC Keyboard	6583		495.98
100-4808	MONICA BARRIOS	Level 1 Swim Refund (Xitlali Andrade)	221572		22.50
100-4808	LEIA CUACHON	Level 1 Swim Refund (Adlaw Cuachon)	221579		22.50
100-4808	ANNA LOZANO	Level 1 Swim Refund (Lucio Lozano)	221588		22.50
100-4808	ANNA LOZANO	Level 1 Swim Refund (Isla Lozano)	221588		22.50
100-4808	LAUREN ALVAREZ	Level 1 Swim Refund (Ethan Macias)	221570		45.00
100-4808	ANA ROMERO	Level 1 Swim Refund (Alice Diaz)	221595		56.00
100-4808	ALESSANDRA VILEELLA	Level 1 Swim Refund (Azul Vileella)	221601		56.00
100-4808	ILISSA PAGGETT	Level 1 Swim Refund (Jackson Lee)	221591		45.00
100-4808	LAUREN ALVAREZ	Level 2 Swim Refund (Elijah Macias)	221570		45.00
100-4808	SHELBY VELAZCO	Level 2 Swim Refund (Luke Bautista)	221599		56.00
100-4808	MARIA OLIVIA DE LA CRUZ	Level 2 Swim Refund (Jamie De la Cruz)	221580		45.00
100-4808	RAJESH PARVATINI	Level 2 Swim Refund (Reyansh Parvatini)	221592		45.00

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Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-4808	WAI WU	Level 3/4 Swim Refund (Justin Wu)	221604		56.00
100-4808	BRITTANY LEWIS	Level 3/4 Swim Refund (Justin Clarke)	221586		45.00
100-4808	BRITTANY LEWIS	Level 3/4 Swim Refund (Jonah Clarke)	221586		45.00
100-4808	WENDY HA	Level 3/4 Swim Refund (Ezra Orizabal)	221581		45.00
100-4808	WENDY HA	Level 3/4 Swim Refund (Lucia Orizabal)	221581		45.00
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	221597		45.00
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	221597		45.00
100-4808	ADRIANA MALEK	Level 3/4 Swim Refund (Ayaan Malek)	221590		45.00
100-4808	ADRIANA MALEK	Level Competition Swim Refund (Omar Malek)	221590		45.00
100-4808	JERRICA TSENG	Level Competition Swim Refund (Jasper Tseng)	221598		45.00
100-4808	CHELSEA PRADO	Tiny Tots Swim Refund (Mia Gonzalez)	221594		45.00
100-4808	AMANDA CORWIN	Tiny Tots Swim Refund (Ivy Corwin)	221577		56.00
100-4808	SANNE LY	Tiny Tots Swim Refund (Alden Yang)	221589		45.00
100-4808	SANNE LY	Level 1 Swim Refund (Royce Yang)	221589		45.00
100-4808	ITZIA BARRERA	Level 1 Swim Refund (Ari Canek Fernandez)	221571		45.00
100-4808	ALEGRIA AMOR VILLACRUCIS	Adv Tiny Tots Swim Refund (Abigail Villacruis)	221602		45.00
100-4808	ALEGRIA AMOR VILLACRUCIS	Adv Tiny Tots Swim Refund (Arielle Villacruis)	221602		45.00
100-4808	VIVIAN HOANG	Advanced Tiny Tots Swim Refund (Henri Tran)	221584		45.00
100-4808	GABRIEL BEST	Parent and Me Swim Refund (Kayla Best)	221573		56.00
100-4808	CALEB COOK	Parent and Me Swim Refund (Zeppelin Cook)	221576		56.00
100-4808	ELVIO SADUN	Parent and Me Swim Refund (Wesley Sadun)	221596		56.00
100-4808	JENNY CRUZ	Private Swim Lessons Refund (Pedro Cruz)	221578		280.00
100-4808	TAD BULLOCK	Private Swim Lessons (Tad Bullock)	221574		320.00
100-4808	SANNE LY	Level 2 Swim Refund (Royce Yang)	221589		22.50
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	221597		22.50
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	221597		22.50
100-4808	DAVID HERRERA	Level 5/6 Swim Refund (Sebastian Herrera)	221582		22.50
100-4808	ROSARIO HERRERA	Level 5/6 Swim Refund (Simona Herrera)	221583		22.50
100-4808	CHARLES PATRONILO	Parent and Me Swim Refund (Alyzabeth Patronilo)	221593		28.00
100-4808	ELVIO SADUN	Parent and Me Swim Refund (Wesley Sadun)	221596		28.00
100-4808	KAVISHA CARRILLO	Parent and Me Swim Refund (Sophia Carrillo)	221575		22.50
100-4808	ELLIE KANZELBERGER	Parent and Me Swim Refund (Monica Kanzelberger)	221585		22.50

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Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-4808	MARGARITA LIRA	Parent and Me Swim Refund (Azari Lira)	221587		28.00
100-4808	SANNE LY	Tiny Tots Swim Refund (Alden Yang)	221589		22.50
100-4808	WENDY WENG	Adv Tiny Tots Swim Refund (Anderson Weng-Smith)	221603		28.00
100-1415-7889	LANDSCAPE WAREHOUSE INC	Sports Park Irrigation Repair	6580		120.87
100-1020-7712	BAKERS MAN PRODUCTIONS L...	Fall Event Production Services	6562		1,350.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	6566		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	6566		4.15
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 8/4/2025 - 11/3/2025	221612		196.79
100-1825-7631	CANON SOLUTIONS AMERICA ...	P&R Printer Maintenance 10/4/2025 - 11/3/2025	221612		61.85
100-1410-7650	HUNTINGTON TIRE & AUTO C...	Unit 2 Tires	6577		665.64
100-1020-7712	THE SAUCE CREATIVE SERVICE...	City Buena Vista Street Banner Design	6598		175.00
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Supplies	6592		1,237.41
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	6592		1,927.06
100-1815-7632	GOOGLE LLC	Gsuite-cityofduarte.ca.gov 10/1/25 - 10/31/25	BD26-0565		2,458.93
100-1205-7650	HUNTINGTON TIRE & AUTO C...	Vehicle #25 Tires	6577		131.17
100-1610-7618	SMART & FINAL	Meeting/Kitchen Supplies	6593		186.37
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR 10/16/25-11/7/25	6587	202424- 100-2121/1433 Crestf..	1,181.50
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	6601		1,738.23
100-1020-7716	SMART & FINAL	Veteran's Day Supplies	6593		134.56
100-1610-7652	ALBERTOS PLUMBING	Public Safety Men's RR Drain Cleaning	6558		175.00
100-1205-7650	10-8 RETROFIT INC	Vehicle #22 Equipment Removal/Install	6553		3,393.00
100-1805-7614	STAPLES	Office Supplies	6595		63.30
100-1825-7613	STAPLES	Copier Paper	6595		310.01
100-1610-7652	ALVAREZ CARPET CLEANING L...	Senior Ctr Stairs/Landing Carpet Cleaning	6560		525.00
100-1610-7652	ALVAREZ CARPET CLEANING L...	City Hall Cubicle Fabric & Lobby Chair Cleaning	6560		395.00
100-1610-7652	ALBERTOS PLUMBING	ROP Men's RR Sink Replacement	6558		595.00
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	6593		96.50
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	6593		96.50
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	6593		96.50
100-1610-7652	MONROVIA LOCK SHOP	Facility Keys	221613		226.53
100-1610-7616	SCP DISTRIBUTORS LLC	Backstroke Pennant - Set Up Charge	6591		97.79
100-1610-7616	SCP DISTRIBUTORS LLC	Pennants with Logo	6591		359.91
100-1610-7616	SCP DISTRIBUTORS LLC	Champion Backstroke Pennants - Navy	6591		402.37
100-1610-7616	SCP DISTRIBUTORS LLC	Champion Backstroke Pennant - Gray	6591		402.37
100-1605-7614	SMART & FINAL	Plates	6593		20.99
100-1020-7716	DUARTE RECREATION PETTY ...	Veteran's Day Gift Bags	221621		1.38
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Treats	221621		35.47
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Craft Paper	221621		21.39
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Basket Bags	221621		16.58
100-1605-7741	DUARTE RECREATION PETTY ...	SCMAF Meeting Snacks	221621		11.25
100-1610-7618	DUARTE RECREATION PETTY ...	Closet Kit Supplies	221621		28.72
100-1810-7671	DUARTE RECREATION PETTY ...	Coordinator Interviewer Snacks	221621		32.03
100-1810-7671	DUARTE RECREATION PETTY ...	Coordinator Interviewer Coffee	221621		18.90
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	221619		205.00
100-2124	KRISTEN DENLINGER	Gazebo Rent Deposit Refund	221618		50.00

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Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
100-1020-7716	JAMES EVENT PRODUCTIONS ...	Snow Nite Carnival Rides 12/7/2025	221630		9,250.00
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	6593		294.72
100-1605-7733	SMART & FINAL	SC Excursion Snacks	6593		75.94
100-1020-7716	DJ PHIL PEREZ	Snow Nite DJ 12/7/2025	221635		1,250.00
100-2126	ALDO R IGLESIAS	Const/Demo Dep Refund- Pmt#2025-294/1614 Duncannon	221628		3,600.00
100-5004	ALDO R IGLESIAS	Administrative Fee-Pmt#2025- 294/1614 Duncannon	221628		-125.00
100-2120	SILVIA RAMOS	SC Rent Deposit Refund 11/8/2025	221636		500.00
100-2120	ADRIANA BANUELOS	ROP Bldg Rent Deposit Refund 11/8/2025	221610		150.00
100-1410-7650	COASTLINE EQUIPMENT	Vehicle #4 Service/Repair	6569		3,856.88
100-1020-7716	MOM'S CAKERY	Tree Lighting Gingerbread 12/2/2025	221611		875.00
100-1010-7614	STAPLES	Office Supplies	6595		29.98
100-1010-7614	STAPLES	Office Supplies	6595		254.77
100-1410-7650	HUNTINGTON TIRE & AUTO C...	Vehicle #2 Tire	6577		332.82
100-1605-7730	ALEXIS CORRAL	Dia de los Muertos Event Supplies Reimbursement	6570		244.20
100-1605-7733	ALEXIS CORRAL	SC Halloween Party Gift Cards Reimbursement	6570		75.00
100-1810-7671	BOB HALL & ASSOCIATES	Planning Manager Recruitment	6575		3,500.00
100-1020-7716	DUARTE RECREATION PETTY ...	Snow Nite Petty Cash	221620		200.00
100-1020-7716	ARCTIC GLACIER ICE	Snow Nite Snow 12/7/2025	221607		9,006.38
100-1020-7711	SMART & FINAL	Turkey Feast Supplies	6593		211.93
100-1015-7686	RUTAN & TUCKER LLP	D Trademark 8/2025	6589		954.00
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 8/2025	6589		9,713.06
100-1010-7610	ALBERT NUNEZ	MMASC Conference Expense Reimbursement	6585		925.46
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 11/2025	6583		12,500.00
100-1410-7612	CASHIER, DEPARTMENT OF PE...	Sean McBride (QAC 161935) Certificate Renewal	221642		140.00
100-1010-7612	CIVICPLUS LLC	Online Code Hosting 12/1/2025 - 11/30/2026	6567		1,181.25

Fund 100 - GENERAL FUND Total: 381,853.48

Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND

240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 8/18/25	221614		275.98
240-2405-7877	CALTRANS	Signals & Lighting 7/2025 - 9/2025	221641		572.13
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 10/2025	6581		1,509.99
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 10/2025	6581		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 10/2025	6581		15,265.88
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 10/2025	6581		8,312.45
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 10/2025	6581		459.54
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		1,125.00

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Account Number	Vendor DBA	Description (Item)	Payment Number	Project Account Key	Amount
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 10/2025	6581		1,166.67
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	6581		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 10/2025	6581		708.33
240-2410-7906	WEST COAST ARBORISTS INC	Tree Removal/Planting	6602		2,145.50
240-2410-7909	WEST COAST ARBORISTS INC	Tree Removal/Planting	6602		5,698.05
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					49,058.33
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7788	INLAND EMPIRE TOURS & TR...	Fantasy Springs 11/7/25 Bus Transportation	221629		415.87
440-4405-7650	AUTOZONE	Yard Supplies	221608		74.02
440-4405-8013	FOOTHILL TRANSIT	79th Installment of 3rd Bus 10/2025	6574		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2025	6574		23,642.83
440-5004	FOOTHILL TRANSIT	Duarte Local Service 9/2025	6574		-1,134.90
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	221643		162.92
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	6593		96.50
440-4405-7650	AUTOZONE	Yard Supplies	221608		123.91
Fund 440 - PROPOSITION A TRANSIT FUND Total:					27,268.20
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-7650	CITY OF MONROVIA	Transportation Dept Fuel 8/2025	221631		184.47
460-4605-8013	FOOTHILL TRANSIT	79th Installment of 3rd Bus 10/2025	6574		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2025	6574		19,344.14
460-5004	FOOTHILL TRANSIT	Duarte Local Service 9/2025	6574		-928.56
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	221643		61.09
Fund 460 - PROPOSITION C TRANSIT FUND Total:					21,841.45
Fund: 470 - MEASURE R LR TRANSIT FUND					
470-4705-8100	ADVANTEC CONSULTING ENG...	BV & Kellwill Traffic Signal Design 7/1/25-8/31/25	6557	202127/Other Cap-TS Buena V..	2,397.50
Fund 470 - MEASURE R LR TRANSIT FUND Total:					2,397.50
Fund: 475 - MEASURE M LR TRANSIT FUND					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Design 7/1/25 - 8/31/25	6557	201918/Prof Svcs-Buena Vista...	330.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					330.00
Grand Total:					482,748.96

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	381,853.48
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	49,058.33
440 - PROPOSITION A TRANSIT FUND	27,268.20
460 - PROPOSITION C TRANSIT FUND	21,841.45
470 - MEASURE R LR TRANSIT FUND	2,397.50
475 - MEASURE M LR TRANSIT FUND	330.00
Grand Total:	482,748.96

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	250.00
100-1005-7643	Travel & Exp - Truong	250.00
100-1010-7610	Travel, Mtgs & Conf	1,005.46
100-1010-7612	Publications and Dues	1,181.25
100-1010-7614	Office Supplies	284.75
100-1010-7670	Legal Notices	5,163.40
100-1010-7965	Professional Services	14,662.40
100-1010-7980	Other Expenses	41.64
100-1015-7680	City Attorney Legal	9,713.06
100-1015-7682	Labor Counsel Legal	220.00
100-1015-7686	Other Legal Services	954.00
100-1020-7711	Employee Recognition C...	211.93
100-1020-7712	Community Information ...	1,525.00
100-1020-7716	Special Community Even...	21,537.32
100-1020-7722	City Website	3,560.55
100-1020-7724	Post Office Parking	312.00
100-1205-7650	Vehicle Maintenance	6,054.27
100-1205-7655	Emergency Services	237.71
100-1205-7762	Parking Pass Kiosk Costs	88.28
100-1205-7779	Youth Programs	849.21
100-1205-7780	Animal Control	6,666.67
100-1205-7781	Contract Law Enforceme...	3,629.13
100-1205-7782	Crossing Guard Contract...	14,696.07
100-1205-7783	A-Team Program	6,740.00
100-1205-7980	Other Expenses	6,716.11
100-1405-7650	Vehicle Maintenance	96.82
100-1405-7800	Building Department Ser...	1,222.40
100-1405-7965	Professional Services	887.50
100-1405-7969	City Engineer	4,440.00
100-1410-7612	Publications and Dues	140.00
100-1410-7650	Vehicle Maintenance	6,357.78
100-1410-7656	Emergency Generator	160.00
100-1410-7814	Graffiti Removal	1,812.44
100-1410-7815	Brush Clearance	2,156.00
100-1410-7900	Emergency Cleanup/Mai...	164.37
100-1410-7980	Other Expenses	96.50
100-1410-8030	Other Equipment (Capita...	839.56
100-1415-7889	Repairs-Sports Park	120.87
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7614	Office Supplies	20.99
100-1605-7636	Uniforms	63.70
100-1605-7650	Vehicle Maintenance	190.58
100-1605-7693	Youth Council	1,231.86
100-1605-7729	Concerts In The Park	1,179.24
100-1605-7730	Special Events	7,500.83
100-1605-7733	Senior Center	4,367.94
100-1605-7736	Youth & Adult Recreatio...	782.60

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7739	Publicity	575.00
100-1605-7741	Sports/Playground Progr...	11.25
100-1605-7750	Bus Rentals	2,203.13
100-1610-7616	Pool Supplies	2,144.72
100-1610-7618	Building Supplies	7,259.93
100-1610-7636	Uniforms	46.58
100-1610-7650	Vehicle Maintenance	709.96
100-1610-7652	Building Maint Services	8,312.74
100-1610-8100	Other Capital Improvem...	19,968.11
100-1805-7614	Office Supplies	63.30
100-1810-7660	Other Services	192.00
100-1810-7671	Recruiting	3,550.93
100-1815-7632	Software	3,869.68
100-1815-7821	Network & Internet Serv...	1,007.50
100-1815-7830	Telephone Services	2,192.38
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	3,035.69
100-1825-7613	Duplications And Photos	605.93
100-1825-7614	Office Supplies	1,652.45
100-1825-7631	Equipment Maintenance	258.64
100-1825-7688	Oil Recycling Grant	881.55
100-1825-7980	Other Expenses	73.00
100-2120	Refundable Deposits	650.00
100-2121	Pass Through Deposits	31,962.95
100-2124	Gazebo Refundable Dep...	50.00
100-2126	Construction and Demoli...	3,600.00
100-2127	Retention Payable	128,064.15
100-4302	Parking Citations	308.00
100-4808	Swim Lesson Fees	2,420.00
100-5004	Other Revenue	-125.00
240-2405-7877	Electric-Traffic Signal	572.13
240-2410-7662	Other Serv-Citywide	275.98
240-2410-7906	Tree Trim-Citywide	2,145.50
240-2410-7909	Tree Trim-Residential	5,698.05
240-2410-7915	Landscape-Citywide	19,509.19
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	197.93
440-4405-7788	Shuttle Services	415.87
440-4405-7814	Graffiti Removal	162.92
440-4405-7960	Foothill Transit Operatio...	23,642.83
440-4405-7980	Other Expenses	96.50
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,134.90

Account Summary

Account Number	Account Name	Payment Amount
460-4605-7650	Vehicle Maintenance	184.47
460-4605-7814	Graffiti Removal	61.09
460-4605-7960	Foothill Tranist Operatio...	19,344.14
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-928.56
470-4705-8100	Other Capital Improvem...	2,397.50
475-4750-7965	Professional Services	330.00
Grand Total:		482,748.96

Project Account Summary

Project Account Key	Payment Amount
None	311,167.69
201918/Prof Svcs-Buena Vista & Central/Evergreen	330.00
202127/Other Cap-TS Buena Vista & Kelwill Way	2,397.50
202412-Prof Svc-FY24 Bike Trail Rehab Proj	887.50
202416-Retention-Huntington Drive Median Landscape	128,064.15
202417-dep-Westminister Garden Specific Plan & EIR	16,893.25
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	600.00
202419/1205-7980 Other Exps-Tobacco Grant	6,457.62
202424- 100-2121/1433 Crestfield(Andres Duarte)	1,181.50
202512-100-2121/1404-1411 Royal Oaks Environmental	13,888.20
202601-Exp-Used Oil-OPP15-25-0016 FY26	881.55
Grand Total:	482,748.96



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 4209 - 10-8 RETROFIT INC					
100-1205-7650	10-8 RETROFIT INC	Vehicle #22 Equipment Removal/Install	21843		3,393.00
Vendor 4209 - 10-8 RETROFIT INC Total:					3,393.00
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	Senior Ctr HVAC Repair	20752829		454.00
Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:					454.00
Vendor: 6801 - ACTION DESIGNZ LLC					
100-1605-7636	ACTION DESIGNZ LLC	Recreation Coordinator Staff Jacket	21754		63.70
Vendor 6801 - ACTION DESIGNZ LLC Total:					63.70
Vendor: 5329 - ADAPT CONSULTING INC					
100-1825-7688	ADAPT AD SPECIALTY	Oil Rags for Used Oil Program	E6307	202601-Exp-Used Oil-OPP15-...	881.55
Vendor 5329 - ADAPT CONSULTING INC Total:					881.55
Vendor: T4115 - ADRIANA BANUELOS					
100-2120	ADRIANA BANUELOS	ROP Bldg Rent Deposit Refund 11/8/2025	R110246		150.00
Vendor T4115 - ADRIANA BANUELOS Total:					150.00
Vendor: T5073 - ADRIANA MALEK					
100-4808	ADRIANA MALEK	Level 3/4 Swim Refund (Ayaan Malek)	2000953.004		45.00
100-4808	ADRIANA MALEK	Level Competition Swim Refund (Omar Malek)	2000954.004		45.00
Vendor T5073 - ADRIANA MALEK Total:					90.00
Vendor: 6449 - ALBERT NUNEZ					
100-1010-7610	ALBERT NUNEZ	MMASC Conference Expense Reimbursement	11/12/25-11/14/25		925.46
Vendor 6449 - ALBERT NUNEZ Total:					925.46
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Public Safety Men's RR Drain Cleaning	682203		175.00
100-1610-7652	ALBERTOS PLUMBING	ROP Men's RR Sink Replacement	682202		595.00
Vendor 5561 - ALBERTOS PLUMBING Total:					770.00
Vendor: T5086 - ALDO R IGLESIAS					
100-2126	ALDO R IGLESIAS	Const/Demo Dep Refund-Pmt#2025-294/1614 Duncannon	R108831		3,600.00
100-5004	ALDO R IGLESIAS	Administrative Fee-Pmt#2025-294/1614 Duncannon	R108831		-125.00
Vendor T5086 - ALDO R IGLESIAS Total:					3,475.00
Vendor: T4458 - ALEGRIA AMOR VILLACRUCIS					
100-4808	ALEGRIA AMOR VILLACRUCIS	Adv Tiny Tots Swim Refund (Abigail Villacrucis)	2000962.004		45.00
100-4808	ALEGRIA AMOR VILLACRUCIS	Adv Tiny Tots Swim Refund (Arielle Villacrucis)	2000963.004		45.00
Vendor T4458 - ALEGRIA AMOR VILLACRUCIS Total:					90.00
Vendor: T5081 - ALESSANDRA VILEELLA					
100-4808	ALESSANDRA VILEELLA	Level 1 Swim Refund (Azul Vileella)	2000940.004		56.00
Vendor T5081 - ALESSANDRA VILEELLA Total:					56.00

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6727 - ALEXIS CORRAL					
100-1605-7730	ALEXIS CORRAL	Dia de los Muertos Event Supplies Reimbursement	10/31/25-11/1/25		244.20
100-1605-7733	ALEXIS CORRAL	SC Halloween Party Gift Cards Reimbursement	10/31/25-11/1/25		75.00
Vendor 6727 - ALEXIS CORRAL Total:					319.20
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvc 9/28/25 - 10/11/25	104123		7,752.51
100-1205-7782	ALL CITY MANAGEMENT SERV...	Crossing Guard Srvc 10/12/25 - 10/25/25	104489		6,943.56
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					14,696.07
Vendor: T5066 - AMANDA CORWIN					
100-4808	AMANDA CORWIN	Tiny Tots Swim Refund (Ivy Corwin)	2000958.004		56.00
Vendor T5066 - AMANDA CORWIN Total:					56.00
Vendor: T5077 - ANA ROMERO					
100-4808	ANA ROMERO	Level 1 Swim Refund (Alice Diaz)	2000939.004		56.00
Vendor T5077 - ANA ROMERO Total:					56.00
Vendor: T5072 - ANNA LOZANO					
100-4808	ANNA LOZANO	Level 1 Swim Refund (Lucio Lozano)	2000883.004		22.50
100-4808	ANNA LOZANO	Level 1 Swim Refund (Isla Lozano)	2000884.004		22.50
Vendor T5072 - ANNA LOZANO Total:					45.00
Vendor: 6800 - ANTHONY ALVAREZ					
100-1610-7652	ALVAREZ CARPET CLEANING L...	Senior Ctr Stairs/Landing Carpet Cleaning	INV0295		525.00
100-1610-7652	ALVAREZ CARPET CLEANING L...	City Hall Cubicle Fabric & Lobby Chair Cleaning	INV0296		395.00
Vendor 6800 - ANTHONY ALVAREZ Total:					920.00
Vendor: 6452 - ARCTIC GLACIER U.S.A. INC					
100-1020-7716	ARCTIC GLACIER ICE	Snow Nite Snow 12/7/2025	494120725CD		9,006.38
Vendor 6452 - ARCTIC GLACIER U.S.A. INC Total:					9,006.38
Vendor: 6429 - ARK INTERNATIONAL INC					
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Adult Vocal 10/7/25 - 10/28/25	10282025-1		36.40
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Youth Vocal 10/7/25 - 10/28/25	10292025		291.20
Vendor 6429 - ARK INTERNATIONAL INC Total:					327.60
Vendor: 1491 - AUTOZONE					
100-1610-7650	AUTOZONE	Vehicle 21 Headlights	02814770620		21.54
100-1410-7650	AUTOZONE	Truck #12 Battery	02814771134		213.04
Vendor 1491 - AUTOZONE Total:					234.58
Vendor: 6653 - BAKERS MAN PRODUCTIONS LLC					
100-1605-7739	BAKERS MAN PRODUCTIONS L...	Santa Coming to Duarte Maps Design	408683		575.00
100-1020-7712	BAKERS MAN PRODUCTIONS L...	Fall Event Production Services	408698		1,350.00
Vendor 6653 - BAKERS MAN PRODUCTIONS LLC Total:					1,925.00
Vendor: T5070 - BRITTANY LEWIS					
100-4808	BRITTANY LEWIS	Level 3/4 Swim Refund (Justin Clarke)	2000947.004		45.00
100-4808	BRITTANY LEWIS	Level 3/4 Swim Refund (Jonah Clarke)	2000948.004		45.00
Vendor T5070 - BRITTANY LEWIS Total:					90.00

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4838 - BURKE, WILLIAMS & SORENSEN LLP					
100-1015-7682	BURKE, WILLIAMS & SORENS...	Labor Legal 9/2025	353486		220.00
Vendor 4838 - BURKE, WILLIAMS & SORENSEN LLP Total:					220.00
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	FLOWBIRD	WTP Fees 10/2025	187962		88.28
Vendor 5559 - CALE AMERICA INC Total:					88.28
Vendor: T5065 - CALEB COOK					
100-4808	CALEB COOK	Parent and Me Swim Refund (Zeppelin Cook)	2000966.004		56.00
Vendor T5065 - CALEB COOK Total:					56.00
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 8/2025	841215		64.00
100-1810-7660	DEPARTMENT OF JUSTICE	Fingerprint Apps 10/2025	001170		128.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					192.00
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7614	CANON SOLUTIONS AMERICA ...	CMD-Lg Format Printer Toner	150039906		1,385.80
100-1825-7614	CANON SOLUTIONS AMERICA ...	Large Format Printer Toner	150046475		386.45
100-1825-7614	CANON SOLUTIONS AMERICA ...	Credit for Inv #150039906 (Wrong Toner)	150111301		-341.15
100-1825-7631	CANON SOLUTIONS AMERICA ...	Admin Srvcs Printer Maint 8/4/2025 - 11/3/2025	6013863831		196.79
100-1825-7631	CANON SOLUTIONS AMERICA ...	P&R Printer Maintenance 10/4/2025 - 11/3/2025	6013864249		61.85
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					1,689.74
Vendor: 6357 - CARLOS FELIPE PEREZ					
100-1020-7716	DJ PHIL PEREZ	Snow Nite DJ 12/7/2025	45998		1,250.00
Vendor 6357 - CARLOS FELIPE PEREZ Total:					1,250.00
Vendor: 5164 - CARLOS MARTINEZ					
100-1020-7716	SEVEN SEASONS PARTY RENT...	Veteran's Day Tent & Chairs	000084		470.00
Vendor 5164 - CARLOS MARTINEZ Total:					470.00
Vendor: T5044 - CHARLES PATRONILO					
100-4808	CHARLES PATRONILO	Parent and Me Swim Refund (Alyzabeth Patronilo)	2000975.004		28.00
Vendor T5044 - CHARLES PATRONILO Total:					28.00
Vendor: T5076 - CHELSEA PRADO					
100-4808	CHELSEA PRADO	Tiny Tots Swim Refund (Mia Gonzalez)	2000957.004		45.00
Vendor T5076 - CHELSEA PRADO Total:					45.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4247944449		15.73
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4247944449		41.11
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	4248685447		30.85
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4248685447		4.15
Vendor 5140 - CINTAS CORPORATION #693 Total:					91.84
Vendor: 0903 - CITY OF MONROVIA					
100-1610-7650	CITY OF MONROVIA	Facility Maintenance Dept Fuel 8/2025	2600511		688.42
100-1410-7650	CITY OF MONROVIA	Field Service Dept Fuel 8/2025	2600512		1,289.40
100-1605-7650	CITY OF MONROVIA	Parks & Recreation Dept Fuel 8/2025	2600513		190.58
100-1205-7650	CITY OF MONROVIA	Public Safety Dept Fuel 8/2025	2600514		2,123.36
100-1205-7781	CITY OF MONROVIA	Sheriff Dept Fuel 8/2025	2600515		3,629.13
100-1405-7650	CITY OF MONROVIA	Community Development Dept Fuel 8/2025	2600517		96.82
Vendor 0903 - CITY OF MONROVIA Total:					8,017.71
Vendor: 6427 - CIVICPLUS LLC					
100-1020-7722	CIVICPLUS LLC	Website Quality Assurance	350834		3,560.55

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7612	CIVICPLUS LLC	Online Code Hosting 12/1/2025 - 11/30/2026	351527		1,181.25
Vendor 6427 - CIVICPLUS LLC Total:					4,741.80
Vendor: 6544 - CLOUD CONNECT SOLUTIONS INC					
100-1815-7830	CLOUD CONNECT SOLUTIONS ...	Phone-SD Wan w/VELO/SIP&E911 Bundle 12/2025	1572		1,728.18
Vendor 6544 - CLOUD CONNECT SOLUTIONS INC Total:					1,728.18
Vendor: 6795 - COASTLINE EQUIPMENT					
100-1410-7650	COASTLINE EQUIPMENT	Vehicle #4 Service/Repair	1296965		3,856.88
Vendor 6795 - COASTLINE EQUIPMENT Total:					3,856.88
Vendor: 6797 - CRESS MANUFACTURING COMPANY INC					
100-1605-7733	CRESS MANUFACTURING CON...	Senior Center Kiln	0154204-IN		3,080.00
Vendor 6797 - CRESS MANUFACTURING COMPANY INC Total:					3,080.00
Vendor: 5025 - DARRELL RAY CARROLL					
100-1610-7652	MONROVIA LOCK SHOP	Facility Keys	25804		226.53
Vendor 5025 - DARRELL RAY CARROLL Total:					226.53
Vendor: T5034 - DAVID HERRERA					
100-4808	DAVID HERRERA	Level 5/6 Swim Refund (Sebastian Herrera)	2000973.004		22.50
Vendor T5034 - DAVID HERRERA Total:					22.50
Vendor: 6434 - DAVID WALLACH					
100-1020-7716	DAVID WALLACH	Tree Lighting Santa 12/2/2025	91525		150.00
100-1020-7716	DAVID WALLACH	Snow Nite Santa Claus 12/7/2025	91625		200.00
Vendor 6434 - DAVID WALLACH Total:					350.00
Vendor: 6718 - DE NOVO PLANNING GROUP					
100-2121	DE NOVO PLANNING GROUP	1404 Royal Oaks CEQA 9/2025	4878	202512-100-2121/1404-1411 ...	13,888.20
Vendor 6718 - DE NOVO PLANNING GROUP Total:					13,888.20
Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING					
100-1605-7693	DELONG UNLIMITED, CHAD DE..	MYC Uniforms	22-11974		818.81
100-1605-7693	DELONG UNLIMITED, CHAD DE..	MYC Uniforms	22-11975		160.23
100-1205-7980	DELONG UNLIMITED, CHAD DE..	Tobacco Merch Campaign	22-11979	202419/1205-7980 Other Exps..	6,457.62
Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total:					7,436.66
Vendor: T5052 - DIANE SOTO					
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	2000951.004		45.00
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	2000952.004		45.00
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Madeline Godoy)	2000971.004		22.50
100-4808	DIANE SOTO	Level 3/4 Swim Refund (Nicholas Godoy)	2000972.004		22.50
Vendor T5052 - DIANE SOTO Total:					135.00
Vendor: 1381 - DOLPHIN RENTS INC					
100-1605-7730	DOLPHIN RENTS INC	Halloween Howl String Lights/Fencing Rental	01-220751-07		2,150.57
100-1605-7730	DOLPHIN RENTS INC	Dia de los Muertos String Lights/Wall Rental	01-220798-11		2,423.00
Vendor 1381 - DOLPHIN RENTS INC Total:					4,573.57
Vendor: 0074 - DUARTE CHAMBER OF COMMERCE					
100-1005-7640	DUARTE CHAMBER OF COMM...	Mayor's Prayer Breakfast Sponsorship	15043		250.00
100-1005-7643	DUARTE CHAMBER OF COMM...	Mayor's Prayer Breakfast Sponsorship	15043		250.00
Vendor 0074 - DUARTE CHAMBER OF COMMERCE Total:					500.00

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Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY					
100-1605-7733	DUARTE PETTY CASH/BINGO ...	SC Bingo Prize Money	12/2025		205.00
Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE MONEY Total:					205.00
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1020-7716	DUARTE RECREATION PETTY ...	Veteran's Day Gift Bags	11112025		1.38
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Basket Bags	11112025		16.58
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Treats	11112025		35.47
100-1605-7730	DUARTE RECREATION PETTY ...	Halloween Howl Craft Paper	11112025		21.39
100-1605-7741	DUARTE RECREATION PETTY ...	SCMAF Meeting Snacks	11112025		11.25
100-1610-7618	DUARTE RECREATION PETTY ...	Closet Kit Supplies	11112025		28.72
100-1810-7671	DUARTE RECREATION PETTY ...	Coordinator Interviewer Snacks	11112025		32.03
100-1810-7671	DUARTE RECREATION PETTY ...	Coordinator Interviewer Coffee	11112025		18.90
100-1020-7716	DUARTE RECREATION PETTY ...	Snow Nite Petty Cash	12/7/2025		200.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					365.72
Vendor: 6103 - EAGLE PORTABLES INC					
100-1605-7730	EAGLE PORTABLES INC	Dia de los Muertos Portable Rental	16614		558.85
Vendor 6103 - EAGLE PORTABLES INC Total:					558.85
Vendor: 6460 - ELIJAH ROY MORALES					
100-1205-7779	ELIJAH ROY MORALES	DUSD Tutoring Program	10/2025	202418-FY23-26-Exp-Tutors,S...	600.00
Vendor 6460 - ELIJAH ROY MORALES Total:					600.00
Vendor: T5069 - ELLIE KANZELBERGER					
100-4808	ELLIE KANZELBERGER	Parent and Me Swim Refund (Monica Kanzelberger)	2000978.004		22.50
Vendor T5069 - ELLIE KANZELBERGER Total:					22.50
Vendor: T5078 - ELVIO SADUN					
100-4808	ELVIO SADUN	Parent and Me Swim Refund (Wesley Sadun)	2000967.004		56.00
100-4808	ELVIO SADUN	Parent and Me Swim Refund (Wesley Sadun)	2000976.004		28.00
Vendor T5078 - ELVIO SADUN Total:					84.00
Vendor: 4809 - EVANBROOKSASSOCIATES INC					
100-1010-7965	EVANBROOKSASSOCIATES INC	Fish Canyon Falls Grant Services	250010-7		14,619.00
Vendor 4809 - EVANBROOKSASSOCIATES INC Total:					14,619.00
Vendor: 5761 - EXTRASPACE STORAGE 3426					
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 11/1/2025 - 11/30/2025	331293253		604.20
100-1405-7800	EXTRASPACE STORAGE 3426	Building Plans Storage 11/1/2025 - 11/30/2025	331294845		618.20
Vendor 5761 - EXTRASPACE STORAGE 3426 Total:					1,222.40
Vendor: 6736 - FABIAN ANDRADE					
100-1205-7779	FABIAN ANDRADE	PS Intern Stipend	10/2025		100.00
Vendor 6736 - FABIAN ANDRADE Total:					100.00
Vendor: 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO					
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	Snack Bar Kitchen Fire System Service	4680		138.70
100-1610-7652	FAITH FIRE EXTINGUISHER & S...	CC Kitchen Fire System Service	4681		185.43
Vendor 4294 - FAITH FIRE EXTINGUISHER & SAFETY EQUIPMENT CO Total:					324.13
Vendor: T5062 - GABRIEL BEST					
100-4808	GABRIEL BEST	Parent and Me Swim Refund (Kayla Best)	2000965.004		56.00
Vendor T5062 - GABRIEL BEST Total:					56.00
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite-cityofduarte.ca.gov 10/1/25 - 10/31/25	5392866827		2,458.93
Vendor 6181 - GOOGLE LLC Total:					2,458.93

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Business Cards (Michelle Brown)	113614		98.35
100-1825-7613	GRAND PRINTING INC	Business Cards (V Andrade/P Aparicio)	113684		197.57
Vendor 5340 - GRAND PRINTING INC Total:					295.92
Vendor: 3202 - HOLIDAY SIGNS LLC					
100-1825-7614	HOLIDAY SIGNS LLC	2026 Holiday Signs	16569		221.35
Vendor 3202 - HOLIDAY SIGNS LLC Total:					221.35
Vendor: 6210 - HUNTINGTON TIRE & AUTO CENTER INC					
100-1410-7650	HUNTINGTON TIRE & AUTO C...	Unit 2 Tires	62292		665.64
100-1205-7650	HUNTINGTON TIRE & AUTO C...	Vehicle #25 Tires	62294		131.17
100-1410-7650	HUNTINGTON TIRE & AUTO C...	Vehicle #2 Tire	62330		332.82
Vendor 6210 - HUNTINGTON TIRE & AUTO CENTER INC Total:					1,129.63
Vendor: 6794 - ICS, INTELESYS INC					
100-1610-8100	INTELSYS	FC/SC/TC Security Cameras	120656		19,968.11
Vendor 6794 - ICS, INTELESYS INC Total:					19,968.11
Vendor: T5074 - ILISSA PAGGETT					
100-4808	ILISSA PAGGETT	Level 1 Swim Refund (Jackson Lee)	2000941.004		45.00
Vendor T5074 - ILISSA PAGGETT Total:					45.00
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
100-1605-7750	INLAND EMPIRE TOURS & TR...	Fantasy Springs 11/7/25 Bus Transportation	64437		2,203.13
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					2,203.13
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	CH/TC/Yard Janitorial Srvcs 11/2025	997477		4,642.07
Vendor 6309 - INX BUILDING MAINTENANCE Total:					4,642.07
Vendor: T5060 - ITZIA BARRERA					
100-4808	ITZIA BARRERA	Level 1 Swim Refund (Ari Canek Fernandez)	2000961.004		45.00
Vendor T5060 - ITZIA BARRERA Total:					45.00
Vendor: 6398 - JACQUELINE HASTY					
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sip N Cricut 10/7/25 - 10/28/25	DP&Rec10-2025		140.00
100-1605-7736	JACQUELINE HASTY	Instructor Fee-Sticker Making 10/2/25 - 10/23/25	DP&Rec10-2025		84.00
Vendor 6398 - JACQUELINE HASTY Total:					224.00
Vendor: 6688 - JAMES PRODUCTIONS INC					
100-1020-7716	JAMES EVENT PRODUCTIONS ...	Snow Nite Carnival Rides 12/7/2025	230824505		9,250.00
Vendor 6688 - JAMES PRODUCTIONS INC Total:					9,250.00
Vendor: T5067 - JENNY CRUZ					
100-4808	JENNY CRUZ	Private Swim Lessons Refund (Pedro Cruz)	2000968.004		280.00
Vendor T5067 - JENNY CRUZ Total:					280.00
Vendor: T5079 - JERRICA TSENG					
100-4808	JERRICA TSENG	Level Competition Swim Refund (Jasper Tseng)	2000955.004		45.00
Vendor T5079 - JERRICA TSENG Total:					45.00
Vendor: 5406 - JOSE ANGEL FIERROS					
100-2127	FS CONTRACTORS INC	Retention-Hunt Dr Median Landscape Improvements	3679	202416-Retention-Huntington...	128,064.15
Vendor 5406 - JOSE ANGEL FIERROS Total:					128,064.15

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T5084 - JOSEPH ARTHUR ESPINOSA					
100-4302	JOSEPH ARTHUR ESPINOSA	Citation Refund	DU020029425		308.00
Vendor T5084 - JOSEPH ARTHUR ESPINOSA Total:					308.00
Vendor: T5064 - KAVISHA CARRILLO					
100-4808	KAVISHA CARRILLO	Parent and Me Swim Refund (Sophia Carrillo)	2000977.004		22.50
Vendor T5064 - KAVISHA CARRILLO Total:					22.50
Vendor: T5085 - KRISTEN DENLINGER					
100-2124	KRISTEN DENLINGER	Gazebo Rent Deposit Refund	2002403.002		50.00
Vendor T5085 - KRISTEN DENLINGER Total:					50.00
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
100-1415-7889	LANDSCAPE WAREHOUSE INC	Sports Park Irrigation Repair	2511-549337		120.87
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					120.87
Vendor: T5059 - LAUREN ALVAREZ					
100-4808	LAUREN ALVAREZ	Level 1 Swim Refund (Ethan Macias)	2000938.004		45.00
100-4808	LAUREN ALVAREZ	Level 2 Swim Refund (Elijah Macias)	2000942.004		45.00
Vendor T5059 - LAUREN ALVAREZ Total:					90.00
Vendor: T5001 - LEIA CUACHON					
100-4808	LEIA CUACHON	Level 1 Swim Refund (Adlaw Cuachon)	2000882.004		22.50
Vendor T5001 - LEIA CUACHON Total:					22.50
Vendor: 6551 - LINDA R SUSANA BEATTIE					
100-1020-7716	MOM'S CAKERY	Tree Lighting Gingerbread 12/2/2025	556389		875.00
Vendor 6551 - LINDA R SUSANA BEATTIE Total:					875.00
Vendor: T4755 - LISA VIGIL					
100-4808	LISA VIGIL	Level Competition Swim Refund (Owen Vigil)	200956.004		45.00
Vendor T4755 - LISA VIGIL Total:					45.00
Vendor: T5071 - MARGARITA LIRA					
100-4808	MARGARITA LIRA	Parent and Me Swim Refund (Azari Lira)	2000979.004		28.00
Vendor T5071 - MARGARITA LIRA Total:					28.00
Vendor: T4518 - MARIA OLIVIA DE LA CRUZ					
100-4808	MARIA OLIVIA DE LA CRUZ	Level 2 Swim Refund (Jamie De la Cruz)	2000944.004		45.00
Vendor T4518 - MARIA OLIVIA DE LA CRUZ Total:					45.00
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
100-1020-7724	MARIPOSA LANDSCAPES INC	PO Pkg Lot Landscape Maintenance 10/2025	116684		312.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Duarte Wilderness Park Brush Clearance 10/2025	116684		2,080.00
100-1410-7815	MARIPOSA LANDSCAPES INC	Greenbank Ave Brush Clearance 10/2025	116684		76.00
100-1415-7916	MARIPOSA LANDSCAPES INC	Sports Parks (2) Landscape Maintenance 10/2025	116684		3,426.72
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					5,894.72
Vendor: 4286 - MAXTREME INC					
100-1815-7980	MAXTREME SERVICES	iPhone Case/Screen Covers/Cables/Misc	13837		2,539.71
100-1815-7632	MAXTREME SERVICES	Office 365 7/2025 - 9/2025	13838		1,410.75
100-1815-7980	MAXTREME SERVICES	iPhone Cases/Screen Protector/SC Keyboard	13838		495.98
100-1815-7965	MAXTREME SERVICES	IT Helpdesk 11/2025	13839		12,500.00
Vendor 4286 - MAXTREME INC Total:					16,946.44

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T5061 - MONICA BARRIOS					
100-4808	MONICA BARRIOS	Level 1 Swim Refund (Xitlali Andrade)	2000881.004		22.50
Vendor T5061 - MONICA BARRIOS Total:					22.50
Vendor: 6529 - MONRO INC					
100-1205-7650	Mountain View Tire & Auto Se...	Unit #25 Tire	429903		125.47
100-1205-7650	Mountain View Tire & Auto Se...	Vehicle #23 Tire	453757		281.27
Vendor 6529 - MONRO INC Total:					406.74
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Garden Specific Plan 8/2025	0093135	202417-dep-Westminister Ga...	6,341.25
100-2121	MOORE IACOFANO GOLTSMA...	Westminster Garden Specific Plan 9/2025	0093420	202417-dep-Westminister Ga...	10,552.00
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					16,893.25
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDI...	Document Shredding 10/27/2025	614410		73.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					73.00
Vendor: 6808 - RACHEL HALL					
100-1810-7671	BOB HALL & ASSOCIATES	Planning Manager Recruitment	1040		3,500.00
Vendor 6808 - RACHEL HALL Total:					3,500.00
Vendor: T5075 - RAJESH PARVATINI					
100-4808	RAJESH PARVATINI	Level 2 Swim Refund (Reyansh Parvatini)	2000945.004		45.00
Vendor T5075 - RAJESH PARVATINI Total:					45.00
Vendor: 6652 - RAYMOND ABERNATHY					
100-1205-7783	TRAIN UP A CHILD LLC	A-Team Contract Services 11/2025	TRA-20		6,740.00
Vendor 6652 - RAYMOND ABERNATHY Total:					6,740.00
Vendor: 6591 - RINCON CONSULTANTS INC					
100-2121	RINCON CONSULTANTS INC	Andres Duarte School EIR 10/16/25-11/7/25	69776	202424- 100-2121/1433 Crestf..	1,181.50
Vendor 6591 - RINCON CONSULTANTS INC Total:					1,181.50
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 9/2025	36511		480.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2025	36512		3,960.00
100-1405-7965	RKA CONSULTING GROUP	Watson Multi-Use Trail Rehab Grant Support 9/2025	36513	202412-Prof Svc-FY24 Bike Tra...	887.50
Vendor 0904 - RKA CONSULTING GROUP Total:					5,327.50
Vendor: T5035 - ROSARIO HERRERA					
100-4808	ROSARIO HERRERA	Level 5/6 Swim Refund (Simona Herrera)	2000974.004		22.50
Vendor T5035 - ROSARIO HERRERA Total:					22.50
Vendor: 6585 - RUBEN VIOLA					
100-1605-7733	QUALITY PRINTING AND MAIL...	Senior Ctr Nov/Dec 2025 Newsletter	3922		818.61
Vendor 6585 - RUBEN VIOLA Total:					818.61
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7686	RUTAN & TUCKER LLP	D Trademark 8/2025	1046716		954.00
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 8/2025	1046717		9,713.06
Vendor 0196 - RUTAN & TUCKER LLP Total:					10,667.06
Vendor: 3115 - SAN GABRIEL VALLEY CITY MANAGERS' ASSOCIATION					
100-1010-7610	SAN GABRIEL VALLEY CITY M...	Brian V & Andres Rangel Meeting	11/19/2025		80.00
Vendor 3115 - SAN GABRIEL VALLEY CITY MANAGERS' ASSOCIATION Total:					80.00

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMANE...	Animal Shelter Services 11/2025	11/2025D		6,666.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					6,666.67
Vendor: T5039 - SANNE LY					
100-4808	SANNE LY	Tiny Tots Swim Refund (Alden Yang)	2000959.004		45.00
100-4808	SANNE LY	Level 1 Swim Refund (Royce Yang)	2000960.004		45.00
100-4808	SANNE LY	Level 2 Swim Refund (Royce Yang)	2000970.004		22.50
100-4808	SANNE LY	Tiny Tots Swim Refund (Alden Yang)	2000980.004		22.50
Vendor T5039 - SANNE LY Total:					135.00
Vendor: 4909 - SCP DISTRIBUTORS LLC					
100-1610-7616	SCP DISTRIBUTORS LLC	1000-1650 Corner 90^ Grate	31905521		882.28
100-1610-7616	SCP DISTRIBUTORS LLC	Backstroke Pennant - Set Up Charge	71689931		97.79
100-1610-7616	SCP DISTRIBUTORS LLC	Pennants with Logo	71689931		359.91
100-1610-7616	SCP DISTRIBUTORS LLC	Champion Backstroke Pennants - Navy	71689931		402.37
100-1610-7616	SCP DISTRIBUTORS LLC	Champion Backstroke Pennant - Gray	71689931		402.37
Vendor 4909 - SCP DISTRIBUTORS LLC Total:					2,144.72
Vendor: 0202 - SHAFFER AWARDS					
100-1010-7980	SHAFFER AWARDS	Aida Torres Recognition Plaque	8973		41.64
100-1010-7965	SHAFFER AWARDS	Recognition Plaque (Jason Golding)	0008997		43.40
Vendor 0202 - SHAFFER AWARDS Total:					85.04
Vendor: T5080 - SHELBY VELAZCO					
100-4808	SHELBY VELAZCO	Level 2 Swim Refund (Luke Bautista)	2000943.004		56.00
Vendor T5080 - SHELBY VELAZCO Total:					56.00
Vendor: 6401 - SIGNAL HILL AUTO ENTERPRISES					
100-1610-7618	SUPPLY SOLUTIONS	Dog Bags	151645-01		1,750.92
100-1610-7618	SUPPLY SOLUTIONS	Recycled Paper Supplies	153147		1,237.41
100-1610-7618	SUPPLY SOLUTIONS	Building Maintenance Supplies	153149		1,927.06
Vendor 6401 - SIGNAL HILL AUTO ENTERPRISES Total:					4,915.39
Vendor: T4647 - SILVIA RAMOS					
100-2120	SILVIA RAMOS	SC Rent Deposit Refund 11/8/2025	R109629		500.00
Vendor T4647 - SILVIA RAMOS Total:					500.00
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1605-7729	SIMON EQUIPMENT RENTALS	Concerts in the Park Lights & Generator 7/10/2025	174320		1,179.24
100-1605-7730	SIMON EQUIPMENT RENTALS	Halloween Howl Light/Generator Rental	177255		913.00
100-1605-7730	SIMON EQUIPMENT RENTALS	Dia de los Muertos Light Rental	177241		874.38
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					2,966.62
Vendor: 0209 - SMART & FINAL					
100-1605-7693	SMART & FINAL	MYC Halloween Fundraiser Supplies	483422		252.82
100-1605-7733	SMART & FINAL	SC Halloween Snacks	853400		113.39
100-1605-7730	SMART & FINAL	Halloween Howl Candy & Black Tablecloth	077833		263.39
100-1610-7618	SMART & FINAL	Meeting/Kitchen Supplies	487100		186.37
100-1020-7716	SMART & FINAL	Veteran's Day Supplies	875888		134.56
100-1205-7980	SMART & FINAL	Yard Breakroom Supplies	077088		96.50
100-1410-7980	SMART & FINAL	Yard Breakroom Supplies	077088		96.50
100-1610-7618	SMART & FINAL	Yard Breakroom Supplies	077088		96.50

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Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7614	SMART & FINAL	Plates	907188		20.99
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	384555		294.72
100-1605-7733	SMART & FINAL	SC Excursion Snacks	386644		75.94
100-1020-7711	SMART & FINAL	Turkey Feast Supplies	678677		211.93
Vendor 0209 - SMART & FINAL Total:					1,843.61
Vendor: T4691 - SOFIA A PEREZ					
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Dance Gymnastics 8/21/25 - 9/11/25	006		63.00
100-1605-7736	PEREZ DANCE & TUMBLING A...	Instructor Fee-Tiny Tumblers 8/21/25 - 9/11/25	006		168.00
Vendor T4691 - SOFIA A PEREZ Total:					231.00
Vendor: 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC					
100-1410-7900	SOUTHEAST CONSTRUCTION ...	Mel Cyn Rd Erosion Control	2510-262750		164.37
Vendor 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC Total:					164.37
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS...	Legal Advertising 10/2025	628840		5,163.40
Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:					5,163.40
Vendor: 2688 - STAPLES CONTRACT & COMMERCIAL INC					
100-1805-7614	STAPLES	Office Supplies	6047561126		63.30
100-1825-7613	STAPLES	Copier Paper	6047561126		310.01
100-1010-7614	STAPLES	Office Supplies	6047788840		29.98
100-1010-7614	STAPLES	Office Supplies	6047788841		254.77
Vendor 2688 - STAPLES CONTRACT & COMMERCIAL INC Total:					658.06
Vendor: 1462 - STATE OF CALIFORNIA-DEPARTMENTOF PESTICIDE REGULATION					
100-1410-7612	CASHIER, DEPARTMENT OF PE...	Sean McBride (QAC 161935) Certificate Renewal	11122025		140.00
Vendor 1462 - STATE OF CALIFORNIA-DEPARTMENTOF PESTICIDE REGULATION Total:					140.00
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 10/8/2025	SA-59674		160.00
Vendor 1610 - SUNWEST ENGINEERING Total:					160.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	18568		1,812.44
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,812.44
Vendor: T5063 - TAD BULLOCK					
100-4808	TAD BULLOCK	Private Swim Lessons (Tad Bullock)	2000969.004		320.00
Vendor T5063 - TAD BULLOCK Total:					320.00
Vendor: 4241 - THE SAUCE CREATIVE SERVICES CORP					
100-1020-7712	THE SAUCE CREATIVE SERVICE...	City Buena Vista Street Banner Design	7881		175.00
Vendor 4241 - THE SAUCE CREATIVE SERVICES CORP Total:					175.00
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7821	THE TECHNOLOGY DEPOT INC	Ruckus Cloud Switch Mgmt 12/2025	29584		399.20
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 12/2025	29585		608.30
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 12/2025	29612		464.20
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					1,471.70
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST P...	EOC Software 10/2025	852760461		237.71
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					237.71
Vendor: 5907 - ULINE INC					
100-1410-8030	ULINE INC	Safety Equipment	199915406		839.56
Vendor 5907 - ULINE INC Total:					839.56

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4960 - VIVIAN HOANG					
100-4808	VIVIAN HOANG	Advanced Tiny Tots Swim Refund (Henri Tran)	2000964.004		45.00
Vendor T4960 - VIVIAN HOANG Total:					45.00
Vendor: T5083 - WAI WU					
100-4808	WAI WU	Level 3/4 Swim Refund (Justin Wu)	2000946.004		56.00
Vendor T5083 - WAI WU Total:					56.00
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Building Maintenance Supplies	83622872		1,738.23
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					1,738.23
Vendor: T5068 - WENDY HA					
100-4808	WENDY HA	Level 3/4 Swim Refund (Ezra Orizabal)	2000949.004		45.00
100-4808	WENDY HA	Level 3/4 Swim Refund (Lucia Orizabal)	2000950.004		45.00
Vendor T5068 - WENDY HA Total:					90.00
Vendor: T5082 - WENDY WENG					
100-4808	WENDY WENG	Adv Tiny Tots Swim Refund (Anderson Weng-Smith)	2000981.004		28.00
Vendor T5082 - WENDY WENG Total:					28.00
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR C...	Facility Pest/Rodent/Mosquito Control 10/2025	621869C		930.75
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					930.75
Vendor: 6706 - ZASIO BALDELOMAR					
100-1205-7779	ZASIO BALDELOMAR	DART Officer Meeting Reimbursement	October 2025		149.21
100-1205-7980	ZASIO BALDELOMAR	Red Ribbon Week Reimbursement	October 2025		161.99
Vendor 6706 - ZASIO BALDELOMAR Total:					311.20
Fund 100 - GENERAL FUND Total:					381,853.48
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES					
240-2410-7662	COUNTY OF LOS ANGELES AGR..	Royal Oaks Trail Gopher Control 8/18/25	260331		275.98
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/WTS & MEASURES Total:					275.98
Vendor: 4434 - MARIPOSA LANDSCAPES INC					
240-2410-7915	MARIPOSA LANDSCAPES INC	Parks (14) Landscape Maintenance 10/2025	116684		15,265.88
240-2410-7915	MARIPOSA LANDSCAPES INC	City Facilities (4) Landscape Maintenance 10/2025	116684		2,733.32
240-2410-7915	MARIPOSA LANDSCAPES INC	Misc Locations (8) Landscape Maintenance 10/2025	116684		1,509.99
240-2410-7917	MARIPOSA LANDSCAPES INC	Tree Wells (12) Landscape Maintenance 10/2025	116684		459.54
240-2410-7917	MARIPOSA LANDSCAPES INC	Medians/Pkwys (19) Landscape Maintenance 10/2025	116684		8,312.45
240-2420-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		491.67
240-2421-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		1,416.67
240-2422-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		693.80
240-2423-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		1,125.00
240-2424-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		775.01
240-2425-7913	MARIPOSA LANDSCAPES INC	Hearthstone Brush Clearance 10/2025	116684		1,166.67

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
240-2425-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		416.67
240-2426-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		333.33
240-2427-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		891.67
240-2431-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		891.67
240-2432-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		1,175.00
240-2433-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		750.00
240-2434-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		500.00
240-2435-7914	MARIPOSA LANDSCAPES INC	Landscape Maintenance 10/2025	116684		750.00
240-2435-7918	MARIPOSA LANDSCAPES INC	Ridgecrest Brush Clearance 10/2025	116684		708.33
Vendor 4434 - MARIPOSA LANDSCAPES INC Total:					40,366.67
Vendor: 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION					
240-2405-7877	CALTRANS	Signals & Lighting 7/2025 - 9/2025	SL260184		572.13
Vendor 2809 - STATE OF CALIFORNIA DEPT OF TRANSPORTATION Total:					572.13
Vendor: 1521 - WEST COAST ARBORISTS INC					
240-2410-7906	WEST COAST ARBORISTS INC	Tree Removal/Planting	235795		2,145.50
240-2410-7909	WEST COAST ARBORISTS INC	Tree Removal/Planting	235795		5,698.05
Vendor 1521 - WEST COAST ARBORISTS INC Total:					7,843.55
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					49,058.33
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	02814770619		74.02
440-4405-7650	AUTOZONE	Yard Supplies	02814780161		123.91
Vendor 1491 - AUTOZONE Total:					197.93
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	79th Installment of 3rd Bus 10/2025	SI010955		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2025	SI010956		23,642.83
440-5004	FOOTHILL TRANSIT	Duarte Local Service 9/2025	SI010956		-1,134.90
Vendor 3192 - FOOTHILL TRANSIT Total:					26,394.98
Vendor: 1465 - INLAND EMPIRE STAGES LTD					
440-4405-7788	INLAND EMPIRE TOURS & TR...	Fantasy Springs 11/7/25 Bus Transportation	64437		415.87
Vendor 1465 - INLAND EMPIRE STAGES LTD Total:					415.87
Vendor: 0209 - SMART & FINAL					
440-4405-7980	SMART & FINAL	Yard Breakroom Supplies	077088		96.50
Vendor 0209 - SMART & FINAL Total:					96.50
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	18568		162.92
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					162.92
Fund 440 - PROPOSITION A TRANSIT FUND Total:					27,268.20
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
460-4605-7650	CITY OF MONROVIA	Transportation Dept Fuel 8/2025	2600516		184.47
Vendor 0903 - CITY OF MONROVIA Total:					184.47
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	79th Installment of 3rd Bus 10/2025	SI010955		3,180.31

Council Warrant Register By Vendor

Payment Dates: 11/13/2025 - 11/26/2025

Account Number	Vendor DBA	Description (Item)	Payable Number	Project Account Key	Amount
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2025	SI010956		19,344.14
460-5004	FOOTHILL TRANSIT	Duarte Local Service 9/2025	SI010956		-928.56
Vendor 3192 - FOOTHILL TRANSIT Total:					21,595.89
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICE...	Graffiti Removal 10/2025	18568		61.09
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					61.09
Fund 460 - PROPOSITION C TRANSIT FUND Total:					21,841.45
Fund: 470 - MEASURE R LR TRANSIT FUND					
Vendor: 6674 - ADVANTEC CONSULTING ENGINEERS INC					
470-4705-8100	ADVANTEC CONSULTING ENG...	BV & Kellwill Traffic Signal Design 7/1/25-8/31/25	9801-0677-07	202127/Other Cap-TS Buena V..	2,397.50
Vendor 6674 - ADVANTEC CONSULTING ENGINEERS INC Total:					2,397.50
Fund 470 - MEASURE R LR TRANSIT FUND Total:					2,397.50
Fund: 475 - MEASURE M LR TRANSIT FUND					
Vendor: 6674 - ADVANTEC CONSULTING ENGINEERS INC					
475-4750-7965	ADVANTEC CONSULTING ENG...	BV/Central/Evergreen TS Design 7/1/25 - 8/31/25	9801-0676-07	201918/Prof Svcs-Buena Vista...	330.00
Vendor 6674 - ADVANTEC CONSULTING ENGINEERS INC Total:					330.00
Fund 475 - MEASURE M LR TRANSIT FUND Total:					330.00
Grand Total:					482,748.96

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL FUND	381,853.48
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	49,058.33
440 - PROPOSITION A TRANSIT FUND	27,268.20
460 - PROPOSITION C TRANSIT FUND	21,841.45
470 - MEASURE R LR TRANSIT FUND	2,397.50
475 - MEASURE M LR TRANSIT FUND	330.00
Grand Total:	482,748.96

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	250.00
100-1005-7643	Travel & Exp - Truong	250.00
100-1010-7610	Travel, Mtgs & Conf	1,005.46
100-1010-7612	Publications and Dues	1,181.25
100-1010-7614	Office Supplies	284.75
100-1010-7670	Legal Notices	5,163.40
100-1010-7965	Professional Services	14,662.40
100-1010-7980	Other Expenses	41.64
100-1015-7680	City Attorney Legal	9,713.06
100-1015-7682	Labor Counsel Legal	220.00
100-1015-7686	Other Legal Services	954.00
100-1020-7711	Employee Recognition C...	211.93
100-1020-7712	Community Information ...	1,525.00
100-1020-7716	Special Community Even...	21,537.32
100-1020-7722	City Website	3,560.55
100-1020-7724	Post Office Parking	312.00
100-1205-7650	Vehicle Maintenance	6,054.27
100-1205-7655	Emergency Services	237.71
100-1205-7762	Parking Pass Kiosk Costs	88.28
100-1205-7779	Youth Programs	849.21
100-1205-7780	Animal Control	6,666.67
100-1205-7781	Contract Law Enforceme...	3,629.13
100-1205-7782	Crossing Guard Contract...	14,696.07
100-1205-7783	A-Team Program	6,740.00
100-1205-7980	Other Expenses	6,716.11
100-1405-7650	Vehicle Maintenance	96.82
100-1405-7800	Building Department Ser...	1,222.40
100-1405-7965	Professional Services	887.50
100-1405-7969	City Engineer	4,440.00
100-1410-7612	Publications and Dues	140.00
100-1410-7650	Vehicle Maintenance	6,357.78
100-1410-7656	Emergency Generator	160.00
100-1410-7814	Graffiti Removal	1,812.44
100-1410-7815	Brush Clearance	2,156.00
100-1410-7900	Emergency Cleanup/Mai...	164.37
100-1410-7980	Other Expenses	96.50
100-1410-8030	Other Equipment (Capita...	839.56
100-1415-7889	Repairs-Sports Park	120.87
100-1415-7916	Landscape-Sport Park	3,426.72
100-1605-7614	Office Supplies	20.99
100-1605-7636	Uniforms	63.70
100-1605-7650	Vehicle Maintenance	190.58
100-1605-7693	Youth Council	1,231.86
100-1605-7729	Concerts In The Park	1,179.24
100-1605-7730	Special Events	7,500.83
100-1605-7733	Senior Center	4,367.94
100-1605-7736	Youth & Adult Recreatio...	782.60

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7739	Publicity	575.00
100-1605-7741	Sports/Playground Progr...	11.25
100-1605-7750	Bus Rentals	2,203.13
100-1610-7616	Pool Supplies	2,144.72
100-1610-7618	Building Supplies	7,259.93
100-1610-7636	Uniforms	46.58
100-1610-7650	Vehicle Maintenance	709.96
100-1610-7652	Building Maint Services	8,312.74
100-1610-8100	Other Capital Improvem...	19,968.11
100-1805-7614	Office Supplies	63.30
100-1810-7660	Other Services	192.00
100-1810-7671	Recruiting	3,550.93
100-1815-7632	Software	3,869.68
100-1815-7821	Network & Internet Serv...	1,007.50
100-1815-7830	Telephone Services	2,192.38
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	3,035.69
100-1825-7613	Duplications And Photos	605.93
100-1825-7614	Office Supplies	1,652.45
100-1825-7631	Equipment Maintenance	258.64
100-1825-7688	Oil Recycling Grant	881.55
100-1825-7980	Other Expenses	73.00
100-2120	Refundable Deposits	650.00
100-2121	Pass Through Deposits	31,962.95
100-2124	Gazebo Refundable Dep...	50.00
100-2126	Construction and Demoli...	3,600.00
100-2127	Retention Payable	128,064.15
100-4302	Parking Citations	308.00
100-4808	Swim Lesson Fees	2,420.00
100-5004	Other Revenue	-125.00
240-2405-7877	Electric-Traffic Signal	572.13
240-2410-7662	Other Serv-Citywide	275.98
240-2410-7906	Tree Trim-Citywide	2,145.50
240-2410-7909	Tree Trim-Residential	5,698.05
240-2410-7915	Landscape-Citywide	19,509.19
240-2410-7917	Landscape-Medians	8,771.99
240-2420-7914	Landscape Maintenance	491.67
240-2421-7914	Landscape Maintenance	1,416.67
240-2422-7914	Landscape Maintenance	693.80
240-2423-7914	Landscape Maintenance	1,125.00
240-2424-7914	Landscape Maintenance	775.01
240-2425-7913	Brush Clearance	1,166.67
240-2425-7914	Landscape Maintenance	416.67
240-2426-7914	Landscape Maintenance	333.33
240-2427-7914	Landscape Maintenance	891.67
240-2431-7914	Landscape Maintenance	891.67
240-2432-7914	Landscape Maintenance	1,175.00
240-2433-7914	Landscape Maintenance	750.00
240-2434-7914	Landscape Maintenance	500.00
240-2435-7914	Landscape Maintenance	750.00
240-2435-7918	Fuel Modification	708.33
440-4405-7650	Vehicle Maintenance	197.93
440-4405-7788	Shuttle Services	415.87
440-4405-7814	Graffiti Removal	162.92
440-4405-7960	Foothill Transit Operatio...	23,642.83
440-4405-7980	Other Expenses	96.50
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,134.90

Account Summary

Account Number	Account Name	Payment Amount
460-4605-7650	Vehicle Maintenance	184.47
460-4605-7814	Graffiti Removal	61.09
460-4605-7960	Foothill Tranist Operatio...	19,344.14
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-928.56
470-4705-8100	Other Capital Improvem...	2,397.50
475-4750-7965	Professional Services	330.00
Grand Total:		482,748.96

Project Account Summary

Project Account Key	Payment Amount
None	311,167.69
201918/Prof Svcs-Buena Vista & Central/Evergreen	330.00
202127/Other Cap-TS Buena Vista & Kelwill Way	2,397.50
202412-Prof Svc-FY24 Bike Trail Rehab Proj	887.50
202416-Retention-Huntington Drive Median Landscape	128,064.15
202417-dep-Westminister Garden Specific Plan & EIR	16,893.25
202418-FY23-26-Exp-Tutors,Student Engage,Live Scan	600.00
202419/1205-7980 Other Exps-Tobacco Grant	6,457.62
202424- 100-2121/1433 Crestfield(Andres Duarte)	1,181.50
202512-100-2121/1404-1411 Royal Oaks Environmental	13,888.20
202601-Exp-Used Oil-OPP15-25-0016 FY26	881.55
Grand Total:	482,748.96



PUBLIC SAFETY STATUS REPORT November 2025



PROJECT/PROGRAM	STATUS
L.A. COUNTY SHERIFF'S DEPARTMENT	
1. Part 1 Crimes	Year to date, Part 1 crimes have decreased by 13.8 % compared to the same period last year, representing a meaningful improvement in community safety. The most notable reductions have been in robberies and burglaries, highlighting the success of targeted enforcement efforts and proactive crime prevention strategies. Moving forward, the Public Safety Department will place an additional focus on addressing aggravated assaults to ensure progress continues across all crime categories. All 13 Flock cameras in Duarte are now fully installed and operational. These cameras continue to be a valuable tool for deputies, helping them quickly identify suspect vehicles, support investigations, and deter criminal activity as cars enter and leave the community. The system has already assisted in solving several cases and remains an important part of our crime-reduction strategy.
2. Special Assignment Team	On November 2, the Public Safety team, including Deputies and staff, provided safety support, traffic control, and crowd management for the annual City of Hope Walk. The walk brings together patients, families, survivors, staff, and supporters to raise awareness and funds for cancer research and treatment. This year's event ran extremely smoothly, with higher-than-expected participation, and the on-campus layout proved successful with no major incidents reported. On November 11 and November 22, the Special Assignment Team, CERT volunteers, and Public Safety staff supported the Duarte High School Battle of the Bands and championship competition by providing safety coverage, road closures, and pedestrian traffic control. As we enter the holiday season, property crimes such as vehicle burglaries and retail theft tend to increase near shopping centers. To stay ahead of this trend, the Public Safety team will deploy bicycle patrols throughout retail parking lots and commercial corridors to enhance visibility and deter theft. These patrols strengthen partnerships with local businesses and provide a reassuring presence for shoppers during the busiest time of the year. Deputies continue focused operations in the San Gabriel Riverbed to address illegal encampments, connect individuals to outreach services, and help restore the natural environment. These efforts protect public health

PROJECT/PROGRAM	STATUS
	and safety, reduce environmental damage, and offer meaningful assistance to unhoused individuals. The department will continue balancing enforcement with compassion, maintaining the riverbed for nearby residents while coordinating resources through LA CADA, the new SGV CARE team, and other partners. Our motor deputy has also been conducting special operations along Royal Oaks Drive, focusing on California Vehicle Code enforcement for bicyclists. The goal is to ensure safe riding behaviors, including stopping at stop signs, yielding to pedestrians, and navigating the roadway safely. These operations emphasize education before enforcement and have produced positive results, especially on weekends when bicycle traffic is highest.
3. Neighborhood/ Business Watch	As the holiday season approaches, the Business Watch Program will coordinate directed patrols throughout our retail centers to help deter theft and ensure a safe shopping experience. These patrols increase visibility, support local businesses, and reduce opportunities for crime during the busiest time of the year. Deputies will also connect directly with store managers and employees to share prevention tips and reinforce the City’s commitment to a secure and thriving business community. Sergeant Dobbins has already conducted several walk-throughs with business owners to address concerns, gather feedback, and guide upcoming patrol efforts. Our annual Stuff-a-Patrol-Car event will take place on Tuesday, December 2 at Target from 11 AM to 3 PM and Wednesday, December 3 at Walmart from 11 AM to 3 PM. All donated items will go directly to families in need within Duarte. Residents are encouraged to stop by, drop off a new unwrapped toy, take a photo with deputies, and bring additional unwrapped gifts to be wrapped by our DART volunteers. This event is a great way to support local families and kick off the holiday season with community spirit.
MEASURE H and OUTREACH COORDINATION	
1. Outreach Coordination	Erika Ramos’s unofficial homeless count for the month is 6 individuals, based on three or more contacts within a two-week period. Individuals are removed from the list after six weeks of no contact. Over the past month, Erika has conducted 127 interactions with individuals experiencing homelessness, providing essential services and information on Duarte regulations. Success Story

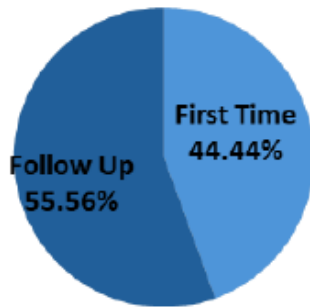
PROJECT/PROGRAM	STATUS
	In October, our team assisted an unhoused adult male in urgent need of shelter and support. During outreach efforts at Duarte Park, Erika contacted the individual, who was using a push walker and had recently been released from prison. Recognizing the immediacy of his situation, Erika quickly submitted referrals to LA CADA and the SGV CARE Team, two of our key partners in crisis response. Thanks to the CARE Team’s quick action and compassion, the individual secured a bed at a local shelter, giving him a safe place to rest and begin stabilizing. The support did not stop there. After learning that he had family in Rancho Cucamonga willing to welcome him home, arrangements were made for a family member to pick him up. He was able to reunite with loved ones and continue working toward long-term stability. This case highlights the power of timely intervention, teamwork, and coordinated community partnerships. It reinforces our approach of providing help first, connecting people to meaningful support, and creating safer, healthier outcomes for everyone in Duarte.
2. L.A. CADA	The L.A. CADA Supplemental Team, dedicated to assisting individuals who are newly homeless or at risk of homelessness, first began their work in Duarte on September 22, 2022. As of August 2025, the team is now available to respond within the City five days a week, with an average response time of 30–60 minutes for referrals made during business hours. Recent program changes expanded LA CADA’s service area under Cohort 2, which now includes Duarte, Monrovia, Bradbury, Covina, and the newly added cities of South El Monte and Industry. During this reporting period, the Supplemental Team engaged with 18 individuals, 8 of whom were first-time encounters and 10 follow-ups, and 1 individual(s) who refused supportive services. The primary areas with the highest number of encounters were identified as Duarte Park and Dollar Tree.
3. Pathway Home	Individuals on Duarte’s housing list continue to make progress toward securing stable housing. Currently there are 19 individuals actively being tracked; 9 females and 10 males. - 4 individuals have been successfully placed into more permanent housing. - 4 individuals have housing vouchers in hand and are actively searching for placements. - 1 individuals have pending housing vouchers and are awaiting approval. - 6 individuals remain in the housing navigation phase, working toward placement.

PROJECT/PROGRAM	STATUS
	- 4 individual(s) self-exited from the program. As housing vacancies become available, Pathway continues to move down Duarte's list to connect individuals with available units, ensuring that those in need receive the necessary support. The City remains committed to working with housing partners to facilitate stable placements and provide essential resources for long-term housing stability.
4. SGV CARE Team	The City of Duarte is proud to welcome the newly established San Gabriel Valley Crisis Assistance Response & Engagement (SGV CARE) team, which will now serve our community through funding support from Proposition 49. SGV CARE provides rapid in-person response to non-violent behavioral and mental health crises, connecting individuals, both housed and unhoused, to critical services and long-term support. The team, composed of a certified drug and alcohol counselor and a peer support specialist, responds within 30 minutes or less during service hours and offers crisis intervention, mental health assistance, suicide prevention, and connections to social services. This program strengthens Duarte's commitment to proactive care and aims to reduce recidivism by addressing the underlying causes of crisis before they escalate, ensuring a compassionate and coordinated approach to public safety and well-being.
EMERGENCY PREPAREDNESS	
1. Emergency Operations Center (EOC)	The Emergency Operations Center monitored the recent winter storm, which brought a total of 4.75 inches of rain as of November 17. While the storm created some minor flooding in parts of the city, there were no major impacts to the community. Mel Canyon, which had its K-rails removed prior to the storm, held up well thanks to healthy vegetation and strong root systems that helped stabilize the area. The City will continue monitoring upcoming weather systems and will stay proactive in keeping the community informed and prepared throughout the winter season.



DUARTE

SUPPLEMENTAL SERVICES OCTOBER REPORT



STATS OVER THE PAST MONTH

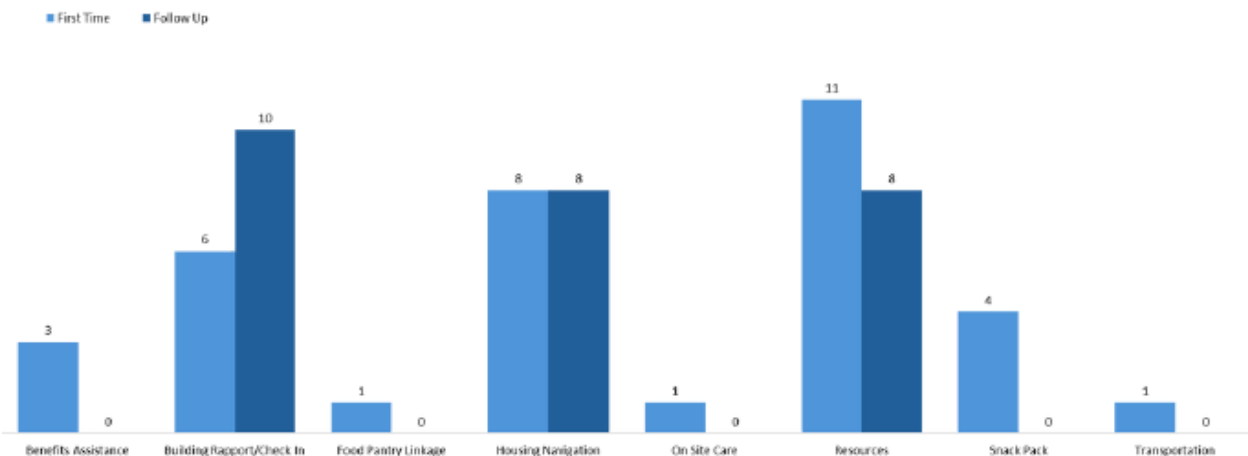
According to our data collected on 10/01/2025 to 10/31/2025, we made **18 engagements** of which **8 were first time engagements**, **10 follow up engagements** with **1 engagement refusing supportive services**.

HIGHLIGHTS

- Team provided 3 individuals with benefits assistance.
- Team provided 19 resources.
- Team provided 16 housing navigation services.

FUTURE GOALS

- Focus outreach efforts with individuals that are proactively working towards their housing plans.
- Continue to prioritize HMIS enrollment and data entry.



Locations with the highest amount of encounters this month:

**1344 BLOOMDALE
ST**

**DOLLAR TREE/
PECK RD**

ENGAGED: MADE CONTACT WITH THE CLIENT
ENROLLED: THE CLIENT WAS OFFICIALLY ASSESSED AND SIGNED UP/ENTERED INTO A PROGRAM, INTAKE WAS COMPLETED (EXAMPLE: HOUSING NAVIGATION)
REFERRED: THE CLIENT WAS DIRECTED TO/PROVIDED A SUPPORTIVE SERVICE OR RESOURCE TO ADDRESS A PARTICULAR NEED, BUT NOT YET LINKED
LINKED: THE CLIENT MADE ACTUAL CONTACT WITH/CONNECTION TO THE REFERRAL AND RECEIVING THE SERVICE OR RESOURCE, OR A CLIENT IS LINKED TO HOUSING BUT THAT DOES NOT NECESSARILY MEAN THEY'VE MOVED INTO THAT HOUSING PLACEMENT YET
PLACEMENTS: THE CLIENT OFFICIALLY MOVED INTO AN INTERIM OR PERMANENT HOUSING SITE

... a ...

Stuff a Patrol Car

Drop off a new unwrapped toy and
take a photo with the Sheriff's Posse
and you may bring personal gifts to be
wrapped by DART volunteers for FREE!



Neighborhood Watch Toy Drive

in collaboration with Los Angeles Sheriff's Department



December 2

11am -3pm

DUARTE TARGET
1050 HUNTINGTON DRIVE

Walmart

Wednesday, December 3

11am -3pm

DUARTE WALMART
1600 MOUNTAIN AVE



For questions call

Duarte Public Safety at (626) 357-7938



AGENDA REPORT

MEETING DATE: November 25, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Award of Contract for the FY 25-26 Citywide Striping and Marking Project No. 26-1

RECOMMENDATION: It is recommended that the City Council approve the award of contract for the FY 25-26 Citywide Striping and Marking Project to Chrisp Company in the amount of \$64,947.50

FISCAL IMPACT: This year's Annual Striping and Marking Project is included in the FY 25-26 budget. The project cost is \$81,184.37 which is the contract amount with twenty-five percent contingency and is funded by Gas Tax allocations from the State of California

BACKGROUND

Staff annually surveys City streets to identify painted curbs, striping, and pavement markings that need maintenance or restoration. The annual Striping and Marking Project consist of the removal of faded conflicting striping and pavement markings, and replacement with thermoplastic material designed to last approximately eight years.

Clearly defined pavement markings play a crucial role in ensuring safety on roadways, helping to promote the safe and organized movement of drivers, pedestrians, and cyclists. This annual project enhances safety for drivers and pedestrians, making it a vital component of the City's Risk Management Plan.

This year project includes roadway striping elements such as pavement markings, lane lines and crosswalks primarily on Duarte Rd., Mountain Ave., Buena Vista St., and Huntington Dr.

DISCUSSION/ANALYSIS

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

On October 21, 2025, five (5) bids were submitted electronically. The results are as follows:

1	Chrisp Company	\$64,947.50
2	WGJ Enterprises	\$67,650.00
3	Superior Pavement	\$68,597.00
4	Cat Tracking	\$85,035.00
5	Toro Enterprises	\$95,630.50

The lowest bid received came from Chrisp Company; they have successfully completed work for the City of Calabasas, City of Lancaster, City of Santa Clarita, and City of Torrance. Their federal and state license status has been verified.

As with all contracts, a contingency amount is considered for this project in anticipation of any potential contract changes due to unforeseen circumstances.

RECOMMENDATION

It is recommended that the City Council approve the award of contract for the FY 25-26 Citywide Striping and Marking Project to Chrisp Company in the amount of \$64,947.50

FISCAL IMPACT

This year's Annual Striping and Marking Project is included in the FY 25-26 budget. The project cost is \$81,184.37 which is the contract amount with twenty-five percent contingency and is funded by Gas Tax allocations from the State of California.

ATTACHMENTS

A. Construction Agreement Signed by Contractor

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

CITY OF DUARTE
AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES

THIS AGREEMENT FOR CONSTRUCTION OR MAINTENANCE SERVICES (“**Agreement**”), made and effective as of _____ (“**Effective Date**”), by and between the City of Duarte (“**City**”), and **Chrisp Company**, a [California corporation], (“**Contractor**”). Contractor and the City are hereafter together referred to as the “**Parties**” and each individually as a “**Party**.” In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS.

This Agreement is made and entered into with respect to the following facts:

- A. That City desires to obtain through Contractor the work set forth and described in the Scope of Work attached hereto as Exhibit A and incorporated herein by this reference (“**Contractor Services**”).
- B. That Contractor represents to the City that Contractor is well qualified to perform the Contractor Services by reason of Contractor’s training, expertise, experience, and background.
- C. That the public interest, convenience, and necessity require that City obtain the Contractor Services upon the terms and conditions set forth herein.
- D. That City and Contractor mutually desire to enter into this Agreement for the provision of the Contractor Services by Contractor for and on behalf of City, in accordance with the terms and conditions set forth herein.

2. SERVICES AND WORK

- A. Provision of Contractor Services. During the term of this Agreement, Contractor shall provide the Contractor Services as set forth in Exhibit A. Time is of the essence for this Agreement.
- B. Additional Services. If City desires to add additional work, services, work locations, or service locations not specifically described in Exhibit A (“**Additional Services**”), City shall notify Contractor thereof at least thirty (30) days in advance of the time such Additional Services shall commence. Contractor shall perform such Additional Services, and compensation for the work performed shall be paid by City in accordance with the Budget and Fee Schedule attached hereto as Exhibit B and incorporated herein by this reference, or as otherwise may be agreed in writing by City and Contractor. It is expressly understood by Contractor that the provisions of this Subsection 2(B) shall not apply to work specifically set forth in Exhibit A or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the work to be performed as included in Scope of Work

may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation. Unless contradictory of this Subsection 2(B), all provisions in this Agreement applicable to Contractor's performance of the Contractor Services shall also apply to the Additional Services.

- C. Standard of Performance. In performing the Contractor Services, Contractor shall use the skill and care that a highly specialized professional with significant expertise in the field would use under similar circumstances. To the extent that Contractor retains subcontractors to perform any portion of any of the Contractor Services, Contractor has a duty to City to ensure that the tasks, work, and services performed by such subcontractors meet the same highly specialized professional level, skill, and expertise expected of Contractor.
- D. Labor, Equipment, Materials. Contractor shall equip itself with all necessary labor, equipment, and materials to perform the Contractor Services specified in this Agreement. Contractor represents that the Contractor Services will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable Federal, State, and local laws to perform the Contractor Services. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of the Contractor Services and as required by law. Contractor ensures that all goods, materials, equipment, or personal property included within the Contractor Services shall be of good quality and fit for the purpose intended.
- E. Work Site. Contractor has or will investigate the work site and is or will be fully acquainted with the conditions there existing, prior to commencement of the Contractor Services. Should Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the Contractor Services, Contractor shall immediately inform City of such fact in writing and shall not proceed except at Contractor's risk until written instructions are received from the City Representative (as defined below).
- F. Independent Contractor. All Contractor Services, and all work, services, labor, equipment, and materials furnished in conjunction therewith shall be furnished by Contractor as an independent contractor, subject to the inspection and approval of City, or the City Representative (as defined below). City shall have the right to control Contractor only as to results of the Contractor Services rendered pursuant to this Agreement. Neither City nor any of its officers, officials, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents is in any manner officers, officials, employees, or agents of City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner. No City-provided employee benefits shall be available to the Contractor or any of Contractor's employees in connection with this Agreement. Except for the fees paid to Contractor as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing Contractor

Services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing Contractor Services hereunder.

3. AUTHORITY OF THE CITY REPRESENTATIVE

- A. City Representative. The “**City Representative**” shall be Stephani Sandoval, Public Works Manager of City of Duarte, acting personally or through their duly authorized agents, each agent acting only within the scope of authority delegated to them.
- B. Scope of Authority. The City Representative shall convey to Contractor the decision of City regarding any and all questions which may arise as to the quality or acceptability of materials furnished and work performed, and as to the manner of performance and rate of progress of the work. The City Representative shall further convey to Contractor the decision of City regarding all questions which may arise as to the acceptable fulfillment of this Agreement on the part of Contractor; and all questions as to claims and compensations. The City Representative’s communicated decisions shall be final, and the City Representative shall have authority to enforce and make effective such communicated decisions so that Contractor can carry out such decisions promptly.

4. TERM OF AGREEMENT

This Agreement shall commence and terminate on the dates set forth in Exhibit A.

5. SUSPENSION OR TERMINATION OF AGREEMENT

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Contractor. Upon receipt of said notice, Contractor shall immediately cease all Contractor Services under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this Subsection 5(A), Contractor shall submit a final invoice/report to City pursuant to Section 6, and City shall be entitled to receive a return of the fee paid to Contractor, or portion thereof, if the reason for the termination is failure by Contractor to have timely performed the Services set forth in Exhibit A. In City’s sole and absolute discretion, prior to effecting a suspension or termination pursuant to this Subsection 5(A), City may first serve upon Contractor a written notice of the default specifying the default and the amount of time that Contractor shall have to cure, correct, or remedy the default. If Contractor fails to cure the default within the specified period of time, City shall have the right to immediately terminate this Agreement pursuant to this Subsection 5(A). Notwithstanding any other provision of this Agreement to the contrary, City’s termination of this Agreement pursuant to this Subsection 5(A) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

- B. Contractor may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy such default, which remedy will cause the notice of termination to no longer apply, and this Agreement to continue in effect.

6. COMPENSATION

- A. Amount of Compensation. Compensation will be determined according to the Budget and Fee Schedule set forth in Exhibit B.
- B. Invoices. Contractor shall invoice City monthly for all work performed by Contractor under this Agreement. Invoices shall include billings for all charges, including authorized direct costs incurred by Contractor during the month covered by the invoice. All charges for labor, work, or services shall describe with specificity the services rendered and shall set forth the number of hours worked and hourly rates in accordance with Exhibit B. Within thirty (30) days of receipt of an invoice, and upon determination by City that the invoice is in order and that Contractor has performed all requested or required work or services in a timely and competent manner, City shall pay such invoice.
- C. Records of Contractor Services and Payments. Contractor shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of Contractor Services under this Agreement. Contractor shall also maintain adequate records of Services provided in sufficient detail to produce an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment.

7. LICENSES, PERMITS, APPROVALS, FEES

- A. Contractor must possess at the time of commencing the Contractor Services and throughout the duration of this Agreement, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall ensure that any subcontractor working on the Contractor Services possesses at the time of commencing work and throughout the duration of such subcontractor's work on the Contractor Services, a Contractor's License, issued by the State of California, which is current and in good standing. Contractor shall take out and maintain during the life of this Agreement a valid City Business License.

- B. Contractor shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Contractor Services prior to commencing work. Contractor and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect during the term of this Agreement any licenses, permits, and approvals that are legally required for the performance of the Contractor Services. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Contractor Services, and shall indemnify, defend and hold harmless City and its elected and appointed officials, boards, members, officers, agents, representatives, employees, and volunteers ("**City Personnel**") against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against City hereunder.

8. INSURANCE AND LIABILITY

- A. Contractor shall not commence work under this Agreement until it has secured all types and amounts of insurance required under this Section 8, nor shall it allow any subcontractor to commence work on any subcontract to this Agreement until all similar insurance required of the subcontractor has been obtained. Without limiting Contractor's indemnification obligations, Contractor shall procure and maintain, at its sole cost and for the duration of this Agreement, insurance coverage as provided in Exhibit C, against all claims for injuries against persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, and/or subcontractors. If Contractor subcontracts any portion of the work, the contract between Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that Contractor is required to maintain pursuant to this Section 8.
- B. The City's Director of Administrative Services shall have the authority to adjust or amend the insurance requirements in Exhibit C of this Agreement so long as such amendment or adjustment is agreed to in writing by the Parties.

9. INDEMNIFICATION

- A. Contractor shall indemnify, defend (with legal counsel approved by City), and hold harmless City and City Personnel from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation) of every nature ("**Claims**") arising out of or in connection with Contractor's negligence, recklessness, or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse City its costs of defense, including without limitation reasonable attorneys' fees, expert fees, and all other costs and

fees of litigation. Contractor shall promptly pay any final judgment rendered against City and City Personnel with respect to Claims determined by a trier of fact to have been the result of Contractor's negligent, reckless, or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive the expiration or termination of this Agreement.

- B. Contractor's obligations under this Section 9 apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by City or City Personnel. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the Parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.
- C. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. City in its sole and absolute discretion, may withhold from any payment due to Contractor, without liability for interest, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay City any sums Contractor owes City.

10. OBSERVING LAWS AND ORDINANCES

Contractor shall keep itself fully informed of all existing and future Federal, State, regional, county, and municipal laws, ordinances, and regulations, which in any manner affect the conduct of the work, and of all applicable orders and decrees of bodies or tribunals having any jurisdiction or authority over the work. If any discrepancy or inconsistency is discovered in this Agreement in relation to any such law, ordinance, regulation, order, or decree, Contractor shall forthwith report the same to the City Representative in writing. Contractor shall at all times observe and comply with and shall cause all its agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees, and shall protect, indemnify, hold harmless, and defend to the fullest extent permitted by law City and City Personnel against any claim or assertion of liability, or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by Contractor or by its agents, representatives, employees, or subcontractors.

11. NON-DISCRIMINATION

Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, gender, gender identity, gender expression, physical or mental disability, age, military status, marital or familial status, sexual orientation, national origin, or ancestry. Contractor shall incorporate the foregoing provisions in all subcontracts.

12. PATENTED AND COPYRIGHTED MATERIALS

Contractor shall assume all costs arising from the use of patented or copyrighted materials, including, but not limited to, equipment, devices, processes, and software programs, used or incorporated in the Contractor Services performed by Contractor under this Agreement. Pursuant to Section 8, Contractor shall indemnify, defend (with legal counsel acceptable to City), and hold City and City Personnel harmless from any and all suits, actions, or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

13. PREVAILING WAGE REQUIREMENTS

- A. Public Work. Contractor expressly acknowledges and agrees that City has never previously affirmatively represented to Contractor, its employees, or its agents in writing or otherwise that the work to be covered under this Agreement is not a “public work,” as defined in California Labor Code section 1720 of the Labor Code. In connection with the development, construction (as defined by applicable law), and operation of the project, including, without limitation, any public work (as defined by applicable law), if any, Contractor shall bear all risks of payment or non-payment of Federal and/or State prevailing wages and/or the implementation of California Labor Code sections 1726 and 1781, as the same may be enacted, adopted, or amended from time to time, and/or any other provision of law. To the extent applicable, City will enforce all penalties required by law for Contractor’s failure to pay prevailing wages.
- B. California Labor Code. Contractor’s attention is directed to Division 2, Part 7, Chapter 1 of the Labor Code of the State of California and especially to Article 2 (Wages) and Article 3 (Working Hours), thereof.
 - (i) In accordance with California Labor Code sections 1773 and 1773.2, City has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/2022-1/PWD/Southern.html>. Copies of the prevailing rates of wages are maintained with City’s principal office and are available to any interested party on request. Contractor shall post a copy of the prevailing rate of per diem wages at each job site.

(ii) Contractor is aware of and will comply with the provisions of California Labor Code section 1776, including the keeping of payroll records and furnishing certified copies thereof in accordance with said section. Pursuant to California Labor Code section 1771.4, Contractor must submit certified payroll records to the Labor Commissioner using the Department of Industrial Relations' electronic certified payroll reporting (eCPR) system.

(iii) Pursuant to California Labor Code section 1810 it is stipulated hereby that eight (8) hours labor constitutes a legal day's work hereunder.

(iv) Pursuant to California Labor Code section 1815, work performed by employees of contractors in excess of eight (8) hours per day, and forty (40) hours during any one week, shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than 1 ½ times the basic rate of pay.

(v) Pursuant to California Labor Code section 1813, it is stipulated hereby that Contractor shall, as a penalty to City, forfeit \$25 for each worker employed in the execution of this Agreement by Contractor or by any subcontractor hereunder for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one (1) calendar week in violation of the provisions of Article 3 (commencing with Section 1810), Chapter 1, Part 7, Division 2 of the California Labor Code.

(vi) Contractor is aware of and will comply with the provisions of California Labor Code sections 1777.5 and 1777.6 with respect to the employment of apprentices. Pursuant to section 1777.5 it is hereby stipulated that Contractor will be responsible for obtaining compliance therewith on the part of any and all subcontractors employed by them in connection with this Agreement.

(vii) Pursuant to California Labor Code section 1775, it is hereby stipulated that Contractor shall, as a penalty to City, forfeit not more than \$200 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for the Contractor Services by Contractor or any subcontractor.

- C. Bidding Eligibility. Pursuant to California Labor Code section 1771.1, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations.
- D. DIR Monitoring. Pursuant to California Labor Code section 1771.4, Contractor is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

14. CONFLICTS OF INTEREST

- A. City Personnel. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Contractor Services performed under this Agreement.
- B. Contractor. Contractor represents, warrants, and covenants that he, she, or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (California Government Code section 87100 et seq.), City may determine Contractor to be a "Contractor" as that term is defined by the Political Reform Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

15. NO UNDUE INFLUENCE

Contractor declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Contractor, or from any officer, employee, or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Contractor further warrants that it has not employed or retained any company or person other than a bona fide employee working for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

16. ASSIGNMENT

Contractor shall not assign, hypothecate, or otherwise transfer this Agreement or any portion hereof, without first obtaining the written consent of City. If such an assignment,

hypothecation, or transfer is made or attempted by Contractor, the assignment, hypothecation, or transfer shall be void; and City, at its sole option, may terminate this Agreement upon the giving of a 24-hour written notice to Contractor of such termination.

17. PERFORMANCE

If Contractor should neglect to prosecute the work to City's satisfaction, or, in City's reasonable discretion, fail to perform any provisions of this Agreement, City, after five (5) days written notice to Contractor, may without prejudice to any other remedy City may take appropriate action, including, but not limited to, any of the following: (i) meeting with Contractor and/or its agents or subcontractors to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to have the work repeated at no additional fee until it is satisfactory; (iii) withholding payment of City's compensation to Contractor for any unsatisfactory work performed; (iv) suspending delivery of work to Contractor for an indefinite time; (v) correcting such deficiencies and deducting the cost thereof from the payment then or thereafter due Contractor, provided, however, that the City Representative shall approve such action and certify the amount thereof to be charged to Contractor; and/or (vi) terminating this Agreement. Except as may be expressly set forth in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such Party, at the same or different times, of any other rights or remedies to which such Party may be entitled.

18. FORCE MAJEURE

Any time period specified in this Agreement for performance of work and services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of City or Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including City, if the delaying Party shall within ten (10) days of the commencement of such delay notify the other Party in writing of the causes of the delay ("**Force Majeure Event**"). If Contractor is the delaying Party, City shall ascertain the facts and the extent of delay and extend the time for performing the work and services for the period of the enforced delay when and if in the judgment of City such delay is justified. City's determination shall be final and conclusive upon the Parties. In no event shall Contractor be entitled to recover damages against City for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be an extension of this Agreement pursuant to this Section 18. For the avoidance of doubt, Force Majeure Event shall not include (i) financial distress nor the inability of either Party to make a profit or avoid a financial loss; (ii) changes in the market prices or conditions; or (iii) a Party's financial inability to perform its obligations hereunder. The current events related to the COVID-19 pandemic are known and shall not constitute Force Majeure Event, future impacts of the COVID-19 pandemic may be considered a Force Majeure Event to the extent that they prevent the performance of a Party's obligations under this Agreement.

19. NOTICE

Any notice, payment, or instrument required or permitted to be given or delivered by this Agreement may be given or delivered by personal delivery or by depositing the same in any United States mail depository, first class postage prepaid, and addressed as follows, or to such other address provided by a written notice from one Party to the other:

If to City:

City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Attn: Marvin Carpio
Email: mcarpio@cityofduarte.ca.gov

If to Contractor:

Attn: _____
Email: _____

20. WARRANTY

Contractor warrants all work under this Agreement (which for purposes of this Section 20 shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one (1) year (or the period of time specified elsewhere in this Agreement or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by City of any defect in the work or non-conformance of the work to this Agreement, commence and prosecute with due diligence all work necessary to fulfill the terms of the warranty at Contractor's sole cost and expense. Contractor shall act sooner as requested by City in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the work (or work of other contractors) damaged by Contractor's defective work or which becomes damaged in the course of repairing or replacing defective work. For any work so corrected, Contractor's obligation hereunder to correct defective work shall be reinstated for an additional one (1) year period, commencing with the date of acceptance of such corrected work. Contractor shall perform such tests as City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements, comply with the requirements of this Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers, and manufacturers with respect to any portion of the work, whether express or implied, are deemed to be obtained by Contractor for the benefit of City, regardless of whether such warranties and guarantees have been transferred or assigned to City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of City. This provision may be waived in Exhibit A if the Contractor Services hereunder do not include construction of any improvements or the supplying of equipment or materials.

21. ATTORNEYS' FEES

Notwithstanding anything in this Agreement to the contrary, in no event shall Contractor be entitled to economic or consequential damages or to punitive damages. In the event of any litigation arising from or related to this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other related expenses.

22. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No City Personnel shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

23. SEVERABILITY

If any portion of this Agreement is found by a court of competent jurisdiction to be invalid, void, illegal, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way affect, impair, or invalidate any other term, covenant, or condition, or provision contained in this Agreement. Upon a determination that any term or provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to give effect to the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be performed as originally contemplated to the greatest extent possible.

24. EXECUTION

The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing; (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party; (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement; and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Parties.

25. NO WAIVER

No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. No waiver by either Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

27. NON-LIABILITY OF CITY PERSONNEL

No City Personnel shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by City, or for any amount which may become due to Contractor or its successor, or for breach of any obligation of the terms of this Agreement.

28. GOVERNING LAW AND VENUE

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies permitted by law, either Party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the Parties concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on Contractor shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

29. SURVIVAL

The terms, provisions, representations, and certification contained in this Agreement, or inferable therefrom, shall survive the expiration or termination of this Agreement and the payment of the compensation hereinabove provided.

30. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

31. INTEGRATION, CONSTRUCTION, AND AMENDMENT

This Agreement contains the entire understanding of the Parties and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement shall be construed and interpreted with and shall be governed and enforced in all respects according to the laws of the State of California and as if drafted by both Parties. No amendment, change or modification of

this Agreement shall be valid unless in writing, stating that it amends, changes, or modifies this Agreement, signed by all the Parties hereto.

32. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

33. SPECIAL PROVISIONS

Any special provisions applicable to this Agreement are set forth in Exhibit D, attached hereto and incorporated herein by this reference.

34. CITY MANAGER AUTHORITY

City's City Manager shall have the authority to make non-material changes, non-material amendments, or clerical edits to this Agreement on behalf of the City.

[Signatures on following page.]

IN WITNESS WHEREOF, the City Council of the City of Duarte caused the Agreement to be subscribed by its Mayor or City Manager and said Contractor has executed or caused this Agreement to be executed by its duly authorized officer(s).

CITY OF DUARTE

CONTRACTOR

Chrisp Company

Brian Villalobos, City Manager

Date: _____

By: _____

Its: _____

Date: _____

By: _____

Its: _____

Date: _____

ATTEST

Frances Jimenez, City Clerk

Date: _____

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

Thai Viet Phan, City Attorney

Date: _____

EXHIBIT A

Scope of Work

PROJECT DESCRIPTION:

The general nature of the work consists of furnishing all labor, material, equipment, services, and incidentals required for the roadway improvements. The scope of the work includes the removal of existing traffic control devices and installation of new thermoplastic (extrusion type) pavement striping, markings, and legends.

The undersigned, and bidder, declares that he/she has carefully examined the location of the proposed work, including additive work, that he/she has examined the Special Provisions and read the accompanying instructions to bidders, and hereby proposes and agrees, if the proposal is accepted, to furnish all materials to do all work required to complete the said work in accordance with the said Standard Specifications, Special Provisions, and plans in the time and manner therein prescribed for the unit prices set forth in the following schedule:

PERFORMANCE SCHEDULE:

Construction shall be completed within 20 working days after the date stipulated on the Notice to Proceed.

EXHIBIT B

Budget and Fee Schedule

FY 25-26 Striping and Marking Project					
Line Item	Bid Items	UofM	Quantity	Unit Price	Extension
1	Refresh Directional Arrow	EA	66	\$ 150.00	\$ 9,900.00
2	Refresh Speed Limit Numbers	EA	9	\$ 250.00	\$ 2,250.00
3	Refresh Railroad Crossing	EA	4	\$ 800.00	\$ 3,200.00
4	Refresh Basic Crosswalk	LF	225	\$ 8.50	\$ 1,912.50
5	Refresh 12" White Limit Line	LF	640	\$ 9.00	\$ 5,760.00
6	R/R White Skip Line, Detail 9	LF	15,500	\$ 1.50	\$ 23,250.00
7	R/R Channelizing Line, Detail 38	LF	2,900	\$ 2.75	\$ 7,975.00
8	R/R Two Way Left Turn Lane, Detail 32	LF	900	\$ 3.75	\$ 3,375.00
9	R/R No Passing Double Yellow, Detail 22	LF	2,100	\$ 2.75	\$ 5,775.00
10	Install Blue Raised Markers	EA	20	\$ 15.00	\$ 300.00
11	Refresh White Parking Stalls	LS	1	\$ 1,250.00	\$ 1,250.00
Not to exceed Total					\$ 64,947.50

The bid prices shall include any and all costs, including labor, materials, and all other incidental cost to complete the project, in compliance with the Bid and Contract Documents and applicable standards. All other work items not specifically listed in the bid schedule, but necessary to complete this work per bid and contract documents and applicable standards are assumed to be included in the bid prices.

EXHIBIT C

Insurance Requirements

A. Insurance Coverage Required. The policies and amounts of insurance required hereunder shall be as follows:

(i) Commercial General Liability (including premises and operations, contractual liability, personal injury, death, and independent contractor liability): In an amount no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

(ii) Automobile Liability (including owned, non-owned, leased, and hired autos): In an amount no less than 1,000,000.00 combined single limit, per occurrence for bodily injury, death, and property damage.

(iii) Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for Contractor's employees in accordance with the laws of the State of California, including California Labor Code section 3700.

(iv) Umbrella or Excess Liability Insurance that will provide bodily injury, personal injury, death, and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

(A) A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;

(B) Pay on behalf of wording as opposed to reimbursement;

(C) Concurrency of effective dates with primary policies;

(D) Policies shall "follow form" to the underlying primary policies; and

(E) Insureds under primary policies shall also be insureds under the umbrella or excess policies.

B. Contractor's Insurance General Requirements.

(i) All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the

List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City Representative.

(ii) Commercial General Liability, Automobile Liability, and Employer's Liability shall name City and City Personnel as additional insureds and contain no special limitations on the scope of protection afforded to City and City Personnel. All insurance provided hereunder shall include the appropriate endorsements.

(iii) All insurance policies shall be primary insurance and any insurance or self-insurance maintained by City and/or City Personnel shall be in excess of Contractor's insurance and shall not contribute with it.

(iv) All insurance policies shall be "occurrence" rather than "claims made" insurance.

(v) All insurance policies shall apply separately to each insured against whom a claim is made or suit brought, except with respect to the limits of the insurer's liability.

(vi) All insurance policies shall be endorsed to state that the insurer shall waive all rights of subrogation against City and City Personnel.

(vii) All insurance policies shall be written by good and solvent insurer(s) admitted to do business in the State of California and approved in writing by City.

(viii) All insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to City by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

(ix) All insurance policies shall state that City shall not be liable for the payment of premiums or assessments under the policy.

(x) Insurance policies shall not contain any limiting provision or endorsement that has not been submitted to City for approval. By way of example, additional insured endorsements shall not be limited to "ongoing operations," exclude contractual liability, restrict coverage to the "sole" liability of Contractor, or contain any other limitation contrary to this Agreement.

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

D. Evidence of Coverage. Contractor shall furnish City with certificates of insurance demonstrating the coverage required by this Agreement which shall be received and

approved by City not less than five (5) working days before work on the Contractor Services commences. At least thirty (30) days prior to the expiration of any policy of insurance required under this Agreement, a signed complete certificate of insurance, with all endorsements provided herein, showing that such insurance coverage has been renewed or extended, shall be filed with City.

- E. Workers Compensation Insurance. Contractor shall file with City the following signed certification:

“I am aware of, and will comply with, Divisions 4 and 5 of the California Labor Code by securing, paying for, and maintaining in full force and effect for the duration of the Agreement, complete Workers’ Compensation Insurance, and shall furnish a Certificate of Insurance to City before execution of the Agreement.”

In the event Contractor has no employees requiring Contractor to provide Workers’ Compensation Insurance, Contractor shall so certify to City in writing prior to City’s execution of the Agreement. City and City Personnel shall not be responsible for any claims in law or equity occasioned by failure of Contractor to comply with this Section E - Workers Compensation Insurance or with the provisions of law relating to workers’ compensation.

- F. Default of Insurance Requirements. In addition to any other remedies at law or equity City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time required by this Section F – Default of Insurance Requirements, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor’s breach: (i) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement; (ii) order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both, until Contractor demonstrates compliance with the insurance requirements herein; and/or (iii) terminate this Agreement.



AGENDA REPORT

MEETING DATE: November 25, 2025

TO: Mayor and Members of the City Council

FROM: Manuel Enriquez, Director of Parks and Recreation

BY: Alyssa Rico, Recreation Manager

SUBJECT: Notice of Completion – Duarte Teen Center Roof Replacement – Project No. 26-8

RECOMMENDATION: Staff recommends City Council authorize the Notice of Completion for the Duarte Teen Center Roof Replacement Project in the amount of \$202,674

FISCAL IMPACT: Funds are available and budgeted for in Fiscal Year 2025/26 from the General Fund (100-1610-8100)

BACKGROUND

At the September 23, 2025, City Council Meeting, the Council awarded the contract for the Duarte Teen Center Roof Replacement Project (Project No. 26-8) to Commercial & Industrial Roofing Co Inc. in the amount of \$190,046, plus a fifteen percent contingency. The scope of the contract included the removal and disposal of the facility's existing roof tiles, flashing, rain gutters, downspouts, replacement of damaged plywood, the application of a new synthetic waterproof underlayment system, installation of Boral Saxony lightweight roof tile, and a new rain gutter flashing system.

The project, which commenced on October 2, progressed smoothly with minimal disruption to Teen Center programming. Minor project change orders were required due to additional damaged plywood and fascia needing replacement. However, the contractor stayed on schedule and staff received daily progress photos from them to reflect the steady advancement of their work.

RECOMMENDATION

Staff recommends City Council authorize the Notice of Completion for the Duarte Teen Center Roof Replacement Project in the amount of \$202,674.

FISCAL IMPACT

Funds are available and budgeted for in Fiscal Year 2025/26 from the General Fund (100-1610-8100).

ATTACHMENTS

A. Notice of Completion

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

RECORDING REQUESTED BY:

CITY OF DUARTE

WHEN RECORDED MAIL TO THIS ADDRESS:

**CITY CLERK
CITY OF DUARTE**

**1600 Huntington Dr.
Duarte, CA 91010**

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or AGENT of the OWNER of the interest or estate stated below in the property hereinafter described.
2. The full name of the OWNER is: **CITY OF DUARTE**
3. The full address of the OWNER is: **1600 Huntington Dr. Duarte, CA 91010**
4. The nature of the interest or estate of the undersigned is: (i.e., In Fee.) **Fee**
5. A work of improvement on the property hereinafter described was COMPLETED on **November 06, 2025.**
6. The work of improvement completed is described as follows: **Duarte Teen Center Roof Replacement.**
7. The name of the original contractor, if any, for such work of improvement is: **Commercial & Industrial Roofing Co., Inc.**
8. The street address of said property is: **1400 Buena Vista Street.**
9. The property on which said work of improvement was completed is in the City of Duarte, County of LOS ANGELES, State of CALIFORNIA, and is described as follows: **Furnish all labor, material, equipment, services, and incidentals required for the complete roof system replacement of the Duarte Teen Center.**

CITY OF DUARTE

Signature of Owner or agent: **Brian Villalobos, City Manager**

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I am the **City Manager of the City of Duarte** of the aforesaid interest or estate in the property described in the above Notice, that I have read the said Notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

_____ at Duarte, California

Brian Villalobos, City Manager



AGENDA REPORT

MEETING DATE: November 25, 2025

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Salina Bautista, Building Permit Technician

SUBJECT: Municipal Code Amendment 25-01
Ordinance to Adopt 2025 California Building Codes by Amending Chapter 16.04 of the Duarte Municipal Code

RECOMMENDATION: It is recommended that City Council: 1) Introduce Ordinance No. 25-05, which includes a comprehensive revision and select amendments to Chapter 16.04, reflecting updates to the California Building Codes; and 2) Conduct a public hearing to take public testimony

FISCAL IMPACT: None

BACKGROUND

Every three years, the California Building Standards Commission publishes an update of the California Building Codes (CBC). In December 2022, the City Council adopted Ordinance 914, which included a comprehensive revision to Chapter 16.04, such as: deleting outdated sections of the Code, and updating Municipal Code sections addressed within the 2022 CBC. The 2025 CBC goes into effect on January 1, 2026 and should be adopted by the City. Proposed Ordinance 25-05 is attached and provides for the adoption of the new Codes.

DISCUSSION/ANALYSIS

For this proposed Code update, changes include: adopting reference to the 2025, rather than 2022 Codes; additionally, referencing the Plumbing, Residential, Electrical, Mechanical, International Property Maintenance, Energy, Historical Building, and Existing building codes to the chapter. To help the reader understand the proposed changes, a bold/strikeout version of the proposed changes and deletions is also attached. The most significant change included in this Code update is the added section 690.13 Photovoltaic System disconnect meaning and location.

The 2025 CBC will take effect on January 1, 2026; the statewide effective date established by the California Building Standards Commission. All plans submitted for plan check prior to December

31, 2025 will be subject to the current CBC; however, all required construction permits must be obtained and construction must commence within 180 days or the plans will need to be revised to meet the 2025 CBC. As a courtesy, the City will plan check plans submitted prior to December 31 under the 2025 CBC at the applicant's request.

RECOMMENDATION

It is recommended that City Council introduce Ordinance No. 25-05, which includes a comprehensive revision and select amendments to Chapter 16.04, reflecting updates to the California Building Codes.

FISCAL IMPACT

None.

ATTACHMENTS

- A. Ordinance No. 25-05
- B. Proposed additions and deletions in bold/strikeout

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager

ORDINANCE NO. 25-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, AMENDING CHAPTER 16.04, "BUILDING LAWS," OF TITLE 16, "BUILDINGS AND CONSTRUCTION," OF THE DUARTE MUNICIPAL CODE

WHEREAS, on January 1, 2025 the "California Building Code" becomes effective, requiring all plans to be reviewed, and permits to be issued using the latest sets of adopted building regulations; and

WHEREAS, the Duarte City Council seeks and intends to protect the health, safety, and welfare of the residents of the City of Duarte by adopting the most current "California Building Codes"; and

WHEREAS, Municipal Code Amendment 25-01 modifies Chapter 16.04. (Building Laws) of the Duarte Municipal Code establishing definitions, requirements, and regulations for the construction of various structures, building, and appurtenances, all attached hereto and made part of this Ordinance; and

WHEREAS, notice of a public hearing on the proposed amendment was given in accordance with applicable law; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Chapter 16.04, "Building Laws," of the Title 16, "Buildings and Construction," of the Duarte Municipal Code, is amended as follows:

A. Chapter 16.04.010 ("Adoption of county codes by reference") of the Duarte Municipal Code is amended as follows:

- (a) The city adopts by reference, except as otherwise provided in this chapter, the following codes:
 - (1) The 2025 edition of the California Building Code Volume 1 and 2 with Appendices F, G, H, I, J, N, and Chapter 1 Division II; based on the 2021 International Building Code as published by the International Code Council, is hereby adopted by reference.
 - (2) The 2025 edition of the California Electrical Code.
 - (3) The 2025 edition of the California Plumbing Code with Appendix H.
 - (4) The 2025 edition of the California Mechanical Code.
 - (5) The 2025 edition of the California Residential Code with Appendices
 - (6) The 2025 edition of the California Green Building Standards Code.
 - (7) The 2025 edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading.
 - (8) The 2025 edition of the California Energy Code

- (9) The 2025 edition of the California Reference Standard Code
- (10) The 2025 edition of the California Administrative Code.
- (11) The 2025 edition of the California Existing Building Code.
- (12) The 2021 edition of the International Property Maintenance Code with Appendix H
- (13) The 2025 edition of the California Historical Building Code.

- (b) The foregoing laws are hereinafter, for convenience, referred to collectively as the “California Building Code” and shall, except as hereafter provided, be and become the building, plumbing, electrical and mechanical, and residential codes of the city.
- (c) Except as hereinafter provided, the California Building Code, Chapter 1, Division II, 2025 Edition, is hereby made a part hereof as though set forth in full and the same shall be established and adopted as the rules, regulations, provisions and conditions for the erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, occupancy, equipment, use and maintenance of buildings or structures in the City, and is hereby adopted by reference as the Scope and Administration Provisions of the City of Duarte.

B. Chapter 16.04.060 Section 109.4 California Building Code amended—Work commencing before building permit issuance.

Section 109.4.1 of the California Building Code shall be amended to add the following:

The additional fee established for work commencing before issuance of building permits shall be determined by the building official and shall be no less than the established investigation fee and no greater than two times the established permit fee.

C. Chapter 16.04.065 (“Section 111 California Building Code amended—Certificate of occupancy” of the Duarte Municipal Code is amended as follows:

Section 111.2.1 of the California Building Code shall be added to read as follows:

- (a) In addition to the requirements of Section 111, the following minimum requirements shall be completed prior to any occupancy or utilities connected:
 - (1) Written clearance from the fire and public works departments and planning and business license divisions.
 - (2) The following when applicable:
 - (A) Electronic copy of plans received.
 - (B) Verification of school fees paid.
 - (C) Grading certificate received.
 - (D) All plan review fees paid.
 - (E) Sewer assessment fees paid.
 - (F) Hazard materials statements received.
 - (G) Subcontractor's list received.

D. Chapter 16.01.080 Section 105.2 California Building Code amended- Work exempt from permit.

Section 105.2 of the Building Code shall be amended by amending exemptions 2 and 9 to read as follows:

- (2) Fences other than swimming pool barriers, not over 6 feet (2134 mm high).
- (9) Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 18 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.

E. Chapter 16.04.090 Small Residential rooftop solar energy systems.

- (a) **APPLICABILITY.** This section applies to the permitting of all small residential rooftop solar energy systems, as defined herein, in the city.
- (b) **DEFINITIONS. SECTION** The following words and phrases as used in this section are defined as follows:
 - (1) "Electronic submittal" means the utilization of one or more of the following: e-mail; the internet.
 - (2) "Small residential rooftop solar energy system" means all of the following:
 - (a) A solar energy system that is no larger than ten kilowatts alternating current nameplate rating or thirty kilowatts thermal.
 - (b) A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city and paragraph (iii) of subdivision (c) of Section 714 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesigned from time to time.
 - (c) A solar energy system that is installed on a single or duplex family dwelling.
 - (d) A solar panel or module array that does not exceed the maximum legal building height as defined by the authority having jurisdiction.
 - (3) "Solar energy system" has the same meaning set forth in paragraphs 1 and 2 of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.
- (c) **SOLAR ENERGY SYSTEM REQUIREMENTS.**
 - (1) All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state of California and of the Los Angeles County Fire Department.
 - (2) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.

- (3) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.
- (d) DUTIES OF THE BUILDING DIVISION AND BUILDING OFFICIAL.
- (1) Duarte Municipal Code Sections 16.04.090 govern expedited, streamlined permitting process for small residential rooftop solar energy systems
 - (2) All documents required for the submission of an expedited small residential rooftop solar energy system shall be made available to the public on the city of Duarte website.
 - (3) An applicant's electronic signature shall be accepted on all forms, applications and other documents, in-lieu of a wet signature. However, because the city's ability to accept electronic signatures on forms, applications and other permit documents is still under development, the city can only accept electronic signatures that are sent via email or fax.
 - (4) A checklist shall be prepared by the building official of all requirements with which a small residential rooftop solar energy system shall comply to be eligible for expedited review.
 - (5) The small residential rooftop solar energy system permit process and checklist shall substantially conform to recommendations for expedited permitting, including the checklist, contained in the most current version of the California Solar Permitting Guidebook. The city may modify the checklist and standards found in the California Solar Permitting Guidebook due to unique climactic, geological, seismological, or topographical conditions.
 - (6) The fees prescribed for the permitting of small residential rooftop solar energy systems shall be established from time to time by resolution of the city council and shall be in compliance with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.
- (e) PERMIT REVIEW AND INSPECTION REQUIREMENTS.
- (1) The applicant may submit the permit application and associated documentation to the city's building division by person, mail, or electronic submittal together with any required permit process and inspection fees.
 - (2) The city of Duarte Building Division shall implement an administrative, non-discretionary review process to expedite approval of small residential rooftop solar energy systems. The building division shall issue a permit(s) after receipt of a complete application that meets the requirements of the checklist and the payment of applicable permit fees, either through mail, phone or in-person. The city cannot currently process electronic (online) payments. Upon receipt of an incomplete application, the building division shall issue a written correction notice detailing all deficiencies in the

application and any additional information required to be eligible for expedited permit issuance.

- (3) An approval of the application and/or issuance of the permit(s) does not authorize an applicant to connect the small residential rooftop energy system to the local utility provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.
- (4) Prior to submitting an application, the applicant shall:
 - (a) Verify to the applicant's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and
 - (b) At the applicant's cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.
- (5) For a small residential rooftop solar energy system eligible for expedited review, only one inspection shall be required, which shall be done in a timely manner and may include a consolidated inspection by the building official and fire chief. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however the subsequent inspection need not conform to the requirements of this subsection.
- (6) The building official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the planning commission. If a use permit is required, the building official may deny an application for the use permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the planning commission.
- (7) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- (8) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit. The city shall use its best efforts to ensure that the selected method, condition, or mitigation

meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

F. Chapter 16.04.110 Section 105.5 California Building Code amended – Permit expiration.

- (a) Every residential permit issued shall become invalid unless the work on the site authorized by such permit is commenced within three hundred sixty-five (365) days after its issuance, or if work has been suspended or abandoned for a period of one hundred eighty days between each required inspection. Every commercial permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty days (180) after its issuance, or if work has been suspended or abandoned for a period of one hundred eighty (180) days between each required inspection. The building official is authorized to grant, in writing, only one extension of time for a period of one hundred eighty (180) days. The extension shall be requested in writing and justifiable cause demonstrated.

G. Chapter 16.04.120 Section 109.7 California Building Code amended – Reinspection fees.

- (a) Section 109.7 of Chapter 1, Division II is added to the CBC to read as follows:
109.7 Reinspection Fees. A reinspection fee may be imposed for each inspection or reinspection, when such portion of work for which inspection is called is not complete or when required corrections are not made. This section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as a method of controlling the practice of calling inspections before the job is ready for such inspection or reinspection. Reinspection fees may be imposed when the approved plans are not readily available to the inspector; for failure to provide access on the date for which the inspection is requested; or for deviating from plans requiring the approval of the Building Official. To obtain a reinspection, the applicant must file an application in writing upon a city-approved form and pay the applicable reinspection fee. In instances where reinspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid.

H. Chapter 16.04.150 Section 2406.4.3.1 California Building Code amended- Glazing in windows in high fire hazard severity zones.

- (a) Section 2406.4.7 Glazing windows in High Fire Hazard Severity Zones- Section 2406.3.1 of the California Building Code is hereby added to read as follows:
 - 1. Glazing in High fire Hazard Severity Zones Shall be Tempered Glazing.

I. Chapter 16.04.160 Section 3109.1 through 3109.4 California Building Code amended- Swimming pool barrier requirements.

(a) The following provisions is hereby added to Volume 2, Chapter 31 of the California Building Code ("Special Construction") as follows:

1. 3109.1 General. The design and construction of swimming pools, spas and hot tubs shall comply with this code.
2. 3109.3 Residential swimming pools. Residential swimming pools shall be completely enclosed by a barrier complying with Sections 3109.3.1 through 3109.3.3.
3. 3109.3.1.1 Barrier Height and Clearances. The top of the barrier must be at least 60 inches above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier must be two inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier must be four inches.
4. 3109.3.1.1 Openings. Openings in the barrier must not allow passage of a 4-inch-diameter sphere.
5. 3109.3.1.2 Solid barrier surfaces. Solid barrier surfaces which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
6. 3109.3.1.3 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not be greater than 1¾ inches in width. Where there are decorative cutouts within vertical members, spacing with the cutouts shall not be greater than 1¾ inches in width.
7. 3109.3.1.4 Widely spaced horizontal members. Where the barrier is composed of horizontal members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members must not be greater than 4 inches. Where there are decorative cutouts within vertical members, spacing must not be greater than 1¾ inches in width.
8. 3109.3.1.5 Chain link dimensions. Mesh size for chain link fences must not be greater than 1¾ inches in width, unless the fence is provided with slats fastened at the top or bottom that reduce the openings to not more than 1¾ in width.
9. 3109.3.1.6 Diagonal members. Where the barrier is composed of diagonal members shall not be greater than 1¾ inches.
10. 3109.3.1.7 Gates. Access gates must comply with the requirements of Sections 3109.3.1 through 3109.3.1.6 and must be equipped to accommodate a locking device. Pedestrian access gates must open outward away from the pool and must be self-closing and have a self-latching device, with the self-latching device placed no lower than 60 inches above the ground. Doors other

than pedestrian access gates located on the private single-family home's doors providing direct access to the swimming pool or spa must have a self-latching device placed no lower than 54 inches above the ground. Gates other than pedestrian access gates must have a self-latching device and must be equipped with lockable hardware or padlocks and must remain locked at all times when not in use. Release mechanisms must comply with Sections 1010.1.9 and 1109.13. Where release mechanisms of the self-latching device are located less than 60 inches above grade measured on the side of the barrier that faces away from the swimming pool, the release mechanism must be located on the pool side of the gate at least three inches below the top of the gate and the gate barrier may have no opening greater than one-half inch within 18 inches of the release mechanism.

11. 3109.3.1.8 Dwelling wall as a barrier. Where a wall of a dwelling serves as part of the barrier, two safety devices must be provided in accordance with Section 115922 of the California Health and Safety Code. With the exception of removable mesh fences without having other drowning prevention safety features in place as listed in Section 115922.
12. 3109.3.1.9 Pool structure as barrier. Where an above-ground pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier that meets the requirements of Sections 3109.3.1.1 through 3109.3.1.8. Where the ladder or steps are secured, locked or removed, any opening shall not allow the passage of a 4-inch-diameter sphere.
13. 3109.3.2 Indoor swimming pools. Wall surrounding indoor swimming pools shall not be required to comply with Section 3109.3.1.8. through 3109.3.3.
14. 3109.3.3 Prohibited Locations. Barriers shall be located as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers. There shall be a clear zone of not less than 36" between the exterior of the enclosure and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the enclosure.
15. 3109.4 Residential Swimming Pools—Withholding approval. Plaster inspection or approval to fill a pool or spa with water shall be withheld by the Building Official, until there has been compliance with all fencing and other requirements of this Section.
16. Appendices deleted. Appendices A, B, C, D, E, and K are deleted.

J. Chapter 16.04.180 ("California Plumbing Code") of the Duarte Municipal Code is amended as follows:

16.04.180 California Plumbing Code.

- (a) **ADOPTION OF THE CALIFORNIA PLUMBING CODE, 2025 EDITION.** The 2025 Edition of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), based on the 2024 Uniform Plumbing Code as published by

the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the plumbing code as adopted is on file in the office of community development and is open to public inspection.”

- (b) Section 604.3 of the 2025 Edition of the California Plumbing Code is hereby amended to read as follows:

Copper or copper alloy tube for water piping shall be Type K when copper pipe is used. Other plumbing materials shall be subject to the requirements of the Plumbing Code.

- K. Chapter 16.04.190 (“California Residential Code”) of the Duarte Municipal Code is amended as follows:

16.04.190 California Residential Code.

- (a) ADOPTION OF THE CALIFORNIA RESIDENTIAL CODE, 2025 EDITION. The 2025 Edition of the California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations) is hereby adopted by reference. A copy of the residential code as adopted is on file in the office of community development and is open for public inspection.
- (b) SECTION R403 FOOTINGS. Section R403.1.2, R 403.1.3, R403.1.4, R403.1.5 and R403.1.61 of the CRC are amended to read as follows:
- (1) R403.1.2 Continuous Footings in Seismic Design Categories D0, D1 D2, and E. Exterior walls of buildings located in Seismic Design Categories D0, D1, D2, and E, must be supported by continuous solid or fully grouted masonry or concrete footings. Other footing materials or systems must be designed in accordance with accepted engineering practice. The braced wall panels at exterior walls of buildings located in Seismic Design Categories D0, D1, D2 and E must be supported by continuous footings. All required interior braced wall panels in buildings must be supported by continuous footings.
 - (2) The exception is deleted in its entirety.
 - (3) Section R403.1.3 Footing and Stem wall reinforcing in Seismic Design Categories D0, D1, D2 and E. Concrete footings located in Seismic Design Categories D0, D1, D2, and E, as established in Table R301.2(1), must have minimum reinforcement in accordance with this section and Figure R403.1.3. Reinforcement must be installed with support and cover in accordance with Section R403.1.3.5.
 - (4) Section R403.1.3.1 Concrete stem walls with concrete footings. In Seismic Design Categories D0, D1, D2, and E, where a construction joint is created between a concrete footing and a concrete stem wall, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must support and cover as specified in Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed

within 12 inches of the top of the stem wall and one No. 4 horizontal bar must be located 3 to 4 inches from the bottom of the footing.

- (5) Section R403.1.3.2 Masonry stem walls with concrete footings. In Seismic Design Categories D0, D1, D2, and E, where a masonry stem wall is supported on a concrete footing, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must have support and cover as specified in Section R403.1.3.5.3 and extend a minimum of 14 inches into the stem wall. Standard hooks must comply with Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed within 12 inches of the top of the wall and one No. 4 horizontal bar must be located 3 to 4 inches from the bottom of the footing. Masonry stem walls must be solid grouted.
- (6) Section R403.1.3.3 Slabs-on-ground with turned-down footings. In Seismic Design Categories D0, D1, D2, and E, slabs on ground cast monolithically with turned-down footings must have a minimum of one No. 4 bar at the top and the bottom of the footing or one No. 5 bar or two No. 4 bars in the middle third of the footing depth. Where the slab is cast monolithically with the footing, No. 3 or larger vertical dowels with standard hooks on each end must be installed at not more than 4 feet on center in accordance with Figure R403.1.3, Detail 2. Standard hooks must comply with Section R608.5.4.5.
- (7) Section R403.1.3.4 Interior bearing and braced wall footings in Seismic Design Categories D0, D1, D2, and E. In Seismic Design Categories D0, D1, D2, and E, interior footings supporting bearing walls or braced wall panels, and cast monolithically with a slab on grade, must extend to a depth of not less than 12 inches below grade.
- (c) Section R403.1.3.6 is deleted in its entirety.
- (d) Section R403.1.6.1 Foundation anchorage in Seismic Design Categories C, D0, D1, D2, and E. In addition to the requirements of Section R403.1.6, the following requirements apply to wood light-frame structures in Seismic Design Categories D0, D1, D2, and E and wood light-framed townhouses in Seismic Design Category C.

L. Chapter 16.04.200 ("California Electrical Code") of the Duarte Municipal Code is amended as follows:

16.04.200 California Electrical Code.

- (a) ADOPTION OF THE CALIFORNIA ELECTRICAL CODE, 2025 EDITION. The 2025 Edition of the California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), based on the 2023 National Electrical Code as published by the National Fire Protection Association, is hereby adopted by reference. A copy of the electrical code as adopted is on file in the office of community development and is open for public inspection."

- (b) Article 6901.13 of the California Electrical Code is being amended to read as follows:

690.13 Photovoltaic System Disconnecting Means.

Means Shall be provided to disconnect the PV system from all systems including power systems, energy storage systems, and utilization equipment and its association premises wiring.

(A) Location

(1) Readily Accessible

Photovoltaic System Disconnecting Means. Location. The PV disconnecting means shall be installed at a readily accessible location outside of a building or structure nearest the point of entrance of the system conductors. A single visible, lockable AC disconnect shall be within 3 feet of the meter on the exterior of the building. Where disconnecting means of systems above 30V are readily accessible to unqualified persons, any enclosure door or hinged cover that exposes live parts when open shall be locked or require a tool to open.

- M. Chapter 16.04.210 ("California Mechanical Code") of the Duarte Municipal Code is amended as follows:

16.04.210 California Mechanical Code.

ADOPTION OF THE CALIFORNIA MECHANICAL CODE, 2025 EDITION. The 2025 Edition of the California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), based on the 2024 Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the mechanical code as adopted is on file in the office of community development and is open for public inspection.

- N. Chapter 16.04.230 ("California Energy Code") of the Duarte Municipal Code is amended as follows:

16.04.230 California Mechanical Code.

ADOPTION OF THE CALIFORNIA ENERGY CODE, 2025 EDITION. The 2025 Edition of the California Energy Code (Part 6 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the energy code as adopted is on file in the office of community development and is open to public inspection."

- O. Chapter 16.04.240 ("California Historical Building Code") of the Duarte Municipal Code is amended as follows:

16.04.240 California Historical Building Code.

ADOPTION OF THE CALIFORNIA HISTORICAL BUILDING CODE, 2025 EDITION. The 2025 Edition of the California Historical Building Code (Part 8 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the historical building code as adopted is on file in the office of community development and is open to public inspection.”

- P. Chapter 16.04.250 (“California Existing Building Code”) of the Duarte Municipal Code is amended as follows:

16.04.250 California Existing Building Code.

ADOPTION OF THE CALIFORNIA EXISTING BUILDING CODE, 2025 EDITION. The 2025 Edition of the California Existing Building Code (Part 10 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the existing building code as adopted is on file in the office of community development and is open to public inspection.”

SECTION 3. CEQA DETERMINATION

In adopting this Resolution, the City Council finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the following exemptions and each of them independently: Section 15306, relating to “Information Collection”, as the collection of data, resource evaluation and research which do not result in serious or major disturbance to an environmental resource; and Section 15309, relating to "Inspections", as to check for performance of an operation, or quality, health, or safety of a project, is categorically exempt from CEQA. Therefore, no further environmental review is necessary. A notice of exemption will be prepared for this project.

SECTION 4. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this Ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end the provisions of this Ordinance are declared to be severable.

SECTION 5. POSTING OF ORDINANCE.

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

THE FOREGOING ORDINANCE IS PASSED, APPROVED, AND ADOPTED by a vote of no less than a majority of City Council at a regular meeting of the City Council of the City of Duarte held on the ___ day of _____, 202_.

Cesar A. Garcia, Mayor
City of Duarte

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Frances Jimenez
City Clerk

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

I, Frances Jimenez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Ordinance No. 25-05 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ___ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frances Jimenez
City Clerk

Chapter 16.04 BUILDING LAWS¹

Sections:

16.04.010 Adoption of county codes by reference.

- (a) The city adopts by reference, except as otherwise provided in this chapter, the following codes:
- (1) The ~~2022~~ **2025** edition of the California Building Code Volume 1 and 2 with Appendices F, G, H, I, J, N, and Chapter 1 Division II; based on the 2021 International Building Code as published by the International Code Council, is hereby adopted by reference.
 - (2) The ~~2022~~ **2025** edition of the California Electrical Code.
 - (3) The ~~2022~~ **2025** edition of the California Plumbing Code with Appendix H.
 - (4) The ~~2022~~ **2025** edition of the California Mechanical Code.
 - (5) The ~~2022~~ **2025** edition of the California Residential Code with Appendices.
 - (6) The ~~2022~~ **2025** edition of the California Green Building Standards Code.
 - (7) The ~~2022~~ **2025** edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading.
 - (8) The ~~2022~~ **2025** edition of the California Energy Code.
 - (9) The ~~2022~~ **2025** edition of the California Reference Standard Code.
 - (10) The ~~2022~~ **2025** edition of the California Administrative Code.
 - (11) The ~~2022~~ **2025** edition of the California Existing Building Code.
 - (12) The 2021 edition of the International Property Maintenance Code with Appendix H.
 - (13) The ~~2022~~ **2025** edition of the California Historical Building Code.
- (b) The foregoing laws are hereinafter, for convenience, referred to collectively as the "California Building Code" and shall, except as hereafter provided, be and become the building, plumbing, electrical and mechanical, and residential codes of the city.
- (c) Except as hereinafter provided, the California Building Code, Chapter 1, Division II, ~~2022~~ **2025** Edition, is hereby made a part hereof as though set forth in full and the same shall be established and adopted as the rules, regulations, provisions and conditions for the erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, occupancy, equipment, use and maintenance of buildings or structures in the city, and is

¹Note(s)—Prior ordinance history: Ordinance 399 as amended by Ordinances 403, 405 and 420.

hereby adopted by reference as the Scope and Administration Provisions of the city of Duarte.

(Ord. 797 § 1, 2007; Ord. 766 § 1, 2003; Ord. 743, 1999; Ord. 722 § 1, 1995; Ord. 696 § 1, 1993; Ord. 692 § 1 (part), 1992; Ord. 680 § 1, 1991; Ord. 649 § 1, 1988; Ord. 616 § 1, 1986; Ord. 603 § 1, 1985; Ord. 576 § 1, 1983; Ord. 558 § 1, 1982; Ord. 475 § 1, 1979; Ord. 439 § 1 (part), 1978)

(Ord. No. 824, § 1, 12-14-2010; Ord. No. 842, § 1, 10-22-2013; Ord. No. 870, § 1(A.), 10-13-2016; Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2A, 1-10-2023)

16.04.060 Section 109.4 California Building Code amended—Work commencing before building permit issuance.

Section ~~109.04.1~~ **109.4.1** of the California Building Code shall be amended to add the following:

The additional fee established for work commencing before issuance of building permits shall be determined by the building official and shall be no less than the established investigation fee and no greater than two times the established permit fee.

(Ord. No. 842, § 1, 10-22-2013)

16.04.065 Section 111 California Building Code amended—Certificate of occupancy.

Section 111.2.1 of the California Building Code shall be added to read as follows:

- (a) In addition to the requirements of Section 111, the following minimum requirements shall be completed prior to any occupancy or utilities connected:
 - (1) Written clearance from the fire and public works departments and planning and business license divisions.
 - (2) The following when applicable:
 - (A) Electronic copy of plans received.
 - (B) Verification of school fees paid.
 - (C) Grading certificate received.
 - (D) All plan review fees paid.
 - (E) Sewer assessment fees paid.
 - (F) Hazard materials statements received.
 - (G) Subcontractor's list received.

(Ord. No. 842, § 1, 10-22-2013; Ord. No. 870, § 1(C.), 10-13-2016; Ord. No. 895, § 1, 3-24-2020)

16.04.080 Section 105.2 California Building Code amended—Work exempt from permit.

Section 105.2 of the California Building Code shall be amended by amending exemptions 2 and 9 to read as follows:

- 2. Fences *other than swimming pool barriers*, not over 6 feet (2134 mm) high.

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9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 18 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.

(Ord. No. 895, § 1, 3-24-2020)

Ord. No. 895, § 1, adopted March 24, 2020, repealed the former § 16.04.080, and enacted a new § 16.04.080 as set out herein. The former § 16.04.080 pertained to the Plumbing Code and derived from Ord. 603 adopted in 1985; Ord. 797 adopted in 2007; Ord. No. 828, adopted March 22, 2011; Ord. No. 842, adopted October 22, 2013; and Ord. No. 870, adopted October 13, 2016.

16.04.090 Small residential rooftop solar energy systems.

- (a) **APPLICABILITY.** This section applies to the permitting of all small residential rooftop solar energy systems, as defined herein, in the city.
- (b) **DEFINITIONS.** The following words and phrases as used in this section are defined as follows:
 - (1) "Electronic submittal" means the utilization of one or more of the following: e-mail; the internet.
 - (2) "Small residential rooftop solar energy system" means all of the following:
 - (A) A solar energy system that is no larger than ten kilowatts alternating current nameplate rating or thirty kilowatts thermal.
 - (B) A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the city and paragraph (iii) of subdivision (c) of Section 714 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesigned from time to time.
 - (C) A solar energy system that is installed on a single or duplex family dwelling.
 - (D) A solar panel or module array that does not exceed the maximum legal building height as defined by the authority having jurisdiction.
 - (3) "Solar energy system" has the same meaning set forth in paragraphs 1 and 2 of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.
- (c) **SOLAR ENERGY SYSTEM REQUIREMENTS.**
 - (1) All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state of California and of the Los Angeles County Fire Department.
 - (2) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
 - (3) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

(d) DUTIES OF THE BUILDING DIVISION AND BUILDING OFFICIAL.

- (1) Duarte Municipal Code Sections 16.04.090 govern expedited, streamlined permitting process for small residential rooftop solar energy systems.
- (2) All documents required for the submission of an expedited small residential rooftop solar energy system shall be made available to the public on the city of Duarte website.
- (3) An applicant's electronic signature shall be accepted on all forms, applications and other documents, in-lieu of a wet signature. However, because the city's ability to accept electronic signatures on forms, applications and other permit documents is still under development, the city can only accept electronic signatures that are sent via email or fax.
- (4) A checklist shall be prepared by the building official of all requirements with which a small residential rooftop solar energy system shall comply to be eligible for expedited review.
- (5) The small residential rooftop solar energy system permit process and checklist shall substantially conform to recommendations for expedited permitting, including the checklist, contained in the most current version of the California Solar Permitting Guidebook. The city may modify the checklist and standards found in the California Solar Permitting Guidebook due to unique climactic, geological, seismological, or topographical conditions.
- (6) The fees prescribed for the permitting of small residential rooftop solar energy systems shall be established from time to time by resolution of the city council and shall be in compliance with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.

(e) PERMIT REVIEW AND INSPECTION REQUIREMENTS.

- (1) The applicant may submit the permit application and associated documentation to the city's building division by person, mail, or electronic submittal together with any required permit process and inspection fees.
- (2) The city of Duarte Building Division shall implement an administrative, non-discretionary review process to expedite approval of small residential rooftop solar energy systems. The building division shall issue a permit(s) after receipt of a complete application that meets the requirements of the checklist and the payment of applicable permit fees, either through mail, phone or in-person. The city cannot currently process electronic (online) payments. Upon receipt of an incomplete application, the building division shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.
- (3) An approval of the application and/or issuance of the permit(s) does not authorize an applicant to connect the small residential rooftop energy system to the local utility provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.
- (4) Prior to submitting an application, the applicant shall:

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- (A) Verify to the applicant's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and
 - (B) At the applicant's cost, verify to the applicant's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.
- (5) For a small residential rooftop solar energy system eligible for expedited review, only one inspection shall be required, which shall be done in a timely manner and may include a consolidated inspection by the building official and fire chief. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however the subsequent inspection need not conform to the requirements of this subsection.
 - (6) The building official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the planning commission. If a use permit is required, the building official may deny an application for the use permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the planning commission.
 - (7) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
 - (8) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit. The city shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease ~~its efficiency~~ *its efficiency* or specified performance.

(Ord. No. 860, § 1, 10-13-2015; Ord. No. 895, § 1, 3-24-2020)

16.04.110 Section 105.5 California Building Code amended—Permit expiration.

Every residential permit issued shall become invalid unless the work on the site authorized by such permit is commenced within three hundred sixty-five **(365)** days after its issuance, or if work has been suspended or abandoned for a period of one hundred eighty days between each required inspection. Every commercial permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty days **(180)** after its

issuance, or if work has been suspended or abandoned for a period of one hundred eighty **(180)** days between each required inspection. The building official is authorized to grant, in writing, only one extension of time for a period of one hundred eighty **(180)** days. The extension shall be requested in writing and justifiable cause demonstrated.

(Ord. No. 895, § 1, 3-24-2020)

16.04.120 Section 109.8 7 California Building Code amended—Reinspection fees.

Section 109.8 7 of Chapter 1, Division II is added to the CBC to read as follows:

109.7 Reinspection Fees. A reinspection fee may be imposed for each inspection or reinspection, when such portion of work for which inspection is called is not complete or when required corrections are not made. This section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as a method of controlling the practice of calling inspections before the job is ready for such inspection or reinspection. Reinspection fees may be imposed when the approved plans are not readily available to the inspector; for failure to provide access on the date for which the inspection is requested; or for deviating from plans requiring the approval of the Building Official. To obtain a reinspection, the applicant must file an application in writing upon a city-approved form and pay the applicable reinspection fee. In instances where reinspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid.

(Ord. No. 895, § 1, 3-24-2020)

16.04.150 Section 2406.4.3.1 California Building Code amended—Glazing in windows in high fire hazard severity zones.

Section ~~2406.4.3.1~~ **2406.4.7** Glazing in Windows in High Fire Hazard Severity Zones-Section 2406.3.1 of the California Building Code is hereby ~~amended by adding~~ **added to read as follows:**

5. 1. Glazing in High fire Hazard Severity Zones Shall be Tempered Glazing

(Ord. No. 895, § 1, 3-24-2020)

16.04.160 Section 3109.1 through 3109.4 California Building Code amended—Swimming pool barrier requirements.

(a) The following provisions is hereby added to Volume 2, Chapter 31 of the California Building Code ("Special Construction") as follows:

- (1) 3109.1 General. The design and construction of swimming pools, spas and hot tubs shall comply with this code.
- (2) 3109.3 Residential swimming pools. Residential swimming pools shall be completely enclosed by a barrier complying with Sections 3109.3.1 through 3109.3.3.
- (3) 3109.3.1.1 Barrier Height and Clearances. The top of the barrier must be at least 60 inches above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the

barrier must be two inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier must be four inches.

- (4) 3109.3.1.1 Openings. Openings in the barrier must not allow passage of a 4-inch-diameter sphere.
- (5) 3109.3.1.2 Solid barrier surfaces. Solid barrier surfaces which do not have openings shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
- (6) 3109.3.1.3 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not be greater than 1¾ inches in width. Where there are decorative cutouts within vertical members, spacing with the cutouts shall not be greater than 1¾ inches in width.
- (7) 3109.3.1.4 Widely spaced horizontal members. Where the barrier is composed of horizontal members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members must not be greater than 4 inches. Where there are decorative cutouts within vertical members, spacing must not be greater than 1¾ inches in width.
- (8) 3109.3.1.5 Chain link dimensions. Mesh size for chain link fences must not be greater than 1¾ inches in width, unless the fence is provided with slats fastened at the top or bottom that reduce the openings to not more than 1¾ in width.
- (9) 3109.3.1.6 Diagonal members. Where the barrier is composed of diagonal members shall not be greater than 1¾ inches.
- (10) 3109.3.1.7 Gates. Access gates must comply with the requirements of Sections 3109.3.1 through 3109.3.1.6 and must be equipped to accommodate a locking device. Pedestrian access gates must open outward away from the pool and must be self-closing and have a self-latching device, ***with the self-latching device placed no lower than 60 inches above the ground.*** Doors ~~or gates~~ other than pedestrian access gates ***located on the private single-family home's doors providing direct access to the swimming pool or spa*** must have a self-latching device ***placed no lower than 54 inches above the ground. Gates other than pedestrian access gates must have a self-latching device and must be equipped with lockable hardware or padlocks and must remain locked at all times when not in use.*** Release mechanisms must comply with Sections 1010.1.9 and 1109.13. Where release mechanisms of the self-latching device are located less than 60 inches above grade measured on the side of the barrier that faces away from the swimming pool, the release mechanism must be located on the pool side of the gate at least three inches below the top of the gate and the gate barrier may have no opening greater than one-half inch within 18 inches of the release mechanism.

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- (11) 3109.3.1.8 Dwelling wall as a barrier. Where a wall of a dwelling serves as part of the barrier, two safety devices must be provided in accordance with Section 115922 of the California Health and Safety Code. ***With the exception of removable mesh fences without having other drowning prevention safety features in place as listed in Section 115922.***
- (12) 3109.3.1.9 Pool structure as barrier. Where an above-ground pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier that meets the requirements of Sections 3109.3.1.1 through 3109.3.1.8. Where the ladder or steps are secured, locked or removed, any opening shall not allow the passage of a 4-inch-diameter sphere.
- (13) 3109.3.2 Indoor swimming pools. Wall surrounding indoor swimming pools shall not be required to comply with Section 3109.3.1.8. through 3109.3.3.
- (14) 3109.3.3 Prohibited Locations. Barriers shall be located as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers. There shall be a clear zone of not less than 36" between the exterior of the enclosure and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the enclosure.
- (15) 3109.4 Residential Swimming Pools—Withholding approval. Plaster inspection or approval to fill a pool or spa with water shall be withheld by the Building Official, until there has been compliance with all fencing and other requirements of this Section.
- (16) Appendices deleted. Appendices A, B, C, D, E, and K are deleted.

(Ord. No. 895, § 1, 3-24-2020)

16.04.180 California Plumbing Code.

- (a) ADOPTION OF THE CALIFORNIA PLUMBING CODE, 2022 EDITION. The ~~2022~~ **2025** Edition of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), based on the ~~2021~~ **2024** Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the plumbing code as adopted is on file in the office of community development and is open to public inspection.
- (b) Section 604.3 of the ~~2022~~ **2025** Edition of the California Plumbing Code is hereby amended to read as follows:
- Copper ***or copper alloy*** tube for water piping shall be Type K when copper pipe is used. Other plumbing materials shall be subject to the requirements of the Plumbing Code.
- (c) ~~16.04.150.1, of the Plumbing Code, of the Duarte Municipal Code, is amended as follows:~~
Section 604.2 is renumbered as Section 604.3

(Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2B, 1-10-2023)

16.04.190 California Residential Code.

- (a) **ADOPTION OF THE CALIFORNIA RESIDENTIAL CODE, 2022 2025 EDITION.** The 2022 2025 Edition of the California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations) is hereby adopted by reference. A copy of the residential code as adopted is on file in the office of community development and is open for public inspection.
- (b) **SECTION R403 FOOTINGS.** Section R403.1.2, R 403.1.3, R403.1.4, R403.1.5 and R403.1.61 of the CRC are amended to read as follows:
 - (1) **R403.1.2 Continuous Footings in Seismic Design Categories D0, D1, D2, and E.** Exterior walls of buildings located in Seismic Design Categories D0, D1, D2, and E, must be supported by continuous solid or fully grouted masonry or concrete footings. Other footing materials or systems must be designed in accordance with accepted engineering practice. The braced wall panels at exterior walls of buildings located in Seismic Design Categories D0, D1, D2 and E must be supported by continuous footings. All required interior braced wall panels in buildings must be supported by continuous footings.
 - (2) The exception is deleted in its entirety.
 - (3) **Section R403.1.3 Footing and Stem wall reinforcing in Seismic Design Categories D0, D1, D2 and E.** Concrete footings located in Seismic Design Categories D0, D1, D2, and E, as established in Table R301.2(1), must have minimum reinforcement in accordance with this section and Figure R403.1.3. Reinforcement must be installed with support and cover in accordance with Section R403.1.3.5.
 - (4) **Section R403.1.3.1 Concrete stem walls with concrete footings.** In Seismic Design Categories D0, D1, D2, and E, where a construction joint is created between a concrete footing and a concrete stem wall, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must support and cover as specified in Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed within 12 inches of the top of the stem wall and one No. 4 horizontal bar must be located 3 to 4 inches from the bottom of the footing.
 - (5) **Section R403.1.3.2 Masonry stem walls with concrete footings.** In Seismic Design Categories D0, D1, D2, and E, where a masonry stem wall is supported on a concrete footing, a minimum of one No. 4 vertical bar must be installed at not more than four feet (4') on center. The vertical bar must have a standard hook and extend to the bottom of the footing and must have support and cover as specified in Section R403.1.3.5.3 and extend a minimum of 14 inches into the stem wall. Standard hooks must comply with Section R608.5.4.5. A minimum of one No. 4 horizontal bar must be installed within 12 inches of the top of the wall and one No. 4 horizontal bar must be located 3 to 4 inches from the bottom of the footing. Masonry stem walls must be solid grouted.
 - (6) **Section R403.1.3.3 Slabs-on-ground with turned-down footings.** In Seismic Design Categories D0, D1, D2, and E, slabs on ground cast monolithically with turned-down footings must have a minimum of one No. 4 bar at the top and the bottom of the footing or one No. 5 bar or two No. 4 bars in the middle third of the footing depth.

Where the slab is cast monolithically with the footing, No. 3 or larger vertical dowels with standard hooks on each end must be installed at not more than 4 feet on center in accordance with Figure R403.1.3, Detail 2. Standard hooks must comply with Section R608.5.4.5.

- (7) Section R403.1.3.4 Interior bearing and braced wall footings in Seismic Design Categories D0, D1, D2, and E. In Seismic Design Categories D0, D1, D2, and E, interior footings supporting bearing walls or braced wall panels, and cast monolithically with a slab on grade, must extend to a depth of not less than 12 inches below grade.
 - (c) Section R403.1.3.6 is deleted in its entirety.
 - (d) Section R403.1.6.1 Foundation anchorage in Seismic Design Categories C, D0, D1, D2, and E. In addition to the requirements of Section R403.1.6, the following requirements apply to wood light-frame structures in Seismic Design Categories D0, D1, D2, and E and wood light-framed townhouses in Seismic Design Category C.
- (Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2C, 1-10-2023)

16.04.200 California Electrical Code.

- (a) **ADOPTION OF THE CALIFORNIA ELECTRICAL CODE, 2022 2025 EDITION.** The ~~2022~~ **2025** Edition of the California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), based on the ~~2020~~ **2023** National Electrical Code as published by the National Fire Protection Association, is hereby adopted by reference. A copy of the electrical code as adopted is on file in the office of community development and is open for public inspection.
- (b) Article ~~690.13~~ **6901.13** of the California Electrical Code is being amended to read as follows:

~~690.13~~ 6901.13 Photovoltaic System Disconnecting Means

Means Shall be provided to disconnect the PV system from all systems including power systems, energy storage systems, and utilization equipment and its associated premises wiring.

(A) Location

(1) Readily Accessible

~~690.13~~ Photovoltaic System Disconnecting Means. Location. The PV disconnecting means shall be installed at a readily accessible location outside of a building or structure nearest the point of entrance of the system conductors. A single visible, lockable AC disconnect shall be within 3 feet of the meter on the exterior of the building. Where disconnecting means of systems above 30V are readily accessible to unqualified persons, any enclosure door or hinged cover that exposes live parts when open shall be locked or require a tool to open.

(Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2D, 1-10-2023)

16.04.210 California Mechanical Code.

ADOPTION OF THE CALIFORNIA MECHANICAL CODE, ~~2022~~ **2025** EDITION. The ~~2022~~ **2025** Edition of the California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), based on the ~~2021~~ **2024** Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference. A copy of the mechanical code as adopted is on file in the office of community development and is open for public inspection.

(Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2E, 1-10-2023)

16.04.230 California Energy Code.

ADOPTION OF THE CALIFORNIA ENERGY CODE, ~~2022~~ **2025** EDITION. The ~~2022~~ **2025** Edition of the California Energy Code (Part 6 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the energy code as adopted is on file in the office of community development and is open to public inspection.

(Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2G, 1-10-2023)

16.04.240 California Historical Building Code.

ADOPTION OF THE CALIFORNIA HISTORICAL BUILDING CODE, ~~2022~~ **2025** EDITION. The ~~2022~~ **2025** Edition of the California Historical Building Code (Part 8 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the historical building code as adopted is on file in the office of community development and is open to public inspection.

(Ord. No. 895, § 1, 3-24-2020; Ord. No. 914, § 2H, 1-10-2023)

16.04.250 California Existing building code.²

ADOPTION OF THE CALIFORNIA EXISTING BUILDING CODE, ~~2022~~ **2025** EDITION. The ~~2022~~ **2025** Edition of the California Existing Building Code (Part 10 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the existing building code as adopted is on file in the office of community development and is open to public inspection.

(Ord. No. 914, § 2J, 1-10-2023)

²Editor's note(s)—Ord. No 914, § 2I, adopted January 10, 2023, repealed § 16.04.250 which pertained to California historical building code, and derived from Ord. No. 895 § 1, March 24, 2020. Section 2J of Ord. No. 914 renumbered former § 16.04.260 as § 16.04.250 as set out heron.



AGENDA REPORT

MEETING DATE: November 25, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Andres Rangel, Assistant to the City Manager

SUBJECT: Burrtec Waste 2024 Annual Performance Review and 2026 Rate Review

RECOMMENDATION: Staff recommends that City Council approve both the Burrtec Waste Services 2024 Annual Performance Review and Amendment No. 17 to the "Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services," setting the refuse collection and recycling rates shown in the attached schedule to become effective January 1, 2026

FISCAL IMPACT: If approved, the proposed rate increases would be put into effect January 1, 2026, resulting in an overall increase in City franchise fee revenue for both residential and commercial services

BACKGROUND

Per the provisions of Amendment No. 9 of Duarte's Municipal Solid Waste Agreement, City staff evaluates the prior-year performance of Burrtec Waste Services (Burrtec) and reviews Burrtec's request for a rate adjustment, annually. If the City Council approves the Performance Review and rates, Burrtec's 10-year contract is extended for an additional year and waste rates go into effect January 1st of the following year.

Staff's evaluation finds that Burrtec's 2024 performance complies with the current "Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services" (Agreement).

To assess 2026 proposed rates, Staff reviewed the cost data and the rate increase information submitted by Burrtec. Staff confirmed that the cost calculations are consistent with the provisions in the Agreement and that the rate adjustments Burrtec is seeking are comparable to adjustments being made statewide. The rate adjustments being proposed consist of the following:

- Service CPI of 3.10 percent increase

- Fuel Index: Compressed Natural Gas at 6.25 percent increase
- Disposal and Processing Components
 - Trash: \$3.29 amount increase
 - Mixed Organic Waste: \$5.97 amount increase
 - Recyclables: \$29.55 amount increase

Staff concluded that Burrtec's request for a 3.10 percent residential increase, effective January 1, 2026, is justified.

A refuse survey conducted in October 2025 shows that the City of Duarte's refuse rates are among the lowest one-third of cities surveyed in the San Gabriel Valley for residential services, even with the proposed rate increase.

City staff is recommending that the City Council approve Burrtec's 2024 Performance Review of services, 2026 rate request, and Agreement Amendment No. 17 to extend the contract period to December 31, 2035, and put into effect new waste rates as of January 1, 2026.

PERFORMANCE REVIEW ANALYSIS

Burrtec is required to submit to the City prior to October 1st of each calendar year the agreed-upon documentation for the City to complete an Annual Performance Review. Staff must review the documentation and meet with Burrtec to discuss and provide any performance feedback prior to December 15th of that calendar year. Once this process is complete, the document is presented to Council for acceptance. The current Agreement has an end date of December 31, 2034. Pursuant to section 3.01(d) of Amendment No. 9, this period automatically extends for one year with a new end date of December 31, 2035, if City Council approves and accepts the 2024 Annual Performance Review.

The Public Utilities, Communication, and Technology Commission received a presentation on the performance review at a Meeting held on November 12, 2025. They did not have any concerns or feedback regarding the Performance Review.

The 2024 Burrtec Waste Services Annual Performance Review is an approximately 80-page document detailing 13 performance elements including exhibits and findings. It focuses on the period of January 1, 2024, through December 31, 2024. The performance elements are as follows:

- Payment of fees to the City
- No charge of services to City facilities
- Offering specialty services
- Providing a high level of customer service
- Licenses
- Insurance/bonds
- Monthly waste generation reports
- Education and outreach
- Operations
- Vehicles and Collection Equipment Maintenance
- Mandatory commercial and multi-family recycling
- Mandatory commercial organics Assembly Bill 1826 (“AB 1826”)

- Short-Lived Climate Pollutant Reduction Strategy SB 1383

Burrtec met expectations in 2024 for all performance standards. Highlights include:

- Fulfilling 1,814 bulky item/e-waste collection requests equating to 281 tons of bulky items/e-waste materials;
- Collecting 140 pounds of sharps from residential customers;
- Partnering on community clean-up events on May 18th (45 tons collected, 11 tons of compost distributed) and October 19th (40 tons collected, 7 tons of compost distributed);
- Implementation of SB 1383 programs for compliance.

Assembly Bill 341 - Mandatory Commercial/Multi-family Recycling (AB 341) Compliance: Mandatory Commercial Recycling compliance of commercial and multi-family unit accounts remains nearly fully compliant between 2023 and 2024 at approximately 99 percent. The City and Burrtec continue to disseminate a substantial amount of outreach and education to its multi-family and commercial accounts.

Assembly Bill 1826 - Mandatory Commercial Organics (AB 1826) Compliance: Businesses that generated two cubic yards or more of organic waste per week are required to arrange for organic waste recycling services. There is currently one non-compliant account for the food waste and green waste program. Compliant green waste accounts of five or more units remain fully compliant compared to 2023. Like AB 341, ample outreach was conducted to accounts such as mailing newsletters to all commercial and multi-family accounts.

Senate Bill 1383 – Short-Lived Climate Pollutant Reduction Strategy (SB 1383): SB 1383 is intended to improve air quality by reducing greenhouse gas emissions from organic waste disposal by separating and recycling organic waste, recovering and redistributing edible food, conserving natural resources, and preserving limited landfill space. Commercial food waste accounts increased compliance from 93 percent in 2023 to 98 percent in 2024. All multi-family accounts continue to be fully compliant in 2024 as they were in 2023. SB 1383 education and outreach was similar to both AB 1826 and AB 341 outreach strategies.

Burrtec continues to comply with its Agreement and provides excellent customer service based on the provided documentation and the independent research of the overall performance process.

Moving forward, the focus for City staff and Burrtec work will include:

- Maintaining compliance in SB 1383
- Expand container contamination minimization efforts
- Expand use of compost and mulch at City facilities and with local partners
- SB 54 Implementation

RATE REVIEW ANALYSIS

The original Burrtec Agreement sets forth a specific formula by which rates are to be adjusted over time. On August 28, 2025, Burrtec submitted its original request for adjustments to its residential, commercial and roll off rates to become effective January 1, 2026. The City's responsibility is to

review the rates proposed by Burrtec and confirm that the calculations are correct. The contract rate review provisions are as follows:

- Rates are to be adjusted annually, effective each January 1
- Rates are adjusted up or down based on the contract formula that counts for various cost factors, including Consumer Price Index (CPI), fuel prices and tipping fees
- Burrtec may request an adjustment more than 4 percent, when justified.

City staff reviewed the submitted cost data and the rate increase information to confirm the calculations are consistent with the provisions in the Agreement and comparable to the region.

Refuse, Organics, and Recycling Rate Analysis:

Components included in the rate calculation are disposal rates, the CPI change (percent change from July in the previous year to July of the rate review year), and the change in the average price per gallon of fuel based on the U.S. Dept. of Energy Alternative Fuel Pricing Report.

Cost Component	2025 (per ton)	2026 (per ton)	Amount Increase
Trash Disposal	\$73.04	\$76.33	\$3.29
Mixed Organic Waste	\$132.81	\$138.78	\$5.97
Recyclables	\$17.98	\$47.53	\$29.55

Residential Rates:

Burrtec is seeking an increase in residential rates of 3.10 percent for residential services. A refuse survey conducted in October 2025 shows that the City of Duarte's residential refuse rates are among the lowest one-third of cities surveyed in the San Gabriel Valley, even with the proposed rate increase. The chart illustrates the most common forms of service – residential (90-60-60) and commercial 3-yard trash bin serviced once per week.

2025 Rate Survey			
City	Hauler	Residential Total	Commercial Total
La Verne	Waste Mgt.	\$35.61	\$200.15
Duarte - current	Burrtec	\$38.51	\$241.26
Arcadia	Waste Mgt.	\$38.83	Hauler determines rates
Duarte - proposed	Burrtec	\$39.79	\$248.38
Diamond Bar	Waste Mgt./ Valley Vista	\$40.11	\$144.54
San Dimas	Waste Mgt.	\$44.75	\$227.25
Claremont	City	\$45.06	\$182.32
Azusa	Athens	\$46.16	\$264.45
Monrovia	Athens	\$49.42	\$321.60
Glendora	Athens	\$50.20	\$368.82

Covina	Athens	\$51.29	\$276.21
South Pasadena	Athens	\$70.71	\$232.82

Residential Refuse and Recycling Rate (90/60/60)

The chart below illustrates Duarte's most commonly used residential service (90/60/60 cart combination) and the impact of the new increase.

Residential Refuse and Recycling Rate (90/60/60)			
Residential Rate	2025	Proposed 2026	Amount Change
Base Monthly Rate	\$33.89	\$35.02	\$1.13
Franchise Fee	\$4.62	\$4.77	\$0.15
Total	\$38.51	\$39.79	\$1.28

Residential Street Sweeping: Burrtec is also requesting a 3.02 percent cost increase for street sweeping which is less than the contract CPI adjustment provision.

Residential Street Sweeping		
Residential Rate	2025	Proposed 2026
Base Monthly Rate	\$2.05	\$2.11
Franchise Fee	\$0.28	\$0.28
Total	\$2.33	\$2.39

Commercial Refuse, Organics, Roll-Off, Recycling & Street Sweeping Rate Analysis:

As seen in Residential disposal rates, recycling costs have significantly increased. A recycling equalization element was implemented to lower the cost impact of commercial and multi-family recycling programs. California State AB 341 and AB 1826 require the compliance of businesses and multi-family residential dwellings in mandatory commercial solid waste and organics recycling.

The food equalization element to the commercial and multi-family housing properties is still implemented to allow for a lower cost impact with the rollout of the Bulky Item Pickup Program, while still in compliance with SB 1383.

Commercial Refuse, Organics, Roll-Off, & Recycling Rate Analysis				
Service	2025	Proposed 2026	Increase	Percent Change
Trash - Commercial one 3-yard bin, one time/week	\$241.26	\$248.38	\$7.12	2.95%
Trash - Multi-Family one 3-yard bin, one time/week	\$269.55	\$278.05	\$8.50	3.15%

Green Waste one 3-yard bin, one time/week	\$260.95	\$271.04	\$10.09	3.87%
Recyclables one 3-yard bin, one time/week	\$167.66	\$173.35	\$5.69	3.39%
Food Waste one 65-gallon, one time/week	\$60.09	\$62.25	\$2.16	3.59%

Commercial Street Sweeping: Burrtec is also requesting a 3.12 percent cost increase for street sweeping which is less than the contract CPI adjustment provision.

Commercial Street Sweeping		
Commercial Street Sweeping	2025	Proposed 2026
Commercial Rate	\$3.82	\$3.94
Base Monthly Rate	\$0.67	\$0.69
Total	\$4.49	\$4.63

RECOMMENDATION

Staff recommends that City Council approve both the Burrtec Waste Services 2024 Annual Performance Review and Amendment No. 17 to the “Municipal Solid Waste, Recyclables, and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services,” setting the refuse collection and recycling rates shown in the attached schedule to become effective January 1, 2026 and complying with SB 1383.

FISCAL IMPACT

If approved, the proposed rate increases would be put into effect January 1, 2026, resulting in an overall increase in the City franchise fee revenue for both residential and commercial services.

ATTACHMENTS

- A. Annual Performance Review
- B. Burrtec Rate Sheet with Standard Rate Increase
- C. Amendment No. 17

Fiscal Review:



Kristen Petersen
Assistant City Manager/
Director of Administrative Services

Reviewed and Approved:



Brian Villalobos
City Manager



BURRTEC
WASTE SERVICES, LLC
"We'll Take Care Of It"



City of Duarte

2024 Annual Performance Review

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SECTION 1 – EXECUTIVE SUMMARY

A. Executive Summary

Background

The City of Duarte (City) is contracted with Burrtec Waste Services, LLC (Burrtec) for Municipal Solid Waste, Recyclables, and Green Waste Collection, Transportation, Disposal, Composting, and Processing. The agreement grants Burrtec the exclusive right to collect refuse, recyclables, and organic waste from all single-family, multi-family, and commercial generators in order to provide essential solid waste services and assist with state mandated solid waste disposal and recycling programs.

In February 2009, the City and Burrtec amended the agreement to include provisions for an annual performance review, an extended and restated term, and added certain service programs. The performance review is to be submitted by Burrtec with the formal review conducted between August 1 and September 30 of each year. Under the agreement's terms, Burrtec must provide certain services and meet specific performance criteria. These performance criteria include:

- Remitting franchise and AB 939 Fees to the City
- Providing no charge services to City facilities
- Provide residential curbside Christmas tree collections
- Provide roll-out services to handicapped and frail
- Offering a senior citizen discount rate
- Providing a high level of quality customer service
- Maintaining required permits and licenses
- Meeting specified insurance and bond requirements
- Submitting certain materials collection reports
- Conducting public education and outreach activities
- Providing safety records and proper vehicle maintenance
- Offering certain required service programs

The scope of the performance review may include items such as an audit of payment records to the City, review of customer service levels and billing, a review of customer calls and service requests, and a review of Burrtec's compliance with the terms of the Agreement. This review encompasses Burrtec's performance from January 1, 2024, through December 31, 2024.

B. Audit Results

Overall, Burrtec's performance was found to be compliant with its contractual requirements.

Burrtec collaborated with the City to maintain its SB 1383 compliance program and fulfill the state-mandated requirements. Programs are designed to ensure organic waste collection service is provided to all residents and businesses. SB 1383 mandatory programs focus on residential, commercial, and multi-family generators to maximize the organic waste diversion potential throughout the community. Coupled with an ordinance as an enforcement mechanism and an active monitoring system, the following critical components are working toward meeting compliance initiatives:

- ✓ Maintaining collection systems specifically designed to source separate materials from the waste stream to maximize diversion and minimize contamination.
- ✓ Collaborating in education and outreach activities, informing the community of program participation requirements.
- ✓ Engaging in procuring recovered organic waste products such as compost and mulch.
- ✓ Monitoring compliance through container contamination minimization programs.
- ✓ Documenting and recording each activity to demonstrate regulatory achievements and progress toward compliance initiatives.

The audit results further identified that Burrtec continues to provide excellent customer service. The responsiveness to customer and City concerns is quick and thorough. All programs have been implemented and Burrtec's community involvement continues to highlight its commitment to the City of Duarte and its residents.

SECTION 2 – PERFORMANCE REVIEW ELEMENTS

A. Payment of Fees to the City

1. Franchise Fees

Background

Section 10.03 of Agreement Amendment No. 4 states the City Impact Fee shall be as follows:

1. 15% of gross annual revenues received from commercial customers and all commercial services
2. 12% of gross annual revenues received from residential customers and all residential services

Findings

Burrtec pays franchise fees quarterly to the City. The following summarizes the amounts paid in 2024. It is important to note that an overpayment adjustment was inadvertently applied during both the third and fourth quarters of 2024. This adjustment was rectified in the second quarter of 2025. Copies of the submitted Franchise Fee Worksheets were reviewed and are included in the appendix section.

Quarter	Gross Receipts	Franchise Fees	Date
1 st	\$1,430,488.12	\$198,039.13	3/31/2024
2 nd	\$1,362,626.44	\$188,583.65	6/30/2024
3 rd	\$1,335,372.04	\$144,220.60	9/30/2024
4 th	\$1,419,440.16	\$168,749.51	12/31/2024
2024 Total	\$5,547,926.76	\$699,592.89	
2023 Total	\$5,313,908.85	\$735,672.21	

2. AB 939 Fees

Background

Section 5.12 of the Agreement states Burrtec shall make an annual payment to the City for AB 939 administration. The amount at the execution of the agreement was \$40,000, which is subject to annual CPI adjustments.

Findings

The following table summarizes the amounts paid for the annual AB 939 fees:

Year	Amount
2024	\$85,706.69
2023	\$82,976.75

3. Contractor Payment to the City

Background

Section 10.09 of Agreement Amendment No. 6 states payments to the City for items listed in Section 10.03 are calculated on a quarterly basis, and submitted on the thirtieth (30th) day of the month following the prior quarter ending date.

Findings

Fees are being remitted timely.

B. No Charge City Services

Background

Section 4.01c(4) of the Agreement states that the contractor shall collect refuse, recyclables, and organic waste from City facilities at no charge.

Findings

Burrtec currently provides trash, recycling, green, and food waste collection to several City facilities as summarized below. Burrtec also provides services to special City events as requested. Food waste services will be expanded per City request as needed. The regular collection services provided are summarized below.

Site	Address	Commodity	Bin Size	P/U Days
Duarte Park	1350 Brycedale	Trash	3 yard	M-W-F-S
Teen Center	1400 Buena Vista	Trash	3 yard	W
		Recycling	3 yard	F
City Hall	1600 Huntington	Trash	3 yard	W
		Trash	2 yard	M-T-W-TH-F
		Recycling	2 yard	M - TH
		Food Waste	65 Gal	M
Senior Center	1610 Huntington	Trash	3 yard	M-W-F
		Recycling	90 Gal	W
		Food Waste	65 Gal	TH
City Yard	1850 Highland	Trash	3 yard	Tu-F
		Recycling	3 yard	Tu-F
		Trash	40 yard	On Call
		Green Waste	40 yard	On Call
Aloysia Moore Park	1124 Duarte Rd	Trash	60 gal	Th
		Recycling	60 gal	Th
		Green Waste	60 gal	Th

C. Services

1. Christmas Tree Collection and Recycling Program

Background

Section 4.01c(3) of the Agreement requires the annual collection of Christmas Trees from December 26 through January 14. Contractor shall notify customers by mail of the collection dates. Collected trees shall be delivered to a green waste or composting facility for diversion.

Findings

Residential customers were notified (in English and Spanish) of the curbside Christmas tree collection via the quarterly newsletter (copy included in the appendix section).

The following table summarizes the Christmas Trees collected by Burrtec during the primary tree collection period. Additional Christmas tree tonnages were collected and disposed with regular green waste material.

Year	Tons Collected
2024	6.14
2023	7.47

2. Aid to Handicapped and Frail

Background

Section 4.01c(5) of the Agreement requires the Contractor to provide no cost barrel push out services and/or backyard collection to qualified senior (62 years of age and head of household) and handicapped residents.

Findings

The following table summarizes the no charge barrel roll-out services provided to qualifying senior/handicapped residents.

Year	Services Provided
2024	17
2023	25

3. Senior Citizen Rate

Background

Section 4.01c(5) of the Agreement requires the Contractor to provide reduced rates for qualified senior and handicapped residents.

Findings

Burrtec offers qualified senior (62 years of age and head of household) and handicapped residents a 40-gal trash, 60-gal recycling, and 60-gal organic waste barrel as summarized below:

Year	Senior Services	Senior Rate
2024	241	\$28.12
2023	260	\$26.43

4. Respond to Service Complaints and Complaint Report

Background

Section 4.04b of the Agreement requires Burrtec to log all complaints, including date, time, complainant's name and address, and the nature and resolution date of each complaint. Calls received via the answering machine shall be logged the next business day. Customer will be contacted the next business day and will make four attempts (three calls within a 24-hour period and if unable to reach the customer a postcard will be sent).

Findings

Service complaints and missed pickups are promptly addressed by the Route Supervisor and Division Manager as appropriate. Supervisory staff make on-site visits to customers to resolve specific issues as needed. On an annual basis, Burrtec provides service to approximately 14,717 barrels (4,630 barrel customers), over 532 bins (407 bin customers) and on-call services to a monthly average of 24 roll-off customers.

Complaints are recorded in accordance with the contract requirements and SB 1383. The call logs are provided to the City with the Quarterly report and summarized in the annual report. Summaries of the calls received are as follows:

Call Type	Commercial Calls	Residential Calls	Street Sweeping Calls
Compliments	0	3	0
SB 1383 Complaints	0	0	0
Complaints	0	0	0
Damages	0	0	0
Misses	47	283	14
2024 Total	47	286	14
2023 Total	31	116	2

5. Respond to Complaint Regarding Graffiti or Disrepair

Background

Exhibit 3.01d (1) of the Agreement requires bins or containers be replaced for a variety of reasons including: defective or damaged components, graffiti, odor or equipment is missing altogether.

Findings

The following table summarizes the exchanges for various reasons. Exchanged containers conform to SB 1383 color and labeling guidelines.

Year	Barrel	Bins
2024	1,286	41
2023	1,117	67

6. Office Hours

Background

Section 4.04c of Agreement Amendment No. 6 states that office hours shall maintain an office open at a minimum from 8:00 a.m. to 5:00 p.m., daily, and on Saturdays following recognized holidays. The office must be staffed by the Contractor during normal business hours. Customer call messages left on the after-hours messaging system will be returned the following business day.

Findings

The office is staffed with customer service representatives from 8:00 a.m. to 5:00 p.m. daily and on Saturdays following a recognized holiday. Customer messages left in the after hours messaging system are returned the next business day.

7. Bulky Items

i. Residential

Background

Section 4.01c(1)(ii) of the Agreement provides for bulky waste collection at the curbside or alleyway on demand from residential customers two (2) times per calendar year to each residential customer in the City.

Findings

The table below provides an overview of bulky item requests and the associated tonnage for 2024. The items included in this summary are tables, chairs, dressers, strollers, toilets, barbecues, vacuum cleaners, and electronic waste. A detailed breakdown of the requests and the tonnage collected is summarized below:

Bulky Items / E-Waste Collection Requests

Year	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
2024	439	442	508	425	1,814
2023	387	418	503	481	1,789

Bulky Item Tonnage

Year	Refuse	Tin / White	E-Waste	Metal	Tires
2024	249.56	6.44	13.29	11.26	0.00
2023	216.03	0.00	16.88	16.91	0.00

ii. Multi-family

Background

Beginning in September 2023, the bulky item program was expanded to include multi-family bulky item collections. Amendment No. 13 includes the contractual agreement for these services where multi-family residents can place bulky items adjacent to their trash enclosures for collection by Burrtec.

Findings

Burrtec continues to provide the collection of bulky items from multi-family properties. The program has been effective as evidenced by the continued collections made at each property. Residents are reminded of the program details by additional bin decals.

8. Community Clean-Ups, E-Waste, Compost, and Shred Event

Background

Section 4.01c(1)(ii) of the Agreement establishes a provision for semi-annual citywide clean-up initiatives focused on the collection of bulky items at designated locations. This program has been enhanced to incorporate compost giveaways, which align with the requirements of Senate Bill 1383, as well as paper shredding events for the benefit of Duarte residents.

Findings

Burrtec provided a Community Clean-Up on May 18th and October 19th.

- Community Clean up- May 18th at the Duarte Civic Center
 - Debris collected – 44.51 tons which included:
 - Trash 34.24 tons
 - Green Waste 1.58 tons
 - Metal 3.10 tons
 - Inert 2.16 tons
 - E-Waste 0.88 tons

- Shredded Paper 2.15 tons
- Compost Giveaway
 - 11.39 tons
- Community Clean up –October 19th at the Duarte Civic Center
 - Debris collected – 39.53 tons which included:
 - Trash 27.33 tons
 - Green Waste 3.05 tons
 - Metal 2.03 tons
 - Inert 4.18 tons
 - E-waste 0.48 tons
 - Shredded Paper 2.46 tons
 - Compost Giveaway
 - 6.78 tons

9. Sharps and Used Oil Collection

Background

Exhibit 3.01a of Agreement Amendment No. 3 includes Household Sharps Collection (item 11) and Used Oil Collection Programs (item 12).

Sharps – Findings

Burrtec provides Sharps quart-sized collection containers at no charge to residents. Once filled, Burrtec collects the containers and arranges for proper disposal by a permitted medical waste processor. Additionally, residents can drop off filled containers at a designated receptacle at the local Burrtec hauling yard.

Year	Containers	Pounds
2024	4	64
2023	7	105

Used Oil – Findings

Customers were provided with information regarding the used oil and oil filter collection program upon request.

Year	Containers
2024	2
2023	1

10. Construction and Demolition Roll-Off Recycling

Background

Exhibit 3.01a of Agreement Amendment No. 3 includes C&D Recycling (item 15).

Findings

A construction and demolition (C&D) roll-off collection and recycling program has been developed to allow demolition and building contractors a convenient means of diverting recyclable materials that complies with the 65% State-mandated diversion requirement. C&D materials are delivered to fully permitted facilities that specialize in processing and recycling construction and demolition materials. In addition, the City and Burrtec work cooperatively to monitor and document compliance with the State's citywide C&D recycling requirements.

11. Street Sweeping

Background

Exhibit 3.01a of Agreement Amendment No 4 details citywide Street Sweeping Services (item 16) as an additional Burrtec requirement.

Findings

The street sweeping services continued during 2024, as required. The alternate side-alternate day schedule was selected as the most practical program to provide flexible parking and clear access for the street sweeper in residential areas. The City's mandatory no parking program, which launched in June 2019, has been effective in providing access to the curb and gutter for more efficient street debris removal.

Year	Street Sweeping Tonnage
2024	379.00
2023	360.00

D. Licenses

1. Business License

Background

Section 10.2 of the Agreement states the Contractor shall obtain a City Business License to operate in the City.

Findings

Per Municipal Code Section 5.04.130, franchise holders are exempt from the business license requirement given that Burrtec pays monthly franchise fees.

2. County Hauler Permit

Background

Section 5.03 of the Agreement requires the Contractor to maintain all necessary permits and licenses throughout the term.

Findings

Burrtec's current permit with the County of Los Angeles expires December 31, 2025 and is renewed annually.

E. Insurance/Bonds

1. Performance Bond

Background

Section 8.03 and Exhibit 6.02 require a performance bond in an amount equal to 8.5% of the gross annual revenue with the initial bond being for \$150,000.

Findings

Based on the 2024 gross receipts of \$5,547,926.76, Burrtec provided a bond in the amount of \$471,600.00. A copy of the current performance bond is in the appendix section.

2. Worker's Compensation Insurance

Background

Section 8.01 and Exhibit 6.01 require Worker's Compensation Insurance limits of \$2,000,000 per accident; \$2,000,000 per disease (policy limit) and \$2,000,000 per disease (each employee).

Findings

Burrtec provides workers' compensation coverage at statutory limits. The \$2,000,000 limits are met with a combination of the workers' compensation and excess policies. A copy of the insurance certificate is in the appendix section.

3. General Liability Insurance

Background

Section 8.01 and Exhibit 6.01 require General Liability Insurance limits of:

- \$1,000,000 Aggregate
- \$1,000,000 Products and Complete Operations
- \$1,000,000 Occurrence
- \$1,000,000 Fire/Occurrence
- \$1,000,000 Personal and ADV Injury
- \$1,000,000 Employee Benefits Liability
- \$5,000 BI and PD each Occurrence Deductible

Findings

Burrtec meets or exceeds these requirements with the exception of the \$5,000 medical EA deductible. Burrtec's deductible is higher than the \$5,000 therefore, this coverage is excluded. A copy of the insurance certificate is in the appendix section.

4. Excess Liability Insurance

Background

Section 8.01 and Exhibit 6.01 of Agreement Amendment No. 6 require Excess Liability for Commercial Auto and Employer's Insurance limits of:

- \$2 Million/Occurrence; \$10,000 Self-insured Retention
- Automobile (same)
- \$1 Million CSL BE & PD/Occurrence
- \$5,000 Deductible
- \$5,000 MP-Passenger
- \$1 Million Uninsured Motorists -Passenger
- \$1 Million Non-owned/Hired
- \$1,000 Comp – Passenger Vehicles – Deductible
- N/C – Collision Deductible
- \$1,000 Sp. Perils- Passenger Vehicles - Deductible

Workers Compensation / Employer's Liability

- \$2 Million/Accident
- \$2 Million/Disease-Policy Limit
- \$2 Million/Disease-Each Employee

Findings

Burrtec meets and exceeds these requirements. A copy of the insurance certificate is in the appendix section.

F. Waste Generation Reports

Background

While a specific tonnage report is not mandated, Burrtec provides this information. This data is utilized to compile annual waste generation and diversion reports submitted to the State of California, as well as to evaluate compliance with state waste reduction and diversion mandates.

Findings

Waste Generation and Diversion Reports are submitted to the City on a quarterly basis. A copy of the 2024 waste generation and diversion report is included in the appendix section.

G. Outreach

1. Public Education

Background

Section 4.05 and Exhibit 3.05 of the Agreement states Contractor shall implement its Public Education Plan to include quarterly distribution of materials as well as public awareness and education.

Findings

The newsletters mailed to customers in the City of Duarte are included in the appendix. Residential quarterly newsletters are provided in English and Spanish to maximize community outreach efforts. Commercial newsletters are sent semi-annually. Newsletters promote seasonal programs, regulatory requirements, and information on basic waste diversion and recycling programs. Newsletters focus on AB341, AB1826, and SB 1383 recycling requirements as applicable.

<u>Date</u>	<u>Description</u>
02/02	Are You Recycling Food Waste?
02/21	Commercial Spring Newsletter
03/26	Residential Spring Newsletter
04/01	Residential Route Review Postcard
06/25	Residential Summer Newsletter
08/27	Commercial Fall Newsletter
09/26	Residential Fall Newsletter
12/23	Residential Winter Newsletter
12/23	Multi-Family Edible Food Prevention
12/23	Residential Edible Food Prevention
12/23	Commercial Edible Food Prevention

2. Community Involvement

Background

Section 4.05 and Exhibit 3.05 of the Agreement states the Contractor shall implement its Public Education Plan to include public awareness and education campaigns targeting the Chamber of Commerce, service clubs, youth group, community activity sponsorships, and service contributions, youth sports program sponsorships and school district youth club sponsorships and incentives.

Findings

The below table provides a summary of the events that Burrtec conducted in 2024. These events focused primarily on solid waste collection and recycling programs.

<u>Date</u>	<u>Description</u>
04/02/2024	Week 1: Residential Route Review
04/08/2024	Week 2: Residential Route Review
04/15/2024	Week 3: Residential Route Review
05/18/2024	Spring Community Clean up, Compost Giveaway, and Shred Fest Event
06/04/2024	Organics Presentation at Westminster Gardens
08/03/2024	Touch A Truck Event
09/21/2024	Anniversary Picnic
10/19/2024	Fall Community Clean-up, Compost Giveaway, and Shred Fest Event
11/13/2024	Public Utilities Commission Presentation
12/10/2024	City Council Presentation

H. Operations

1. Safety Record

Background

No specific safety record requirement is stated in the Agreement, however, Burrtec provided related information.

Findings

While not universal, a company's safety record often indicates the overall effectiveness of its management and operations. During 2024, Burrtec had no incidents to report to state regulatory agencies.

2. Vehicle Maintenance

Background

Section 4.01g(6) and Exhibit 30.1d(1) of Agreement Amendment No. 6 requires at all times maintain vehicles in good condition in accordance with the maintenance protocol contained in Exhibit 3.01d(2), so that they operate properly and safely. Contractor acknowledges that it is important to the City that Contractor present a professional and pleasing image. Therefore, Contractor shall wash all vehicles at least once each week and shall repaint all vehicles (including trim) as needed or at the City's request in order to maintain trucks in good condition.

Findings

Maintenance support vehicles are deployed to assist inoperable vehicles in the field as soon as they receive notification from the driver. While our response times are prompt, the time required for repairs or replacements varies depending on the specific issue at hand. To ensure minimal downtime, Burrtec maintains spare equipment that can be quickly deployed when immediate repairs to front-line vehicles are not feasible.

Vehicles are repainted as needed or at the City's request in order to maintain trucks in good condition.

3. Container Maintenance

Background

Section 4.01g(6) and Exhibit 30.1d(1) of Agreement Amendment No. 6 require that all automated containers be repaired and/or replaced upon request. The request may be generated from the route driver, the customer, or City staff, and the container will be delivered on the next service day or within 24 hours if necessary to meet the customer's request. The defective or missing container will be exchanged for a new or reconditioned container.

Bins will be exchanged on an as-needed basis. An exchange request may be generated from the route driver or the customer. Bins will be exchanged on the next service day or within 24 hours of the received request, if necessary to meet the customer's request. Bins and containers are exchanged or replaced for a variety of reasons, including defective or damaged components, graffiti, odor, or the unit is missing altogether.

All automated containers and bins will be maintained at the local Burrtec yard. Maintenance procedures include steam cleaning, component replacement, welding, lubrication, and SB 1383-required colors and labels.

Findings

Container maintenance and exchanges are compliant with the requirement. Container exchange activity is summarized below:

Year	Barrels	Bins
2024	1,339	44
2023	1,134	81

New bins and barrels include graphics and text indicating which materials are allowed and those prohibited in each container consistent with SB 1383 regulations. Bins are painted to comply with SB 1383 color specifications prior to delivery.

I. Vehicles

1. Alternative Fuel

Background

Agreement Amendment No. 3 added a provision to replace the routed diesel powered trash and recycling collection trucks servicing the City to alternative fuel by December 31, 2011.

Findings

Burrtec replaced the routed trash and recycling collection trucks by December 2011 with alternative fuel vehicles (compressed natural gas) as summarized below:

Unit #	Year	Type	VIN	Fuel
1936	2016	Front End Loader	5VCACLE6GH220343	CNG
1471	2009	Front End Loader	5VCDC6LEX9H209041	CNG
1508	2009	Automated	3BPZL20XXAF107910	CNG
1636	2010	Automated	3BPZL20XXAF110080	CNG
1639	2010	Automated	3BPZL20X5AF110083	CNG
1642	2010	Automated	3BPZL20X0AF110086	CNG
1822	2013	Automated	3BPZH28XXDF196453	CNG
1897	2015	Roll-Off	5VCACLE5FH218629	CNG
2372	2012	Roll-Off	1FUJC5DX4CHBF3204	CNG

Burrtec installed an onsite time-fill compressed natural gas system to fuel the alternative fuel fleet, predominantly using renewable natural gas produced by California dairies.

2. Noise Testing

Background

Section 4.01g(1)(i) of Agreement Amendment No. 6 indicates noise levels generated by vehicles using compaction mechanisms during the stationary compaction process shall not exceed seventy-five decibels at a distance of twenty-five feet from the collection vehicle measured at an elevation of five feet above ground level using the "A" scale of a standard sound level meter at slow response, or Applicable Law, whichever is more stringent. Contractor shall cause the collection vehicles to be

tested upon City request by an independent testing authority and shall submit a certificate of testing showing that the vehicles meet the requirements of this Section.

Findings

Vehicles shall be tested upon City request by an independent testing authority and results provided to the city verifying they shall submit a certificate of testing showing that the vehicles meet the stated requirements.

J. Mandatory Commercial and Multi-Family Recycling

1. AB 341 Compliance

Background

California Assembly Bill 341 mandates businesses and public entities, generating four cubic yards of solid waste or more and multi-family residential dwellings with five or more units, to establish and maintain recycling services. The law went into effect July 1, 2012. There is no specific Agreement language on AB 341 compliance, however, Burrtec has promoted its existing commercial and multi-family recycling programs as a compliance measure.

Findings

With the implementation of AB 341, Burrtec prepared and mailed newsletters to all commercial and multi-family customers that included Mandatory Commercial Recycling, (AB 341) requirements targeted for June and August 2024 (copies included in the appendix section). Customers are able to request a no charge waste assessment to determine the ideal solid waste, disposal and recycling services programs for their specific generation volumes.

The following table summarizes the AB 341 status as of December 2024:

	Commercial Accounts	2024	2023
MCR Accounts 4YD Min	Compliant	118	123
	Not Compliant	1	1
	Total MCR Business Accounts	119	124

	Multi-Family Accounts	2024	2023
MCR Accounts 5 Units +	Compliant	53	52
	Not Compliant	0	0
	Total MCR Multifamily Accounts	53	52

Note: Non-compliant accounts are monitored and reserved as part of Burrtec's compliance maintenance.

2. Commercial Recycling Barrels

Background

Amendment 3 to the Agreement revised Exhibit 3.01 to include Commercial Recycling Barrels (Item 13).

Findings

Since the implementation of AB 341 and in an effort to address low-volume generators, Burrtec continues to offer 65 and 90-gallon recycling barrels as an option for commercial and multi-family customers.

K. Mandatory Commercial Organics AB 1826

Background

This landmark bill requires each local jurisdiction to develop an organic waste recycling program for food waste and green waste. Commercial recycling of organic waste began in 2016 for businesses generating eight cubic yards or more of organic waste. The recycling requirement was phased in from 2016 to 2020 and now requires commercial businesses generating two cubic yards or more of solid waste to recycle food and green waste. Multi-family properties with five units or more and two cubic yards of solid waste per week are required to recycle green waste only, not food waste. Recovery of edible food is a vital part of organic landfill diversion, emphasized by the state as a necessary program component.

Findings

Since the implementation of AB 1826, Burrtec continues to prepare and mail newsletters. Applicable commercial and multi-family customers received Mandatory Organic Recycling (AB 1826) requirements in June and August 2024 (copies included in the Newsletters section). Burrtec continues to offer a 65-gallon food waste barrel to assist low-volume generators with AB 1826 compliance.

The following table summarizes the AB 1826 status as of December 2024.

	Commercial Accounts	2024	2023
MORe Food Waste & Green Waste Accounts 2YD Min	Compliant	134	116
	Not Compliant	1	0
	Total MORe Business Accounts	135	116

	Multi-Family Accounts	2024	2023
MORe Green Waste Accounts 5 Units + / 2YD Min	Compliant	35	34
	Not Compliant	0	0
	Total MORe Multi-Family Accounts	35	34

Note: Non-compliant accounts are monitored and reserved as part of Burrtec’s compliance maintenance.

L. Short-Lived Climate Pollutant Reduction Strategy SB 1383

1. SB 1383 Compliance

Background

Senate Bill 1383 is intended to improve air quality by reducing greenhouse gas emissions from the reduction of landfilled organic waste, including food and landscape waste. Organic waste that decomposes in a landfill releases a significant amount of greenhouse gas emissions that contribute to public health and safety concerns such as asthma, global climate change, extreme weather, and natural disasters. By composting organic waste, instead of sending it to landfills, we can close the loop on sustainability while creating a nutrient-rich soil amendment that is ready for use in farms and gardens. The City of Duarte adopted Ordinance No. 905 as required by the statewide recycling requirements under Senate Bill 1383 on the 11th day of January 2022.

Findings

Burrtec has sent education and outreach materials to all residential, commercial, and multi-family customers regarding the Mandatory Organics Recycling requirements under SB 1383. Copies of these materials can be found in the appendix.

The following table summarizes the City’s SB 1383 status as of December 31, 2024. Burrtec and city staff continue to collaborate in working with customers to meet state mandates.

	Commercial Accounts	2024	2023
SB 1383 Food Waste Accounts	Compliant	179	176
	Not Compliant	4	14
	Total SB 1383 Business Accounts	183	190

	Multi-Family Accounts	2024	2023
SB 1383 Food Waste Accounts	Compliant	53	53
	Not Compliant	0	0
	Total SB 1383 Multi-Family Accounts	53	53

2. Collection Systems

Background

According to SB 1383, collecting, recovering, and recycling uncontaminated organic materials is mandatory. The quality of the material collected determines the quality of the recovered organic waste product required to be produced by the regulation. Residents and businesses are expected to properly sort materials into the respective collection containers.

Findings

With the implementation of SB 1383, Burrtec created barrel lid graphics and bin decals to comply with the regulations. The Burrtec residential collection system consists of black containers for trash, blue containers for recyclable material, and green containers for the collection of mixed organic waste. As of September 1, 2022, residents were required to place food waste directly into green barrels along with the green waste. The commercial collection system consists of a 4-container system. Commercial and multi-family containers consist of both bins and barrels and are colored as follows: grey or black for trash, blue for recyclable material, brown for source-separated food waste, and green for green waste or mixed organics. Collections systems are consistent with 14CCR Section 18984.1 of SB 1383 regulations.

3. Recordkeeping

Background

SB 1383 requires jurisdictions to maintain compliance data in a centrally located file called an Implementation Record. Jurisdictions are required to maintain collection, procurement, edible food, education and outreach, complaints, and enforcement records demonstrating compliance with the law.

Findings

Burrtec and City Staff utilize Recyclist, a robust database software system, to document activities related to SB 1383 solid waste services, container contamination minimization, recovered organic waste product procurement, and education and outreach activities.

4. Compliance Monitoring & Enforcement

Background

The City of Duarte's Ordinance No. 905, section 6.09.200 (g) (1), allows the City or the City's designee to monitor compliance randomly and through the use of compliance reviews, route reviews, investigation of complaints, and inspections to comply with SB 1383 requirements.

Findings

In 2024, Burrtec conducted 39 waste assessments and completed nine unique route reviews in the commercial sector and four in the residential sector. Burrtec

collaborates with City staff cooperatively to maximize voluntary compliance in residential, commercial, and multi-family sectors.

5. Education, Outreach, & Community Involvement

Background

Under the SB 1383 regulations, it is mandatory for jurisdictions to provide organics recycling education and outreach to all residents, businesses, haulers, and edible food generators.

Findings

Burrtec prepared and mailed outreach materials to all residential, commercial, and multi-family customers. Newsletters included the Mandatory Organics Recycling (SB 1383) requirements, with copies included in the appendix for reference. Moreover, Burrtec engaged with generators by participating in community events and giving presentations at community meetings.

Education and outreach topics included, but were not limited to the following:

- In February, 4,621 residents received green waste barrel cutouts in the mail, which featured QR codes linking to an informative video that demonstrates simple and effective methods for recycling food waste at home using a bag.
- The spring commercial newsletter offered insights for food service providers on the requirements and implications of SB 1383 compliance. Additionally, it provided details on state-mandated recycling monitoring, a guide for proper container sorting, and resources for recovering edible food.
- The spring residential newsletter included the Community Clean-Up, Compost Giveaway, and Shred Fest event schedule. It also provided details on used oil collection and the holiday schedule.
- In June, Michael Heftman gave a presentation at the Westminster Gardens regarding organics & recycling.
- The summer residential newsletter provided a safety reminder regarding hot ashes and charcoal disposal, along with “What Goes Where” guide.
- In August, Burrtec participated in a community outreach event “Touch-A-Truck”. It was held at the Duarte Senior Center for all ages to enjoy and see all the different types of emergency and non-emergency vehicles that serve the City.
- The fall commercial newsletter shared key updates on upcoming Organic Recycling requirements. It included information regarding Commercial Waste & Recycling, Multi-Family Bulky Item Pickup and Edible Food Recovery Requirement.

- The fall residential newsletter included the Community Clean-up, Compost Giveaway, and Shred Fest event schedule. It also featured a Collection Day reminder and holiday schedule.
- In September, Burrtec participated at the Duarte Anniversary Picnic. The community was given informative materials about the importance of recycling and promotional items.
- The winter residential newsletter provides Christmas tree collection dates, details on extra holiday waste, a collection day reminder, and the holiday schedule. It also includes the "Do You Have The Right Stuff" contest and a "What Goes Where" guide.
- Food waste prevention flyers were distributed to residential, commercial, and multi-family properties. These flyers contained information on the impacts of food waste on businesses and properties, tips for preventing food waste at home, and guides on proper waste disposal.

6. Procurement

Background

As of January 1, 2022, cities and counties must procure recycled organic waste products based on their annual California Department of Finance population estimates.

Findings

Burrtec provided the compost requested by the City to assist in meeting Duarte's recovered organic waste procurement target as required by SB 1383 regulations for use at compost giveaway events as follows:

<u>Date</u>	<u>Description</u>
5/18/2024	Spring Community Clean-up and Compost Giveaway Event Total: 11.39 tons
10/19/2024	Fall Community Clean-up and Compost Giveaway Event Total: 6.78 tons

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Michael Heftman

Vice President of Municipal Services

/go

APPENDIX

FRANCHISE FEE WORKSHEETS

Burrtec Waste Services LLC
City Of Duarte
For the Quarter Ended:

3/31/2024

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
January-24	\$ 239,685.38	\$ 67,319.50	\$ 423,933.73	\$ 730,938.61
February-24	\$ 196,056.27	\$ 99,302.03	\$ 68,609.82	\$ 363,968.12
March-24	\$ 204,423.14	\$ 72,565.49	\$ 58,592.76	\$ 335,581.39
Total Gross Receipts	\$ 640,164.79	\$ 239,187.02	\$ 551,136.31	\$ 1,430,488.12
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 96,024.72	\$ 35,878.05	\$ 66,136.36	\$ 198,039.13

Burrtec Waste Services LLC
City Of Duarte
For the Quarter Ended:

6/30/2024

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
April-24	\$ 211,402.58	\$ 82,796.98	\$ 421,093.66	\$ 715,293.22
May-24	\$ 200,725.36	\$ 62,912.30	\$ 64,619.76	\$ 328,257.42
June-24	\$ 219,642.23	\$ 58,136.31	\$ 41,297.26	\$ 319,075.80
Total Gross Receipts	\$ 631,770.17	\$ 203,845.59	\$ 527,010.68	\$ 1,362,626.44
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 94,765.53	\$ 30,576.84	\$ 63,241.28	\$ 188,583.65

Burrtec Waste Services LLC
City Of Duarte
For the Quarter Ended:

9/30/2024

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
July-24	\$ 200,593.30	\$ 91,962.83	\$ 415,145.86	\$ 707,701.99
August-24	\$ 202,699.62	\$ 69,656.84	\$ 61,247.68	\$ 333,604.14
September-24	\$ 212,263.76	\$ 39,360.72	\$ 42,441.43	\$ 294,065.91
Total Gross Receipts	\$ 615,556.68	\$ 200,980.39	\$ 518,834.97	\$ 1,335,372.04
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 92,333.50	\$ 30,147.06	\$ 62,260.20	\$ 184,740.76
Less Qtr 3, Comm'l Recycling Franchise Fee 2% Adjustment				\$ (13,916.66)
Net Qtr 3 Franchise				\$ 170,824.10
Less Qtr 1, Commercial Recycling Franchise Fee 2% Adjustment Overpayment				\$ (13,283.23)
Less Qtr 2, Commercial Recycling Franchise Fee 2% Adjustment Overpayment				\$ (13,320.27)
Total Franchise Due				\$ 144,220.60

Burrtec Waste Services LLC
City Of Duarte
For the Quarter Ended:

12/31/2024

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
October-24	\$ 208,538.27	\$ 119,848.03	\$ 412,434.53	\$ 740,820.83
November-24	\$ 207,132.43	\$ 73,958.63	\$ 67,396.78	\$ 348,487.84
December-24	\$ 201,054.62	\$ 68,730.52	\$ 60,346.35	\$ 330,131.49
Total Gross Receipts	\$ 616,725.32	\$ 262,537.18	\$ 540,177.66	\$ 1,419,440.16
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 92,508.80	\$ 39,380.58	\$ 64,821.32	\$ 196,710.70

Less Qtr 3, Commercial Recycling Franchise Fee 2% Adjustment Overpayment	\$ (13,916.66)
Less Qtr 4, Commercial Recycling Franchise Fee 2% Adjustment Overpayment	\$ (14,044.53)
Total Franchise Due	\$ 168,749.51

OUTREACH & EDUCATIONAL MATERIAL

Standard
Pre-Sorted
U.S. Postage
PAID
San Bernardino, CA
Permit #2758

Burrtrec Waste Industries, Inc.
1000 Street Address
City, CA 90000



ARE YOU RECYCLING FOOD WASTE?

Food waste recycling is required per California state law Senate Bill 1383. Let's work together to divert organics from landfills and reduce methane gas. You can help keep our planet and communities healthy!

¿ESTÁ RECICLANDO LOS DESECHOS DE COMIDA?

El reciclaje de desechos de comida es obligatorio según la ley estatal de California, Proyecto de Ley del Senado 1383. Trabajemos juntos para desviar el material orgánico de los vertederos y reducir el gas metano. ¡Usted puede ayudar a mantener nuestro planeta y nuestras comunidades saludables!



Reduce your waste
Reduzca sus residuos



Divert food waste
from the landfill
Desvíe los desechos de
comida del vertedero



Turn your food
waste into compost
Convierta sus desechos
de comida en abono



Mitigate methane
emissions
Mitigue las emisiones
de metano



Scan this QR code to learn more
Escanee este código QR para obtener más información

First and Last Name

12345 First Street

Sampletown, CA 90210



Please add food
waste directly to your
GREEN barrel.

Por favor agregue los
desechos de comida
directamente a su
barril VERDE.



ARE YOU RECYCLING FOOD WASTE?

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Burrtrec Waste Industries, Inc.
1000 Street Address
City, CA 9000



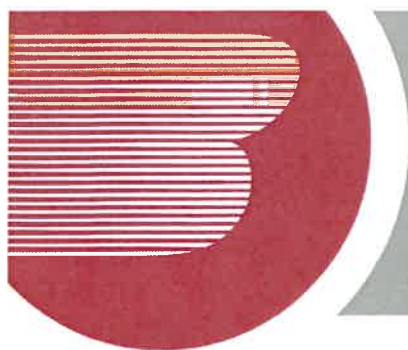
Standard
Pre-Sorted
U.S. Postage
PAID
San Bernardino, CA
Permit #2758



First and Last Name
12345 First Street
Sampletown, CA 90210







Spring 2024

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Contact Information

Burrtec Waste Industries
1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service
(888) 298-5161

Customer Service
(800) 325-9417

Hours of Operation
Monday-Friday
8:00 am to 5:00 pm

Website
Burrtec.com

Follow us on



Did You Know?



**California
disposes
enough
plastic to fill
284 Olympic
pools every
day!**

- Source: cdfa.ca.gov

**Sponsored by Burrtec Waste Industries
for the City of Duarte Commercial, Roll Off and Multifamily Customers**

Attention Food Service Providers

Existing state law requires certain businesses to implement a recycling and organics program. AB 827, which went into effect July 1, 2020, requires food establishments that provide trash containers for products purchased and consumed on the premises to also provide properly labeled containers for recyclables and organic waste (food waste). These containers must be placed adjacent to trash containers.

The law applies to limited-service restaurants such as those restaurants where customers order and pay at the counter and bus their own tables after eating. The law will affect restaurants, malls, and other businesses that serve food. Full-service food establishments that do not provide access to trash containers for products consumed on the premises will be exempt, as food workers will likely separate post-consumer food waste and recyclables in the dish washing areas.

Highlights:

- AB 827 requires collection containers at the front-of-house to be visible, accessible and labeled.
- This law affects businesses that sell products that are meant for immediate consumption.
- Full-service restaurants where employees bus and clean tables are exempt but must provide labeled collection containers adjacent to trash containers for employees/staff to separate post-consumer recyclables and organics.



For further information regarding this law, please visit: <https://www.calrecycle.ca.gov>.

State Required Contamination Monitoring of Recyclables

California state law SB 1383 requires jurisdictions to monitor trash, recycling, and organics barrels to minimize contamination. Trash and other contaminants in the recycling or organics collection container(s) could result in a fee and non-collection due to contamination. If contamination is found, contamination tags (as shown to the left) will be affixed to the container lid. After the first notice, customers may be charged a contamination fee and the container will not be serviced as recyclable; it will be subsequently serviced as trash. Please note: the contamination fee will be automatically assessed if hazardous or bio-hazardous materials are placed in any collection container. Not sure about what goes in each container? Contact our Burrtec Customer Service at (800) 325-9417 for assistance. As always, thank you for your continued support and cooperation!



Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day | Independence Day | Labor Day
Thanksgiving Day | Christmas Day | New Year's Day

When the holiday falls on a weekday, service will be delayed by one day.

YOUR SORTING GUIDE - WHAT GOES WHERE?

Black Bin/Barrel is for trash



BAG ALL TRASH - DO NOT ADD HAZARDOUS WASTE

BLACK CONTAINER GUIDE

YES

- ✓ Birds of Paradise
- ✓ Cactus
- ✓ Clothing
- ✓ Diapers
- ✓ Dishware
- ✓ Flower pots
- ✓ Hoses
- ✓ Palm fronds
- ✓ Pet food bags
- ✓ Plastic bags or wrap
- ✓ Pet waste
- ✓ Plastic toys
- ✓ Plastic utensils
- ✓ Shrink wrap
- ✓ Soiled paper products
- ✓ Straws
- ✓ Wipes

NO

- ✗ Batteries
- ✗ Electronic waste
- ✗ Hazardous waste
- ✗ Hot ashes
- ✗ Flammables
- ✗ Fluorescent bulbs
- ✗ Food waste
- ✗ Landscape waste
- ✗ Machinery
- ✗ Paint
- ✗ Pesticides
- ✗ Oil
- ✗ Recyclables
- ✗ Sharps
- ✗ Tires

Green Bin/Barrel is for green waste



DO NOT BAG GREEN WASTE

GREEN CONTAINER GUIDE

YES

- ✓ Dead plants
- ✓ Flowers
- ✓ Grass clippings
- ✓ Leaves
- ✓ Prunings & twigs
- ✓ Shrub trimmings
- ✓ Small branches
- ✓ Untreated wood
- ✓ Weeds

NO

- ✗ Animal waste
- ✗ Batteries
- ✗ Cactus
- ✗ Concrete
- ✗ Dirt
- ✗ Electronic waste
- ✗ Flammables
- ✗ Glass
- ✗ Hazardous waste
- ✗ Liquids
- ✗ Metal
- ✗ Plastic
- ✗ Rocks

Blue Bin/Barrel is for recyclables



DO NOT BAG RECYCLABLES

BLUE CONTAINER GUIDE

YES

- ✓ Aerosol cans (empty)
- ✓ Aluminum cans
- ✓ Brochures
- ✓ Cardboard
- ✓ Cartons
- ✓ Catalogs
- ✓ Computer paper
- ✓ Envelopes
- ✓ Glass bottles & jars
- ✓ Junk mail
- ✓ Newspaper
- ✓ Paper products
- ✓ #1 - #7 Plastics
- ✓ Tin cans
- ✓ Tissue boxes
- ✓ Wrapping paper

NO

- ✗ Batteries
- ✗ Bubble wrap
- ✗ Carpet
- ✗ Clothing
- ✗ Diapers
- ✗ Dishware
- ✗ Electronic waste
- ✗ Furniture
- ✗ Hoses
- ✗ Mirrors
- ✗ Pet food bags
- ✗ Pizza boxes
- ✗ Plastic bags or wrap
- ✗ Plastic toys
- ✗ Soiled paper products
- ✗ Stuffed animals
- ✗ Wax paper

Brown Bin/Barrel is for food waste



DO NOT BAG FOOD WASTE

BROWN CONTAINER GUIDE

YES

- ✓ Bread
- ✓ Coffee grounds
- ✓ Cooked meat and bones
- ✓ Dairy
- ✓ Eggshells
- ✓ Fish
- ✓ Food soiled paper & cardboard*
- ✓ Food waste and scraps
- ✓ Fruit
- ✓ Moldy or spoiled food
- ✓ Vegetables

NO

- ✗ Aluminum foil
- ✗ Bottles and cans
- ✗ Cooking oil
- ✗ Electronics
- ✗ Glass
- ✗ Hazardous waste
- ✗ Landscape waste
- ✗ Liquids
- ✗ Plastic
- ✗ Raw meat & poultry
- ✗ Raw seafood
- ✗ Trash

*Such as fast food wrappers and pizza boxes

Edible Food Recovery Requirement

Certain businesses have requirements and responsibilities as it relates to edible food recovery, such as:

- Not intentionally spoiling edible food that is capable of being recovered by a food recovery organization or service
- Making arrangements via contract with a food recovery organization or service to recover edible food that would be redistributed for human consumption

Is Your Business Affected?



TIER 1 Businesses - Effective January 1, 2022

- Food distributors
- Wholesale food vendors
- Food service providers
- Grocery stores and supermarkets (10,000 square feet or greater)

TIER 2 Businesses - Effective January 1, 2024

- Hotels with at least 200 rooms and an on-site food facility
- Restaurant facilities (5,000 square feet or larger, or seating more than 250)
- Local education agencies with an on-site food facility
- Healthcare facilities with an on-site food facility and 100+ beds
- Large venues (including shopping centers and malls) and events with 2,000+ daily visitors

The City of Duarte is a member of the San Gabriel Valley Regional Food Recovery Program which will conduct inspections of Tier 1 and Tier 2 businesses on behalf of the City. Learn more at sgvcog.org/regional-food-recovery-program.

Food Rescue Resources:

California Association of Food Banks
(cafoodbanks.org)

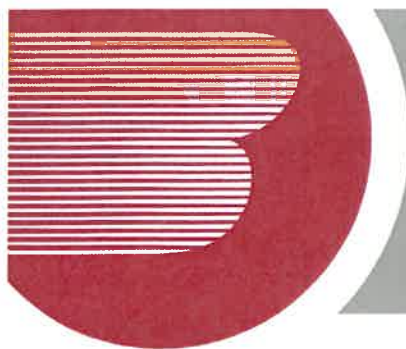
**Community Action Partnership
of San Bernardino County Food Bank**
(capsbc.org)

Feeding America (Inland Empire)
(feedingamericaie.org)

Food Finder
(Foodfinders.us)

Los Angeles Regional Food Bank
(lafoodbank.org)

**Additional Food Rescue Resource:
Burrtec Edible Food Rescue Resource Map**
(bit.ly/FoodRescueMap)



Spring 2024

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Contact Information

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(888) 298-5161

Customer Service

(800) 325-9417

Hours of Operation

Monday-Friday
8:00 a.m. to 5:00 p.m.

Website

Burrtec.com/Duarte

Follow us on



Used Oil Collection

Residents are eligible to participate in the Used Oil Collection Program. Used motor oil and filter pick-ups take place on trash day, and must be scheduled at least one day in advance. This service is available to single-family homes. Up to three free collections may be requested per calendar year. Please contact Burrtec's Customer Service Department in advance to schedule your collection service.



Can't Stand the Smell?

Below are some tips to help you reduce barrel odors:

- Place your green barrels on your lawn and rinse with soap and water to prevent any foods from sticking to the inside.
- Place food waste in a paper bag before disposing in green organics barrel.
- Place your trash in a plastic garbage bag and make sure that it's securely tied before placing into barrels.

Good barrel hygiene is the secret to maintaining an odor-free barrel and an easy way to keep away unwanted insects.

Sponsored by Burrtec Waste Services
for the City of Duarte's Residents

Duarte Community Clean-up, Compost Giveaway and Shred Event Schedule

Saturday, May 18, 2024

8 AM to 2 PM

Duarte Civic Center Parking Lot (1600 Huntington Drive)

Residents must enter from Pops Road.

Community Clean-up - Burrtec offers a convenient drop-off location for Duarte's Community Clean-up. Burrtec will be collecting non-hazardous waste. Tires, commercial waste or hazardous waste will NOT be accepted. Please bring your Burrtec trash bill for proof of residency.

Appliances

- ✓ Dishwashers
- ✓ Refrigerators
- ✓ Stoves
- ✓ Washers & dryers
- ✓ Water heaters

Furniture

- ✓ Chairs
- ✓ Couches
- ✓ Mattresses
- ✓ Tables

Others

- ✓ Bundles of lumber/tree branches (48" max length)
- ✓ Toys
- ✓ Electronic Waste

Compost Giveaway - This is a self-serve event so please bring sturdy bags, pails, containers, and gloves to take and load your compost. Duarte residents ONLY. First come, first serve. Bring a copy of your trash bill.

Benefits of Compost:

- Helps retain moisture to reduce watering
- Controls erosion
- Suppresses weed growth
- Provides beneficial nutrients to improve soil



Shred Event - Protect your identity by shredding personal papers for FREE! Duarte residents ONLY. Shredding ends at 2 PM or when the shred truck is full, whichever occurs first. Bring old bank statements, old pay stubs, credit card applications, old papers with personal information. No binders please.



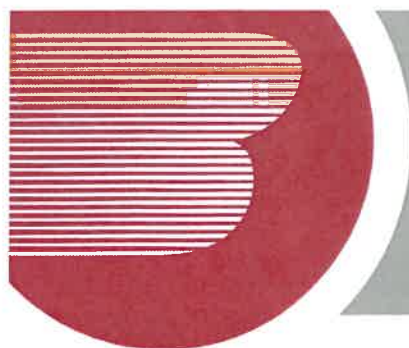
For more information please call Burrtec at (800) 325-9417.

Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
Thanksgiving Day		Christmas Day		New Year's Day

When a holiday falls on a Monday, there will be no service delay. Should a holiday fall between Tuesday and Friday, service will be delayed by one day.



primavera 2024

BURRTEC NEWS

INFORMACIÓN DE DESECHOS Y RECICLAJE

Patrocinado por Burrtec Waste Industries para los residentes de la Ciudad de Duarte

Información de Contacto

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Servicio de Pago Automatizado

(888) 298-5161

Servicio al Cliente

(800) 325-9417

Horas de oficina

Monday-Friday
8:00 a.m. to 5:00 p.m.

Página web

Burrtec.com/Duarte

Siganos en



Colección de Aceite Usado

Los residentes son elegibles para participar en el Programa de Recolección de Aceite Usado. La recolección de aceite de motor y filtros usados se realiza en el día de basura, y debe programarse con al menos un día de anticipación. Este servicio está disponible para viviendas unifamiliares. Se pueden solicitar hasta tres recolecciones gratuitas al año. Por favor comuníquese con el Departamento de Servicio al Cliente de Burrtec con anticipación para agendar su servicio de recolección.



¿No soporta el olor?

Abajo hay algunos consejos para ayudarlo a reducir los olores de sus carritos:

- Coloque sus carritos verdes en su césped y enjuáguelos con agua y jabón para evitar que comida se peguen al interior.
- Coloque los desechos de comida en una bolsa de papel antes de desecharlos en el carrito orgánico verde.
- Coloque su basura en una bolsa de basura de plástico y asegúrese de que esté bien atada antes de colocarla en el carrito negro.

Una buena higiene del los carritos es el secreto para mantener los carritos libre de olores y una manera fácil de mantener alejados a los insectos no deseados.

Calendario de Eventos de limpieza Comunitarios, Abono y Trituración de Duarte

sábado, 18 de mayo

8 AM to 2 PM

Estacionamiento del Centro Cívico (1600 Huntington Drive)

Los residentes deben entrar por la calle Pops.

Limpieza en la comunidad - Burrtec ofrece lugares convenientes para arrojar los desechos de limpieza de la comunidad de Duarte. Burrtec hará una recolección de desperdicios no peligrosos. Llantas, desechos comerciales, y desechos peligrosos no serán aceptados. Por favor, asegúrese de traer su factura de recolección de basura de Burrtec como prueba de su residencia.

Electrodomésticos

- ✓ Lavaplatos
- ✓ Refrigeradores
- ✓ Estufas
- ✓ Lavadoras y secadoras
- ✓ Calentadores de agua

Muebles

- ✓ Sillas
- ✓ Sofás
- ✓ Colchones
- ✓ Mesas

Otros

- ✓ Atados de leña/ramas de árboles (Máximo 48 pulgadas de largo)
- ✓ Juguetes
- ✓ Electrónicos

Reparto de abono gratis - Este es un evento de auto-servicio. Por favor traiga bolsas resistentes, cubos, contenedores, y guantes para tomar y cargar su abono. SOLAMENTE para residentes de Duarte. Por favor traiga una copia de su factura de basura.

Beneficios del Abono:

- Ayuda a retener la humedad para reducir el riego
- Controla la erosión
- Suprime el crecimiento de malezas
- Proporciona nutrientes beneficiosos para mejorar la tierra



Destrucción de documentos - Proteja su identidad destruya sus documentos personales GRATIS! Residentes de Duarte SOLAMENTE. La trituración termina a las 2 PM o cuando el camión de trituración esté lleno, lo que ocurra primero. Traiga estados de cuenta viejos, talones de pago, solicitudes de tarjetas de crédito, papeles con información personal. Por favor de no traer cuadernos.



Para mas informacion, por favor llame a Burrtec al (800) 325-9417.

Horario Festivo

No hay servicio en días feriados.

Año Nuevo | Día de Acción de Gracias | Día de los Caídos
Día de la Independencia | Día de Navidad | Día del Trabajo

Si el día festivo cae en lunes, no habrá retrasos en el servicio. Si el día festivo cae entre martes y viernes, el servicio se retrasará un día.



Burrtec Waste Industries, Inc
9820 Cherry Ave
Fontana, CA 92335

MANDATORY STATE LAW BARREL INSPECTIONS ARE COMING

California state law SB 1383 requires jurisdictions to monitor trash, recycling, and organics barrels to minimize contamination. Burrtec inspectors will begin viewing and photographing barrel contents for prohibited materials. If prohibited materials are found, a contamination notice will be left on the barrel. Please review the "What Goes Where" guide on the back of this card for reminders of acceptable items in each barrel. *Note: Fines or citations will not be issued. If you are approached about fines or citations, please contact Burrtec's customer service immediately.*

LLEGARON LAS INSPECCIONES DE BARRIL OBLIGATORIAS POR LA LEY ESTATAL

La ley estatal de California SB 1383 requiere que las jurisdicciones monitorien los barriles de basura, reciclaje y orgánicos para minimizar la contaminación. Los inspectores de Burrtec comenzarán a inspeccionar y fotografiar el contenido de barriles para materiales prohibidos. Si se encuentran materiales prohibidos, se dejará un aviso de contaminación en el barril. Por favor revise la guía "Qué Va Dónde" en la parte posterior para recordatorios de los artículos aceptables en cada barril. *Nota: no se emitirán multas ni citaciones. Si se le acercan en referencia a multas y citaciones, comuníquese de inmediato con el Servicio al Cliente de Burrtec.*



If no contamination is found, you will be entered into a random drawing to win \$100.

Si no se encuentra contaminación, será seleccionado para un sorteo al azar para ganar \$100.

YOUR BARREL GUIDE: WHAT GOES WHERE?/SU GUÍA DE BARRILES: ¿QUÉ VA DÓNDE?



Black Barrel
is for trash
Barril Negro
es para basura

BAG TRASH - DO NOT ADD HAZARDOUS WASTE
EMBOLSE LA BASURA - NO AGREGUE DESECHOS PELIGROSOS



Blue Barrel
is for unbagged
recyclables
Barril Azul
es para reciclables
sin embolsar

DO NOT BAG RECYCLABLES
NO EMBOLSE RECICLABLES



Green Barrel
is for green waste
& food waste
Barril Verde
es para desechos verdes
y desechos de comida

DO NOT BAG FOOD WASTE OR GREEN WASTE
NO EMBOLSE DESECHOS VERDES O DESECHOS DE COMIDA

BLACK BARREL GUIDE/GUÍA DE BARRIL NEGRO

YES/SÍ

Birds of Paradise/Pájaros del Paraíso
Cactus
Clothing/Ropa
Diapers/Pañales
Dishware/Vajilla
Flower pots/Macetas
Hoses/Mangueras
Palm fronds/Hojas de palma
Pet food bags/Bolsas de comida para mascotas
Pet waste/Residuos de mascotas
Plastic bags or wrap/
Bolsos o envoltorios de plástico
Plastic toys/Juguetes de plástico
Plastic utensils/Utensilios de plástico
Shrink wrap/Envoltura retráctil
Soiled paper products/Productos de papel sucios
Straws/Pajitas
Styrofoam/Espuma de poliestireno
Wipes/Toallitas

NO

Batteries/Baterías
Electronics/Electrónicos
Food waste/Desechos de comida
Hazardous waste/Residuos peligrosos
Hot ashes/Cenizas calientes
Flammables/Inflamables
Fluorescent bulbs/Bombillas fluorescentes
Landscape waste/Residuos de jardinería
Machinery/Maquinaria
Oil/Aceite
Paint/Pintura
Pesticides/Pesticidas
Recyclables/Reciclables
Sharps/Objetos punzocortantes
Tires/Neumáticos

BLUE BARREL GUIDE/GUÍA DE BARRIL AZUL

YES/SÍ

Aerosol cans (empty)/Latas de aerosol (vacías)
Aluminum cans/Latas de aluminio
Brochures/Folletos
Cardboard/Cartón
Cartons/Cartones
Catalogs/Catálogos
Computer paper/Papel de computadora
Envelopes/Sobres
Glass bottles & jars/Botellas y frascos de vidrio
Junk mail/Correo no deseado
Newspaper/Periódico
Paper products/Productos de papel
#1 - #7 Plastics/Plásticos #1 - #7
Tin cans/Latas
Tissue boxes/Cajas de pañuelos
Wrapping paper/Papel de regalo

NO

Batteries/Baterías
Bubble wrap/Plástico de burbujas
Carpel/Alfombra
Clothing/Ropa
Diapers/Pañales
Dishware/Vajilla
Electronics/Electrónicos
Furniture/Muebles
Hoses/Mangueras
Mirrors/Especios
Pet food bags/Bolsas de comida para mascotas
Pizza boxes/Cajas de pizza
Plastic bags or wrap/
Bolsos o envoltorios de plástico
Plastic toys/Juguetes de plástico
Soiled paper products/Productos de papel sucios
Stuffed animals/Peluches
Wax paper/Papel encerado

GREEN BARREL GUIDE/GUÍA DE BARRIL VERDE

YES/SÍ

Dead plants/Plantas muertas
Flowers/Flores
Food soiled paper & cardboard*/
Papel y cartón manchados de comida*
Food waste and scraps/Desechos y sobras de comida
Grass clippings/Recortes de césped
Leaves/Hojas
Livestock manure/Estiércol de ganado
Prunings & twigs/Podas y ramitas
Shrub trimmings/Recortes de arbustos
Small branches/Ramas pequeñas
Untreated wood/Madera sin tratar
Weeds/Malas hierbas

NO

Batteries/Baterías
Cactus
Concrete/Concreto
Dirt/Tierra
Electronics/Electrónicos
Flammables/Inflamables
Glass/Vidrio
Hazardous waste/Residuos peligrosos
Liquids/Líquidos
Metal
Oil/Aceite
Pet waste/Residuos de mascotas
Plastic/Plástico
Rocks/Rocas

* Such as paper towels and coffee filters
* Como toallas de papel y filtros de café

THESE SYMBOLS INDICATE PROPER DISPOSAL/ESTOS SÍMBOLOS INDICAN LA ELIMINACIÓN ADECUADA



GARBAGE
BASURA



RECYCLING
RECICLAJE



ORGANIC WASTE
RESIDUOS ORGÁNICOS



HAZARDOUS WASTE
RESIDUOS PELIGROSOS



ELECTRONICS
ELECTRÓNICOS



CALL OUR OFFICE
LLAME A NUESTRA OFICINA



MANDATORY STATE LAW BARREL INSPECTIONS ARE HERE

OBLIGATORIA LEY ESTATAL LAS INSPECCIONES DE BARRILES ESTÁN AQUÍ



We found the following contamination:
Encontramos la siguiente contaminación:



1. Trash/Basura

Such as animal waste, food waste, plastic bags, wrappers, diapers
Como desechos de mascotas, desechos de comida, bolsas de plástico, envoltorios y pañales

BLACK BARREL ONLY
BARRIL NEGRO SOLAMENTE



2. Recyclables/Reciclables

Rigid plastics, glass, metal, paper and cardboard
Plásticos rígidos, vidrio, metal, papel y cartón

BLUE BARREL ONLY
BARRIL AZUL SOLAMENTE



3. Food Waste/Desechos de Comida

Includes food soiled paper
Incluye papel manchado de comida

GREEN BARREL ONLY
BARRIL VERDE SOLAMENTE



4. Green Waste/Desechos Verdes

Must be unbagged
Deben de estar desembolsados

GREEN BARREL ONLY
BARRIL VERDE SOLAMENTE



5. Electronics or Hazardous Waste/ Electrónicos o Residuos Peligrosos

Batteries, paint, and electronics are not allowed in any barrel
No se permiten baterías, pintura ni electrónicos en ningún barril

NOT ALLOWED IN ANY BARREL
NO SON PERMITIDOS EN NINGÚN BARRIL



6. Great Job! No Contamination Found ¡Gran trabajo! No se encontró contaminación

Thank you for disposing of your items in the proper barrel. As our thanks, you will be entered into a random drawing to win \$100. Winners will be contacted directly.

Gracias por desechar sus artículos en el barril adecuado. Como agradecimiento, participará en un sorteo realizado al azar para ganar \$100. Los ganadores serán contactados directamente.



Why Barrel Inspections?

California state law SB 1383 requires jurisdictions to monitor trash, recycling, and organics barrels to minimize contamination. Burrtec inspectors will begin viewing and photographing barrel contents for prohibited materials. If prohibited materials are found, a contamination notice will be left on the barrel. Please review the "What Goes Where" guide on the back of this card for reminders of acceptable items in each barrel.

Note: Fines or citations will not be issued. If you are approached about fines or citations, please contact Burrtec's customer service immediately.

¿Por qué realizar inspecciones de barriles?

La ley estatal de California SB 1383 requiere que las jurisdicciones monitorien los barriles de basura, reciclaje y orgánicos para minimizar la contaminación. Los inspectores de Burrtec comenzarán a inspeccionar y fotografiar el contenido de barriles para materiales prohibidos. Si se encuentran materiales prohibidos, se dejará un aviso de contaminación en el barril. Por favor revise la guía "Qué Va Dónde" en la parte posterior para recordatorios de los artículos aceptables en cada barril.

Nota: no se emitirán multas ni citaciones. Si se le acercan en referencia a multas y citaciones, comuníquese de inmediato con el Servicio al Cliente de Burrtec.

VISIT OUR WEBSITE
VISITE NUESTRO SITIO WEB



BURRTEC.COM



YOUR WASTE GUIDE: WHAT GOES WHERE? SU GUÍA DE DESECHOS: ¿QUÉ VA DÓNDE?

Black Barrel is for trash Barril Negro es para basura



DO NOT ADD HAZARDOUS WASTE
NO AÑADE RESIDUOS PELIGROSOS

TRASH GUIDE GUÍA DE BARRIL NEGRO

YES	NO
✓ Cactus	✗ Batteries
✓ Clothing	✗ Electronics
✓ Diapers	✗ Flammables
✓ Dishware	✗ Fluorescent bulbs
✓ Flower pots	✗ Food waste
✓ Hoses	✗ Hazardous waste
✓ Plastic bags or wrap	✗ Hot ashes
✓ Pet food bags	✗ Landscape waste
✓ Pet waste	✗ Machinery
✓ Plastic toys	✗ Oil
✓ Plastic utensils	✗ Paint
✓ Shrink wrap	✗ Pesticides
✓ Soiled paper products	✗ Recyclables
✓ Straws	✗ Sharps
✓ Wipes	✗ Tires
✓ Cactus	✗ Batterías
✓ Ropa	✗ Electrónicos
✓ Pañales	✗ Inflamables
✓ Vajilla	✗ Bombillas fluorescentes
✓ Macetas	✗ Desechos de comida
✓ Mangueras	✗ Residuos peligrosos
✓ Bolsas o envoltorios de plástico	✗ Cenizas calientes
✓ Bolsas de comida para mascotas	✗ Residuos del paisaje
✓ Residuos de mascotas	✗ Aceite
✓ Juguetes de plástico	✗ Maquinaria
✓ Utensilios de plástico	✗ Pintura
✓ Envoltura retráctil	✗ Pesticidas
✓ Productos de papel sucios	✗ Reciclables
✓ Pajitas	✗ Objetos punzocortantes
✓ Toallitas	✗ Neumáticos

Blue Barrel is for recyclables Barril Azul es para reciclables



DO NOT BAG RECYCLABLES
POR FAVOR NO EMBOLOSE RECYCLABLES

RECYCLING GUIDE GUÍA BARRIL AZUL

YES	NO
✓ Aerosol cans (empty)	✗ Batteries
✓ Aluminum cans	✗ Bubble wrap
✓ Brochures	✗ Carpet
✓ Cardboard	✗ Clothing
✓ Cartons	✗ Diapers
✓ Catalogs	✗ Dishware
✓ Computer paper	✗ Electronics
✓ Envelopes	✗ Furniture
✓ Glass bottles & jars	✗ Hoses
✓ Junk mail	✗ Mirrors
✓ Newspaper	✗ Pet food bags
✓ Paper products	✗ Pizza boxes
✓ #1 - #7 Plastics	✗ Plastic bags or wrap
✓ Tin cans	✗ Plastic toys
✓ Tissue boxes	✗ Soiled paper products
✓ Wrapping paper	✗ Stuffed animals
	✗ Wax paper
✓ Latas de aerosol (vacías)	✗ Baterías
✓ Latas de aluminio	✗ Plástico de burbujas
✓ Folletos	✗ Alfombra
✓ Cartulina	✗ Ropa
✓ Cajas de cartón	✗ Pañales
✓ Catálogos	✗ Vajilla
✓ Papel de computadora	✗ Electrónicos
✓ Sobres	✗ Muebles
✓ Botellas y frascos de vidrio	✗ Mangueras
✓ Espejos	✗ Bolas de comida para mascotas
✓ Correo no deseado	✗ Bolsas de pizza
✓ Periódico	✗ Cajas de pizza de plástico
✓ Productos de papel	✗ Bolsas o envoltorios de plástico
✓ Plásticos #1 - #7	✗ Latas
✓ Cajas de pañuelos	✗ Juguetes de plástico
✓ Papel de regalo	✗ Papel encerado
	✗ Peluches

Green Barrel is for green & food waste Barril Verde es para desechos verdes y desechos de comida



DO NOT BAG FOOD WASTE
POR FAVOR NO EMBOLOSE LOS DESECHOS DE COMIDA

ORGANICS GUIDE GUÍA BARRIL VERDE

YES	NO
✓ Birds of Paradise	✗ Batteries
✓ Dead plants	✗ Cactus
✓ Flowers	✗ Concrete
✓ Food soiled paper & cardboard*	✗ Dirt
✓ Food waste	✗ Electronics
✓ Grass clippings	✗ Flammables
✓ Leaves	✗ Glass
✓ Livestock manure	✗ Hazardous waste
✓ Palm fronds	✗ Liquids
✓ Prunings & twigs	✗ Metal
✓ Shrub trimmings	✗ Pet waste
✓ Small branches	✗ Plastic
✓ Untreated wood	✗ Rocks
✓ Weeds	

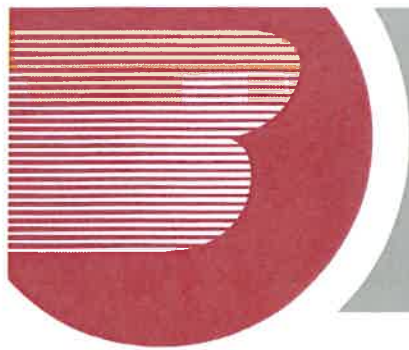
*Such as food wrapped in pizza boxes

SI	NO
✓ Pájaros del paraíso	✗ Baterías
✓ Plantas muertas	✗ Cactus
✓ Flores	✗ Concreto
✓ Papel manchado de comida y cartón*	✗ Tierra
✓ Desechos de comida	✗ Electrónicos
✓ Recortes de césped	✗ Inflamables
✓ Hojas	✗ Vidrio
✓ Estiércol de ganado	✗ Residuos peligrosos
✓ Hojas de palma	✗ Líquidos
✓ Podas y ramitas	✗ Metal
✓ Recortes de arbustos	✗ Desechos de mascotas
✓ Ramas pequeñas	✗ Plástico
	✗ Rocas

*Como envolturas de comida y cajas de pizza



BURRTEC.COM



Summer 2024

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Sponsored by Burrtec Waste Industries for Duarte Residents

Congratulations to the 2024 Recycle Right Contest Winners!

March 2024 - Juanita F.

April 2024 - Margarita V.

Contact Information

Burrtec Waste Services
1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service
(888) 298-5161

Customer Service
(800) 325-9417

Hours of Operation
Monday-Friday
8:00 a.m. to 5:00 p.m.

Website
www.Burrtec.com/Duarte



Hot Ashes and Charcoal Disposal

One common cause for fires in trucks and containers is hot coals and ashes. Coals can appear to be cool and actually remain hot for days after use. Please allow 48 to 72 hours for charcoal and ashes to cool down before disposing of them in the trash container.



Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
Thanksgiving Day		Christmas Day		New Year's Day

When a holiday falls on a Monday, there will be no service delay. Should a holiday fall between Tuesday and Friday, service will be delayed by one day.

YOUR WASTE GUIDE: WHAT GOES WHERE?

Black Barrel is for trash



BAG TRASH - DO NOT ADD HAZARDOUS WASTE

BLACK BARREL GUIDE

YES

Bird of Paradise
Cactus
Clothing
Diapers
Dishware
Flower pots
Hoses
Palm fronds
Pet food bags
Pet waste
Plastic bags or wrap
Plastic toys
Plastic utensils
Shrink wrap
Soiled paper products
Straws
Styrofoam
Wipes

NO

Batteries ⚡
Electronics 📺
Food waste 🌿
Hazardous waste ⚠️
Hot ashes 🔥
Flammables ⚠️
Fluorescent bulbs ⚡
Landscape waste 🌿
Machinery 🛠️
Oil ⚠️
Paint 🎨
Pesticides ⚠️
Recyclables ♻️
Sharps ⚠️
Tires 🛞

Blue Barrel is for unbagged recyclables



DO NOT BAG RECYCLABLES

BLUE BARREL GUIDE

YES

Aerosol cans (empty)
Aluminum cans
Brochures
Cardboard
Cartons
Catalogs
Computer paper
Envelopes
Glass bottles & jars
Junk mail
Newspaper
Paper products
#1 - #7 Plastics
Tin cans
Tissue boxes
Wrapping paper

NO

Batteries ⚡
Bubble wrap 📦
Carpet 🛏️
Clothing 🧥
Diapers 🍑
Dishware 🍽️
Electronics ⚡
Furniture 🛋️
Hoses 🚰
Mirrors 🪞
Pet food bags 🐾
Pizza boxes 🍕
Plastic bags or wrap 📦
Plastic toys 🧸
Soiled paper products 🗑️
Stuffed animals 🧸
Wax paper 🕯️

Green Barrel is for green waste & food waste



DO NOT BAG FOOD WASTE OR GREEN WASTE

GREEN BARREL GUIDE

YES

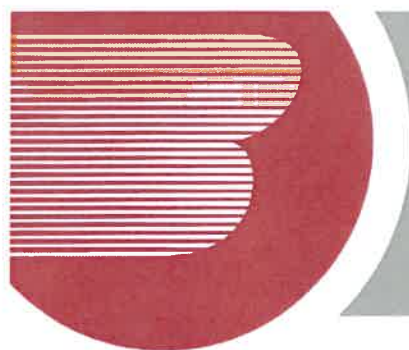
Dead plants
Flowers
Food soiled paper & cardboard*
Food waste and scraps
Grass clippings
Leaves
Livestock manure
Prunings & twigs
Shrub trimmings
Small branches
Untreated wood
Weeds

NO

Batteries ⚡
Cactus 🌵
Concrete 🏗️
Dirt 🏠
Electronics ⚡
Flammables ⚠️
Glass 🪞
Hazardous waste ⚠️
Liquids 🗑️
Metal 🔄
Oil ⚠️
Pet waste 🐾
Plastic 🔄
Rocks 🪨

* Such as paper towels and coffee filters





verano 2024

BURRTEC NEWS

INFORMACIÓN DE DESECHOS Y RECICLAJE

Patrocinado por Burrtec Waste Industries para los residentes de la Ciudad de Duarte

¡Felicitaciones a los ganadores del concurso Recycle Right 2024!

marzo 2024 - Juanita F.

abril 2024 - Margarita V.

Información de Contacto

Burrtec Waste Services

1017 West Gladstone Street

Azusa, CA 91702

Servicio de Pago Automatizado

(888) 298-5161

Servicio al Cliente

(800) 325-9417

Horas de oficina

Monday-Friday

8:00 a.m. - 5:00 p.m.

Página web

www.Burrtec.com/Duarte

Siganos en



Eliminación de Cenizas y Carbón Caliente

Una causa común de incendios en camiones y contenedores son las cenizas y carbón caliente. Los carbones pueden parecer fríos pero en realidad permanecen calientes durante días después de su uso. Por favor espere de 48 a 72 horas para que las cenizas y el carbón se enfríen antes de desecharlos en el contenedor de basura.



Horario Festivo

No hay servicio en días feriados.

Año Nuevo | Día de Acción de Gracias | Día de los Caídos
Día de la Independencia | Día de Navidad | Día del Trabajo

Cuando un día festivo cae en lunes, no habrá retraso en el servicio. Si un día festivo cae entre Martes y viernes, el servicio se retrasará un día.

SU GUÍA DE BARRILES: ¿QUÉ VA DÓNDE?

Barril Negro es para basura



Barril Azul es para reciclables sin embolsar



Barril Verde es para desechos verdes y desechos de comida



EMBOLSE LA BASURA - NO AGREGUE DESECHOS PELIGROSOS

GUÍA DE BARRIL NEGRO

SÍ

NO

Pájaros del Paraíso
Cactus
Ropa
Pañales
Vajilla
Macetas
Mangueras
Hojas de palma
Bolsas de comida para mascotas
Residuos de mascotas
Bolsas o envoltorios de plástico
Juguetes de plástico
Utensilios de plástico
Envoltura retráctil
Productos de papel sucios
Pajitas
Espuma de poliestireno
Toallitas

Baterías ⚡
Electrónicos 📱
Desechos de comida 🍌
Residuos peligrosos ☠️
Cenizas calientes 🔥
Inflamables ⚡
Bombillas fluorescentes ⚡
Residuos de jardinería 🌿
Maquinaria 🛠️
Aceite ⚡
Pintura ⚡
Pesticidas ⚡
Reciclables ♻️
Objetos punzocortantes 🗡️
Neumáticos 🛞

NO EMBOLSE RECICLABLES

GUÍA DE BARRIL AZUL

SÍ

NO

Lates de aerosol (vacías)
Latas de aluminio
Folleto
Cartón
Cartones
Catálogos
Papel de computadora
Sobres
Botellas y frascos de vidrio
Correo no deseado
Periódico
Productos de papel
Plásticos #1 - #7
Latas
Cajas de pañuelos
Papel de regalo

Baterías ⚡
Plástico de burbujas 📦
Alfombra 🛏️
Ropa 🧥
Pañales 🍑
Vajilla 🍽️
Electrónicos ⚡
Muebles 🛋️
Mangueras 🚰
Espejos 🪞
Bolsas de comida para mascotas 🐾
Cajas de pizza 🍕
Bolsas o envoltorios de plástico 📦
Juguetes de plástico 🧸
Soiled paper products 🧻
Peluches 🧸
Papel encerado 📄

NO EMBOLSE DESECHOS VERDES O DESECHOS DE COMIDA

GUÍA DE BARRIL VERDE

SÍ

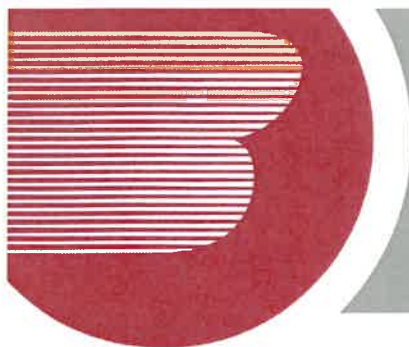
NO

Plantas muertas
Flores
Papel y cartón manchados de comida*
Desechos y sobras de comida
Recortes de césped
Hojas
Estiércol de ganado
Podas y ramitas
Recortes de arbustos
Ramas pequeñas
Madera sin tratar
Malas hierbas

Baterías ⚡
Cactus 🌵
Concreto 🏠
Tierra 🌱
Electrónicos ⚡
Inflamables ⚡
Vidrio 🍷
Residuos peligrosos ☠️
Líquidos 🧴
Metal 🏠
Aceite ⚡
Residuos de mascotas 🐾
Plástico 📦
Rocas 🪨

* Como toallas de papel y filtros de café





Fall 2024

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Contact Information

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Website
Burrtec.com

Follow us on



Sponsored by Burrtec Waste Industries
for the City of Duarte Commercial, Roll Off and Multifamily Customers

Help Keep Food Waste Recycling Clean!

Senate Bill 1383 requires a **75% reduction in organic waste disposal**. All residences and commercial businesses are required to participate and **recycle organic waste including food and landscape waste**. Food waste is collected, recycled and made into new products such as compost, mulch and renewable gas. **During the sorting process workers must remove non-acceptable material such as trash, plastic containers, glass and other contaminants.**

Keeping your containers free of contaminants will help contain recycling costs and keep material clean to create new products.

Spread the message, "Help keep your food waste recycling clean!"

Commercial Waste & Recycling

Burrtec provides customized services to fit the specific needs of our commercial customers. We offer free waste assessments to assist our customers in creating waste solutions to serve your specific business needs and create sustainable long-lasting solutions. Please call customer service at (800) 325-9417 or visit, <https://www.burrtec.com/request-services/> to request a waste assessment.



Did You Know?

The San Gabriel Valley Regional Food Recovery Program is known as one of the largest regional food recovery programs in the state of California.



Source:
AccessDuarte.com

Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
Thanksgiving Day		Christmas Day		New Year's Day

When the holiday falls on a weekday, service will be delayed by one day.

Multi-family Bulky Item Pickup

Burrtec will collect bulky items at your multi-family complex. Facility residents can place unwanted bulky items next to the bin or bin enclosure and Burrtec will take care of it.



Scavenging is Illegal

Removal of garbage and/or recyclables from solid waste containers is punishable by law (DMC 6.09.020)

To report scavenging activity, please call:

Temple Sheriff Station
at (626) 285-7171

REMEMBER: If you see a scavenger, do not approach them! Get a description of the person and/or vehicle with license plate number and their direction of travel.

Penalty for scavenging

- Impoundment of vehicle
- Fines



Developed in conjunction with the
City of Duarte and
Burrtec Waste Industries, Inc.



FOOD RESCUE

California produces nearly half of the nation's fruit and vegetables, yet 1 in 8 Californians struggle with food insecurity, or lack of access to food that one needs to live a healthy lifestyle.

For a full list of food rescue resources, please visit
<https://www.burrtec.com/recycling-legislation/#sb1383>.

Edible Food Recovery Requirement

Certain businesses have requirements and responsibilities as it relates to edible food recovery, such as:

- Not intentionally spoiling edible food that is capable of being recovered by a food recovery organization or service
- Making arrangements via contract with a food recovery organization or service to recover edible food that would be redistributed for human consumption

Is Your Business Affected?

TIER 1 Businesses - Effective January 1, 2022

- Food distributors
- Wholesale food vendors
- Food service providers
- Grocery stores and supermarkets (10,000 square feet or greater)

TIER 2 Businesses - Effective January 1, 2024

- Hotels with at least 200 rooms and an on-site food facility
- Restaurant facilities (5,000 square feet or larger, or seating more than 250)
- Local education agencies with an on-site food facility
- Healthcare facilities with an on-site food facility and 100+ beds
- Large venues (including shopping centers and malls) and events with 2,000+ daily visitors

The City of Duarte is a member of the San Gabriel Valley Regional Food Recovery Program which will conduct inspections of Tier 1 and Tier 2 businesses on behalf of the City. Learn more at sgvcog.org/regional-food-recovery-program.

Food Rescue Resources:
California Association of Food Banks
(cafoodbanks.org)

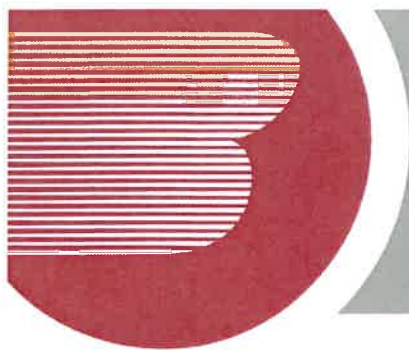
Food Finder
(Foodfinder.us)

Los Angeles Regional Food Bank
(lafoodbank.org)

Additional Food Rescue Resource:
Burrtec Edible Food Rescue Resource Map
(<https://bit.ly/FoodRescueMap>)

For more information about SB 1383 details and requirements, please visit calrecycle.ca.gov.





Fall 2024

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Sponsored by Burrtec Waste Industries
for the City of Duarte's Residents

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8:00 am to 5:00 pm

Website
Burrtec.com/Duarte

Follow us on



Collection Day Reminder

On collection day, please place your containers in the street, at the curb, or near the corner of your driveway. Barrels should have the handles facing towards your home. Barrels should be placed one foot apart from each other. The barrels need to be placed at least three feet away from any obstruction such as a fence, mailbox, or vehicle.

**All barrels must be curbside
by 6:00 a.m. on your service day.**



Duarte Community Clean-Up, Compost Giveaway and Shred Event Schedule

Saturday, October 19, 2024

Time: 8 AM to 2 PM

Where: Civic Center Parking Lot (1600 Huntington Drive)

Residents should enter from Pops Road.

Community Clean-Up - Burrtec offers a convenient drop-off location for Duarte's community clean-up. Burrtec will be collecting non-hazardous waste. No tires, commercial waste or hazardous waste will be accepted. Please bring your Burrtec trash bill for proof of residency.

Appliances

- ✓ Dishwashers
- ✓ Refrigerators
- ✓ Stoves
- ✓ Washers & dryers
- ✓ Water heaters

Furniture

- ✓ Chairs
- ✓ Couches
- ✓ Mattresses
- ✓ Tables

Others

- ✓ Bundles of lumber/
tree branches
(48" max length)
- ✓ Toys
- ✓ Electronic Waste

Compost Giveaway - This is a self serve event so please bring sturdy bags, pails, containers, gloves, and a shovel to take and load your compost. Duarte residents ONLY. First come, first serve. Bring a copy of your trash bill.

Benefits of Compost:

- Helps retain moisture to reduce watering
- Controls erosion
- Suppresses weed growth
- Provides beneficial nutrients to improve soil



Shred Event - Protect your identity, shred your personal papers for FREE! Duarte Residents ONLY. Shredding ends at 2 PM or when the shred truck is full, whichever occurs first. Bring old bank statements, old pay stubs, credit card applications, old papers with personal information. No binders please.



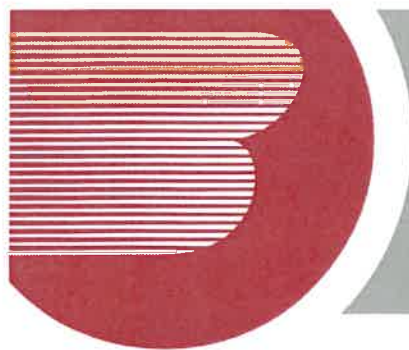
For more information please call Burrtec at (800) 325-9417.

Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
Thanksgiving Day		Christmas Day		New Year's Day

When a holiday falls on a Monday, there will be no service delay. Should a holiday fall between Tuesday and Friday, service will be delayed by one day.



otoño 2024

BURRTEC NEWS

INFORMACIÓN DE DESECHOS Y RECICLAJE

Información de Contacto

Burrtec Waste Services
1017 West Gladstone Street
Azusa, CA 91702

Servicio de Pago Automatizado
(888) 298-5161

Servicio al Cliente
(800) 325-9417

Horas de oficina
Monday-Friday
8:00 am to 5:00 pm

Página web
Burrtec.com/Duarte

Síganos en



Recordatorio del día de recolección

Sírvase colocar sus contenedores en la calle, en el bordillo, o cerca de la esquina de la entrada a su garaje en el día de recolección. Los contenedores deben tener las agarraderas en dirección a su casa. Los contenedores se deben colocar un pie aparte de otro contenedores. Coloque los contenedores por lo menos tres pies de distancia de cualquier obstrucción como por ejemplo una cerca, buzón o vehículo.

Todos los contenedores deben estar en el bordillo de la calle a las 6:00 a.m. en su día de recolección.



Patrocinado por Burrtec Waste Industries
para los residentes de la Ciudad de Duarte

Calendario de Eventos de Limpieza Comunitarios, Abono y Trituración de Duarte

Sábado, 19 de octubre

Hora: 8 AM to 2 PM

Dónde: Estacionamiento del Centro Cívico (1600 Huntington Drive)

Los residentes deben entrar por la calle Pops.

Limpieza en la comunidad - Burrtec ofrece lugares convenientes para arrojar los desechos de limpieza de la comunidad de Duarte. Burrtec hará una recolección de desperdicios no peligrosos. Por favor no lleve llantas, desperdicios comerciales o desperdicios peligrosos. Por favor, asegurese de traer su factura de recolección de basura de Burrtec como prueba de su residencia.

Electrodomésticos

- ✓ Lavaplatos
- ✓ Refrigeradores
- ✓ Estufas
- ✓ Lavadoras y secadoras
- ✓ Calentadores de agua

Muebles

- ✓ Sillas
- ✓ Sofás
- ✓ Colchones
- ✓ Mesas

Otros

- ✓ Atados de leña/ramas de árboles (Máximo 48 pulgadas de largo)
- ✓ Juguetes
- ✓ Electrónicos

Reparto de abono gratis - Este es un evento de auto-servicio. Por favor traiga bolsas resistentes, cubos, contenedores, guantes y una pala para tomar y cargar su abono. Gratis para los residentes de Duarte. Se le sirve en orden de llegada. Por favor traiga una copia de su factura de basura.

Beneficios del Abono:

- Ayuda a retener la humedad para reducir el riego
- Controla la erosión
- Suprime el crecimiento de malezas
- Proporciona nutrientes beneficiosos para mejorar la tierra



Destrucción de documentos - Proteja su identidad, destruya sus documentos personales GRATIS! Residentes de Duarte SOLAMENTE. La trituración termina a las 2 PM o cuando el camión de trituración esté lleno, lo que ocurra primero. Traiga estados de cuenta viejos, talones de pago, solicitudes de tarjetas de crédito, papeles con información personal. No se aceptan cuadernos.



Para mas información, por favor llame a Burrtec al (800) 325-9417.

Horario Festivo

No hay servicio en días feriados.

Año Nuevo		Día de Acción de Gracias		Día de los Caídos
Día de la Independencia		Día de Navidad		Día del Trabajo

Si el día festivo cae en lunes, no habrá retrasos en el servicio. Si el día festivo cae entre martes y viernes, el servicio se retrasará un día.

Winter 2024/2025

BURRTEC NEWS**WASTE AND RECYCLING NEWSLETTER****Contact Information****Burrtec Waste Services**

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(888) 298-5161

Customer Service

(626) 932-1558

Hours of Operation

Monday-Friday
8:00 am to 5:00 pm

Follow us on

**Website**

Burrtec.com/city/service-location/duarte/

Sponsored by Burrtec Waste Services for the City of Duarte Residents

The Holidays Are Soon Approaching!

Burrtec will collect and recycle Christmas trees from single-family residences. Please place your tree at curbside after Christmas on your collection day. Burrtec will provide this service from December 26th to January 16th. Trees six feet and over need to be cut in half. Please remove all ornaments, lights, and metal stands from the tree. Flocked trees will not be recycled. They will be collected as trash. Flocked trees six feet and over also need to be cut in half.

**Extra Holiday Waste**

Approximately 80% of your holiday trash is recyclable. All gift boxes, wrapping paper, greeting cards and cardboard packaging are items that may be placed in your recycling barrel. Burrtec will collect your excess holiday trash and recyclables. Beginning the day after Christmas for approximately one week, place excess holiday trash/recyclables in bags alongside your containers on your collection day.

Did something change?

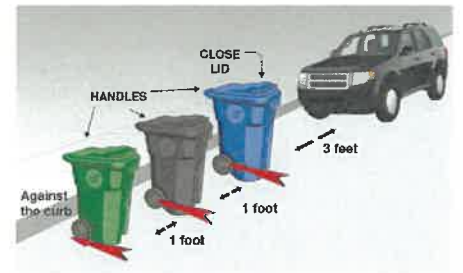
Please remember to contact Burrtec when your contact information has changed. Updated email addresses and phone numbers help to provide updates and other important information to you. Contact Burrtec Customer Service at (626) 932-1558. Thank You.

Duarte Anniversary Picnic

Thank you to everyone who visited our booth at the City Picnic on Saturday, September 21, 2024. We were delighted to be a part of this community event.

**Collection Day Reminder**

On collection day, please place your containers in the street, at the curb, or near the corner of your driveway. Barrels should have the handles facing towards your home. Barrels should be placed one foot apart from each other. The barrels need to be placed at least three feet away from any obstruction such as a fence, mailbox, or vehicle.



All barrels must be curbside by 6 AM on your service day.

**Holiday Schedule**

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
Thanksgiving Day		Christmas Day		New Year's Day

When a holiday falls on a Monday, there will be no service delay. Should a holiday fall between Tuesday and Friday, service will be delayed by one day.

Do You Have.....The Right Stuff?!

Residents who recycle correctly help keep rates lower for everyone and lower the amount of trash going to the landfill! You can help by taking the Recycling Challenge!!!

Win \$100 if you recycle the right stuff!

Burrtec will award two participating residents with a \$ 100 prize (or account credit) if they are selected and keep their recycling, organics and trash in the right barrel.

How To Participate:

- Fill out the entry form below and send it to Burrtec.
- Keep trash out of your blue and green barrel(s).
- Keep recyclables out of your black and green barrel(s).
- Keep organics out of your black and blue barrel(s).
- Entries will be selected at random - one per month (March and April 2025).

Please send your completed form to Burrtec using one of the options below:

Mail: 1017 W. Gladstone Street
Azusa, CA 91702

Email: bws@burrtec.com

Fax: (626) 932-1578

*Winner may be recognized at a City council meeting.
Photograph(s) and/or digital image(s) may be used in news releases and/or educational materials.*

March & April 2025 Duarte Recycle Right Contest Entry Form (Please Print)

Print Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

YOUR WASTE GUIDE: WHAT GOES WHERE?

Black Barrel is for trash



BAG TRASH - DO NOT ADD HAZARDOUS WASTE

BLACK BARREL GUIDE

YES

Bird of Paradise
Cactus
Clothing
Diapers
Dishware
Flower pots
Hoses
Palm fronds
Pet food bags
Pet waste
Plastic bags or wrap
Plastic toys
Plastic utensils
Shrink wrap
Soiled paper products
Straws
Styrofoam
Wipes

NO

Batteries ⚡
Electronics 📺
Food waste 🌿
Hazardous waste ⚠️
Hot ashes 🔥
Flammables ⚡
Fluorescent bulbs ⚡
Landscape waste 🌿
Machinery 🚧
Oil ⚡
Paint 🎨
Pesticides 🐛
Recyclables ♻️
Sharps ⚠️
Tires 🛞

Blue Barrel is for unbagged recyclables



DO NOT BAG RECYCLABLES

BLUE BARREL GUIDE

YES

Aerosol cans (empty)
Aluminum cans
Brochures
Cardboard
Cartons
Catalogs
Computer paper
Envelopes
Glass bottles & jars
Junk mail
Newspaper
Paper products
#1 - #7 Plastics
Tin cans
Tissue boxes
Wrapping paper

NO

Batteries ⚡
Bubble wrap 📦
Carpet 🧶
Clothing 👕
Diapers 🍑
Dishware 🍽️
Electronics 📺
Furniture 🛋️
Hoses 🚰
Mirrors 🪞
Pet food bags 🐕
Pizza boxes 🍕
Plastic bags or wrap 📦
Plastic toys 🧸
Soiled paper products 📄
Stuffed animals 🧸
Wax paper 📄

Green Barrel is for green waste & food waste



DO NOT BAG FOOD WASTE OR GREEN WASTE

GREEN BARREL GUIDE

YES

Dead plants
Flowers
Food soiled paper & cardboard*
Food waste and scraps
Grass clippings
Leaves
Livestock manure
Prunings & twigs
Shrub trimmings
Small branches
Untreated wood
Weeds

NO

Batteries ⚡
Cactus 🌵
Concrete 🏗️
Dirt 🏠
Electronics 📺
Flammables ⚡
Glass 🍷
Hazardous waste ⚠️
Liquids 🥤
Metal 🏠
Oil ⚡
Pet waste 🐕
Plastic 📦
Rocks 🪨

* Such as paper towels and coffee filters

🗑️ GARBAGE

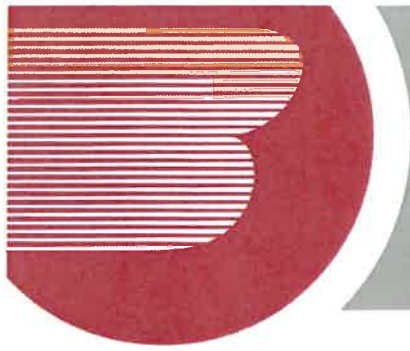
♻️ RECYCLING

🌿 ORGANIC WASTE

⚠️ HAZARDOUS WASTE

⚡ ELECTRONIC WASTE

📞 CALL OUR OFFICE



invierno 2024/2025

BURRTEC NEWS

INFORMACIÓN DE DESECHOS Y RECICLAJE

Patrocinado por Burrtec Waste Industries para los residentes de la Ciudad de Duarte

Información de Contacto

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8:00 am to 5:00 pm

Siganos en
f i x in

Página web
Burrtec.com/city/service-location/duarte/

Los Dias Festivos se Acercan Pronto!

Burrtec recolectará y reciclará árboles de Navidad de residencias familiares. Por favor coloque su árbol en la acera después de Navidad en su día de su recolección regular. Burrtec ofrecerá este servicio del 26 de diciembre al 16 de enero. Los árboles de seis pies o más deben cortarse por mitad. Por favor quite todos los adornos, luces y soportes de metal de su árbol. Los árboles flocados no serán reciclados, serán recolectados como basura. Los árboles flocados de seis pies o más también deben cortarse por la mitad.



Basura Sobrante de Dias Festivos



Aproximadamente el 80% de los desperdicios navideños son reciclables. Todas las cajas de regalo, papel de regalo, tarjetas y los empaquetados de cartón son elementos que pueden colocarse en su carrito de reciclaje. Burrtec recogerá el exceso de basura y materiales reciclables de los días festivos. Comenzando el día después de Navidad por aproximadamente una semana, coloque el exceso de basura / reciclables de las festividades en bolsas junto a sus contenedores el día de su recolección.

El Picnic de Aniversario de Duarte

Gracias a todos los que visitaron nuestro puesto en el evento de la ciudad el sábado 21 de septiembre de 2024. Estuvimos encantados de ser parte de este evento comunitario.



Recordatorio del día de recolección

Sírvase colocar sus contenedores en la calle, en el bordillo, o cerca de la esquina de la entrada a su garaje en el día de recolección. Los contenedores deben tener las agarraderas en dirección a su casa. Los contenedores se deben colocar un pie aparte de otro contenedores. Coloque los contenedores por lo menos tres pies de distancia de cualquier obstrucción como por ejemplo una cerca, buzón o vehículo.



Todos los contenedores deben estar en el bordillo de la calle a las 6 AM en su día de recolección.

Horario Festivo No hay servicio en días feriados.

Año Nuevo		Día de Acción de Gracias		Día de los Caídos
Día de la Independencia		Día de Navidad		Día del Trabajo

Si el día festivo cae en lunes, no habrá retrasos en el servicio. Si el día festivo cae entre martes y viernes, el servicio se retrasará un día.

¿Algo
cambió?



**Por favor recuerde
actualizar su
información de
contacto con Burrtec
cuando esta cambie.
La información
actualizada
ayuda a brindarle
información
importante.
Comuníquese con el
Servicio de atención
al cliente de Burrtec
al (626) 932-1558.
Gracias.**

¿TIENE LO QUE SE NECESITA?

Los residentes que reciclen correctamente ayudan a mantener las tarifas más bajas para todos y reducen la cantidad de basura que va al vertedero! ¡Usted puede ayudar participando en el reto de reciclaje!!!

¡Gane \$ 100 si usted recicla el material correcto!

Burrtec premiará a dos (2) residentes participantes con un premio de \$100 si son elegidos y si mantienen los materiales correctos en los contenedores de reciclaje, desechos orgánicos y basura.

Como participar:

- Llene el formulario de inscripción y envíelo a Burrtec.
- Mantenga basura fuera de su(s) barril(es) azul y verde.
- Mantenga reciclables fuera de su(s) barril(es) negro y verde.
- Mantenga orgánicos fuera de su(s) barril(es) negro y azul.
- Las entradas se seleccionarán al azar: una por mes (marzo y abril 2025).

Por favor envíe su formulario completado a Burrtec usando uno de las siguientes opciones:

Correo: 1017 W. Gladstone Street
Azusa, CA 91702

Correo electrónico:
bws@burrtec.com

Fax:
(626) 932-1578

El ganador puede ser reconocido en una junta del Ayuntamiento. Se pueden utilizar fotografías y / o imágenes digitales en comunicados de prensa y / o materiales educativos.

marzo y abril 2025 Duarte Reto de Reciclaje Formulario de entrada (Por favor use letra de molde)

Nombre: _____

Dirección: _____

Número de teléfono: _____

Correo electrónico: _____

Firma: _____ Fecha: _____

SU GUÍA DE BARRILES: ¿QUÉ VA DÓNDE?

Barril Negro es para **basura**



EMBOLSE LA BASURA - NO AGREGUE DESECHOS PELIGROSOS

GUÍA DE BARRIL NEGRO

SÍ

NO

Pájaros del Paraíso	Baterías ⚡
Cactus	Electrónicos 📺
Ropa	Desechos de comida 🍌
Pañales	Residuos peligrosos ☠️
Vajilla	Cenizas calientes 🔥
Macetas	Inflamables ⚡
Mangueras	Bombillas fluorescentes ⚡
Hojas de palma	Residuos de jardinería 🌿
Bolsas de comida para mascotas	Maquinaria 🛠️
Residuos de mascotas	Aceite ⚡
Bolsas o envoltorios de plástico	Pintura ⚡
Juguetes de plástico	Pesticidas ⚡
Utensilios de plástico	Reciclables ♻️
Envoltura retráctil	Objetos punzocortantes ☠️
Productos de papel sucios	Neumáticos 🛞
Pajitas	
Espuma de poliestireno	
Toallitas	

Barril Azul es para **reciclables sin embolsar**



NO EMBOLSE RECICLABLES

GUÍA DE BARRIL AZUL

SÍ

NO

Lates de aerosol (vacías)	Baterías ⚡
Latas de aluminio	Plástico de burbujas 📦
Folleto	Alfombra 📦
Cartón	Ropa 📦
Cartones	Pañales 📦
Catálogos	Vajilla 📦
Papel de computadora	Electrónicos ⚡
Sobres	Muebles 📦
Botellas y frascos de vidrio	Mangueras 📦
Correo no deseado	Espejos 📦
Periódico	Bolsas de comida para mascotas 📦
Productos de papel	Cajas de pizza 📦
Plásticos #1 - #7	Bolsas o envoltorios de plástico 📦
Latas	Juguetes de plástico 📦
Cajas de pañuelos	Soiled paper products 📦
Papel de regalo	Peluches 📦
	Papel encerado 📦

Barril Verde es para **desechos verdes y desechos de comida**



NO EMBOLSE DESECHOS VERDES O DESECHOS DE COMIDA

GUÍA DE BARRIL VERDE

SÍ

NO

Plantas muertas	Baterías ⚡
Flores	Cactus 📦
Papel y cartón manchados de comida *	Concreto 📦
Desechos y sobras de comida	Tierra 📦
Recortes de césped	Electrónicos ⚡
Hojas	Inflamables ⚡
Estiércol de ganado	Vidrio 📦
Podas y ramitas	Residuos peligrosos ☠️
Recortes de arbustos	Líquidos 📦
Ramas pequeñas	Metal 📦
Madera sin tratar	Aceite ⚡
Malas hierbas	Residuos de mascotas 📦
	Plástico ♻️
	Rocas 📦

* Como toallas de papel y filtros de café



BASURA



RECICLAJE



RESIDUOS ORGÁNICOS



RESIDUOS PELIGROSOS



ELECTRÓNICOS



LLAME A NUESTRA OFICINA



SENATE BILL 1383 ORGANICS DIVERSION AND RECYCLING

ARE YOU IN COMPLIANCE?



WHY IS ORGANIC WASTE A PROBLEM?

- The state agency CalRecycle reports that organic waste in landfills accounts for 20 percent of the methane gas generated in California which contributes to public health and safety concerns such as asthma. Methane emission reduction helps in combating climate change.

HOW DOES THIS AFFECT ALL BUSINESSES OR PROPERTIES?

Businesses and multifamily properties are required to:

- Subscribe to trash collection service and recycling and/or organic waste collection services provided by Burrtec, unless approved for a self-haul exemption or de minimis or space constraint waiver. (Solid waste collection containers must be provided by Burrtec. If lost or stolen, customers are responsible for container replacement cost).
- Annually provide information to employees, contractors, tenants, and customers about recycling, organic waste collection requirements and proper sorting of materials.
- Ensure employees, contractors, tenants, and customers have access to an adequate number, size, and location of containers with appropriate labels and container color.
- Provide containers for the collection of all waste streams including trash, food waste and recyclables in all areas where disposal containers are provided for customers, except for restrooms.
- Provide information to new tenants before or within 14 days of occupation of the premises.
- Prohibit employees from placing recycling and organic waste in a container not designated to receive those materials types.

EDIBLE FOOD GENERATOR TIPS TO REDUCE FOOD WASTE

Here are some ways businesses can reduce food waste:

- **Plan and track:** Plan meals based on demand and track waste to identify areas for improvement.
- **Menu design:** Create menu specials that use ingredients that are close to their expiration date. Remove items that don't sell well.
- **Staff training:** Train staff on how to minimize food waste, including proper temperature management and stock rotation.
- **Store food properly:** Store food in the refrigerator and use airtight containers for grains.
- **Reduce packaging:** Use reusable items and reduce packaging.
- **Compost and recycle:** Compost and recycle food waste.
- **Monitor production:** Weigh food at each stage of production to identify and correct production loss.



California produces nearly half of the nation's fruit and vegetables, yet 1 in 8 Californians struggle with food insecurity, or lack of access to food that one needs to live a healthy lifestyle.

With the passing of Senate Bill 1383 (SB 1383), the State of California has mandated surplus food recovery to help combat the effects of methane gas on the environment. The bill requires commercial edible food generators to:

1. Arrange to recover the maximum amount of excess edible food that would otherwise go to landfills.
2. Establish a written agreement with any/all partnering organizations/services that accept edible food from your business.
3. Maintain records of all edible food recovery activities and receipts.
4. Provide copies of written agreement(s) with food recovery organization(s) each year.

FOOD RESCUE RESOURCES

- California Association of Food Banks (cafoodbanks.org)
- Community Action Partnership of San Bernardino County Food Bank (capsbc.org)
- Feeding America (Inland Empire) (feedingamericaie.org)
 - Food Finder (foodfinder.us)
- Los Angeles Regional Food Bank (lafoodbank.org)



Scan for
our container guide



For more information about edible food requirements, please visit calrecycle.ca.gov



PROYECTO DE LEY DEL SENADO 1383 DESVÍO DE ORGÁNICOS Y RECICLAJE ¿ESTÁ EN CUMPLIMIENTO?



¿POR QUÉ LOS DESECHOS ORGÁNICOS SON UN PROBLEMA?

- La agencia estatal CalRecycle informa que los residuos orgánicos en los vertederos representan el 20 por ciento del gas metano generado en California lo que contribuye a problemas de salud y seguridad pública como el asma. La reducción de emisiones de gas metano ayuda a combatir el cambio climático.

¿CÓMO AFECTA ESTO A TODOS LOS NEGOCIOS O PROPIEDADES?

Las empresas y propiedades multifamiliares están obligadas a:

- Suscribirse al servicio de reciclaje y/o recolección de desechos orgánicos brindado por Burrtec. (El cliente debe asegurar los contenedores provistos por Burrtec. En caso de pérdida o robo, los clientes son responsables por el costo de reemplazo del contenedor).
- Proporcionar anualmente información a los empleados, contratistas, inquilinos y clientes sobre el reciclaje, requisitos de recolección de desechos orgánicos y la clasificación adecuada de materiales.
- Garantizar que los empleados, contratistas, inquilinos y clientes tengan acceso a un tamaño, número y ubicación de contenedores con las etiquetas y colores adecuados.
- Proporcionar contenedores para la recolección de todos los flujos de desechos, incluida la basura, los desechos de comida y reciclables en todas las áreas donde se proporcionan contenedores de eliminación para los clientes, excepto baños.
- Proporcionar información a los nuevos inquilinos antes o dentro de los 14 días de la ocupación del local.
- Prohibir a los empleados depositar desechos orgánicos y de reciclaje en un contenedor no designado para recibir esos tipos de materiales.

CONSEJOS PARA GENERADORES DE COMIDA COMESTIBLE PARA REDUCIR EL DESPERDICIO DE ALIMENTOS

A continuación se muestran algunas formas en que las empresas pueden reducir los desechos de comida:

- **Planificar y realizar un seguimiento:** planifique las comidas en función de la demanda y realice un seguimiento del desperdicio para identificar áreas de mejora.
- **Diseño de menú:** cree menús especiales que utilicen ingredientes que estén cerca de su fecha de vencimiento. Elimine los artículos que no se venden bien.
- **Capacitación del personal:** Capacite al personal sobre cómo minimizar los desechos de comida, incluido el manejo adecuado de la temperatura y la rotación.
- **Almacene los alimentos adecuadamente:** guarde los alimentos en el refrigerador y use recipientes herméticos para los granos.
- **Reducir el embalaje:** Utilice artículos reutilizables y reduzca el embalaje.
- **Compostar y reciclar:** compostar y reciclar los desechos de comida.
- **Monitorear la producción:** pesar los alimentos en cada etapa de producción para identificar y corregir las pérdidas de producción.



California produce casi la mitad de las frutas y verduras del país; sin embargo, 1 de cada 8 californianos lucha contra la inseguridad alimentaria o la falta de acceso a los alimentos que se necesita para llevar un estilo de vida saludable.

Con la aprobación del Proyecto de Ley Senatorial 1383 (SB 1383), el Estado de California ha ordenado la recuperación de excedentes de alimentos para ayudar a combatir los efectos del gas metano en el medio ambiente. El proyecto de ley requiere que los generadores comerciales de alimentos comestibles:

1. Hagan arreglos para recuperar la cantidad máxima de exceso de alimentos comestibles que de otro modo irían a los vertederos.
2. Establezcan un acuerdo por escrito con cualquiera/todas las organizaciones/servicios asociados que acepten alimentos comestibles de su negocio.
3. Mantengan registros de todas las actividades y recibos de recuperación de alimentos comestibles.
4. Proporcionen copias de los acuerdos escritos con la(s) organización(es) de recuperación de alimentos cada año.

RECURSOS PARA EL RESCATE DE ALIMENTOS

- California Association of Food Banks (cafoodbanks.org)
- Community Action Partnership of San Bernardino County Food Bank (capsbc.org)
- Feeding America (Inland Empire) (feedingamericaie.org)
 - Food Finder (foodfinder.us)
- Los Angeles Regional Food Bank (lafoodbank.org)



Escanee para la guía
de contenedores



Para obtener más información sobre los requisitos de la comida comestible, visite calrecycle.ca.gov

SENATE BILL 1383

The California Senate passed a bill requiring a **75% reduction in organic waste disposal by 2025**.

All residences and commercial businesses will be required to participate in this program to **recycle organic waste, including food waste**.



SCAN TO LEARN MORE

Organic waste that decomposes in a landfill releases a significant amount of **greenhouse gas emissions** that contribute to public health and safety concerns such as **asthma, global climate change, extreme weather, and natural disasters**. By **composting organic waste**, instead of sending it to landfills, we can **close the loop on sustainability** while creating a **nutrient-rich soil amendment** that's ready for use in farms and gardens.

TIPS TO PREVENT FOOD WASTE AT HOME

- **Plan ahead:** Before you go to the grocery store or order out check the fridge and pantry for anything that needs to be cooked or that you already have and do not need to purchase.
- **Serve smart:** Aim to cook and serve the right portions for the number of people you are feeding.
- **Store food wisely:** Different foods require different conditions.
- **Check your fridge often:** Keep track of what you have and what needs to be used. Eat or freeze items before you need to throw them away.
- **Use your freezer:** Your freezer can help save your food and time.



Your recycling efforts contribute to the reduction of greenhouse gas emissions in landfilled organic waste. This includes methane, a greenhouse gas 80 times more potent than carbon dioxide.

Tear off here, save and place on your fridge!

REMINDER: RECYCLE RIGHT!

YOUR BARREL GUIDE - WHAT GOES WHERE?

Black Barrel is for trash



DO NOT ADD HAZARDOUS WASTE

BLACK BARREL GUIDE

YES

- ✓ Cactus
- ✓ Clothing
- ✓ Diapers
- ✓ Dishware
- ✓ Flower pots
- ✓ Hoses
- ✓ Plastic bags or wrap
- ✓ Pet food bags
- ✓ Pet waste
- ✓ Plastic toys
- ✓ Plastic utensils
- ✓ Shrink wrap
- ✓ Soiled paper products
- ✓ Straws
- ✓ Wipes

NO

- ✗ Batteries
- ✗ Electronic waste
- ✗ Hazardous waste
- ✗ Hot ashes
- ✗ Flammables
- ✗ Food waste
- ✗ Fluorescent bulbs
- ✗ Landscape waste
- ✗ Machinery
- ✗ Paint
- ✗ Pesticides
- ✗ Oil
- ✗ Recyclables
- ✗ Sharps
- ✗ Tires

Blue Barrel is for recyclables



DO NOT BAG RECYCLABLES

BLUE BARREL GUIDE

YES

- ✓ Aerosol cans (empty)
- ✓ Aluminum cans
- ✓ Brochures
- ✓ Cardboard
- ✓ Cartons
- ✓ Catalogs
- ✓ Computer paper
- ✓ Envelopes
- ✓ Glass bottles & jars
- ✓ Junk mail
- ✓ Newspaper
- ✓ Paper products
- ✓ #1 - #7 Plastics
- ✓ Styrofoam
- ✓ Tin cans
- ✓ Tissue boxes
- ✓ Wrapping paper

NO

- ✗ Batteries
- ✗ Bubble wrap
- ✗ Carpet
- ✗ Clothing
- ✗ Diapers
- ✗ Dishware
- ✗ Electronic waste
- ✗ Furniture
- ✗ Hoses
- ✗ Mirrors
- ✗ Pet food bags
- ✗ Pizza boxes
- ✗ Plastic bags or wrap
- ✗ Plastic toys
- ✗ Soiled paper products
- ✗ Stuffed animals
- ✗ Wax paper

Green Barrel is for green waste & food waste



DO NOT BAG FOOD WASTE OR GREEN WASTE

GREEN BARREL GUIDE

YES

- ✓ Food soiled paper & cardboard*
- ✓ Food waste
- ✓ Birds of Paradise
- ✓ Dead plants
- ✓ Flowers
- ✓ Grass clippings
- ✓ Leaves
- ✓ Livestock manure
- ✓ Palm fronds
- ✓ Prunings & twigs
- ✓ Shrub trimmings
- ✓ Small branches
- ✓ Untreated wood
- ✓ Weeds

NO

- ✗ Batteries
- ✗ Cactus
- ✗ Concrete
- ✗ Dirt
- ✗ Electronic waste
- ✗ Flammables
- ✗ Glass
- ✗ Hazardous waste
- ✗ Liquids
- ✗ Metal
- ✗ Pet waste
- ✗ Plastic
- ✗ Rocks

**Such as fast food wrappers and pizza boxes*



PROYECTO DEL SENADO 1383

El Senado de California aprobó un proyecto de ley que exige una reducción del **75% en la eliminación de residuos orgánicos para 2025**. Todas las residencias y negocios comerciales deberán participar en este programa para **reciclar desechos orgánicos, incluidos los desechos de comida**.



ESCANEE PARA
APRENDER MÁS

Los residuos orgánicos que se descomponen en un vertedero liberan una cantidad significativa de emisiones de gases de efecto invernadero que contribuyen a preocupaciones de salud y seguridad públicas como el asma, el cambio climático global, el clima extremo y desastres naturales. Al compostar residuos orgánicos, en lugar de enviarlos al vertedero, podemos cerrar el círculo de la sostenibilidad y al mismo tiempo crear un suelo rico en nutrientes que esté listo para uso en granjas y jardines.

CONSEJOS PARA PREVENIR LOS DESECHOS DE COMIDA EN CASA

- **Planifique con anticipación:** antes de ir al supermercado o hacer un pedido, revise el refrigerador y la despensa en busca de cualquier cosa que necesite ser cocinada o que ya tenga y no necesite comprar.
- **Sirva de manera inteligente:** trate de cocinar y servir las porciones correctas para la cantidad de personas que serán alimentadas.
- **Almacene los alimentos con prudencia:** diferentes alimentos requieren diferentes condiciones.
- **Revise su refrigerador con frecuencia:** lleve un registro de lo que tiene y de lo que necesita usar. Coma o congele artículos antes de tener que tirarlos.
- **Utilice su congelador:** Su congelador puede ayudarlo a ahorrar tiempo y comida.

Sus esfuerzos de reciclaje contribuyen a la reducción de las emisiones de gases de efecto invernadero en los residuos orgánicos depositados en vertederos. Esto incluye metano, un gas de efecto invernadero 80 veces más potente que el dióxido de carbono.

¡Retírelo aquí, guárdelo y colóquelo en su refrigerador!

SU GUÍA DE BARRILES: ¿QUÉ VA DÓNDE?

Barril Negro
es para basura



NO AÑADE RESIDUOS PELIGROSOS

Barril Azul
es para reciclables



NO EMBOLSE RECICLABLES

Barril Verde
es para desechos verdes y desechos de comida



NO EMBOLSE DESECHOS DE COMIDA O
DESECHOS VERDES

GUÍA DE BARRIL NEGRO

SÍ

NO

- | | |
|------------------------------------|---------------------------|
| ✓ Cactus | ✗ Baterías |
| ✓ Ropa | ✗ Residuos electrónicos |
| ✓ Pañales | ✗ Residuos peligrosos |
| ✓ Vajilla | ✗ Cenizas calientes |
| ✓ Macetas | ✗ Inflamables |
| ✓ Mangueras | ✗ Desechos de comida |
| ✓ Bolsas de plástico para mascotas | ✗ Bombillas fluorescentes |
| ✓ Residuos de mascotas | ✗ Desechos del paisaje |
| ✓ Juguetes de plástico | ✗ Estiércol de ganado |
| ✓ Utensilios de plástico | ✗ Maquinaria |
| ✓ Envoltura retráctil | ✗ Pintura |
| ✓ Papel manchado de comida | ✗ Pesticidas |
| ✓ Pajitas | ✗ Aceite |
| ✓ Toallitas | ✗ Reciclables |
| | ✗ Objetos punzocortantes |
| | ✗ Neumáticos |

GUÍA DE BARRIL AZUL

SÍ

NO

- | | |
|--------------------------------|----------------------------------|
| ✓ Latas de aerosol (vacías) | ✗ Baterías |
| ✓ Latas de aluminio | ✗ Plástico de burbujas |
| ✓ Folletos | ✗ Alfombra |
| ✓ Cartón | ✗ Ropa |
| ✓ Cartulina | ✗ Pañales |
| ✓ Catálogos | ✗ Vajilla |
| ✓ Papel de computadora | ✗ Residuos electrónicos |
| ✓ Sobres | ✗ Muebles |
| ✓ Botellas y frascos de vidrio | ✗ Mangueras |
| ✓ Correo no deseado | ✗ Espejos |
| ✓ Periódico | ✗ Bolsas de comida para mascotas |
| ✓ Productos de papel | ✗ Cajas de pizza |
| ✓ Plásticos #1 - #7 | ✗ Bolsas de plástico |
| ✓ Espuma de poliestireno | ✗ Juguetes de plástico |
| ✓ Latas | ✗ Peluches |
| ✓ Cajas de pañuelos | ✗ Productos de papel usados |
| ✓ Papel de regalo | ✗ Papel encerado |

GUÍA DE BARRIL VERDE

SÍ

NO

- | | |
|------------------------------------|------------------------|
| ✓ Papel sucio con comida y cartón* | ✗ Baterías |
| ✓ Desechos de comida | ✗ Cactus |
| ✓ Plantas muertas | ✗ Concreto |
| ✓ Pajaros del paraíso | ✗ Tierra |
| ✓ Flores | ✗ Electrónicos |
| ✓ Recortes de césped | ✗ Inflamables |
| ✓ Hojas | ✗ Vidrio |
| ✓ Estiércol de ganado | ✗ Residuos peligrosos |
| ✓ Hojas de palma | ✗ Líquidos |
| ✓ Podas y leña menuda | ✗ Metal |
| ✓ Recortes de arbustos | ✗ Residuos de mascotas |
| ✓ Ramas pequeñas | ✗ Plástico |
| ✓ Madera sin tartar | ✗ Rocas |
| ✓ Malas hierbas | |

*Como envoltorios de comida y cajas de pizza





SENATE BILL 1383 ORGANICS DIVERSION AND RECYCLING



ARE YOU IN COMPLIANCE?

WHY IS ORGANIC WASTE A PROBLEM?

- The state agency CalRecycle reports that organic waste in landfills accounts for 20 percent of the methane gas generated in California which contributes to public health and safety concerns such as asthma. Methane emission reduction helps in combating climate change.

HOW DOES THIS AFFECT ALL BUSINESSES OR PROPERTIES?

Businesses and multifamily properties are required to:

- Subscribe to trash collection service and recycling and/or organic waste collection services provided by Burrtec, unless approved for a self-haul exemption or de minimis or space constraint waiver. (Solid waste collection containers must be provided by Burrtec. If lost or stolen, customers are responsible for container replacement cost).
- Annually provide information to employees, contractors, tenants, and customers about recycling, organic waste collection requirements and proper sorting of materials.
- Ensure employees, contractors, tenants, and customers have access to an adequate number, size, and location of containers with appropriate labels and container color.
- Provide containers for the collection of all waste streams including trash, food waste and recyclables in all areas where disposal containers are provided for customers, except for restrooms.
- Provide information to new tenants before or within 14 days of occupation of the premises.
- Prohibit employees from placing recycling and organic waste in a container not designated to receive those materials types.

TIPS TO PREVENT FOOD WASTE AT HOME

- Plan ahead:** Before you go to the grocery store or order out check the fridge and pantry for anything that needs to be cooked or that you already have and do not need to purchase.
- Serve smart:** Aim to cook and serve the right portions for the number of people you are feeding.
- Store food wisely:** Different foods require different conditions.
- Check your fridge often:** Keep track of what you have and what needs to be used. Eat or freeze items before you need to throw them away.
- Use your freezer:** Your freezer can help save your food and time.

Tear off here, save and place on your fridge!

YOUR BARREL GUIDE - WHAT GOES WHERE?



DO NOT BAG RECYCLABLES

DO NOT BAG FOOD WASTE OR GREEN WASTE

BLACK BARREL GUIDE

YES

- ✓ Cactus
- ✓ Clothing
- ✓ Diapers
- ✓ Dishware
- ✓ Flower pots
- ✓ Hoses
- ✓ Plastic bags or wrap
- ✓ Pet food bags
- ✓ Pet waste
- ✓ Plastic toys
- ✓ Plastic utensils
- ✓ Shrink wrap
- ✓ Soiled paper products
- ✓ Straws
- ✓ Wipes

NO

- ✗ Batteries
- ✗ Electronic waste
- ✗ Hazardous waste
- ✗ Hot ashes
- ✗ Flammables
- ✗ Food waste
- ✗ Fluorescent bulbs
- ✗ Landscape waste
- ✗ Machinery
- ✗ Paint
- ✗ Pesticides
- ✗ Oil
- ✗ Recyclables
- ✗ Sharps
- ✗ Tires

BLUE BARREL GUIDE

YES

- ✓ Aerosol cans (empty)
- ✓ Aluminum cans
- ✓ Brochures
- ✓ Cardboard
- ✓ Cartons
- ✓ Catalogs
- ✓ Computer paper
- ✓ Envelopes
- ✓ Glass bottles & jars
- ✓ Junk mail
- ✓ Newspaper
- ✓ Paper products
- ✓ #1 - #7 Plastics
- ✓ Styrofoam
- ✓ Tin cans
- ✓ Tissue boxes
- ✓ Wrapping paper

NO

- ✗ Batteries
- ✗ Bubble wrap
- ✗ Carpet
- ✗ Clothing
- ✗ Diapers
- ✗ Dishware
- ✗ Electronic waste
- ✗ Furniture
- ✗ Hoses
- ✗ Mirrors
- ✗ Pet food bags
- ✗ Pizza boxes
- ✗ Plastic bags or wrap
- ✗ Plastic toys
- ✗ Soiled paper products
- ✗ Stuffed animals
- ✗ Wax paper

GREEN BARREL GUIDE

YES

- ✓ Food soiled paper & cardboard*
- ✓ Food waste
- ✓ Birds of Paradise
- ✓ Dead plants
- ✓ Flowers
- ✓ Grass clippings
- ✓ Leaves
- ✓ Livestock manure
- ✓ Palm fronds
- ✓ Prunings & twigs
- ✓ Shrub trimmings
- ✓ Small branches
- ✓ Untreated wood
- ✓ Weeds

NO

- ✗ Batteries
- ✗ Cactus
- ✗ Concrete
- ✗ Dirt
- ✗ Electronic waste
- ✗ Flammables
- ✗ Glass
- ✗ Hazardous waste
- ✗ Liquids
- ✗ Metal
- ✗ Pet waste
- ✗ Plastic
- ✗ Rocks

*Such as fast food wrappers and pizza boxes



BURRTEC
"We'll Take Care Of It"



PROYECTO DE LEY DEL SENADO 1383 DESVÍO DE ORGÁNICOS Y RECICLAJE

¿ESTÁ EN CUMPLIMIENTO?



¿POR QUÉ LOS DESECHOS ORGÁNICOS SON UN PROBLEMA?

- La agencia estatal CalRecycle informa que los residuos orgánicos en los vertederos representan el 20 por ciento del gas metano generado en California lo que contribuye a problemas de salud y seguridad pública como el asma. La reducción de emisiones de gas metano ayuda a combatir el cambio climático.

¿CÓMO AFECTA ESTO A TODOS LOS NEGOCIOS O PROPIEDADES?

Las empresas y propiedades multifamiliares están obligadas a:

- Suscribirse al servicio de reciclaje y/o recolección de desechos orgánicos brindado por Burrtec. (El cliente debe asegurar los contenedores provistos por Burrtec. En caso de pérdida o robo, los clientes son responsables por el costo de reemplazo del contenedor).
- Proporcionar anualmente información a los empleados, contratistas, inquilinos y clientes sobre el reciclaje, requisitos de recolección de desechos orgánicos y la clasificación adecuada de materiales.
- Garantizar que los empleados, contratistas, inquilinos y clientes tengan acceso a un tamaño, número y ubicación de contenedores con las etiquetas y colores adecuados.
- Proporcionar contenedores para la recolección de todos los flujos de desechos, incluida la basura, los desechos de comida y reciclables en todas las áreas donde se proporcionan contenedores de eliminación para los clientes, excepto baños.
- Proporcionar información a los nuevos inquilinos antes o dentro de los 14 días de la ocupación del local.
- Prohibir a los empleados depositar desechos orgánicos y de reciclaje en un contenedor no designado para recibir esos tipos de materiales.

CONSEJOS PARA PREVENIR LOS DESECHOS DE COMIDA EN CASA

- Planifique con anticipación:** antes de ir al supermercado o hacer un pedido, revise el refrigerador y la despensa en busca de cualquier cosa que necesite ser cocinada o que ya tenga y no necesite comprar.
- Sirva de manera inteligente:** trate de cocinar y servir las porciones correctas para la cantidad de personas que serán alimentadas.
- Almacene los alimentos con prudencia:** diferentes alimentos requieren diferentes condiciones.
- Revise su refrigerador con frecuencia:** lleve un registro de lo que tiene y de lo que necesita usar. Coma o congele artículos antes de tener que tirarlos.
- Utilice su congelador:** Su congelador puede ayudarlo a ahorrar tiempo y comida.

¡Retírelo aquí, guárdelo y colóquelo en su refrigerador!

SU GUÍA DE BARRILES: ¿QUÉ VA DÓNDE?



NO ENBOLSE RECICLABLES

NO ENBOLSE DESECHOS DE COMIDA O DESECHOS VERDES

GUÍA DE BARRIL NEGRO

SÍ

- ✓ Cactus
- ✓ Ropa
- ✓ Pañales
- ✓ Vajilla
- ✓ Macetas
- ✓ Mangueras
- ✓ Bolsas de plástico
- ✓ Bolsas de comida para mascotas
- ✓ Residuos de mascotas
- ✓ Juguetes de plástico
- ✓ Utensilios de plástico
- ✓ Envoltura retráctil
- ✓ Papel manchado de comida
- ✓ Pajitas
- ✓ Toallitas

NO

- ✗ Baterías
- ✗ Residuos electrónicos
- ✗ Residuos peligrosos
- ✗ Cenizas calientes
- ✗ Inflamables
- ✗ Desechos de comida
- ✗ Bombillas fluorescentes
- ✗ Desechos del paisaje
- ✗ Estiércol de ganado
- ✗ Maquinaria
- ✗ Pintura
- ✗ Pesticidas
- ✗ Aceite
- ✗ Reciclables
- ✗ Objetos punzocortantes
- ✗ Neumáticos

GUÍA DE BARRIL AZUL

SÍ

- ✓ Latas de aerosol (vacías)
- ✓ Latas de aluminio
- ✓ Folletos
- ✓ Cartón
- ✓ Cartulina
- ✓ Catálogos
- ✓ Papel de computadora
- ✓ Sobres
- ✓ Botellas y frascos de vidrio
- ✓ Correo no deseado
- ✓ Periódico
- ✓ Productos de papel
- ✓ Plásticos #1 - #7
- ✓ Espuma de poliestireno
- ✓ Latas
- ✓ Cajas de pañuelos
- ✓ Papel de regalo

NO

- ✗ Baterías
- ✗ Plástico de burbujas
- ✗ Alfombra
- ✗ Ropa
- ✗ Pañales
- ✗ Vajilla
- ✗ Residuos electrónicos
- ✗ Muebles
- ✗ Mangueras
- ✗ Espejos
- ✗ Bolsas de comida para mascotas
- ✗ Cajas de pizza
- ✗ Bolsas de plástico
- ✗ Juguetes de plástico
- ✗ Peluches
- ✗ Productos de papel usados
- ✗ Papel encerado

GUÍA DE BARRIL VERDE

SÍ

- ✓ Papel sucio con comida y cartón*
- ✓ Desechos de comida
- ✓ Plantas muertas
- ✓ Pajaros del paraíso
- ✓ Flores
- ✓ Recortes de césped
- ✓ Hojas
- ✓ Estiércol de ganado
- ✓ Hojas de palma
- ✓ Podas y leña menuda
- ✓ Recortes de arbustos
- ✓ Ramas pequeñas
- ✓ Madera sin tartar
- ✓ Malas hierbas

NO

- ✗ Baterías
- ✗ Cactus
- ✗ Concreto
- ✗ Tierra
- ✗ Electrónicos
- ✗ Inflamables
- ✗ Vidrio
- ✗ Residuos peligrosos
- ✗ Líquidos
- ✗ Metal
- ✗ Residuos de mascotas
- ✗ Plástico
- ✗ Rocas

*Como envoltorios de comida y cajas de pizza



BURRTEC
"We'll Take Care Of It"

COMMUNITY INVOLVEMENT

Community Involvement & Outreach Activities

Jurisdiction: City of Duarte **Event Name:** Duarte Touch-A-Truck

Date: Saturday, August 3, 2024 **Time:** 10:00am- 12:00pm

Address: 1600 Huntington Drive, Duarte CA

Type of Event: Touch-A-Truck

Organization/Group Name: City of Duarte

Burrtec Staff: Patty Vargas (Participated), Lucy Rendon (Participated),

Attendance: 200+

Details/Activity: This event was a fun community gathering for people of all ages. Throughout the event, attendees had the chance to ask our staff members questions, take a closer look at the trash truck, and even climb inside the cabin. They also received informative materials about the importance of recycling organics, as well as promotional items.

Educational Materials:

- Food Waste Life Cycle
- Burt Fun-Pages
- Recycling Crossword Sheet

Giveaways:

- Pencils: 135
- Trash Barrels: 10
- Note Pads: 60
- Pens: 100
- Stickers: 100
- Rulers: 60



Community Involvement & Outreach Activities

Jurisdiction: City of Duarte **Event Name:** Duarte Anniversary Picnic

Date: September, Saturday, 21, 2024 **Time:** 11:00 am- 3:00 pm

Address: 751 Encanto Parkway, Duarte CA 91010

Type of Event: Community Picnic

Organization/Group Name: City of Duarte

Burrtec Staff: Itzel Botello (Participated), Lucy Rendon (Participated)

Attendance: 200+

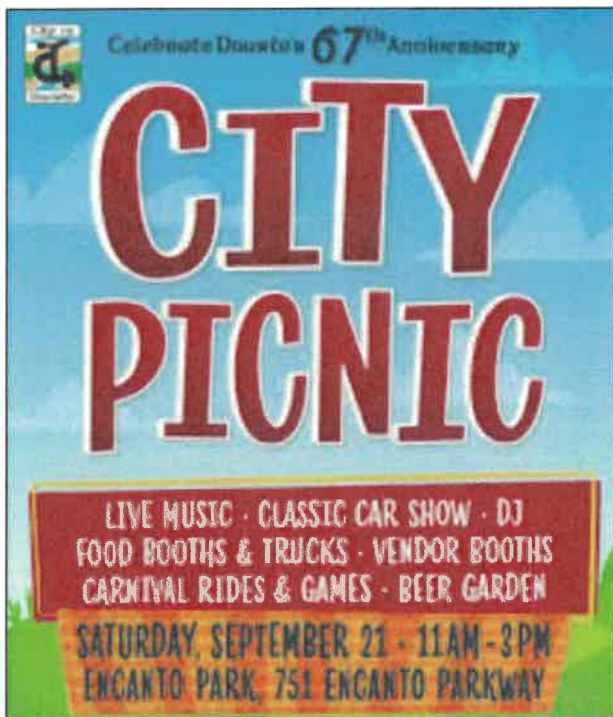
Details/Activity: During the event, the community had the opportunity to ask our staff members questions and address any concerns. They were also given informative materials about the importance of recycling and promotional items.

Educational Materials:

- Burt Fun-Pages
- What Can Be Recycled Guide

Giveaways:

- Reusable Tote Bags: 50
- Note Pads: 60
- Pens: 75
- Chip Clips: 50
- Doggie Bags: 50
- Stickers: 60
- Mini Barrels: 5



LOS ANGELES COUNTY HAULER PERMIT



THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH PERMIT

Valid Until 12/31/2025



PR Number: PR0157416
Program ID: COMMERCIAL
Description: WASTE COLLECTOR YARD

Facility Owner - Mail Address
BURRTEC WASTE INDUSTRIES, INC
9400 CHERRY AVE BLDG C
FONTANA, CA 92335

Facility Location
BURRTEC WASTE INDUSTRIES,
INC
1017 W GLADSTONE ST
AZUSA, CA 91702

SW1



PERFORMANCE BOND

This bond replaces and supersedes the prior bond # 0153513-11. The penal sum contained herein is not cumulative with prior bonds.

BOND NUMBER: 0153513-12

PREMIUM: \$5,895.00

FRANCHISE BOND

KNOW ALL MEN BY THESE PRESENTS, that we Burtec Waste Service, LLC as Principal, and Berkley Insurance Company a Corporation organized under the laws of the State of Delaware, and duly authorized to transact business under the law of the State of California, as Surety, are held and firmly bound unto the City of Duarte State of California, as Oblige, in the just and full sum of Four Hundred Seventy-One Thousand Six Hundred and 00/100's Dollars (\$471,600.00) for payment whereof well and truly to be made, and Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the foregoing obligation is such, that whereas, the above bounden Principal has entered into a Franchise Contract dated September 9, 1998 with the said Oblige for the collection, transportation and disposal of refuse from the area described in said Franchise Contract for the term commencing February 16, 2025 and ending on February 16, 2026 as will more fully appear from said Franchise Contract reference to which is hereby made.

NOW, THEREFORE, if the above bounden Principal, his or its heirs, executors, administrators, successors or assigns shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the said Franchise Contract on his part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the said Oblige, its officers and agents, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and virtue.

This bond is executed subject to the following express conditions, the fulfillment of which being precedent to any right of recovery hereunder.

No. 1. This bond shall be considered as one of suretyship only and the right of action is given to no one other than the Oblige named herein.

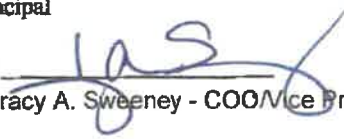
No. 2. Irrespective of the terms of the agreement mentioned above, it is agreed by all parties to this bond (the Principal, the Surety, and the Oblige) that this bond will be effective only for a period of one year from February 16, 2025 and is renewable by continuation certificates for additional periods of one year, such continuation certificates to be issued at the option of the Surety. Surety agrees to give thirty (30) days notice in writing to the Oblige of either cancellation or its intent not to renew, as provided for in this bond.

No. 3. Notice of any claim hereunder must be given to the Surety at its office at 4 Hutton Centre Dr., Ste. 640 – Santa Ana, CA 92707, as soon as possible and in any event within fifteen (15) days after anything shall come to the notice of the Oblige or any of its officers indicating the possibility to claim hereunder.

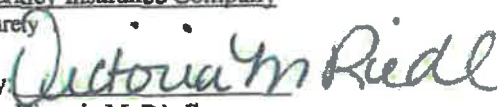
No. 4. Any action to recover loss hereunder shall be commenced by the Oblige in a court of competent jurisdiction within one year after giving notice of possible claim as provided in Condition No. 3 and the Principal shall be made a party to such action if he can with reasonable diligence be served with process therein.

IN WITNESS WHEREOF, we have hereunto set our hands and seal this 4th day of February, 2025.

Burtec Waste Services, LLC
Principal

By: 
Tracy A. Sweeney - COO/Vice President

Berkley Insurance Company
Surety

By: 
Victoria M. Riedl,
Attorney-in-Fact



Please verify the authenticity of the instrument attached to this power by:

Toll-Free Telephone: (866) 768-3534; or

Electronic Mail: BSGInquiry@berkleysurety.com

Any written notices, inquiries, claims or demands to the Surety on the bond attached to this power should be directed to:

**Berkley Surety Group
412 Mount Kemble Ave.
Suite 310N
Morristown, NJ 07960
Attention: Surety Claims Department**

Or

Email: BSGClaim@berkleysurety.com

Please include with all communications the bond number and the name of the principal on the bond. Where a claim is being asserted, please set forth generally the basis of the claim. In the case of a payment or performance bond please also identify the project to which the bond pertains.

Berkley Surety Group is an operating unit of W. R. Berkley Corporation that underwrites surety business on behalf of Berkley Insurance Company and Berkley Regional Insurance Company

**POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE**

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *James E. Hurst, Jr.; Victoria M. Riedl; or Nikola Vucrevic of Acrisure of California, LLC dba Brakke-Schafnitz Insurance Brokers, LLC of Aliso Viejo, CA* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 2nd day of May, 2024



Attest:

By *Philip S. Welt*
Philip S. Welt
Executive Vice President & Secretary

Berkley Insurance Company

By *Jeffrey M. Hafner*
Jeffrey M. Hafner
Senior Vice President

STATE OF CONNECTICUT)

COUNTY OF FAIRFIELD) ss:

Sworn to before me, a Notary Public in the State of Connecticut, this 2nd day of May, 2024, by Philip S. Welt and Jeffrey M. Hafner who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

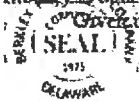
MARIA C. RUNDGREN
NOTARY PUBLIC
CONNECTICUT

MY COMMISSION EXPIRES 04-30-2028

Maria C. Rundgren
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.



GIVEN under my hand and seal of the Company, this 4th day of February, 2025

Vincent P. Forte
Vincent P. Forte

INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/5/2025

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

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

PRODUCER Marsh & McLennan Agency LLC Marsh & McLennan Ins. Agency LLC PO Box 85638 San Diego CA 92186	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: constructioncerts@marshmma.com	FAX (A/C, No):
INSURED Burrtec Waste Group, Inc. 9890 Cherry Avenue Fontana, CA 92335	INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: Everest Premier Insurance Company INSURER C: Indian Harbor Insurance Company INSURER D: Harleysville Insurance Company of NY INSURER E: INSURER F:	NAIC # 19437 16045 36940 10674

License#: 0H18131
BURRTWASTE**COVERAGES****CERTIFICATE NUMBER:** 1148765439**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ SIR \$50,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	N	023627374	3/1/2025	3/1/2026 EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ DED: \$500,000 ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	N	N	RM1CA00068251	3/1/2025	3/1/2026 COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB DED ☐ RETENTION \$	N	N	SXS006525901	3/1/2025	3/1/2026 EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	RM1WC00083251	3/1/2025	3/1/2026 X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	EXCESS AUTO ONLY			CRA00000058	3/1/2025	3/1/2026 LIMIT \$2M Per Occ/Gen Ag

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Duarte is included as additional insured with respects to General Liability per the attached endorsement(s).

CERTIFICATE HOLDER**CANCELLATION**City of Duarte; City Clerk
1600 Huntington Drive
Duarte CA 91010

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

Page 1 of 2

AGENCY Marsh & McLennan Insurance Agency LLC		NAMED INSURED Burrtec Waste Group, Inc.
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insured Schedule

Burrtec Waste Group, Inc.
Burrtec Waste Industries, Inc.
Agromin-Burrtec, LLC
Agua Mansa MRF, LLC
AVCO Disposal, Inc.
Burr Group, LP
Burr Group, Inc
Burr Girls, LLC

Burr Properties, LLC
Burr Properties, G.P.
Burrline, LLC
Burrtec Environmental, LLC
Burrtec Recovery & Transfer, LLC
Burrtec Waste & Recycling Services, LLC
Burrtec Retirement Savings Plan
Burrtec Waste Industries, Inc. (formerly PSP Waste Services, Inc.)
Burrtec Waste Industries, Inc. DBA: Burbank Recycling
Burrtec Waste Industries, Inc. DBA: Agua Mansa Recycling & Transfer Co.
Burrtec Waste Industries, Inc. DBA: Burrtec Recycling & Transfer Co.
Burrtec Waste Industries, Inc. DBA: Burrtec Recycling Center
Burrtec Waste Industries, Inc. DBA: Coachella Valley Compost
Burrtec Waste Industries, Inc. DBA: Coachella Valley Transfer Station
Burrtec Waste Industries, Inc. DBA: Desert Disposal
Burrtec Waste Industries, Inc. DBA: East Valley Recycling & Transfer
Burrtec Waste Industries, Inc. DBA: Inland Empire Recycling
Burrtec Waste Industries, Inc. DBA: Marks Disposal
Burrtec Waste Industries, Inc. DBA: Tri-Co
Burrtec Waste Industries, Inc. DBA: Tri-County Disposal
Burrtec Waste Industries, Inc. DBA: Trico Disposal
Burrtec Waste Services, LLC
Crestline Disposal
Currans Rubbish Disposal, Inc.
E. Cole Burr, individually
E. Cole Burr, Trustee of the Burr Family Trust
Cole Burr
Tracy A. Burr
Burr Properties
Empire Disposal, LLC
Fontana Rubbish Collectors, Inc.



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Marsh & McLennan Insurance Agency LLC		NAMED INSURED Burrtec Waste Group, Inc.
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insured Schedule

Inland BioEnergy, LLC
Jack's Disposal, Inc. DBA Yukon Disposal
Jack's Disposal, Inc.
Kaiser Recycling Corporation
KGB Properties, LLC (formerly Burr Girls, LLC)
Lake Arrowhead Disposal
Lucerne Valley Disposal
Monte Vista Disposal, Inc.
Mountain Disposal Services, Inc.
Rancho Disposal Service, Inc.
Rialto Services, Inc.
Running Springs Disposal
TECMEC Maintenance Enterprise, Inc.
Tracy A. Burr, individually
Tracy A. Burr, Trustee
Tri-County Disposal, Inc.
Tri-County Disposal, Inc. DBA: Gary's Disposal
Victorville Disposal, Inc.
West Valley MRF, LLC
West Valley Recycling and Transfer, Inc.
Yucaipa Disposal, Inc.
Desert Properties, LLC
Burr Family Trust
Cal Disposal Co, Inc.

INSURED: Burrtec Waste Group, Inc.

POLICY#: 023627374

POLICY PERIOD: 03/01/2025

TO: 03/01/2026

ENDORSEMENT

By: LEXINGTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED REQUIRED BY WRITTEN CONTRACT

SCHEDULE

Name of Person or Organization:

AS REQUIRED BY WRITTEN CONTRACT

- A. Section II - Who Is An Insured** is amended to include the person or organization shown in the Schedule above that you are required to include as an additional insured on this policy by a written contract or written agreement in effect during this policy period and executed prior to the "occurrence" of the "bodily injury" or "property damage."
- B.** The insurance provided to the above described additional insured under this endorsement is limited as follows:
1. COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE (Section I - Coverages) only.
 2. The person or organization is only an additional insured with respect to liability arising out of "your work" or "your product" for that additional insured.
 3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations under Item 3. Limits of Insurance pertaining to the coverage provided herein.
4. The insurance provided to such an additional insured does not apply to "bodily injury" or "property damage" arising out of an architect's, engineer's or 1. surveyor's rendering of or failure to render any professional services including:
- i The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and
 - ii Supervisory, inspection, architectural or engineering activities.
5. This insurance does not apply to "bodily injury" or "property damage" arising out of "your work" or "your product"

included in the "products-completed operations hazard" unless you are required to provide such coverage by written contract or written agreement and then only for the period of time required by the written contract or written agreement and in no event beyond the expiration date of the policy.

- 6. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance apply on a primary and non-contributory basis.
- C. Subparagraph (1)(a) of the Pollution exclusion paragraph 2.f., Exclusions of COVERAGE A.

BODILY INJURY AND PROPERTY DAMAGE LIABILITY (Section I Coverages) does not apply to you if the "bodily injury" or "property damage" arises out of "your work" or "your product" performed on premises which are owned or rented by the additional insured at the time "your work" or "your product" is performed.

- D. In accordance with the terms and conditions of the policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any "occurrence" which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy's terms and conditions.

INSURED: Burrtec Waste Group, Inc.

POLICY #: 023627374

POLICY PERIOD: 03/01/2025

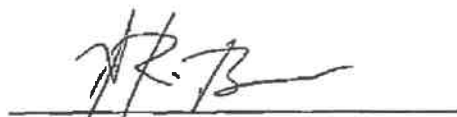
TO 03/01/2026

PRIMARY/NON CONTRIBUTORY ENDORSEMENT

This endorsement modifies insurance provided by the policy:

Notwithstanding any other provision of the policy to the contrary, the insurance afforded by this policy for the benefit of the Additional Insured shall be primary insurance, but only with respect to any claim, loss or liability arising out of the Named Insured's operations; and any insurance maintained by the Additional Insured shall be non-contributing.

All other terms and conditions of the policy remain the same.



Authorized Representative OR
Countersignature (In states where applicable)

LX9838 (08/05)

Burrtec Waste Group, Inc.

LX9838 (08/05)

INSURED: Burrtec Waste Group, Inc.

POLICY#: 023627374

POLICY PERIOD: 03/01/2025

TO: 03/01/2026

ENDORSEMENT

LEXINGTON INSURANCE COMPANY

AGGREGATE LIMITS OF INSURANCE - PER LOCATION AMENDMENT AND OVERALL GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the policy:

Subject to the Overall General Aggregate Limit stated in Item 3 of the Declarations, the General Aggregate Limit under LIMITS OF INSURANCE (Section III) applies separately to each of your "locations".

It is further understood and agreed that the following changes are made to the policy:

- (1) Item 3, Limits of Insurance in the Declarations is amended by the addition thereto of the following Limit:

Overall General Aggregate Limit - \$5,000,000

- (2) SECTION III-LIMITS OF INSURANCE is amended by the addition thereto of the following paragraph under paragraph 6.

7. The Overall General Aggregate Limit is the most we will pay under Coverages A and B for the sum of all Limits of Insurance as provided in this SECTION III regardless of the number of your "locations"; except for damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard".

For the purpose of this endorsement, "locations" means premises involving the same lot, or connecting lots or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

All other terms and conditions remain unchanged.



Authorized Representative OR
Countersignature (In states where applicable)

INSURED: Burrtec Waste Group, Inc.

POLICY#: RM1CA00068251

POLICY PERIOD: 03/01/2025

TO: 03/01/2026

COMMERCIAL AUTO
ECA 04 521 04 14

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART

SCHEDULE

Name Of Additional Insured Organization
ALL ORGANIZATIONS THAT ARE REQUIRED BY WRITTEN CONTRACT WITH THE NAMED INSURED TO BE NAMED AS AN ADDITIONAL INSURED ON THIS POLICY WITH REGARD TO THEIR OPERATION, MAINTENANCE, OR USE OF A COVERED "AUTO".
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to the **Who Is An Insured** paragraph under Section II – **Liability Coverage**:

The organization shown in the Schedule with respect to the operation, maintenance, or use of a covered "auto" if you are required to add such organization to this policy as an additional insured in order to comply with the terms of a written "insured contract" or written agreement. This does not apply when such contract or agreement:

A. Involves the owner or anyone else from whom you hire or borrow a covered "auto" unless it is a "trailer" connected to a covered "auto" you own; or

B. Is executed after the date of "loss".

This paragraph does not apply if:

- 1.** The terms and conditions of the written "insured contract" had been agreed upon prior to the "accident" or "loss"; and
- 2.** You can definitively establish that the terms and conditions of the written "insured contract" ultimately executed are the same as those which had been agreed upon prior to the "accident" or "loss".

WASTE GENERATION & DIVERSION REPORT

BURRTEC WASTE SERVICES

CITY OF DUARTE

Program Code	Description	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Y-T-D
Refuse														
	Residential Refuse	426.33	400.03	380.06	371.02	405.62	344.49	355.64	356.65	330.90	398.74	340.87	385.69	4,496.04
	Residential Bulky Items	11.79	15.26	16.56	16.81	20.56	19.03	21.51	16.27	17.54	14.08	11.76	11.75	192.92
	Residential Refuse (residue)	45.80	42.67	38.52	36.67	39.51	34.45	46.30	42.45	37.18	37.03	39.72	39.87	480.17
	Clean Up	0.00	0.00	0.00	0.00	34.24	0.00	0.00	0.00	0.00	27.33	0.00	0.00	61.57
	Government Refuse													0.00
	School Refuse													0.00
	Residential Bin Refuse	5.25	5.29	4.91	5.21	5.29	4.66	5.14	4.86	4.58	5.03	4.75	4.83	59.80
	Residential Bin Refuse (residue)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Multi-Family Refuse	178.45	179.76	166.93	187.62	190.39	167.71	179.79	170.00	160.28	180.81	171.12	174.04	2,106.90
	Multi-Family Refuse (residue)	6.04	7.59	5.90	7.09	6.80	6.16	7.16	6.31	6.01	6.12	5.66	6.11	76.95
	Commercial Refuse	267.68	269.65	250.40	260.59	264.43	232.94	256.84	242.86	228.97	246.70	235.22	236.89	2,992.57
	Roll-off Refuse	179.25	168.92	151.27	173.29	177.78	117.92	155.50	171.94	144.52	183.96	171.63	163.94	1,944.92
	Commercial Refuse (residue)	16.08	20.49	15.82	15.09	14.43	13.08	18.32	16.07	15.39	13.34	12.33	13.32	183.76
	Roll-off Refuse (residue)	66.13	49.79	50.57	42.23	43.80	42.01	35.50	48.18	28.10	38.43	40.43	22.19	507.36
	Refuse Totals	1,202.80	1,159.45	1,080.94	1,115.62	1,182.85	982.45	1,081.70	1,075.59	973.47	1,155.97	1,033.49	1,058.63	13,102.96
Source Reduction														
	1000-SR-XGC Xeriscaping, Grasscycling													0.00
	1010-SR-BCM Backyard Composting													0.00
	1020-SR-BWR Business Source Reduction													0.00
	1030-SR-PMT Procurement													0.00
	1040-SR-SCH School Source Reduction													0.00
	1050-SR-GOV Government Source Reduction													0.00
	1060-SR-MTE Material Exchange, Thrift Shops													0.00
	1070-SR-OTH Other Source Reduction													0.00
	Source Reduction Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recycling (Net of Residue)														
	2000-RC-CRB Residential Curbside Recycling	73.56	68.53	61.87	61.39	66.12	57.67	56.79	52.08	45.60	65.87	70.65	70.91	751.04
	2010-RC-DRP Residential Drop-Off Recycling													0.00
	2020-RC-BYB Residential Buy-Back Centers													0.00
	2030-RC-OSP Commercial On-Site Pickup	36.55	45.09	36.11	37.11	35.53	32.18	32.29	28.83	27.67	35.78	31.99	34.57	413.70
	2040-RC-SFC Commercial Self-Haul Recycling													0.00
	2050-RC-SCH School Recycling													0.00
	2060-RC-GOV Government Recycling													0.00
	2070-RC-SNL Special Collection - Seasonal	5.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	6.14
	2080-RC-SPE Special Collection - Events	0.00	0.00	0.00	0.00	2.15	0.00	0.00	0.00	0.00	2.46	0.00	0.00	4.61
	2090-RC-OTH Other Recycling-Pre Sorted Roll-off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.81	0.00	0.00	0.00	0.00	1.81
	Recycling Totals	116.05	113.62	97.98	98.50	103.80	89.85	89.08	82.72	73.27	104.11	102.64	105.68	1,177.30
Composting														
	3000-CM-RCG Residential Curbside Mixed Organics	215.81	228.08	285.90	268.45	305.64	245.73	234.99	245.92	206.62	198.07	177.23	162.61	2,775.05
	3000-CM-RGG Residential Curbside Greenwaste	0.00	0.00	0.00	0.00	1.58	0.00	0.00	0.00	0.00	3.11	0.00	0.00	4.69
	3010-CM-RSG Residential Self-Haul Greenwaste													0.00
	3020-CM-COG Commercial On-Site Greenwaste	34.08	26.16	27.32	26.28	18.60	26.01	31.47	41.27	21.53	40.54	27.30	28.71	349.27
	3020-CM-COG Commercial On-Site Organics	4.72	5.74	8.13	6.25	16.44	6.52	6.28	0.00	10.80	7.23	3.74	3.42	79.27
	3030-CM-CSG Commercial Self-Haul Greenwaste													0.00
	3040-CM-FWC Commercial Food Waste Composting	7.43	9.36	5.28	7.90	6.05	5.60	3.86	5.37	6.26	5.94	13.25	2.73	79.03
	3050-CM-SCH School Composting													0.00
	3060-CM-GOV Government Composting													0.00
	3070-CM-OTH Other Composting													0.00
	Composting Totals	262.04	269.34	326.63	308.88	348.31	283.86	276.60	292.56	245.21	254.89	221.52	197.47	3,287.31
Special Waste														
	4000-SP-ASH Ash													0.00
	4010-SP-SLG Sludge (sewage industrial)													0.00
	4020-SP-TRS Tires	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4030-SP-WHG White Goods	0.00	0.00	0.00	0.00	3.12	0.00	0.24	0.21	0.69	1.53	0.24	0.41	6.44
	4040-SP-SCM Scrap Metal	0.48	1.96	1.98	0.59	1.30	0.00	0.35	0.31	1.03	2.30	0.35	0.61	11.26
	4050-SP-WDW Wood Waste	0.00	0.00	0.00	0.00	4.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.75
	4060-SP-CAR Concrete/Asphalt/Rubble	23.98	45.81	43.38	100.32	30.53	82.52	49.93	7.08	58.38	149.88	82.34	93.95	768.20
	4070-SP-DSO Disaster Debris													0.00
	4080-SP-SGL Shingles													0.00
	4090-SP-RND Rendering													0.00
	4100-SP-OTH Other Special Waste	211.26	159.04	161.55	134.90	152.88	157.87	123.90	163.03	93.40	133.49	131.30	72.08	1,694.50
	Special Waste Totals	235.72	206.81	206.91	235.81	192.58	240.19	174.42	170.63	153.50	287.30	214.23	167.05	2,485.15

BURRTEC WASTE SERVICES

CITY OF DUARTE

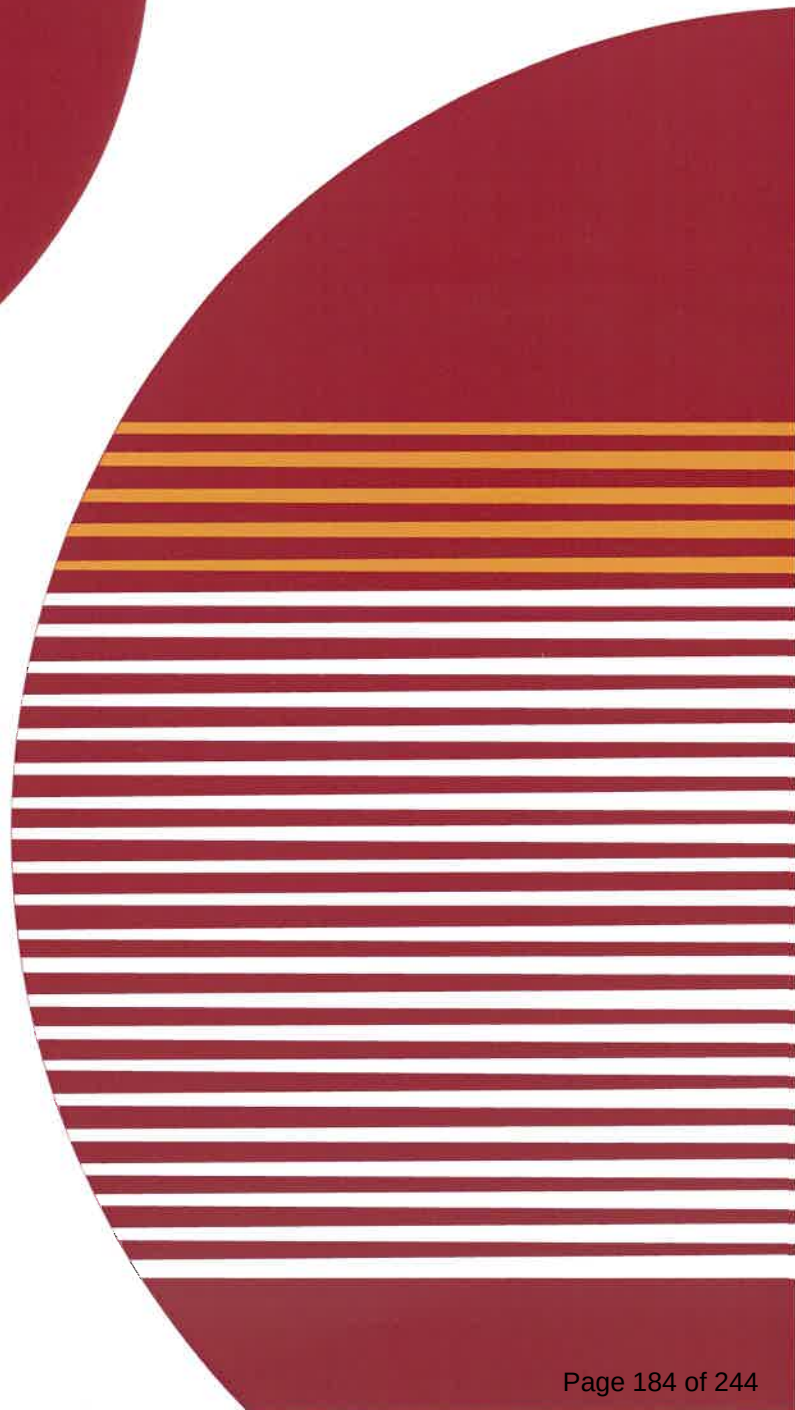
Program Code	Description	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Y-T-D
Public Education & Outreach														
5000-ED-ELC	Electronic (radio, TV, WWW, Hotlines)													0.00
5010-ED-PRN	Printed Media													0.00
5020-ED-OUT	Outreach (workshops, fairs, field trips)													0.00
5030-ED-SCH														0.00
5040-ED-OTH	Other Public Education													0.00
	Public Education & Outreach Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Policy Incentives														
6000-PI-PLB	Product & Landfill Bans													0.00
6010-PI-EIN	Economic Incentives													0.00
6020-PI-ORD	Ordinances													0.00
6030-PI-OTH	Other Policy Incentives													0.00
	Public Education Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facility Recovery														
7000-FR-MRF	Material Recovery Facility	0.00	0.00											0.00
7010-FR-LAN	Landfill													0.00
7020-FR-TST	Transfer Station													0.00
7030-FR-CMF	Composting Facility													0.00
7040-FR-ADC	Alternate Daily Cover													0.00
7050-FR-OTH	Other Facility Recovery													0.00
	Facility Recovery Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transformation														
8000-TR-WTE	Waste-to-Energy													0.00
8010-TR-WDW	Biomass (wood waste)													0.00
8020-TR-TRS	Tires													0.00
8030-TR-OTH	Other Transformation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transformation Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Household Hazardous Waste														
9000-HH-PMF	Permanent Facility													0.00
9010-HH-MPC	Mobile/Periodic Facility													0.00
9020-HH-CSC	Curbside Collection													0.00
9030-HH-WSE	Waste Exchange													0.00
9040-HH-EDP	Educational Programs													0.00
9045-HH-EWA	Electronic Waste	1.83	0.66	1.41	1.10	1.07	0.76	1.23	1.48	1.04	0.73	0.53	1.45	13.29
9050-HH-OTH	Other Household Hazardous Waste	0.00	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.07
	HHW Totals	1.83	0.66	1.41	1.10	1.10	0.76	1.23	1.48	1.04	0.73	0.53	1.49	13.36
	All Programs Total	615.64	590.43	632.93	644.29	645.79	614.66	541.33	547.39	473.02	647.03	538.92	471.69	6,963.12
	Total Refuse	1,202.80	1,159.45	1,080.94	1,115.62	1,182.85	982.45	1,081.70	1,075.59	973.47	1,155.97	1,033.49	1,058.63	13,102.96
	Total Tonnes Generated	1,818.44	1,749.88	1,713.87	1,759.91	1,828.64	1,597.11	1,623.03	1,622.98	1,446.49	1,803.00	1,572.41	1,530.32	20,066.08
Multi Family Net Diverted Tonnage														
	Multi Family Bulky Items	3.44	4.76	4.48	5.23	5.23	4.10	4.01	4.24	3.90	3.90	4.84	5.06	53.19
	Multi Family Recycling	9.70	12.18	9.47	11.86	11.39	10.30	8.79	7.73	7.38	10.89	10.06	10.87	120.62
	Multi Family Greenwaste	12.09	13.19	12.37	12.89	12.43	10.11	10.55	15.20	11.65	12.40	11.27	12.37	146.52
	Multi Family Organics	2.36	3.31	5.09	3.39	4.49	3.91	3.74	0.00	3.67	5.14	1.87	1.71	38.68



‘We’ll Take Care of It’

BURRTEC

9890 Cherry Ave., Fontana, CA 92335
(909) 429-4200



City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

	<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
<u>Residential Service:</u>			
90/60/60	38.51	39.79	3.30%
60/60/60	33.46	34.57	3.30%
40/60/60	30.84	31.86	3.30%
40/60/60 - Senior and/or handicapped	29.16	30.12	3.30%
Additional 90 gallon refuse container (each)	9.58	9.88	3.13%
Additional 60 gallon refuse container (each)	7.32	7.55	3.14%
Extra refuse container pick-up service (each)	9.75	10.05	3.08%
Additional 60 gallon recycling container - one	no charge	no charge	
Additional 60 gallon recycling containers - two or more (each)	1.72	1.77	2.91%
Additional 60 gallon organics container (each)	1.79	1.85	3.35%
Wildlife deterrent barrel (+ base fee)	9.28 + base fee	9.57 + base fee	
Container exchange (1 free/year) (each)	25.97	26.78	3.12%
Additional bulky waste pickup including CRT (2 free/yr)	32.48	33.49	3.11%
Backyard collection:			
Resident requested convenience (+ base fee)	28.05 + base fee	28.92 + base fee	
Manual collection (+ base fee)	35.99 + base fee	37.11 + base fee	
Senior and/or handicapped	base fee only	base fee only	
Residential Street Sweeping Service Alternate Day/Side	2.32 + base fee	2.39 + base fee	
Bulky Item collection	32.48	33.49	3.11%
Return Trip Charge - Barrel Service	11.53	11.89	3.12%
<u>Commercial Service:</u>			
Wheeled toter (90/60 - once per week)	39.13	41.38	5.75%
Wheeled toter (60 recycling only - once per week)	18.09	17.96	-0.72%
Wheeled toter (90/60 green waste only - once per week)	27.12	28.16	3.83%
Extra Pickup - Barrel Trash	9.54	9.84	3.14%
Extra Pickup - Barrel Food Waste	18.86	19.44	3.08%
Return Trip Charge - Barrel Service	0.00	0.00	0.00%

Residential Refuse bin collection

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	163.36	169.68	3.87%
1.5	2	277.97	288.91	3.94%
2	1	200.57	208.25	3.83%
2	2	330.78	343.74	3.92%
3	1	222.19	230.83	3.89%
3	2	364.18	378.69	3.98%

Multi-Family Refuse bin collection (includes Bulky Program)

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	177.24	182.93	3.21%
1.5	2	305.01	314.72	3.18%
1.5	3	447.72	461.93	3.17%
1.5	4	577.67	595.98	3.17%
1.5	5	707.55	729.93	3.16%
1.5	6	829.24	855.45	3.16%

City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Multi-Family Refuse bin collection (includes Bulky Program)				
2	1	226.21	233.47	3.21%
2	2	380.65	392.68	3.16%
2	3	529.80	546.47	3.15%
2	4	671.46	692.54	3.14%
2	5	813.16	838.62	3.13%
2	6	954.86	984.73	3.13%
3	1	269.55	278.05	3.15%
3	2	457.13	471.29	3.10%
3	3	674.25	695.11	3.09%
3	4	876.49	903.52	3.08%
3	5	1,078.67	1,111.88	3.08%
3	6	1,280.96	1,320.34	3.07%
4	1	359.58	370.89	3.15%
4	2	604.81	623.54	3.10%
4	3	850.02	876.14	3.07%
4	4	1,095.19	1,128.69	3.06%
4	5	1,340.42	1,381.34	3.05%
4	6	1,585.58	1,633.88	3.05%
6	1	539.53	556.52	3.15%
6	2	868.16	894.91	3.08%
6	3	1,196.72	1,233.20	3.05%
6	4	1,525.39	1,571.62	3.03%
6	5	1,854.05	1,910.04	3.02%
6	6	2,182.68	2,248.42	3.01%
Multi-Family Compactor bins				
Trash				
2	1	304.41	315.19	3.54%
2	2	537.04	556.12	3.55%
2	3	793.85	822.08	3.56%
2	4	1,035.48	1,072.35	3.56%
2	5	1,277.06	1,322.53	3.56%
2	6	1,518.74	1,572.84	3.56%
Multi-Family Compactor bins				
Recycling				
2	1	148.45	153.39	3.33%
2	2	218.71	225.94	3.31%
2	3	318.14	328.64	3.30%
2	4	464.66	479.94	3.29%
2	5	565.71	584.31	3.29%
2	6	666.71	688.60	3.28%

City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Commercial Refuse bin collection:				
<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	163.08	168.09	3.07%
1.5	2	276.72	285.05	3.01%
1.5	3	405.27	417.42	3.00%
1.5	4	521.08	536.64	2.99%
1.5	5	636.81	655.75	2.97%
1.5	6	744.35	766.44	2.97%
2	1	207.35	213.69	3.06%
2	2	342.92	353.12	2.97%
2	3	473.21	487.13	2.94%
2	4	596.01	613.42	2.92%
2	5	718.85	739.72	2.90%
2	6	841.68	866.05	2.90%
3	1	241.26	248.38	2.95%
3	2	400.54	411.95	2.85%
3	3	589.36	606.09	2.84%
3	4	763.32	784.84	2.82%
3	5	937.20	963.53	2.81%
3	6	1,111.20	1,142.32	2.80%
4	1	321.85	331.33	2.95%
4	2	529.36	544.42	2.84%
4	3	736.85	757.46	2.80%
4	4	944.28	970.45	2.77%
4	5	1,151.80	1,183.54	2.76%
4	6	1,359.22	1,396.52	2.74%
6	1	482.94	497.18	2.95%
6	2	754.99	776.22	2.81%
6	3	1,026.95	1,055.18	2.75%
6	4	1,299.04	1,334.26	2.71%
6	5	1,571.11	1,613.33	2.69%
6	6	1,843.15	1,892.38	2.67%

Recycling bin collection:

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	107.56	111.24	3.42%
1.5	2	153.54	158.75	3.39%
1.5	3	222.40	229.91	3.38%
1.5	4	282.79	292.33	3.37%
1.5	5	343.19	354.75	3.37%
1.5	6	403.54	417.15	3.37%
2	1	135.29	139.88	3.39%
2	2	192.39	198.91	3.39%
2	3	278.67	288.08	3.38%
2	4	412.04	425.88	3.36%
2	5	499.94	516.73	3.36%
2	6	587.78	607.51	3.36%

City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Recycling bin collection:				
3	1	167.66	173.35	3.39%
3	2	253.15	261.71	3.38%
3	3	368.26	380.69	3.38%
3	4	468.65	484.46	3.37%
3	5	568.95	588.15	3.37%
3	6	669.26	691.84	3.37%

Commercial & Multi-Family Food Waste bin collection:

<u>Bin Size</u>	<u>Times per Week</u>			
2	1	207.35	213.69	3.06%
2	2	342.92	353.12	2.97%
2	3	473.21	487.13	2.94%
2	4	596.01	613.42	2.92%
2	5	718.85	739.72	2.90%
2	6	841.68	866.05	2.90%
Barrel				
65g	1	60.09	62.25	3.59%
65g	2	99.48	103.04	3.58%
65g	3	144.78	149.93	3.56%
65g	4	187.12	193.76	3.55%
65g	5	229.49	237.62	3.54%
65g	6	271.91	281.55	3.55%

Green Waste bin collection:

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	133.28	138.41	3.85%
2	1	183.62	190.64	3.82%
2	2	367.16	381.20	3.82%
3	1	260.95	271.04	3.87%
3	2	452.99	471.00	3.98%
3	3	667.54	694.21	4.00%
3	4	870.84	905.79	4.01%
3	5	1,074.08	1,117.32	4.03%
3	6	1,277.44	1,328.95	4.03%

Multi-Family Split Bins:

<u>Bin Size</u>	<u>Times per Week</u>			
3	1	283.09	300.07	6.00%
3	2	435.73	465.06	6.73%
3	3	635.52	678.87	6.82%
3	4	811.52	868.06	6.97%
3	5	987.48	1,057.22	7.06%
3	6	1,163.58	1,246.51	7.13%

City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

			<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Bin push rates:					
<u>Distance</u>	<u>Times per Week</u>				
0'-25'	1		0.00	0.00	
0'-25'	2		0.00	0.00	
0'-25'	3		0.00	0.00	
26'-50'	1		8.22	8.47	3.04%
26'-50'	2		16.42	16.93	3.11%
26'-50'	3		24.65	25.41	3.08%
51'-75'	1		12.31	12.69	3.09%
51'-75'	2		24.65	25.41	3.08%
51'-75'	3		36.95	38.10	3.11%
76'-100'	1		16.42	16.93	3.11%
76'-100'	2		32.86	33.88	3.10%
76'-100'	3		46.91	48.36	3.09%
101'-125'	1		20.54	21.18	3.12%
101'-125'	2		41.09	42.36	3.09%
101'-125'	3		61.62	63.53	3.10%
126'-150'	1		24.65	25.41	3.08%
126'-150'	2		49.30	50.83	3.10%
126'-150'	3		73.92	76.21	3.10%
151'-175'	1		28.76	29.65	3.09%
151'-175'	2		57.50	59.28	3.10%
151'-175'	3		86.23	88.90	3.10%
176'-200'	1		32.86	33.88	3.10%
176'-200'	2		66.05	68.10	3.10%
176'-200'	3		98.58	101.64	3.10%
200'+	1	(per foot)	0.18/foot	0.19/foot	
200'+	2	(per foot)	0.34/foot	0.35/foot	
200'+	3	(per foot)	0.5/foot	0.52/foot	

Refuse rolloff containers:

<u>Size</u>	<u>Tonnage</u>				
20	5		727.65	757.13	4.05%
30	5		727.65	757.13	4.05%
40	5		727.65	757.13	4.05%
Compactor	5		808.13	840.36	3.99%

Recycling rolloff containers:

<u>Size</u>	<u>Tonnage</u>				
40	0		294.76	304.89	3.44%
Compactor	0		375.25	388.13	3.43%

Green waste rolloff containers:

<u>Size</u>	<u>Tonnage</u>				
20/40	5		1,090.61	1,136.41	4.20%

Clean Inert containers:

<u>Size</u>	<u>Tonnage</u>				
10/20/40	10		309.38	320.06	3.45%

City of Duarte
Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment
Effective January 1, 2026

	<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Construction & Demolition containers			
<u>Size</u> <u>Tonnage</u>			
10/40 5	824.56	859.41	4.23%
Extra Services:			
Extra refuse bin collection/service	59.77	61.62	3.10%
Extra pick-up Bin Compactor (Trash)	79.75	82.22	3.10%
Lock installed	6.61	6.81	3.03%
Lock removed - damaged by customer	36.34	37.47	3.11%
Recycling contamination (1 grace per year)	59.77	61.62	3.10%
Steam Clean (roll-off compactors)	131.65	135.73	3.10%
Steam Clean (bin compactors)	59.77	61.62	3.10%
Tilthopper	51.92	53.53	3.10%
Food Waste Contamination (1 grace per year)	65.59	67.62	3.09%
Dry run/ relocation	92.05	94.90	3.10%
Contamination Cleaning			
- Barrel	71.81	74.04	3.11%
- Bin	84.07	86.68	3.10%
Temporary Bin Services:			
3 Cubic Yd (7 day use)	180.97	186.58	3.10%
Dump & Return	180.97	186.58	3.10%
Dry run/ relocation			
Permanent Boxes - Weekly Rent Fee	210.45	216.97	3.10%
Temporary Boxes - Daily Rent Fee	30.07	31.00	3.09%
Certificate of Destruction	138.53	142.83	3.10%
Residential Street Sweeping Service Alternate Day/Side	2.32 + base fee	2.39 + base fee	
Commercial Street Sweeping Service Alternate Day/Side	4.49 + base fee	4.63 + base fee	
Barrel Exchange (one exchange per year N/C, does not apply to graffiti or damaged barrels)	18.01	18.57	3.11%
Barrel Replacement (resdl-customer damaged comm-lt or stolen)	77.57	79.98	3.11%
Bin Exchange (one exchange per year N/C, does not apply to graffiti or damaged bins)	90.04	92.83	3.10%
Bin Replacement + actual cost of bin (comm lost or stolen)	99.73	102.82	3.10%
End Dump (rate per hour)	220.29	227.12	3.10%

AMENDMENT #17 TO AGREEMENT BETWEEN THE CITY OF DUARTE AND BURRTEC WASTE SERVICES LLC.

This **Amendment No. 17 to the Agreement Between the City Of Duarte And Burrtec Waste Services LLC For Municipal Solid Waste, Recyclables, And Green Waste Collection, Transportation, Disposal, Composting, And Processing** (“Amendment No. 17”) is made and entered into as of November 25, 2025 (“Effective Date”), by and between the **CITY OF DUARTE**, a municipal corporation (“City”), and **BURRTEC WASTE SERVICES, LLC**, a California limited liability company (“Contractor”). City and Contractor are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

A. City and Contractor entered into that certain agreement titled “Agreement Between the City of Duarte and Burrtec Waste Service *[sic]*, LLC for Municipal Solid Waste, Recyclables, and Green Waste Collection, Transportation, Disposal, Composting, and Processing” dated on or about September 18, 1996, also referred to as “Agreement Between The City of Duarte And Burrtec Waste Services*[sic]*, LLC For Solid Waste Collection, Processing and Disposal Services, September 18, 1996 (the “Original Agreement”), as amended by that certain Amendment No. 1 thereto dated on or about March 8, 2004 (“Amendment No. 1”), by that certain Amendment No. 2 thereto dated on or about November 13, 2007 (“Amendment No. 2”), by that certain Amendment No. 3 thereto dated on or about February 24, 2009 (“Amendment No. 3”), by that certain Amendment No. 4 thereto dated on or about June 22, 2010 (“Amendment No. 4”), and by that certain Amendment No. 5 thereto dated on or about December 10, 2013 (“Amendment No. 5”) and by that certain Amendment No. 6 dated on or about December 15, 2014 (“Amendment No. 6”) by that certain Amendment No. 7 dated on or about December 23, 2015 (“Amendment No. 7”) by that certain Amendment No. 8 dated on or about December 13, 2016 (“Amendment No. 8”) and by certain Amendment No. 9 dated on or about December 12, 2017 (“Amendment No. 9”), and by certain Amendment No. 10 dated on or about December 20, 2018 (“Amendment No. 10”) and by certain Amendment No. 11 dated on or about December 4, 2019 (“Amendment No. 11”), and by certain Amendment No. 12 dated on or about December 21, 2020 (“Amendment No. 12”) and by certain Amendment No. 13 dated on or about October 26, 2021, (“Amendment No. 13”) and by certain Amendment No. 14 dated on or about December 13, 2022 (“Amendment No.14”), and by certain Amendment No. 15 dated on or about November 14, 2023 (“Amendment No.15”), and by certain Amendment No. 16 dated on or about December 10, 2024 (“Amendment No. 16”). The Original Agreement as amended by Amendment Nos 1 through 16, inclusive, is hereinafter referred to collectively as the “Agreement.”

B. City and Contractor desire to enter into this Amendment No. 17 to amend the Terms and Conditions of the Agreement.

C. Except as otherwise set forth in this Amendment No. 17, the defined terms used herein shall have the same meanings as used in the Agreement.

AMENDMENT:

NOW, THEREFORE, in consideration of the foregoing Recitals and the covenants and promises hereinafter contained, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties hereto agree as follows:

1. **RECITALS INCORPORATED.** The foregoing Recitals are true and correct and are incorporated herein and made a part hereof.
2. **AMENDMENTS** The Agreement is amended as follows:
 - A. **Section 3.01 (Term) of the Agreement is hereby amended in its entirety to read as follows:**

3.01 Term. The Term of this Agreement shall expire effective December 31, 2035, subject to subsection (c) below

(c) The Agreement Term may be extended one (1) additional year each year from and after December 31, 2025, so as to continually maintain a ten (10) year period as the remaining Term of the Agreement. Such extension may be granted by City with or without cause, pursuant to the Annual Performance Review procedures and schedule as laid forth in the Agreement.
3. **NO OTHER AMENDMENT.** Except as set forth in this Amendment No. 17, the Agreement shall remain in full force and effect according to its terms.
4. **COUNTERPARTS.** This Amendment No. 17 may be executed in counterparts, each of which, when this Amendment No. 17 has been signed by both of the Parties, shall constitute one and the same instrument.
5. **EFFECTIVE DATE.** The Effective Date of this Amendment No. 17 shall be the latest of the dates set next to the signatures of the Parties, which latest date shall be inserted into the Preamble to this Amendment No. 17.

[end—signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF *DUARTE*

BURRTEC WASTE SERVICES, LLC.

By:

Mayor

By:

Its:

Attest:

By:

City Clerk

Approved as to Form:

By:

City Attorney



AGENDA REPORT

MEETING DATE: November 25, 2025

TO: Mayor and Members of the City Council

FROM: Brian Villalobos, City Manager

BY: Stephanie Sandoval, Public Works Manager
Albert Nuñez, Management Analyst

SUBJECT: Utility Boxes Arts Ad Hoc Committee Recommendation for Updated Utility Box Art Program Guidelines and 2025 Call for Artists

RECOMMENDATION: It is recommended that the City Council:
1) Approve the updated Utility Box Art Program Guidelines
2) Approve the 2025 Call for Artists

FISCAL IMPACT: The fiscal year 2025-26 budget includes \$30,000 to support the Utility Box Art Program

BACKGROUND

At its regular meeting on March 25, 2025, the City Council carried a motion to assign the next round of utility box art projects to an Arts Ad Hoc Committee. To support the implementation of future public art projects, the adopted fiscal year 2025–26 budget includes a \$30,000 allocation specifically designated for utility box art.

On June 24, 2025, the City Council adopted Resolution No. 25-17 establishing an Ad Hoc Committee to review and make recommendations relating to public art on utility boxes. Pursuant to Resolution No. 25-17, the Ad Hoc Committee was established with members nominated by the City Council and appointed by a majority vote of the City Council, and consist of no more than three (3) Councilmembers. The City Council discussed and made appointments to the Utility Boxes Arts Ad Hoc Committee at its regular meeting on June 24, 2025.

DISCUSSION/ANALYSIS

Utility Box Art Program Guidelines

At its regular meeting on April 23, 2024, the City Council approved the Utility Box Art Program Guidelines (“Guidelines”). The Guidelines establish the foundational framework for the initiative, delineating its mission, objectives, and operational procedures. These Guidelines serve as a

comprehensive roadmap for the program, outlining the roles and responsibilities of various stakeholders, including the Arts Ad Hoc Committee, City Council, and participating artists. They provide a cohesive structure within which the program operates, ensuring alignment with the City's broader goals of promoting public art and enhancing the urban landscape.

Following the first year of implementation, City staff and the Arts Ad Hoc Committee identified opportunities to clarify sections of the Guidelines and improve program efficiency. The proposed updates include refinements to eligible utility box types, submission criteria, artwork orientation, artist stipends, and copyright language, as well as the addition of an evaluation and scoring section.

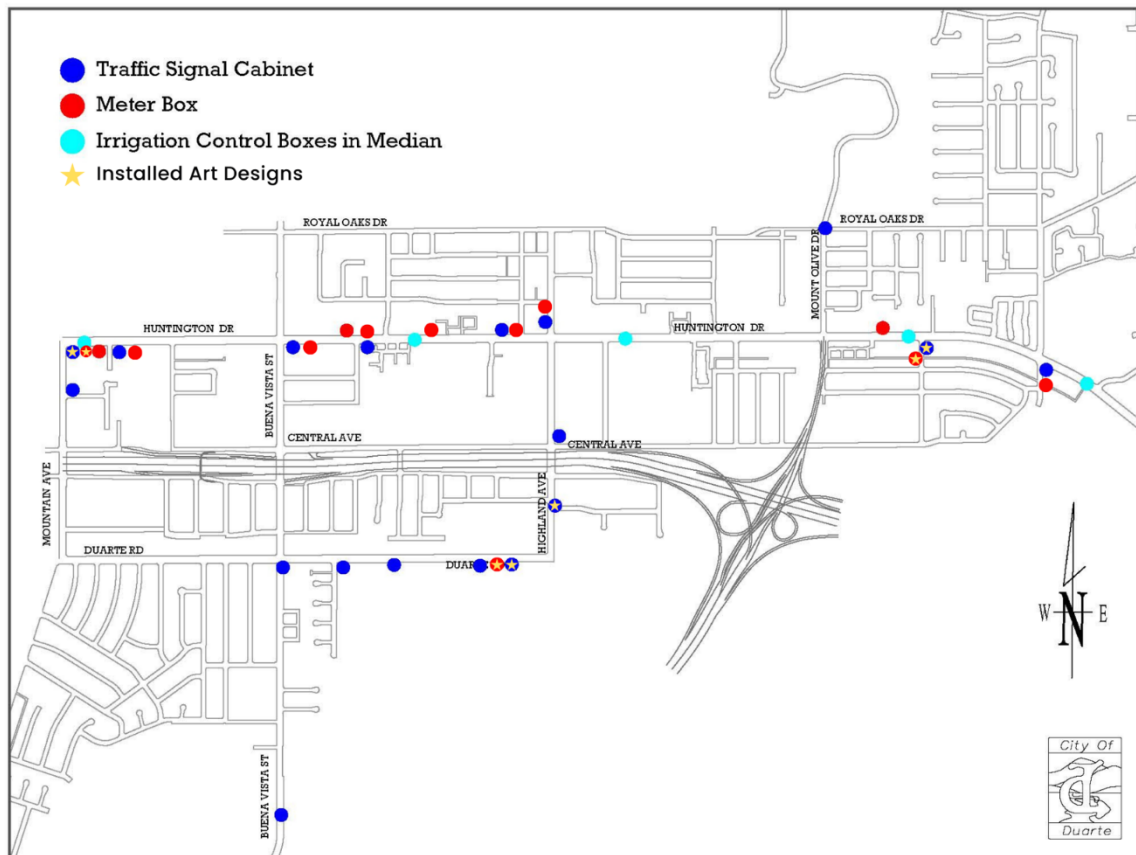
Key revisions include:

- **Program Scope:** Language was added to include irrigation control boxes as eligible utility boxes for artwork, in addition to traffic controllers and meter pedestals. The Committee recommends that the City begin incorporating these boxes into future program cycles.
- **Artist Submissions:** To accommodate the expanded box types and the upcoming 2025 Call for Artists themes, artists may now submit up to three (3) design proposals per Call for Artists cycle.
- **Artwork Orientation:** Artists are now required to indicate the orientation of each submitted design. Applicants are encouraged to note geographical direction (e.g., north, west, etc.) or identify the artwork's orientation relative to adjacent public streets (e.g., facing Huntington Drive or facing Huntington Drive and Buena Vista Street).
- **Artist Stipend:** The Guidelines now clarify that stipends vary based on the type of utility box arrangement (e.g., traffic controller with meter pedestal versus meter pedestal alone). Under prevailing wage requirements, artist stipends must remain below the monetary limit established by law, which is subject to change as allowed by prevailing regulations.
- **Artwork Modifications:** The Committee may recommend minor modifications to strengthen or clarify artwork recommended for City Council consideration. Such modifications must not alter or distort the artist's original vision. For example, clarifying details, such as adjusting the color or anatomy of a depicted parrot to reflect the green parrots native to Duarte, would be considered minor, while relocating key design elements would not.
- **Copyright:** The section was refined to clarify ownership and usage rights. The new language states:^[1]
"Artists retain the copyright to their original artwork. By participating in the program, artists grant the City a non-exclusive, royalty-free license to reproduce, display, and distribute images of the artwork for City-related purposes (e.g., promotional materials, website, and social media)."
- **Evaluation and Scoring:** A new section was added to outline the criteria and process by which design submissions are evaluated and scored, providing greater transparency and consistency in artist selection.

2025 Call for Artists

Complementing the Program Guidelines, the 2025 Call for Artists document serves as a practical tool for implementing the program in the current year. This document is tailored to the specific needs and objectives of the program for any given year, detailing the application process, eligibility criteria, project themes, and submission requirements for artists interested in participating. While

the Guidelines offer a high-level overview of the program, the Call for Artists translates these overarching principles into actionable steps, providing clear instructions for artists to follow when preparing their proposals.



The map above shows city-owned utility boxes distributed throughout the City, along with those that have art designs installed on them. Currently, only utility boxes owned by the City of Duarte are eligible for participation in the program. City staff plan to explore partnership opportunities for program expansion to other publicly and privately owned utility box locations (e.g., CalTrans, electrical, television, and phone utilities) in the future.

Based on available funding and eligible utility boxes, the City is seeking original artwork from local artists to cover twenty-one (21) utility boxes located at fifteen (15) sites along Huntington Drive. Selected artists will receive a stipend for each approved design chosen for the three different utility box configurations present in the City:

- Traffic Signal Cabinets and Meter Pedestals – \$950 stipend
- Meter Pedestals Only – \$550 stipend
- Irrigation Control Boxes Only – \$400 stipend

Artists may submit up to three (3) design proposals for each Call for Artists cycle, regardless of configuration type or location. An application must be submitted for each proposed design. Artists may have more than one (1) submission chosen by the City in the same calendar year, provided

that the total stipend amount for all selected designs remains within the prevailing monetary limit established by law. This limit is currently less than \$1,000 and is subject to change as allowed by law.

To commemorate the upcoming Route 66 Centennial in 2026, the theme for this year's Call for Artists is "Duarte's Route 66 – Past, Present, & Future." A patchwork of roads connecting Chicago and Los Angeles, Historic Route 66, often called "The Mother Road" or "America's Main Street," is an enduring symbol of freedom, exploration, and American ingenuity. Long before it became the storied highway of westward travelers, Native Americans established many of its original pathways, later expanded into wagon trails by Spanish, Mexican, and American settlers. Route 66 rose to prominence during the 1920s with the growth of automobile tourism and has since been immortalized in music, film, and literature.

Duarte's own history and development are closely tied to Route 66, as Huntington Drive once served as the City's section of the famed highway. The theme celebrates this historic legacy while looking ahead to Duarte's future along this iconic corridor. All submitted artwork should:

- Reflect the overall theme, "Duarte's Route 66 – Past, Present, & Future";
- Strengthen the City's cultural and historical connection to Route 66; and
- Incorporate one of the following subthemes, depending on the utility box configuration:
 - A. Subtheme 1 – *"Faces & People"***
 - For "Traffic Controllers and Meter Pedestals" and "Meter Pedestals Only" configurations.
 - B. Subtheme 2 – *"Pop Culture & Entertainment"***
 - For "Traffic Controllers and Meter Pedestals" and "Meter Pedestals Only" configurations.
 - C. Subtheme 3 – *"Landscapes & Wildlife"***
 - For "Irrigation Control Boxes Only" configuration.

The City may adjust the configuration assignment based on the number of submissions received and the relevance of the artwork to the location or box type. Artists interested in learning more about Duarte's history and its ties to Route 66 are encouraged to contact the Duarte Historical Society & Museum (777 Encanto Parkway) at (626) 357-9419 for additional resources.

The 2025 Call for Artists will be administered through the CaFÉ (Call for Entry) website at www.CallforEntry.org. There is no application fee to apply or to use the CaFÉ system. To view the application, artists may register for a free account, navigate to "Apply to Calls," and search for "City of Duarte Utility Box Art Program." Artists who require reasonable accommodation or have limited internet access may request a paper copy of the application at Duarte City Hall (1600 Huntington Drive) during regular business hours.

If the City Council approves the Program Guidelines and Call for Artists, City staff will distribute the Call for Artists and oversee the application and selection process. Staff will screen all applications, which will then be reviewed and evaluated by the Arts Ad Hoc Committee. The Committee will forward its recommendations to the City Council for final approval. Once an

artist's conceptual design is approved, the artist will work with the City's vendor to prepare final artwork files suitable for vinyl production.

Below is the projected timeline if the Guidelines and 2025 Call for Artists are approved by the City Council at its November 25, 2025 regular meeting:

- **Call for Artists announced:** December 1, 2025
- **Application submission deadline:** February 2, 2026 by 6 PM (PDT) or until 250 completed applications are received
- **Artwork evaluated by Arts Ad Hoc Committee:** March – April, 2026
- **Artwork approved by City Council:** May – June, 2026
- **Final design completed:** July – August, 2026
- **Project(s) installed:** Fall 2026 (dependent upon vendor availability)

City staff will be responsible for administering the Utility Box Art Program, including managing the Call for Artists, maintaining the program webpage, and promoting participating artists. A QR code will be integrated into each art installation, linking to the City's website for additional information about the artwork and artist. The City's Field Services Division will prepare utility boxes for vinyl application, conduct annual inspections, and manage graffiti abatement. The City will cover repairs and replacement of vinyl wraps for up to three (3) years following installation.

To ensure high-quality results, the City will continue partnering with a third-party vendor specializing in graffiti-resistant vinyl wraps. This partnership ensures durability and color accuracy while maintaining the artistic integrity of the installations. Collectively, these efforts enhance Duarte's public spaces and celebrate the community's connection to its Route 66 heritage through vibrant, long-lasting public art.

The Arts Ad Hoc Committee has reviewed and recommended the Utility Box Art Program Guidelines and 2025 Call for Artists documents found in Attachment A and B.

RECOMMENDATION

It is recommended that the City Council:

- 1) Approve the updated Utility Box Art Program Guidelines.
- 2) Approve the 2025 Call for Artists.

FISCAL IMPACT

The fiscal year 2025-26 budget includes \$30,000 to support the Utility Box Art Program.

ATTACHMENTS

- A. Updated Utility Box Art Program Guidelines
- B. 2025 Call for Artists

Fiscal Review:

Reviewed and Approved:



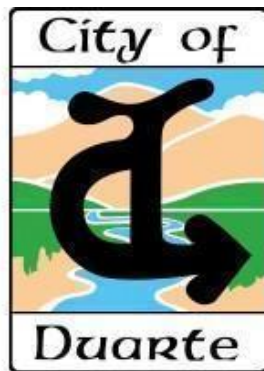
Kristen Petersen
Assistant City Manager/
Director of Administrative Services



Brian Villalobos
City Manager

UTILITY BOX ART PROGRAM

Guidelines



April 23, 2024

(Rev. November 25, 2025)



Utility Box Art Program

Overview, Mission, & Objective

Overview

The City of Duarte is dedicated to incorporating art into public spaces, supporting efforts to create places and spaces that people will find vibrant, welcoming, and inclusive. The City owns 17 traffic controllers at signalized intersections throughout the community. There are also nearly a dozen City-owned meter pedestals in various locations throughout the community. “Utility boxes” include traffic controllers, meter pedestals, and irrigation control boxes. A Utility Box Art Program was launched in late 2023 to transform city-controlled utility boxes into beautiful art pieces that recognize the unique character of the community.

Mission

To support local and regional artists and to create an opportunity for them to showcase their talents, while promoting vibrant and memorable public art throughout the City that enhances the urban landscape.

Objective

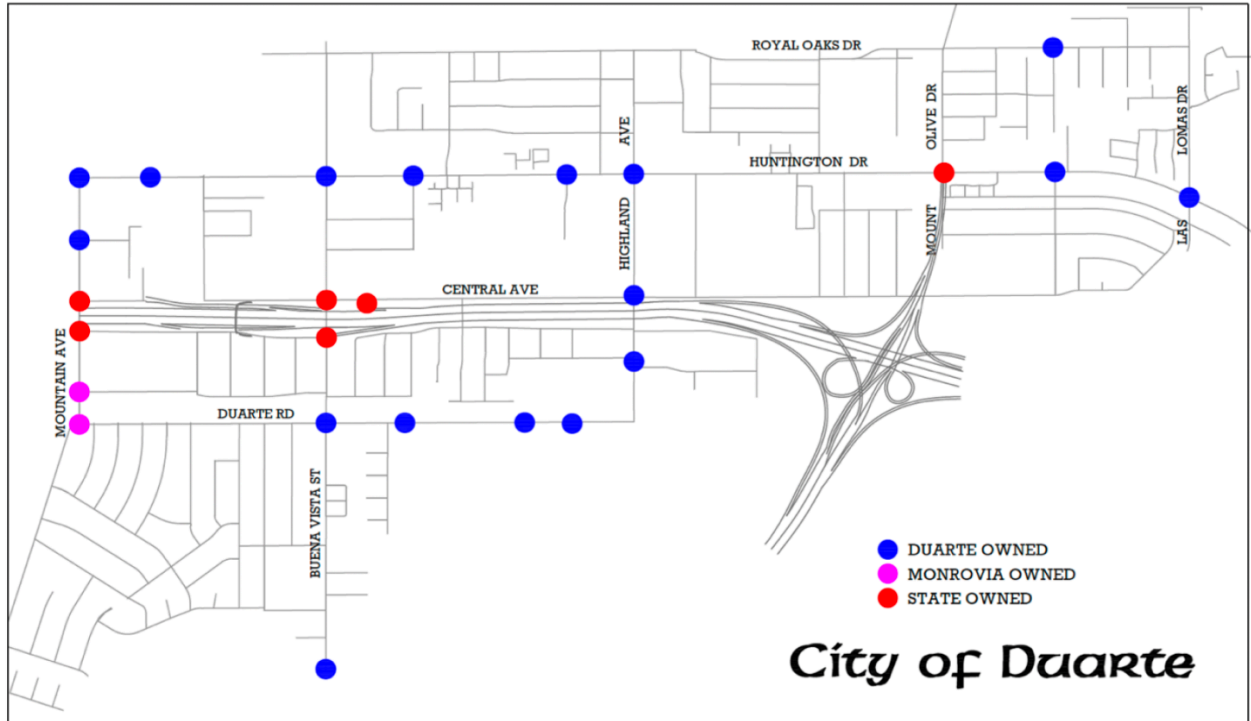
Based on available funding and the number available utility boxes, the City will fund three (3) or more project locations each year. Utility box art projects will be recommended by the Arts Ad Hoc Committee to the City Council for final selection, which will be conducted within two months of the Committee’s recommendations. For its first year, the Arts Ad Hoc Committee has selected the theme of each of the four (4) utility box art projects, based upon their relationship, association, and context with the selected location. Future Committees may elect to modify that year’s theme; one such option would be to choose one common theme for all boxes per year.

Box Specifications & Locations

The map below shows the locations of traffic control boxes distributed throughout the city, along with the public agency that owns the equipment. Currently, only utility boxes owned by the City of Duarte are eligible for participation in this program. The City plans to explore partnership opportunities for program expansion at other publicly and privately owned utility box locations (e.g., CalTrans, electrical, television, and phone utilities) once City-owned box locations have been completed.



Utility Box Art Program



Utility boxes owned and managed by the City are typically 64 inches tall, 30 inches wide, and about 24 inches deep (for traffic signal control boxes). Generally, City utility boxes are larger in size than other private company utility boxes. Some utility boxes are accompanied by a City electrical meter pedestal. Pedestals generally measure 48 inches tall, 25 inches wide, and 16 inches deep. In locations where utility boxes are paired with meter pedestals, artists will prepare complementary designs for both pieces of equipment. The last type of utility box is an irrigation control box. These boxes are generally located in the median island of arterial roadways, but are also found in City parks and green spaces. The typical dimensions for an irrigation control box are 44 inches tall, 13 inches wide, and 6 inches deep.

Application Medium

The inaugural Arts Ad Hoc Committee chose to use vinyl wraps to cover each box with an artist-submitted design and or artwork. Vinyl wraps were selected over painted boxes due to several factors, including longevity, inherent graffiti protection, and ease of maintenance. Once a design is approved through the Call for Artists process, vinyl wraps take two to three months to coordinate and install. Artists submit the approved artwork to be displayed, and a City-approved contractor/vendor measures the box, orchestrates the placement, and applies the vinyl wrap.



Utility Box Art Program

Future Committees may recommend painted utility boxes for consideration by the City Council. Painted boxes are very different from vinyl wrapped boxes, since they are hand-applied by the artist, require additional graffiti protection, involve working in the City's right-of-way, and have different maintenance needs. Due to these inherent differences, details, specifications, and requirements related to painted utility box art projects would be incorporated into future Call for Artists applications that involve the use of paint.

Installation, Maintenance, & Repair Process

- For vinyl-wrapped boxes, the City will work with a third-party vendor to install the selected designs as a graffiti-resistant vinyl wrap on each box.
- Utility Box Art will be inspected annually to assess for damage and/or replacement depending on the age of the artwork.
- The City of Duarte will manage all repairs and replacements for vinyl-wrapped boxes for up to three (3) years for each utility art box project. The City reserves the right to modify or remove artwork should a utility/traffic control box require maintenance, modifications, or repairs as a result of unanticipated damage.
- The City may remove the art wrap at any time if it becomes repeatedly damaged, difficult to maintain, damaged beyond the resources to repair, or as a result of another concern.

Criteria for Submissions - Artists

Artist Eligibility & Basic Information

The Utility Box Program is open to individual artists, a team of artists, or community groups who have the vision and skills to create a visually engaging image or design.

1. Applicants must reside, work, or attend school in Los Angeles County.
2. Artists must be 18 years of age or older to apply.
3. Artists may submit up to three (3) design proposals for each Call for Artists cycle. Artists may have more than one (1) submission chosen by the City in the same calendar year, provided that the total stipend amount for all selected designs remains within the prevailing monetary limit established by law.



Utility Box Art Program

4. The original artwork can be designed/created in any 2D medium. We encourage applicants to develop designs in digital format, utilizing the template attached; however, the City will also accept photographs or scans of physical art for the application as well. The design concept must be provided in color. Selected artists will need to convert final designs into one of the following file types: PDF, .ai, .psd, TIFF, or JPEG. TIFF and JPEG need to be a minimum of 300 DPI and a minimum of 2,000 pixels.
5. Each applicant will be asked to provide:
 - a. **Utility Box Art Program application**
 - b. **Original artwork.** The artist must indicate the orientation of the artwork. Preferably, the applicant will use the geographical direction (north, west, etc.) of how the art is facing. The direction facing needs to be indicated below the submitted artwork or on another sheet that provides both the artwork and orientation. At minimum, the artist needs to indicate on the artwork or another sheet, the orientation of the artwork to the public street or streets it is adjacent to (e.g., facing Huntington Drive or facing Huntington Drive and Buena Vista Street).
 - c. **Artist statement.** A maximum 200-word statement that describes why the artist is interested in designing artwork for the utility box, any previous experience working on art projects, previous experience working on public art projects (not required), and how the artist believes the art will beautify the surrounding area. (Note: the Artist Statement and Artwork Statement need to be combined onto the same document with item c listed before item d.)
 - d. **Artwork statement.** A maximum 200-word statement that describes and/or interprets the submitted artwork, as it relates to the theme and topics. (Note: the Artist Statement and Artwork Statement need to be combined onto the same document, with item c listed after item d.)
 - e. **Resume (optional).**
 - f. **One to three examples of previous artwork (optional).** Include a brief description of each artwork and where it is/was located.



Utility Box Art Program

Submission Requirements:

- All artworks must be original and created by the artist(s) applying for this project.
- The subject matter of the artwork must be relevant and representative of the unique aspects of each site location.
- All artwork should be appropriate for all ages to view in a public setting. Artwork may not contain:
 - Political statements or persons;
 - Religious references, symbols, or numbers;
 - Drug-related or criminal conduct content;
 - Sexual imagery;
 - Offensive or obscene references or imagery;
 - Defames or invades the rights of any person (alive or dead);
 - Addresses, phone numbers, email addresses, URLs, social media handles/tags/links;
 - Copyrighted or trademarked material;
 - Commercial marketing;
 - Corporate or organizational branding; and/or
 - Representation of traffic signals or signs.
- Only original artwork is accepted. Designs may not include any breach of intellectual property, trademarks, copyrights, brands, images of illegal activity, or involve the attachment of objects to the utility box.

Recommendations for Submitting a Design:

- Ensure that the artwork is appropriate for all ages.
- Consider using bright colors and bold outlines, as they appear best from a distance.
- Art should be visible from a distance.



Utility Box Art Program

- Creativity and innovation of design are encouraged.
- Envision how the design will translate onto a box shape and if it will be visually interesting from all angles and directions.
- Use the utility box diagram to visualize how the artwork might appear on the shape of the box.

Artist Stipend & Use of Imagery/Artist

Artist Stipend

Selected artists shall be compensated for their approved artwork and/or conceptual renderings and receive a stipend upon the completion of the artist's agreement and completion of the project installation. The amount shall cover costs for the artist's time spent in creating the artwork, submitting an application, and occasionally being available for interviews or photo opportunities to be used for promotional purposes. The artist will not be responsible for installing vinyl wraps. The stipend will be based on the different types of utility box arrangements (e.g., traffic controller and meter pedestal vs meter pedestal alone). The limit for stipends is established under prevailing wage requirements and is subject to change as allowed by law.

Use of Imagery and Artist Information

Photos of artwork and/or design on completed utility boxes may be displayed on an interactive map on the City of Duarte website. Information about the artist will accompany the image of the completed Utility Box Art.

Potential information to be included:

- Artist Name (given name and/or alias)
- Artist Short Biography
- Website or Social Media
- Artist and/or Artwork statement
- Title of the Artwork

Utility Box Art images and the information shown above may be used throughout the City of Duarte's social media platforms, media channels, and website.



Utility Box Art Program

The City reserves the right to include a QR code decal on the artwork, enabling individuals to scan and access a dedicated Utility Box Art Program webpage on the City's official website. This webpage may feature digital information about the artwork, artist, location, history, and context of each designed utility box.

To preserve the integrity of the artwork, the City will strategically place the QR code to minimize interference with its presentation. Every effort will be made to best match or complement the QR code's color with the artwork, ensuring seamless integration. Maintenance and replacement of the QR code decals will be the responsibility of the City.

The name of one artist or artist group name may be included on the art, but shall be limited to no more than a 2" tall x 10" wide letter block, located on no more than two sides of any box, and placed in the lower one-third of the artwork. Artist(s) names should not detract from the art.

The Committee may recommend that artists make minor modifications to artwork recommended to the City Council for final consideration. Minor modifications may only seek to strengthen and clarify rather than alter the image or distort the artist's vision for the art piece. The artist must consent to the minor modifications. An example of strengthening and clarifying an image was an artwork attempting to depict parrots. However, the beak resembled that of a pigeon more than a parrot's, and the feathers were bluer than those of the typical parrots that live in our area. Altering the shape of the beak and recoloring the parrots from blue to green would be appropriate. In a second example, it was suggested that the street name signs be relocated and the Duarte imagery be moved from the lower part of the image to the top. This request alters the image and asks the artist to make modifications that may distort their vision for the artwork.

Other Requirements

Artist

- It is the responsibility of the artist to submit a complete application by the due date listed within the application, as well as to include all required materials.
- The artist will be responsible for working with the printer/installer of vinyl wraps to assist in adjusting all artwork, files, and necessary materials for printing and installation on the utility boxes.
- The artist retains the copyright to their original artwork.



Utility Box Art Program

City

- By participating in the program, artists grant the City a non-exclusive, royalty-free license to reproduce, display, and distribute images of the artwork for City-related purposes (e.g., promotional materials, website, and social media).
- The City reserves the right to remove, replace, or adjust the artwork as necessary for the duration of the project and/or the artwork.

Review & Evaluation Process

Utility Box Art applications are received by staff who will then forward all complete and eligible applications (up to the first 250 complete submittals in the order received) to the Arts Ad Hoc Committee for evaluation and recommendation to the City Council. Staff will present the final utility box art designs and locations, as recommended by the Arts Ad Hoc Committee, to the City Council for final approval.

The City reserves the right to consider submitted artwork in categories, locations, or applications that may be different from those selected by the artist.

The City reserves the right not to recommend or approve artwork for any art installation location, based upon the quantity, quality, or content of submittals. In the event this situation arises, the City Council may postpone one or more art installation locations to a future Call for Artists.

Artists will be notified by email with a timeline for final artwork if their design has been selected.

Conflicts of Interest:

Members of the Ad Hoc Committee must, in good faith, disclose any potential conflicts of interest to avoid situations where their personal or professional interests could influence their judgment related to the proposed artist(s) and/or artwork(s) being considered under the Utility Box Art Program. The following provide the types of interest that must be disclosed to the Committee before considering and voting on submitted artwork proposals, the Program Guidelines, and/or the Call for Artists documents:

- **Financial Interest** – A member has a direct financial gain or loss made by the Committee.



Utility Box Art Program

- **Personal Interest** – A member has a family and/or personal relationship or ties to the artist(s), artwork(s), and/or vendor(s).
- **Business Interest** – A member has a professional relationship or ties to the artist(s), artwork(s), and/or vendor(s).

In the event a known or potential conflict of interest arises, a Committee Member should do the following:

- **Disclosure** – All members must disclose any known or potential conflicts of interest before considering and/or evaluating any submitted artwork proposals, the Program Guidelines, and/or the Call for Artists documents.
- **Recusal** – Members with any known or potential conflicts of interest must recuse themselves from discussions and decisions related to that conflict.

In the case that a member suspects a conflict of interest may exist for another member, the Committee shall conduct a vote to assess the known or potential conflicts to ensure impartiality. If the majority of the present Committee members determine there is a conflict of interest, the subject member shall recuse themselves from consideration of that particular artwork proposal.

Approval Criteria:

The criteria used to select eligible artists, artwork, and/or designs shall be evaluated accordingly:

- Evaluation of artistic excellence.
- The relevance of the design for the site location and application of themes.
- Vibrancy, innovation, and originality of work.
- Relationship to the social, cultural, and/or historical identity of a location.
- Appropriateness of scale, form, content, and design.
- Duarte artists or organizations may be given preference in the selection process if all other factors are equal.

Evaluation and Scoring:

The scoring rubric is composed of weighted scoring for four (4) categories, based upon the criteria shown below:



Utility Box Art Program

1. Design Proposal
2. Artwork Statement
3. Artist Statement
4. Local Preference

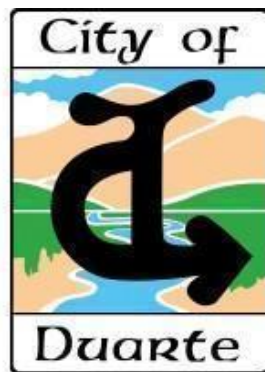
To weigh each evaluator's scores fairly, an aggregate ranking system is used instead of a purely numerical scoring system:

- First, each evaluator will score each submitted artwork on a City-provided score sheet, based on their own score from 1 – 101, with 101 being the highest.
- Second, each evaluator will rank their top three (3) choices based upon their own individual scoring.
- Third, the rankings are tabulated amongst evaluators. The artwork with the most first-place votes amongst the Committee is selected as the top-ranked proposal, the second-most votes will be the second choice, and the third-most votes will be the last choice. The process will assign the top three (3) ranked artwork pieces.
- Finally, the top two (2) ranked selections will be recommended to the City Council for ultimate consideration. The Committee can vote to include a third recommended selection, if desired.
- In the event of a tie, a second vote would be made amongst the top two (2) tied artwork selections.

Committee Member	Choice #1	Choice #2	Choice #3	Voting Results							
				Choice #1	Votes	Choice #2	Votes	Choice #3	Votes		
Evaluator #1	R. Martinez	R.Del Cid	D.Williams	V. Cruz	0	V. Cruz	4	V. Cruz	1		
Evaluator #2	R. Martinez	V. Cruz	R.Del Cid	R.Del Cid	0	R.Del Cid	3	R.Del Cid	1		
Evaluator #3	R. Martinez	R.Del Cid	V. Cruz	S. Finta	0	S. Finta	0	S. Finta	1		
Evaluator #4	R. Martinez	R.Del Cid	S. Finta	C. Gordon	0	C. Gordon	0	C. Gordon	1		
Evaluator #5	R. Martinez	A. Morinishi	C. Gordon	R. Martinez	0	R. Martinez	0	R. Martinez	0		
Evaluator #6	R. Martinez	V. Cruz	D.Williams	C. Miner	0	C. Miner	0	C. Miner	0		
Evaluator #7	R. Martinez	V. Cruz	D.Williams	A. Morinishi	0	A. Morinishi	1	A. Morinishi	0		
Evaluator #8	R. Martinez	V. Cruz	D.Williams	J.Priti	0	J.Priti	0	J.Priti	0		
Evaluator #9	R. Martinez	D.Williams	A. Morinishi	A. Morinishi	0	A. Morinishi	0	A. Morinishi	1		
				D.Williams	0	D.Williams	1	D.Williams	4		
Committee Notes											
Raquel Martinez (Top Choice)	may have to move vehicle to one panel, curve the beak on the parrot										
Victoria Cruz (Runner-up)	need to reorient the position of the sign, re-align the Route 66 sign, put Route 66 on one panel, don't like cuts on panels										

UTILITY BOX ART PROGRAM

Call for Artists 2025



November 25, 2025



Utility Box Art Program

Call Summary

The City of Duarte is seeking original designs by local artists to cover twenty-one (21) utility boxes at fifteen (15) different locations as part of the Utility Box Art Program. "Utility boxes" include traffic controllers, meter pedestals, and irrigation control boxes. Some locations contain a smaller meter pedestal adjacent to the traffic controller. The Utility Box Art Program aims to transform these metal cabinets into works of art, supporting efforts to create a more vibrant, attractive, and welcoming cityscape and contributing to the unique character of each site location. We invite local emerging artists 18 years of age and older to showcase their talents while promoting eye-catching public art throughout the City.

Each utility box location and theme has been selected for this year's program, as further described below. Artists will need to indicate their preferred location(s) on the application. All approved designs will be printed on vinyl and installed on City-owned utility boxes by a third-party vendor. The City and a third-party vendor will support the artists selected with final design submissions and modifications.

The original artwork can be designed/created in any 2D medium. We encourage applicants to develop designs in digital format, utilizing the template attached; however, the City will also accept photographs or scans of physical art for the application as well. Selected artists will need to convert final designs into one of the following file types: PDF, .ai, .psd, TIFF, or JPEG. TIFF and JPEG need to be a minimum of 300 DPI and a minimum of 2,000 pixels.

Selected artists will be paid a stipend for each approved design chosen for the three different utility box configurations present in the City. Utility box locations that contain a traffic controller and meter pedestal will receive a stipend of \$950. Locations that contain only a meter pedestal (not associated with a traffic controller) will be provided a stipend of \$550. Artists who produce artwork for irrigation control boxes located in the City's center median will be awarded a stipend of \$400. An artist who submits a design for locations containing both a traffic controller and a meter pedestal must produce complementary designs for both utility boxes.

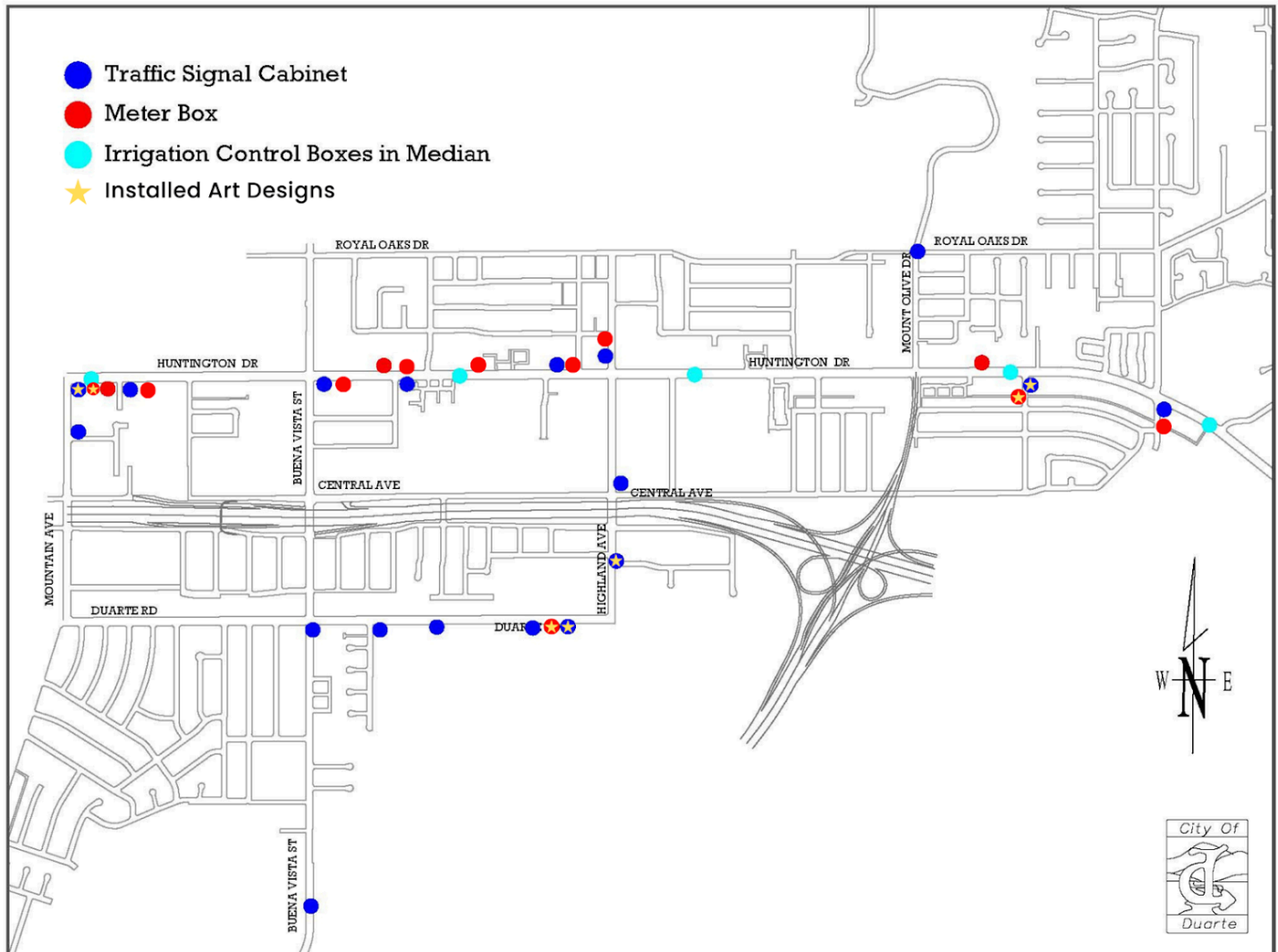
Artists may submit up to three (3) design proposals for each Call for Artists cycle, regardless of configuration type or location. An application must be submitted for each proposed design. The available utility box configurations are as follows:

- A. Traffic Controllers and Meter Pedestals
- B. Meter Pedestals Only
- C. Irrigation Control Boxes Only



Utility Box Art Program

Artists may have more than one (1) submission chosen by the City in the same calendar year, provided that the total stipend amount for all selected designs remains within the prevailing monetary limit established by law. This limit is currently less than \$1,000 and is subject to change as allowed by law.





Utility Box Art Program

Utility Box Themes

“Duarte’s Route 66 – Past, Present, & Future”

A patchwork of roads connecting Chicago and Los Angeles, Historic Route 66 is legendary in American history. Long before it saw travelers journeying west, Native Americans created the first pathways that later expanded into wagon roads used by Spanish, Mexican, and American settlers. The establishment of Route 66 coincided with the rise of auto tourism in the 1920s, as newly mobile travelers began exploring the country behind the wheel. Nicknamed “The Mother Road” and “America’s Main Street,” Route 66 became a symbol of freedom and adventure on the open road.

Duarte was originally developed along Route 66 (Huntington Drive), influencing the City’s growth and development throughout the years. The roadway has been featured regularly in music, film, television, and writing.

2026 represents the centennial of Route 66. In celebration of this milestone anniversary, the City has selected this year’s theme as “Duarte’s Route 66 – Past, Present, & Future”. All utility box artwork submissions should do the following:

- Reflect this year’s overall theme – **“Duarte’s Route 66 – Past, Present & Future”**;
- Bolster the City’s connection with Route 66; and
- Incorporate the related subthemes shown below, as allowed by the configuration type of the utility boxes.

A. Subtheme 1 – “Faces & People”

- For applications on the **“Traffic Controllers and Meter Pedestals”** AND **“Meter Pedestals Only”** configurations.
- For applications for the **“Traffic Controllers and Meter Pedestals”** AND **“Meter Pedestals Only”** configurations.
- Available for applications for the **“Traffic Controllers and Meter Pedestals”** AND **“Meter Pedestals Only”** configurations.
- Can be chosen for applications on the **“Traffic Controllers and Meter Pedestals”** AND **“Meter Pedestals Only”** configurations.

B. Subtheme 2 – “Pop Culture & Entertainment”



Utility Box Art Program

- For applications on the “Traffic Controllers and Meter Pedestals” AND “Meter Pedestals Only” configurations.

C. Subtheme 3 – “Landscapes & Wildlife”

- For applications on the “Irrigation Control Boxes Only” configuration.

Artists interested in learning more about Duarte’s history and its ties to Route 66 are encouraged to contact the Duarte Historical Society & Museum (777 Encanto Parkway) at (626) 357-9419 for additional resources.

Utility Box Locations (See Attached for Pictures)

A. Traffic Controllers and Meter Pedestals Configuration

(All locations are within the public sidewalk)

Location #1

- Southeast corner of Huntington Drive and Mountain Vista Plaza.
- This location serves as the gateway to one of the City’s most popular and successful shopping centers.
- The traffic controller is larger and a different shape than the ones in other locations.

Location #2

- Southeast corner of Huntington Drive and Buena Vista Street.
- This location is at the main intersection of the City. These boxes will be visible to residents and visitors, especially those utilizing the commercial businesses on each corner of the intersection.

Location #3

- Southeast corner of Huntington Drive and Brycedale Avenue.
- This location is adjacent to the City’s most prominent mixed-use development (“The Huntington”). The location is at the heart of the City’s Town Center Specific Plan, which aims to revitalize portions of Huntington Drive with urban design themes, mixed-use, and commercial development. It is also located north of Duarte High School and the school’s baseball fields.



Utility Box Art Program

Location #4

- Northeast corner of Huntington Drive and Pops Road.
- This site is located at a “T” intersection within the City’s Town Center. It is adjacent to Duarte’s Civic Center and a senior apartment complex. The traffic controller is located at the intersection, and the associated meter pedestal is approximately 130’ east of the traffic controller.

Location #5

- Northwest corner of Huntington Drive and Highland Avenue.
- This location is at the eastern end of the City’s Town Center area. Commercial and office uses are on each corner of the intersection, but residential neighborhoods are adjacent to the commercial corners. This area sees additional foot traffic as a result of its location near Duarte High School, CS Arts, and the Metro light rail station located approximately ½ mile to the south.

Location #6

- Southeast corner of Huntington Drive and Las Lomas Road.
- This location is at the eastern end of the City, before you cross the San Gabriel River bridge and into Irwindale/Azusa. The location sits in front of the community’s original veterinary hospital and is located across the street from a small commercial plaza. Residential neighborhoods are located to the west and northwest of this site.

B. Meter Pedestals Only Configuration

(All locations are within the public sidewalk)

Location #7

- 900 block of Huntington Drive – south side of street.
- The pedestal is located directly in front of the “Oliva” residential townhouse project and adjacent to the Mountain Vista Plaza shopping Center. This is the first location in this year’s Call for Artists that is located in Duarte, once you cross the city boundary from Monrovia.

Location #8



Utility Box Art Program

- Northwest corner of Huntington Drive and Brycedale Avenue.
- This pedestal is located at a “T” intersection. The site is directly in front of the City’s most prominent mixed-use development (“The Huntington”). The location is at the heart of the City’s Town Center Specific Plan, which aims to revitalize portions of Huntington Drive with urban design themes, mixed-use, and commercial development. It is also located north of Duarte High School and the school’s baseball fields.
- There is a second “tan” utility box to the west of the meter pedestal that is owned by a utility company and not a part of this Call for Artists.

Location #9

- 1551 Huntington Drive – north side of the street.
- This site is located within the City’s Town Center, directly in front of a community church and across the street from Duarte’s Civic Center.

Location #10

- 2400 block of Huntington Drive – north side of the street.
- The pedestal is located in front of a residential development, situated between the nearest cross streets, Patel Place and Usha Lane. This site sits across the street from vintage Route 66 commercial buildings that were constructed prior to the construction of the 210 Freeway.

C. Irrigation Control Boxes Only Configuration

(All locations are within the Huntington Drive median island)

Location #11

- 900 block of Huntington Drive.
- The box is located directly in front of the “Oliva” residential townhouse project in Duarte and the carwash in Monrovia.
- Median landscaping will remain in place but may be trimmed back to allow installation.

Location #12

- 1500 block of Huntington Drive.



Utility Box Art Program

- The box is located south of 1515 Huntington Drive. This site is located within the City's Town Center and across the street from Duarte's Civic Center.

Location #13

- 1900 block of Huntington Drive.
- The box is directly south of the townhouses located at 1931 Huntington Drive. The 32-acre property to the south of the irrigation control box is Westminster Gardens, a senior living community established in the 1950s as a haven for Presbyterian missionaries returning to the United States, and is now a life plan community for the general public.
- This location has slightly more visibility due to its location near a left-hand turn pocket.

Location #14

- 2400 block of Huntington Drive.
- The box is directly north of Charm Thai restaurant at 2414 Huntington Drive. This site is across the street from vintage Route 66 commercial buildings that were constructed prior to the construction of the 210 Freeway.
- This location has slightly more visibility due to its location near a left-hand turn pocket.

Location #15

- 2700 block of Huntington Drive.
- The box is directly north of Justice Brothers Automotive (2734 Huntington Dr.) and We Pack It All (2745 Huntington Dr.). Justice Brothers has produced automotive and industrial products since 1936 and has been a fixture in Duarte for several decades. A Justice Brothers car museum was established along Huntington Drive in 1985.
- This location has very high visibility and is one of the first utility box structures in Duarte, as you are headed westbound after crossing the San Gabriel River bridge.

Note: Due to placement in the median island, applicants are advised to view the locations only from public sidewalks. Persons are at their own risk and assume all liability if they choose to cross the street and/or enter the median island.



Utility Box Art Program

Submittal Content

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals shall include:

A. Utility Box Art Program application

B. Original artwork

- The artist must indicate the orientation of the artwork. Preferably, the applicant will use the geographical direction (north, west, etc.) of how the art is facing. The direction facing needs to be indicated below the submitted artwork or on another sheet that provides both the artwork and orientation. At minimum, the artist needs to indicate on the artwork or another sheet, the orientation of the artwork to the public street or streets it is adjacent to (e.g., facing Huntington Drive or facing Huntington Drive and Buena Vista Street).

C. An artist statement (200-word maximum)

- a. The statement shall describe why the artist is interested in designing artwork for the utility box, previous experience working on art projects, previous experience working on public art projects (not required), and how the artist believes the art will beautify the surrounding area. (Note: the Artist Statement and Artwork Statement need to be combined onto the same document with item C listed before item D).

D. An artwork statement (200-word maximum)

- The statement shall describe and/or interpret the artwork as it relates to the theme and topics. (Note: the Artist Statement and Artwork Statement need to be combined onto the same document with item C listed after item D).

E. Resume (optional)

- A resume that includes exhibition history and past projects.

F. One to three examples of previous artwork (optional)



Utility Box Art Program

- Include a brief description of each artwork. Please provide a hard and/or digital copy.

The original artwork can be designed/created in any 2D medium. We encourage applicants to develop designs in digital format using the attached template; however, the City will also accept photographs or scans of physical artwork for the application. The design concept must be provided in color. Selected artists will need to convert final designs into one of the following file types: PDF, .ai, .psd, TIFF, or JPEG. TIFF and JPEG images must have a minimum resolution of 300 DPI and a minimum of 2,000 pixels.

Project Details

Project Timeline*

- Call for Artists announced: December 1, 2025
- Application submission deadline: February 2, 2026 by 6 PM (PDT) or until 250 complete applications are received
- Artwork evaluated by Arts Ad Hoc Committee: March – April, 2026
- Artwork approved by City Council: May – June, 2026
- Final design completed: July – August, 2026
- Project(s) installed: Fall 2026 (dependent upon vendor availability)

****All dates are subject to change at the City of Duarte's discretion.***

Artist Stipend

Selected artists will be paid a stipend for each final design approved by the City. There are several different configurations involving utility boxes that correspond with different-sized equipment, the number of boxes, surface area, and location. Stipend amounts are provided for these configurations:

- Traffic controller AND meter pedestal = \$950
- Meter pedestal only = \$550
- Irrigation control box = \$400



Utility Box Art Program

The stipend will be paid in half (½) upon selection and in half (½) after final installation. The City will cover the cost of installing and maintaining the utility box wrap.

Application and Review Process

This is an online application process. Incomplete applications will not be reviewed. All materials must be submitted online via the CaFÉ website (www.CallforEntry.org). There is no application fee to apply or to use the CaFÉ system. To view the application, go to www.CallforEntry.org, register a username and password, navigate to “Apply to Calls,” and search the list for “City of Duarte Utility Box Art Program.”

If an artist needs reasonable accommodation or has limited access to the internet and is unable to complete the online application, a paper copy of the application form may be provided upon request. Paper applications are available at Duarte City Hall (1600 Huntington Drive) during normal operating hours.

All applications must be submitted **no later than February 2, 2026 at 6 PM (PDT)**. For those requiring reasonable accommodations or who have limited internet access, entries must be postmarked, emailed, or hand-delivered by the deadline time and date. If submitting via email, please ensure the application is a PDF file. Artwork must be uploaded and sent utilizing the media requirements found below:

Email

Email: ANunez@CityofDuarte.ca.gov

Subject: Utility Box Art Program – 2025 Call for Artists

Mail/Walk-in

City of Duarte
City Manager’s Office
1600 Huntington Drive
Duarte, CA 91010

The City may alter the configuration selection made by the applicant, based upon the number of submittals for the locations and relevance of the artwork to the particular configuration.

Artwork will be evaluated and recommended by the Arts Ad Hoc Committee based upon a weighted scoring rubric, based upon the following criteria: design proposal, artwork statement, artist statement, and local preference. Artwork selected by the



Utility Box Art Program

Ad Hoc Committee will be referred to the City Council for final approval. Artists will be notified within one (1) week of City Council approval if their work is selected.

Media/Art Requirements

Design Guidelines

- A. Utility box art may include graphic art, photos, or similar materials that can be converted into a digital format.
- B. Artwork must be original and may not contain advertising, copyrighted material, religious art, drug-related content, sexual imagery, or convey political partisanship. All artwork should be appropriate for all ages to view in a public setting.
- C. Art should be visible from a distance.
- D. Text is discouraged; however, if the design is to include text, it must be included in the proposal. The artist must have the right to use this text.xt.
- E. The name of one artist or artist group name may be included on the art, but shall be limited to no more than a 2" tall x 10" wide letter block, located on no more than two sides of any box, and placed in the lower one-third of the artwork. Artist(s) names should not detract from the art.

Media Requirements

- A. Photography/photos submitted must be taken with a high-resolution camera with a minimum resolution of 20 megapixels.
- B. Selected artwork must be created in or convertible to AI, PDF, PSD, or JPEG formats. These formats are most common because of the workability of the files, which helps prevent pixelation in the final prints. Size/resolutions should be a minimum of 300 dpi, a minimum of 2,000 pixels, and 40" wide by 20" high.
- C. The City reserves the right to make layout edits to the design to ensure proper scaling and to prevent the artwork from covering any keyholes, meter windows, door hinges, sensors, ventilation openings, etc.
- D. Artists of selected artwork understand and agree to the following: Selected artwork will be digitally applied to anti-graffiti vinyl and wrapped on utility boxes that may be targeted by vandals. Art is applied to functioning



Utility Box Art Program

equipment that may need repair or replacement. No guarantee is issued for the location or longevity of the display. The vendor may make adjustments to the finished piece to address installation challenges.

Artist Requirements

Artist Eligibility

- A. Artists must be 18 years of age or older to apply.
- B. Applicants must reside, work, or attend school in Los Angeles County.
- C. Application is open to all artists: professional, amateur, and student.
- D. Open to individual artists or a team of artists working as a group. If applying as a group, the application will need to be submitted as a group, and all individuals associated with the group must complete and sign both the Artist Application and the Utility Box Art Policy forms.
- E. Artists may be evaluated on previous experience.
- F. If all else is equal, priority will be given to residents of Duarte.

Artist Responsibilities

- A. It is the responsibility of the artist to submit a completed application by the listed due date, as well as to include all required materials.
- B. The artist shall adhere to all Utility Box Art Program Guidelines and the Call for Artists application.
- C. The artist will be responsible for working with the printer/installer of vinyl wraps to assist in adjusting all artwork, files, and necessary materials for printing and installation on the utility boxes.
- D. The artist retains the copyright to their original artwork.

City Responsibilities

- A. The City will work with a third-party vendor to install the selected designs as a graffiti-resistant vinyl wrap on each box.
- B. The City is responsible for the maintenance of the artwork.
- C. Artists retain the copyright to their original artwork. By participating in the program, artists grant the City a non-exclusive, royalty-free license to



Utility Box Art Program

reproduce, display, and distribute images of the artwork for City-related purposes (e.g., promotional materials, website, and social media).

Process and Installation

Art Duration

While this art is intended for long-term use (five years or more), the City reserves the right to modify or remove the artwork should a utility box require maintenance, modifications, repairs, or any other reason deemed necessary by the City. Should this occur, the City can convert the utility box back to its original state and color, solicit new proposals, and update the artwork, or work with the artist to modify the art to reflect the respective changes that have occurred.

Ownership

Under the terms of the City's contract with the artist, all City-funded art installed on City property is owned by the City upon its completion. Additionally, the attached terms and hold harmless agreement is required for entry.

Selection Process

- A. Selection and approval will be based on the original artwork meeting the location's theme, innovation, appropriateness, originality, visual impact, and Approval Criteria provided in the Program Guidelines.
- B. All entries will be reviewed, scored, and recommended by the Arts Ad Hoc Committee for ultimate consideration and approval by the City Council.
- C. Artists will be notified by City staff if their artwork is approved or not.
- D. A vendor chosen by the City staff will work with the artist and then install a vinyl wrap of the approved original artwork.
- E. Selected artists must provide a completed IRS Form W-9 prior to payment and will receive an IRS Form 1099 for any amount exceeding the threshold set by the IRS (currently \$600, but subject to change).

Contact Information

For additional questions regarding this program, please contact Albert Nuñez, Management Analyst, at (626) 357-7931 ext. 267 or via email at ANunez@CityofDuarte.ca.gov.



Utility Box Art Program

Traffic Controllers and Meter Pedestals Configuration

Location #1: Southeast corner of Huntington Drive and Mountain Vista Plaza

Art Box Subtheme: Route 66 – “Faces & People” **OR** “Pop Culture & Entertainment”



North (Front)



South (Back)



East (Side)



West (Side)



Utility Box Art Program

Location #2: Southeast corner of Huntington Drive and Buena Vista Street

Art Box Subtheme: Route 66 – “Faces & People” **OR** “Pop Culture & Entertainment”



North (Front)



South (Back)



East (Side)



West (Side)



Utility Box Art Program

Location #3: Southeast corner of Huntington Drive and Brycedale Avenue

Art Box Subtheme: Route 66 – “Faces & People” **OR** “Pop Culture & Entertainment”



North (Front)



North (Front)



South (Back)



South (Back)



Utility Box Art Program



East (Side)



West (Side)



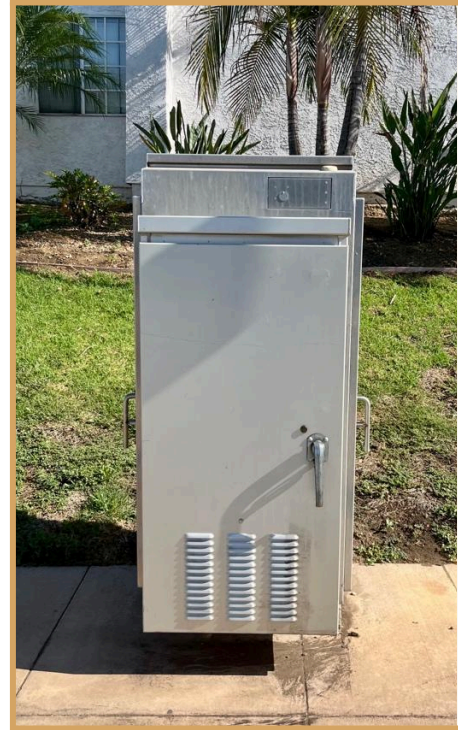
Utility Box Art Program

Location #4: Northeast corner of Huntington Drive and Pops Road

Art Box Subtheme: Route 66 – “Faces & People” **OR** “Pop Culture & Entertainment”



North (Back-Traffic Controller)



South (Front-Traffic Controller)



East (Side-Traffic Controller)



West (Side-Traffic Controller)



Utility Box Art Program



North (Back-Meter Pedestal)



South (Front-Meter Pedestal)



East (Side-Meter Pedestal)



West (Side-Meter Pedestal)



Utility Box Art Program

Location #5: Northwest corner of Huntington Drive and Highland Avenue

Art Box Subtheme: Route 66 - "Faces & People" **OR** "Pop Culture & Entertainment"



North (Side-Traffic Controller)



South (Side-Traffic Controller)



East (Front-Traffic Controller)



West (Back-Traffic Controller)



Utility Box Art Program



North (Side-Meter Pedestal)



South (Side-Meter Pedestal)



East (Front-Meter Pedestal)



West (Back-Meter Pedestal)



Utility Box Art Program

Location #6: Southeast corner of Huntington Drive and Las Lomas Road

Art Box Subtheme: Route 66 - "Faces & People" **OR** "Pop Culture & Entertainment"



North (Front)



South (Back)



East (Side)



West (Side)



Utility Box Art Program

Meter Pedestals Only Configuration

Location #7: 900 block of Huntington Drive (south-side)

Art Box Subtheme: Route 66 - "Faces & People" **OR** "Pop Culture & Entertainment"



North (Front) and East (Side)



North (Front)



West (Side) and South (Back)



Utility Box Art Program

Location #8: Northwest corner of Huntington Drive and Brycedale Avenue

Art Box Subtheme: Route 66 - "Faces and People" **OR** "Pop Culture & Entertainment"



North (Back)



South (Front)



East (Side)



West (Side)



Utility Box Art Program

Location #9: 1551 Huntington Drive (north-side)

Art Box Subtheme: Route 66 - "Faces & People" **OR** "Pop Culture & Entertainment"



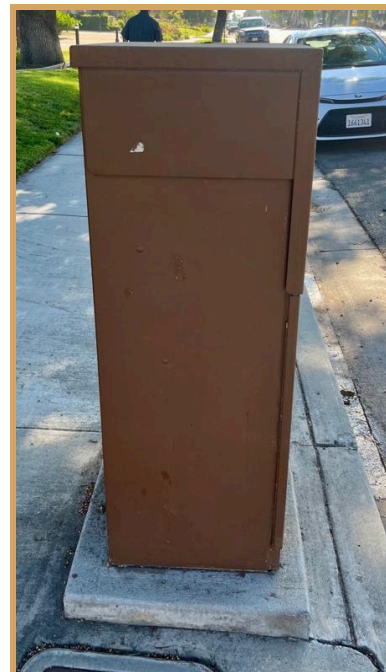
North (Back)



South (Front)



East (Side)



West (Side)



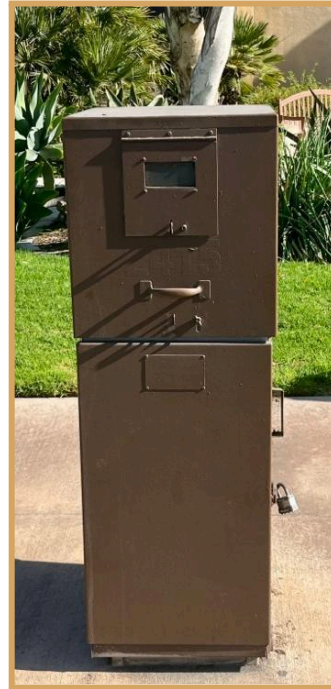
Utility Box Art Program

Location #10: 2400 block of Huntington Drive (north-side)

Art Box Subtheme: Route 66 - "Faces & People" **OR** "Pop Culture & Entertainment"



North (Back)



South (Front)



East (Side)



West (Side)



Utility Box Art Program

Irrigation Control Box Only Configuration

Location #11: 900 block of Huntington Drive (median island)

Art Box Subtheme: Route 66 - "Landscapes & Wildlife"



North (Side)



South (Side)



East (Front)



West (Front)



Utility Box Art Program

Location #12: 1500 block of Huntington Drive (median island)

Art Box Subtheme: Route 66 - "Landscapes & Wildlife"



North (Side)



South (Side)



East (Front)



West (Front)



Utility Box Art Program

Location #13: 1900 block of Huntington Drive (median island)

Art Box Subtheme: Route 66 - "Landscapes & Wildlife"



North (Side)



South (Side)



East (Front)



West (Front)



Utility Box Art Program

Location #14: 2400 block of Huntington Drive (median island)

Art Box Subtheme: Route 66 - "Landscapes & Wildlife"



North (Side)



South (Side)



East (Front)



West (Front)



Utility Box Art Program

Location #15: 2700 block of Huntington Drive (median island)

Art Box Subtheme: Route 66 - "Landscapes & Wildlife"



North (Side)



South (Side)



East (Front)



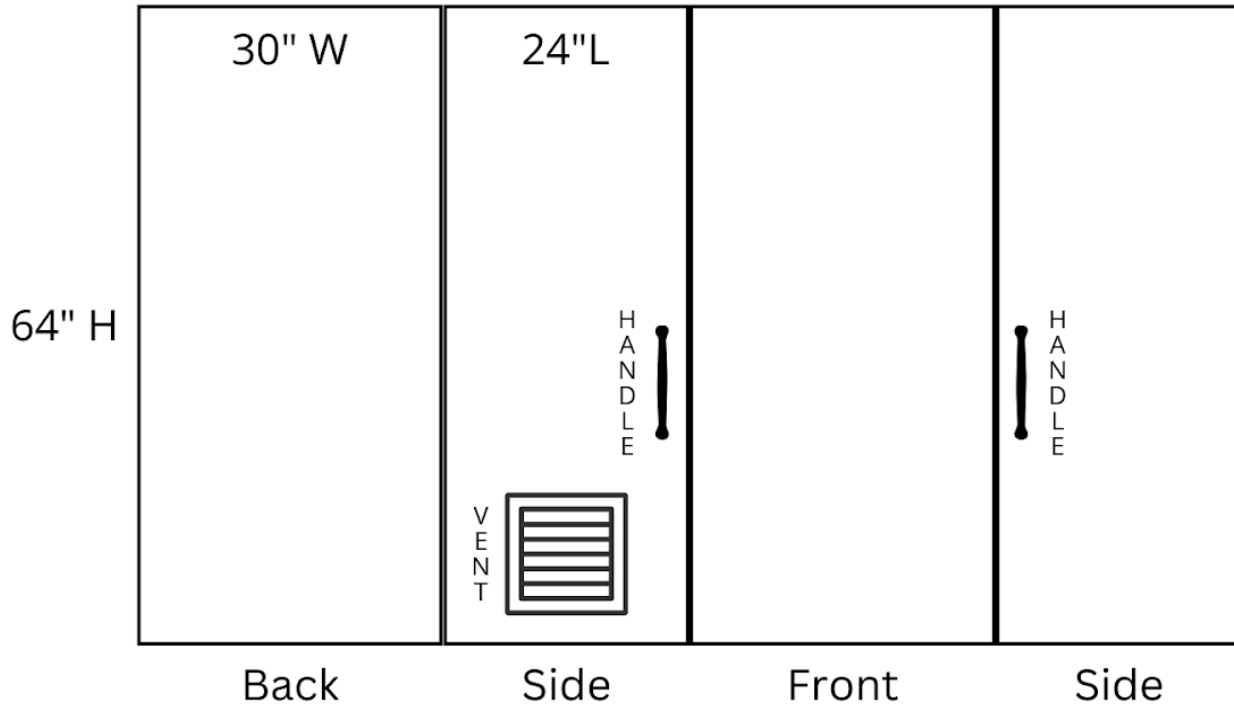
West (Front)



Utility Box Art Program

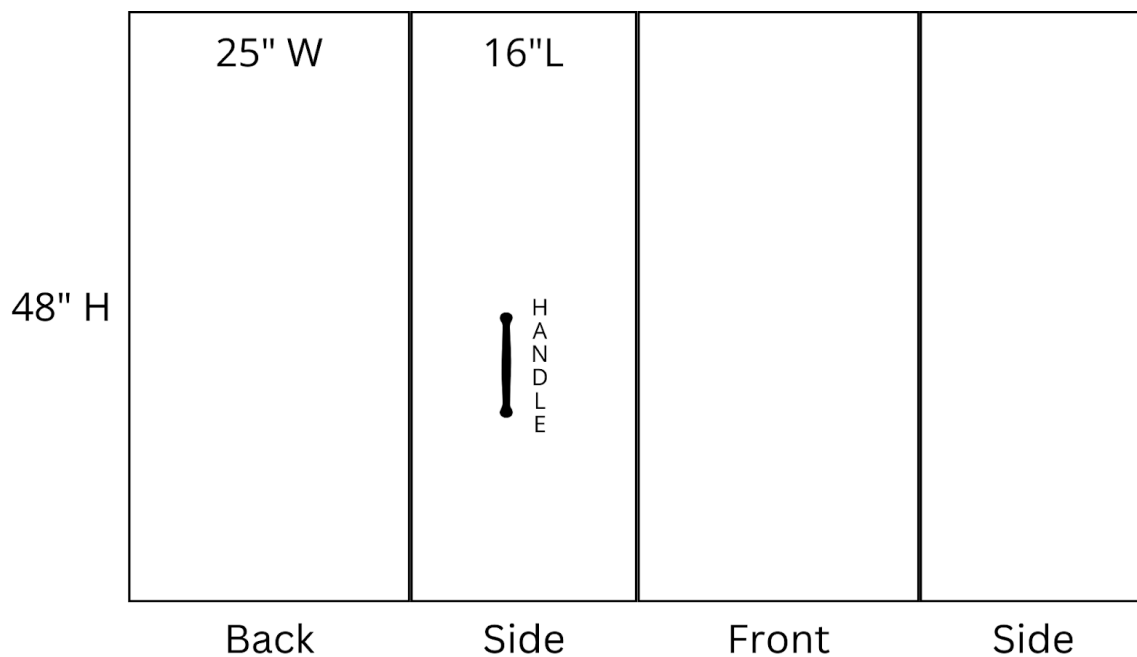
Typical Traffic Signal Control Box Template

Actual Box May Vary



Typical Meter Pedestal Template

Actual Box May Vary





Utility Box Art Program

Typical Irrigation Control Box Template

Actual Box May Vary

