



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

TUESDAY, DECEMBER 13, 2022
7:00 PM

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

MISSION STATEMENT

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

MARGARET FINLAY, MAYOR
VACANT, MAYOR PRO TEM
SAMUEL KANG, COUNCILMEMBER
TONEY LEWIS, COUNCILMEMBER
JODY SCHULZ, COUNCILMEMBER
VINH TRUONG, COUNCILMEMBER
CESAR GARCIA, COUNCILMEMBER

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

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

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

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

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

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

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

7:00 PM OPEN SESSION - REGULAR MEETING - COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

A. City Manager Written Comments

2. PLEDGE TO THE FLAG

3. ADOPTION OF THE AGENDA

4. SPECIAL ITEMS

A. Adoption of Resolution No. 22-39 Declaring the Results of the November 8, 2022, General Municipal Election

Recommendation: Adopt Resolution No. 22-39 reciting the facts of the General Municipal Election held on November 8, 2022 and declaring the results and such other matters as provided by law.

B. Oaths of Office to newly elected and re-elected City Councilmembers

C. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor/Chairperson (City Clerk Presiding)

D. City Council/Housing Authority/Financing Authority Reorganization - Selection of Mayor Pro-Tem/Vice Chairperson (Mayor/Chairperson Presiding)

E. Recess (30 minutes) - Welcome Reception in honor of newly elected and re-elected City Councilmembers

F. Recognition of Los Angeles County Sheriff Deputies Michael Fernandez, Andres Arcila, Arnoldo Lopez, Veronica Cuevas, James Duran Jr., Gustavo Martinez, and Andrew Ostrowski

G. Royal Oaks Annexation Presentation

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

6. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

7. CONSENT CALENDAR

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

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

C. Approval of Minutes - November 22, 2022 (CC/HA/FA)

D. Approval of Warrants - December 13, 2022 (CC/HA/FA)

E. Receive and file the Community Development Department Status Report

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

G. Second Reading of Ordinance No. 913

Recommendation: Approve second reading of Ordinance No. 913 regarding City Commissions and Ad Hoc Committees.

H. Consideration of a Professional Services Agreement with MIG, Inc.

Recommendation: 1) Authorize the City Manager to approve a Professional Services Agreement with MIG, Inc. in the amount of \$84,300 for the preparation of appropriate environmental documents and a Jurisdiction Delineation and Report for California Department of Fish and Wildlife; and 2) Approve a General Fund budget amendment of \$84,300

I. Acceptance of Notice of Completion for FY 2021-22 Citywide Asphalt Repair Project for ONYX Paving Company, Inc.

Recommendation: Accept the project as complete in the amount of \$93,170.

J. Acceptance of Notice of Completion for FY 2021-22 Citywide Striping and Marking Project for WGJ Enterprises, Inc.

Recommendation: Accept the project as complete in the amount of \$46,052.75.

K. Acceptance of Notice of Completion for FY 2021-22 Citywide Concrete Repair Project for DASH Construction Company, Inc.

Recommendation: Accept the project as complete in the amount of \$89,958.25.

L. Acceptance of Notice of Completion for Duarte Road Sidewalk and Pedestrian Lighting Improvement Project TOWO Enterprise, Inc.

Recommendation: Accept the Duarte Road Sidewalk and Pedestrian Lighting Improvement Project as complete.

M. Approval of City Council Conference Attendance

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

9. PUBLIC HEARINGS

A. First Reading of Ordinance No. 914

Recommendation: 1) Introduce Ordinance No. 914, 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

10. BUSINESS ITEMS

A. Burrtec Waste Services 2021 Annual Performance Review and 2023 Rate Review

Recommendation: Approve both the Burrtec Waste Services 2021 Annual Performance Review and Amendment No. 14 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 to become effective January 1, 2023.

11. CONTINUATION OF ORAL COMMUNICATIONS

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

13. ADJOURNMENT

AFFIDAVIT OF POSTING

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

Dated this 8th day of December, 2022.

Annette Juarez
City Clerk



MEMORANDUM

TO: City Council
FROM: City Manager
DATE: December 7, 2022
SUBJECT: Comments on Agenda Items, Meeting of December 13, 2022

ITEM 4A. (Special Items). Staff is recommending that the City Council adopt a Resolution declaring the results of the November 8, 2022 General Municipal Election.

ITEM 4B. (Special Items). The Oath of Office will be administered to the newly elected City Councilmembers Cesar A. Garcia and Tera Martin Del Campo and re-elected City Councilmembers Margaret Finlay and Samuel Kang.

ITEM 4C. (Special Items). The City Clerk will preside over the selection of the City Council/Housing Authority/Financing Authority Mayor/Chairperson.

ITEM 4D. (Special Items). The newly selected Mayor will preside over the selection of the City Council/Housing Authority/Financing Authority Mayor Pro-Tem/Vice Chairperson.

ITEM 4E. (Special Items). A Welcome Reception will be held in honor of newly elected and re-elected City Councilmembers.

ITEM 4F. (Special Items). Los Angeles County Sheriff's Deputies will be recognized for their role in saving the lives of two teenagers.

ITEM 4G. (Special Items). Andrew Smith, Executive Director of Royal Oaks and Westminster Gardens, will make a presentation regarding the annexation of Royal Oaks into the City of Duarte.

ITEM 7.G. (Consent Calendar). Staff is recommending that the City Council approve the second reading of Ordinance No. 913 regarding the restructuring of City Commissions and Ad Hoc Committees.

ITEM 7.H. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to approve a Professional Services Agreement with MIG, Inc. in the amount of \$84,300 for the preparation of appropriate environmental documents and a Jurisdiction Delineation and Report for California Department of Fish and Wildlife; and approve a General Fund budget amendment of \$84,300.

ITEM 7.I. (Consent Calendar). Staff is recommending that the City Council accept the FY 2021-22 Citywide Asphalt Repair Project as complete in the amount of \$93,170.

ITEM 7.J. (Consent Calendar). Staff is recommending that the City Council accept the FY 2021-22 Citywide Striping and Marking Project as complete in the amount of \$46,052.75.

ITEM 7.K. (Consent Calendar). Staff is recommending that the City Council accept the FY 2021-22 Citywide Concrete Repair Project as complete in the amount of \$89,958.25.

ITEM 7.L. (Consent Calendar). Staff is recommending that the City Council accept the Duarte Road Sidewalk and Pedestrian Lighting Improvement Project as complete.

ITEM 7.M. (Consent Calendar). Staff is recommending that the City Council approve conference attendance request for Councilmembers Truong and Martin Del Campo to attend the League of California Cities New Mayors and Council Members Academy.

ITEM 9.A. (Public Hearing). Staff is recommending that the City Council approve the first reading of Ordinance No. 914 regarding an update of the California Building Code; and conduct a public hearing to take public testimony.

ITEM 10.A. (Business Items). Staff is recommending that the City Council approve both the Burrtec Waste Services 2021 Annual Performance Review and Amendment No. 14 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 to become effective January 1, 2023.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'D. Jordan', written over a horizontal line.

Dr. Daniel Jordan
City Manager



Agenda Item: 4A

CM Review: [Signature]

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Annette Juarez, City Clerk

SUBJECT: Adoption of Resolution No. 22-39, Declaring the Results of the November 8, 2022, General Municipal Election

RECOMMENDATION: Staff recommends that the City Council adopt Resolution No. 22-39 reciting the facts of the General Municipal Election held on November, 8, 2022, and declaring the results and such other matters as provided by law.

FISCAL IMPACT: None.

BACKGROUND

On November 8, 2022, a General Municipal Election was held for the purpose of electing Councilmembers to Districts 1, 4, 5, and 6, and for the consideration of Measure J: An Ordinance Establishing a Healthcare Workers Minimum Wage Ordinance in the City of Duarte. The results of the General Municipal Election have been certified by the Los Angeles County Registrar-Recorder/County Clerk and said results are to be declared by the City Council as required by Elections Code Section 10263(b).

DISCUSSION/ANALYSIS

The Los Angeles County Registrar-Recorder/County Clerk has certified the official canvass of the returns for the November 8, 2022 General Municipal Election. According to the certified election results, the following candidates were elected to serve as a member of the City Council for a four-year term:

District 1 – Margaret E. Finlay

District 4 – Tera Martin Del Campo

District 5 – Samuel Kang

District 6 – Cesar Andres Garcia

Additionally, a majority of voters opposed Measure J: An Ordinance Establishing a Healthcare Workers Minimum Wage Ordinance in the City of Duarte. Therefore, the Measure did not pass, and the Ordinance will not be adopted by the City Council.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 22-39 reciting the facts of the General Municipal Election held on November, 8, 2022, and declaring the results and such other matters as provided by law.

FISCAL IMPACT

None.

ATTACHMENTS

A. Resolution No. 22-39

RESOLUTION NO. 22-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 8, 2022, AND DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

WHEREAS, a General Municipal Election was held and conducted in the City of Duarte, California, on Tuesday, November 8, 2022, as required by law; and

WHEREAS, notice of the election was given in time, form, and manner as provided by law, voting precincts were properly established, election officers were appointed, and in all respects the election was held and conducted and the votes were cast, received, and canvassed, and the returns made and declared in time, form, and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, pursuant to Resolution No. 22-21 adopted June 28, 2022, the Los Angeles County Election Department canvassed the returns of the election and has certified the results to this City Council, and the results are received, attached, and the Certificate of the Canvass is made a part hereof as “Exhibit A.”

NOW, THEREFORE, the City Council of the City of Duarte, California, does hereby resolve, declare, determine, and order as follows:

SECTION 1. The recitals above are true and correct and are hereby incorporated in full.

SECTION 2. The whole number of votes (ballots) cast in the City of Duarte was 6251.

SECTION 3. The names of persons voted for at the election for Member of the City Council are as follows:

Councilmember, District 1

Luz Yesenia Paez
Margaret E. Finlay

Councilmember, District 4

Tera Martin Del Campo

Councilmember, District 5

Samuel Kang

Councilmember, District 6

Art Rodriguez, Jr.
Cesar Andres Garcia

SECTION 4. The Measure voted upon at the election is as follows:

Measure J: An Ordinance Establishing a Healthcare Workers Minimum Wage Ordinance in the City of Duarte Shall an ordinance establishing a minimum wage of at least \$25 per hour for defined healthcare workers in the City of Duarte; requiring an annual healthcare workers minimum wage increase beginning January 2024; requiring enforcement at the City's expense; establishing judicial remedies for violations including penalties up to \$120 per healthcare worker for each day a violation occurs, attorneys' fees, and treble damages be adopted?	YES
	NO

SECTION 5. The number of votes given at the precinct and the number of votes given in the precinct to each of the persons above-named for the respective offices for which the persons were candidates are as listed in the attached “Exhibit B.”

SECTION 6. The City Council does declare and determine that:

Margaret E. Finlay was elected as Member of the City Council for District 1;

Tera Martin Del Campo was elected as Member of the City Council for District 4;

Samuel Kang was elected as Member of the City Council for District 5;

Cesar Andres Garcia was elected as Member of the City Council for District 6; and

As a result of the election, a majority of the voters voting on the Measure J, opposed it, and that the Measure was not carried and will not be adopted.

SECTION 7. The City Clerk shall enter on the records of the City Council of the City of Duarte a statement of the results of the election showing: (1) The whole number of votes (ballots) cast in each District; (2) The names of the persons voted for; (3) For what office each person was voted for; and (4) The total number of votes given at the precinct to each person.

SECTION 8. The City Clerk shall make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated, and the City Clerk shall also administer/sign to each person elected the Oath of Office prescribed in the Constitution of the State of California, and shall have them subscribe to it and file it in the office of the City Clerk.

Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, and ADOPTED this 13th day of December, 2022.

Margaret Finlay
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, City Clerk of the City of Duarte, County of Los Angeles, State of California, hereby attest to the above signature and certify that Resolution No. 22-39 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 13th day of December 2022, by the following vote:

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

Annette Juarez
City Clerk

"EXHIBIT A"

**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 5, 2022

Annette Juarez, City Clerk
City of Duarte
1600 Huntington Drive
Duarte, California 91010

Dear City Clerk:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the City of Duarte General and Special Municipal Election consolidated with the General Election held on November 8, 2022.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

SONIA CORONA, Head
Election Planning Section

Enclosures
Official Canvass Certificate
Official Statement of Votes Cast

J:\2022EF.GeneralElec.Nov2022.CanvassCert.CityLetter

Los Angeles County Registrar-Recorder/County Clerk

Certificate of the Canvass of the Election Returns

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

Duarte City

at the General Election, held on the 8th day of November, 2022.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this
5th day of December, 2022.



Dean C. Logan

DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

DUARTE CITY GENERAL MUNI
COUNCILMEMBER 6TH DISTRICT

[illegible]

COUNTY OF LOS ANGELES - GENERAL ELECTION			11/08/22											
FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			DUARTE CITY GENERAL MUNI MEASURE J											
LOCATION	REGIST- RATION	BALLOTS CAST	YES	NO										
DUARTE - 1900001A* VOTE BY MAIL TOTAL	SERIAL 6419 296	26 79 105	11 41 52	13 33 46										
DUARTE - 1900002B* VOTE BY MAIL TOTAL	SERIAL 6420 314	37 136 173	7 39 46	30 95 125										
DUARTE - 1900004C* VOTE BY MAIL TOTAL	SERIAL 6421 230	25 65 90	5 31 36	20 32 52										
DUARTE - 1900005A* VOTE BY MAIL TOTAL	SERIAL 6422 990	86 391 477	37 169 206	43 181 224										
DUARTE - 1900005B* VOTE BY MAIL TOTAL	SERIAL 6423 0	0 0 0	0 0 0	0 0 0										
DUARTE - 1900010B* VOTE BY MAIL TOTAL	SERIAL 6424 0	0 0 0	0 0 0	0 0 0										
DUARTE - 1900012A VOTE BY MAIL TOTAL	SERIAL 0260 2249	188 919 1107	58 318 376	123 522 645										
DUARTE - 1900013B* VOTE BY MAIL TOTAL	SERIAL 6425 613	66 267 333	17 76 93	47 182 229										
DUARTE - 1900015A* VOTE BY MAIL TOTAL	SERIAL 6426 398	31 124 155	14 56 70	16 59 75										
DUARTE - 1900015F* VOTE BY MAIL TOTAL	SERIAL 6427 110	7 31 38	2 18 20	5 10 15										
DUARTE - 1900017A* VOTE BY MAIL TOTAL	SERIAL 6428 353	28 123 151	12 58 70	14 56 70										
DUARTE - 1900017B* VOTE BY MAIL TOTAL	SERIAL 6429 9	4 3 7	0 1 1	4 2 6										
DUARTE - 1900018A* VOTE BY MAIL TOTAL	SERIAL 6430 226	21 91 112	6 38 44	13 49 62										
DUARTE - 1900018B* VOTE BY MAIL TOTAL	SERIAL 6431 877	58 266 324	22 95 117	32 152 184										

[illegible]

CITY OF DUARTE

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

TUESDAY, NOVEMBER 22, 2022

6:00 PM – Closed Session

7:00 PM – Regular Session

1. CALL TO ORDER

Mayor Finlay called the meeting to order at 6:09 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Garcia, Finlay
*Councilmember Truong arrived at 6:15 p.m. after the adoption of the agenda.
Councilmembers Absent: Schulz
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Craig Hensley, Director of Community Development
Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

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

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

3. PUBLIC COMMENT – CLOSED SESSION

None.

4. CLOSED SESSION

The City Council recessed into closed session at 6:10 p.m. to discuss the following:

CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code 54956.8:
Address of Property: 1303-1305 Huntington Dr., Duarte, CA 91010
Under Negotiation: Price and terms related to the possible disposition/acquisition of real property interest.

REGULAR SESSION

5. CALL TO ORDER

Mayor Finlay called the meeting to order at 7:13 p.m.

ROLL CALL:

Councilmembers Present: Kang, Lewis, Truong, Garcia, Finlay
Councilmembers Absent: Schulz
Staff Present: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney
Kristen Petersen, Assistant City Manager/ Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Brian Villalobos, Director of Public Safety Services
Victoria Rocha, Assistant to the City Manager

6. PLEDGE TO THE FLAG

The flag salute was led by Thomas Warnick.

7. CITY ATTORNEY CLOSED SESSION REPORT

City Attorney Phan announced that no reportable action was taken during Closed Session.

8. SPECIAL ITEMS

A. Mayor's Youth Council Update

Members of the Mayor's Youth Council provided an update on recent activities, shared upcoming events, and highlighted that they will be hosting a homeless caregiving drive in December at the Duarte Teen Center.

B. Public Safety Department Update

Public Safety Director Villalobos gave an update on Part 1 Crimes and commercial vehicles thefts.

9. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Joanna Gee, Duarte Library, announced upcoming library programs and events.

Assistant to the City Manager Rocha announced upcoming city events.

10. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None.

11. CONSENT CALENDAR

- A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading. (CC/HA/FA)
- B. Approval of absence(s) of City Councilmember(s) from the City Council meeting.
- C. Approval of Minutes – November 8, 2022. (CC/HA/FA)
- D. Approval of Warrants – November 22, 2022. (CC/HA/FA)
- E. Receive and file the Public Safety Department Status Report for the month of November 2022.
- F. Receive and file the Monthly Financial Update for the month of October 2022.
- G. Receive and file Duarte Housing Successor Annual Report for Fiscal Year 2021-2022.
- H. Approval of a revised Citywide Salary Increase Adjusting the Hourly Rate Schedule for Compliance with New Minimum Wage Requirements; and Adoption of Resolution No. 22-38.
- I. Approval of Amendment to the All City Management Services Agreement for Crossing Guard Services
- J. Approval of the Amended Agreement with Duarte Unified School District for Crossing Guard Services
- K. Approval of City Council Conference Attendance

Moved by Councilmember Kang, seconded by Councilmember Garcia, and carried by the following vote of the Council to approve Items 11A-11K of the Consent Calendar.

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

12. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

13. PUBLIC HEARINGS

First Reading of Ordinance No. 913

City Manager Jordan provided a staff report regarding the restructuring of City Commissions.

In response to questions posed by the Council, he clarified the following details:

- The number of Commissions will be reduced to from six commissions to five commissions
- The standardized number of commissioners on each commission will be reduced to five commissioners
- Regularly scheduled commission meetings will be every other month, with the exception of the Planning Commission which will meet monthly
- Special requirements for membership will become optional, with the exception of the Public Safety Commission and the Parks and Recreation Commission which will have a mandatory spot for a Duarte Unified School District representative
- The Public Services Commission will be renamed Public Utilities, Communications, & Technology Commission
- The Traffic Safety Commission will be renamed Traffic Safety and Public Works Commission
- The ordinance implements a framework into the Duarte Municipal Code for creating, structuring, and dissolving ad hoc committees
- The annual reporting workshop for commissions is to be conducted during the second regularly scheduled council meeting in the month of November

Mayor Finlay opened the Public Hearing at 7:41 p.m.

City Clerk Juarez announced that no written comments were received.

No members of the public spoke.

Mayor Finlay closed the public hearing at 7:42 p.m.

Motioned by Councilmember Truong, seconded by Councilmember Lewis, and carried by the following vote of the Council to approve the first reading of Ordinance No. 913.

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

14. BUSINESS ITEMS

Foothill Transit Route Survey

Assistant City Manager/ Administrative Services Director Petersen gave a staff report and introduced Foothill Transit planner, Josh Landis.

Josh Landis presented the Foothill Transit Forward initiative which proposed changes to 2 existing bus routes to address the issue of low ridership.

Assistant City Manager/Director of Administrative Services Petersen gave a presentation offering solutions to improve ridership; shared details of the newly proposed bus routes; and proposed a community survey to include public engagement and receive their recommendations and inputs.

Kevin Parks McDonald, Deputy CEO of Foothill Transit, shared that even though the company cannot provide a formal “school bus” service, they can aid the City in providing information and educating parents to encourage the utilization of public transportation to combat the issues of low ridership and traffic congestion near schools.

Discussion ensued regarding motivating the community to utilize public transportation.

Council provided direction to Staff to conduct a public engagement session.

Moved by Councilmember Truong, seconded by Councilmember Kang, and carried by the following vote of the Council to receive and file the presentation.

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

Audited Financial Statements for Fiscal Year 2021/22

Assistant City Manager/Director of Administrative Services Petersen provided a presentation of the Audited Financial Statements for Fiscal Year 2021/2022.

City Manager Jordan continued the presentation of the Audited Financial Statements.

Moved by Councilmember Garcia, seconded by Councilmember Truong, and carried by the following vote of the Council to receive and file the presentation.

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

15. CONTINUATION OF ORAL COMMUNICATIONS

None.

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

Councilmember Truong thanked Staff for their reports and wished everyone a Happy Thanksgiving.

Councilmember Garcia thanked Staff for their reports; reported on attending the art exhibit and the field event at Duarte High School; and wished everyone a Happy Thanksgiving.

Councilmember Kang wished everyone a Happy Thanksgiving and happy holidays.

Councilmember Lewis thanked Staff for their informative reports; thanked Mayor Finlay for his birthday cookies; congratulated all the candidates who won their election races; wished everyone a Happy Thanksgiving; and expressed gratitude for his colleagues.

Mayor Finlay congratulated Councilmember Garcia, Councilmember Kang, and Tera Martin Del Campo on their election wins; she shared that address numbers on some curbs need repainting; thanked Captain Robledo and Captain Scott for assisting the deer that got stuck in her gate; gave a shoutout to Crumbl cookies and Los Angeles County Fire for their help; and wished everyone a Happy Thanksgiving.

17. ADJOURNMENT

At 8:54 p.m. the City Council adjourned the meeting.

Margaret Finlay, Mayor

Annette Juarez, City Clerk



City of Duarte

Council Warrant Register By Account By Fund

Payment Dates 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1605-7733	RODOLFO CARDENAS	SC Dance Entertainment DJ	218120		175.00
100-1405-7965	MCKENTLY MALAK ARCHITECTS ..	Town Ctr North Architectural Srcv 7/30/22 - 9/2/22	218146	202303-Prof Svcs/1405-7965/T...	6,245.22
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 9/2022	218156		99.00
100-1020-7713	BAY ALARM COMPANY	Museum Alarm Battery Replacement	BD23-0710		32.80
100-1205-7636	TOM'S CLOTHING & UNIFORMS ..	E Lepone Uniforms	2739		292.22
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Monument Repairs	BD23-0712		234.39
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Monument Repair	BD23-0712		75.12
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	2717	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	2717		195,022.27
100-1010-7612	INT'L INSTITUTE OF MUNICIPAL...	Annette Juarez 2023 Membership	218138		250.00
100-1605-7735	HOME DEPOT CREDIT SERVICES	Teen Ctr Storage Shed	BD23-0712		1,706.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies/Repairs	BD23-0712		135.28
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies/Repairs	BD23-0712		631.43
100-1410-7980	HOME DEPOT CREDIT SERVICES	Paint/Yard Supplies	BD23-0712		174.43
100-1405-7980	HOME DEPOT CREDIT SERVICES	K-Rail Construction Supplies	BD23-0712	202305-K Rail 2022/1405-7980...	94.96
100-1020-7716	DAVID'S WELDING	Holiday in the Park Event 12/11/22 Ferris Wheel	218109		3,550.00
100-1205-7787	MVP, LLC	Public Safety Lease	2721		12,881.37
100-1605-7730	CAPITAL ONE	2022 Holiday Decorating Basket Winners	BD23-0728		333.39
100-1605-7730	CAPITAL ONE	2022 Halloween Howl Candy	BD23-0728		686.44
100-1405-7980	HOME DEPOT CREDIT SERVICES	K-Rail Installation	BD23-0712	202305-K Rail 2022/1405-7980...	169.34
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts/Supplies	BD23-0712		105.10
100-1205-7614	CAPITAL ONE	Office Supplies	BD23-0728		68.36
100-1605-7733	CAPITAL ONE	SC Duarte Survivor Supplies/Christmas Decor	BD23-0728		208.89
100-1205-7614	CAPITAL ONE	Return-Office Supplies	BD23-0728		-19.45
100-1605-7730	CAPITAL ONE	2022 Halloween Howl Snack Bar	BD23-0728		109.61
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 10/2022	2722		215.00
100-1405-7965	KOSMONT COMPANIES	Huntington/Buena Vista Econ Dev Analysis 10/2022	2713		1,098.50
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 10/2022	218133		90.72
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 10/2022	218156		20.00
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 10/2022	2694		24,798.58
100-1010-7965	BAKER TILLY US LLP	Staff Report/Memo Healthcare Worker Minimum Wage	2689		3,770.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 11/2022	2730		5,166.67
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 12/2022	2737		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Cloud Connect SIP & E911 Bundle 12/2022	2737		316.25
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 12/2022	2737		593.90
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 12/2022	2737		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 12/2022	2737		553.00
100-1405-8100	PUB CONSTRUCTION INC	Change Order 3	218155	202102-Cap Improv-CH CDBG ...	7,806.75

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-8100	PUB CONSTRUCTION INC	City Hall ADA Improvement Project 10/2022	218155	202102-Cap Improv-CH CDBG ...	117,171.80
100-2127	PUB CONSTRUCTION INC	Retention	218155	202102- Retention CDBG ADA I...	-6,248.92
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 10/2022	2733		4,500.00
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 10/2022	2733		32.50
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 10/2022	2733		124.40
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 10/2022	2733		11,170.47
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 10/2022	2733		3,519.07
100-1410-7900	PACIFIC PRODUCTS & SERVICES ...	K Rail Installation Supplies	218151	202305-K Rail 2022/Emergency...	2,304.28
100-1605-7733	CURO MANAGED PRINT PRODU...	Senior Ctr Nov/Dec Newsletter	218127		882.00
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 10/2022	2738		187.49
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Improvement PS&E 9/2022	2726	202102-Cap Improv-CH CDBG ...	9,434.18
100-1020-7716	CARLOS FELIPE PEREZ	Holiday in the Park Event 12/11/22 DJ	218110		850.00
100-1205-7782	ALL CITY MANAGEMENT SERVIC...	Crossing Guard Srvcs 10/16/22 - 10/29/22	2685		6,057.71
100-1605-7732	DOLPHIN RENTS INC	City Picnic 9/24/2022 Equipment Rental	218129		365.21
100-1205-7615	ANTHONY HADLOC	EOC/LASD Radio Engraving	2707		66.15
100-1020-7716	PHILIP G SMITH	Holiday in the Park Event 12/11/22 Live Reindeer	218112		2,600.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		476.29
100-1205-7980	MYRON CORP	Neighborhood Watch Calendars	218149		1,275.76
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	2734		72.80
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	2705		875.81
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	218165		2,271.96
100-1805-7653	SECTRAN SECURITY INC	November 2022 Courier Pick-up	2732		321.13
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 10/2022	218124		3,788.32
100-1410-7630	SIMON EQUIPMENT RENTALS	City Yard Equipment Rental	218161		98.62
100-1610-7652	COUNTY OF LOS ANGELES DEP...	FY23 Duarte Town Ctr Backflow Assembly	218123		111.00
100-1415-7661	COUNTY OF LOS ANGELES DEP...	FY23 Otis Gordon Park Backflow Assembly	218123		37.00
100-1610-7618	MAINTEX INC	Janitorial Supplies	2718		1,347.80
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Special Event 9/23/2022 (Tobacco Education)	2717	202105-Contract Law Enforcem...	1,146.05
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Maintenance-Teen Ctr 11/9/22	2753		160.00

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100-1610-7618	MAINTEX INC	Janitorial Supplies	2718		132.06
100-1205-7761	DATA TICKET INC	Admin Citation Processing 10/2022	2697		260.52
100-1020-7716	CURO MANAGED PRINT PRODU...	Veteran's Day Programs	218127		66.15
100-1605-7636	CURO MANAGED PRINT PRODU...	Name Badge	218127		8.54
100-1205-7980	CURO MANAGED PRINT PRODU...	Toy Drive Event Signs	218127		239.99
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	2752		1,978.54
100-1205-7650	WARDS SERVICE	Vehicle 27 Repair	2751		159.00
100-1205-7761	DATA TICKET INC	Parking Citation Processing 10/2022	2697		2,860.49
100-1205-7650	10-8 RETROFIT INC	Vehicle 36 Light Set-up	2683		5,052.31
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Cmty Ctr 11/2022	2753		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-City Hall 11/2022	2753		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Senior Ctr 11/2022	2753		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Teen Ctr 11/2022	2753		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Maintenance-Teen Ctr 11/11/22	2753		160.00
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Fall Tennis Class	2710		529.20
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	2735		36.98
100-1605-7002	PAMELA ROMERO	CPR Stipend	2728		76.92
100-1815-7980	MAXTREME INC	Misc Cables/USB Keys/iPhone Case	2719		209.32
100-1815-8011	MAXTREME INC	(2) Laserfiche SnapScans (CM Office/CMD)	2719		920.56
100-1405-7980	PARCELQUEST	GIS Parcel Quest License 1/1/2023- 12/31/2023	2724		6,500.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2695		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2695		8.64
100-4904	RV SPRINTER RENTAL	Minor Use Permit Refund (2110 Hunt Dr)	218158		800.00
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit 10/2022 - 12/2022	218137		4,435.47
100-1605-7733	SUSIE PEREZ	SC Thanksgiving Dinner Flowers (Reimbursement)	218153		104.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 11/2022	2684		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 11/2022	2684		61.00
100-1605-7736	CAPITAL ONE	Winter Class Recital Supplies	BD23-0728		80.25
100-1825-7980	PAPER RECYCLING & SHREDDIN...	Document Shredding 11/15/22	218152		58.00
100-1605-7730	CAPITAL ONE	Veteran's Day/Gingerbread Party Supplies	BD23-0728		42.19
100-1605-7733	CAPITAL ONE	SC Thanksgiving Dinner Pies	BD23-0728		83.76
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 11/2022	2741		9,030.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 11/2022	2741		1,300.00
100-1605-7730	CAPITAL ONE	Gingerbread Party Candy	BD23-0728		60.96
100-1605-7733	SMART & FINAL	SC Thanksgiving Dinner Supplies	2734		431.68
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	2734		140.85
100-1020-7716	SMART & FINAL	Santa Around Duarte Candy Canes	2734		159.92
100-1605-7745	LOVE & LABOUR INDUSTRIES LLC	TC Boxing Event 12/6/22 (Additional Food)	218144		200.00
100-1605-7735	LOVE & LABOUR INDUSTRIES LLC	TC Winter Holiday Festival 12/14/22	218144		600.00
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 10/25/22 - 11/15/22	2687		72.80
100-1405-7975	GREGORY C REUEL	Demographic Website Update	218157		450.00
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 12/01/2022 - 3/01/2023	BD23-0671		228.78

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100-1020-7713	BAY ALARM COMPANY	Museum Burglary Monitor 12/01/2022 - 3/01/2023	BD23-0672		189.00
100-1605-7745	DELONG UNLIMITED SCREEN PR...	TC Boxing Program Event	218128		901.85
100-1610-7618	CAPITAL ONE	Park Basketball Nets	BD23-0728		32.98
100-1605-7730	CAPITAL ONE	Gingerbread Party Candy	BD23-0728		27.83
100-1010-7610	VICTORIA ROCHA	MMASC Conference Expense Reimbursement	2727		357.04
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	2717	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	2717		195,022.27
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 9/2022	218147		111.44
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 9/2022	218147		829.06
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 9/2022	218147		1,092.66
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreaton 9/2022	218147		362.32
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 9/2022	218147		1,823.69
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 9/2022	218147		7,989.46
100-1605-7730	CURO MANAGED PRINT PRODU...	Gingerbread Party Banner	218127		358.31
100-1605-7610	CPRS DISTRICT 13	CPRS Holiday Cheer Luncheon	218126		320.00
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	2735		61.85
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2735		114.64
100-1205-7779	AIDA TORRES	DART Universal Studios Trip Parking Reimbursement	2740		150.00
100-1205-7779	AIDA TORRES	DART Event Dinner Reimbursement	2740		30.70
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 59 of 60	BD23-0674		1,340.10
100-1815-7965	MAXTREME INC	IT Helpdesk 11/2022	2719		12,500.00
100-1605-7736	HEULYN REGINA DUMAS-JOHN...	Instructor Fee-Fall 2022 Sewing	2698		787.50
100-1205-7650	AUTOZONE	Vehicle 34 Windshield Wiper Fluid	218113		13.26
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2695		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2695		8.64
100-1410-7650	WEX BANK	Fuel-Field Srvcs CNG 10/1/22 - 10/31/22	BD23-0673		12.89
100-1605-7650	WEX BANK	Fuel-Teen Ctr 10/1/22 - 10/31/22	BD23-0673		254.90
100-1610-7616	ORIGINAL WATERMEN INC	Safety Equipment/Uniforms/Pool Equipment	2723		2,326.53
100-1825-7688	LEEANNE SOTO	Recycling Worker	218162	202301/1825-7688/Exp-Used Oi..	95.76
100-1825-7688	ATHZIRI VILLA	Recycling Worker	218166	202301/1825-7688/Exp-Used Oi..	95.76
100-1825-7688	OLGALIVIER GARCIA	Recycling Worker	218134	202301/1825-7688/Exp-Used Oi..	95.76
100-1825-7688	JUSTIN JARA	Recycling Worker	218139	202301/1825-7688/Exp-Used Oi..	95.76
100-1205-7787	MVP, LLC	Public Safety Lease	2721		12,881.37
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Fall 2022 Ballet	2750		1,214.50
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 12/2022	218145		1,600.00
100-1205-7980	DARRELL RAY CARROLL	Public Safety Office Keys	218121		96.47
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 9/2022	2726		1,520.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 9/2022	2726		360.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2022	2726		2,400.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Acces Improvements 9/2022	2726	202118-ATP Cycle 4-Professiona..	1,652.50
100-1405-7969	RKA CONSULTING GROUP	FY23 LLD Engineering 9/2022	2726		40.00
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 11/21/2022	2700		145.00
100-2121	MOORE IACOFANO GOLTSMAN ...	Westminster Garden Project 10/2022 (R94281)	218148	202217-Dep-Westminster Gard...	3,160.00
100-1205-7762	CALE AMERICA INC	WTP Fees 11/2022	2691		593.05
100-1815-7980	THE TECHNOLOGY DEPOT INC	TS Spectrum Outage	2737		300.00
100-1410-7900	SOUTHEAST CONSTRUCTION P...	Erosion Control for Mel Canyon	218163	202315-Flood Response,Emerg...	240.79

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100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-CH(2)/PS/SC/TC 12/1/2022 - 12/31/2022	218118		1,731.87
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maint-CH(2)/PS/SC/TC 10/1/2022 - 10/31/2022	218118		579.50
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	2735		72.98
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	2735		166.22
100-1810-7673	OCCUPATIONAL HEALTH CENTE...	DOT Physical 11/17/2022	218150		113.50
100-1610-7618	MAINTEX INC	Janitorial Supplies	2718		67.17
100-1020-7716	U.S. BANK	Red Ribbon Week Contest Winner Gift Cards (Target)	2748		335.00
100-1020-7716	U.S. BANK	Coffee w/Sheriff's 10/27/22 (Starbucks)	2748		208.50
100-1205-7610	U.S. BANK	Emily Lepone Code Officer Training (RSCC)	2748		127.30
100-1205-7610	U.S. BANK	Special Assignment Mtg 10/26/22 (Monrovia Pizza)	2748		40.49
100-1205-7614	U.S. BANK	Office Supplies (Dollar Tree)	2748		11.13
100-1205-7636	U.S. BANK	Animal Control Patches (Keystone Uniform Depot)	2748		152.15
100-1205-7636	U.S. BANK	Juan Oseguera Safety Boots (Govx Inc)	2748		108.24
100-1205-7762	U.S. BANK	Parking Meter Repair Equipment (Amazon)	2748		121.21
100-1205-7779	U.S. BANK	Youth Event Dinner 10/28/22 (In-N-Out)	2748		160.36
100-1205-7779	U.S. BANK	DART Event Dinner 11/8/22 (Chick-Fil-A)	2748		156.93
100-1205-7779	U.S. BANK	DART Friendsgiving Food (Raising Cane's)	2748		138.95
100-1205-7779	U.S. BANK	Youth Event 11/4/22 (Ultrazone)	2748		360.00
100-1205-7779	U.S. BANK	Youth Trip 11/8/22 (Barnes & Noble)	2748		412.38
100-1205-7779	U.S. BANK	DART Meeting 10/25/22 (Sweet Basil Pizza)	2748		70.00
100-1205-7779	U.S. BANK	Red Ribbon Week-4th Grade Party (Little Caesars)	2748		57.80
100-1205-7779	U.S. BANK	Youth Event Dinner 11/4/22 (Blaze Pizza)	2748		52.59
100-1205-7779	U.S. BANK	DART Senior Workshop 11/22/22 (In-N-Out)	2748		39.09
100-1205-7779	U.S. BANK	DART Friendsgiving Supplies (Aldi)	2748		38.47
100-1205-7779	U.S. BANK	DART Clean-up 11/15/22 (Sweet Basil Pizza)	2748		38.00
100-1205-7779	U.S. BANK	Youth Event Dinner 11/8/22 (In- N-Out)	2748		36.05
100-1205-7779	U.S. BANK	Red Ribbon Week-4th Grade Party (Grocery Outlet)	2748		10.62
100-1205-7779	U.S. BANK	DART Friendsgiving Supplies (Target)	2748		31.68
100-1205-7779	U.S. BANK	DART Red Ribbon Removal Lunch (Chick-Fil-A)	2748		47.47
100-1205-7779	U.S. BANK	DART Friendsgiving Supples (Michael's)	2748		82.18
100-1205-7780	U.S. BANK	(4) AC Officers Body Armor (AR500 Armor)	2748		628.78
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/9/22 (Max's)	2748	202315-Flood Response & Clea...	114.66
100-1205-7980	U.S. BANK	CERT Event Volunteer Food (Tropicana Mkt)	2748		172.92
100-1205-7980	U.S. BANK	1307 Bloomdale Receivership (Max's)	2748		190.24

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100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Raffi's)	2748	202315-Flood Response & Clea...	196.80
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Smart & Final)	2748	202315-Flood Response & Clea...	45.75
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Casa Jimenez)	2748	202315-Flood Response & Clea...	25.25
100-1405-7612	U.S. BANK	Lg Data File Transfer Subscription (Hightail)	2747		15.99
100-1405-7800	U.S. BANK	New Conduit for Plans Stamp (Rubberstamps.com)	2747		24.06
100-1410-7610	U.S. BANK	Gerard Batista MSA Lunch Mtg 11/28/22	2747		41.40
100-1410-7610	U.S. BANK	(3) MSA General Lunch Mtg 11/9/2022	2747		77.63
100-1410-7621	U.S. BANK	Marvin Carpio Safety Jacket (Saferite Solutions)	2747		127.88
100-1005-7642	U.S. BANK	M Finlay 2023 Sacramento Legislative Tour	2745		625.00
100-1005-7643	U.S. BANK	Refund-V Truong SGV Econ 2022 Housing Summit Reg	2745		-125.00
100-1005-7644	U.S. BANK	Jody Schulz Chamber Brunch 11/7/22	2745		45.00
100-1005-7980	U.S. BANK	DashPass 11/5/2022 - 12/5/2022 (DoorDash)	2745		9.99
100-1010-7610	U.S. BANK	A Juarez Hotel-New Law/Elections Conf (Hyatt)	2745		772.08
100-1010-7612	U.S. BANK	A Juarez MMASC Membership 11/3/22 - 11/2/23	2745		90.00
100-1010-7612	U.S. BANK	Online Pasadena Star New Subscription	2745		18.00
100-1010-7614	U.S. BANK	Desktop Converter (Varidesk)	2745		289.41
100-1010-7980	U.S. BANK	CC Meeting Food 11/8/22 (DoorDash-The Galley)	2745		141.23
100-1010-7980	U.S. BANK	CERT Community Clean-up Meal (Redwood Pizza)	2745		11.85
100-1010-7980	U.S. BANK	CC Meeting Food 11/22/22 (Janet's Mediterranean)	2745		126.19
100-1010-7980	U.S. BANK	City Meeting Lunch 10/26/22 (Panera Bread)	2745		273.56
100-1020-7712	U.S. BANK	Spotify Subscription	2745		9.99
100-1020-7722	U.S. BANK	Website Quality Assurance (Monsido Inc)	2745		500.00
100-1020-7980	U.S. BANK	Website Award Entry (Webby Awards)	2745		415.00
100-1205-7779	U.S. BANK	DART Volunteer Cmty Clean-up Meal (Redwood Pizza)	2745		23.69
100-1205-7980	U.S. BANK	CERT Community Clean-up Meal (Redwood Pizza)	2745		11.84
100-1010-7980	U.S. BANK	InstaCart Subscription (Expires 11/4/2023)	2746		99.00
100-1020-7726	U.S. BANK	Adobe Creative Cloud/Arcobat 11/13/22 - 12/12/22	2746		34.99
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 11/12/22 - 12/11/22	2746		4.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 11/12/22 - 12/11/22	2746		5.00
100-1805-7610	U.S. BANK	Staff Meeting 10/27/22 Food (T Burgers)	2746		60.02
100-1805-7610	U.S. BANK	Office Halloween Treats (Smart & Final)	2746		7.99
100-1805-7610	U.S. BANK	Council Workshop 11/8/22 Food (T Burgers)	2746		12.12
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/CC (Bella Sera)	2746		104.20

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1805-7610	U.S. BANK	Office Celebration (Merengue Bakery)	2746		43.00
100-1805-7610	U.S. BANK	Kristen Petersen Chamber Event 12/8/22	2746		75.00
100-1805-7612	U.S. BANK	Angela Chiaromonte FY23 Membership	2746		125.00
100-1805-7980	U.S. BANK	Microsoft 365 10/27/22 - 11/26/22	2746		12.00
100-1810-7610	U.S. BANK	Kristen Petersen Coffee Mtg w/CC (Starbucks)	2746		11.80
100-1810-7614	U.S. BANK	2022 Tax Forms (Tyler Business Forms)	2746		95.50
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Arcobat 11/13/22 - 12/12/22	2746		675.74
100-1815-7632	U.S. BANK	Finance Webinar 11/7/22 - 12/6/22 (Zoom)	2746		80.00
100-1815-7830	U.S. BANK	Vonage-SC Elevator 911 10/10/22 - 11/9/22	2746		23.32
100-1020-7711	U.S. BANK	Turkey Feast Plants-Raffle Prizes (Home Depot)	2743		202.60
100-1020-7711	U.S. BANK	Turkey Feast Plate Sets (Sam's Club)	2743		74.92
100-1020-7711	U.S. BANK	Turkey Feast Trays (Smart & Final)	2743		19.79
100-1020-7716	U.S. BANK	RETURN-Holiday in the Park Giant Santa (Lowe's)	2743		-109.15
100-1020-7716	U.S. BANK	Veteran's Day Decorations/Gift Wrap (Amazon)	2743		44.44
100-1020-7716	U.S. BANK	Veteran's Day Fruit Platters (Tropicana Mkt)	2743		109.98
100-1020-7716	U.S. BANK	Holiday in the Park Supplies (Aldi)	2743		200.00
100-1020-7716	U.S. BANK	Veteran's Day Breakfast Foods (Porto's)	2743		200.77
100-1020-7716	U.S. BANK	Holiday in the Park Liquid Snow (Fog It Up)	2743		891.85
100-1020-7716	U.S. BANK	Holiday in the Park Giant Snowman (Lowe's)	2743		109.15
100-1020-7716	U.S. BANK	Veteran's Day Speaker & Singer Gift Cards (Amazon)	2743		100.00
100-1020-7716	U.S. BANK	Holiday in the Park Santa House (Amazon)	2743		766.24
100-1020-7716	U.S. BANK	Veteran's Day Coffee (Starbucks)	2743		82.95
100-1020-7716	U.S. BANK	Holiday in the Park Supplies (Amazon)	2743		666.76
100-1020-7716	U.S. BANK	Veteran's Day Flowers (Cynthia's Flowers)	2743		220.50
100-1020-7980	U.S. BANK	Mayor Urias Plaque (Trophy Center)	2743		418.23
100-1605-7610	U.S. BANK	Manuel Enriquez Chamber Mingle 12/8/22	2743		50.00
100-1605-7612	U.S. BANK	Manuel Enriquez Membership 2/1/23 - 1/31/24 (CPRS)	2743		165.00
100-1605-7612	U.S. BANK	Membership/Subscription Renewal (Canva)	2743		179.40
100-1605-7614	U.S. BANK	Office Supplies-Pens (Amazon)	2743		7.31
100-1605-7693	U.S. BANK	MYC Dinner 11/7/22 (Del Taco)	2743		109.08
100-1605-7730	U.S. BANK	RETURN-Halloween Howl Wristbands (Amazon)	2743		-44.08
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Amazon)	2743		44.55
100-1605-7730	U.S. BANK	Holiday Events Balloons (Winner Party Inc)	2743		65.04

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1605-7730	U.S. BANK	Halloween Howl Backdrop/Supplies (Amazon)	2743		114.31
100-1605-7730	U.S. BANK	Holiday Decorating Contest Supplies (Amazon)	2743		82.36
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Target)	2743		467.31
100-1605-7730	U.S. BANK	Halloween Howl Staff/Volunteer Dinner (Domino's)	2743		184.78
100-1605-7730	U.S. BANK	Halloween Howl Game Prizes (Amazon)	2743		299.74
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Amazon)	2743		213.57
100-1605-7733	U.S. BANK	SC Survivor Duarte Island Supplies (Amazon)	2743		116.25
100-1605-7733	U.S. BANK	SC Halloween Balloons (Amazon)	2743		38.41
100-1605-7733	U.S. BANK	SC Pickleballs (Amazon)	2743		63.92
100-1605-7735	U.S. BANK	Unity March Speaker Gift Cards (Target)	2743		161.00
100-1605-7737	U.S. BANK	Dep-Adult Excursion-Lion King (Pantages Theatre)	2743		503.00
100-1605-7737	U.S. BANK	Clear Tags (Amazon)	2743		18.59
100-1605-7740	U.S. BANK	Day Camps Giant Sorry Game (Amazon)	2743		43.86
100-1605-7741	U.S. BANK	Cross Country Numbers/Medals/Flags (Amazon)	2743		251.74
100-1605-7741	U.S. BANK	Youth Sports Volleyball 11/10/22 (Little Caesars)	2743		66.06
100-1605-7741	U.S. BANK	Youth Sports Volleyball 11/4/22 (Little Caesars)	2743		16.52
100-1605-7980	U.S. BANK	Deposit-PT Employee Recognition (Dave & Busters)	2743		1,074.80
100-1610-7616	U.S. BANK	Shipping Fee (American Red Cross)	2743		7.88
100-1610-7616	U.S. BANK	FC Radio Packs & Storage Cart (Kiefer Aquatics)	2743		503.96
100-1610-7618	U.S. BANK	Facilities Tree Decorations (Aldi)	2743		445.17
100-1610-7618	U.S. BANK	Facilities Holiday Decor (Michaels)	2743		54.46
100-1610-7618	U.S. BANK	Facility Maintenance Signs (Amazon)	2743		22.11
100-1810-7980	U.S. BANK	Pumpkin Decorating Contest Drinks (InstaCart)	2743		37.51
100-2023	U.S. BANK	In Memoriam of George Dang's Father (CH-LA)	2743		75.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 9/2022	2754		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 11/2022	2754		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 8/9/2022	2754		550.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 10/2022	2754		1,100.00
100-1605-7741	CHALLENGER TEAMWEAR	Basketball Jerseys	2693		1,456.43
100-1605-7741	CHALLENGER TEAMWEAR	Little All Stars Basketball Jerseys	2693		1,456.43
100-1010-7980	DUARTE UNIFIED SCHOOL DISTR..	DUSD/City Joint Meeting 10/25/22	218131		425.00
100-1810-7980	ANTHEM EAP	EAP Fees 12/01/2022 - 12/31/2022	2686		67.20
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 10/2022	2729		7,745.89
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 10/2022	2729		700.50
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 10/2022	2729		1,892.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1015-7686	RUTAN & TUCKER LLP	Highland Ave Eminent Domain Legal 10/2022	2729		229.50
100-1015-7686	RUTAN & TUCKER LLP	Mel Canyon Eminent Domain Legal 10/2022	2729		204.00
100-4904	ARMSTRONG & WALKER LAND...	2352 Rim Rd Landscape Plan Review	2688		1,290.00
100-1020-7716	SAN DIMAS GRAIN	Holiday in the Park Event 12/11/22 Hay Set-up	218111		690.00
100-1605-7735	FSP DESIGNS	TC Duarte Dance Holiday Shirts	2704		482.90
100-1020-7716	ARCTIC GLACIER U.S.A. INC	Holiday in the Park Event 12/11/22 Snow	218108		8,157.75
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	2695		18.49
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	2695		42.27
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	Youth Sports Volleyball Tournament	218159		460.00
100-1605-7745	PRO BOXING EQUIPMENT	TC Boxing Equipment	218154		738.40
100-1605-7614	DUARTE RECREATION PETTY CA...	Craft Stems	218130		4.45
100-1605-7614	DUARTE RECREATION PETTY CA...	Ornaments	218130		4.96
100-1605-7614	DUARTE RECREATION PETTY CA...	Tree Preservative	218130		5.26
100-1605-7730	DUARTE RECREATION PETTY CA...	Gingerbread Party Hot Cocoa Signs	218130		6.61
100-1605-7730	DUARTE RECREATION PETTY CA...	Home Decorating/Halloween Supplies	218130		48.40
100-1605-7733	DUARTE RECREATION PETTY CA...	SC Starbucks Gifts Cards Bingo Prizes	218130		30.00
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Holiday Decorations	218130		24.21
100-1605-7736	DUARTE RECREATION PETTY CA...	Recital Starbucks Gift Cards	218130		60.00
100-1020-7718	CURO MANAGED PRINT PRODU...	Winter 2022 Newsletter	218127		2,480.63
100-1005-7641	SHAFFER AWARDS	CC Martin Del Campo's Name Plate	218160		21.99
100-2120	ADRIANA BANUELOS	CC Rent Deposit Refund 11/12/22	218115		500.00
100-4402	ADRIANA BANUELOS	Extra Cleaning Fee/Overtime	218115		-158.00
100-2120	ELIZABETH CALVO MARTINEZ	ROP Bldg Rent Deposit Refund 11/19/22	218117		150.00
100-2120	APRIL LEWIS	TC Rent Deposit Refund 11/19/22	218142		300.00
100-4404	APRIL LEWIS	Building Not Clean (10% Refund)	218142		100.00
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Transaction Tax 10/2022 - 12/2022	218137		1,917.90
100-1825-7613	GRAND PRINTING INC	Business Cards (Juan Oseguera)	218136		95.70
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	2706		75.00
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	2702		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	2742		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	2731		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	2711		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	2716		75.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	2699		435.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	218140		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	218116		435.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	2692		566.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	2690		218.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	2708		435.00
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	2725		566.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	2701		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	2736		566.00
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Sheltering Services 12/2022	2730		5,166.67
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 12/2022 (R97238)	218132	250004 - Property Rent - Nextel...	1,924.53
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 11/2022 (R96871)	218132	250004 - Property Rent - Nextel...	1,904.79
100-1815-7632	MAXTREME INC	Identity Svc Provider 10/31/22 - 10/31/23 (Okta)	2719		4,454.85
100-1010-7612	CIVICPLUS LLC	Municipal Code Online Hosting 12/1/22-11/30/23	2696		900.00
100-1825-7631	CANON SOLUTIONS AMERICA I...	Admin Srvcs Printer Maint 8/4/2022 - 11/3/2022	218119		182.03
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD/FC Printer Maint 8/31/2022 - 11/29/2022	218119		69.20
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD Printer Maint 10/27/2022 - 11/26/2022	218119		48.47
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvcs 12/2022	2709		1,673.09
100-1410-8100	MCGRATH RENTCORP	25% Deposit-Mobile Modular Storage Trailer	2720		13,238.61
100-2120	DESIREE GARIBAY	CC Rent Deposit Refund 11/26/22	218135		500.00
100-2120	ALYSON LECEA	ROP Bldg Rent Deposit Refund 11/26/22	218141		150.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 12/1/2022 - 1/1/2023	BD23-0730		410.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 12/1/2022 - 1/1/2023	BD23-0731		384.00
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	2735		60.84
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvcs-Fitness Ctr/Pool 11/2022	2753		65.40
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 11/1/22 - 11/30/22	BD23-0729		1,258.13
100-1005-7641	CURO MANAGED PRINT PRODU...	CC Martin Del Campo's Headshots	218127		99.23
100-1010-7980	LJ VIGIL INC	CC Reception Dinner 12/13/2022	218143		800.00
Fund 100 - GENERAL FUND Total:					1,248,939.12
Fund: 220 - GAS TAX FUN					
220-2205-8100	KHR ASSOCIATES	PS&E Highland Promenade 6/21/22 - 11/14/22	2712	202106-2205-8100-Highland Pr...	29,250.00
Fund 220 - GAS TAX FUN Total:					29,250.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2410-7663	COUNTY OF LOS ANGELES AGRI...	Gopher Control 9/2022	218122		223.53
240-2435-7887	COUNTY OF LOS ANGELES AGRI...	Gopher Control 9/2022	218122		223.53
240-2423-7887	LANDSCAPE WAREHOUSE III	Amberwood LLD Irrigation Repairs	2714		127.35
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New TS Amend 5 Circle @ Duarte Rd 10/2022	218124		229.51
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New TS 5 Additional Locations 10/2022	218124		396.85
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 10/2022	218124		729.80
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Duarte & Hope TS Evaluation 10/2022	218124		256.10
240-2423-7887	COUNTY OF LOS ANGELES DEP...	FY23 Amberwood LLD Backflow Assembly	218123		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Royal Oaks Ext Pk Backflow Assembly	218123		37.00

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Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Hacienda Park Backflow Assembly	218123		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Duarte Park Backflow Assembly	218123		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Beardslee Park Backflow Assembly	218123		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Aloysia Moore Park Backflow Assembly	218123		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Royal Oaks Park Backflow Assembly	218123		148.00
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Sweeping 11/2022	2684		784.00
240-2423-7887	LANDSCAPE WAREHOUSE III	Amberwood LLD Irrigation Repairs	2714		194.67
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal-Hunt Dr/Mtn Ave 5/1/22 - 10/31/22	218125		1,229.83
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					4,765.17
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2127	PUB CONSTRUCTION INC	Retention	218155	202102-Retention-CDBG ADA I...	-5,421.26
260-2605-8062	PUB CONSTRUCTION INC	Change Order 4	218155	202102-Exp-CDBG ADA Improv...	4,275.56
260-2605-8062	PUB CONSTRUCTION INC	City Hall ADA Improvement Project 10/2022	218155	202102-Exp-CDBG ADA Improv...	104,149.44
260-2605-8061	LDM ASSOCIATES INC	FY23 CDBG City Hall ADA Improvements 10/2022	2715	202102-CDBG ADA Improv	4,332.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					107,335.74
Fund: 270 - PAEG - PUBLIC ACCESS					
270-2705-8100	AVIDEX INDUSTRIES LLC	Professional Services	218114		10,626.43
270-2705-8100	AVIDEX INDUSTRIES LLC	CC Camera Upgrade-Broadcast Equipment	218114		21,922.81
270-2705-8100	MAXTREME INC	BlackMagic Cross Converter-Council AV Room	2719		175.30
Fund 270 - PAEG - PUBLIC ACCESS Total:					32,724.54
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	2717		12,500.00
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	2717		12,500.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					25,000.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		527.38
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		615.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 11/1/2022 - 11/30/2022	BD23-0675		467.13
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,609.56
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 10/2022	218133		22.68
440-4405-8013	FOOTHILL TRANSIT	44th Installment of 3rd Bus 11/2022	2703		3,887.05
440-4405-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	218165		1,703.97
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 9/2022	218147		428.55
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 10/2022	2703		30,415.78
440-5004	FOOTHILL TRANSIT	Duarte Local Service 10/2022	2703		-1,921.88
Fund 440 - PROPOSITION A TRANSIT FUND Total:					34,536.15
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	44th Installment of 3rd Bus 11/2022	2703		3,180.31
460-4605-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	218165		1,703.97
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 10/2022	2703		24,885.64

Council Warrant Register By Account

Payment Dates: 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
460-5004	FOOTHILL TRANSIT	Duarte Local Service 10/2022	2703		-1,572.44
Fund 460 - PROPOSITION C TRANSIT FUND Total:					28,197.48
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-8100	STATE WATER RESOURCES CON...	NPDES Annual Fees 7/1/2022 - 6/30/2023	218164		10,602.00
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					10,602.00
Grand Total:					1,522,959.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	1,248,939.12
220 - GAS TAX FUN	29,250.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	4,765.17
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	107,335.74
270 - PAEG - PUBLIC ACCESS	32,724.54
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	25,000.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
440 - PROPOSITION A TRANSIT FUND	34,536.15
460 - PROPOSITION C TRANSIT FUND	28,197.48
490 - MEASURE W (WATER/STORMWATER)	10,602.00
Grand Total:	1,522,959.76

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del ...	121.22
100-1005-7642	Travel & Exp - Finlay	700.00
100-1005-7643	Travel & Exp - Truong	-50.00
100-1005-7644	Travel & Exp - Schulz	120.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	1,129.12
100-1010-7612	Publications and Dues	1,258.00
100-1010-7614	Office Supplies	289.41
100-1010-7965	Professional Services	3,770.00
100-1010-7980	Other Expenses	1,876.83
100-1015-7680	City Attorney Legal	7,745.89
100-1015-7684	Code Enforcement Legal	19,346.44
100-1015-7686	Other Legal Services	3,026.00
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C...	297.31
100-1020-7712	Community Information (...)	9,039.99
100-1020-7713	Historical Museum Bldg ...	450.58
100-1020-7716	Special Community Events	19,900.81
100-1020-7718	City Newsletter	3,780.63
100-1020-7722	City Website	500.00
100-1020-7726	Council Cablecasting	3,884.99
100-1020-7980	Other Expenses	833.23
100-1205-7610	Travel, Mtgs & Conf	167.79
100-1205-7614	Office Supplies	97.02
100-1205-7615	Emergency Supplies	66.15
100-1205-7636	Uniforms	552.61
100-1205-7650	Vehicle Maintenance	7,138.98
100-1205-7655	Emergency Services	187.49
100-1205-7761	Parking Ticket Collect	3,121.01
100-1205-7762	Parking Pass Kiosk Costs	714.26
100-1205-7779	Youth Programs	1,936.96
100-1205-7780	Animal Control	11,177.12
100-1205-7781	Contract Law Enforcement	823,219.71
100-1205-7782	Crossing Guard Contract ...	6,057.71
100-1205-7787	Public Safety Cntr Lease	25,762.74
100-1205-7980	Other Expenses	2,369.68
100-1405-7612	Publications and Dues	15.99
100-1405-7614	Office Supplies	175.48
100-1405-7650	Vehicle Maintenance	111.44
100-1405-7800	Building Department Serv...	25,616.64

Account Summary

Account Number	Account Name	Payment Amount
100-1405-7801	Industrial Waste Inspecti...	3,788.32
100-1405-7965	Professional Services	8,996.22
100-1405-7969	City Engineer	4,320.00
100-1405-7975	Economic Development E...	450.00
100-1405-7980	Other Expenses	6,764.30
100-1405-8100	Other Capital Improveme...	134,412.73
100-1410-7610	Travel, Mtgs & Conf	119.03
100-1410-7621	Other Supplies	127.88
100-1410-7630	Equipment Rentals	98.62
100-1410-7650	Vehicle Maintenance	1,105.55
100-1410-7810	Street Sweeping	122.00
100-1410-7814	Graffiti Removal	2,271.96
100-1410-7900	Emergency Cleanup/Main...	2,545.07
100-1410-7980	Other Expenses	279.53
100-1410-8100	Other Capital Improveme...	13,238.61
100-1415-7661	Other Serv-Sports Park	37.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	370.00
100-1605-7612	Publications and Dues	344.40
100-1605-7614	Office Supplies	83.83
100-1605-7636	Uniforms	8.54
100-1605-7650	Vehicle Maintenance	617.22
100-1605-7693	Youth Council	109.08
100-1605-7730	Special Events	3,101.32
100-1605-7732	City Picnic	365.21
100-1605-7733	Senior Center	2,138.90
100-1605-7735	Teen Center	3,052.26
100-1605-7736	Youth & Adult Recreation...	2,744.25
100-1605-7737	Adult Excursions	521.59
100-1605-7740	Day Camps	43.86
100-1605-7741	Sports/Playground Progr...	3,707.18
100-1605-7745	Boxing Program	1,840.25
100-1605-7980	Other Expenses	1,074.80
100-1610-7616	Pool Supplies	2,838.37
100-1610-7617	Pool Chemicals	875.81
100-1610-7618	Building Supplies	5,297.36
100-1610-7636	Uniforms	71.21
100-1610-7650	Vehicle Maintenance	829.06
100-1610-7652	Building Maint Services	2,635.64
100-1805-7610	Travel, Mtgs & Conf	302.33
100-1805-7612	Publications and Dues	125.00
100-1805-7614	Office Supplies	72.98
100-1805-7653	Bank Charges	321.13
100-1805-7965	Professional Services	6,353.37
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	11.80
100-1810-7614	Office Supplies	95.50
100-1810-7673	Physical Exams	113.50
100-1810-7980	Other Expenses	104.71
100-1815-7632	Software Maintenance	6,468.72
100-1815-7821	Personal Computer Suppo...	553.00
100-1815-7830	Telephones	3,263.17
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	509.32
100-1815-8011	Computer Equipment (Cap..	920.56
100-1825-7613	Duplications And Photos	261.92
100-1825-7630	Equipment Lease	1,731.87
100-1825-7631	Equipment Maintenance	879.20

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7688	Oil Recycling Grant	383.04
100-1825-7980	Other Expenses	58.00
100-1830-8100	Vehicle Replacement (Cap...	5,472.50
100-2023	EE City Kitty Contributions	75.00
100-2120	Refundable Deposits	1,600.00
100-2121	Pass Through Deposits	3,160.00
100-2125	Metro Pass Through (TAP)	119.00
100-2127	Retention Payable	-6,248.92
100-4402	Community Center Rentals	-158.00
100-4404	Other Building Rentals	100.00
100-4408	Property Rental	3,829.32
100-4904	Zoning Fees	2,090.00
220-2205-8100	Other Capital Improveme...	29,250.00
240-2405-7890	Repairs-Traffic Signal	2,842.09
240-2410-7662	Other Serv-Citywide	333.00
240-2410-7663	Other Serv-Medians	223.53
240-2423-7887	Repairs & Replacements	359.02
240-2426-7810	Street Sweeping	784.00
240-2435-7887	Repairs & Replacements	223.53
260-2127	Retention Payable	-5,421.26
260-2605-8061	ADA Curb Ramps (Capital)	4,332.00
260-2605-8062	ADA Improvements	108,425.00
270-2705-8100	Other Capital Improveme...	32,724.54
290-2905-7781	Contract Law Enforcement	25,000.00
320-3205-8013	Vehicles (Capital)	1,609.56
440-4405-7650	Vehicle Maintenance	451.23
440-4405-7814	Graffiti Removal	1,703.97
440-4405-7960	Foothill Transit Operations	30,415.78
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,921.88
460-4605-7814	Graffiti Removal	1,703.97
460-4605-7960	Foothill Tranist Operations	24,885.64
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-1,572.44
490-4905-8100	Other Capital Improveme...	10,602.00
Grand Total:		1,522,959.76

Project Account Summary

Project Account Key	Payment Amount
None	814,562.59
202102- Retention CDBG ADA Improvement	-6,248.92
202102-Cap Improv-CH CDBG ADA Improvement	134,412.73
202102-CDBG ADA Improv	4,332.00
202102-Exp-CDBG ADA Improvement	108,425.00
202102-Retention-CDBG ADA Improv Project	-5,421.26
202105-Contract Law Enforcement	1,146.05
202106-2205-8100-Highland Promenade Measure M	29,250.00
202118-ATP Cycle 4-Professional Svcs	1,652.50
202205/1205-7781-ARPA-Coronavirus Recovery Fed	424,039.66
202217-Dep-Westminster Garden/Morrison House Proj	3,160.00
202301/1825-7688/Exp-Used Oil Grant-OPP12-21-0016	383.04
202303-Prof Svcs/1405-7965/Town Ctr. N. Renovation	6,245.22
202305-K Rail 2022/1405-7980-Other Expenses	264.30
202305-K Rail 2022/Emergency Cleanup & Maint	2,304.28
202315-Flood Response & Cleanup/ Other Expenses	382.46
202315-Flood Response,Emergency CleanUp,Mtn,K-rail	240.79
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,829.32

Project Account Summary**Project Account Key**

250004 - Property Rent - Nextel Rent (Otis Gordon)

Grand Total:**Payment Amount**

1,522,959.76



City of Duarte

Council Warrant Register By Vendor By Fund

Payment Dates 11/24/2022 - 12/14/2022

Account Number	Vendor Name	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 36 Light Set-up	18979		5,052.31
Vendor 4209 - 10-8 RETROFIT INC Total:					5,052.31
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 11/2022	202204		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 11/2022	202205		61.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					122.00
Vendor: T4115 - ADRIANA BANUELOS					
100-2120	ADRIANA BANUELOS	CC Rent Deposit Refund 11/12/22	R96571		500.00
100-4402	ADRIANA BANUELOS	Extra Cleaning Fee/Overtime	R96571		-158.00
Vendor T4115 - ADRIANA BANUELOS Total:					342.00
Vendor: 1388 - AIDA TORRES					
100-1205-7779	AIDA TORRES	DART Universal Studios Trip Parking Reimbursement	10232022		150.00
100-1205-7779	AIDA TORRES	DART Event Dinner Reimbursement	11082022		30.70
Vendor 1388 - AIDA TORRES Total:					180.70
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERVICE INC	Crossing Guard Svcs 10/16/22 - 10/29/22	80993		6,057.71
Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:					6,057.71
Vendor: T4556 - ALYSON LECEA					
100-2120	ALYSON LECEA	ROP Bldg Rent Deposit Refund 11/26/22	R97013		150.00
Vendor T4556 - ALYSON LECEA Total:					150.00
Vendor: 6391 - ANTHEM EAP					
100-1810-7980	ANTHEM EAP	EAP Fees 12/01/2022 - 12/31/2022	454824167046		67.20
Vendor 6391 - ANTHEM EAP Total:					67.20
Vendor: 5870 - ANTHONY HADLOC					
100-1205-7615	ANTHONY HADLOC	EOC/LASD Radio Engraving	11032022		66.15
Vendor 5870 - ANTHONY HADLOC Total:					66.15
Vendor: T3379 - APRIL LEWIS					
100-2120	APRIL LEWIS	TC Rent Deposit Refund 11/19/22	R96793		300.00
100-4404	APRIL LEWIS	Building Not Clean (10% Refund)	R96793		100.00
Vendor T3379 - APRIL LEWIS Total:					400.00
Vendor: 6452 - ARCTIC GLACIER U.S.A. INC					
100-1020-7716	ARCTIC GLACIER U.S.A. INC	Holiday in the Park Event 12/11/22 Snow	1211CDPD		8,157.75
Vendor 6452 - ARCTIC GLACIER U.S.A. INC Total:					8,157.75
Vendor: 6429 - ARK INTERNATIONAL INC					
100-1605-7736	ARK INTERNATIONAL INC	Instructor Fee-Vocal Class 10/25/22 - 11/15/22	11162022		72.80
Vendor 6429 - ARK INTERNATIONAL INC Total:					72.80
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-4904	ARMSTRONG & WALKER LANDSCAPE ARCHITECT	2352 Rim Rd Landscape Plan Review	R95445		1,290.00
Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:					1,290.00

Council Warrant Register By Vendor

Payment Dates: 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6450 - ATHZIRI VILLA					
100-1825-7688	ATHZIRI VILLA	Recycling Worker	11/19/2022	202301/1825-7688/Exp-Used Oi..	95.76
Vendor 6450 - ATHZIRI VILLA Total:					95.76
Vendor: 1491 - AUTOZONE					
100-1205-7650	AUTOZONE	Vehicle 34 Windshield Wiper Fluid	2814835212		13.26
Vendor 1491 - AUTOZONE Total:					13.26
Vendor: 6455 - BAKER TILLY US LLP					
100-1010-7965	BAKER TILLY US LLP	Staff Report/Memo Healthcare Worker Minimum Wage	BT2230422		3,770.00
Vendor 6455 - BAKER TILLY US LLP Total:					3,770.00
Vendor: 5805 - BAY ALARM COMPANY					
100-1020-7713	BAY ALARM COMPANY	Museum Alarm Battery Replacement	19988218		32.80
100-1020-7713	BAY ALARM COMPANY	Museum Fire Monitor 12/01/2022 - 3/01/2023	20094256		228.78
100-1020-7713	BAY ALARM COMPANY	Museum Burgulary Monitor 12/01/2022 - 3/01/2023	20094406		189.00
Vendor 5805 - BAY ALARM COMPANY Total:					450.58
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 11/2022	171904		593.05
Vendor 5559 - CALE AMERICA INC Total:					593.05
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES INC	Copier Lease-CH(2)/PS/SC/TC 12/1/2022 - 12/31/2022	29584807		1,731.87
100-1825-7631	CANON FINANCIAL SERVICES INC	Copier Maint-CH(2)/PS/SC/TC 10/1/2022 - 10/31/2022	29584807		579.50
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					2,311.37
Vendor: 5720 - CANON SOLUTIONS AMERICA INC					
100-1825-7631	CANON SOLUTIONS AMERICA I...	Admin Srvcs Printer Maint 8/4/2022 - 11/3/2022	6002580377		182.03
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD/FC Printer Maint 8/31/2022 - 11/29/2022	6002581298		69.20
100-1825-7631	CANON SOLUTIONS AMERICA I...	CMD Printer Maint 10/27/2022 - 11/26/2022	6002584157		48.47
Vendor 5720 - CANON SOLUTIONS AMERICA INC Total:					299.70
Vendor: 6229 - CAPITAL ONE					
100-1605-7730	CAPITAL ONE	2022 Holiday Decorating Basket Winners	22324		333.39
100-1605-7730	CAPITAL ONE	2022 Halloween Howl Candy	51771		686.44
100-1205-7614	CAPITAL ONE	Office Supplies	01827		68.36
100-1605-7733	CAPITAL ONE	SC Duarte Survivor Supplies/Christmas Decor	09825		208.89
100-1205-7614	CAPITAL ONE	Return-Office Supplies	06914		-19.45
100-1605-7730	CAPITAL ONE	2022 Halloween Howl Snack Bar	8529		109.61
100-1605-7736	CAPITAL ONE	Winter Class Recital Supplies	3803		80.25
100-1605-7730	CAPITAL ONE	Veteran's Day/Gingerbread Party Supplies	6166		42.19
100-1605-7733	CAPITAL ONE	SC Thanksgiving Dinner Pies	7287		83.76
100-1605-7730	CAPITAL ONE	Gingerbread Party Candy	00329		60.96
100-1610-7618	CAPITAL ONE	Park Basketball Nets	00524		32.98
100-1605-7730	CAPITAL ONE	Gingerbread Party Candy	00555		27.83
Vendor 6229 - CAPITAL ONE Total:					1,715.21
Vendor: 6357 - CARLOS FELIPE PEREZ					
100-1020-7716	CARLOS FELIPE PEREZ	Holiday in the Park Event 12/11/22 DJ	44867		850.00
Vendor 6357 - CARLOS FELIPE PEREZ Total:					850.00

Council Warrant Register By Vendor

Payment Dates: 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	12/2022		435.00
Vendor 0028 - CATHERINE BRATTA Total:					435.00
Vendor: 6340 - CESAR A GARCIA					
100-1005-7640	CESAR A GARCIA	Council Vehicle Allowance	12/2022		75.00
Vendor 6340 - CESAR A GARCIA Total:					75.00
Vendor: 5792 - CHALLENGER TEAMWEAR					
100-1605-7741	CHALLENGER TEAMWEAR	Basketball Jerseys	1177662		1,456.43
100-1605-7741	CHALLENGER TEAMWEAR	Little All Stars Basketball Jerseys	1178020		1,456.43
Vendor 5792 - CHALLENGER TEAMWEAR Total:					2,912.86
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES ...	Building & Safety Services 10/2022	65016		24,798.58
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					24,798.58
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4137304010		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4137304010		8.64
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4138111749		26.36
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4138111749		8.64
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4138825938		18.49
100-1610-7652	CINTAS CORPORATION #693	Logo Mats	4138825938		42.27
Vendor 5140 - CINTAS CORPORATION #693 Total:					130.76
Vendor: 0903 - CITY OF MONROVIA					
100-1405-7650	CITY OF MONROVIA	Fuel-Cmty Development 9/2022	2300793		111.44
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 9/2022	2300794		829.06
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 9/2022	2300795		1,092.66
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 9/2022	2300796		362.32
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 9/2022	2300797		1,823.69
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 9/2022	2300798		7,989.46
Vendor 0903 - CITY OF MONROVIA Total:					12,208.63
Vendor: 6427 - CIVICPLUS LLC					
100-1010-7612	CIVICPLUS LLC	Municipal Code Online Hosting 12/1/22-11/30/23	244028		900.00
Vendor 6427 - CIVICPLUS LLC Total:					900.00
Vendor: 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH					
100-1610-7652	COUNTY OF LOS ANGELES DEP...	FY23 Duarte Town Ctr Backflow Assembly	IN1175871		111.00
100-1415-7661	COUNTY OF LOS ANGELES DEP...	FY23 Otis Gordon Park Backflow Assembly	IN1183524		37.00
Vendor 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH Total:					148.00
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste 10/2022	22110701824		3,788.32
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					3,788.32
Vendor: 0868 - CPRS DISTRICT 13					
100-1605-7610	CPRS DISTRICT 13	CPRS Holiday Cheer Luncheon	CPRS D60 Event		320.00
Vendor 0868 - CPRS DISTRICT 13 Total:					320.00
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7733	CURO MANAGED PRINT PRODU...	Senior Ctr Nov/Dec Newsletter	6175		882.00
100-1020-7716	CURO MANAGED PRINT PRODU...	Veteran's Day Programs	6211		66.15
100-1605-7636	CURO MANAGED PRINT PRODU...	Name Badge	6212		8.54
100-1205-7980	CURO MANAGED PRINT PRODU...	Toy Drive Event Signs	6213		239.99
100-1605-7730	CURO MANAGED PRINT PRODU...	Gingerbread Party Banner	6236		358.31
100-1020-7718	CURO MANAGED PRINT PRODU...	Winter 2022 Newsletter	6258		2,480.63

Council Warrant Register By Vendor

Payment Dates: 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1005-7641	CURO MANAGED PRINT PRODU...	CC Martin Del Campo's Headshots	6271		99.23
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					4,134.85
Vendor: 5025 - DARRELL RAY CARROLL					
100-1205-7980	DARRELL RAY CARROLL	Public Safety Office Keys	24758		96.47
Vendor 5025 - DARRELL RAY CARROLL Total:					96.47
Vendor: 5501 - DATA TICKET INC					
100-1205-7761	DATA TICKET INC	Admin Citation Processing 10/2022	144603		260.52
100-1205-7761	DATA TICKET INC	Parking Citation Processing 10/2022	144915		2,860.49
Vendor 5501 - DATA TICKET INC Total:					3,121.01
Vendor: 6451 - DAVID'S WELDING					
100-1020-7716	DAVID'S WELDING	Holiday in the Park Event 12/11/22 Ferris Wheel	O12474		3,550.00
Vendor 6451 - DAVID'S WELDING Total:					3,550.00
Vendor: 3838 - DELONG UNLIMITED SCREEN PRINTING					
100-1605-7745	DELONG UNLIMITED SCREEN PR...	TC Boxing Program Event	22-0712		901.85
Vendor 3838 - DELONG UNLIMITED SCREEN PRINTING Total:					901.85
Vendor: T3776 - DESIREE GARIBAY					
100-2120	DESIREE GARIBAY	CC Rent Deposit Refund 11/26/22	R96414		500.00
Vendor T3776 - DESIREE GARIBAY Total:					500.00
Vendor: 1381 - DOLPHIN RENTS INC					
100-1605-7732	DOLPHIN RENTS INC	City Picnic 9/24/2022 Equipment Rental	01-211115-09		365.21
Vendor 1381 - DOLPHIN RENTS INC Total:					365.21
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7614	DUARTE RECREATION PETTY CA...	Tree Preservative	11302022		5.26
100-1605-7614	DUARTE RECREATION PETTY CA...	Ornaments	11302022		4.96
100-1605-7614	DUARTE RECREATION PETTY CA...	Craft Stems	11302022		4.45
100-1605-7730	DUARTE RECREATION PETTY CA...	Home Decorating/Halloween Supplies	11302022		48.40
100-1605-7730	DUARTE RECREATION PETTY CA...	Gingerbread Party Hot Cocoa Signs	11302022		6.61
100-1605-7733	DUARTE RECREATION PETTY CA...	SC Starbucks Gifts Cards Bingo Prizes	11302022		30.00
100-1605-7735	DUARTE RECREATION PETTY CA...	TC Holiday Decorations	11302022		24.21
100-1605-7736	DUARTE RECREATION PETTY CA...	Recital Starbucks Gift Cards	11302022		60.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					183.89
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 11/2022 (R96871)	12012022	250004 - Property Rent - Nextel...	1,904.79
100-4408	DUARTE UNIFIED SCHOOL DISTR..	SBA/Nextel Lease 12/2022 (R97238)	12012022	250004 - Property Rent - Nextel...	1,924.53
Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:					3,829.32
Vendor: 4919 - DUARTE UNIFIED SCHOOL DISTRICT					
100-1010-7980	DUARTE UNIFIED SCHOOL DISTR..	DUSD/City Joint Meeting 10/25/22	2684		425.00
Vendor 4919 - DUARTE UNIFIED SCHOOL DISTRICT Total:					425.00
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	12/2022		566.00
Vendor 1533 - EFREN CASTRO Total:					566.00
Vendor: T3676 - ELIZABETH CALVO MARTINEZ					
100-2120	ELIZABETH CALVO MARTINEZ	ROP Bldg Rent Deposit Refund 11/19/22	R96698		150.00
Vendor T3676 - ELIZABETH CALVO MARTINEZ Total:					150.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		431.65
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 13 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		223.12
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		433.48
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 27 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		476.29
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 36 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		478.95
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 100 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		555.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 10 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		556.00
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 14 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		566.88
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		584.85
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		574.64
Vendor 6189 - ENTERPRISE FM TRUST Total:					5,472.50
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 11/21/2022	99571		145.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					145.00
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 10/2022	4912		90.72
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					90.72
Vendor: 4039 - FSP DESIGNS					
100-1605-7735	FSP DESIGNS	TC Duarte Dance Holiday Shirts	10022		482.90
Vendor 4039 - FSP DESIGNS Total:					482.90
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	147589		875.81
Vendor 4690 - FULLER ENGINEERING INC Total:					875.81
Vendor: 6181 - GOOGLE LLC					
100-1815-7632	GOOGLE LLC	Gsuite accessduarte.com 11/1/22 - 11/30/22	4611923330		1,258.13
Vendor 6181 - GOOGLE LLC Total:					1,258.13
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	Business Cards (Juan Oseguera)	112376		95.70
Vendor 5340 - GRAND PRINTING INC Total:					95.70
Vendor: 4942 - GREGORY C REUEL					
100-1405-7975	GREGORY C REUEL	Demographic Website Update	15		450.00
Vendor 4942 - GREGORY C REUEL Total:					450.00
Vendor: 6002 - HEULYN REGINA DUMAS-JOHNSON					
100-1605-7736	HEULYN REGINA DUMAS-JOHN...	Instructor Fee-Fall 2022 Sewing	2		787.50
Vendor 6002 - HEULYN REGINA DUMAS-JOHNSON Total:					787.50
Vendor: 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES					
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Sales Tax Audit 10/2022 - 12/2022	SIN022846		4,435.47
100-1805-7965	HINDERLITER, DE LLAMAS & AS...	Transaction Tax 10/2022 - 12/2022	SIN023334		1,917.90
Vendor 1840 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					6,353.37
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Monument Repairs	3034361		234.39
100-1610-7618	HOME DEPOT CREDIT SERVICES	ROP Monument Repair	3034366		75.12

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1605-7735	HOME DEPOT CREDIT SERVICES	Teen Ctr Storage Shed	414923		1,706.35
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies/Repairs	7012532		135.28
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies/Repairs	5302262		631.43
100-1410-7980	HOME DEPOT CREDIT SERVICES	Paint/Yard Supplies	5450413		174.43
100-1405-7980	HOME DEPOT CREDIT SERVICES	K-Rail Construction Supplies	5450414	202305-K Rail 2022/1405-7980...	94.96
100-1405-7980	HOME DEPOT CREDIT SERVICES	K-Rail Installation	9521686	202305-K Rail 2022/1405-7980...	169.34
100-1410-7980	HOME DEPOT CREDIT SERVICES	City Yard Parts/Supplies	9521687		105.10
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					3,326.40
Vendor: 5803 - INT'L INSTITUTE OF MUNICIPAL CLERKS					
100-1010-7612	INT'L INSTITUTE OF MUNICIPAL...	Annette Juarez 2023 Membership	10132022		250.00
Vendor 5803 - INT'L INSTITUTE OF MUNICIPAL CLERKS Total:					250.00
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Srvc	973184	12/2022	1,673.09
Vendor 6309 - INX BUILDING MAINTENANCE Total:					1,673.09
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	12/2022		218.00
Vendor 3821 - JACQUELINE BURCKHARD Total:					218.00
Vendor: 6271 - JAVIER DJEU TENNIS					
100-1605-7736	JAVIER DJEU TENNIS	Instructor Fee-Fall Tennis Class	11122022		529.20
Vendor 6271 - JAVIER DJEU TENNIS Total:					529.20
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	12/2022		435.00
Vendor 0128 - JIM KIRCHNER Total:					435.00
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	12/2022		75.00
Vendor 6204 - JODY ERRANDI SCHULZ Total:					75.00
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	12/2022		435.00
Vendor 0086 - JOHN FASANA Total:					435.00
Vendor: T3851 - JOVANA VILLEGAS					
100-1605-7736	JOVANA VILLEGAS	Instructor Fee-Fall 2022 Ballet	135816		1,214.50
Vendor T3851 - JOVANA VILLEGAS Total:					1,214.50
Vendor: 6304 - JUSTIN JARA					
100-1825-7688	JUSTIN JARA	Recycling Worker	11/19/2022	202301/1825-7688/Exp-Used Oi..	95.76
Vendor 6304 - JUSTIN JARA Total:					95.76
Vendor: 5256 - KOSMONT COMPANIES					
100-1405-7965	KOSMONT COMPANIES	Huntington/Buena Vista Econ Dev Analysis 10/2022	2108.9-010		1,098.50
Vendor 5256 - KOSMONT COMPANIES Total:					1,098.50
Vendor: 6338 - LEEANNE SOTO					
100-1825-7688	LEEANNE SOTO	Recycling Worker	11/19/2022	202301/1825-7688/Exp-Used Oi..	95.76
Vendor 6338 - LEEANNE SOTO Total:					95.76
Vendor: 1927 - LEVON YOTNAKHPARIAN					
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 11/2022	11282022		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 8/9/2022	11282022		550.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 10/2022	11282022		1,100.00
100-1020-7726	LEVON YOTNAKHPARIAN	CC Cablecast 9/2022	11282022		1,100.00
Vendor 1927 - LEVON YOTNAKHPARIAN Total:					3,850.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 12/1/2022 - 1/1/2023	78203		410.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 12/1/2022 - 1/1/2023	78204		384.00
Vendor 5761 - LIFE STORAGE #530 Total:					794.00
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	12/2022		435.00
Vendor 5060 - LINDA HENDERSON Total:					435.00
Vendor: 6456 - LJ VIGIL INC					
100-1010-7980	LJ VIGIL INC	CC Reception Dinner 12/13/2022	12062022		800.00
Vendor 6456 - LJ VIGIL INC Total:					800.00
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	230614LL	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	230614LL		195,022.27
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Special Event 9/23/2022 (Tobacco Education)	230953LL	202105-Contract Law Enforcem...	1,146.05
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	231088LL	202205/1205-7781-ARPA-Coro...	212,019.83
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	231088LL		195,022.27
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					815,230.25
Vendor: 6336 - LOVE & LABOUR INDUSTRIES LLC					
100-1605-7745	LOVE & LABOUR INDUSTRIES LLC	TC Boxing Event 12/6/22 (Additional Food)	1009		200.00
100-1605-7735	LOVE & LABOUR INDUSTRIES LLC	TC Winter Holiday Festival 12/14/22	1010		600.00
Vendor 6336 - LOVE & LABOUR INDUSTRIES LLC Total:					800.00
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 12/2022	1735-huntplaz-1222		1,600.00
Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:					1,600.00
Vendor: 5868 - MAINTEx INC					
100-1610-7618	MAINTEx INC	Janitorial Supplies	1011622-00		1,347.80
100-1610-7618	MAINTEx INC	Janitorial Supplies	1011622-01		132.06
100-1610-7618	MAINTEx INC	Janitorial Supplies	1011622-02		67.17
Vendor 5868 - MAINTEx INC Total:					1,547.03
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	12/2022		75.00
Vendor 0285 - MARGARET FINLAY Total:					75.00
Vendor: 4286 - MAXTREME INC					
100-1815-7980	MAXTREME INC	Misc Cables/USB Keys/iPhone Case	13636		209.32
100-1815-8011	MAXTREME INC	(2) Laserfiche SnapScans (CM Office/CMD)	13636		920.56
100-1815-7965	MAXTREME INC	IT Helpdesk 11/2022	13638		12,500.00
100-1815-7632	MAXTREME INC	Identity Srv Provider 10/31/22 - 10/31/23 (Okta)	13640		4,454.85
Vendor 4286 - MAXTREME INC Total:					18,084.73
Vendor: 6433 - MCGRATH RENTCORP					
100-1410-8100	MCGRATH RENTCORP	25% Deposit-Mobile Modular Storage Trailer	R20609426		13,238.61
Vendor 6433 - MCGRATH RENTCORP Total:					13,238.61
Vendor: 6193 - MCKENTLY MALAK ARCHITECTS INC					
100-1405-7965	MCKENTLY MALAK ARCHITECTS ..	Town Ctr North Architectural Srv 7/30/22 - 9/2/22	33700	202303-Prof Svcs/1405-7965/T...	6,245.22
Vendor 6193 - MCKENTLY MALAK ARCHITECTS INC Total:					6,245.22

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	12/2022		566.00
Vendor 1042 - MICHAEL TARR Total:					566.00
Vendor: 5454 - MOORE IACOFANO GOLTSMAN INC					
100-2121	MOORE IACOFANO GOLTSMAN INC	Westminster Garden Project 10/2022 (R94281)	0078230	202217-Dep-Westminster Gard...	3,160.00
Vendor 5454 - MOORE IACOFANO GOLTSMAN INC Total:					3,160.00
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	11/2022		12,881.37
100-1205-7787	MVP, LLC	Public Safety Lease	12/2022		12,881.37
Vendor 2461 - MVP, LLC Total:					25,762.74
Vendor: 5048 - MYRON CORP					
100-1205-7980	MYRON CORP	Neighborhood Watch Calendars	132168147		1,275.76
Vendor 5048 - MYRON CORP Total:					1,275.76
Vendor: 5845 - NEC FINANCIAL SERVICES LLC					
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 59 of 60	111922-59		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP					
100-1810-7673	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP	DOT Physical 11/17/2022	77425957		113.50
Vendor 6317 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDICAL CORP Total:					113.50
Vendor: 5851 - OLGALIVIER GARCIA					
100-1825-7688	OLGALIVIER GARCIA	Recycling Worker	11/19/2022	202301/1825-7688/Exp-Used Oi...	95.76
Vendor 5851 - OLGALIVIER GARCIA Total:					95.76
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 10/2022	3039038		215.00
Vendor 6280 - ONLY CREMATIONS FOR PETS Total:					215.00
Vendor: 5547 - ORIGINAL WATERMEN INC					
100-1610-7616	ORIGINAL WATERMEN INC	Safety Equipment/Uniforms/Pool Equipment	S79393		2,326.53
Vendor 5547 - ORIGINAL WATERMEN INC Total:					2,326.53
Vendor: 5312 - PACIFIC PRODUCTS & SERVICES LLC					
100-1410-7900	PACIFIC PRODUCTS & SERVICES LLC	K Rail Installation Supplies	31087	202305-K Rail 2022/Emergency...	2,304.28
Vendor 5312 - PACIFIC PRODUCTS & SERVICES LLC Total:					2,304.28
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	12/2022		76.92
Vendor 1197 - PAMELA ROMERO Total:					76.92
Vendor: 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS					
100-1825-7980	PAPER RECYCLING & SHREDDING SPECIALISTS	Document Shredding 11/15/22	531538		58.00
Vendor 6289 - PAPER RECYCLING & SHREDDING SPECIALISTS Total:					58.00
Vendor: 6019 - PARCELQUEST					
100-1405-7980	PARCELQUEST	GIS Parcel Quest License 1/1/2023- 12/31/2023	23969		6,500.00
Vendor 6019 - PARCELQUEST Total:					6,500.00
Vendor: 6328 - PHILIP G SMITH					
100-1020-7716	PHILIP G SMITH	Holiday in the Park Event 12/11/22 Live Reindeer	51001441		2,600.00
Vendor 6328 - PHILIP G SMITH Total:					2,600.00
Vendor: 5489 - PRO BOXING EQUIPMENT					
100-1605-7745	PRO BOXING EQUIPMENT	TC Boxing Equipment	002631		738.40
Vendor 5489 - PRO BOXING EQUIPMENT Total:					738.40

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6425 - PUB CONSTRUCTION INC					
100-1405-8100	PUB CONSTRUCTION INC	Change Order 3	2	202102-Cap Improv-CH CDBG ...	7,806.75
100-1405-8100	PUB CONSTRUCTION INC	City Hall ADA Improvement Project 10/2022	2	202102-Cap Improv-CH CDBG ...	117,171.80
100-2127	PUB CONSTRUCTION INC	Retention	2	202102- Retention CDBG ADA I...	-6,248.92
Vendor 6425 - PUB CONSTRUCTION INC Total:					118,729.63
Vendor: 6057 - REGIONAL TAP SERVICE CENTER					
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 9/2022	6017694		99.00
100-2125	REGIONAL TAP SERVICE CENTER	TAP Card Reload 10/2022	6017921		20.00
Vendor 6057 - REGIONAL TAP SERVICE CENTER Total:					119.00
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Improvement PS&E 9/2022	32831	202102-Cap Improv-CH CDBG ...	9,434.18
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 9/2022	32866		1,520.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Plan Check 9/2022	32867		360.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2022	32868		2,400.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 Ped/Bike Acces Improvements 9/2022	32869	202118-ATP Cycle 4-Professiona..	1,652.50
100-1405-7969	RKA CONSULTING GROUP	FY23 LLD Engineering 9/2022	32870		40.00
Vendor 0904 - RKA CONSULTING GROUP Total:					15,406.68
Vendor: 6293 - RODOLFO CARDENAS					
100-1605-7733	RODOLFO CARDENAS	SC Dance Entertainment DJ	12/16/2022		175.00
Vendor 6293 - RODOLFO CARDENAS Total:					175.00
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 10/2022	945798		7,745.89
100-1015-7686	RUTAN & TUCKER LLP	General City Litigation 10/2022	945799		700.50
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 10/2022	945800		1,892.00
100-1015-7686	RUTAN & TUCKER LLP	Highland Ave Eminent Domain Legal 10/2022	945801		229.50
100-1015-7686	RUTAN & TUCKER LLP	Mel Canyon Eminent Domain Legal 10/2022	945802		204.00
Vendor 0196 - RUTAN & TUCKER LLP Total:					10,771.89
Vendor: T4569 - RV SPRINTER RENTAL					
100-4904	RV SPRINTER RENTAL	Minor Use Permit Refund (2110 Hunt Dr)	R96185		800.00
Vendor T4569 - RV SPRINTER RENTAL Total:					800.00
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	12/2022		75.00
Vendor 5263 - SAMUEL KANG Total:					75.00
Vendor: 6453 - SAN DIMAS GRAIN					
100-1020-7716	SAN DIMAS GRAIN	Holiday in the Park Event 12/11/22 Hay Set-up	YJ1FC16P3ZESP		690.00
Vendor 6453 - SAN DIMAS GRAIN Total:					690.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Shelter Services 11/2022	11/2022D		5,166.67
100-1205-7780	SAN GABRIEL VALLEY HUMANE ...	Animal Sheltering Services 12/2022	12/2022D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					10,333.34
Vendor: 0282 - SCMAF-SAN GABRIEL VALLEY					
100-1605-7741	SCMAF-SAN GABRIEL VALLEY	Youth Sports Volleyball Tournament	VB22DUARTE		460.00
Vendor 0282 - SCMAF-SAN GABRIEL VALLEY Total:					460.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6277 - SECTRAN SECURITY INC					
100-1805-7653	SECTRAN SECURITY INC	November 2022 Courier Pick-up	22110573		321.13
Vendor 6277 - SECTRAN SECURITY INC Total:					321.13
Vendor: 0202 - SHAFFER AWARDS					
100-1005-7641	SHAFFER AWARDS	CC Martin Del Campo's Name Plate	7025		21.99
Vendor 0202 - SHAFFER AWARDS Total:					21.99
Vendor: 5441 - SILVER & WRIGHT LLP					
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 10/2022	30550		4,500.00
100-1015-7684	SILVER & WRIGHT LLP	Criminal Prosecutions 10/2022	30551		32.50
100-1015-7684	SILVER & WRIGHT LLP	Code Enforcement Legal 10/2022	30641		3,519.07
100-1015-7684	SILVER & WRIGHT LLP	1307 Bloomdale Legal 10/2022	30641		11,170.47
100-1015-7684	SILVER & WRIGHT LLP	1001 Las Lomas Legal 10/2022	30641		124.40
Vendor 5441 - SILVER & WRIGHT LLP Total:					19,346.44
Vendor: 0206 - SIMON EQUIPMENT RENTALS					
100-1410-7630	SIMON EQUIPMENT RENTALS	City Yard Equipment Rental	145392		98.62
Vendor 0206 - SIMON EQUIPMENT RENTALS Total:					98.62
Vendor: 0209 - SMART & FINAL					
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	0222		72.80
100-1605-7733	SMART & FINAL	SC Thanksgiving Dinner Supplies	0035		431.68
100-1610-7618	SMART & FINAL	Senior Ctr Coffee Supplies	0086		140.85
100-1020-7716	SMART & FINAL	Santa Around Duarte Candy Canes	0306		159.92
Vendor 0209 - SMART & FINAL Total:					805.25
Vendor: 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC					
100-1410-7900	SOUTHEAST CONSTRUCTION P...	Erosion Control for Mel Canyon	2211-183568	202315-Flood Response, Emerg...	240.79
Vendor 0217 - SOUTHEAST CONSTRUCTION PRODUCTS INC Total:					240.79
Vendor: 2688 - STAPLES ADVANTAGE					
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	3523091562		36.98
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3523606328		61.85
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3523606329		114.64
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	3523744877		72.98
100-1825-7613	STAPLES ADVANTAGE	Copier Paper	3523744877		166.22
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3524894458		60.84
Vendor 2688 - STAPLES ADVANTAGE Total:					513.51
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	12/2022		435.00
Vendor 0083 - STEVE ESBENSHADE Total:					435.00
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	17637		2,271.96
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					2,271.96
Vendor: 4920 - SUSIE PEREZ					
100-1605-7733	SUSIE PEREZ	SC Thanksgiving Dinner Flowers (Reimbursement)	11152022		104.00
Vendor 4920 - SUSIE PEREZ Total:					104.00
Vendor: 3904 - TERESA RENTERIA					
100-1825-7674	TERESA RENTERIA	Health Insurance Reimbursement	12/2022		566.00
Vendor 3904 - TERESA RENTERIA Total:					566.00
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7830	THE TECHNOLOGY DEPOT INC	Mitel Maintenance 12/2022	19895		422.00
100-1815-7830	THE TECHNOLOGY DEPOT INC	Cloud Connect SIP & E911 Bundle 12/2022	19896		316.25

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1815-7830	THE TECHNOLOGY DEPOT INC	Telephone Cloud Connect 12/2022	19897		593.90
100-1815-7830	THE TECHNOLOGY DEPOT INC	SD Wan w/VELO Cloud Connect 12/2022	19898		567.60
100-1815-7821	THE TECHNOLOGY DEPOT INC	VITA Mgmt 12/2022	19899		553.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	TS Spectrum Outage	20063		300.00
Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:					2,752.75
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST PUB...	EOC Software 10/2022	847272587		187.49
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					187.49
Vendor: 4751 - TOM'S CLOTHING & UNIFORMS INC					
100-1205-7636	TOM'S CLOTHING & UNIFORMS ...	E Lepone Uniforms	21952		292.22
Vendor 4751 - TOM'S CLOTHING & UNIFORMS INC Total:					292.22
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	12/2022		75.00
Vendor 6100 - TONEY LEWIS Total:					75.00
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIEPEI SMITH & ASSOCIATES	Comm & Social Media Mgmt 11/2022	9032		9,030.00
100-1020-7718	TRIEPEI SMITH & ASSOCIATES	City Newsletter 11/2022	9032		1,300.00
Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:					10,330.00
Vendor: 4484 - U.S. BANK					
100-1020-7716	U.S. BANK	Coffee w/Sheriff's 10/27/22 (Starbucks)	11252022BV		208.50
100-1020-7716	U.S. BANK	Red Ribbon Week Contest Winner Gift Cards (Target)	11252022BV		335.00
100-1205-7610	U.S. BANK	Special Assignment Mtg 10/26/22 (Monrovia Pizza)	11252022BV		40.49
100-1205-7610	U.S. BANK	Emily Lepone Code Officer Training (RSCC)	11252022BV		127.30
100-1205-7614	U.S. BANK	Office Supplies (Dollar Tree)	11252022BV		11.13
100-1205-7636	U.S. BANK	Juan Oseguera Safety Boots (Govx Inc)	11252022BV		108.24
100-1205-7636	U.S. BANK	Animal Control Patches (Keystone Uniform Depot)	11252022BV		152.15
100-1205-7762	U.S. BANK	Parking Meter Repair Equipment (Amazon)	11252022BV		121.21
100-1205-7779	U.S. BANK	Youth Event Dinner 10/28/22 (In-N-Out)	11252022BV		160.36
100-1205-7779	U.S. BANK	DART Friendsgiving Supples (Michael's)	11252022BV		82.18
100-1205-7779	U.S. BANK	DART Meeting 10/25/22 (Sweet Basil Pizza)	11252022BV		70.00
100-1205-7779	U.S. BANK	DART Friendsgiving Food (Raising Cane's)	11252022BV		138.95
100-1205-7779	U.S. BANK	Red Ribbon Week-4th Grade Party (Little Caesars)	11252022BV		57.80
100-1205-7779	U.S. BANK	DART Friendsgiving Supplies (Aldi)	11252022BV		38.47
100-1205-7779	U.S. BANK	DART Red Ribbon Removal Lunch (Chick-Fil-A)	11252022BV		47.47
100-1205-7779	U.S. BANK	DART Senior Workshop 11/22/22 (In-N-Out)	11252022BV		39.09
100-1205-7779	U.S. BANK	DART Clean-up 11/15/22 (Sweet Basil Pizza)	11252022BV		38.00
100-1205-7779	U.S. BANK	Youth Event Dinner 11/8/22 (In- N-Out)	11252022BV		36.05
100-1205-7779	U.S. BANK	DART Friendsgiving Supplies (Target)	11252022BV		31.68
100-1205-7779	U.S. BANK	Youth Event 11/4/22 (Ultrazone)	11252022BV		360.00

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1205-7779	U.S. BANK	Red Ribbon Week-4th Grade Party (Grocery Outlet)	11252022BV		10.62
100-1205-7779	U.S. BANK	Youth Trip 11/8/22 (Barnes & Noble)	11252022BV		412.38
100-1205-7779	U.S. BANK	Youth Event Dinner 11/4/22 (Blaze Pizza)	11252022BV		52.59
100-1205-7779	U.S. BANK	DART Event Dinner 11/8/22 (Chick-Fil-A)	11252022BV		156.93
100-1205-7780	U.S. BANK	(4) AC Officers Body Armor (AR500 Armor)	11252022BV		628.78
100-1205-7980	U.S. BANK	CERT Event Volunteer Food (Tropicana Mkt)	11252022BV		172.92
100-1205-7980	U.S. BANK	1307 Bloomdale Receivership (Max's)	11252022BV		190.24
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Raffi's)	11252022BV	202315-Flood Response & Clea...	196.80
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Smart & Final)	11252022BV	202315-Flood Response & Clea...	45.75
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/8/22 (Casa Jimenez)	11252022BV	202315-Flood Response & Clea...	25.25
100-1205-7980	U.S. BANK	EOC/Evacuations Operations 11/9/22 (Max's)	11252022BV	202315-Flood Response & Clea...	114.66
100-1405-7612	U.S. BANK	Lg Data File Transfer Subscription (Hightail)	11252022CH		15.99
100-1405-7800	U.S. BANK	New Conduit for Plans Stamp (Rubberstamps.com)	11252022CH		24.06
100-1410-7610	U.S. BANK	(3) MSA General Lunch Mtg 11/9/2022	11252022CH		77.63
100-1410-7610	U.S. BANK	Gerard Batista MSA Lunch Mtg 11/28/22	11252022CH		41.40
100-1410-7621	U.S. BANK	Marvin Carpio Safety Jacket (Saferite Solutions)	11252022CH		127.88
100-1005-7642	U.S. BANK	M Finlay 2023 Sacramento Legislative Tour	11252022DJ		625.00
100-1005-7643	U.S. BANK	Refund-V Truong SGV Econ 2022 Housing Summit Reg	11252022DJ		-125.00
100-1005-7644	U.S. BANK	Jody Schulz Chamber Brunch 11/7/22	11252022DJ		45.00
100-1005-7980	U.S. BANK	DashPass 11/5/2022 - 12/5/2022 (DoorDash)	11252022DJ		9.99
100-1010-7610	U.S. BANK	A Juarez Hotel-New Law/Elections Conf (Hyatt)	11252022DJ		772.08
100-1010-7612	U.S. BANK	Online Pasadena Star New Subscription	11252022DJ		18.00
100-1010-7612	U.S. BANK	A Juarez MMASC Membership 11/3/22 - 11/2/23	11252022DJ		90.00
100-1010-7614	U.S. BANK	Desktop Converter (Varidesk)	11252022DJ		289.41
100-1010-7980	U.S. BANK	CERT Community Clean-up Meal (Redwood Pizza)	11252022DJ		11.85
100-1010-7980	U.S. BANK	CC Meeting Food 11/22/22 (Janet's Mediterranean)	11252022DJ		126.19
100-1010-7980	U.S. BANK	CC Meeting Food 11/8/22 (DoorDash-The Galley)	11252022DJ		141.23
100-1010-7980	U.S. BANK	City Meeting Lunch 10/26/22 (Panera Bread)	11252022DJ		273.56
100-1020-7712	U.S. BANK	Spotify Subscription	11252022DJ		9.99
100-1020-7722	U.S. BANK	Website Quality Assurance (Monsido Inc)	11252022DJ		500.00
100-1020-7980	U.S. BANK	Website Award Entry (Webby Awards)	11252022DJ		415.00
100-1205-7779	U.S. BANK	DART Volunteer Cmty Clean-up Meal (Redwood Pizza)	11252022DJ		23.69
100-1205-7980	U.S. BANK	CERT Community Clean-up Meal (Redwood Pizza)	11252022DJ		11.84

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1010-7980	U.S. BANK	InstaCart Subscription (Expires 11/4/2023)	11252022KP		99.00
100-1020-7726	U.S. BANK	Adobe Creative Cloud/Arcobat 11/13/22 - 12/12/22	11252022KP		34.99
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 11/12/22 - 12/11/22	11252022KP		4.99
100-1605-7735	U.S. BANK	Netflix-Teen Ctr 11/12/22 - 12/11/22	11252022KP		5.00
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/CC (Bella Sera)	11252022KP		104.20
100-1805-7610	U.S. BANK	Office Halloween Treats (Smart & Final)	11252022KP		7.99
100-1805-7610	U.S. BANK	Kristen Petersen Chamber Event 12/8/22	11252022KP		75.00
100-1805-7610	U.S. BANK	Council Workshop 11/8/22 Food (T Burgers)	11252022KP		12.12
100-1805-7610	U.S. BANK	Staff Meeting 10/27/22 Food (T Burgers)	11252022KP		60.02
100-1805-7610	U.S. BANK	Office Celebration (Merengue Bakery)	11252022KP		43.00
100-1805-7612	U.S. BANK	Angela Chiaromonte FY23 Membership	11252022KP		125.00
100-1805-7980	U.S. BANK	Microsoft 365 10/27/22 - 11/26/22	11252022KP		12.00
100-1810-7610	U.S. BANK	Kristen Petersen Coffee Mtg w/CC (Starbucks)	11252022KP		11.80
100-1810-7614	U.S. BANK	2022 Tax Forms (Tyler Business Forms)	11252022KP		95.50
100-1815-7632	U.S. BANK	Finance Webinar 11/7/22 - 12/6/22 (Zoom)	11252022KP		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud/Arcobat 11/13/22 - 12/12/22	11252022KP		675.74
100-1815-7830	U.S. BANK	Vonage-SC Elevator 911 10/10/22 - 11/9/22	11252022KP		23.32
100-1020-7711	U.S. BANK	Turkey Feast Plate Sets (Sam's Club)	11252022ME		74.92
100-1020-7711	U.S. BANK	Turkey Feast Plants-Raffle Prizes (Home Depot)	11252022ME		202.60
100-1020-7711	U.S. BANK	Turkey Feast Trays (Smart & Final)	11252022ME		19.79
100-1020-7716	U.S. BANK	Veteran's Day Flowers (Cynthia's Flowers)	11252022ME		220.50
100-1020-7716	U.S. BANK	Veteran's Day Breakfast Foods (Porto's)	11252022ME		200.77
100-1020-7716	U.S. BANK	Holiday in the Park Supplies (Aldi)	11252022ME		200.00
100-1020-7716	U.S. BANK	Veteran's Day Fruit Platters (Tropicana Mkt)	11252022ME		109.98
100-1020-7716	U.S. BANK	Holiday in the Park Giant Snowman (Lowe's)	11252022ME		109.15
100-1020-7716	U.S. BANK	Veteran's Day Speaker & Singer Gift Cards (Amazon)	11252022ME		100.00
100-1020-7716	U.S. BANK	Veteran's Day Coffee (Starbucks)	11252022ME		82.95
100-1020-7716	U.S. BANK	Veteran's Day Decorations/Gift Wrap (Amazon)	11252022ME		44.44
100-1020-7716	U.S. BANK	Holiday in the Park Santa House (Amazon)	11252022ME		766.24
100-1020-7716	U.S. BANK	Holiday in the Park Liquid Snow (Fog It Up)	11252022ME		891.85
100-1020-7716	U.S. BANK	RETURN-Holiday in the Park Giant Santa (Lowe's)	11252022ME		-109.15
100-1020-7716	U.S. BANK	Holiday in the Park Supplies (Amazon)	11252022ME		666.76

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1020-7980	U.S. BANK	Mayor Urias Plaque (Trophy Center)	11252022ME		418.23
100-1605-7610	U.S. BANK	Manuel Enriquez Chamber Mingle 12/8/22	11252022ME		50.00
100-1605-7612	U.S. BANK	Manuel Enriquez Membership 2/1/23 - 1/31/24 (CPRS)	11252022ME		165.00
100-1605-7612	U.S. BANK	Membership/Subscription Renewal (Canva)	11252022ME		179.40
100-1605-7614	U.S. BANK	Office Supplies-Pens (Amazon)	11252022ME		7.31
100-1605-7693	U.S. BANK	MYC Dinner 11/7/22 (Del Taco)	11252022ME		109.08
100-1605-7730	U.S. BANK	Halloween Howl Backdrop/Supplies (Amazon)	11252022ME		114.31
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Amazon)	11252022ME		213.57
100-1605-7730	U.S. BANK	RETURN-Halloween Howl Wristbands (Amazon)	11252022ME		-44.08
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Target)	11252022ME		467.31
100-1605-7730	U.S. BANK	Gingerbread Party 12/7/22 (Amazon)	11252022ME		44.55
100-1605-7730	U.S. BANK	Halloween Howl Game Prizes (Amazon)	11252022ME		299.74
100-1605-7730	U.S. BANK	Holiday Events Balloons (Winner Party Inc)	11252022ME		65.04
100-1605-7730	U.S. BANK	Holiday Decorating Contest Supplies (Amazon)	11252022ME		82.36
100-1605-7730	U.S. BANK	Halloween Howl Staff/Volunteer Dinner (Domino's)	11252022ME		184.78
100-1605-7733	U.S. BANK	SC Halloween Balloons (Amazon)	11252022ME		38.41
100-1605-7733	U.S. BANK	SC Survivor Duarte Island Supplies (Amazon)	11252022ME		116.25
100-1605-7733	U.S. BANK	SC Pickleballs (Amazon)	11252022ME		63.92
100-1605-7735	U.S. BANK	Unity March Speaker Gift Cards (Target)	11252022ME		161.00
100-1605-7737	U.S. BANK	Dep-Adult Excursion-Lion King (Pantages Theatre)	11252022ME		503.00
100-1605-7737	U.S. BANK	Clear Tags (Amazon)	11252022ME		18.59
100-1605-7740	U.S. BANK	Day Camps Giant Sorry Game (Amazon)	11252022ME		43.86
100-1605-7741	U.S. BANK	Youth Sports Volleyball 11/10/22 (Little Caesars)	11252022ME		66.06
100-1605-7741	U.S. BANK	Cross Country Numbers/Medals/Flags (Amazon)	11252022ME		251.74
100-1605-7741	U.S. BANK	Youth Sports Volleyball 11/4/22 (Little Caesars)	11252022ME		16.52
100-1605-7980	U.S. BANK	Deposit-PT Employee Recognition (Dave & Busters)	11252022ME		1,074.80
100-1610-7616	U.S. BANK	FC Radio Packs & Storage Cart (Kiefer Aquatics)	11252022ME		503.96
100-1610-7616	U.S. BANK	Shipping Fee (American Red Cross)	11252022ME		7.88
100-1610-7618	U.S. BANK	Facilities Holiday Decor (Michaels)	11252022ME		54.46
100-1610-7618	U.S. BANK	Facility Maintenance Signs (Amazon)	11252022ME		22.11
100-1610-7618	U.S. BANK	Facilities Tree Decorations (Aldi)	11252022ME		445.17
100-1810-7980	U.S. BANK	Pumpkin Decorating Contest Drinks (InstaCart)	11252022ME		37.51

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Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-2023	U.S. BANK	In Memoriam of George Dang's Father (CH-LA)	11252022ME		75.00
Vendor 4484 - U.S. BANK Total:					18,643.09
Vendor: 6055 - VICTORIA ROCHA					
100-1010-7610	VICTORIA ROCHA	MMASC Conference Expense Reimbursement	11/3/22-11/5/22		357.04
Vendor 6055 - VICTORIA ROCHA Total:					357.04
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	12/2022		75.00
Vendor 6196 - VINH TRUONG Total:					75.00
Vendor: 6113 - WARDS SERVICE					
100-1205-7650	WARDS SERVICE	Vehicle 27 Repair	89426		159.00
Vendor 6113 - WARDS SERVICE Total:					159.00
Vendor: 0237 - WAXIE SANITARY SUPPLY					
100-1610-7618	WAXIE SANITARY SUPPLY	Janitorial Supplies	81315061		1,978.54
Vendor 0237 - WAXIE SANITARY SUPPLY Total:					1,978.54
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Maintenance-Teen Ctr 11/9/22	28549685		160.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvc-Cmty Ctr 11/2022	2850247		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvc-City Hall 11/2022	28518497		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvc-Senior Ctr 11/2022	28518498		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvc-Teen Ctr 11/2022	28518506		65.40
100-1610-7652	WESTERN EXTERMINATOR CO...	Mosquito Maintenance-Teen Ctr 11/11/22	29425693		160.00
100-1610-7652	WESTERN EXTERMINATOR CO...	Pest Control Srvc-Fitness Ctr/Pool 11/2022	28502046		65.40
Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:					647.00
Vendor: 4797 - WEX BANK					
100-1410-7650	WEX BANK	Fuel-Field Srvc CNG 10/1/22 - 10/31/22	84847785		12.89
100-1605-7650	WEX BANK	Fuel-Teen Ctr 10/1/22 - 10/31/22	84847785		254.90
Vendor 4797 - WEX BANK Total:					267.79
Fund 100 - GENERAL FUND Total:					1,248,939.12
Fund: 220 - GAS TAX FUN					
Vendor: 6206 - KHR ASSOCIATES					
220-2205-8100	KHR ASSOCIATES	PS&E Highland Promenade 6/21/22 - 11/14/22	22-10896	202106-2205-8100-Highland Pr...	29,250.00
Vendor 6206 - KHR ASSOCIATES Total:					29,250.00
Fund 220 - GAS TAX FUN Total:					29,250.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Outlet Sweeping 11/2022	202203		784.00
Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:					784.00
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS & MEASURES					
240-2410-7663	COUNTY OF LOS ANGELES AGRI...	Gopher Control 9/2022	230718		223.53
240-2435-7887	COUNTY OF LOS ANGELES AGRI...	Gopher Control 9/2022	230718		223.53
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS & MEASURES Total:					447.06
Vendor: 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH					
240-2423-7887	COUNTY OF LOS ANGELES DEP...	FY23 Amberwood LLD Backflow Assembly	IN1180689		37.00

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240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Royal Oaks Ext Pk Backflow Assembly	IN1180868		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Hacienda Park Backflow Assembly	IN1180869		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Duarte Park Backflow Assembly	IN1180870		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Beardslee Park Backflow Assembly	IN1181275		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Aloysia Moore Park Backflow Assembly	IN1181564		37.00
240-2410-7662	COUNTY OF LOS ANGELES DEP...	FY23 Royal Oaks Park Backflow Assembly	IN1182945		148.00
Vendor 0890 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH Total:					370.00
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New TS Amend 5 Circle @ Duarte Rd 10/2022	22110701861		229.51
240-2405-7890	COUNTY OF LOS ANGELES DEP...	New TS 5 Additional Locations 10/2022	22110701866		396.85
240-2405-7890	COUNTY OF LOS ANGELES DEP...	KITS Monitoring 10/2022	22110701935		729.80
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Duarte & Hope TS Evaluation 10/2022	22110701959		256.10
Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,612.26
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP...	Traffic Signal-Hunt Dr/Mtn Ave 5/1/22 - 10/31/22	IN230000322		1,229.83
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					1,229.83
Vendor: 3968 - LANDSCAPE WAREHOUSE III					
240-2423-7887	LANDSCAPE WAREHOUSE III	Amberwood LLD Irrigation Repairs	4177392		127.35
240-2423-7887	LANDSCAPE WAREHOUSE III	Amberwood LLD Irrigation Repairs	4178020		194.67
Vendor 3968 - LANDSCAPE WAREHOUSE III Total:					322.02
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					4,765.17
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-8061	LDM ASSOCIATES INC	FY23 CDBG City Hall ADA Improvements 10/2022	7653	202102-CDBG ADA Improv	4,332.00
Vendor 5438 - LDM ASSOCIATES INC Total:					4,332.00
Vendor: 6425 - PUB CONSTRUCTION INC					
260-2127	PUB CONSTRUCTION INC	Retention	2	202102-Retention-CDBG ADA I...	-5,421.26
260-2605-8062	PUB CONSTRUCTION INC	City Hall ADA Improvement Project 10/2022	2	202102-Exp-CDBG ADA Improv...	104,149.44
260-2605-8062	PUB CONSTRUCTION INC	Change Order 4	2	202102-Exp-CDBG ADA Improv...	4,275.56
Vendor 6425 - PUB CONSTRUCTION INC Total:					103,003.74
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					107,335.74
Fund: 270 - PAEG - PUBLIC ACCESS					
Vendor: 6235 - AVIDEX INDUSTRIES LLC					
270-2705-8100	AVIDEX INDUSTRIES LLC	CC Camera Upgrade-Broadcast Equipment	087884		21,922.81
270-2705-8100	AVIDEX INDUSTRIES LLC	Professional Services	087884		10,626.43
Vendor 6235 - AVIDEX INDUSTRIES LLC Total:					32,549.24
Vendor: 4286 - MAXTREME INC					
270-2705-8100	MAXTREME INC	BlackMagic Cross Converter-Council AV Room	13636		175.30
Vendor 4286 - MAXTREME INC Total:					175.30
Fund 270 - PAEG - PUBLIC ACCESS Total:					32,724.54
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 9/2022	230614LL		12,500.00

Council Warrant Register By Vendor

Payment Dates: 11/24/2022 - 12/14/2022

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
290-2905-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff's Contract 10/2022	231088LL		12,500.00
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					25,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					25,000.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 34 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		615.05
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 24 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		467.13
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 11/1/2022 - 11/30/2022	FBN4606042		527.38
Vendor 6189 - ENTERPRISE FM TRUST Total:					1,609.56
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					1,609.56
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 9/2022	2300799		428.55
Vendor 0903 - CITY OF MONROVIA Total:					428.55
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Cleaning 10/2022	4912		22.68
Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:					22.68
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	44th Installment of 3rd Bus 11/2022	SI009158		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 10/2022	SI009164		30,415.78
440-5004	FOOTHILL TRANSIT	Duarte Local Service 10/2022	SI009164		-1,921.88
Vendor 3192 - FOOTHILL TRANSIT Total:					32,380.95
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	17637		1,703.97
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,703.97
Fund 440 - PROPOSITION A TRANSIT FUND Total:					34,536.15
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	44th Installment of 3rd Bus 11/2022	SI009158		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 10/2022	SI009164		24,885.64
460-5004	FOOTHILL TRANSIT	Duarte Local Service 10/2022	SI009164		-1,572.44
Vendor 3192 - FOOTHILL TRANSIT Total:					26,493.51
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 10/2022	17637		1,703.97
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,703.97
Fund 460 - PROPOSITION C TRANSIT FUND Total:					28,197.48
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 1240 - STATE WATER RESOURCES CONTROL BOARD					
490-4905-8100	STATE WATER RESOURCES CON...	NPDES Annual Fees 7/1/2022 - 6/30/2023	SW-0243172		10,602.00
Vendor 1240 - STATE WATER RESOURCES CONTROL BOARD Total:					10,602.00
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					10,602.00
Grand Total:					1,522,959.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	1,248,939.12
220 - GAS TAX FUN	29,250.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	4,765.17
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	107,335.74
270 - PAEG - PUBLIC ACCESS	32,724.54
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	25,000.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	1,609.56
440 - PROPOSITION A TRANSIT FUND	34,536.15
460 - PROPOSITION C TRANSIT FUND	28,197.48
490 - MEASURE W (WATER/STORMWATER)	10,602.00
Grand Total:	1,522,959.76

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7640	Travel & Exp - Garcia	75.00
100-1005-7641	Travel & Exp - Martin Del ...	121.22
100-1005-7642	Travel & Exp - Finlay	700.00
100-1005-7643	Travel & Exp - Truong	-50.00
100-1005-7644	Travel & Exp - Schulz	120.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1005-7980	Other Expenses	9.99
100-1010-7610	Travel, Mtgs & Conf	1,129.12
100-1010-7612	Publications and Dues	1,258.00
100-1010-7614	Office Supplies	289.41
100-1010-7965	Professional Services	3,770.00
100-1010-7980	Other Expenses	1,876.83
100-1015-7680	City Attorney Legal	7,745.89
100-1015-7684	Code Enforcement Legal	19,346.44
100-1015-7686	Other Legal Services	3,026.00
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C...	297.31
100-1020-7712	Community Information (...)	9,039.99
100-1020-7713	Historical Museum Bldg ...	450.58
100-1020-7716	Special Community Events	19,900.81
100-1020-7718	City Newsletter	3,780.63
100-1020-7722	City Website	500.00
100-1020-7726	Council Cablecasting	3,884.99
100-1020-7980	Other Expenses	833.23
100-1205-7610	Travel, Mtgs & Conf	167.79
100-1205-7614	Office Supplies	97.02
100-1205-7615	Emergency Supplies	66.15
100-1205-7636	Uniforms	552.61
100-1205-7650	Vehicle Maintenance	7,138.98
100-1205-7655	Emergency Services	187.49
100-1205-7761	Parking Ticket Collect	3,121.01
100-1205-7762	Parking Pass Kiosk Costs	714.26
100-1205-7779	Youth Programs	1,936.96
100-1205-7780	Animal Control	11,177.12
100-1205-7781	Contract Law Enforcement	823,219.71
100-1205-7782	Crossing Guard Contract ...	6,057.71
100-1205-7787	Public Safety Cntr Lease	25,762.74
100-1205-7980	Other Expenses	2,369.68
100-1405-7612	Publications and Dues	15.99
100-1405-7614	Office Supplies	175.48
100-1405-7650	Vehicle Maintenance	111.44
100-1405-7800	Building Department Serv...	25,616.64

Account Summary

Account Number	Account Name	Payment Amount
100-1405-7801	Industrial Waste Inspecti...	3,788.32
100-1405-7965	Professional Services	8,996.22
100-1405-7969	City Engineer	4,320.00
100-1405-7975	Economic Development E...	450.00
100-1405-7980	Other Expenses	6,764.30
100-1405-8100	Other Capital Improveme...	134,412.73
100-1410-7610	Travel, Mtgs & Conf	119.03
100-1410-7621	Other Supplies	127.88
100-1410-7630	Equipment Rentals	98.62
100-1410-7650	Vehicle Maintenance	1,105.55
100-1410-7810	Street Sweeping	122.00
100-1410-7814	Graffiti Removal	2,271.96
100-1410-7900	Emergency Cleanup/Main...	2,545.07
100-1410-7980	Other Expenses	279.53
100-1410-8100	Other Capital Improveme...	13,238.61
100-1415-7661	Other Serv-Sports Park	37.00
100-1605-7002	Regular Salaries	76.92
100-1605-7610	Travel, Mtgs & Conf	370.00
100-1605-7612	Publications and Dues	344.40
100-1605-7614	Office Supplies	83.83
100-1605-7636	Uniforms	8.54
100-1605-7650	Vehicle Maintenance	617.22
100-1605-7693	Youth Council	109.08
100-1605-7730	Special Events	3,101.32
100-1605-7732	City Picnic	365.21
100-1605-7733	Senior Center	2,138.90
100-1605-7735	Teen Center	3,052.26
100-1605-7736	Youth & Adult Recreation...	2,744.25
100-1605-7737	Adult Excursions	521.59
100-1605-7740	Day Camps	43.86
100-1605-7741	Sports/Playground Progr...	3,707.18
100-1605-7745	Boxing Program	1,840.25
100-1605-7980	Other Expenses	1,074.80
100-1610-7616	Pool Supplies	2,838.37
100-1610-7617	Pool Chemicals	875.81
100-1610-7618	Building Supplies	5,297.36
100-1610-7636	Uniforms	71.21
100-1610-7650	Vehicle Maintenance	829.06
100-1610-7652	Building Maint Services	2,635.64
100-1805-7610	Travel, Mtgs & Conf	302.33
100-1805-7612	Publications and Dues	125.00
100-1805-7614	Office Supplies	72.98
100-1805-7653	Bank Charges	321.13
100-1805-7965	Professional Services	6,353.37
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	11.80
100-1810-7614	Office Supplies	95.50
100-1810-7673	Physical Exams	113.50
100-1810-7980	Other Expenses	104.71
100-1815-7632	Software Maintenance	6,468.72
100-1815-7821	Personal Computer Suppo...	553.00
100-1815-7830	Telephones	3,263.17
100-1815-7965	Professional Services	12,500.00
100-1815-7980	Other Expenses	509.32
100-1815-8011	Computer Equipment (Cap..	920.56
100-1825-7613	Duplications And Photos	261.92
100-1825-7630	Equipment Lease	1,731.87
100-1825-7631	Equipment Maintenance	879.20

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7674	Retiree Health Insurance	4,091.00
100-1825-7688	Oil Recycling Grant	383.04
100-1825-7980	Other Expenses	58.00
100-1830-8100	Vehicle Replacement (Cap...	5,472.50
100-2023	EE City Kitty Contributions	75.00
100-2120	Refundable Deposits	1,600.00
100-2121	Pass Through Deposits	3,160.00
100-2125	Metro Pass Through (TAP)	119.00
100-2127	Retention Payable	-6,248.92
100-4402	Community Center Rentals	-158.00
100-4404	Other Building Rentals	100.00
100-4408	Property Rental	3,829.32
100-4904	Zoning Fees	2,090.00
220-2205-8100	Other Capital Improveme...	29,250.00
240-2405-7890	Repairs-Traffic Signal	2,842.09
240-2410-7662	Other Serv-Citywide	333.00
240-2410-7663	Other Serv-Medians	223.53
240-2423-7887	Repairs & Replacements	359.02
240-2426-7810	Street Sweeping	784.00
240-2435-7887	Repairs & Replacements	223.53
260-2127	Retention Payable	-5,421.26
260-2605-8061	ADA Curb Ramps (Capital)	4,332.00
260-2605-8062	ADA Improvements	108,425.00
270-2705-8100	Other Capital Improveme...	32,724.54
290-2905-7781	Contract Law Enforcement	25,000.00
320-3205-8013	Vehicles (Capital)	1,609.56
440-4405-7650	Vehicle Maintenance	451.23
440-4405-7814	Graffiti Removal	1,703.97
440-4405-7960	Foothill Transit Operations	30,415.78
440-4405-8013	Vehicles (Capital)	3,887.05
440-5004	Other Revenue	-1,921.88
460-4605-7814	Graffiti Removal	1,703.97
460-4605-7960	Foothill Tranist Operations	24,885.64
460-4605-8013	Vehicles (Capital)	3,180.31
460-5004	Other Revenue	-1,572.44
490-4905-8100	Other Capital Improveme...	10,602.00
Grand Total:		1,522,959.76

Project Account Summary

Project Account Key	Payment Amount
None	814,562.59
202102- Retention CDBG ADA Improvement	-6,248.92
202102-Cap Improv-CH CDBG ADA Improvement	134,412.73
202102-CDBG ADA Improv	4,332.00
202102-Exp-CDBG ADA Improvement	108,425.00
202102-Retention-CDBG ADA Improv Project	-5,421.26
202105-Contract Law Enforcement	1,146.05
202106-2205-8100-Highland Promenade Measure M	29,250.00
202118-ATP Cycle 4-Professional Svcs	1,652.50
202205/1205-7781-ARPA-Coronavirus Recovery Fed	424,039.66
202217-Dep-Westminster Garden/Morrison House Proj	3,160.00
202301/1825-7688/Exp-Used Oil Grant-OPP12-21-0016	383.04
202303-Prof Svcs/1405-7965/Town Ctr. N. Renovation	6,245.22
202305-K Rail 2022/1405-7980-Other Expenses	264.30
202305-K Rail 2022/Emergency Cleanup & Maint	2,304.28
202315-Flood Response & Cleanup/ Other Expenses	382.46
202315-Flood Response,Emergency CleanUp,Mtn,K-rail	240.79
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,829.32

Project Account Summary**Project Account Key**

250004 - Property Rent - Nextel Rent (Otis Gordon)

Grand Total:**Payment Amount**

1,522,959.76



COMMUNITY DEVELOPMENT STATUS REPORT December 2022

PROJECT/PROGRAM		STATUS
<u>IN PROCESS</u>		
Esperanza at Duarte Station (1700 Fasana Road)	MBK is building a 344-unit luxury apartment building; named Esperanza. Construction is progressing. Leasing of first phase has started. Full opening planned for February 2023.	
Solana at Duarte Station 1750 Fasana Road	MBK is building Solana, a 292-unit apartment. This building will also be the location of the “Duarte Station” sign that will be an icon, located on the roof of the building. Permits issued. Construction will begin soon.	
City Hall Courtyard	Complete reconstruction of the City Hall Courtyard to bring the area up to ADA standards. The project is funded with a combination of CDBG funds and General Fund. Great progress and a late December or early January completion is expected.	
San Gabriel Valley Regional Housing Trust	Staff is working with the San Gabriel Valley COG and the San Gabriel Valley Regional Housing Trust on a possible subsidized housing development in the City. The idea would be to develop one of the affordable housing sites listed in the most recent Housing Element with first priority being City owned property. SCVGOG and SGVRHT have access to funding that assist in generating interest from developers.	
Melcanyon Debris Basin	FEMA awarded a \$1.2 million grant for the construction of a debris basin at the north end of Melcanyon Road. This will require a substantial match from the City, but it will address debris flow from the area that caused a significant mudflow problem a few years ago and still presents some risk. Staff working on property acquisition and determining what will be required to meet State environmental review requirements.	
Metro Parking Lot	Staff has been working with Metro for the past several years on the development of the Metro parking lot as part of the Duarte Station Specific Plan. The intent is to replace the Metro parking and construct workforce housing along Fasana Road at Highland Avenue. Metro has recently approved a proposal process for the property. Metro informed the City that an RFP will be issued and Developer selection may happen as early as Winter 2023.	
Town Center North	Staff has been meeting with property owners to develop a proposal for a complete center rehabilitation that includes new, upgraded facades, an upgraded parking lot and related	

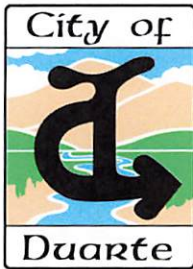
PROJECT/PROGRAM	STATUS
	improvements. Owners have shown positive interest. The Big Lots building has recently sold and the new owner is advertising the space for a future lease. This indicates that the space will be available in the next few months. Several other Big Lots properties in other cities are in the same position. Several months ago the same happened with the Rite Aid building. These sales are a positive step in the plan for shopping center rehabilitation. The City has hired an Architect and Engineer to develop a detailed concept plan for façade and parking lot upgrades to the center.
City Yard Storage Trailer	The Council recently approved the purchase of a storage trailer for the City Yard. Removal of the old damaged trailer and installation of the new trailer will occur over the next few weeks.
Highland Promenade	This project is funded by a Measure M Grant. It is for an expanded right of way along the west side of Highland Ave. that would have a park-like pedestrian walkway. Staff is negotiating with the property owner for the additional right of way and final plans should be completed by Spring 2023. Staff discussed the right of way issue with Metro recently.
Evergreen Pedestrian Improvements	This project includes pedestrian sidewalk and lighting along the north side of Evergreen Street and a widening of the sidewalk on the west side of Highland Avenue under the 210 freeway underpass. This project is funded through an ATP cycle 4 grant. Staff and the design engineer are working on a bid set of plans that should be ready to go out to bid in Winter 2023
<u>DEVELOPMENT</u>	
Wyndham Hawthorn Suites Hotel (1230 Huntington Drive)	The project was approved. It is a two-phase project with a total of 178 rooms with 72 in the first phase. The first plan check was returned to the Architect in early May and we await a resubmittal.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects. The City of Hope parking structure has won a couple of prestigious awards: National Parking Association (NPA) Innovative Sustainability Project of the Year 2022 and the IPMI Award of Excellence -Architectural Design.
Westminster Gardens	The owner HumanGood has met with Staff over the past few months discussing a major amendment to the existing specific plan. The concept is to develop the corner of Huntington Drive and Santo Domingo with a mixed-use building and to expand the current Life Plan Community by at least 300 units.

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



**PARKS AND RECREATION
STATUS REPORT
December 2022**

PROJECT/PROGRAM		STATUS
<u>YOUTH AND SENIOR PROGRAMS</u>		
Winter Classes Registration	Registration for the Department’s winter recreational classes begins the week of Monday, December 12. To register for a class or view the full list of this upcoming winter recreational offerings, visit ACCESSDUARTE.COM and then click on “Parks & Recreation/Pool” and then “Recreation Guide.”	
<u>SPECIAL EVENTS</u>		
Winter Holiday Festival at the Teen Center	Join us at the Teen Center on December 14 at 5:30 PM as we celebrate this season’s holidays: Hanukkah, Christmas, and Kwanzaa! The festival will include musical numbers, cultural presentations, and dinner to follow.	
Santa’s Coming to Duarte	You better watch out because Santa Claus is coming back to Duarte this holiday season! Starting Wednesday, December 14 through Friday, December 16, Santa will be driving through neighborhoods from 5 to 9 PM. We encourage children and families to come out of their homes and wave at Santa once you hear sirens and holiday jingles. To ensure you don’t miss Santa, you can view his route, per night, now at ACCESSDUARTE.COM. Additionally, you can also follow him on the City’s “Santa Finder” every event night starting at 5 PM.	
Santa’s Hotline	On Tuesday, December 20, we invite children to call in and have a magical conversation with Santa Claus. From 3 – 5 PM, children will be directly connected to the North Pole when the call (626) 386-6804. If you happen to get a busy signal, we encourage you to keep trying during the timeframe.	



Agenda Item:	7G
CM Review:	☒
Fiscal Review:	☐

AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager
Thai Viet Phan, City Attorney

SUBJECT: Second reading of Ordinance No. 913

RECOMMENDATION: It is recommended that the City Council approve second reading of Ordinance No. 913 regarding City Commissions and Ad Hoc Committees

FISCAL IMPACT: None

BACKGROUND

During discussions this past summer of City goals and objectives for FY 2022-23, the City Council requested a review of, as well as options for restructuring, the City Commissions. The City Council's request grew out of a general consensus – among Councilmembers, City Staff, and City Commissioners – that opportunities existed for making the City Commissions more effective in carrying out their missions.

After the City Council's request, Staff conducted research to assess the performance, effectiveness, and potential models for restructuring the City Commissions. This included compiling Commission meeting and attendance statistics covering the previous two-year period, conducting a 12-question survey of current Commissioners, engaging in conversations with City staff and individual Councilmembers, and surveying the Commission structures in other comparable cities.

On November 8, 2022, the City Council held a workshop on "Proposed Restructuring of City Commissions," during which a range of restructuring proposals were discussed. The presentation slides provided at that workshop, included as an attachment to this report, highlighted several issues and common themes that emerged while researching the City's current Commission structure, including:

- The existence of many Commissioner vacancies and the difficulty in filling them;
- The need to repeatedly cancel regularly-scheduled Commission meetings, often due to a lack of topics for discussion;
- A desire among current Commissioners for more meaningful participation and more substantive issues to advise on; and
- An opportunity for targeted expansion of Commission subject matter responsibilities to better align with City priorities.

This report, including the accompanying Ordinance No. 913, incorporates the Council's discussion, feedback, and direction to Staff as provided at the workshop. It was first brought to the City Council on November 22, 2022, and the Ordinance was approved for first reading. It is before the City Council this evening for second reading.

DISCUSSION/ANALYSIS

Ordinance No. 913, which is attached to this report and includes an Attachment A, would make the following modifications to the City Commissions:

- **Reduce the number of Commissions from the current six (6) to five (5).** This would be accomplished by merging the current Economic Development Commission into the Planning Commission and creating a new Planning and Economic Development Commission. The Planning and Economic Development Commission would remain the City's state-mandated planning agency and would add to its subject matter jurisdiction the provision of advice and recommendations on economic development matters.
- **Standardize the number of Commissioners on each City Commission at five (5) members.** Under the current structure, three City Commissions – Economic Development, Public Safety, and Parks and Recreation – consist of seven (7) members, while the remaining Commissions each have five (5) Commissioners. The Ordinance would abolish Economic Development as a separate Commission and reduce Public Safety and Parks and Recreation to five (5) Commissioners each. The result would be, at full staffing of all Commissions, a reduction in the total number of City Commissioners from 36 to 25.
- **Make regularly-scheduled Commission meetings every other month for each Commission.** This would NOT apply to the Planning and Economic Development Commission, which would conduct its regularly scheduled meetings monthly.
- **Make most "special" eligibility requirements for membership on certain Commissions optional rather than mandatory.** This would NOT apply to the Public Safety Commission and the Parks and Recreation Commission, for which a requirement would remain that one member of each be recommended or nominated by the Duarte Unified School District (DUSD).
- **Rename two (2) Commissions.** The current Public Services Commission would be renamed the Public Utilities, Communications, and Technology Commission. This would be solely a name change to make the Commission's name more reflective of its existing subject matter jurisdiction. Also, the current Traffic Safety Commission would be renamed the Public Works and Traffic Safety Commission, with this change reflecting an expansion of the Commission's subject matter jurisdiction to include the provision of advice and recommendations on the City's annual Capital Improvement Program (CIP).
- **Create a framework within the Municipal Code for the creation, structure, and termination of Ad Hoc Committees.** This addition to the Municipal Code, while not related strictly to City Commissions, would add a section providing a legal framework for

the operation of the City's Ad Hoc Committees. The City Council has made considerable use of Ad Hoc Committees in past years to assess and provide recommendations on a range of topics and issues, but the City's Municipal Code currently makes no mention of Ad Hoc Committees.

In addition to the changes to the City Commissions proposed in Ordinance No. 913, Staff will also proceed with the additional Commission-related modifications as directed by the City Council during the November 8 workshop. This includes the creation of an Arts and Culture Ad Hoc Committee, as well as organizing an annual "Report of Commission Activities" workshop. The first such workshop will be held in November 2023.

RECOMMENDATION

It is recommended that the City Council approve second reading of Ordinance No. 913 regarding City Commissions and Ad Hoc Committees.

FISCAL IMPACT

None.

ATTACHMENTS

Attachment 1 – Ordinance No. 913 (which includes Attachment A)

Attachment 2 – Presentation slides provided at the "Proposed Restructuring of City Commissions" workshop, held November 8, 2022

ORDINANCE NO. 913

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, REPLACING DUARTE MUNICIPAL CODE SECTIONS 2.20, 2.22, 2.24, 2.27, 2.28, 2.29, AND 2.30 IN THEIR ENTIRETY REGARDING THE ESTABLISHMENT OF COMMISSIONS AND ADDING SECTION 2.31 REGARDING AD HOC COMMITTEES

WHEREAS, the Duarte Municipal Code provides for the creation of the Planning Commission, Public Safety Commission, Parks and Recreation Commission, Economic Development Commission, Traffic Safety Commission, and Public Services Commission; and

WHEREAS, the City Council of the City of Duarte held a discussion session to discuss the creation of new commissions, amending the purposes of some commissions, and changing the requirements for commissioner appointments; and

WHEREAS, the City Council of the City of Duarte has determined that amending the commissions in the City will ensure more thoughtful consideration of issues affecting residents' quality of life and improve City function; and

WHEREAS, amending, replacing, or removing some commissions and their duties would save staff time and City funds; and

WHEREAS, the City of Duarte may sometimes find that an ad hoc committee shall be formed to discuss, review, and make recommendations regarding a variety of topics or issues of interest within the City of Duarte.

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. Duarte Municipal Code Sections 2.20, 2.22, 2.24, 2.27, 2.28, 2.29, and 2.30 are deleted and replaced in their entirety as demonstrated in Exhibit A.

SECTION 3. Duarte Municipal Code Section 2.31 is added as demonstrated in Exhibit A.

SECTION 4. The City Council finds and determines that this ordinance is exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15060(c)(2), in that the adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment, and is further and independently exempt from the California Environmental Quality Act under State CEQA Guidelines Section 15061(b)(3), in that it can be seen with certainty there is no possibility the adoption of this Ordinance will have a significant effect on the environment. In addition, the repeal is exempt under CEQA Guidelines section 15321, relating to the enforcement of a law.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

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 13th day of December, 2022.

Margaret Finlay
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, 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. 913 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 13th day of December 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Annette Juarez
City Clerk

EXHIBIT A

Chapter 2.20 PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

Sections:

2.20.010 Commission created.

A planning and economic development commission for the City is created, which shall be known as the Planning and Economic Development Commission of the City of Duarte.

2.20.020 Meetings—Regulations—Records.

The commission shall hold a regular meeting on the third Monday of each month at seven p.m. at the Duarte Community Center or such other location as may be permitted by law. If and as needed from time to time, the commission shall adjourn a regular meeting to a date and time certain, and on such specified date and time hold an adjourned regular meeting which, except as the planning commission may otherwise determine, shall be held on the first Monday of the following month at seven p.m. at the Duarte Community Center. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, decisions, findings, and determinations. Minutes of the commission meetings shall be maintained by the City staff person assigned by the City Manager as the staff liaison to the commission.

2.20.030 Duties and functions.

Pursuant to Government Code Section 65100, the City Council hereby assigns the functions of the planning agency to the commission. The commission shall carry out those duties and functions of a planning agency under state law, duties and functions as may be provided in Title 19 of this code and in Section 2.30.100 of this code. The commission shall provide advice and make recommendations to the City Council and staff on economic development matters and such other duties and functions as may be provided by ordinance, resolution, or direction of the Council, or by law.

2.20.040 Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the City Council.

Commissioners shall be appointed for terms of four years commencing on January 1 of odd years and terminating on the fourth occurring December 31 thereafter. Planning Commissioners whose current, existing terms expire on December 31, 2024, shall continue to serve on this newly formed Planning and Economic Development Commission until their original term expires. After such time, those Planning Commissioners shall be subject to reappointment in a manner consistent with Section 2.30.070 of this code.

If the term of a commissioner commences after January 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31 after the January 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.20.050 Commissioner—Eligibility and qualifications.

To be eligible for appointment as a member of the commission, the candidate must meet all of the following requirements:

- (a) Be a resident of the City;
- (b) Have no felony convictions; and
- (c) File a City application, which shall include a written statement of not more than two hundred words describing background, qualifications, and objectives in serving as a member of the commission. A resume may supplement the written statement.

Chapter 2.22 PUBLIC SAFETY COMMISSION

Sections:

2.22.010 Commission created.

A public safety commission for the City is created, which shall be known as the Public Safety Commission of the City of Duarte.

2.22.020 Meetings—Regulations—Records.

The commission shall hold a regular meeting on the third Tuesday of each odd-numbered month at seven p.m. at the Duarte Community Center or such other location as may be permitted by law. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, decisions, findings, and determinations. Minutes of the commission meetings shall be maintained by the City staff person assigned by the City Manager as the staff liaison to the commission.

2.22.030 Duties and functions.

The commission shall act in an advisory capacity in formulating recommendations pertaining to law enforcement, crime prevention and control, code enforcement, animal control, and emergency preparedness, other duties and functions as may be provided in Section 2.30.100 of this code, and such other duties and functions as may be provided by ordinance, resolution, or direction of the Council, or by law. The commission shall have an advisory role only and shall have no authority to control, supervise, or direct any City staff or any law enforcement personnel.

2.22.040 Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the City Council.

Commissioners shall be appointed for terms of four years commencing on January 1 of odd years and terminating on the fourth occurring December 31 thereafter.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31 after the January 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.22.050 Commissioner—Eligibility and qualifications.

To be eligible for appointment as a member of the commission, the candidate must meet all of the following requirements:

(a) Of the five members:

(1) Duarte Unified School District Representative: One member who shall not be required to be a resident of the City but shall be a candidate nominated or recommended by the board of Duarte Unified School District, or by the superintendent of the Duarte Unified School District if the board has delegated that authority to the superintendent.

(2) Residents: The four remaining members shall be residents of the City unless otherwise stated in subsection (a)(2)(A).

(A) One member of the four required resident members described in subsection (a)(2) may be appointed from among the following candidates:

(i) A person who is not required to be a resident of the City but is a business owner or operator in the City of Duarte that is nominated or recommended by the Duarte Chamber of Commerce;

(ii) A person who is not a resident of the City but who is a resident of the portion of the unincorporated area adjacent to Duarte that is within the boundaries of the Duarte Unified School District;

(iii) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of, the Monrovia-Arcadia-Duarte town Council;

(iv) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of the office of the supervisor of the supervisorial district of Los Angeles County within which the majority of Duarte is located; or

(v) A person who is not a resident of the City but who is nominated by, and who shall serve as a representative of, the Los Angeles County Human Relations Commission.

(b) In addition to the requirements set forth in subsection (a) of this section, to be eligible for appointment as a member of the commission, the candidate must meet all of the following additional requirements:

(1) Have no felony convictions; and

- (2) File a City application, which shall include a written statement of not more than two hundred words describing background, qualifications, and objectives in serving as a member of the commission. A resume may supplement the written statement.

Chapter 2.24 PARKS AND RECREATION COMMISSION

Sections:

2.24.010 Commission created.

A parks and recreation commission for the City is created, which shall be known as the Parks and Recreation Commission of the City of Duarte.

2.24.020 Meetings—Regulations—Records.

The commission shall hold a regular meeting on the second Monday of each odd-numbered month at seven p.m. at the Duarte Community Center or such other location as may be permitted by law. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, decisions, findings, and determinations. Minutes of the commission meetings shall be maintained by the City staff person assigned by the City Manager as the staff liaison to the commission.

2.24.030 Duties and functions.

The duties and functions of the commission shall be to:

- (a) Act in an advisory capacity to the City Council and City Manager in all matters pertaining to parks, public recreation and other associated activities as prescribed by ordinances or resolutions of the City Council or other City Council action, and to cooperate with other governmental agencies and civic groups in the advancement of sound park and recreation planning and programming;
- (b) Formulate recommendations on recreation services for City Council adoption;
- (c) Advise the director of parks and recreation on problems of recreation areas, facilities, programs, and improved recreation services;
- (d) Aid in coordinating the creation of services with the programs of other governmental agencies and voluntary organizations;
- (e) Advise the director of parks and recreation on issues, programs, and facilities related to family fitness;
- (f) Receive input from a youth Council or committee if such is established from time to time by the City Council; and
- (g) Undertake such duties and functions as may be provided in Section 2.30.100 of this code, and such duties or functions as may be provided by ordinance, resolution, or direction of the City Council, or by law.

2.24.040 Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the City Council.

Commissioners shall be appointed for terms of four years commencing on January 1 of odd years and terminating on the fourth occurring December 31 thereafter.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31 after the January 1 when the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.24.050 Commissioner—Eligibility and qualifications.

To be eligible for appointment as a member of the commission, the candidate must meet all of the following requirements:

(a) Of the five members:

(1) Duarte Unified School District Representative: One member who shall not be required to be a resident of the City but shall be a candidate nominated or recommended by the board of Duarte Unified School District, or by the superintendent of the Duarte Unified School District if the board has delegated that authority to the superintendent.

(2) Residents: The four remaining members shall be residents of the City unless otherwise stated in subsection (a)(2)(A).

(A) One member of the four required resident members described in subsection (a)(2) may be a person who is a senior citizen who has been a user of one or more programs at the Duarte Senior Center but is not a resident of the City.

(b) In addition to the requirements set forth in subsection (a) of this section, to be eligible for appointment as a member of the commission, the candidate must meet all of the following additional requirements:

(1) Have no felony convictions; and

(2) File a City application, which shall include a written statement of not more than two hundred words describing background, qualifications, and objectives in serving as a member of the commission. A resume may supplement the written statement.

Chapter 2.28 PUBLIC WORKS AND TRAFFIC SAFETY COMMISSION

Sections:

2.28.010 Commission created.

A public works and traffic safety commission for the City is created, which shall be known as the Public Works Traffic Safety Commission of the City of Duarte.

2.28.020 Meetings—Regulations—Records.

The commission shall hold a regular meeting on the first Tuesday of each odd-numbered month at seven p.m. at the Duarte Community Center or such other location as may be permitted by law. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, decisions, findings, and determinations. Minutes of the commission meetings shall be maintained by the City staff person assigned by the City Manager as the staff liaison to the commission.

2.28.030 Duties and functions.

The duties and functions of the commission shall be to act in an advisory capacity to the City Council and City Manager with respect to matters affecting and relating to the following: traffic laws; parking regulations; speed regulations; stop signs; traffic control signals; traffic calming measures; pavement markings; warning signs; crosswalks; school crossings; traffic safety issues arising from physical hazards, attractive nuisances, and other physical conditions; review the annual Capital Improvement Program and provide recommendations to the City Council relating thereto; other traffic safety and traffic engineering issues as requested for commission study and report by the City Council or the City Manager; such duties and functions as may be provided in Section 2.30.100 of this code; and such other duties and functions as may be provided by ordinance, resolution, or direction of the Council, or by law.

2.28.040 Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the City Council.

Commissioners shall be appointed for terms of four years commencing on January 1 of odd years and terminating on the fourth occurring December 31 thereafter.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31 after the January 1 the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments

to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.28.050 Commissioner—Eligibility and qualifications.

To be eligible for appointment as a member of the commission, the candidate must meet all of the following requirements:

- (a) Be a resident of the City;
- (b) Have no felony convictions; and
- (c) File a City application, which shall include a written statement of not more than two hundred words describing background, qualifications, and objectives in serving as a member of the commission. A resume may supplement the written statement.

Chapter 2.29 PUBLIC UTILITIES, COMMUNICATIONS, AND TECHNOLOGY COMMISSION

Sections:

2.29.010 Commission created.

A public utilities, communications, and technology commission for the City is created, which shall be known as the Public Utilities, Communications, and Technology Commission of the City of Duarte.

2.29.020 Meetings—Regulations—Records.

The commission shall hold a regular meeting on the second Wednesday of every odd-numbered month at seven p.m. at the Duarte Community Center or such other location as may be permitted by law. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, decisions, findings, and determinations. Minutes of the commission meetings shall be maintained by the City staff person assigned by the City Manager as the staff liaison to the commission.

2.29.030 Duties and functions.

The duties and functions of the commission shall be to act in an advisory capacity to the City Council and City Manager with respect to matters affecting and relating to the following: telecommunications; cable and satellite communications; public access channels; audio and video services; broadband and internet services and issues; refuse and trash collection; recycling programs; transit; environmental quality; public utility services within the City; green technologies and advancing the “greening of Duarte”; to serve as a hearing board for subscriber complaints; such duties and functions as may be provided in Section 2.30.100 of this code; and such other duties and functions as may be provided by ordinance, resolution, or direction of the Council, or by law.

2.29.040 Members and terms.

The commission consists of five members. Notwithstanding the fixed terms of office called for hereinafter, members of the commission shall serve at the pleasure of the City Council.

Commissioners shall be appointed for terms of four years commencing on January 1 of odd years and terminating on the fourth occurring December 31 thereafter.

Commissioners whose current, existing terms end on December 31, 2023, shall have their terms extended to terminate on December 31, 2024.

If the term of a commissioner commences after January 1, the term shall be adjusted to a lesser period of time such that the end of the term shall occur on the fourth occurring December 31 after the January 1 the commencement of the term normally would have commenced. Notwithstanding anything in this section to the contrary, the City Council may make appointments to the commission for terms of lesser periods of time than the terms otherwise applicable to a particular appointment.

2.29.050 Commissioner—Eligibility and qualifications.

To be eligible for appointment as a member of the commission, the candidate must meet all of the following requirements:

- (a) Be a resident of the City;
- (b) Have no felony convictions; and
- (c) File a City application, which shall include a written statement of not more than two hundred words describing background, qualifications, and objectives in serving as a member of the commission. A resume may supplement the written statement.

Chapter 2.30 COMMISSIONS AND STANDING COMMITTEES GENERALLY

Sections:

2.30.010 Applicability.

The provisions of this chapter shall apply to the Planning and Economic Development Commission, Public Safety Commission, Parks and Recreation Commission, Public Works and Traffic Safety Commission, and Public Utilities, Communications and Technology Commission, and to all other commissions, standing committees, or bodies whose members are appointed by the City Council.

2.30.020 Quorum.

The quorum for meetings of any commission or committee shall be a majority of all of the members of the commission or committee.

2.30.030 Compliance with laws and regulations.

The commission or committee and its members shall comply with all applicable laws and regulations, including but not limited to California Government Code Section 54950 et seq. (also known as the Brown Act) and California Government Code Section 81000 et seq. (also known as the Political Reform Act), in carrying out its duties and functions. Members of the commission or committee shall comply with the provisions of Section 2.44.030 if and to the extent applicable.

2.30.040 Appropriation of funds.

The City Council shall provide the funds, equipment, and facilities necessary for the work of the commission or committee. Expenditures shall be within the amounts appropriated for the respective purpose by the City Council. Any gifts or contributions received by a commission, committee, or commission or committee program shall be deemed a gift or contribution received by the City and the expenditure of such shall be as directed by the City Council.

2.30.050 Compensation.

Members of the commission or committee may receive compensation for the attendance at each meeting if compensation and the amount thereof is set forth in a resolution of the City Council.

2.30.060 Vacancies.

If vacancies occur, other than by expiration of term, they shall be filled by appointment by the City Council for: (i) the unexpired portion of the term; or (ii) for such lesser period of time than the full unexpired portion of the term as the City Council may determine, and in such event the City Council may make one or more subsequent appointments for a period or periods not to cumulatively exceed the unexpired portion of the term defined in clause (i). Nothing in this code requires the City Council to fill any vacancy.

2.30.070 Appointments—Reappointments.

Members of the City Council may nominate one or more persons to be members of the commission or committee. Appointment and reappointment of commissioners or committee members shall be by majority vote of all of the members of the City Council. Reappointments of a member of the commission or committee for a subsequent term shall be subject to the same process as for appointments, and incumbent commissioners and committee members shall compete with new candidates. Nothing in this code requires the City Council to make any appointments to the commission or committee or to make any specific number of appointments.

2.30.080 Removal of members.

Any commissioner may be removed from the commission or committee at any time by a majority vote of all of the members of the City Council. In addition, and without limiting the authority of the City Council set forth in the preceding sentence, if a member of any commission or committee shall be absent from two consecutive meetings of said commission or committee, with or without cause or excuse, or if such member shall be absent from more than one-fourth of

the scheduled meetings of the commission or committee during any twelve-month period with or without cause or excuse, the City Council may determine whether the term of such commissioner or committee member shall be terminated and the office deemed vacant.

2.30.090 Officers.

The commission or committee shall elect a chairperson and vice-chairperson from among its members for one year terms.

2.30.100 Additional duties and functions.

In addition to the duties and functions specified in this chapter, the commission or committee shall perform such duties as may be specified by ordinance or resolution of the City Council, or by law. Further, the commission or committee shall study and report to the City Council, or such other commission or committee as may be directed by the City Council, upon any matter referred to it for action by the City Council or City Manager or the City staff person performing the function of liaison with the commission or committee. The commission or committee, through its staff liaison, shall keep the City Council advised of all matters pending, and shall furnish any specific information or reports or materials which the City Council may request, including, but not limited to, holding an annual forum with the City Council in which a representative from each commission or committee provides a report on accomplishments from the previous year.

Chapter 2.31 AD HOC COMMITTEES

Sections

2.31.010 Applicability.

The provisions of this chapter shall apply to the ad hoc committees established for a limited purpose as outlined by City Council action and whose members are appointed by the City Council.

2.31.020 Quorum.

The quorum for meetings of the ad hoc committee shall be a majority of all of the members of the ad hoc committee.

2.31.030 Compliance with laws and regulations.

The ad hoc committee and its members shall comply with all applicable laws and regulations in carrying out its duties and functions, including the provisions of Section 2.44.030 to the extent applicable.

2.31.040 Appropriation of funds.

The City Council shall provide the funds, equipment, and facilities necessary for the work of the ad hoc committee. The expenditures of the ad hoc committee shall be within the amounts appropriated for the respective purpose by the City Council. Any gifts or contributions received

by the ad hoc committee or for an ad hoc committee program shall be deemed a gift or contribution received by the City and the expenditure of such shall be as directed by the City Council.

2.31.050 Compensation.

Members of the ad hoc committee may receive compensation for the attendance at each meeting if compensation and the amount thereof is set forth in a resolution of the City Council.

2.31.060 Vacancies.

If vacancies occur, the City Council may make one or more subsequent appointments for a vacancy on an ad hoc committee. Nothing in this code requires the City Council to fill any vacancy.

2.31.070 Appointments—Reappointments.

Members of the City Council may nominate one or more persons to be members of the ad hoc committee. Appointment and reappointment of ad hoc committee members shall be by majority vote of all of the members of the City Council. An ad hoc committee shall consist of two current City Councilmembers and three current commissioners from any established commission.

2.31.080 Removal of members.

Any ad hoc committee member may be removed from the ad hoc committee at any time by a majority vote of all of the members of the City Council. In addition, and without limiting the authority of the City Council set forth in the preceding sentence, if a member of any ad hoc committee shall be absent from two consecutive meetings of said ad hoc committee, with or without cause or excuse, or if such member shall be absent from more than one-fourth of the scheduled meetings of the ad hoc committee during any twelve-month period with or without cause or excuse, the City Council may determine whether the term of such ad hoc committee member shall be terminated and the office of such committee member deemed vacant.

2.31.090 Officers.

The ad hoc committee shall elect a chairperson and vice-chairperson from among its members for the duration of the ad hoc committee.

2.31.100 Additional duties and functions.

In addition to the duties and functions specified in this chapter, the ad hoc committee shall perform such duties as may be specified by ordinance or resolution of the City Council, or by law. Further, the ad hoc committee shall study and report to the City Council, or such other commission or committee as may be directed by the City Council, upon any matter referred to it for action by the City Council or City Manager or the City staff person performing the function of liaison with the ad hoc committee. The ad hoc committee, through its staff liaison, shall keep the City Council advised of all matters pending, and shall furnish any specific information or reports or materials which the City Council may request. Ad hoc committees shall terminate once the purpose for which they were created has been accomplished.

Proposed Restructuring of City Commissions

November 8, 2022



1

Topics

- Recommendations in brief
- Purpose of Commission restructuring and analysis conducted
- Issues, themes & opportunities identified
- Recommendations in greater detail



2

Recommendations in Brief

1. Have five (5) Commissions rather than the current six (6)
2. Have each Commission consist of five (5) Commissioners – this would reduce the total number of Commissioners from 36 to 25
3. Make certain “special” eligibility requirements for Commission membership optional rather than mandatory, based on Council discretion
4. Make regularly-scheduled Commission meetings every other month, with the exception of the Planning Commission (which would remain monthly)
5. Broaden the Commissions’ subject matter responsibilities, including the addition of an “Arts and Culture” Ad Hoc **Committee**
6. Hold an annual “Report on Commission Activities” workshop

3

What prompted this discussion of proposals to restructure City Commissions?

- A general sense among several “constituencies” – City Councilmembers, Staff, and Commissioners – that the City Commissions could be more effective in carrying out their core functions, which include:
 - Giving advice and recommendations to the City Council and Staff on policies, programs, and services;
 - Providing residents and the broader community an opportunity to participate in the affairs of local government and serve their community (in other words, strengthening our local democracy)
 - Providing Commissioners with relevant experience and expertise should they seek to become future members of the City Council

4

Analysis conducted in developing these restructuring proposals

- Compiled Commission meeting and attendance statistics over a two-year period (Sep. 2020 through Aug. 2022)
- Conducted a 12-question survey of current Commissioners during Sep./Oct. 2022
- Spoke with City staff & individual Councilmembers
- Researched the Commission structure in other cities

5

Issues & common themes raised

- The existence of many Commissioner vacancies and the difficulty in filling them
- Regularly scheduled Commission meetings being cancelled, often due to a lack of topics for discussion
- An opportunity for targeted expansion of Commission subject matter responsibilities to better align with City priorities
- A desire among Commissioners for more meaningful participation and/or more substantive issues to advise on

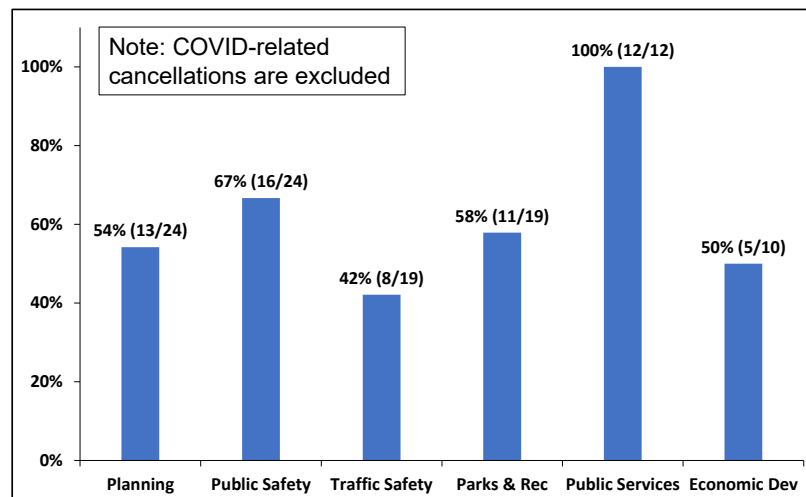
6

Current number of Commissioners & vacancies

	Planning	Public Safety	Traffic Safety	Parks & Rec.	Public Services	Economic Dev
No. of Commissioner Seats	5	7	5	7	5	7
<i>Current No. of Vacancies</i>	<i>1</i>	<i>3</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>1</i>
Current No. of Commissioners	4	4	5	4	5	6

7

Percentage of regularly scheduled meetings held, Sep 2020 – Aug 2022



8

Expanding the subject matter jurisdiction addressed by City Commissions

- The purpose is to better align the Commission structure with the City Council's expressed priorities
- Two additional subject matter areas:
 - **Public Art** (to assist in City beautification, branding, and the development of a "sense of place" in Duarte)
 - **Capital Project planning** (to assist in prioritizing projects, revitalizing commercial centers, and considering options for improved civic infrastructure)

9

Commissioners expressed a desire to provide meaningful advice and to feel valued

- "Many of our meetings are purely informational, which is interesting, but doesn't have much of an impact on the service the City provides."
- "Commissioners [want] to feel as if they are truly involved in the City's decision-making process"

10

Recommendations in Greater Detail, *Commission by Commission*



11

The Commission structure – existing and proposed

Existing Structure

Planning (5)

Public Safety (7)

Traffic Safety (5)

Public Services (5)

Parks & Recreation (7)

Economic Development (7)

Proposed Structure

Planning and Economic Development (5)

Public Safety (5)

Public Works & Traffic Safety (5)

Public Utilities, Communications & Technology (5)

Parks & Recreation (5)

*Arts & Culture Ad Hoc Committee (5)



12

The Public Services Commission – just change the name!

From	Public Services Commission	- No. of Commission members remains at 5 - Meeting frequency remains every other month
To	Public Utilities, Communication, and Technology Commission	Duarte residency remains only membership requirement



13

For both the Public Safety Commission and the Parks & Recreation Commission

- The same changes are proposed for both Commissions:
 - Reduce number of Commissioners on each from 7 to 5
 - Reduce meeting frequency for each from monthly to every other month
 - Make optional, rather than mandatory, the current “special” Commission member eligibility requirements for each (see next slide)



14

Existing Commission Structure		Proposed Commission Structure	
Public Safety Commission		Public Safety Commission	
No. of Members:	7	No. of Members:	5
Meeting Frequency:	Monthly	Meeting Frequency:	Every other month
Membership requirements:	4 Duarte residency	Membership requirements:	5 Duarte residency
	1 Chamber-rcmnd business owner/op		*May have 1 DUSD rep
	1 DUSD representative (DUSD-rcmnd)		*May have 1 Chamber rep
	1 "County"/MADTC/Sprv/LACHRC representative		* May have 1 "County"/MADTC/Sprv/LACHRC
			*Duarte residency optional
Parks and Recreation Commission		Parks and Recreation Commission	
No. of Members:	7	No. of Members:	5
Meeting Frequency:	Monthly	Meeting Frequency:	Every other month
Membership requirements:	4 Duarte residency	Membership requirements:	5 Duarte residency*
	1 Duarte residency optional		*May have 1 senior w prgm exp
	1 senior representative (prgm exp)		*May have 1 DUSD rep
	1 DUSD representative (DUSD-rcmnd)		**DUSD rep need not be Duarte residents

15

From "Traffic Safety" to "Public Works and Traffic Safety" Commission – not just a name change!

- A couple recommended changes (beyond the name)
 - Reduce meeting frequency from monthly to every other month
 - Add to its subject matter jurisdiction the provision of advice and recommendations to the City Council and Staff on the annual Capital Improvement Program (CIP)
- No. of Commissioners remains unchanged (5), and Duarte residency remains the sole membership requirement

16

Consolidate the separate Planning & Economic Development Commissions into a single, 5-member Commission

- Remains the City's state-mandated planning agency
- Add to its subject matter jurisdiction the provision of advice and recommendations to the City Council and Staff on economic development matters
- Eliminate or make optional the "special" requirements for Commission membership (currently mandatory on Economic Development Comm.)



17

Existing Commission Structure		Proposed Commission Structure	
Planning Commission		Planning and Economic Development Commission	
No. of Members:	5	No. of Members:	5
Meeting Frequency:	Monthly	Meeting Frequency:	Monthly
Membership requirements:	Duarte residency	Membership requirements:	5 Duarte residency*
			*May have 1 business owner or business operator, but Duarte residency still required
Economic Development Commission			
No. of Members:	7		
Meeting Frequency:	Every other month		
Membership requirements:	4 Duarte residency		
	2 Chamber-rcmnd business owner/op		
	1 business owner/op (nn Chmbr rec)		

18

A new Arts and Culture Ad Hoc Committee

- Proposal for this new Committee:
 - Would meet on an as-needed basis to address specific issues or projects as directed by the City Council
 - Would consist of five (5) members, appointed by the City Council for the specific issue/project, but those five members would be drawn from sitting Councilmembers and Commissioners – e.g.,
 - Two (2) sitting City Councilmembers; and
 - Three (3) sitting City Commissioners

19

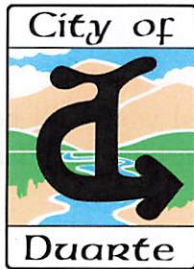
Last, but not least, hold an annual “Report on Commission Activities” workshop

- An annual forum bringing together the City Council and a representative from each of the five Commissions to report on Commission accomplishments over the previous year

20

It is recommended that the City Council discuss these proposals for restructuring City Commissions and provide direction to Staff





AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Professional Services Agreement with MIG, Inc. for environmental services for the Melcanyon Debris and Sediment Catchment Basin and a Jurisdictional Delineation and Report for California Department of Fish and Wildlife; Budget amendment

RECOMMENDATION: It is recommended that the City Council: 1) Authorize the City Manager to approve a Professional Services Agreement with MIG Inc., in the amount of \$84,300 for the preparation of appropriate environmental documents and a Jurisdictional Delineation and Report for California Department of Fish and Wildlife; and 2) Approve a General Fund budget amendment of \$84,300

FISCAL IMPACT: This project was not included in the FY 2022-23 budget and therefore requires a General Fund budget amendment of \$84,300

BACKGROUND

For the past several years, the Melcanyon area has been at risk of mudflow in the burn scar area above Melcanyon. In 2016, the area experienced the Fish Fire that burned a significant amount of the slope area. In the following rainy season the area experienced heavy mudflows. A portion of the area burned again in 2022 and risk of mudflow has returned. Without some type of debris flow protection, this cycle will continue.

After the 2016 Fish Fire, the City applied for a grant from Federal Emergency Management Agency (FEMA). While it took several years to work through the process, the City was informed earlier this year that the grant request was approved. The City will receive \$1,212,156 for the construction of a debris and sediment catchment basin. This amount is a portion of the final cost of the structure. The City is currently in the process of developing a bid set of plans for the structure with an associated cost estimate and has started the process of property acquisition.

The project was given environmental clearance under the National Environmental Policy Act (NEPA) by FEMA for a Categorical Exclusion. - MIG will be helping the City with the preparation and processing of an Initial Study and a Mitigated Negative Declaration for environmental clearance under the California Environmental Quality Act (CEQA). MIG will also assist by

developing a Jurisdictional Delineation and Report to determine if the proposed work will be within the boundaries of jurisdictional waterways and subject to California Department of Fish and Wildlife (CDFW) permitting.

DISCUSSION/ANALYSIS

MIG has completed several environmental review projects of the City and the work has always been completed promptly and professionally. The firm has experience working on projects that have a heavy focus on biological analysis and can be a great asset if CDFW permitting is needed. Although the Federal environmental process has been resolved, the grant requires the City to complete the CEQA process also.

It is anticipated that the work will be completed in approximately four months followed by a public notice period. This schedule assumes, however, that the City can obtain permission to access the property, since the City does not own the property in question. Staff and the City Attorney's office have also started the process of property acquisition and will be back to the City Council to report details when they are available. At this point, it appears that the eminent domain process will be necessary. The property appraisal is in process.

RECOMMENDATION

It is recommended that the City Council: 1) Authorize the City Manager to approve a Professional Services Agreement with MIG Inc., in the amount of \$84,300 for the preparation of appropriate environmental documents and a Jurisdictional Delineation and Report for California Department of Fish and Wildlife; and 2) Approve a General Fund budget amendment of \$84,300.

FISCAL IMPACT

This project was not included in the FY 2022-23 budget and therefore requires a General Fund budget amendment of \$84,300..

ATTACHMENTS

Professional Services Agreement
MIG Proposal

**CITY OF DUARTE
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and effective as of December 14, 2022 ("Effective Date"), by and between the **CITY OF DUARTE** ("City"), a California municipal corporation, and **MIG, Inc.** ("Consultant"). City and Consultant may sometimes herein be referred to individually as a "party" and collectively as the "parties." 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. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until **September 1, 2023** or until the tasks listed in the Scope of Work are completed, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the parties.

2. SERVICES AND PERFORMANCE

- A. In compliance with all terms and conditions of this Agreement, the Consultant shall provide **environmental services for the Melcanyon Debris and Sediment Catchment Basin and a Jurisdictional Delineation and Report**, which services may be referred to herein as the "services" or "work" and fully described in **Exhibit A** attached hereto.
- B. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein. The minimum standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality.
- C. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City's sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or in part the services required hereunder, or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) this Agreement.
- D. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.
- E. Consultant shall provide all services rendered hereunder in accordance with all

ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included, and this Agreement shall be read and enforced as though they were included.

3. MANAGEMENT

The City's **Community Development Director** shall represent City in all matters pursuant to the administration of this Agreement, review and approval of the services performed by Consultant, and the City Manager shall have the authority, subject to the limitations set forth in Section 4, to enlarge the Scope of Services or increase the compensation due to Consultant. Consultant's official representative in the administration of this Agreement shall be **Pamela Steele, Principal** who shall have the authority to make all decisions for Consultant and bind Consultant to the terms of this Agreement.

4. COMPENSATION

- A. City agrees to pay Consultant an amount not to exceed eighty four thousand three hundred dollars (\$84,300), based on the scope of services set forth in **Exhibit A**.
- B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given.
- C. Consultant shall be paid on a monthly basis and shall submit monthly invoices/reports to City, within ten (10) days following the end of each month, showing actual services performed. Consultant shall be paid on the next regular council warrant after all required paperwork is submitted. If the City disputes whether Consultant has earned its fee or any portion, City shall give written notice to Consultant within thirty (30) days of receipt of Consultant's monthly report stating the basis for such dispute.

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 not less than thirty (30) days' prior written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (a), Consultant shall submit a final report to the City pursuant to Section 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant 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 subparagraph (a), the City may first serve upon the Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. In the event that the Consultant fails to cure the default within the specified period of time, the City shall have the right to immediately terminate this Agreement pursuant to subparagraph (a). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (a) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

- B. Consultant 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 the City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy of such default.

6. RECORDS AND OWNERSHIP OF DOCUMENTS

- A. Consultant 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 services under this Agreement. Consultant shall 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. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts 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
- B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement ("work product") shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. Consultant shall provide such items to City promptly upon completion of the Agreement. City acknowledges that such work product is not intended or represented to be suitable for use unless completed by Consultant, or for use or reuse by City or others on extensions of the services or work under this Agreement, or for any other use or purpose, without written verification or adaptation by Consultant. Any such use or reuse, or any modification of the work product, without written verification, completion, or adaptation by Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to Consultant or to its officers, directors, members, partners, agents, employees, and consultants.

- C. Any information gained by Consultant in the performance of this Agreement shall be considered confidential and such information and the reports, records, documents and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly or to any other client of Consultant without the prior written approval of the City Manager.

7. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless City and any and all of its officials, employees and agents from and against any and all losses, liabilities damages, costs and expenses, including attorney's fees and costs, caused in whole or in part by the negligent or wrongful act, error of omission of Consultant, its officers, agents, employees or subconsultants in the performance of services under this agreement. Consultant's duty to indemnify and hold harmless City shall not extend to the City's sole or active negligence.

8. INSURANCE

Without limiting Consultant's indemnification obligations as set forth in this Agreement, the Consultant shall procure and maintain, at its sole cost and expense, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

- A. Commercial General Liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.
- B. Business Auto Coverage covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for owned, hired, non-owned, or rented vehicles in an amount not less than \$1,000,000 combined single limit per accident.
- C. Worker's Compensation providing statutory benefits as required by California law.
- D. Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate.
- E. All of the insurance policies required hereunder, except the worker's compensation insurance, shall comply with the following requirements:
 - (1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Bests rating of A- or better and a minimum financial size VII.

- (2) The policies shall be endorsed to name the City and its officers, officials, employees, agents, and volunteers as additional insureds.
 - (3) All of Consultant's insurance: (i) shall contain no special limitations on the scope of protection afforded to the additional insureds; (ii) shall be primary insurance and any insurance or self-insurance maintained by the additional insureds or any of them shall be in excess of the Consultant's insurance and shall not contribute with it; (iii) shall be "occurrence" rather than "claims made" insurance; (iv) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (v) shall prohibit Consultant from waiving the right of subrogation prior to a loss except for professional liability; and (vi) shall not contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured.
 - (4) The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change.
- F. Consultant shall renew the required coverage annually as long as City or its employees or agents face an exposure from the Consultant's operations pursuant to this Agreement. Termination of this obligation shall survive the termination or expiration of this Agreement and shall not be effective until City executes a written statement to that effect.
- G. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance evidencing the above insurance coverages and said Certificates of Insurance are reasonably approved by the City. Certificates are to reflect that the insurer will provide 30 days written notice to City of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, the Consultant shall, prior to the cancellation date, submit new evidence of insurance, in conformance with this Paragraph 8.
- H. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
- I. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right to monitor the handling of any such claim or claims if they are likely to involve City.

9. INDEPENDENT CONSULTANT

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

10. NO UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City shall receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.

11. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

12. COVENANT AGAINST DISCRIMINATION

Consultant 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, marital status, sexual orientation, national origin, or ancestry.

13. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer, official, employee, agent, representative, or volunteer of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City

or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

14. NOTICES

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

If to City: City of Duarte
 Attn: Craig Hensley, AICP
 1600 Huntington Drive
 Duarte, California 91010

If to Consultant: Pamela Steele, Principal
 MIG
 1650 Spruce Street, Suite 106
 Riverside, CA 92507

15. GOVERNING LAW; ATTORNEY'S FEES; LITIGATION MATTERS

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, 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. Notwithstanding anything in this Agreement to the contrary, in no event shall Consultant 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 all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Municipal and Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto 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 Consultant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

16. RIGHTS AND REMEDIES ARE CUMULATIVE; AND WAIVER

- A. Except with respect to rights and remedies expressly declared to be exclusive 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 shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.
- B. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

17. SEVERABILITY

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

18. INTERPRETATION; ENTIRE AGREEMENT

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 contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect.

19. EXECUTION OF CONTRACT

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.

20. EFFECTIVE DATE

The Effective Date of this Agreement shall be the date set next to the signature of the City Manager below, which date shall be inserted into the preamble of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Agreement as of the Effective Date.

CITY OF DUARTE

CONSULTANT

By _____
Daniel Jordan, City Manager

By _____
Pamela Steele, Principal

Its: _____

Date: _____

Date: _____

EXHIBIT “A”

SCOPE OF WORK

[SEE FOLLOWING PAGES]



PLANNING AND ENVIRONMENTAL SERVICES

November 11, 2022

Craig Hensley

Community Development Director
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Re: Proposal to Provide Environmental Services for the Mel Canyon Debris and Sediment Catchment Basin, City of Duarte, California

Dear Mr. Hensley:

We are pleased to submit this proposal to provide environmental services for the Mel Canyon Debris and Sediment Catchment Basin, located on approximately 2.5 acres generally north of the intersection of Mel Canyon Road and Brookridge Road in the foothill area of Duarte. The budget of **\$75,000** presented herein includes an administrative draft, public review, and final versions of an Initial Study and Mitigated Negative Declaration (IS/MND) and supporting technical studies. We are teaming with CRM TECH for this proposal, who will provide the Cultural and Paleontological technical studies.

I will be the principal-in-charge of this project and Bob Prasse, our Director of Environmental Services, will be the project manager. We will work closely with the City to ensure a thorough and efficient environmental review process. If you have any questions or need additional information, please contact Bob Prasse at 909-519-5871 or BPrasse@MIGcom.com, or me at 951-733-5240 or Pams@MIGcom.com. Thank you for the opportunity to assist in the preparation of environmental documentation for this project.

Regards,

Pamela Steele
Principal

Approved:

Signature

Name

Title

Date

SCOPE OF WORK

PROJECT UNDERSTANDING

The City has requested that MIG provide a proposal for environmental services, in accordance with the California Environmental Quality Act (CEQA), for the Mel Canyon Debris and Sediment Catchment Basin (project). The project has received a federal grant for its construction and has been given environmental clearance under the National Environmental Policy Act (NEPA) by the Federal Emergency Management Agency (FEMA) for a Categorical Exclusion. Through this proposal MIG will be helping the City with the preparation and processing of an IS/MND for environmental clearance under CEQA.

The proposed facility is located at the edge of residential development in the foothills of the San Gabriel Mountains. We anticipate that the key issues for this project will include potential impact on:

- Air quality and noise impacts on nearby homes and the Valley View Elementary School from project construction activities, primarily grading and soil removal from the site;
- Biological Resources, including potential impacts on sensitive habitat and species and possible impacts to waters of the U.S. and the state;
- Possible discovery of cultural, tribal cultural, and paleontological resources related to the substantial amount of excavation that will be involved with the project.

SCOPE OF WORK

Task 1 – Initiate Project, Data Collection

A project initiation/kick-off meeting (or video conference) will be held with City staff to review the scope of work concerning the project description, project tasks, objectives, and work products. This meeting will also be an opportunity to discuss key project issues and concerns and establish communication protocols. During or prior to this meeting, it is anticipated that all project documents will be provided to MIG.

Task 2 – Prepare Technical Studies

To thoroughly analyze potential project impacts for certain issues, technical studies will be prepared. These technical studies will be used to satisfy the requirements of CEQA, will address all CEQA-required assessments, and will be supported with references and appendices containing technical information. MIG will prepare one administrative draft of each technical study for review by the City before finalizing the reports for use in the CEQA evaluation of the project.

The findings and conclusions of each study will be used to support the preparation of the IS/MND (See Task 3, below).

Task 2A – Air Quality Construction /Health Risk Assessment

MIG will prepare an Air Quality and Health Risk Assessment that fully evaluates the proposed project's potential air quality impacts in accordance with Appendix G of the CEQA Guidelines. MIG will use the California Emissions Estimator Model (CalEEMod) or equivalent methodology to estimate the proposed project's construction emissions, including fugitive dust emissions. The

resulting emissions will be compared to regional CEQA significance thresholds maintained by the South Coast Air Quality Management District (SCAQMD). MIG will also compare the proposed project's estimated construction emissions against the SCAQMD's Localize Significance Thresholds (LSTs). The SCAQMD's LSTs help public agencies analyze the project-related effects of pollutants on sensitive receptors (which border the site to the south). The LST methodology takes into account factors such as existing ambient air quality in the project vicinity, the size of the project, and how far project emissions will occur from sensitive receptors.

The project is anticipated to involve substantial earthmoving activity to reach bedrock or other suitably stable material, will have its staging area on land adjacent to the Valley View Elementary School, and is located adjacent to residential sensitive receptors on Brookridge Road and Mel Canyon Road. Accordingly, MIG proposes to prepare a quantitative health risk assessment (HRA) that evaluates potential adverse health risk associated with diesel particulate matter (PM) emitted by construction equipment and distribution trucks (including haul trucks and vendor deliveries) at nearby sensitive receptor locations. MIG will use the U.S. EPA-approved and SCAQMD-recommended regulatory model, AERMOD, to predict exposure to concentrations of pollutants at sensitive receptor locations and quantify associated health risks. The project's potential health risks will be compared against SCAQMD carcinogenic and chronic risk thresholds. If necessary, MIG will identify best management practices or mitigation measures to address potential impacts associated with the project.

This task includes up to two CalEEMod runs (e.g., unmitigated project conditions and, if necessary, mitigated project conditions), and two AERMOD runs for the project to quantify adverse health risks at sensitive receptor locations from project construction and operation.

Task 2B – Greenhouse Gas Emissions (GHG)/Energy Study

MIG will prepare a clear and concise GHG/Energy Technical Study that fully evaluates the proposed project's potential GHG and energy impacts in accordance with Appendix G of the CEQA Guidelines. MIG will quantify the GHG emissions generated by the construction and operation of the proposed project using the same methodologies employed to prepare the project's Air Quality/Health Risk Assessment, and the resulting GHG emissions estimates will be compared to CEQA significance thresholds maintained by the SCAQMD. MIG anticipates that, due to the nature of the proposed project, the majority of GHG emissions would be associated with construction of the project and not its operational characteristics. Regarding energy resources, the analysis will include a brief environmental and regulatory setting discussion that places energy resources in the appropriate context and quantification of the project's potential energy consumption levels. The analysis will focus on whether the project would result in the wasteful, inefficient, or unnecessary consumption of energy resources, and document any energy-saving features and operating characteristics included in the project that result in the efficient use of available energy resources. MIG does not anticipate the proposed project will result in significant GHG or energy impacts.

This task includes two energy consumption spreadsheets for the project detailing on- and off-road vehicle fuel consumption estimates.

Task 2C – Noise and Vibration Technical Memorandum

MIG will prepare a clear and concise Noise and Vibration study that:

- Describes the existing noise and vibration environment in the project vicinity and applicable City regulations related to noise, including the City's General Plan Noise Element and Title 9, Public Peace and Safety, Chapter 9.68, Noise Regulations, of the City's Municipal Code.
- Quantifies potential construction and operational noise and vibration levels at sensitive residential and school locations near the project site.

Given the project's location near open space and away from typical urban noise sources, MIG will conduct long-term (up to 36 hours) noise monitoring at up to two locations and short-term monitoring (2 to 4 hours) at one location near the project site to adequately describe the existing noise environment in the project area and at sensitive receptor locations.

The noise analysis will identify typical construction equipment sound levels and quantify peak and typical construction activity noise levels. MIG anticipates that types of off-road equipment required for earth moving and other construction activities, in conjunction with the site's topography and proximity to sensitive receptor locations, would have the potential to result in elevated noise levels at sensitive receptor locations requiring mitigation to reduce the magnitude of the potential impact. Once operational MIG does not anticipate the proposed project would generate noise from a substantial number of sources aside from maintenance activities and other operations. MIG would qualitatively describe these operational noise sources in the context of the City's existing standards and regulations.

This task includes an evaluation of standard construction noise and vibration (i.e. blasting, or other unique construction noise and vibration activities that are not part of the project), on-site operational noise, and off-site traffic noise sources.

Task 2D – Cultural Resources (CRM TECH)

Based on archival aerial images, the property has been partly disturbed by adjacent park developments and road improvements. However, models of Native American use of the area in prehistoric times suggest that they would have used this area for resource procurement, possibly even camping in the area during their excursions to collect available resources. Given this information, and the location of the property, this task assumes that discoverable cultural resources may exist in the project area.

CRM TECH will accomplish the following subtasks to prepare the cultural resources study.

1. Digitize the project area boundary into our GIS mapping program and produce maps of it and the vicinity on historic-period and current maps and aerial images for use during the records search, prehistorical and historical background research, Native American scoping, field inspection, and for inclusion in the report.
2. Request a historical/archaeological resources records search using the California Historical Resources Inventory and other sources from the South Central Coastal Information Center (SCCIC) located on the campus of the California State University at

Fullerton; this will provide us with required information regarding previous cultural surveys and the types of cultural resources that have been recorded in the area.

3. Conduct general prehistorical and historical background research using ethnographic, archaeological, and historical literature as well as early maps to develop the prehistorical and historical context and for information about previous land uses and development trends within and around the project area.
4. Request a sacred lands record search from the Native American Heritage Commission; we will not contact the Tribes on the list supplied by the Commission since the City will be contacting them according to their AB 52 requirements.
5. Conduct a field survey of the project area following professional archaeological procedures appropriate to the setting, which would include, among other standard procedures, walking over the property along transects spaced 15 m or less apart when possible, taking overview photographs, and recording information regarding the vegetation, soils, land use, etc.
6. Field record any artifacts, features, sites, or structures greater than 45 years of age that merit recordation according to guidelines set forth by the California State Office of Historic Preservation; this will include taking written notes regarding the items, plotting their locations with a GPS, photographing the resources, and making scaled drawings, as appropriate.
7. Conduct site-specific historical studies, including archival research, interviews, and consultations, as warranted, to determine past land uses, owners, and the age of any historical features, and to explore for important historical events and associations connected to any features or the property.
8. Complete site records (using standard DPR forms) for any resources that merit formal recordation and submit them to the South Central Coastal Information Center, as required.
9. Prepare a report to document the methods and findings of subtasks 1-8, identifying all cultural resources within and near the project area, discussing their possible historical significance and integrity, and recommending subsequent courses of action regarding such resources for cultural resource compliance for the property.

Task 2E – Paleontological Resources (CRM TECH)

To comply with CEQA and City guidelines regarding paleontological assessments, CRM TECH proposes to complete the following subtasks.

1. Use the digitized project area boundary and produce maps of it and the vicinity on a geologic map for use during the paleontological research and field inspection, and for inclusion in the report.
2. Initiate/Request a paleontological resources records search at the Natural History Museum of Los Angeles County, Los Angeles.
3. Review pertinent paleontological literature and geological maps for information regarding geological formations and paleontological resources in the project area and vicinity.

4. Conduct a field survey of the project area following standard professional paleontological procedures; surface soils and current conditions, including any previous impacts, will be noted and representative photographs will be taken during that time (no charge if conducted at the same time as the archaeological survey).
5. Prepare a report to document the methods and findings of subtasks 1-4, identifying any potential fossil-bearing soils (and paleontological resources) within the project area, assessing the possibility of impacting paleontological resources during project construction, and recommending subsequent courses of action for paleontological resource compliance for the project area.

Task 2F – General Biological Resources Assessment

Due to the location of the project near known occurrences of sensitive resources, a General Biological Resources Assessment is anticipated to be required by agencies to ensure compliance with CEQA and ESA requirements.

Prior to conducting a site visit, MIG biologists will review available background information pertaining to environmental resources in the vicinity of the project site to document potential sensitive habitats or special-status species that may occur there. Information that will be reviewed includes, but is not limited to, the following:

- U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) online system for federally listed, proposed, or candidate species that may occur on or near the Project Site;
- USFWS Critical Habitat for threatened and endangered species;
- California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDDB) list of listed, proposed, candidate or sensitive species that may occur within a 9-quad search centered on the Project Site;
- USFWS National Wetland Inventory database;
- California Native Plant Society (CNPS) database;
- U.S. Department of Agriculture Natural Resources Conservation Service Soil Survey;
- Federal Emergency Management Agency floodplain data;
- Local planning documents; and
- Any previous biological studies prepared in the vicinity of the Project Site and/or surrounding sites.

Following the review of existing biological data and regulatory information, MIG will conduct a field survey on the project site to confirm the presence or absence of habitat and the potential for special-status species identified in the desktop analysis, and to also identify any other sensitive biological resources that may be subject to local, state or federal regulations. The project site will be assessed using standard survey techniques, including line transects and spot checking, for potential habitat for special-status species. The field survey will serve to document and map existing plant communities and wildlife habitat within the project site and the potential for occurrence of special-status species and regulated biological resources.

Plant communities and other potentially sensitive biological resources may be mapped using Global Positioning Satellite (GPS) or digitized from field maps into ArcGIS. Plant and animal species observed on-site during the survey will be recorded, and representative site photographs will be taken during the survey. The field survey will also serve to verify the limits of natural resource mapping and information associated with background document/database review.

Following the review of existing information and the field survey, MIG will prepare a General Biological Resources Assessment Report that documents the potential for sensitive biological resources to occur on the Project Site. The report will identify all biotic resources located on the site and those on adjacent parcels that could be impacted by the proposed development and, if necessary, will also identify mitigation measures designed to reduce or eliminate impacts to the identified resources.

Task 3 – Prepare Administrative Draft IS/MND

MIG will use the CEQA Guidelines Appendix G Standard Environmental Checklist or the City's version of the checklist, for the Initial Study analysis of the project. MIG will provide thorough and comprehensive answers to each IS checklist question which will be supported by tables, figures, maps, and graphics as appropriate with source information referenced. The IS/MND document will include the following components supported by the technical studies described in Task 2.

Introduction

MIG will describe the purpose and organization of the IS/MND, and the need for the IS according to CEQA Guidelines. The intent is to provide the CEQA Lead Agency (the City of Duarte) and the public with detailed information about the project's environmental effects and any measures required to mitigate potentially significant impacts.

Existing Conditions and Project Description

The existing physical conditions on the site and in areas surrounding the site will be described to establish baseline conditions for the project. The project description will then be compared to the existing conditions and serve as the basis for all subsequent analyses of environmental impacts and, thus, is an essential component of the environmental document. MIG will formulate an accurate and well-defined project description containing a comprehensive description of all aspects of the project, including activities and processes that will occur on the site, as well as any off-site improvements necessary to implement the project. The project description will also list the required permits needed to implement the project.

CEQA Checklist Issue Areas

MIG will describe physical changes to the environment that could result from the construction and operation of the project by addressing the 80+ questions within the 20 issue areas in the Initial Study Environmental Checklist. MIG will use the IS checklist questions, project plans, relevant Thresholds of Significance, and City of Duarte policies to determine significant impacts. Mitigation measures and/or avoidance and minimization measures will be recommended to reduce potentially significant impacts to less than significant levels, as necessary.

Task 4 – Public Draft IS/MND

Following receipt of City comments (combined in a single comment document) on the Administrative Draft IS/MND, MIG will prepare a draft screen check document that addresses the comments. MIG will then submit the screen check draft for final review and comment. Upon approval of the screen check document, MIG will prepare a Public Draft IS/MND as well as the CEQA Notice of Intent (NOI) to adopt a Mitigated Negative Declaration. MIG will be responsible

for notice distribution and filing with the Los Angeles County Clerk. This task assumes that the City will be responsible for ads published in the local newspaper and any physical on-site posting that may be required by City regulations.

Task 5 – Final Documents: Response to Comments, MMRP, and Required Notices

Following the conclusion of the CEQA public review period of the Public Draft IS/MND, MIG will, if needed, assist the City in responding to any written comments received, including the preparation of written responses, if necessary.

MIG will also prepare the Mitigation, Monitoring, and Reporting Program (MMRP) for all mitigation measures adopted to ensure they are implemented as intended by the IS/MND. MIG will prepare an MMRP pursuant to Section 15097 of the State CEQA Guidelines that will be a table of all the mitigation measures included in the IS/MND. The City of Duarte will use the table to track the implementation and monitoring of the mitigation measures. For each measure, the responsibility for ensuring proper implementation will be identified along with the timing and method of verification.

Immediately following the City's approval of the project and adoption of the IS/MND, MIG will provide a draft Notice of Determination (NOD) to the City. Following their approval of the NOD, MIG will file it with the Los Angeles County Clerk's Office within five working days of project approval. At the time of the filing, fees will need to be provided by the applicant under the State of California Fish and Game Code Section 713. This fee is not included in our proposal.

Task 6 – Meetings and Hearings

This task assumes MIG's participation in one internal meeting with the City and attendance at one public hearing for the adoption of the IS/MND. The meetings will be attended by lead MIG environmental staff. The budget for this task does not include the project kick-off meeting which is covered under Task 1.

Task 7 – Project Management

MIG recognizes that frequent, immediate, and clear communication with the project team is essential to keep the environmental review phase of the project on track. MIG has allocated budget for communication and coordination with the City and other project team members to ensure we can communicate clearly and effectively. Additionally, this budget covers contractual matters, case administration, and our quality control review process.

Optional Task 8 – Jurisdictional Delineation and Report

The NEPA findings state that there are no jurisdictional waters present in the project area; however, there are watermarks visible on aerial photographs that indicate that there is a high likelihood that an ephemeral drainage is present that has water flows during storm events. Due to this, it is anticipated that a jurisdictional delineation will be required for this project to delimit the boundaries of potentially jurisdictional waterways within the project area to avoid or obtain agency permits for legal compliance. It is anticipated that, at a minimum, this waterway will be subject to California Department of Fish and Wildlife (CDFW) jurisdiction. For this task MIG biologists will conduct a field survey to locate and a report to document the boundaries of wetlands and waters of the US and State subject to the jurisdiction of the United States Army Corps of Engineers (USACE), CDFW, and the Regional Water Quality Control Board (RWQCB).

BUDGET

The base cost to prepare the technical studies and IS/MND is estimated to be **\$75,000** based on time and materials. Expenses will be billed at cost plus ten percent. Invoicing will occur monthly based on time and materials. Payments are due and payable within 30 days of receipt of invoice to MIG, 800 Hearst Avenue Berkeley, CA 94710. As the project progresses, if there is a change in scope or additional time and efforts are needed, an amendment to the budget will be requested before proceeding. A summary of the budget, with amounts estimated for each task, is provided below. Our budget is based on a total not-to-exceed budget for all listed tasks and allows for a shift of funds among tasks, provided the overall budget amount is not exceeded.

Task	Cost	
1. Initiate Project, Data Collection	\$3,600	
2. Prepare Technical Studies	\$40,800	
2A Air Quality/HRA	\$9,400	
2B Greenhouse Gas Emissions/Energy	\$3,900	
2C Noise and Vibration	\$6,700	
2D Cultural Resources	\$8,750	
2E Paleontological Resources	\$3,650	
2F General Biological Resources Assessment	\$8,400	
3. Prepare Administrative Draft IS/MND	\$14,900	
4. Prepare Public Draft IS/MND	\$3,800	
5. Prepare Final Documents - MMRP, RTC, NOD	\$5,000	
6. Meetings and Hearings	\$2,300	
7. Project Management	\$3,600	
Labor Cost Subtotal	<u>\$74,000</u>	
Expenses	\$1,000	
TOTAL (labor + expenses)	<u>\$75,000</u>	
8. (Optional) Jurisdictional Delineation and Report	\$9,300	
TOTAL WITH OPTIONAL TASK	<u>\$84,300</u>	

SCHEDULE

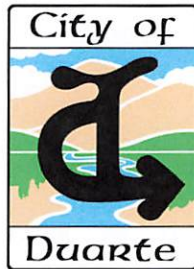
MITIGATED NEGATIVE DECLARATION SCHEDULE

Based on our scope of work, we anticipate that all the technical studies, except the Cultural and Paleontological Studies, will take approximately eight weeks total to complete. The workload at the South Central Coastal Information Center and the Native American Heritage Commission has resulted in recent records searches taking 2 months or more: therefore, completion of the Cultural and Paleontological studies may take 3-4 months to complete. In order to expedite the overall project, MIG proposes that these studies and the Cultural and Tribal Cultural Resources sections of IS/MND be provided once completed, as they may not be ready in time to include in the Administrative Draft IS/MND.

The Administrative Draft IS/MND will be completed within two weeks of completion of the technical studies (except cultural sections). We estimate that it will take another five weeks to complete the final Public Draft IS/MND, including an estimated three-week review time for the City, and two weeks for MIG to make final revisions based on the City's review. A preliminary schedule is provided below.

Activities	Weeks	Cumulative Weeks
Tech. Studies Completed*	8	8
Administrative Draft IS/MND Completed	10	10
Public Draft IS/MND Completed	5	15
30-Day Public Review	3	15-19
Begin Public Hearings		TBD

**Except Cultural and Paleontological Studies: see discussion in preceding narrative.*



AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Notice of Completion: Fiscal Year 2021-22 Citywide Asphalt Repair Project for ONYX Paving Company, Inc.

RECOMMENDATION: It is recommended that the City Council accept the project as complete in the amount of \$93,170.

FISCAL IMPACT: The Fiscal Year 2021-22 Citywide Asphalt Repair Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Gas Tax allocations from the State of California. City Council approved the contract for \$95,000, and the final project cost is \$93,170.

BACKGROUND

On May 10, 2022, City Council awarded the contract for Fiscal Year 2021-22 Citywide Asphalt Repair Project to ONYX Paving Company, Inc. On August 15, 2022 the contractor began construction of the removal and replacement of the localized pavement failures.

The project included street repairs at the following locations:

- Intersections at:
 - Kellwill Way/Earlington Ave
 - Evergreen St/Duncannon Ave
 - Las Lomas Rd/Conata St
 - Las Lomas Rd/Markwood St
 - Mt Olive Dr/Bloomdale St
 - Bashor St/Livermont Ln
 - Maynard Dr/Crestfield Dr
 - Central Ave/Bradbourne Ave
- Segments along

- Hurlock Ave
- Evergreen
- Huntington Dr
- Royal Oaks

FISCAL IMPACT

The Fiscal Year 2021-22 Citywide Asphalt Repair Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Gas Tax allocations from the State of California. City Council approved the contract for \$95,000, and the final project cost is \$93,170..

RECOMMENDATION

It is recommended that the City Council accept the project as complete in the amount of \$93,170.

ATTACHMENTS

Attachment A. Before and After Photos
Attachment B. Notice of Completion

ATTACHMENT “A”

BEFORE



AFTER



ATTACHMENT “B”

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 Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Monday, August 8, 2022**
6. The work of improvement completed is described as follows: **FY 2021-22 Citywide Asphalt Repair Project**
7. The name of the original contractor, if any, for such work of improvement is: **ONYX Paving Company Inc.**
8. The street address of said property is: **Intersections at Kellwill Way/Earlinton Ave, Evergreen St/Duncannon Ave, Las Lomas Rd/Conata St, Las Lomas Rd/Markwood St, Mt Olive Dr/Bloomdale St, Bashor St/Livermont Ln, Maynard Dr/Crestfield Dr, Central Ave/Bradbourne Ave; segments along Hurlock Ave, Evergreen, Huntington Dr and Royal Oaks.**
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: **The scope of the work includes cold milling of asphalt concrete and resurfacing localized pavement repairs.**

CITY OF DUARTE

December 13, 2022

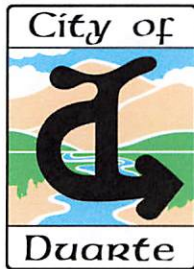
Signature of Owner or agent: **Daniel Jordan, City Manager**

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I am the **City Manager 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.

December 13, 2022 at Duarte, California

Daniel Jordan, City Manager



AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Notice of Completion: Fiscal Year 2021-22 Citywide Striping and Marking Project for WGJ Enterprises, Inc.

RECOMMENDATION: It is recommended that the City Council accept the project as complete in the amount of \$46,052.75.

FISCAL IMPACT: The Fiscal Year 2021-22 Citywide Striping and Marking Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Gas Tax allocations from the State of California. City Council approved the contract for \$48,335.39, and the final project cost is \$46,052.75.

BACKGROUND

On May 24, 2022, City Council awarded the contract for Fiscal Year 2021-22 Citywide Striping and Marking Project to WGJ Enterprises, Inc. dba PCI. On August 8, 2022 the contractor began the removal of faded and outdated striping and installation of new compliant striping and marking.

The project consisted in red painted cubs, centerline striping, stop bars including limit lines, crosswalks and directional arrows at the following locations:

Highland Ave / Fasana Rd	Duncannon Ave / Central Ave
Elmhurst Ave / Maynard Ave	Westvale Rd / Sunnydale Dr
Westvale Rd / Willowglen Ln	Oakhaven Dr/ Livermont Ln
Bashor St / Livermont Ln	Gardi St/ Las Lomas Rd
Bernwood St / Las Lomas Rd	Conata St / Las Lomas Rd
Sunnydale Dr / Las Lomas Rd	Conata St / Vineyard Ave
Bradbourne Ave / Central Ave	Elmhurst Ave / Central Ave

Random Ln / Central Ave

Crestfield Dr / Central Ave

Bloomdale St/ Crestfield Dr

Maynard Ave / Crestfield Dr

FISCAL IMPACT

The Fiscal Year 2021-22 Citywide Striping and Marking Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Gas Tax allocations from the State of California. City Council approved the contract for \$48,335.39, and the final project cost is \$46,052.75.

RECOMMENDATION

It is recommended that the City Council accept the project as complete in the amount of \$46,052.75.

ATTACHMENTS

Attachment A. Before and After Photos

Attachment B. Notice of Completion

ATTACHMENT “A”

BEFORE



AFTER



ATTACHMENT “B”

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 Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Wednesday, September, 2022**
6. The work of improvement completed is described as follows: **FY 2021-22 Citywide Asphalt Striping and Marking Project**
7. The name of the original contractor, if any, for such work of improvement is: **WGJ Enterprises, Inc. dba PCI**
8. The street address of said property is: **Intersections at Duncannon Ave/Central Ave, Elmhurst Ave/Maynard Ave, Westvale Rd/Sunnydale Dr, Bashor St/Livermont Ln, Conata St/ Vineyard Ave, Highland Ave/Fasana Rd; from Duncannon Ave to Crestfield Dr; and parking lot at Royal Oaks Park.**
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: **The scope of the work includes curb painting, application of thermoplastic striping, markings, crosswalks, and legends.**

CITY OF DUARTE

December 13, 2022

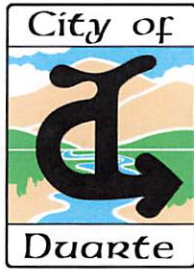
Signature of Owner or agent: **Daniel Jordan, City Manager**

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I am the **City Manager 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.

December 13, 2022 at Duarte, California

Daniel Jordan, City Manager



AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Marvin Carpio, Assistant Civil Engineer

SUBJECT: Notice of Completion for the Fiscal Year 2021-22 Citywide Concrete Repair Project for DASH Construction Company, Inc.

RECOMMENDATION: It is recommended that the City Council accept the project as complete in the amount of \$89,958.25.

FISCAL IMPACT: The Fiscal Year 2021-22 Concrete Repair Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Measured R. City Council approved the contract for \$102,055 (this amount included 10% contingency), and the final project cost is \$89,958.25

BACKGROUND

On December 14, 2021, City Council awarded the contract for Fiscal Year 2021-22 Citywide Concrete Repair Project to DASH Construction Company Inc. The project scope included removal and replacement of damaged or broken and off-grade concrete sidewalks, curb, gutters, driveway approaches, and curb ramps.

The following locations were included in this project:

Huntington Dr	Portola Dr
Newington St	Cabrillo Dr
Park Rose Ave	Cotter Ave
Hurstview St	Junipero Dr
Kellwill Way	Third St
Fish Canyon Rd	Vineyard Ave
Starcrest Dr	Highland Ave
Broach Ave	Opal Canyon Rd
Royal Oaks Dr	Las Lomas Rd
Hacienda Dr	Mountaincrest Rd

Also included in this project were the concrete crosswalks for the Donald & Bernice Watson Recreation Trail where it intersects with Royal Oaks North on the east and west end.

FISCAL IMPACT

The Fiscal Year 2021-22 Concrete Repair Project was included in the FY 2021-22 Capital Improvement Program Budget and funded by Measured R. City Council approved the contract for \$102,055 (this amount included 10% contingency), and the final project cost is \$89,958.25.

RECOMMENDATION

It is recommended that the City Council accept the project as complete in the amount of \$89,958.25.

ATTACHMENTS

Attachment A. Before and After Photos

Attachment B. Notice of Completion

ATTACHMENT “A”

BEFORE



AFTER



ATTACHMENT “B”

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

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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 Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Wednesday, September, 2022**
6. The work of improvement completed is described as follows: **FY 2021-22 Citywide Concrete Repair Project**
7. The name of the original contractor, if any, for such work of improvement is: **DASH Construction Company, Inc.**
8. The street address of said property is: **Sections on Huntington Dr, Newington St, Park Rose Ave, Hurstview St, Kellwil Way, Fish Canyon Rd, Starcrest Dr, Royal Oaks Dr, Portola Dr, Cabrillo Dr, Cotter Ave, Junipero Dr, Third St, Highland Ave, Vineyard Ave, Las Lomas Rd, Mountaincrest Rd, Hacienda Dr, Broach Ave and Opal Canyon Rd.**
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: **The project scope included removal and replacement of damaged or broken and off-grade concrete sidewalks, curb, gutters, driveway approaches, curb ramps, and concrete crosswalks for the Donald & Bernice Watson Recreation Trail where it intersects with Royal Oaks North on the east and west end.**

CITY OF DUARTE

December 13., 2022

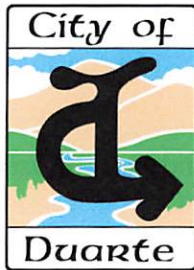
Signature of Owner or agent: **Daniel Jordan, City Manager**

VERIFICATION

I, the undersigned, declare under penalty of perjury under the laws of the State of California, that I am the **City Manager 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.

December 13, 2022 at Duarte, California

Daniel Jordan, City Manager



AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Stephanie Sandoval, Public Works Manager

SUBJECT: Notice of Completion: Duarte Road Sidewalk and Pedestrian Lighting Improvement Project for TOWO Enterprise, Inc.

RECOMMENDATION: It is recommended that the City Council accept the Duarte Road Sidewalk and Pedestrian Lighting Improvement Project

FISCAL IMPACT: The final cost of the project is \$492,279.47 from In-Lieu Funds and Measure M Grant Funds

BACKGROUND

In May 25, 2021, City Council awarded the contract for the construction of Duarte Road Sidewalk and Pedestrian Lighting Improvement Project to Towo Enterprise, Inc. This project is part of the Gold Line Station Pedestrian Access and Bicyclist Safety Improvements, Phase II which also includes the the Highland Promenade Project.

The project completed the relocation of existing streetlights, installation of 22 new pedestrian lights and improvements of 130,000 square feet of sidewalk located along the south side of Duarte Road between Highland Avenue and Cinco Robles Drive.

In 2020, \$234,300 of in-lieu fees were collected from the City of Hope. The fees were to contribute towards the completion of the sidewalk and pedestrian lighting improvements along the frontage of the property on Duarte Road as part of the City's Conditions of Approval for the New Hope Village Hotel and the new parking structure. Also, in July 2021, \$648,342 of Measure M Grant funds became available for the Gold Line Station Pedestrian Access and Bicyclist Safety Improvements, Phase II.

At the time of award, the project cost was \$466,672.54 and Gas Tax and In-Lieu Funds were budgeted in this amount. However, this project qualified for the use of Measure M Grant funds, so Gas Tax was not used. There was a total of five (5) change orders due to unforeseen field

conditions which increased the total cost of the project by \$25,606.93. In-Lieu Funds will be used for this portion of the project costs. The final total cost of the project is \$492,279.47.

FISCAL IMPACT

The final cost of the project is \$492,279.47 from In-Lieu Funds and Measure M Grant Funds.

RECOMMENDATION

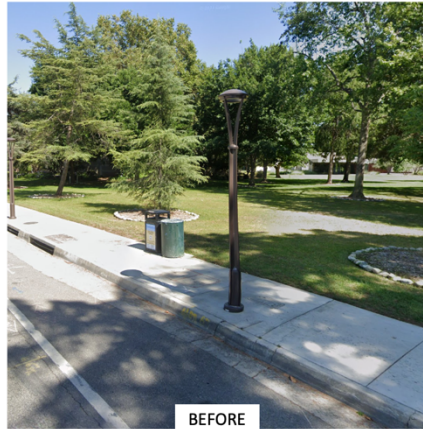
It is recommended that the City Council accept the Duarte Road Sidewalk and Pedestrian Lighting Improvement Project.

ATTACHMENTS

Attachment A. Before and After Photos

Attachment B. Notice of Completion

ATTACHMENT “A”



ATTACHMENT “B”

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 Interest.**
5. A work of improvement on the property hereinafter described was COMPLETED on **Monday, June 13, 2022**
6. The work of improvement completed is described as follows: **Sidewalk and Pedestrian Lighting Improvement Project**
7. The name of the original contractor, if any, for such work of improvement is: **TOWO Enterprise, Inc.**
8. The street address of said property is: **Along the south side of Duarte Road between Highland Avenue and Cinco Robles Drive.**
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: **The project consists of the relocation of existing streetlights, installation of new pedestrian lighting and improvements of existing sidewalk. 130,000 square feet of sidewalk, 220 linear feet of curb, and the installation of 22 new pedestrian lights were completed in this project.**

CITY OF DUARTE

December 13., 2022

Signature of Owner or agent: **Daniel Jordan, 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 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.

December 13, 2022 at Duarte, California

Daniel Jordan, City Manager



MEMORANDUM

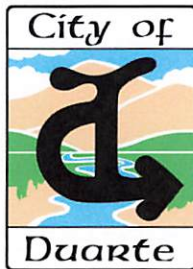
TO: Mayor and Councilmembers
FROM: Annette Juarez, City Clerk
DATE: December 8, 2022
SUBJECT: **APPROVAL OF CITY COUNCIL CONFERENCE ATTENDANCE**

1. Councilmember Vinh Truong
League of California Cities
New Mayors and Council Members Academy
February 1-3, 2023

<u>Registration:</u>	<u>\$625.00</u>
Total:	\$625.00

2. Councilmember Tera Martin Del Campo
League of California Cities
New Mayors and Council Members Academy
February 1-3, 2023

<u>Registration:</u>	<u>\$625.00</u>
Total:	\$625.00



Agenda Item: 9A

CM Review: 

Fiscal Review: _____

AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

BY: Salina Bautista, Building Permit Technician

SUBJECT: Municipal Code Amendment 22-04
Ordinance to Adopt 2022 California Building Codes by Amending Chapter 16.04 of the Duarte Municipal Code

RECOMMENDATION: It is recommended that City Council: 1) Introduce Ordinance No. 914, 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 March 2020, the City Council adopted Ordinance 20-O-01, 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 2019 CBC. The 2022 CBC goes into effect on January 1, 2023 and should be adopted by the City. Proposed Ordinance 914 is attached and provides for the adoption of the new Codes.

DISCUSSION/ANALYSIS

For this proposed Code update, changes include: adopting reference to the 2022, rather than 2019 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 2022 CBC will take effect on January 1, 2023; the statewide effective date established by the California Building Standards Commission. All plans submitted for plan check prior to December 31, 2022 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 2022 CBC. As a courtesy, the City will plan check plans submitted prior to December 31 under the 2022 CBC at the applicant's request.

RECOMMENDATION

It is recommended that City Council introduce Ordinance No. 914, which includes a comprehensive revision and select amendments to Chapter 16.04, reflecting updates to the California Building Codes.

FISCAL IMPACT

None.

EXHIBITS

- A. Ordinance No. 914
- B. Proposed additions and deletions in bold/strikeout

ORDINANCE NO. 914

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, 2023 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 22-04 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 2022 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 edition of the California Electrical Code.
 - (3) The 2022 edition of the California Plumbing Code with Appendix H.
 - (4) The 2022 edition of the California Mechanical Code.
 - (5) The 2022 edition of the California Residential Code with Appendices
 - (6) The 2022 edition of the California Green Building Standards Code.

- (7) The 2022 edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading.
 - (8) The 2022 edition of the California Energy Code
 - (9) The 2022 edition of the California Reference Standard Code
 - (10) The 2022 edition of the California Administrative Code.
 - (11) The 2022 edition of the California Existing Building Code.
 - (12) The 2021 edition of the International Property Maintenance Code with Appendix H
 - (13) The 2022 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 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 16.04.180 (“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, 2022 EDITION. The 2022 Edition of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), based on the 2021 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 of the 2022 Edition of the California Plumbing Code is hereby amended to read as follows:

Copper 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. 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, 2022 EDITION. The 2022 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.

- D. 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, 2022 EDITION. The 2022 Edition of the California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), based on the 2020 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 of the California Electrical Code is being amended to read as follows:

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.

- E. 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, 2022 EDITION. The 2022 Edition of the California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), based on the 2021 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."

- F. Chapter 16.04.220 ("International Property Maintenance Code") of the Duarte Municipal Code is amended as follows:

16.04.210 International Property Maintenance Code.

ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 EDITION. The 2021 Edition of the International Property Maintenance Code is hereby adopted by reference. A copy of the international property maintenance code as adopted is on file in the office of community development and is open for public inspection."

- G. 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, 2022 EDITION. The 2022 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."

- H. 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, 2022 EDITION. The 2022 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."

- I. Chapter 16.04.250 ("California Historical Building Code") of the Duarte Municipal Code is hereby deleted in its entirety.

- J. Chapter 16.04.260 ("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, 2022 EDITION. The 2022 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__.

Margaret Finlay
Mayor

APPROVED AS TO FORM:

Thai Viet Phan
City Attorney

ATTEST:

Annette Juarez
City Clerk

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

I, Annette Juarez, 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. 914 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the ____ day of _____, 202_, by the following vote:

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

Annette Juarez
City Clerk

Chapter 16.04 - BUILDING LAWS

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 ~~2019~~ **2022** 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 ~~2019~~-**2022** edition of the California Electrical Code.
 - (3) The ~~2019~~-**2022** edition of the California Plumbing Code with Appendix H.
 - (4) The ~~2019~~-**2022** edition of the California Mechanical Code.
 - (5) The ~~2019~~-**2022** edition of the California Residential Code with Appendices
 - (6) The ~~2019~~-**2022** edition of the California Green Building Standards Code.
 - (7) The ~~2019~~-**2022** edition of the California Building Code, Appendix J as amended by Los Angeles County related to grading
 - (8) The ~~2019~~-**2022** edition of the California Energy Code
 - (9) The ~~2019~~-**2022** edition of the California Reference Standard Code
 - (10) The ~~2019~~-**2022** edition of the California Administrative Code.
 - (11) The ~~2019~~-**2022** edition of the California Existing Building Code.
 - (12) The ~~2019~~**2021** edition of the International Property Maintenance Code with Appendix H
 - (13) ~~The 2019 edition of the Uniform Code for Solar Energy Installations with Appendices.~~
 - (14) The **2022** 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 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.**

16.04.180 California Plumbing Code.

- (a) ADOPTION OF THE CALIFORNIA PLUMBING CODE, 2022 EDITION. The 2022 Edition of the California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations), based on the 2021 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 of the 2022 Edition of the California Plumbing Code is hereby amended to read as follows:

Copper 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.

16.04.190 California Residential Code.

- (a) ADOPTION OF THE CALIFORNIA RESIDENTIAL CODE, 2022 EDITION. The 2022 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.

16.04.200 California Electrical Code.

- (a) ADOPTION OF THE CALIFORNIA ELECTRICAL CODE, 2022 EDITION. The 2022 Edition of the California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), based on the 2022 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 of the California Electrical Code is being amended to read as follows:

- (1) 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.

16.04.210 California Mechanical Code

ADOPTION OF THE CALIFORNIA MECHANICAL CODE, 2022 EDITION. The 2022 Edition of the California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), based on the 2021 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.”

16.04.220 International Property Maintenance Code

ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 EDITION. The 2021 Edition of the International Property Maintenance Code is hereby adopted by reference. A copy of the international property maintenance code as adopted is on file in the office of community development and is open for public inspection.”

16.04.170 California Energy Code

ADOPTION OF THE CALIFORNIA ENERGY CODE, 2022 EDITION. The 2022 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.”

16.04.240 California Historical Building Code

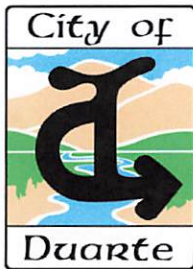
ADOPTION OF THE CALIFORNIA HISTORICAL BUILDING CODE, 2022 EDITION. The 2022 Edition of the California Historical Building Code (Part 8 of Title 24 of the California Code of Regulations), as published by the International Code Council, is hereby adopted by reference. A copy of the historical building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

~~SECTION 16.04.250~~

~~16.04.250 is deleted in its entirety~~

16.04.250 California Existing Building Code

ADOPTION OF THE CALIFORNIA EXISTING BUILDING CODE, 2022 EDITION. The 2022 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.”



AGENDA REPORT

MEETING DATE: December 13, 2022

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Victoria Rocha, Assistant to the City Manager

SUBJECT: Burrtec Waste Services 2021 Annual Performance Review and 2023 Rate Review

RECOMMENDATION: Staff recommends that City Council approve both the Burrtec Waste Services 2021 Annual Performance Review and Amendment No. 14 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, 2023.

FISCAL IMPACT: If approved, the proposed rate increases would be put into effect January 1, 2023, resulting in an overall increase in City franchise fee revenue for both residential and commercial services.

EXECUTIVE SUMMARY

Each year, City staff evaluate the prior-year performance of Burrtec Waste Services (Burrtec) and review Burrtec’s request for a rate adjustment. If the City Council approves the performance evaluation and rates, Burrtec's 10-year contract is extended for an additional year and waste rates go into effect January 1st of the next year.

After evaluation, Staff finds that Burrtec’s 2021 performance complies with the current “Municipal Solid Waste, Recyclables and Green Waste Services Agreement Between the City of Duarte and Burrtec Waste Services” (Agreement).

For the 2023 rates analysis, Staff worked with the City’s SB 1383 implementation consultant, R3, to review the cost data and the rate increase information submitted by Burrtec. With R3’s assistance, 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 due to SB 1383. The rate adjustments being proposed consist of the following:

- Service CPI of 6.86 percent
- Fuel Index: Compressed Natural Gas at 9.39 percent
- City fees (no change)

- Disposal and processing components (per ton)
 - Trash: 11.83 percent increase
 - Green waste: 34.12 percent increase
 - Recyclables: 81.42 percent decrease
 - Food waste: 39.84 percent increase
- SB 1383 Administrative Fee
- Introduction of Multi-Family Food Waste program element (commercial rates only)

Given the rising costs outside of their control, particularly in relation to green waste, staff believe that Burrtec's request for an 8.59 percent increase, effective January 1, 2023, is justified.

A refuse survey conducted in November 2022 shows that the City of Duarte's refuse rates are among the lowest one-third of cities surveyed in the San Gabriel Valley, even with the proposed rate increase.

City staff is recommending that the City Council approve Burrtec's 2021 performance of services, 2023 rate request, and Agreement Amendment No. 14 which would extend the contract period to December 31, 2032, and put into effect new waste rates as of January 1, 2023.

PERFORMANCE REVIEW BACKGROUND

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, 2031. 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, 2032, if City Council approves to accept the 2021 Annual Performance Review.

The Public Services Commission received a presentation on the performance review at a Special Meeting held on November 30, 2022. They did not have any concerns or feedback regarding the performance review.

PERFORMANCE REVIEW DISCUSSION/ANALYSIS

The 2021 Burrtec Waste Services Annual Performance Review is an approximately 81-page document detailing 12 performance elements including exhibits and findings. It focuses on the period of January 1, 2021, through December 31, 2021. 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
- Mandatory commercial and multi-family recycling
- Mandatory commercial organics Assembly Bill 1826 (“AB 1826”)

Burrtec Waste Services met expectations in 2021 for all performance standards. A few highlights include:

- fulfilling 1,834 bulky item/e-waste collection requests equating to 260.27 tons of bulky items/e-waste materials;
- collecting 147 pounds of sharps from residential customers;
- partnering on community clean-up events on May 15th (41.36 tons collected) and November 13th (22.91 tons collected);
- hosted multiple educational seminars on the requirements of Senate Bill 1383 including for Chamber of Commerce members and at Westminster Gardens; and
- continued to provide essential solid waste services in the midst of a global pandemic

Typically, Burrtec also sponsors several City events throughout the year. Due to the COVID-19 pandemic, there were limited community events in which Burrtec could participate.

In 2021, there was also a 21 percent increase in seniors aged 62 and up taking advantage of the discounted senior citizen rate for their trash services.

Assembly Bill 341 - Mandatory Commercial/Multi-family Recycling (AB 341) Compliance: Mandatory Commercial Recycling compliance of commercial and multi-family unit accounts was about 86 percent in 2021 which was up from 2020 but has not met the mandated participation by the State. CalRecycle placed the City of Duarte on an Informal Mandatory Commercial Recycling Compliance Plan in October 2020 to increase required participation. The plan required the adoption of a mandatory commercial solid waste recycling ordinance which the Duarte City Council adopted in July 2021.

Although not a part of Burrtec’s 2021 Annual Review, it should be noted that the City of Duarte was placed on a formal plan by CalRecycle in March 2022. Through the work of the City Manager’s Office, Department of Public Safety, and Burrtec, the City obtained 100 percent AB 341 compliance by May 2022.

Assembly Bill 1826 - Mandatory Commercial Organics (AB 1826) Compliance: Passed in 2016, businesses that generated eight cubic yards or more of organic waste per week were required to arrange for organic waste recycling services. This threshold was decreased from eight to four cubic yards in 2017 and decreased again to two cubic yards of solid waste collection per week in 2020, increasing the total number of commercial and multi-family residential accounts subject to the law. In 2021, 43 percent of commercial accounts were compliant with food waste subscriptions, 76 percent of commercial accounts were compliant with green waste subscriptions, and 72 percent of multi-family accounts were compliant with green waste subscriptions - all increases from 2020. CalRecycle placed the City of Duarte on an Informal Mandatory Commercial Organics Recycling Compliance Plan in October 2020 to increase required participation. The plan required the adoption of a mandatory commercial organics recycling ordinance which the Duarte

City Council adopted in July 2021.

Again, although not a part of Burrtec's 2021 Annual Review, it should be noted that the City of Duarte was placed on a formal plan by CalRecycle in March 2022. Through the work of the City Manager's Office, Department of Public Safety, and Burrtec, the City obtained 100 percent AB 1826 compliance by May 2022.

This work was foundational to the rollout and expansion of organics recycling as required by Senate Bill 1383 - Short-Lived Climate Pollution (SB 1383) which took full effect on January 1, 2022.

PERFORMANCE REVIEW FINDINGS

Overall, 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 of City staff's and Burrtec's work will include:

- Maintaining compliance with AB 341 and AB 1826
- Continuing to implement SB 1383 program elements to meet State mandates

Burrtec's 2022 Annual Review will also include information on the Multi-Family Bulky Item Pick-Up Program which the City Council adopted as a part of the Burrtec Agreement at the City Council meeting on October 26, 2021.

RATE REVIEW BACKGROUND

The original Burrtec Agreement sets forth a specific formula by which rates are to be adjusted over time. On October 6, 2022, Burrtec submitted its original request for adjustments to its residential, commercial and roll off rates to become effective January 1, 2023. 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 accounts 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.

On October 25, 2022, Burrtec informed City staff that they had received a letter from Waste Management notifying of increased processing costs at the Azusa Transfer and Materials Recovery Facility for commingled organics and municipal solid waste going into effect November 19, 2022. Burrtec submitted a new request reflecting the Azusa Transfer and Materials Recovery Facility rate changes on November 4, 2022.

All cities in the State of California, including Duarte, are facing the most stringent solid waste legislation in California history with the passage of SB 1383 which went into effect on January 1, 2022. For the City of Duarte, its residents, and businesses to remain in compliance with State Law,

new services and administrative processes will be necessary, none of which are funded by the State. Therefore, these services and administrative costs must be funded through solid waste rates. Due to the increased requirement of organics materials processing and the complicated nature of processing these materials, facilities statewide have increased processing rates. The proposed 2023 rates reflect the current lack of processing capacity in the State, particularly as it pertains to green and food waste.

City staff worked with the City's SB 1383 implementation consultant R3 to review the submitted cost data and the rate increase information to confirm the calculations are consistent with the provisions in the Agreement and comparable to SB 1383-impacts to rates statewide.

RATE REVIEW DISCUSSION

Refuse, Organics, and Recycling Rate Analysis:

Historically, components included in the rate calculation consist of disposal rates, the CPI change as measured by the 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. The rate of inflation was particularly high this calendar year, this trend abundantly apparent in the monthly U.S. Bureau of Labor Statistics report of the urban CPI in Los Angeles-Long Beach-Anaheim. Through discussion with R3 and Burrtec, City staff is recommending in Amendment No. 14 to the Burrtec contract that the CPI component of the rate calculation should be determined by the annual average CPI change for the 12-month period of August to July. This calculation is more reflective of the overall annual average versus a point-in-time within a calendar year. Burrtec agreed to this change. Burrtec implemented the change in the CPI calculation with this rate review which decreased the CPI component of this year's rate by about one percent.

Additionally, after years of increased recycling costs due to the closure of recycling markets, the 2023 rates reflect some stabilization in those markets, resulting in a decrease in the recycling cost component.

Cost Component	2022 (per ton)	2023 (per ton)	Percent Change
Trash Disposal	\$61.43	\$68.70	11.83%
Green Waste	\$93.20	\$125.00	34.12%
Recyclables	\$27.88	\$5.18	(81.42%)
Food Waste	\$89.39	\$125.00	39.84%

Residential Rates:

Burrtec is seeking an increase in residential rates of 8.59 percent.

Staff worked with Burrtec representatives to thoroughly review and verify the rate adjustment data. Given the rising costs outside of their control, particularly in relation to green waste, staff believe that Burrtec's request for an 8.59 percent increase, effective January 1, 2023, is justified.

Burrtec and staff have kept green/food costs low where possible including:

- Burrtec only charging a \$0.75 SB 1383 Admin Fee, despite incredibly onerous reporting requirements that warrant substantial staff time for both the City and Burrtec; and
- City decision to utilize a portion of SB 1383 grant funds to purchase kitchen pails to be distributed at the City picnic on a first come, first serve basis versus a blanket rollout to all homes which would have resulted in higher fees in the rates.
 - City staff and Burrtec are actively educating residents on alternative in-home food waste receptacles that assist residents to be in compliance with the food waste recycling program.

A refuse survey conducted in November 2022 shows that the City of Duarte's 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.

2022 Rate Survey

City	Hauler	Residential Total	Commercial
La Verne	Waste Mgt	\$30.44	\$169.86
Duarte - current	Burrtec	\$32.15	\$230.26
Arcadia	Waste Mgt	\$33.46	Hauler determines rates
Duarte - proposed	Burrtec	\$34.91	\$238.06
Pomona	City	\$35.50	Hauler determines rates
Azusa	Athens	\$38.01	\$217.72
Irwindale	Athens	\$38.09	\$305.74
Monrovia	Athens	\$39.68	\$231.53
Covina	Athens	\$40.73	\$227.61
Claremont	City	\$41.25	\$166.86
Diamond Bar	Waste Mgt/Vly Vista	\$41.31	\$155.60
San Dimas	Waste Mgt.	\$41.50	\$196.72
Glendora	Athens	\$41.87	\$261.50
South Pasadena	Athens	\$52.00 including pull out service	\$185.46

11/22/2022

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 Rate	2022	Proposed 2023	Amount Change
------------------	------	---------------	---------------

Base Monthly Rate	\$28.29	\$30.72	\$2.43
Franchise Fee	\$3.86	\$4.19	\$0.33
TOTAL	\$32.15	\$34.91	\$2.76

Residential Street Sweeping: Burrtec is also requesting a 6.86 percent cost increase for street sweeping which is equivalent to the contract CPI adjustment provision.

Residential Rate	2022	Proposed 2023
Base Monthly Rate	\$1.77	1.89
Franchise Fee	\$0.24	\$0.26
TOTAL	\$2.01	\$2.15

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

As seen in Residential disposal rates, costs in the disposal of green waste have resulted in steep rate increases, while stabilization in recycling markets has resulted in a cost decrease.

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. When AB 1826 was enacted in 2014 requiring commercial organics recycling for businesses that generated eight cubic yards or more of organic waste per week (that threshold has since decreased to two cubic yards of solid waste generation), Burrtec and City staff worked together to assist all businesses in sharing the cost of food waste processing.

Last year, City staff and Burrtec removed the food equalization element from the multi-family housing properties to allow for a lower cost impact with the rollout of the Bulky Item Pickup Program. Now that SB 1383 has gone into full effect as of January 1, 2022, food waste costs are being reintroduced into multi-family housing waste rates to ensure compliance with State law. It is worth noting that as the food waste recycling program is implemented at multi-family housing properties, City staff and Burrtec will be looking closely at space constraint waivers for those properties that do not have the needed space for a third container.

Service	2022	Proposed 2023	Increase	Percent Change
Trash - Commercial one 3-yard bin, 1 time/week	\$230.26	\$238.06	\$7.80	3.39%
Trash - Multi-Family one 3-yard bin, one time/week	\$231.64	\$266.66	\$35.02	15.10%
Green Waste one 3-yard bin, one time/week	\$214.86	\$242.18	\$27.32	12.72%
Recyclables	\$147.41	\$146.41	(\$1.00)	(0.68%)

Recyclables one 3-yard bin, one time/week	\$147.41	\$146.41	(\$1.00)	(0.68%)
Food Waste one 65-gallon, one time/week	\$52.11	\$56.71	\$4.60	8.83%

Commercial Street Sweeping: Burrtec is also requesting a 6.86 percent cost increase for street sweeping which is equivalent to the contract CPI adjustment provision.

Commercial Rate	2022	Proposed 2023
Base Monthly Rate	\$3.29	\$3.52
Franchise Fee	\$0.58	\$0.62
TOTAL	\$3.87	\$4.14

RECOMMENDATION

Staff recommends that City Council approve both the Burrtec Waste Services 2021 Annual Performance Review and Amendment No. 14 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, 2023.

FISCAL IMPACT

If approved, the proposed rate increases would be put into effect January 1, 2023, resulting in an overall increase in the City franchise fee revenue for both residential and commercial services.

ATTACHMENTS

Attachment A: Annual Performance Review

Attachment B: Burrtec Rate Sheet with Standard Rate Increase

Attachment C: Amendment No. 14



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



City of Duarte

2021 Annual Performance Review

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SECTION 1 – EXECUTIVE SUMMARY

A. Executive Summary

Background

The City of Duarte (City) contracted with Burrtec Waste Services, LLC (Burrtec) for Municipal Solid Waste, Recyclables, and Green Waste Collection, Disposal and Processing. The agreement grants Burrtec the exclusive right to collect refuse, recyclables, and organic waste from all single-family, multi-family, and commercial customers in order to provide essential solid waste services and assist with state mandated solid waste 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 terms of the agreement, Burrtec is required to provide certain services and meet certain 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, 2021, through December 31, 2021 during the COVID-19 Pandemic.

B. Audit Results

Overall, Burrtec's performance was found to be compliant with its contractual requirements in spite of the pandemic challenges in 2021.

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 2021. Copies of the submitted Franchise Fee Worksheets were reviewed and are included in the appendix section.

Quarter	Gross Receipts	Franchise Fees	Date
1 st	\$1,026,307.41	\$141,392.07	03/31/21
2 nd	\$999,081.29	\$139,092.38	06/30/21
3 rd	\$1,147,153.20	\$159,039.76	09/30/21
4 th	\$1,038,282.08	\$144,905.44	12/30/21
2021 Total	\$4,210,823.98	\$584,429.65	
2020 Total	\$3,925,234.50	\$543,020.70	

2. AB 939 Fees

Background

Section 5.12 of the Agreement states Burrtec shall make an annual payment to the City for AB 9393 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 9393 fees:

Year	Amount
2021	\$73,945.30
2020	\$71,169.68

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 contractor shall collect refuse, recyclables and green waste from City facilities at no charge.

Findings

Burrtec currently provides trash, recycling and green 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 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	M-Tu-W-Th-F
		Recycling	1.5 yard	Tu-F
		Food Waste	65 Gal	Th
Senior Center	1610 Huntington	Trash	2 yard	M-W-F
		Recycling	90 Gal	W
		Food Waste	65 Gal	S
City Yard	1850 Highland	Trash	3 yard	Tu-F
		Recycling	3 yard	Tu-F
		Trash	40 yard	On Call
		Trash	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 15. 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
2021	14.32
2020	8.84

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 and handicapped residents.

Findings

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

Year	Services Provided
2021	22
2020	28

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 green waste barrel as summarized below:

Year	Senior Services	Senior Rate
2021	217	\$24.34
2020	179	\$20.77

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 nature and date of resolution of 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

Reported service complaints and misses are responded to and addressed by the Route Supervisor and Division Manager as appropriate. Supervisory staff personally visit customers onsite for specific issues as needed. On an annual basis Burrtec provides service to approximately 767,988 barrels (4,665 barrel customers), over 50,856 bins (358 bin customers) and on-call services to a monthly average of 34 roll-off customers.

Complaints are recorded in accordance with the contract requirements. 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	2	0
Complaints	0	1	2
Damages	0	0	0
Misses	83	146	0
2021 Total	83	146	0
2020 Total	60	212	31

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:

Year	Barrel	Bins
2021	1,253	52
2020	1,358	24

0

6. Office Hours

Background

Section 4.04c of Agreement Amendment No. 6 states 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. Office must be staffed by Contractor during normal business hours. Customer call messages left on the afterhours messaging system will be returned the following business day.

Findings

Office is staffed with customer service representatives from 8:00 a.m. to 5:00 p.m. daily and on Saturday's following a recognized holiday. Customer messages left in the afterhours messaging system are returned the next business day.

7. Bulky Items

Background

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

Findings

The table below summarizes the bulky items requests and tonnage during 2021. Items include: tables, chairs, dressers, strollers, toilets, barbecues, vacuum cleaners, and electronic waste. The calls and tonnage collected are summarized below:

Bulky Items / E-Waste Collection Requests					
Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
2021	411	500	477	446	1,834
2020	373	501	514	476	1,864

Bulky Item Tonnage

Year	Refuse	Tin / White	E-Waste	Metal	Tires
2021	216.89	25.22	9.29	8.84	0.03
2020	141.55	53.94	6.85	1.17	0.09

8. Community Clean-Ups/E-Waste

Background

Section 4.01c(1)(ii) of the Agreement provides for semi-annual clean-ups city-wide for collection of bulky items at designated locations.

Findings

Burrtec provided a community clean-up on May 15th and November 13th.

- Community Clean up- May 15th at the Duarte Performing arts center
- Community Clean up –November 13 at the Duarte Performing Arts Center

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).

Findings

Sharps – Burrtec provides Sharps quart-sized collection containers at no charge to residents. Burrtec informed customers of the Sharps program in the Fall Newsletter (copy included in the appendix section).

Year	Containers	Pounds
2021	14	147
2020	45	70

Used Oil – Customers were provided information on the used oil / oil filter collection program during the clean-up event (copy of flyer included in the appendix section). Burrtec did not receive requests for used oil collection.

Year	Containers
2021	0
2020	0

10. Construction and Demolition Roll-Off Recycling

Background

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

Findings

A mixed 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 recycling construction and demolition materials. In addition, the City and Burrtec work cooperatively to monitor compliance with the City's C&D recycling requirements.

11. Street Sweeping

Background

Exhibit 3.01a of Agreement Amendment No 4 is amended by adding Street Sweeping Services (item 16)

Findings

The street sweeping services continued during 2021, 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. 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
2021	391.50
2020	361.70

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 through the term all necessary permits / licenses.

Findings

Burrtec's current permit with the County of Los Angeles expires December 31, 2022 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 2021 gross receipts of \$4,210,823.98 Burrtec provided a bond in the amount of \$360,000. 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. Employers liability is covered with limits of \$2,000,000 per accident; \$2,000,000 per disease (policy limit) and \$2,000,000 per disease (each employee). 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
- \$5,000 Medical EA Deductible
- \$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

No specific tonnage report is required however, Burrtec does provide the information. This information is used to submit annual waste generation and diversion reports to the State of California and to determine 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 2021 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

Included in the appendix are the newsletters that were mailed to customers in the City of Duarte. Residential quarterly newsletters are provided in English and Spanish to maximize community outreach efforts. Newsletters promote seasonal programs and basic waste diversion and recycling programs. Multi-family/commercial newsletters focus on AB341 & AB1826 recycling requirements.

<u>Date</u>	<u>Description</u>
01/21	Winter Residential Newsletter
04/21	Spring Residential Newsletter Multifamily Bulky Item Pick up Info
04/21	Spring Commercial Newsletter
04/21	Commercial Spring Newsletter
07/21	Summer Residential Newsletter
09/21	MCR /MORe Commercial Compliance Mailer Commercial Organics flyer
10/21	Fall Residential Newsletter
10/21	Commercial Fall Newsletter

<u>Date</u>	<u>Description</u>
09/21	MCR / MORE Multi-Family Compliance Mailer Multifamily Organics flyer

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 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 table below summarizes the two events Burrtec conducted in 2021:

<u>Date</u>	<u>Description</u>
05/15/2021	Community Clean up Compost Giveaway, and Shred Fest Event. Total tons collected: 41.36
07/27/2021	Council Presentation on MCR&MORE Ordinances
10/06/2021	Chamber of Commerce Presentation
10/20/2021	1383 Presentation at Westminster Gardens
11/09/2021	Duarte Council SB 1383 Workshop
11/13/2021	Fall Community Clean-up, Compost Giveaway, and Shred Fest Event. Total tons collected: 25.01

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 is often a good indication of the overall effectiveness of its management and operations. During 2021, there was 1 incident that resulted in a total of 83 days away from work and 128 days of modified duty (see

OSHA Form 300A in the appendix section).

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

Preventative maintenance on all equipment is conducted in routine intervals of 30, 60, and 90 days. Additionally, Burrtec's maintenance program focuses on safety of equipment, quality of repair, and expediency to return vehicle to service. Maintenance support vehicles are utilized to service inoperable vehicles in the field immediately upon notification from the driver. While response times are immediate, repair and/or replacement times are dependent upon the nature of the problem. Burrtec maintains spare equipment for immediate deployment when a quick repair cannot be made to a front line vehicle.

Vehicles are repainted as needed or at the City's request in order to maintain trucks in good condition. A copy of the most recent CHP commercial vehicle inspection is included.

3. Container Maintenance

Background

Section 4.01g(6) and Exhibit 30.1d(1) of Agreement Amendment No. 6 requires that all automated containers will be repaired and/or replaced on 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 all together.

All automated containers and residential bins will be maintained at the local facilities yard. Maintenance procedures include: Steam cleaning, component replacement, welding, lubrication, painting and signage.

Findings

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

Year	Barrels	Bins
2021	1,162	51
2020	1,534	41

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
1897	2015	Roll-Off	5VCACLE5FH218629	CNG

Burrtec also installed a slow fill compressed natural gas fueling system to support the alternative fuel fleet.

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 they shall submit a certificate of testing showing that the vehicles meet the 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 in March and October 2020 (copies included in the appendix section). In addition, a non-compliance mailing was sent out in September for commercial and October for multi-family to those customers not subscribed to a recycling program.

The following table summarizes the AB 341 status as of December 2021:

	Commercial Accounts	2021	2020
MCR Accounts 4YD Min	Recycling Subscriptions	79	63
	Shared Recycling Bin	5	4
	3 rd Party/Self-Haul	13	13
	Exemptions	4	4
	Not Compliant	18	28
	Total MCR Business Accounts	119	112

	Multi-Family Accounts	2021	2020
MCR Accounts 5 Units +	Recycling Subscriptions	44	45
	Shared Recycling Bin	0	0

	3 rd Party/Self-Haul	2	1
	Exemptions	0	0
	Not Compliant	5	6
	Total MCR Multifamily Accounts	51	52

2. Commercial Recycling Barrels

Background

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

Findings

With the implementation of AB 341 and in an effort to address low volume generators, Burrtec added 65 and 90-gallon recycling barrels as an option for commercial and multi-family customers. Burrtec also provides 65-gallon food waste barrels to assist with AB 1826 low volume food waste generators.

3. Outreach

Background

There is no specific Agreement language on AB 341 outreach/compliance.

Findings

With the implementation of AB 341, Burrtec prepared and mailed newsletters in March and October to all commercial and multi-family customers that included recycling information. A copy of the outreach material and the non-compliance mailing is included in the appendix section. In response to the mailings, certain customers requested a no charge waste assessment to determine the ideal solid waste, disposal and recycling services programs for their specific generation volumes. The table below summarizes the waste assessment activity.

Year	# of Waste Assessments
2021	69
2020	4

K. Mandatory Commercial Organics AB 1826

Background

This landmark bill requires commercial recycling of organic waste starting in 2016 for businesses generating eight cubic yards or more of organic waste. The recycling requirement was phased in from 2016 to 2020 depending on the volume of waste generated weekly. Edible food recovery was noted as an important element of organics landfill diversion and highlighted by the state as a required program component. The

legislation also requires that each local jurisdiction develop an organic waste recycling program for food waste and green waste.

Key thresholds requiring businesses and multi-family customers to arrange for organics waste collection services are as follows. Multi-family properties with 5 units or more and 2 cubic yards of solid waste per week are required to recycle green waste only, not food waste.

Date	Description
2016	Generate 8 cubic yards (or more) of organics per week
2017	Generate 4 cubic yards (or more) of organics per week
2019	Generate 4 cubic yards (or more) of solid waste per week
2020	Generate 2 cubic yards (or more) of solid waste per week

Findings

With the implementation of AB 1826, Burrtec prepared and mailed newsletters to all commercial and multi-family customers that included Mandatory Organic Recycling (AB 1826) requirements in March and September (copies included in the appendix section). In addition, a non-compliance mailing was sent out in September for commercial and October for multi-family to those customers not subscribed to an organics program.

The following table summarizes the AB 1826 status.

	Commercial Accounts	2021	2020
MORe Food Waste Accounts 4YD Min	Food Waste Subscriptions	24	16
	Shared Recycling Bin	2	1
	3 rd Party/Self-Haul	16	12
	Exemptions	91	51
	Not Compliant	46	102
	Total MORe Business Accounts	169	172
MORe Green Waste Accounts 4YD Min	Green Waste Subscriptions	8	6
	Shared Recycling Bin	1	2
	3 rd Party/Self-Haul	50	5
	Exemptions	69	86
	Not Compliant	41	7
	Total MORe Business Accounts	169	172
	Multi-Family Accounts	2021	2020
MORe Green Waste Accounts 5 Units + / 4YD Min	Food Waste Subscriptions	7	6
	Shared Recycling Bin	0	0
	3 rd Party/Self-Haul	10	6
	Exemptions	19	21

	Not Compliant	14	18
	Total MORE Multi-Family Accounts	50	51

APPENDIX

FRANCHISE FEE WORKSHEETS

Burrtec Waste Services LLC
City Of Duarte
Franchise Fee Worksheet

For the Quarter Ended: 3/31/2021

Cash Receipts	Commercial BGID: 508,509,510,511		Rolloff BGID: 512, 813		Residential BGID: 507, 551		Total	<u>BID</u>
January-21	\$	138,514.33	\$	50,946.65	\$	318,949.03	\$ 508,410.01	507, 551
February-21	\$	165,431.41	\$	51,252.75	\$	38,227.03	\$ 254,911.19	508, 509, 510, 511
March-21	\$	154,339.10	\$	47,354.95	\$	61,292.16	\$ 262,986.21	512, 513
Total Gross Receipts	\$	458,284.84	\$	149,554.35	\$	418,468.22	\$ 1,026,307.41	
Franchise Fee %		15.00%		15.00%		12.00%		
Franchise Fee	\$	68,742.73	\$	22,433.15	\$	50,216.19	\$ 141,392.07	

Burrtec Waste Services LLC
City Of Duarte
Franchise Fee Worksheet

For the Quarter Ended: 6/30/2021

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
April-21	\$ 155,062.56	\$ 73,860.13	\$ 302,125.14	\$ 531,047.83
May-21	\$ 145,157.62	\$ 36,829.68	\$ 30,324.96	\$ 212,312.26
June-21	\$ 169,199.39	\$ 59,977.99	\$ 26,543.82	\$ 255,721.20
Total Gross Receipts	\$ 469,419.57	\$ 170,667.80	\$ 358,993.92	\$ 999,081.29
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 70,412.94	\$ 25,600.17	\$ 43,079.27	\$ 139,092.38

Burrtec Waste Services LLC
City Of Duarte
Franchise Fee Worksheet

For the Quarter Ended: 9/30/2021

Cash Receipts	Commercial BGID: 508,509,510,511	Rolloff BGID: 512, 813	Residential BGID: 507, 551	Total
July-21	\$ 146,960.50	\$ 71,859.32	\$ 321,887.95	\$ 540,707.77
August-21	\$ 163,970.83	\$ 136,662.62	\$ 49,400.78	\$ 350,034.23
September-21	\$ 147,997.95	\$ 45,261.32	\$ 63,151.93	\$ 256,411.20
Total Gross Receipts	\$ 458,929.28	\$ 253,783.26	\$ 434,440.66	\$ 1,147,153.20
Franchise Fee %	15.00%	15.00%	12.00%	
Franchise Fee	\$ 68,839.39	\$ 38,067.49	\$ 52,132.88	\$ 159,039.76

Burrtec Waste Services LLC
City Of Duarte
Franchise Fee Worksheet

For the Quarter Ended: 12/31/2021

Cash Receipts	Commercial BGID: 508,509,510,51:		Rolloff BGID: 512, 813		Residential BGID: 507, 551		Total	BID
October-21	\$	155,705.78	\$	64,844.48	\$	294,932.47	\$ 515,482.73	507, 551
November-21	\$	169,160.70	\$	79,746.70	\$	33,435.59	\$ 282,342.99	508, 509, 510, 511
December-21	\$	129,628.79	\$	77,966.55	\$	32,861.02	\$ 240,456.36	512, 513
Total Gross Receipts	\$	454,495.27	\$	222,557.73	\$	361,229.08	\$ 1,038,282.08	
Franchise Fee %		15.00%		15.00%		12.00%		
Franchise Fee	\$	68,174.29	\$	33,383.66	\$	43,347.49	\$ 144,905.44	

OUTREACH & EDUCATIONAL MATERIAL



REUSABLE OIL RECYCLING CONTAINERS

OPTION 1

Request curbside pick-up through Burrtec Waste Services. 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. Contact Burrtec at 800-325-9417.

OPTION 2

Deliver used motor oil and filters to a certified collection center. Two collection centers exist in the City of Duarte. Never mix oil with any other fluids or substances. Deliver used oil and filters during business hours only.



AutoZone

1346 E. Huntington Dr.

(626) 357-0554

Advantage Ford

1031 E. Central Ave.

(626) 357-0554

Mountain View Tire

1098 E. Huntington Dr.

(626) 357-0554



Garage sale left you with more mess than money?



Order a temporary bin, and take back your parking space in the garage.

Burrtec offers
temporary 7-day bin rentals for
clean-ups and special projects.

Call Burrtec's Customer Service
Department to order one today!



(800) 325-9417

Multifamily Bulky Item Pickup

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



PLACE UNWANTED FURNITURE
AND APPLIANCES NEXT TO THE
BIN OR BIN ENCLOSURE

DO NOT PLACE BULKY ITEMS IN BIN

COLOQUE MUEBLES Y
ELECTRODOMÉSTICOS NO
DESEADOS AL LADO DEL
CONTENEDOR O EN EL CERCAMIENTO

NO COLOQUE ARTÍCULOS VOLUMINOSOS
DENTRO DEL CONTENEDOR



BURRTEC
“We’ll Take Care Of It”

HOUSEHOLD HAZARDOUS WASTE DISPOSAL

Household hazardous waste (such as paint, used motor oil and filters, household cleaners, fluorescent lights) are not accepted. Properly disposing of these items is made easy thanks to the Los Angeles County Department of Public Works local collection roundups. For additional information, visit <https://pw.lacounty.gov/epd/hhw/Hhw> and to view the collection schedule.

DESECHOS PELIGROSOS DEL HOGAR

No se aceptan residuos peligrosos del hogar (como pintura, aceite de motor y filtros usados, limpiadores domésticos, luces fluorescentes). La eliminación adecuada de estos artículos es fácil gracias a las redadas de recolección locales del Departamento de Obras Públicas del Condado de Los Ángeles. Para obtener información adicional y para ver el cronograma de recolección, visite <https://pw.lacounty.gov/epd/hhw/Hhw>.



BURRTEC
“We’ll Take Care Of It”

Burrtec.com

Follow us on





Spring 2021

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Contact Information

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(866) 306-9004

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



Are You Ready To Recycle Your Food Waste?

California passed a law, Senate Bill 1383, with a goal to improve air quality by reducing negative emissions from food waste and landscape waste being delivered to landfills. To achieve this mandate, communities will have to begin a Food Waste Recycling Program for residential customers. More information will be provided once the program is developed. For more information, please visit: www.calrecycle.ca.gov/climate/slcip

Begin To Do Your Part in Reducing Organic Waste

- Store food properly to avoid spoiling
- Eat leftovers before preparing a new meal
- Compost or vermicompost at home with your food scraps
- Buy only what you need
- Practice smart shopping by sticking to your shopping list



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

Community Clean Up!

• Saturday, May 15, 2021 •

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.

Drop-Off Location	Saturday
1) CS-Arts School parking lot (1401 Highland Avenue)	8 a.m. - 2 p.m.

Acceptable Items

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

Shred Event

Protect your identity, shred your personal papers for FREE! Duarte Residents ONLY

Where: CS-Arts School parking lot (1401 Highland Avenue)

Date: May 15, 2021 - Saturday **Time:** 8AM to 2PM

What to 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

Sponsored by the City of Duarte and Burrtec



Compost Giveaway - Free to Duarte Residents

Where: CS-Arts School parking lot (1401 Highland Avenue)

Date: May 15, 2021 - Saturday **Time:** 8AM to 2PM

Benefits of Compost:

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

This is a self serve event so please bring sturdy bags, pails, containers, gloves and a shovel to take and load your compost.

First come, first serve. Please bring a copy of your trash bill.



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, collections for the remainder of the week will be delayed by one day. There is no service interruption or delay when the holiday falls on a Saturday or Sunday.



primavera 2021

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
(866) 306-9004

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



¿Está Listo Para Reciclar sus Residuos de Comida?

California aprobó una ley, el Proyecto de Ley del Senado 1383, con el objetivo de mejorar la calidad del aire reduciendo emisiones negativas del desperdicio de alimentos y los residuos del paisaje que se entregan a los vertederos. Para cumplir con este mandato, las comunidades tendrán que iniciar un programa de residuos de alimentos para los clientes residenciales. Una vez que se desarrolla el programa se proporcionará más información. Para más detalles, visite: www.calrecycle.ca.gov/climate/slcip

Haga Su Parte En La Reducción De Los Desechos Orgánicos

- Almacene los alimentos correctamente para evitar que se echen a perder.
- Consuma la comida sobrante antes de preparar comida nueva.
- Haga abono en casa utilizando sus restos de comida.
- Compre solamente lo que necesite.
- Practique las compras inteligentes haciendo una lista antemano y apéguese a ella.



¡Limpieza en la comunidad!

• sábado, mayo 15, 2021 •

Burrtec ofrece lugares convenientes para arrojar los desechos de la limpieza de la comunidad de Duarte. Burrtec hará una recolección de desperdicios no peligrosos. Por favor no llevar llantas, desperdicios comerciales o desperdicios peligrosos.

Sírvase traer su factura de recolección de basura de Burrtec para dar prueba de su residencia.

Lugares para arrojar desechos:	Sábado
1) CS-Arts School parking lot (1401 Highland Avenue)	8 a.m. - 2 p.m.

Artículos grandes o voluminosos incluyen aceptables:

Electrodomésticos

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

Muebles

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

Otros

- ✓ Atados de leña/ramas de árboles (Máximo de 48 pulgadas de longitud)
- ✓ Juguetes
- ✓ Desperdicios electrónicos

Destrucción de documentos

Proteja su identidad, destruya sus documentos personales GRATIS!

Los residentes de Duarte SOLAMENTE

Qué llevar viejos estados de cuenta, talones de pago de edad, solicitudes de tarjetas de crédito, viejo papeles con información personal. No hay cuadernos por favor.

Dónde: CS-Arts School parking lot (1401 Highland Avenue)

Fecha: mayo 15, 2021, sábado **Hora:** 8AM - 2PM

Para obtener más información, por favor llame Burrtec al (800) 325-9417.

Patrocinado por la ciudad de Duarte y Burrtec.



Reparto de abono gratis - Gratis para los residentes de Duarte

Dónde: CS-Arts School parking lot (1401 Highland Avenue)

Fecha: mayo 15, 2021, sábado **Hora:** 8AM - 2PM

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

Este es un evento de auto-servicio. Por favor traiga bolsas resistentes, cubos, contenedores, guantes y una pala para tomar y cargar su abono.

Se le sirve en orden de llegada. Por favor traiga una copia de su factura 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 el día festivo cae en un día entre semana, la semana se retrasa por un día. No hay interrupción de servicio o retraso cuando el día festivo cae en sábado o domingo.



Spring 2021

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

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

Contact Information

Burrtec Waste Industries
1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service
(866) 306-9004

Customer Service
(800) 325-9417

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

Website
Burrtec.com

Follow us on



Organic Materials



Landscape Waste



Organics Recycling, Are You In Compliance?

Effective 2020, California Assembly Bill 1826 mandates that, businesses, public entities, and multifamily residential dwellings (five or more units), generating 2-cubic yards or more of solid waste per week establish and maintain commercial organics recycling service. Organic waste means food waste, green waste, landscape and pruning waste and non-hazardous wood waste.

The State requirements specify that applicable business waste generators:

- Separate organic waste from other waste and participate in a waste recycling service that includes collection and recycling of organic waste; or
- Recycle its organic waste on site, or self-haul its organic waste off-site for recycling, or;
- Donate to an eligible recipient.

Call our Customer Service office today at (800) 325-9417 to schedule a complimentary waste, recycling, and organics assessment. To report your compliance visit Burrtec.com/duarte and complete the digital compliance form.

Make Your Recycling Program a Success!

Ensuring the success of your recycling program depends on a few key elements; most importantly assistance from employees and/or residents.

Here are a few pointers to get you started in the right direction:



Post signage to remind employees and/or residents to recycle specific items (cardboard, paper, etc.). Communication is essential! Newsletters and flyers also reinforce the message.



Placement of recycling containers next to trash containers increases the chances of getting more recyclables into the correct container.



Emptying recycling containers into the proper recycling bin will ensure that your business or multi-family residential dwelling is doing their part to lower costs and reduce landfill waste.



Mandatory Commercial Recycling - Is Your Business in Compliance?



California Assembly Bill 341 mandates businesses and public entities, generating 4-cubic yards of trash or more and multifamily residential dwellings with five or more units, to establish and maintain recycling service. Recycling conserves our natural resources and landfill space. Burrtec Recycling Coordinators can assist in selecting the appropriate recycling service level, along with the necessary education and outreach to residents and managerial staff. Call our Customer Service office today to schedule a complimentary waste and recycling assessment.

Holiday Schedule - No service on these holidays

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

When the holiday falls on a weekday, collections for the remainder of the week will be delayed by one day. There is no service interruption or delay when the holiday falls on a Saturday or Sunday.

Scavenging is Illegal

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

Report Scavenging Activity!

Please Call:

Los Angeles County Sheriff's Department
at (606) 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.



Are You Ready to Recycle your Food Waste?

California passed a law, Senate Bill 1383, with a goal to improve air quality by reducing negative emissions from food waste and landscape waste being delivered to landfills. This law will require businesses and multi-family complexes to recycle their food waste and landscape waste. It will also require edible food generating businesses such as grocery stores, food service distributors, supermarkets and restaurants to provide the edible food that would otherwise be disposed, to organizations that will redistribute it. These programs will be in effect in 2022. For more information, please visit: <https://www.calrecycle.ca.gov/climate/slcp>

Accepted



Not Accepted



Attention Food Service Providers

Existing state law requires certain businesses to implement a recycling and organics program. However, the new law 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.

AB 827 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>



Summer 2021

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Sponsored by Burrtec Waste Industries for Duarte Residents

Contact Information

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(866) 306-9004

Customer Service

(800) 325-9417

Hours of Operation

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

Website

www.Burrtec.com/Duarte

Follow us on



Recycle Right!

Place these types of materials in your recycling container:

- ✓ Aerosol cans (completely empty)
- ✓ Aluminum cans
- ✓ Brochures
- ✓ Cardboard
- ✓ Cartons
- ✓ Cereal boxes (no wax paper lining)
- ✓ Coupons
- ✓ Envelopes
- ✓ Glass bottles & jars
- ✓ Junk mail
- ✓ Magazines/catalogs
- ✓ Newspaper
- ✓ Paper
- ✓ Paper tubes
- ✓ Phone books
- ✓ Plastic containers
- ✓ Plastic milk jugs
- ✓ Styrofoam products*
- ✓ Tin cans
- ✓ Wrapping paper



*Please note that not all areas recycle Styrofoam.

Are You Ready To Recycle Your Food Waste?

California passed a law, Senate Bill 1383, to improve air quality by reducing greenhouse gas emissions from organic waste disposal such as food and landscape waste. Landfilled organic waste decomposes and generates methane gas. This greenhouse gas is released into the atmosphere, affects air quality and contributes to global warming. To comply with this mandate, communities will have to begin a Food Waste Recycling Program for residential customers. More information will be provided once the program is developed. For more information, please visit: www.calrecycle.ca.gov/climate/slc

Begin To Do Your Part in Reducing Organic Waste

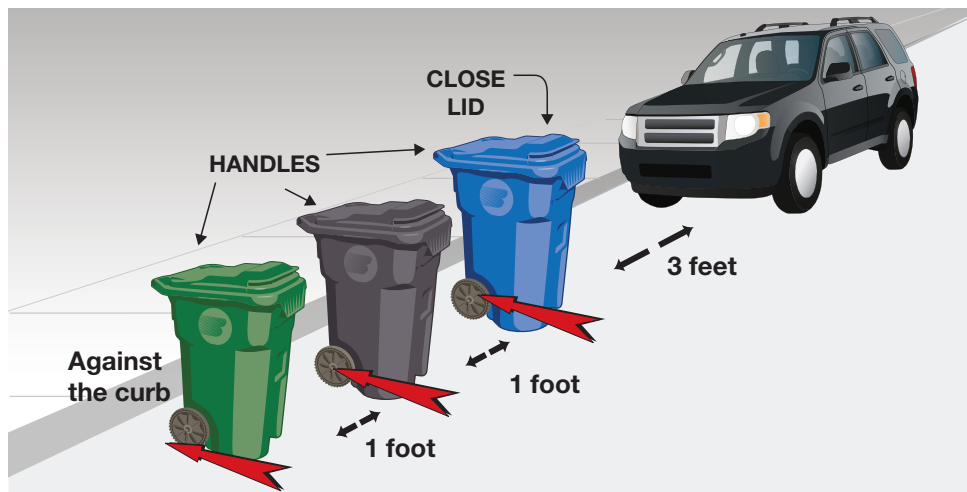
- Store food properly to avoid spoiling
- Eat leftovers before preparing a new meal
- Compost or vermicompost at home with your food scraps
- Buy only what you need
- Practice smart shopping by sticking to your shopping list



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 1 foot apart from each other. The barrels need to be placed at least 3 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.



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, collections for the remainder of the week will be delayed by one day. There is no service interruption or delay when the holiday falls on a Saturday or Sunday.



verano 2020

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
(866) 306-9004

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



¿Que puede usted reciclar?

Abajo hay una lista de reciclables que puede poner el contenedor azul:

- ✓ Botellas & frascos de vidrio
- ✓ Botes de Aerosol vacíos
- ✓ Cajas de cereal (sin papel encerado)
- ✓ Cajas de pañuelos
- ✓ Cartón
- ✓ Correo no deseado
- ✓ Cupones
- ✓ Directorios telefónicos
- ✓ Envases leche plásticos
- ✓ Espuma de poliestireno*
- ✓ Folletos
- ✓ Latas
- ✓ Papel
- ✓ Papel de regalo
- ✓ Periódicos
- ✓ Productos de aluminio
- ✓ Productos plásticos
- ✓ Revistas/catálogos
- ✓ Sobres (con/sin ventana plástica)
- ✓ Tubos de papel



*No todas las áreas reciclan Espuma de poliestireno. Para mas información ponerse en contacto con Servicio al Cliente.

¿Está Listo Para Reciclar sus Residuos de Comida?

California aprobó una ley, el Proyecto de Ley del Senado 1383, con el objetivo de mejorar la calidad del aire reduciendo emisiones negativas del desperdicio de alimentos y los residuos del paisaje que se entregan a los vertederos. Para cumplir con este mandato, las comunidades tendrán que iniciar un programa de residuos de alimentos para los clientes residenciales. Una vez que se desarrolla el programa se proporcionará más información. Para más detalles, visite: www.calrecycle.ca.gov/climate/slcp

Haga Su Parte En La Reducción De Los Desechos Orgánicos

- Almacene los alimentos correctamente para evitar que se echen a perder.
- Consuma la comida sobrante antes de preparar comida nueva.
- Haga abono en casa utilizando sus restos de comida.
- Compre solamente lo que necesite.
- Practique las compras inteligentes haciendo una lista antemano y apéguese a ella.



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 1 pie aparte de otro contenedores. Coloque los contenedores por lo menos 3 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.



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 el día festivo cae en un día entre semana, la semana se retrasa por un día. No hay interrupción de servicio o retraso cuando el día festivo cae en sábado o domingo.



Fall 2021

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Contact Information

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(866) 306-9004

Customer Service

(626) 932-1558

Hours of Operation

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

Website

Burrtec.com/Duarte

Follow us on



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.

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 for approximately a two week period after Christmas Day. Trees six feet and over need to be cut in half. Please take all ornaments, lights and metal stands off of the tree. Flocked trees will not be recycled. They will be collected as trash. Flocked trees six feet and over need to be cut in half.



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

Community Clean-Up

Event Date: Saturday, November 13, 2021

Event Hours: 8:00 a.m. to 2:00 p.m.

Bulky Item Drop-Off

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

Drop Off Location

Duarte Performing Arts Center, 1401 Highland Ave. Duarte, CA 91010

Acceptable Items:

Appliances
• Dishwashers
• Refrigerators
• Stoves
• Washers & dryers
• Water heaters

Furniture
• Chairs
• Couches
• Mattresses
• Tables

Others
• Bundles of lumber/ tree branches (48" max length)
• Electronic Waste
• Toys

Shred Event

Event Date: Saturday, November 13, 2021

Event Hours: 8:00 a.m. to 2:00 p.m. (or until truck is full)

Protect your identity, shred your personal papers for FREE!

Location: Duarte Performing Arts Center, 1401 Highland Ave. Duarte, CA 91010
(Duarte Residents ONLY)

What to bring: old bank statements, old pay stubs, credit card applications, old papers with personal information. No binders please.

Compost Giveaway - Free to Duarte Residents

Event Date: Saturday, November 13, 2021

Event Hours: 8:00 a.m. to 2:00 p.m.

This is a self-serve event so please bring sturdy bags, pails, containers, gloves and a shovel to take and load your compost.

First come, first serve. Please bring a copy of your trash bill.

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*

*Due to the 2021 Christmas and 2022 New Year's Day holidays on Saturday, there will be no service interruptions or delays during the holiday weeks.

When the holiday falls on a weekday, collections for the remainder of the week will be delayed one day. There is no service interruption or delay when the holiday falls on a Saturday or Sunday.



otoño 2021

BURRTEC NEWS

INFORMACIÓN DE DESECHOS Y RECICLAJE

Información de Contacto

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Servicio de Pago Automatizado

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8:00 am to 5:00 pm

Página web

Burrtec.com/Duarte

Siganos en



Basura y Reciclaje Adicional de los Días Festivos

Aproximadamente el 80% de la basura de los días festivos es reciclable. Todas las cajas de regalo, papel de envolver, tarjetas de Navidad, y embalajes de cartón son artículos que pueden ser colocados en el barril de reciclaje. Burrtec recogerá el exceso de basura y reciclables de los días festivos por aproximadamente 1 semana después del día de Navidad. Coloque el exceso de basura/ reciclables en bolsas junto a los contenedores automatizados en el día de recolección.

Los días festivos se acercan pronto!

Burrtec recogerá sus árboles navideños por aproximadamente 2 semanas después del día de Navidad. Simplemente coloque su arbolito en la acera junto a su contenedor el día regular de su recolección. Árboles más de 6 pies deben ser cortados por la mitad. Por favor quite todos los ornamentos y la base del árbol.



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

¡Limpieza en la comunidad!

Fecha de evento: Sábado, 13 de noviembre

Horario de evento: 8:00 a.m. - 2:00 p.m.

Recolección de Artículos Grandes y Voluminosos

Burrtec ofrece un lugar conveniente para arrojar los desechos de la limpieza de la comunidad de Duarte. Burrtec hará una recolección de desperdicios no peligrosos. Por favor no llevar llantas, desperdicios comerciales o desperdicios peligrosos. Sírvase traer su factura de recolección de basura de Burrtec para dar prueba de su residencia.

Lugar para arrojar desechos

Duarte Performing Arts Center, 1401 Highland Ave. Duarte, CA 91010

Artículos Aceptables:

Electrodomésticos	Muebles	Otros
• Calentadores de agua	• Colchones	• Atados de leña/ramas de árboles (Máximo de 48 pulgadas de longitud)
• Estufas	• Mesas	• Desperdicios electrónicos
• Stoves	• Sillas	• Juguetes
• Lavadoras y secadoras	• Sofás	
• Refrigeradoras		

Patrocinado por la ciudad de Duarte y Burrtec. Para obtener más información, por favor llame Burrtec al (626) 932-1558.

Destrucción de documentos

Fecha de evento: Sábado, 13 de noviembre

Horario de evento: 8:00 a.m. - 2:00 p.m. (o hasta que el camión esté lleno)

Proteja su identidad, destruya sus documentos personales GRATIS!
Duarte Performing Arts Center, 1401 Highland Ave. Duarte, CA 91010
(Los residentes de Duarte SOLAMENTE)

Qué llevar: viejos estados de cuenta, talones de pago, solicitudes de tarjetas de crédito, papeles con información personal. No se aceptan cuadernos.

Reparto de abono gratis - Gratis para los residentes de Duarte

Fecha de evento: Sábado, 13 de noviembre

Horario de evento: 8:00 a.m. - 2:00 p.m.

Este es un evento de auto-servicio. Por favor traiga bolsas resistentes, cubos, contenedores, guantes y una pala para tomar y cargar su abono.

Se le sirve en orden de llegada. Por favor traiga una copia de su factura 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

***La Navidad de 2021 y el Día de Año Nuevo de 2022 caen en sábado, no habrá interrupciones ni retrasos en el servicio durante las semanas festivas.**

Cuando el día festivo cae en un día entre semana, la semana se retrasa por un día. No ha interrupción de servicio o retraso cuando el día festivo cae en sábado o domingo.



Fall 2021

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

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

Contact Information

Burrtec Waste Industries
1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service
(866) 306-9004

Customer Service
(800) 325-9417

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

Website
Burrtec.com

Follow us on



Mandatory Commercial Recycling - Is Your Business in Compliance?

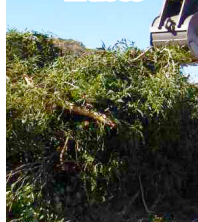
California Assembly Bill 341 mandates businesses and public entities, generating four cubic yards of trash or more and multi-family residential dwellings with five or more units, to establish and maintain recycling service. The City of Duarte recently adopted Ordinance 903 in support of AB 341, which requires enforcement that Duarte businesses and multifamily residential dwellings (five or more units) subject to AB 341 comply with state recycling requirements. Businesses and multifamily residential dwellings that do not comply may be subject to further action, possibly including fines. Recycling conserves our natural resources and landfill space. Burrtec recycling coordinators can assist in selecting the appropriate recycling service level, along with the necessary education and outreach to residents and managerial staff. Call our Customer Service department today to schedule a complimentary waste and recycling assessment.



Organic Materials



Landscape Waste



Organics Recycling, Are You In Compliance?

Effective 2020, the State's Mandatory Organic Waste Recycling Law (AB 1826) requires all businesses generating more than two cubic yards of solid waste per week and multifamily residential properties with five dwelling units or more that generate two cubic yards of solid waste per week or more, to arrange for organics recycling services. Organic waste means food waste, green waste, landscape and pruning waste, and non-hazardous wood waste. The City of Duarte recently adopted Ordinance 903 in support of AB 1826, which requires enforcement that Duarte businesses and multifamily residential dwellings (five or more units) subject to AB 1826 comply with state recycling requirements. Businesses and multifamily residential dwellings that do not comply may be subject to further action, possibly including fines.

The State requirements specify that applicable business waste generators:

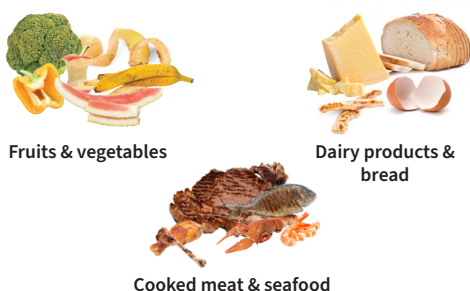
- Separate organic waste from other waste and participate in a waste recycling service that includes collection and recycling of organic waste, or;
- Recycle its organic waste on site, or self-haul its organic waste off site for recycling, or;
- Donate to an eligible recipient.

Call our Customer Service office today to schedule a complimentary waste, recycling and organics assessment. To report your compliance visit Burrtec.com/duarte and complete the digital compliance form.

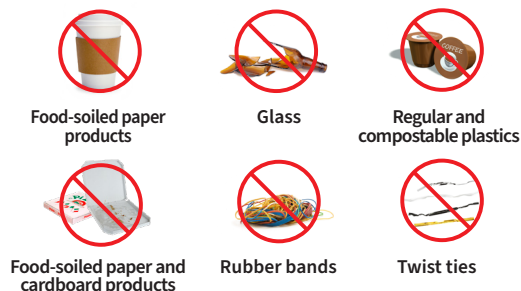
Are You Ready to Recycle your Food Waste?

California passed a law, Senate Bill 1383, with a goal to improve air quality by reducing negative emissions from food waste and landscape waste being delivered to landfills. This law will require businesses and multi-family complexes to recycle their food waste and landscape waste. It will also require edible food generating businesses such as grocery stores, food service distributors, supermarkets and restaurants to provide the edible food (that would otherwise be disposed) to organizations that will redistribute it. These programs will be in effect in 2022. For more information, please visit: <https://www.calrecycle.ca.gov/climate/slcip>

Accepted ✓



Not Accepted ✗



Holiday Schedule

Please note that services are interrupted on the following holidays:

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Thanksgiving Day		Christmas Day*		New Year's Day*



***Due to the 2021 Christmas and 2022 New Year's Day holidays on Saturday, there will be no service interruptions or delays during the holiday weeks.**



When the holiday falls on a weekday, collections for the remainder of the week will be delayed by one day. There is no service interruption or delay when the holiday falls on a Saturday or Sunday.

Scavenging is Illegal

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

Report Scavenging Activity!

Please Call:

Los Angeles County Sheriff's Department
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.



Recycle Right!

Place these types of materials in your recycling container:

- | | |
|--------------------------------------|----------------------|
| ✓ Aerosol cans (completely empty) | ✓ Magazines/catalogs |
| ✓ Aluminum cans | ✓ Newspaper |
| ✓ Brochures | ✓ Paper |
| ✓ Cardboard | ✓ Paper tubes |
| ✓ Cartons | ✓ Phone books |
| ✓ Cereal boxes (no wax paper lining) | ✓ Plastic containers |
| ✓ Coupons | ✓ Plastic milk jugs |
| ✓ Envelopes | ✓ Tin cans |
| ✓ Glass bottles & jars | ✓ Wrapping paper |
| ✓ Junk mail | |



Attention Food Service Providers

Existing state law requires certain qualifying businesses to implement a recycling or organics recycling program. Effective July 1, 2020, Assembly Bill 827 now requires food establishments that provide trash containers for products purchased and consumed on the premises to also provide properly labeled containers for recyclables and food waste for materials purchased on the premises for immediate consumption. These containers must be placed adjacent to trash containers.

The new 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 food waste and recyclables in the dish washing areas.



Requirements

- 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 recyclables and food waste.

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



Did You Know?

U.S. food waste is estimated to be 30-40% of the food supply and Californians throw away approximately 6 million tons of food waste annually. - Source: cdfa.ca.gov

Let's do our part and reduce food waste by donating edible food to food banks or food pantries.



Winter 2021/2022

BURRTEC NEWS

WASTE AND RECYCLING NEWSLETTER

Sponsored by Burrtec Waste Services for the City of Duarte Residents

Congratulations to the 2021 Recycle Right Contest Winners!

*March 2021 - Teri S.
April 2021 - Sanae B.*

Contact Information

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Automated Payment Service

(866) 306-9004

Customer Service

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Hours of Operation

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

Website

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Follow us on



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 1 week, place excess holiday trash/recyclables in bags alongside your containers on your collection day.

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 for approximately a 2 week period after Christmas Day. Trees 6 feet and over need to be cut in half. Please take all ornaments, lights, and metal stands off of the tree. Flocked trees will not be recycled. They will be collected as trash. Flocked trees 6 feet and over also need to be cut in half.

'Tis the Season to be Green Holiday Tips

• Use Reusable Bags

Whether it's shopping for the holidays or picking up groceries, using a reusable shopping bag saves you money, reduces pollution and conserves precious resources. They also make great gift bags!

• Shop Sustainably

eGift cards are convenient and do not create waste. Consider finding gifts such as collectables and vintage items through virtual thrift stores or online material exchange groups. Make it the new place for all your gift giving needs.

• Say "Happy Holidays" in a Sustainable Way

Create your own homemade holiday cards, buy cards made from recycled material or send them electronically.

• Holiday Waste Reduction

This holiday season choose to reduce your waste! Donate unwanted and usable toys, clothing, bikes and electronic items to local charities. The Salvation Army and Goodwill are a few of the many local thrift stores and donation stores that are in need of your gently used items. Go to SalvationArmy-SoCal.org or GoodwillSoCal.org for your nearest donation location.

Start the New Year by choosing reusables instead of single-use products such as plastic bags, plates, cups and utensils.

Are You Ready To Recycle Your Food Waste?

California passed a law, Senate Bill 1383, to improve air quality by reducing greenhouse gas emissions from organic waste disposal such as food and landscape waste. Cal Recycle reports that landfilled organic waste decomposes and generates methane gas which is a significant source of greenhouse gas (GHG) emissions contributing to global climate change. Reducing methane gas through actions like organic waste recycling will reduce emissions and the impacts of climate change. To comply with this mandate, communities will be required to start a Food Waste Recycling Program for residential customers. More information will be provided once the program is developed. For more information, please visit: www.calrecycle.ca.gov/climate/slcip

Begin To Do Your Part in Reducing Organic Waste

- Store food properly to avoid spoiling
- Eat leftovers before preparing a new meal
- Compost your food scraps at home
- Buy only what you need
- Practice smart shopping by sticking to your shopping list



Holiday Schedule

Please note that services are interrupted on the following holidays:

Memorial Day		Independence Day		Labor Day
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***Due to the 2021 Christmas and 2022 New Year's Day holidays on Saturday, there will be no service interruptions or delays during the holiday weeks.**



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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, green waste and trash in the right barrel.

How To Participate:

- Fill out entry form and send it to Burrtec.
- Keep trash out of your recycling and green waste barrels.
- Keep recyclables and green waste out of your trash barrel(s).
- Entries will be selected at random - one per month (March and April 2022).

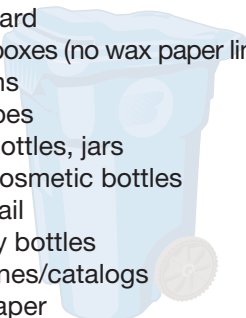
Black Barrel (Acceptable Items)

- 
- ✓ Animal waste
 - ✓ Bathroom waste
 - ✓ Broken toys
 - ✓ Bubble wrap
 - ✓ Carpet
 - ✓ Ceramic glass
 - ✓ Clothes hangers
 - ✓ Diapers
 - ✓ Kitty litter
 - ✓ Mirrors
 - ✓ Palm fronds
 - ✓ Pet food bags
 - ✓ Pizza boxes
 - ✓ Rubber hoses
 - ✓ Soiled paper products

Green Barrel (Acceptable Items)

- 
- ✓ Grass clippings
 - ✓ Leaves
 - ✓ Prunings
 - ✓ Shrub trimmings
 - ✓ Small branches
 - ✓ Tree trimmings
 - ✓ Twigs
 - ✓ Weeds

Blue Barrel (Acceptable Items)

- 
- ✓ Aerosol cans (completely empty)
 - ✓ Aluminum cans
 - ✓ Brochures
 - ✓ Cardboard
 - ✓ Cereal boxes (no wax paper lining)
 - ✓ Coupons
 - ✓ Envelopes
 - ✓ Glass bottles, jars
 - ✓ Glass cosmetic bottles
 - ✓ Junk mail
 - ✓ Laundry bottles
 - ✓ Magazines/catalogs
 - ✓ Newspaper
 - ✓ Paper
 - ✓ Paper tubes
 - ✓ Phone books
 - ✓ Plastic containers
 - ✓ Plastic milk jugs
 - ✓ Tin cans
 - ✓ Tissue boxes
 - ✓ Wrapping paper

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.

Entry Form
(Please Print)



Or scan to
enter
online!

Print Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____



invierno 2021/2022

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 2021!

marzo de 2021 - Teri S.
abril de 2021 - Sanae B.

Información de Contacto

Burrtec Waste Services

1017 West Gladstone Street
Azusa, CA 91702

Servicio de Pago Automatizado

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Horas de oficina

Monday-Friday
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Página web

Burrtec.com/Duarte

Siganos en



Basura Sobrante de Días 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 barril 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.

Los Días 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 durante aproximadamente un período de dos semanas después del día de Navidad. Los árboles de 6 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 6 pies o más también deben cortarse por la mitad.

‘Es la temporada de ser sostenible’ Consejos para días Festivos

• Utilice bolsas reutilizables

Ya sea que esté comprando para las fiestas o recogiendo alimentos, usar una bolsa de compras reutilizable le ahorra dinero, reduce la contaminación y conserva recursos valiosos. ¡También son estupendas bolsas de regalo!

• Compre de manera sostenible

Las tarjetas de regalo electrónicas son convenientes y no generan desperdicio. Considere la posibilidad de encontrar obsequios, como artículos de colección y artículos antiguos, a través de tiendas de segunda mano virtuales o grupos de intercambio de material en línea. Conviértalo en el nuevo lugar para todas sus necesidades.

• Diga “Felices vacaciones” de una manera sostenible

Cree sus propias tarjetas navideñas caseras, compre tarjetas hechas con material reciclado o envíelas electrónicamente.

• Reduzca Basura durante Días Festivos!

Done juguetes usables, ropa, bicicletas y artículos electrónicos a las organizaciones benéficas públicas locales. El Salvation Army y Goodwill son algunas de las tiendas que están necesitando sus artículos y ropa usada que este en buenas condiciones. Localice SalvationArmy-SoCal.org o a GoodwillSoCal.org para la ubicación mas cerca a usted.

Comience el año nuevo eligiendo productos reutilizables en lugar de productos de un solo uso como bolsas de plástico, platos, vasos y utensilios.

¿Está Listo Para Reciclar sus Residuos de Comida?

California aprobó una ley, el Proyecto de Ley del Senado 1383, con el objetivo de mejorar la calidad del aire reduciendo emisiones negativas del desperdicio de alimentos y los residuos del paisaje que se entregan a los vertederos. Para cumplir con este mandato, las comunidades tendrán que iniciar un programa de residuos de alimentos para los clientes residenciales. Una vez que se desarrolla el programa se proporcionará más información. Para más detalles, visite: www.calrecycle.ca.gov/climate/slcip

Haga Su Parte En La Reducción De Los Desechos Orgánicos

- Almacene los alimentos correctamente para evitar que se echen a perder.
- Consuma la comida sobrante antes de preparar comida nueva.
- Haga abono en casa utilizando sus restos de comida.
- Compre solamente lo que necesite.
- Practique las compras inteligentes haciendo una lista antemano y apéguese a ella.



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



*La Navidad de 2021 y el Día de Año Nuevo de 2022 caen en sábado, no habrá interrupciones ni retrasos en el servicio durante las semanas festivas.



Cuando el día festivo cae en un día entre semana, la semana se retrasa por un día. No ha interrupción de servicio o retraso cuando el día festivo cae en sábado o domingo.

¿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, residuos verdes y basura.

Como participar:

- Llene el formulario de inscripción y envíelo a Burrtec.
- Mantenga la basura fuera de sus contenedores de reciclaje y residuos verdes.
- Mantenga los materiales reciclables y los desechos verdes fuera de su (s) barril (es) de basura.
- Las entradas se seleccionarán al azar: una por mes (marzo y abril 2022).

Barril de basura (Artículos aceptables)

- ✓ Alfombra
- ✓ Arena higiénica absorbente para gatos
- ✓ Bolsas de comida para mascotas
- ✓ Cajas de pizza
- ✓ Envoltura de burbujitas de plástico
- ✓ Espejos
- ✓ Ganchos de ropa
- ✓ Hojas de palma
- ✓ Juguetes rotos
- ✓ Mangueras de goma
- ✓ Pañales
- ✓ Productos de papel sucios
- ✓ Residuos de animales
- ✓ Residuos de baño
- ✓ Vidrio cerámico

Barril de reciclaje (Artículos aceptables)

- ✓ Botellas cosméticas de vidrio
- ✓ Botellas de lavandería
- ✓ Botellas de vidrio, frascos
- ✓ Cajas de pañuelos
- ✓ Cajas de cereales (no forro de papel de cera)
- ✓ Cartón
- ✓ Correo no deseado
- ✓ Cupones
- ✓ Folletos
- ✓ Guías telefónicas
- ✓ Jarras de leche de plástico
- ✓ Latas de aerosol (completamente vacías)
- ✓ Latas de aluminio
- ✓ Latas de estaño
- ✓ Papel
- ✓ Papel de envolver
- ✓ Periódico
- ✓ Recipientes de plástico
- ✓ Revistas / catálogos
- ✓ Sobres
- ✓ Tubos de papel

Barril de residuos verdes (Artículos aceptables)

- ✓ Arbustos recortados
- ✓ Hojas
- ✓ Malezas
- ✓ Podas
- ✓ Ramas pequeñas
- ✓ Ramitas
- ✓ Recortes de árboles
- ✓ Recortes de césped

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.

Formulario de entrada

(Por favor use letra de molde)



o escanee para completar el formulario en línea.

Nombre: _____

Dirección: _____

Número de teléfono: _____

Correo electrónico: _____

Firma: _____ Fecha: _____

Are You In Compliance? Let Us Help!

Mandatory Commercial Organics Recycling

The California State Legislature approved Assembly Bill 1826 (AB 1826) which set forth statewide mandatory commercial organic waste recycling. Effective 2020, AB 1826 mandates that businesses and public entities, generating 2-cubic yards or more of solid waste to establish and maintain a commercial organics recycling program. Organic waste means food waste, food soiled paper, landscape waste, green waste, pruning waste, and non-hazardous wood waste.

Your Business Can Comply By Taking The Following Actions*:

- Separate food and/or landscape waste from your trash and subscribe to an organics recycling service with Burrtec Waste Industries.
- Recycle your organic waste on site, or self-haul your organic waste off-site for recycling.
- Donate edible food to a food bank, or food rescue as appropriate. Food rescue contact information:
 - Los Angeles region: Food Finders ☎ (562) 283-1400
 - Riverside region: Feeding America ☎ (951) 359-4757
 - San Bernardino region: Community Action Partnership ☎ (909) 723-1500

Your Business May Be In Compliance If:

- Contract landscaper removes landscape waste as part of their service and takes it to a composting facility for recycling.
- Food waste organics are back-hauled to a distribution center for recycling.
- Edible food is donated to a non-profit for distribution to those in need.

Note: Additional information may be required to confirm compliance.

****It is important that your business ensure compliance by contacting Burrtec to either set up organics service or verify compliance.***

Mandatory Commercial Recycling

Mandatory Commercial Recycling requires businesses (includes public entities) that generates four cubic yards or more of commercial solid waste per week to arrange and maintain a commercial recycling program.

Recycling not only conserves our natural resources but can save money by reducing waste disposal costs. Our staff can assist in selecting the appropriate recycling service level, along with the necessary education and outreach to residents and managerial staff. Call our Customer Service office today to schedule a complimentary waste and recycling assessment.

If you already have a recycling program and would like to make additional enhancements, please call our Customer Service office for assistance.



Dear Property Owners and Managers,

Burrtec is pleased to share with you the Multifamily Bulky Item Pick-up program an expanded service for multifamily residents. The program is designed for residential discards of bulky items. Bulky items are those household items that are not disposed of in your solid waste bin container. Bulky items include, but are not limited to:

- Chairs
- Couches
- Computers
- Desks
- Dishwashers
- Dressers
- Electronic Waste
- Furniture
- Lamps
- Laundry/Dryer machines
- Mattresses
- Microwaves
- Nightstands
- Refrigerators
- Sofas
- Stoves
- Tables
- Televisions
- Toys

Facility residents are asked to place unwanted bulky items next to the bin or bin enclosure and Burrtec will collect these items at no additional cost. Please do not place bulky items inside trash or recycling container(s), or place in any manner that would interfere with the regular trash service. Collection will be provided once a week for all discarded bulky items. This program is not designed for facility renovation waste. Enclosed are several flyers that can be used to inform your tenants of the new program.

Non-acceptable Items: Household hazardous waste (such as paint, used motor oil and filters, household cleaners, fluorescent light). Properly disposing of these items is made easy thanks to the Los Angeles County Department of Public Works local collection roundups. For additional information, visit <https://dpw.lacounty.gov/epd/hhw/hhw> to view the collection roundup schedule.

If you have any questions regarding the Multifamily Bulky Item Pick-up program, please contact Burrtec's Customer Service at (800) 325-9417. Remember to Help KEEP DUARTE CLEAN!

Thank you,

Burrtec Waste Industries, Inc.

Estimados propietarios y administradores:

Burrtec se complace en compartir con usted el programa Multifamily Bulky Item Pick-up, un servicio ampliado para residentes multifamiliares. El programa está diseñado para desechos residenciales de artículos voluminosos. Los artículos voluminosos son aquellos artículos domésticos que no se desechan en su contenedor de basura sólida. Los artículos voluminosos incluyen, entre otros:

- | | | |
|---------------|--------------------------------|---------------------|
| • Sillas | • Electrónicos | • Mesillas de noche |
| • Sofás | • Muebles | • Refrigeradores |
| • Ordenadores | • Lámparas | • Estufas |
| • Escritorios | • Máquinas de lavar / secadora | • Mesas |
| • Lavaplatos | • Colchones | • Televisores |
| • Cómodas | • Microondas | • Juguetes |

Se les pide a los residentes de las instalaciones que coloquen los artículos voluminosos no deseados al lado del contenedor o en el cercamiento y Burrtec recogerá estos artículos sin costo adicional. No coloque artículos voluminosos dentro de la basura o contenedores de reciclaje, ni los coloque de ninguna manera que pueda interferir con el servicio regular de basura. La recolección se realizará una vez a la semana para todos los artículos voluminosos desechados. Este programa no está diseñado para residuos de renovación de instalaciones. Se adjuntan varios folletos que pueden utilizarse para informar a sus inquilinos sobre el nuevo programa.

Artículos no aceptables: Desechos domésticos peligrosos (como pintura, aceite de motor y filtros usados, limpiadores domésticos, luces fluorescentes). La eliminación adecuada de estos artículos es fácil gracias a la redadas de recolección local del Departamento de Obras Públicas del Condado de Los Ángeles. Para obtener información adicional y para ver el cronograma de recolección, visite <https://pw.lacounty.gov/epd/hhw/Hhw>.

Si tiene alguna pregunta sobre el programa de recogida de artículos multifamiliares voluminosos, comuníquese con el Servicio de atención al cliente de Burrtec al (800) 325-9417. Recuerde: ¡Ayude a MANTENER LIMPIA la ciudad de DUARTE!

Gracias,

Burrtec Waste Industries, Inc.



September 30, 2021

«BillingCustomerName»
«MailAddress1», «MailAddress2»
«MailCityStateZIP»

Re: Notice of Non-Compliance with New City Ordinance Enforcing– Mandatory Multifamily Solid Waste and Organics Recycling Program

Dear Customer:

Under State law, businesses are required to reduce waste going to the landfill by recycling various materials including organics. This letter is to inform you due that the City of Duarte recently adopted Ordinance 903 which requires enforcement that Duarte multifamily properties subject to AB 341 and AB 1826 comply with state recycling requirements. Multifamily properties that do not comply, may be subject to further action, possibly including fines. The property at «SvcAddress» may be affected by the City ordinance. You can comply with the State recycling requirements by contacting Burrtec and subscribing to a recycling service.

Assembly Bill 341 (Mandatory Commercial Recycling) set forth mandatory statewide multifamily recycling requirements that became effective on July 1, 2012. The City of Duarte implemented Ordinance 903, section 6.09.07 of the municipal code requiring multifamily properties with 5 units or more to establish and maintain recycling services for the following materials: plastic containers, cardboard products, paper products, metal products, glass, and other items.

Assembly Bill 1826 (Mandatory Commercial Organics Recycling) set forth mandatory statewide multifamily organics recycling requirements that became effective in 2016. The City of Duarte implemented Ordinance 903, section 6.09.07 of the municipal code requiring multifamily properties with 5 units or more that generate 2 cubic yards or more of solid waste per week to establish and maintain commercial organics recycling services for the following materials: landscape waste, green waste and pruning waste, and non-treated wood.

In accordance with AB 341 and AB 1826, your property at «SvcAddress» may be required to implement organics recycling and/or recycling services. You can comply by separating your recycling or organic material from your trash and subscribing to a recycling service with Burrtec. Assistance in evaluating your overall solid waste needs is also available. Burrtec's Recycling Service Coordinators can conduct a free waste assessment and assist you in making any necessary service changes to comply with the law.

Complete and return the attached form to report the status of your compliance. **Your deadline to comply and avoid further action is November 1, 2021.**

Completed compliance forms can be submitted via mail (using the provided return envelope), or email (compliance@burrtec.com). The digital form can be completed at Burrtec.com/Duarte located in the multifamily section of the webpage or by scanning the QR code below you can complete and submit your compliance status online.

We appreciate your cooperation in this matter and will follow up to ensure your compliance is properly recorded. Should you have any questions or to obtain a waste assessment, please call Burrtec's Customer Service office at (800) 325-9417.

Sincerely,

Burrtec Waste Industries, Inc.

Scan QR code to report
your status or complete
form online





Mandatory Multifamily Recycling and Organics

2021 Compliance Form



Form to be completed by any multifamily property that received a non-compliance letter and/or generates recyclables materials and/or landscape waste. To comply with state recycling mandates, simply contact Burrtec and subscribe to the required recycling program.

Deadline: Complete and return the attached form to report the status of your compliance. **Your deadline to comply and avoid further action is November 1, 2021.** The Multifamily Recycling and Organics Compliance Form can be returned by mail, email or online. The digital form can be completed at Burrtec.com/Duarte located in the multifamily section by selecting the link titled Mandatory Multifamily Recycling and Organics Compliance Form or by scanning the QR code below you can complete and submit your compliance status online.

Mail: Burrtec Waste Industries, Inc., Attn: Compliance, 9890 Cherry Avenue, Fontana, CA 92335
Email: Compliance@Burrtec.com **Online:** Burrtec.com/Duarte

Scan QR code
to complete
form online



MULTIFAMILY PROPERTY/ORGANIZATION INFORMATION Business Name: «ServiceCustomerName»

Service Address: «SvcAddress», «SvcCityStateZIP»

Number of Units: _____ Business Mailing Address (if different): _____

Contact Person Name: _____ Title: _____

Phone Number: _____ Email Address: _____

LANDSCAPE/GREEN WASTE INFORMATION

Landscape waste means leaves, grass clippings, plant and tree trimmings.

1. Does your property generate over 75 pounds of green waste weekly? Yes No **If no, please move forward to Item 12.*

1a. Approximately how much green waste is generated per week? (tons/lbs/gallons/bags, etc.) _____

2. Do you recycle landscape waste? Yes No **(Check all that apply)**

Landscape waste removed by landscaper and recycled at composting facility *(provide landscape company and compost facility information below):*

Landscape Company Name: _____ Phone Number: _____

Composting facility used by landscaper name _____ Address: _____

Landscape Waste is recycled on site by **(Check all that apply):** Grass cycling turf on-site mulching on-site composting

Other _____

RECYCLING PROGRAM INFORMATION

Recycling means aluminum cans, cardboard, paper and glass.

3. Approximately how much recycling is generated per week? (tons/lbs/gallons/bags, etc.) _____

4. If another recycling company/service is used please provide the following information:

Company Name: _____ Phone Number: _____

5. Are separated recyclables self-hauled? Yes No

OTHER INFORMATION

6. Would you like a waste assessment conducted at your business or organization? Yes No

*If yes, please complete items below. *If no, please complete items 8, 9 and return the completed form per the directions at the top of the form.

Contact Name: _____ Phone Number: _____

Email Address: _____

7. What is the best time of day to contact you? Day: _____ Time: _____

8. Print name and title of person filling out this form:

Contact Name: _____ Title: _____

9. Signature: _____ Date: _____

Internal Use Only:		Compliance Coding		
Account # «ServiceCustomerID»	Billing Group ID: «BillingGroupCode»	F:	G:	R:
EE Initials:	Date:		Workorder:	Yes No
City EE Signature:	Date:		Approved:	Yes No

Are You In Compliance? Let Us Help!

Mandatory Multifamily Organics Recycling

The California State Legislature approved Assembly Bill 1826 (AB 1826) which set forth statewide mandatory multifamily organic waste recycling. Effective 2020, AB 1826 mandates that multifamily dwellings (five or more units), generating 2-cubic yards or more of solid waste to establish and maintain a landscape waste recycling program. Multifamily dwellings organics diversion is specific to landscape waste only (not food waste). Organic waste means landscape waste, green waste, pruning waste, and non-hazardous wood waste.

Your Multifamily Dwelling Property Can Comply By Taking The Following Actions:

- Separate landscape waste from your trash and subscribe to an landscape waste recycling service with Burrtec Waste Industries.
- Recycle your landscape waste on site, or self-haul your landscape waste off-site for recycling.

Your Multifamily Dwelling Property May Be In Compliance If:

- Contract landscaper removes landscape waste as part of their service and takes it to a composting facility for recycling.

Note: Additional information may be required to confirm compliance.

It is important that your multifamily dwelling property ensure compliance by contacting Burrtec to either set up organics service or verify compliance.

Mandatory Multifamily Recycling

Mandatory Commercial Recycling requires a multifamily residential dwelling of five units or more to arrange and maintain a multifamily recycling program.

Recycling not only conserves our natural resources but can save money by reducing waste disposal costs. Our staff can assist in selecting the appropriate recycling service level, along with the necessary education and outreach to residents and managerial staff. Call our Customer Service department today to schedule a complimentary waste and recycling assessment.

If you already have a recycling program and would like to make additional enhancements, please call our Customer Service department for assistance.



September 20, 2021

«BillingCustomerName»
«MailAddress1», «MailAddress2»
«MailCityStateZIP»

Re: Notice of Non-Compliance with New City Ordinance Enforcing– Mandatory Commercial Solid Waste and Organics Recycling Program

Dear Customer:

Under State law, businesses are required to reduce waste going to the landfill by recycling various materials including organics. This letter is to inform you due that the City of Duarte recently adopted Ordinance 903 which requires enforcement that Duarte businesses subject to AB 341 and AB 1826 comply with state recycling requirements. Businesses that do not comply, may be subject to further action, possibly including fines. The business at «SvcAddress» may be affected by the City ordinance. You can comply with the State recycling requirements by contacting Burrtec and subscribing to a recycling service.

Assembly Bill 341 (Mandatory Commercial Recycling) set forth mandatory statewide **commercial recycling requirements** that became effective on July 1, 2012. The City of Duarte implemented Ordinance 903, section 6.09.07 of the municipal code requiring businesses that generate 4 cubic yards or more of solid waste per week to establish and maintain recycling services for the following materials: plastic containers, cardboard products, paper products, metal products, glass, and other items.

Assembly Bill 1826 (Mandatory Commercial Organics Recycling) set forth mandatory statewide **commercial organics recycling requirements** that became effective in 2016. The City of Duarte implemented Ordinance 903, section 6.09.07 of the municipal code requiring businesses that generate 2 cubic yards or more of solid waste per week to establish and maintain commercial organics recycling services. Organic waste (also referred to as organics) includes food scraps, landscape waste, green waste and pruning waste, and non-treated wood.

In accordance with AB 341 and AB 1826, your business or property at «SvcAddress» may be required to implement organics recycling and/or recycling services. You can comply by separating your recycling or organic material from your trash and subscribing to a recycling service with Burrtec. Assistance in evaluating your overall solid waste needs is also available. Burrtec's Recycling Service Coordinators can conduct a **free** waste assessment and assist you in making any necessary service changes to comply with the law.

Complete and return the attached form to report the status of your compliance. **Your deadline to comply and avoid further action is November 1, 2021.**

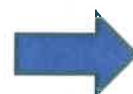
Completed compliance forms can be submitted via mail (using the provided return envelope), or email (compliance@burrtec.com). The digital form can be completed at Burrtec.com/Duarte located in the Commercial section of the webpage or by scanning the QR code below you can complete and submit your compliance status online.

We appreciate your cooperation in this matter and will follow up to ensure your compliance is properly recorded. Should you have any questions or to obtain a waste assessment, please call Burrtec's Customer Service office at (800) 325-9417.

Sincerely,

Burrtec Waste Industries, Inc.

Scan QR code to report
your status or complete
form online





Mandatory Commercial Recycling and Organics

2021 Compliance Form



Form to be completed by any business that received a non-compliance letter and/or generates recyclables materials, food waste and/or landscape waste. To comply with state recycling mandates, simply contact Burrtec and subscribe to the required recycling program.

Deadline: Complete and return the attached form to report the status of your compliance. **Your deadline to comply and avoid further action is November 1, 2021.** The Commercial Recycling and Organics Compliance Form can be returned by mail, email or online. The digital form can be completed at Burrtec.com/Duarte located in the Commercial section by selecting the link titled **Mandatory Commercial Recycling and Organics Compliance Form** or by scanning the QR code below you can complete and submit your compliance status online.

Mail: Burrtec Waste Industries, Inc., Attn: Compliance, 9890 Cherry Avenue, Fontana, CA 92335

Email: Compliance@Burrtec.com **Online:** Burrtec.com/Duarte

Scan QR code to
complete form online



BUSINESS/ORGANIZATION INFORMATION Business Name: **«ServiceCustomerName»**

Service Address: **«SvcAddress», «SvcCityStateZIP»**

Business Type: _____ Business Mailing Address (if different): _____

Contact Person Name: _____ Title: _____

Phone Number: _____ Email Address: _____

FOOD WASTE INFORMATION

Food waste means food scraps, spoiled food and edible food

1. Does your business generate over 150 pounds of food waste weekly? Yes No **If no, please move forward to item 10.*

2. Do you recycle or donate your food waste? Yes No **(Check all that apply)**

Return unused product to distribution center Recycled by another company Edible food donated Other: _____

3. If your business or another company hauls your food waste, please provide the following information:

Company Name: _____ Phone number: _____

4. Types of food recycled. **(Check all that apply)** Meats Seafood Fruit Vegetables Dairy Products Canned Goods

Soups Baked Goods Other: _____

5. Approximately how much food is recycled per week? (tons/lbs/gallons/bags, etc.) _____

6. Where does your business or food waste recycler take your food waste to be recycled? _____

7. Do you donate edible food to charity? Yes No

If yes, please provide Charity Name: _____ Type of food donated? _____

8. If you do not recycle or donate food, what do you do with the food waste generated? _____

9. Additional information you would like to provide? _____

LANDSCAPE/GREEN WASTE INFORMATION

Landscape waste means leaves, grass clippings, plant and tree trimmings.

10. Does your business generate over 75 pounds of green waste weekly? Yes No **If no, please move forward to Item 12.*

10a. Approximately how much green waste is generated per week? (tons/lbs/gallons/bags, etc.) _____

11. Do you recycle landscape waste? Yes No **(Check all that apply)**

Landscape waste removed by landscaper and recycled at composting facility *(provide landscape company and compost facility information below):*

Landscape Company Name: _____ Phone Number: _____

Composting facility used by landscaper name _____ Address: _____

Landscape Waste is recycled on site by **(Check all that apply):** Grass cycling turf on-site mulching on-site composting

Other _____

RECYCLING PROGRAM INFORMATION

Recycling means aluminum cans, cardboard, paper and glass.

12. Approximately how much recycling is generated per week? (tons/lbs/gallons/bags, etc.) _____

13. If another recycling company/service is used please provide the following information:

Company Name: _____ Phone Number: _____

14. Are separated recyclables self-hauled? Yes No

OTHER INFORMATION

15. Would you like a waste assessment conducted at your business or organization? Yes No

**If yes, please complete items below. *If no, please complete items 17, 18, and return the completed form per the directions at the top of the form.*

Contact Name: _____ Phone Number: _____

Email Address: _____

16. What is the best time of day to contact you? Day: _____ Time: _____

17. Print name and title of person filling out this form:

Contact Name: _____ Title: _____

18. Signature: _____ Date: _____

<u>Internal Use Only:</u>		<u>Compliance Coding</u>		
Account # «ServiceCustomerID»	Billing Group ID: «BillingGroupCode»	F:	G:	R:
EE Initials:	Date:		Workorder:	Yes No
City EE Signature:	Date:		Approved:	Yes No

LOS ANGELES COUNTY HAULER PERMIT



THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH PERMIT

Valid Until 12/31/2022



PR Number: PR0157416
Program ID: COMMERCIAL
Description: WASTE COLLECTOR YARD

Facility Owner - Mail Address
BURRTEC WASTE INDUSTRIES, INC
9890 CHERRY AVE
FONTANA, CA 92335-5202

Facility Location
BURRTEC WASTE INDUSTRIES,
INC
1017 W GLADSTONE ST
AZUSA, CA 91702

SW1



PERFORMANCE BOND

This bond replaces and supersedes the prior bond # 0153513-08. The penal sum contained herein is not cumulative with prior bonds.

BOND NUMBER: 0153513-09

PREMIUM: \$4,500.00

FRANCHISE BOND

KNOW ALL MEN BY THESE PRESENTS, that we Burrtec 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 Obligee, in the just and full sum of Three Hundred Sixty Thousand and 00/100's Dollars (\$360,000.00) 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 Obligee for the collection, transportation and disposal of refuse from the area described in said Franchise Contract for the term commencing February 16, 2022 and ending on February 16, 2023 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 Obligee, 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 Obligee 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 Obligee) that this bond will be effective only for a period of one year from February 16, 2022 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 Obligee of either cancellation or its intent not to renew, as provided for in this bond.

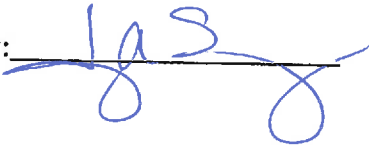
No. 3. Notice of any claim hereunder must be given to the Surety at its office at 4 Hutton Centre Dr., Ste. 640 – Santa Ana, CA 92707, as soon as possible and in any event within fifteen (15) days after anything shall come to the notice of the Obligee or any of its officers indicating the possibility to claim hereunder.

No. 4. Any action to recover loss hereunder shall be commenced by the Obligee 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 8th day of February, 2022.

Burrtec Waste Services, LLC
Principal

By: _____



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: **Matthew F. Schafnitz; James E. Hurst, Jr.; or Victoria M. Riedl 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 4th day of April, 2021.



Attest:

By

Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company

By

Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 14th day of April, 2021, by Ira S. Lederman and Jeffrey M. Hafter 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 RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Maria C. Rundbaken
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.



Attest: Given under my hand and seal of the Company, this 8th day of February, 2022

Vincent P. Forte
Vincent P. Forte

INSURANCE CERTIFICATE

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/28/2021

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 any 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): FAX (A/C, No): E-MAIL ADDRESS: constructioncerts@marshmma.com INSURER(S) AFFORDING COVERAGE INSURER A : Lexington Insurance Company INSURER B : American Zurich Insurance Company INSURER C : Zurich American Insurance Company INSURER D : INSURER E : INSURER F :
INSURED Burrtec Waste Group, Inc. 9890 Cherry Avenue Fontana, CA 92335	NAIC # 19437 40142 16535

COVERAGES

CERTIFICATE NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X		023627374	03/01/2021	03/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP014157404	03/01/2021	03/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000			021391622	03/01/2021	03/01/2022	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y / ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC014157304	03/01/2021	03/01/2022	☒ 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

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 91010-0000	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.
Agua Mansa MRF, LLC
AVCO Disposal, Inc.
Burr Group, LP
Burr Group, Inc.

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
Edward G. Burr
Sandra L. Burr
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
Yukon Disposal
Cal Disposal Co., Inc.

INSURED: Burrtec Waste Group, Inc.

POLICY #: 023627374

POLICY PERIOD: 03/01/2021

TO 03/01/2022

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.

ENDORSEMENT

LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS-PERSON OR ORGANIZATION

(Based on CG2010 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY**SCHEDULE****Name of Additional Insured Person(s)
or Organization(s)****Location of Covered Operations**

As required by written contract executed by both parties prior to loss

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

ENDORSEMENT

LEXINGTON INSURANCE COMPANY

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS- COMPLETED OPERATIONS**

(Based on CG2037 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

**Name of Additional Insured Person(s)
or Organization(s)**

Location of Completed Operations

As required by written contract executed by both parties prior to loss.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

- A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

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.

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)

WASTE GENERATION & DIVERSION REPORT

BURRTEC WASTE SERVICES
CITY OF DUARTE

Program Code	Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Y-T-D
Refuse														
	Residential Refuse	474.29	418.29	466.98	454.12	430.20	469.17	458.30	407.68	425.70	415.77	437.96	497.18	5,355.64
	Residential Bulky Items	3.41	18.19	20.85	0.39	48.93	22.17	19.02	17.41	20.68	17.53	14.23	14.17	216.98
	Residential Refuse (residue)	31.04	26.67	27.60	42.98	37.02	43.20	43.13	40.36	41.09	37.94	40.07	46.25	457.35
	Clean Up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.91	0.00	22.91
	Government Refuse													0.00
	School Refuse													0.00
	Residential Bin Refuse	3.30	3.25	3.86	3.89	3.32	3.71	3.91	3.67	3.56	3.43	3.47	3.63	43.00
	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	187.53	176.35	207.30	312.64	187.93	209.46	189.11	184.20	179.08	167.76	170.29	184.57	2,356.22
	Multi-Family Refuse (residue)	1.84	2.15	2.53	8.41	3.26	3.80	3.04	3.44	3.47	3.58	3.59	4.29	43.40
	Commercial Refuse	283.33	266.63	313.43	198.43	296.33	330.27	297.82	290.18	282.13	274.32	278.44	301.61	3,412.92
	Rolloff Refuse	234.08	175.23	222.78	250.84	384.90	279.42	270.65	318.56	230.48	274.86	204.60	204.41	3,050.81
	Commercial Refuse (residue)	4.42	5.17	6.09	3.37	8.15	9.50	7.59	8.60	8.68	9.45	9.47	12.13	92.62
	Rolloff Refuse (residue)	48.47	29.55	38.47	30.21	14.89	14.72	14.95	12.33	22.06	1.38	44.62	37.09	308.74
Refuse Totals		1,271.71	1,121.48	1,309.89	1,305.28	1,414.93	1,385.42	1,307.52	1,286.43	1,216.93	1,206.02	1,229.65	1,305.33	15,360.59
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	110.70	95.09	98.43	77.41	66.69	77.80	77.68	72.70	74.01	68.34	72.17	83.29	974.31
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	24.07	26.13	30.76	21.22	20.54	23.95	19.15	21.67	21.87	23.47	24.78	28.17	285.78
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	6.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.34	8.29
2080-RC-SPE	Special Collection - Events	0.00	0.00	0.00	0.00	4.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.02
2090-RC-OTH	Other Recycling-Pre Sorted Roll-off	0.00	0.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.59
Recycling Totals		141.72	121.81	129.19	98.63	91.25	101.75	96.83	94.37	95.88	91.81	96.95	112.80	1,272.99
Composting														
3000-CM-RCG	Residential Curbside Greenwaste	193.21	175.92	215.53	275.62	228.15	235.53	233.19	207.18	222.15	201.24	192.25	176.02	2,555.99
3010-CM-RSG	Residential Self Haul Greenwaste													0.00
3020-CM-COG	Commercial On-Site Greenwaste	6.52	11.67	15.08	12.00	6.22	11.55	16.18	14.26	18.39	16.60	15.38	14.26	158.11
3030-CM-CSG	Commercial Self Haul Greenwaste													0.00
3040-CM-FWC	Food Waste Composting	2.21	2.83	4.29	9.72	14.02	13.53	9.35	6.67	4.57	13.33	9.61	7.40	97.53
3050-CM-SCH	School Composting													0.00
3060-CM-GOV	Government Composting													0.00
3070-CM-OTH	Other Composting	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
Composting Totals		201.94	190.42	234.90	297.34	248.39	260.61	258.72	228.11	245.11	231.17	217.24	197.68	2,811.63
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	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03
4030-SP-WHG	White Goods	1.20	5.80	10.96	2.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.35
4040-SP-SCM	Scrap Metal	0.00	0.00	0.00	0.00	6.55	1.77	2.02	1.97	1.13	1.02	2.95	0.90	18.31
4050-SP-WDW	Wood Waste	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
4060-SP-CAR	Concrete/Asphalt/Rubble	22.15	0.00	8.84	23.15	170.93	88.19	49.48	160.30	29.00	10.75	81.36	63.18	707.33
4070-SP-DSD	Disaster Debris													0.00
4080-SP-SGL	Shingles													0.00
4090-SP-RND	Rendering													0.00
4100-SP-OTH	Other Special Waste	156.55	94.18	122.73	151.51	54.08	55.91	58.83	48.54	87.60	173.96	176.03	156.57	1,336.49
Special Waste Totals		179.90	99.98	142.53	177.08	231.56	145.87	110.33	210.81	117.73	185.73	260.34	220.65	2,082.51

BURRTEC WASTE SERVICES

CITY OF DUARTE

Program Code	Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	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	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.15
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	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.15
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	0.12	1.20	0.84	0.76	0.41	0.63	1.10	0.63	1.10	0.76	0.51	1.23	9.29
9050-HH-OTH	Other Household Hazardous Waste	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
HHW Totals		0.12	1.20	0.84	0.76	0.41	0.63	1.10	0.63	1.10	0.76	0.51	1.23	9.29
All Programs Total		523.68	413.41	507.61	573.81	571.61	508.86	466.98	533.92	459.82	509.47	575.04	532.36	6,176.57
Total Refuse		1,271.71	1,121.48	1,309.89	1,305.28	1,414.93	1,385.42	1,307.52	1,286.43	1,216.93	1,206.02	1,229.65	1,305.33	15,360.59
Total Tonnages Generated		1,795.39	1,534.89	1,817.50	1,879.09	1,986.54	1,894.28	1,774.50	1,820.35	1,676.75	1,715.49	1,804.69	1,837.69	21,537.16
Multi Family Net Diverted Tonnage														
2030-RC-OSP	Multi Family Recycling	6.55	7.67	9.03	15.16	5.87	6.84	5.47	6.19	6.25	6.45	6.81	12.94	95.23
3020-CM-COG	Multi Family Greenwaste	1.97	1.82	5.08	3.67	0.39	1.17	7.09	5.13	5.46	5.21	5.50	5.20	47.69

OSHA FORM 300A SUMMARY OF WORK RELATED INJURIES & ILLNESS

Cal/OSHA Form 300A (Rev. 7/2007)
Summary of Work-Related Injuries and Illnesses



Year: 2021

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the Cal/ OSHA Form 300 in its entirety. They also have limited access to the Cal/ OSHA Form 301 or its equivalent. See CCR Title 8 Section 14300.35, in Cal/ OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u> (G)	<u>1</u> (H)	<u>5</u> (I)	<u>0</u> (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>83</u> (K)	<u>128</u> (L)

Injury and Illness Types

Total number of... (M)			
(1) Injuries	<u>5</u>	(4) Poisonings	<u>0</u>
(2) Skin Disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory Conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.

Facility Information

Establishment name: Burrtec Waste Services

Street 1017 W. Gladstone St

City Azusa State CA ZIP 91702

Industry description: Waste & Recycling Haulers

Standard Industrial Classification (SIC) 4953
 If known (e.g., SIC 3715)

Employment Information

(If you don't have these figures, use the optional Worksheet to estimate)

Annual average number of employees 37

Total hours worked by all employees last year 88,602

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Andrew Jacoby  Division Manager
 Company executive Title

800-325-9417 1/1/2022
 Phone Date

MOTOR CARRIER SAFETY COMPLIANCE REPORT/ CHP TERMINAL RECORD UPDATE

**SAFETY COMPLIANCE REPORT/
TERMINAL RECORD UPDATE**

CHP 343 (Rev. 12-17) OPI 062

NEW TERMINAL INFORMATION ☒ Yes ☐ No		CA NUMBER 194413	FILE CODE NUMBER 301160	COUNTY CODE 19	BED
TERMINAL TYPE ☒ Truck ☐ Bus ☐ Mod Limo		CODE 1	OTHER PROGRAM(S)	LOCATION CODE 525	SUBAREA S34

CARRIER LEGAL NAME Burrtec Waste Industries Inc	TERMINAL NAME (IF DIFFERENT)	TELEPHONE NUMBER (W/ AREA CODE) (909) 851-7734
---	------------------------------	--

TERMINAL STREET ADDRESS (NUMBER, STREET, CITY, ZIP CODE)

1017 W Gladstone St Azusa, CA 91702

MAILING ADDRESS (NUMBER, STREET, CITY, ZIP CODE) (IF DIFFERENT FROM ABOVE)

9890 Cherry Ave Fontana, CA 92335

INSPECTION LOCATION (NUMBER, STREET, CITY OR COUNTY)

Same.

LICENSE, FLEET AND TERMINAL INFORMATION

HM LIC. NO. 134238	HWT REG. NO.	IMS LIC. NO.	TRUCKS AND TYPES 17S	TRAILERS AND TYPES	PASS VEH BY TYPE I II Mod Limo	DRIVERS 10	BIT FLEET SIZE Powered 17 Towed 0
EXP. DATE 10/31/2019	EXP. DATE	EXP. DATE	REG. CT.	HW VEH.	HW CONT.	PPB/CSAT ☐ Yes ☒ No ☐ N/A	
TERMINALS IDENTIFIED IN SECTION 34515(b) CVC ☐ Yes ☒ No			FILE CODE NUMBERS OF TERMINALS INCLUDED IN INSPECTION AS A RESULT OF SECTION 34515(b) CVC				

EMERGENCY CONTACTS (In Calling Order of Preference)

EMERGENCY CONTACT (NAME) Andrew Jacoby	DAY TELEPHONE NO. (W/ AREA CODE) (800) 325-9417	NIGHT TELEPHONE NO. (W/ AREA CODE) (626) 364-1804
EMERGENCY CONTACT (NAME) Craig Scoggins	DAY TELEPHONE NO. (W/ AREA CODE) (909) 743-6319	NIGHT TELEPHONE NO. (W/ AREA CODE) (909) 641-1778

ESTIMATED CALIFORNIA MILEAGE FOR THIS TERMINAL FOR LAST YEAR [2020]

A ☐ UNDER 15,000	B ☐ 15,001 — 50,000	C ☐ 50,001 — 100,000	D ☐ 100,001 — 500,000	E ☒ 500,001 — 1,000,000	F ☐ 1,000,001 — 2,000,000	G ☐ 2,000,001 — 5,000,000	H ☐ 5,000,001 — 10,000,000	I ☐ MORE THAN 10,000,000
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OPERATING AUTHORITIES OR PERMITS

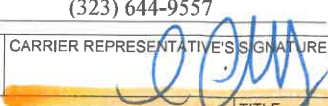
PUC ☐ T	☐ TCP ☐ PSC	MOTOR CARRIER OF PROPERTY PERMIT ACTIVE ☒ Yes ☐ No ☐ N/A	IMS FITNESS EVALUATION ☐ Yes ☒ No
USDOT 1003451	☐ MC ☐ MX	☐ MC ☐ MX	REASON FOR INSPECTION CPSS

INSPECTION FINDINGS		INSPECTION RATINGS: S = Satisfactory U = Unsatisfactory C = Conditional UR = Unrated N/A = Not Applicable									
REQUIREMENTS	VIOL	MAINTENANCE PROGRAM		DRIVER RECORDS		REG. EQUIPMENT		HAZARDOUS MATERIALS		TERMINAL	
MAINTENANCE PROGRAM		1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 S 3 S 4 S	1 UR 2 N/A 3 N/A 4 N/A	1 UR 2 S 3 S 4 S				
DRIVER RECORDS		No. 6 Time 3.5	No. 10 Time 5.0	No. 6 Time 4.5							
DRIVER HOURS		HAZARDOUS MATERIALS ☒ No H/M Transported ☐ No H/M violations noted		CONTAINERS/TANKS No. 0 Time 0.0		VEHICLES PLACED OUT-OF-SERVICE Vehicles 0 Units					
BRAKES		REMARKS									
LAMPS & SIGNALS											
CONNECTING DEVICES											
STEERING & SUSPENSION											
TIRES & WHEELS											
EQUIPMENT REQUIREMENTS											
CONTAINERS & TANKS											
HAZARDOUS MATERIALS											

INSPECTION TYPE ☒ I ☐ R ☐	NON-BIT ☐	CPSS ☒ Yes ☐ No	CHP 345 ☐	CHP 100D COL. 7	INSPECTION DATE(S) 07/14 & 07/15/21	TIME IN 06:00	TIME OUT
INSPECTED BY (NAME(S)) MCS I Ernie Mercado					ID NUMBER(S) A15760	SUSPENSE DATE ☒ Auto ☐ None	

MOTOR CARRIER CERTIFICATION

I hereby certify that all violations described hereon and recorded on the attached pages (2 through 13), will be corrected in accordance with applicable provisions of the California Vehicle Code and the California Code of Regulations. I understand that I may request a review of an unsatisfactory rating by contacting the Motor Carrier Safety Unit Supervisor at (323) 644-9557 within 5 business days of the rating.

CURRENT TERMINAL RATING SATISFACTORY	CARRIER REPRESENTATIVE'S SIGNATURE 	DATE 07/15/2021
CARRIER REPRESENTATIVE'S PRINTED NAME Andrew Jacoby	TITLE Division Manger	DRIVER LICENSE NUMBER STATE

Destroy Previous Editions

Chp343_1217.pdf



‘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 - Multi Family Bulky Program
Effective January 1, 2023

	<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
<u>Residential Service:</u>			
90/60/60	32.15	34.91	8.59%
60/60/60	27.93	30.33	8.59%
40/60/60	25.74	27.95	8.59%
40/60/60 - Senior and/or handicapped	24.34	26.43	8.59%
Additional 90 gallon refuse container (each)	8.27	8.84	6.89%
Additional 60 gallon refuse container (each)	6.32	6.75	6.80%
Extra refuse container collection/service (each)	8.41	8.99	6.90%
Additional recycling container - one	no charge	no charge	
Additional recycling containers - two or more (each)	1.49	1.59	6.71%
Additional green waste container (each)	1.54	1.65	7.14%
Wildlife deterrent barrel (+ base fee)	8.00 + base fee	8.55 + base fee	
Container exchange (1 free/year) (each)	22.40	23.94	6.88%
Additional bulky waste pickup including CRT (2 free/yr)	28.03	29.95	6.85%
Backyard collection:			
Resident requested convenience (+ base fee)	24.20 + base fee	25.86 + base fee	
Manual collection (+ base fee)	31.06 + base fee	33.19 + base fee	
Senior and/or handicapped	base fee only	base fee only	
Residential Street Sweeping Service Alternate Day/Side	2.01 + base fee	2.15 + base fee	
Bulky Item collection	28.03	29.95	6.85%
<u>Commercial Service:</u>			
Wheeled toter (90/60 - once per week)	33.14	36.08	8.87%
Wheeled toter (60 recycling only - once per week)	15.85	15.79	-0.38%
Wheeled toter (90/60 green waste only - once per week)	21.88	24.94	13.99%
Extra Pickup - Barrel Trash	8.24	8.80	6.80%
Extra Pickup - Barrel Food Waste	16.27	17.39	6.88%

MultiFamily Refuse bin collection (includes Bulky Program)

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	151.86	171.93	13.22%
1.5	2	261.72	298.87	14.19%
2	1	193.89	220.05	13.49%
2	2	326.87	374.82	14.67%
3	1	231.64	266.66	15.12%
3	2	393.68	458.80	16.54%
3	3	580.79	677.78	16.70%
3	4	755.29	883.26	16.94%
3	5	929.74	1,088.68	17.10%
3	6	1,104.27	1,294.20	17.20%
4	1	308.99	355.68	15.11%
4	2	520.92	607.46	16.61%
4	3	732.82	859.20	17.25%
4	4	944.71	1,110.91	17.59%
4	5	1,156.62	1,362.68	17.82%
4	6	1,368.49	1,614.36	17.97%
6	1	463.60	533.68	15.12%
6	2	748.21	875.68	17.04%
6	3	1,032.76	1,217.62	17.90%
6	4	1,317.41	1,559.66	18.39%
6	5	1,602.06	1,901.69	18.70%
6	6	1,886.65	2,243.69	18.92%

City of Duarte
Burrtec Waste Services

Annual Refuse Collection and Recycling Rate Adjustment - Multi Family Bulky Program
Effective January 1, 2023

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
MultFamily Compactor bins				
Trash				
2	1	n/a	293.60	n/a
2	2	n/a	521.92	n/a
2	3	n/a	772.26	n/a
2	4	n/a	1,008.80	n/a
2	5	n/a	1,245.27	n/a
2	6	n/a	1,481.85	n/a
Recycling				
2	1	n/a	142.06	n/a
2	2	n/a	213.02	n/a
2	3	n/a	310.65	n/a
2	4	n/a	451.28	n/a
2	5	n/a	550.36	n/a
2	6	n/a	649.45	n/a
Commercial Refuse bin collection:				
<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	151.16	157.62	4.27%
1.5	2	260.34	270.27	3.81%
2	1	192.98	200.98	4.15%
2	2	325.04	336.69	3.58%
3	1	230.26	238.06	3.39%
3	2	390.93	401.60	2.73%
3	3	576.66	591.98	2.66%
3	4	749.79	768.86	2.54%
3	5	922.86	945.68	2.47%
3	6	1,096.01	1,122.60	2.43%
4	1	307.15	317.55	3.39%
4	2	517.25	531.19	2.70%
4	3	727.32	744.80	2.40%
4	4	937.36	958.38	2.24%
4	5	1,147.45	1,172.01	2.14%
4	6	1,357.48	1,385.56	2.07%
6	1	460.85	476.48	3.39%
6	2	742.71	761.28	2.50%
6	3	1,024.51	1,046.02	2.10%
6	4	1,306.40	1,330.86	1.87%
6	5	1,588.29	1,615.69	1.73%
6	6	1,870.13	1,900.49	1.62%

Annual Refuse Collection and Recycling Rate Adjustment - Multi Family Bulky Program
Effective January 1, 2023

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Recycling bin collection:				
<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	93.87	94.79	0.98%
1.5	2	135.45	133.59	-1.37%
1.5	3	196.53	193.26	-1.66%
2	1	118.25	118.99	0.63%
2	2	170.12	166.91	-1.89%
2	3	246.89	241.46	-2.20%
2	4	363.86	359.02	-1.33%
3	1	147.41	146.41	-0.68%
3	2	225.11	218.15	-3.09%
3	3	327.92	316.79	-3.39%
3	4	418.22	402.05	-3.87%
3	5	508.49	487.27	-4.17%
3	6	598.74	572.45	-4.39%

Commercial Food Waste bin collection:

<u>Bin Size</u>	<u>Times per Week</u>			
2	1	192.98	200.98	4.15%
2	2	325.04	336.69	3.58%
2	3	452.51	467.56	3.33%
2	4	573.55	591.53	3.13%
2	5	694.61	715.51	3.01%
2	6	815.67	839.49	2.92%
Barrel				
65g	1	52.11	56.71	8.83%
65g	2	86.79	94.73	9.15%
65g	3	126.59	138.21	9.18%
65g	4	163.84	178.98	9.24%
65g	5	201.08	219.76	9.29%
65g	6	238.39	260.58	9.31%

Green waste bin collection:

<u>Bin Size</u>	<u>Times per Week</u>			
1.5	1	110.04	123.68	12.40%
2	1	152.40	170.35	11.78%
2	2	304.78	340.65	11.77%
3	1	214.86	242.18	12.72%
3	2	364.22	420.82	15.54%
3	3	535.11	620.25	15.91%
3	4	695.13	809.25	16.42%
3	5	855.20	998.21	16.72%
3	6	1,015.33	1,187.29	16.94%

City of Duarte
 Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment - Multi Family Bulky Program
Effective January 1, 2023

		<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Split Bin:				
<u>Bin Size</u>	<u>Times per Week</u>			
3	1	236.64	255.22	7.85%
3	2	363.01	392.33	8.08%
3	3	529.24	572.12	8.10%
3	4	675.35	730.39	8.15%
3	5	821.47	888.61	8.17%
3	6	967.67	1,046.94	8.19%

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	7.09	7.58	6.91%
26'-50'	2	14.17	15.14	6.85%
26'-50'	3	21.27	22.73	6.86%
51'-75'	1	10.62	11.35	6.87%
51'-75'	2	21.27	22.73	6.86%
51'-75'	3	31.87	34.06	6.87%
76'-100'	1	14.17	15.14	6.85%
76'-100'	2	28.35	30.29	6.84%
76'-100'	3	39.53	42.24	6.86%
101'-125'	1	17.72	18.94	6.88%
101'-125'	2	35.45	37.88	6.85%
101'-125'	3	53.16	56.81	6.87%
126'-150'	1	21.27	22.73	6.86%
126'-150'	2	42.53	45.45	6.87%
126'-150'	3	63.79	68.16	6.85%
151'-175'	1	24.82	26.52	6.85%
151'-175'	2	49.61	53.01	6.85%
151'-175'	3	74.41	79.51	6.85%
176'-200'	1	28.35	30.29	6.84%
176'-200'	2	56.99	60.90	6.86%
176'-200'	3	85.06	90.89	6.85%
200'+	1 (per foot)	0.15/foot	0.16/foot	
200'+	2 (per foot)	0.29/foot	0.31/foot	
200'+	3 (per foot)	0.43/foot	0.46/foot	

Refuse rolloff containers:

<u>Size</u>	<u>Tonnage</u>			
20	5	611.52	675.25	10.42%
30	5	611.52	675.25	10.42%
40	5	611.52	675.25	10.42%
Compactor	5	679.84	748.41	10.09%

Recycling rolloff containers:

<u>Size</u>	<u>Tonnage</u>			
40	0	250.16	267.89	7.09%
Compactor	0	318.48	341.06	7.09%

Green waste rolloff containers:

<u>Size</u>	<u>Tonnage</u>			
20/40	5	810.60	1,016.28	25.37%

City of Duarte
 Burrtec Waste Services
Annual Refuse Collection and Recycling Rate Adjustment - Multi Family Bulky Program
Effective January 1, 2023

	<u>Current Rates</u>	<u>Proposed New Rates</u>	<u>Change</u>
Clean Inert containers:			
<u>Size</u> <u>Tonnage</u>			
10/20/40 10	262.36	280.99	7.10%
Construction & Demolition containers			
<u>Size</u> <u>Tonnage</u>			
10/40 5	698.73	734.36	5.10%
Extra Services:			
Extra refuse bin collection/service	51.57	55.11	6.86%
Lock installed	5.70	6.09	6.84%
Lock removed - damaged by customer	31.35	33.50	6.86%
Recycling contamination (1 grace per year)	51.57	55.11	6.86%
Steam Clean (roll-off compactors)	113.59	121.38	6.86%
Steam Clean (bin compactors)	51.57	55.11	6.86%
Tilthopper	44.80	47.87	6.85%
Food Waste Contamination (1 grace per year)	56.59	60.47	6.86%
Dry run/ relocation	79.42	84.87	6.86%
Contamination Cleaning			
- Barrel	61.96	66.21	6.86%
- Bin	72.55	77.52	6.85%
Temporary Bin Services:			
3 Cubic Yd (7 day use)	156.14	166.85	6.86%
Dump & Return	156.14	166.85	6.86%
Dry run/ relocation			
Permanent Boxes - Weekly Rent Fee	181.58	194.04	6.86%
Temporary Boxes - Daily Rent Fee	25.94	27.72	6.86%
Certificate of Destruction	119.52	127.72	6.86%
Residential Street Sweeping Service Alternate Day/Side	2.01 + base fee	2.15 + base fee	
Commercial Street Sweeping Service Alternate Day/Side	3.87 + base fee	4.14 + base fee	
Barrel Exchange (one exchange per year N/C, does not apply to graffiti or damaged barrels)	15.54	16.61	6.89%
Barrel Replacement (residl-customer damaged comm-lt or stolen)	66.93	71.52	6.86%
Bin Exchange (one exchange per year N/C, does not apply to graffiti or damaged bins)	77.69	83.02	6.86%
Bin Replacement + actual cost of bin (comm lost or stolen)	86.05	91.95	6.86%

**AMENDMENT NO. 14 TO AGREEMENT BETWEEN
THE CITY OF DUARTE AND BURRTEC WASTE SERVICES, LLC**

This **Amendment No. 14 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. 14") is made and entered into as of _____ ("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. 12 dated on or about December 21, 2020, and by certain Amendment No. 13 dated on or about October 26, 2021. The Original Agreement as amended by Amendment Nos. 1 through 13, inclusive, is hereinafter referred to collectively as the "Agreement."

B. City and Contractor desire to enter into this Amendment No. 14 to, among other things, amend, extend, and restate the Term of the Agreement.

C. Except as otherwise set forth in this Amendment No. 14, the defined terms used herein shall have the same meanings as used in the Agreement.

**AMENDMENT NO. 14 TO AGREEMENT BETWEEN
THE CITY OF DUARTE AND BURRTEC WASTE SERVICES, LLC**

This **Amendment No. 14 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. 14") is made and entered into as of _____ ("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."

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B. City and Contractor desire to enter into this Amendment No. 14 to, among other things, amend, extend, and restate the Term of the Agreement.

C. Except as otherwise set forth in this Amendment No. 14, 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, 2032, subject to subsection (c) below:

(c) The Agreement Term may be extended one (1) additional year each year from and after December 31, 2023, 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.

B. **Section 10.10 (“Rate Adjustment”) is hereby amended to read as follows:**

a.(i) *Contractor Service Cost:* The Contractor service shall be adjusted based upon the change in the average Consumer Price Index for the 12-month period of August to July. The Consumer Price Index to be used shall be the – All Urban CPI for Los Angeles-Long Beach-Anaheim, California. In the event that such index should be discontinued or be otherwise modified during the term of this Contract to the extent that the Consumer Price Index shall no longer provide a fair index for adjustment of the service rates, then the City and Burrtec shall mutually agree on a replacement index for use in computation of the adjustment.

3. **NO OTHER AMENDMENT.** Except as set forth in this Amendment No. 14, the Agreement shall remain in full force and effect according to its terms.

4. **COUNTERPARTS.** This Amendment No. 14 may be executed in counterparts, each of which, when this Amendment No. 13 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. 14 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. 14.

[end—signature page follows]

