MEMORANDUM

TO: City Council
FROM: City Manager
DATE: November 4, 2021
SUBJECT: Comments on Agenda Items, Meeting of November 9, 2021

ITEM 7.D. (Consent Calendar). The Council will receive and file the Community Development Department Status Report for the month of November, 2021.

ITEM 7.E. (Consent Calendar). The Council will receive and file the Parks and Recreation Department Status Report for the month of November, 2021.

ITEM 7.F. (Consent Calendar). Staff is recommending that the City Council adopt Resolution No. 21-25, reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361.

ITEM 7.G. (Consent Calendar). Staff is recommending that the City Council approve the job description and salary schedule for the position of Building Permit Technician and amend the City-Wide Salary Schedule accordingly.

ITEM 7.H. (Consent Calendar). Staff is recommending that the City Council authorize a letter of concern over the Very High Fire Hazard Severity Zone (VHFHSZ) exclusion that is part of the recently adopted SB 9 (Atkins 2021).

ITEM 9.A. (Business Items). Staff is recommending that the City Council authorize the City Manager to execute a First Amendment to the Memorandum of Agreement for Inspection Services for the San Gabriel Valley Council of Governments' Regional Food Recovery Program through August 1, 2024, in an amount not to exceed $64,014. If approved, the contract would require a FY 2021-22 budget amendment of $20,723.85 from the General Fund.

ITEM 9.B. (Business Items). Staff is recommending that the City Council discuss an amendment to the Duarte Municipal Code which would change the beginning and ending dates of Commissioner terms, and to provide related direction to Staff.

ITEM 9.C. (Business Items). Staff is recommending that the City Council 1) discuss options for filling the City Council office made vacant upon the passing of Mayor Bryan Urias on October 24, 2021; 2) make a selection for filling the vacancy either by appointment or special election; and 3) schedule special meetings of the City Council as appropriate. Filling the vacancy by appointment will have a negligible fiscal impact and can be accommodated within the existing budget. A special election is estimated to cost approximately $10,860 if it is consolidated with the June 7, 2022 election and would likely entail additional expenditures and require a General Fund budget amendment.

Respectfully submitted,

Dr. Daniel Jordan
City Manager

CITY OF DUARTE

MINUTES OF THE SPECIAL MEETING OF THE OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA

TUESDAY, OCTOBER 26, 2021 – 6:30 P.M.

CLOSED SESSION

1. CALL TO ORDER

The meeting was called to order by Mayor Pro-tem Finlay at 6:00 p.m. in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California 91010.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Paras-Caracci, Schulz, Truong
Councilmembers Absent:	None
Staff Present:	Daniel Jordan, City Manager
	Kristen Petersen, Assistant City Manager/Director of Administrative Services
	Thai Viet Phan, Assistant City Attorney
	Annette Juarez, City Clerk

2. ADOPTION OF THE AGENDA

Mayor Pro-tem Finlay announced the following changes to the regular meeting agenda: Item 9C will be tabled, a moment of silence in honor of Mayor Bryan Urias will take place prior to the Special Items portion of the agenda, the Councilmembers will then have the opportunity to speak about Mayor Urias, and the meeting will be adjourned in memory of Mayor Urias.

Moved by Councilmember Kang, seconded by Councilmember Schulz, and carried by the following vote of the Council to approve the adoption of the agenda.

AYES:	Finlay, Kang, Lewis, Paras-Caracci, Schulz, Troung
NOES:	None
ABSTAIN:	None
ABSENT:	None

3. PUBLIC COMMUNICATION ON CLOSED SESSION ITEMS

None.

4. CLOSED SESSION ITEMS

The City Council recessed into Closed Session at 6:06 p.m. to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Pursuant to Government Code Section 54956.9(a), (d)(2), and (e)(1): One potential case.

5. ANNOUNCEMENT OF CLOSED SESSION ITEMS

The Council returned from Closed Session at 7:00 p.m., City Attorney Phan announced that no reportable action was taken during Closed Session.

6. ADJOURNMENT

At 7:00 p.m. the City Council continued to the regular City Council meeting.

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Margaret Finlay, Mayor Pro-tem

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Annette Juarez, City Clerk

CITY OF DUARTE

MINUTES OF THE REGULAR JOINT MEETING OF THE CITY COUNCIL, SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF DUARTE, THE DUARTE HOUSING AUTHORITY, AND THE DUARTE COMMUNITY FACILITIES FINANCING AUTHORITY

TUESDAY, OCTOBER 26, 2021 – 7:00 P.M.

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

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

1. CALL TO ORDER

Via teleconference, the Regular Session was called to order by Mayor Pro-tem Finaly at 7:11 p.m. in the City Hall Council Chamber, 1600 Huntington Drive, Duarte, California 91010.

ROLL CALL:

Councilmembers Present:	Finlay, Kang, Lewis, Paras-Caracci, Schulz, Truong
Councilmembers Absent:	None
Staff Present:	Daniel Jordan, City Manager Thai Viet Phan, Assistant City Attorney Kristen Peterson, Assistant City Manager / Director of Administrative Services Victoria Rocha, Assistant to the City Manager Craig Hensley, Community Development Director Manuel Enriquez, Director of Parks and Recreation Brian Villalobos, Director of Public Safety Services Marilyn Mays, Recreation Supervisor Annette Juarez, City Clerk

2. PLEDGE TO THE FLAG

The flag salute was led by Councilmember Kang.

3. ADOPTION OF THE AGENDA

A moment of silence in honor of Mayor Bryan Urias was held.

Councilmember Paras-Caracci expressed her thoughts on the passing of Mayor Urias and gave her condolences to his family.

Councilmember Truong shared memories of Mayor Urias and expressed condolences to his family.

Councilmember Schulz shared memories of Mayor Urias.

Councilmember Kang expressed his thoughts on the passing of Mayor Urias and sent best wishes to his family.

Councilmember Lewis shared memories of Mayor Urias and expressed condolences to his family.

Mayor Pro-tem Finlay shared memories of Mayor Urias and expressed condolences to his family.

4. SPECIAL ITEMS

A. Mayor's Youth Council Update

Recreation Supervisor Mays introduced Mayor's Youth Council members Ella Batista, Oscar Barajas, Sarah Dowiri, Brielle Finlay, Ethan Finlay, Adrian Fuentes, Roselyn Gonzales, Angela LiuZeng, Carlos Mejia, Hope Peoples, Anna Perez, Elizabeth Perez, Diya Shah Patel, Rebecca Ramirez, Victoria Ramirez, Idalee Villa, and Ayana Zuniga.

Mayor's Youth Council President Elizabeth Perez provided an update on upcoming activities.

B. Public Safety Update

Director of Public Safety Villalobos provided an update on crime, Measure H and outreach coordination, and emergency preparedness.

In response to questions from the Council, he provided information regarding patrols on Huntington Drive, the closing of Men's Central Jail, and speed surveys.

5. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

Veronica Lopez, Office of Assemblywoman Blanca Rubio expressed condolences to the family, friends, colleagues, and community for the passing of Mayor Urias. She provided information about upcoming community events.

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

Assistant to the City Manager Rocha announced upcoming City events.

Councilmember Paras-Caracci announced the Walk for Hope event and provided information about how to donate.

6. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Vivian Romero, former City of Montebello Mayor, addressed the Council to express her condolences in the passing of Mayor Urias.

Steve Hernandez shared his thoughts about Mayor Urias and expressed his condolences to the family.

7. CONSENT CALENDAR

A. Approval of minutes – October 12, 2021. (CC/HA/SA/FA).

B. Approval of warrants – October 26, 2021. (CC/HA/SA/FA)

C. Receive and File Public Safety Update Report

D. Adoption of Resolution No. 21-23 and Resolution No. 21-24 Fixing the City's Medical Insurance Contribution for Councilmembers and Employees for 2022.

E. Proclamation proclaiming November 1-2, 2021 as Dia de los Muertos.

F. Letter of Support for City of Monrovia's Local Area Modification Application to Withdraw from the Foothill Workforce Development Board.

G. Receive and File Monthly Financial Report.

H. City Council/City Manager Conference Attendance and other items suggested by City Council.

Moved by Councilmember Kang, seconded by Councilmember Schulz, and carried by the following vote to approve Items A-H of the Consent Calendar.

AYES: Finlay, Kang, Lewis, Paras-Caracci, Schulz, Truong
NOES: None
ABSTAIN: None
ABSENT: None

8. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

None.

9. BUSINESS ITEMS

A. Extension of Memorandum of Understanding (MOU) with Foothill Transit for the operation of the DuartEbus Service

Assistant City Manager/Director of Administrative Services presented the Staff Report and provided a background on the partnership with Foothill Transit and the DuartEbus service.

Doran Barns, Foothill Transit Executive Director and Kevin Parks McDonald, Foothill Transit Deputy Executive Director responded to questions posed by the Council regarding ridership, equipment performance challenges, and vehicle ownership.

Moved by Councilmember Kang, seconded by Councilmember Truong to approve a two-year extension of the Memorandum of Understanding with Foothill Transit.

There was discussion regarding the approval of a two-year term rather than a three-year term, performance issues with the buses, the benefits of partnering with Foothill Transit, and the operation of City owned buses, and electric vehicle technology.

Assistant City Attorney Phan clarified the terms of the Memorandum of Understanding.

A substitute motion was made by Councilmember Paras-Caracci.

Moved by Councilmember Paras-Caracci, seconded by Councilmember Lewis, to approve a three-year extension of the Memorandum of Understanding with Foothill Transit for the operation of the DuartEbus as recommended by Staff.

AYES: Finlay, Lewis, Paras-Caracci, Schulz, Truong
NOES: Kang
ABSTAIN: None
ABSENT: None

B. Burrtec Waste Annual Performance Review, Amendment No. 13 to the Refuse Collection and Recycling Agreement, and Annual Refuse Collection and Recycling Rate Adjustment

Assistant to the City Manager Rocha introduced the Item, stated the recommendations of Staff, and gave an overview of the 2020 Annual Performance Review.

Burrtec Vice-President Richard Nino presented the Annual Rate Review and provided information regarding the Multi-Family Bulky Item Pickup Program and associated costs.

There was discussion regarding the cost of the Multi-Family Bulky Item Pickup Program, disposal and processing rates, and educating the public.

Moved by Councilmember Schulz, seconded by Councilmember Truong, to approve the Burrtec Waste Services 2020 Annual Performance Review; and approve Option A of Amendment No. 13 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 schedule to become effective January 1, 2022, and approving the Multi-Family Bulky Item Pickup Program.

AYES:	Finlay, Kang, Lewis, Paras-Caracci, Schulz, Truong
NOES:	None
ABSTAIN:	None
ABSENT:	None

C. Potential formation of a "South Duarte Community Center Ad Hoc Committee"

This Item was tabled to a future meeting.

10. CONTINUATION OF ORAL COMMUNICATIONS

None.

11. APPROVE ABSENCE(S) OF CITY COUNCILMEMBER(S) FROM THE CITY COUNCIL MEETING AS EXCUSED

None.

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

Councilmember Kang requested that Staff contact CalTrans regarding the cleanup of the freeway off-ramp at Mount Olive Drive.

Councilmember Paras-Caracci encouraged everyone to participate in or donate to the Walk of Hope; and expressed her condolences to his family.

Councilmember Schulz stated that 28 tons of trash were collected at the Encanto Park cleanup; and stated that she will be organizing a cleanup in District 6 in honor of Mayor Urias.

Councilmember Lewis expressed his condolences to the Urias Family.

Mayor Pro-tem Finlay expressed her appreciation of Staff and the Council; and stated that the meeting would be adjourned in memory of Mayor Bryan Urias.

13. ADJOURNMENT

At 10:03 p.m. the City Council adjourned the meeting in memory of Mayor Bryan Urias.

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Margaret Finlay, Mayor Pro-tem

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Annette Juarez, City Clerk

Council Warrant Register By Account

City of Duarte

By Fund

Payment Dates 10/28/2021 - 11/10/2021

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-1810-7965	KOFF & ASSOCIATES INC	Compensation Study 7/2021	1545		8,587.50
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Kitchen Hot Water Maker	EFT12304		230.42
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 8/2021	216754		108.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	EFT12304		33.95
100-1605-7002	PAMELA ROMERO	CPR Stipend	1577		76.92
100-1025-7701	AREA D CIVIL DEFENSE/DISASTE…	FY22 Area D Dues	216710		1,101.65
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	EFT12304		21.75
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/SC/Tc Copier Lease 9/1/21 - 9/30/21	216722		875.49
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 9/1/21 - 9/30/21	216722		402.41
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 8/1/21 - 8/30/21	216722		124.03
100-1205-7980	HOME DEPOT CREDIT SERVICES	Office Equipment	EFT12304		47.19
100-1205-7781	LOS ANGELES COUNTY SHERIFF'…	Sheriff Contract 8/2021	1569		389,398.22
100-1205-7781	LOS ANGELES COUNTY SHERIFF'…	Sheriff Contract 8/2021	1569	202119-Exp-Tobacco Grant SRO…	18,927.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	EFT12304		141.09
100-1205-7780	HOME DEPOT CREDIT SERVICES	Animal Control Locks & Gloves	EFT12304		29.71
100-1605-7733	CURO MANAGED PRINT PRODU…	SC Newsletter 10/2021	216726		68.36
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Dispoal 9/2021	216754		194.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	EFT12304		284.70
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Radio Surge Protectors	EFT12304		143.06
100-1605-7730	4IMPRINT	Halloween Howl Candy Bags	216704		331.74
100-1010-7670	SOUTHERN CALIFORNIA NEWS …	Legal Advertising 9/2021	1581		3,836.00
100-1405-7965	CHARLES ABBOTT ASSOCIATES …	Contract Planner 9/2021	1554	202117-COH Exps-Charles Abbo…	2,000.00
100-1410-7980	HOME DEPOT CREDIT SERVICES	Propane Supply (Asphalt Work)	EFT12304		70.71
100-1810-7660	CMC LIVESCAN & NOTARY SERV…	Livescan Services 9/2021	1556		322.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	EFT12304		23.50
100-1410-7814	SUPERIOR PROPERTY SERVICES …	Graffiti Removal 9/2021	216769		746.88
100-1205-7782	ALL CITY MANAGEMENT SERVIC…	Crossing Guard Services 9/19/21 - 10/2/21	1547		3,723.72
100-1405-7965	BUCKNAM INFRASTRUCTURE G…	GIS Services 9/2021	216717		910.00
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	1580		163.81
100-1405-7612	AMERICAN PLANNING ASSOCIA…	Jason Golding Membership 1/1/2022 - 12/21/2022	216709		360.00
100-1405-7965	FEHR & PEERS	Hope Dr Traffic Signal Design	216736		514.81
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Cmty Ctr 10/2021	216774		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-FC/Pool 10/2021	216774		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-City Hall 10/2021	216774		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Senior Ctr 10/2021	216774		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Teen Ctr 10/2021	216774		60.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd Traffic Signal 9/2021	1548		675.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G Exp 9/2021	1548		2,700.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Seg 2 Infrastructure Realign 9/2021	1548		3,127.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd N St Improvement 9/2021	1548		4,860.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Esperanza Apts 9/2021	1548		10,800.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Seg 1 On Site Utilities 9/2021	1548		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-2137 Hunt Dr 9/2021	1548		675.00
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Repairs/Supplies	EFT12304		46.60
100-1605-7733	THEODORE SIEGEL	SC 'Adam's Rib' Screening/Presentation	216765		150.00
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 9/2021	216724		3,104.30
100-1825-7630	CANON FINANCIAL SERVICES INC	CH (2)/SC/TC Copier Lease 10/1/21 - 10/31/21	216722		875.49
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 10/1/21 - 10/31/21	216722		402.41
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 9/1/21 - 9/30/21	216722		104.10
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216756		140.00
100-1605-7614	STAPLES ADVANTAGE	2022 Calendars	1582		26.44
100-1605-7614	STAPLES ADVANTAGE	2022 Calendar	1582		28.86
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	1582		67.85
100-1610-7652	AIR-TRO INC	Yard A/C Maintenance/Repair	216706		487.33
100-2012	CALIFORNIA BUILDING STANDA...	Green Bldg Fees Q3 2021	216719		129.00
100-2013	DEPARTMENT OF CONSERVATI...	Strong Motion (SMIP) Q3 2021	216727		533.40
100-5004	CALIFORNIA BUILDING STANDA...	Local Gov't Retainer Q3 2021	216719		-12.90
100-5004	DEPARTMENT OF CONSERVATI...	Local Agency Fee Q3 2021	216727		-26.67
100-1605-7730	UNITED WORLD ENTERPRISES I...	Halloween Howl Circus Performance	216771		600.00
100-1825-7747	OSCAR BARAJAS	Recycling Program Worker 8/17/21	216712	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	OSCAR BARAJAS	Recycling Program Worker 9/9/21	216712	202104-Exp-Bev Recycle 2019-...	42.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 10/2021	216705		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 10/2021	216705		61.00
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	216734		64.80
100-1410-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	216734		16.20
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 10/2021	1586		8,355.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 10/2021	1586		1,300.00
100-1825-7747	BRANDON EDWARDS	Recycling Program Worker	216733	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	CESAR FRANCO	Recycling Program Worker	216737	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	ANNA PEREZ	Recycling Program Worker	216755	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	JUSTIN JARA	Recycling Program Worker	216747	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	MICHAEL AMBEGUIA	Recycling Program Worker	216708	202104-Exp-Bev Recycle 2019-...	28.00
100-1825-7747	JOSUE RUIZ	Recycling Program Worker	216762	202104-Exp-Bev Recycle 2019-...	70.00
100-1825-7747	NATALYA BRINK	Recycling Program Worker	216716	202104-Exp-Bev Recycle 2019-...	42.00
100-1825-7747	IDALEE VILLA	Recycling Program Worker	216773	202104-Exp-Bev Recycle 2019-...	42.00
100-4204	JASON LAN	Dog License Overpayment	216750		12.50
100-1605-7636	JAG ENDEAVORS LLC	Recreation Staff Uniforms	216746		862.85
100-1610-7652	BRIGHTVIEW PAINTING COMP...	City Hall CM Office Painting	216715		2,900.00
100-1610-7618	DARRELL RAY CARROLL	Keys	216723		14.88
100-1605-7739	CURO MANAGED PRINT PRODU...	Halloween Howl Front Entrance Cutouts	216726		341.78
100-1205-7613	CURO MANAGED PRINT PRODU...	PS Appeal Hearing Forms	216726		49.61
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	1580		198.77
100-1825-7980	STERICYCLE INC	Document Shredding	216768		66.48
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Services 10/2021	216744		836.55
100-4204	JOHN GURLEY	Dog License Overpayment	216743		30.00
100-1405-7690	DANNY RAMIREZ	Planning Commission Meeting	216758		50.00

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7690	SARA VASQUEZ	Planning Commission Meeting	216772		50.00
100-1405-7690	WALLACE WOLFF	Planning Commission Meeting	216775		50.00
100-1405-7690	CHRISTINA HEANY	Planning Commission Meeting	1563		50.00
100-1605-7733	DUARTE PETTY CASH/BINGO PR…	SC Bingo Prize Money	216730		100.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	216739		560.78
100-1405-7969	RKA CONSULTING GROUP	FY22 LLD Engineering Srvcs 9/2021	216759		427.50
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspection Srvcs 9/2021	216759		320.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2021	216759		3,720.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering Srvcs 9/2021	216759		1,000.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 9/2021	216759		960.00
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Project Design 9/2021	216759	202102-Cap Improv-CH CDBG …	26,249.91
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	1555		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mat	1555		8.20
100-1610-7652	ALBERTOS PLUMBING	Beardslee PK RR Toilet Valve Repair	216707		325.00
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	216740	202211-Live Scan of APU Tutors…	200.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 10/25/21 - 10/31/21	1576		2,835.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	216756		181.18
100-1405-7650	CITY OF MONROVIA	Fuel-Community Development 7/2021	216752		30.59
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 7/2021	216752		813.16
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 7/2021	216752		1,523.20
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 7/2021	216752		302.23
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 7/2021	216752		1,268.76
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 7/2021	216752		5,888.21
100-1610-7652	AIR-TRO INC	Public Safety HVAC Maintenance/Repair	216706		272.00
100-1205-7650	BLACK AND WHITE EMERGENCY…	Vehicle #13 Repair	1551		204.03
100-1605-7730	JA EVENT PRODUCTION	Halloween Howl Sound/Lights	216745		1,850.00
100-1205-7787	MVP, LLC	Public Safety Lease	1571		12,431.28
100-1825-7613	GRAND PRINTING INC	#9 Security Tint Envelopes (A/P)	216742		657.53
100-1825-7613	GRAND PRINTING INC	Pulbic Safety & City Envelopes/Letterhead	216742		2,972.01
100-1825-7613	GRAND PRINTING INC	Business Cards/#10 Envelopes/RFS Forms	216742		674.51
100-1825-7613	GRAND PRINTING INC	Business Cards	216742		578.15
100-1410-7980	SITEONE LANDSCAPE SUPPLY H…	City Yard Clarifier Repair	216766		45.43
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 9/2021	1578		6,524.16
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 9/2021	1578		563.57
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 10/2021	1559		139.00
100-2126	YOLANDA SOSA	Constr/Demo Deposit Refund	216767		2,100.00
100-1815-7980	THE TECHNOLOGY DEPOT INC	Network/Internet Support	1585		534.39
100-1605-7730	MAYFLOWER DISTRIBUTING C…	Halloween Howl Floating Pumpkin Event	1570		7.44
100-1610-7652	ALBERTOS PLUMBING	Cmty Ctr RR Toilet Valve Replace	216707		585.00
100-1825-7626	FEDEX	Document Delivery	216735		90.78
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 10/21/21	1583		145.00
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	1582		17.61
100-1825-7630	QUADIENT LEASING USA INC	Postage Machine Lease 11/23/21 - 2/22/22	216757		707.12

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1405-7610	U.S. BANK	Cindy Huynh American Stormwater Institute Training	1588		700.00
100-1405-7613	U.S. BANK	Lg data File Transfer (Hightail)	1588		15.99
100-1405-7975	U.S. BANK	Fasana Rd Event Cookies (Lemon Drop Cookie Shop)	1588		393.00
100-1410-7980	U.S. BANK	City Yard Clarifier Pump Float (Powerflo Products)	1588		135.25
100-1410-7980	U.S. BANK	City Yard Clarifier Sewer Pump (Powerflo Products)	1588		1,342.22
100-1020-7726	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	1589		34.99
100-1405-7612	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	1589		101.94
100-1605-7728	U.S. BANK	AmeriCorps Fieldprint Screening (Fieldprint Inc)	1589	202204-Exp-Duarte's Promise	27.75
100-1605-7728	U.S. BANK	AmeriCorps Truescreen (Verticalscreen)	1589	202204-Exp-Duarte's Promise	7.50
100-1605-7728	U.S. BANK	AmeriCorps Truescreen (Verticalscreen)	1589	202204-Exp-Duarte's Promise	7.50
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 10/12/21 - 11/11/21	1589		8.99
100-1605-7735	U.S. BANK	Netflix0Teen Ctr 10/12/21 - 11/11/21	1589		9.00
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/Councilmember	1589		39.96
100-1805-7980	U.S. BANK	Microsoft 365 9/27/21 - 10/26/21	1589		12.00
100-1810-7610	U.S. BANK	Kristen Petersen CalPERLA Conference Hotel	1589		1,841.39
100-1810-7610	U.S. BANK	Kristen Petersen CalPERLA Airfare (United Airlines	1589		222.80
100-1815-7632	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	1589		314.91
100-1815-7632	U.S. BANK	HR/Michelle-Adobe AcroPro	1589		14.99
100-1815-7632	U.S. BANK	Finance Webinar 10/7/21 - 11/6/21 (Zoom)	1589		80.00
100-1815-7830	U.S. BANK	SC Elevator 911 9/10/21 - 10/9/21 (Vonage)	1589		23.53
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	1561		75.00
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	1587		75.00
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	1579		75.00
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	1574		75.00
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	1567		75.00
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	1568		75.00
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	1558		435.00
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	1552		218.00
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	1553		566.00
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	1564		435.00
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	1584		566.00
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	216748		435.00
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	216713		435.00
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	1560		435.00
100-1410-7887	GARVEY EQUIPMENT COMPANY	Equipment Maintenance/Repairs	216741		411.25
100-1610-7636	HENDERSON'S UNIFORMS	Facility Maintenance Uniforms	1565		351.70
100-1605-7739	CURO MANAGED PRINT PRODU...	Halloween Howl A-Frame Signs	216726		61.74

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1410-7650	WEX BANK	Fuel-Field Srvcs CNG 9/1/21 - 9/30/21	EFT12294		29.45
100-1825-7747	ARELI RUIZ	Recycling Program Worker	216761	202104-Exp-Bev Recycle 2019-...	70.00
100-2121	ARMSTRONG & WALKER LAND...	Landscape Plan Ck (COH-Village Rd South)	1549		960.00
100-2121	ARMSTRONG & WALKER LAND...	Landscape Plan Ck (BV/Village Rd Intersection)	1549		1,210.00
100-1805-7610	DUARTE PETTY CASH	City Staff Lunch Pizza Tip	216729		30.00
100-1805-7610	DUARTE PETTY CASH	Admin Srvcs Staff Meeting	216729		35.04
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Mtg w/Councilmember	216729		36.11
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 11/2021	216751		1,600.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	1555		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mat	1555		8.20
100-1605-7741	BREAKTHROUGH SPORTS LLC	Little Hoppers/Kickers Sports Instruction	216714		1,683.50
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY22 Q2 Dues	216760		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY22 Q2 Dues	216760		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY22 Q2 Dues	216760		240.00
100-1020-7716	CALIFORNIANS ORGANIZED FOR...	TAPS Performer 11/11/2021	216720		100.00
100-1605-7733	DUARTE RECREATION PETTY CA...	SC Scissors/Containers/Bingo Markers/Misc	216731		50.16
100-2023	CECILIA CONTRERAS	City Kitty Seperation Gift	1544		150.00
100-1405-7967	RKA CONSULTING GROUP	City of Hope Inspections 9/2021	216759		80.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 PS & E Srvcs 9/2021	216759	202118-ATP Cycle 4-Professiona..	160.00
100-1825-7687	SAN GABRIEL VALLEY COUNCIL ...	Regional Food Recovery Program	216764		16,959.00
100-1605-7730	GICELA CAMPOS	Pet Costume Contest Balloons	216721		355.00
100-1605-7735	JODY ERRANDI SCHULZ	Family Feud Event Lunch	1579		107.87
100-1605-7730	GICELA CAMPOS	Halloween Howl Balloon Decorations	216721		1,145.00
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #4 Electrical Repair	1575		511.03
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #5 Beacon Light Repair	1575		62.50
100-1610-7650	HUNTINGTON TIRE & AUTO CE...	Vehicle #21 Tires	1566		655.44
100-2122	DIVISION OF THE STATE ARCHIT...	Disability Access Fee Q3 2021	216728		110.40
100-2120	JOSE ANGEL TORRES	CC Rent Deposit Refund 10/23/2021	216770		500.00
100-2120	JANICE KOLODINSKI	CC Rent Deposit Refund (Youth Life Duarte-Monrovia	216749		500.00
100-2120	CATALINA FULIAR	ROP Bldg Rent Refund 10/17/2021	216738		150.00
100-1020-7711	PAMELA ROMERO	Employee Turkey Feast Plants	1546		110.06
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 10/2021	1572		100.00
100-1410-7650	WARDS SERVICE	Vehicle #9 PM Service	1590		117.22
100-1825-7626	QUADIENT FINANCE USA INC	Postage for Meter	216703		5,000.00
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	216753	202115-Outreach-Homeless Ser...	740.20
100-1805-7612	CSMFO	Angela Chiaromonte 2022 Membership	216725		110.00
100-1205-7612	CACEO	Larry Breceda FY22 Membership Dues	216718		95.00
100-1205-7612	CACEO	Juan Oseguera FY22 Membership Dues	216718		95.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 11/1/2021 - 11/7/2021	1576		2,835.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 11/1/2021 - 12/1/2021	EFT12304		267.00
100-4408	DUARTE UNIFIED SCHOOL DISTR...	Nextel Lease 10/2021	216732	250004 - Property Rent - Nextel...	1,779.34
100-4408	DUARTE UNIFIED SCHOOL DISTR...	Nextel Lease 11/2021	216732	250004 - Property Rent - Nextel...	1,831.53
100-1205-7760	OAK PARK MOTEL SERVICES INC	Prevention & Diversion Grant	216753	202115-Outreach-Homeless Ser...	122.06
100-1211	SEAN H MCBRIDE	Computer Loan	216702		2,152.67

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	216753	202115-Outreach-Homeless Ser…	1,400.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 11/1/2021 - 12/1/2021	BD22-0001		247.00
				Fund 100 - GENERAL FUND Total:	**612,317.32**
Fund: 220 - GAS TAX FUN					
220-2210-7813	NEXTECH SYSTEMS INC	Fasana Rd Sign	1573		1,267.25
220-2210-7813	SAFETY NETWORK TRAFFIC SIG…	Street Name Signs	216763		879.36
220-2220-7980	U.S. BANK	Markwood Nieghborhood Parking Permits (Smartsign)	1588		941.76
220-2220-7980	DUARTE PETTY CASH	Traffic Signal Controller Ant Bait	216729		8.70
220-2225-7980	ELIE FARAH INC	Street Light Pedestal Design	1557		1,600.00
				Fund 220 - GAS TAX FUN Total:	**4,697.07**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2426-7887	SITEONE LANDSCAPE SUPPLY H…	Grocery Outlet Ctr Irrigation Repairs	216766		47.30
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Repair/Replacement	EFT12304		65.36
240-2405-7890	COUNTY OF LOS ANGELES DEP…	KITS Traffic Signal Monitoring 9/2021	216724		489.06
240-2405-7890	COUNTY OF LOS ANGELES DEP…	Traffic Signal Maintenance (Add'l) 9/2021	216724		948.76
240-2405-7890	COUNTY OF LOS ANGELES DEP…	Traffic Signal Maintenance 9/2021	216724		4,955.69
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Oultet Ctr Sweeping 10/2021	216705		784.00
240-2410-7888	SITEONE LANDSCAPE SUPPLY H…	Citywide Irrigation Repair (Vacant Lot)	216766		13.64
240-2410-7888	SITEONE LANDSCAPE SUPPLY H…	Citywide Irrigation Repair	216766		270.97
				Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:	**7,574.78**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'…	Sheriff Contract 8/2021	1569		11,650.00
				Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:	**11,650.00**
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-8013	FOOTHILL TRANSIT	31st Installment of 3rd Bus 10/2021	1562		3,887.05
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	EFT12304		95.86
440-4405-7814	SUPERIOR PROPERTY SERVICES …	Graffiti Removal 9/2021	216769		995.84
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	216734		43.20
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 7/2021	216752		167.31
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2021	1562		25,739.97
440-4405-7650	AUTOZONE	Vehicle 26 Cabin Filter/Washer Fluid/Air Freshner	216711		51.37
				Fund 440 - PROPOSITION A TRANSIT FUND Total:	**30,980.60**
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	31st Installment of 3rd Bus 10/2021	1562		3,180.31
460-4605-7814	SUPERIOR PROPERTY SERVICES …	Graffiti Removal 9/2021	216769		746.88
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2021	1562		21,059.97
				Fund 460 - PROPOSITION C TRANSIT FUND Total:	**24,987.16**
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-4905-7980	BEST BEST & KRIEGER LLP	NPDES Federal Lobbying Services 9/2021	1550		1,161.54
				Fund 490 - MEASURE W (WATER/STORMWATER) Total:	**1,161.54**
				Grand Total:	**693,368.47**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	612,317.32
220 - GAS TAX FUN	4,697.07
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,574.78
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,650.00
440 - PROPOSITION A TRANSIT FUND	30,980.60
460 - PROPOSITION C TRANSIT FUND	24,987.16
490 - MEASURE W (WATER/STORMWATER)	1,161.54
Grand Total:	**693,368.47**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	185.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7670	Legal Notices	3,836.00
100-1015-7680	City Attorney Legal	6,524.16
100-1015-7686	Other Legal Services	563.57
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C…	110.06
100-1020-7712	Community Information (…	8,355.00
100-1020-7716	Special Community Events	100.00
100-1020-7718	City Newsletter	1,300.00
100-1020-7726	Council Cablecasting	34.99
100-1025-7701	Area D Civil Defense	1,101.65
100-1205-7612	Publications and Dues	670.00
100-1205-7613	Duplications And Photos	49.61
100-1205-7615	Emergency Supplies	143.06
100-1205-7650	Vehicle Maintenance	1,537.59
100-1205-7760	Homeless Outreach Progr…	2,262.26
100-1205-7780	Animal Control	331.71
100-1205-7781	Contract Law Enforcement	414,213.43
100-1205-7782	Crossing Guard Contract …	3,723.72
100-1205-7787	Public Safety Cntr Lease	12,431.28
100-1205-7980	Other Expenses	247.19
100-1211	Computer Loan Program	2,152.67
100-1405-7610	Travel, Mtgs & Conf	700.00
100-1405-7612	Publications and Dues	461.94
100-1405-7613	Duplications And Photos	15.99
100-1405-7614	Office Supplies	67.85
100-1405-7650	Vehicle Maintenance	30.59
100-1405-7690	Planning Commission	200.00
100-1405-7800	Building Department Serv…	514.00
100-1405-7801	Industrial Waste Inspecti…	3,104.30
100-1405-7965	Professional Services	3,584.81
100-1405-7967	Public Works Inspections	23,372.00
100-1405-7969	City Engineer	6,107.50
100-1405-7975	Economic Development E…	393.00
100-1405-8100	Other Capital Improvemnts	26,249.91
100-1410-7650	Vehicle Maintenance	2,259.60
100-1410-7656	Emergency Generator	145.00
100-1410-7810	Street Sweeping	122.00
100-1410-7814	Graffiti Removal	746.88
100-1410-7887	Repairs & Replacements	411.25
100-1410-7980	Other Expenses	1,593.61

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7002	Regular Salaries	76.92
100-1605-7614	Office Supplies	55.30
100-1605-7636	Uniforms	862.85
100-1605-7650	Vehicle Maintenance	302.23
100-1605-7728	Americorp's VIP Program	42.75
100-1605-7730	Special Events	4,289.18
100-1605-7733	Senior Center	541.32
100-1605-7735	Teen Center	315.64
100-1605-7739	Publicity	403.52
100-1605-7741	Sports/Playground Progr…	1,683.50
100-1610-7617	Pool Chemicals	881.96
100-1610-7618	Building Supplies	796.89
100-1610-7636	Uniforms	409.86
100-1610-7650	Vehicle Maintenance	1,468.60
100-1610-7652	Building Maint Services	5,861.28
100-1610-7660	Other Services	5,670.00
100-1805-7610	Travel, Mtgs & Conf	141.11
100-1805-7612	Publications and Dues	110.00
100-1805-7614	Office Supplies	17.61
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	2,064.19
100-1810-7660	Other Services	322.00
100-1810-7965	Professional Services	8,587.50
100-1810-7980	Other Expenses	100.00
100-1815-7632	Software Maintenance	409.90
100-1815-7830	Telephones	23.53
100-1815-7980	Other Expenses	534.39
100-1825-7613	Duplications And Photos	4,882.20
100-1825-7626	Postage	5,090.78
100-1825-7630	Equipment Lease	3,262.92
100-1825-7631	Equipment Maintenance	228.13
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7687	Waste Mgmt Services	16,959.00
100-1825-7747	Beverage Cont Recycling	434.00
100-1825-7980	Other Expenses	66.48
100-2012	Green Building Fees Payab..	129.00
100-2013	Strong Motions Fees Paya…	533.40
100-2023	EE City Kitty Contributions	150.00
100-2120	Refundable Deposits	1,150.00
100-2121	Pass Through Deposits	2,170.00
100-2122	Disability Access & Educ P…	110.40
100-2126	Construction and Demolit…	2,100.00
100-4204	Animal Licenses	42.50
100-4408	Property Rental	3,610.87
100-5004	Other Revenue	-39.57
220-2210-7813	Regulatory Signs	2,146.61
220-2220-7980	Other Expenses	950.46
220-2225-7980	Other Expenses	1,600.00
240-2405-7888	Repairs-Citywide	65.36
240-2405-7890	Repairs-Traffic Signal	6,393.51
240-2410-7888	Repairs-Citywide	284.61
240-2426-7810	Street Sweeping	784.00
240-2426-7887	Repairs & Replacements	47.30
290-2905-7781	Contract Law Enforcement	11,650.00
440-4405-7650	Vehicle Maintenance	357.74
440-4405-7814	Graffiti Removal	995.84
440-4405-7960	Foothill Transit Operations	25,739.97
440-4405-8013	Vehicles (Capital)	3,887.05

Account Summary

Account Number	Account Name	Payment Amount
460-4605-7814	Graffiti Removal	746.88
460-4605-7960	Foothill Tranist Operations	21,059.97
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	1,161.54
	Grand Total:	**693,368.47**

Project Account Summary

Project Account Key	Payment Amount
None	639,481.68
202102-Cap Improv-CH CDBG ADA Improvement	26,249.91
202104-Exp-Bev Recycle 2019-20 PROG FY22	434.00
202115-Outreach-Homeless Services Grant-(SGVCOG)	2,262.26
202117-COH Exps-Charles Abbott Contract Planner	2,000.00
202118-ATP Cycle 4-Professional Svcs	160.00
202119-Exp-Tobacco Grant SRO/Deputy-DOJ	18,927.00
202204-Exp-Duarte's Promise	42.75
202211-Live Scan of APU Tutors for DUSD FY21-22	200.00
250004 - Property Rent - Nextel Rent (Otis Gordon)	3,610.87
Grand Total:	**693,368.47**

Council Warrant Register By Vendor
By Fund

City of Duarte

Payment Dates 10/28/2021 - 11/10/2021

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 6295 - 211 ELECTRONIC SERVICES INC					
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 10/25/21 - 10/31/21	P 7597		2,835.00
100-1610-7660	211 ELECTRONIC SERVICES INC	Yard Security 11/1/2021 - 11/7/2021	P 7601		2,835.00
				Vendor 6295 - 211 ELECTRONIC SERVICES INC Total:	**5,670.00**
Vendor: 5008 - 4IMPRINT					
100-1605-7730	4IMPRINT	Halloween Howl Candy Bags	21817300		331.74
				Vendor 5008 - 4IMPRINT Total:	**331.74**
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Brisas Sweeping 10/2021	198476		61.00
100-1410-7810	A1 MAINTENANCE SERVICES CA	Las Posadas Sweeping 10/2021	198477		61.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**122.00**
Vendor: 2061 - AIR-TRO INC					
100-1610-7652	AIR-TRO INC	Yard A/C Maintenance/Repair	415183		487.33
100-1610-7652	AIR-TRO INC	Public Safety HVAC Maintenance/Repair	415450		272.00
				Vendor 2061 - AIR-TRO INC Total:	**759.33**
Vendor: 5561 - ALBERTOS PLUMBING					
100-1610-7652	ALBERTOS PLUMBING	Beardslee PK RR Toilet Valve Repair	681544		325.00
100-1610-7652	ALBERTOS PLUMBING	Cmty Ctr RR Toilet Valve Replace	681546		585.00
				Vendor 5561 - ALBERTOS PLUMBING Total:	**910.00**
Vendor: 6117 - ALL CITY MANAGEMENT SERVICE INC					
100-1205-7782	ALL CITY MANAGEMENT SERVIC…	Crossing Guard Services 9/19/21 - 10/2/21	72391		3,723.72
				Vendor 6117 - ALL CITY MANAGEMENT SERVICE INC Total:	**3,723.72**
Vendor: 3417 - AMERICAN PLANNING ASSOCIATION					
100-1405-7612	AMERICAN PLANNING ASSOCIA…	Jason Golding Membership 1/1/2022 - 12/21/2022	108718-21103		360.00
				Vendor 3417 - AMERICAN PLANNING ASSOCIATION Total:	**360.00**
Vendor: 6156 - ANNA PEREZ					
100-1825-7747	ANNA PEREZ	Recycling Program Worker	8/17/2021	202104-Exp-Bev Recycle 2019-…	28.00
				Vendor 6156 - ANNA PEREZ Total:	**28.00**
Vendor: 6212 - ARDURRA GROUP INC					
100-1405-7967	ARDURRA GROUP INC	PW Inspection-2137 Hunt Dr 9/2021	117284		675.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Pkg Lot G Exp 9/2021	117284		2,700.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Seg 2 Infrastructure Realign 9/2021	117284		3,127.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Village Rd N St Improvement 9/2021	117284		4,860.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-Esperanza Apts 9/2021	117284		10,800.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Seg 1 On Site Utilities 9/2021	117284		135.00
100-1405-7967	ARDURRA GROUP INC	PW Inspection-COH Village Rd Traffic Signal 9/2021	117284		675.00
				Vendor 6212 - ARDURRA GROUP INC Total:	**22,972.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT					
100-1025-7701	AREA D CIVIL DEFENSE/DISASTE…	FY22 Area D Dues	2108		1,101.65
			Vendor 0866 - AREA D CIVIL DEFENSE/DISASTER MANAGEMENT Total:		**1,101.65**
Vendor: 6305 - ARELI RUIZ					
100-1825-7747	ARELI RUIZ	Recycling Program Worker	9/25/2021	202104-Exp-Bev Recycle 2019-…	70.00
				Vendor 6305 - ARELI RUIZ Total:	**70.00**
Vendor: 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT					
100-2121	ARMSTRONG & WALKER LAND…	Landscape Plan Ck (COH-Village Rd South)	R91120		960.00
100-2121	ARMSTRONG & WALKER LAND…	Landscape Plan Ck (BV/Village Rd Intersection)	R91483		1,210.00
			Vendor 3579 - ARMSTRONG & WALKER LANDSCAPE ARCHITECT Total:		**2,170.00**
Vendor: 6187 - BLACK AND WHITE EMERGENCY VEHICLES LLC					
100-1205-7650	BLACK AND WHITE EMERGENCY…	Vehicle #13 Repair	4232		204.03
			Vendor 6187 - BLACK AND WHITE EMERGENCY VEHICLES LLC Total:		**204.03**
Vendor: 6302 - BRANDON EDWARDS					
100-1825-7747	BRANDON EDWARDS	Recycling Program Worker	8/17/2021	202104-Exp-Bev Recycle 2019-…	28.00
				Vendor 6302 - BRANDON EDWARDS Total:	**28.00**
Vendor: 6004 - BREAKTHROUGH SPORTS LLC					
100-1605-7741	BREAKTHROUGH SPORTS LLC	Little Hoppers/Kickers Sports Instruction	INV-0259		1,683.50
				Vendor 6004 - BREAKTHROUGH SPORTS LLC Total:	**1,683.50**
Vendor: 5978 - BRIGHTVIEW PAINTING COMPANY					
100-1610-7652	BRIGHTVIEW PAINTING COMP…	City Hall CM Office Painting	1100		2,900.00
				Vendor 5978 - BRIGHTVIEW PAINTING COMPANY Total:	**2,900.00**
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE G…	GIS Services 9/2021	352-05.03		910.00
			Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:		**910.00**
Vendor: 3981 - CACEO					
100-1205-7612	CACEO	Larry Breceda FY22 Membership Dues	300014549		95.00
100-1205-7612	CACEO	Juan Oseguera FY22 Membership Dues	300014586		95.00
				Vendor 3981 - CACEO Total:	**190.00**
Vendor: 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION					
100-2012	CALIFORNIA BUILDING STANDA…	Green Bldg Fees Q3 2021	7/2021 - 9/2021		129.00
100-5004	CALIFORNIA BUILDING STANDA…	Local Gov't Retainer Q3 2021	7/2021 - 9/2021		-12.90
			Vendor 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:		**116.10**
Vendor: 6127 - CALIFORNIANS ORGANIZED FOR POLICE SUPPORT					
100-1020-7716	CALIFORNIANS ORGANIZED FOR…	TAPS Performer 11/11/2021	10272021		100.00
			Vendor 6127 - CALIFORNIANS ORGANIZED FOR POLICE SUPPORT Total:		**100.00**
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES INC	CH(2)/SC/Tc Copier Lease 9/1/21 - 9/30/21	27355888		875.49
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 9/1/21 - 9/30/21	27355889		402.41
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 8/1/21 - 8/30/21	27355889		124.03
100-1825-7630	CANON FINANCIAL SERVICES INC	CH (2)/SC/TC Copier Lease 10/1/21 - 10/31/21	27515780		875.49
100-1825-7630	CANON FINANCIAL SERVICES INC	PS Copier Lease 10/1/21 - 10/31/21	27515781		402.41
100-1825-7631	CANON FINANCIAL SERVICES INC	PS Copier Maintenance 9/1/21 - 9/30/21	27515781		104.10
			Vendor 5719 - CANON FINANCIAL SERVICES INC Total:		**2,783.93**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: T4429 - CATALINA FULIAR					
100-2120	CATALINA FULIAR	ROP Bldg Rent Refund 10/17/2021	R91320		150.00
				Vendor T4429 - CATALINA FULIAR Total:	**150.00**
Vendor: 0028 - CATHERINE BRATTA					
100-1825-7674	CATHERINE BRATTA	Health Insurance Reimbursement	11/2021		435.00
				Vendor 0028 - CATHERINE BRATTA Total:	**435.00**
Vendor: 4050 - CECILIA CONTRERAS					
100-2023	CECILIA CONTRERAS	City Kitty Seperation Gift	11/4/2021		150.00
				Vendor 4050 - CECILIA CONTRERAS Total:	**150.00**
Vendor: 6303 - CESAR FRANCO					
100-1825-7747	CESAR FRANCO	Recycling Program Worker	8/17/2021	202104-Exp-Bev Recycle 2019-...	28.00
				Vendor 6303 - CESAR FRANCO Total:	**28.00**
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7965	CHARLES ABBOTT ASSOCIATES ...	Contract Planner 9/2021	63256	202117-COH Exps-Charles Abbo...	2,000.00
				Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:	**2,000.00**
Vendor: 5938 - CHRISTINA HEANY					
100-1405-7690	CHRISTINA HEANY	Planning Commission Meeting	10/18/2021		50.00
				Vendor 5938 - CHRISTINA HEANY Total:	**50.00**
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	4099113364		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mat	4099113364		8.20
100-1610-7636	CINTAS CORPORATION #693	Facility Maintenance Uniforms	4099789979		29.08
100-1610-7652	CINTAS CORPORATION #693	Logo Mat	4099789979		8.20
				Vendor 5140 - CINTAS CORPORATION #693 Total:	**74.56**
Vendor: 0903 - CITY OF MONROVIA					
100-1405-7650	CITY OF MONROVIA	Fuel-Community Development 7/2021	2200668		30.59
100-1610-7650	CITY OF MONROVIA	Fuel-Facility Maintenance 7/2021	2200669		813.16
100-1410-7650	CITY OF MONROVIA	Fuel-Field Services 7/2021	2200670		1,523.20
100-1605-7650	CITY OF MONROVIA	Fuel-Parks & Recreation 7/2021	2200671		302.23
100-1205-7650	CITY OF MONROVIA	Fuel-Public Safety 7/2021	2200672		1,268.76
100-1205-7781	CITY OF MONROVIA	Fuel-Sheriff's Dept 7/2021	2200673		5,888.21
				Vendor 0903 - CITY OF MONROVIA Total:	**9,826.15**
Vendor: 5504 - CMC LIVESCAN & NOTARY SERVICES					
100-1810-7660	CMC LIVESCAN & NOTARY SERV...	Livescan Services 9/2021	CMC17989		322.00
				Vendor 5504 - CMC LIVESCAN & NOTARY SERVICES Total:	**322.00**
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
100-1405-7801	COUNTY OF LOS ANGELES DEP...	Industrial Waste Inspections 9/2021	21101201828		3,104.30
				Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:	**3,104.30**
Vendor: 4171 - CSMFO					
100-1805-7612	CSMFO	Angela Chiaromonte 2022 Membership	300007602		110.00
				Vendor 4171 - CSMFO Total:	**110.00**
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1605-7733	CURO MANAGED PRINT PRODU...	SC Newsletter 10/2021	5013		68.36
100-1605-7739	CURO MANAGED PRINT PRODU...	Halloween Howl Front Entrance Cutouts	5058		341.78
100-1205-7613	CURO MANAGED PRINT PRODU...	PS Appeal Hearing Forms	5073		49.61
100-1605-7739	CURO MANAGED PRINT PRODU...	Halloween Howl A-Frame Signs	5078		61.74
				Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:	**521.49**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6228 - DANNY RAMIREZ					
100-1405-7690	DANNY RAMIREZ	Planning Commission Meeting	10/18/2021		50.00
				Vendor 6228 - DANNY RAMIREZ Total:	**50.00**
Vendor: 5025 - DARRELL RAY CARROLL					
100-1610-7618	DARRELL RAY CARROLL	Keys	24174		14.88
				Vendor 5025 - DARRELL RAY CARROLL Total:	**14.88**
Vendor: 5132 - DEPARTMENT OF CONSERVATION					
100-2013	DEPARTMENT OF CONSERVATI…	Strong Motion (SMIP) Q3 2021	7/2021 - 9/2021		533.40
100-5004	DEPARTMENT OF CONSERVATI…	Local Agency Fee Q3 2021	7/2021 - 9/2021		-26.67
				Vendor 5132 - DEPARTMENT OF CONSERVATION Total:	**506.73**
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCHIT…	Disability Access Fee Q3 2021	7/2021 - 9/2021		110.40
				Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:	**110.40**
Vendor: 0476 - DUARTE PETTY CASH/BINGO PRIZE					
100-1605-7733	DUARTE PETTY CASH/BINGO PR…	SC Bingo Prize Money	11/2021		100.00
				Vendor 0476 - DUARTE PETTY CASH/BINGO PRIZE Total:	**100.00**
Vendor: 0046 - DUARTE PETTY CASH					
100-1805-7610	DUARTE PETTY CASH	Kristen Petersen Mtg w/Councilmember	10262021		36.11
100-1805-7610	DUARTE PETTY CASH	City Staff Lunch Pizza Tip	10262021		30.00
100-1805-7610	DUARTE PETTY CASH	Admin Srvcs Staff Meeting	10262021		35.04
				Vendor 0046 - DUARTE PETTY CASH Total:	**101.15**
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7733	DUARTE RECREATION PETTY CA…	SC Scissors/Containers/Bingo Markers/Misc	10272021		50.16
				Vendor 0311 - DUARTE RECREATION PETTY CASH Total:	**50.16**
Vendor: 0077 - DUARTE UNIFIED SCHOOL DISTRICT					
100-4408	DUARTE UNIFIED SCHOOL DISTR…	Nextel Lease 10/2021	R91487	250004 - Property Rent - Nextel…	1,779.34
100-4408	DUARTE UNIFIED SCHOOL DISTR…	Nextel Lease 11/2021	R91634	250004 - Property Rent - Nextel…	1,831.53
				Vendor 0077 - DUARTE UNIFIED SCHOOL DISTRICT Total:	**3,610.87**
Vendor: 1533 - EFREN CASTRO					
100-1825-7674	EFREN CASTRO	Health Insurance Reimbursement	11/2021		566.00
				Vendor 1533 - EFREN CASTRO Total:	**566.00**
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 10/2021	95008		139.00
				Vendor 1357 - EXECUTIVE ELEVATOR INC Total:	**139.00**
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
100-1205-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	3596		64.80
100-1410-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	3596		16.20
				Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:	**81.00**
Vendor: 0087 - FEDEX					
100-1825-7626	FEDEX	Document Delivery	7-540-81651		90.78
				Vendor 0087 - FEDEX Total:	**90.78**
Vendor: 5404 - FEHR & PEERS					
100-1405-7965	FEHR & PEERS	Hope Dr Traffic Signal Design	149178		514.81
				Vendor 5404 - FEHR & PEERS Total:	**514.81**
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	145093		560.78
				Vendor 4690 - FULLER ENGINEERING INC Total:	**560.78**
Vendor: 4308 - GARVEY EQUIPMENT COMPANY					
100-1410-7887	GARVEY EQUIPMENT COMPANY	Equipment Maintenance/Repairs	141689		411.25
				Vendor 4308 - GARVEY EQUIPMENT COMPANY Total:	**411.25**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 6282 - GICELA CAMPOS					
100-1605-7730	GICELA CAMPOS	Pet Costume Contest Balloons	10/24/2021		355.00
100-1605-7730	GICELA CAMPOS	Halloween Howl Balloon Decorations	10/30/2021		1,145.00
				Vendor 6282 - GICELA CAMPOS Total:	**1,500.00**
Vendor: 5340 - GRAND PRINTING INC					
100-1825-7613	GRAND PRINTING INC	#9 Security Tint Envelopes (A/P)	111927		657.53
100-1825-7613	GRAND PRINTING INC	Pulbic Safety & City Envelopes/Letterhead	111928		2,972.01
100-1825-7613	GRAND PRINTING INC	Business Cards/#10 Envelopes/RFS Forms	111929		674.51
100-1825-7613	GRAND PRINTING INC	Business Cards	111930		578.15
				Vendor 5340 - GRAND PRINTING INC Total:	**4,882.20**
Vendor: 5367 - HENDERSON'S UNIFORMS					
100-1610-7636	HENDERSON'S UNIFORMS	Facility Maintenance Uniforms	35372		351.70
				Vendor 5367 - HENDERSON'S UNIFORMS Total:	**351.70**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVICES	CH Kitchen Hot Water Maker	1641679		230.42
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	0755101		33.95
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	7755167		21.75
100-1205-7980	HOME DEPOT CREDIT SERVICES	Office Equipment	6750163		47.19
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	7300023		141.09
100-1205-7780	HOME DEPOT CREDIT SERVICES	Animal Control Locks & Gloves	7513221		29.71
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	0300895		284.70
100-1205-7615	HOME DEPOT CREDIT SERVICES	EOC Radio Surge Protectors	0545935		143.06
100-1410-7980	HOME DEPOT CREDIT SERVICES	Propane Supply (Asphalt Work)	8301118		70.71
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Maint Supplies/Repairs	5043550		23.50
100-1610-7618	HOME DEPOT CREDIT SERVICES	Facility Repairs/Supplies	8520244		46.60
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**1,072.68**
Vendor: 6210 - HUNTINGTON TIRE & AUTO CENTER INC					
100-1610-7650	HUNTINGTON TIRE & AUTO CE...	Vehicle #21 Tires	53687		655.44
				Vendor 6210 - HUNTINGTON TIRE & AUTO CENTER INC Total:	**655.44**
Vendor: 6307 - IDALEE VILLA					
100-1825-7747	IDALEE VILLA	Recycling Program Worker	9/9/2021	202104-Exp-Bev Recycle 2019-...	42.00
				Vendor 6307 - IDALEE VILLA Total:	**42.00**
Vendor: 6309 - INX BUILDING MAINTENANCE					
100-1610-7652	INX BUILDING MAINTENANCE	City Hall Janitorial Services 10/2021	964937		836.55
				Vendor 6309 - INX BUILDING MAINTENANCE Total:	**836.55**
Vendor: 6311 - JA EVENT PRODUCTION					
100-1605-7730	JA EVENT PRODUCTION	Halloween Howl Sound/Lights	0000015		1,850.00
				Vendor 6311 - JA EVENT PRODUCTION Total:	**1,850.00**
Vendor: 3821 - JACQUELINE BURCKHARD					
100-1825-7674	JACQUELINE BURCKHARD	Health Insurance Reimbursement	11/2021		218.00
				Vendor 3821 - JACQUELINE BURCKHARD Total:	**218.00**
Vendor: 6031 - JAG ENDEAVORS LLC					
100-1605-7636	JAG ENDEAVORS LLC	Recreation Staff Uniforms	1049		862.85
				Vendor 6031 - JAG ENDEAVORS LLC Total:	**862.85**
Vendor: T4431 - JANICE KOLODINSKI					
100-2120	JANICE KOLODINSKI	CC Rent Deposit Refund (Youth Life Duarte-Monrovia	R91117		500.00
				Vendor T4431 - JANICE KOLODINSKI Total:	**500.00**
Vendor: T4433 - JASON LAN					
100-4204	JASON LAN	Dog License Overpayment	022-1883/1882		12.50
				Vendor T4433 - JASON LAN Total:	**12.50**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0128 - JIM KIRCHNER					
100-1825-7674	JIM KIRCHNER	Health Insurance Reimbursement	11/2021		435.00
				Vendor 0128 - JIM KIRCHNER Total:	**435.00**
Vendor: 6204 - JODY ERRANDI SCHULZ					
100-1005-7644	JODY ERRANDI SCHULZ	Council Vehicle Allowance	11/2021		75.00
100-1605-7735	JODY ERRANDI SCHULZ	Family Feud Event Lunch	10/27/2021		107.87
				Vendor 6204 - JODY ERRANDI SCHULZ Total:	**182.87**
Vendor: 0086 - JOHN FASANA					
100-1825-7674	JOHN FASANA	Health Insurance Reimbursement	11/2021		435.00
				Vendor 0086 - JOHN FASANA Total:	**435.00**
Vendor: T4432 - JOHN GURLEY					
100-4204	JOHN GURLEY	Dog License Overpayment	022-2108/2109		30.00
				Vendor T4432 - JOHN GURLEY Total:	**30.00**
Vendor: T4430 - JOSE ANGEL TORRES					
100-2120	JOSE ANGEL TORRES	CC Rent Deposit Refund 10/23/2021	R91112		500.00
				Vendor T4430 - JOSE ANGEL TORRES Total:	**500.00**
Vendor: 6306 - JOSUE RUIZ					
100-1825-7747	JOSUE RUIZ	Recycling Program Worker	9/25/2021	202104-Exp-Bev Recycle 2019-...	70.00
				Vendor 6306 - JOSUE RUIZ Total:	**70.00**
Vendor: 6304 - JUSTIN JARA					
100-1825-7747	JUSTIN JARA	Recycling Program Worker	8/17/2021	202104-Exp-Bev Recycle 2019-...	28.00
				Vendor 6304 - JUSTIN JARA Total:	**28.00**
Vendor: 6211 - KOFF & ASSOCIATES INC					
100-1810-7965	KOFF & ASSOCIATES INC	Compensation Study 7/2021	013466		8,587.50
				Vendor 6211 - KOFF & ASSOCIATES INC Total:	**8,587.50**
Vendor: 5761 - LIFE STORAGE #530					
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 11/1/2021 - 12/1/2021	69528		267.00
100-1405-7800	LIFE STORAGE #530	Building Plans Storage 11/1/2021 - 12/1/2021	69708		247.00
				Vendor 5761 - LIFE STORAGE #530 Total:	**514.00**
Vendor: 5060 - LINDA HENDERSON					
100-1825-7674	LINDA HENDERSON	Health Insurance Reimbursement	11/2021		435.00
				Vendor 5060 - LINDA HENDERSON Total:	**435.00**
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 8/2021	220427VC		389,398.22
100-1205-7781	LOS ANGELES COUNTY SHERIFF'...	Sheriff Contract 8/2021	220427VC	202119-Exp-Tobacco Grant SRO...	18,927.00
				Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:	**408,325.22**
Vendor: 5698 - LUDECKE PROPERTY MANAGEMENT INC					
100-1020-7710	LUDECKE PROPERTY MANAGE...	Chamber Lease 11/2021	1735-huntplaz-1121		1,600.00
				Vendor 5698 - LUDECKE PROPERTY MANAGEMENT INC Total:	**1,600.00**
Vendor: 0285 - MARGARET FINLAY					
100-1005-7642	MARGARET FINLAY	Council Vehicle Allowance	11/2021		75.00
				Vendor 0285 - MARGARET FINLAY Total:	**75.00**
Vendor: 6142 - MAYFLOWER DISTRIBUTING COMPANY INC					
100-1605-7730	MAYFLOWER DISTRIBUTING C...	Halloween Howl Floating Pumpkin Event	5622915I		7.44
				Vendor 6142 - MAYFLOWER DISTRIBUTING COMPANY INC Total:	**7.44**
Vendor: 6154 - MICHAEL AMBEGUIA					
100-1825-7747	MICHAEL AMBEGUIA	Recycling Program Worker	8/17/2021	202104-Exp-Bev Recycle 2019-...	28.00
				Vendor 6154 - MICHAEL AMBEGUIA Total:	**28.00**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 1042 - MICHAEL TARR					
100-1825-7674	MICHAEL TARR	Health Insurance Reimbursement	11/2021		566.00
				Vendor 1042 - MICHAEL TARR Total:	**566.00**
Vendor: 2461 - MVP, LLC					
100-1205-7787	MVP, LLC	Public Safety Lease	11/2021		12,431.28
				Vendor 2461 - MVP, LLC Total:	**12,431.28**
Vendor: 6301 - NATALYA BRINK					
100-1825-7747	NATALYA BRINK	Recycling Program Worker	9/9/2021	202104-Exp-Bev Recycle 2019-...	42.00
				Vendor 6301 - NATALYA BRINK Total:	**42.00**
Vendor: 4607 - NAVIA BENEFIT SOLUTIONS					
100-1810-7980	NAVIA BENEFIT SOLUTIONS	FSA Processing Fee 10/2021	10384605		100.00
				Vendor 4607 - NAVIA BENEFIT SOLUTIONS Total:	**100.00**
Vendor: 6308 - OAK PARK MOTEL SERVICES INC					
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	128	202115-Outreach-Homeless Ser...	740.20
100-1205-7760	OAK PARK MOTEL SERVICES INC	Prevention & Diversion Grant	0000001	202115-Outreach-Homeless Ser...	122.06
100-1205-7760	OAK PARK MOTEL SERVICES INC	Homeless Prevention & Diversion Grant	111-10	202115-Outreach-Homeless Ser...	1,400.00
				Vendor 6308 - OAK PARK MOTEL SERVICES INC Total:	**2,262.26**
Vendor: 5851 - OLGALIVIER GARCIA					
100-1205-7980	OLGALIVIER GARCIA	DUSD Tutoring Program	Oct/Nov 2021	202211-Live Scan of APU Tutors...	200.00
				Vendor 5851 - OLGALIVIER GARCIA Total:	**200.00**
Vendor: 6280 - ONLY CREMATIONS FOR PETS					
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Disposal 8/2021	2969671		108.00
100-1205-7780	ONLY CREMATIONS FOR PETS	Deceased Animal Dispoal 9/2021	2975166		194.00
				Vendor 6280 - ONLY CREMATIONS FOR PETS Total:	**302.00**
Vendor: 6243 - OSCAR BARAJAS					
100-1825-7747	OSCAR BARAJAS	Recycling Program Worker 9/9/21	10152021	202104-Exp-Bev Recycle 2019-...	42.00
100-1825-7747	OSCAR BARAJAS	Recycling Program Worker 8/17/21	10152021	202104-Exp-Bev Recycle 2019-...	28.00
				Vendor 6243 - OSCAR BARAJAS Total:	**70.00**
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	11/2021		76.92
100-1020-7711	PAMELA ROMERO	Employee Turkey Feast Plants	10292021		110.06
				Vendor 1197 - PAMELA ROMERO Total:	**186.98**
Vendor: 5166 - POOL & ELECTRICAL PRODUCTS INC					
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21130137		140.00
100-1610-7617	POOL & ELECTRICAL PRODUCTS ..	Pool Chemicals	21130473		181.18
				Vendor 5166 - POOL & ELECTRICAL PRODUCTS INC Total:	**321.18**
Vendor: 6213 - PREVENTIVE MOBILE INC					
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #4 Electrical Repair	10360		511.03
100-1410-7650	PREVENTIVE MOBILE INC	Vehicle #5 Beacon Light Repair	10370		62.50
				Vendor 6213 - PREVENTIVE MOBILE INC Total:	**573.53**
Vendor: 4616 - QUADIENT FINANCE USA INC					
100-1825-7626	QUADIENT FINANCE USA INC	Postage for Meter	11012021		5,000.00
				Vendor 4616 - QUADIENT FINANCE USA INC Total:	**5,000.00**
Vendor: 6176 - QUADIENT LEASING USA INC					
100-1825-7630	QUADIENT LEASING USA INC	Postage Machine Lease 11/23/21 - 2/22/22	N9109609		707.12
				Vendor 6176 - QUADIENT LEASING USA INC Total:	**707.12**
Vendor: 0904 - RKA CONSULTING GROUP					
100-1405-7969	RKA CONSULTING GROUP	FY22 LLD Engineering Srvcs 9/2021	31699		427.50

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1405-7967	RKA CONSULTING GROUP	Public Works Inspection Srvcs 9/2021	31700		320.00
100-1405-7969	RKA CONSULTING GROUP	Contract City Engineer 9/2021	31701		3,720.00
100-1405-7969	RKA CONSULTING GROUP	Plan Check Engineering Srvcs 9/2021	31702		1,000.00
100-1405-7969	RKA CONSULTING GROUP	Engineering Consulting 9/2021	31703		960.00
100-1405-8100	RKA CONSULTING GROUP	Civic Center Courtyard ADA Project Design 9/2021	31713	202102-Cap Improv-CH CDBG …	26,249.91
100-1405-7967	RKA CONSULTING GROUP	City of Hope Inspections 9/2021	31735		80.00
100-1405-7965	RKA CONSULTING GROUP	ATP Cycle 4 PS & E Srvcs 9/2021	31736	202118-ATP Cycle 4-Professiona..	160.00
				Vendor 0904 - RKA CONSULTING GROUP Total:	**32,917.41**
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finlay FY22 Q2 Dues	Q2 - FY22		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc FY22 Q2 Dues	Q2 - FY22		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos FY22 Q2 Dues	Q2 - FY22		240.00
				Vendor 0076 - ROTARY CLUB OF DUARTE Total:	**590.00**
Vendor: 0196 - RUTAN & TUCKER LLP					
100-1015-7680	RUTAN & TUCKER LLP	General City Attorney (Retainer) 9/2021	910408		6,524.16
100-1015-7686	RUTAN & TUCKER LLP	Telecommunications Legal 9/2021	910410		563.57
				Vendor 0196 - RUTAN & TUCKER LLP Total:	**7,087.73**
Vendor: 5263 - SAMUEL KANG					
100-1005-7648	SAMUEL KANG	Council Vehicle Allowance	11/2021		75.00
				Vendor 5263 - SAMUEL KANG Total:	**75.00**
Vendor: 2699 - SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS					
100-1825-7687	SAN GABRIEL VALLEY COUNCIL …	Regional Food Recovery Program	FY22-RFR-04		16,959.00
				Vendor 2699 - SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS Total:	**16,959.00**
Vendor: 5497 - SARA VASQUEZ					
100-1405-7690	SARA VASQUEZ	Planning Commission Meeting	10/18/2021		50.00
				Vendor 5497 - SARA VASQUEZ Total:	**50.00**
Vendor: 6178 - SEAN H MCBRIDE					
100-1211	SEAN H MCBRIDE	Computer Loan	11032021		2,152.67
				Vendor 6178 - SEAN H MCBRIDE Total:	**2,152.67**
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
100-1410-7980	SITEONE LANDSCAPE SUPPLY H…	City Yard Clarifier Repair	114031259-001		45.43
				Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:	**45.43**
Vendor: 0209 - SMART & FINAL					
100-1605-7733	SMART & FINAL	Senior Ctr Supplies	511388		163.81
100-1605-7735	SMART & FINAL	TC Snack Bar Supplies	792711		198.77
				Vendor 0209 - SMART & FINAL Total:	**362.58**
Vendor: 0220 - SOUTHERN CALIFORNIA NEWS GROUP					
100-1010-7670	SOUTHERN CALIFORNIA NEWS …	Legal Advertising 9/2021	523925		3,836.00
				Vendor 0220 - SOUTHERN CALIFORNIA NEWS GROUP Total:	**3,836.00**
Vendor: 2688 - STAPLES ADVANTAGE					
100-1605-7614	STAPLES ADVANTAGE	2022 Calendars	3489906734		26.44
100-1605-7614	STAPLES ADVANTAGE	2022 Calendar	3489906735		28.86
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3489906736		67.85
100-1805-7614	STAPLES ADVANTAGE	Office Supplies	3490726179		17.61
				Vendor 2688 - STAPLES ADVANTAGE Total:	**140.76**
Vendor: 6312 - STERICYCLE INC					
100-1825-7980	STERICYCLE INC	Document Shredding	8000198858		66.48
				Vendor 6312 - STERICYCLE INC Total:	**66.48**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 0083 - STEVE ESBENSHADE					
100-1825-7674	STEVE ESBENSHADE	Health Insurance Reimbursement	11/2021		435.00
				Vendor 0083 - STEVE ESBENSHADE Total:	**435.00**
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Emergency Generator Inspection 10/21/21	SA-16629		145.00
				Vendor 1610 - SUNWEST ENGINEERING Total:	**145.00**
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICES …	Graffiti Removal 9/2021	16981		746.88
				Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:	**746.88**
Vendor: 5029 - THE TECHNOLOGY DEPOT INC					
100-1815-7980	THE TECHNOLOGY DEPOT INC	Network/Internet Support	17413		534.39
				Vendor 5029 - THE TECHNOLOGY DEPOT INC Total:	**534.39**
Vendor: 5544 - THEODORE SIEGEL					
100-1605-7733	THEODORE SIEGEL	SC 'Adam's Rib' Screening/Presentation	11/18/2021		150.00
				Vendor 5544 - THEODORE SIEGEL Total:	**150.00**
Vendor: 6100 - TONEY LEWIS					
100-1005-7650	TONEY LEWIS	Council Vehicle Allowance	11/2021		75.00
				Vendor 6100 - TONEY LEWIS Total:	**75.00**
Vendor: 5284 - TRIPEPI SMITH & ASSOCIATES					
100-1020-7712	TRIPEPI SMITH & ASSOCIATES	Comm & Social Media Mgmt 10/2021	6969		8,355.00
100-1020-7718	TRIPEPI SMITH & ASSOCIATES	City Newsletter 10/2021	6969		1,300.00
				Vendor 5284 - TRIPEPI SMITH & ASSOCIATES Total:	**9,655.00**
Vendor: 0567 - TZEITEL PARAS-CARACCI					
100-1005-7646	TZEITEL PARAS-CARACCI	Council Vehicle Allowance	11/2021		75.00
				Vendor 0567 - TZEITEL PARAS-CARACCI Total:	**75.00**
Vendor: 4484 - U.S. BANK					
100-1405-7610	U.S. BANK	Cindy Huynh American Stormwater Institute Training	10252021CH		700.00
100-1405-7613	U.S. BANK	Lg data File Transfer (Hightail)	10252021CH		15.99
100-1405-7975	U.S. BANK	Fasana Rd Event Cookies (Lemon Drop Cookie Shop)	10252021CH		393.00
100-1410-7980	U.S. BANK	City Yard Clarifier Pump Float (Powerflo Products)	10252021CH		135.25
100-1410-7980	U.S. BANK	City Yard Clarifier Sewer Pump (Powerflo Products)	10252021CH		1,342.22
100-1020-7726	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	10252021KP		34.99
100-1405-7612	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	10252021KP		101.94
100-1605-7728	U.S. BANK	AmeriCorps Truescreen (Verticalscreen)	10252021KP	202204-Exp-Duarte's Promise	7.50
100-1605-7728	U.S. BANK	AmeriCorps Truescreen (Verticalscreen)	10252021KP	202204-Exp-Duarte's Promise	7.50
100-1605-7728	U.S. BANK	AmeriCorps Fieldprint Screening (Fieldprint Inc)	10252021KP	202204-Exp-Duarte's Promise	27.75
100-1605-7733	U.S. BANK	Netflix-Senior Ctr 10/12/21 - 11/11/21	10252021KP		8.99
100-1605-7735	U.S. BANK	Netflix0Teen Ctr 10/12/21 - 11/11/21	10252021KP		9.00
100-1805-7610	U.S. BANK	Kristen Petersen Lunch Mtg w/Councilmember	10252021KP		39.96
100-1805-7980	U.S. BANK	Microsoft 365 9/27/21 - 10/26/21	10252021KP		12.00
100-1810-7610	U.S. BANK	Kristen Petersen CalPERLA Airfare (United Airlines	10252021KP		222.80

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1810-7610	U.S. BANK	Kristen Petersen CalPERLA Conference Hotel	10252021KP		1,841.39
100-1815-7632	U.S. BANK	HR/Michelle-Adobe AcroPro	10252021KP		14.99
100-1815-7632	U.S. BANK	Finance Webinar 10/7/21 - 11/6/21 (Zoom)	10252021KP		80.00
100-1815-7632	U.S. BANK	Adobe Creative Cloud 10/13/21 - 11/12/21	10252021KP		314.91
100-1815-7830	U.S. BANK	SC Elevator 911 9/10/21 - 10/9/21 (Vonage)	10252021KP		23.53
				Vendor 4484 - U.S. BANK Total:	**5,333.71**
Vendor: 6281 - UNITED WORLD ENTERPRISES INC					
100-1605-7730	UNITED WORLD ENTERPRISES I…	Halloween Howl Circus Performance	478		600.00
				Vendor 6281 - UNITED WORLD ENTERPRISES INC Total:	**600.00**
Vendor: 6196 - VINH TRUONG					
100-1005-7643	VINH TRUONG	Council Vehicle Allowance	11/2021		75.00
				Vendor 6196 - VINH TRUONG Total:	**75.00**
Vendor: 5835 - WALLACE WOLFF					
100-1405-7690	WALLACE WOLFF	Planning Commission Meeting	10/18/2021		50.00
				Vendor 5835 - WALLACE WOLFF Total:	**50.00**
Vendor: 6113 - WARDS SERVICE					
100-1410-7650	WARDS SERVICE	Vehicle #9 PM Service	85260		117.22
				Vendor 6113 - WARDS SERVICE Total:	**117.22**
Vendor: 5992 - WESTERN EXTERMINATOR COMPANY					
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Cmty Ctr 10/2021	9234344		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-FC/Pool 10/2021	9234345		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-City Hall 10/2021	9234350		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Senior Ctr 10/2021	9234351		60.00
100-1610-7652	WESTERN EXTERMINATOR CO…	Pest Control Srvcs-Teen Ctr 10/2021	9234361		60.00
				Vendor 5992 - WESTERN EXTERMINATOR COMPANY Total:	**300.00**
Vendor: 4797 - WEX BANK					
100-1410-7650	WEX BANK	Fuel-Field Srvcs CNG 9/1/21 - 9/30/21	74730159		29.45
				Vendor 4797 - WEX BANK Total:	**29.45**
Vendor: T4434 - YOLANDA SOSA					
100-2126	YOLANDA SOSA	Constr/Demo Deposit Refund	R87481		2,100.00
				Vendor T4434 - YOLANDA SOSA Total:	**2,100.00**
				Fund 100 - GENERAL FUND Total:	**612,317.32**
Fund: 220 - GAS TAX FUN					
Vendor: 0046 - DUARTE PETTY CASH					
220-2220-7980	DUARTE PETTY CASH	Traffic Signal Controller Ant Bait	10262021		8.70
				Vendor 0046 - DUARTE PETTY CASH Total:	**8.70**
Vendor: 5873 - ELIE FARAH INC					
220-2225-7980	ELIE FARAH INC	Street Light Pedestal Design	DUA21-26/1		1,600.00
				Vendor 5873 - ELIE FARAH INC Total:	**1,600.00**
Vendor: 5093 - NEXTECH SYSTEMS INC					
220-2210-7813	NEXTECH SYSTEMS INC	Fasana Rd Sign	INV933		1,267.25
				Vendor 5093 - NEXTECH SYSTEMS INC Total:	**1,267.25**
Vendor: 6097 - SAFETY NETWORK TRAFFIC SIGNS					
220-2210-7813	SAFETY NETWORK TRAFFIC SIG…	Street Name Signs	TS-13671		879.36
				Vendor 6097 - SAFETY NETWORK TRAFFIC SIGNS Total:	**879.36**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4484 - U.S. BANK					
220-2220-7980	U.S. BANK	Markwood Nieghborhood Parking Permits (Smartsign)	10252021CH		941.76
				Vendor 4484 - U.S. BANK Total:	**941.76**
				Fund 220 - GAS TAX FUN Total:	**4,697.07**
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1570 - A1 MAINTENANCE SERVICES CA					
240-2426-7810	A1 MAINTENANCE SERVICES CA	Grocery Oultet Ctr Sweeping 10/2021	198475		784.00
				Vendor 1570 - A1 MAINTENANCE SERVICES CA Total:	**784.00**
Vendor: 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP…	KITS Traffic Signal Monitoring 9/2021	21101201892		489.06
240-2405-7890	COUNTY OF LOS ANGELES DEP…	Traffic Signal Maintenance (Add'l) 9/2021	21101201912		948.76
240-2405-7890	COUNTY OF LOS ANGELES DEP…	Traffic Signal Maintenance 9/2021	21101202199		4,955.69
				Vendor 2028 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:	**6,393.51**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2405-7888	HOME DEPOT CREDIT SERVICES	Electrical Repair/Replacement	0514073		65.36
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**65.36**
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2426-7887	SITEONE LANDSCAPE SUPPLY H…	Grocery Outlet Ctr Irrigation Repairs	112416513-001		47.30
240-2410-7888	SITEONE LANDSCAPE SUPPLY H…	Citywide Irrigation Repair (Vacant Lot)	113936713-001		13.64
240-2410-7888	SITEONE LANDSCAPE SUPPLY H…	Citywide Irrigation Repair	114311167-001		270.97
				Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:	**331.91**
				Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:	**7,574.78**
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIFF'…	Sheriff Contract 8/2021	220427VC		11,650.00
				Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:	**11,650.00**
				Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:	**11,650.00**
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Vehicle 26 Cabin Filter/Washer Fluid/Air Freshner	2814462732		51.37
				Vendor 1491 - AUTOZONE Total:	**51.37**
Vendor: 0903 - CITY OF MONROVIA					
440-4405-7650	CITY OF MONROVIA	Fuel-Transportation Dept 7/2021	2200674		167.31
				Vendor 0903 - CITY OF MONROVIA Total:	**167.31**
Vendor: 6237 - FAST 5 HOLDING COMPANY LLC					
440-4405-7650	FAST 5 HOLDING COMPANY LLC	City Vehicle Car Wash 9/2021	3596		43.20
				Vendor 6237 - FAST 5 HOLDING COMPANY LLC Total:	**43.20**
Vendor: 3192 - FOOTHILL TRANSIT					
440-4405-8013	FOOTHILL TRANSIT	31st Installment of 3rd Bus 10/2021	F2802-1021		3,887.05
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2021	SI008340		25,739.97
				Vendor 3192 - FOOTHILL TRANSIT Total:	**29,627.02**
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
440-4405-7650	HOME DEPOT CREDIT SERVICES	Yard Supplies	5524608		95.86
				Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:	**95.86**

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
440-4405-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 9/2021	16981		995.84
			Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:		**995.84**
			Fund 440 - PROPOSITION A TRANSIT FUND Total:		**30,980.60**
Fund: 460 - PROPOSITION C TRANSIT FUND					
Vendor: 3192 - FOOTHILL TRANSIT					
460-4605-8013	FOOTHILL TRANSIT	31st Installment of 3rd Bus 10/2021	F2802-1021		3,180.31
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2021	SI008340		21,059.97
			Vendor 3192 - FOOTHILL TRANSIT Total:		**24,240.28**
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
460-4605-7814	SUPERIOR PROPERTY SERVICES ...	Graffiti Removal 9/2021	16981		746.88
			Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:		**746.88**
			Fund 460 - PROPOSITION C TRANSIT FUND Total:		**24,987.16**
Fund: 490 - MEASURE W (WATER/STORMWATER)					
Vendor: 6184 - BEST BEST & KRIEGER LLP					
490-4905-7980	BEST BEST & KRIEGER LLP	NPDES Federal Lobbying Services 9/2021	917589		1,161.54
			Vendor 6184 - BEST BEST & KRIEGER LLP Total:		**1,161.54**
			Fund 490 - MEASURE W (WATER/STORMWATER) Total:		**1,161.54**
			Grand Total:		**693,368.47**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	612,317.32
220 - GAS TAX FUN	4,697.07
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	7,574.78
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,650.00
440 - PROPOSITION A TRANSIT FUND	30,980.60
460 - PROPOSITION C TRANSIT FUND	24,987.16
490 - MEASURE W (WATER/STORMWATER)	1,161.54
Grand Total:	**693,368.47**

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	185.00
100-1005-7643	Travel & Exp - Truong	75.00
100-1005-7644	Travel & Exp - Schulz	75.00
100-1005-7646	Travel & Exp - Paras	75.00
100-1005-7648	Travel & Exp - Kang	75.00
100-1005-7650	Travel & Exp - Lewis	75.00
100-1010-7670	Legal Notices	3,836.00
100-1015-7680	City Attorney Legal	6,524.16
100-1015-7686	Other Legal Services	563.57
100-1020-7710	Chamber Of Commerce	1,600.00
100-1020-7711	Employee Recognition C…	110.06
100-1020-7712	Community Information (…	8,355.00
100-1020-7716	Special Community Events	100.00
100-1020-7718	City Newsletter	1,300.00
100-1020-7726	Council Cablecasting	34.99
100-1025-7701	Area D Civil Defense	1,101.65
100-1205-7612	Publications and Dues	670.00
100-1205-7613	Duplications And Photos	49.61
100-1205-7615	Emergency Supplies	143.06
100-1205-7650	Vehicle Maintenance	1,537.59
100-1205-7760	Homeless Outreach Progr…	2,262.26
100-1205-7780	Animal Control	331.71
100-1205-7781	Contract Law Enforcement	414,213.43
100-1205-7782	Crossing Guard Contract …	3,723.72
100-1205-7787	Public Safety Cntr Lease	12,431.28
100-1205-7980	Other Expenses	247.19
100-1211	Computer Loan Program	2,152.67
100-1405-7610	Travel, Mtgs & Conf	700.00
100-1405-7612	Publications and Dues	461.94
100-1405-7613	Duplications And Photos	15.99
100-1405-7614	Office Supplies	67.85
100-1405-7650	Vehicle Maintenance	30.59
100-1405-7690	Planning Commission	200.00
100-1405-7800	Building Department Serv…	514.00
100-1405-7801	Industrial Waste Inspecti…	3,104.30
100-1405-7965	Professional Services	3,584.81
100-1405-7967	Public Works Inspections	23,372.00
100-1405-7969	City Engineer	6,107.50
100-1405-7975	Economic Development E…	393.00
100-1405-8100	Other Capital Improvemnts	26,249.91
100-1410-7650	Vehicle Maintenance	2,259.60
100-1410-7656	Emergency Generator	145.00
100-1410-7810	Street Sweeping	122.00
100-1410-7814	Graffiti Removal	746.88
100-1410-7887	Repairs & Replacements	411.25
100-1410-7980	Other Expenses	1,593.61

Account Summary

Account Number	Account Name	Payment Amount
100-1605-7002	Regular Salaries	76.92
100-1605-7614	Office Supplies	55.30
100-1605-7636	Uniforms	862.85
100-1605-7650	Vehicle Maintenance	302.23
100-1605-7728	Americorp's VIP Program	42.75
100-1605-7730	Special Events	4,289.18
100-1605-7733	Senior Center	541.32
100-1605-7735	Teen Center	315.64
100-1605-7739	Publicity	403.52
100-1605-7741	Sports/Playground Progr…	1,683.50
100-1610-7617	Pool Chemicals	881.96
100-1610-7618	Building Supplies	796.89
100-1610-7636	Uniforms	409.86
100-1610-7650	Vehicle Maintenance	1,468.60
100-1610-7652	Building Maint Services	5,861.28
100-1610-7660	Other Services	5,670.00
100-1805-7610	Travel, Mtgs & Conf	141.11
100-1805-7612	Publications and Dues	110.00
100-1805-7614	Office Supplies	17.61
100-1805-7980	Other Expenses	12.00
100-1810-7610	Travel, Mtgs & Conf	2,064.19
100-1810-7660	Other Services	322.00
100-1810-7965	Professional Services	8,587.50
100-1810-7980	Other Expenses	100.00
100-1815-7632	Software Maintenance	409.90
100-1815-7830	Telephones	23.53
100-1815-7980	Other Expenses	534.39
100-1825-7613	Duplications And Photos	4,882.20
100-1825-7626	Postage	5,090.78
100-1825-7630	Equipment Lease	3,262.92
100-1825-7631	Equipment Maintenance	228.13
100-1825-7674	Retiree Health Insurance	3,525.00
100-1825-7687	Waste Mgmt Services	16,959.00
100-1825-7747	Beverage Cont Recycling	434.00
100-1825-7980	Other Expenses	66.48
100-2012	Green Building Fees Payab..	129.00
100-2013	Strong Motions Fees Paya…	533.40
100-2023	EE City Kitty Contributions	150.00
100-2120	Refundable Deposits	1,150.00
100-2121	Pass Through Deposits	2,170.00
100-2122	Disability Access & Educ P…	110.40
100-2126	Construction and Demolit…	2,100.00
100-4204	Animal Licenses	42.50
100-4408	Property Rental	3,610.87
100-5004	Other Revenue	-39.57
220-2210-7813	Regulatory Signs	2,146.61
220-2220-7980	Other Expenses	950.46
220-2225-7980	Other Expenses	1,600.00
240-2405-7888	Repairs-Citywide	65.36
240-2405-7890	Repairs-Traffic Signal	6,393.51
240-2410-7888	Repairs-Citywide	284.61
240-2426-7810	Street Sweeping	784.00
240-2426-7887	Repairs & Replacements	47.30
290-2905-7781	Contract Law Enforcement	11,650.00
440-4405-7650	Vehicle Maintenance	357.74
440-4405-7814	Graffiti Removal	995.84
440-4405-7960	Foothill Transit Operations	25,739.97
440-4405-8013	Vehicles (Capital)	3,887.05

Account Summary

Account Number	Account Name	Payment Amount
460-4605-7814	Graffiti Removal	746.88
460-4605-7960	Foothill Tranist Operations	21,059.97
460-4605-8013	Vehicles (Capital)	3,180.31
490-4905-7980	Other Expenses	1,161.54
	Grand Total:	**693,368.47**

Project Account Summary

Project Account Key		Payment Amount
None		639,481.68
202102-Cap Improv-CH CDBG ADA Improvement		26,249.91
202104-Exp-Bev Recycle 2019-20 PROG FY22		434.00
202115-Outreach-Homeless Services Grant-(SGVCOG)		2,262.26
202117-COH Exps-Charles Abbott Contract Planner		2,000.00
202118-ATP Cycle 4-Professional Svcs		160.00
202119-Exp-Tobacco Grant SRO/Deputy-DOJ		18,927.00
202204-Exp-Duarte's Promise		42.75
202211-Live Scan of APU Tutors for DUSD FY21-22		200.00
250004 - Property Rent - Nextel Rent (Otis Gordon)		3,610.87
	Grand Total:	**693,368.47**

COMMUNITY DEVELOPMENT
STATUS REPORT
November 2021

PROJECT/PROGRAM	STATUS
<u>IN PROCESS</u>	
Fasana Road	**Ribbon cutting for official street renaming scheduled of November 9.** The official change for the post office and other agencies was completed in late October.
New Businesses	**Crumbl, a cookie store, and Buffalo Wild Wings Go should soon be opening in the Mountain Vista Plaza (Target). Saltbox, a company that provides shared industrial and industrial office spaces plan to move to a building in the Lewis Business park. Staff is working with Saltbox on a CUP that should be heard by Planning Commission in December.**
Duarte Road	**Street work by the City of Hope contractors going on through November. Storm drain and Village Road traffic signal are main items.**
Verizon	New fiber being installed at various locations. Trench paving on Buena Vista scheduled for first part of October. Work on Huntington will being second week of October and last for about a month.
Housing Element	Staff and the consultant continue to work on the project. The draft plan was submitted to HCD for its review. Final comments have been received. Planning Commission hearing was in October 18. **HCD is currently reviewing final changes and item will be scheduled for Council hearing soon.**
Duarte Road Pedestrian Improvements	Sidewalk and pedestrian lights on south side of Duarte Road between Cinco Robles and Circle Road. Construction began July 1. **Planned completion November 2021.**
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.
<u>DEVELOPMENT</u>	
New Hope Village	New 147 room hotel. **The building is almost complete but the City of Hope facing supply chain issues with the delivery of furnishings. The opening has been delayed until March 2022.**
Esperanza at Duarte Station 1700 Business Center Dr.	MBK is building a 344 unit luxury apartment building. Permits were issued and the first visible work will be the parking structure. Esperanza chosen by MBK as project name.

PROJECT/PROGRAM	STATUS
The Residences at Duarte Station 1750 Business Center Dr.	MBK, developer of Building A has been purchased this property. The 292 unit building will be a second phase scheduled for 2022. The development will be called Solana.
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. Completion date has been extended until December or January. Public Art design recently approved. The piece is called "Phoenix." It is by Damon Hyldreth, a San Francisco based artist with an extensive portfolio of work dating back to the early 1970s. **Art piece to be placed on site mid-November.** Richman is actively working towards commercial leases and plans to have some tenants in place soon after the building is completed. Traffic signal in process and should be done by mid-November.
City of Hope General Projects	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces); Duarte Outpatient Clinic (DOC) is ready for permits. It is an 8 story, 350,000 square foot building; and several other upcoming projects.
City of Hope Parking Lots F and G Expansion	Demolition of three single-family residential units and construction of surface parking lot area that will expand the existing parking areas of Lots F and G by 115 parking spaces. **Should be completed soon.**
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. Staff recently had a progress meeting with developer and architect. The estimated date for plan check submittal is October. Construction may begin in early 2022.
New Commercial Building 2137 Huntington	This will be a commercial building, Bright Smile Dental and retail space. **Late Fall 2021 completion expected.**
Town Center North Liquor Store Corner	Staff has put the existing deal with Arbor Capital Group on hold for a variety of reasons, including the developer's inability to get agreement with other property owners on required parking lot upgrades and because the Rita Aid property is for sale and a more comprehensive approach is needed. Staff hired Kosmont Associates to assist in developing a plan to coordinate development of the city property with a complete parking lot and façade upgrade of the center. City is also working with Rite Aid property broker to encourage coordination.
New Townhouse Development 1401 Santo Domingo Avenue	Proposal is to remove eight existing apartments and replace with a new, 20 unit, townhouse development. Developer recently met with neighbors in adjacent HOA. **Headed to Commission soon.**
PUBLIC WORKS	
2021 Street Rehab Project	In design phase.

PROJECT/PROGRAM	STATUS
City Hall Courtyard Design	**Will go out for bid in late November.**
Catch Basin Upgrades	Catch basin inserts were installed on 65 City owned catch basins.
Encanto Park Infiltration Project	In feasibility and early design phase. Initial plan is to located structure in park area under soccer field and permeable paving will be installed in parking lot area. However, cost for initial design is over estimate so a redesign may be needed.

PARKS AND RECREATION
STATUS REPORT
November 2021

PROJECT/PROGRAM	STATUS
PARKS AND TRAILS	
Community Meeting-Duarte Park	The Department is considering making some upgrades to the amenities at Duarte Park and will be holding a Community Meeting on November 17th at 5:30 PM in the park building. Residents are invited to attend the meeting to share their ideas and thoughts for refreshing the space.
YOUTH AND SENIOR PROGRAMS	
Thanksgiving Dinner for Seniors	The Department is happy to announce that the Senior Center will once again be hosting its annual Thanksgiving Dinner in-person! We invite residents 55+ to join us for a fully catered traditional Thanksgiving dinner, dessert, and entertainment for just $10 on November 18th from 5 – 7 PM (curbside pick-up also available from 6 – 7 pm). Reservations are required and can be made at the Senior Center or on accessduarte.com through November 17th.
SPECIAL EVENTS	
Holiday Tree Lighting	Join us for Duarte's annual Holiday Tree Lighting! Bring your family and friends to this free community event on Wednesday, December 1st from 6:30 – 8 PM at the Duarte Civic Center. The event will feature holiday entertainment, crafts for kids, light refreshments and hot chocolate, and a special visit from Santa Claus. At 7:45 PM, City Council and Santa will flip the switch to light up Duarte's new tree, so come early!
Holiday Home Decorating Contest	Tis the season to deck your home! Residents and businesses are encouraged to get in the spirit and enter the City's annual Holiday Decorating Contest. To enter, email duarteparksactive@accessduarte.com with your name/business name, address, and contact number by December 10th. Judging will take place the week of December 13th and all winners will be announced by December 20th on the City's website and social media platforms. All contest winners will each receive a yard sign and a special holiday gift from the City.
Santa's Mailbox	Once again, the Department is monitoring Santa's Mailbox this holiday season. Residents can find St. Nick's mailbox located in the City Hall Courtyard anytime starting November 29th through December 16th. Please be sure to include your address and phone number on all letters, as they will be forwarded to the North Pole and Santa will write back!

Agenda Item:	7F
CM Review:	DJ
Fiscal Review:	CMP

City of Duarte

AGENDA REPORT

MEETING DATE:	November 9, 2021
TO:	Mayor and Members of the City Council
FROM:	Dan Jordan, City Manager
BY:	Annette Juarez, City Clerk
SUBJECT:	Adoption of Resolution No. 21-25 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361
RECOMMENDATION:	Adopt Resolution No. 21-25 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361
FISCAL IMPACT:	There is no fiscal impact.

BACKGROUND

On September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361 (AB361) which allows remote meetings to continue during proclaimed states of emergency through January 1, 2024. AB361 modifies the teleconferencing requirements of the Ralph M. Brown Act to allow a legislative body to meet without granting public access to the locations where members of the body are teleconferencing, such as their private residences.

At its October 12, 2021 meeting, the City Council adopted Resolution No. 21-22 authorizing teleconferenced meetings. AB361 requires that the City Council make these findings by a majority vote every 30 days, should the State of Emergency remain active, in order to continue invoking the Brown Act exemption to teleconferencing rules.

To continue meeting remotely under the provisions of AB361 and continue invoking the Brown Act exemption to teleconferencing rules, the City Council must adopt subsequent resolutions each month reauthorizing teleconferenced meetings.

DISCUSSION/ANALYSIS

To continue meeting remotely under the provisions of AB361 and continue invoking the Brown Act exemption to teleconferencing rules, the City Council must adopt subsequent resolutions each month reauthorizing teleconferenced meetings.

Additionally, the following circumstances must exist:

1. There is a proclaimed State of Emergency; **and**

2. The City of Duarte or State of California continue to recommend measures to promote social distancing, or, due to the State of Emergency, the City Council determines that meeting in person would present imminent risks to the health or safety of attendees.

In addition to giving notice of the meeting and posting agendas as required under the Brown Act, AB361 requires that local agencies do the following:

- Provide notice of the means in which members of the public may access the meeting and offer public comment;

- In the event of a service disruption which prevents members of the public from offering public comment, the legislative body may not take any action on agenda items until service is restored;

- Provide an opportunity for the public to comment in real time; and

- Provide a reasonable amount of time for the public to offer comment.

RECOMMENDATION
Adopt Resolution No. 21-25 reauthorizing teleconferenced public meetings pursuant to Assembly Bill 361.

FISCAL IMPACT
There is no fiscal impact.

ATTACHMENTS
Resolution No. 21-25

RESOLUTION NO. 21-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, REAUTHORIZING TELECONFERENCED PUBLIC MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, in response to COVID-19, California Governor Gavin Newsom issued a Proclamation of a State of Emergency on March 4, 2020; and

WHEREAS, Governor Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Ralph M. Brown Act on March 17, 2020, to allow legislative bodies the opportunity to hold public meetings via teleconference; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021; and

WHEREAS, Assembly Bill 361 modifies the teleconferencing requirements of the Ralph M. Brown Act to allow a legislative body to meet without granting members of the public access to the locations where members of the body are teleconferencing; and

WHEREAS, Assembly Bill 361 requires that there is a Proclaimed State of Emergency; and one of the following exist: the City of Duarte or State of California continue to recommend measures to promote social distancing or, due to the State of Emergency, the City Council determines that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, at its October 12, 2021 meeting, the City Council adopted Resolution No. 21-22 authorizing teleconferenced meetings and recommending measures to promote social distancing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUARTE, CALIFORNIA, DOES HERBY RESOLVE AS FOLLOWS:

SECTION 1: As required by Assembly Bill 361, the City Council has considered the circumstances of the State of Emergency and has found that the Proclaimed State of Emergency still exists.

SECTION 2: As required by Assembly Bill 361, the City Council continues to recommend measures to promote social distancing.

SECTION 3: This Resolution shall take effect immediately upon its adoption and shall be effective for not less than 30 days after its adoption.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of November 2021.

Margaret Finlay
Mayor Pro-tem

APPROVED AS TO FORM:

Thai Viet Phan
Assistant 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. 21-25 was adopted by the City Council of said City of Duarte at a regular meeting of said Council held on the 9th day of November 2021, by the following vote:

AYES:
NOES:
ABSENT:

____

Annette Juarez
City Clerk

Agenda Item:	7G
CM Review:	
Fiscal Review:	

City of Duarte

AGENDA REPORT

MEETING DATE:	November 9, 2021
TO:	Mayor and Members of the City Council
FROM:	Kristen Petersen, Director of Administrative Services
SUBJECT:	Job Description and Salary Schedule for Building Permit Technician
RECOMMENDATION:	It is recommended that the City Council approve the job description and salary schedule for the position of Building Permit Technician and amend the City Wide Salary Schedule accordingly.
FISCAL IMPACT:	There is no fiscal impact.

BACKGROUND

The Community Development Department has had two Administrative Secretary positions for many years. While both of these positions have responsibilities for administrative support of the department counter and phones, one of the positions has a particular focus on assisting with the building permit process. Over the years, this role has become a big part of the building division's ability to process such a heavy workload. With the recent announcement that the employee in this position will be leaving Duarte, the Director of Community Development would like to recruit someone specifically with building permit/counter experience and as a result has asked that the position be replaced with a Building Permit Technician.

DISCUSSION/ANALYSIS

Based on this assessment, we are recommending the creation of a new job title of Building Permit Technician and a new job description that describes the specific role of assisting with the building permit process and yet continues to include general administrative support for the department. In looking at surrounding cities, the salaries for building technicians ranged from $4,000 to $5,600. As a result, we are recommending that the salary range for this new position be the same as the existing salary range for the Administrative Secretary position, which is $4,552-$5,600. This also means that there will be no fiscal impact as the salary amount is included in the existing fiscal year 2021/22 budget.

The Union has reviewed the job title, description and salary range and had no comments or requested changes. This position will be a member of the SEIU General Unit.

RECOMMENDATION

It is recommended that the City Council approve the job description and salary schedule for the position of Building Permit Technician and amend the City Wide Salary Schedule accordingly.

FISCAL IMPACT
There is no fiscal impact.

ATTACHMENTS
Exhibit A – Building Permit Technician job description
Exhibit B - Citywide Salary Schedule

EXHIBIT A

City of Duarte

BUILDING PERMIT TECHNICIAN

Definition:

Under general supervision, receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permits as authorized. This position also is responsible for performing a wide variety of clerical support duties for the Community Development Department.

Essential Job Duties:

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

1. Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
2. Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
3. Calculate and verify valuations and fees; accept payments; issue permits as authorized.
4. Maintain records and prepare reports as required.
5. Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects.
6. Track plan check applications from submission until approval; route plan checks to appropriate personnel.
7. Calculate fees for commercial, industrial, and other locations.
8. Log inspection requests and prepare field files for daily inspection for building inspections.
9. Prepare Certificate of Occupancy as required.
10. Assist building inspector in coordinating inspection requests; perform clerical duties for Building Inspectors.
11. Is responsible for Building Division record keeping.
12. Assists with verifying payments, responding to moderately complex inquiries, providing routing or procedural information, fielding calls, and directing work orders.
13. Schedules appointments, acts as Department Receptionist, receives telephone calls and complaints, and provides assistance to the public and other agencies.

14. Prepares a variety of moderately complex documents in draft and final form using a personal computer and word processing software.
15. Prepares a variety of moderately complex letters and reports.
16. Participates in the development and maintenance of moderately complex spread sheet programs.
17. Operates a variety of office equipment.
18. Provides complex clerical assistance to supported staff.
19. Assists in moderately complex research data collection and report preparation.
20. Screens calls and provides a variety of assistance to the public and other agencies.
21. Performs some moderately complex Account Clerk work such as maintaining accounts and assisting with budgets.
22. Assists with agenda preparation and meeting minutes for commissions and committees assigned to the Community Development Department.
23. Attends periodic evening meetings and weekend events.
24. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Operations, services, and activities of a building services program.
- Organization, procedures, and operating details of a building division.
- Basic knowledge of building codes
- Professional writing techniques.
- Record keeping principles and procedures.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Deal with the public in person or on the telephone.
- Code, post, and monitor accounts payable.
- Understand and follow verbal and written direction.
- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.
- Read and identify geographical specifications.
- Use architectural and engineering scales to determine dimensions and calculate areas and percentages.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.
- Work independently in the absence of supervision.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent, and three years clerical experience preferably in the building or construction industry. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.

Exhibit B

CITY OF DUARTE CITY-WIDE SALARY AND PAY SCHEDULE

Effective July 1, 2021 unless otherwise stated

EXECUTIVE

POSITION	Hourly	Monthly	Annually
City Councilmember		$ 550.00	$ 6,600
City Manager	$ 102.98	$ 17,850	$ 214,197

DEPARTMENT HEAD / DIVISION MANAGER - UNREPRESENTED

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant City Manager	$ 76.56	$ 13,271	$ 79.29	$ 13,744	$ 82.02	$ 14,217	$ 84.73	$ 14,686	$ 87.43	$ 15,155	$ 90.15	$ 15,626	$ 92.87	$ 16,098
Human Resources Manager	$ 42.07	$ 7,293	$ 43.65	$ 7,567	$ 45.22	$ 7,839	$ 46.78	$ 8,109	$ 48.37	$ 8,383	$ 49.92	$ 8,654	$ 51.51	$ 8,928

MANAGEMENT & PROFESSIONAL EMPLOYEES - SEIU LOCAL 721

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
Assistant Civil Engineer	$ 38.80	$ 6,725	$ 40.04	$ 6,940	$ 41.26	$ 7,152	$ 42.49	$ 7,366	$ 43.71	$ 7,577	$ 44.96	$ 7,794	$ 46.19	$ 8,006
Assistant to the City Manager	$ 50.16	$ 8,695	$ 51.63	$ 8,950	$ 53.09	$ 9,203	$ 54.57	$ 9,459	$ 56.05	$ 9,715	$ 57.53	$ 9,971	$ 59.02	$ 10,230
Associate Civil Engineer	$ 44.35	$ 7,687	$ 45.97	$ 7,969	$ 47.59	$ 8,250	$ 49.23	$ 8,533	$ 50.84	$ 8,812	$ 52.48	$ 9,096	$ 54.10	$ 9,378
Associate Planner	$ 39.73	$ 6,887	$ 41.07	$ 7,119	$ 42.42	$ 7,352	$ 43.77	$ 7,587	$ 45.12	$ 7,820	$ 46.47	$ 8,055	$ 47.83	$ 8,291
City Clerk	$ 47.70	$ 8,268	$ 49.09	$ 8,508	$ 50.46	$ 8,747	$ 51.85	$ 8,988	$ 53.22	$ 9,224	$ 54.62	$ 9,467	$ 56.00	$ 9,707
Deputy City Manager	$ 55.18	$ 9,564	$ 56.80	$ 9,846	$ 58.41	$ 10,124	$ 60.04	$ 10,407	$ 61.65	$ 10,686	$ 63.28	$ 10,969	$ 64.92	$ 11,253
Director of Community Development	$ 71.01	$ 12,308	$ 73.76	$ 12,785	$ 76.49	$ 13,259	$ 79.24	$ 13,735	$ 81.99	$ 14,211	$ 84.72	$ 14,685	$ 87.47	$ 15,162
Director of Parks & Recreation	$ 67.30	$ 11,665	$ 69.49	$ 12,044	$ 71.67	$ 12,424	$ 73.86	$ 12,803	$ 76.05	$ 13,182	$ 78.24	$ 13,562	$ 80.43	$ 13,941
Director of Public Safety Services	$ 67.30	$ 11,665	$ 69.49	$ 12,044	$ 71.67	$ 12,424	$ 73.86	$ 12,803	$ 76.05	$ 13,182	$ 78.24	$ 13,562	$ 80.43	$ 13,941
Facilities Maintenance Supervisor	$ 35.47	$ 6,147	$ 36.83	$ 6,383	$ 38.19	$ 6,620	$ 39.55	$ 6,855	$ 40.91	$ 7,091	$ 42.28	$ 7,328	$ 43.63	$ 7,563
Field Services Manager	$ 52.90	$ 9,169	$ 54.70	$ 9,481	$ 56.49	$ 9,791	$ 58.29	$ 10,104	$ 60.08	$ 10,414	$ 61.88	$ 10,726	$ 63.69	$ 11,040
Financial Services Manager	$ 50.70	$ 8,788	$ 52.27	$ 9,060	$ 53.89	$ 9,340	$ 55.55	$ 9,629	$ 57.27	$ 9,927	$ 59.04	$ 10,234	$ 60.86	$ 10,550
Planning Manager	$ 56.68	$ 9,824	$ 58.48	$ 10,137	$ 60.28	$ 10,448	$ 62.08	$ 10,760	$ 63.89	$ 11,074	$ 65.68	$ 11,385	$ 67.49	$ 11,698
Public Safety Manager	$ 56.68	$ 9,824	$ 58.48	$ 10,137	$ 60.28	$ 10,448	$ 62.08	$ 10,760	$ 63.89	$ 11,074	$ 65.68	$ 11,385	$ 67.49	$ 11,698
Public Works Manager	$ 53.53	$ 9,279	$ 55.22	$ 9,571	$ 56.90	$ 9,863	$ 58.60	$ 10,157	$ 60.28	$ 10,449	$ 61.98	$ 10,743	$ 63.68	$ 11,037
Recreation Superintendent	$ 47.02	$ 8,150	$ 48.67	$ 8,437	$ 50.33	$ 8,724	$ 51.98	$ 9,011	$ 53.64	$ 9,298	$ 55.30	$ 9,586	$ 56.96	$ 9,874
Recreation Supervisor	$ 35.47	$ 6,147	$ 36.83	$ 6,383	$ 38.19	$ 6,620	$ 39.55	$ 6,855	$ 40.92	$ 7,092	$ 42.28	$ 7,328	$ 43.64	$ 7,564
Senior Planner	$ 49.56	$ 8,590	$ 51.12	$ 8,861	$ 52.69	$ 9,133	$ 54.26	$ 9,406	$ 55.82	$ 9,676	$ 57.39	$ 9,948	$ 58.96	$ 10,220
Transportation Supervisor	$ 38.65	$ 6,699	$ 40.18	$ 6,964	$ 41.74	$ 7,234	$ 43.27	$ 7,501	$ 44.82	$ 7,768	$ 46.37	$ 8,038	$ 47.92	$ 8,306

GENERAL EMPLOYEES - SEIU LOCAL 721

	Step A		Step B		Step C		Step D		Step E		Step F		Step G	
POSITION	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**	**Hourly**	**Monthly**
Accountant	$ 33.56	$ 5,817	$ 34.60	$ 5,998	$ 35.67	$ 6,183	$ 36.77	$ 6,374	$ 37.91	$ 6,572	$ 39.09	$ 6,775	$ 40.29	$ 6,984
Accounting Specialist	$ 28.92	$ 5,014	$ 29.91	$ 5,184	$ 30.91	$ 5,357	$ 31.90	$ 5,530	$ 32.89	$ 5,701	$ 33.89	$ 5,874	$ 34.87	$ 6,044
Administrative Secretary	$ 26.26	$ 4,552	$ 27.27	$ 4,727	$ 28.28	$ 4,902	$ 29.29	$ 5,077	$ 30.30	$ 5,252	$ 31.30	$ 5,425	$ 32.31	$ 5,600
Assistant Planner	$ 31.62	$ 5,482	$ 32.85	$ 5,694	$ 34.09	$ 5,909	$ 35.33	$ 6,124	$ 36.56	$ 6,337	$ 37.79	$ 6,550	$ 39.03	$ 6,765
Building Permit Technician*	$ 26.26	$ 4,552	$ 27.27	$ 4,727	$ 28.28	$ 4,902	$ 29.29	$ 5,077	$ 30.30	$ 5,252	$ 31.30	$ 5,425	$ 32.31	$ 5,600
Civil Engineering Technician	$ 28.46	$ 4,934	$ 29.65	$ 5,140	$ 30.85	$ 5,347	$ 32.03	$ 5,551	$ 33.23	$ 5,760	$ 34.42	$ 5,966	$ 35.61	$ 6,173
Clerk/Typist Receptionist	$ 21.65	$ 3,753	$ 22.44	$ 3,890	$ 23.22	$ 4,025	$ 24.00	$ 4,160	$ 24.79	$ 4,297	$ 25.58	$ 4,434	$ 26.38	$ 4,573
Code Compliance / Animal Control Officer	$ 30.75	$ 5,330	$ 32.04	$ 5,553	$ 33.31	$ 5,774	$ 34.60	$ 5,998	$ 35.88	$ 6,219	$ 37.17	$ 6,443	$ 38.45	$ 6,664
Community Development Technician	$ 25.92	$ 4,494	$ 26.86	$ 4,655	$ 27.78	$ 4,815	$ 28.71	$ 4,976	$ 29.63	$ 5,136	$ 30.56	$ 5,298	$ 31.48	$ 5,457
Council Aide - City Manager's Office	$ 22.17	$ 3,842	$ 22.77	$ 3,947	$ 23.68	$ 4,105	$ 24.60	$ 4,263	$ 25.51	$ 4,421	$ 26.42	$ 4,579	$ 27.33	$ 4,737
Crime Prevention Specialist	$ 31.87	$ 5,524	$ 33.03	$ 5,726	$ 34.24	$ 5,935	$ 35.47	$ 6,147	$ 36.68	$ 6,358	$ 37.91	$ 6,571	$ 39.13	$ 6,782
Custodian	$ 21.75	$ 3,770	$ 22.58	$ 3,914	$ 23.41	$ 4,057	$ 24.26	$ 4,204	$ 25.08	$ 4,348	$ 25.93	$ 4,495	$ 26.76	$ 4,639
Field Services Supervisor	$ 34.07	$ 5,905	$ 35.76	$ 6,198	$ 37.46	$ 6,493	$ 39.16	$ 6,788	$ 40.86	$ 7,083	$ 42.58	$ 7,380	$ 44.28	$ 7,675
Human Resources Specialist	$ 29.96	$ 5,193	$ 31.21	$ 5,410	$ 32.46	$ 5,627	$ 33.72	$ 5,844	$ 34.96	$ 6,059	$ 36.21	$ 6,276	$ 37.46	$ 6,493
Maintenance Technician	$ 22.25	$ 3,857	$ 23.18	$ 4,019	$ 24.10	$ 4,178	$ 25.04	$ 4,340	$ 25.96	$ 4,499	$ 26.89	$ 4,661	$ 27.81	$ 4,821
Management Aide	$ 28.89	$ 5,008	$ 29.79	$ 5,163	$ 30.71	$ 5,323	$ 31.66	$ 5,488	$ 32.64	$ 5,658	$ 33.65	$ 5,832	$ 34.69	$ 6,013
Management Analyst - City Manager's Office	$ 31.81	$ 5,514	$ 33.14	$ 5,744	$ 34.52	$ 5,983	$ 35.96	$ 6,232	$ 37.46	$ 6,492	$ 39.02	$ 6,763	$ 40.64	$ 7,044
Outreach Coordinator - Public Safety	$ 25.69	$ 4,453	$ 26.66	$ 4,622	$ 27.64	$ 4,790	$ 28.61	$ 4,959	$ 29.59	$ 5,130	$ 30.57	$ 5,298	$ 31.55	$ 5,469
Recreation Coordinator	$ 25.69	$ 4,453	$ 26.66	$ 4,622	$ 27.64	$ 4,790	$ 28.61	$ 4,959	$ 29.59	$ 5,130	$ 30.57	$ 5,298	$ 31.55	$ 5,469
Senior Code Compliance / Animal Control Officer	$ 33.48	$ 5,804	$ 34.87	$ 6,044	$ 36.26	$ 6,284	$ 37.65	$ 6,527	$ 39.07	$ 6,771	$ 40.46	$ 7,014	$ 41.85	$ 7,254
Senior Custodian	$ 26.40	$ 4,575	$ 27.42	$ 4,752	$ 28.44	$ 4,929	$ 29.46	$ 5,106	$ 30.49	$ 5,286	$ 31.51	$ 5,463	$ 32.55	$ 5,642
Senior Maintenance Technician	$ 26.10	$ 4,525	$ 27.10	$ 4,698	$ 28.10	$ 4,870	$ 29.10	$ 5,043	$ 30.10	$ 5,218	$ 31.11	$ 5,393	$ 32.10	$ 5,564

PART-TIME HOURLY EMPLOYEES

	Hourly Pay Rate						
POSITION	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**	**Step G**
Aerobics Instructor	$ 14.00	$ 15.42	$ 17.32	$ 19.23	$ 21.16	$ 23.08	$ 24.97
Animal Control Officer	$ 16.45	$ 17.09	$ 17.72	$ 18.35	$ 18.99	$ 19.62	$ 20.27
Assistant Boxing Trainer	$ 14.00	$ 14.32	$ 14.88	$ 15.45	$ 15.83	$ 16.57	$ 16.95
Boxing Trainer	$ 20.13	$ 20.53	$ 21.02	$ 21.94	$ 22.53	$ 23.74	$ 24.34
Certified Aerobics Instructor	$ 24.30	$ 25.76	$ 27.22	$ 28.66	$ 30.12	$ 31.58	$ 33.03
College Intern	$ 14.00	$ 14.58	$ 16.04	$ 17.64	$ 19.41	$ 21.35	$ 23.49
Community Services Officer	$ 16.45	$ 17.09	$ 17.72	$ 18.35	$ 18.99	$ 19.62	$ 20.27
Computer Lab Technician	$ 14.40	$ 14.83	$ 15.25	$ 15.68	$ 16.11	$ 16.53	$ 16.96
Custodian	$ 17.82	$ 18.51	$ 19.19	$ 19.88	$ 20.56	$ 21.25	$ 21.92
Fee and Charge Instructor	70% of Registration Fees						
Lifeguard	$ 14.00	$ 14.28	$ 14.57	$ 14.86	$ 15.19	$ 15.71	$ 16.23
Lifeguard/Instructor	$ 15.00	$ 15.30	$ 15.61	$ 15.92	$ 16.24	$ 16.56	$ 16.89
Pool Manager	$ 18.30	$ 19.12	$ 19.96	$ 20.79	$ 21.63	$ 22.46	$ 23.29
Recreation Leader	$ 14.50	$ 14.79	$ 15.09	$ 15.39	$ 15.70	$ 16.01	$ 16.33
Recreation Specialist	$ 17.00	$ 17.34	$ 17.69	$ 18.04	$ 18.40	$ 18.77	$ 19.14
Senior Custodian	$ 26.40	$ 27.42	$ 28.44	$ 29.46	$ 30.49	$ 31.51	$ 32.55
Trail Maintenance Crew	$ 14.00	$ 15.64	$ 17.20	$ 18.92	$ 20.81	$ 22.90	$ 25.18

**effective 11/9/21*

City of Duarte

1600 Huntington Drive, Duarte, CA 91010 | Tel (626) 357-7931 | Fax (626) 358-0018 | accessduarte.com

November 9, 2021

Honorable Blanca E. Rubio
State Capitol, Room 5175
Sacramento, CA 94249-0048

SUBJECT: SB 9'S (ATKINS) NEGATIVE IMPACT IN VERY HIGH FIRE HAZARD SEVERITY ZONES

Dear Assemblymember Rubio:

I am writing on behalf of the City of Duarte to express concern over the Very High Fire Hazard Severity Zone (VHFHSZ) exclusion that is a part of the recently adopted SB 9 (Atkins 2021). It appears that the adopted language will allow more development in the State's VHFHSZ areas. This creates the possibility of a substantial increase in the number of homes in some of California's most dangerous areas. This law, as written, will put lives at risk and place additional pressure on emergency response resources in the event of a major wildfire.

As we start the process of developing local policy to implement SB 9, we are very concerned about how to interpret the requirements for VHFHSZ areas. In the lead up to the Bill being signed, much of the analysis seemed to indicate that the intent was that these hazard areas would not be subject to the provisions of SB 9 for life safety reasons. This does not appear to be the case.

SB 9 includes several exclusions including properties in areas that are designated as VHFHSZ and also includes "unless fire mitigation standards apply." Fire mitigation standards are a typical building requirement so it seems that this would permit either duplexes or lot splits allowing up to four units in all or most VHFHSZ areas across the State. Considering the imminent threat of wildfires, the Governor's Wildfire Strike Force, and general safety concerns, this provision is an apparent unintended loophole that demands immediate attention by the Legislature.

We do not believe that it is the State's intent to address the housing crisis by increasing the population of Californians living at greater risk of wildfires. We request your support in encouraging the Legislature to act as soon as possible to correct this oversight for the safety of all Californians.

Sincerely,

Margaret Finlay
Mayor Pro-tem
City of Duarte

cc: The Honorable Anthony Portantino
Jennifer Quan, Regional Public Affairs Manager, League of California Cities

MEMORANDUM

TO: Mayor and Councilmembers

FROM: Daniel Jordan, City Manager

DATE: November 4, 2021

SUBJECT: **Conference Attendance – City Council Meeting of November 9, 2021**

California Contract Cities
Sacramento Legislative Tour
January 10-12, 2022

Registration: $575

---------- Forwarded message ---------
From: **California Contract Cities Association** <info@contractcities.org>
Date: Mon, Nov 1, 2021 at 2:06 PM
Subject: 2022 Sacramento Legislative Tour
To: <margaretfinlay@gmail.com>

Critical to the California Contract Cities Association and its diverse membership is our advocacy efforts. The annual Sacramento Legislative Tour – held over several days in early January to coincide with the start of the new legislative session – affords our members the chance to directly interface with our legislators to share issues impacting our cities and directly hear from the legislative leadership and various state constitutional officers regarding their priorities for the year.

Because of the annual nature of our legislative tour, the California Contract Cities Association is well known in the State Capitol, which acts to strengthen our voice on issues of local and regional concern. If you are an elected or appointed local government official or a proactive member of the business and/or for-profit community, we encourage you to consider attending this critical annual event.

We are excited to return to our in-person legislative tour in 2022. Please register today and reserve your hotel early.

Things to keep in mind

Hotel Accommodations:

A link to reserve your hotel will be sent in your confirmation email after you register. To reserve a room in our block, you must be registered to attend the conference. Rooms at our room block rate are on a first come first serve basis. Please reserve your rooms early.

Covid-19:

You must be able to provide proof of full vaccination against Covid-19 or a negative Covid test dated within 72 prior to the beginning of the conference. This event will be held indoors, and a face covering is required to be used at all times while indoors, unless you are actively eating or drinking. To expedite the process of check-in, you can begin sending in your proof of vaccination by responding to this email.

Cancelation Policy:

A processing fee of $75 will deducted from your refund, in the event of cancelation.

Click Here to Register

Sponsorship Opportunities:

If you are interested in being a sponsor, reach out tomayra@contractcities.org or simply reply to this email.

2022

CODE OF CONDUCT

THE CALIFORNIA CONTRACT CITIES ASSOCIATION STRIVES TO PROVIDE CUTTING EDGE EDUCATIONAL AND NETWORKING OPPORTUNITIES FOR ALL OUR MEMBERS IN A SAFE AND RESPECTABLE ENVIRONMENT AT ALL TIMES.

THE CALIFORNIA CONTRACT CITIES ASSOCIATION EXPECTS THE FOLLOWING FROM ALL ATTENDEES AND GUESTS AT OUR EVENTS:

- TREAT EACH OTHER WITH DIGNITY AND RESPECT AT ALL TIMES.
- RESPECT THE VARIOUS POLITICAL VIEWS AND OPINIONS OF EVERYONE IN ATTENDANCE.
- REFRAIN FROM ENGAGING IN ACTIVITIES OR ACTIONS THAT WOULD REFLECT POORLY ON CCCA.
- AVOID DISRUPTING SPEAKERS OR PRESENTERS DURING SESSIONS AND MEETINGS.

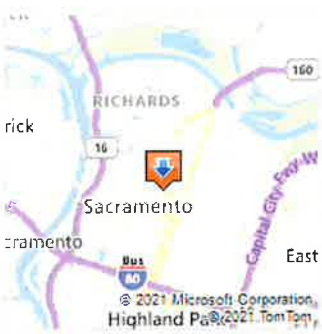
WE THANK YOU IN ADVANCE FOR YOUR COOPERATION TO ENSURE THE SUCCESS OF OUR CONFERENCES, MEETINGS, AND OTHER EVENTS ARE ENJOYABLE FOR ALL IN ATTENDANCE.

When

Monday, January 10, 2022 at 8:00 AM PST
-to-
Wednesday, January 12, 2022 at 8:00 PM PST
Add to Calendar

Where

Sheraton Grand Sacramento Hotel
1230 J St
Sacramento, CA 95814



Driving Directions

Contact

Mayra Bonilla & Alejandra Hernandez
California Contract Cities Association
562-622-5533
info@contractcities.org

2022 Sacramento Legislative Tour

We are headed back to Sacramento! Join us as we meet with key legislators regarding pressing details affecting our cities.

* Required information

Registrant Information

- * First Name:
- * Last Name:
- * Email Address:
- * Confirm Email Address:
- * Organization:
- * Address 1:
- * City:

* State:

--Choose--

* ZIP Code:

* Phone:

* Title

Fee

Type	Fee
Sacramento Legislative Tour Registration	$575.00

Code of Conduct

* **I acknowledge I have read and will abide by the California Contract Cities Association's Code of Conduct. (If registering for someone else, I acknowledge having reviewed the CCCA Code of Conduct with each registrant and they agree to abide by the code of conduct.**

☐ I acknowledge and agree

Dietary Restrictions

Please indicate if you have any food allergies:

Do you have a dietary preference:

○ Vegan
○ Vegetarian
○ Gluten Free

Payment

Payment Method

◉ Pay with PayPal or Credit Card
○ Pay By Check

Payment Summary

Name	Type	Quantity	Fee	Total
	Sacramento Legislative Tour Registration	1	$575.00	$575.00
			Total	**$575.00**

Emails are serviced by Constant Contact

Continue

You will be taken to PayPal to complete payment
No PayPal account is required

Mobile View

City of Duarte

Agenda Item: 9A

CM Review:

Fiscal Review:

AGENDA REPORT

MEETING DATE:	November 9, 2021
TO:	Mayor and Members of the City Council
FROM:	Daniel Jordan, City Manager
BY:	Victoria Rocha, Assistant to the City Manager
SUBJECT:	Approval of a First Amendment to the Memorandum of Agreement to Participate in the San Gabriel Valley Council of Governments' Regional Food Recovery Program
RECOMMENDATION:	Authorize the City Manager to execute a First Amendment to the Memorandum of Agreement for Inspection Services for the San Gabriel Valley Council of Governments' Regional Food Recovery Program through August 1, 2024, in an amount not to exceed $64,014.
FISCAL IMPACT:	If approved, the First Amendment to the Memorandum of Agreement will require a FY 2021-22 budget amendment of $20,723.85 from the General Fund (1825-7687).

BACKGROUND

In September 2016, the passage of Senate Bill 1383 established statewide targets to reduce the disposal of organic waste from landfills and increase recovery of currently disposed edible food for human consumption. To recover 20 percent of edible food that would otherwise be sent to landfills by 2025, SB 1383 requires local jurisdictions to establish food recovery programs and strengthen their existing food recovery networks.

On September 28, 2021, the City of Duarte entered into a Memorandum of Agreement with the San Gabriel Valley Council of Governments (SGVCOG) in an amount not to exceed $19,785 to participate in a Regional Edible Food Recovery Program ("Food Recover Program") to meet the requirements set by SB 1383 to recover 20 percent of edible food that would otherwise be sent to landfills.

The Finalized Scope of Work was divided into two categories, Tasks 1-4, and an optional Tasks 5-6. All Tasks 1-6 meet SB 1383 requirements.

- Tasks 1-4: project management duties, compliance and capacity assessments, outreach and education efforts, and final development report to finish in February 2022
- Tasks 5-6: development and implementation of a food recovery inspection program to begin January 1, 2022, and will extend participating cities timeline for this Program until August 1, 2024

At the time of Agreement execution, pricing for the Inspection Program Development and Implementation of the Inspection Program had not yet been finalized as participating agencies gathered the total number of potential generators that would be required by SB 1383 to participate in the program. Final numbers have been obtained and subsequent costs for inspection services have been provided. Inspection and reporting are both regulatory requirements for the Food Recovery Program specified in SB 1383.

DISCUSSION

Based on the City's number of businesses, Tiers 1 and 2 generators, and food recovery organizations, the amount for the City to participate in Tasks 5 and 6 (optional inspection program), which begins from the date that the City fully executes an amendment to the existing MOA and ends on August 1, 2024, is an amount not-to-exceed **$64,014**.

Tasks 5 and 6 would include SCS and the SGVCOG providing the following services:

- The development and implementation of an inspection schedule and plan, which also includes developing a mechanism that allows for the submission of anonymous complaints and determining the validity of those complaints
- The development and implementation of an effective method to quickly and effectively inform the City to issue educational materials and/or citations in the event that non-compliance is identified during inspections
- Up to six first-visit Tier 1 generator inspections per calendar year from 2022 to 2024
- Up to six second-visit Tier 1 generator inspections per calendar year from 2022 to 2024
- Up to 18 first-visit Tier 2 generator inspections per calendar year from 2022 to 2024
- Includes two food recovery agency/organization inspection visits in the City's jurisdiction per calendar year from 2022 to 2024

The not-to-exceed amount also includes a five percent administrative fee for the SGVCOG to manage the inspection program on behalf of the City.

City staff will work closely with the SGVCOG and SCS Engineers to assess ongoing need for a third-party inspector or if these services can be brought in-house in 2024.

The below table outlines the total program cost for tasks 1-4:

Task Description	Payment Frequency	Amount
Tasks 1-4: Project Management, Capacity/Compliance Assessments, Public Outreach, and Final Report	One-time payment after approval of MOA on September 28, 2021	$19,785
Tasks 5-6: Development of Inspection Schedule and Plan; Implementation of Inspection Plan	FY 22	$22,687
	FY 23	$20,387

	FY 24	$20,940
	Total Contract	$83,799 (Not-to-Exceed)

The City may have an opportunity to seek reimbursement for this program at a later date. Under the State's Local Organic Waste Recycling Infrastructure and Assistance programs, the Governor's FY 22 Budget designates funding specifically for cities and counties to develop and implement SB 1383 organic waste recycling programs.

RECOMMENDATION

Authorize the City Manager to execute a First Amendment to the Memorandum of Agreement for Inspection Services for the San Gabriel Valley Council of Governments' Regional Food Recovery Program through August 1, 2024, in an amount not to exceed $64,014.

FISCAL IMPACT

If approved, the First Amendment to the Memorandum of Agreement will require a FY 2021-22 budget amendment of $20,723.85 from the General Fund (1825-7687).

ATTACHMENTS

Amendment No. 1 to Memorandum of Agreement Between the San Gabriel Valley Council of Governments and the City of Duarte for the Participation in the San Gabriel Valley Regional Food Recovery Program

AMENDMENT NO. 1
TO
MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF DUARTE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

This Amendment No. 1 ("Amendment") to the Memorandum of Agreement ("MOA") Between the San Gabriel Valley Council of Governments (the "SGVCOG") and the City of Duarte (the "City") For Participation in the San Gabriel Valley Regional Food Recovery Program, dated XXX, 2021, shall be effective upon the date executed by both Parties hereto ("Effective Date").

RECITALS

A. SGVCOG and City entered into the MOA under which SGVCOG retained a consultant to perform specified tasks (Tasks 1-4 of the MOA's Scope of Work) toward the development of a regional approach toward compliance with SB 1383's food recovery components; and

B. City seeks to establish and implement an inspection and enforcement program ("Inspection Program") for Tier 1 and Tier 2 commercial edible food generators and food recovery organizations and services to comply with Title 14, California Code of Regulations, Sections 18995.1, 18995.3, and 18995.4; and

C. SGVCOG and City desire to amend the MOA to develop and implement an Inspection Program (Tasks 5-6 of the MOA's Scope of Work), revise the invoice submittal process, and extend the term of the MOA to August 1, 2024.

NOW THEREFORE, the Parties agree to amend the MOA as follows:

I. Article II. Term, shall be deleted in its entirety and replaced with the following: "The term of this MOA shall commence upon execution of the MOA by the Parties and shall continue through August 1, 2024. The term of the MOA may be extended by mutual written agreement of the Parties."

II. SGVCOG shall cause its consultant to perform Tasks 5-6 of the Program's Scope of Work as set forth in Attachment A to the MOA.

II. Article III. Responsibilities of the Parties, Section A. Subsection 7 shall be deleted in its entirety and replaced with the following:
"7. Submit four invoices to the City, in a total amount that does not exceed $83,799.00 (includes consultant, SGVCOG administrative fees and all payments due from City), as follows:

- Invoice the City for Tasks 1-4 of the Scope of Work in an amount not to exceed $19,785.00 after execution of the MOA. Payment of the first invoice will be due within thirty (30) days of the City's receipt thereof.

- On or about the Effective Date, invoice the City for the work to be performed under Tasks 5-6 of the Scope of Work from the Effective Date to December 31, 2022, in an amount that does not exceed $22,687.00. Payment of the second invoice will be due within thirty (30) days of the City's receipt thereof.
- On or about November 1, 2022, invoice the City for the work to be performed under Tasks 5-6 of the Scope of Work from January 1, 2023 to December 31, 2023, in an amount that does not exceed $20,387.00. Payment of the third invoice will be due within thirty (30) days of the City's receipt thereof.
- On or about November 1, 2023, invoice the City for the worked to be performed under Task 6 of the Scope of Work from January 1, 2024 to August 1, 2024 in an amount that does not exceed $20,940.00. Payment of the fourth invoice will be due within thirty (30) days of the City's receipt thereof.
- Any amounts paid by the City under this Amendment that are not expended in performance of Tasks 1-6 by August 1, 2024, will be refunded to the City by September 15, 2024, unless City and SGVCOG agree to extend the term of the MOA beyond August 1, 2024. SGVCOG shall provide to the City an accounting of funds at the same time of the refund, if any.

IV. Except as otherwise defined herein, all capitalized terms used herein shall have the meanings set forth for such terms in the MOA.

V. This Amendment integrates all of the terms and conditions mentioned herein and supersedes all negotiations with respect to matters referenced herein. Except as specifically amended hereby, the MOA shall remain in full force and effect. To the extent there is any conflict or inconsistency between the terms and provisions of this Amendment and the MOA, this Amendment shall control.

The Parties hereby enter into this Amendment upon the Effective Date as is set forth above.

FOR THE CITY OF DUARTE:

By:_______________________
Daniel Jordan
City Manager

Date:_______________________

ATTEST:

____
Annette Juarez
City Clerk

APPROVED AS TO FORM:

____
Thai V. Phan
Assistant City Attorney

FOR THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS:

By: _______________________
Marisa Creter
Executive Director

Date:_______________________

APPROVED AS TO FORM:

____
David DeBerry
General Counsel

ATTACHMENT A – TASK 5 & 6 SCOPE OF WORK
SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

Task 5 Inspection Program Development

Task 5.1 Develop Inspection Schedule and Plan

Based on the information identified in Task 2, the Consultant shall develop a schedule and plan to implement a program, including a mechanism that allows for the submission of anonymous complaints and determining the validity of those complaints based on Section 18995.3 of the adopted guidelines, to conduct inspections of participating cities' Tier 1 commercial edible food generators and food recovery organizations and services for compliance with the adopted SB 1383 guidelines. Please note that cities must conduct inspections of Tier 1 commercial edible food generators and food recovery organizations and services for compliance beginning January 1, 2022. Inspections of Tier 2 commercial edible food generators for compliance with the adopted guidelines must begin on January 1, 2024. By law, the Consultant does not have authority to issue citations; however, the Consultant shall develop an effective method to quickly and effectively inform participating cities to issue educational materials and/or citations in the event that noncompliance is identified during inspections. Between January 1, 2022 and December 31, 2023, cities must provide educational materials describing the applicable requirements of the adopted guidelines in response to violations. Starting on January 1, 2024, cities must enforce the adopted guidelines pursuant to Sections 18995.4 and 18997.2 of the adopted guidelines in response to violations.

Deliverable: A report detailing the proposed schedule and plan to implement an inspection program in participating cities, including details of an effective method to quickly and effectively inform participating cities to issue educational materials and/or citations in the event that noncompliance is identified during inspections. The report must be presented to the SGVCOG and participating cities for review before November 29, 2021.

Task 6 Inspection Program Implementation

Task 6.1 Project Team Coordination

Monthly 30-minute project team meetings, regular phone and e-mail correspondence, and other communications with the SGVCOG to ensure that the tasks listed in this SOW stay on schedule and within budget.

Deliverable: Meeting notifications, agendas, and notes.

Task 6.2 Implement Inspection Schedule and Plan

Upon the approval by the SGVCOG and participating cities, the Consultant shall begin implementing the inspections beginning January 1, 2022 and until August 1, 2024. The Consultant shall document the number of inspections conducted by type for commercial edible food generators and food recovery organizations, the number of complaints pursuant to Section 18995.3 of the adopted guidelines that were received and investigated, and the number of Notices of Violations issued (in partnership with participating cities) based on investigation of those complaints. Additionally, the Consultant shall, in partnership with participating cities, document the number of Notices of Violation, penalty orders, and enforcement actions that were resolved, categorized by type of entity subject to the adopted guidelines. Each of the following 14 cities shall receive the following inspection allocations if they decide to participate in this Task:

- Alhambra
  - Up to 21 first-visit Tier 1 generator inspections per calendar year
  - Up to 21 second-visit Tier 1 generator inspections per calendar year
  - Up to 24 first-visit Tier 2 generator inspections per calendar year
  - Includes 3 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Azusa
  - Up to 14 first-visit Tier 1 generator inspections per calendar year
  - Up to 14 second-visit Tier 1 generator inspections per calendar year
  - Up to 10 first-visit Tier 2 generator inspections per calendar year
  - Includes 1 visit to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Covina
  - Up to 12 first-visit Tier 1 generator inspections per calendar year
  - Up to 12 second-visit Tier 1 generator inspections per calendar year
  - Up to 16 first-visit Tier 2 generator inspections per calendar year
  - Includes 4 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Duarte
  - Up to 6 first-visit Tier 1 generator inspections per calendar year
  - Up to 6 second-visit Tier 1 generator inspections per calendar year
  - Up to 18 first-visit Tier 2 generator inspections per calendar year
  - Includes 2 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Glendora
  - Up to 15 first-visit Tier 1 generator inspections per calendar year
  - Up to 15 second-visit Tier 1 generator inspections per calendar year
  - Up to 18 first-visit Tier 2 generator inspections per calendar year
  - Includes 3 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Irwindale

- Up to 10 first-visit Tier 1 generator inspections per calendar year
- Up to 10 second-visit Tier 2 generator inspections per calendar year
- Up to 4 first-visit Tier 2 generator inspections per calendar year
- Includes 2 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year

- La Canada Flintridge
  - Up to 7 first-visit Tier 1 generator inspections per calendar year
  - Up to 7 second-visit Tier 1 generator inspections per calendar year
  - Up to 8 first-visit Tier 2 generator inspections per calendar year
  - Includes 1 visit to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Monrovia
  - Up to 11 first-visit Tier 1 generator inspections per calendar year
  - Up to 11 second-visit Tier 1 generator inspections per calendar year
  - Up to 13 first-visit Tier 2 generator inspections per calendar year
  - Includes 3 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Monterey Park
  - Up to 16 first-visit Tier 1 generator inspections per calendar year
  - Up to 16 second-visit Tier 1 generator inspections per calendar year
  - Up to 18 first-visit Tier 2 generator inspections per calendar year
  - Includes 1 visit to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Pomona
  - Up to 36 first-visit Tier 1 generator inspections per calendar year
  - Up to 36 second-visit Tier 1 generator inspections per calendar year
  - Up to 41 first-visit Tier 2 generator inspections per calendar year
  - Includes 17 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- San Marino
  - Up to 3 first-visit Tier 1 generator inspections per calendar year
  - Up to 3 second-visit Tier 1 generator inspections per calendar year
  - Up to 8 first-visit Tier 2 generator inspections per calendar year
  - Includes 1 visit to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- South Pasadena
  - Up to 8 first-visit Tier 1 generator inspections per calendar year
  - Up to 8 second-visit Tier 1 generator inspections per calendar year
  - Up to 3 first-visit Tier 2 generator inspections per calendar year
  - Includes 2 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Temple City
  - Up to 11 first-visit Tier 1 generator inspections per calendar year

- Up to 11 second-visit Tier 1 generator inspections per calendar year
  - Up to 12 first-visit Tier 2 generator inspections per calendar year
  - Includes 2 visits to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year
- Walnut
  - Up to 9 first-visit Tier 1 generator inspections per calendar year
  - Up to 9 second-visit Tier 1 generator inspections per calendar year
  - Up to 11 first-visit Tier 2 generator inspections per calendar year
  - Includes 1 visit to the food recovery agencies/organizations that are located in the City's jurisdiction per calendar year

Deliverable: Documentation of the number of inspections conducted by type for commercial edible food generators and food recovery organizations, the number of complaints pursuant to Section 18995.3 of the adopted guidelines that were received and investigated, and the number of Notices of Violations issued (in partnership with participating cities) based on investigation of those complaints. Additionally, the Consultant shall, in partnership with participating cities, provide documentation of the number of Notices of Violation, penalty orders, and enforcement actions that were resolved, categorized by the type of entity subject to the adopted guidelines. Such documents shall be provided on a monthly basis.

***Not all 14 participating cities that participate in Tasks 1-4 of the San Gabriel Valley Regional Food Recovery Program will participate in Tasks 5-6. The final contract amount will depend on the number of cities that choose to participate in Tasks 5-6.**

City of Duarte

Agenda Item: 9B
CM Review:
Fiscal Review:

AGENDA REPORT

MEETING DATE:	November 9, 2021
TO:	Mayor and Members of the City Council
FROM:	Daniel Jordan, City Manager
BY:	Thai Viet Phan, Assistant City Attorney
SUBJECT:	Discussion of amending the Duarte Municipal Code to change the beginning and ending dates of Commissioner terms
RECOMMENDATION:	It is recommended that the City Council: 1) Discuss amending the Duarte Municipal Code to change the date of the start and end of the terms of the various commissions; and 2) Provide direction to staff.
FISCAL IMPACT:	None

BACKGROUND

Councilmember Paras-Caracci has requested that staff review the Duarte Municipal Code (DMC) provisions relating to the appointment and terms of the City's various commissions. Currently, commissioners are appointed by the City Council, typically for four-year terms, beginning in January of an even-numbered year and ending on the fourth December of their term, which is an odd-numbered year. (Note that the length of the terms of certain commissioners are two years or one year; the implications of the proposed amendment for commissioners with two- and one-year terms will be discussed as well.)

Councilmember Paras-Caracci has proposed amending the terms in order to better align them with the election of new councilmembers. **Specifically, under the proposed amendment, commissioner terms would begin in January of odd-numbered years, and the terms would end in December of even-numbered years**. This amendment would make City Council elections, which occur in November of even-numbered years, much closer in time to the beginning of commissioner terms.

After several discussions between staff and some discussions between Councilmember Paras-Caracci and City Manager Jordan, it was determined that it would be beneficial to bring the discussion to the entire City Council for direction prior to preparation of any potential ordinance amending the terms of the various commissions in the City.

DISCUSSION/ANALYSIS

There are six commissions provided for in the DMC: (1) Planning; (2) Economic Development; (3) Traffic Safety; (4) Public Services; (5) Public Safety; and (6) Parks and Recreation. The

Mayor's Youth Council is not a commission created under the DMC, therefore its term would not be affected by the discussion here.

Four of the commissions (Planning, Economic Development, Traffic Safety, and Public Services) have standard four-year terms for all commissioners. Public Safety has four commissioners with standards four-year terms, two commissioners with two-year terms, and one commissioner with a one-year term. Parks and Recreation has six commissioners with four-year terms and one commissioner with a one-year term.

With respect to the terms of **current commissioners**, the proposed amendments would have the following impact:

- If Council directs staff to update the commissioner terms, staff would provide draft amendments to the DMC to update the terms of the commissioners whose terms would end on December 31, 2023, to December 31, 2024. This would ensure the application cycles and terms are consistent with an updated timeline;

- It should be noted that because there are commission terms ending on December 31, 2021, those commissioners would need to be reappointed or have their seats filled under the current DMC provisions due to the timing of this item (e.g., two readings, 30 days to take effect) unless the City Council passes an urgency ordinance or holds a special meeting for the first reading of an ordinance.

Provided below is an overview of how the proposed amendments would impact the timing of the selection of commissioners with four-year terms, two-year terms, and one-year terms. Each over provides an example of current and proposed timeline

Impact on Four-Year Terms

Current Term Example

- Begins: January 1st of even years (e.g., January 1, 2022)
- Ends: The fourth December 31st from the beginning of the term (e.g., December 31, 2025)

4-Year Current Timeline Example

Date	Event
June – December 2019	Receive applications & interview
January 2020	Appoint commissioners/terms begin
November 2020	Council elections
June – December 2021	Receive applications & interview ***w/ new councilmembers***
January 2022	Appoint commissioners/term begins
December 2025	End commission term

Potential Change:

- New Term Begins: January 1st of odd years (e.g., January 1, 2023)

- New Term Ends: The fourth December 31st from the beginning of the term (e.g., December 31, 2026)
    - Example New Term: January 1, 2023 – December 31, 2026

Thus, new Councilmembers may participate in the application review and appointment process in December of the election year and vote to appoint new commissioners in an upcoming January meeting.

4-Year Potential New Timeline Example

Date	Event
November 2022	Election
December 2022	Receive applications & interview ***w/ new councilmembers***
January 2023	Appoint commissioners/terms begin
December 2026	End commission terms

Impact on Two-Year Terms

Current Term Example

- Begins: January 1st of even years (e.g., January 1, 2022)
- Ends: The second December 31st from the beginning of the term (e.g., December 31, 2023)

2-Year Current Timeline Example

Date	Event
June – December 2021	Receive applications & interview
January 2022	Appoint commissioners/terms begin
November 2022	Council elections
June – December 2023	Receive applications & interview ***w/ new councilmembers***
December 2023	End commission terms
January 2024	Appoint commissioners/terms begin

Potential Change:

- New Term Begins: January 1st of odd years (e.g., January 2023)
- New Term Ends: The second December 31st from the beginning of the term (e.g., December 2024)
    - Example New Term: January 1, 2023 – December 31, 2024

2-Year Potential New Timeline Example

Date	Event
November 2022	Election
December 2022	Receive applications & interview ***w/ new councilmembers***
January 2023	Appoint commissioners/terms begin
December 2024	End commission terms

Impact on One-Year Terms

Current Term Example

- Begins: January 1st of each year (e.g., January 1, 2020)
- Ends: December 31st of the same year (e.g., December 31, 2021)

Potential Change

- No change is necessary, as the commissioner is selected each year

RECOMMENDATION

It is recommended that the City Council: 1) Discuss amending the Duarte Municipal Code to change the date of the start and end of the terms of the various commissions; and 2) Provide direction to staff.

FISCAL IMPACT

None

City of Duarte

Agenda Item: 9C

CM Review:
Fiscal Review:

AGENDA REPORT

MEETING DATE:	November 9, 2021
TO:	Mayor and Members of the City Council
FROM:	Daniel Jordan, City Manager
BY:	Thai Viet Phan, Assistant City Attorney
SUBJECT:	Discussion of options for filling City Council vacancy
RECOMMENDATION:	It is recommended that the City Council: 1) Discuss options for filling the City Council office made vacant upon the passing of Mayor Bryan Urias on October 24, 2021, pursuant to California Government Code Section 36512(b); select to fill the vacancy either by appointment or special election; and provide related direction to staff; and 2) Schedule special meetings of the City Council, as appropriate.
FISCAL IMPACT:	Filling the vacancy by appointment will have a negligible fiscal impact and can be accommodated within the existing budget. A special election is estimated to cost approximately $10,860 if it is consolidated with the June 7, 2022 election, would likely entail additional expenditures, and would require a General Fund budget amendment

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BACKGROUND

Mayor Bryan Urias, who represented District 6, passed away on October 24, 2021. As a result, City Council must address the issue of filling the vacancy.

California Government Code, section 36512 subdivision (b) states "If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy." **Accordingly, the deadline to fill the District 6 vacancy by appointment or to call a special election is December 23, 2021**.

DISCUSSION/ANALYSIS

Both options for filling the vacancy, by appointment or through a special election, involve several procedural considerations and time constraints

Option 1: Appointment

City Council may, within 60 days of the vacancy, appoint a resident of District 6 to fill the vacancy. Because the vacancy is occurring within the second half of Mayor Urias's term, the person appointed to fill the vacancy would hold office until the expiration of his term, which is December 13, 2022. (Gov. Code, § 36512, subd. (b)(2)(B)). At that time, the appointed person, should they desire a second term in office, would have to run for office in November 2022.

If the City Council elects to fill the vacancy by appointment, it has various options. First, the City Council may choose to appoint one of the other candidates who ran for the District 6 Councilmember position in the November 2018 election. Second, the City Council may choose to open the appointment process to any qualified resident of District 6. The law does not prescribe a method for accepting, screening, or evaluating applicants for appointment, except that pursuant to the Brown Act, interviews for selecting the candidate must occur in open session.

Should Council choose the appointment route, staff suggests that it should allow a reasonable time for advertisement and filing of applications, scheduling of interviews, and deliberation on the appointment decision. A proposed schedule for a potential appointment process might look like:

- **November 10th** – Open application period for any resident of District 6. Staff contemplates (subject to City Council direction) that candidates would be required to submit an application along with a resume.
- **November 30th** – Last day for interested candidates to submit the application and resume.
- **December 7th** – Hold a Special City Council Meeting to interview candidates in open session.
- **December 14th** – Vote to appoint the new Councilmember in the regularly scheduled Council meeting.

Option 2: Call for a Special Election
Also, within 60 days of the vacancy, the City Council may call for a special election for District 6 to fill the office for a term to expire December 13, 2022. The special election must be held on the next regularly established election date not less than 114 days from the call of the special election, which is June 7, 2022. (Cal. Elec. Code, § 1000.)

The City Council has until February 14, 2022, to call for a special election in order to include it with the County of Los Angeles's consolidated election scheduled for June 7, 2022. If the City Council fails to call for a special election on or before February 14, 2022, the City would bear the cost of conducting a standalone election.

The person elected would hold office for the remainder of the unexpired term until December 13, 2022. Should the person desire a second term, they would have to run for office in November 2022.

RECOMMENDATION
It is recommended that the City Council: 1) Discuss options for filling the City Council office made vacant upon the passing of Mayor Bryan Urias on October 24, 2021, pursuant to California Government Code Section 36512(b); select to fill the vacancy either by appointment or special election; and provide related direction to staff; and 2) Schedule special meetings of the City Council, as appropriate.

FISCAL IMPACT

Filling the vacancy by appointment will have a negligible fiscal impact and can be accommodated within the existing budget. A special election is estimated to cost approximately $10,860 if it is consolidated with the June 7, 2022 election, would likely entail additional expenditures, and would require a General Fund budget amendment

ATTACHMENTS

1. Proposed Application

City of Duarte
1600 Huntington Drive
Duarte, California 91010
Phone (626) 357-7931

APPLICATION FOR CITY COUNCIL VACANCY – DISTRICT 6

This application is for one City Councilmember vacancy in District #6. The applicant appointed will serve the balance of the term for the seat that was elected in 2018.

Please submit this application to Duarte City Hall no later than
Tuesday, November 30, 2021, 12:00 NOON

1. PERSONAL

______________________________ Phone ______________
Name (Last, First, Middle)

____
Home Address (Number and Street) (City, State, Zip Code)

Email ______________________________________

2. ELIGIBILITY

To be eligible for appointment as a City Councilmember in District #6, the applicant must meet all of the following requirments:

- A Unitied States citizen
- 18 years of age or older
- A registered voter and a resident within District #6

3. RÉSUMÉ AND STATEMENT OF INTEREST

Please submit résumé with this application, and a written statement of not more than two hundred words describing background, qualifications, and objectives in serving on the City Council.

4. ADDITIONAL REQUIREMENTS AND INFORMATION

- **Form 700, Statement of Economic Interests** – Must be filed with the City Clerk pursuant to State Law, and it becomes a matter of public record. The form requires a disclosure of real property (excluding your home), investments other than retirement, certain gifts you may have received, and other financial disclosures. The Form 700 will be provided after appointment.
- **Ethics Training** – All City Councilmembers are required to complete a two-hour Ethics Training course once every two years. Information will be provided upon appointment. The Certificate is kept on file with the City Clerk.
- **Harassment Prevention Training** – All City Councilmembers are required to complete a two-hour training regarding harassment within six months of appointment, and every two years thereafter. Information will be provided upon appointment.

By signing below, I declare under penalty of perjury that the information contained in my application is true and correct, and does not contain any material misrepresentations or omissions.

______________________ ______________________
Date Signature