

MEMORANDUM

TO: City Council
FROM: City Manager
DATE: October 21, 2020
SUBJECT: Comments on Agenda Items, Meeting of October 27, 2020

ITEM 7.A. (Special Items). The appointees to the Mayor's Youth Council will be introduced to the City Council and administered the Oath of Office by the Mayor.

ITEM 7.B. (Special Items). Staff will introduce the City's new AmeriCorps Fellows.

ITEM 7.C. (Special Items). Ms. Sheryl Lefmann, Executive Director and Chief Executive Officer of the Duarte Chamber of Commerce, will present the Chamber's Quarterly Report.

ITEM 7.D. (Special Items). Representatives from the California Department of Transportation ("Caltrans") will present an update on the Connected Corridors program, which is a Caltrans initiative aimed at reducing traffic congestion within transportation corridors by seeking ways to improve how freeways, arterial streets, transit, and parking systems work together.

ITEM 9.H. (Consent Calendar). Staff is recommending that the City Council 1) Approve a response letter to the Los Angeles County Civil Grand Jury's report, "A DIET FOR LANDFILLS: Cutting down on Food Waste;" and 2) Authorize the City Manager to sign the letter on behalf of the City of Duarte. The LA County Civil Grand Jury requested all cities in Los Angeles County, including the City of Duarte, to respond to the report's recommendations by October 30, 2020. City staff worked closely with Burrtec Waste Services – the City's contract waste hauler – to prepare the City's response.

ITEM 9.I. (Consent Calendar). Staff is recommending that the City Council authorize the City Manager to initiate: 1) a professional services agreement with CAA for contract planner services; and 2) an agreement with the City of Hope to temporarily augment staff dedicated to processing City of Hope projects. Under the Agreement, the City of Hope will provide up to \$75,000 to cover the cost of these contract planner services. The City of Hope offered to provide this funding to allow the City to hire a temporary contract planner to assist the Community Development Department in processing the large number of City of Hope projects currently underway.

ITEM 11. (Business Items). Staff is recommending that the City Council 1) Approve Amendment No. 1 to the Agreement for Professional Services by and between City of Duarte and Tripepi Smith & Associates, Inc. to increase payment to a not-to-exceed amount of \$35,000 for services rendered from September 1- October 31, 2020; and 2) Approve a two-year Agreement for Professional Services between City of Duarte and Tripepi Smith & Associates, Inc. to provide communication and social media services, and authorize the City Manager to execute the agreement. If approved, the contract would require a General Fund budget amendment of \$71,190.

Respectfully submitted,

Dr. Daniel Jordan
City Manager

MINUTES

JOINT CITY COUNCIL/CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED REDEVELOPMENT AGENCY/HOUSING AUTHORITY/COMMUNITY FACILITIES FINANCING AUTHORITY OF THE CITY OF DUARTE REGULAR MEETING – OCTOBER 13, 2020

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

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

CALL TO ORDER

The City Council/City Council as Successor Agency to Dissolved Redevelopment Agency/Housing Authority/Community Facilities Financing Authority of the City of Duarte met in a regular meeting by teleconference in the Council Chambers, 1600 Huntington Drive, Duarte, California. Mayor Pro Tem Urias called the meeting to order at 6:07 p.m.

RECORDATION OF ATTENDANCE

The following were in attendance:

PRESENT: Fasana, Finlay (arrived at 7:34 p.m., left at 8:32 p.m.), Lewis, Paras-Caracci, Reilly, Urias

ABSENT: Kang

ADMINISTRATIVE STAFF PRESENT: City Manager
Jordan, City Attorney Cosgrove

ADOPTION OF AGENDA

Reilly moved, Fasana seconded to adopt the Agenda, as amended to add Eddie Van Halen to the Adjournment, and carried by the following Roll Call vote:

AYES: Reilly, Paras-Caracci, Lewis, Fasana, Urias

NOES: None

ABSENT: Finlay, Kang

INTERVIEWS Mayor's Youth Council

The City Council conducted interviews for the Mayor's Youth Council. The Regular Meeting reconvened at 7:04 p.m.

ANNOUNCEMENTS

Victoria Rocha presented community announcements including City events, blood drives, programs, and census and election information.

	Sheryl Lefmann, Duarte Chamber, presented information about upcoming Chamber programs and virtual meetings.
SPECIAL ITEMS	
Presentation – Immigration Resource Center	Dr. Joel Perez, Interim Executive Director of the Immigration Resource Center of San Gabriel Valley, presented information about the legal services and resources provided to immigrants in the area, the Center’s mission, vision, assistance, and application process, announced Annual Gala on October 24, and answered questions from Councilmembers.
	Reilly suggested the link to the Center be listed on the City’s website.
Update – Hawthorn Suites	Craig Hensley presented an update on the Hawthorn Suites by Windham Hotel Project, 1230 Huntington Drive, including the demo progress, architect information, and schedule, and answered questions from Councilmembers.
CONSENT CALENDAR	Reilly moved, Fasana seconded to adopt the Consent Calendar, as follows, and carried by the following Roll Call vote: Approve Items A, B, C, G. Remove Items D, E, F. AYES: Reilly, Paras-Caracci, Lewis, Fasana, Urias NOES: None ABSENT: Finlay, Kang
ITEMS REMOVED – Item D Proclamation–Red Ribbon Week	Paras-Caracci acknowledged those who are working diligently on Red Ribbon Week. Brian Villalobos provided additional information about the event.
ITEM D – APPROVED	Paras-Caracci moved, Reilly seconded to approve the Proclamation for Red Ribbon Week, and carried by the following Roll Call vote: AYES: Reilly, Paras-Caracci, Lewis, Fasana, Finlay, Urias NOES: None ABSENT: Kang
Item E – Proclamation Filipino-American History Month	Paras-Caracci discussed the Proclamation and history of Filipino-Americans, and introduced JoAnne Oloteo, who provided additional information.
ITEM E – APPROVED	Finlay moved, Reilly seconded to approve the Proclamation for Filipino-American History Month, and carried by the following Roll Call vote: AYES: Reilly, Paras-Caracci, Lewis, Fasana, Finlay, Urias NOES: None ABSENT: Kang
Item F – Council Bill 20-R-31 L.A. Urban County PLHA	Council Bill 20-R-31 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUARTE APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY

AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE, TO SIGN A CONTRACT FOR FUNDING FOR THIS PROGRAM FROM THE COUNTY OF LOS ANGELES

Reilly stated she supports keeping the funds in the San Gabriel Valley, and inquired about other choices. Craig Hensley introduced Caitlin Sims, COG, who described the proposed use of the funds, the trust's use of the funds, and matching funds.

ITEM F – APPROVED
RESOLUTION NO. 20-31

Fasana moved, Finlay seconded to adopt Resolution No. 20-31, and carried by the following Roll Call vote:

AYES: Reilly, Paras-Caracci, Lewis, Fasana, Finlay, Urias

NOES: None

ABSENT: Kang

BUSINESS ITEMS
Appointments to Mayor's
Youth Council

Urias moved, Reilly seconded to appoint Vanessa Valdez, Casey Carrillo, Anna Perez, Lyssa Kleier, Elizabeth Perez, Carlos Mejia, Sarah Dorri, Faith Peoples, and Alexandra Tapia to the Mayor's Youth Council, for terms ending June 30, 2021, and carried by the following Roll Call vote:

AYES: Reilly, Paras-Caracci, Lewis, Fasana, Urias

NOES: None

ABSTAIN: Finlay

ABSENT: Kang

Appointments – Homelessness
San Gabriel Riverbed
Three-City Ad Hoc Committee

City Manager Jordan presented the staff report about the item, and discussed options for appointments.

There was discussion about the effects of homelessness in the riverbed throughout the City, having three Duarte City Councilmembers participate, residents' complaints, the growing homeless population near the Gold Line, informal monthly meetings, Brown Act, participation of Azusa and Irwindale, and the need for continuous enforcement, control, and clean-up.

Finlay moved, Reilly seconded to appoint Mayor Pro Tem Urias, Mayor Kang, and Councilmember Reilly as the City of Duarte representatives to the three-city Ad Hoc Committee to address homelessness in the San Gabriel Riverbed, and carried by the following Roll Call vote:

AYES: Reilly, Paras-Caracci, Lewis, Fasana, Finlay, Urias

NOES: None

ABSENT: Kang

ITEMS FROM CITY COUNCIL/
CITY MANAGER

JORDAN: Thanked staff for the fabulous job at the Duarte Family Feud, and stated it was a wonderful event.

COSGROVE: Provided information about AB 992 pertaining to communications on internet-based social media platforms and responding to social media posts.

FINLAY: Thanked the Parks and Recreation Department for the innovative and creative events during the Covid situation, thanked Blanca Rubio for the event at Pax Pharmacy, and stated she hopes people are voting early.

FASANA: Stated he would like to see a presentation about the 210 connected corridors program, and stated there is an impact on Huntington Drive when there is traffic or an incident on the 210 freeway.

LEWIS: Congratulated all of the Mayor's Youth Council candidates, attended and voted at the League of California Cities Conference, stated this is Breast Cancer Awareness Month, and he sends prayers to all survivors.

PARAS-CARACCI: Stated Mayor Pro Tem Urias ran a great meeting, staff and volunteers did a fantastic job at the Family Feud event, announced the Unity March is coming up, encouraged staff to plan to have a Council Meeting to allow the City Council to be present in part, and suggested it could be when the new Councilmembers are sworn in.

REILLY: Stated the Pax Pharmacy event was wonderful, the hotel site looks better with the debris removed, she and Mayor Kang attended an informal group meeting about the San Gabriel riverbed, congratulated winners and emcees of the Family Feud event, inquired about trees being cut down (Hensley responded), inquired about the Great American Shakeout (Villalobos responded), and commented on Eddie Van Halen's history and passing.

URIAS: Stated City of Hope employees are parking on Buena Vista Street from Duarte Road to Irwindale, it is an issue for residents, they have obstructed mailboxes, and asked that staff mitigate this, or issue permits for residents to park on the street.

The meeting was adjourned at 8:49 p.m. in memory of Eddie Van Halen.

ADJOURNMENT

Mayor Pro Tem Bryan Urias

City Clerk



City of Duarte

Council Warrant Register By Vendor

By Fund

Payment Dates 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
Vendor: 5086 - ACCO ENGINEERED SYSTEMS					
100-1610-7652	ACCO ENGINEERED SYSTEMS	Teen Ctr HVAC Repair	20028482		1,011.25
100-1610-7652	ACCO ENGINEERED SYSTEMS	Fitness Ctr HVAC Repair	20028487		680.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	Fitness Ctr HVAC Repair	20030149		1,050.00
Vendor 5086 - ACCO ENGINEERED SYSTEMS Total:					2,741.25
Vendor: T4359 - ADVANTAGE ENGINEERS LLC					
100-2120	ADVANTAGE ENGINEERS LLC	AC Repair Cash Bond Refund Pmt # 6-0034	R84098		3,500.00
Vendor T4359 - ADVANTAGE ENGINEERS LLC Total:					3,500.00
Vendor: 0091 - ADVANTAGE FORD LINCOLN					
100-1605-7650	ADVANTAGE FORD LINCOLN	Vehicle #16 Service/Repair	476017/1		151.21
Vendor 0091 - ADVANTAGE FORD LINCOLN Total:					151.21
Vendor: 2061 - AIR-TRO INC					
100-2012	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	R86783		2.00
100-2013	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	R86783		13.30
100-4201	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	R86783		1,877.40
100-5004	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	R86783		51.59
Vendor 2061 - AIR-TRO INC Total:					1,944.29
Vendor: 5820 - BUCKNAM INFRASTRUCTURE GROUP INC					
100-1405-7965	BUCKNAM INFRASTRUCTURE	GIS Program/System	352-03.12		1,780.00
Vendor 5820 - BUCKNAM INFRASTRUCTURE GROUP INC Total:					1,780.00
Vendor: 5559 - CALE AMERICA INC					
100-1205-7762	CALE AMERICA INC	WTP Fees 9/2020	161031		248.30
Vendor 5559 - CALE AMERICA INC Total:					248.30
Vendor: 6166 - CALIBER - DUARTE					
100-1605-7650	CALIBER - DUARTE	Vehicle #16 Repair	38139928		1,917.61
Vendor 6166 - CALIBER - DUARTE Total:					1,917.61
Vendor: 5654 - CALIBER COMMERCIAL POOL SERVICE					
100-1610-7616	CALIBER COMMERCIAL POOL	Training Pool 5 HP Motor Replacement	20260901		3,488.08
100-1610-7616	CALIBER COMMERCIAL POOL	Pool Chlorine Feed Repair	20261001		250.00
Vendor 5654 - CALIBER COMMERCIAL POOL SERVICE Total:					3,738.08
Vendor: 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION					
100-2012	CALIFORNIA BUILDING STAND	Green Bldg Fees Q3 2020	7/2020 - 9/2020		153.00
100-5004	CALIFORNIA BUILDING STAND	Local Gov't Retainer Q3 2020	7/2020 - 9/2020		-15.30
Vendor 4495 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					137.70
Vendor: 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE					
100-1605-7728	CALIFORNIA STATE DEPARTME	Fingerprints Apps 9/2020	471127	202107-Duarte's Promise-Exp	15.00
Vendor 0065 - CALIFORNIA STATE DEPARTMENT OF JUSTICE Total:					15.00
Vendor: 6197 - CAMPBELL CORPORATION					
100-1205-8100	CAMPBELL CORPORATION	Deposit-Substation Riot Glass Deposit	51864		3,582.00
Vendor 6197 - CAMPBELL CORPORATION Total:					3,582.00
Vendor: 5719 - CANON FINANCIAL SERVICES INC					
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 10/1/20 - 10/31/20	21992123		402.41

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 9/1/20 - 9/30/20	21992123		124.82
100-1825-7630	CANON FINANCIAL SERVICES I	CH(2)/SC/TC Copier Lease 10/1/20 - 10/31/20	22023633		875.51
Vendor 5719 - CANON FINANCIAL SERVICES INC Total:					1,402.74
Vendor: 5120 - CHARLES ABBOTT ASSOCIATES INC					
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Svcs 9/202	61594		13,570.70
Vendor 5120 - CHARLES ABBOTT ASSOCIATES INC Total:					13,570.70
Vendor: 5197 - CIMA FIRE PROTECTION CO					
100-1410-7650	CIMA FIRE PROTECTION CO	Field Svcs Fire Extinguisher Service	15944		406.00
100-1610-7652	CIMA FIRE PROTECTION CO	Facility Maint Fire Extinguisher Service	15946		543.00
100-1205-7650	CIMA FIRE PROTECTION CO	Public Safety Fire Extinguisher Service	15948		330.00
Vendor 5197 - CIMA FIRE PROTECTION CO Total:					1,279.00
Vendor: 5140 - CINTAS CORPORATION #693					
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4060831298		34.50
100-1610-7652	CINTAS CORPORATION #693	Floor Mats	4060831298		21.04
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4062245363		35.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	4062960728		35.00
Vendor 5140 - CINTAS CORPORATION #693 Total:					125.54
Vendor: T3737 - CROWN CASTLE USA INC					
100-2120	CROWN CASTLE USA INC	AC & Sidewalk Cash Bond Refund	R82804		3,000.00
Vendor T3737 - CROWN CASTLE USA INC Total:					3,000.00
Vendor: 1411 - CUMMINS INC					
100-1410-7656	CUMMINS INC	Emergency Generator Load Bank Test	X9-11066		1,298.23
Vendor 1411 - CUMMINS INC Total:					1,298.23
Vendor: 5494 - CURO MANAGED PRINT PRODUCTION					
100-1205-7980	CURO MANAGED PRINT PROD	Tobacco Control Advertiseme	4308	202105-Other Exp-Tobacco Gr	533.61
Vendor 5494 - CURO MANAGED PRINT PRODUCTION Total:					533.61
Vendor: 5132 - DEPARTMENT OF CONSERVATION					
100-2013	DEPARTMENT OF CONSERVAT	Strong Motion (SMIP) Q3 202	7/2020 - 9/2020		563.40
100-5004	DEPARTMENT OF CONSERVAT	Local Agency Fee Q3 2020	7/2020 - 9/2020		-28.17
Vendor 5132 - DEPARTMENT OF CONSERVATION Total:					535.23
Vendor: 5248 - DIVISION OF THE STATE ARCHITECT					
100-2122	DIVISION OF THE STATE ARCHI	Disability Access Fee Q3 2020	7/2020 - 9/2020		109.60
Vendor 5248 - DIVISION OF THE STATE ARCHITECT Total:					109.60
Vendor: 0311 - DUARTE RECREATION PETTY CASH					
100-1605-7733	DUARTE RECREATION PETTY C	SC Creamer (Coffee Drive-By	10152020		17.98
100-1605-7735	DUARTE RECREATION PETTY C	TC Event Gift Cards	10152020		70.00
Vendor 0311 - DUARTE RECREATION PETTY CASH Total:					87.98
Vendor: T2196 - ELIZABETH NOWAK REILLY					
100-1005-7647	ELIZABETH NOWAK REILLY	Meeting/Conference Expense Reimbursement	8/26/20 - 10/9/20		215.57
Vendor T2196 - ELIZABETH NOWAK REILLY Total:					215.57
Vendor: 6189 - ENTERPRISE FM TRUST					
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		593.60
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		458.66

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		456.84
100-1830-8100	ENTERPRISE FM TRUST	Credit-Vehicle 30 DMV Fee	FBN4048255		-478.00
Vendor 6189 - ENTERPRISE FM TRUST Total:					2,197.38
Vendor: 1357 - EXECUTIVE ELEVATOR INC					
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/2020	90693		135.00
Vendor 1357 - EXECUTIVE ELEVATOR INC Total:					135.00
Vendor: T4154 - FREEDOM FOREVER					
100-4201	FREEDOM FOREVER	Permit (# 2019-094) Refund (1000 Newington)	R0804		200.00
Vendor T4154 - FREEDOM FOREVER Total:					200.00
Vendor: 4690 - FULLER ENGINEERING INC					
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	142264		235.11
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	142291		337.97
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	142350		329.54
Vendor 4690 - FULLER ENGINEERING INC Total:					902.62
Vendor: 5974 - GOVERNMENT TAX SEMINARS, LLC					
100-1810-7610	GOVERNMENT TAX SEMINARS	Michelle Brown Gov't Tax Seminar	12/8/20-12/9/20		395.00
Vendor 5974 - GOVERNMENT TAX SEMINARS, LLC Total:					395.00
Vendor: 5347 - GRANICUS INC					
100-1020-7722	GRANICUS INC	Civica Website Hosting 8/19/20 - 9/18/20	130242		755.64
100-1020-7722	GRANICUS INC	Civica Website Hosting 10/19/20 - 11/18/20	132565		755.64
Vendor 5347 - GRANICUS INC Total:					1,511.28
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
100-1610-7618	HOME DEPOT CREDIT SERVIC	SC Stage Carts	544535		90.15
100-1205-7614	HOME DEPOT CREDIT SERVIC	Office Equipment	7182659		372.89
100-1410-7980	HOME DEPOT CREDIT SERVIC	Equipment Supplies	8510158		26.39
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	1750411		420.55
100-1205-7887	HOME DEPOT CREDIT SERVIC	Return (Invoice # 6541544)	6222247		-20.81
100-1205-7887	HOME DEPOT CREDIT SERVIC	Code Enforcement Supplies	6541544		38.64
100-1205-7887	HOME DEPOT CREDIT SERVIC	Code Enforcement Supplies	6605118		29.75
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	9032214		158.76
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	9530669		233.50
100-1410-7980	HOME DEPOT CREDIT SERVIC	Truck Tool Supplies	7124924		761.89
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	7300027		94.78
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					2,206.49
Vendor: 3957 - JCL TRAFFIC SERVICES					
100-1020-7712	JCL TRAFFIC SERVICES	COVID-19 Message Board Rental	105953	202024-Comm Information-C	1,800.00
Vendor 3957 - JCL TRAFFIC SERVICES Total:					1,800.00
Vendor: T4345 - JESUS GONZALEZ					
100-4204	JESUS GONZALEZ	Dog License Overpayment (#021-1189)	DL29645		35.00
Vendor T4345 - JESUS GONZALEZ Total:					35.00
Vendor: 6198 - JUANA REYES					
100-1610-7652	JUANA REYES	Fitness Ctr Blinds/Window Coverings	49800		2,157.39
Vendor 6198 - JUANA REYES Total:					2,157.39
Vendor: 5828 - LAND DESIGN CONSULTANTS INC					
100-1405-7965	LAND DESIGN CONSULTANTS I	Melcanyon Debris Basin 9/2020	2009029		1,350.00
Vendor 5828 - LAND DESIGN CONSULTANTS INC Total:					1,350.00

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 4206 - LARRY BRECEDA					
100-1205-7636	LARRY BRECEDA	Uniform Pants	90719071026875		86.19
Vendor 4206 - LARRY BRECEDA Total:					86.19
Vendor: 4467 - LOS ANGELES COUNTY DISTRICT ATTORNEY					
100-1015-7686	LOS ANGELES COUNTY DISTRI	DA Filing Fees 4/1/20 - 4/30/2	20-1032		190.69
Vendor 4467 - LOS ANGELES COUNTY DISTRICT ATTORNEY Total:					190.69
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	210282AL	201914-Sheriff Contract-Cal VI	18,612.85
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	210282AL		354,519.33
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					373,132.18
Vendor: 5868 - MAINTEX INC					
100-1610-7618	MAINTEX INC	Janitorial Supplies	806434-00		831.56
Vendor 5868 - MAINTEX INC Total:					831.56
Vendor: 5025 - MONROVIA LOCK SHOP					
100-1410-7980	MONROVIA LOCK SHOP	Padlocks for Citywide Use	23727		635.04
Vendor 5025 - MONROVIA LOCK SHOP Total:					635.04
Vendor: 5845 - NEC FINANCIAL SERVICES LLC					
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 34 of 60	101920-33		1,340.10
Vendor 5845 - NEC FINANCIAL SERVICES LLC Total:					1,340.10
Vendor: T4347 - OLIVA HUNTINGTON DUARTE LLC					
100-2126	OLIVA HUNTINGTON DUARTE	Construction/Demo Depsoit Refund	R1935		30,000.00
100-5004	OLIVA HUNTINGTON DUARTE	Administrative Fee	R1935		-125.00
Vendor T4347 - OLIVA HUNTINGTON DUARTE LLC Total:					29,875.00
Vendor: 1197 - PAMELA ROMERO					
100-1605-7002	PAMELA ROMERO	CPR Stipend	10/2020		76.92
100-1605-7002	PAMELA ROMERO	CPR Stipend	9/2020		76.92
Vendor 1197 - PAMELA ROMERO Total:					153.84
Vendor: 2466 - POST ALARM SYSTEMS					
100-1610-7652	POST ALARM SYSTEMS	CH/City Yard Alarm Monitoring 11/1/20 - 11/30/2	1307848		87.56
Vendor 2466 - POST ALARM SYSTEMS Total:					87.56
Vendor: 5837 - RELATION INSURANCE SERVICES					
100-1605-7728	RELATION INSURANCE SERVIC	AmeriCorps Health Insurance 9/10/20 - 11/30/20	T454-C-1120	202107-Duarte's Promise-Exp	5,459.70
Vendor 5837 - RELATION INSURANCE SERVICES Total:					5,459.70
Vendor: T4325 - ROBERT FRIEDLAND					
100-2120	ROBERT FRIEDLAND	Sports Field Rent Deposit Refund	R80566		100.00
Vendor T4325 - ROBERT FRIEDLAND Total:					100.00
Vendor: 0076 - ROTARY CLUB OF DUARTE					
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finley Dues	Q2 FY21		110.00
100-1005-7649	ROTARY CLUB OF DUARTE	Bryan Urias Dues	Q2 FY21		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Dues	Q2 FY21		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Dues	Q2 FY21		240.00
Vendor 0076 - ROTARY CLUB OF DUARTE Total:					700.00
Vendor: 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY					
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Services 10/2020	10-2020D		5,166.67
Vendor 6088 - SAN GABRIEL VALLEY HUMANE SOCIETY Total:					5,166.67
Vendor: 5447 - SOUTHERN CALIFORNIA EDISON					
100-1020-7724	SOUTHERN CALIFORNIA EDIS	PO Pkg Lot Lease 11/1/20 - 1/31/21	7701037507		2,109.75
Vendor 5447 - SOUTHERN CALIFORNIA EDISON Total:					2,109.75

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION					
100-1605-7610	SOUTHERN CALIFORNIA MUN	Kelly Barnes SCMAF Institute	8331		15.00
Vendor 2277 - SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION Total:					15.00
Vendor: 2688 - STAPLES ADVANTAGE					
100-1205-7614	STAPLES ADVANTAGE	Office Supples	3458138879		55.21
100-1825-7613	STAPLES ADVANTAGE	PS Copier Paper	3458138879		145.48
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3458138880		44.53
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	3458581824		122.91
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	3459187566		43.17
Vendor 2688 - STAPLES ADVANTAGE Total:					411.30
Vendor: 1610 - SUNWEST ENGINEERING					
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 9/24/20	SA-4178		145.00
Vendor 1610 - SUNWEST ENGINEERING Total:					145.00
Vendor: 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES					
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 9/2020	1082020		5,996.50
Vendor 3661 - SUPERIOR CT OF CAL CO OF LOS ANGELES Total:					5,996.50
Vendor: 5307 - SUPERIOR PROPERTY SERVICES INC					
100-1410-7814	SUPERIOR PROPERTY SERVICE	Citywide Graffiti Removal 9/2020	16446		1,038.60
Vendor 5307 - SUPERIOR PROPERTY SERVICES INC Total:					1,038.60
Vendor: T4361 - TANNER RESEARCH INC					
100-2120	TANNER RESEARCH INC	Occupancy Agreement Deposit Refund	R86157		5,000.00
Vendor T4361 - TANNER RESEARCH INC Total:					5,000.00
Vendor: 5581 - THOMSON REUTERS-WEST PUBLISHING CORP					
100-1205-7655	THOMSON REUTERS-WEST PU	Emergency Software 9/1/20 - 9/30/20	843088133		166.88
Vendor 5581 - THOMSON REUTERS-WEST PUBLISHING CORP Total:					166.88
Vendor: 5226 - TYLER BUSINESS FORMS					
100-1810-7614	TYLER BUSINESS FORMS	W2 & 1099 Envelopes	50451		187.58
Vendor 5226 - TYLER BUSINESS FORMS Total:					187.58
Vendor: 4674 - TYLER TECHNOLOGIES INC					
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 10/1/20 - 12/31/20	025-308805		11,684.25
Vendor 4674 - TYLER TECHNOLOGIES INC Total:					11,684.25
Vendor: 5269 - UTILITY CRANE & EQUIPMENT INC					
100-1410-7650	UTILITY CRANE & EQUIPMENT	Vehicle #2 Recertification	0332671		560.00
100-1410-7650	UTILITY CRANE & EQUIPMENT	Vehicle #2 Service/Repairs	0332697		1,013.89
Vendor 5269 - UTILITY CRANE & EQUIPMENT INC Total:					1,573.89
Vendor: 6022 - VORTEX INDUSTRIES INC					
100-1610-7652	VORTEX INDUSTRIES INC	City Hall Front Door Maintenance	04 - 1459998		490.00
Vendor 6022 - VORTEX INDUSTRIES INC Total:					490.00
Vendor: 6113 - WARDS SERVICE					
100-1410-7650	WARDS SERVICE	Vehicle #9 Back Up Beeper Repair	81293		152.95
100-1410-7650	WARDS SERVICE	Vehicle #11 Tires/Service//Repairs	81296		1,128.10
Vendor 6113 - WARDS SERVICE Total:					1,281.05
Vendor: T4360 - WESLEY OATIES					
100-2026	WESLEY OATIES	Equipment Deposit Refund	10192020		25.00
Vendor T4360 - WESLEY OATIES Total:					25.00
Fund 100 - GENERAL FUND Total:					502,687.13

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Fund: 220 - GAS TAX FUN					
Vendor: 2352 - FORTTEL TRAFFIC INC					
220-2210-7811	FORTTEL TRAFFIC INC	Speed Sign Maintenance	10328		350.00
Vendor 2352 - FORTTEL TRAFFIC INC Total:					350.00
Fund 220 - GAS TAX FUN Total:					350.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
Vendor: 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS & MEASURES					
240-2410-7663	COUNTY OF LOS ANGELES AG	Gopher Control for Turf Medians 8/2020	0401P		131.67
Vendor 1997 - COUNTY OF LOS ANGELES AGRIC COMM/R/ WTS & MEASURES Total:					131.67
Vendor: 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS					
240-2405-7890	COUNTY OF LOS ANGELES DEP	Hunt Dr @Las Lomas Signal Repairs 4/1/20 - 8/31/20	IN210000291		2,604.25
Vendor 2172 - COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS Total:					2,604.25
Vendor: 0788 - HOME DEPOT CREDIT SERVICES					
240-2405-7888	HOME DEPOT CREDIT SERVIC	Citywide Electric/Lighting Repairs	7610806		219.51
240-2405-7888	HOME DEPOT CREDIT SERVIC	Citywide Street Light Supplies/Repairs	7124925		185.33
Vendor 0788 - HOME DEPOT CREDIT SERVICES Total:					404.84
Vendor: 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC					
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Encanto Park	103773847-001		391.28
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Bike Trail	103905254-001		61.25
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Irrigation Inventory Supplies	103773847-002		130.65
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Encanto Park	103993953-001		96.17
Vendor 5691 - SITEONE LANDSCAPE SUPPLY HOLDING LLC Total:					679.35
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					3,820.11
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
Vendor: 5438 - LDM ASSOCIATES INC					
260-2605-7965	LDM ASSOCIATES INC	LACDA Small Business Grant Program 9/2020	6825	202108- CDBG- Professional S	950.00
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 9/2020	6826	202102-CDBG ADA Improvem	100.00
Vendor 5438 - LDM ASSOCIATES INC Total:					1,050.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					1,050.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
Vendor: 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT					
290-2905-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	210282AL		11,000.00
Vendor 0056 - LOS ANGELES COUNTY SHERIFF'S DEPARTMENT Total:					11,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,000.00
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
Vendor: 6189 - ENTERPRISE FM TRUST					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 10/1/20 - 10/31/20	FBN4048255		569.46
Vendor 6189 - ENTERPRISE FM TRUST Total:					569.46
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					569.46
Fund: 440 - PROPOSITION A TRANSIT FUND					
Vendor: 1491 - AUTOZONE					
440-4405-7650	AUTOZONE	Yard Supplies	2814109606		42.01
Vendor 1491 - AUTOZONE Total:					42.01
Vendor: 5197 - CIMA FIRE PROTECTION CO					
440-4405-7650	CIMA FIRE PROTECTION CO	Transportation Dept Fire Extinguisher Service	15945		355.50
Vendor 5197 - CIMA FIRE PROTECTION CO Total:					355.50

Council Warrant Register By Vendor

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payable Number	Project Account Key	Amount
Vendor: 3192 - Foothill Transit					
440-4405-8013	FOOTHILL TRANSIT	19th Installment of 3rd Bus 10/2020	F2802-1020		4,523.11
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2020	SI007725		27,117.82
Vendor 3192 - Foothill Transit Total:					31,640.93
Fund 440 - Proposition A Transit Fund Total:					32,038.44
Fund: 460 - Proposition C Transit Fund					
Vendor: 3192 - Foothill Transit					
460-4605-8013	FOOTHILL TRANSIT	19th Installment of 3rd Bus 10/2020	F2802-1020		2,544.25
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2020	SI007725		22,187.30
Vendor 3192 - Foothill Transit Total:					24,731.55
Fund 460 - Proposition C Transit Fund Total:					24,731.55
Fund: 490 - Measure W (Water/Stormwater)					
Vendor: 6182 - CEM Construction Corporation					
490-2127	CEM CONSTRUCTION CORPO	Retention	20-020		3,600.70
Vendor 6182 - CEM Construction Corporation Total:					3,600.70
Fund 490 - Measure W (Water/Stormwater) Total:					3,600.70
Fund: 680 - Duarte Housing Authority					
Vendor: 6175 - Harris & Associates					
680-6805-7965	HARRIS & ASSOCIATES	SB2 Rehab Program 8/23/20 - 9/26/20	46328	202029-Prof. Svc-Housing Reh	4,232.50
680-6805-7965	HARRIS & ASSOCIATES	FY20 Housing Authority Report 8/23/20 - 9/26/20	46331		1,667.50
680-6805-7965	HARRIS & ASSOCIATES	FY20 SB341 Report 8/23/20 - 9/26/20	46375		7,386.25
Vendor 6175 - Harris & Associates Total:					13,286.25
Fund 680 - Duarte Housing Authority Total:					13,286.25
Grand Total:					593,133.64

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	502,687.13
220 - GAS TAX FUN	350.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	3,820.11
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	1,050.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,000.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	569.46
440 - PROPOSITION A TRANSIT FUND	32,038.44
460 - PROPOSITION C TRANSIT FUND	24,731.55
490 - MEASURE W (WATER/STORMWATER)	3,600.70
680 - Duarte Housing Authority	13,286.25
Grand Total:	593,133.64

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7647	Travel & Exp - Reilly	215.57
100-1005-7649	Travel & Exp - Urias	110.00
100-1015-7686	Other Legal Services	190.69
100-1020-7712	Community Information	1,800.00
100-1020-7722	City Web Site	1,511.28
100-1020-7724	Post Office Parking	2,109.75
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	428.10
100-1205-7636	Uniforms	86.19
100-1205-7650	Vehicle Maintenance	330.00
100-1205-7655	Emergency Services	166.88
100-1205-7761	Parking Ticket Collect	5,996.50
100-1205-7762	Parking Pass Kiosk Costs	248.30
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	373,132.18
100-1205-7887	Repairs & Replacements	47.58
100-1205-7980	Other Expenses	533.61
100-1205-8100	Other Capital Acquisitio	3,582.00
100-1405-7614	Office Supplies	87.70
100-1405-7800	Building Department Ser	13,570.70
100-1405-7965	Professional Services	3,130.00
100-1410-7650	Vehicle Maintenance	3,260.94
100-1410-7656	Emergency Generator	1,443.23
100-1410-7814	Graffiti Removal	1,038.60
100-1410-7980	Other Expenses	1,423.32
100-1605-7002	Regular Salaries	153.84
100-1605-7610	Travel, Mtgs & Conf	15.00
100-1605-7614	Office Supplies	122.91
100-1605-7650	Vehicle Maintenance	2,068.82
100-1605-7728	Americorp's VIP Progra	5,474.70
100-1605-7733	Senior Center	17.98
100-1605-7735	Teen Center	70.00
100-1610-7616	Pool Supplies	3,738.08
100-1610-7617	Pool Chemicals	902.62
100-1610-7618	Building Supplies	1,829.30
100-1610-7636	Uniforms	104.50
100-1610-7652	Building Maint Services	6,175.24
100-1810-7610	Travel, Mtgs & Conf	395.00
100-1810-7614	Office Supplies	187.58
100-1815-7820	Finance System Support	11,684.25
100-1815-7830	Telephones	1,340.10
100-1825-7613	Duplications And Photos	145.48

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7630	Equipment Lease	1,277.92
100-1825-7631	Equipment Maintenance	124.82
100-1830-8100	Vehicle Replacement (Ca	2,197.38
100-2012	Green Building Fees Pay	155.00
100-2013	Strong Motions Fees Pay	576.70
100-2026	EE Equipment Deposit	25.00
100-2120	Refundable Deposits	11,600.00
100-2122	Disability Access & Educ	109.60
100-2126	Construction and Demol	30,000.00
100-4201	Building Permits	2,077.40
100-4204	Animal Licenses	35.00
100-5004	Other Revenue	-116.88
220-2210-7811	Street Maintenance	350.00
240-2405-7888	Repairs-Citywide	404.84
240-2405-7890	Repairs-Traffic Signal	2,604.25
240-2410-7662	Other Serv-Citywide	130.65
240-2410-7663	Other Serv-Medians	131.67
240-2410-7888	Repairs-Citywide	548.70
260-2605-7965	Professional Services	950.00
260-2605-8061	ADA Curb Ramps (Capita	100.00
290-2905-7781	Contract Law Enforceme	11,000.00
320-3205-8013	Vehicles (Capital)	569.46
440-4405-7650	Vehicle Maintenance	397.51
440-4405-7960	Foothill Transit Operatio	27,117.82
440-4405-8013	Vehicles (Capital)	4,523.11
460-4605-7960	Foothill Tranist Operatio	22,187.30
460-4605-8013	Vehicles (Capital)	2,544.25
490-2127	Retention Payable	3,600.70
680-6805-7965	Professional Services	13,286.25
Grand Total:		593,133.64

Project Account Summary

Project Account Key	Payment Amount
None	561,429.98
201914-Sheriff Contract-Cal VIP	18,612.85
202024-Comm Information-Coronavirus Response	1,800.00
202029-Prof. Svc-Housing Rehab-Harris & Assoc.	4,232.50
202102-CDBG ADA Improvement Project	100.00
202105-Other Exp-Tobacco Grant	533.61
202107-Duarte's Promise-Expense	5,474.70
202108- CDBG- Professional Services	950.00
Grand Total:	593,133.64



City of Duarte

Council Warrant Register By Account

By Fund

Payment Dates 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 100 - GENERAL FUND					
100-4201	FREEDOM FOREVER	Permit (# 2019-094) Refund (1000 Newington)	215554		200.00
100-2120	ROBERT FRIEDLAND	Sports Field Rent Deposit Refund	215555		100.00
100-1610-7618	HOME DEPOT CREDIT SERVIC	SC Stage Carts	EFT10481		90.15
100-4204	JESUS GONZALEZ	Dog License Overpayment (#021-1189)	215557		35.00
100-1020-7722	GRANICUS INC	Civica Website Hosting 8/19/20 - 9/18/20	730		755.64
100-1205-7614	HOME DEPOT CREDIT SERVIC	Office Equipment	EFT10481		372.89
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	215543		34.50
100-1610-7652	CINTAS CORPORATION #693	Floor Mats	215543		21.04
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	215562	201914-Sheriff Contract-Cal VI	18,612.85
100-1205-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	215562		354,519.33
100-1410-7980	HOME DEPOT CREDIT SERVIC	Equipment Supplies	EFT10481		26.39
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	215556		235.11
100-1610-7652	ACCO ENGINEERED SYSTEMS	Teen Ctr HVAC Repair	215530		1,011.25
100-1610-7652	ACCO ENGINEERED SYSTEMS	Fitness Ctr HVAC Repair	215530		680.00
100-1610-7616	CALIBER COMMERCIAL POOL	Training Pool 5 HP Motor Replacement	215539		3,488.08
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	215543		35.00
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	215556		337.97
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	EFT10481		420.55
100-1610-7618	MAINTEX INC	Janitorial Supplies	733		831.56
100-1610-7652	EXECUTIVE ELEVATOR INC	SC Elevator Maintenance 9/2020	215552		135.00
100-1610-7652	VORTEX INDUSTRIES INC	City Hall Front Door Maintenance	215577		490.00
100-1610-7652	ACCO ENGINEERED SYSTEMS	Fitness Ctr HVAC Repair	215530		1,050.00
100-1815-7820	TYLER TECHNOLOGIES INC	Finance System Support 10/1/20 - 12/31/20	215576		11,684.25
100-1205-7887	HOME DEPOT CREDIT SERVIC	Return (Invoice # 6541544)	EFT10481		-20.81
100-1205-7887	HOME DEPOT CREDIT SERVIC	Code Enforcement Supplies	EFT10481		38.64
100-1205-7887	HOME DEPOT CREDIT SERVIC	Code Enforcement Supplies	EFT10481		29.75
100-1410-7650	CIMA FIRE PROTECTION CO	Field Srvcs Fire Extinguisher Service	215542		406.00
100-1610-7652	CIMA FIRE PROTECTION CO	Facility Maint Fire Extinguisher Service	215542		543.00
100-1205-7650	CIMA FIRE PROTECTION CO	Public Safety Fire Extinguisher Service	215542		330.00
100-1610-7636	CINTAS CORPORATION #693	Facility Maint Uniforms	215543		35.00
100-1610-7652	JUANA REYES	Fitness Ctr Blinds/Window Coverings	215566		2,157.39
100-1610-7617	FULLER ENGINEERING INC	Pool Chemicals	215556		329.54
100-1205-7762	CALE AMERICA INC	WTP Fees 9/2020	215537		248.30
100-1405-7800	CHARLES ABBOTT ASSOCIATES	Building & Safety Srvcs 9/202	728		13,570.70
100-1605-7610	SOUTHERN CALIFORNIA MUN	Kelly Barnes SCMAF Institute	215570		15.00
100-1410-7656	SUNWEST ENGINEERING	Underground Fuel Tank Inspection 9/24/20	740		145.00
100-1205-7780	SAN GABRIEL VALLEY HUMAN	Animal Shelter Services 10/2020	215568		5,166.67
100-1015-7686	LOS ANGELES COUNTY DISTRI	DA Filing Fees 4/1/20 - 4/30/2	215561		190.69
100-1205-7655	THOMSON REUTERS-WEST PU	Emergency Software 9/1/20 - 9/30/20	215574		166.88
100-1205-7614	STAPLES ADVANTAGE	Office Supplies	739		55.21

Council Warrant Register By Account

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-1825-7613	STAPLES ADVANTAGE	PS Copier Paper	739		145.48
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	739		44.53
100-1405-7965	BUCKNAM INFRASTRUCTURE	GIS Program/System	215536		1,780.00
100-1205-7636	LARRY BRECEDA	Uniform Pants	215535		86.19
100-1605-7614	STAPLES ADVANTAGE	Office Supplies	739		122.91
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 30 Lease/Maint 10/1/20 - 10/31/20	EFT10438		593.60
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 28 Lease/Maint 10/1/20 - 10/31/20	EFT10438		591.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 18 Lease/Maint 10/1/20 - 10/31/20	EFT10438		574.64
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 23 Lease/Maint 10/1/20 - 10/31/20	EFT10438		458.66
100-1830-8100	ENTERPRISE FM TRUST	Vehicle 22 Lease/Maint 10/1/20 - 10/31/20	EFT10438		456.84
100-1830-8100	ENTERPRISE FM TRUST	Credit-Vehicle 30 DMV Fee	EFT10438		-478.00
100-1610-7652	POST ALARM SYSTEMS	CH/City Yard Alarm Monitoring 11/1/20 - 11/30/20	734		87.56
100-1605-7728	CALIFORNIA STATE DEPARTME	Fingerprints Apps 9/2020	725	202107-Duarte's Promise-Exp	15.00
100-1605-7650	ADVANTAGE FORD LINCOLN	Vehicle #16 Service/Repair	215532		151.21
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	EFT10481		158.76
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	EFT10481		233.50
100-1020-7712	JCL TRAFFIC SERVICES	COVID-19 Message Board Rental	215559	202024-Comm Information-C	1,800.00
100-1410-7656	CUMMINS INC	Emergency Generator Load Bank Test	215547		1,298.23
100-1810-7610	GOVERNMENT TAX SEMINARS	Michelle Brown Gov't Tax Seminar	215558		395.00
100-1410-7814	SUPERIOR PROPERTY SERVICE	Citywide Graffiti Removal 9/2020	215572		1,038.60
100-1610-7616	CALIBER COMMERCIAL POOL	Pool Chlorine Feed Repair	215539		250.00
100-1205-8100	CAMPBELL CORPORATION	Deposit-Substation Riot Glass Deposit	726		3,582.00
100-1410-7980	HOME DEPOT CREDIT SERVIC	Truck Tool Supplies	EFT10481		761.89
100-1610-7618	HOME DEPOT CREDIT SERVIC	Facility Maint Supplies/Repair	EFT10481		94.78
100-1205-7761	SUPERIOR CT OF CAL CO OF L	Citation Revenue Tax 9/2020	215571		5,996.50
100-1410-7980	MONROVIA LOCK SHOP	Padlocks for Citywide Use	215563		635.04
100-1005-7642	ROTARY CLUB OF DUARTE	Margaret Finley Dues	215567		110.00
100-1005-7649	ROTARY CLUB OF DUARTE	Bryan Urias Dues	215567		110.00
100-1205-7612	ROTARY CLUB OF DUARTE	Brian Villalobos Dues	215567		240.00
100-1205-7612	ROTARY CLUB OF DUARTE	Tony Hadloc Dues	215567		240.00
100-1410-7650	WARDS SERVICE	Vehicle #9 Back Up Beeper Repair	742		152.95
100-1410-7650	UTILITY CRANE & EQUIPMENT	Vehicle #2 Recertification	741		560.00
100-1605-7650	CALIBER - DUARTE	Vehicle #16 Repair	215538		1,917.61
100-2012	CALIFORNIA BUILDING STAND	Green Bldg Fees Q3 2020	215540		153.00
100-2013	DEPARTMENT OF CONSERVAT	Strong Motion (SMIP) Q3 202	215549		563.40
100-5004	DEPARTMENT OF CONSERVAT	Local Agency Fee Q3 2020	215549		-28.17
100-5004	CALIFORNIA BUILDING STAND	Local Gov't Retainer Q3 2020	215540		-15.30
100-1825-7630	CANON FINANCIAL SERVICES I	PS Copier Lease 10/1/20 - 10/31/20	215541		402.41
100-1825-7631	CANON FINANCIAL SERVICES I	PS Copier Maintenance 9/1/20 - 9/30/20	215541		124.82
100-1825-7630	CANON FINANCIAL SERVICES I	CH(2)/SC/TC Copier Lease 10/1/20 - 10/31/20	215541		875.51
100-1205-7980	CURO MANAGED PRINT PROD	Tobacco Control Advertiseme	215548	202105-Other Exp-Tobacco Gr	533.61
100-1810-7614	TYLER BUSINESS FORMS	W2 & 1099 Envelopes	215575		187.58
100-1605-7728	RELATION INSURANCE SERVIC	AmeriCorps Health Insurance 9/10/20 - 11/30/20	736	202107-Duarte's Promise-Exp	5,459.70
100-1405-7614	STAPLES ADVANTAGE	Office Supplies	739		43.17
100-1410-7650	WARDS SERVICE	Vehicle #11 Tires/Service//Repairs	742		1,128.10

Council Warrant Register By Account

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
100-2126	OLIVA HUNTINGTON DUARTE	Construction/Demo Depsoit Refund	215565		30,000.00
100-5004	OLIVA HUNTINGTON DUARTE	Administrative Fee	215565		-125.00
100-2120	CROWN CASTLE USA INC	AC & Sidewalk Cash Bond Refund	215546		3,000.00
100-2120	ADVANTAGE ENGINEERS LLC	AC Repair Cash Bond Refund Pmt # 6-0034	215531		3,500.00
100-1410-7650	UTILITY CRANE & EQUIPMENT	Vehicle #2 Service/Repairs	741		1,013.89
100-1605-7733	DUARTE RECREATION PETTY C	SC Creamer (Coffee Drive-By	215551		17.98
100-1605-7735	DUARTE RECREATION PETTY C	TC Event Gift Cards	215551		70.00
100-1405-7965	LAND DESIGN CONSULTANTS I	Melcanyon Debris Basin 9/2020	215560		1,350.00
100-2026	WESLEY OATIES	Equipment Deposit Refund	215564		25.00
100-1815-7830	NEC FINANCIAL SERVICES LLC	Mitel Phone System Pymt 34 of 60	EFT10437		1,340.10
100-1020-7722	GRANICUS INC	Civica Website Hosting 10/19/20 - 11/18/20	730		755.64
100-2122	DIVISION OF THE STATE ARCHI	Disability Access Fee Q3 2020	215550		109.60
100-2012	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	215533		2.00
100-2013	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	215533		13.30
100-4201	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	215533		1,877.40
100-5004	AIR-TRO INC	Building Permit (# 2020-411) Overpayment	215533		51.59
100-1005-7647	ELIZABETH NOWAK REILLY	Meeting/Conference Expense Reimbursement	735		215.57
100-2120	TANNER RESEARCH INC	Occupancy Agreement Deposit Refund	215573		5,000.00
100-1605-7002	PAMELA ROMERO	CPR Stipend	737		76.92
100-1605-7002	PAMELA ROMERO	CPR Stipend	737		76.92
100-1020-7724	SOUTHERN CALIFORNIA EDIS	PO Pkg Lot Lease 11/1/20 - 1/31/21	738		2,109.75
Fund 100 - GENERAL FUND Total:					502,687.13
Fund: 220 - GAS TAX FUN					
220-2210-7811	FORTEL TRAFFIC INC	Speed Sign Maintenance	215553		350.00
Fund 220 - GAS TAX FUN Total:					350.00
Fund: 240 - LIGHTING AND LANDSCAPE DISTRICT FUND					
240-2405-7888	HOME DEPOT CREDIT SERVIC	Citywide Electric/Lighting Repairs	EFT10481		219.51
240-2410-7663	COUNTY OF LOS ANGELES AG	Gopher Control for Turf Medians 8/2020	215544		131.67
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Encanto Park	215569		391.28
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Bike Trail	215569		61.25
240-2405-7888	HOME DEPOT CREDIT SERVIC	Citywide Street Light Supplies/Repairs	EFT10481		185.33
240-2410-7662	SITEONE LANDSCAPE SUPPLY	Irrigation Inventory Supplies	215569		130.65
240-2410-7888	SITEONE LANDSCAPE SUPPLY	Irrigation Repair-Encanto Park	215569		96.17
240-2405-7890	COUNTY OF LOS ANGELES DEP	Hunt Dr @Las Lomas Signal Repairs 4/1/20 - 8/31/20	215545		2,604.25
Fund 240 - LIGHTING AND LANDSCAPE DISTRICT FUND Total:					3,820.11
Fund: 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
260-2605-7965	LDM ASSOCIATES INC	LACDA Small Business Grant Program 9/2020	732	202108- CDBG- Professional S	950.00
260-2605-8061	LDM ASSOCIATES INC	FY21 CDBG City Hall ADA Improvements 9/2020	732	202102-CDBG ADA Improvem	100.00
Fund 260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Total:					1,050.00
Fund: 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND					
290-2905-7781	LOS ANGELES COUNTY SHERIF	Sheriff Contract 8/2020	215562		11,000.00
Fund 290 - SUPPLEMENTAL LAW ENFORCEMENT FUND Total:					11,000.00

Council Warrant Register By Account

Payment Dates: 10/15/2020 - 10/28/2020

Account Number	Vendor Name	Description (Item)	Payment Number	Project Account Key	Amount
Fund: 320 - AIR QUALITY MANAGEMENT FUND (AQMD)					
320-3205-8013	ENTERPRISE FM TRUST	Vehicle 31 Lease/Maint 10/1/20 - 10/31/20	EFT10438		569.46
Fund 320 - AIR QUALITY MANAGEMENT FUND (AQMD) Total:					569.46
Fund: 440 - PROPOSITION A TRANSIT FUND					
440-4405-7650	CIMA FIRE PROTECTION CO	Transportation Dept Fire Extinguisher Service	215542		355.50
440-4405-8013	FOOTHILL TRANSIT	19th Installment of 3rd Bus 10/2020	729		4,523.11
440-4405-7650	AUTOZONE	Yard Supplies	215534		42.01
440-4405-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2020	729		27,117.82
Fund 440 - PROPOSITION A TRANSIT FUND Total:					32,038.44
Fund: 460 - PROPOSITION C TRANSIT FUND					
460-4605-8013	FOOTHILL TRANSIT	19th Installment of 3rd Bus 10/2020	729		2,544.25
460-4605-7960	FOOTHILL TRANSIT	Duarte Local Service 9/2020	729		22,187.30
Fund 460 - PROPOSITION C TRANSIT FUND Total:					24,731.55
Fund: 490 - MEASURE W (WATER/STORMWATER)					
490-2127	CEM CONSTRUCTION CORPO	Retention	727		3,600.70
Fund 490 - MEASURE W (WATER/STORMWATER) Total:					3,600.70
Fund: 680 - Duarte Housing Authority					
680-6805-7965	HARRIS & ASSOCIATES	SB2 Rehab Program 8/23/20 - 9/26/20	731	202029-Prof. Svc-Housing Reh	4,232.50
680-6805-7965	HARRIS & ASSOCIATES	FY20 Housing Authority Report 8/23/20 - 9/26/20	731		1,667.50
680-6805-7965	HARRIS & ASSOCIATES	FY20 SB341 Report 8/23/20 - 9/26/20	731		7,386.25
Fund 680 - Duarte Housing Authority Total:					13,286.25
Grand Total:					593,133.64

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL FUND	502,687.13
220 - GAS TAX FUN	350.00
240 - LIGHTING AND LANDSCAPE DISTRICT FUND	3,820.11
260 - COMMUNITY DEVELOPMENT BLOCK GRANT (CDB	1,050.00
290 - SUPPLEMENTAL LAW ENFORCEMENT FUND	11,000.00
320 - AIR QUALITY MANAGEMENT FUND (AQMD)	569.46
440 - PROPOSITION A TRANSIT FUND	32,038.44
460 - PROPOSITION C TRANSIT FUND	24,731.55
490 - MEASURE W (WATER/STORMWATER)	3,600.70
680 - Duarte Housing Authority	13,286.25
Grand Total:	593,133.64

Account Summary

Account Number	Account Name	Payment Amount
100-1005-7642	Travel & Exp - Finlay	110.00
100-1005-7647	Travel & Exp - Reilly	215.57
100-1005-7649	Travel & Exp - Urias	110.00
100-1015-7686	Other Legal Services	190.69
100-1020-7712	Community Information	1,800.00
100-1020-7722	City Web Site	1,511.28
100-1020-7724	Post Office Parking	2,109.75
100-1205-7612	Publications and Dues	480.00
100-1205-7614	Office Supplies	428.10
100-1205-7636	Uniforms	86.19
100-1205-7650	Vehicle Maintenance	330.00
100-1205-7655	Emergency Services	166.88
100-1205-7761	Parking Ticket Collect	5,996.50
100-1205-7762	Parking Pass Kiosk Costs	248.30
100-1205-7780	Animal Control	5,166.67
100-1205-7781	Contract Law Enforceme	373,132.18
100-1205-7887	Repairs & Replacements	47.58
100-1205-7980	Other Expenses	533.61
100-1205-8100	Other Capital Acquisitio	3,582.00
100-1405-7614	Office Supplies	87.70
100-1405-7800	Building Department Ser	13,570.70
100-1405-7965	Professional Services	3,130.00
100-1410-7650	Vehicle Maintenance	3,260.94
100-1410-7656	Emergency Generator	1,443.23
100-1410-7814	Graffiti Removal	1,038.60
100-1410-7980	Other Expenses	1,423.32
100-1605-7002	Regular Salaries	153.84
100-1605-7610	Travel, Mtgs & Conf	15.00
100-1605-7614	Office Supplies	122.91
100-1605-7650	Vehicle Maintenance	2,068.82
100-1605-7728	Americorp's VIP Progra	5,474.70
100-1605-7733	Senior Center	17.98
100-1605-7735	Teen Center	70.00
100-1610-7616	Pool Supplies	3,738.08
100-1610-7617	Pool Chemicals	902.62
100-1610-7618	Building Supplies	1,829.30
100-1610-7636	Uniforms	104.50
100-1610-7652	Building Maint Services	6,175.24
100-1810-7610	Travel, Mtgs & Conf	395.00
100-1810-7614	Office Supplies	187.58
100-1815-7820	Finance System Support	11,684.25
100-1815-7830	Telephones	1,340.10
100-1825-7613	Duplications And Photos	145.48

Account Summary

Account Number	Account Name	Payment Amount
100-1825-7630	Equipment Lease	1,277.92
100-1825-7631	Equipment Maintenance	124.82
100-1830-8100	Vehicle Replacement (Ca	2,197.38
100-2012	Green Building Fees Pay	155.00
100-2013	Strong Motions Fees Pay	576.70
100-2026	EE Equipment Deposit	25.00
100-2120	Refundable Deposits	11,600.00
100-2122	Disability Access & Educ	109.60
100-2126	Construction and Demol	30,000.00
100-4201	Building Permits	2,077.40
100-4204	Animal Licenses	35.00
100-5004	Other Revenue	-116.88
220-2210-7811	Street Maintenance	350.00
240-2405-7888	Repairs-Citywide	404.84
240-2405-7890	Repairs-Traffic Signal	2,604.25
240-2410-7662	Other Serv-Citywide	130.65
240-2410-7663	Other Serv-Medians	131.67
240-2410-7888	Repairs-Citywide	548.70
260-2605-7965	Professional Services	950.00
260-2605-8061	ADA Curb Ramps (Capita	100.00
290-2905-7781	Contract Law Enforceme	11,000.00
320-3205-8013	Vehicles (Capital)	569.46
440-4405-7650	Vehicle Maintenance	397.51
440-4405-7960	Foothill Transit Operatio	27,117.82
440-4405-8013	Vehicles (Capital)	4,523.11
460-4605-7960	Foothill Tranist Operatio	22,187.30
460-4605-8013	Vehicles (Capital)	2,544.25
490-2127	Retention Payable	3,600.70
680-6805-7965	Professional Services	13,286.25
Grand Total:		593,133.64

Project Account Summary

Project Account Key	Payment Amount
None	561,429.98
201914-Sheriff Contract-Cal VIP	18,612.85
202024-Comm Information-Coronavirus Response	1,800.00
202029-Prof. Svc-Housing Rehab-Harris & Assoc.	4,232.50
202102-CDBG ADA Improvement Project	100.00
202105-Other Exp-Tobacco Grant	533.61
202107-Duarte's Promise-Expense	5,474.70
202108- CDBG- Professional Services	950.00
Grand Total:	593,133.64



**PUBLIC SAFETY
STATUS REPORT
OCTOBER 2020**



PROJECT/PROGRAM		STATUS
<u>L.A. COUNTY SHERIFF'S DEPARTMENT</u>		
1. Part 1 Crimes	Part 1 Crime is up 1.67% year to date	
2. Crime Trends	Catalytic converter theft, thefts from vehicles, and shoplifting from Target, are leading the current crime trends. Public Safety has sent out alerts regarding the catalytic converter theft and theft from vehicles and Sergeant Summers and Special Assignment Deputy Valenzuela have met with Target loss prevention in order to reduce the amount of theft from Target	
<u>MEASURE H and OUTREACH COORDINATION</u>		
1. Five Cities Grant	The City of Duarte was assigned a case manager in April from Union Station. The case manager is working from home due to COVID-19 and visits Duarte locations twice a week. She has been working out of the Duarte Park Recreation Center. She continues to communicate daily with our Outreach Coordinator to provide services to the homeless. Five people have been housed to date. Two people who frequent the Beardslee Park area are awaiting placement into housing.	
2. Outreach Coordinator	The Outreach Coordinator (Tony Hadloc) makes a daily (Monday through Friday) sweep through the entire City and checks the parks twice daily in an effort to conduct daily outreach to the homeless. In addition, he responds to all calls for service from residents, businesses, and staff. He is in daily contact with the Union Station Case Manager. Tony can be reached at 626-357-7938 X317 or by email at hadloca@accessduarte.com if a call for service needs to be reported.	
<u>CODE ENFORCEMENT</u>		
1. Shopping Carts	Ordinance No. 20-O-06 went into effect on August 28 th . Six administrative citations have been issued to date.	
2. Short Term Rentals	Staff will be bringing an ordinance back to the City Council at the November 24th City Council meeting	
<u>EMERGENCY PREPAREDNESS</u>		

1. Emergency Operations Center	The Emergency Operations Center has been operating remotely while monitoring COVID – 19 operations. As of now, there is no end date for COVID – 19 operations.
2. Bobcat Fire	The City has been working with Cal-OES and FEMA for reimbursement of costs and damages related to the Bobcat Fire. The majority of damage is to Encanto Park due to the use of the field as a helicopter pad. Staff submitted a damage report to replace 10 trees and to replace the field surface and repair damaged sprinklers.
3. Great Shake Out	All City Facilities participated in the Great Shake Out which was held on October 15 th . An audio recording was played for staff that detailed the measures that should be taken in the event of an earthquake.



COMMUNITY DEVELOPMENT STATUS REPORT OCTOBER 2020

PROJECT/PROGRAM		STATUS
<u>IN PROCESS</u>		
Slow Streets Program	In the first round of sign installation 47 signs have been installed. Signs will be added to second side to increase visibility. Weekly installs continuing.	
New Stop Sign at Mountain and Euclid.	Frontier has moved utility box to allow new crosswalk installation. Stop sign installed.	
City of Hope Parking in Neighborhoods	City has received complaints about City of Hope employees parking in the neighborhood to the west of campus in and around Beardslee School. City contacted City of Hope to stress importance of addressing situation. They have provided daily monitors to limit employees parking in the area and have educated employees to use City of Hope operated lots.	
Housing Element	Signed contract with Karen Warner Associates to prepare the 2021-2029 Housing Element. The project will start with data collection. Public outreach is scheduled for Fall 2020. City was approved for a \$150,000 LEAP Grant from HCD that will fund this project.	
Acquisition and Rehab Program	Signed contract with Harris & Associates to develop an acquisition and rehab program to encourage rehab of existing apartment complexes citywide with increased affordability. Funded by a State SB 2 Grant.	
Winsor Circle	SoCal Gas installing new gas lines in neighborhood. In process.	
New Traffic Signals	Work on new traffic signals at the City of Hope began September 1. New signal on Duarte Road at Circle Rd. in process. Median changes on Duarte Rd. are included in this project. Signals at Duarte Rd. at Village Rd. and Buena Vista at Village Rd. to follow in the next 12 months.	
<u>DEVELOPMENT</u>		
New Hope Village	New 150 room hotel. Permits were issued in early June. Framing in process. Winter 2021 completion expected.	
Esperanza at Duarte Station 1700 Business Center Dr.	Former Woodward building has been demolished. MBK submitted for building plan check on the 344 unit project. Late November start work is expected. Esperanza chosen by MBK as project name.	

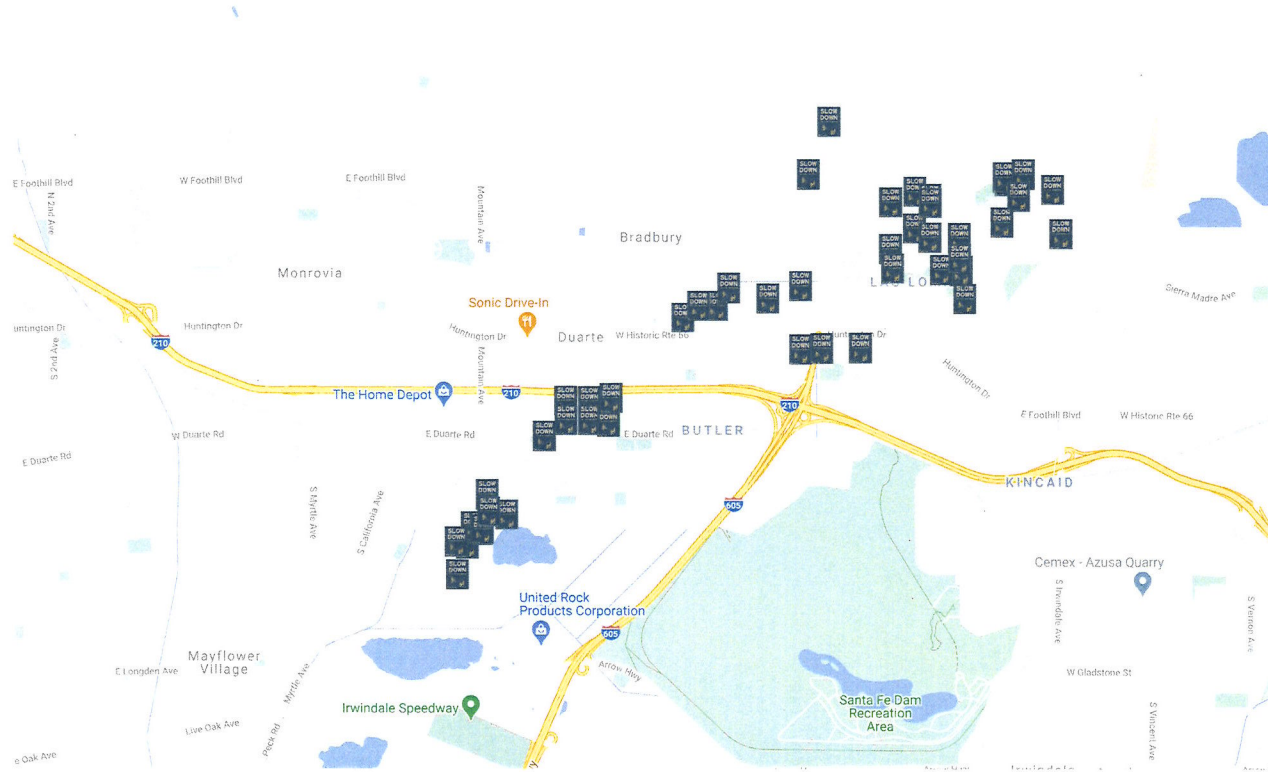
PROJECT/PROGRAM	STATUS
The Residences at Duarte Station 1750 Business Center Dr.	MBK, developer of Building A has recently purchased this property. The 292 unit building will be a second phase scheduled for 2022.
The Huntington (1413 Huntington Drive)	A 161 unit mixed use project. In construction. Framing in process now. Summer 2021 completion expected.
City of Hope	Working with the City of Hope on various projects in process, such as: north parking lot (approx. 1,000 spaces) construction to begin in September; Radial Imaging Center (9,000 s.f. building, in construction); infrastructure improvements, including three new traffic lights Summer 2020, Circle Rd. and Duarte Rd. first intersection; Medical Office Building completed recently completed; Duarte Outpatient Clinic (DOC), an upcoming 8 story, 350,000 square foot building approval process Fall 2020; and several other upcoming projects.
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. Demo completed. Staff has met with new Architect on working drawings.
Verizon Cell Tower Construction 2701 Royal Oaks Drive	In construction. Spring 2021 completion expected.
New Commercial Building 2137 Huntington	Ready for permits. Owners in the process of hiring a general contractor. This will be a commercial building, Bright Smile Dental and retail space.
<u>PUBLIC WORKS</u>	
Town Center Sidewalk and Lighting Improvements	In design phase.
City Hall Courtyard Design	Draft engineer's plans completed. Had initial meeting with Landscape Architect.
New Historic Route 66 Signs	Street stencils have been repainted and "Historic Route 66" signs installed along Huntington Drive in both directions thru the city.
Central – 210 Traffic Signal	In process, Late Summer/Early Fall 2020 construction, most likely. Paid for by Caltrans. City working with County on Buena Vista signal upgrades.
SCE Steel Pole Replacement	SCE is replacing all SCE owned, metal, street lights. Project completed. Anticipating the Citywide LED lighting project, these lights will be LED at no additional cost to the City.
SCE Citywide LED Light Conversion	Recently completed. SCE replaced all SCE owned lights with LED fixtures.

PROJECT/PROGRAM		STATUS
<u>Climatec</u>		
Solar Panels	Completed.	
Solar Thermal	Completed.	
HVAC	Completed.	
Irrigation Controls	95% complete.	
LED Lighting	Installation revised to December start date.	
Building Controls	Completed.	
Building Lighting	Completed.	

Slow Streets Program - Sign Locations

Slow Street Signs

-  Opal Canyon SB
-  Mt. Olive NB
-  Las Lomas Rd NB
-  Joella Street WB
-  Brookridge Road
-  Opal Canyon Rd NB
-  Park Rose Avenue NB
-  Brightside SB
-  Vineyard Avenue SB
-  Freeborn Street EB
-  3rd Street WB
-  Brightside Avenue NB
-  Vineyard Avenue NB
-  Second St WB
-  Second St EB
-  Galen Street EB
-  Hacienda Dr WB
-  Las Lomas Road SB
-  Shepherd Drive SB
-  Shepherd Drive NB
-  Sunnydale Drive/Starpine Drive NB
-  Random Lane SB
-  Atlin Street WB
-  Broadland Avenue SB
-  Royal Oaks Drive EB
-  On Maynard Drive WB
-  Tocino Drive NB
-  Maynard Drive EB
-  Greenbank Avenue NB
-  Spinks Canyon Rd NB
-  Greenbank Avenue NB
-  Woodbluff Avenue NB
-  Random Lane SB



 Brookridge Road EB
 Three Ranch Road EB
 Gardi Street EB
 Park Rose Avenue SB
 Park Rose Avenue NB
 Brycedale Avenue SB
 Beckville Street WB
 Broach Avenue NB
 Tannencrest Drive EB
 3339 Tannencrest Drive WB
 Citrusview Avenue SB
 549 Woodbluff Avenue - SB
 Broach Avenue NB
 Fish Canyon Road WB



PARKS AND RECREATION STATUS REPORT October 2020

PROJECT/PROGRAM	STATUS
<u>PARKS AND TRAILS</u>	
Playgrounds and Outdoor Exercise Equipment Have Reopened	As of October 8 th , all ten Duarte playground structures and the outdoor exercise equipment at Moore Park have reopened. However, to help prevent the spread of COVID-19 at playgrounds, the public, anyone over the age of 2, is required to wear a face covering. Additionally, those utilizing the park space should be sure to provide space of at least 6 feet at all times, avoid eating or drinking, wash their hands frequently, limit their visit to 30 minutes and lastly, stay home if they are not feeling well.
Fish Canyon Trail Update	With the technical assistance of Nature for All, the Department is currently working on constructing its grant application for the Rivers and Mountains Conservancy Small Grant Program. Until funds are exhausted, the program will continue to award projects between \$50,000 to \$300,000 on a quarterly basis through 2023. The Department anticipates submitting its application for this first round review-deadline of December 16th.
<u>YOUTH AND SENIOR PROGRAMS</u>	
Fall Fun Craft Box	Celebrate the season with the Department's Fall Fun Craft Box! This take-home craft box is full of fall inspired crafts and activities for children ages 6-12. In the box, you'll find activities pertaining to Halloween, nature, and music making – enough for one, with all materials and easy to follow directions. To purchase your craft box today, visit accessduarte.com and click on "Register for Recreation Programs." Each box is \$20 and can be picked up at City Hall during normal business hours.
<u>SPECIAL EVENTS</u>	
Howl-O-Ween Pet Costume Contest	From now until Wednesday, October 28 th , the Department invites residents to submit a photo of their furry friends in their Halloween costumes. To enter, residents should send their photo to duarteparksactive@accessduarte.com . and be sure to include their name, home address, contact number, and their pet's name in their submission. Winners will receive a \$50 gift card for Chewy.com and be announced on the City's website and social media on Friday, October 30 th .

Pumpkin Carving & Decorating Contest	Carve out some time for some Halloween fun! The Department is hosting a virtual pumpkin carving and decorating contest this month from now through October 28 th . To enter, carve or decorate a pumpkin, snap a photo of it and email it to duarteparksactive@accessduarte.com . Be sure to include your name, address, and phone number with your photo. Winners will be announced on the City's website and social media accounts on Halloween. Thrilling prizes will be awarded by age group-best overall. All entries must be received by Wednesday, October 28 th .
Halloween Howl Drive-Thru Event	On Friday, October 30th from 6:30pm – 8:30pm, join the Department for its annual Halloween Howl! The event has been adapted to a drive-thru format to abide by the Health Officer's Order and limit the risk of exposure to COVID-19. Families are encouraged to decorate their vehicle, dress in their costumes, and come parade through the Duarte Civic Center to find special trick-or-treat stations, spooky touches, and have the chance to win some killer prizes for being one of the best decorated vehicles of the night.



City of Duarte

MONTHLY FINANCIAL REPORT

**Month Ended September 30, 2020
(25.0% of FY 2020-21 Completed)**

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General Fund Expenditure Dashboard

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Revenue, Expenditures, Transfers and Surplus/Deficit by Fund

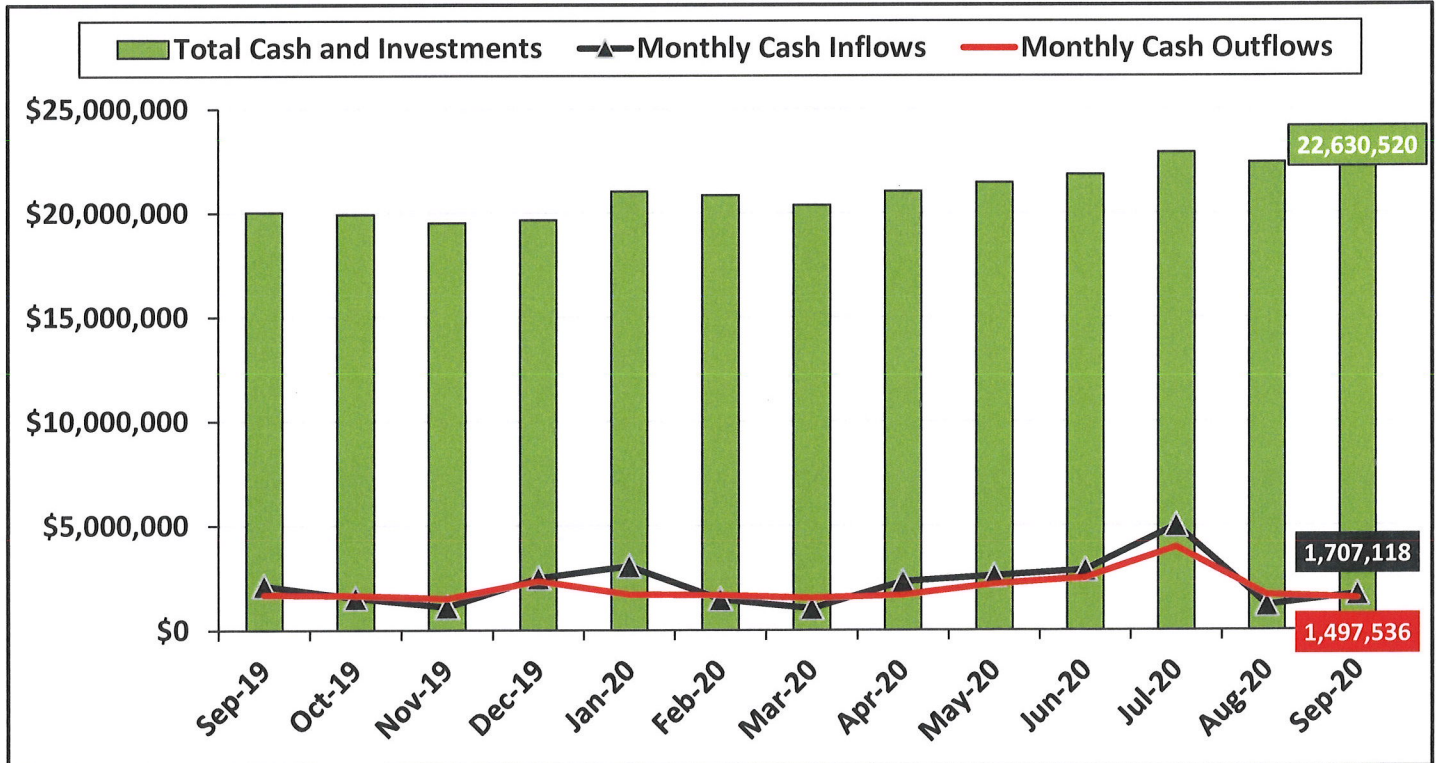
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CITY OF DUARTE

Treasury Report - Monthly Activity & Balances

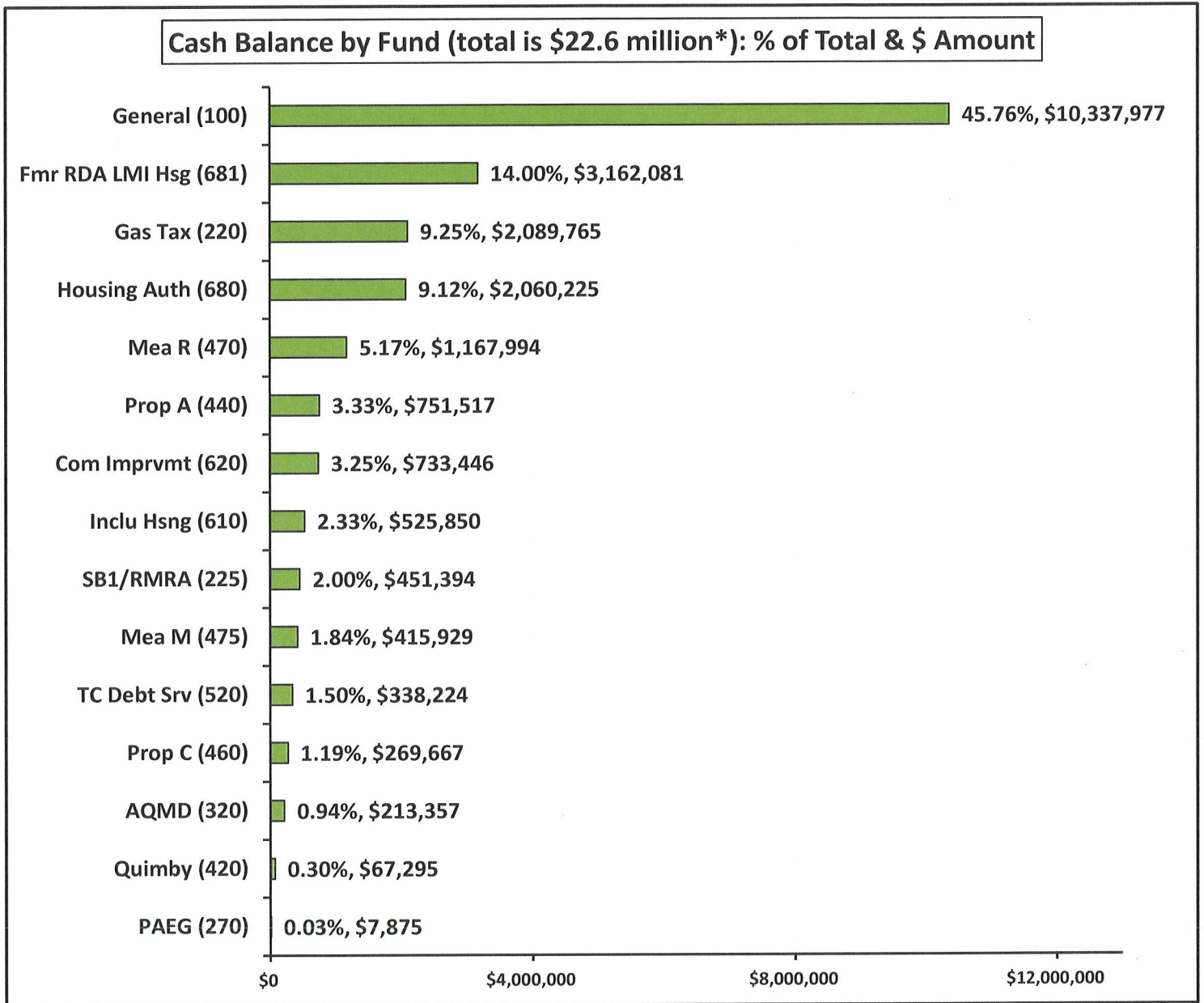
Month Ended September 30, 2020

MONTHLY ACTIVITY			
	Bank*	LAIF*	Total
Beginning Balance (09/01/2020)	\$7,058,275	\$15,362,663	\$22,420,938
Cash Inflows			
Receipts	\$1,707,118	\$0	\$1,707,118
Transfers In	\$0	\$0	\$0
Total Cash Inflows	\$1,707,118	\$0	\$1,707,118
Cash Outflows			
Disbursements	\$1,497,536	\$0	\$1,497,536
Transfers Out	\$0	\$0	\$0
Total Cash Outflows	\$1,497,536	\$0	\$1,497,536
Net Activity	\$209,582	\$0	\$209,582
Ending Balance (09/30/2020)	\$7,267,857	\$15,362,663	\$22,630,520



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

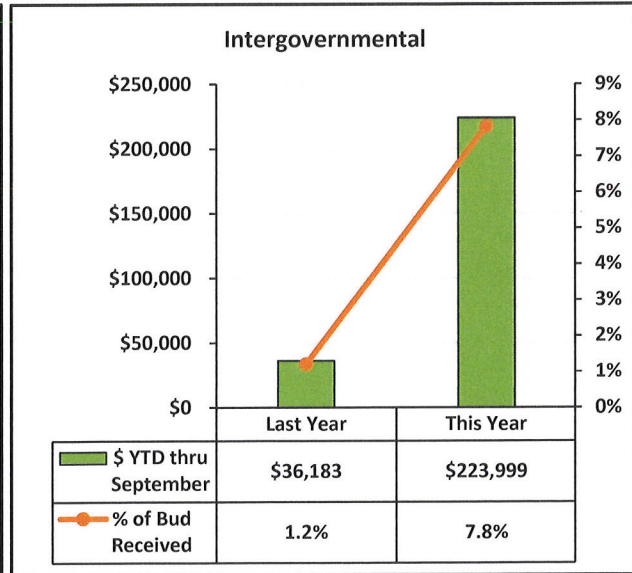
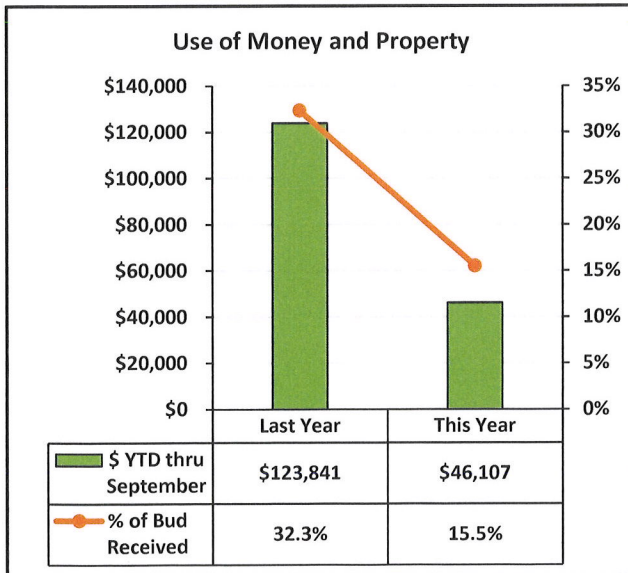
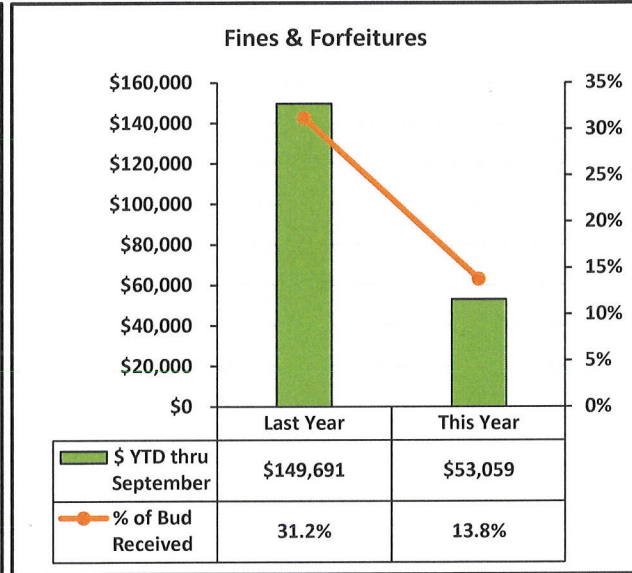
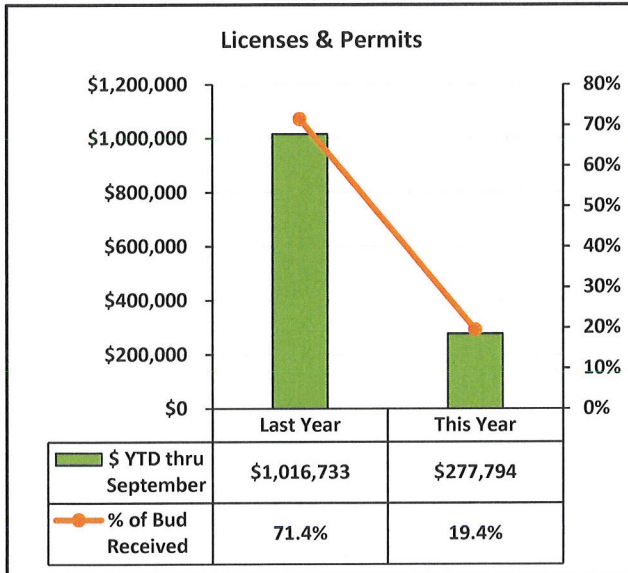
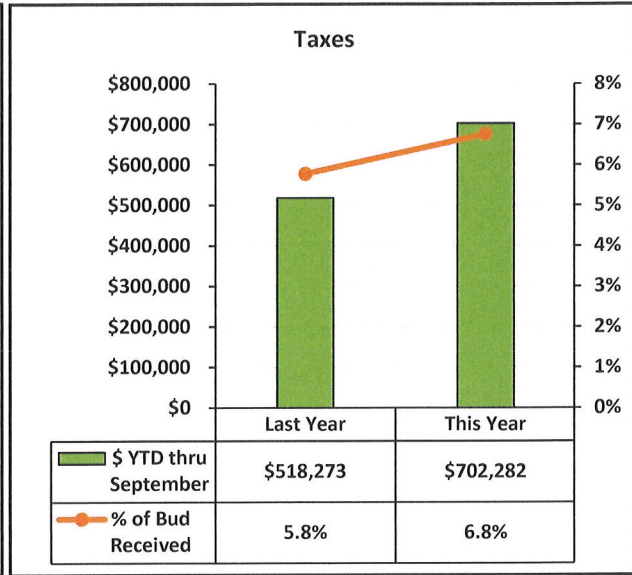
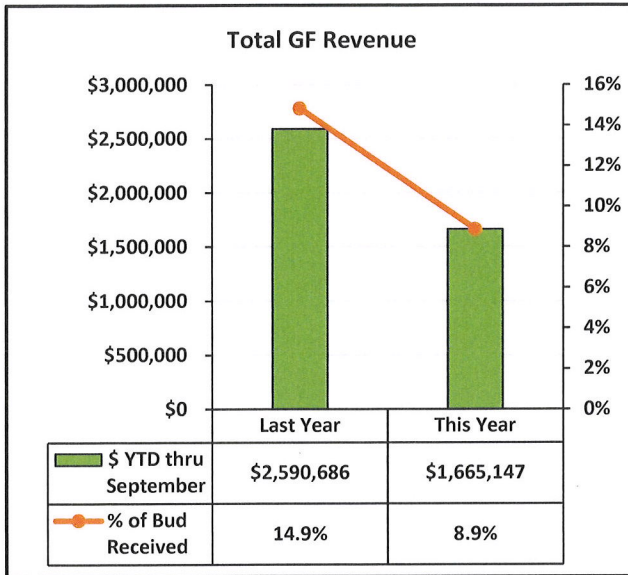
CITY OF DUARTE
Treasury Report - Cash Balance by Fund
Month Ended September 30, 2020



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

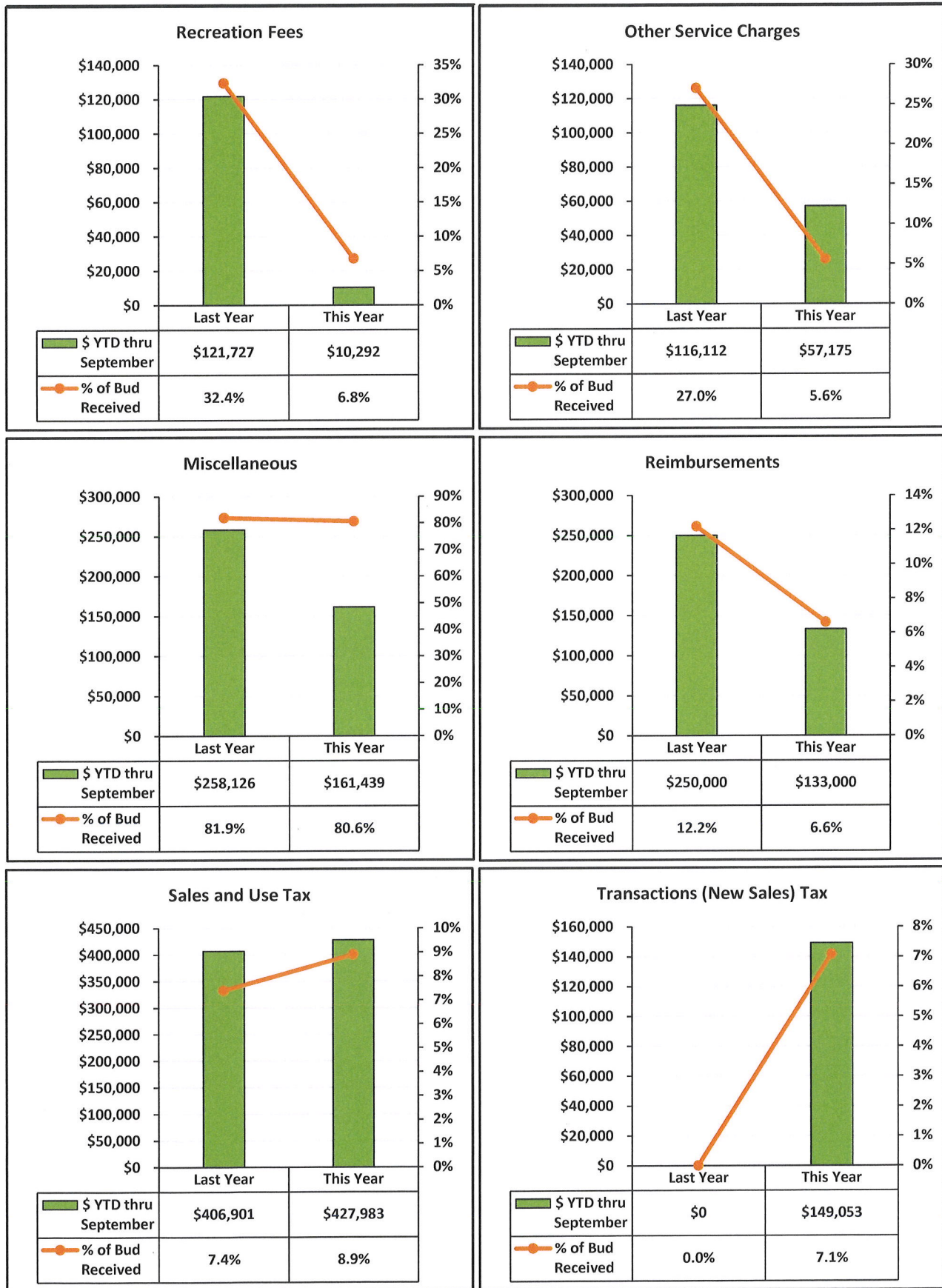
CITY OF DUARTE

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



CITY OF DUARTE

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



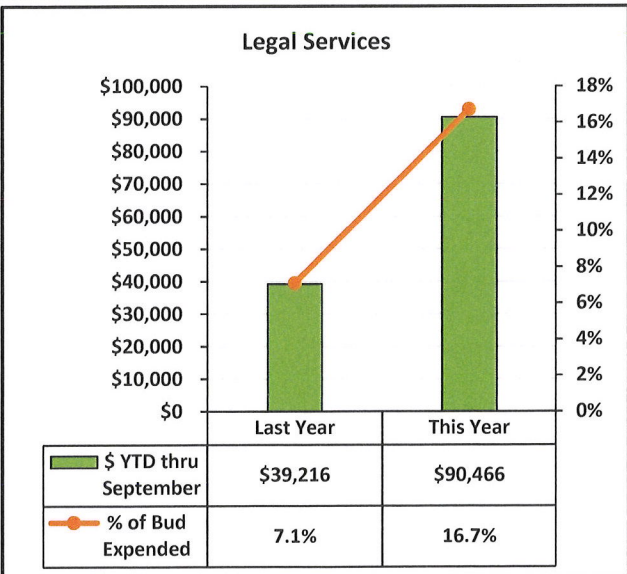
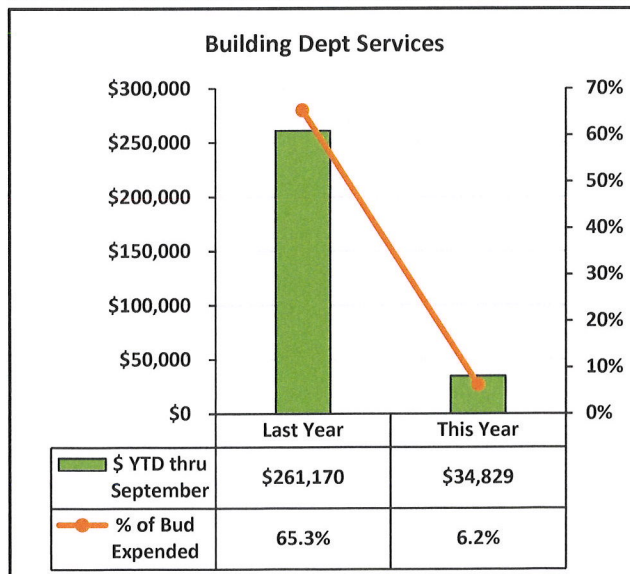
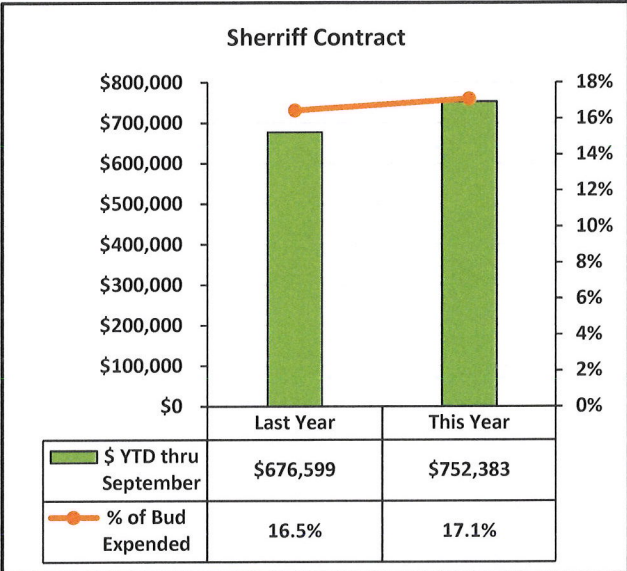
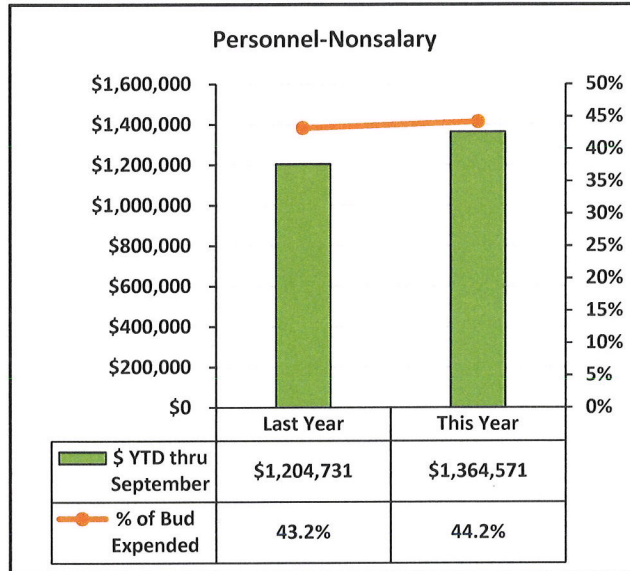
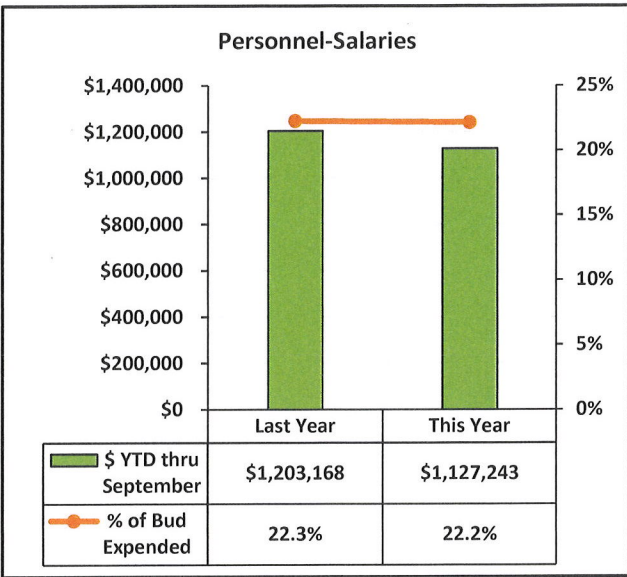
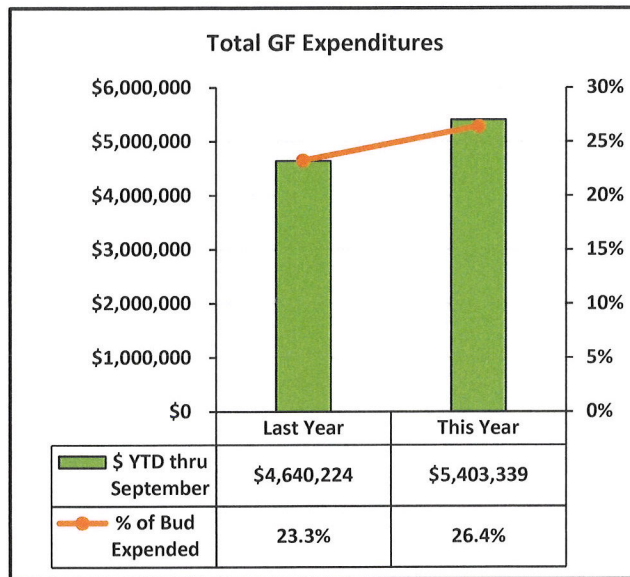
CITY OF DUARTE

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



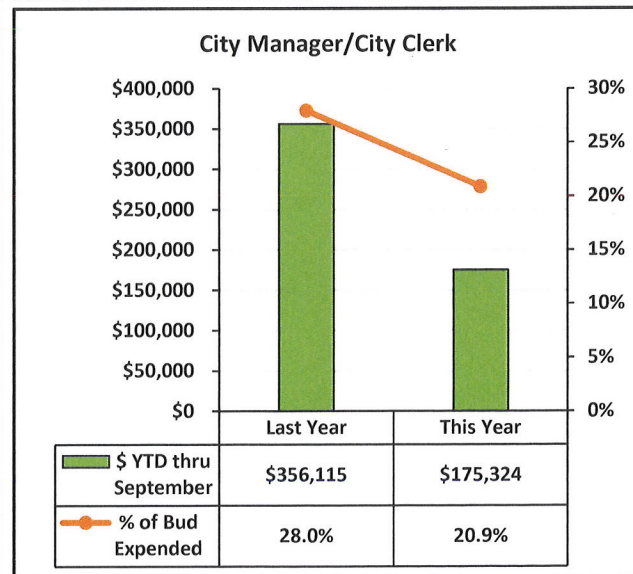
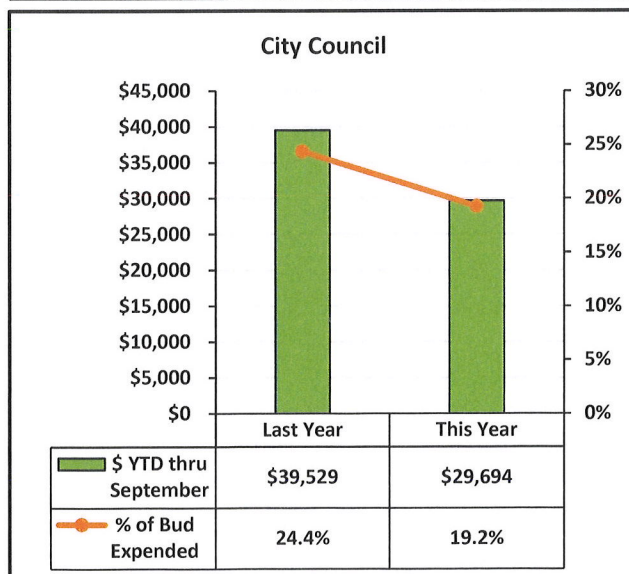
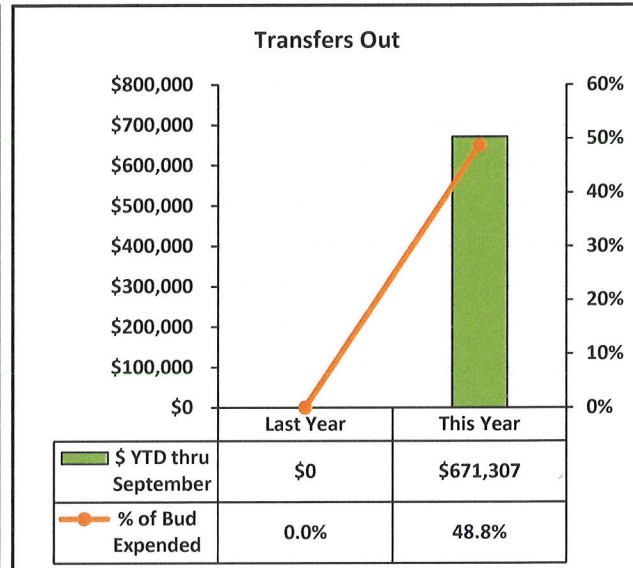
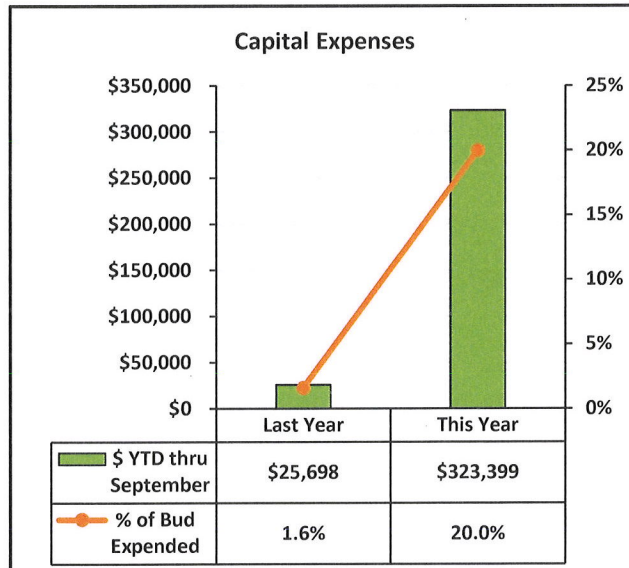
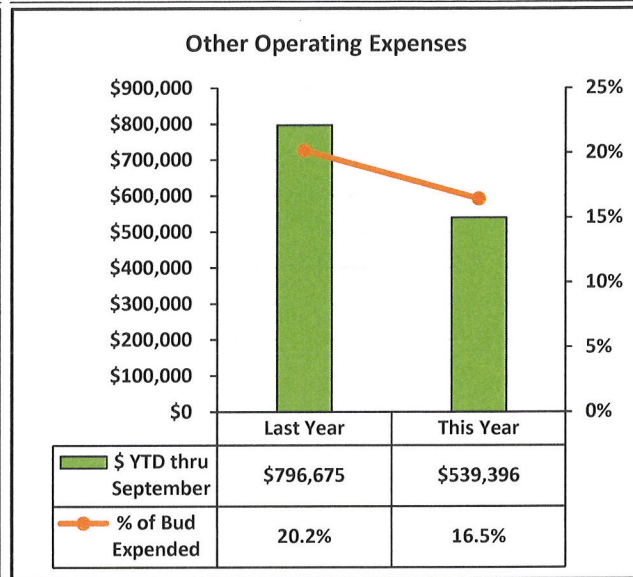
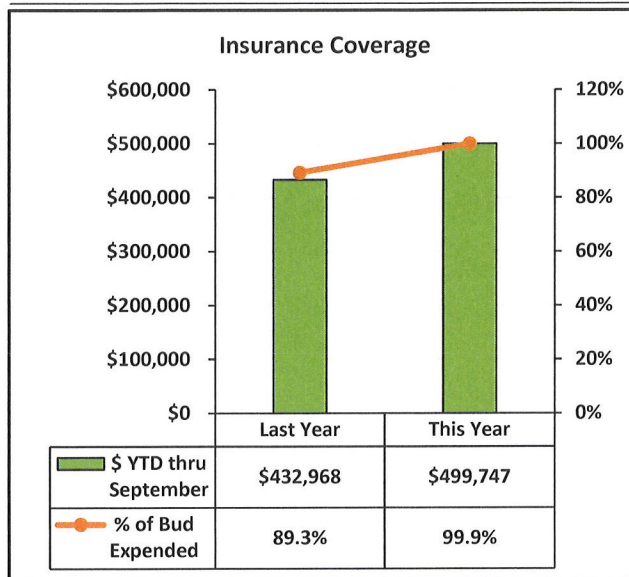
CITY OF DUARTE

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



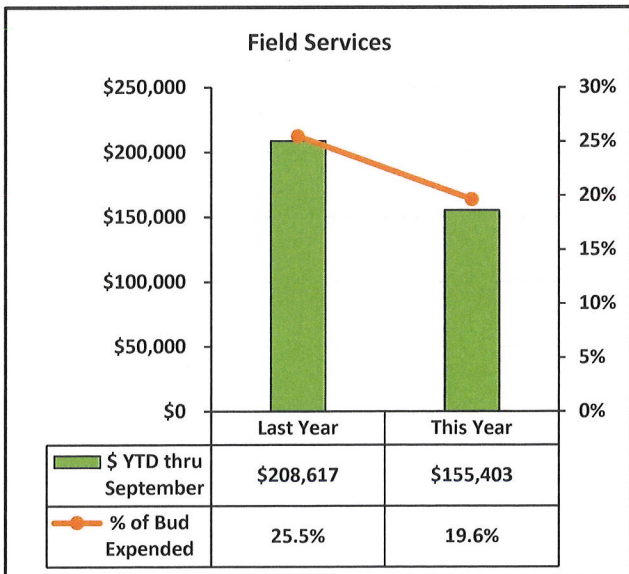
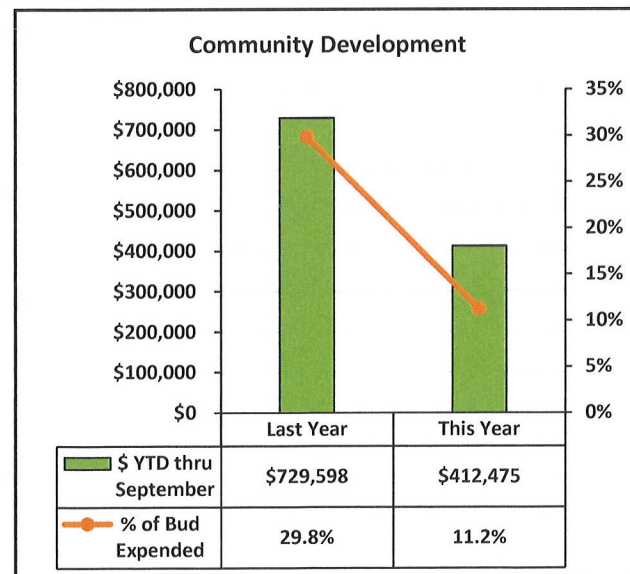
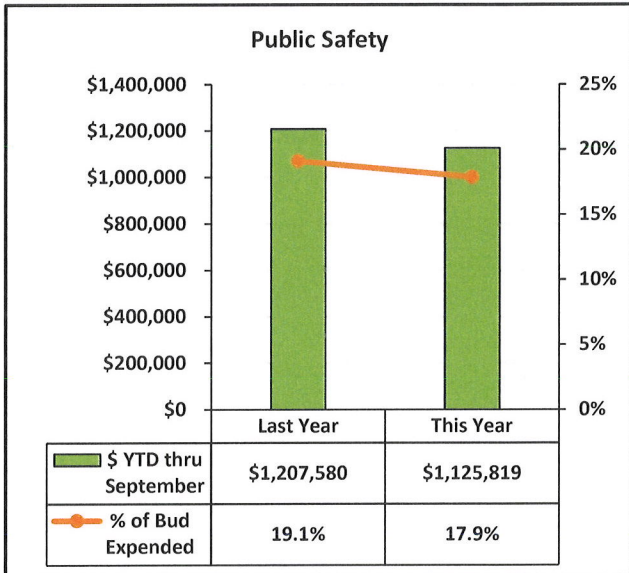
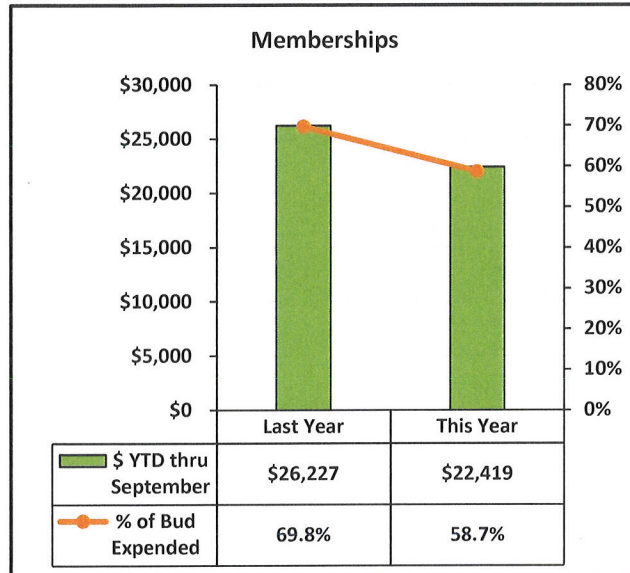
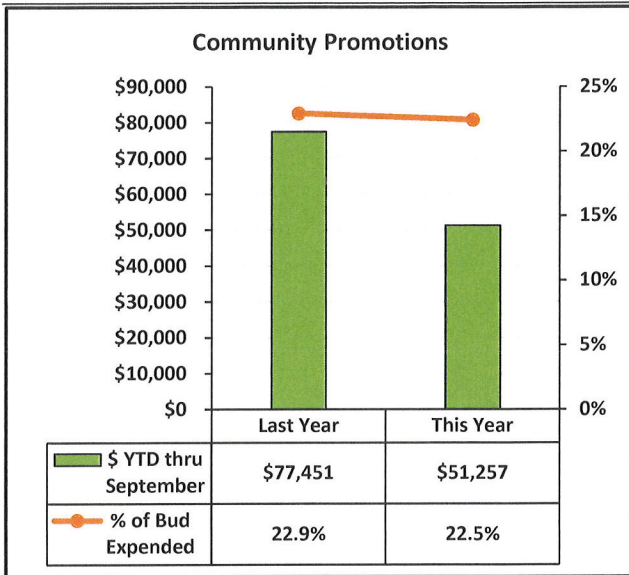
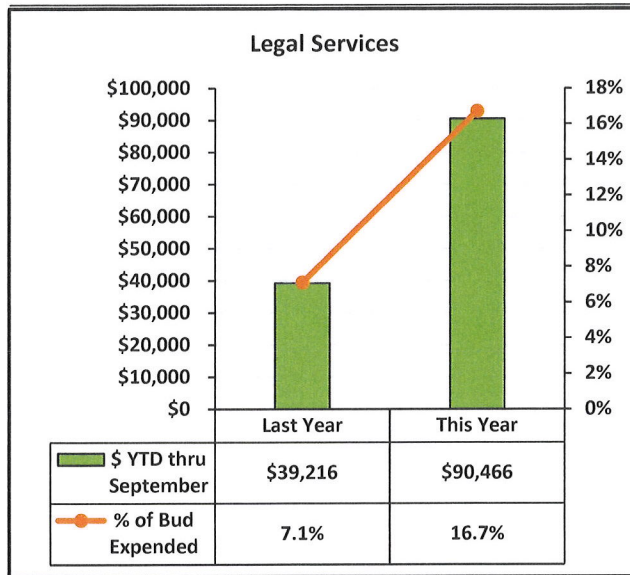
CITY OF DUARTE

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



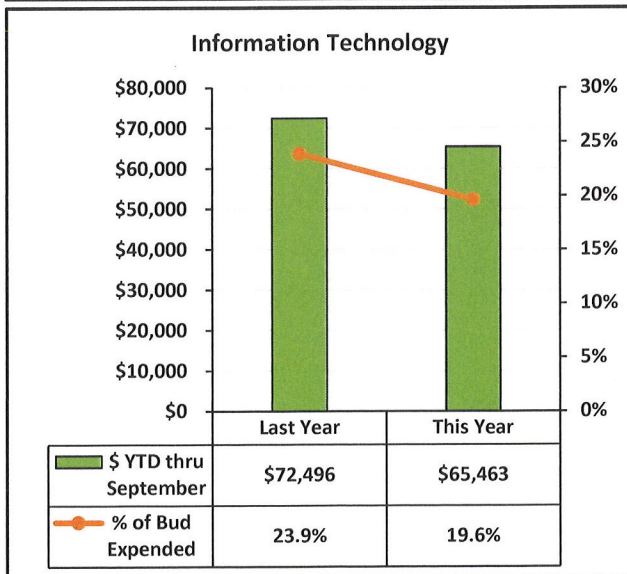
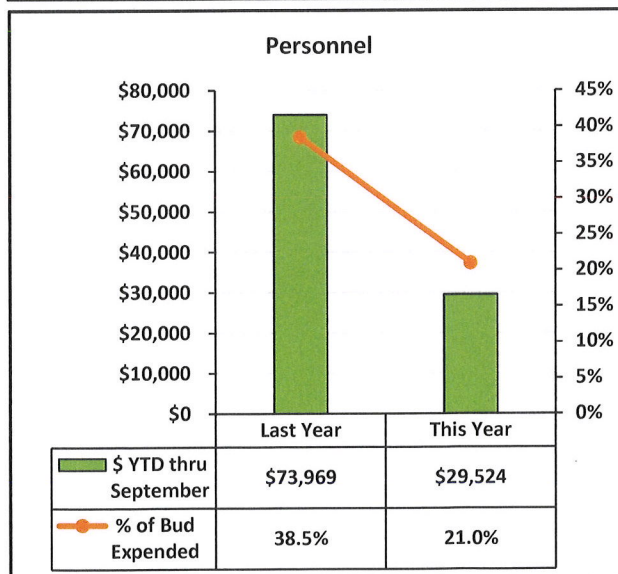
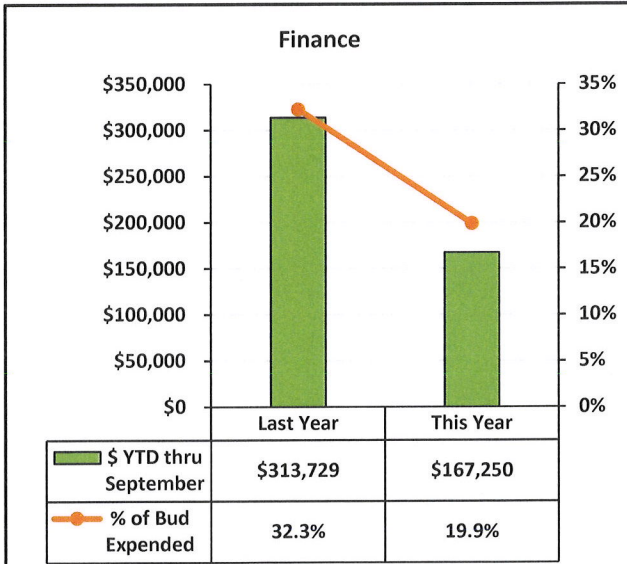
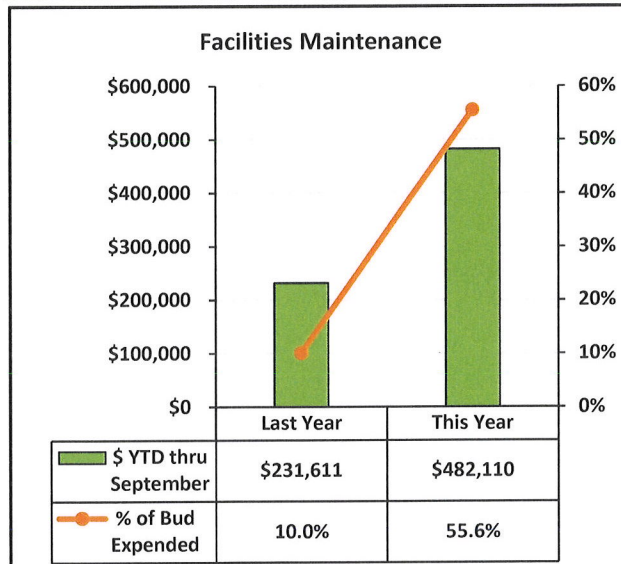
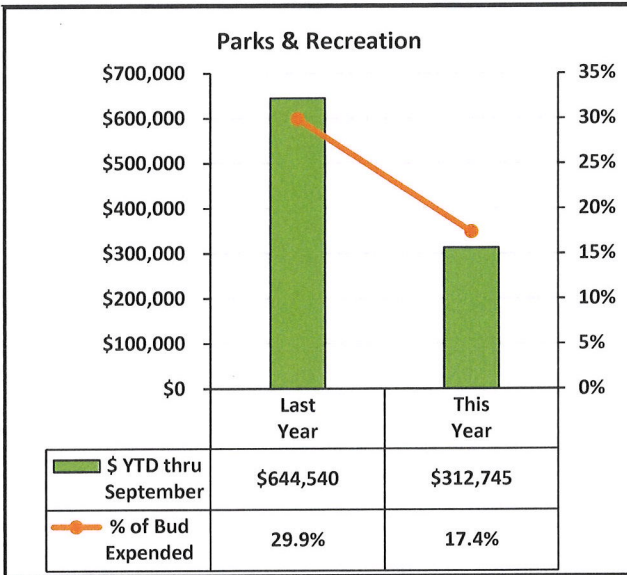
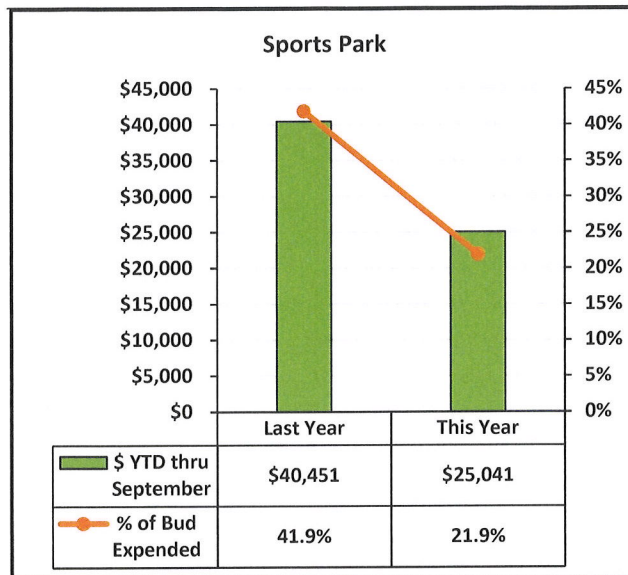
CITY OF DUARTE

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



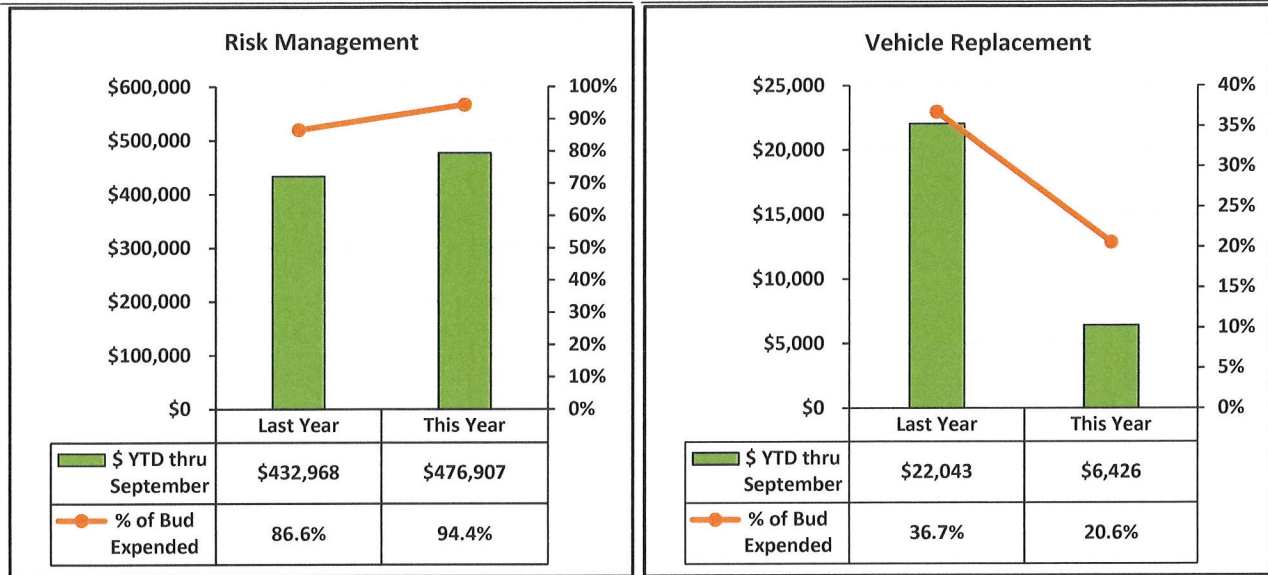
CITY OF DUARTE

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



CITY OF DUARTE

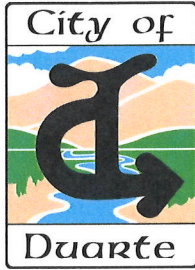
General Fund Expenditures by Category & Division FY 2020-21 Year-to-Date Through September versus Prior Year



CITY OF DUARTE

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

Fund #	Fund Name	Beginning Fund Balance	Revenue	Transfers In	Expenditures	Transfers Out	Annual Surplus / (Deficit)	Ending Fund Balance
100	General	15,567,602	1,532,147	133,000	4,732,033	671,307	(3,738,192)	11,829,409
220	Gas Tax	1,992,924	133,192	0	41,160	0	92,032	2,084,956
225	SB1/RMRA	418,697	32,697	0	0	0	32,697	451,394
240	Lghtng & Lndscpng	145,339	0	0	342,485	0	(342,485)	(197,146)
260	CDBG	0	0	0	2,050	0	(2,050)	(2,050)
270	PAEG	3,599	0	0	0	0	0	3,599
290	Supp Law Enfrcmnt	(101)	0	0	29,956	0	(29,956)	(30,057)
300	Bike & Ped Safety	0	0	0	0	0	0	0
320	Air Quality (AQMD)	214,026	0	0	669	0	(669)	213,357
400	Park Development	0	0	0	0	0	0	0
420	Quimby	67,295	0	0	0	0	0	67,295
440	Prop A	732,150	107,905	0	88,854	0	19,051	751,201
460	Prop C	247,109	89,500	0	66,943	0	22,557	269,666
470	Mea R	1,198,341	67,084	0	104,614	0	(37,530)	1,160,811
475	Mea M	339,776	76,154	0	130,368	0	(54,214)	285,562
490	Mea W	0	0	0	72,014	0	(72,014)	(72,014)
520	Town Cntr Debt Serv	413,740	0	0	75,515	0	(75,515)	338,225
521	Infra Mod Debt Srv	1,134	0	0	220,837	0	(220,837)	(219,703)
610	Inclusionary Hsng	525,850	0	0	0	0	0	525,850
620	Community Impr	457,196	276,250	0	0	0	276,250	733,446
625	STPL	0	0	0	0	0	0	0
680	Housing Auth	1,401,771	100	671,307	24,060	0	647,347	2,049,118
681	Fmr RDA L/M Hsg	4,043,834	0	0	0	0	0	4,043,834
Total - All Funds		27,770,282	2,315,028	804,307	5,931,557	671,307	(3,483,529)	24,286,752



Agenda Item:	_____
CM Review:	<i>[Signature]</i>
Fiscal Review:	<i>[Signature]</i>

AGENDA REPORT

MEETING DATE: October 27, 2020

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Victoria Rocha, Assistant to the City Manager

SUBJECT: Response to the Los Angeles County Grand Jury's Report, "A DIET FOR LANDFILLS: Cutting Down on Food Waste"

RECOMMENDATION: Staff recommends that the City Council 1) Approve the response letter to the Los Angeles County Grand Jury's report, "A DIET FOR LANDFILLS: Cutting down on Food Waste;" and 2) Authorize the City Manager to sign the letter on behalf of the City of Duarte.

FISCAL IMPACT: None.

BACKGROUND

In the State of California, civil grand juries are authorized to "investigate and report upon the operations, accounts, and records of the officers, department, functions, and the method or system of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit." (Cal. Penal Code 925(a)). The recommendations made by the Grand Jury are not mandates.

On July 8, 2020, Mayor Samuel Kang received a letter from 2019-2020 Los Angeles County Civil Grand Jury Foreperson, Judith Krimmel, stating that the Grand Jury would be releasing a report that would require a response from the City of Duarte.

On July 31, 2020, the Grand Jury issued the report, "A DIET FOR LANDFILLS: Cutting Down on Food Waste." In the report, the Grand Jury provided 14 recommendations for public agencies to increase food waste recycling and organic waste diversion rates. At the conclusion of the report, the Grand Jury requested a response from the County Board of Supervisors, various departments in Los Angeles County, the Mayor of the City of Los Angeles, the Superintendents of all 80 school districts, Pasadena Health Department, Long Beach Health Department and the Mayors of 88 cities, including the City of Duarte. All the cities in Los Angeles County were asked to respond to Recommendations 1.1, 1.3, 1.8, and 1.14 in the report no later than October 30, 2020.

DISCUSSION/ANALYSIS

Most of the recommendations made by the Grand Jury are already required under AB 1826, SB 1383 and AB 827. City Council has viewed several presentations from City staff and Burrtec Waste Services over the past few years regarding how State mandates are rapidly changing recycling requirements, which has positioned the City well in implementing many of the Grand Jury's

recommendations to increase organics recycling and diversion (i.e. monitoring service and education) and is in progress on others. For example, the City is taking steps to work with Burrtec Waste Services to develop a mandatory organics recycling ordinance to ensure compliance with the State organic waste mandates. AB 827 will require all customers to subscribe to organics service in 2022.

Should the City Council approve the response, the City will submit it to the Grand Jury and continue with its efforts to implement a comprehensive organics recycling program. This will include continued collaboration with the County, CalRecycle and Burrtec.

RECOMMENDATION

Staff recommends that the City Council: 1) Approve the response letter to the Los Angeles County Grand Jury's report, "A DIET FOR LANDFILLS: Cutting down on Food Waste;" and 2) Authorize the City Manager to sign the letter on behalf of the City of Duarte.

FISCAL IMPACT

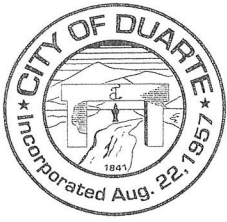
None.

ATTACHMENTS

Attachment A – City of Duarte Proposed Response to the Grand Jury Report

Attachment B – Los Angeles County Grand Jury's Report, "A DIET FOR LANDFILLS: Cutting Down on Food Waste"

Attachment C – County of Los Angeles Civil Grand Jury Letter to Mayor Samuel Kang



City of Duarte

1600 Huntington Drive | Duarte, CA 91010 | Bus. 626.357.7931 | Fax 626.358.0018 | www.accessduarte.com

October 27, 2020

Presiding Judge
Los Angeles Superior Court
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, 11th Floor, Room 11-506
Los Angeles, CA 90012

Mayor
Samuel Kang

Mayor Pro Tem
Bryan Urias

Councilmembers
John Fasana
Margaret Finlay
Toney Lewis
Tzeitel Paras-Caracci
Liz Reilly

City Manager
Daniel Jordan

RE: City of Duarte Response to the Los Angeles County Grand Jury Report "A DIET FOR LANDFILLS: Cutting Down on Food Waste"

Honorable Presiding Judge of the Superior Court,

The City of Duarte ("Duarte") is in receipt of the Civil Grand Jury Report titled, "A DIET FOR LANDFILLS: Cutting Down on Food Waste" ("Report"), issued on July 31, 2020. In the Report, the Grand Jury identifies a number of challenges and opportunities for agencies in their efforts to divert organic waste from landfills.

This letter is sent as the City's response under California Penal Code Sections 933(c), 933.5(a), and 933.05(b) to Recommendations 1.1, 1.3, 1.8, and 1.14 in the Report.

Recommendation 1.1

Each of the 88 cities, and the County's unincorporated areas, should establish a weekly food waste drop-off center. The center can be at a farmer's market, such as the one held each Thursday near Los Angeles City Hall, or at another appropriate site. City and County officials can arrange for the food waste collected to be taken to a nearby facility for recycling, or can establish contracts with organizations such as the Los Angeles Community Garden Council or landscaping companies for composting.

Response

This recommendation will not be implemented because Duarte believes it is not warranted. The City currently offers food waste recycling programs to commercial customers through its franchise waste hauler, Burrtec Waste Services. The City continues to work with Burrtec to bring all qualifying customers into compliance with the State organic waste mandates outlined in AB 1826, SB 1383 and AB 827 (which will require all customers to subscribe to organics services).

Duarte believes that directly providing businesses and retail food customers food recycling services through their existing solid waste services provider is a more practical and efficient solution to food waste recycling than a weekly food drop-off where customers would have to self-haul to the site. Further, with the additional burden placed on municipal services and the negative budget impacts from the COVID-19 pandemic, Duarte does not believe it has the resources in staffing, location, clean up, and traffic control that would likely be needed for such a drop off.

Recommendation 1.3

County and city officials should create an incentive program for residents and businesses to separate food waste. This could be in the form of a gift card to a local grocery store/farmer's market, or a discount on a solid waste fee. For example, in the city of Santa Barbara, 150 businesses (restaurants, grocery stores, coffee shops, etc.) have signed up for the city's Foodscraps program, and can save several hundred dollars a month off their trash collection fee.

Duarte intends to give this recommendation further analysis. The City's current food waste recycling pricing model was established to neutralize cost hurdles. Specifically, the City adopted a rate structure whereby the cost of a food waste recycling bin is available at the same cost as a trash bin of the same capacity. Additionally, state law SB 1383 requires maximum organics diversion and participation by January 1, 2022. The final rule for SB 1383 is still in development, but the City intends to have its organics recycling systems in place to meet the deadlines set by the State. Potential funding sources for any incentive program would have to be identified, which is a particular challenge given the negative budget impacts from the COVID-19 pandemic. Given that participation at this time is mandated by law, it requires further analysis whether additional incentives are necessary.

Recommendation 1.8

County officials should modify contracts with food companies that are inside County facilities, such as the Hollywood Bowl, the Arboretum, the Los Angeles County Museum of Art, and cafeterias located at County hospitals, to include food waste separation and recycling. Especially at the Hollywood Bowl, which draws more than 17,000 people for most of its summer concert events, has several food options onsite, and traditionally draws large pre-concert picnicking crowds, implementing a food waste recycling program can be part of a public education campaign.

This recommendation is directed to the County, not Duarte, and therefore will not be implemented. While the City sees merit in this recommendation, Duarte does not operate facilities of the food waste magnitude described. However, the City will implement mandatory

organics recycling for its Recreation facilities (Senior Center, Teen Center, Community Center) events as mandated by SB 1383.

Recommendation 1.14

Elected officials in the County and cities should adopt the 11 suggestions in the March 2018 Countywide Organics Waste Management Plan and express support for the need to increase capacity and site and build new facilities to handle organic waste.

The City responds to each of the 11 suggestions in the March 2018 Countywide Organics Waste Management Plan as follows:

- 1. Commercial Recycling Ordinance. Adopt an ordinance with requirements for businesses and haulers to achieve specified recycling requirements (if not already in place). Includes system to quantify recovery, monitor compliance with requirements and methods for enforcement action as necessary.*

Currently, the City is working with Burrtec and CalRecycle to draft commercial recycling ordinance to be implemented in 2021.

- 2. SFR Recycling Ordinance. Adopt an ordinance establishing organic collection requirements on properties not subject to AB 1826 including but not limited to single-family residential (SFR) dwellings and multi-family residential dwellings with 2-4 units. Include system to quantify recovery, monitor compliance with requirements and methods for enforcement action as necessary.*

Suggestion two will be implemented in accordance with SB 1383's timeline. CalRecycle recently released a sample ordinance for SB 1383 that will establish organic collection requirements for single and multi-family residential dwellings. City staff and Burrtec will evaluate monitoring and enforcement options to include in an ordinance.

- 3. Self-Haul Standards. Establish standards or requirements for self-haul (landscapers and other qualified providers) to meet recycling requirements. Includes reporting requirements and audit procedures to ensure minimum standards are being met as well as licensing requirements.*

This recommendation is not fully feasible due to insufficient staff available to implement, monitor, and audit self-hauling reports from third party landscapers. Chapter 6.09 of the Duarte Municipal Code provides that any recycling company or waste hauler removing recyclable materials from the waste stream shall report such diversion to the city, and indicate the type and

amount of material diverted on a form approved by the city within thirty days after the end of each calendar quarter.

4. *Flow Control. Flow control to direct material collected to qualified processing or composting facilities.*

Flow control is currently being implemented through the City's exclusive franchise agreement with Burrtec Waste Industries to assure that materials are being delivered to qualified processing and composting facilities.

5. *Contract Modification. Modify existing contract or establish a new trash collection contract or franchise to include specified recycling requirements. Such action may include specified recycling requirements. Such action may include contract language modifications, separation of commercial/multi-family collection into separate contract(s), extension of existing contracts or franchises or qualified licensing. Should include provisions for quantifying recovery, reporting compliance, and enforcement activities.*

The City currently implements this suggestion through the current franchise agreement with Burrtec Waste Services. The City already requires that commercial facilities participate in separating and recycling organic materials for qualifying commercial and multi-family collection. A future amendment to the franchise agreement will strengthen language around enforcement activities to reflect the passage of a commercial recycling ordinance.

6. *Exclusive Commercial Hauling. Establish new trash collection contracts or franchises with commercial or other exclusivity clauses and specified recycling requirements. Should include provisions for quantifying recovery, reporting compliance and enforcement action.*

The City is implementing this suggestion. The City's solid waste franchise agreement currently contains provisions for diversion and composting of organic waste including outreach on compliance. Annual reporting requirements also include detailed information on tonnage and facilities used for organic waste processing. A future amendment to the franchise agreement will strengthen language around recovery, compliance and enforcement activities.

7. *Source Separated Organics Collection. Modify existing contract or establish a new trash collection contract or franchise to require the hauler to provide separate collection of organic waste to entities (i.e. residential and commercial) that generate organic waste and deliver the material to a qualified organics recycling or*

composting facility. Should include a provision for quantifying recovery, reporting compliance and enforcement action.

The City is implementing this suggestion. The City already requires that qualifying commercial facilities participate in the separation and recycling of organic materials based on State-defined thresholds. A future amendment to the franchise agreement will strengthen language around enforcement activities to reflect the passage of a commercial recycling ordinance. The City will further modify the franchise agreement and any additional City codification needed to meet State SB 1383 requirements in regard to other customer sectors once the final regulation has been released.

8. *Wet/Dry Collection. Require the hauler to provide 2 or more separate bins for wet/dry commercial collection system in which the contents of certain bins are delivered to a materials recovery facility with organics extraction technology. Should include provisions for quantifying recovery, reporting compliance and enforcement actions.*

Duarte believes this suggestion is premature. The City does not see a need for wet/dry separation at this time and believes that an operational history for the type and quantity of organic materials collected for recycling should be established before requiring this type of separation, to see if it is warranted and efficacious. The City will continue to monitor commercial needs and gauge feasibility of this suggestion before considering implementation of any changes to existing services.

9. *Incentives. Provides incentives for participation in organics collection by implementing subsidies to offset costs of collection, separation and processing of organics to the degree necessary to change behavior and establish a successful base program. Should include provisions for quantifying recovery and reporting compliance to maintain eligibility for incentives.*

This suggestion requires further analysis. Given that participation in commercial organics recycling is mandated by law, it is unclear whether incentives are necessary. Incentives for residential organics recycling may be a useful tool to increase enrollment, but this will be dependent on available funding sources in a time of very limited budgets.

10. *Education Only. No change to contracts but educate businesses to comply with the law. Includes business compliance monitoring and identification of resources that would be made available to businesses to ensure compliance and build program support.*

Recognizing that education and outreach are essential components ensuring compliance, the City already implements this suggestion. Burrtec currently provides a comprehensive outreach and education program to commercial customers including site visits, waste assessments, and making available educational materials in City facilities. Burrtec mails information in quarterly bill inserts and regularly publishes information in the Duarte Chamber of Commerce newspaper. Additionally, Burrtec does annual educational updates to the Duarte Chamber of Commerce members and the Duarte City Council.

11. On-site Management. Provide businesses with guidance/assistance in the implementation of scalable on-site organics management aggregation methods and available technologies.

The City has implemented this suggestion. Burrtec has an outreach team that works with individual businesses to assist in establishing their organics program. Support provided includes onsite training, printed materials and recommendations for equipment.

Thank you for the opportunity to respond to this report. Should you have any further questions, please do not hesitate to contact Assistant to the City Manager Victoria Rocha at (626) 357-7931 or vrocha@accessduarte.com.

Sincerely,

Daniel Jordan
City Manager

A DIET FOR LANDFILLS: Cutting Down on Food Waste



**2019-2020
Los Angeles County
Civil Grand Jury**

A DIET FOR LANDFILLS: Cutting Down on Food Waste

A DIET FOR LANDFILLS: Cutting Down on Food Waste

EXECUTIVE SUMMARY

"Cutting food waste is a delicious way of saving money, helping to feed the world and protect the planet."

--Tristram Stuart, Environmentalist¹

Food does not belong in the garbage. When edible, it can and should be consumed (Appendix 1 and 2). Food waste is the largest portion of the "organic waste" stream taken to landfills every year, instead of being separated and recycled for secondary use.² Diverting organic waste from landfills will significantly reduce methane gas emissions, which have a negative impact on public health and contribute to climate change.³

This Committee investigated how Los Angeles County (County) disposes of its waste, and more specifically, how it addresses one of its own diversion goals: reducing waste sent to landfills by 80% by the year 2025,⁴ with a 75% reduction in the organic waste sent there.⁵

Organic waste--which also includes green/yard waste, nonhazardous wood waste, and food-soiled paper⁶--makes up the largest portion of the garbage going to landfills.⁷ The State of California has mandated that all commercially-generated organic waste must be diverted from landfills, and recycled.⁸

According to the County sustainability plan:⁹

"Most important to the growth of organics recycling is proper source separation of waste. Any contaminated waste streams provide difficulties to waste management and oftentimes deem waste non-recyclable. It is critical that all LA County residents are educated on waste separation."

¹ <https://www.azquotes.com/quote/1504986> (accessed 4/20/20)

² 2018 Countywide Organic Waste Management Plan Annual Report (published December 2019), <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> Page 8 (accessed on 4/16/20)

³ <https://www.epa.gov/sustainable-management-food/reducing-impact-wasted-food-feeding-soil-and-composting> (accessed 4/14/20)

⁴ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Page 1 (accessed 10/22/19)

⁵ "Los Angeles Countywide Sustainability Plan", <https://ourcountyla.lacounty.gov/strategies/strategy-9d?goal=836>

⁶ *ibid*

⁷ https://www.salon.com/2018/12/15/already-a-climate-change-leader-california-takes-on-food-waste_partner/

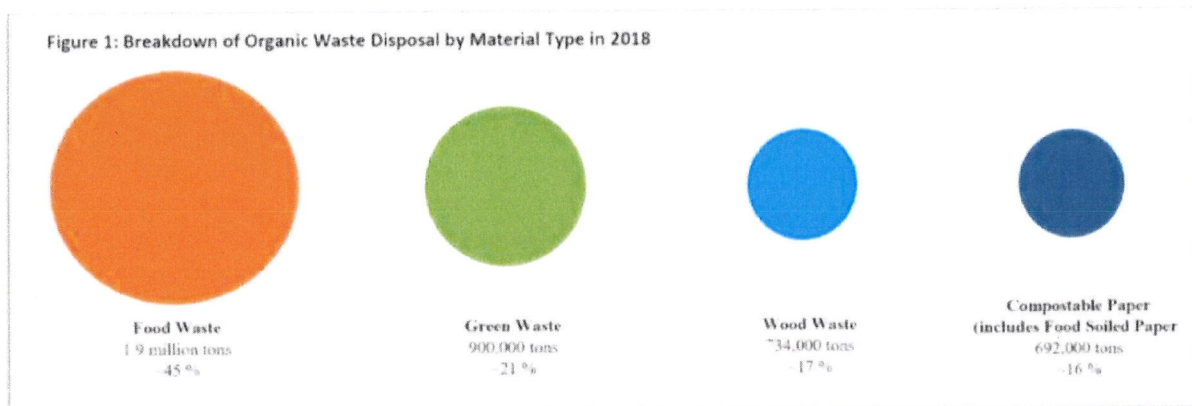
⁸ <https://www.calrecycle.ca.gov/Recycle/Commercial/Organics/>

⁹ "Our County" Los Angeles Countywide Sustainability Plan, <https://ourcountyla.lacounty.gov/strategies/strategy-9d?goal=836>

This separation of organic waste is an important component in sustaining an effective recycling program. Once organic waste is properly separated (both from the rest of the garbage, and by whether it's green or food waste), it can be processed through composting or anaerobic digestion.¹⁰

Within the County, the latest estimate shows that 1.9 million tons of food waste is being sent to landfills each year,¹¹ with a per day estimate of 4,000 to 6,000 tons.¹² In order for that to change, this Committee found that an adequate framework at the grassroots level is needed. We discovered a labyrinth of ways that food waste continues to end up in landfills, with many roadblocks standing in the way of fully implementing the State mandate.

In addition, those residents, schools, and businesses committed to appropriate food waste separation and recycling are often left to their own devices, unless their waste hauler or jurisdiction offers this service. The Committee identified several opportunities for supportive public policies that can incentivize and create avenues to increase food waste recycling and organic waste diversion rates.



*2018 Countywide Organic Waste Management Plan Annual Report
(see footnote 11)*

¹⁰ *ibid.* Compost: The product, rich in nutrients, results from the decomposition of organic material. Anaerobic Digestion: Organic matter, such as food waste or sewage, is broken down to produce biogas and biofertilizer.

<https://ourcountyla.lacounty.gov/strategies/strategy-9d?goal=836> and <https://ourcountyla.lacounty.gov/wp-content/uploads/2019/07/OurCounty-Final-Plan.pdf> Page 206 (Appendix IV)

¹¹ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> 2018 Countywide Organic Waste Management Plan Annual Report, Page 9

¹² <https://www.sgvtribune.com/2016/07/30/your-food-waste-is-clogging-up-californias-landfills-heres-how-recycling-could-fix-it/> (accessed 9/12/19)

BACKGROUND

“People put their trash out, and I like to joke that they think the trash fairies picked it up . . . they don’t know where it went . . . they just want it gone.”

--waste management expert¹³

Critical mass in the need for more effective waste management has been building for years in the County. The year 2019 provided this Committee with two urgent reasons to make changes when it comes to food waste separating and recycling.

1. Recycle Markets Collapse, Sending More Waste to Landfills

- In 2017, China announced it would no longer accept most of the mixed paper and plastics shipped from the United States and other countries.¹⁴
- Chinese officials pointed to “contamination”¹⁵ as one of the reasons they were not willing to take America’s shipments.¹⁶ All of a sudden, more material is being landfilled instead of recycled, negatively impacting the County’s diversion rates.¹⁷
- A City of Los Angeles official told this Committee that the result of the China policy change is this: previously, the City received \$1 million per year for the recyclable materials it collected; now, the City pays \$5 million per year in order to have it processed.¹⁸
- Landfills in the County will eventually reach capacity (Appendix 3).
- **County officials are looking to organics recycling as a solution.**¹⁹

2. State Mandates Big Changes in Organics Recycling

- The mission of the California Department of Resources Recycling and Recovery (CalRecycle) includes increasing “the diversion of organic materials

¹³ Per Committee interview on 1/7/20

¹⁴ China National Sword Policy, https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Page 1 (accessed 10/22/19)

¹⁵ “Recycling contamination is a significant issue. Contamination happens when items are placed in the incorrect system/bin. If recyclables are placed in the appropriate recycling bin, but contain food remnants, the food can contaminate the bin and its contents. Therefore, all the bin’s content would need to be landfilled.” Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019 https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Page 6

¹⁶ <https://e360.yale.edu/features/piling-up-how-chinas-ban-on-importing-waste-has-stalled-global-recycling> (accessed 2/20/20)

¹⁷ Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019

https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Executive Summary, Page 1

¹⁸ Interview was conducted on 2/27/20

¹⁹ Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019

https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Page 1

away from landfills and toward the production of value-added products such as compost, fertilizers, and biofuels.”²⁰

- Assembly Bill 1826 (Mandatory Commercial Organics Recycling) required the following, as of January 1, 2019:²¹ all businesses and multi-family dwellings with five units or more, generating four or more cubic yards of solid waste per week,²² must separate and recycle their organic materials.
- As of January 1, 2020, Assembly Bill 1594 requires green waste to be diverted from landfills for recycling in order to meet diversion goals.²³ Otherwise, green waste in landfills would be considered “disposal.” Landfills use green waste as Alternative Daily Cover,²⁴ part of operating a landfill.
- Failure to comply will subject the jurisdiction (whether County or a city) to fines of up to \$10,000 per day.²⁵

METHODOLOGY

1. Visited the following:

- ✓ landfills
- ✓ anaerobic digesters
- ✓ Materials Recovery Facilities (MRF, pronounced “murfs”)
- ✓ compost facilities

2. Interviewed waste management experts, including:

- ✓ County Department of Public Works officials
- ✓ municipal public works officials
- ✓ state officials
- ✓ federal officials
- ✓ waste haulers
- ✓ engineers
- ✓ academicians
- ✓ atmospheric scientists
- ✓ food policy experts
- ✓ business owners
- ✓ large facility managers

²⁰ <https://www.calrecycle.ca.gov/Organics/>

²¹ <https://www.calrecycle.ca.gov/recycle/commercial/organics/>

²² Waste of about 24 large trash bags: <https://wasteindustries.com/commercial/dumpster/4yardtrash>

²³ <https://www.cawrecycles.org/ab-1594-williams-compostable-organics-management>

²⁴ <https://www.calrecycle.ca.gov/LGCentral/Basics/ADCBasic>

²⁵ <https://www.calrecycle.ca.gov/LGCentral/Reporting/Biennial/>

- ✓ teachers and public education officials
 - ✓ non-profit organizations dealing with edible food recovery
3. Conducted in-person interviews, site visits, phone interviews, and research into a number of the 88 cities in the County to assess food waste collection services available to businesses, residents or both
 4. Conducted on-site visits to the trash areas of some buildings in the County that generate a large amount of food waste
 5. Researched cities in the United States and in other countries that are separating and recycling food waste

RESULTS OF INVESTIGATION

“In the year 2019, waste management should be more of a priority. We have the conversion technologies available: anaerobic digestion, thermal conversion, etc. . . . there isn’t any reason to throw anything in a landfill.”

--County waste management expert²⁶

Landfills:

- Landfills are complex operations, with liners, rainwater collection, ground monitoring, and gas collection²⁷ (Appendix 4 “Anatomy of a Landfill”).²⁸
- “Landfills in California are the biggest belchers of methane,” the potent Greenhouse Gas (GHG) that contributes to climate change, according to a 2019 study by research scientists at the Jet Propulsion Laboratory in Pasadena, CA.²⁹ Researchers used an airborne imaging spectrometer to show that 41 percent of emissions in the atmosphere came from landfills, while the dairy, oil & gas industries contributed 26 percent each.³⁰
- Methane, as described in the Countywide Sustainability Plan, “. . . is released . . . by the decay of organic waste in landfills.”³¹

²⁶ Per Committee interview 11/19/19

²⁷ https://www.sfswwa.org/wp-content/uploads/2011/11/Anatomy_of_a_Landfill.pdf (click on Anatomy of a Landfill; accessed on 5/13/20)

²⁸ The illustration was a poster the Committee saw displayed in the lobby area of the Environmental Health Protection Branch of the County Public Health Department on 2/19/20

²⁹ <https://www.sciencenews.org/article/california-landfills-are-belching-high-levels-climate-warming-methane> (accessed 1/14/20), study published in the magazine Nature, Nov. 6, 2019

³⁰ *ibid*

³¹ <https://ourcountyla.lacounty.gov/wp-content/uploads/2019/07/OurCounty-Final-Plan.pdf> Page 213 (Appendix IV) (accessed 9/13/19)

- Landfill managers showed us their onsite gas-to-energy system, which captures methane and converts it into electricity that can be used by the facility or sold. Several landfill operators expressed concern that their gas-to-energy operation depends on the organic waste brought to the landfill.
- Gas capture at landfills creates electricity and revenue for the landfill operator, but also has economic and environmental disadvantages.³² State officials report that even the best-managed landfills only capture 50% to 80% of the methane gas generated.³³
- Even closed landfills in the County may need to be managed for decades.³⁴ The South Coast Air Quality Management District held community meetings in the fall of 2019 to alert residents in East Los Angeles about Cogen Landfill, closed in 1959, which was now, 60 years later, showing elevated gas emissions.³⁵ The County is planning to build a system for managing the remaining methane gas emissions.³⁶
- Per CalRecycle: “Diverting organic waste from landfills to compost facilities and anaerobic digestion facilities, along with implementing food recovery programs, will significantly reduce methane emissions from landfills, many of which are located in or near disadvantaged communities. Reducing these emissions will have beneficial impacts on climate and public health and will result in avoided social costs. Social costs estimate the health and environmental damage that is avoided by reducing GHGs [Greenhouse Gases], as opposed to representing the cost of achieving the GHG reductions.”³⁷
- According to County officials, the demand for organic waste processing capacity is currently being handled by existing facilities located both in and out of the County.³⁸ However, looking to the future, County officials said there is a shortfall when it comes to food waste recycling infrastructure, in particular,

³² <https://www.wastedive.com/news/disputed-ground-the-future-of-landfill-gas-to-energy/557706/>

³³ CalRecycle, “Proposed Regulation for Short-Lived Climate Pollutants: Organic Waste Methane Emissions” Page 11 (document provided to Committee by County official on 12/2/19) https://www.google.com/url?client=internal-element-cse&cx=017557373779849962485:erv3s56gka0&q=https://www.calrecycle.ca.gov/docs/cr/laws/rulemaking/slep/impactassessmnt.pdf&sa=U&ved=2ahUKewjzkd7nj_3pAhWkIzQIHQo2D18QFjABegQICRAB&usg=AOvVaw3wpNngocnTPeO9PaPSWsbGnt.pdf&sa=U&ved=2ahUKewiP0pqbm3pAhX2CzQIHWASARgQFjAAegQIBRAB&usg=AOvVaw0p_Lv9liayyzUCkKqB45Up

³⁴ <https://pw.lacounty.gov/pmd1/easternhillandfill/> (accessed 2/20/20)

³⁵ <https://pw.lacounty.gov/pmd1/easternhillandfill/docs/City-Terrace-Community-Meeting-10.29.19.pdf>

³⁶ *ibid*

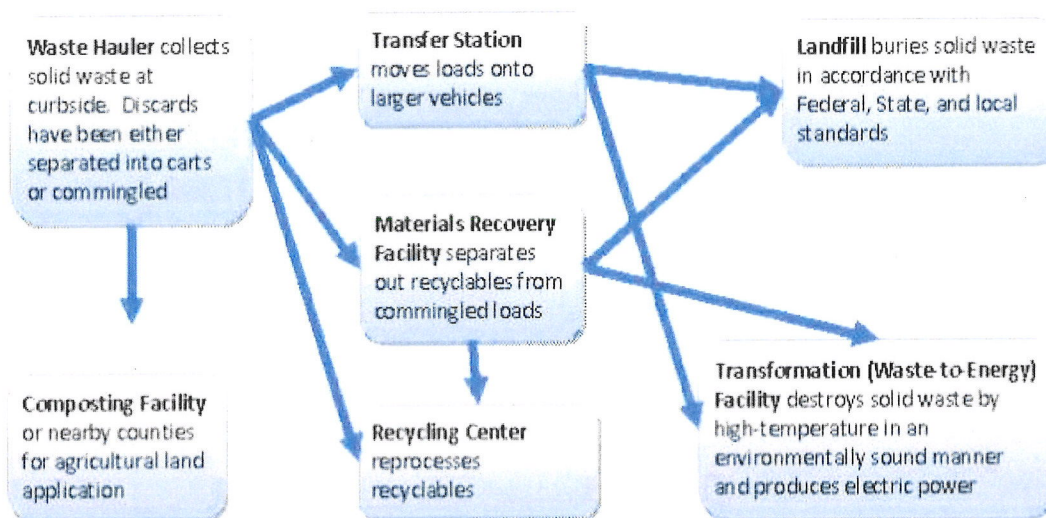
³⁷ CalRecycle, “Proposed Regulation for Short-Lived Climate Pollutants: Organic Waste Methane Emissions” Page 37 (document provided to Committee by County official on 12/2/19) https://www.google.com/url?client=internal-element-cse&cx=017557373779849962485:erv3s56gka0&q=https://www.calrecycle.ca.gov/docs/cr/laws/rulemaking/slep/impactassessmnt.pdf&sa=U&ved=2ahUKewiP0pqbm3pAhX2CzQIHWASARgQFjAAegQIBRAB&usg=AOvVaw0p_Lv9liayyzUCkKqB45Up

³⁸ <https://pw.lacounty.gov/epd/swims/ShowDoc.aspx?id=8693&hp=yes&type=PDF> 2018 Countywide Organic Waste Management Plan Annual Report, Page 1

and more facilities need to be built in Los Angeles County, rather than continuing to rely on out-of-County sources as has been the custom.³⁹

- Landfills we visited had a constant flow of trucks bringing in waste from throughout the County; “tipping fees” were displayed at each front gate, letting the waste hauler know the cost per ton for the material that was being brought for disposal.⁴⁰ A 2019 study by Harvard Law School⁴¹ pointed out that banning organics from landfills can lead to a reduction in landfill hauling and tipping costs.⁴²

Where solid waste goes in Los Angeles County⁴³



Waste Hauler

- ◇ The County Department of Public Works serves the 125 unincorporated areas, and has contracts with 30 authorized waste haulers, including such companies

³⁹ *ibid*

⁴⁰ https://www.lacsd.org/services/solidwaste/tipping_fees.asp

⁴¹ <https://wastedfood.cetonline.org/wp-content/uploads/2019/07/Harvard-Law-School-FLPC-Center-for-EcoTechnology-CET-Organic-Waste-Bans-Toolkit.pdf>, Pages 20-21 (accessed 11/4/19)

⁴² *ibid*

⁴³ <https://dpw.lacounty.gov/epd/swims/Help/faq.aspx> About Solid Waste, #2, “Where does our solid waste go?”

as Athens Services,⁴⁴ NASA Services,⁴⁵ Waste Management⁴⁶ and Waste Resources.⁴⁷

- ◇ Some waste-hauling companies own or operate landfills in the County or in nearby counties and take material to that landfill.
- ◇ Most of the 88 cities in the County have a contract with a single waste hauling company; a small number provide their own municipally staffed waste collection services for residential or both residential and commercial.⁴⁸
- ◇ In 2016, the City of Los Angeles created 11 franchise zones and awarded exclusive contracts to seven waste haulers to handle the waste for commercial and multifamily properties.⁴⁹
- ◇ Most communities don't offer a food waste collection service; instead, most offer one for yard and garden waste.⁵⁰ In a throwback to the City of Los Angeles' ranching days, the City offers curbside collection of horse manure to its residential horse owners.⁵¹
- ◇ There are more avenues in place for systematic collection of yard/green waste (Appendix 5).
- ◇ **Only 4% of the County's organic waste recycling infrastructure is able to accept food waste.**⁵²

Transfer Station/Materials Recovery Facility

- ◇ These are facilities that receive unprocessed waste, temporarily store it, and transport it off-site to another facility.⁵³ Some of the facilities also sort and separate, by hand, or by use of machinery, items that can be recycled or composted.⁵⁴
- ◇ Out of 20 transfer stations in the County, **only eight** are designated as having capacity to receive separated food waste.⁵⁵

⁴⁴ <https://athensservices.com/>

⁴⁵ <http://nasaservices.com/>

⁴⁶ <https://www.wm.com/us/en/mybusiness>

⁴⁷ www.wasteresources.com

⁴⁸ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Page 42

⁴⁹ <https://labusinessjournal.com/news/2016/dec/09/l-council-approves-huge-trash-franchise-system/> (accessed 10/20/19)

⁵⁰ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Page 38

⁵¹ https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-s-lsh-wwd-s-c/s-lsh-wwd-s-c-hmc?_afLoop=9961970215956670&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=f6dfvf8p_1#!%40%40%3F_afWindowId%3Dnull%26_afLoop%3D9961970215956670%26_afWindowMode%3D0%26_adf.ctrl-state%3Df6dfvf8p_5 (accessed 5/13/20)

⁵² <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Page 32, (accessed 5/8/20)

⁵³ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019, Page 50

⁵⁴ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019, Page 48

⁵⁵ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Table 4A-1 (accessed 5/8/20)

Composting Facility

- ◇ There are eight composting facilities and 12 facilities called “chip and grind”; all of them process green waste, not food waste.⁵⁶

Waste-to-Energy Facility

- ◇ The County lists three facilities as providing Anaerobic Digestion, a process by which organic matter, such as food waste or sewage, is broken down in the absence of oxygen to produce biogas and biofertilizer.⁵⁷ Only two process food waste: the Joint Water Pollution Control Plant in Carson, and the Kroger Co (Ralphs/Food4Less) facility in Compton which recycles food waste from its own stores (around 300, from Bakersfield to San Diego).

This Committee found a patchwork system of managing food waste, whether generated from businesses or residents. A consultant hired by the County to examine the changes needed in order to build a strong organic recycling program identified 11 ways the County can do things differently,⁵⁸ including:

- Getting elected officials more involved in supporting and endorsing change
- Reducing amount of food waste at the source (Appendix 6)
- Building more capacity at nine anaerobic digestion facilities that can process food waste
- Simplifying the permitting process to increase food waste processing
- Creating incentives to start diversion; offer subsidies; modify contracts
- Adopting ordinances for single family residences and apartment buildings with less than five units, with a process that quantifies, monitors and enforces
- Emphasize education and public outreach⁵⁹

“Los Angeles County is close to the largest agricultural production center in the world and has many viable markets for organic materials . . . There is strong statewide policy, financial incentives to assist in the development of facilities, and state incentives for the marketing and sales of the by-products of organic waste recycling (like compost and mulch) . . . However, the biggest disincentive may be the status quo, which is less costly to rate-payers and provides for significant revenue for collection and disposal companies.”⁶⁰

⁵⁶ Ibid, Table 4A-1

⁵⁷ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> 2018 Countywide Organic Waste Management Plan Annual Report, Appendix B, Table 1B

⁵⁸ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> L.A County Countywide Organic Waste Management Plan March 2018, Page 39

⁵⁹ ibid

⁶⁰ ibid, Page 49

“...at the end of the day, public agencies ultimately control solid waste and how it is handled. Cities and counties are already sending clear signals to their service-provider haulers on what types of facilities and programs they need to meet new legislative mandates.”⁶¹

Food Waste Recycling Examples Throughout the County

- In the unincorporated areas of the County, a few businesses currently subscribe to food waste collection services, including four supermarkets that are enrolled in the County’s pilot food waste diversion program.⁶²
- The County’s Department of Public Works headquarters in Alhambra serves as a good model for other cafeterias: food waste generated at the employee cafeteria is separated from other trash, composted in special containers outside the cafeteria, with the resulting compost used to provide nutrient-rich cover to the onsite garden (Appendix 7). Good signage and ongoing employee training are vital to this process.
- For those businesses separating food waste and having arranged its pickup by their waste hauler, the food waste is taken to the Puente Hills Materials Recovery Facility (MRF). The Committee observed that this was a small pile in a corner of the massive facility (Appendix 8). Food waste material arrives from restaurants, grocery stores, and other businesses from the following cities: Arcadia, Baldwin Park, Gardena, Glendale, Industry, La Verne, Long Beach, Los Angeles, Pasadena, Pomona, San Dimas, and Santa Fe Springs. In addition, some commercial businesses in the unincorporated communities of Hacienda Heights and Rowland Heights have made arrangements to have food waste processed at this facility, according to an official at the Sanitation Districts of Los Angeles County (the Districts).⁶³
- At the Puente Hills MRF, a bio separator turns the food waste pile into a type of “slurry” that will then be taken to the Districts’ wastewater treatment plant in Carson.⁶⁴ Digesters at the Carson plant use sewage material to turn the food waste slurry into a biogas that provides electricity to the plant, and provides compressed natural gas (CNG) for vehicles that pull up to fuel.⁶⁵

⁶¹ *ibid*, Page 49

⁶² https://dpw.lacounty.gov/epd/tf/isw/isw_2019_09.pdf Page 3 (accessed 3/23/20)

⁶³ <https://www.lacsd.org/aboutus/default.asp>

⁶⁴ <https://www.biocycle.net/2019/12/04/sanitation-districts-gear-food-waste-codigestion/>

⁶⁵ *ibid*

- **City of Los Angeles**--A City official mentioned several pilot programs that deal specifically with food waste:⁶⁶
 - some food service employees at LAX have been trained to separate food waste from the trash⁶⁷
 - 522 homes in the Westchester area have been given special garbage disposals (In-Sink Pilot) that can break down certain food waste for processing at the Hyperion Water Reclamation Plant⁶⁸
 - an upcoming pilot planned for 18,000 homes, that will allow food waste to be placed in the green bin for weekly curbside pickup⁶⁹
- **Manhattan Beach**--Since 2015, the city has offered food waste curbside pickup and recycling to all its businesses and residents, at no extra cost to them.
 - The city contracts with Waste Management for its waste hauling needs. Food waste is taken to the company's CORE food waste recycling facility in Orange and turned into "slurry."
 - The material is then transported to the wastewater treatment plant in Carson.
 - Manhattan Beach residents are billed in a Pay-As-You-Throw system,⁷⁰ where 100% of the cost is dependent on the weight of the grey-color bin, which is for regular trash.⁷¹
- **Culver City**--The city uses its own city staff for waste collection,⁷² and contracts with Athens Services for the food waste that is placed in the green bins, along with yard waste to be recycled at its composting facility in Victorville (American Organics), according to a city official.⁷³
 - Once a year, Athens brings Culver City 20 tons of the compost material and the city gives most of it away to residents as a gift for gardens.⁷⁴
 - "It is the best-smelling stuff you can imagine, it is so earthy and high-end as a nutrient for the soil," one city official told us. "Our gardeners love it."

⁶⁶ Per Committee interview on 2/27/20

⁶⁷ <https://www.lawa.org/en/lawa-sustainability/sustainability-elements-material-resource-management> (accessed 3/2/20)

⁶⁸ https://www.lacitiesan.org/san/faces/home/portal/s-lsh-wwd-s-lsh-wwd-s/s-lsh-wwd-s-o/s-lsh-wwd-s-o-isp.jsessionid=2bZOgJ_enNejz3sx4nR_7yAVHcBXLbRq6WYPusobejfpXTBx7VDe!-839466798!-945519779?_adf.ctrl-state=iheptuwke_1&_afLoop=10334715382636628&_afWindowMode=0&_afWindowId=null#!%40%40%3F_afWindowId%3Dnull%26_afLoop%3D10334715382636628%26_afWindowMode%3D0%26_adf.ctrl-state%3Diheptuwke_5 (accessed 3/6/20)

⁶⁹ https://www.lacitiesan.org/san/faces/wcnav_externalId/s-lsh-wwd-s-o-cyfwf (accessed 10/6/19)

⁷⁰ <https://patch.com/california/manhattanbeach/city-approves-pay-as-you-throw-trash-rates>

⁷¹ https://tbnews.com/news/manhattan-beach-food-waste-program-recycled-million-pounds-since/article_bcc4a38a-ac25-11e6-a470-1376873e5c29.html (accessed 9/25/19)

⁷² <https://wasteadvantagemag.com/from-metal-to-plastic-culver-city-ca-makes-the-move-to-more-durable-containers/>

⁷³ Committee interview on 10/22/19

⁷⁴ *ibid*

- **Claremont**--The city offers its businesses a free food waste recycling program, and hired a new driver to pick up food waste from about 65 businesses that have signed up.⁷⁵
 - The food waste (food scraps, vegetable trimmings, plate scrapings, and spoiled food) is taken to a Burrtec Industries facility in Fontana for recycling.⁷⁶
 - The city is working on expanding the food waste pickup in 2021 to all residents.⁷⁷
- **Redondo Beach**--The city contracts with Athens Services for waste disposal,⁷⁸ which offers businesses a food scrap collection program, where food waste can be placed in the green bin, along with yard waste.⁷⁹
 - “A recycling program can reduce your trash service and save you money,” according to the city’s website.⁸⁰

Food Waste Recycling in the United States and Around the World

- As of 2016, at least 198 communities in the United States offer curbside food waste pickup.⁸¹ These include cities such as:
 - ✓ **Seattle**--offers residents and businesses curbside food waste collection
 - ✓ **New York City**--offers certain businesses curbside food waste collection
 - ✓ **San Francisco**--in 1996, became the first city in the nation to establish a large-scale food composting program for businesses and residents.⁸²
 - ✓ **Santa Barbara**--offers businesses and residents food waste pickup, with a fee reduction if less trash goes to the landfill⁸³
 - ✓ **Portland**--offers curbside food waste pickup and yard waste that can be combined in the green bin
- **Alameda County**⁸⁴ offers food waste curbside collection in all of its 14 cities (including Berkeley and Oakland) and six unincorporated areas⁸⁵

⁷⁵ Committee interview with city staff member on 1/2/20

⁷⁶ Per Committee interview on 1/2/20

⁷⁷ <https://business.claremontchamber.org/blog/claremont-chamber-chatter-2371/post/organics-newsletter-article-city-of-claremont-6317> (accessed 9/13/19)

⁷⁸ <https://athensservices.com/residential-services/city-of-redondo-beach/>

⁷⁹ <https://www.redondo.org/news/displaynews.asp?NewsID=2084&TargetID=9> (accessed 10/4/19)

⁸⁰ *ibid*

⁸¹ <https://www.biocycle.net/2015/01/15/residential-food-waste-collection-in-the-u-s-2/> (accessed Jan. 8, 2020)

⁸² www.nrdc.org/resources/san-francisco-composting, published on 10/24/17, (accessed on 10/30/19)

⁸³ <https://www.santabarbaraca.gov/services/recycling/business/bins.asp> (accessed 9/27/19)

⁸⁴ <https://www.biocycle.net/2015/01/15/residential-food-waste-collection-in-the-u-s-2/>

⁸⁵ <https://dusp.mit.edu/sites/dusp.mit.edu/files/attachments/project/Municipal%20Curbside%20Compostables%20Collection%20%20What%20Works%20and%20Why.pdf> Pages 8, 11, 53-56

- Dozens of municipalities have formalized weekly drop-off programs for residential food scraps at central locations, including:
 - ✓ **Fort Worth**⁸⁶
 - ✓ **Washington D.C.**⁸⁷
 - ✓ **Buffalo**⁸⁸
 - ✓ **Orlando**⁸⁹
- **Sweden** banned organic waste from landfills in 2005; less than 1% of household waste goes to landfills; waste-to-energy infrastructure turns food waste and organic waste into biogas that runs more than 200 city buses, as well as garbage collection trucks.⁹⁰
- **South Korea** has had a Pay-As-You-Throw type system of charging households for waste collection since 2013.⁹¹ Food waste has been banned from landfills since 2005; Seoul's 10 million residents separate their food waste. These policies have led Seoul's food waste to decrease by 10%, or by more than 300 tons a day.⁹²

Schools in Los Angeles County

- Every school in the 80 school districts in the County has excess edible food and food scraps going to landfills, and County health officials have developed strategies that can help.⁹³ Cal Recycle also encourages each school district to work with its contracted waste hauling company to implement organics recycling on campus.⁹⁴
- The Los Angeles Unified School District (LAUSD), the second-largest school district in the country,⁹⁵ has a waste hauling contract with Republic Services.⁹⁶ This Committee could not find a provision for systematic food waste separation/recycling; the only two bins observed at randomly selected schools were a large blue dumpster and a black dumpster in parking lots.

⁸⁶ <https://fortworthtexas.gov/solidwaste/compost/>

⁸⁷ <https://zerowaste.dc.gov/page/food-yard-waste-residents#:~:text=Food Waste Drop-Off District residents, How to Compost at Home>

⁸⁸ <https://wasteadvantagemag.com/buffalo-ny-offers-food-scrap-recycling-program/#:~:text=The City of Buffalo is,be safely recycled into compost.>

⁸⁹ <https://www.orlando.gov/Initiatives/Food-Waste-Drop-Off>

⁹⁰ <https://www.nytimes.com/2018/09/21/climate/sweden-garbage-used-for-fuel.html> (accessed 1/15/20)

⁹¹ <https://www.theguardian.com/lifeandstyle/2014/mar/27/food-waste-around-world> (accessed 5/7/20)

⁹² <https://www.pbs.org/newshour/show/policies-helped-south-koreas-capital-decrease-food-waste> (5/4/20)

⁹³ http://publichealth.lacounty.gov/eh/docs/LACFR1_ShareTablesFoodDonationsInSchools.pdf Page 5

⁹⁴ <https://www.calrecycle.ca.gov/reducewaste/schools>

⁹⁵ <https://achieve.lausd.net/about#:~:text=Second largest in the nation,,School District Board of Education.>

⁹⁶ <https://home.lausd.net/apps/news/article/322535> (accessed 5/10/20)

- **LAUSD throws away 600 tons of food waste each week, at a cost of at least \$100,000.**⁹⁷ In 2017, Gov. Jerry Brown signed a law that allows campuses to collect unopened items and untouched fruit and donate them to food banks.⁹⁸ In addition, there is a program called Share Table (Appendix 6) where unwanted items can be safely offered to those who want them.
- In Los Angeles County, an estimated two million people face food insecurity.⁹⁹
- Education officials interviewed by this Committee spoke about some LAUSD schools, where children as young as preschool-age learn about separating food waste, and teachers and volunteer parents use a compost bin onsite in order to “feed” the school garden.¹⁰⁰ However, several education officials stated that many schools do not recycle food waste, and the dumpsters are only for trash and recyclables.
- Aside from a school garden increasing healthy eating habits in children,¹⁰¹ the care and maintenance of a garden teaches students about food waste and composting. A County official told this Committee that a garden on every campus would need institutional support from top leadership in order to be sustained.¹⁰²
- A County health education official expressed frustration that nutrition education is getting short shrift at schools and recounted a health insurance executive stating: “We keep seeing kids with Type II diabetes, who don’t know the difference between a protein and a carbohydrate.”¹⁰³
- A survey sent to all school districts by the County Department of Public Health in 2019 to assess food waste on the 2,206 campuses in the County got a 50% response rate, according to a County health official.¹⁰⁴ A preliminary look at the results showed a wide variety of recommended strategies being used to reduce food waste: from “Offer vs. Serve,” to using the Share Table idea.¹⁰⁵ Only 3% of schools reported composting food scraps onsite or offsite, according to the County health official.

⁹⁷ <https://www.latimes.com/local/lanow/la-me-edu-school-food-waste-law-20170928-story.html> (accessed 5/10/20)

⁹⁸ *ibid*

⁹⁹ <https://www.lafoodbank.org/about/hunger-in-la/> (accessed 9/20/19)

¹⁰⁰ Committee interview on 2/25/20

¹⁰¹ <https://www.heart.org/en/professional/educator/teaching-gardens>

¹⁰² Committee interview on 2/25/20

¹⁰³ *ibid*

¹⁰⁴ Committee interview on 1/3/20

¹⁰⁵ <http://publichealth.lacounty.gov/eh/LACFRI/>

- The County Department of Public Works offers free consultations and materials in a School Garden Program,¹⁰⁶ and has installed gardens at Fishburn Elementary School in Maywood and McKinley Elementary School in San Gabriel.¹⁰⁷

Obstacles for those who want to recycle food waste

- Even when restaurants WANT to separate and recycle food waste, they are thwarted: the waste hauler takes it to a landfill anyway (Sweetgreen example)¹⁰⁸
- Cafeterias located in some buildings owned and/or managed by the State (case in point, the cafeteria on the ground floor of the Clara Shortridge Foltz Criminal Justice Center in Downtown Los Angeles)¹⁰⁹ do not have any visible mechanism for separating/recycling food waste, according to numerous Committee visits per week over a period of several months. According to an interview with a cafeteria employee on November 15, 2019, the only product recycled is cooking oil.
- The Committee also interviewed a waste expert familiar with the workings of the Clara Shortridge Foltz building who said food waste collected from the cafeteria, as well as waste that ends up in the large dumpsters in the loading dock area of the building, is probably going to a landfill.¹¹⁰ “There is just so much contamination in the bins,” the expert told our Committee. “It’s cheaper and easier for companies just to take it to a landfill. All staff would need training about separating in order for organics recycling to work.” Committee members visited the loading dock area on October 15, 2019, and observed seven large dumpsters, most filled with trash bags that appeared to be unsorted, and blue recycling-designated dumpsters empty and off to the side.
- The expert, who is also familiar with waste collection in the Downtown Los Angeles area, told our Committee that all large companies and agencies in the area are encouraged to recycle food waste, but few do. Waste hauling companies that collect trash have to pay to dump the trash, and they “have to pay more to dump organics, so there needs to be more of an incentive” to get properly-sorted waste to its proper destination.¹¹¹

¹⁰⁶ <https://dpw.lacounty.gov/epd/sg/school.cfm>

¹⁰⁷ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019, Page 19

¹⁰⁸ <https://www.latimes.com/business/technology/story/2020-01-15/sweetgreen-green-image>

¹⁰⁹ Per Committee interview on 10/15/19, where the “LunchStop Weekly Menu” was provided to cafeteria patrons at the Clara Shortridge Foltz Criminal Justice Center

¹¹⁰ Committee interview on 10/15/19

¹¹¹ *ibid*

- This Committee identified a food vendor company called LunchStop,¹¹² which offers franchisees the opportunity to operate employee and other types of cafeterias¹¹³ in the County. Some are in courthouses (such as the one in Pasadena¹¹⁴ and the one at the Edmund D. Edelman Children's Court¹¹⁵) with no visible food waste recycling option that our Committee could determine.
- While many courthouses in Los Angeles County are under the jurisdiction of the State (Judicial Council of California), most cafeterias in these buildings are inspected by the County Department of Public Health.¹¹⁶
- Even in some buildings or facilities where the County has jurisdiction, the cafeteria vendor does not appear to offer food waste separation/recycling, e.g., at the cafeteria operated by a LunchStop franchisee in the Hall of Administration,¹¹⁷ where the County Board of Supervisors meets. Our Committee also learned that there is no separation/recycling of food waste at the Hollywood Bowl,¹¹⁸ where the County has contracts with other food vendors.¹¹⁹
- Some employees at businesses that have special bins throughout the store (Target, Costco, etc.) with special signage to collect food waste told this Committee that those bags are thrown into the regular trash bin in the back.¹²⁰
- For some managers of large facilities in the City of Los Angeles, there seems to be no cost savings in taking on the issue of food waste. In fact, there is an added cost for the trouble of separating out food waste and training staff, several managers told this Committee.¹²¹
- During the course of our investigation, the Committee found that for those who do not live in a city that offers food waste recycling options, residents are left either to do backyard composting themselves, or throw food waste in the trash.

¹¹² <http://www.lunchstop.com/>

¹¹³ <http://file.lacounty.gov/SDSInter/bos/supdocs/117393.pdf>

¹¹⁴ <https://www.pasadenastarnews.com/2011/07/20/pasadena-courthouse-cafeteria-reopens-after-six-year-hiatus/>; This link demonstrates that LunchStop was still operating in the Pasadena Courthouse in 2020: http://www.decadeonline.com/results.phtml?agency=pas&violsortfield=TB_CORE_INSPECTION_VIOLENTENTERED_BY&violortorder=DESC&forceresults=1&forcefac=0&offset=0&businessname=LunchStop&businessstreet=&city=&zip=&facilityid=&FTS=&soundlike=&sort=FACILITY_NAME

¹¹⁵ <http://file.lacounty.gov/SDSInter/bos/supdocs/117393.pdf>

¹¹⁶ <https://ehservices.publichealth.lacounty.gov/ezsearch>

¹¹⁷ Per Committee visit and interview with cafeteria employee on 11/15/19

¹¹⁸ Per Committee interview with County official on 2/19/20

¹¹⁹ Our Committee found the vendors of Sodexo/Compass and the Lucques Group. <https://www.reuters.com/article/us-sodexo-centerplate-idUSKBN1DF0S2> <https://thelucquesgroup.com/hollywood-bowl.html> Committee concluded that Sodexo was still one of the vendors, based on the 2019 Public Health Department inspection list: <https://ehservices.publichealth.lacounty.gov/ezsearch>

¹²⁰ Per Committee interview with employees on 11/6/19, and on 11/6/19 and 11/9/19 visits to a Costco and Target

¹²¹ Per Committee interviews/visits to large facilities on 11/27/19, 12/16/19, and 2/13/20

- In the city of Los Angeles, for residents, it doesn't matter how much trash you generate, the cost is the same, according to the bimonthly bill many of our Jury members receive every month. Residents are charged a flat Solid Resources Fee (SRF) that is applied to the City's Clean Water, Solid Resources, and Watershed Protection.¹²² The fee funds the collection of solid waste, landfill costs, and a numerous list of associated costs. "Since the Solid Resources Fee funds more than just refuse collection, the fee is still applied—even if your dwelling produces little, or no, refuse waste,"¹²³ according to the City's LA Sanitation website.
- A City official stated, "it's hard for people to separate food waste; it can be smelly; where do you keep it, etc. We're working on a good way to do it. We have pilot programs."¹²⁴
- This Committee found strong interest from residents and businesses interviewed. For those residents who are already committed to food waste separation and recycling (whether from their single-family house, or apartment), the only option our Committee found was LA Compost:¹²⁵
 - a nonprofit organization that has a drop-off booth at several weekly farmer's markets
 - relies on volunteers and donations
 - operates several hubs throughout the City where residents can drop off their food waste¹²⁶
 - in January of 2020, before the Covid-19 Pandemic, only eight of the 32 hubs were open due to growing demand, and not enough capacity¹²⁷
 - during the pandemic, LA Compost continued accepting food waste drop-offs at one of the 26 community gardens throughout the City, and volunteers said that every Sunday, there was a constant stream of people

¹²² https://www.lacitysan.org/san/faces/home/portal/s-lsh-au/s-lsh-au-r/s-lsh-au-r-b;jsessionid=uynsAdj5le5pC1htNKKGWExRuZ0qern6N_Mv-lZPs-8bGx0gKmqtl-839466798!-945519779?_afLoop=8682239760179039&_afWindowMode=0&_afWindowId=Ed19IWET&_adf.ctrl-state=197i51z7vh_1#!%40%40%3F_afWindowId%3DEd19IWET%26_afLoop%3D8682239760179039%26_afWindowMode%3D0%26_adf.ctrl-state%3D197i51z7vh_5 (click on "About Us" and then "Understanding Rates")

¹²³ ibid

¹²⁴ Per Committee interview on 2/27/20

¹²⁵ www.lacompost.org

¹²⁶ <https://www.lacompost.org/faq>

¹²⁷ <https://www.kcrw.com/news/shows/greater-la/the-challenges-of-composting-in-la/composting-in-la-isnt-as-easy-as-it-sounds>

- Many college campuses in the County have ongoing sustainability initiatives:
 - Cal State Northridge--dining services staff collects kitchen plant food waste and uses it for composting in its garden on campus.¹²⁸
 - Occidental College in Eagle Rock--students have begun composting programs for food waste, but continue to find it challenging to sustain the program as students graduate.¹²⁹ In 2016, the campus contracted with waste hauling company Athens Services to have food waste taken to the company's composting facility in Victorville.¹³⁰
 - Students whose home cities, like Seattle, have curbside compost pickup programs express surprise that fellow students are not as diligent about food separation/recycling.¹³¹
- The County's Department of Public Works has identified nearly 200 facilities where organic waste should be separated and recycled, from cafeteria kitchen food prep areas ("back of house"); cafeteria dining areas, lunch rooms, employee workstations, landscaping.¹³² Educational material has been provided, and compliance is encouraged, according to County officials.¹³³ However, County officials said they don't know how many of the identified entities are meeting the mandate, which requires organic waste recycling as of January 1, 2019,¹³⁴ and that more action may be forthcoming once the State outlines regulations around the \$10,000 fine per day. A random check by our Committee calling and visiting a few of the facilities, in conjunction with our conversations with waste haulers, leads us to believe that there is room for improvement in implementing organic waste recycling in these facilities.

¹²⁸ <https://www.csun.edu/sustainability/sustainable-garden-education-center>

¹²⁹ <https://www.theoccidentalnews.com/features/2018/03/27/good-waste-composting-efforts-campus/2892421> (accessed 11/3/19)

¹³⁰ <https://www.theoccidentalnews.com/news/2016/01/01/college-looking-to-further-expand-composting-program/2880886>

¹³¹ <https://www.theoccidentalnews.com/news/2018/03/20/student-led-compost-initiative-begins-braun-hall/2891999> (accessed 2/17/20)

¹³² https://dpw.lacounty.gov/epd/organics/pdf/AB1826Memo_2018.pdf

¹³³ Per Committee interviews on 10/7/19 and 11/19/19

¹³⁴ https://dpw.lacounty.gov/epd/organics/pdf/AB1826Memo_2018.pdf Page 2

COVID-19

The pandemic provides an opportunity to reimagine how things can be, and our Committee was pleased to see the word “waste” in the mix in an article published on May 13, 2020, in the *Los Angeles Times*:¹³⁵

Gov. Gavin Newsom appointed Tom Steyer, a billionaire former hedge fund manager turned climate change activist, to co-chair his Task Force on Business and Jobs Recovery. Twenty state lawmakers signed a letter last month to Steyer and Newsom’s chief of staff, Ann O’Leary, urging the governor’s office to consider recovery investments that prioritize “clean economy job creation.”

The letter reads, “We know the clean economy — transportation, housing, energy, water, manufacturing, **waste**, and natural and working lands — is one of the most cost-effective, resilient job creation sectors economy-wide.”

RECOMMENDATIONS

This Committee recommends a public education campaign around food waste that creates drop-off food waste centers in more areas of the County and provides financial incentives, as well as County-owned facilities “leading by example” in recycling food waste—all of which require *a little help from our friends*.¹³⁶

We recommend:

- 1.1 Each of the 88 cities, and the County’s unincorporated areas, should establish a weekly food waste drop-off center. The center can be at a farmer’s market, such as the one held each Thursday near Los Angeles City Hall, or at another appropriate site. City and County officials can arrange for the food waste collected to be taken to a nearby facility for recycling, or can establish contracts with organizations such as the Los Angeles Community Garden Council or landscaping companies for composting.
- 1.2 County officials should initiate programs using composting technology (such as Compostology¹³⁷ or Earth Cube¹³⁸) that can compact food waste and can be easily installed in offices and schools.¹³⁹

¹³⁵ <https://www.latimes.com/environment/story/2020-05-13/half-million-clean-energy-job-losses-amid-coronavirus>

¹³⁶ From the Beatles song “With a Little Help From My Friends.”

¹³⁷ <https://www.compostology.us/about> (accessed 9/26/19)

¹³⁸ <http://compostingtechnology.com/in-vessel-composting-systems/earth-cube/>

¹³⁹ <https://www.biocycle.net/2015/03/31/school-district-rolls-out-food-waste-reduction/> (accessed 10/12/19)

- 1.3 County and city officials should create an incentive program for residents and businesses to separate food waste. This could be in the form of a gift card to a local grocery store/farmer's market, or a discount on a solid waste fee. For example, in the city of Santa Barbara, 150 businesses (restaurants, grocery stores, coffee shops, etc.) have signed up for the city's *Foodscraps* program, and can save several hundred dollars a month off their trash collection fee.¹⁴⁰
- 1.4 County officials should work with community colleges and workforce training programs, to increase classes about food waste recycling and careers in waste management that focus on diversion and conversion technologies.
- 1.5 County officials should create a garden/compost program at Pitchess Detention Center in Castaic and investigate the option of a garden at some or all of the juvenile detention facilities.
- 1.6 The County Department of Public Health should develop a program to train its 300 food inspectors as "ambassadors" when they are in the field. The inspectors need to be armed with the Food DROP brochure,¹⁴¹ as well as information about how that establishment can safely separate and recycle any food waste. (This recommendation is also for Long Beach and Pasadena, which have their own Public Health departments.)
- 1.7 The County Department of Public Health should take the lead in creating a food waste education component as part of its permit process required for all outdoor public events that will be serving food. Department officials can work with the event manager ahead of time to plan for excess edible food donation, and for how food waste will be collected and separated. (This recommendation is also for Long Beach and Pasadena, which have their own Public Health departments.)
- 1.8 County officials should modify contracts with food vendor companies that are inside County facilities, such as the Hollywood Bowl, the Arboretum, the Los Angeles County Museum of Art, and cafeterias located at County hospitals, to include food waste separation and recycling. Especially at the Hollywood Bowl, which draws more than 17,000 people¹⁴² for most of its summer concert events, has several food options onsite,¹⁴³ and traditionally draws large pre-concert picknicking crowds, implementing a food waste recycling program can be part of a public education campaign.

¹⁴⁰<https://www.santabarbaraca.gov/services/recycling/business/foodscrap.asp#:~:text=About%20The%20Program,like%20your%20recycling%20and%20trash>. (accessed 2/17/20)

¹⁴¹ <https://pw.lacounty.gov/epd/sbr/food-drop.aspx>

¹⁴² https://en.wikipedia.org/wiki/Hollywood_Bowl

¹⁴³ <https://www.hollywoodbowl.com/visit/when-youre-here>

- 1.9 The County Board of Supervisors should require that the vendor operating the Hall of Administration cafeteria institute procedures to separate food waste, both in the food prep area, and in the dining room.
- 1.10 The City of Los Angeles should partner with LA Compost to expand that organization's footprint in the city to increase its capacity to collect and compost food waste.
- 1.11 The City of Los Angeles should work with its 99 Neighborhood Councils to increase public education around food waste separation/recycling programs.
- 1.12 All 80 school districts located in the County should work with local public works and health department officials to create a garden and compost program in every school,¹⁴⁴ and monitor edible food recovery efforts.¹⁴⁵
- 1.13 All 80 school districts should develop a garden/compost program that can be available for students in the myriad after-school daycare options available on campus (LACER, After the Bell, STAR, etc.).
- 1.14 Elected officials in the County and cities should adopt the 11 suggestions in the March 2018 Countywide Organics Waste Management Plan¹⁴⁶ and express support for the need to increase capacity and site and build new facilities to handle organic waste.

¹⁴⁴ www.ecocycle.org (accessed 5/2/20)

¹⁴⁵ <https://www.ecocycle.org/files/School%20Compost%20Programs%20Pathways%20to%20Success.pdf> "School Compost Programs: Pathways to Success" (accessed 4/3/20)

¹⁴⁶ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Page 39

REQUIRED RESPONSES

Responses are required from:

Recommendation	Responding Agency
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.14	County Board of Supervisors
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.14	Chief Executive Officer Sachi Hamai
1.1, 1.2, 1.3, 1.4, 1.5, 1.7, 1.8, 1.9, 1.12, 1.14	County Department of Public Works
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14	County Chief Sustainability Office
1.1, 1.3, 1.8, 1.14	Mayors of 88 cities
1.5	County Department of Probation
1.6, 1.7, 1.8, 1.9, 1.12, 1.13	County Department of Public Health
1.6, 1.7	Long Beach Department of Health and Human Services
1.6, 1.7	Pasadena Public Health Department
1.6, 1.7, 1.8, 1.9, 1.12, 1.13	County Department of Environmental Health
1.14	Internal Services Department
1.8	County Parks and Recreation Department
1.1, 1.3, 1.8, 1.10, 1.11, 1.14	Mayor of City of Los Angeles
1.12, 1.13	Superintendents of all 80 school districts
1.12, 1.13	Los Angeles County Office of Education

COMMITTEE MEMBERS

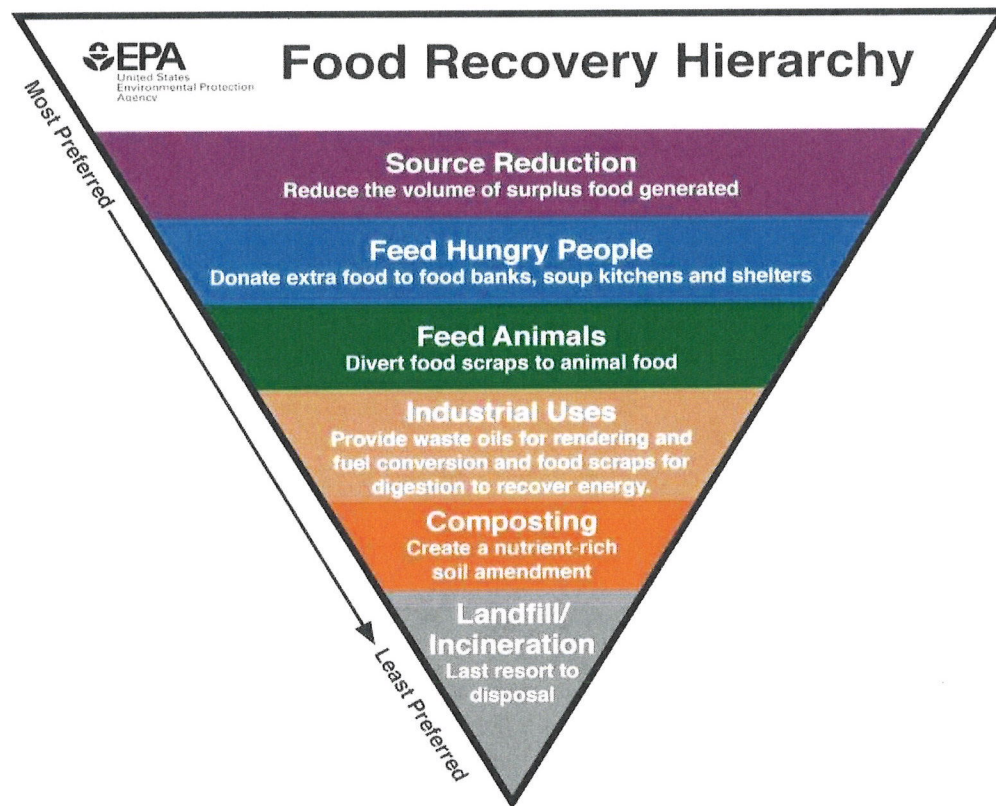
Hind Baki, Chair

Nirja Kapoor

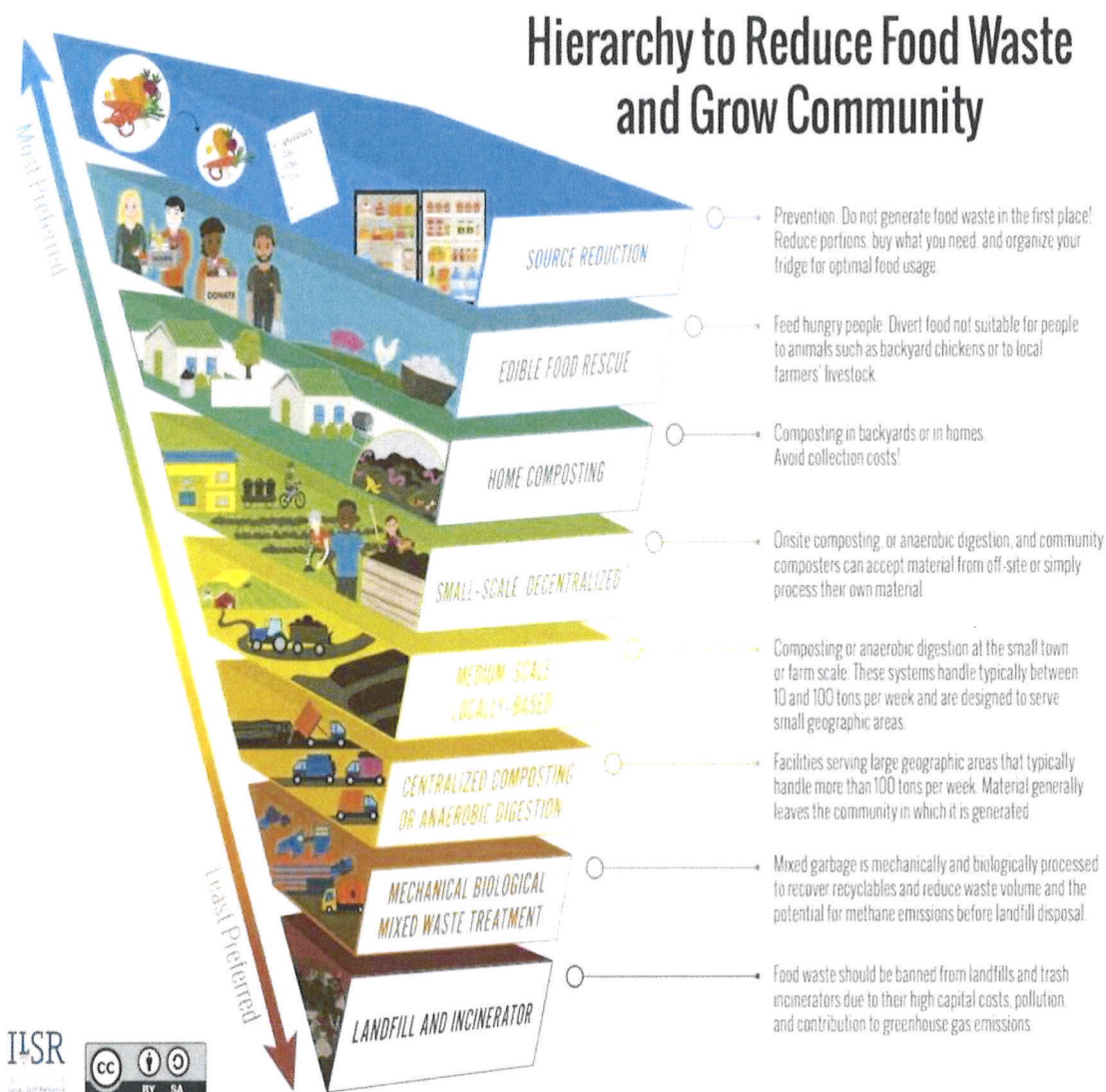
John Palos

Jenalea Smith

Judith Whitman



¹⁴⁷ <https://www.epa.gov/sustainable-management-food/food-recovery-hierarchy>



¹⁴⁸ <https://ilsr.org/food-waste-hierarchy/>

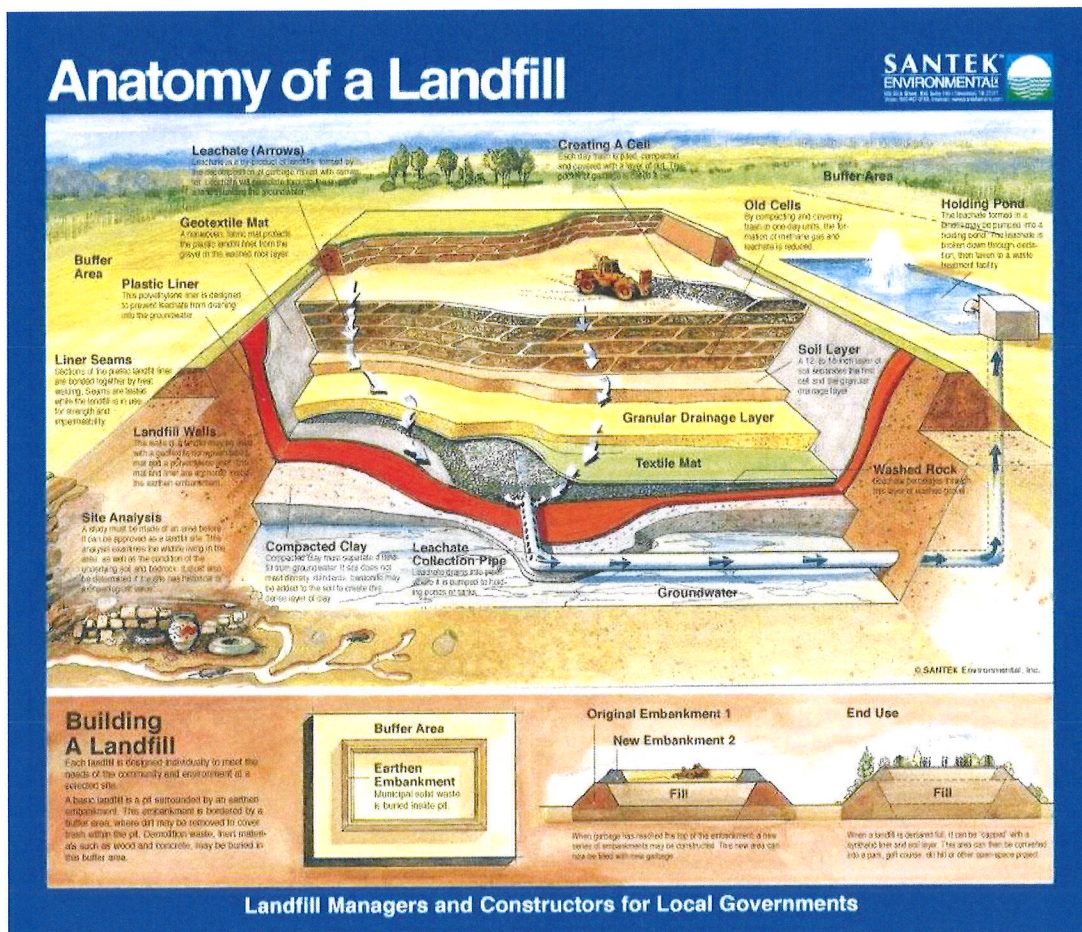
APPENDIX 3¹⁴⁹

Active Landfills in Los Angeles County

Landfill Site	Owner	Operator	End of Operation
Antelope Valley Recycling and Disposal Facility	Waste Management, Inc.	Waste Management, Inc.	2042
Azusa Land Reclamation (Inert)	Azusa Land Reclamation Co., Inc.	Waste Management, Inc.	January 2025
Burbank Landfill #3	City of Burbank	City of Burbank Department of Public Works	January 2053
Calabasas Landfill	County of Los Angeles	Los Angeles County Sanitation Districts	September 2025
Lancaster Landfill & Recycling Center	Waste Management, Inc.	Waste Management, Inc.	March 2044
Pebbly Beach Landfill (Avalon)	City of Avalon	CR&R Environmental Services	July 2028
San Clemente Island Landfill	U.S. Navy	U.S. Navy	January 2032
Savage Canyon Landfill	City of Whittier	City of Whittier Public Works Department ¹⁵⁰	December 2048
Scholl Canyon Landfill	Co-Owned by City of Glendale and Los Angeles County Sanitation Districts	Los Angeles County Sanitation Districts	December 2024
Sunshine Canyon Landfill	Republic Services, Inc./BFI	Republic Services, Inc./BFI	February 2037

¹⁴⁹ http://www.publichealth.lacounty.gov/eh/EP/solid_waste/facilitieslandfill.htm?func=1&Landfill=landfill (accessed 1/31/20); <https://dpw.lacounty.gov/epd/swims/OnlineServices/search-solid-waste-sites-esri.aspx> (accessed 2/5/20)

¹⁵⁰ <https://www.cityofwhittier.org/government/public-works/trash/landfill-services>



¹⁵¹ https://www.sfswwa.org/wp-content/uploads/2011/11/Anatomy_of_a_Landfill.pdf

APPENDIX 5

Green Waste Pick-up and Recycling options available in County Unincorporated Areas (CUC)

- The County’s Department of Public Works oversees the waste hauler agreements for the 125 unincorporated areas,¹⁵² which include Altadena, Hacienda Heights, and Marina Del Rey. About 1 million people live in those areas; the “Mayor” of each area is the corresponding member of the County Board of Supervisors.¹⁵³
- Many franchise waste haulers offer separate collection and recycling services for green waste.¹⁵⁴ Some waste haulers offer one solid waste bin for mixed refuse for commercial clients. The mixed waste is hauled to a material recovery facility where some things may be diverted from a landfill, unless there is too much contamination.¹⁵⁵
- Landscapers can deliver green waste generated from their operation to processing facilities that specifically recycle green waste. Currently, there are over 100 facilities in Los Angeles County and nearby counties that accept green waste generated in Los Angeles County.¹⁵⁶
- In 2018, Public Works consultants visited over 70 multi-family complexes and found that only a few generated more than 1 cubic yard of green landscape waste.¹⁵⁷
- The various waste haulers serving residents in the CUC are required to provide three separate bins: one for trash, one for recyclables, and one for green waste.¹⁵⁸

Green Waste Pick-up and Recycling Options Available for City of Los Angeles

- The State’s most populous city, Los Angeles, manages its waste through the LA Sanitation Department.¹⁵⁹ For approximately 80,000 businesses and multi-family complexes, the City of Los Angeles is divided into service areas and assigned a waste hauler under the RecycLA program.¹⁶⁰ The program assigns seven waste haulers to 11 zones in the City.¹⁶¹

¹⁵² <https://dpw.lacounty.gov/epd/swims/News/WasteHauler/>

¹⁵³ <https://lacounty.gov/government/about-la-county/unincorporated-areas/>

¹⁵⁴ <https://pw.lacounty.gov/epd/swims/docs/pdf/faq/Commercial%20Waste%20Franchise%20System%20FAQ%20for%20Waste%20Haulers.pdf>

¹⁵⁵ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019, Page 47-48

¹⁵⁶ www.dpw.lacounty.gov/Epd/Tf/lsw/lsw

¹⁵⁷ *ibid*

¹⁵⁸ <https://pw.lacounty.gov/epd/swims/News/swims-more-links.aspx?id=4#> LA County Countywide Organic Waste Management Plan March 2018, Executive Summary xi

¹⁵⁹ www.lacitysan.org

¹⁶⁰ https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd/s-lsh-wwd/s-lsh-wwd-s-zwla/s-lsh-wwd-s-zwla-au?_adf.ctrl-state=3z2x730v8_5&_afLoop=11962272467624951#!

¹⁶¹ <https://www.waste360.com/commercial/los-angeles-bpw-award-11-franchise-zones-seven-waste-haulers>

- Green waste is taken to Griffith Park, where it's mixed with zoo doo (collected from herbivores at the adjacent Los Angeles Zoo) and biosolids (sewage products).¹⁶² The Griffith Park Composting Facility makes a final compost product that is used throughout the park, and for the City's Free Mulch Give-Away Program.
- The mulch produced by the City is registered and trademarked as Topgro ®; the City gives its Department of Recreation and Parks half the compost created, and the rest is sold to private entities such as landscape companies.¹⁶³
- Residential customers in the City are provided three bins for separating items for trash day:¹⁶⁴ one for trash, one for recyclables, one for green waste (no food waste can be placed in this bin as it would contaminate the green waste); an extra bin for horse manure is provided for a nominal fee.¹⁶⁵

¹⁶² <https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-s/s-lsh-wwd-s-gw/s-lsh-wwd-s-gw-gpcf#:~:text=The Griffith Park Composting Facility,trimmings from acres of landscaping>.

¹⁶³ https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-s/s-lsh-wwd-s-gw/s-lsh-wwd-s-gw-faq?_adf.ctrl-state=3z2x730v8_758&_afriLoop=11962739376231226#!

¹⁶⁴ https://www.lacitysan.org/san/faces/home?_adf.ctrl-state=3z2x730v8_758&_afriLoop=11962955571838333#! Scroll down to "What Goes in Each Bin"

¹⁶⁵ *ibid*

APPENDIX 6

Edible Food Recovery

- In 2018, the County Department of Public Works launched the Food Donation and Recovery Outreach Program Food DROP website (www.FoodDROPLA.com) to provide resources for businesses in the unincorporated communities to safely donate excess edible food and reduce food waste. In addition to federal Good Samaritan laws that can provide legal protection, donating edible food can possibly provide a tax deduction.¹⁶⁶
- In 2018, the County's Smart Business Recycling Consultants visited over 130 large food service establishments to survey how they currently manage organics and recyclables and to connect these businesses with local charities to donate edible excess food. Twenty-six businesses indicated that they donate edible food.¹⁶⁷
- Organizations like Food Forward¹⁶⁸ last year collected 26 million pounds of edible food from various companies.¹⁶⁹ The organization's four 26-foot trucks pick up produce that otherwise would go to waste and distribute the bounty to agencies serving the needy from Santa Barbara to the California-Mexico border. Staff pick up excess produce from the largest produce market in the United States, located in Downtown Los Angeles, and nearby produce houses, as well as farmer's markets. Volunteer teams also are sent to pick residents' backyard fruit and distribute to food pantries.
- Companies like Imperfect Produce¹⁷⁰ ship boxes of imperfect-looking fruits and vegetables, and packaged food that has been rejected for cosmetic reasons.
- There are many websites available to help residents who want to reduce food waste in their kitchens
 - ✓ www.savethefood.com
 - ✓ www.cawrecycles.org (Californians Against Waste)
- For the K-12 school environment in Los Angeles County, the County Department of Public Health has developed resources to help each campus reduce food waste.
 - ✓ <http://publichealth.lacounty.gov/eh/LACFRI/>

¹⁶⁶ www.FoodDROPLA.com

¹⁶⁷ https://dpw.lacounty.gov/epd/tf/isw/isw_2019_09.pdf Page 3

¹⁶⁸ www.foodforward.org

¹⁶⁹ <https://www.dailynews.com/2019/06/20/this-new-produce-depot-is-a-game-changer-for-north-hollywood-based-food-forward/> (accessed 2/23/20)

¹⁷⁰ www.imperfectfoods.com (accessed 9/25/19)

APPENDIX 7¹⁷¹

Food Waste Recycling: County Department of Public Works Headquarters¹⁷²

County Department of Public Works Headquarters in Alhambra: Photos of the employee cafeteria signage, showing food waste separation, and serving as a model for other County facilities.



The Department reported that, in 2018, its food waste reduction practices in the cafeteria prevented over 300 pounds of food waste from being generated, and did not generate any leftover food for donation.

In addition, almost 18,000 pounds of food waste was collected from the cafeteria kitchen, dining area, break rooms, and special events and sent to be recycled at an anaerobic digestion facility. An additional 1,200 pounds of food waste from the cafeteria kitchen was composted on site in the worm bins (see picture below).



¹⁷¹ https://dpw.lacounty.gov/epd/Roadmap/PDF/annual_report_2019.pdf
Roadmap to a Sustainable Waste Management Future Annual Progress Report 2019, Page 37

¹⁷² All photos in Appendix 7 were taken by members of the 2019-2020 Los Angeles County Civil Grand Jury on 3/11/20



The food waste separated in the cafeteria is then brought to special worm-composting bins onsite. Worm composting is using worms to recycle food scraps and other organic material into a valuable soil amendment called vermicompost. Worms eat food scraps, which become compost as they pass through the worm's body.¹⁷³



The compost is then used at the onsite garden, which grows vegetables that can be offered to employees or cafeteria cooks.

¹⁷³ <http://compost.css.cornell.edu/worms/basics.html> (accessed 5/3/20)

APPENDIX 8

Food Waste Transfer and Processing: Puente Hills Materials Recovery Facility¹⁷⁴



A line of trucks bringing various types of separated waste such as cardboard and bottles/cans for recycling. The smallest pile below is the food waste pile.



¹⁷⁴ All photos in Appendix 8 were taken by members of the 2019-2020 Los Angeles County Civil Grand Jury on 10/15/19



County of Los Angeles Civil Grand Jury

Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street 11th Floor, Room 11-506 Los Angeles CA 90012
Telephone (213) 628-7914 FAX (442) 247-3890
<http://www.grandjury.co.la.ca.us>

July 8, 2020

Mayor Samuel Kang
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

Re: A DIET FOR LANDFILLS: Cutting Down on Food Waste

Pre-release of a report by the 2019-2020 Los Angeles County Civil Grand Jury

NOTE: DO NOT DISCLOSE ANY REPORT CONTENTS PRIOR TO JULY 31, 2020

Dear Mayor Kang:

California Penal Code Section 933.05(f) states: "A grand jury shall provide the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report." The enclosed report will be released to the public ***on July 31, 2020.***

A response to all Recommendations in a Civil Grand Jury report is required by California Penal Code Sections 933(c), 933.05(a), and 933.05(b) within ninety (90) days following the release of the report to the public, and no later than Friday, October 30, 2020. Attached are the requirements contained in California Penal Code Section 933.05.

Please send responses to:

Presiding Judge
Los Angeles Superior Court
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, 11th Floor, Room 11-506
Los Angeles, CA 90012
civilgrandjury@lacourt.org

Sincerely,

J. Krimmel

Judith Krimmel, Foreperson
2019-2020 Los Angeles County Civil Grand Jury

Enclosure: How to respond to recommendations in this report.

Section 933.05. Responses to findings

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.



Agenda Item:	_____
CM Review:	
Fiscal Review:	_____

AGENDA REPORT

MEETING DATE: October 27, 2020

TO: Mayor and Members of the City Council

FROM: Craig Hensley, Community Development Director

SUBJECT: Hire Contract Planner Under Temporary Staff Augmentation Agreement with City of Hope

RECOMMENDATION: Authorize the City Manager to initiate: 1) a professional services agreement with CAA for contract planner services; and 2) an Agreement for Temporary Staff Augmentation with the City of Hope

FISCAL IMPACT: No direct impact. The City of Hope will provide up to \$75,000 to cover the cost of services

BACKGROUND

The City of Hope is in the process of a significant campus expansion. In the next few months, the level of processing is expected to significantly increase. There are several projects either in the construction, planning and development process. Examples include: New Hope Village, campus parking projects, Duarte Outpatient Clinic, campus circulation, Warsaw remodel, KCRB & Littman-Graff lab remodels, Lot F/G, Machris demolition and several others. Many of these projects are time sensitive.

The City of Hope has offered to provide funding to allow the City to hire a temporary contract planner to assist in moving City of Hope projects forward for the next few months. This is especially important for the Planning Division at this time as the workload is heavy with several large projects in addition to the rapid expansion at the City of Hope.

DISCUSSION/ANALYSIS

Based on the City of Hope's offer to fund contract planning staff, the City has negotiated an agreement with CAA (Charles Abbott Associates) to hire Jeff Anderson to provide up to 750 hours over the next six months. Mr. Anderson is a competent, retired planner with over 30 years of experience in the San Gabriel Valley. CAA provides building department services for the City, but this agreement is separate from the building department services agreement. Mr. Anderson will be managed solely by the City and will be used for City of Hope projects and other high level projects that will allow existing City Staff to spend time on City of Hope issues.

The City of Hope will provide up to \$75,000 for staff augmentation and has agreed to the proposed staff member. The attached Agreement for Temporary Staff Augmentation addresses the details.

RECOMMENDATION

Authorize the City Manager to initiate: 1) a professional services agreement with CAA for contract planner services; and 2) an Agreement for Temporary Staff Augmentation with the City of Hope.

FISCAL IMPACT

No direct impact. The City of Hope will provide up to \$75,000 to cover the cost of services.

ATTACHMENTS

Professional Services Agreement with CAA (Anderson Resume Attached)
Agreement for Temporary Staff Augmentation

AGREEMENT FOR TEMPORARY STAFF AUGMENTATION

This Agreement for Temporary Staff Augmentation ("Agreement") is made as of _____, 2020, by and between the **CITY OF DUARTE**, a municipal corporation (the "City") and **CITY OF HOPE**, a California nonprofit public benefit corporation ("COH"). The City and COH may sometimes be referred to individually herein as a "Party" and collectively as the "Parties."

RECITALS

This Agreement is made with respect to the following facts.

A. COH is the owner of that certain real property ("Property") located within the City of Duarte, County of Los Angeles, California, generally described as 1500 East Duarte Road in the City of Duarte which encompasses an area generally located east of Buena Vista Street and south of Duarte Road within the cities of Duarte and Irwindale.

B. In October 2018, the City approved and adopted the City of Hope Specific Plan. The Specific Plan provides land use regulations for the enhancement and development of the COH Campus over a 20-year period, including future expansion to existing outpatient (clinic), inpatient (hospital), research, office, industrial, warehouse, and hospitality uses. COH is in the process of preparing and submitting applications related to various projects on the Property to be reviewed by the City's Planning Department pursuant to the Specific Plan's requirements (collectively "Campus Plan Projects").

C. To ensure that review of the Campus Plan Projects does not interfere with the City Planning Department's ability to process other development projects within the City and facilitate the Campus Plan Projects' timely processing it is currently necessary for the City to retain a professional land use planner on a temporary basis ("Consultant") to assist the Planning Department in the processing of Campus Plan Projects.

D. As a condition of City's engagement of a Consultant, COH has agreed to reimburse the City for the Consultant's costs and expenses for a six (6) month period for the purpose of ensuring City has the necessary resources to diligently and efficiently process the Campus Plan Projects.

AGREEMENT

NOW, THEREFORE, in consideration of the following mutual promises and agreements, City and COH agree as follows:

1. **Incorporation of Recitals.** The Parties agree that the Recitals constitute the factual basis upon which City and COH have entered into this Agreement. City and COH each acknowledge the accuracy of the Recitals and agree that the Recitals are incorporated into this Agreement as though fully set forth at length.

2. **City to Retain Temporary Staff Augmentation.**

A. As a necessary and indispensable part of its fact finding process relating to the review of the Campus Plan Projects, the City shall retain, by means of a separate contract ("Consultant Contract") in its sole discretion, the services of the Consultant identified in Section 4 of this Agreement in order to provide such planning and public information services as the City may deem necessary in its sole discretion. COH has no objections to the Consultant identified in Section 4 of this Agreement.

B. The presently contemplated scope of work of Consultant is to provide planning and public information services for the Campus Plan Projects and to provide such services from time to time for other projects pending before the City so that City staff may efficiently process the Campus Plan Projects ("Scope of Work"). Campus Plan Projects may include but are not limited to: the Duarte Outpatient Clinic, campus circulation, Warsaw remodel, KCRB & Littman-Graff lab remodels, Lot F/G, Machris demolition and other time sensitive projects as may be requested by COH from time-to-time.

C. COH agrees that, notwithstanding COH's reimbursement obligations under this Agreement, the Consultant selected by the City shall be the contractor of the City and not of COH for purposes of the City's review and processing of the Campus Plan Projects. Except for those disclosures required by law including, without limitation, the Public Records Act, all conversations, notes, memoranda, correspondence, and other forms of communication by and between the City and the Consultant shall be, to the extent permissible by law, privileged and confidential and not subject to disclosure to COH. COH agrees that it shall have no claim to, nor shall it assert any right in, any reports, correspondence, plans, maps, drawings, news releases or any and all other documents or work product produced by the Consultant pursuant to the Consultant Contract. City shall include in the Consultant Contract a termination provision authorizing the City to, upon short notice, terminate the contract without cause by sending written notice of termination to the Consultant. However, upon such termination, City shall retain the draft reports, plans, maps, drawings, or any and all other documents or work product produced by the Consultant pursuant to the Consultant Contract for the Campus Plan Projects ("Consultant Work Product") for a period of not less than six (6) months. If COH, during that six (6) month period, wishes to obtain a copy of any or all of the Consultant Work Product that is not prohibited from being copied or provided by any contractual obligations or applicable law or regulations, including but not limited to Health and Safety Code Section 19851, COH may do so by paying the actual cost for copies. Any copies of such Consultant Work Product provided by the City to COH shall be without any representation, warranty, or guaranty, express or implied, that any of such Consultant Work Product is accurate or complete. COH understands that it shall not be a third party beneficiary to the Consultant Contract.

3. **COH to Cooperate with Consultant.** COH agrees to cooperate in good faith with the Consultant. COH agrees that it will instruct its agents, employees, consultants, contractors and attorneys to reasonably cooperate with the Consultant and to provide all

necessary documents or information reasonably requested of them by the Consultant; provided, however, that the foregoing shall not require the disclosure of any documents or information of COH which by law is privileged, proprietary, confidential, or exempt from disclosure under the Public Records Act.

4. **City's Preliminary Selection of Consultant.** The City has preliminarily decided to retain CAA (Charles Abbott Associates) with Jeff Anderson as the Consultant pursuant to this Agreement. Consultant's contract is attached hereto as "**Exhibit A**". The City shall notify COH in writing of any replacements for the Consultant identified above, and COH shall have five (5) days to object in writing to City concerning the City's proposed replacement. If COH timely submits any written objections, the Parties shall discuss COH's concerns but the selection of any additional or replacement Consultants shall be determined by the City in its sole discretion, subject to the limitations of COH's reimbursement obligations set forth in Section 5 of this Agreement.

5. **Consultant Costs.**

A. Subject to the terms of this Agreement, COH shall reimburse City for one hundred percent (100%) of the actual costs and expenditures incurred by City relative to the Consultant's services to complete the Scope of Work ("Consultant Costs") up to **\$75,000.00** ("Estimated Consultant Costs"). Concurrent with the execution of this Agreement, COH shall deposit with City the sum of Seventy-five Thousand Dollars (\$75,000.00) for the Estimated Consultant Costs ("Initial Deposit").

B. The City may incur aggregate Consultant Costs up to the Estimated Consultant Costs without specifically notifying COH. To the extent Consultant Costs exceed Estimated Consultant Costs ("Excess Costs"), the Parties shall meet and confer to determine how to proceed with the Consultant, however, no Excess Costs shall be incurred by City above the Estimated Consultant Costs without the written consent of COH. The City may not incur Consultant Costs at a rate in excess of \$100 per hour.

C. If COH disagrees with the City's incurring of Excess Costs, the Parties agree to meet and confer regarding the disagreement. If no resolution of the disagreement can be reached following such meet and confer, then COH, as its sole and exclusive remedy, may terminate this Agreement pursuant to Section 9.

6. **Payment of Consultant Costs.** Consultant shall invoice the City on a monthly basis for Consultant Costs. City shall pay Consultant from the Initial Deposit and shall provide COH with a copy of Consultant's invoices, as paid by the City on a monthly basis. COH understands that, despite the City's efforts to hire a qualified Consultant, it is possible that the work of any Consultant may, in the City's opinion, prove to be deficient, which may in turn lead to the City to refuse to pay some portion of Consultant's bills and/or the City terminating the services of the Consultant. Defense of and any potential liability associated with any Consultant claims concerning Consultant's bills, City's termination of the Consultant, or otherwise shall be the sole responsibility of the City.

7. **City to Retain Absolute Discretion.**

A. COH acknowledges and agrees that notwithstanding COH's reimbursement obligations under this Agreement, the City is not obligated to approve any or all of the proposed uses or permits for the Campus Plan Projects or any environmental documents, use permits, or any other approvals that may be required for the Campus Plan Projects. COH warrants and represents that no City official, officer, employee, agent or attorney has represented, expressly or impliedly, that the City will approve the Campus Plan Projects. COH understands that all City decisions with regard to the Campus Plan Projects will be made only after compliance with all the City's statutory and other legal obligations, including the Specific Plan, and after considering all appropriate information and evidence; and that such evidence may cause the City to disapprove some or all the Campus Plan Projects or components thereof. Notwithstanding anything in this Agreement to the contrary, the City retains all authority and discretion granted to it by law to approve, disapprove, or modify the Campus Plan Projects.

B. COH further understands that the City shall not be bound by any recommendations or conclusions reached by the Consultant and that the City may accept or reject, in whole or in part, any such recommendations or conclusions that the City, in its sole discretion, deems to be unreasonable or contrary to the City's land use ordinances and regulations or State statutes or regulations. This paragraph shall not be construed as a waiver of any claims COH may have under the due process and/or equal protection clauses of the U.S. and California Constitutions.

8. **Term.** The term of this Agreement shall commence on November 23, 2020, after this Agreement is approved by the City and fully executed by the Parties and shall terminate six (6) months thereafter, unless extended pursuant to a written agreement among the Parties. Such written agreement may extend the Term for additional six (6) month intervals (a "Renewal Term"), and require COH to deposit additional funds with City for the payment of Consultant Costs during the Renewal Term (a "Renewal Deposit"). Upon expiration of this Agreement, either following the Term, a Renewal Term, or if this Agreement is terminated, any unused funds from the Initial Deposit or the Renewal Deposit, as applicable, shall be returned to COH.

9. **Early Termination.** For good cause, the City may terminate this Agreement prior to the term set forth in Section 8 above, without cost or liability to the City, upon thirty (30) days prior written notice to COH. COH, upon thirty (30) days' prior written notice, may, in its reasonable and sole discretion, terminate this Agreement prior to the end of the term set forth in Section 8 above, provided, however, that COH has satisfied all of its obligations under this Agreement to date of termination. Within two (2) City working days following either the City's decision to terminate this Agreement or the City's receipt of written notice indicating COH's decision to terminate this Agreement, the City shall notify the Consultant and instruct the Consultant to cease work under the Consultant Contract. The Consultant shall be instructed to bill the City for any work completed prior to the date of termination of

the Consultant Contract so that City may pay any remaining Consultant Costs from the Initial Deposit.

10. **Remedies Upon Default.** An event of default shall be deemed to exist upon the occurrence of all of the following:

(a) Either the City or COH has, without legal justification or excuse, breached anyone or more of its obligations under this Agreement; and

(b) The nondefaulting Party has sent written notice to the Party claimed to be in default, specifying the default and what actions the nondefaulting Party asserts should be taken to remedy the default; and

(c) The Party claimed to be in default has not, within ten (10) days following receipt of the written notice described above, either corrected the default or taken actions, reasonably satisfactory to the nondefaulting Party, to remedy the default within a reasonable period of time, but in no event longer than thirty (30) days after receipt of the written notice described in (b) above.

Following an event of default, (1) if the City is the nondefaulting Party, the City may exercise any and all remedies available to it pursuant to this Agreement, or at law or in equity, including, without limitation, instituting an action for damages, injunctive relief, or specific performance; and (2) if COH is the nondefaulting Party, COH, as its sole and exclusive remedy, may terminate this Agreement and seek recovery of any of the Initial Deposit not returned to COH by City within thirty (30) days after all of the Consultant Costs have been paid.

11. **Nonwaiver of Rights or Remedies.** The failure of a Party to exercise any one or more of its rights or remedies under this Agreement shall not constitute a waiver of that Party's right to enforce that right or seek that remedy in the future. No course of conduct or act of forbearance on anyone or more occasions by any Party to this Agreement shall preclude that Party from asserting any right to remedy available to it in the future. No course of conduct or act of forbearance on anyone or more occasions shall be deemed to be an implied modification of the terms of this Agreement.

12. **Assignability.** This Agreement may not be assigned by either Party without the prior and express written consent of the other Party, which consent shall not be unreasonably withheld. In determining whether to approve a request by COH to assign this Agreement, the City may consider, among other things, the proposed assignee's financial status and commitment to the Project. Any attempted assignment of this Agreement not in compliance with the terms of this Agreement shall be null and void and shall confer no rights or benefits upon the assignee.

13. **Entire Agreement.** This Agreement represents the entire understanding of City and COH and supersedes all other prior or contemporaneous written or oral agreements pertaining to the subject matter of this Agreement. This Agreement may be modified only by

a writing signed by the authorized representatives of both City and COH. All modifications to this Agreement must be approved by the Parties in writing.

14. **Binding Upon Successors.** This Agreement and each of its terms shall be binding upon City, COH and their respective officers, elected officials, employees, agents, contractors, and permitted successors and assigns.

15. **Legal Challenges.** Nothing herein shall be construed to require City to defend any third party claims and suits challenging any action taken by the City with regard to any procedure or substantive aspect of the City's approval of any of the Campus Plan Projects or development of the Property, the environmental process, or the proposed uses of the Property. COH may, however, in its sole and absolute discretion appear as real party in interest in any such third party and action or proceeding.

16. **Attorneys' Fees.** In the event that any action or proceeding is commenced by either City or COH against the other to establish the validity of this Agreement or to enforce anyone or more of its terms, the prevailing party in any such action or proceeding shall be entitled to recover from the other, in addition to all other remedies available to it under this Agreement, its actual and reasonable attorney fees and costs of litigation, including, without limitation, filing fees, service fees, deposition costs, and expert witness fees, including actual costs and actual and reasonable attorney fees on appeal.

17. **Nonliability of City Officials.** No officer, official, employee, agent, representative, or volunteer of the City shall be personally liable to COH, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to COH or to its successor, or for breach of any obligation of the terms of this Agreement.

18. **Jurisdiction and Venue.** This Agreement is executed and is to be performed in the City of Duarte, California and any action or proceeding brought relative to this Agreement shall be heard in the appropriate court in the County of Los Angeles, California. City and COH each consent to the personal jurisdiction of the court in any such action or proceeding.

19. **Time is of the Essence.** Except as otherwise expressly stated, time is of the essence in the performance of each and every action required pursuant to this Agreement.

20. **Covenant of Further Assurances.** City and COH shall take all other actions and execute all other documents, which are reasonably necessary to effectuate this Agreement.

21. **Interpretation.** City and COH agree that this Agreement is the product of mutual negotiations and is an arms-length transaction. Each Party has negotiated this Agreement with the advice and assistance of legal counsel if its own choosing. It is further agreed that the terms of this Agreement shall be construed in accordance with the meaning of the language and shall not be construed for or against either Party by reason of authorship and the rule that ambiguities in a document shall be construed against the drafter of the document shall have no application to this Agreement. In construing and interpreting this

Agreement, the finder of fact shall give effect to the mutual intention of City and COH, notwithstanding such ambiguity, and may refer to the facts and circumstances under which this Agreement is made and such other extraneous evidence as may assist the finder of fact in ascertaining the intent of City and COH.

22. **Severability.** If any term or provision of this Agreement is found to be invalid or unenforceable, City and COH both agree that they would have executed this Agreement notwithstanding the invalidity of such term or provision. The invalid term or provision may be severed from the Agreement and the remainder of the Agreement may be enforced in its entirety.

23. **Headings.** The headings of each section of this Agreement are for the purposes of convenience only and shall not be construed to either expand or limit the express terms and language of each section.

24. **Representations of Authority.** The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said Party is bound.

25. **Notices.** Notices required under this Agreement shall be sent to the following:

If to the City: City of Duarte
 1600 Huntington Drive
 Duarte, CA 91010
 Attention: City Manager

If to COH: City of Hope
 Jon Reuter
 1500 East Duarte Road
 Duarte, CA 91010-3000

Notices given pursuant to this Agreement shall be deemed received as follows:

(a) If sent by United States Mail—five (5) calendar days after deposit into the United States Mail, first class postage prepaid.

(b) If by express courier service or hand delivery—on the date of receipt by the receiving Party as shown on a receipt showing the date and time of delivery.

The addresses to notices set forth in this Section 25 may be changed upon written notice of such change to either the City or COH, as appropriate.

26. **Days.** Unless otherwise specified to the contrary, "days" in this Agreement shall mean calendar days, not business or working days. The term "City days" or "City working days" shall mean Monday through Thursday excluding City, State, or Federal holidays that fall on a Monday, Tuesday, Wednesday, or Thursday.

27. **Exhibits Incorporated.** The exhibit(s) to this Agreement are incorporated herein and made a part hereof.

28. **Counterparts.** This Agreements may be executed in one or more counterparts, each of which, after this Agreement has been signed by all the parties hereto, shall constitute one and the same agreement.

CITY OF DUARTE

Dated: _____

By: _____
Daniel Jordan, City Manager

ATTEST

Marla Akana, City Clerk

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

CITY OF HOPE

Dated: _____

By _____
Printed Name: _____
Its: _____

Dated: _____

By _____
Printed Name: _____
Its: _____

EXHIBIT "A"

Consultant Contract

**CITY OF DUARTE
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and effective as of **November 23, 2020** ("Effective Date"), by and between the **CITY OF DUARTE**, ("City") and **CAA, Inc.**, a California corporation ("Consultant"). City and Consultant may sometimes herein be referred to individually as a "party" and collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until June 30, 2021 or until the tasks listed in the Scope of Work are completed, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the parties.

2. SERVICES AND PERFORMANCE

- A. In compliance with all terms and conditions of this Agreement, the Consultant shall provide contract planner services, which services may be referred to herein as the "services" or "work" hereunder. The Scope of Service may also include additional tasks described in Consultant's letter attached hereto as Exhibit "A." In the event of any inconsistency between the terms of Consultant's letter and this Agreement, the terms of this Agreement shall govern.
- B. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder.
- C. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City's sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or in part the services required hereunder, or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) this Agreement.
- D. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

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

3. MANAGEMENT

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

4. COMPENSATION

- A. City agrees to pay Consultant an amount not to exceed \$75,000, based on the scope of services and hourly rates set forth in Consultant's letter attached hereto as Exhibit A.
- B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given.
- C. Consultant shall be paid on a monthly basis and shall submit monthly invoices/reports to City, within ten (10) days following the end of each month, showing actual services performed. Consultant shall be paid on the next regular council warrant after all required paperwork is submitted. If the City disputes whether Consultant has earned its fee or any portion, City shall give written notice to Consultant within thirty (30) days of receipt of Consultant's monthly report stating the basis for such dispute.

5. SUSPENSION OR TERMINATION OF AGREEMENT

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. In the event this Agreement is

suspended or terminated pursuant to this subparagraph (a), Consultant shall submit a final report to the City pursuant to Section 4, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination is failure by Consultant to have timely performed the services set forth in Exhibit "A." In City's sole and absolute discretion, prior to effecting a suspension or termination pursuant to this subparagraph (a), the City may first serve upon the Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. In the event that the Consultant fails to cure the default within the specified period of time, the City shall have the right to immediately terminate this Agreement pursuant to subparagraph (a). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (a) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

- B. Consultant may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to the City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy of such default.

6. RECORDS AND OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to produce an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of six (6) years after receipt of final payment
- B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. Consultant shall provide such items to City promptly upon completion of the Agreement. Any use of such documents for other projects by the City shall be without liability to Consultant.

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

7. INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City from and against all damages and liability caused by the negligent actions or willful misconduct of the Consultant or its employees, agents, or representatives. Consultant shall not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the City or any of its employees, agents, or representatives acting in an official capacity.

8. INSURANCE

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

- A. Commercial General Liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per occurrence.
- B. Business Auto Coverage written on a per accident basis in an amount not less than \$1,000,000 per accident. If Consultant or Consultant's employees use personal autos in connection with the performance of work under this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person.
- C. Worker's Compensation providing statutory benefits as required by California law.
- D. Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate.
- E. All of the insurance policies required hereunder, except the worker's compensation insurance, shall comply with the following requirements:
 - (1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Bests rating of B++ or better and a minimum financial size VII.

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

9. INDEPENDENT CONSULTANT

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

10. NO UNDUE INFLUENCE

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

11. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

12. COVENANT AGAINST DISCRIMINATION

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

13. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer, official, employee, agent, representative, or volunteer of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

14. NOTICES

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

If to City: City of Duarte
 Community Development Department
 1600 Huntington Drive
 Duarte, California 91010

If to Consultant: CAA
 Attn: Ron Grider
 27201 Puerta Real #200
 Mission Viejo, CA 92691

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

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding anything in this Agreement to the contrary, in no event shall Consultant be entitled to economic or consequential damages or to punitive damages. In the event of any litigation arising from or related to this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Municipal and Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Service of process on Consultant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

16. RIGHTS AND REMEDIES ARE CUMULATIVE; AND WAIVER

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

17. SEVERABILITY

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

18. INTERPRETATION; ENTIRE AGREEMENT

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect.

19. EXECUTION OF CONTRACT

The persons executing this Agreement on behalf of each of the parties hereto represent and warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party

is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

20. EFFECTIVE DATE

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

[end –signature page follows]

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

CITY OF DUARTE

CONSULTANT
MIG

By _____
Dan Jordan, City Manager

By _____
Ron Grider

Its: _____

Date: _____

Date: _____

EXHIBIT "A"

CONSULTANT'S LETTER

[SEE FOLLOWING PAGES]

CAA *CHARLES ABBOTT ASSOCIATES, INC.*

October 21, 2020

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

SUBJECT: Proposal for Contract Planner Services

Dear Mr. Hensley:

CAA is pleased to present this letter of proposal to provide contract planner services to the City of Duarte.

CAA proposes to provide a planning staff position, to assist the City in maintaining their current planning department workload, as well as, addressing any new projects that may be assigned. Our staff will work diligently to ensure that the utmost in quality and accuracy is achieved processing current and new projects, and other related task as assigned.

CAA understands the scope of work may include, but is not limited to, the following possible tasks

- Provide project management duties on complex projects such as the City of Hope campus master plan buildout.
- Assist City Staff in maintaining processing time frames for City of Hope and similar complex projects.
- Analyze projects for compliance with the City's General Plan, zoning ordinances, applicable specific plans, and other policies and procedures.
- Write staff reports, resolutions, ordinances, conditions of approval, and findings of facts.
- Prepare and make oral presentations.
- Attend public hearings and community meetings.
- Review land use planning applications and preparing recommendations for action by the City staff, elected, and/or appointed officials.
- Conduct site visits as deemed necessary.
- Provide responses to citizen requests, questions, suggestions, complaints, and/or concerns, as requested.
- Provide planning support in preparing documents, improving data, and implementing as needed emergency work as directed by staff.

*Charles Abbott Associates, Inc.
27201 Puerta Real #200
Mission Viejo, CA 92691
(866) 530-4980*

CAA *CHARLES ABBOTT ASSOCIATES, INC.*

- Review and processing ministerial applications and discretionary entitlements, such as: conditional use permits, development plan approval, modification permits, variances, lot line adjustments and subdivision maps, sign permits and sign programs and General Plan and Zoning code amendments.

Charles Abbott Associates (CAA) would like to propose Jeff Anderson, AICP, a well-respected seasoned planner in the industry, to complete assignments as assigned. Jeff has over 30 years of experience as a public agency planner and would be a good fit for the City of Duarte.

We propose the following hourly rates to the City.

Fees:

Contract Planner

\$100.00 per hour

These costs include all normal and customary direct and indirect expenses associated with the project. We anticipate that the City would provide the office space, furniture, land line telephones, fax machine, copier, file cabinets, postage, forms, applications, and other office stationary.

CAA takes pleasure in being of service to the City of Duarte and will continue to provide quality service at a reasonable cost. If you have any questions regarding this matter, please contact me at cell# (702) 340-7774

Sincerely,



Ron Grider, P.E., MCP, CASp
Charles Abbott Associates, Inc.
rongrider@caa.inc

*Charles Abbott Associates, Inc.
27201 Puerta Real #200
Mission Viejo, CA 92691
(866) 530-4980*

Jeff Anderson, AICP Project Planner

Project Planner

Years of Experience

30+

Education

M.S. Urban and Regional Planning

B.S. Geography

License/Certifications

American Institute of Certified Planners

1992 – Present

License #9222

American Planning Association

1992- Present

KEY QUALIFICATIONS

- Project Management
- Budgeting
- CEQA
- Knowledge of Zoning Codes
- Presentation Skills

Mr. Anderson is a certified planner, and has over 30 years of experience as public agency planner. He has extensive experience in processing entitlements for significant developments including commercial, industrial, and residential projects. During his tenure in public agencies, he has prepared specific plans, housing elements, and zoning code amendments aimed at encouraging desired development outcomes and permit streamlining. As a public agency planner, Mr. Anderson has developed an in-depth understanding of the municipal entitlement process, CEQA processes and documents, and the importance of working with other public agencies and private stakeholders. He has strong public engagement skills and experience grounded in maintaining open lines of communication with stakeholders, including raising public awareness and building relationships aimed at feasible implementation strategies.

Relevant Project Experience

- 2016 West Covina General Plan and Downtown Plan and Code (Form-Based Code), Market Feasibility Study, and EIR
- 4th and 5th Cycles Housing Elements and Update with General Plan
- Queen of the Valley Hospital Specific Plan and EIR
- The Colony at the Lakes Mixed Use Project (450 units, 20,000 sf commercial), 301 S Glendora Avenue
- Prosperity Business Park, 1773 W. San Bernardino Road

- Porto's Bakery and Café, 584 S. Sunset Avenue
- Cameron 56 residential development, 1530 W. Cameron Avenue
- Cadanera Specific Plan and residential development, S. Lark Ellen Drive
- Lark Ellen Specific Plan and residential development, S. Lark Ellen Drive
- Holt Specific Plan and residential development, E. Holt Avenue
- Merrill Gardens Assisted Living Facility, 1400 West Covina Parkway
- U-Stor-It Self Storage, 1388 E. Garvey Ave South
- LA Fitness, 3101 E. Garvey Avenue North
- The Heights Shopping Center, 2260 S. Azusa Avenue
- East Valley Community Health Center, 420 S. Glendora Avenue
- Plaza West Covina Remodel and Expansion (Best Buy and Nordstrom Rack),
112 Plaza Drive

Past Work Experience

City of West Covina

- Community Development Director, November 2018 to May 2020 (Retired)
- Planning Director, September 2011 to November 2018
- Acting Planning Director, August 2010 to September 2011
- Acting City Planner, September 2008 to July 2010
- Principal Planner, October 2003 to September 2008
- Senior Planner, September 2000 to October 2003

City of San Dimas

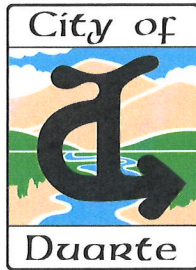
- Associate Planner, March 1998 to September 2000

City of Monterey Park

Assistant Planner, January 1994 to March 1998

City of Duarte

Planning Technician, July 1990 to January 1994



Agenda Item:	_____
CM Review:	<u>AD</u>
Fiscal Review:	<u>KD</u>

AGENDA REPORT

MEETING DATE: October 27, 2020

TO: Mayor and Members of the City Council

FROM: Daniel Jordan, City Manager

BY: Victoria Rocha, Assistant to the City Manager

SUBJECT: Approval of Amendment No. 1 and a Two-Year Professional Services Agreement with Tripepi Smith & Associates, Inc. to Provide Ongoing Communications Support

RECOMMENDATION: 1) Approve Amendment No. 1 to the Agreement for Professional Services by and between City of Duarte and Tripepi Smith & Associates, Inc. to increase payment to a not-to-exceed amount of \$35,000 for services rendered from September 1- October 31, 2020, and authorize the City Manager to execute the amendment; and

2) Approve a two-year Agreement for Professional Services between City of Duarte and Tripepi Smith & Associates, Inc. for \$246,470 (FY 2020-21 - \$130,610 and FY 2021-22 - \$115,860) to provide communication and social media services, and authorize the City Manager to execute the agreement.

FISCAL IMPACT: If approved, the contract will require a FY 2020-21 budget amendment of \$71,190 from the General Fund (100-1010-7965, 100-1010-7980, 100-1205-7613, 100-1605-7739).

BACKGROUND

In an effort to meet the demands of a robust communications objective between City Hall and the community, the City engaged the firm Tripepi Smith & Associates, Inc. (Tripepi Smith) since 2014 to augment City staff's communications and social media related work. Prior to April 2020, five staff members across two departments performed communications and social media duties – four in the City Manager's Office and one in the Public Safety Department. Responsibilities included:

- Designing graphics
- Drafting copy
- Taking and editing photos
- Scheduling and live posting on four social media platforms
- Monitoring resident engagement on social media
- Updating website and reviewing for quality assurance
- Writing and sending press releases/website articles
- Providing regular content to the Duarte View
- Collaborating with all departments on the quarterly City News publication

- Creating three e-newsletter publications
- Answering media inquiries

In May, the City Manager's Office was reorganized, reducing the number of staff from six to four. This created a larger workload across remaining staff as projects were shifted. Beginning in July 2020, Tripepi Smith was utilized to strategically support staff in effective and streamlined communications. The City was familiar with Tripepi Smith's work as they had performed ad hoc services since 2014, although not to the scale as was requested for the months of June through August. In three months, Tripepi Smith created a comprehensive social media and editorial calendar, and content that has proven strategic and engaging. Despite delays in the Request for Proposal process, Tripepi Smith continued to provide services, creating continuity in the communication of resources to the community. A formal amendment of their original contract is needed to compensate them for their work.

In order to continue the ongoing effort to effectively engage and communicate with residents of Duarte during a time of cost containment, the City released a Request for Proposals (RFP) for Communications and Social Media Services on September 28 seeking the following services:

- Social media management across common digital platforms such as Facebook, Twitter, Hootsuite, LinkedIn, and YouTube;
- Draft up to four news articles/press releases per month;
- Maintain an editorial calendar for City stories and newsletter;
- Conduct an audit of current communication tools and streamline current and/or develop other effective communication tools that will help in a variety of media formats regarding activities, programs, projects and strategic initiatives;
- In year one of the contract, assist in the selection and implementation of a new City website that may include proposal review, interface design input, and staff training;
- After year one, provide up to ten hours of website work that may include page creation, refreshing, and updating of content;
- Measure and report communication outcomes;
- Design and layout quarterly print newsletter "Duarte City News" (preferred, not required);
- Provide graphic designs and printing services on marketing materials such as flyers and banners (preferred, not required).

Four firms received direct invitations to apply, and the RFP was posted on the City's website and LinkedIn page. Proposals from four firms were received by the deadline (listed in order of receipt): Tripepi Smith, The ACE Agency, Cornerstone Communications, and Wings of Love, Inc.

The review committee consisted of Director of Parks and Recreation Manuel Enriquez, Assistant to the City Manager/PIO Victoria Rocha and Crime Prevention Specialist Aida Torres. Social media and communications intersect all City departments but most content comes from these three departments – Parks and Recreation, Public Safety and the City Manager's Office.

DISCUSSION/ANALYSIS

The evaluators were asked to review and score the proposals for the following factors:

- Understanding of and supporting materials for Scope of Required Work
- Offeror's enhancements

- Qualifications of proposed staff and relevant experience and capabilities
- Pricing
- Completeness of the offeror's proposal

All three evaluators scored Tripepi Smith the highest out of the four bidders. Tripepi Smith's proposal (Attachment C) is thorough, showcasing a clear knowledge of local government messaging as seen through their many clients, but also detail to their understanding of Duarte's needs, even in only three months. Tripepi Smith is able to provide services for all the work requested including the "preferred but not required work" of creating City News and graphic design.

Standout content in the past three months has included:

- Building the COVID-19 portal on the City website
- Creating consistent branding across social media and communications which City staff believes can be integrated into the quarterly City News publication
- Taking the needed steps to get the City's Instagram account verified
- Setting up a Linktree account
- Drafting engaging and informative press releases such as "Duarte City Council Proclaims June 2020 as LGBTQ Pride Month in Duarte" and "Everything You Need to Know Before Voting in the 2020 General Election"

Based on the RFP and working with Tripepi Smith, City staff has been able to assess the quality of work to determine if a long-term engagement would be appropriate for the City. Given the items above and many more examples, Tripepi Smith has worked well with staff and produced quality communications products for the City. The City's strategic communications program has become more streamlined in three months, being more proactive in messaging to disseminate versus simply being reactive. For these reasons, staff recommends City Council approval of the two-year Professional Services Agreement with Tripepi Smith.

RECOMMENDATION

Staff is recommending that City Council take two actions:

- 1) Approve Amendment No. 1 to the Agreement for Professional Services by and between City of Duarte and Tripepi Smith & Associates, Inc. to increase payment to a not-to-exceed amount of \$35,000 for services rendered from September 1-October 31, 2020, and authorize the City Manager to execute the amendment; and
- 2) Approve a two-year Agreement for Professional Services between City of Duarte and Tripepi Smith & Associates, Inc. for \$246,470 (FY 2020-21, \$130,610 and FY 2021-22, \$115,860) to provide communication and social media services, and authorize the City Manager to execute the agreement.

FISCAL IMPACT

The City expended \$8,097.50 in FY 2019-20 and \$13,470 in FY 2020-21 for Tripepi Smith's work-to-date from the original interim contract that started June 1, 2020. If approved, the contract will require a FY 2020-21 budget amendment of \$71,190 from the General Fund (100-1010-7965, 100-1010-7980, 100-1205-7613, 100-1605-7739).

ATTACHMENTS

Attachment A – Amendment No. 1 to the Agreement for Professional Services by and between City of Duarte and Tripepi Smith & Associates, Inc.

Attachment B – Agreement for Professional Services between City of Duarte and Tripepi Smith & Associates, Inc.

Attachment C – Tripepi Smith & Associates, Inc. Communications and Social Media Services Proposal

**AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES BY AND BETWEEN
CITY OF DUARTE AND TRIPEPI SMITH & ASSOCIATES, INC.**

THIS AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES BY AND BETWEEN CITY OF DUARTE AND TRIPEPI SMITH & ASSOCIATES, INC. ("**Amendment No. 1**") is entered into by and between the CITY OF DUARTE, a municipal corporation ("**City**"), and TRIPEPI SMITH & ASSOCIATES, INC. a California corporation (Consultant"), as follows: "

RECITALS:

A. In or about June 1, 2020, the City and Consultant entered into a Professional Services Agreement to execute work related to internally focused resident and business communications ("**Existing Agreement**").

B. City and Consultant desire to enter into the Amendment No. 1 to the Existing Agreement as set forth below.

AMENDMENT:

NOW, THEREFORE, for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the City and Consultant agree as follows:

Section 1. Amendments to Existing Agreement. The Existing Agreement is amended as follows:

A. Replace Section 1. **TERM** in the Existing Agreement with the following:

This Agreement shall commence on the effective date and be extended from the Effective Date and shall remain and continue in effect until October 31, 2020, or until the tasks listed in the Scope of Services are completed, unless sooner terminated pursuant to the provisions of this Agreement. The term may be extended upon execution of a written amendment between the parties.

B. Replace Section 3. **COMPENSATION** in the Existing Agreement with the following:

In no event shall the total amount paid for services and reimbursement of expenses rendered by Consultant under this Agreement exceed the sum of Thirty-Five Thousand Dollars (\$35,000)

C. No Other Amendments. Except as set forth above, the Existing Agreement shall remain in full force and effect.

[NEXT PAGE FOR SIGNATURES]

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment No. 1 to be effective as of the date approved by City's City Council.

CONSULTANT

Date: _____

By: _____
Ryder Todd Smith, President

CITY OF DUARTE

Date: _____

By: _____
Daniel Jordan City Manager

ATTEST:

Marla Akana, City Clerk

APPROVED AS TO FORM:

Dave Cosgrove, City Attorney

CITY OF DUARTE
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is made and effective as of **November 1, 2020** ("Effective Date"), by and between the **CITY OF DUARTE**, ("City") and **Tripepi Smith & Associates, Inc.** a California corporation ("Consultant"). City and Consultant may sometimes herein be referred to individually as a "party" and collectively as the "parties." In consideration of the mutual covenants and conditions set forth herein, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

1. TERM

This Agreement shall commence on the Effective Date and shall remain and continue in effect until **October 31, 2022**. The term may be extended upon execution of a written amendment between the parties.

2. SERVICES AND PERFORMANCE

- A. Consultant shall provide the City with the services described in the Scope of Work attached hereto as Exhibit "A."
- B. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first-class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder.
- C. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for City to enter into this Agreement. Therefore, without the prior written approval of City, which may be given or withheld at City's sole and absolute discretion, Consultant shall not (i) contract with any other entity to perform in whole or in part the services required hereunder, or (ii) transfer, assign, convey, or encumber (voluntarily or by operation of law) this Agreement.
- D. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.
- E. Consultant shall provide all services rendered hereunder in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included, and this Agreement shall be read and enforced as though they were included.

3. COMPENSATION

- A. Subject to subparagraph (b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."
- B. Consultant shall be paid on a monthly basis and shall submit monthly invoices/reports to City, as provided more specifically in Exhibit B hereto, within ten (10) days following the end of each billing cycle, showing actual services performed. Consultant shall be paid on the next regular council warrant after all required paperwork is submitted. If the City disputes whether Consultant has earned its fee or any portion, City shall give written notice to Consultant within thirty (30) days of receipt of Consultant's monthly report stating the basis for such dispute.

4. MANAGEMENT

- A. For purposes of this Agreement, the City designates the following individual as its Project Manager:

Victoria Rocha
Management Analyst
1600 Huntington Drive
Duarte, CA 91010
(626) 357-7931
vrocha@accessduarte.com

- B. For purposes of this Agreement, the Consultant designates the following individual as its Project Manager:

Saara Lampwalla
Business Analyst
P.O. Box 52152
Irvine, CA 92619
(909) 272-0411
saara@tripepismith.com

- C. Either Party may change its Project Manager or contacts upon written notice to the other Party.

5. SUSPENSION OR TERMINATION OF AGREEMENT

- A. City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving written notice upon Consultant. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. In the event this Agreement is suspended or terminated pursuant to this subparagraph (a), Consultant shall submit a final report to the City pursuant to Section 3, and City shall be entitled to receive a return of the fee paid to Consultant, or portion thereof, if the reason for the termination

is failure by Consultant to have timely performed the services set forth in Exhibit "A." In City's sole and absolute discretion, prior to effecting a suspension or termination pursuant to this subparagraph (a), the City may first serve upon the Consultant a written notice of the default specifying the default and the amount of time that Consultant shall have to cure, correct, or remedy the default. In the event that the Consultant fails to cure the default within the specified period of time, the City shall have the right to immediately terminate this Agreement pursuant to subparagraph (a). Notwithstanding any other provision of this Agreement to the contrary, City's termination of this Agreement pursuant to this subparagraph (a) shall not preclude or prejudice any other remedy to which City may be entitled in law or in equity.

- B. Consultant may terminate this Agreement only due to a material breach by City, and only upon not less than thirty (30) days' prior written notice to the City which notice shall specify the material default. Upon receipt of such notice, City may, but shall not be obligated to, effect to remedy of such default.

6. RECORDS AND OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to produce an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of four (4) years after receipt of final payment
- B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. Consultant shall provide such items to City promptly upon completion of the Agreement. Any use of such documents for other projects by the City shall be without liability to Consultant.
- C. Any information gained by Consultant in the performance of this Agreement shall be considered confidential and such information and the reports, records, documents and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly or to any other client of Consultant without the prior written approval of the City Manager.

7. INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City from and against all damages and liability caused by the negligent actions or willful misconduct of the Consultant or its employees, agents, or representatives. Consultant shall not be responsible for any damages or liability to the extent caused by the negligence or willful misconduct of the City or any of its employees, agents, or representatives acting in an official capacity.

8. INSURANCE

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

- A. Commercial General Liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per occurrence.
- B. Business Auto Coverage written on a per accident basis in an amount not less than \$1,000,000 per accident. If Consultant or Consultant's employees use personal autos in connection with the performance of work under this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person.
- C. Worker's Compensation providing statutory benefits as required by California law.
- D. Professional Liability or Errors and Omissions Insurance designed to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate.
- E. All of the insurance policies required hereunder, except the worker's compensation insurance, shall comply with the following requirements:
 - (1) All insurance shall be written by insurers that are admitted and licensed to do business in the State of California and with A.M. Bests rating of B++ or better and a minimum financial size VII.
 - (2) The policies shall be endorsed to name the City and its officers, officials, employees, agents, and volunteers as additional insureds.
 - (3) All of Consultant's insurance: (i) shall contain no special limitations on the scope of protection afforded to the additional insureds; (ii) shall be primary insurance and any insurance or self-insurance maintained by the additional insureds or any of them shall be in excess of the Consultant's insurance and shall not contribute with it; (iii) shall be "occurrence" rather than "claims made" insurance; (iv) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (v) shall prohibit Consultant from waiving the right of subrogation prior to a loss except for professional liability; and (vi) shall not contain

any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured.

- (4) The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change.
- F. Consultant shall renew the required coverage annually as long as City or its employees or agents face an exposure from the Consultant's operations pursuant to this Agreement. Termination of this obligation shall survive the termination or expiration of this Agreement and shall not be effective until City executes a written statement to that effect.
- G. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance evidencing the above insurance coverages and said Certificates of Insurance are reasonably approved by the City. Certificates are to reflect that the insurer will provide 30 days written notice to City of any cancellation of coverage. In the event any of said policies of insurance are reduced in limits or cancelled for any reason, the Consultant shall, prior to the cancellation date, submit new evidence of insurance, in conformance with this Paragraph 8.
- H. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.
- I. Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice but has the right to monitor the handling of any such claim or claims if they are likely to involve City.

9. INDEPENDENT CONSULTANT

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

this Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. NO UNDUE INFLUENCE

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

11. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

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

12. COVENANT AGAINST DISCRIMINATION

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through it, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

13. NONLIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer, official, employee, agent, representative, or volunteer of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

14. NOTICES

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

If to City: City of Duarte

Daniel Jordan
City Manager
1600 Huntington Drive
Duarte, California 91010

If to Consultant: Tripepi Smith & Associates, Inc.
Ryder Smith
P.O. Box 52152
Irvine, CA 92619

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

The internal laws of the State of California, without regard to principles of conflicts of laws, shall govern the interpretation of this Agreement. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding anything in this Agreement to the contrary, in no event shall Consultant be entitled to economic or consequential damages or to punitive damages. In the event of any litigation arising from or related to this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney fees, expert witness fees, and other related expenses. The Superior Court of the County of Los Angeles shall have exclusive jurisdiction over any litigation between the parties hereto concerning this Agreement. Service of process on City shall be made in the manner required by law for service on a public entity. Nothing herein is intended to, or does, waive any claims presentation requirement under the Tort Claims Act, or otherwise, for actions against a public entity. Service of process on Consultant shall be made in any manner permitted by law and shall be effective whether served inside or outside of California.

16. RIGHTS AND REMEDIES ARE CUMULATIVE; AND WAIVER

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

17. SEVERABILITY

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

18. INTERPRETATION; ENTIRE AGREEMENT

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect.

19. EXECUTION OF CONTRACT

Each party represents and warrants to the other that (i) such party is duly organized and existing, (ii) the person whose signature appears below on such party's behalf is duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

[end –signature page follows]

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

CITY OF DUARTE

TRIPEPI SMITH & ASSOCIATES, INC.

By _____
Daniel Jordan, City Manager

By _____
Ryder Todd Smith, President

Date: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES

November 1, 2020 – October 31, 2022

Consultant shall execute work related to internally focused resident and business communications, as follows:

CONTRACT DELIVERABLES

As a part of the baseline retainer fee of \$7,860.00 per month, Contractor will provide:

- Project management, check-In calls, online living agenda, pre/post call documentation (Weekly)
- Social media management, monitoring and promotion strategy, in collaboration with City Staff (Averaging 10 posts a week) posted on Facebook, Twitter, Instagram and occasionally LinkedIn. Up to 3 posts on Nixle
- News articles or press releases (4 Article per Month) of up to 600 words each article for website and/or newsletters
- Maintain an editorial calendar for City stories and newsletter with a Quarterly Planning meeting with senior staff

Contractor will provide additional services below at the corresponding monthly rates listed:

- Website support, \$495.00 per month
 - In year one of the contract, Tripepi Smith will assist in the selection and implementation of a new City website that may include proposal review, interface design input and staff training.
 - In year two, website support will include up to ten (10) hours a month, as needed by City, in change/content management support.
- City Newsletter Design, \$1,300.00 per month
 - Design, layout and print vendor coordination. (Excludes printing fees by City's chosen vendor)

The above items are defined as “in scope work” hereunder and will be delivered on a regular monthly basis for a total monthly fee of \$ 9,655.00 per month.

Additionally, Contractor will provide the below one-time services: in the first year:

- Express Communications Assessment and Style Guide, \$4,000-\$12,500 fixed
 - The scope of the Express Communications Assessment and Style Guide work is to be determined, but the scope and related costs shall not exceed \$12,500
 - For the Express Communications Assessment, payment will be made in three fixed payments of 30% at kickoff, 30% upon draft delivery, and 40% upon final acceptance of report.

- For the Style Guide, two fixed payments of 50% at kickoff and 50% at final acceptance will be made.
 - Final prices for each are to be determined based upon scope review and city staff review of the prior assessment completed by Consultant.
- City Newsletter Redesign, \$2,250 one-time fee
 - Design fee paid upon delivery

EXHIBIT B

Consultant will invoice City on a monthly cycle. Consultant invoice will specify in-scope work versus ad hoc or “out of scope” work on invoice. Ad hoc or “out of scope” work will include a detailed report that indicates the amount of budget spent on each task.

KEY PERSONNEL & COMPENSATION

1. Consultant’s designated representative(s) who are authorized to perform services under this Agreement are: Ryder Todd Smith, Principal or Nicole Smith, Principals; Kevin Bostwork, Art Director; Cameron Grimm, Senior Business Analyst; Melanie James, Senior Business Analyst; Kjerstin Wingert, Senior Graphic Artist; Skylar Hunter, Videograph/SenBusiness Analyst; Saara Lampwalla, Business Analyst; Clare Burgess, Junior Business Analyst and Molly Lockwood, Junior Business Analyst. Additional resources can be assigned within the team as needed.

AD HOC FEE SCHEDULE

For any work outside of the above-defined “in scope work” Consultant shall perform the following services, as and when authorized by the City, at the following rates.

Consultant has advised City, and City has agreed, that Consultant will, at times, work with subcontracted videographer resources to deliver on projects for the City.

AD HOC RATES (If on Retainer)

<u>Title/Position</u>	<u>Rate (Per Hour)</u>
Principal	\$220.00
Director	\$160.00
Senior Business Analyst	\$120.00
Business Analyst	\$85.00
Junior Business Analyst	\$65.00
Graphic Artist	\$85.00
Senior Graphic Artist	\$110.00
Website Developer	\$130.00

SUBCONSULTANTS:

<u>Title/Position</u>	<u>Rate (Per Hour)</u>
Videographer	\$85
Drone Operator	\$150

ANNUAL COST ADJUSTMENT

Effective at the conclusion of the first two years of the contract, should both parties choose to extend the agreement, a cost of living or inflation adjustment at an amount mutually agreeable to the parties shall be applied to all rates and fixed prices noted above.

SPECIAL EQUIPMENT FEES

Certain equipment required for video production work will be charged by Consultant, subject to prior approval by City, as follows:

Drone Fee: \$500 day

One Day Video Equipment Fee (>4 hours onsite time): \$550

Half-Day Video Equipment Fee (4 hours or less onsite time): \$350

FIXED FEE PROJECTS

When mutually agreed upon in writing by the City and Consultant, in lieu of ad hoc hourly rates, Consultant may charge a fixed price on defined projects.

TRAVEL COSTS

Travel to the City of Duarte will be billed for ad hoc work. Under the retainer scope, one trip to City Hall during the 3-month term of the contract is within the scope.

For ad hoc work, if Consultant's work onsite is four hours or longer, no travel time will be billed.

Any billing by Consultant for travel must be for travel authorized in advance by City.

PAYMENT

Consultant's in scope work will be invoiced on the 15th of each month. Consultant will separately invoice for ad hoc work on the last day of each month for that month's ad hoc work. Terms are net 30 days. Milestone fees will be billed as milestones are hit.

INSURANCE

Consultant will provide required certificates of insurance prior to signing a contract.

PRINTING FEES

Printing sub consultants used by Consultant are subject to City's prior written approval. Such printing sub consultants will bill the City directly for work. Such charges may be billed through Consultant, with a 10% handling or overhead charge by Consultant. Such use of Consultant Agency Fees must be authorized by the City.

DIGITAL ADVERTISING FEES

Consultant is a Google Partner, Constant Contact Solution Provider, and has Facebook Certified staff. Any charges for such digital advertising, shall be invoiced directly to City when possible and is preferred. Such charges may be billed through Consultant, with a 10% handling or overhead charge by Consultant. Such use of Consultant Agency Fees must be authorized by the City.

Response submitted for:
RFP Communication and Social Media Services

CITY OF DUARTE



Submission Date: Monday, September 28, 2020 (6 PM)

VALID FOR 30-DAYS

By: Ryder Todd Smith, Co-founder, Tripepi Smith

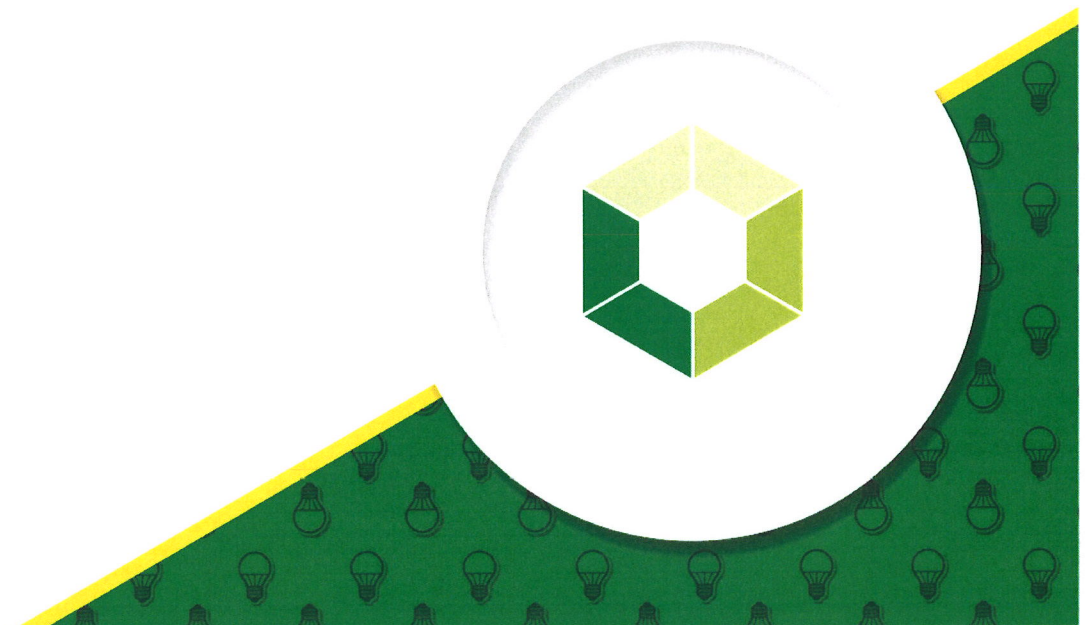




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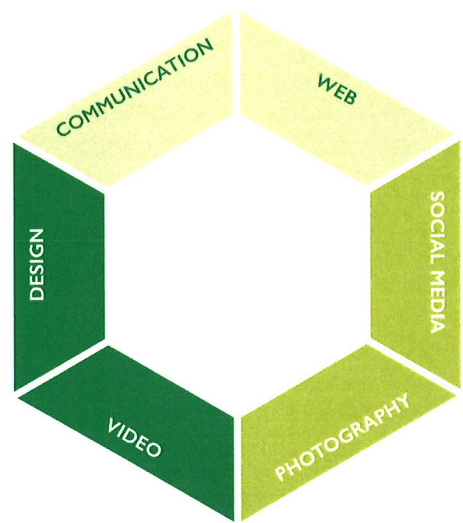
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SECTION 1: VENDOR INFORMATION AND COVER LETTER

VENDOR INFORMATION FORM

Legal Contractual Name: Tripepi Smith & Associates, Inc.

Mailing Address: PO Box 52152, Irvine, CA 92619

Contact Person & Title: Ryder Todd Smith, Co-Founder & President

E-mail Address: ryder@tripepismith.com

Phone: (626) 536-2173

Your Firm is: **(check one)**

☒ Corporation

☐ Limited Liability Partnership

☐ Partnership

☐ Sole Proprietorship

☐ Individual

☐ Joint Venture

If corporation, incorporated under laws of the State of: _____

Names of Individuals with Authorization to sign contracts (Corporations and Partnership require at least two signatures):

Ryder Todd Smith, Co-Founder & President

Nicole D. Smith, Co-Founder & Chief Financial Officer

Federal Tax Identification Number: 73-1642614

City of Duarte Business License Number: _____

(Duarte business license will be required of the successful Proposer)



Cover Letter

Thank you for the opportunity to present Tripepi Smith's services in response to the City of Duarte's RFP for Communication and Social Media Services. While Tripepi Smith is already actively involved in supporting the City's communications, this proposal will outline how our team of policy experts and creative professionals can more broadly deliver communications for the City of Duarte. This document will describe Tripepi Smith and our approach to the scope of work requested, as well as our cost proposal.

Tripepi Smith is a team of 22 communications experts—robust enough to offer experienced and effective professionals for the job, yet small enough to be nimble and responsive. Tripepi Smith offers a spectrum of skills that allows us to match the appropriate resource to the task at hand, letting us execute faster and reduce engagement costs. These resources vary by both years of experience and core hard skills (graphic design versus videography versus writing versus social media, for example). The result: we have an ability to tell a complete story across mediums, all within our one team.

Tripepi Smith is a force multiplier for the communication operations of cities across California. From City of Napa to Coronado and out to Indian Wells; Tripepi Smith is actively working with dozens of city governments and public agencies. We gain knowledge in insights from the breadth of client work and share that knowledge with our city clients. No other firm has the client depth and diversity that Tripepi Smith offers. Another plus: Tripepi Smith is based primarily in Southern California, and all but three of our team members are within reasonable driving distance of Duarte city hall (reasonable by SoCal standards!).

Authorization

As co-founder and president of Tripepi Smith, I am qualified to enter into agreements with the City of Duarte and to make the statements below on behalf of the firm. This proposal is valid for thirty (30) days from September 28, 2020.

Regards,

Ryder Todd Smith
Co-Founder & Chief Executive Officer
Tripepi Smith
(626) 536-2173 • ryder@tripepismith.com • FAX: (949) 679-8371



SECTION 2: FIRM EXPERIENCE

Projects of Similar Scope

Tripepi Smith is currently actively engaged with several local government agencies throughout Southern California. The following are just three sample engagements that align with the services and scope the City has requested in their RFP.

1. The **City of Culver City** has been one of Tripepi Smith's largest and most expansive engagements. Our primary delivery has been focused on social media management, but in this hip, active, upscale Westside city, that has meant posting to social media three to five times per day and vigilantly monitoring public responses and community discussion forums. We provide a monthly detailed metrics report to the client on the overall outreach numbers for the City to ensure clarity on both the quality of content *and* the overall distribution of that content to members of the community. Additional work has entailed press release and news article writing, webpage development, editorial calendar creation and maintenance, media relations, strategic messaging, graphic design of the parks and recreation brochure, video production, revenue measure outreach and education regarding officer involved incidents related to body camera footage.
 - 👤 Project Team: Director Jon Barilone, Business Analyst **Saara Lampwalla**, Junior Business Analysts Alexandra Applegate and Kaetlyn Hernandez
 - 👤 Date Completed: Ongoing
 - 👤 Total Project Cost: \$69,000 per year currently
2. Tripepi Smith has been engaged with the **City of La Cañada Flintridge (LCF)** for more than five years as their contract PIO service. LCF is a small contract city with less than 30 fulltime staff. They contract for an array of services, such as public safety, engineering and inspection services. LCF conducts weekly phone calls with Tripepi Smith to lay plans for our communications with regard to upcoming community issues or for social media posts. Tripepi Smith monitors local community group Facebook discussion boards to identify emerging issues early. A core delivery of our work is a quarterly newsletter that is mailed to every household in the city. The LCF Vista is a three panel, 8.5 x 11 format newsletter that the City has completely relied upon Tripepi Smith to produce. Our work involves planning the editorial calendar with senior leadership, interviewing subject matter experts to write the stories, executing all the design layout and custom graphic work for the newsletter and then managing the printing and mail house process to ensure timely delivery to residents. This print newsletter is one of the primary drivers for community education and outreach. Additionally, in late 2019, Tripepi Smith was selected as LCF's website developer of choice through an RFP process and subsequently executed and launched a new website (utilizing the WordPress platform) for the City. Additional work has involved graphic design, custom stock photography and video production.
 - 👤 Project Team: Senior Business Analyst **Cameron Grimm**, Senior Business Analyst **Melanie James**, Senior Graphic Artist **Kjerstin Wingert**, Business Analyst Karen Villaseñor, Business Analyst **Skylar Hunter**, Junior Business Analyst **Molly Lockwood**

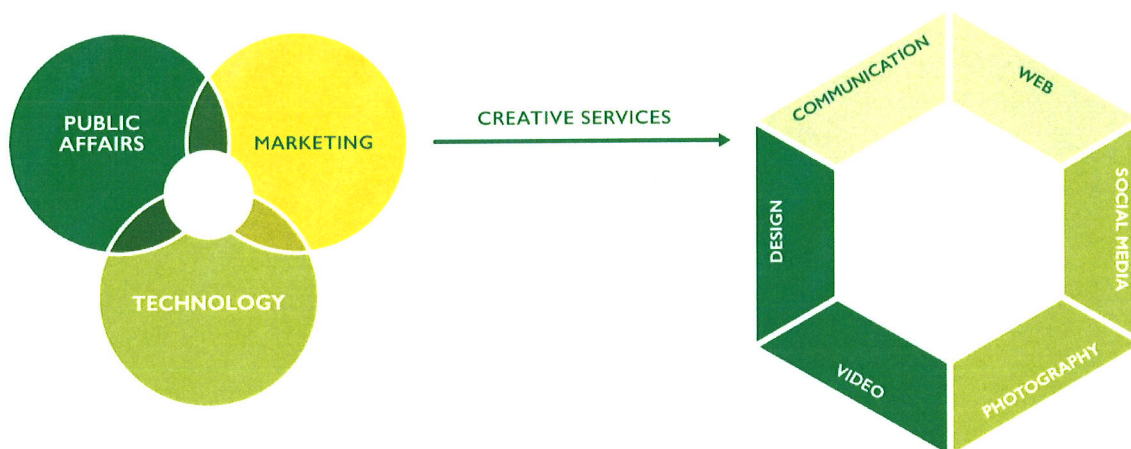


- 📁 Date Completed: Ongoing retainer; website redo (December 2019)
 - 📁 Total Project Cost: \$61,260 per year currently; \$22,550 for website build/redesign and hosting
3. In the **City of Hawaiian Gardens**, Tripepi Smith has been engaged in a multi-year effort to advance communications in the City in cooperation with the city manager's office. Our work has included press releases, photography, graphic design, content writing and social media management. Though we have a broad and consistent engagement with the City, all the work is done on a time and materials basis, allowing them maximum flexibility to engage us whenever they need. In some months, when needs ramp up, we will surge additional staff to support the client, then return to a more normal pace as needed. The account ably demonstrates our capacity to rally troops to help out in difficult situations.
- 📁 Project Team: Director Jon Barilone, Senior Business Analyst Bria Balliet, Junior Business Analyst **Clare Burgess**
 - 📁 Date Completed: Ongoing
 - 📁 Total Project Cost: \$60,000 per year



Additional Firm Background and Experience

Tripepi Smith excels at public affairs. We work in a complex environment where successful communications go hand-in-hand with marketing and technical expertise. As a full-service public affairs and creative services firm, Tripepi Smith delivers strategy, outreach and design tailored for local government, public agencies, nonprofits and private companies—each strongly represented in our client list.



At Tripepi Smith, experienced Directors and Analysts drive strategy and implement messaging. Eight full-time creative professionals generate compelling branding, websites, design, social media, photography and video. The collaboration between Creative Services and Analysts keeps communications engaging and on-message, and a diversity of skillsets and expertise allows Tripepi Smith to offer clients exactly the level of service they need.

Tripepi Smith
2 Co-founders
3 Directors, Communications
9 Business Analysts

Tripepi Smith Creative Services
1 Art Director
3 Graphic Designers
2 Videographers
2 Hybrid Creatives (graphic design, photography)



Grounded in civic affairs: Co-founder and CFO Nicole Smith is a 2nd generation civic affairs professional (her father was a city manager for 28 years), and co-founder and president of Tripepi Smith, Ryder Todd Smith brings over a decade of public agency marketing and communications experience to the table.

Services

Strategy, Marketing, Communications

- 🌱 Strategic development, research, surveys, messaging
- 🌱 Social media management
- 🌱 Web and social media strategy, optimization (SEO), metrics
- 🌱 Web hosting and support
- 🌱 Email campaigns
- 🌱 Relations (media, stakeholders, public, government)
- 🌱 Support and training for events, presentations and virtual gatherings
- 🌱 Google AdWords, LinkedIn and Facebook advertising

Creative Services

- 🌱 Full-service graphic design for digital, print and outdoor
- 🌱 Brand and logo development
- 🌱 Content generation, writing and editorial
- 🌱 Output services (digital distribution, print management, mail management)
- 🌱 Photography, illustration and information graphics
- 🌱 Video and animation
- 🌱 Web design and implementation

Legal Structure and Financial Matters

Tripepi Smith is a California S Corporation. Ownership is equal split between co-founders Nicole D. Smith and Ryder Todd Smith.

Tripepi Smith has been incorporated since 2002 and has generated a profit every year it has been in operation. We have never had a legal claim filed against us and have never failed to fulfill a contract commitment.



Client Roster

Tripepi Smith has been selected to work with over sixty local government agencies to help with their communications. We can provide you with contacts at any of these clients if desired and are confident you will find them to be quite happy with our services. City or city-related clients who we are currently actively supporting are indicated in **bold**.

California City Management Foundation

City of Aliso Viejo

City of American Canyon

City of Azusa

City of Bellflower

City of Claremont

City of Coronado

(City of) Culver City

City of Cupertino

(City of) Daly City

City of Danville

City of Duarte

City of El Cerrito

City of Fountain Valley

City of Fullerton

City of Grover Beach

City of Hawaiian Gardens

City of Huntington Beach

City of Indian Wells

City of Industry

City of Irvine

City of La Cañada Flintridge

City of La Palma

City of La Puente

City of La Verne

City of Lake Forest

City of Laguna Hills

City of Laguna Niguel

City of Lancaster

City of Livermore

City of Lomita

City of Lynwood

City of Manhattan Beach

City of Manteca

City of Martinez

City of Millbrae

City of Morgan Hill

City of Murrieta

City of Napa

City of Norwalk

City of Orange

City of Palm Desert

City of Palmdale

City of Paramount

City of Pismo Beach

City of Placentia

City of Pomona

City of Rancho Palos Verdes

City of Rancho Mirage

City of Riverbank

City of Rolling Hills Estates

City of Santa Ana

City of Santa Clarita

City of Santa Cruz

City of Santa Paula

City of Saratoga

City of Stanton

City of South Gate

City of Tracy

City of Vallejo

City of Vista

City of Walnut

(City of) Yuba City

Town of Windsor

CalChoice Energy CCA

California Joint Powers Insurance Authority

Citrus Heights Water District

Claremont McKenna College

Costa Mesa Sanitary District

El Toro Water District

Independent Cities

Finance Authority JPA

Inland Empire Utilities Agency

League of California Cities

Municipal Management Association of Northern California

Municipal Management Association of Southern California

Orange County City Manager Association

Orange County Sanitation District

Palmdale Water District

Rowland Water District

San Gabriel Valley City Managers' Association

Bellflower-Somerset Mutual Water Company

South Orange County Wastewater Authority



Local Government Affiliation and Support

Tripepi Smith is firmly committed to the local government work and actively supports the local government association and professional staff who make cities work. Our sponsorship and affiliation with professional industry groups includes:

-  California City Management Foundation
-  League of California Cities
-  California Contract Cities Association
-  Orange County City Manager Association
-  Cal-ICMA
-  San Gabriel Valley City Managers' Association
-  Municipal Management Association of Northern California
-  Municipal Management Association of Southern California
-  Institute for Local Government
-  University of Southern California City/County Management Association



SECTION 3: PROJECT TEAM

Proposed Team

It is anticipated that Saara Lampwalla, Business Analyst at Tripepi Smith, will be the client lead. Saara will handle logistics, coordination and project management. Tripepi Smith Principal Ryder Todd Smith will make leadership presentations, facilitate requested community discussions and actively participate with senior staff in ideation and brainstorming when needed. Junior Business Analysts Molly Lockwood and Clare Burgess will provide agenda management, editorial calendar maintenance, social media coordination, writing support, metric dashboard creation and other duties as assigned. Art Director Kevin Bostwick will provide creative direction of print and digital materials. Execution of design and print will be handled by Kjerstin Winger, Senior Graphic Artist. She will additionally be available for photography services. With support from Business Analyst Skylar Hunter, Senior Business Analyst Cameron Grimm will act as video production lead. Cameron will also provide project management support as needed. Senior Business Analyst and Graphic Artist, Melanie James, will direct the design vision the website revamp.

Tripepi Smith has consistently delivered high-quality writing, impressive visuals and constructive insights that benefit our residents. Indian Wells wants to ensure we communicate with both residents and businesses, and Tripepi Smith has helped improve and heighten our outreach and engagement efforts for each of those groups.

Chris Freeland
City Manager
City of Indian Wells



Ryder Todd Smith



Kevin Bostwick



Cameron Grimm



Melanie James



Kjerstin Winger



Saara Lampwalla



Skylar Hunter



Molly Lockwood



Clare Burgess

Team Details

(see the Resume appendix for full professional experience, education and degrees)

Team Member	Role Description
Ryder Todd Smith Principal <i>Role: Strategy</i> Based in Tustin, CA	Ryder has a mixed background in the worlds of government relations, technology and marketing. He served as the SVP of Operations and Chief Information Officer for a software-as-a-service startup in the financial services sector. Prior to that, he was the technology manager for a regional staffing firm. Ryder leads Tripepi Smith and is the ultimate project owner on all work handled by the firm. He is the creator of the City Internet Strategies Study, publisher of the Civic Business Journal, publisher of PublicCEO and a frequent speaker on the local government circuit. His insights have been published in Western City and PM magazines. He volunteers his time as vice chair of the Rose Institute of State and Local Government Board of Governors and previously served as a Planning Commission for the City of Tustin. Ryder graduated from Claremont McKenna College with a Bachelor of Arts in Philosophy, Politics, Economics and a dual degree in Economics.
Kevin Bostwick Art Director <i>Role: Design Lead</i> Based in Claremont, CA	Kevin's prior work generating branding and media makes him the ideal lead designing communication for organizations and initiatives. As an experienced Art Director and creative manager, he delivers powerful ideas visually. Kevin's client work includes Claremont McKenna College, City of Aliso Viejo, City of Cupertino, Pivot Charter Schools, City of Napa, California Joint Powers Insurance Authority and Renne Public Law Group.



Cameron Grimm

Senior Business Analyst

Role: Video Production

Lead, Project

Management Support

Based in Rio Rancho,
NM

Cameron is a video storyteller and account manager. She has worked a range of video projects, including short form online-only content and longer format event documentation. Additionally, she is a writer and the Client Lead on the City of Indian Wells where she has provided writing support, critical messaging and video production services. Cameron also worked to maintain the brand of Claremont McKenna College in her role there as Director of Creative Services (as successor to our own Katherine Griffiths). Her clients include City of Indian Wells, City of La Cañada Flintridge, City of Sunnyvale, City of Carson and Culver City.

Melanie James

Senior Business Analyst

Role: Website Strategy

Lead

Based in Costa Mesa,
CA

Melanie is a talented graphic artist, expert on the WordPress platform and a skilled project manager. She has quickly developed a full suite of creativity skills rooted in her formal graphic arts education. Her skills cover the full Adobe Creative Suite into HTML and CSS. In addition, she has managed an array of projects ranging from robust digital advertising campaigns to comprehensive video production. Her clients include City of Bellflower, City of Huntington Beach, City of Tracy, City of South Gate, City of Fullerton, Rowland Water District, Public Water Agencies Group, Santa Clara County Fire Department and Inland Empire Utilities Agency.

Kjerstin Wingert

Senior Graphic Artist

Role: Design Support

Based in Long Beach,
CA

Kjerstin is a skilled graphic artist with formal graphic arts education from Golden West College in Huntington Beach. She has advanced knowledge of various creative platforms including Adobe Illustrator, Adobe Photoshop and Adobe InDesign. Kjerstin has experience leading an array of creative projects, including layout, graphic design, illustration and creative concept development. Her clients include City of La Cañada Flintridge, Inland Empire Utilities Agency, City of Culver City, City of Walnut, City of Cupertino, City of Saratoga, City of Livermore and the California Joint Powers Insurance Authority.

Saara Lampwalla

Role: Strategy and

Quality Assurance,

Account Lead

Based in Long Beach,
CA

Saara is Tripepi Smith's own marketing manager, creating content and managing the firm's marketing strategy as well as providing creative direction on brand voice, print collateral, advertising and video. Since joining the firm in 2017, Saara has honed her skills in writing press releases and articles, social media strategy development and analysis, website management, email marketing, inbound marketing, event planning, video production and partner management. Her clients include the City of Culver City, City of Duarte, San Gabriel Valley City Managers' Association, Orange County City Managers Association, University of Southern California City/County Management Fellowship, Institute for Local Government, League of California Cities, Climatec and FlashVote.



Skylar Hunter

Role: Video Production Support

Based in Lake Elsinore, CA

Skylar joined the City of Lake Forest as a Public Relations specialist where he specialized in film production, graphic design, writing, and social media advertising. During his tenure at the City, Skylar served as the in-house videographer producing the City's Mayor's Minute weekly video series and the Meet the Mayor/State of the City short film. Skylar was responsible for redesigning and generating content for the City e-Newsletter redesigning the City's website and developing content for the City's bi-monthly physical publication. A natural innovator, he took the lead on engineering and producing the livestream of City Council meetings via Facebook Live, making Lake Forest the first city to allow public comment through Facebook live chat. He is committed to effective communications and passionate about bridging the gap between clients and their audiences through compelling and creative media. Skylar's clients include the City of Huntington Beach, City of Lynwood, California Joint Powers Insurance Authority and Renne Public Law Group.

Molly Lockwood

Jr. Business Analyst
Role: Client Support

Based in San Juan Capistrano, CA

Molly is a creative and technical writer with a diverse background in strategic communications. She recently completed her B.A. in Philosophy, Politics and Economics with a Legal Studies sequence at the Claremont Colleges. Before joining Tripepi Smith, Molly gained public agency experience as an intern investigator the Public Defender Service for the District of Columbia. She also edited and published a surf magazine during her undergraduate career, which allowed her to develop leadership experience in content curation, social media management, website building and the print medium. Her clients include the City of Duarte, City of Grover Beach, Civiltec Engineering, Inc. and the California City Management Foundation.

Clare Burgess

Jr. Business Analyst
Role: Client Support

Based in Westwood, CA

Clare is a recent graduate from Claremont McKenna College and has already demonstrated impressive ability for public policy. She brings her fresh perspective to communications, digital campaigns and e-news. Clare also provides project management and account support for clients and excels at social media management and digital platforms. Her client work includes City of Duarte, City of La Cañada Flintridge, City of Santa Paula and the San Gabriel Valley City Managers' Association.

Resumes for this team and all team members who may be assigned to the Duarte engagement at included as Appendix A in the back of this response.

Of course, Tripepi Smith is a collaborative firm, with many available skillsets, with each available as needed. Our team of 22 professionals are shown below.



Tripepi Smith Complete Personnel

	Ryder Todd Smith Co-founder President	Nicole Smith Co-founder CFO	
Kevin Bostwick Art Director	Katherine Griffiths Director	Michael Egan Director	Jon Barilone Director
Melanie James Sr. Graphic Designer Sr. Business Analyst	Cameron Grimm Videographer Sr. Business Analyst	Jennifer Nentwig Senior Business Analyst	Emily Mason Senior Business Analyst
Bria Balliet Graphic Designer Sr. Business Analyst	Kjerstin Wingert Sr. Graphic Designer	Karen Villaseñor Business Analyst	Saara Lampwalla Business Analyst
Sara Madsen Jr. Designer Jr. Business Analyst	Skylar Hunter Videographer Business Analyst	Bryn Miller Junior Business Analyst	Alexandra Applegate Junior Business Analyst
		Molly Lockwood Junior Business Analyst	Clare Burgess Junior Business Analyst
		Kaetlyn Hernandez Junior Business Analyst	Sara Scarbo Junior Business Analyst



Graphic Design Services



Creative Management Experience



Additionally, sometimes for video work, printing, niche website development needs or mailing we may use subcontractors. These are often determined at the time of the need, so it is difficult to predict who that will be. However, here is a list of potential firms or people we routinely subcontract with:

-  InfoSend – Print and Mail House Services
-  EMP Media – Video Production Support and Event A/V
-  DLS Printer Services – High-end Printing for Collateral
-  Emily Baker – Voiceover Work
-  Satyen Aghor – Website Development in WordPress



SECTION 4: SAMPLES OF WORK

The following examples highlight work that speaks to the scope of work as outlined in your Communication and Social Media Services RFP.

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>

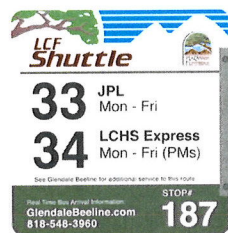
We encourage you to see all the work we have done for clients through our online portfolio at <https://www.tripepismith.com/work>

City of La Cañada Flintridge – Newsletter



Description:

The City of La Cañada Flintridge (LCF) engaged Tripepi Smith in 2014 to perform a communications assessment and provide recommendations for expanding City communications. Our firm was subsequently engaged to perform part time PIO services. Over the years we have delivered revised logos for the City, and consistently delivered a sophisticated, quarterly community newsletter, the LCF Vista.





City of Murrieta State of the City – Video



Description:

Tripepi Smith delivered the first-ever State of the City Video for the City of Murrieta. The video debuted on July 24, 2019 at Mayor Jonathan Ingram's State of the City address. The 19-minute video features more than a dozen interviews of City employees and Murrieta community members to give the viewers a taste of the good life in Murrieta.

"Murrieta has a lot of progress to report, from new infrastructure investments, to innovative public safety and a growing healthcare sector. Our community has seen a lot of growth, yet maintains a commitment to providing high-quality, economical, responsive services to our residents," said Kim Summers, City Manager of the City of Murrieta. "Tripepi Smith guided our team through the storytelling process, capturing the high quality of life we have here in Murrieta, and the resulting video is a product that our whole community can be proud of. The Tripepi team was an excellent partner with the City in executing this project."

The project, led by Tripepi Smith President Ryder Todd Smith and Business Analyst Melanie James, involved a detailed script process, interviews with 20 people over two days and additional b-roll shoots to capture a variety of locations in Murrieta, including parks, healthcare centers, schools, businesses and public safety buildings. Videographers Eric Lowy and Angel Ruiz were key in capturing the City's esteemed quality of life. The video was also supplemented by Murrieta's large photo library and engaged staff.

<https://vimeo.com/286035591>

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>



City of Indian Wells – Infographics



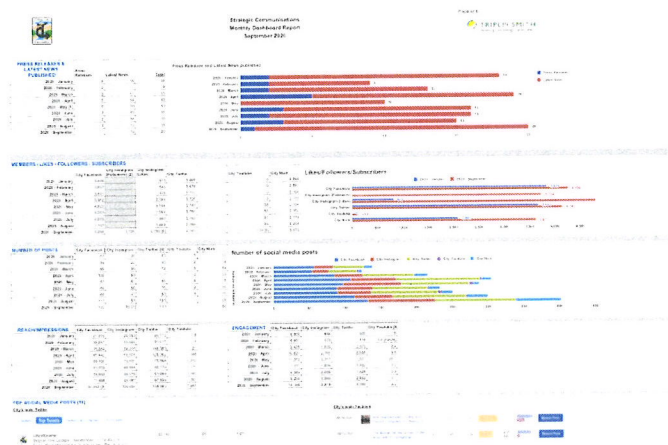
Description:

Tripepi Smith used engaging information graphics to translate their budget data into an engaging "Budget-at-a-Glance" mailer that successfully put the information in front of the community in a digestible way.

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>



City of Duarte - Engagement Report

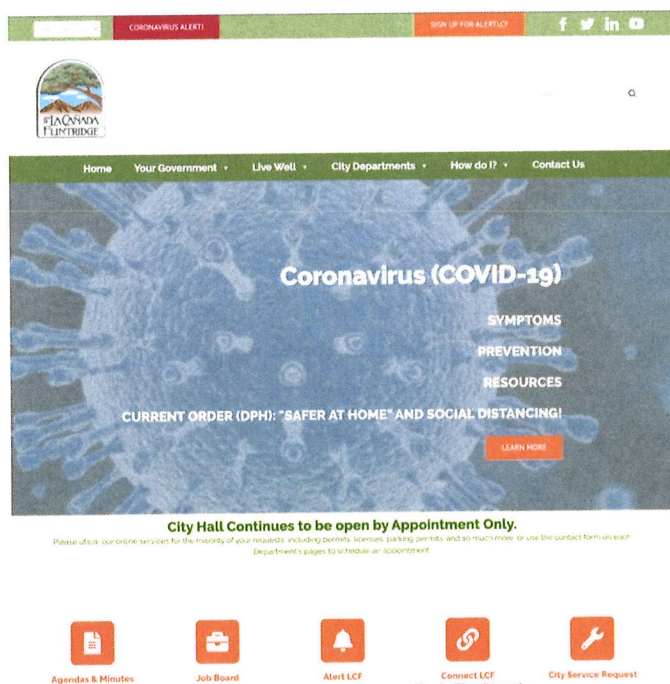


Description:

Tripepi Smith has been providing communication support on a retainer basis for the City of Duarte since June 2020. As part of our engagement, Tripepi Smith provides a monthly dashboard report to City Staff for them to review progress and distribution impacts of their communication efforts. Social media is a major component of the engagement, and Tripepi Smith provides metrics related to social media work to the City Staff each month. This metric report, which is ultimately delivered to City Council provides a critical dashboard into the City's outreach efforts and its existence has helped advance a culture of communication at the City. Tripepi Smith strongly encourages our clients to generate monthly dashboard reports on communication efforts to ensure progress is being measured or shortcoming are being identified.

See Appendix E for full report, page 62.

City of La Cañada Flintridge - Website



Description:

Tripepi Smith delivered a new website for the City of La Cañada Flintridge (LCF) at the end of 2019. The site is built in WordPress and followed our standard development process: Website Specification, Website Design, Programming, Quality Assurance Testing, and Training and Launch. We have done this process dozens of times, and the results have been successful. LCF included a requirement in their RFP for an opensource solution for the website as they wanted to avoid proprietary lock-in. This result was achieved with the Tripepi Smith developed website, which also included important features like ADA compliance, proper embedding of third-party city tools, website security, pop-up alerts and a dead simple content management system that various staff feel comfortable editing. The process took about eight months to complete.

www.cityoflcf.org



SOCWA – Website & Brochure

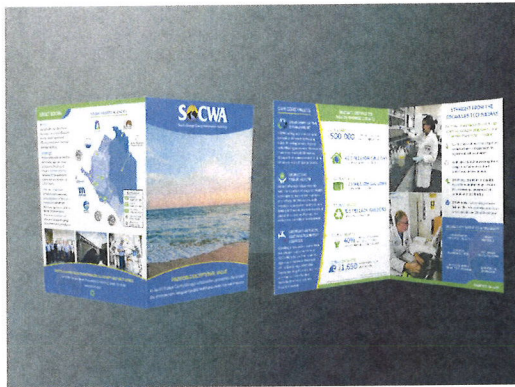


Description:

In addition to designing the SOCWA website, Tripepi Smith created their overview brochure to highlight the role they and their member agencies play, as well as to educate ratepayers on the subject of wastewater treatment.

www.socwa.com

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>



City of Lomita - Website



Description:

Tripepi Smith built a new user-friendly website for the City of Lomita Water Division.

www.lomitawater.com



Inland Empire Utilities Agency - Logo



Description:

The Inland Empire Utilities Agency (IEUA) engaged Tripepi Smith to refresh and rebuild their website. We created a new website for the client and continued maintenance support for them. In addition, Tripepi Smith has handled creative and marketing support surrounding the drought.

www.ieua.org

California JPIA - Brochure



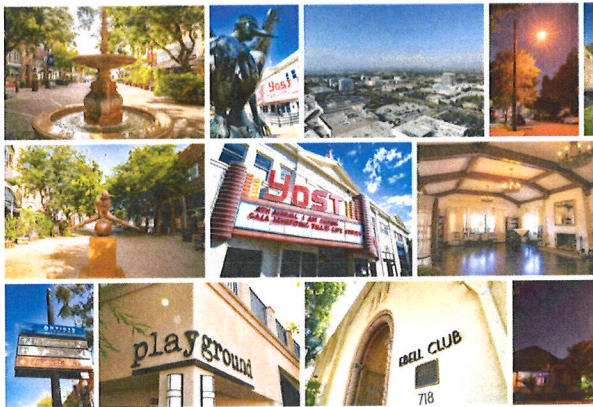
Description:

California JPIA needed a marketing brochure that reflected their commitment to remain the absolute best in their field. Tripepi Smith created a rich, custom cut piece. The logo showed through a small window and special textural varnishes created tactile effects and made the key elements really pop. Tripepi Smith serves JPIA's overall graphic needs.

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>



City Stock Photography

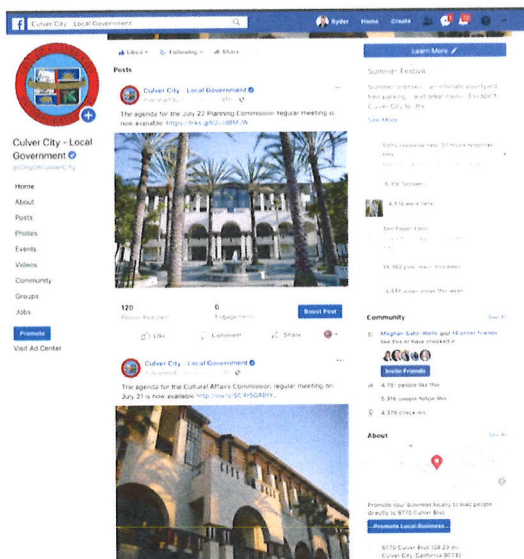


Description:

Tripepi Smith provides a wide array of event, architectural portrait and street photography services. Our team uses high resolution professional DSLR equipment – primarily Sony A7III cameras with premium lens options. This professional equipment is matched with the talent of our team members and their post-production Photoshop and Lightroom skills to generate great results for our clients.

Link to photo gallery available at:
<https://www.tripepismith.com/DuarteRFP>

Social Media for City Brands



Tripepi Smith manages social media channels for several government agencies. The following are examples to review:

<https://www.facebook.com/CityOfCulverCity/>
<https://twitter.com/culvercitygov?lang=en>
<https://www.instagram.com/culvercitygov/?hl=en>

<https://www.facebook.com/CityofSantaPaula/>
<https://twitter.com/santapaulacity>

<https://www.facebook.com/CityOfLaCanadaFlintridge/>
<https://twitter.com/TheCityofLCF/>

<https://www.facebook.com/HawaiianGardens1/>
<https://twitter.com/hawaiiangardens>
<https://www.instagram.com/hgcityca/>

These links also available online:
<https://www.tripepismith.com/DuarteRFP>

MuniTech Academy - Flyer



Description:

Tripepi Smith created promotional flyers for the education branch of the Municipal Information Systems Association of California, MuniTech Academy.

Larger RFP samples available online:
<https://www.tripepismith.com/DuarteRFP>



City of La Cañada Flintridge – Flyer/Mailer



Description:

The City of La Cañada Flintridge tapped Tripepi Smith to create a flyer with tips for preventing the spread of COVID-19 that was mailed to all residents.

These links also available online:
<https://www.tripepismith.com/DuarteRFP>



Livermore - Banners

Temporary Parking Paves Way for L Street Garage

Original parking level of **500+ spaces**,
maintained throughout construction

LIVERMORE

Projected Timeframe

- Stage 1 JUNE '16
- Stage 2 JUNE '16
- Stage 3 JULY '16
- Stage 4 AUG '16
- Stage 5 AUG - OCT '16
- Stage 6 NOV '16 - JAN '17
- Parking Garage (2015 - 2020)

For more information visit
cityoflivermore.net/downtown

Description:

The City of Livermore engaged Tripepi Smith to promote temporary parking at a garage in its downtown.

These links also available online:
<https://www.tripepismith.com/DuarteRFP>

Temporary Parking Paves Way for L Street Garage

500+ spaces during construction,
even more than before!

LIVERMORE

For more information, visit
cityoflivermore.net/downtown



Content Development

The following are sample press releases and stories that Tripepi Smith drafted or helped develop:

These links also available online: <https://www.tripepismith.com/DuarteRFP>

City of Manhattan Beach

City Terminates Employment Agreement with Fire Chief

<https://www.citymb.info/Home/Components/News/News/4803/43>

City Council Expands and Clarifies LA County Public Health Orders

Closures and Operational Requirements of Numerous Business Types

<https://www.citymb.info/Home/Components/News/News/4701/4811?npage=1&arch=1>

City of Grover Beach

Help Shape Grover Beach by Pursuing a Position on the City Council or Planning Commission

<http://www.groverbeach.org/ArchiveCenter/ViewFile/Item/1808>

City of Santa Paula

Santa Paula adopts balanced budget for Fiscal Year 2020/21

<https://spcity.org/CivicAlerts.aspx?AID=31>

Santa Paula's Local Sales Tax Dollars at Work

<https://spcity.org/CivicAlerts.aspx?AID=26>

City of Santa Ana

Santa Ana Establishes 200-Bed Interim Homeless Shelter in 28 Days

<https://www.westerncity.com/article/santa-ana-establishes-200-bed-interim-homeless-shelter-28-days>

**Ghost wrote article for City of Santa Ana Staff. Ran in Western City Magazine

City of Indian Wells

Mayor's Letter to Community – July 2020

<https://conta.cc/2VDR9ri>

Indian Wells Celebrates Change and What Remains the Same

<https://www.palmspringslife.com/indian-wells-ca/>

Indian Wells Budget-at-a-Glance

<https://www.cityofindianwells.org/home/showdocument?id=4661>

California Joint Powers Insurance Authority

City of Monrovia Engages Community in Prevention-Based Approach to Homelessness

<https://cjpia.org/newsletter/issue-97/article-8>

City of La Cañada Flintridge Leverages Trail Immunity

<https://cjpia.org/newsletters/issue-91/article-6>

City of Pismo Beach Streetscape Project Models Traffic Management for Coastal

<https://cjpia.org/newsletters/issue-93/article-5>



SECTION 5: COST PROPOSAL

The City's RFP has requested a wide range of services and potential add on services. Per guidance from the RFP, Tripepi Smith is providing our hourly rates (both standard ad-hoc and discounted retainer) and a fixed price for each of the services requested. Our estimates, particularly on the Baseline Retainer element are based upon our experience over the past four months supporting the City's communication efforts. We have discovered that the communication goals for the City are quite robust and the level of activity, particularly in relation to sheer volume of social media posts, reflects an engagement more akin to some of our larger city engagements. Therefore, we have adjusted our pricing to reflect this experience. Additionally, please note that Tripepi Smith is actively involved with the City already with a monthly retainer arrangement, but the scope requested in the RFP is a significant expansion on the work we are doing. Should the City determine Tripepi Smith is the most qualified responsive vendor the RFP, but has a budget number that must be hit, then Tripepi Smith remains open to collaborating with City Staff to narrow the scope engagement or refine our understanding of the scope needs and will modify our pricing accordingly.

We have broken down the scope of the bid into the following areas:

Baseline Retainer which includes social media management averaging 10 posts a week across digital platforms of Facebook, Twitter, LinkedIn and YouTube; drafting up to four articles/press releases each month of up to 600 words, a weekly account review and planning phone call, a quarterly communications planning session with the leadership team and a monthly report on metrics about the City's communications. The Baseline Retainer provides sufficient engagement and activity to enable additional work outside of the retainer scope to be done at reduced ad hoc rates and also gives scale to our engagement.

Express Communications Assessment which includes an audit of existing systems and platforms, interviews with up to eight city staff in separate interview sessions, a summary of findings and a report of recommendations for enhancement of the communications strategies at the City. The report will be approximately 20 pages in length. Tripepi Smith will be available to deliver a presentation to City Staff or to the City Council as determined by the City Manager.

Website Support which includes in year one assistance with the evaluation, selection and implementation of a new website vendor solution for the City and then year two support for up to ten hours of website content support, management and changes on the newly implemented website solution. Tripepi Smith has aggregated all these expected costs and amortized them over the duration of the 24-month period with our monthly price option.

City Newsletter Design which includes graphic design time to layout the "Duarte City News". We have assumed here that the City will write all content for the newsletter as indicated in the Q&A, but Tripepi Smith will make our resources available on an ad hoc basis to assist with content writing.

On-Demand Graphic Design services have been scoped to provide a fixed monthly fee for up to ten hours a month of graphic design services with a limit of up fifteen hours a month rolling over to the next month if hours are not used in the current month. This is expected to provide sufficient graphic design capacity to meet all the needs of the City outside of the design work involved with the "Duarte City News".



Proposed Costs

Scope Element	Price	Notes
Baseline Retainer	\$7,860 / Month	Inclusive of all items noted above in Baseline Retainer description.
Express Communications Assessment/Style Guide	\$4,000 – \$12,500 Fixed	3 Fixed Payment of \$30% at kickoff, 30% at completion of onsite, 40% at final acceptance of report. Final price to be determined based upon scope review and city staff review of the prior assessment
Website Support	\$495 / Month	Year 1 website service selection and implementation, Year 2 up to ten hours a month change/content support
City Newsletter Design	\$1,300 / Month Redesign \$2,250 / One Time Fee	Design, layout and print vendor coordination. Design fee paid upon delivery.
On-Demand Graphic Design	Alt 1 - Tripepi Smith graphic design resources will be available using the rates below Alt 2 – 10 hours per month of Graphic Artist time. - \$800 / Month	Alt-1 uses reduced retainer rates Alt 2 – up to 10 hours can roll over each month.



Time and Materials Services and Direct Costs

Time and Materials Work

Sometimes, the nature of the work we do cannot be included in a retainer and is best handled on a project price basis or a time and materials basis if sufficient details is not available to fix price a solution. In these cases, Tripepi Smith will use the following information, rates and more to price this additional work with the City. In certain instances where insufficient details are available to confidently estimate a project price or confirm a not-to-exceed amount, we can offer a discount of 30% on any time over the estimate to mitigate cost and time overruns due to scope creep. Tripepi Smith can provide weekly or monthly updates on the budget use and how it is being spent depending on the nature of the engagement or project.

Title	Hourly - Ad Hoc	Hourly - Retainer
Principal	\$260	\$220
Director	\$190	\$160
Senior Business Analyst	\$150	\$120
Business Analyst	\$100	\$85
Junior Business Analyst	\$80	\$65
Photographer/Videographer	\$100	\$85
Senior Graphic Artist	\$135	\$110
Graphic Artist	\$100	\$85
Web Developer	\$125	\$110
Drone Operator	\$150	\$135

Time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, .75, 4 or 6.5 hours.

If Tripepi Smith is requested to be onsite, we will invoice for travel time at half rate of the resource's Standard Rate. However, if the resource is onsite for at least six hours of billable time, we will not invoice for travel time. Travel costs will be reimbursed when agreed upon by the City.

Sometimes we have a resource who does work across categories of skills. For example, we may have a videographer who operates a drone. When that person is doing the category of skill, that skill rate will apply. In this example, a videographer flying a drone is billed at the drone operator rate.

Other Fees

Because Tripepi Smith offers a broad set of services, including extensive content production, we have some other content production-related fees that may come up during the course of our engagement that we want to tell you about.

Equipment Fees



Tripepi Smith offers some services that require equipment, such as drone operations and video production. As such, in those cases, the following rates apply:

\$550 for a full day of video equipment use (includes full set of video equipment). Full day is defined as a shoot lasting more than four hours. \$350 for a half day of video equipment use. Half day is defined as anything up to four hours of video production. All such expenses will be authorized by the organization prior to fee being assessed.

\$500/day drone fee applies and is not inclusive of the drone operator time (drone operator rate).

Larger production projects may require addition fees for extensive equipment needs, multiple cameras, live switchboards and more. These fees will be discussed prior to being incurred with the City.

Printing Fees

Tripepi Smith is happy to use a printer of the client's choosing for print production work, or to recommend a printer with whom we have experience. Tripepi Smith typically has the printer bill the client directly for work. Tripepi Smith makes no money on print services and has no economic interest in the selected print vendor other than ensuring quality and fair pricing for our clients. If Tripepi Smith is asked to pay the bill for the client, we will apply a 10% agency fee to the reimbursement expense.

Digital Advertising Fees

Tripepi Smith is a Google Partner and Constant Contact Solution Provider and has Facebook Certified staff. We consider digital platforms to be a cornerstone element of any outreach strategy; often this comes with digital advertising fees. Tripepi Smith typically uses a client's credit card to cover such fees, and those fees are impossible to estimate at this time without our firm being engaged in the work with the team. If a Tripepi Smith credit card is used to run the advertising campaign, then we will charge an additional 10% agency fee on all advertising charges to compensate for the administrative overhead.

Detailed Description of Services

These following is a more detailed description of our scope of work we will deliver for the fixed price elements quoted above.

Baseline Retainer

The baseline retainer includes the following elements.

Weekly Meeting

These phone calls will typically last up to an hour and will have a detailed agenda and notes. After each call, the client will be sent an action summary email about decisions made on the phone call and related action steps. Call content will focus on story plans, new issues or concerns that need to be communicated, identification of major themes or ideas to address in the coming weeks and review of recent comments and social media posts. One-hour weekly meeting with Business Analyst and two Junior Business Analysts, meeting agenda preparation, conduct meeting, post-meeting action plans and summary.



Social Media Management

Average of ten posts per week on Facebook, Twitter, Instagram; up to three posts on Nixle; occasional posts to LinkedIn and YouTube. Based on our experience with a large number of ongoing posting activities, we typically see about an hour of staff time per posting to: develop post idea, write post, find image, grammar check, schedule post, monitor post and respond to comments. Our work also includes advice on methods and opportunities for good social media and conducting social media audits to ensure quality of. This work is usually handled by a Junior Business Analyst with some support from a Business Analyst. With those caveats and points.

Press Release/News Article for Website

Read background materials, coordinate with staff, seek quote approvals, organize and format four releases/articles of up to 600 words and send to media and/or post to website.

Metrics Reporting

Tripepi Smith will provide a summary report in PDF format of the basic metrics (reach, posts, engagement, etc.) related to City controlled social media platforms. This is available on a monthly or quarterly basis. See example of the report in the appendices.

Quarterly Content Calendar Meetings

Tripepi Smith has experienced significant interest in a new offering we have as a deliverable called the Communications Calendar Planning Session. With this deliverable we work with the entire senior management team to prepare for and execute a strategic discussion about communications and the role they can play in telling the City's story. This project focuses on each department identifying key communication opportunities and wins to celebrate in the next 12 months. We document all this into a shared spreadsheet that can then serve as a roadmap for the organization to track communications opportunities – or to hand off to the communications team to execute. The program breaks down barriers between departments and often helps senior staff recognize communications opportunities they were simply unaware of before. The process includes homework, management, presentation preparation, onsite meeting, and follow up, usually of a Business Analyst and Principal.

Express Communications Assessment

The Express Communications Assessment entails a complete audit of existing City communication platforms and protocols. Our review includes identifying who your potential audience is within the City, identifies unique cohorts, and determines the platforms the City can leverage to reach those groups. The Assessment also look at internal processes, and we normally interview about 8 City Staff to evaluate how people share information in the community. This all gets written up in what is usually a 20-page report that, importantly, also makes actionable recommendations on what to do to improve communications. We make a presentation to senior staff and/or the city council if desired.

As a fixed price project, we will be paid based upon hitting milestones throughout the project. We expect the project to take two months to complete from the time we kickoff the project.



Of note is that Triepi Smith conducted a Communications Assessment in 2014, and it would be wise to baseline any updated assessment against the background that that assessment offers. If the City does not have access to it, Triepi Smith can make a copy of that prior assessment available.

Website Support

In year one of the contract, Triepi Smith will assist in the selection and implementation of a new City website that may include proposal review, interface design input and staff training. After year one, Triepi Smith will provide up to ten hours of website work that may include page creation, refreshing and updating of content.

Quarterly Print Newsletter Creation

The City needs support creating the quarterly “Duarte City News” community newsletter. Triepi Smith will leverage its Baseline Retainer to project manage the newsletter and to develop the editorial calendar. Based upon the Q&A provided during the RFP, it appears the City is responsible for writing all content for the newsletter and coordinating its delivery to the Triepi Smith designer. If Triepi Smith is called upon to write articles for the newsletter, and these articles are outside the scope of the Baseline Retainer four articles a month that we are will be on contract to delivery, our ad hoc rates resources can be used to write articles.

Due to our other work with the City, our resource should be intimately familiar with the City’s concerns and activities. Triepi Smith will handle artwork, layout and image licensing (image licensing fees, when required, will be passed through to the City).

Triepi Smith will also take a feed out of the City’s online parks and recreation class registration program and use that to populate the class roster component of the newsletter.

Triepi Smith will coordinate printing with a print vendors of the City’s choice as part of the work to deliver the newsletter. We will also render an ADA-compliant digital PDF of the newsletter for the City’s website.

To determine monthly pricing, Triepi Smith has taken our expected costs to production eight issues of the newsletter and amortized those costs over a 24-month period. Triepi Smith will work with the City’s preferred print vendor or will seek out additional options for the City. Fees for printing and postage to be paid by City to vendor and are not included in our pricing.

On-Demand Graphic Design

On-Demand Graphic Design services have been scoped to provide a fixed monthly fee for up to ten hours a month of graphic design services with a limit of up fifteen hours a month rolling over to the next month if hours are not used in the current month. This is expected to provide sufficient graphic design capacity to meet all the needs of the City outside of the design work involved with the “Duarte City News”. We will log used and available graphic design hours each month as part of our invoicing process.

Pricing Estimates for Other Communication Support

The City has noted a need for supplemental communications support that can span many areas of work and is outside the fixed scope of work requested in the RFP. The simplest way to price this is on an ad hoc basis where the City calls upon Triepi Smith as needed to execute work.



With our ad hoc approach, if we are on retainer, we will use our discounted Retainer Rates. The following estimates are based upon the assumption we are on retainer with the City.

Quarterly Photoshoot

Assume a six-hour event, with one-hour pre-planning, travel time, post shoot photo editing, delivery to client photo portal. This includes all equipment fees – except drone work – and uses a Senior Graphic Artist /Photographer to complete the work. Our expected talent for this work is Kjerstin Wingert.

\$1520 / shoot





APPENDIX A: RESUMES

Resumes for all Tripepi Smith team members have been included as the potential exist for the City to call upon the full array of services and skills of our team as needed.



RYDER TODD SMITH

TRIPEPI SMITH – PRESIDENT

11/00 – PRESENT

- Provide communications advice, strategy and execution services to a range of small to mid-sized public and private sector clients spanning local government, real estate, finance, technology and healthcare verticals

MAVENT INC – SENIOR VICE PRESIDENT, OPERATIONS

5/05 – 11/09

- Responsible for quality assurance, technology operations and internal infrastructure organizations
- Built team of technology professionals to manage multi-site production environment at co-location facilities.
- Managed vendor relationships and reviewed all invoices
- Brought focus to key areas, including: system documentation, knowledge sharing with other employees, schedule management for finite resources and enhanced security
- Developed and managed the departmental budgets for three groups

MAVENT INC – VICE PRESIDENT, MARKETING

08/04 – 05/05

- Managed the Company's outside PR firm relationship, creative firm relationship, corporate website, ad campaigns, conference schedule, conference logistics and internal employee communications
- Developed and managed the marketing budget

MAVENT INC – VICE PRESIDENT, GOVERNMENT RELATIONS

02/03 – 08/04

- Monitored nationwide political activities that were pertinent to Mavent's interests
- Developed relationships with third-party interest groups that impacted the Company's product
- Participated in industry conferences and represented the Company at industry events

OLYMPIC STAFFING SERVICES – INFORMATION TECHNOLOGY MANAGER

01/98 – 11/00

- Managed and controlled all aspects of the technology environment at this five-location, 35-employee company

NORTHROP GRUMMAN CORPORATION – GOV'T REPRESENTATIVE

07/97 – 12/97

- Worked directly with the Director of State and Local Government Relations to research issues of concern to Northrop Grumman
- Developed agendas to target upcoming legislative issues
- Assisted in lobbying work and development of testimony

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in Politics – Philosophy – Economics with Dual in Economics
- Cum Laude Honors



NICOLE SMITH

TRIPEPI SMITH – CFO/HUMAN RESOURCES DIRECTOR 12/01 – PRESENT

- Oversee all aspects of financial management, including budgeting, financial analysis and financial statement preparation
- Manage HR duties for the firm’s employees
- Provide client services to an array of Tripepi Smith clients, including social media management, content development for collateral, newsletters, websites and video scripts, oversight on photography and videography shoots and develop and manage online and print advertising campaigns

CAPITAL PACIFIC HOLDINGS – ASSISTANT CONTROLLER/FINANCIAL ANALYST 12/00 – 12/01

- Reported to the CFO and COO of a public homebuilder
- Prepared financial statements for 10Q and 10K filings
- Prepared audit schedules for quarterly and annual audits
- Reconciled general ledger accounts
- Prepared PowerPoint presentations for shareholder meetings, rating agencies and line of credit lenders
- Reviewed monthly financials from out-of-state branches

PRICEWATERHOUSECOOPERS
– ASSOCIATE/SENIOR ASSOCIATE IN BUSINESS ASSURANCE 09/96 – 12/00

- Performed financial statement audits for various clients, with a focus on the real estate industry
- Clients: WCB Properties, The Irvine Company, Mazda North America, TSE Cashmere, Barratt American Homes, Bixby Land Company, Experian and Galardi Group

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in Economics and Accounting

CERTIFICATIONS

- Hootsuite Social Marketing..... 04/16



KATHERINE GRIFFITHS

TRIPEPI SMITH – DIRECTOR OF OPERATIONS

– CREATIVE SERVICES DIRECTOR (EDITORIAL)

11/16 – PRESENT

- Provide key account project management, strategy and support for communication and marketing initiatives
- Develop content, direct staff and manage timely deliverables to ensure results for clients
- Mentor talent and provide innovative leadership on new marketing efforts and platforms

HIGHER EDUCATION COMMUNICATIONS – CONSULTANT

11/12 – 10/16

- Provided strategic and practical communications, publications, public affairs and event support for clients including the Marshall School of Business at the University of Southern California, Scripps College, Pomona College and the Claremont University Consortium

CLAREMONT MCKENNA COLLEGE – DIRECTOR OF CREATIVE SERVICES

07/09 – 11/12

- Developed concepts for print and digital publication projects within the context of the College's visual identity
- Fostered productive working relationships with team members, internal clients and external vendors
- Oversaw writing, editing and design of CMC magazine, admission and development materials
- Developed communications plan for the \$600 million fundraising campaign, working closely with Trustees and advancement colleagues to produce timely and relevant materials

CLAREMONT MCKENNA COLLEGE – PUBLICATIONS EDITOR

07/02 – 1/10

- Developed and edited four annual issues of the College's award-winning magazine: planned, established and adhered to deadlines, supervised freelance and in-house staff, managed approvals and oversaw production
- Recruited and stewarded volunteer Editorial Board

DELTA GAMMA FRATERNITY – ASSOCIATE EDITOR

07/98 – 06/02

- Developed, wrote, designed and edited features and departments for award-winning quarterly magazine
- Edited and designed 10 monthly newsletters
- Managed production and communication with print vendors

EDUCATION

- Bachelor of Arts in English / Writing – Denison University – Granville, OH

PROFESSIONAL DEVELOPMENT

- UDEMY: Microsoft Excel – Excel from beginner to advanced..... 02/20
- USC Executive Education Forum for Policy and Administration..... 03/17

CERTIFICATIONS

- Hootsuite Social Marketing..... 05/17



JON BARILONE

TRIPEPI SMITH – DIRECTOR

03/15 – PRESENT

- Provide account management and project management support for a variety of clients and one-time projects, including Communication Assessments, video production, ballot measure outreach and more
- Oversee ongoing communications support for clients, such as social media management, graphic design, website content creation and newsletter execution (both electronic and print)
- As needed, provide crisis communications support and media relations support, including press releases, media statements, talking points and preparing clients for on-camera/on-air interviews with media

CONNECTED LEARNING ALLIANCE – COMMUNITY MANAGER

09/11 – 03/15

- Lead development and reporting of metrics for measuring growth of a distributed, international community
- Oversaw all aspects (programming, production, etc.) of webinar series that reached over 135 countries

CORINTHIAN COLLEGES – SOCIAL MEDIA SPECIALIST

07/09 – 09/11

- 2-time "Innovation Award" winner within the Marketing department
- Grew and managed online communities that spanned three brands with over 30,000+ total members
- Developed brand sentiment scoring system to produce customized monthly reports for executives

SEOP, INC. – DIRECTOR OF ONLINE REPUTATION MANAGEMENT

04/08 – 05/09

- Spearheaded brand-new company service, turning it into a \$200,000+ business within one year
- Improved client retention rates & decreased client attrition rates by enhancing company's own digital footprint

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in English/Literature

PROFESSIONAL DEVELOPMENT

- CAPIO "Social Media Academy for Government Communicators" Workshop 03/19
- CAPIO "Back to Basics – for PIOs by PIOs" Workshop 10/16
- UCI Extension Public Policy Making Academy II..... 05/16
- USC Executive Education Forum for Policy and Administration..... 11/15

CERTIFICATIONS

- Google Ads Video 04/20
- Twitter Flight School Video..... 04/20
- UDEMY: The 2019 Complete SEO Course..... 08/19
- Google Academy for Ads: Youtube & Google My Business 04/19
- Twitter Flight School..... 05/18
- Hootsuite Social Marketing..... 03/16



MICHAEL EGAN

TRIPEPI SMITH – DIRECTOR

03/19 - PRESENT

- Provide executive level support services to clients
- Assist clients with public agency engagement
- Support clients in expanding their networks of public agency contacts
- Work to ensure public agency satisfaction with client services
- Provide strategic growth planning assistance

CITY OF NORWALK – CITY MANAGER

08/11 - 09/17

- Managed all aspects of City serving 110,000 residents, including 9 functional departments, one of which was a Municipal Transit Operator serving seven cities. Served as Executive Director of the Norwalk Redevelopment Agency
- Managed annual budget of \$130 million, including \$42 million from the general fund
- Successfully implemented a sewer master plan and associated sewer fees through comprehensive public outreach and education
- Implemented water system infrastructure plan and successfully issued water bonds to fund projects.
- Initiated an update of the City's Utility Users' Tax to comply with new state law, it was overwhelmingly approved by voters
- Implemented multiple energy upgrades throughout a variety of City facilities, received Platinum Level Beacon Award recognition for Sustainable Best Practices Activities

CITY OF BELLFLOWER – CITY MANAGER

1997 – 2011

- Managed all aspects of City serving 77,000 residents, including 5 functional departments. Served as Executive Director of the Bellflower Redevelopment Agency
- Managed Budget of \$51 million including \$27 million general fund
- Developed a 2.5-mile Class I bikeway spanning from the east City boundary to the west boundary on an abandoned railroad right of way
- Developed multiple passive park facilities
- Achieved Helen Putnam Award for mobile neighborhood recreation program

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA – POMONA, CA

- Bachelor of Arts in Behavioral Science



KEVIN BOSTWICK

TRIPEPI SMITH – ART DIRECTOR

10/19 – PRESENT

- Consult, design, and execute on premium design projects. Assist team of junior to senior graphic artists by providing inspiration, creative direction and workflow management
- Manage client accounts and creative presentation, encourage business development where the focus is design
- Ensure quality assurance, brand consistency and overall visual quality. Establish high technical standards, manage internal and external creative resources and vendors, provided project management and consulting

KB GRAPHIC STUDIO – PRINCIPAL

01/03 – 10/19

- Content strategy and information design for both digital and print communications
- Data visualizations, interactive components, information models, and diagrams used for assessment, learning, marketing, and presentation
- Some projects: Canon, Walmart, Coca-Cola, HP, Google, PNC, Clarkson University, Goodwill

KORN FERRY INTERNATIONAL – ART DIRECTOR

01/12 – 03/18

- Design for talent acquisition, leadership training, performance and retention
- Development of internal brands and product lines, white-label offerings, and client brands
- Lead design process for stakeholders (product owners, SMEs, business strategists, etc.)
- Some internal clients: Futurestep, Hay Group, Lominger, Global Novations
- Some external clients: Chevron, Johnson & Johnson, 7 Habits, Cemex, Fonterra, Genentech

MARRIOTT INTERNATIONAL – ART DIRECTOR

01/03 – 01/12

- Graphic design for advertising, logos, presentations, brochures and magazines
- Data visualizations, interactive components, information models, and diagrams
- Some Marriott projects: JW Marriott, Marriott Resorts, Renaissance, Marriott Brand Family

CLAREMONT MCKENNA COLLEGE – SENIOR GRAPHIC DESIGNER

08/11 – 06/12

- Design and management of creative assets, vendor relations, pre-press.
- Some Claremont McKenna projects: admissions brochures, alumni magazine, logo development

EDUCATION

- Bachelor of Arts in Philosophy/Literature – Reed College – Portland, OR

SKILLS

- Strategy, development, blended media
- Wireframes, storyboards
- Data design and infographics
- Brand development
- User stories, UX, information architecture
- Implementation, engineering, production
- Adobe Creative Suite
- Microsoft Office
- Creative workflow and agile management



CAMERON GRIMM

TRIPEPI SMITH – SENIOR BUSINESS ANALYST

– CREATIVE SERVICES DIRECTOR (VIDEO)

08/18 – PRESENT

- Provide project management and account support for a variety of clients and one-time projects
- Script, produce and edit videos
- Write and distribute news releases, feature stories and opinion-editorials

CLAREMONT MCKENNA COLLEGE – DIRECTOR OF CREATIVE SERVICES

6/16 – 5/18

- Directed and planned Creative Services division
- Established production deadlines, oversaw design, managed internal approvals and supervised production of CMC Magazine
- Supervised in-house Graphic Designer and freelance photographers, video producers and designers to establish a creative vision for project requests and set production timelines

CLAREMONT MCKENNA COLLEGE – DIRECTOR OF VIDEO OPERATIONS

08/13 – 10/16

- Produced exceptional quality video programming and responsible for the full cycle of production: conceptualizing, scripting, producing, shooting, audio recording, editing, creating graphic elements, compressing and publishing
- Created and managed official College YouTube channel with viewership increase of 326% in a 6-month period
- Sourced and managed freelance video producers as needed

EDUCATION

- Bachelor of Arts / English – Scripps College – Claremont, CA
- Certificate / Essentials of Marketing Strategy – eCornell
- Certificate / Film Editing – Los Angeles Film School – Los Angeles, CA

CERTIFICATIONS

- Youtube: Content Ownership, Channel Growth and Creative Essentials..... 08/19
- Constant Contact Certified Solutions Provider 03/19
- Hootsuite Social Marketing..... 09/18

SOFTWARE

- Adobe Premiere
- Adobe After Effects
- Adobe Photoshop
- Adobe Illustrator
- Media Encoder
- Constant Contact
- Hootsuite
- Microsoft Office



JENNIFER NENTWIG, APR

TRIPEPI SMITH – SENIOR BUSINESS ANALYST

08/19 – PRESENT

- Provides project management and account support for numerous clients
- Develops content including strategic messaging, leadership talking points, speeches and articles

COUNTY OF ORANGE – COMMUNICATIONS MANAGER

11/16 – 8/19

- Managed County website and social media accounts, including Facebook, Twitter, Instagram and Nextdoor
- Developed and implemented communication plans, including talking points, key messages and FAQs
- Led development of award-winning monthly digital magazine reaching County's 18,000 employees

BOOZ ALLEN HAMILTON – COMMUNICATIONS CONSULTANT/ASSOCIATE

09/11 – 11/16

- Led communications support of several U.S. military clients such as the Naval Aviation Enterprise (NAE)
- Developed and published high-visibility products including vision documents and strategic plans

U.S. AIR FORCE RESERVES – PUBLIC AFFAIRS OFFICER/MAJOR

09/11 – PRESENT

- Provides once-a-year Public Affairs support to active-duty U.S. Air Force units

U.S. AIR FORCE – PUBLIC AFFAIRS OFFICER/CAPTAIN

05/07 – 08/11

- Served as Director of Public Affairs for U.S. military joint task force providing humanitarian assistance and disaster relief

EDUCATION

UNIVERSITY OF SAN DIEGO – SAN DIEGO, CA

- Master of Science in Global Leadership

UNIVERSITY OF NOTRE DAME – NOTRE DAME, IN

- Bachelor of Arts in Political Science, Minor in Hesburgh Program of Public Service – Magna Cum Laude Honors

PROFESSIONAL DEVELOPMENT

- Accreditation in Public Relations, Public Relations Society of America2015
- Public Affairs Qualification Course, Defense Information School2007

CERTIFICATIONS

- Hootsuite Social Marketing..... 09/19

SOFTWARE

- Hootsuite
- Canva
- Constant Contact



MELANIE JAMES

TRIPEPI SMITH – SENIOR BUSINESS ANALYST/GRAPHIC ARTIST 07/16 – PRESENT

- Graphic artist on layout and concept design of brand consistent print and web graphics
- Provide project management and account support for numerous clients
- Setup, assistance and publication of e-newsletter campaigns and additional email marketing
- Website design, modification, and maintenance

SVA ARCHITECTS – EXECUTIVE ASSISSTANT 06/14 – 7/16

- Scheduled and manage meeting calendar for executive management team
- Assisted the marketing department with occasional graphic design projects, email blasts and copy writing
- Provided office management support including HR and payroll support

THE DESIGN OFFICE – GRAPHIC DESIGN INTERN 01/16 – 05/16

- Created infographics, business cards, postcards, book covers, photobooks, magazines and logos
- Assisted in printing processes from concept to completion
- Coached in areas of business development, marketing strategies, campaign development and execution

FREELANCE GRAPHIC DESIGN 01/15 – 07/16

- Logo, website, decal and print design

EDUCATION

GOLDEN WEST COLLEGE – HUNTINGTON BEACH, CA

- Associate of Arts in Digital Arts

CALIFORNIA STATE UNIVERSITY, LONG BEACH – LONG BEACH, CA

- Bachelor of Arts in Anthropology – Dean’s list recipient

PROFESSIONAL DEVELOPMENT

- UCI Extension Public Policy Making Academy II..... 03/18
- USC Executive Education Forum for Policy and Administration..... 03/17

CERTIFICATIONS

- Constant Contact Solutions Provider..... 10/19
- Hootsuite Social Marketing..... 12/16

SOFTWARE

- Adobe Illustrator
- WordPress
- Microsoft Office
- Adobe Photoshop
- Constant Contact
- Canva
- Adobe InDesign
- Hootsuite



BRIA BALLIET

TRIPEPI SMITH – SENIOR BUSINESS ANALYST/GRAPHIC ARTIST

4/18 – PRESENT

- Write content for clients including press releases, articles and thought leadership pieces
- Manage creative projects and execute graphic design
- Analyze policies and strategic implications of communications related to client goals
- Photography and post-production photo editing for events and journal publications

UNIVERSITY OF CALIFORNIA, IRVINE – SENIOR WRITER

04/15 – 04/18

- Wrote and edited short and feature-length stories for multiple web- and print-based outlets
- Assisted director of communications with editing speeches and letters to be delivered by school executives
- Implement strategic marketing and communications efforts to advance the school based on current trends
- Designed and implemented social media content for targeted campaigns
- Assisted with digital marketing projects and website maintenance

FIREBRAND MEDIA – EDITORIAL ASSISTANT

12/13 – 04/15

- Wrote and edited editorial and advertorial content for multiple publications on strict deadlines
- Adapted to different writing styles and audiences based on publication and project goals
- Worked closely with PR and marketing teams to promote their clients while achieving company objectives
- Uploaded daily digital content with particular attention to SEO (WordPress and ExpressionEngine)
- Expanded social media efforts and presence of publications across Facebook, Twitter and Instagram

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO – SAN DIEGO, CA

- Bachelor of Arts in Communications

PROFESSIONAL DEVELOPMENT

- USC Executive Education Forum for Policy and Administration..... 10/19
- UCI Public Policy Making Academy I.....03/19

CERTIFICATIONS

- Hootsuite Social Marketing.....05/18
- Constant Contact Solutions Provider..... 05/18

SOFTWARE

- Adobe Illustrator
- Adobe Lightroom
- Constant Contact
- Adobe Photoshop
- WordPress
- Canva
- Adobe InDesign
- Hootsuite
- Microsoft Office



EMILY MASON, APR

TRIPEPI SMITH – SENIOR BUSINESS ANALYST

03/20 – PRESENT

- Provides project management and account support for clients
- Plans, executes and evaluates integrated communication campaigns
- Drafts articles, press releases, messaging and other client communications materials
- Manages social media and other digital channels, including organic, paid and community management content

ARELLANO ASSOCIATES

– SENIOR PROJECT COORDINATOR & SOCIAL MEDIA LEAD

09/18 – 03/20

- Provided clients with public relations, marketing, event planning and grassroots communications services
- Built relationships with local public agency staff, community and faith-based leaders and the public-at-large to garner support for client projects and priorities
- Collaborated with cross-functional teams to transform complex topics into accessible stakeholder language for both in-person and digital channels (social media, videos, website content, fact sheets, FAQs etc.)

ORANGE COUNTY TRANSPORTATION AUTHORITY

– COMMUNITY RELATIONS SPECIALIST

02/15 – 06/18

- Researched, planned, implemented and managed proactive community engagement programs
- Built and maintained relationships with non-profits, businesses, advocacy organizations, city staff and elected officials
- Managed agency's public committees and associated subcommittees: Citizens Advisory Committee and Taxpayer Oversight Committee (Measure M/OC Go)

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON – FULLERTON, CA

- Bachelor of Arts in Communications (Focus in Public Relations and Minor in Business Administration)

UNIVERSITY OF SOUTHERN CALIFORNIA – LOS ANGELES, CA

- Master of Arts in Communication Management (Expected Graduation 2021)

PROFESSIONAL DEVELOPMENT

- Accreditation in Public Relations (APR), Public Relations Society of America..... 04/19

CERTIFICATIONS

- Hootsuite Social Marketing 05/20

SOFTWARE

- | | | | |
|--------------------|--------------------|-----------------|--------------------|
| • Hootsuite | • Visme | • WordPress | • Microsoft Office |
| • Sprout Social | • Constant Contact | • Cision | • Canva |
| • Google Analytics | • DaVinci Resolve | • Business Wire | |



KJERSTIN WINGERT

TRIPEPI SMITH – SENIOR GRAPHIC ARTIST	03/15 – PRESENT
• Lead graphic artist on layout, graphic design, illustrations and creative concepts • Photography for events, professional portraits, journal publications and branded stock imagery	
KIRKWOOD EDUCATIONAL PROGRAM – GRAPHIC DESIGNER	05/13 – 02/15
• Design and layout of educational materials • Created animated educational videos that provide a fun and interactive learning experience • Edited audio and video clips to convey clear and concise information	
FREELANCE GRAPHIC DESIGN	12/12 – 02/15
• Design and layout of newsletters, flyers, websites and ads • Creation of new and updated logo designs	
SAVINGS IN OC – GRAPHIC DESIGN INTERN	08/12 – 11/12
• Created, updated, and maintained advertisements and promotions for existing clientele • Proofread monthly publications for any spelling errors, misprints and distorted images	

EDUCATION

GOLDEN WEST COLLEGE – HUNTINGTON BEACH, CA

- Graphic Design Advanced Production Certificate

CONCORDIA UNIVERSITY – IRVINE, CA

- Bachelor of Arts in Business Administration, Marketing – Dean’s list recipient

ECOLE SUPERIEURE LIBRE DES SCIENCES COMMERCIALES APPLIQUEESIS – PARIS, FRANCE

- Bachelor of Business Administration, Management – Graduated Magna Cum Laude

PROFESSIONAL DEVELOPMENT

- UCI Public Policy Making Academy I 03/19
- USC Executive Education Forum for Policy and Administration 03/17

CERTIFICATIONS

- Hootsuite Social Marketing 02/19

SOFTWARE

- | | | |
|---------------------|-------------------|--------------------|
| • Adobe Illustrator | • Adobe Acrobat | • Adobe Premiere |
| • Adobe Photoshop | • Adobe Lightroom | • Microsoft Office |
| • Adobe InDesign | • Adobe Flash | |



KAREN VILLASEÑOR

TRIPEPI SMITH – BUSINESS ANALYST

01/17 – PRESENT

- Lead Google Analytics, Google Ads, Facebook Ad and LinkedIn Ads support
- Write and distribute news releases, newsletters, communications assessments, social media

CITY OF WALNUT – INTERN, CITY MANAGER'S OFFICE

08/15 – 12/16

- Managed content production and curation for the City's Twitter, Instagram and Facebook accounts
- Edited and updated City website while developing content for a new City website
- Assisted with the organization of events by developing promotional materials and managing relations with vendors

FILM INDEPENDENT – INTERN, CORPORATE SPONSORSHIP DEPARTMENT

01/15 – 6/15

- Assisted with the development of ROI reports for the 2015 Spirit Awards sponsors
- Tracked marketing materials, advertisements and other collateral for 2015 Spirit Awards and L.A. Film Festival
- Communicated with marketing department to develop sponsor-focused promotional materials

LOS ANGELES COUNTY ARTS COMMISSION

– INTERN, COMMUNICATION DEPARTMENT

09/14 – 12/14

- Managed press clips archive and media contact database for 2014 events

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA – POMONA, CA

- Bachelor of Science in Communication – Emphasis in Public Relations

PROFESSIONAL DEVELOPMENT

- LinkedIn Advertising Course..... 06/18
- USC Executive Education Forum for Policy and Administration..... 04/18
- LOCC Crisis Communication Workshop..... 05/17

CERTIFICATIONS

- Constant Contact Certified Solution Provider 05/20
- Facebook Blueprint..... 10/19
- Google Analytics..... 04/19
- Google Ads..... 12/18
- Hootsuite Social Marketing..... 01/17

SOFTWARE

- Google/LinkedIn/Facebook Advertising
- Constant Contact
- Hootsuite
- WordPress
- Microsoft Office
- Canva



SAARA LAMPWALLA

TRIPEPI SMITH – BUSINESS ANALYST

04/17 – PRESENT

- Formulate marketing and communications strategies and tactics based on client goals
- Produce newsletters, events, surveys, press releases, articles and thought leadership pieces
- Provide video production management and support

SOUTH HILLS ACADEMY – MARKETING COMMUNICATIONS COORDINATOR

01/17 – 04/17

- Developed and executed recruitment strategy via social media, collateral development and relationship management
- Collaborated on cross-cultural marketing initiatives for students in US, UAE, Canada and China

SOUTHERN CALIFORNIA EDISON – PROFESSIONAL TRAINEE

07/15 – 06/16

- Supported head of department with brainstorm, research, planning, implementation and evaluation projects
- Oversaw newsletter, accident reports, safety bulletins, safety alerts and communications from leaders reaching 8,000 people across SCE's Transmission and Distribution organization

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA – POMONA, CA

- Bachelor of Science in Communication – Emphasis in Public Relations – Minors in Marketing Management, Journalism, Philosophy

PROFESSIONAL DEVELOPMENT

- UCI Public Policy Making Academy II 03/20
- CAPIO "Facebook and Instagram For Government" Workshop 12/19
- LOCC Crisis Communication Workshop 05/17

CERTIFICATIONS

- Google Analytics 05/20
- Federal Aviation Administration Remote Pilot Certificate 04/19
- Hubspot Inbound Marketing 08/18
- Constant Contact Certified Solution Provider 06/18
- Hootsuite Social Marketing 12/17
- Hootsuite University 04/17

SOFTWARE

- Google Analytics
- Adobe Premiere
- WordPress
- Adobe InDesign
- Constant Contact
- Microsoft Office
- Adobe Photoshop
- Hootsuite
- Canva



SKYLAR HUNTER

TRIPEPI SMITH – BUSINESS ANALYST

07/19 – PRESENT

- Script, produce and edit videos
- Produce city council meeting broadcasts for cable and public access
- Conduct and facilitate webinars, digital town halls and other online meetings

CITY OF LAKE FOREST – PUBLIC RELATIONS SPECIALIST

09/17 – 07/19

- Project lead responsible for 2019 refresh and redesign of City website
- Incentivized, redesigned, and implemented new City monthly e-newsletter
- Launched City Council meeting broadcasts to Facebook Live
- Produced, Filmed, and edited City short films, commercials, and weekly video series
- Designed collateral (postcards, brochures, website content, photos, and animations)
- Wrote and edited press releases, articles, web content, advertising copy, periodicals and publications

CITY OF LAKE FOREST – PUBLIC RELATIONS INTERN

09/16 – 09/17

- Assisted with preparation and execution of digital/print newsletter, website articles, and social media posts
- Filmed, edited, and produced live and animated videos to communicate City campaign messages

EDUCATION

CSU LONG BEACH – LONG BEACH, CA

- Bachelor of Arts Film, McNair Scholar, Cum Laude

CHAPMAN UNIVERSITY – ORANGE, CA

- Master of Arts Film Studies, Summa Cum Laude

FULL SAIL UNIVERSITY – WINTER PARK, FL

- Master of Arts Public Relations, Summa Cum Laude

CERTIFICATIONS

- Twitter Flight School Video..... 05/20
- Constant Contact Certified Solution Provider 04/20
- Federal Aviation Administration Remote Pilot Certificate 02/20
- Hootsuite Social Marketing..... 06/19

SOFTWARE

- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Audition
- Adobe Lightroom
- Adobe After Effects
- Constant Contact
- Powtoons
- Piwik Analytics
- Google Analytics
- Facebook Advertising
- Microsoft Office



SARA MADSEN

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST/GRAPHIC ARTIST

07/18 – PRESENT

- Execute graphic design on layout and concept design of brand-consistent print and web projects
- Manage website design, modification and maintenance
- Produce and distributes social media, articles, newsletters, surveys and press releases
- Set up, assistance and publication of e-newsletter campaigns and additional email marketing

ECOLIFE CONSERVATION – CREATIVE DESIGN INTERN

05/18 – 08/18

- Conceptualized, drafted, and created marketing collateral including: advertisements, brochures, donor communications, mailings, newsletters and program materials
- Responsible for copy and content writing
- Researched for various projects, including market and competitive research
- Collaborated across multiple departments to provide creative support and feedback

EDUCATION

SAN DIEGO STATE UNIVERSTIY – SAN DIEGO, CA

- Bachelor of Science in Marketing, Concentration: Integrated Marketing Communications – Minor in Sustainability
- Cum Laude Honors

FASHION INSTITUTE OF DESIGN & MERCHANDISING – LOS ANGELES, CA

- Associate of Arts in Visual Communications
- Magna Cum Laude Honors

PROFESSIONAL DEVELOPMENT

- UCI Public Policy Making Academy II 03/20
- CAPIO “Facebook And Instagram For Government” Workshop 12/19
- USC Executive Education Forum for Policy and Administration 10/19

CERTIFICATIONS

- Constant Contact Certified Solution Provider09/19
- Hootsuite Social Marketing..... 06/19

SOFTWARE

- | | | |
|---------------------|-------------------|--------------------|
| • Adobe Illustrator | • Adobe Lightroom | • Constant Contact |
| • Adobe Photoshop | • Hootsuite | • Microsoft Office |
| • Adobe InDesign | • WordPress | • Canva |



BRYN MILLER

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

08/19 – PRESENT

- Write and distribute news releases, social media and email marketing for numerous clients
- Research and produce deliverables on diverse local governance topics

ROSE INSTITUTE OF STATE AND LOCAL GOVERNMENT – RESEARCH ASSISTANT

09/15 – 05/19

- Researched various local governance issues, including bilingual education and emergency response
- Collaborated with video experts to create brief video explanations for the 2016 and 2018 California ballot initiatives; led a team that translated the 28 scripts to Spanish for subtitles
- Produced and promoted finished research products using Adobe tools, MailChimp, Facebook, and Twitter

U.S. DEPARTMENT OF STATE – SUMMER INTERN, QUITO EMBASSY (ECUADOR)

06/18 – 8/18

- Admin support on the public affairs section's annual small grants program in a bilingual environment
- Event planning for various officials, including the U.S. Ambassador and Vice-Presidential delegation
- Taught English courses for a week at the Embassy's annual summer camp for middle schoolers

OFFICE OF U.S. SENATOR ELIZABETH WARREN – SUMMER INTERN

06/17 – 08/17

- Provided support for the Senator's Boston regional director on constituent cases with federal agencies
- Responded to constituent communications via mail and phone

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in International Relations (focus on Public Policy and Spanish)
- Phi Beta Kappa, Cum Laude, 2019 Fulbright Grant (English Teaching Assistant, Spain)

SKILLS

- Language: Spanish (professional proficiency for reading, writing, and speaking)

CERTIFICATIONS

- Hootsuite Social Marketing..... 09/19
- Constant Contact Certified Solution Provider 09/19

SOFTWARE

- Microsoft Office
- ArcGIS
- WordPress
- Hootsuite
- STATA
- Constant Contact
- Adobe InDesign
- Canva



KAETLYN HERNANDEZ

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

09/20 – PRESENT

- Conduct market research to provide client insights.
- Manages social media content development, monitoring and response to public.
- Write stories and press releases for the firm’s website and city clients.
- Execute virtual conferences and manage online tools for event production.

NBCUNIVERSAL E! ENTERTAINMENT – CREATIVE MARKETING & PRODUCTION INTERN 01/20 – 05/20

- Delivered promotional content to the creative production team and organized and logged footage.
- Collaborated with graphic designers to provide art direction for promotional artwork development.
- Researched competitors, analyzed stakeholder partnerships and arranged presentations.

NBCUNIVERSAL HOME ENTERTAINMENT – MARKETING & SOCIAL MEDIA INTERN

09/19 – 12/19

- Produced social media assets and video content that facilitated high follower engagement.
- Tracked budgets and negotiated contracts to conduct influencer campaigns and press junkets.
- Directed company-wide campaigns and design agencies to produce optimal social content.

ASSOCIATED STUDENTS, CSUF, INC. – CHIEF COMMUNICATIONS OFFICER

06/18 – 05/19

- Supported the university’s Marketing and Design director by supervising design and video teams to process social media.
- Executed projects, campaigns and events that provided resources to a campus of 40,000+ students.
- Composed weekly scripts, production and hosted/produced a podcast.

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON – FULLERTON, CA

- Bachelor of Fine Arts in Entertainment Arts, Minor in Public Relations
Dean’s list recipient

CERTIFICATIONS

- Hootsuite Social Marketing..... 08/20

SOFTWARE

- Adobe Premiere
- Adobe Photoshop
- Adobe Acrobat
- Hootsuite
- Sprinklr
- Buffer
- Microsoft Office

ALEXANDRA APPLGATE

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

01/20 – PRESENT

- Writer for the Civic Business Journal and PublicCEO, covering local government and public-private partnerships
- Manages social media and website content development, monitoring and analysis
- Research and produce deliverables on diverse local governance topics

DAILY JOURNAL – GENERAL ASSIGNMENT REPORTER

04/19 – 12/19

- Wrote various columns, such as the business transactions column, for the publication and its local papers.
- Researched and cultivated potential sources
- Managed and edited the online ‘On the Move’ and ‘Dealmakers’ section

CITY OF LAKE FOREST - PUBLIC INFORMATION INTERN

03/18 – 03/19

- Created social media content, including video and tripled the city’s Instagram following
- Analyzed reach and engagement on the city’s social media and set goals for each site
- Wrote and edited copy for the city’s monthly e-Newsletter, bimonthly leaflet and website
- Helped plan and execute campaigns for large-scale initiatives such as the construction of a new Civic Center

THE BANNER NEWSPAPER – EDITOR-IN-CHIEF

05/18 – 12/18

- Managed and led a staff of more than 25 students to produce an award-winning publication
- Wrote breaking news stories and editorials; read and edited all copy
- Coordinated with the photo editor, design editor and section editors to create a cohesive publication
- Oversaw day-to-day operations of the publication; helped with staffing, training, recruiting and delegating

EDUCATION

CALIFORNIA BAPTIST UNIVERSITY – RIVERSIDE, CA

- Bachelor of Arts in Public Relations, Summa Cum Laude

CERTIFICATIONS

- Constant Contact Certified Solution Provider05/20
- Hootsuite Social Marketing01/20

SOFTWARE

- Adobe Lightroom
 - Adobe InDesign
- WordPress
 - Hootsuite
- Microsoft Office
 - Canva



CLARE BURGESS

TRYPEPI SMITH – JUNIOR BUSINESS ANALYST

06/20 - PRESENT

- Setup, assistance and publication of e-newsletter campaigns and additional email marketing.
- Website design, modification, and maintenance.
- Provide project management and account support for numerous clients.

THE SALVATORI CENTER– LEAD STUDENT MANAGER

07/17 – 5/20

- Conducted research alongside distinguished professors regarding politics, law, and philosophy.
- Managed a team of fourteen students on several research projects and oversaw the production of quarterly newsletters.

CLAREMONT JOURNAL OF LAW AND PUBLIC POLICY – STAFF WRITER

12/17 – 05/20

- Wrote and collaborated on law and public policy related articles and papers with fifty other staff writers, published in three editions.
- Participated in a symposium regarding immigration and global citizenship.

GOVERNOR BULLOCK’S OFFICE IN MONTANA

– CONSTITUENT SERVICES & POLICY INTERN

06/19 – 08/19

- Assisted constituents with difficulties regarding state government via phone; communicated with the appropriate executive agency to resolve their problem.
- Responsible for writing recognition cards, mailing letters, and managing the Governor’s outgoing mail.

ONEJUSTICE – DEVELOPMENT AND COMMUNICATIONS INTERN

06/18 – 08/18

- Created a database for Congressional donors and interests based on extensive funding research of over 350 donors; managed and updated donor database containing over 30,000 donors.
- Cultivated content for social media and blog using Hootsuite and WordPress.

EDUCATION

CLAREMONT MCKENNA COLLEGE – CLAREMONT, CA

- Bachelor of Arts in Government with a Concentration in Public Policy
- Recipient of the Government Department Chair’s Award of Merit
- GPA 3.65

CERTIFICATIONS

- Hootsuite Social Marketing 6/20

SOFTWARE

- Adobe Illustrator
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Hootsuite
- Canva



MOLLY LOCKWOOD

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

05/20 – PRESENT

- Setup, assist and publish e-newsletter campaigns and additional email marketing
- Website design, modification, and maintenance

PUBLISHER – SEA MAVEN MAGAZINE

06/18 – 05/20

- Curated, edited, and directed all content for website, social media, and 100+ page print magazine
- Utilized SEO and digital analytics to improve rankings, grow audience, and drive traffic to targeted content

INTERN INVESTIGATOR – PUBLIC DEFENDER SERVICE FOR D.C.

06/19 – 08/19

- Collaborated with attorneys to develop investigative strategy on a wide range of cases
- Tasks included meeting regularly with clients, identifying and interviewing witnesses, drafting and serving subpoenas, acquiring public records, providing courtroom assistance, and canvassing crime scenes

ENVIRONMENTAL ADVOCACY INTERN – JEUX DE VAGUES

06/17 – 08/17

- Generated press contacts and coverage with a wide range of local publications
- Drafted press releases, editorials, and letters to government agencies on behalf of the company

EDITORIAL INTERN – THE INERTIA

06/17 – 08/17

- Developed and executed editorial calendar in accordance with partner needs
- Wrote and published weekly articles on WordPress platform

EDUCATION

PITZER COLLEGE – CLAREMONT, CA

05/20

- Bachelor of Arts in Philosophy, Politics, and Economics (Pomona College) with Legal Studies Sequence (Claremont McKenna College)
- Awarded Nancy Penick McGarry Endowed Scholarship

SOFTWARE

- Canva
- LexisNexis
- WordPress
- Mailchimp
- Westlaw
- Microsoft Office



SARA SCARBO

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

06/14 – PRESENT

- Writer for Civic Business Journal reporting on local government and public-private partnerships
- Event coordination and planning
- Market research on contacts, local government leaders and city staff
- Assembly of newsletters in email distribution platform Constant Contact
- WordPress website content deployment
- Website project management and implementation
- Business development activities for joint powers authorities

PRIVATE WEALTH MANAGEMENT – JUNIOR BUSINESS ANALYST

08/08 – 04/12

- Extensive preparation of real estate financials
- Helped develop & maintain business contacts with vendors and clients
- Prepared confidential reports, charts, and tables regarding operations
- Coordinated meetings and events including finding a location, catering, attending the events to provide support and preparing materials

BLUE LAGOON/BLEU MOON LOUNGE – SOCIAL MEDIA & SALES MANAGER

08/09 – 04/12

- Led the Social Media Marketing team
- Wrote and edited sales and marketing materials
- Served as liaison between advertising agencies and the company, print suppliers, freelance talent and various marketing services

NURESTEMP, INC. – INTERN

09/07 – 08/08

- Staffed outpatient surgical centers with RN's
- Handled all contracted nurses and staffed them with appropriate outpatient centers
- Took calls and emails from both nurses and centers for work requests
- Facilitated lodging and travel for traveling nurses
- Helped acquire new nurses when necessary

EDUCATION

CHAPMAN UNIVERSITY – ORANGE, CA

- Bachelor of Science in Finance – Minor in Law and Public Policy



APPENDIX B: STATEMENTS AND DISCLOSURES

Insurance

Insurance certificates will be provided prior to contract execution. Tripepi Smith routinely provides insurance certificates to prove we meet the contracting requirements of public agencies throughout California. We are willing and able to comply with the insurance requirements.

Incorporation

Founded in 2000 and incorporated in 2002 as a California S Corporation, Tripepi Smith is based in Orange County. FEIN: 73-1642614

Tripepi Smith states that:

-  It can legally conduct business in the state of California and the City of Duarte.
-  It has not colluded in any fashion with other respondents which would restrict or eliminate competition.
-  No employee or official of City of Duarte has a material or monetary interest in this contract.
-  It is not aware of any other actual or potential conflict of interest related to this proposal and the projects being implemented.

Permits and Licenses

Tripepi Smith and all employees or agents shall secure and maintain in force such licenses and permits, as are required by law, including a City of Duarte business license. Tripepi Smith has already applied for and is in the process of updating its business license with the City.

No Protectable Documents

There are no protectable/confidential documents included in this proposal that Tripepi Smith believes should be exempt from disclosure under California's Public Records Act, Government Code Section 6250, et seq.

Business and Personal Relationships

Tripepi Smith is currently working for the City of Duarte by way of an agreement with the office of the City Manager. Tripepi Smith has previously executed other projects in the City including a communications assessment, video production and event photography. Other than these items, Tripepi Smith has no other past or current business and personal relationships with any current City elected officials, appointed officials, City employees, or family members of any current City elected official, appointed official, or City employee.



Conflict of Interest

Tripepi Smith states that:

- It can legally conduct business in the state of California and the City of Duarte, California
- It has not colluded in any fashion with other respondents which would restrict or eliminate competition
- No employee or official of Duarte has a material or monetary interest in this contract
- It is not aware of any other actual or potential conflict of interest related to this proposal and the projects being implemented.

Conflict of Interest Disclosure and Ethics

Tripepi Smith operates in a complex marketplace that is more political than most industries. As a result, conflicts of interest (real or perceived) can arise. The first and foremost obligation of Tripepi Smith is to outline all existing client relationships to prospects so as to let the prospect determine if a conflict exists. At this time, Tripepi Smith does not see any conflicts with our client work and the City of Duarte.

[Click to read more about Tripepi Smith's commitment to ethics](https://www.tripepismith.com/about-us)

<https://www.tripepismith.com/about-us>

Ryder Todd Smith
Co-Founder & Chief Executive Officer
Tripepi Smith
(626) 536-2173 • ryder@tripepismith.com • FAX: (949) 679-8371



APPENDIX C: RFP SUBMITTAL CHECKLIST

RFP SUBMITTAL CHECKLIST

1. Submittal Checklist
2. Vendor Information Form
3. Proposal
4. Acknowledge Insurance Requirements

Bidder acknowledges the review of, and agreement to comply with the City's insurance requirements.

Ryder Todd Smith

Authorized Signature

5. Acknowledge Workers' Compensation Insurance Requirements

Bidder acknowledges the review of, and agreement to comply with the statutory Workers' Compensation insurance requirements.

Ryder Todd Smith

Authorized Signature

6. Acknowledge City Business License Requirement

Bidder agrees to comply with the City's business license requirement.

Ryder Todd Smith

Authorized Signature



APPENDIX D: REFERENCES

City of Culver City

Shelly Wolfberg

Asst. to the City Manager

310.253.6008

shelly.wolfberg@culvercity.org

9770 Culver Blvd, Culver City, CA 90232

City of La Verne

Bob Russi

City Manager

909.596.8726

brussi@cityoflaverne.org

3660 D St., La Verne, CA 91750

City of La Cañada Flintridge

Carl Alameda

Assistant City Manager

818.790.8880

calameda@lcf.ca.gov

One Civic Center Dr., La Cañada Flintridge, CA 91011

City of Lomita

Ryan Smoot

City Manager

310.325.7110

r.smoot@lomitacity.com

24300 Narbonne Ave., Lomita, CA 90717

City of Paramount

John Moreno

City Manager

562.220.2222

jmoreno@paramountcity.com

16400 Colorado Ave., Paramount, CA 90723

Description

Communications Assessment, strategy and action items, social media management, social media and media monitoring, ongoing communications support, videography, monthly metrics reporting, photography, graphic design, bi-weekly client calls and crisis communications.

Current Client

Weekly client calls, press releases, news articles, media and social media monitoring, social media management and quarterly content planning.

Current Client

Communications assessment, and on-demand communications support. Community newsletter generation, media relations management, videography and strategic message development.

Current Client

Water Department website development and support, overall city messaging on critical matters, ongoing advice on benzene detection on well, event management for water tours, media management, graphic design and animated explainer videos.

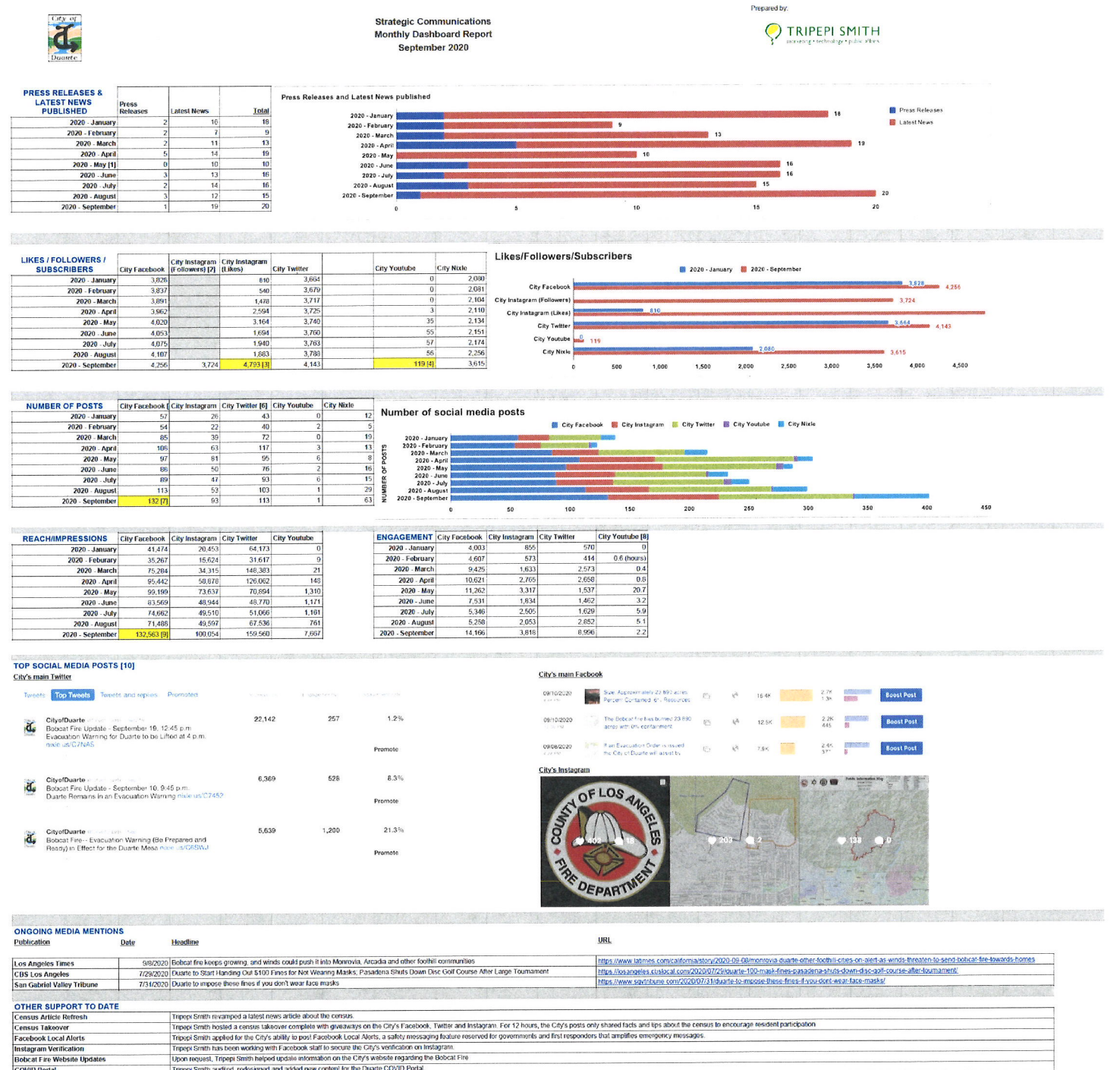
Current Client

Tripepi Smith conducted a full Communications Assessment for the City of Paramount. We were subsequently engaged to address crisis communications related to hexavalent chromium matters. Since then we have been engaged on a range of community initiatives resulting in video production, graphic design, website development and social media advice. Most recently we have been tasked with the Water Department to address PFAS-related matters.

Current Client



APPENDIX E: DUARTE MONTHLY DASHBOARD REPORT



(continued)

[1] In May 2020, the City of Duarte engaged Tripepi Smith for communication services, including social media management, article and press release writing and website content creation and maintenance.

[2] Tripepi Smith began recording Instagram follower metrics in September 2020.

[3] In September 2020, the City experienced a significant spike in likes on Instagram due to frequent posts about the Bobcat Fire.

The updates nearly doubled the City's post count and gained above-average reach rates.

[4] The City doubled YouTube subscribers in September 2020, which can be attributed to a September 17 post in which the City promoted a livestream regarding the Bobcat Fire that would take place on its channel.

[5] Includes posts that are automatically generated when a Nixle is issued.

[6] Includes posts that are automatically generated when a Nixle is issued.

[7] Frequent posts about the Bobcat Fire and 12 posts dedicated to the City's census takeover on September 2 contributed to an above-average amount of posts on the City's social media in September 2020.

[8] Youtube categorizes engagement as number of hours watched per video.

[9] In September 2020, the City experienced a spike in reach and engagement across all platforms, which again, is primarily attributed to messaging about the Bobcat Fire.

Facebook metrics, in particular, soared due to a combination of:

1. High post count and
2. frequency of public safety messages posted as local alerts.

Facebook Local Alert is a tool that helps local governments and first responders maximize the reach of messages with critical public safety information.

[10] The top three performing tweets, Facebook posts and Instagram posts were all Bobcat Fire updates.

AGENDA
DUARTE PUBLIC FINANCING AUTHORITY
REGULAR MEETING – TUESDAY, OCTOBER 27, 2020
7:00 p.m. – CITY COUNCIL CHAMBERS
1600 Huntington Drive, Duarte, California 91010

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES

2. ADOPTION OF THE AGENDA

3. APPROVAL OF MINUTES – Meeting of October 22, 2019

4. ORAL COMMUNICATIONS—ITEMS NOT ON THE AGENDA

Any person wishing to speak on any issue that is not on the Agenda, but that is within the subject matter jurisdiction of the Authority Board, may do so at this time. The opportunity to speak is on a first come, first serve basis. Each person may speak once for no more than 3 minutes and there is a maximum of 30 minutes for all Oral Communications. Under the Brown Act, members of the Authority Board and staff can respond only with a brief reply to issues raised in Oral Communications, and no action on such matters may take place at this meeting.

5. ITEMS FROM BOARD MEMBERS

6. ADJOURNMENT

The Duarte Public Financing Authority was created in 1988 through a joint powers agreement between the Duarte Redevelopment Agency of the City of Duarte and the City of Duarte. Authorization for the Authority was created by the State through the Marks-Roos Bond Act of 1985. The Successor Agency to the Dissolved Redevelopment Agency of the City of Duarte, a separate public entity, succeeded to the position of the Redevelopment Agency upon dissolution of the Redevelopment Agency on February 1, 2012. The Authority has the ability to purchase and remarket bonds and/or notes sold by the Agency and the City, thereby facilitating public improvements by helping secure lower rates of interest and otherwise reducing financing costs. Members of the Duarte City Council serve as the Authority's Board. The Authority is required to hold a minimum of one meeting each year on the 4th Tuesday of October.

ADDRESSING THE FINANCING AUTHORITY:

NOTICE: 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/Authority 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 Public Financing Authority meeting scheduled for October 27, 2020, beginning at 7:00 p.m. will be closed to the public. Members of the public may watch and participate on Zoom. To access the meeting, please register at https://us02web.zoom.us/webinar/register/WN_0f9KrKrQ9a1AU7ZncTPLw. Members of the public may listen to the audio of the live Public Financing Authority meeting broadcast on the City's website at www.accessduarte.com. Public comments can be submitted electronically by emailing duarteinfo@accessduarte.com before or during the meeting, prior to the close of public comment. Emailed public comments will be read into the record based on the order that they are received. PLEASE NOTE: The subject line of your public comment email must contain the Agenda item number or title. Email addresses may be read or become a matter of public record. Thank you.

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

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

MINUTES

DUARTE PUBLIC FINANCING AUTHORITY REGULAR MEETING – OCTOBER 22, 2019

CALL TO ORDER

The Duarte Public Financing Authority met in a regular meeting in the Council Chambers, 1600 Huntington Drive, Duarte, California. Chairperson Kang called the meeting to order at 9:55 p.m.

RECORDATION OF ATTENDANCE

The following were in attendance:

PRESENT: Fasana, Finlay, Kang, Lewis, Reilly

ABSENT: Urias, Paras-Caracci

ADMINISTRATIVE STAFF PRESENT:

Interim Executive Director/Secretary Enriquez
Authority Attorney Cosgrove

ADOPTION OF AGENDA

Fasana moved, Reilly seconded to adopt the Agenda, and carried unanimously by those present.

APPROVAL OF MINUTES October 23, 2018

Fasana moved, Finlay seconded to approve the Minutes of October 23, 2018, and carried unanimously by those present.

ORAL COMMUNICATIONS

Lino Paras asked about the purpose of the meeting. Cosgrove responded.

ADJOURNMENT

Finlay moved, Fasana seconded to adjourn the meeting at 9:58 p.m., and carried unanimously by those present.

Chairperson

ATTEST:

Secretary